

Committee for Planning and Investment



Mid-Term Report 2003-2005

Poverty Reduction Fund

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Lao People's Democratic Republic
Committee for Planning and Investment

Poverty Reduction Fund

Mid-Term Report
2003 – 2005

Project Management Team
Vientiane, May 2006

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List of Acronyms

APB	Agricultural Promotion Bank
BOL	Bank of the Lao PDR
BOQ	Bill of Quantity
BTC	Belgium Technical Cooperation
CD	Community Development
CDD	Community Driven Development
CTPC	Communication Transportation Post and Construction
District	An administrative unit working under the direction of Provincial administrations (142 districts throughout the Lao PDR)
GOL	Government of Laos
IDA	International Development Association
IEC	Information Education and Communication
IGA	Income Generation Activities
Khet	Khet is a grouping of village, at the sub-district level
LA	Lao Agreement
Lao PDR	Lao People Democratic Republic
Lao PRY	Lao People's Revolutionary Youth
LECS	Lao Expenditure and Consumption Survey
LNFC	Lao National Front for Reconstruction
LNR	Lao National Radio
LTUF	Lao Trade Union Federation
LWU	Lao Women's Union
MIS	Management Information System
M&E	Monitoring and Evaluation
NSC	National Statistics Centre
OPT	Operations Planning Training
PM	Prime Minister
PMT	PRF Project Management Team
PRA	Participatory Rural Appraisal
Province	The Lao PDR is divided into 18 provinces each with an appointed governor and local administration.
PRF	Poverty Reduction Fund
SDR	Special Drawing Rights
SOE	Statement of Expenditure
TA	Technical Advisor
TOE	Training of Enumerator
TOT	Training of Trainer
UCD	Unit Cost Database
USD	United States Dollar
UXO	Unexploded Ordnance
VNPA	Village Need Priority and Assessment (Also a form designed by the PRF to record the outputs of each village participatory workshops)
WB	World Bank

EXECUTIVE SUMMARY

The Poverty Reduction Fund (PRF) is an initiative effort of the Lao Government supported by the World Bank (**IDA, credit no. 3675 LA –19,345,000 USD**), to contribute to social and economic development towards poverty alleviation for all, especially among the ethnic minorities living in remote areas. The PRF was established by the Prime Minister’s **Decree No. 073/PM** on 31 May 2002 and became effective in February 2003 for a period of five years. The objectives of the PRF are to build capacity and empower poor villagers to plan, manage and implement their own public investments to develop community infrastructure and gain improved access to services and to strengthen local institutions to support participatory decision-making and conflict resolution processes.

The PRF is designed around a number of key principles that provide the basis for project implementation and supervision, as well as for local innovations, and for the evaluation of the project and its impact.

The PRF project is a major contribution to the National Growth and Poverty Eradication Strategy (NGPES); it shows the commitment of the Lao Government to its goal of social and economic development of the country, in particular to reduce poverty. The PRF is supported by the World Bank in the form of a low-interest credit, repayable over forty years.

The PRF project is demand-driven in such a way that its project portfolio is based on the requests it receives from communities within a menu of possible sub-projects. The project staff and selected village members guide, train and monitor for eligible projects. Whilst technical assistance is provided through the use of standard design, appraisal and supervision, the PRF does not implement itself. In this respect, the PRF depends heavily on the participation of applicants to both plan and implement project themselves or hire a contractor. Funds are dispersed directly to communities through Khet accounts opened at district or provincial banks.

The PRF allows village decision-makers, with the widest possible representation, the choice over what project type to select and propose, and further allows them to choose whether they will implement the project themselves or contract the implementation, and lastly hands over the financial control of the execution of the chosen activities to them, which is unprecedented in government financed programs, and infrequent in NGO and other donor financed programs.

The Mid-Term Review workshop was held from 8-9 December 2005 to discuss achievements and recommendations for the future. The present Mid-Term Report expects to review implementation progress from start of the project to the end of 2005, and discusses both achievements and problems encountered and suggestions for ways in which to improve the project for the remaining implementation period. It is a summary of the implementation and an assessment of the PRF from the beginning of the project including Cycles I & II, and the beginning of the third cycle.

In Cycle I, **three start-up provinces** and **ten districts** were chosen for their regional diversity, varying poverty levels, and level of infrastructure and communications development to permit early start up of operations: **Huaphanh, Savannakhet** and **Champassack** Provinces. During **Cycle I**, the project covered **913** villages in **3** provinces, **10** districts, and **121** khets. Activities actually took place in **558** villages, covering a total population of **238,000** people, representing **64%** of the total **372,000** people of the target population. The total allocated budget was **1,069,934 USD** for a total of **249** sub-projects planned for implementation (average of **4,350 USD** per sub-project).

The PRF started Cycle II in July 2004, expanding from a total of 10 to 14 districts, number of Khets from 121 to 188, and number of villages from 913 to 1,431 with the total budget planned for all sub-projects implementation of 3,101,000 USD allocated to directly to districts within each province. Education projects were at the top of people's priority needs for Cycle II. At the end of September 2005, 431 sub-projects were initiated for implementation. At the end of November, 364 sub-projects (84%) were completed for a disbursement of 29 billion kip (92%) to Khet accounts. The major sectors for implementation in this Cycle include water systems, education and roads, which resulted from the participatory planning process with communities (average of **7,200 USD** per subproject).

The expansion into six new districts in Xiengkhouang and Saravanh Provinces started in June 2005 for the third cycle. The training for new staff and Khet Facilitators for new districts was held in those two provinces. In the third cycle, the PRF activities expand to 5 provinces and 20 districts. Although the PRF has already entered Cycle III, some sub-projects/activities from Cycles I & II still continue and are expected to be complete by the end of 2005.

The District Prioritization Meetings finished in September 2005 for Cycle III; 668 sub-projects were planned for implementation in 20 districts within five provinces and approximately 4,163,000 USD was designated for implementation. After the District Finalization Meeting in December 2005, only 533 of the 668 sub-projects were selected for implementation in Cycle III and the PRF began the sub-project cycle in January 2006 with the majority of sub-projects to be completed by the end of June 2006.

For the MIS improvement in the M&E unit, an external consultant was hired to design a new software programme database and analysis (9-11/2005). The training progress will be conducted at the central level in December 2005 and at the provincial level in January 2006. After completion of the database training, the provincial staff will enter the data and submit them to central level office every month.

On the issue of expansion to new districts, based on current capacity and workload of staff, the high turnover of staff and other areas needing review, the World Bank mission team strongly recommended expanding to only one district for Cycle IV instead of the proposed four new districts. Viengthong district in Huaphanh province was suggested as the additional district. In addition, given difficulties pose by working in Saravanh province (*e.g.* lack of banking facilities) the mission believed it would be better if implementation in the remaining three new districts (one in Saravanh and two in Sekong province) were postponed until lessons from Cycle III could be learned and guide implementation in the remaining districts.

The PRF currently has about 138 staff across the country.

1. BACKGROUND

1.1. Overview of the Poverty Reduction Fund in Lao PDR

The Poverty Reduction Fund (PRF) shows the commitment of the Lao Government in its endeavors towards social and economic development of the country, in particular to reduce poverty, including poverty among ethnic minorities living in remote areas. The PRF is part of the Lao Government's National Growth and Poverty Eradication Strategy (NGPES).

The PRF is engaged in assisting the development of small scale, community-based infrastructure and other activities in the water, transport, education, health, agriculture and other sectors to reduce poverty in poor rural villages. Grants are made to village communities for infrastructure and others following a menu of options. The villages make the key decisions on the type of sub-projects for which they will use the budget.

In 2002, the Government of Lao PDR invited IDA to support its efforts to deliver development resources at the village level, targeted to the poorest districts in the country and mediated through strong participatory processes and decentralized decision making.

To this end, the Poverty Reduction Fund was legally established by a Decree of the Prime Minister of Lao PDR (No. 073/PM) on 31 May 2002, initially supported by the World Bank in the form of a low-interest credit, repayable over a forty-year term. The consented credit amounts to approximately 19.5 million USD, with government contributions totaling about 1.3 million USD. The Prime Ministerial Decree allows the PRF to also receive and use funds from other sources. Moreover, the Government's Decree establishes the Poverty Reduction Fund as an autonomous entity, overseen by a Board of Directors, and attached to and chaired by the Committee for Planning and Investment, and gives to the PRF the authority to set its own personnel recruitment, procurement, and remuneration standards, a key determinant of likely success.

The PRF has been launched for an initial five-year period from 2002 to 2008. During the first cycle (2003-04) of implementation, the PRF Project covered 10 districts in three provinces: Huaphanh, Savannakhet and Champassack. The work expanded to 14 districts in the Cycle II in 2004-05. The PRF disbursed approximately 4,163,000 USD for sub-projects in the first two cycles. The Cycle III started in June 2005 with the addition of six new districts in two new provinces, Xiengkhouang and Saravanh, with a budget of about 4 million USD to invest into sub-projects.

Basic Facts of the PRF

- Credit..... IDA (World Bank Group), Credit no.3675 LA
- IDA Credit: 19,345,000 USD
- GOL Contribution up to: 1,330,000 USD
- Total project fund: 21,000,000 USD
- Date of Establishment 31 May 2002, by Decree no.073/PM
- Project Launched Field Level.... April 2003
- Project title Poverty Reduction Fund
- Credit effective Date 3 February, 2003
- Expected End date March 2008
- Type of Project..... Social Fund
- GOL implementing Agency The Poverty Reduction Fund
Committee for Planning and Investment
- Current target provinces..... Huaphanh, Savannakhet, Champassack, Xiengkhouang and Saravanh Provinces

1.2. Objectives of the PRF

The main objectives of the PRF are to:

- assist villagers to develop community infrastructure and gain improved access to services;
- build capacity and empower poor villages in poor districts to plan, manage and implement their own public investments in a decentralized and transparent manner;
- strengthen local institutions to support participatory decision-making and conflict resolution processes at the village, khet, and district levels, involving a broad range of villagers, including women, the poor and ethnic minorities.

The PRF Vision

“Strong, capable communities, in even the most remote rural areas, working together and finding solutions to meet their present and future needs in response to the government’s directions.”

The PRF Mission

- To support and establish local capacity, procedures and systems in line with the Government of Lao PDR’s decentralization policy;
- To reduce the poverty of rural communities – through a program of highly participative, accountable grant-based, village-managed activities such as small-scale infrastructure projects, life skills development and income generation;
- To enable rural poor and ethnic minorities to benefit from the country’s move towards improving socio-economic conditions for all citizens;
- To reduce the poverty of rural communities – through a program of highly participative, accountable grant-based, village-managed activities such as small-scale infrastructure projects, life skills development and income generation; and
- To enable rural poor and ethnic minorities to benefit from the country’s move towards improving socio-economic conditions for all citizens.

The objective of the PRF project is to support the Lao PDR government in its efforts to reduce poverty, through empowering local communities. With the PRF support, they identify local development needs; manage small-scale development projects for the rehabilitation or

construction of social and economic infrastructure; and also other social productive activities, including income-generating ones.

1.3. Key Principles of the PRF

The PRF is designed around a number of key principles that provide the basis for project implementation and supervision, as well as for local innovations, and for the evaluation of the project and its impact.

The 7 Principles of the PRF

- *Simplicity*
- *Menu of Options*
- *Participation*
- *Ownership*
- *Transparency and Accountability*
- *Wise Investment*
- *Empathy (“Siding With The Poor”)*

1. Simplicity

The project design, rules and regulations are simple. This ensures greater transparency and local ownership of the project material and methods used by the project are verified with villagers to ensure that they are properly understood and appropriate.

2. Menu of options

The project can provide funding for a wide range of village infrastructures and training villagers. Taking into account the limited resources and capacities available locally, they prioritize their own proposals. The project staff and local government agencies provide villages with the information required to make informed choices.

3. Participation

In order to ensure effective use of funds, villagers negotiate and collaborate together. Decision-making involve more people than just the village government, party representatives or elite: It must involve the whole community. Assistance and information are provided to villagers by facilitators and consultants as well as local government technical staff, but the communities themselves decide priority subproject for funding.

4. Ownership

Villagers must be willing to contribute to subprojects to show their support and ownership of the activity. The local contribution can be in cash, in kind or in labor. As with every other aspect of the subprojects, villagers themselves decide. This information must be included as a part of the Khet proposal. To ensure sustainability, detailed operation and maintenance plans must also be included in proposals, and villagers must be genuinely willing to operate and maintain any infrastructure that is built. Operations and maintenance teams at Khet level must be established before funds are disbursed. Encouraging high levels of ownership is critical if activities are to be maintained in the long run.

5. Transparency and Accountability

Complete transparency and local accountability are essential. Villagers own the grants and they must be satisfied that the funds are used properly. All complaints will be taken seriously and investigated by the PRF staff. Villagers are entitled to question project decisions and disbursements, and they must receive clear answer to their question. At every stage and at routine meetings villagers must be informed how the funds are being used. Khet and village implementation teams must give a full and clear account of the use of grant funds along the whole process. They will also be told who to contact if things are not proceeding as planned and how to solve or report problems.

6. Wise Investment (Sustainable, replicable, complementary)

The PRF expands annually to cover additional poor districts. The Poverty Reduction Fund is legally established so that it can channel assistance from many sources. It aims to provide a mechanism for revenue transfers to locally determined and community-managed development interventions in all poor areas: interventions that are wise investments. The scope of the initial project and the PRF itself do not mean to supplant other, larger development efforts but to complement such efforts with small, local community investments. Sub-project activities need to also be relevant: the degree to which the investment is effectively addressing the expressed needs of the poor communities must be given a due consideration.

7. Empathy ('siding with the poor')

The Poverty Reduction Fund, all the PRF consultants, and facilitators work for the poor. Such as, for each planned and implemented activity, in all process and all procedures, preference is given to the poorest people in the community. Facilitators and consultants are evaluated based on this principle: championship of the rural poor.

1.4. How Villages and Village Activities are Chosen

Each participating district receives an annual allocation of funding based on the number of poor villages in that district. Poor villages have so far been identified based on five criteria, as per the poverty indicators defined by the Prime Minister's Instruction No. 010/PM (2001):

1. Villages where at least 51% of the total households are poor households;
2. Villages without school within the village or schools in nearby and accessible villages;
3. Villages without dispensaries, nor traditional medicinal practitioner, or requiring over 6 hours of travel to reach a hospital
4. Villages without safe water supply;
5. Villages without road access (at least trails accessible by car during the dry season).

The PRF classifies villages into six levels of poverty according to the possession of one or more of the above indicators: non-poor, very low poverty, low poverty, medium poverty, high poverty, and very high poverty.

All sub-projects and activities proposed by the villagers must conform to the PRF objectives. The menu of options gives guidelines concerning the type of sub-projects that can (or cannot; "Negative List", *Cf. below*) be funded by the PRF, also there are regulations on the amount of money that can be given to a village or group of villages in any one year. Transparency and accountability are encouraged through involving large numbers of people in key functions, plus the use of (village) Information Boards and a Complaints Prevention and Resolution Process.

75 percent of the PRF budget is spent directly at village level. Funding is given to communities as grant assistance for approved sub-projects. To access a grant and participate in the project, the villagers themselves must initiate, plan, implement, manage, and maintain their own village development sub-projects.

1.5. Menu of eligible and ineligible activities

The project is able to fund a wide range of small activities that are proposed and acceptable to the villagers, including community infrastructure and training activities. Changing the menu requires agreement between the Government and the World Bank. And the PRF also lists types of activities that are prohibited.

Table 1: PFR menu of options

	Subproject type	Item Eligible
1	Access and transport	Bridges, footpaths, culvers, ramps, piers, road repairs and improvement
2	Water systems	Wells, gravity water supply, small weirs, ponds, etc...
3	Community Irrigation and Drainage	Weirs, canals, bunds, gates, spillways, and other structure
4	Markets, community halls, and sanitation	Building, drainage, latrine swells, and furnishing
5	Health post or clinic and Sanitation facility	Building, furniture, latrines, supplies and medicines, allowance for nurses/midwives (in cash and kind)
6	Community electricity supply	Mini-hydro generator, wiring
7	Schools, nurseries and sanitation	Buildings, latrines, allowance for teachers (in cash or kind), supplies, equipment, and furniture.

Furthermore, many types of training can be funded under the project, as long as providers can be identified and contracted. It is expected that the project menu will expand in the following years, providing assistance for activities such as locally based community enterprises or income generation activities, support services for existing, viable, and proven micro-credit and/or village revolving funds, which have capital from the mobilized saving of borrowed, and community social services.

After the District Prioritization Meeting for the Cycle III, the sub-projects were divided in to five main groups:

AG: Agriculture includes all activities relation to agriculture activities

CTPC: Access Transportations includes Energy

ED: Education (Equipment, school constriction or renovation, school material....)

HL: Health/Domestics water

IGA: Income Generation Activities and Training

The grouping of sub-projects in Cycle III was altered to follow the broad set of activities the PRF was established to support: Agriculture; Communication/Transportation; Education; Health; and Income Generation Activities with training.

1. Agriculture: Includes all activities that impact to agriculture for example: seed crop, irrigation system, dam, weir, fish pone....

2. Communication Transport Post and Construction (CTPC): access to transportation includes energy or electricity system such as: rural road upgrade, bridge maintenance, solar system, micro hydro power, main electric line access....
3. Education includes school equipment, school construction or renovation
4. Health
5. Income Generation Activities and Training

The activities prohibited (ineligible) within the PRF include:

- New roads; road resurfacing; road sealing (laterite, asphalt, etc....)
- Electrical; gasoline or diesel generators or pumps for irrigation;
- Piped; individual household water hook-ups
- Equipment or materials that can be paid for from other fund;
- Chain saws; pesticides and other dangerous chemical;
- Investment detrimental to the environment;
- Acquisition of land (purchase or lease), under any condition;
- Construction, rehabilitation, or maintenance of any government office buildings;
- Payment of salaries to government servants or the salaries of the staff of government subsidized organization;
- Any activity unacceptable to a large number people (regardless of their ethnic background)
- Force (involuntary) resettlement is not allowed under any condition.
- Voluntary resettlement requires an early special approval from Vientiane prior to any decision in the inter-khet meeting

Table 2: The Subproject Implementation Cycle from 2002-2008

	2002	2003	2004	2005	2006	2007	2008
PRF established by PM Decree	May 31						
Development Credit Agreement	Aug. 19						
Credit effectiveness date		Feb. 3					
Launching activities in field		April					
Beneficiary & Technical Assessment				•			
Mid Term Review				•			
Cycle I		•	•				
Cycle II			•	•			
Cycle III				•	•		
Cycle IV					•	•	
Cycle V						•	•
Closing							March

2. METHODOLOGY, OVERVIEW OF WORK IN PROGRESS AND ACHIEVEMENTS

While building on the gained experience of the Committee for Planning and Investment, the Poverty Reduction Fund has adapted and developed tools and methodologies that are appropriate to the context of the poorest districts in Lao PDR, while conforming to the requirements of the PRF credit and project agreements.

The Mid-Term Progress Report was conducted to assess the achievement and challenges of the PRF implementation and activities' progress in order to provide suggestions for ways to improve the project for the remaining implementation period. So, the Mid-Term progress report is conducted using two different methodologies to analyze the progress of PRF activities in Cycles I & II. Firstly, it general follows the outline of each annual report and the Operation Manual, examining expectations for implementation progress and advancement in meeting development objectives. Secondly, each unit provides a progress report of their work since the initiation of the PRF project in Lao PDR.

2.1. The three main components of the PRF

- **Sub-project Grant** of up to 25,000 USD is available for villages to improve infrastructure in the community or for training programs. Project staff provides villagers information to make informed choices and help determine the feasibility of their choices. Infrastructure development will include the construction of bridges, footpaths, tracks, culverts, ramps, piers, road repairs and up-grading schools, health clinics, public buildings as well as community water supply systems, irrigation and drainage systems and local markets. In the following years of the project, activities may expand to include scholarships, interventions to deal with food insecurity of disasters, micro-enterprises and provision of social services.
- **Local Capacity Building** component finances Provincial Technical Support teams placed in each project province to provide technical assistance to Khet project teams preparing project proposals. Teams at both the provincial and district levels include engineers and community development facilitators. In addition, there are also people who can provide assistance in financial management, procurement methods and information dissemination.
- **National Project Management** component finances the cost of staffing, managing, monitoring, reporting and operating the Poverty Reduction Fund at the central level. It includes technical assistance by consultants for official training in monitoring, accounting, auditing, procurement assessments, legal services and other specializations.

2.2. The Key point of Activities and difference Steps in the PRF work cycle

2.2.1. Key activities

The key point of PRF activities of the PRF includes 5 steps of activities:

- Participation through dialogue, voting for the sub-project and election
- Decentralization in the PRF organization
- Transparency through public meetings and notice boards
- Accountability to local stakeholders, the board and the lender
- Money transferred to Khet Bank Account to access and managed by Khet representatives only. This is real sense of ownership.

2.2.2. PRF standard Cycle of Activities

The different steps in the PRF Standard Cycle of Activities established and progressed in Cycles I & II and suggested for Cycle III includes the various steps below:

1. Preparation

Pre-service project training including technical matters will be carried out and training materials and modules will be prepared for both in service and on the job training conducted by project consultants during project implementation.

2. Socialization

Socialization is the promotion of the project and its principles, processes, and procedures to villagers, consultants, facilitators and government officials. Throughout the project, the PRF actors at all level will be involved in the effort of encouraging broad-based participation, transparency and monitoring, including participatory monitoring by villagers. The socialization process will take the form of meetings at provincial, district, Khet and village levels through the support of brochures, posters, radio spots and other communication materials.

3. Village assessment of need and priorities

PRF facilitators will conduct village needs assessment meetings in each village of a targeted district, with the cooperation of a village representative, village official and group heads. Women and men will discuss separately and then again together the main needs and priorities for the development of their villages. Four village priorities (two proposed by the men, two by the women) will be recorded and subsequently discussed at a khet meeting. Three village representatives (at least one of whom must be a woman) will be specially elected by the villagers themselves to present and defend their priorities at the khet level.

4. Khet decision meeting

The objective of the Khet prioritization meeting is to determine which proposals from the khet will be submitted to the district level. Six khet priorities (three subproject proposals outline each from men and women) will be recorded and subsequently discussed at the district meeting. Four Khet representatives (two men and two women) will be especially elected by the village representative from all villages in a khet to present and defend their priorities at the khet level.

5. District meeting to prioritize subproject proposal

A district level meeting will be held to consider and rank all proposals. Khet representatives will select priority sub projects and discuss their plans with the PRF staff and relevant district technical departments. In most cases it is not possible to fund all proposals in one year, as not all activities will cost the same and some will be larger than others. Some subprojects may benefit only one village; others may benefit many or all villages within the Khet. Valid proposals not funded in one year can be resubmitted in a subsequent year. Proposals not able to be funded by the PRFP will be channeled to the governing authorities and other donors will be sought. Each khet can submit up to six proposals each year.

6. Preparation of designs and budgets, methods

After proposals have been ranked, they will be sent to the District Technician, who, with the proposal support team, will check the feasibility, assist the villagers to prepare designs and budgets and purpose various methods of procurement. Another district (inter-khet) meeting will be held to take into account the newly prepared designs and budgets, and to finalize and ratify all funding decisions, based on priorities established in the district level meeting.

7. Implementation

Implementation involves a number of steps from preparation to actual construction of the works, etc., including periodic cross-village assessment visits, monitoring and reporting.

In the implementation of approved subprojects, following principles must be observed:

- The community is the owner of sub-projects and therefore any implementation decision is the responsibility of the villagers of the Khet;
- Where labor is to be paid, the village poor should get priority as laborers;
- When there are part of the work that are beyond the ability of the community, the community can utilize outside skilled labors or experts as long as this has been previously agreed and included in the approved sub-projects proposal .

8. Khet accountability Meeting

Accountability meetings will be held before every withdrawal of funds from the bank. These meeting are to review progress, problem and the use of all funds expended to date.

9. District Evaluation Meeting

At the end of each cycle and before any more funds can flow for the following cycle, a district meeting must be held to account for all fund spent. Through the first planning cycle process is expected to take about six to eight months, subsequent cycle in the same areas might take only about three to four months.

10. Complaint Resolution Mechanism

A complaint system is central to the project. A complaint database will be maintained as part of the project MIS, both at the province and national level. Resolution of / response to complaints is considered essential for the success of the project.

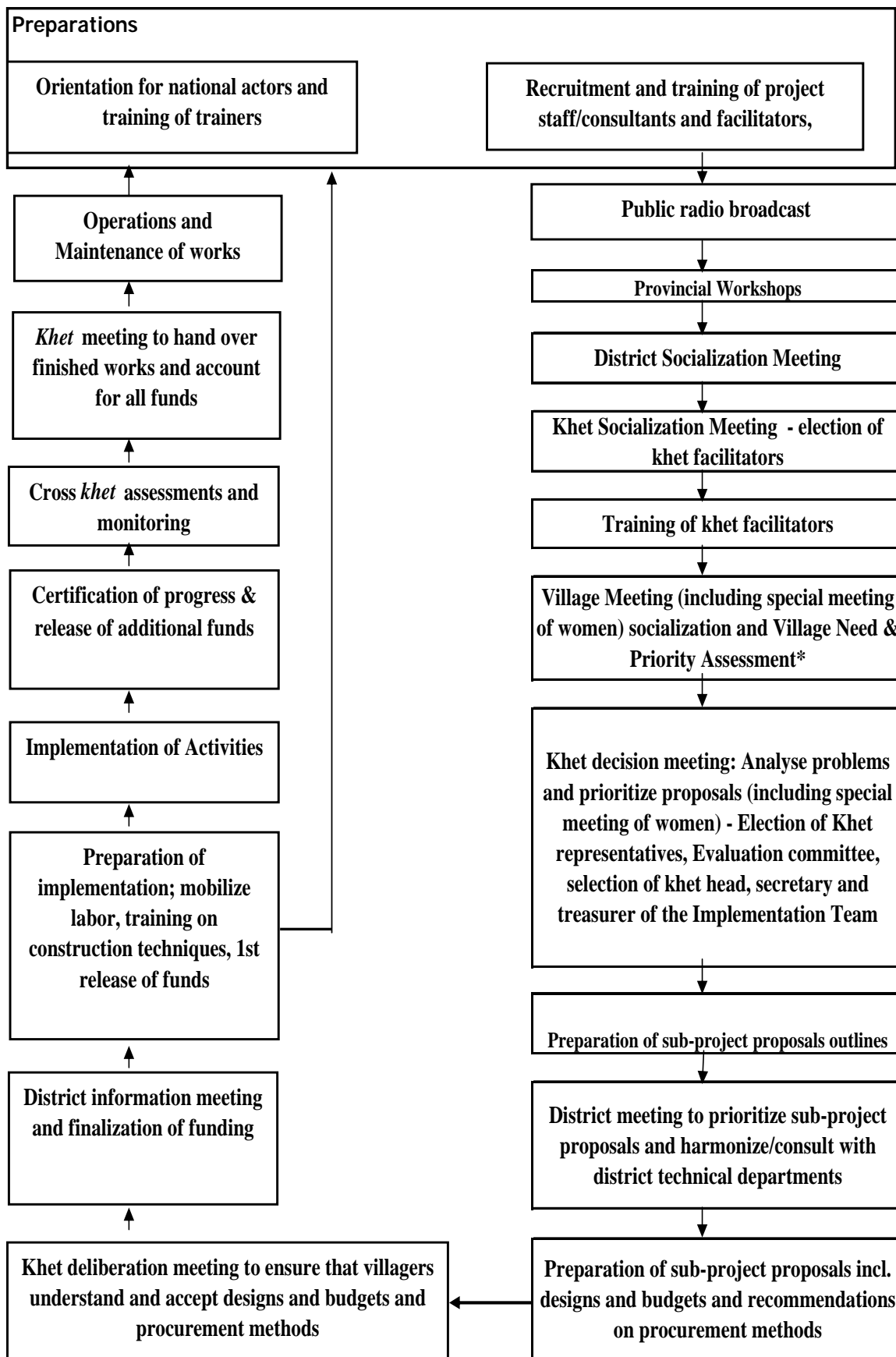
11. Operation and maintenance

Proper operation and maintenance of facilities built as part of the PRF project is the responsibility of the khet and villages which built the work. Operation and maintenances will be monitored periodically on a sample basic, and used as an indicator of community ownership and sustainability of project outcomes.

12. Sanction

Sanctions have been determined and agreed to in order to regulate project implementation and to ensure that poor villagers benefit. Sanctions are aimed at ensuring the accountability of various parties in the management of PRF project activities. Sanction can be in the form of (i) Community sanction, (ii) government sanction in the form of legal sanctions, and (iii) PRF project sanctions must be clearly explained and acknowledged before recording in the official minutes of local meetings. All sanctions must also be publicly announced and displayed on the information boards in the Khets.

PRFP ACTIVITY CYCLE



2.3. Socialization and village need assessment

The principles and the objectives of the PFR depend on and encourage a high degree of participation by the people themselves; in fact all methods used by the PRF are highly participatory.

Social is the first stage at the local level and it is a crucial step as it directly supports the success of the subsequent processes and future activities' implementation. The people who attended to PRF Socialization meetings at provincial and levels included Government officials from Agriculture, Education, Communication, Transportation, Post and Construction, Planning and Investment, Lao Youth Union, International Organizations, Their willingness to cooperate with the PRF was reaffirmed during subsequent encounters.

2.3.1. The beginning of Cycle I

Based on reports from districts and provinces; the number of people attending PRF Socialization Meetings is impressive. Full-scale socialization activities were launched in the field in the three start-up districts (Sobbao, Mounlapamok, and Sepone) in Mid-April 2003. A total of 305 of total villages in 37 Khets in those districts participated in Socialization Activities. The second round of socialization Activities started in October-November 2003, where 615 of total villages were visited in 76 Khets for 7 remaining districts (Xiengkhor, Add, Nong, Vilabury, Sukuma, Pathoumphone, and Khong).



During the year 2003, Socialization meeting covered 920 villages from 121 Khet within 10 districts. That could only be possible because the PRF received very good cooperation from the local authorities. Preparation was also a determinant factor of success as for example giving sufficient notice and informing people about meetings beforehand. Villagers were usually informed by the village chiefs who were contracted by the local authorities.

As the social study program is part of the legal covenant between the World Bank and Government of Lao (GOL), the PRF hired an external consultant to begin work in February 2004 and final version of draft report was received May 2004 but the report failed to adequately address the requirements laid out in the Terms of Reference (TOR). The post-study workshop was held in July 2005 to seek comments and recommendations and compile an action plan that could be submitted to the World Bank and the PRF Administrative Board for consideration. Following this workshop a strategy and provisional action plan was prepared.

2.3.2. The beginning of Cycle II

District Socialization meetings were held in July 2004 only in new districts: (Phin, Huameuang, Viengxay and Xamtay districts). The meetings were attended by representatives from the departments of Education, Agriculture, Transport and Communication, Health, Mass Organizations and other organizations at the district level.

Subsequently, Khet Socialization meetings and Khet Facilitators Training were held in new districts in order to prepare all Khet Facilitators¹ who are helping PRF District Facilitators collect data during Village Socialization and Village Needs and Priorities Assessment (VNPA).

The process for implementing sub-projects starts at village level. Several meetings are held for planning alone. The implementation of Cycle II for the 10 districts starting in Cycle I has repeated the same process described in the PRF Activity Cycle I. During Cycle II, activities covered 14 districts or 188 khets or 1,412 villages. Village Socialization and VNPA meetings were conducted by Khet Facilitators – volunteers working with PRF at field level since Cycle I with support from PRF provincial and district teams. Before starting Village Socialization and VNPA and Prioritization Meetings at Khet / district levels, the PRF national team prepared IEC (Information Education and Communication) and fine-tuned the PRF meeting guidelines for each level, including the preparation of all relevant material, documents, protocols etc.

Then, Khet Prioritization Meetings, District Prioritization Meetings, selection of sub-projects, further consultations with the beneficiary / affected communities took place and a formal proposal was made (via the sub-project proposal form) combining the outputs of proper appraisal, costing and design, as well as procurement method and unexploded ordnance and environmental assessments, District Decision Meeting where allocation of funding is finalized for the successful sub-projects will be held to finalize sub-projects.

2.3.3. Capacity building

Staff training is important to ensure that the PRF obtains its objectives. PRF staff in each level were trained on sub-project proposal formulation and implementation before the new cycle. This training took place in the meeting room below the renovated PRF national Office in mid-June 2003. The agenda included:

- Comments and lessons learned by the field-level staff concerning the socialization phase
- Reiteration of the PRF principles, Project Activity Cycle, Work plan, etc.
- General participatory work principle for Technical Assessment (TAs) and other PRF staff, emphasizing on community involvement in and ownership of all aspects of the planning and decision-making process for sensitivity to environmental aspects, etc.
- Process for and elements required in all PRF Sub-project Proposals.
- Participatory revision/improvement of a draft Sub-project proposal form

Trainers/facilitators for this field area were all national Office staff due to the high proportion of PRF- specific content.

Before beginning the third cycle (2005-2006) the PRF team had planned to launch in two new activities provinces: Xiengkhouang and Saravanh province included the three districts in each

¹ Khet Facilitators are volunteers; they do not receive a salary, though PRF provides a small amount to cover expenses (transport, subsistence while away from the village). Khet Facilitators are composed of two men and one woman per khet.

province were added in this cycle. And the new staffs in these districts were trained by the national staff. Some of new staffs claimed that the training course was too brief and requested more specific training about their job, and the PRF at the national level planned to offer some staffs on the job training in the national office or their field office. And some new province staff were selected to work with the relevant and necessary field such as the coordinator and financial officers in Xiengkhouang and Saravanh province.

2.4. Targeting, Phasing, and Resource allocation

2.4.1. Sources and Allocations of PRF Funds

The PRF is initially financed through a credit from the World Bank. Eventually, the Fund may be supported by various other sources, including government revenues.

Each chosen district is allocated a block grant during each cycle (or year) for the length of the project. District allocations are made in proportion to the number of poor people living in a PRF district, with a figure of 5 USD per person being the overall, average anticipated expenditure. The amount of each district's allocation will be determined and announced at the beginning of each year. The actual use of the funds will be planned and made based on the results of village, *khet* and district (inter-khet) prioritization and decision meetings.

Phasing of project operations is carried out on a district-by-district basis, initially beginning with the poorest districts, in three carefully selected provinces. It has been agreed that at least 75% of total project funds must be used for sub-project financing. Therefore, no more than 25% of project funds can be used for operational support, monitoring and administration costs.

In order to calculate allocations for the cycle of activities 2004-2005 and 2005-2006, the PRF requested the National Statistic Centre and its provincial offices to provide up-to-date information with regard to poverty levels in all target districts and provinces. To date, the PRF has received adequate information, which had been gathered and compiled by December 2002 for all target districts.

For each target, up-to-date figures are now available at village level, providing for every village a set of basic information (*khet*/, population etc.) and a breakdown of poverty indicators as defined by the Prime Minister's Instruction No. 010/PM. More specifically, the poverty indicators consist of the five indicators presented in Table 3 below:

Table 3: Poverty Indicators

Indicators	Value if false	Value if true
Villages where at least 51% of the total households are NOT poor households	0	1
Villages with school within the village or schools in nearby and accessible villages	0	1
Villages with dispensaries, traditional medicinal practitioner or requiring over 6 hours of travel to reach a hospital	0	1
Villages with safe water supply	0	1
Villages with road access (at least trails accessible by car during the dry season)	0	1

If at least one of the five above mentioned conditions (indicators) is false (0), the village is considered poor (Total sum of indicators <5).

In other words, a village is considered NOT poor if (i) less than 51% of the total households are poor households AND (ii) there is a school within the village or located in an accessible village nearby AND (iii) there is a dispensary or pharmacy within the village or a hospital that can be reached in less than 6 hours AND (iv) there is safe water supply within reach AND (v) there is access road (at least dry-season car trafficable trail).

According to the above mentioned criteria and data provided by the National Statistic Centre and its provincial offices, the PRF wishes to incorporate some weighting to capture levels of intensity/severity of poverty. Therefore, the PRF has determined six poverty levels: Not poor, very low, low, medium, high and very high.

2.4.2. Methods of Targeting

The overall targeting process considers locations that have high population, good potential for development and high poverty rates.

Provincial Targeting:

The Lao Expenditure Consumption Survey (LECS) prepared and periodically updated by the National Statistical Centre (NSC) provides accurate data on poverty at the national and provincial levels. In addition, a new survey (based on the “Village Book” program) is being implemented to compile basic village statistics on an annual basis. Using this data, provinces can be reliably ranked as to their poverty rates, using a standard poverty line of minimum per capita consumption and lack of access to several basic services as indicators for poverty. The NSC has already published provincial rankings based on the 1997 LECS survey.

Preliminary results of the Lao Economic and Consumption Survey 2003 (LECS3) have been made available (*See Annex 3*). The PRF has integrated data from the LECS3 so as to dispose of a factor that represents poverty levels of the surrounding area of a target district. To this end, provinces have been successively ranked by ascending order according to:

- (1) Total poverty per capita,
- (2) Poverty gap,
- (3) Severity poverty,
- (4) Total poverty per household

Therefore, each province was given a total of four different ratings according to its ranking with (1) Total poverty per capita, (2) Poverty gap, (3) Severity poverty and (4) Total poverty per household.

District Targeting:

The PRF operates in the poorest districts with in the chosen provinces .Districts are the primary targeting unit. List of target districts have to be confirmed each year by the Administrative Board, representing the government, as well as by the World Bank. More specifically, the number of districts that a province comprises, which are eligible in the NGPES group of 47 and 72 poorest districts of Lao PDR has been considered.

District targeting will proceed in year 2 through 5 on the following basis:

- Districts in the selected provinces will be ranked by poverty rate, from poorest to richest, using the most accurate data and methodologies available, by the provincial level authorities;
- Only those districts with a significantly high poverty rate (within a province) will be considered for PRFP operations.

District allocation: Approach and calculation of district allocation method for the cycle activities 2004-05

Methods utilized by the PRF for resource allocation strive to be objective and transparent to all stakeholders. Moreover, yearly district allocations are a function of the criteria shown below:

- (1) District Poverty levels based on Instruction 010/PM
- (2) Provincial Poverty levels based on Lao Expenditure and Consumption Survey (LECS III)
- (3) Government's district investment priorities based on National Growth and Poverty Eradication Strategy (NGPES)
- (4) Past championship of the poor
- (5) Recipient district's past spending capacity (Not used during cycle 2004-2005)
- (6) Recipient district's past good management (Not used during cycle 2004-2005)

In other words, a district that is composed of a large population of poor people and that has been identified as a Government investment priority should logically receive more than a district that is wealthier and/or represents a lower investment priority for the Government.

Moreover, due consideration should be given to the percentage of budget spent in poor villages. A district that diverts a large portion of its budget to the benefit of the wealthiest villages /communities does not side with the poor. Districts that channel most of their budget to the poor should be encouraged. Therefore, district allocations must also be function of a district's ability to channel most of the resources to the most vulnerable communities: their championship of the poor.

Furthermore, district allocations should be commensurate with the actual capacity of spending the allocated budget as shown at the end of the previous cycle. However, actual causes of low expenditure levels must be investigated so as to determine whether major reasons may lay with the PRF's own lack of efficiency and/or late cycle of activities starting date, natural disasters etc.

Lastly, while the PRF must be satisfied that more funds are channeled to (i) the poorest areas, (ii) the GoL investment priorities, (iii) the districts that have shown that most of the funding is channeled to the most precarious communities, (iv) the districts that have demonstrated adequate capacity to actually absorb the budgets, it would still remain a questionable achievement without

being satisfied at last with adequate management capacity. For instance, failure to fulfill past commitments and meet agreed objectives, serious unresolved complaints, and not-accounted-for funds, proved corruption, fraudulent malpractices or other embezzlements would constitute major reservations while considering future district allocations.

Table 4: Total District Allocation for the PRF 14 Target Districts (2004-2005)

Provinces / Districts	Population	Basic allocation USD	LEC 3 Factor	NGPES Factor value	Championship-of-the-poor factor	Basic Allocation x LECS 3 factor x NGPES Factor x Championship-of-the-poor factor (A) X (B) X (C') X (D)	Rounded Allocation to the nearest 1,000	Provincial distribution of resources (%)	District distribution of resources (%)
			Value						
		(A)	(B)	(C')	(D)				
Savannakhet	132,618	560,491.00	1.4			1,054,897.37	1,055,000	100%	34%
Nong	19,422	96,968.00	1.4	1.2	1.2	195,487.49	195,000	18%	6%
Sepone	39,400	184,588.00	1.4	1.2	1.2	372,129.41	372,000	35%	12%
Vilabury	27,103	111,129.00	1.4	1.2	1.1	205,366.39	205,000	19%	7%
Phin	46,693	167,806.00	1.4	1.2	1.0	281,914.08	282,000	27%	9%
Champassack	204,063	418,990.00	1			455,087.71	455,000	100%	15%
Khong	70,210	105,704.00	1	1.0	0.9	95,133.60	95,000	21%	3%
Mounlapamok	37,442	141,676.00	1	1.1	1.1	171,427.96	171,000	38%	6%
Pathoumphone	49,392	82,885.00	1	1.1	0.9	82,056.15	82,000	18%	3%
Sukuma	47,019	88,725.00	1	1.2	1.0	106,470.00	106,000	23%	3%
Huaphanh	191,284	924,332.00	1.4			1,593,411.46	1,593,000	100%	51%
Add	26,020	116,676.00	1.4	1.1	1.1	197,649.14	198,000	12%	6%
Xiengkhor	25,570	111,680.00	1.4	1.2	1.1	206,384.64	206,000	13%	7%
Sobbao	25,540	119,869.00	1.4	1.1	1.2	221,517.91	222,000	14%	7%
Xamtay	53,313	295,327.00	1.4	1.2	1.0	496,149.36	496,000	31%	16%
Viengxay	34,965	141,353.00	1.4	1.2	1.0	237,473.04	237,000	15%	8%
Huameuang	25,876	139,427.00	1.4	1.2	1.0	234,237.36	234,000	15%	8%
TOTAL	527,965	1,903,813.00				3,103,396.53	3,103,000		100%

Approach and calculation method of district allocation for cycle of activities 2004-05

Secondly, yearly district allocations are a function of:

- (1) District Poverty levels based on Decree 010/PM,
- (2) Province Poverty levels based on LECS3
- (3) Government's district investment priorities based on NGPES
- (4) Past championship of the poor
- (5) Recipient districts' past spending capacity (funds transfer and physical progress)
- (6) Recipient districts' past good management and
- (7) Recipient districts' past good environmental management

The total district allocation is calculated as follows:

- (1) **Basic resource allocation in USD**
(Based on Instruction Prime Minister 010)
X (multiplied by)
- (2) **LECS 3 factor** (representing the poverty levels of the surrounding area as per the findings of the Lao Expenditure and Consumption Survey 2003)
X (multiplied by)
- (3) **NGPES factor** (Representing the level of government investment priority as presented in the National Growth and Poverty Eradication Strategy)
X (multiplied by)
- (4) **Championship-of-the-poor Factor** (Representing the degree to which a district has been able to channel most of the resources to the most vulnerable communities)
X (multiplied by)

- (5) **Spending Capacity Factor (Funds Transfer and Physical Progress**, representing the actual capacity of a district to spend the budget as shown at the end of the previous cycle)
X (multiplied by)
- (6) **Good management Factor** (Representing the proved capacity of communities to follow good procurement and disbursement practices)
X (multiplied by)
- (7) **Environment Factor** (Representing the proved capacity of communities to follow good procurement and disbursement practices)

Criteria (4), (5), (6) and (7) will be use for the calculation of the district allocation of resources 2005-2006, but not use for the calculation of new district.

While Criteria (4),(5),(6) and (7) will not be used for the calculation of district resource allocations 2005-2006 (new district), those four very important factors shall be thoroughly introduced and explained to all participating districts/communities during the beginning of the cycle 2005-2006.

Table 5: Basic Allocation Details for PRF Target Districts (2005-2006)

Provinces	Basic Allocation in USD	LECS 3 Factor	Basic Allocation x LECS 3	NGPES Factor value	Basic Allocation x LECS 3 x NGPES Factor	Championship-of-the-poor factor value	Basic Allocation x LECS 3 x NGPES Factor x Championship-of-the-poor factor
	(A)	(B)	(A) x (B)	(C')	(A) x (B) x (C)	(D)	(A) x (B) x (C) x (D)
Savannakhet	536,245	1.4	750,743		900,892		1,009,351
Nong	91,554	1.4	128,175.60	1.2	153,810.72	1.2	184,572.86
Sepone	178,181	1.4	249,453.40	1.2	299,344.08	1.2	359,212.90
Vilabury	106,123	1.4	148,572.20	1.2	178,286.64	1.1	196,115.30
Phin	160,387	1.4	224,541.80	1.2	269,450.16	1.0	269,450.16
Champassack	390,167	1	390,167		427,759		429,220
Khong	96,782	1	96,782.00	1	96,782.00	0.8	77,425.60
Mounlapamok	133,365	1	133,365.00	1.1	146,701.50	1.2	176,041.80
Pathoumphone	77,485	1	77,485.00	1.1	85,233.50	0.9	76,710.15
Sukuma	82,535	1	82,535.00	1.2	99,042.00	1.0	99,042.00
Huaphanh	803,956	1.4	1,125,538		1,319,658		1,549,503
Add	108,252	1.4	151,552.80	1.1	166,708.08	1.1	183,378.89
Xiengkhor	94,845	1.4	132,783.00	1.2	159,339.60	1.2	191,207.52
Sobbao	113,091	1.4	158,327.40	1.1	174,160.14	1.1	191,576.15
Xamtay	243,042	1.4	340,258.80	1.2	408,310.56	1.2	489,972.67
Viengxay	126,891	1.4	177,647.40	1.2	213,176.88	1.2	255,812.26
Huameuang	117,835	1.4	164,969.00	1.2	197,962.80	1.2	237,555.36
Xiengkhouang	483,536	1.4	676,950		794,555		794,555
Kham	127,042	1.4	177,858.80	1.1	195,644.68	1.0	195,644.68
Khoun	178,569	1.4	249,996.60	1.2	299,995.92	1.0	299,995.92
Nonghaed	177,925	1.4	249,095.00	1.2	298,914.00	1.0	298,914.00
Saravanh	316,134	1.4	442,588		513,900		513,900
Taoy	128,181	1.4	179,453.40	1.2	215,344.08	1.0	215,344.08
Toumlan	122,892	1.4	172,048.80	1.1	189,253.68	1.0	189,253.68
Samoy	65,061	1.4	91,085.40	1.2	109,302.48	1.0	109,302.48
TOTAL	2,530,038		3,385,986		3,956,764		4,296,528

2.4.3. Phasing of Operations

The three initial provinces chosen for PRFP operations are Champassack, Savannakhet and Huaphanh. During the start up phase there will be ten districts in the project: three districts in Savannakhet (Sepone, Nong and Vilabury), four in Champassack (Sukuma, Mounlapamok, Khong and Pathoumphone) and three in Huaphanh (Xiengkhor, Add and Sobbao). In later years the PRFP will expand into two more provinces which will be selected based on experience in the original three.

Table 6: A summary of the planned phasing of the sub- projects of the PRF

PROVINCE	2003	2004	2005	2006	2007	TOTAL
Huaphanh	3	3	5	8	8	8
Savannakhet	3	3	3	4	4	4
Champassack	4	4	4	4	4	4
Province 4	-	2	4	4	4	4
Province 5	-	2	4	4	4	4
Total Districts	10	14	20	24	24	24
Khets	98	140	200	240	240	240
Subprojects	294	420	600	720	720	2754
Grants (USD)	1,598,745	2,283,922	3,262,745	3,915,294	3,915,294	14,976,000

The overall phasing of the project will be adjusted during implementation. Responsibility for annual reassessment of project phasing rests with the Executive Director, who prepares annual operational plans and budgets for submission to the Administrative Board for approval. The actual of sub-projects were progressed, it can be found in Cycle II below:

Table 7: Summary of Districts, Khets, Subprojects and Financing for Cycles I - III

PROVINCE	Cycle I (2003-04)	Cycle II (2004-05)	Planned for Cycle III (2005-06)	TOTAL
Huaphanh districts	3	6	6	6
Savannakhet districts	3	4	4	4
Champassack districts	4	4	4	4
Xiengkhouang districts	-	-	3	3
Saravanh districts	-	-	3	3
Total districts	10	14	20	20
Khets	121	188	239	239
Subprojects	248	431	533	1212
Grants (USD)	1,069,000	3,103,397	4,163,000	8,335,397

2.4.4. Sub-project Cost Guidelines

According to PRF guidelines, the average sub project proposal is estimated to cost around 5,400 USD. Sub-project proposals cannot exceed 25,000 USD. In the case of investments proposed jointly by more than one khet however, the upper limit is raised from 25,000 USD to 50,000 USD. The actual of average sub-project cost in Cycle I was approximately 4,350 USD for total 248 Sub-projects and in Cycle II was approximately 7,200 USD for total 431 sub-projects in this cycle. In Cycle II more budgets was spent on sub-projects to ensure the quality and efficiency also the

expansion the size of sub-project of the sub-projects construction in parallel with the sub-projects maintenance and sustainability.

2.5. Overall of Achievement and Challenges of Cycles I & II

The Poverty Reduction Fund is an initiative effort of the Lao government supported by the World Bank, to contribute to social and economic development towards poverty alleviation for all, especially among the ethnic minorities living in remote areas. So, the major achievement of the PRF in Cycles I & II implemented is briefly detailed below:

2.5.1. Major Achievements in Cycle I

By the end of 2003, Cycle I had achieved remarkable results and strived to keep up with an ambitious first planned implementation. During Cycle I, the project covered 913 villages in 3 target provinces, 10 districts, and 121 Khets. Activities took place in 558 villages, covering a total population of 238,123 people, representing 64% of the total 372,068 people of the target population. The total allocated budget was 1,069,934 USD for a total of 248 Sub-projects (average of 4,350 USD per project). The implementation guidelines were followed as specified in the PRF Operation Manual. Adapted trainings have been provided to villagers for implementing activities and maintaining to overall quality of sub-projects 'out puts. From the late December 2003 to the end of November 2004, a total of 719,656.59 USD of committed budget of 1,069,931 USD or 67% had been transferred to the Khets account for the sub-projects implementation, and the end of June 2005 almost of budget planned in Cycle I was transferred to Khets for the sub-projects implementation and almost of 248 sub-projects had completed.

Approximately 100 staff (full-time “consultants”) are employed by the PRF. Twenty one (21) people are based in the National Office in Vientiane, while there are eight to ten (8-10) people for each provincial office and three to six (3-6) people based in each district. Since three people in each district are insufficient to facilitate all of the PRF’s work and oversee the many sub-projects, the PRF is heavily dependent on hundreds of village and khet level volunteers. Approximately 560 “Khet Facilitators” (3 people per khet) work with the PRF staff to facilitate and represent the Project and provide a local “bridge” between the Project and the People. Over 750 “Khet Representatives” (one team of 4 people per khet) and many other khet and village teams work with and represent the people/target communities.

PRF major achievements in Cycle I:

- Target provinces..... 3
- Target districts..... 10
- Number of sub-project initiated 248
- Number of sub-projects completed 215
- Fund planned for sub-projects..... 1,069,000 USD
- Villagers in 121 khets and 913 villages have experience with handling large funds and managing projects.

Note: The majority of sub-projects for this cycle were categorized as water supply such as drilled and dug wells and spring gravity system. Most of the 248 sub-projects implemented in Cycle I have been completed.

2.5.2. Major Achievements in Cycle II

When the PRF started Cycle II in July 2004, it was still covering the three existing provinces from Cycle I but expanded from a total of 10 to 14 districts (913 to 1,431 potential villages). The planned budget for all sub-projects implementation is 3,101,000 USD, allocated as follow:

- Huaphanh province possessed a planned budget of 1,593,000 USD, which comprised six target districts: Sobbao 222,000 USD; Add 198,000 USD; Xiengkhor 206,000 USD; Xamtay 496,000 USD; Viengxay 237,000 USD and Huameuang 234,000 USD.
- Savannakhet province possessed a planned budget of 1,055,000 USD, which included 4 districts: Sepone 372,000 USD; Vilabury 205,000 USD; Nong 195,000 USD and Phin 282,000 USD.
- Champassack province possessed a planned budget of 455,000 USD including 4 target districts: Mounlapamok 171,000 USD; Pathoumphone 82,000 USD; Khong 95,000 USD and Sukuma 106,000 USD.

Table 8: Detailed Achievements of the PRF during Cycle II

Cycle II start-end	July 2004 - June 2005
Districts covered	14 districts
Khet and village planned	188 khets and 1,412 villages
Activities implemented	496 villages
Funds planned	Approx. 3,101,000 USD (31 billion Kip)
Sub-projects planned	431
Sub-project initiated	431
No sub-project completed	382 (89 percent) as of 10 January, 06
Budget transferred VTE-Pro	30.15 billion Kip (95%)
Budget disbursed for community or Khet account	29.4 billion kip (92percent)
Sector with most activities	Education (Schools)

Table 8 above shows the final data update of sub-projects progressed in Cycle II, as of 10 January, 2006, demonstrating that 382 or 89% of the 431 sub-projects in Cycle II were completed and the 49 remaining sub-projects are progressing and expected to be completed soon. 29.4 billion kip (or 92%) of the planned 32 billion kip was transferred to Khet accounts for sub-projects implementation.

The number of sub-projects complement and progressing for Cycle II in 14 districts can be found in Table 8.

PRF major achievements in Cycle II:

- Target provinces..... 3
- Target districts..... 14
- Number of sub-project initiated 431
- Number of sub-projects completed 351
- Fund planned for sub-projects..... 3,103,397 USD

Note: Most of the sub-projects for this cycle were in the education sector, such as school renovation and school equipment. Approximately 90% of 431 sub-projects in Cycle II are completed

For more detail about the sub-projects progress and disbursement for Cycles I & II, please see Annex 1.

2.5.3. Major Achievements in Cycles I & II

Summary of Major Achievements in Cycles I & II

- 211 Sub-projects for education
- 128 sub-projects for access/transportation
- 234 sub-projects for health/domestic water
- 106 sub-projects for agriculture and income generation activities
- Total: 679 sub-projects

Villagers in 188 khets and 1055 villages have experience with handling large funds and managing projects.

Sub-Project Number and Budget Percentages per Sector of Cycles I & II

	Number	Budget
• Education	32%	29%
• CTPC	19%	36%
• Health	35%	25%
• Agriculture and IGA	14%	10%

Table 9: Key Performance Indicators

	Cycle I	Cycle II
I. Improve Infrastructure and Services		
◆ number of sub-projects approved	248	431
◆ percentage of PRF fund spent in poor villages	76%	84%
◆ number and percentage of khets served	121 Khets (100%)	188 Khets (100%)
◆ number and percentage of poor district served	10 Districts (12.5%)	14 Districts (19.4%)
◆ percentage of participating communities with maintenance plans	100%	100%
◆ average units costs of completed sub-projects by project	4,297 USD	7,200 USD
II. Empower Khets through Capacity Building		
◆ % community contribution	20%	21.61%
◆ number of community procurement undertaken	153	311
◆ number of contractor procurement undertaken	85	120
◆ % of community procurements being undertaken	53%	72%
III. Strengthen Local Institution to support Participatory Decision-making		
◆ number of proposals submitted by women	53 (8.1%)	371 (9%)
◆ number of proposals submitted by men	75 (9.9%)	512 (11%)
◆ number of target districts participating in annual sub-project cycle	10	14

Table 10: Comparison of District Allocation Cycles I & II

Provinces/Districts	Cycle I	Cycle II	
	(USD)	Budget planned	Actual Budget
Huaphanh			
Viengxay	-	237,000	237,473
Huameuang	-	234,000	234,237
Xamtay	-	496,000	496,149
Add	113,475	198,000	197,649
Xiengkhor	110,850	206,000	206,385
Sobbao	120,850	222,000	221,518
Sub-total	345,175	1,593,000	1,593,411
Savannakhet			
Phin	-	282,000	281,914
Vilabury	108,808	205,000	205,366
Nong	92,011	195,000	195,487
Sepone	179,010	372,000	372,129
Sub-total	379,829	1,054,000	1,054,897
Champassack			
Mounlapamok	67,914	171,000	171,428
Khong	102,200	95,000	95,134
Sukuma	90,874	106,000	106,470
Pathoumphone	83,939	82,000	82,056
Sub-total	344,927	454,000	455,088
Total	1,069,931	3,101,000	3,103,397

2.6. Outputs, Outcomes, and Impacts for two Cycles

Most of the outputs have been achieved as planned in sub-projects, except the work on hand-dug wells, where rock surface has been encountered (at 5 m depth), abandoning the manual excavations. An alternative sub-project, a school has been chosen to replace the hand-dug well (during surveys).

Functioning of rural roads constructed in few sub-projects/locations has been disrupted due to washing away of culverts in some places (under designed culverts). The labors contributed by communities, funds spent by the state have been wasted and objectives of the sub-projects have not been achieved.

Training outputs have shown encouraging outcomes, especially in area of proper maintenance of completed sub-projects (except rural roads mentioned earlier). Agriculture training provided has resulted in villagers improving available fish ponds, few creating new ponds, growing of mushrooms by few families, some families starting weaving and others improving the quality of weaving products etc.

Outcomes of some of the sub-projects were highlighted by many beneficiary communities such as: provision of potable water has drastically reduced (in most cases eliminated) cases of intestinal diseases, saving of time of women/children (fetching of water from a distance) for productive work, increased food security with the provision of permanent irrigation facilities for paddy cultivation, increase in income generation level of the community with the construction of access roads, etc.

Construction of dispensaries with medical facilities, dormitories for patients and distribution of first-aid boxes to communities have shown remarkable improvements in life styles/ immensely contributed to hidden economic gains of communities:

- having medical care close to their communities;
- reduction of the time spent in walking to a faraway dispensary;
- carrying sick persons on a stretcher to a distant medical facility;
- availability of medical attention immediately; and
- facility to keep a sick person in a dormitory under medical supervision etc.

2.6.1. Outcomes and impacts analyze for various sectors

As the project moves part the mid-term it will be important for monitoring and evaluation to move beyond monitoring alone, and begin examining the outcomes and impacts of the various sub-projects. Additionally, outcome and impacts analysis is very important step to ensure the role play of PRF project activities to reduce the poverty reduction of government. The questionnaires were developed and the result of indicator analyses will be completed by July 2006.

Table 11: Summary of sub-projects planning, budget and disbursement, the end of December 2005

	Cycle 1	Cycle 2	estimated Cycle 3	Total
Number of Districts	10	14	20	...
Number of Villages with VNPA	913	1,431	1,913	...
Number of Direct Beneficiary Villages	Approx. 558	Approx. 887	Will present in next report	...
Number of Indirect Beneficiary Villages ²	...	Approx. 1,047	Will present in next report	...
Number of Sub-projects planned	249	431	Approx. 533	-
Number of Sub-projects initiated	248	431	-	679
Number of Sub-projects completed	244	382	-	625
Funds Planned ³	Kip 11 billion	Kip 32 billion	Kip 44 billion	Kip 87billion
funds for sub-projects being currently implemented	...	Approx. Kip 30 billion	-	...
fund set aside for sub-projects not yet planned ⁴	...	Approx kip 1.3 billion	-	...
Funds disbursed to Khet Bank accounts	Kip 10.14 billion	Kip 29.4billion	-	Kip 37.2 billion
Community contribution	Kip2.4 billion	Kip 6.9 billion	-	Kip 9.3 billion

Table 12: Sub-projects by sectors and budget allocation in each group for Cycles I & II

	Sub-project by sector Cycle I				Sub-project by sector Cycle II			
	# of Sub projects	% of Approved Projects	PRF Budget (kip)	% of PRF Budget	# of Sub projects	% of Approved Projects	PRF Budget (kip)	% of PRF Budget
Education	72	29.0%	2,923,386,449	27.0%	139	32.3%	9,383,119,909	29.5%
CTPC	39	15.7%	2,454,072,825	22.6%	89	20.6%	12,893,043,986	40.5%
Health	108	43.5%	4,579,252,806	42.2%	126	29.2%	5,946,889,150	18.7%
Agriculture	29	11.7%	887,010,234	8.2%	26	6.0%	1,679,381,002	5.3%
IGA+Training	0	0.0%	0	0.0%	51	11.8%	1,922,940,368	6.0%
TOTAL	248	100.0%	10,843,722,314	100%	431	100.0%	31,825,374,415	100%

² One village can receive more than one sub-project or one sub-project can benefits more than one village.

³ Resulted from District Decision Meetings in 14 districts.

⁴ Fund for sub-projects set aside for further implementation.

Table 13: Sub-projects progress all districts, Cycle II (2004-2005)

Sub-project progressed in 14 districts						
Distr. name	0%	<50%	>50%	100%	Total	SP
Sobbao	0	1	0	32	33	244
Add	0	3	0	32	35	
Xiengkhor	0	3	2	33	38	
Viengxay	0	3	0	41	44	
Huameuang	0	3	0	28	31	
Xamtay	0	3	0	60	63	
Sepone	2	7	4	28	41	
Vilabury	1	2	3	17	23	
Nong	0	1	0	11	12	
Phin	0	1	4	23	28	
Mounlapamok	0	1	1	24	26	83
Khong	0	1	1	23	25	
Sukuma	0	1	0	14	15	
Pathoumphone	0	1	0	16	17	
Total	3	31	15	382	431	

(Data update on 10 January, 2006)

Notice: 100% number sub-projects completed

>50% numbers of sub-projects progress more than 50%

<50% number of sub-projects progress less than 50%

0% the number of subprojects still not initiated

The detail of disbursement and completion for Cycle II can be found in *Annex I*

2.6.2. Community contribution and calculation in both cycles

Community contributions and other participation are important to make the sub-projects implementation completed on time. Villagers will decide on how resources are allocated, manage project, funds and the implementation of subprojects. Extensive facilitation and training is provided through the projects that ensure the poor villagers, including women, participate in the decision-making process and benefit from project inputs. The project builds local community capacity by providing technical support for villagers over the number of years, to help on solving problems and resolve conflicts. The project aims to create stronger links between the local government and the aspiration of villagers with project staff at district, province and national levels coordinating and building linkage.

Community contributions (in kind and cash) overall for the 10 districts in Cycle I were reported averaging 20% percent (as data updated at end of 2004) of the total value of the sub-projects. This figure was higher than initial estimates made during the design phase. Community contributions for 14 districts averaged 21.6 percent in Cycle II as updated as of June 2005.

Table 14: Value of Community Contributions

Province / District	2003 – 2004 funding round for 10 districts			2004 – 2005 funding round for 14 districts		
	PRF Budget (KIP) Data as of end 2003	Value of village contribution (KIP) Data as of end 2003	% village contribution (KIP)	PRF Budget planned (KIP)	Value of village contribution (KIP)	% Village contribution (KIP)
Huaphanh						
Sobbaeo	1,208,461,935	595,144,386	49%	2,328,980,851	1,369,906,598	58.8%
Add	1,178,575,061	477,725,550	41%	2,072,637,317	517,764,700	25.0%
Xiengkhor	1,162,731,642	262,954,550	23%	2,148,983,361	511,986,500	23.8%
Viengxay	-	-	-	2,389,890,859	981,927,722	41.1%
Huameuang	-	-	-	2,451,233,550	401,507,752	16.4%
Xamtay	-	-	-	5,122,252,945	1,467,739,719	28.7%
Sub total	3,527,874,034	1,335,824,486	38%	16,513,978,883	5,250,832,991	31.8%
Savannakhet						
Sepone	1,817,823,348	184,255,662	10%	3,906,000,000	272,832,672	7%
Nong	989,915,975	61,014,000	6%	2,047,500,000	41,548,000	2%
Vilabury	1,131,693,231	177,973,300	16%	2,152,500,000	97,903,500	5%
Phin	-	-	-	2,961,000,000	300,524,986	10%
Sub total	3,939,432,554	423,242,962	11%	11,067,000,000	712,809,158	6%
Champassack						
Mounlapamok	708,687,751	76,222,500	11%	1,780,724,999	328,314,360	18.4%
Khong	1,141,389,739	98,416,676	9%	901,306,147	264,706,626	29.3%
Sukuma	1,347,516,472	216,142,002	16%	701,432,377	118,925,445	16.9%
Pathoumphone	858,786,828	206,518,000	24%	860,950,000	203,242,103	23.6%
Sub total	4,056,380,790	597,299,178	15%	4,244,413,523	915,188,534	21.5%
Grand Total	11,523,687,378	2,356,366,626	20%	31,825,392,406	6,878,830,683	21.61%

The community contribution for Savannakhet is lower than the other two provinces. One reason may be the proximity of target districts to UXO areas, causing difficulties for the community to gather raw materials. Is it possible that appropriate natural resources in Savannakhet are not as rich as in Huaphanh and Champassack Provinces? Sand, wood and stones that can be contributed in kind seem to be more easily available in these two provinces. We will study this issue further in the coming months.

According to the seven principles of the PRF, the participatory is the most critical issue for the PRF to work in the rural development areas. The contribution is the power full tools for sustainable and ownership subprojects. During survey and design the contribution issue is discussed. In some villages located along the river would contribute more sand and gravel, some villages located at the forest would contribute more wood and some villages contribute the cash.

The wood contribution, the community has to prepare the letter to district governor for approval before cutting and district governor will set up the committee to follow up during cutting.

The calculation is prepared by referring the negotiate during survey with community and the material cost data collected in each districts during six month of calendar year established in the PRF data base.



1/ the labors classify into two types for example skill labor and labor/worker. The labor cost in Saravanh and Xiengkhouang province are more expensive than other provinces because the district and the khet are far from the provincial center. Most of the skill labors are from provincial center, if compare to Huaphanh the skill labor had gained experience and trained from other projects, those people are the villager.

2/ the material

The PRF did survey and design with community, TA will have inspection the material on site. If the community contributes 20 cubic meter of sand in kind, it will be $20 \times 70.000 = 1.400.000$ kip in cash. This number will be added in the report. The table13 below is shown the actual cost with the same as a unit cost that the PRF collecting very six months and entering into database system.

Table 13: Community Contributed calculation of each province

Sources	Huaphanh	Savannakhet	Champassack	Xiengkhouang	Saravanh
Skill Labor (kip/day)	40.000	70.000	50.000	120.000	100.000
Labor/worker (kip/day)	20.000	30.000	25.000	25.000	25.000
Sand (kip/m3)	50.000	120.000	70.000	65.000	300.000
Form work wood (kip/m3) (soft wood)	1.500.000	1.200.000	1.400.000	1.200.000	1.800.000
Processing wood (kip/m3) (hard wood)	2.500.000	2.800.000	1.750.000	2.700.000	2.400.000
Gravel (kip/m3) for concrete	80.000	170.000	95.000	110.000	2.400.000
Stone masonry	50.000	135.000	90.000	120.000	2.000.000

The contribution cost of each province was divided by the number of districts. The cost shown in the table is the average cost.

2.6.3. Overview the Challenges and Lessons learned for Cycles I & II

Over the past two years of the progress in implementing of PRF project activities in each target districts. PRF tools and methodologies had to be tested and developed as the activities were being implemented full scale that was very demanding as all staffs were on a steep learning curve. To obtain the PRF objectives as to support the Lao Government in its effort to reduce poverty through expanding community opportunities to identify local development needs and manage small scale development through financing sub-projects for the rehabilitation and reconstruction of social and economic infrastructure, and other socially productive activities through training and other support. The PRF had facing with many challenges in different target districts which is different culture, traditional, language, geography (location) because some of them are located in remote area and the PRF staff could not travel to that area by vehicle and they had to walk over a mountain and spent more than 3 hours to exist to the target district for example some new target districts in new provinces in remote areas.



Example: Among the four new districts in beginning Cycle II, it was observed that Xamtay District has got a major difficulty with access to its villages. Forty villages only out of 176 (23%) can be accessed by car/motorbike during dry season only. What's more, the overall condition of these scarce rural roads is very poor as most roads are paved with large stones, thereby often rendering journeys on foot actually easier than traveling by car/motorbike. Many target villages can only be accessed after two to three day walk. Lastly, Xamtay is the largest PRF target district with a total of 22 khets, which are located far away from each other. As a result, it is foreseen that any inter-khet activity will be very difficult to undertake.

Access to bank services is also difficult because the districts of Huameuang and Xamtay do not have any branches of the Agriculture Promotion Bank located within the district. Hence, disbursements from the PRF bank account to the Khet Bank accounts of these two districts will have to follow the same coping strategy experimented successfully during Cycle I: districts which can not access bank services in their own districts will use services at the closest nearby district. Also, in Cycle III there are no banking facilities in three target districts in Saravanh province. The Khet Rep. would need to walk into the district town then travel by bus to the provincial town. It also recognizes the risk for the khet reps in traveling by bus with the notes or cash on the return trip especially for Khet in the remote areas.



As the result of Cycles I & II implemented so far, the clean water was a common request from poor villagers in Savannakhet and Champassack provinces. But the PRF has been facing difficulties avoiding rocky areas for dug wells, drilled wells and finding local contractors for roads in areas with several streams. Also due to the weakness of data on groundwater, its low or doubtful quality, the slow delivery of TARA pumps and maintenance and repair problems the PRF has proposed (to the World Bank) that in Cycle III and forwards support will not be given for drilled wells with hand pumps. However, the PRF will continue to support clean water and offer new method as mentioned above⁵.

The major challenges of the PRF has been facing are listed below:

- Quality control of sub-project construction: the major challenges for the quality control of sub-projects for the PRF are:
 - Lack of skillful site engineer in the rural area.
 - Some sub projects are surveyed or established during rainy season, due the rule of cycle. So, some time the surveyed teams could not access to targeted areas that caused the estimated for the quality of sub-project in those area were low quality.
 - Lack of skillful company for establishing in the rural area.
 - The low budget for the supervision only 200 USD for the PRF project, but for the other projects the minimum for supervision is 500 USD to 1,000 USD per month.
 - Numerous processes have been established to clarify and standardize the PRF approach. For instance, Sub-project unspent funds left over (under-runs) can be used to improve the quality, size, scope of a sub-project or can be carried forward as an advance on next cycle sub-project.

⁵ Some activities familiar with IGA were added to IGA+Training group such as market renovation or construction, cropping training, village revolving fund, etc.

- The PRF technical advisors are lack skill in rural infrastructure construction, management ...
- Some projects were build by the community the quality was rather low.
- Making participation meaningful
Level, process and type of contribution made by the local community, who certified for the community contribution (in both kind and cash).But some time, there were low quality of contribution goods and lack of ability or experiences to assist the sub-project implementation are the main conflict over the sub-project technical aspect within the community.
- Technical monitoring of sub-projects the main challenges cause of:
 - A limited number of technical staffs at PRF Central, Provincial and District levels
 - The implementation team at khet level need to be trained more time, more course and need more practice
 - The sub-projects were built by community, The PRF team could not fully supervise or control the quality, due to they have limited skill and knowledge to manage the work.
- Funds management by the villagers
The low education skill for some khet representatives was coursed to financial processing and project implementation as well as the weak of fund management skill
- Procurement at community level
The Khet implementation teams have responsibly carried out the procurements and related payments. The major challenges for the procurement is the low quality of good and short time to use for the criteria selection based on low cost basic and un-specified of brand to procure, this caused life use and high cost remedy. The short of high technology goods available in the community market and some time the custom clearance and taxation paper were late received and emerged a lot of problem. Also, the shop means suppliers or contractors at the district level have not the business license or business registration, the knowledge of khet team is very limited to manage the contract or supervise the contractors from outside, and it spent more time to repeat the procurement process especially in the remote areas, there is few contractors or supplier to buy the bidding document some time there is only one supplier or contractor
- Maintenance completed sub-projects
Some specialized maintenance training should be provided by government line agencies after completed the project of the PRF (maintenance of roads, hand pumps, etc), but the lack of personnel including budgetary limitation has prevented carrying out this activity.
- Making saving, lending and income generation work
The lack capacity to do the financial report especially about the saving, lending and income generation activity of some Khet Representatives & Khet Facilitators are the major challenges for the PRF. Due to, More of Khet Representatives and Khet Facilitators are lack skilled and experience on financial as well as writing and reading skill. It caused delay for sending financial report sometime especially in the remote areas.
- Generating a sense of ownership
The contribution /participation which villagers have provided, has resulted in a strong sense of ownership for the sub-project. Strong sense of ownership was evident in all sub-project assessed. Villagers knew that they along with the PRF have created a sub-project, and it is now up to them to sustain it. But the generating a sense of ownership to the villagers is a challenge for the PRF due to some villagers in remote area have believed on their old custom and

traditional from their ancestors for long time ago and not easy to raise their awareness on a sense of ownership immediately.

- Sustainability

There is strongly confident that the completed sub-projects can continue to be used once the PRF has stopped working within the area. This is the case as there is always a maintenance team that has been established to look after the sub-project. The PRF addresses biophysical sustainability by training staff in good design, ensuring good supervision of sub-project implementation, minimizing environmental impacts, and forest and fish conservation. Also, the challenges for the sustainability about sub-project life are the lack of fund to maintain the completed sub-projects, and the capacity of community to maintain the sub-project.

Lesson Learns from two Cycles

For the two cycles so far, the PRF activities faced many challenges. In parallel with solution the PRF could learn at the same time. So, the major of PRF lessons learned for Cycles I & II are detailed below:

- Poverty reduction in Laos and under the PRF is a learning process
The objectives of the PRF are to build capacity and empower poor villagers to plan, manage and implement their own public investments to develop community infrastructure and gain improved access to services and to strengthen local institutions to support participatory decision-making and conflict resolution processes.

Enhancing knowledge and know-how of PRF staff in each level from the beginning project until now. Providing specialized training in parallel with sub-project preparation and implementation at the same time the PRF staff also the Khet teams were under learning process especially they could be management and administration themselves.
- Everyone at all levels learns all the time
Training by the PRF plays a major role in its popularity. It is because villagers learn from the PRF how to cooperate, to manage and to procure that communities develop sub-project agents feel confident to continue these types of work.
- Training is conducted for provincial and district staff, khet teams and villagers.
Training work has covered many and varies field and the training are very important to make obtained its objectives. The training would be held before extension the activities to new target districts also during the project implementation and progressing. Maintenance training should be improved with more theoretical and on the job training, to ensure sustainability.
- Learning takes place on-the-job.
A very high level of participatory decision making, positive measures for good governance at community level, voluntary contribution to community development and enthusiasm for ownership issues have been convincingly demonstrated by community.
- Poverty Reduction Fund in Laos is a very high level of participation decision making, positive measures for good governance at community level, voluntary contribution to community development and enthusiasm for ownership issued have been convincingly demonstrated by communities.
- The infrastructure building could support directly to community beneficiary especially the life skills development; improve income generation activities to enhance livelihoods system, to cater for market demand.

- The community capacity building in parallel with training and implementation is the basic need for sub-project sustainability.

3. ACHIEVEMENT AND CONSTRAINTS OF EACH UNITS

3.1. Finance and administration

The PRF is initially financed through an IDA credit from the World Bank. The Special Account which would cover the IDA of eligible expenditure in all disbursement withdrawal of 0.9 million USD equivalent to be drawn from the credit account and deposited in the SA. When the amounts withdrawn from the credit total 3.0 million USD, the initial allocation will be increased to the authorized allocation.

In every province that the PRF will operate, provincial coordinators will open KIP accounts in local commercial banks to finance *Khet* sub-projects and based on payment schedules outlined in sub-project agreements.

3.1.1. Overview on work in progressed of Financial Management

Internal control and financial authorities

The PRF has developed financial management policies and procedures to ensure that an effective internal control system is built comprising of:

- Segregation of duties and responsibilities
- Authorization procedures
- Financial control system
- Bank account control
- Fixed asset control
- Procurement control
- Consultant fees
- Financial Authorities
- Authorization limit for operating cash and bank balances⁶.

Accounting system

The Accounting organization: A major function of the Finance and accounting unit has been to ensure that the project financial management system including accounting, financial reporting and auditing system are adequate to provide the World Bank (IDA) and Project Management accurate and timely information regarding project resources and expenditure.

The accounting of the project has been recorded in double entry. At the national office, the accounting system is a computerized processing system using Accpac accounting software. At sub national level, books and other records have been maintained manually.

Planning and budgeting

Based on the Credit Agreement and the annual work plan, the PRF estimates a disbursement plan from IDA and government contribution in accordance with government regulations and

⁶ The achievements and Constraints of each units report were delivered to each unit to write the report and submitted to M&E unit to adapt.

deadlines. The budget is monitored according to the annual work plan and budget plan approved by the Administrative Board, the Ministry of Finance and the World Bank.

Since July 2005 IDA amended the Agreement to revise the disbursement percentages for all categories to 100% finance, and the PRF has stopped submitting fund request to the Lao government for contribution to the PRF project.

Funds Flow

At central level, the PRF opens two bank accounts, one Special Account denominated in US dollars currency for receiving funds from the Bank and another in the local currency, Kip, for receiving funds from government budgetary allocation.

Each province did operate two bank accounts: one provincial Account for Operational costs and Development (sub-project) Activities comprising of funds transferred from the Special Account at central level, and a second provincial account receiving government budgetary allocations from central level.

But it has been difficult for provincial accountants to monitor the budget for operation and sub-project costs in the same account. Thus the PRF has got approval from the bank to open one more bank account especially for sub-project costs in the PRF provincial offices.

Auditing

An annual audit of the PRFP has been carried out each year by an independent audit firm using ToRs acceptable to the Bank.

The audit in the first and second year has been carried out for the period from 18 July 2002 to 30 September 2003 and in the second year from 01 October 2003 to 30 September 2004 by the *Price Waterhouse Coopers* (name of Consultant Company).

Reporting

The project regularly submits a quarterly Financial Monitoring Report and the annual financial statements to IDA.

According to the audits Financial Monitoring Reports (FMRs) have provided sufficient information for project monitoring on the use of funds. Project implementation is on track and budgeted cost will not be exceeded.

Process of fund transfer

The process and the systematic of the fund transfer to provincial and Khet account was following the Operation and Finance and Administration manuals.

After budget was approved and allocated to the province. Upon request from the provincial coordinator, the funds are transferred from the Special Account at Central Level to provincial account for further disbursements to Khet and Village Representatives bank accounts as following details:

- Special Bank Account to Provincial Bank Account:
 - The Provincial Accountant submits replenishment requests with supporting documents. After authorize by provincial coordinator then submits to National Project Management.

- National Project Management to check by related department before sending to Finance and Admin Department to authorize all payment requests.
- After completing all the process of authorization the accountant will prepare checks and submits to the executive director for signature.
- The fund transfer will be done from Special Account at Bank of Laos to Provincial Bank Account (Agriculture Promotion Bank) for the operating and sub-project costs. For the sub-project costs will be transited at the provincial bank account for a while and then it will be transferred to Khet account recently. These will be deposit account in Kip.
- Provincial Bank Account to Khet Account at district level for Khet Development Activities.
- Khet Representatives (4 signatures) submit payment request (two copies) with supporting documents and check by PRF district staff. Then send to the Provincial Accountant.

The following supporting document must be attached to the payment request (PR):

- a. Confirmation Khet meeting held to brief everyone progress
 - b. Date of Meeting
 - c. Number of people in attendance and number of women attended to the meeting.
 - d. Main decision of the meeting
- All of proposal also included an implementation and disbursement schedule. The amount of the initial advance will be indicated in the schedule, but will not exceed 40 percent of the total sub-project budget as agreed to in the signed agreement between the PRF and the Khet.
 - After receiving all required signature, the three forms are sent to the PRF province office to be certified by the provincial accountant and approved by the Provincial Coordinator. The Khet authorized villagers are informed that the fund transfer has been done and can then withdraw cash in the khet's bank account.
 - PRF staff can not make any withdrawal from the Khet bank account. There were some sub-projects have to do directly payment from National Office such as: medical equipment, hand pumps and some technical equipments. The purchases of these kinds of sub-projects have to be done at the National Level. However, the Khet representatives have to sign to authorize the PRF to withdrawal the budget from their own project.

3.1.2. Achievement and constraint

Major Achievements

1. The Finance & Administration unit has set up a financial control system and financial management:
 - Statement of Expenditure submitted for replenishment has been reviewed and approved by persons other than cashier. Original supporting documents (invoices, receipts, relevant sub-grant agreements) have been retained at each participating province for subsequent audits.
 - The F&A unit have arranged field visits and internal audits to each participating province regularly and whenever it is required.
 - All of the payments have been authorized based on the payment approval procedures established for the project indicated in the table of financial authorities for the National and provincial levels.

- All financial reports have reviewed and approved by relevant section heads and executive director prior submitting.

The above mentioned achievements have demonstrated in the PRF's financial audit report in the Memorandum on Examination for the first and the second year audit of the PRF office.

2. The Finance section produced Financial Monitoring Reports quarterly and submitted them to the Association on time (not later than 45 days after the end of quarter)

The PRF Financial Statement audit report for the period 18 July 2002 to 30 September 2003 and for the end of the year September 2004 have been sent to the bank by 31 March of each year, according the Project Appraisal Document.

3. Community disbursement procedures in the PRF's Operation Manual are being implemented smoothly without any serious issues.

The basis of withdrawal of Funds for the khet levels, Operational expenditures, administrative budget for the khet implementation team and record keeping and accounting procedures have been set up for khet level.

The Provincial Accountants can manage sub-project expenditures well. All expenditures made by khets have to be accounted for in the expenses report. Proper receipts have been maintained at the khet level that clearly indicate the service or good paid for. The provincial accountant has checked the accounts and records periodically and requested if problems arise.

Major Constraints

1. The PRF continues to face difficulties in attracting and keeping key positions and or qualified staff due to inadequate compensation. As well as the accountant position has been regularly replaced. The retraining for the new accountant has to be done for every replacement. So the financial duties were not done continuously. The position, Head of M&E Unit, has also been vacant since September 2005.

In order to find out the solution for this on going problem, the PRF wishes to propose to the Administrative Board and Bank to revise the compensation package for the PRF national staff as mentioned in the Financial and Administration manual Page 8 item 1.7 * This compensation package must be maintained for at least one year of implementation.*

2. *PRF (Cr. 3675 –LA) Amendment effective in July 2005.* The Association amended the Agreement to revise the disbursement percentages for civil works, local goods, consultant services and incremental operating costs 100% financed by IDA. There is an issue of the term 'Incremental operating costs' excludes bank charges.

The government does not contribute to the fund since the amendment became effective. The PRF financial problem with the bank commission for transferring funds to the provincial and Khet bank accounts. The Agriculture Promotion Bank has charged 0.05% of the transferred amount.

The proposed solution is that the PRF will submit a letter requesting the Association to amend the Agreement, which includes expenditure for Bank fees in the 'Incremental Operating Costs'.



Condition of road accessing to Samoy District in Saravanh province

3. There are no banking facilities in any of three PRF target districts of Saravanh Province. The Khet Rep. would need to walk into the district town then travel by bus to the provincial town. We also recognize the risk for the khet reps in traveling by bus with the notes on the return trip especially for Khet I in the remote areas.

The PRF has proposed an increase of Community Administrative Budget to 3% - 5% instead of 2%. This is will be the pilot test for Saravanh Province to open Bank Account for Khets at provincial level. After experiencing in some sub-projects, the PRF will need to do an evaluation assessing how well the system functioning.

4. Sub-project monitoring system in the provincial and central levels are still using manually, so it is not systematically. Sometime the data of financial sub-project from Finance & Admin and M&E units were differently. However, the MIS improvement (database) is still ongoing for M&E unit in order to have a good system for monitoring all of the sub-project activities.

5. Some of Khet Representatives have difficulty to do the financial reports and bookkeeping. Due to they are lack of the capacity and knowledge on reading, writing and also no experiences on finance and accounting. However, it was challenge for PRF staff to work in the community development. PRF provincial accountants and district teams have to work harder and be closely with the community, in order to assist and support Khets implementation teams to achieve the goals of poverty alleviation.

Lessons learned

1. A different approach was needed whereby up to 2% of the community administration budget can be divided up among all sub-project and khets in a fair and systematic manner that every one will understand and approve. The allocation for the community administration allowance has to be based on some criteria including: distance to the district center and provincial bank, sub-project type, time to implement, procurement process, the number of villages and number of sub-projects in a khet. This approach was widely used for the satisfaction of all during the second cycle.
2. In the beginning of the project the PRF accounting staff was not familiar with the ACCPAC system and also the account codes. Some adjustment had to be made in the FMR often causing late production of FMR. After a few years experience on the Accounting Packages and accounting system improvements have been made especially in the monthly report. Now the ACCPAC system is running well and no adjustments have to be made in the report. The revised budget figures have been entered in the system, and analysis of variance is included each report.

Also the number of sub-projects in the five provinces and expenditure Per PAD in USD are also included.

Work in progress

1. The PRF is in the process of recruiting an auditing consultant, Price Waterhouse Coopers (review the financial proposal) for the third year (2004-2005). The PRF financial audit is planned for early February 2006
2. The third cycle for the community disbursement for 5 provinces is planned for the end of 2005.

PRF Financial Report and budgeting

The data on the Table 15 below shows the Used of funds for all sub-projects activities in each cycle of the PRF from the project was established in July 2002 to 30 September 2005

Table 15: Overall expenditures of project cost from July 2002 to September 2005

No.	Category	Year I	Year II	Year III	Total Expenditure
		July 02-Sept 05	Oct 03-Sept 05	Oct 04-Sept 05	July 02-Sept 05
1	Sub-grant	0.00	688,754.88	3,067,701.36	3,756,456.24
2	Consultant's Service	239,770.30	405,957.00	416,115.19	1,061,842.49
3	Goods	78,554.18	7,644.06	103,349.48	189,547.72
4	Work	39,912.36	14,699.54	2,043.05	56,654.95
5	Incremental Operation sts	86,072.49	178,363.87	308,745.10	573,181.46
6	PPF Expenditures	290,870.87	0.00	0.00	290,870.87
7	Training	0.00	17,926.11	106,568.70	124,494.81
	Total	735,180.20	1,313,345.46	4,004,522.88	6,053,048.54

Table 16: Comparison percentages of expenditures and budget for sub- grant and operating from July 2002 to September 2005

No.	Project part	Total Expenditure July 02-Sept 05	Percentages of Expenditure	Percentages of Budget	Different
1	Sub-grant (Cat 1)	3,756,456.24	62.06%	75%	-12.94%
2	Operating (Cat ,4,5,6,7)	2,296,592.30	37.94%	25%	12.94%
	Total	6,053,048.54	100.00%	100%	0.00%

The project financing plan, there is an obligation to observe the ceiling of allocations that Fixed 75% for Sub-grant (category 1) and 25% for Operating (category 2, 3, 4, 5, 6, 7).

The difference of 12.94% means the cost of operating is higher than budgeted for 3 reasons as below:

1. District Facilitators and mechanical's salaries were higher than budgeted because of demand and the budget was different
2. The PRF has to recruit this position at the market demand rate because budget rate not satisfactory and no candidate applied. The average rate 194 USD/staff was higher than the budget average rate of 152 USD/staff.

3. All of khet, district meetings and training for capacity building of the community were booked to operating costs.

Table 17: Remaining Funds

No	Category	Total Funds	Total Expenditure	Total Remaining
		Credit Amount	July02-Sep05	As of Sep05
1		14,776,771.24	3,756,456.24	11,020,315.00
2		2,250,013.07	1,061,842.49	1,188,170.58
3	Goods	420,929.41	189,547.72	231,381.69
4	Work	91,011.76	56,654.95	34,356.81
5	Incremental Operation Cost	1,156,607.84	573,181.46	583,426.38
6	PPF Expenditures *	247,002.14	290,870.87	43,868.73
7	Training	397,664.53	124,494.81	273,169.72
	Total	19,340,000.00	6,053,048.54	13,286,951.46

Table 18: Forecast Expenditures from October 2005 to September 2008

No.	Category	Total Remaining	Budget (31%)	Budget (36%)	Budget (33%)
		As of Sep05 (100%)	Oct05-Sep06	Oct06-Sep07	Oct07-Sep08
1	Sub-grant	10,984,049.62	3,405,055.38	3,954,257.86	3,624,736.38
2	Consultant's Service	1,184,260.58	367,120.78	426,333.81	390,805.99
3	Goods	230,620.27	71,492.28	83,023.30	76,104.69
4	Work	34,243.75	10,615.56	12,327.75	11,300.44
5	Incremental Operation Costs	581,506.46	180,267.00	209,342.32	191,897.13
6	PPF Expenditures	0.00	0.00	0.00	0.00
7	Training	272,270.78	84,403.94	98,017.48	89,849.36
	Total	13,286,951.46	4,118,954.95	4,783,302.53	4,384,693.98

Expenditures for 3 years are forecasted following original budget percentages (IDA 100%).

The remaining amount could be spent and available for the project till the end of September 2008. The budget percentages for each year as (31%, 36% and 33%) are based on the original budget plan.

Future Plans

FA unit will focus on:

1. Capacity building for PRF financial staff, in order to improve the skill and ability to work on financial work.
2. To improve the financial internal audit for the provincial level.
3. To revise some procedure related to the payment for operating cost such as: per-diem for Khet Rep. and Khet Fac., increase percentage of administration cost in Sub-project from 2% to certain percentage, etc.

(Notice: The FA unit activities planned for year 2005-06 is in *Annex 9*)

3.2. Monitoring and Evaluation

3.2.1. Monitoring and Evaluation (M&E) in general

The PRFP Monitoring and Evaluation (M&E) System will use a range of methods for collecting and processing data, including: (i) an Operational Management Information System (MIS), (ii) Baseline and Follow-up Surveys, (iii) Beneficiary Assessments, (iv) Cross-Khet Monitoring, (v) Complaints Resolution Process and Database, (vi) Annual Audits and (vii) Case Studies.

The PRFP is designed to be an active, adaptable, learning institution. It is also responsive and transparent: complaints and requests for assistance are acted upon and all reports are publicly available. The project will monitor its own performance in relation to the stated development objectives, and will also be open to external review.

Amongst other M&E provisions, any Board member may carry out supervision trips to project locations. The Lao government will monitor the project through field visits by the relevant national and local government agencies, and the World Bank will make regular visits. The project staff will provide information to anyone interested in the implementation of the project, but they will not have the resources to provide any financial or logistic support.

Management Information System

The backbone of Monitoring and Evaluation for this project is the operational Management Information System (MIS), since this provides most of the data for measuring progress, during subproject planning, as well as throughout implementation. The MIS tracks implementation progress of individual subprojects against proposals and against typical progress benchmarks throughout the project cycle.

The Baseline Survey and Follow-up Surveys

A number of surveys will be carried out by the facilitators as an integral part of their duties during the course of the project to assess project success, verify the accuracy of progress reports and study specific related aspects.

The main studies, explained below, will provide essential information concerning indicators that reflect the impact of the project on development objectives, including:

- Access to and quality of infrastructure;
- Capacity building and empowerment;
- Strengthening participatory decision-making processes and increasing levels of inclusion of marginalized the poor and women.

Beneficiary Assessments

Beneficiary assessments will be conducted every year on a sample basis by an independent entity or consultant. These will provide useful feedback from communities concerning direct and indirect project impacts. This will indicate whether the development objectives are being met and give qualitative information regarding project implementation.

Khet and Cross-Village Monitoring

The *khet* facilitators will help with the establishment of a number of small, voluntary teams in each participating *khet* to monitor progress, to witness the disbursement of funds, to oversee the purchase of materials and equipment and/or the works undertaken by third party contractors and to “audit” accounting books.

Complaints and Resolution System

The complaints resolution system database may begin with a letter from an external source (a villager, an NGO, etc.) or from a report from project staff or facilitators. The problem is carefully summarized and categorized before being processed in a computerized database at the province level. Immediately a note, usually with a photocopy of the documentation, is given to the relevant field personnel. In many cases it may be important to protect informants by not revealing their identities, as standard practice the source of complaints should be kept highly confidential. The action taken is reported and this is noted in the database by the M&E section(s). Cases that are solved are also noted in the database.

The database generates an automatic list of unresolved cases per *khet* every month. Every month this list will be forwarded to the relevant person and supervisor, so that monitoring of the process can take place effectively. The data is sent on a monthly basis to the national level, though large or particularly serious problems will be reported immediately to the appropriate personnel. Villagers are kept informed at every step of complaints logged and actions taken. Villagers will be involved in solving complaints, problems, and conflicts that arise. The database needs to be able to track such things as corruption, collusion, nepotism, violations of consultant code of ethics, violations of project processes and procedures, interference against project principles.

Since the national level of management will use this information to refine the project design, it is essential that reporting of problems and solutions be accurate, honest and timely as possible. Facilitators and consultants are encouraged to report complaints and problems; not penalized for doing so. Indeed, failure to report complaints or problems will be considered a serious transgression on the part of the respective facilitator or consultant. Failure to report a serious problem may result in staff dismissal.

The project encourages transparency and community ownership. It is inevitable that there will be complaints registered as the project progresses, some may be valid whilst others may be simply based on rumors or gossip, or arises from a lack of information or transparency. The response to a complaint must be as rapid as possible, so it is important that the relevant person or people are notified as soon as complaints are received. The project needs to create and maintain a database of problems found and actions taken, documenting the process of complaint resolution from beginning to end. This is one of the most important monitoring interventions undertaken in this project.

Annual Audits

Annual technical audits will be carried out to determine the *quality* of the *khet* investments. These audits, undertaken by consultants, will provide information in absolute terms as well as information relative to other delivery systems.

Financial audits will also be conducted by external, independent auditors on an annual basis. The audits will focus on two sets of issues:

- Accounting for funds used at the national level and transferred through to the province. These will result in a standard audit report to the PRF Administrative Board (please refer to the Financial and Administration Manual for further details).
- Accounting and bookkeeping practices at the levels below the province. The auditors will follow a random sample of cases from the province and see how funds have been used and recorded at the *khet*, village or group level. The auditors will examine not only the accounting system and books, but also the level of transparency and accountability at the village level, including those *khets* with high rates of illiteracy and low numeric skills. Any weaknesses of the project systems will be reported, and suggestions for specific improvements will be given to the Administrative Board and national level team.

All of the data for annual audit will be improved and easy tracked when the MIS database completed by 30 November 2005 and will be used at the beginning of 2006.

Case Studies

During the course of the project, the national level team may decide to carry out studies related to specific issues or types of subprojects to provide feedback for future initiatives, the improvement of manuals, training, subproject technical quality and supervision. These studies may be internal, fed by information received from project staff through questionnaires circulated to facilitators or staff, or conducted externally by individuals or organizations hired to undertake small-targeted studies. Aside from the obvious cost restraints on such activities, care must be taken not to unduly burden staff and facilitators with too much data gathering and form-filling, as this can demoralize the personnel and waste valuable time.

Sharing Results at the Khet Level

Information related to the project, and in particular the results from *khet* and inter-village monitoring exercises, must be shared with the general public. Information sharing is accomplished through at least two main methods, namely:

Formal Meetings: The *Khet* Facilitators will arrange for a *khet* level meeting to be called to discuss progress and problems. Before any request for a withdrawal can be made to the PRFP a public statement of progress must be made at such a meeting, and this must include a statement of funds spent to date as well as justification for decisions made and actions taken since the previous meeting and an explanation of the activities planned for the future. This is especially important in places where the level of illiteracy is high.

Information Boards: At each subproject location a simple board must be prepared that states the name, type and scope of the activity including costs and other relevant data. Another board will be erected in the *khet*, in a place that is easily accessed by the majority of the population (e.g. marketplace, outside of a school, near a temple), and information regarding the project will be posted or written onto this at regular intervals (updated at least once every month). The maintenance of this board can be entrusted to the *Khet* Facilitators, or preferably to a respected local group (e.g. village elders, a women's group, a youth group). The boards are a standard compulsory requirement, even where few people are able to read, since putting this important information in a public place makes corruption, collusion and nepotism more difficult to conceal.

Facilitators should explore other ways of informing the community about current progress and the problems faced by the project.

These efforts to ensure transparency will be checked by the project staff. Withdrawals of PRFP funds will not be permitted to *khets* that have not maintained reasonable levels of transparency. Likewise, the *khets* must help the project in monitoring the effectiveness of staff and facilitators by reporting any misconduct or tardiness to the province or, if necessary, the national level.

The Information Education and Communication specialist at national level will assist in the development of materials and methods to encourage support for the PRFP and greater transparency throughout the country. Some of these materials may need to be translated into local languages by facilitators before they can be used effectively in *khets*.

Table 19: Summary of PRFP Monitoring and Evaluation

	Instrument	Source of Data	Implementing Agency
1	Management Monitoring and Reporting	MIS	PRFP staff
2	Baseline and Follow-up surveys	Community questionnaires, focus groups, key informant surveys (random sampling with adequate sample size)	PRFP facilitators with support and inputs from the NSC
3	Annual Beneficiary Assessments	Qualitative assessments of beneficiaries	Independent consultants or firm
4	<i>Khet</i> and Cross-village Monitoring	Qualitative, based on checklists	Community members with support from PRFP staff
5	Complaints and Resolution System	<i>Khet</i> /Cluster information aggregated to Province	PRFP Monitoring Unit
6	Technical Audits	Engineering assessment	Independent firm or consultants
7	Annual Financial Audits	MIS and financial records	Independent Auditors
8	Periodic Case Studies	Community Development or Engineering assessments	PRFP staff and/or independent firms or consultants or NGOs

Reporting

Regular reporting is essential in the PRF, as it is in most projects. In the PRF the formal reports will be prepared by the province level coordinators (and staff) and the national level Executive Director, assisted by his staff. Monthly provincial reports will have a local focus with a summary of progress, main characteristics of each *khet*, problems encountered, and so on. These reports will be presented to the national level as a record of progress for each of the provinces.

A national level report will be prepared quarterly. This will bring together the salient information from each of the provinces as well as remarks and field observations from the national level team, and relevant information from external sources.

An analysis of data entered into the MIS and other project data will be attached as annexes to reports. Other sources, such as newspaper reports and incoming correspondence will be quoted whenever relevant in province and national level reports. Significant passages from the findings of studies or surveys will also be quoted in the reports.

The national level team must prepare an Annual Report summarizing progress to date and recommendations for change for the Administrative Board at the national level.

Reports are essential. The system will fail if individuals do not report on a regular basis. The project aims to keep all reporting processes as simple as possible. The policy of the project is to withhold payment of the salary or allowances of any individual who has not fulfilled their reporting requirement, until required reports are submitted by the facilitator or consultant in question. If a member of staff consistently fails to report accurately or on time then this will result in the termination of their contract with the PRF

3.2.2. Achievements and Constraints

Generally, Management Information System (MIS) was initiated at the beginning of the Cycle. The MIS is well enough in terms of producing forms, creating database according to key indicators, collecting data in the fields, developing package of MIS, re-assessing working condition of MIS and generating some useful information for the PRF .However, MIS failed to produce continuously good reports due to producing many errors in the processing of generation reports. Moreover, the database causes often a lot of problems when entering as well as generating data. Consequently, data were not analyzed on time consuming for re-entering and re-rechecking data when one problem was addressed which leads to another problem where in-house programmer also could not fix it even though they paid more attention to those problems

M&E unit proposed to the project management team of the PRF and the World Bank to hire external consultants to assist M&E in revising the existing database .The work started in September and it is expected to complete in the end of November 2005.

Achievements

1. Management Information System (MIS)

Monitoring and Evaluation Unit had established tool kit for data collection, Database and monitoring system such as: Forms, VNPA Database, SPIM Database and so on. The Monitoring and Evaluation (M&E) System uses a range of methods for collecting and processing data including:

The MIS uses for collection data forms filled in the Khet and district staff to collect village conditions indicators and project input and out put indicators.

Form for data collection:

Forms are used for collection data from different activities held at provincial, district level and field level. Many forms were developed by Monitoring and Evaluation Unit (M&E) at national level based on the PRF Operations Manual. System training was undertaken so as to make sure that all responsible would know how to use them. However, as part of pilot testing, all the forms have been revised with consultation between national team and provincial upon the actual activities implemented at each stage. A list of forms used for collecting data is shown below.

Table19: List form of M&E used for collection

Abbreviation	Form Name	Collect level
VNPA	Village Need and Priorities Assessment Form	Village Level
K-SPPO	Khet Priorities Outline Form	Khet level
PKD_MT	Meeting Form	Province, district, khet and villages level
K_KRKT	Khet Representative and Khet Team Form	Khet level
K_PRF	Request Payment Form	Khet Level
SPIM	Sub-project Implementation Monitoring	Khet level
CKM	Cross Khet Monitoring	Khet level
K-KSPPF	Sub-project proposal	Khet level
K-SVR	Village Site Visit Report	Village level
K-PRF	Payment Requests Form	Khet level

Existing Database:

1. Village Need Priorities Assessment (**VNPA**)
2. Khet Prioritization, District Prioritization and District Decision Database, Plus one spreadsheet D_DFD (**K_SPPO**)
3. Meeting and Training Database (**MTD**)
4. Village Profile Database (**VPD**)
5. Household Survey Database (**HHD**)
6. Cross Khet Monitoring (**CKMD**)
7. K_SPPF + FINANCE (**SPIM**)

Along with the forms, different databases for processing data and reporting have been developed. These databases are bilingual tools and can produce report either in Lao or English languages. At this stage, databases have been tested and are operational. However, they will be revised and evolve according to processes and form update and improvement

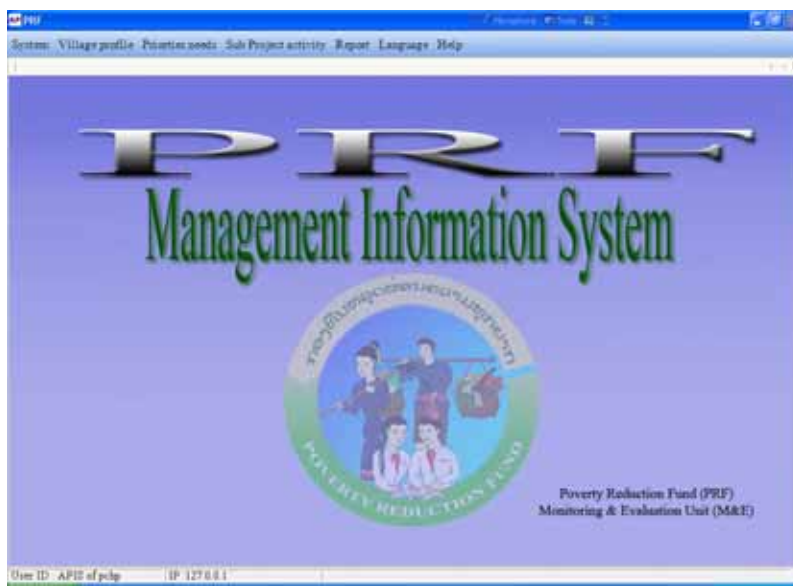
MIS database improvement

Since 2003, the MIS database was established within the PRF by Monitoring and Evaluation Unit, Unit itself to write the programme using Microsoft Access, because this is easy to use, after two year in 2005, the PRF have been found that some data error such as: inaccurate of data, some data have been missing, some indicators need to define and analyze

In June 2005, M&E Unit have discussed with Executive Director and World Bank to improve the Monitoring and Evaluation System here includes VNPA database and SPIM

By the end of September, the PRF have signed a contract with APIS resources Co., LTD to improve the Monitoring and Evaluation System by using new database design such as: Microsoft SQL Server and Visual Basic FoxPro

Mid December 2005, World Bank team had met with the consultant



company. The mission requested the consultant team to design a customized report form, which will allow users to information available on rigid, previously designed reports. The team further emphasized the need for specific guidelines on how to use the MIS database to be completed before training at the provincial level is to begin. The consultants agreed to have both documented completed by the end of December 2005.

2. Baseline and Follow-up Surveys

The PRF Baseline Survey was much larger than originally expected. It has encompasses 150 villages scattered in a total of 19 districts across 4 provinces-to allow for treatment and control comparisons and included information from 3,000 households including in Control and Treatment. All data collection for the survey was completed in December 2003. The National Statistic Center (NSC) has taken a leading role in the survey alongside the PRF, with the WB giving some special technical inputs.

In accordance with the data handling arrangement, the PRF hired 6 young people on a temporary basic to assist with data entry. The PRF's part of the work was finished by the end 2004. NSC has also contracted out most data aspects, and expected to complete data entry and checking by the end of May 2004. The summarized of baseline survey details are listed below:

- The national Statistic Center (NSC) was chosen by the PRF to carry out the baseline survey for the yea 2003
- Baseline survey for the year 2003 will be used as a solid monitoring and evaluation system to ensure the future measurement of the PRF impact on poverty and welfare, as well as issues related to local government
- A field of survey in November 2003 to January 2004
- Total cost baseline survey paid to NSC professional fees 45,673 USD
- In total 3,000 households have been queried: 1,500 each for treatment and control areas in a total of 19 district across 4 provinces, namely in Champassack, Savannakhet, Huaphanh, and Phongsaly provinces
- The NSC used the survey forms and the methodology already applied to the Lao Expenditure and Consumptions Survey (LECS) including: a) Access to and use of health service, b) Access to and use of education service, c) Access to and use of land and productive assets, and d) economic activities of the household

The Result of this survey is basically to provide

- ✓ Macro estimate for the region both private consumption and household investment and income from agriculture business
- ✓ The consumption structure (weighing system) for the consumer price index (CPI)
- ✓ Statistic on access to service
- ✓ Statistic on poverty and income distribution
- ✓ Statistic on nutrition

Normally, the Baseline and Follow-up Surveys must be conducted in three periods for the PRF life cycle such as: at the beginning, middle and the end of project. Due to the current situation of project to improve the MIS database .So, the baseline survey for the midterm was cancelled and it is expected to have the baseline survey at the end of the PRF project.

3. Beneficiary Assessments

In September 2005, the PRF organized Beneficiary and Technical Assessment (BA&TA) to assess project progress of Cycles I & II in three Provinces: Huaphanh, Savannakhet and Champassack. Following a selection of districts in each province, sub-project types were chosen purposefully and

specific sub-projects randomly. The field work was completed on October 30th and data is now being collated and analyzed. The final draft report is due on November 21st.

4. Annual Audits

Annual technical audits will be carried out to determine the *quality* of the *khet* investments. These audits, undertaken by consultants, will provide information in absolute terms as well as information relative to other delivery systems. The PRF had carried out this kind of activity annually.

5. Case Studies

Through the implementation of Poverty Reduction Fund, this had done so far for many case studies such as: Social Organization study, Technical Audit. For more detail about the Technical Audit can be found on the Mid-term progress report of BA and TA which will be completed by 21 November, 2005.

6. Reporting

From the project was established until now the reporting system has been created many kinds of report in both English and Lao by the Monitoring and Evaluation unit, all reports are detailed as below:

1. Weekly Report
2. Monthly Report
3. Quarterly Progress Report
4. Semi-Progress Report
5. Annual Progress Report
6. Newsletter
7. Website upload
8. Mid-term report
9. Other reports (Some reports in Lao language for Committee for Planning and Investment and other ministries/organizations relevant to PRF activities)

Beside that M&E unit has supported on software and hardware installation and maintaining, in parallel with daily monitoring, and trouble shooting to PRF computer.

Constraints and solutions:

- MIS Database

The MIS database which had used from 2003 to mid 2005, it has been found that some data error such as: inaccurate of data, some data have been missing; some indicators need to define and analyze.

Due to, the software of MIS is a dilemma of this assessment. As the unit noticed in the previous time that MIS was running with some errors during some periods which lead to inaccuracy of data producing. At the same time, there was not applicable system because of errors in summary, adding up calculate and list some indicator. The unit also discovered that the MIS is still in the testing process, because the MIS programme is running with some fixed, testing, and learning at the same time. Those are the major problems which made the MIS database have to adapt or improve function.

Till now, this activity seems inefficiency through the implementation of the PRF in 3 cycles, and disappears from the chart of the PRF organization. So, the database is required to improve. At the

beginning of Cycle III, the PRF had signed contract with a consultant company to improve the MIS database and one additional database is Cross Khet Monitoring Database. By the end of December the database will complete and ready to operate.

- Cross-Khet Monitoring:

In Cycle I in 2003, Cross-Khet Monitoring was organized in 10 districts, but it was not a success and was discontinued. It will be redone after the improvement of the MIS database.

Cross Khet monitoring had organized in Cycle II by using khet facilitator to collect the data. Till now the data that collect from the field had not entry to the database yet (Because the database not exist yet)

- Complaints and Resolution System

To the implementation, the PRF found that the conflict is not happen at National Level, but it really happen at local level, so the PRF have been discussed and agreed to put this kind of activity to the Local Authority to Responsible such as: Lao Front, Women Union and Other concerned agency. So now with in the PRF there's no this position in the National Office

- Staffing: The M&E unit currently does not have a Unit head, the faces major difficulties in attaching and keeping qualifies staff due to inadequate compensation.

The major challenges for M&E Unit

1. Monitoring and Evaluation Unit , Full set of staff is 5 people at PRF National Office (i) M&E Head, (ii) MIS, (iii) MIS Assistant, (iv) Reporting Officer, and (v) IT support staff. At the Provincial Level there is only one M&E staff for a province that implement not more than 4 districts and two M&E at province that implement over 4 districts (Now only Huaphanh Province had two M&E staff).

The PRF covered 3 provinces, 14 districts, 188 khets and 1,431 villages, the Sub-project implement for last two years and a half is 679 sub-projects that need monitoring and follow-up closely, every single sub-project have to show monthly physical progress and disbursement progress (Accurately)

To monitor and follow-up the sub-project closely and report accurately, one possible solution is to use the Khet facilitator to monitor monthly to every single sub-project, in other hand, the PRF also had limited budget and resources for monitoring.

2. The PRF implements in the large scale from Province Level to District Level also to Khet Level and to Village Level, to collect data, have to process from every single village, Khet and District, In other hand, Data Collection Method, Forms Data Collection, and database, which have mention there's no any similar organization implement like the PRF to exchange the lesson or/and experience.

M&E unit from Cycles I & II have to develop neither the method nor the system through the implementation from past two year and a half, but the respect from the method and system are high in term of time and accuracy of single data

3. M&E unit needs more cooperation from all unit concern to handle some part of the process such as: field work, data collection, data transfer, report and some feed back from the concerned units

M&E have to collect data from crass-root level, time to time, monthly, but at local level such as: Village level, Khet Level and District Level, there's no M&E staff base on mention level, so,

M&E have to cooperate with other Provincial Staff, District Staff and Khet facilitator to help M&E for data collection, more than ever, Sub-Project Implementation Monitoring (SPIM) monthly.

3.2.3. Work in Progress and plans

- MIS improvement

MIS is one M&E tool to monitor key indicators as required by the PRF project. The system was designed by M&E unit in 2003 and is now being redesigned in 2005.

The MIS improvement TOR is based on dialogue with many company MIS consultants and participation in an orientation workshop organized at the end of August 2005.

In September 2005, the PRF signed a contract with APIS Resources Co., Ltd to improve the MIS database. The expected date of completion is the end of December 2005

- Database Training plans:

At the central level, training was to take place from 20-23 December, 2005 and the provincial staff will be trained in January 2006 by the consultancy team in collaboration with part of the M&E staff at the national level.

After completed training the, the provincial staffs have to enter the previous data as soon as the MIS is implemented at the provincial level to ensure up-to-date, timely reporting from the field.

For the report, the provincial and central offices agreed that data will be submitted to the central level no later than the 25th of each month.

- M&E guidelines

The guideline is currently being written and in draft form in Lao by M&E team and it is expected to be completed by the end of December 2005. And the guideline will be used to facilitate the work of the district and provincial level staff.

- Indicator analyses:

The M&E team developed a list of indicators that should be reported on systematically following the end of Sub-projects. At present, the list is too exhaustive and will be narrowed down by the team. M&E team have been developing the sample questionnaire for each sector querying the outcomes and impacts of sub-project. Khets facilitators will complete the questionnaires after visiting completed projects. A data entry and report form will be developed in the database by March 2006. With the report from being developed in the database after the installation of this final component user-friendly and possible for staff from central level to install at the provincial offices.

- The future plans for M&E unit.

After the database training completed, M&E team will focus on:

- Follow-up with new database after completed the training to provincial M&E staff.
- Design database for outcome and impact (APIS consultant will design for the PRF for the additional database) and then organize the training to the provincial staff about outcome and impact database.
- Data collection on impacts and outcomes of completed sub-projects also the role plays of the PRF activity to the poverty reduction work in all target districts (old 14 target districts).
- Follow up the implementation and complementation of sub-project

- Data collection in parallel with each report composing and submitting to relevant sectors and World Bank on time.
- Data available/ information net working about the PRF to community and various sectors also data uploading to the PRF website
- Collect all data from provincial and National Statistic Center (NSC) of new district which was selected to run PRF activities in Cycle IV (Viengthong in Huaphanh province)
- Follow up with physical and disbursement progress of every single sub-project.
- Cross-khet monitoring.
- Budget allocation for 2006-2007
- The work plan for M&E unit (for 2005-2006) is in *Annex 9*

3.3. Community Development

3.3.1. Overview of Community Development

Duties and responsibilities:

- ensure that project activities are carried out according to the project guidelines (PRF Operation Manual) as well as contributing to the training and general capacity building of staff at all level of operations;
- coordinate a strong team spirit, delegating tasks, and providing the necessary guidance for monitoring and evaluating project activities at the various levels of project;
- develop and deliver a comprehensive training to be implemented throughout the project area throughout the duration of the project activities;
- assist with analysis of the target districts and provinces and compiling other profiles and reports as required by the project;
- assist in developing focal area planning tools and methodologies;
- Assist in developing a standardized means of collecting data of districts: geographical location and climate, district structure, main constraints and development opportunities.
- Organizing pilots study for IGA activities
- Assist province and district how to provide information to communities
- developed newsletters and disseminated PRF information
- Coordinate cooperated with concerning sectors and partners
- Promote and Push communities participations and ownership

3.3.2. Information Education Communication (IEC)

In order to help new staff in new districts understand the overall objectives and implementation process of the PRF, training on Information Education Communication was held to run the training activities for the new staff in the new target districts.

Example: On 25 – 29 August 04 in Viengxay District (Huaphanh Province) and 30 August – 3 September 04 in Phin District (Savannakhet Province) for a five-day-training session. Training was conducted by some PRF staff at national level with support from provincial team to introduce the background, objectives, structure of the PRF, coordination, IEC materials including posters and how to use them, MIS forms, and communication and other

related topics. New staff of three districts (Viengxay, Xamtay and Huameuang) was brought together in Viengxay District because of its available facilities.

Also the planned of beginning the third cycle (2005-2006) the PFR team had planned to lunch in two new provinces: Xiengkhouang and Saravanh province included the three districts in each province were added in this cycle, with socialization at the end of May 2005. The new staffs recruited in April were provided which pre-service training in these new target districts by the national staffs especially the Information Education Communication (IEC) who are responsible for this training. The course covered the PRF process, principles, procures and other issues related to the system of each unit in the PRF.

The IEC tools for covering PRF information to the public and to the community level especially for the use of Khet and district facilitators. The main objective consist in promoting the project and its principles, processes, and procedures to villagers, facilitators, government officials and to raise public awareness to reducing, the problem of poverty in Laos.

IEC materials are used for social activities at district, Khet and village levels to introduce the PRF objectives, activities and principle. By disseminating information, IEC materials enhance the transparency of the PRF implementation. IEC materials produced and used to date. More detail about the IEC tools to use for Training for example: modules, hand outs and guidelines included the time, number of trainees in each village can be found in **Annex V**.

During the year 2003, Information Education Communication (IEC) material were produced to launch activities for 10 target districts of Cycle I for more detail can be found in the table below.

Table 20: Types of IEC materials produced and distributed in Cycle I, 2003-04

Type of media	Distribute to	Publishing 2003
Flipcharts 1 set	PRF staff and Khet facilitators use in meeting	170 sets
Songs (10 songs)	Government officials, PRF staff use with villagers	150 CDs
Brochures	Government officials, Local / International Organization, villagers	9,000 pieces
Posters (5 posters)	Local organization at provincial, district and Khet / village levels	1,302 sets
T-shirts & Caps	Government officials, other related organizations, PRF staff, Khet level	450 & 150 each
Information board	Set up at each khet for PRF and community to announce information at community	37 boards
Bulletin (2 issues)	Government official, PRF staff to use with villagers	5,000 pieces
Radio broadcasts	Government Officials, business, farmers, teacher, students, workers, working groups , villagers ...	2 stations
Summary of operations	Government official, PRF staff to use with villagers	200 booklets
Web site (1 web)	Local internet officials, business, farmer, teachers, students, working groups...	1 web

During the year 2004-2005, IEC materials were produced to launch activities for 4 new districts only because old 10 districts had finished launching activities in 2004.

Table 21: Types of IEC materials produced and distributed, 4 new districts 2004-05

Type of media	Distribute to	publishing 2004
Flipcharts	PRF staff and Khet facilitators use in meeting	Used the old one
Brochures (updated)	Government officials, Local / International Organization, villagers	2,021 pieces
Posters (print the old ones)	Local organization at provincial, district and Khet / village levels	1,663 posters
T-shirts & Caps	Government officials, other related organizations, PRF staff, Khet level	1,030 & 997 each
Jackets	Government officials, other related organizations, PRF staff, Khet level	101 each
Calendars	Government official, local organization at national, provincial and district level	193 each
Newsletters	Government official, local organization at national, provincial, district and khet levels	607
Plastic folder	Government official, local organization at national, provincial, district	4,316
Note books & Ball pens	Government officials, PRF staff, Khet Facilitators, Khet Representatives, Khet Team	4,200 & 4,200 each
CD (copy the old one)	Government official, PRF staff to use with villagers	32
Radio	Government Officials, business, farmers, teacher, students, workers, working groups , villagers ...	1 stations
Pen and Pencils	Government official, PRF staff to use with villagers	850
Brief Lao language Book	Government officials, PRF staff, Khet Facilitators, Khet Representatives, Khet Team	1,600
Cassettes PRF song	Government official, PRF staff to use with villagers	12

The detail about the IEC material using for are mentioned below:

Song

Ten songs (one of them is ethnic song) have been composed by the PRF staff with the assistance of an external composer. Song concepts have been approved by the PRF's administrative board. The PRF has used the song to promote the PRF's objectives and principles. CDs were given to government sectors at central level and to governors of all the provinces in the Lao P D R. to date the public at large and villager have show their interest in PRF songs. Actually, they have been many requests for buying copies of the PRF songs, which is an encouraging indicator.

Flipchart

A PRF flipchart has been produced to use for socialization at provincial, district, khet and village levels. That flipchart is illustrated and covey simple messages about PRF objectives, principles and processes that can be understood by the communities.

Posters-brochures-Handouts

Many posters have been developed, including, PRF activity Cycle, principles, process and activity Cycle, Negative List etc. the poster are used together with the PRF Flipchart in socialization activities to help communities to broaden their understanding about the PRF.

Brochures of information were printed both English and Lao languages and were disseminated to a large public. Moreover, people who requested more information about the PRF were given a ten _ pages summary of the PRF operation manual either English and Lao languages the latter appeared to be very useful for sharing information with other organizations and Government sectors.

Information boards

The information boards aims to promote transparency and accountability of the PRF process and subprojects' implementation. A total of 121 information boards have been set up, one at each Khet

Centre. This support is meant to become a key tool in fostering communication between Khet representatives and villager and between the PRF and communities. Khet representatives must post on the information board all relevant information with regard to PRF activities e.g. budget transferred, contracts signed, expenditures, decisions made etc.

Newsletter

Bulletins of October 2003 were issued. Until now, only Lao language issues are available; however English language issues are expected to be launched during the year 2004. Five thousand copies of those two issues were made and sent out to all stakeholders at national, provincial and district levels. Even though the newsletter was very positively received by a large public, the PMT considers printing quarterly issues rather than monthly, with regard to time budget and human resource constrains.

Website

A PRF website (www.prflaos.org) was developed and designed with the help of a local IT company. Information posted on the web includes project data, picture showing PRF activities in three provinces and Vientiane. However, it need to be reviewed before it can be launched the website should be launched in early 2004. The information will be updated every three months frequently, if necessary. All comments are welcome for improving PRF website.

Radio broadcast

Radio broadcasts are one of the IEC tools to disseminate information about poverty reduction. Radio broadcasts are made through the National Radio programme. Broadcasting started in March 2003 as a pilot test and was launched later by periods: April _ June, July _ September. By doing so, it was easier to adjust the programme of the next period according to actual field progress and activities. The types of information broadcasted focuses on three main areas:

- To raise the awareness of people about participatory development working approach;
- To raise the awareness of people about ownership, transparency and the use of local resources;
- To offer alternative perspectives for people from traditional working style and beliefs to be able to plan and work in systematic way, base on availability and sharing idea.

These broadcasts help to create an image for the PRF, and many people and various sectors now know well about the PRF project's concept and policy. As other result, some sectors have invited PRF staff participate in their meeting for exchanging and sharing ideas.

And other IEC materials such as: PRF T-shirt, PRF book, PRF calendar are also used to capture the awareness of community also the various sectors to know the PRF activities and concepts well.

3.3.3. Training

By the end of 2002 to March of 2003, Information Education Communication (IEC) had completed the IEC materials / tools which would be used for the training on project preparations and implementations, in order to strengthen the capacity building by organized training and meeting with PRF staff at all levels in 3 provinces (10 districts) such as: Huaphanh (3 districts), Savannakhet (3 districts), and Champassack provinces (4 districts) and completed Training of Trainer (TOT)



training for all staff and all training packages as annual plan mentioned.

By the end of 2004, the PRF had planned to launch the activities in four new districts (three districts in Huaphanh and one district in Savannakhet). The training for the new the PRF in four new provinces had been implemented full set of materials and guidelines to support project activities especially for preparation period such as: Socialization meeting, training, capacity building etc. then provided and organized training for new staff in 4 extension districts in order to help new staff in new districts understand the overall objectives and implementation process or methodology of the PRF. All documents had been used for training are detailed in the table below:

Table 22: Types of Training materials produced and distributed in Cycles I & II, 2003-05

Type document	Distributed to
Meeting guideline	PRF staff and Khet facilitators use in meeting
Manual for trainers	PRF staff and Khet facilitators use in meeting
Manual on Operation and maintenance of Roads, Culvers and bridges	Government officials, Local / International Organization, villagers
Manual on Operation and maintenance of Irrigation Systems	Local organization at provincial, district and Khet / village levels
Manual on Operation and maintenance of Water supply Systems	Government officials, other related organizations, PRF staff, Khet level
Manual on Operation and maintenance of School and Buildings	Government officials, other related organizations, PRF staff, Khet level
Raising Cattle and Protection Against Diseases	Government official, PRF staff to use with villagers
Raising Pigs, Protection Against diseases and Castration	Government Officials, business, farmers, teacher, students, workers, working groups , villagers ...
Raising Poultry, Protection Against diseases	Government Officials, business, farmers, teacher, students, workers, working groups , villagers ...
Manual on Management and leaderships	Government official, PRF staff to use with Khets and villagers
Manual on Management of Protected Fisheries	Government Officials, business, farmers, teacher, students, workers, working groups , villagers ...
Manual on Forestry Protected and Management	Government Officials, business, farmers, teacher, students, workers, working groups , villagers ...
Manual on Gender and Ethnicity	Government official, PRF staff to use with Khets and villagers
Manual on Complaints preventions and resolution	Government official, PRF staff to use with Khets and villagers
Finance and Administration manual	PRF staff to use with Khets and villagers
Accounting Procedures Manual	PRF staff to use with Khets and villagers
Finance and Administration forms	PRF staff to use with Khets and villagers
Community Disbursement Procedures Manual	PRF staff to use with Khets and villagers
Village saving group	PRF staff to use with Khets and villagers

Table 23: Types of Training Completed in Cycles I & II, 2003-05 (in three old provinces)

Types of training	Total participants	Women participants	Progress after training	Constraint	Solution
1. Weaving	8	8	Continue weaving in group for sale in their district	Lack of fund	Provide fund Improve quality of weaving
2. Cattle raising	18	1	Just for animal raising and animal preventions disease in families that received training	To challenge, but community demanded	PRF Need to learn more or establish pilot study some where
3. Village saving group	95	24	Some khet in the process preparation group, some are collecting money from group members, increase number of member and amount of money	None	
4. Utilization medical equipments training	16	4	Upgrade quality of services	None	
5. Plantation and Animal raising	217	32	Increase family income & Improved quality of product, saving and loan group established	Lack of fund, not follow up after training ,	Follow up and train saving groups to improve quality of works and product for sell
6. Preventions and Resolution			Completed in 3 old provinces, Community understand and solved problems by them self ,	2 new remaining provinces are not yet train	Need to organize for 2 new remaining provinces
7. training for PRF staff			All new and older staff of PRF has been train by internal and external trainers in many training courses as manual and guideline mentioned in table 16	Lack of fund for upgrade new technology for staff, No fund for research study, some staff less of experience on community development	Retrain or exchange experience between district and province organize training on CD and Management and leadership For CD and district staff
8. National Resource Conservation Training	500	200	All three old provinces	Lack of fund and short time	Increase more fund and time for this activity
9. Operation and Maintenance training			Completed for three old provinces	Lack of fund of maintenance	Need some budget for maintenance

Advantages:

- The steps of work in progressed were well prepared for the subproject implementations. Because the PRF staff at provincial and district levels, Khet Facilitators, Khet Representatives, Khets teams at all levels have been trained, the methodology of training provided by the PRF Central not only theory presentations, but the training provided steps by steps and divided timing for learning by doing and practices after the theory completed

session. Following training courses, the participants were advised to continue the training for their community and to assist the provincial and districts staff to do the training assessment before organized training course,

- District staff, assisted by the provincial staff to provide training on various aspects to the district/Khet/village volunteers on: accountability, procurement, constructions, operation and maintenance, agriculture) agro forestry income generation activities, conflict prevention and resolutions, monitoring and evaluation, gender equity and socio ethnicity
- The trainings were well prepared and satisfactory, due to the participants could understand well about the PRF policies, strategy, and implementation methodology from initiated the PRF project until current.
- The impact of income generation activity trainings are effectiveness because the participants could distribute the lesson gained from training to utilize on their community development.
- The materials, information, data and tools could be used to provide training various activities as mentioned in Table 23.

Constrains:

- The budget to use for IEC is not enough
- Lack of Training Assessment after the training course completed.
- Most communities requested for training on skill villages development fund to improve income of families, but the PRF still lack of experience on this activities.
- After training the participants have no fund to continue implemented the activities that they have learned.
- The number of men has received more training than women, and the specialized training not provide to woman. Due to women were lack of education and community themselves did not get enough information on income generation and gender in development yet,
- Some community women have no priority to decide activities because women are weakness on leadership and they have not awareness gender balance yet.
- Study tour to exchange experiences are not organized for communities but has been done for PRF staff just once a year
- Lack off experience for PRF staff on community development
- Difficult for procurement to make contracting on training service especially the training on irrigation, handicraft and income generation activities at grassroots level.
- For the training new staff: Some of new staffs claimed that the training course was to brief and requested more specific training about their job, and the PRF at the national level planned to offer some staffs on the job training in the national office or their field office .And some new province staffs were selected to work with the relevant and necessary field such as the coordinator and financial officers in Xiengkhouang and Saravanh province.

Solutions/ recommendations:

1. The budget allocation for training should be separated to be one component or category, because the training activities is relevant with Human Resource Development it has many activities to do and not easy to manage or prepare project implementation, other why the result of training are not comprehensives/ not effectiveness.

2. After completed training course the PRF staff at provincial and district level should follow up, and utilize the knowledge and skill gained from training to use on their community development.
3. Should provide the training on village saving group, environment conservation training that relevant to income generation activities in parallel with information distribution which is very important for income generation activities and increasing the community income, the PRF staff need to improve more experience/knowledge on community development, irrigations, eco tourism development and other related field such as: handicraft, products processing and services, marketing and other concerning section.
4. Should Provide some fund for participants to continue implementing activities that they have learned as appropriate to use for their community development, but PRF staff at provincial and district level should be a team to support or regularly follow up from beginning, assist team how to implement on marketing field, how to manage team and their products or help them to solve problems that they face from preparation and implementation. Period. When the team can continue to manage and implement themselves without advice from PRF staff.
5. The information/media on gender balance should be more distributed to community especially in remote area to capture community awareness on gender balance such as the women right on VNPA meeting.
6. Should organize the study tour for community and PRF staff both internal and external to learn more about project management and quality of product improvement, and marketing, because their basic knowledge about these fields are already trained.
7. The PRF should coordinate and collaborate with line ministries or agencies to provide training to provincial and district staff as trainers, if the PRF can not found any contractor service for training both at khets and central level.

3.3.4. Income Generation Activities

3.3.4.1. Income generation Training

The Income Generation Activities (IGA) training is to identify target groups at village or Khet level with whom to work more intensively on IGA. Where groups already exist e.g. for saving and/or productive activities, and if these groups are strongly enough (organization, financially and their overall management...), the PRF support could support possibly include assistance with any or all of the following things: training, equipment or other inputs, packaging and presentation of products, and marketing linkages. The training for IGA should be linked to clear, assessed need and real potentials. Wherever possible, the PRF work especially the Information Education Communication work (IEC) work closely with social and training issue will work to foster linkages between village/khet and established, reputable training organizations and marketing groups/organizations. The latter especially may perhaps be found amongst members of the Lao Chamber of Commerce.



3.3.4.2. Natural Resources Conservation (NRC) Training

The training has been provided by the National Consultant Company (NCC), who has been contracted by the PRF. NCC worked closely with PRF staff to create the NRC textbooks from June-September 2005. These NRC textbooks are to be used to train PRF staff on the management and sustainable allocation of natural resources. Training was provided by NCC staff to the PRF in Huaphanh, Savannakhet, Champassack provinces and each province has been train one district staff to be the n trainers on NRC, then the PRF staffs that were trained in district level will be provided the training for staff at the Khet and village levels. The NRC training will be provided to train all 20 target districts in Cycle III.

The result of training:

Follow the training community can continue to manage on the natural resources conservation themselves, at present both fishery and forestry conservation has been establish in Cycle II about 84 areas accepted water supply system areas with total approximately 500 participants, women 200 in Huaphanh, Savannakhet, Champassack provinces, for the next cycle the fishery and forestry conservation will be increase to compare with previous time.

The output of NRC was positive, due to before the training was implemented in that areas was lack of natural resources, according to the districts report show that after 6 month in fishery conservation areas an abundant of fishes and other fauna and natural resources. The Khet communities have established the saving and loan group. The member in the group can loan money from group for raising animals or planting vegetable/rice/ after 6 month to improve their living life.

3.3.4.3. Village Saving Group

The village saving group is the new activity that includes in the Income Generation Activities. This activity was run in Cycle II for a pilot test to the three old provinces of the PRF (14 districts in Cycle II) one group per district. For more detail will mention in next report.

3.3.5. Summary of the Unit

Advantages:

- The steps of work in progress were well prepared for the subproject implementations accountability and transparency , and get the high community participation
- Khet Prioritization meeting and other meeting had followed all the steps of the PRF progress

Disadvantages:

- The steps of work progress preparation spent more times and budget; some had the negative impact to community activities and the limited of PRF staff in district level.
- About the supporting activities of the PRF: in both cycles some activities still not supported by the PRF but those were the villages' need because some areas could not choose the other activities
- Community development officer had limited and lack of experiences.
- Community development officer at district level all most they spent more time to assist Khet representative in financing and accounting, because the Khet team members are lack of experience and Knowledge in these terms, especially women and minority people. (The

number of Khet in each district is about 7-22 Khets which responded to follow up about 20–30 sub-project implementation that supported from the PRF per cycle and each sub-project must conduct Khet’s accountability 2-3 times. So, they must spend their times with Khet team between 21-60 times).

Suggestions and recommendations

- Some steps of work activities should be able to merge in one step such as: 1) The Khet Accountability Meeting + The Khet sub-project completion meeting, 2) the District Evaluation and Handover Meeting + District Meeting/finalization Meeting + Khet confirmation Meeting, 3) To save the time and budget to expend for the Meeting in the Khet level should add 2-3 Khets at the same place and time
- At the Khet prioritization Meeting should range the kind of activities, and to agree with the community whether the budget is sufficiency for how many sub-projects and choose the number of sub-projects from first, second, third,... For the K_SPPO form should be adapted.
- Communication Development (CD) staff should add more staff in the relevant essential activities for example: the Staff who are responsible for IGA and Animal Raising and Cropping
- The PRF activities should be cooperated with many of the social institutions and other mass organizations in Lao PDR as social programme such as: Lao Women Union, Lao Youth Union, Lao National Front for Reconstruction, etc.

3.4. Technical and Procurement Unit

3.4.1. Overview of Work in Progressed of Cycles I & II

Operation of the unit cost data base

The new material price is collected every six months to one a year. The price is collected by district team and approved by the head of trading or communication office at district level. All the data will be sent to the national office at Vientiane for data entering into the system. The Technical Advisor at national office will check and make copies for district team to follow up during the subproject preparation, appraisal and compare with the proposed price from contractor/ supplier.

In some provinces the government office had their own system for cost estimation which is different from PRF data base system. The book of unit price differs by provinces. The UCD system required minor adjustment, but the TA in Vientiane was able to manage.

Improving standard designs

All design applies in the PRF are mainly extracted from four ministries: ministry of communication and construction, ministry of education, ministry of agriculture and ministry of health. During annual capacity building of the PRF at Vientiane 2005 all Technical Advisors from national to district level discussed the standard designs of all construction subprojects with participation of all ministries, for instance representatives from ministry of communication transport post and construction (MCTPC). Topics were agreed and finalized as follows for example: the book title is “Standard Drawing of Small-scale Infrastructure, 1st Edition, and September 2005”. The contents covered:

- | | |
|---|--|
| 1. House for patient | 11. Spring fed Gravity Feed water system |
| 2. Permanent Dispensary | 12. Latrine |
| 3. Semi Dispensary | 13. Earth dam |
| 4. Agriculture and handicraft open market | 14. Submerged bridge (Ford) |
| 5. Permanent Primary school | 15. I shape girder Bridge |
| 6. Semi-permanent Primary school | 16. Wooden bridge |
| 7. Dug well | 17. Suspension bridge |
| 8. Dug well with hand pump | 18. Rural road upgrading |
| 9. Screened drilled well | 19. Pipe culvert |
| 10. Open-hole drilled well | 20. Box culvert |

This is the first collected draw design book and will apply in the third cycle for the PRF. Almost all drawings comply with specification of material, dimensions etc and bill of quantities of the work

There are some drawings requiring modification, for example: the school, dispensary or gravity feed water system. There is no access road to bring construction materials to construction site or some place the cost of materials are over than estimate. In this case the PRF has modified the drawing in accordance with the real circumstances.

By beginning of Cycle III, the PRF have a plan to revise this drawing book prior the fourth cycle 2006. After 2006 this drawing will be able to links into the unit cost data base system.

Procurement process

The main task of Technical Assistance covers technical procurement issues. Procurement is divided into two parts.

1. Procurement under sub-grant activities (procurement under sub grant)
 - Procurement under sub-grant activities (procurement under subproject)
 - The subprojects will submit to the World Bank for prior view
 - The subproject under community force account 3 subprojects per province
 - The subproject under procurement of small work 3 subprojects per province
 - The procurement of goods 3 subprojects per province
 - The total is 9 subprojects per province require the No. Objection from World Bank
2. Procurement and financial issues: refer to the Finance and Administration Manual.

Revising the technical manual:

The technical manual has been ‘finalized’ in English and Lao version and distributed to all districts offices.

Procurement of goods

1. Local shopping

The PRF recently supported and promoted local shops, but in some circumstances, the PRF had to ignore them because while some of them have the license to sell construction materials others do not the license to run a business.

2. Direct contracting

The PRF never has direct contracting subprojects with other suppliers.

Referring to the procurement guidelines, for example of the school material, there is only one printing factory has a right to print books for Ministry of Education in Lao PDR. The PRF proposes to have direct contracting with that factory using a request letter from the khet. This is the same as procurement of high technology goods

Procurement of service/training

1 Consultant service

It is very rare to have the consultant service for subproject implementation community subprojects. In some provinces the technical office could assist in the design or estimate costs.

2 The service training

Most training run under subprojects activities is for income generation activities. This training is quite difficult for the provinces to run. Some provinces have a technical school, for example Champassack there is a technical vocational school under the Ministry of Education and supervised by DED of Germany. This school assisted PRF training on animal, fish raising etc in the first and second cycle.

3.4.2. Achievement

In the preceding projects, various projects were collected. The technical specifications of similar rural infrastructure development were collected and selected as benchmarks. Consequently, all other projects data was normalized in the consecutive sections to allow comparison with this benchmark. The result of this exercise is summarized in the table below:

Table 24: Cost effective and government sub-projects

Project description	Unit	Poverty Reduction Fund cost (kip)	Other projects in Lao PDR
Rural Road	Km	16,702,850	36,910,800
School	(7x8m)+(corridor1m)	31,297,960	54,166,640
Dispensary	80m ² +medical equipment	127,161,352	178,500,000
I shape girder bridge	Square meter	2,066.000	3,500,000

On the basis of the above figures, some important observations can be made. The observation should be treated, however, with caution, as large variances between individual projects and complex projects do exist, and only limited adjustment could be made to fit the data to one design standard.

The first priority of Poverty Reduction Fund is ownership and sustainability, so the approach of the project is to use labor-based methods and community force account operations, rather than machines or contractors. For example, in the construction of a dispensary, the building materials such as cement, steel bar, corrugate roof, nails are supported by the PRF. The community contributed sand, aggregate, wood and labor. The supervisors or technicians are also from the local community.

Other projects in Lao PDR are the big budget grant or loan projects most of the work is done by qualified consultants and contractors. The communities were not been involved and lack the opportunity to be the owner of the projects. In addition the standard or specification applied in the community projects in remote areas is high compared with community use.

Effectiveness of technical training of khet teams for Technical Support

Khet teams still have a high requirement for technical training. The PRF has tried to recruit khet teams to supervise their subprojects but some khet teams lack technical knowledge and some are unable to read Lao language. Some provinces are very good in construction skill. There are no external technicians or supervisors from outside to work in their khet. For example in Huaphanh province there are no local technicians so they received training from other projects, for instance in gravity water construction and irrigation scheme construction.

On the other hand in Savannakhet and Champassack provinces, there are some external supervisors for subproject activities, but only in the urban areas.

The proposed plan for khet technical team:

After the district decision meetings in each province, the PRF will inform or contact the college or University campus in their provinces. However, Huaphanh, Xiengkhouang and Saravanh provinces do not have a university or technical school. The public announcement or radio broadcast is needed to find technical personnel. This technical supervisor will train the khet team in Course 1 and Course 2 as below:

#Course 1: The training will organize before construction and before transfer of money to khet bank account. The title of course is “***Subproject Administration***” It covers;

1. construction technique
2. contract administration and procurement management
3. construction supervision

* The trainers will be PRF technical Advisors at district level/ External supervisors or University supervisors

Course 2: the training will be organized during construction, i.e. on-the-job training

The title of course is “***Subproject Monitoring and Evaluation***” It covers;

1. monitoring and evaluation
2. Accountability training
3. khet auditing

This course has previously been done from the beginning of the PRF Project and is on going.

Course 3: this training will be delivered during handing over of subprojects to the responsible khet team. The title of course is “***Maintenance and Management***” It covers;

1. the role of khet team
2. maintenance technique
3. management system

The course 2 and 3 has been delivered since the first and second cycle. The trainers are from PRF district and province office and cooperate with concerned office at the districts level

(communication, agriculture, health and education). The course 1 is under preparation, and planned to run in Cycle III.

Further more these khet technician are also require close visiting others khet or study tour in the nearby projects or provinces to enhance the technique knowledge or strengthening the local capacity building to be good supervisor in the future.

The details of procurement for Cycles I & II can be found in Annex 7 and for the Cycle three will be detailed on Annual report for 2005.

3.4.3. Constraints and Lessons Learned

1. From experience of PRF technical assistance, when recruiting the technical assistance (in each province) they have limited knowledge. The technical assistance staff is limited to survey or design, because these staff had a different source of knowledge. They are not infrastructure advisors. Some were from architecture area, communication and so on.
2. The reference material/ documents used in survey, design or construction: almost all the hand books are in Thai or English, so some of technical advisors could not read them. Initially the district technical advisors could not do survey or design for some subproject types, as they did not have expertise in the specific area.
3. All most district Technical Assessment (TA) are from difference provinces or district, after one to two years those people need to go back to their province or family. The PRF made difficult to recruit the new district TA staff.

Purchasing problem and solutions

1 Community Force Account

General principles are outlined in the Section 6 of Operation Manual on procurement and contracting for subprojects. In this process the PRF discusses the method during the subproject proposal preparation, considering the capacity of the community to manage the subprojects seeking agreement with the villagers. In some khets they agree with the credit agreement, that they will build by themselves but they could not do the implementation. This increases the project cost and community has to contribute more.

The knowledge of community in inspection of the delivered material and understanding of the specification of the work were low. This requires a detailed technical knowledge but the skill and technical knowledge of community was zero.

2. Procurement of small work

Contracts for construction contractors tend to be insufficient or imprecise, especially in big projects. As mention in the Operation Manual, small projects and big subprojects are also use the same contract document. In the contract attachment into the Operation Manual there is only one contract template provided by the World Bank.

The procurement work is a new method village community, difficult for communities to manage or understand the whole process. The role and responsibility of khet procurement team was not clear. In this case the PRF should train the khet teams probably twice a year

The bidding process normally requires three quotations, but some times there is only one quotation or supplier, even for open widely announced tenders made at khet, district or province.

In the beginning the PRF had to consult with the government technical department or district office to assist in survey or design of some subproject that the PRF could not do. When the PRF opened new districts and recruited integrated technical advisors, each team should have more than one specific area of expertise for example in one district had a minimum of three people who should have a minimum knowledge of roads, agriculture and building. These people could consult and solve problems in their team.

The PRF experience shows that the technical manual requires revision in some parts. This manual is designed and developed by combining many books from other countries with input from advisors. Some manuals were drawn from line ministries, but a few parts of those guidelines are higher standard than the PRF standard activities. Those standards are not suitable for rural development in poor regions. So some parts were not useful for the real situation in the rural areas in Lao PDR. We needed to revise them in accordance with the PRF experience from provinces and the time frame.

During last year (2004-05), the PRF procurement has been incurred in various type of procurement such as: procurement of goods, works and services. For such matters, the problems were faced and the solutions came out can be described as follow:

❖ *Procurement of goods:*

Stick with the schedule made was very difficult. Deadline to receive the goods was mostly beyond the deadline. The reasons why delivery of goods did not make on time, there were pointed out as followed:

1. short of high tech goods available in the market
2. Some procurement that went through the process i.e. National Competitive Bidding. This needed some time to prepare the report to the World Bank for no objection (take time for no objection)
3. Custom clearance and taxation paper and others official letter were sometime lately received and cause the problem
4. Goods damaging are always happened during transport, so the suppliers to have reorder to replace the unused goods
5. the specification of the goods mismatched with the specification required
6. Some hi-tech goods are more difficult to specify its specification.
7. The specification of goods could not specified brand of the goods, this caused the life of use is to short and high cost of repair. It means the low quality of goods and the criteria for selection based on low cost basic

❖ *Procurement of work*

PRF Office in the province and in the district, in some province or district is too big and some is too small. Some districts never have any projects or NGOs to work in the districts or let said poor districts. So the budget for renovation is made difficult to plan in the district and provincial level.

❖ *Procurement of services*

For example: the Beneficiary and Technical Assessment, Initially the PRF should recruit the team leader for the team should be respond by the team leader. It means the team leader had to recruit his member

3.4.4. Future Plan

For the future plans for the technical unit, the team will focus on five sectors of the unit works that are detailed below:

- 1/ Following period, The Technical Assessment unit has planned to focus on quality control construction supervision by involving the university, technical institution or concerned sectors to be the supervisors.
- 2/ the technical training are still require for TA, especially for new Technical Assistant (TA) in the district and provincial level had never been trained before.
- 3/ Combine the experience from each province to revise technical guideline
- 4/ the crossing study tour it means one person from one province to work in other province in period one or two month is very importance role for the PRF staff
- 5/ Continues the cooperation with technical office in the district for monitoring and supervision
Because technical office in the district has more experience and been trained from their organization, this will help the PRF to guaranty in the quality of subproject

3.5. Staffing (Performance Assessment)**Table 25: the percent of staff turn over of Cycles I & II**

	2003	2004
Central level	18%	14%
Huaphanh	13%	6%
Savannakhet	24%	0%
Champassack	26%	0%
Total	20%	6%

The table above suggests 6% staff turnover during the year 2004. The highest turnover is in Vientiane (14%) but none (0%) for Savannakhet and Champassack Provinces. In comparison, the percentage of staff change during the start-up year (2003) was 20%, which shows this year a very sharp decrease in PRF staff turnover. The PRF has improved its structure and management performance, and has opted to recruitment at local level that gives priority to local people rather than outsiders from other provinces.

The high rates of staff turnover continue to be a major problem (roughly 35% in 2005), particularly in key senior positions, the most recent of which being the head of the Monitoring and Evaluation Unit. The PRF faced major difficulties in attracting and keeping qualified staff due to inadequate compensation.

3.5.1. Staff Performance Assessment

The Poverty reduction Fund project is using various methods to monitor and assess staff performance. These include based on the annual report 2003, various methods to monitor and

assess staff performance were used namely weekly meeting reports, periodic assessments conducted by the heads of units at central level, assessment of the various provincial and district teams carried out by provincial coordinators, assessments by (mixed) central office teams after work in each province, and confidential staff assessment. However, some of those forms were revised in 2004 and only a staff performance evaluation form was used.

The assessment sought feedback on every staff member in the project in relation to five criteria of importance to the PRF:

1. Ability/capacity to do the job assigned
2. Team work, team building
3. diligence, responsibility
4. Contribution to the project
5. Problem solving/prioritizing of task.

Each of the respondents was asked to score/rate their colleagues for each of the five criteria. The staff performance form can include a check list of the TOR comparing with staff's assessment and supervisor's assessment. However, Executive Director will be the third party as a top supervisor for Vientiane Office staff.

Based on staff performance for Cycles I & II, the guidelines and time frames of the PRF for Cycle III, the staff performance assessment is a tool for both supervisors and supervisees to support and help each other to complete the main goals of the organization. A supervisor should guide the staff working towards a set of performance objectives. That means staff members should target individual written tasks through their own efforts based on his/her TOR and consulting with supervisors. Therefore, performance objectives (tasks) should cover at least three major points as follows:

- Specific, quantitative and qualitative when possible and appropriate
- Time-limited when due date
- Clear and easy to understand

Those tasks should be agreed among supervisees and supervisors in the beginning, after a period of time, when the staff performance review takes place, staff performance can be assessed based on the written tasks by giving quantitative score plus qualitative records.

3.5.2. Strengths of the existing staff performance form

- Staff performance evaluation forms were used based on mutual understanding (staff, supervisor).
The form gives an opportunity to give feedback from supervisees; discussion allows them to understand in a more realistic way
- Staff can give initial input to complete the form, allowing staff to assess his/her performance critically first. Then supervisor can give some feedback later on, and a final discussion between the two parts can take place.

4. CONCLUSION AND PLAN FOR CYCLE III

4.1. Brief Conclusions

For more than two and half years of PRF activities have been progressing in Lao PDR based the mixed results of the first and second cycle activities, tools and methodologies adapted by the PRF needs to be tested and further developed, as the activities are being implemented on a full scale. By launching the third cycle, the PRF needed to improve some tools and methodologies which will be used to support and ensure success in the following cycle.

As the result of Mid-Term Progress Report to review implementation progress from start of the project and it discusses both achievements and problems encountered and suggestions for ways in which to improve the project for the remaining implementation period we found that:

Project implemented by the PRF are to aid in economic development and to reduce poverty. In order to effectively reduce poverty, these projects must cater to the specific requirements of the beneficiary.

The successful sustainability of the many sub-projects depends on raising awareness, good design and implementation, and a high level of participation to develop a sense of ownership.

4.1.1. Expected outcome

All of the activities of PRF implementation need to obtain the major outcomes:

- More than Thousands of villagers with a better life
- A Major Contribution to the National Growth and Poverty Eradication Strategy (NGPES)
- A new model of development processes in Lao PDR

4.1.2. Future Challenges for the PRF

- Extension of new targeted districts from 10 to 24 is a major challenge for the PRF staff to work harder than previous. Also, increased workload will limit opportunity for staff capacity building it means that the constant staff to be responsibility more work to compare with first and second cycle.
- Information distribution to remote areas is also a challenge for the PRF project to raise the community awareness on PRF activities and the role of poverty reduction work to motivate the higher community contribution/participation. Due to, the limited budget to spend on this kind of activity.
- To maintain the ceiling of Administrative cost (25%) and Sub-project cost (75%) with composed in PRF plan activities. The increasing overall allocation to districts which would result in increased investment to maintain this ceiling.
- How to reduce and manage operating cost below 25%. To adapt some procedure and guideline for reducing operation costs.
- Monitoring and training should be often arranged to khet Representatives (Rep.) and Khet facilitators. However, the accountant position was limited to one position for each province, without accounting assistant. It faced difficulty for monitoring sub-project financial reports

from Khet. The duties to coordinate and assist Khet Rep. belong to district staff. The CD staff in each district has to work closely with Khet Rep. in order to assist Khet team to do financial report instead of CD work.

- Most villagers are honest to express themselves in internal auditing as the PRF had not found any evidences about their corruption therefore the procedures were except.. In order to support villagers PRF staff had to work closely with community to understand more about difficulties of villagers especially about the to find reasonable solution on corruption as happened in period times.
- To sustain the sub-projects life cycle due to the Lack of training in technical issue for PRF technical Advisors, for instance contract administration, construction supervision, survey and design and quality control; the numbers of technical advisors are few compared to number of subprojects.
- The staff turnover continue to be a major challenges as currently the PRF faces major difficulties in attracting and keeping qualified staff due to inadequate compensation. Ensuring qualified and dedicated individuals remain as staff of the PRF is critical to the smooth implementation of the project.

4.2. Activities in Cycle III

After the District Prioritization Meeting finished In Cycle III, 668 sub-projects have been planned for implementation 20 districts in five provinces and using approximately 4,163,000 USD which expected to allocate to sub- project in each sector and province .But after the district finalization meeting completed in December 2005, there are approximately 533 Sub-projects were selected to implement in Cycle III.

Table 26: Sum Sub-project From District finalization meeting (The end December, 2005) Cycle III

Huaphanh	Agr	CTPC	Education	Health	IGA &T	Total
Xiengkhor	3	14	4	6	4	31
Sobbao	2	5	6	3	4	20
Add	6	7	2	7	4	26
Xamtay	3	15	14	13	4	49
Huameuang	3	4	5	16	5	33
Viengxay	4	10	7	8	4	33
Xiengkhouang						
Nonghaed	-	11	2	11	8	32
Khoun	-	7	8	20	5	40
Kham	3	7	3	6	5	24
Saravanh						
Samoy	-	0	2	12	4	18
Toumlan	-	6	4	8	4	22
Taoy	-	5	6	8	4	23
Savannakhet						
Sepone	-	3	22	3	4	32
Vilabury	-	8	6	5	4	23
Nong	1	7	1	1	4	14
Phin	2	10	11	0	4	27
Champassack						
Pathoumphone	-	5	7	6	4	22
Sukuma	-	3	11	1	4	19
Mounlapamok	-	2	11	7	4	24
Khong	-	4	12	1	4	21
Total	27	133	144	142	87	533
	5%	25%	27%	27%	16%	100%

The data in Table 26 above shows the number of subprojects have been planned in five provinces for Cycle III (2005-2006). Huaphanh province has more than other provinces as it has many poorest districts (6 districts for this cycle), and other provinces has only 3-4 poor districts were selected. So, the number of sub projects planned for the Cycle III in Huaphanh is 192, followed by Savannakhet 96, Xiengkhouang 96, Champassack 86 and Saravanh 63 which the totally 533 sub projects have planned for this cycle. The detail of sub-project implementation and progressing for Cycle III will be reported in next report.

Summary of PRF Sub-project Disbursement and Completion Progress - Cycle I (2003-2004) - A total of 248 sub-projects are being implemented in 10 districts

Annex 1

Province/ District/ no. of villages	Type (and target numbers) of sub-projects / activities	No of units	No. of villages benefiting		No. of sub-projects		% of work progress as of December 2004	No. Sub-projects completed	PRF Total planned expenditure (USD)	PRF Fund transferred to date (USD)	PRF Fund transferred to date (KIP)	% of funds transferred to date				
			Plan	Actual	Monit or	Actual										
Huaphanh Province																
Sobbaio	Gravity fed water systems	13 units	14	14	13	13	100%	13	120,850.00	120,850.00	1,202,942,494	100%				
	Rural road upgrade	15,5 km	8	8	2	2	100%	2								
	School (Teaching) material	3 sets	3	3	3	3	100%	3								
	Irrigation rehabilitation	1	1	1	1	1	100%	1								
	Irrigation channel	1	6	6	1	1	100%	1								
	Concrete bridge construction	30 m	4	4	1	1	100%	1								
	Sub-total			36	36	21	21	21								
Percentage of sub-projects completed in the district of: Sobbaio								100.0%								
Add	Gravity fed water systems	12 units	12	12	12	12	100%, pending Maintenance Mangement Training	12	113,475.00	113,475.00	1,099,390,078	100%				
	Rural road upgrade	10; 7; 3; 40; 5 km	33	33	5	5	100%	5								
	Irrigation rehabilitation		1	1	1	1	100%, pending Maintenance Mangement Training	1								
	Irrigation system		12	12	8	8	100%, pending Maintenance Mangement Training	8								
	School (Teaching) materials	7 sets	33	33	7	7	100%, pending Maintenance Mangement Training	7								
	Sub-total			91	91	33	33	33								
Percentage of sub-projects completed in the district of: Add								100.0%								
Xiengkhor	Gravity fed water systems	19 units	19	19	16	19	100%	19	110,850.00	110,850.00	1,081,788,623	100%				
	Hand dug well	1 unit	1	1	1	1	100%	1								
	Rural road upgrade	3 km; 6 km; 6 km	8	8	3	3	100%	3								
	Irrigation rehabilitation		6	6	2	2	100%	2								
	School (Teaching) material		8	8	2	2	100%	2								
	Medicine box & training 1 nurse		4	4	1	1	100%	1								
	Sub-total			46	46	25	28	28								
Percentage of sub-projects completed in the district of: Xiengkhor								100.0%								
Huaphanh Province total			173	173	79	82		82	345,175	345,175.00	3,384,121,195	100%				
Percentage of sub-projects completed in: Huaphanh Province								100.0%								
Savannakhet Province																
Sepone	Gravity fed water system	4 units	4	4	1	1	100%	1	179,010.00	160,439.97	1,687,186,703	100%				
	Rural road upgrade	8.5 km	15	15	2	2	100%	2								
	Bridge	4 m	8	8	1	1	100% for survey	1								
	Road + Bridge up-grade	7 km	5	5	1	1	100%	1								
	Dormitory for dispensary / Stipen for nurse	1 site	9	9	1	1	100%	1								
	Solar system for dispensary	1 site	1	1	1	1	100%	1								
	Hand dug well construction	49 units	29	29	8	8	100%	8								
	Drilled well construction	42 units	30	30	8	8	100%	8								
	School	5 sites	5	5	5	5	100%	5								
	Teacher upgrading	5 pax	4	4	1	1	100%	1								
	Weaving training	8 pax, 2 courses	2	2	1	1	100%	1								
	Sub-total			112	112	30	30	30								
	Percentage of sub-projects completed in the district of: Sepone												100.0%			
Nong	Rural road upgrade	58 km	25	25	8	8	100%	8	92,011.00	92,011.00	956,948,979	100%				
	Primary School construction	3 sites	3	3	3	3	100%	3								
	Sub-total			28	28	11	11	11								
Percentage of sub-projects completed in the district of: Nong								100.0%								
Vilabury	Hand dug well construction	13 units	9	9	2	2	100%	2	108,808.00	108,808.00	1,006,537,750	100%				
	Drilled well construction	5 units	9	9	1	1	100%	1								
	Rural road upgrade	43,45 km	27	27	7	7	100%	7								
	Suspension bridge survey & design	70 m	4	4	1	1	100% survey (Finishe survey work, other work is delayed until Cycle II)	1								
	Dispensary	1 site	9	9	1	1	100%	1								
	Primary school	4 sites	5	5	4	4	100%	4								
	Weir	1 site	1	1	1	1	100%	1								
	Teacher upgrading training	3 courses	3	3	1	1	Change to Teacher Stipend. Contract is valid for 2 yrs (04-05), year 3 will transfer to GOL	1								
	Nursery training	1 course	1	1	1	1	100	1								
	Sub-total			68	68	19	19	19								
Percentage of sub-projects completed in the district of: Vilabury								100.0%								
Savannakhet Province total			208	208	60	60		60	379,829.00	379,829.00	3,650,673,432	100%				
Percentage of sub-projects completed in: Savannakhet Province								100.0%								

Province/ District/ no. of villages	Type (and target numbers) of sub-projects / activities	No of units	No. of villages benefiting		No. of sub-projects		% of work progress as of December 2004	No. Sub-projects completed	PRF Total planned expenditure (USD)	PRF Fund transferred to date (USD)	PRF Fund transferred to date (KIP)	% of funds transferred to date				
			Plan	Actual	Moni tor	Actual										
Champassack Province																
Mounlapamok 67 villages	Drilled well construction	39 units	24	24	7	7	100%	7	67,914.00	67,914.00	716,221,044	100%				
	Drilled well rehabilitation	22 units	5	5	1	1	100%	1								
	Rural road upgrade	18 km	8	8	1	1	100%	1								
	Bridge upgrades	128 m	4	4	4	4	100%	4								
	School construction	1 school	1	1	1	1	100%	1								
	School renovation	13 schools	13	13	13	13	100%	13								
	School (Teaching) material	4 sets	4	4	1	1	100%	1								
	Medical equipment	1 set	1	1	1	1	100%	1								
	Sub-total		60	60	29	29		29								
	Percentage of sub-projects completed in the district of: Mounlapamok							100.0%								
Pathoumphone 93 villages	Drilled well construction	34 units	33	32	8	7	100%	7	83,939.00	83,939.00	885,220,694	100%				
	Rural road upgrade	19 km	2	2	1	1	100%	1								
	Irrigation channel	3 sites	2	2	1	1	100%	1								
	Irrigation gateway	3 sites	1	1	1	1	100%	1								
	Irrigation rehabilitation	1 site	1	1	1	1	100%	1								
	Irrigation system (replaced with Training)	6 sites	6	6	1	1	100%	1								
	School renovation	2 schools	2	2	2	2	100%	2								
	Primary school	1 school	1	1	1	1	100%	1								
	Secondary school	2 schools	5	5	2	2	100%	2								
	Cropping & Animal raising Training	6 courses	59	59	6	6	100%	6								
Sub-total		112	111	24	23		23									
Percentage of sub-projects completed in the district of: Pathoumphone							100.0%									
Sukuma 62 villages	Drilled well construction	84 units	42	42	9	9	100%	9	90,874.00	91,133.24	958,357,204	100%				
	Wooden Bridge	20 m	5	5	1	1	100%	1								
	School construction	8 schools	8	8	8	8	100%	8								
	School renovation	3 schools	3	3	3	3	100%	3								
	Rice bank store-room	1 store (35 T capa.)	7	7	1	1	100%	1								
	Sub-total		65	65	22	22		22								
Percentage of sub-projects completed in the district of: Sukuma							100.0%									
Khong 137 villages	Drilled well	48 units	49	49	9	9	100%	9	102,200.00	102,491.56	1,077,801,200	100%				
	Schools	15 schools	15	15	15	15	100%	15								
	Culvert	5 km	1	1	1	1	100%	1								
	Poultry raising training	3 courses	15	15	3	3	100%	3								
	Mushroom planting training	1 course	3	3	1	1	100%	1								
	Medicine Box	3 sets	3	3	3	3	100%	3								
	Sub-total		86	86	32	32		32								
Percentage of sub-projects completed in the district of: Khong							100.0%									
Champassak Province total			323	322	107	106		106	344,927.00	345,477.80	3,637,600,142	100%				
Percentage of sub-projects completed in: Champassack Province							100.0%									
Grand Total:			704	703	246	248		248	1,069,931.00	1,070,481.80	10,672,394,769	100%				
Percentage of sub-projects completed in all PRF target areas							100.0%									

Total sub-projects completed : 248 100%
Total of sub-projects > 50% : 0 0%
Total of sub-project < 50% : 0 0% : Drilled wells in Sepone and Khong is having a prolem with digging - soild is hard and machine is small. Drilled in Moonlapamok is being repaired.

Grand Total: 248

Type (and target numbers) of sub-Projects / activities	Unit	Quantity		No. of villages benefiting		No. of sub-projects		% of work progress as of end of November 2005	No. Sub-projects completed	% complete item	PKF Total planned (USD)	PKF Total planned expenditure (KIP)	PKF Fund transferred to (USD)	PKF Fund transferred to date (KIP)	as %	PKF Fund transferred to date (KIP)	as %
		Plan	Actual	Plan	Actual	Plan	Actual										

HUAPHANH

Sobbao: 70 villages

Spring gravity fed system	site	11		0		11	11	100%			221,808	2,328,980,850	209,544	2,328,980,850	100%	2,250,578,406	97%
Rural road upgrade	km	26	km	11		3	3	100%									
concrete-steel-bridge construction	meter	12	m	1		1	1	100%									
Primary school construction	unit	3		3		3	3	100%									
Learning-teaching material	set	28		23		6	6	100%									
Kindergarten construction	unit	1		1		1	1	100%									
Dispensary	unit	1		10		1	1	100%									
Medical equipment (attach to Dispensary)	set	1		-		1	1	100%									
Irrigation rehabilitation	site	2		2		2	2	100%									
Wier	site	1		1		1	1	100%									
Income germination activities						1	2	100%									
Cropping & animal raising Training						1	1	30%									
Total:				52		32	33										
									32	100%							

Add: 78 villages

Spring gravity fed system	site	7		7		7	7	100%			196,442	2,072,637,310	163,145	2,072,637,310	100%	1,980,676,391	96%
Spring gravity fed system upgrade	site	1		1		1	1	100%									
Rural road upgrade	km	61.81		38		10	10	100%									
sub merged bridge	meters	35		7		1	1	100%									
School renovation	unit	1		4		1	1	100%									
Learning material	set	37		23		5	5	100%									
Dispensary	unit	1		3		1	1	100%									
Village medicine box	set	5		5		2	2	100%									
Irrigation rehabilitation	site	2		4		2	2	100%									
Wier	site	1		1		1	1	100%									
Income generation activities						1	1	100%									
Cropping and animal raising Training						1	3	30%									
Total:				93		33	35										
									32	97%							

Xienkhor: 63 villages

Spring gravity fed system	site	11		11		11	11	100%			110,850	2,148,983,360	197,923	2,068,983,369	96%	2,148,983,360	100%
Spring gravity fed system upgrade	site	2		3		2	2	100%									
Latrine	unit	220		4		2	2	100%									
Rural road upgrade	km	54.4		36		8	8	100%									
Learning-teaching material	set	21		10		4	4	100%									
Village health volunteer Training	person	3		10		2	2	70%									
Irrigation survey	site	2		6		2	2	100%									
Irrigation rehabilitation	site	2		2		2	2	100%									
Cropping & animal raising Training						1	3	30%									
Weaving fund	person	5		1		1	1	100%									
Income generation activities						1	1	100%									
Total:				83		36	38										
									33	92%							

Type (and target numbers) of sub-Projects / activities	Unit	Quantity		No. of villages benefiting		No. of sub-projects		% of work progress as of end of November2005	No. Sub-projects completed	% completion	PKF Total planned (USD)	PKF Total planned expenditure (KIP)	PKF Fund transferred to (USD)	PKF Fund transferred to date (KIP)	as %	PKF Fund transferred to date (KIP)	as %
		Plan	Actual	Plan	Actual	Plan	Actual										
		Plan	Actual	Plan	Actual	Plan	Actual										

Viengxay: 130 villages

Spring gravity fed system	site	13		13	13			100%										
Latrine	uni	21		1	1	1	1	100%										
Rural road upgrade	km	41.33		24	6	6	6	100%										
Concrete-steel-bridge	meter	35		7	1	1	1	100%										
Sub merged bridge	meter	18.6		1	1	1	1	100%										
Primary school construction	unit	1		1	1	1	1	100%										
Secondary school construction	unit	2		14	2	2	2	100%										
Learning - teaching material	set	54		6	6	6	6	100%										
Village medicine box	set	2		2	2	2	2	100%										
Irrigation pipehold	site	1		1	1	1	1	100%										
Irrigation rehabilitation	site	1		1	2	2	2	100%										
Irrigation system	site	1		1	1	1	1	100%										
Weir	site	1		1	1	1	1	100%										
Dam	site	1		1	1	1	1	100%										
Barbed wire fence	meter	9000		1	1	1	1	100%										
Cropping and animal raising						1	3	30%										
Income generation activities						1	1	100%										
Total:				75	42	44			41	98%								

Huameung: 85 villages

Spring gravity fed system	site	3		3	3	3	3	100%										
Spring gravity fed system upgrade	site	1		1	1	1	1	100%										
Rural road upgrade	km	57.84		48	6	6	6	100%										
Sub merged bridge	m	73.7		17	2	2	2	100%										
Primary school construction	unit	2		7	2	2	2	100%										
Learning material	set	48		62	8	8	8	100%										
Village health volunteer Training	pers.	2		1	1	1	1	100%										
Irrigation rehabilitation	site	1		1	1	1	1	100%										
Weir	site	2		2	2	2	2	100%										
Cropping and animal raising						1	3	30%										
Community hall	unit	1		10	1	1	1	100%										
Income generation activities						1	1	100%										
Total:				152	29	31			28	97%								

Xamtay: 172 villages

Gravity fed water systems	site	25		25	25	25	25	100%										
Rural road upgrade	km	129.8		70	14	14	14	100%										
suspension bridge	meter	107		7	1	1	1	100%										
Primary school construction	unit	9		10	9	9	9	100%										
School renovation	unit	1		1	1	1	1	100%										
Learning - teaching material	set			7	6	6	6	100%										
Irrigation pipe/hose	site	1		1	1	1	1	100%										
Irrigation rehabilitation	site	2		2	2	2	2	100%										
Cropping & animal raising	person				1	3	3	30%										
Income generation activities						1	1	100%										
Total:				123	61	63			60	98%								

Total HUAPHANH:

578	233	244
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226	97%	1,467,760	16,469,455,909	1,463,760	16,389,455,918	100%	16,217,223,429	98%
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Type (and target numbers) of sub-Projects / activities	Unit	Quantity		No. of villages benefiting		No. of sub-projects		% of work progress as of end of November2005	No. Sub-projects completed	% completion	PKF Total planned (USD)	PKF Total planned expenditure (KIP)	PKF Fund transferred to (USD)	PKF Fund transferred to date (KIP) from VTE-Prov.	as %	PKF Fund transferred to date (KIP) from Prov.-Khet	as %
		Plan	Actual	Plan	Actual	Plan	Actual										
		Plan	Actual	Plan	Actual	Plan	Actual										

SAVANNAKHET

Sepone: 159 villages

Hand dug well	unit	38		24		5	5	4sub100% , 1sub55%	4		379,436	3,906,569,999	222,385	3,233,801,433	83%	3,264,631,587	84%
Drilled well	unit	3		3		1	2	1sub 90%, 1sub 0%	0								
Spring gravity fed system	site	6		4		6	5	4 sub 100%, 1 sub 20%	4								
Rural road upgrade	km	30.5		6		3	3	100%	3								
Culvert repairing	point	3		2		1	1	100%	1								
Primary school construction	unit	10		10		10	10	9 sub 100%, 1sub 80%	9								
Secondary school renovation	unit	1		1													
Primary school renovation	unit			2		2	2	100%	2								
Teacher's stipend	Person	7		7		6	6	1sub 50% 2 sub 30% 3sub 20%	0								
Dispensary (Elect net & medical equi attached	unit	1		1		1	1	100%	1								
Nurse's stipend	Person	1		1		1	1	0%	0								
Medical equipment+furniture	set	3		2		2	2	100%	2								
Wier				2		1	1	100%	1								
Animal raising Training	course	1		1		1	1	100%	1								
Natural resource envi. protection Training						1	1	15%	0								
Total:				66		41	41		28	68%							

Nong: 79 villages

Hand dug well	unit	19		11		2	2	100%	2		198,902	2,026,270,119	163,978	2,026,270,119	100%	1,756,468,216	87%
Drilled well	unit	5				1	1	100%	1								
Rural road upgrade	km	77.5		21		5	5	100%	5								
Rural road + Bridge	km	27		10		2	2	100%	2								
Primary school construction	unit	1		1		1	1	100%	1								
Natural resource envi. protention Training	set	1				1	1	11%	0								
Total:				43		12	12		11	92%							

Vilabury: 102 villages

Hand dug well construction	unit	6		6		2	2	1sub 100%, 1sub 80%	1		243,038	2,082,031,152	95,903	2,082,031,152	100%	1,695,982,158	81%
Rural road upgarde	km	57		27		9	9	8sub 100%, 1sub 80%	8								
Bridge survey(transfer from cycle I - new budget)	meter	80		4		1	1	10%	0								
Suspension bridge renovation	meter	65		5		1	1	0%	0								
Primary school construction	unit	5		7		5	5	100%	5								
Learning materials	set	78		3		2	2	100%	2								
Teacher's stipend	person	3		2		1	1	90%	0								
Community hall	unit	1		6		1	1	100%	1								
Natural resource envi. protection Training	set					1	1	10%	0								
Total:				60		23	23		17	74%							

Phin: 116 villages

Drilled well	unit	15		15		5	5	4sub 100% , 1sub 52%	4		287,643	2,961,000,000	256,715	2,672,251,608	90%	2,702,990,702	91%
Handug well	unit	5		5		1	1	65%	0								
Rural road upgrade	km	47.3		8		8	8	100%	8								
Primary school construction	unit	6		6		6	6	100%	6								
School renovation	unit	1		1		1	1	100%	1								
Kindergarten construction	unit	1		1		1	1	100%	1								
Teacher's stipend	prs.	3		3		2	2	2sub 50%	0								
Electricity network	unit	3		4		3	3	100%	3								
Natural and envi. protection Training	course	1				1	1	27%	0								
Total:				43		28	28		23	82%							

Total SAVANNAKHET:

212	0	104	104
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79	76%	1,109,019	10,975,871,270	738,981	10,014,354,312	91%	9,420,072,663	86%
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Type (and target numbers) of sub-Projects / activities	Unit	Quantity		No. of villages benefiting		No. of sub-projects		% of work progress as of end of November2005	No. Sub-projects completed	% completion	PKF Total planned (USD)	PKF Total planned expenditure (KIP)	PKF Fund transferred to (USD)	PKF Fund transferred to date (KIP)	as %	PKF Fund transferred to date (KIP)	as %
		Plan	Actual	Plan	Actual	Plan	Actual										
		Plan	Actual	Plan	Actual	Plan	Actual										

Grand Total:				1047		431											
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382	89%	3,006,747	31,689,740,702	2,553,693	30,144,529,494	95%	29,374,354,769	93%
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	No	%
Total sub-projects competed:	382	89%
Total sub-projects > 50%	15	3%
Total sub-projects < 50%	34	8%
Grand Total:	431	100%

Note: Calculation of no. benefiting is sometimes counted a village double because sometimes one village can benefit two sub-projects

Approximate number Cycle I

Annex 1.1

Province	District	Population	Khet	Village	Nb. SP	Number of Village
Huaphanh		<u>77,595</u>	<u>31</u>	<u>215</u>	<u>215</u>	<u>215</u>
	Xiengkhor	25,986	12	64	64	64
	Sop Bao	25,195	7	75	75	75
	Add	26,414	12	76	76	76
Savannakhet		<u>98,797</u>	<u>46</u>	<u>339</u>	<u>339</u>	<u>339</u>
	Sepon	42,497	20	159	159	159
	Vilaboury	29,106	16	101	101	101
	Nong	27,194	10	79	79	79
Champasack		<u>206,342</u>	<u>44</u>	<u>359</u>	<u>359</u>	<u>359</u>
	Pathoumphone	51,101	10	93	93	93
	Sukuma	46,929	10	62	62	62
	Monlapamok	38,142	10	67	67	67
	Khong	70,170	14	137	137	137
Province	District	Population	Khet	Village	Nb. SP	Budget Allocation
TOTAL All Province & District:		<u>382,734</u>	<u>121</u>	<u>913</u>	<u>913</u>	<u>913</u>

Approximate number Cycle II

Province	District	Population	Khet	Village	Nb. SP	Budget Allocation
Huaphanh		<u>194,366</u>	<u>83</u>	<u>598</u>	<u>244</u>	<u>598</u>
	Xiengkhor	25,986	12	63	40	63
	Sop Bao	25,195	7	70	32	70
	Add	26,414	12	78	42	78
	Xamtai	54,213	22	172	61	172
	Huamuang	27,324	11	85	29	85
	Viengxay	35,234	19	130	40	130
Savannakhet		<u>148,423</u>	<u>61</u>	<u>456</u>	<u>104</u>	<u>456</u>
	Sepon	42,497	20	159	42	159
	Vilaboury	29,106	16	102	23	102
	Nong	27,194	10	79	11	79
	Phin	49,626	15	116	28	116
Champasack		<u>206,342</u>	<u>44</u>	<u>358</u>	<u>83</u>	<u>358</u>
	Pathoumphone	51,101	10	93	17	93
	Sukuma	46,929	10	62	15	62
	Monlapamok	38,142	10	67	26	67
	Khong	70,170	14	136	25	136
Province	District	Population	Khet	Village	Nb. SP	Budget Allocation
TOTAL All Province & District:		<u>549,131</u>	<u>188</u>	<u>1,412</u>	<u>431</u>	<u>1,412</u>

Annex 2

Activities planned for Cycle II

Summary of Data for PRF sub-projects planned for implementation in 14 districts, year 2004-2005, Cycle II

Data based on results of PRF VNPA conducted during July-August 2004, and District Decision Meeting held during December 2004

Table 1 : Summary of data planned for implemented in cycle II

Province / District	No. of Khet	Total no. of Village Primary Data sent from Province	Total no. of Village collect by PRF	Total Population (VNPA, 2004)	No. of Adults participating in VNPA	% of Adult Pop. participating in VNPA	No. of Villages benefiting from PRF	Benefiting Villages as % of total villages	No. of Poor villages benefiting	Poor villages as % of total villages benefiting	No. of Activities requested during VNPA 3 Priority Needs per Village	No. of Activities requested needs covered	% of Priority Needs met by PRF 2nd cycle	No. sub-project	PRF Budget (KIP)	Appro. Budget (USD)	Average PRF cost per subproject (USD)	Village Contribution (KIP)	% Village contribution (KIP)
Huaphanh																			
Sobbao	7	75	70	25,195	12,558	89%	43	61%	37	54%	435	44	10%	32	2,328,980,851	221,810	6,932	1,369,906,598	37%
Add	12	78	78	26,414	13,125	89%	61	78%	37	57%	464	48	10%	42	2,062,637,317	196,441	4,677	507,764,700	20%
Xiengkhor	12	64	63	25,986	14,747	88%	50	79%	32	57%	381	52	14%	40	2,148,983,360	204,663	5,117	511,986,500	19%
Viengxay	19	131	130	35,234	14,478	73%	77	59%	43	63%	390	50	13%	40	2,322,772,235	221,218	5,530	981,135,722	30%
Huameuang	11	88	85	27,324	11,741	77%	81	95%	37	46%	255	61	24%	29	2,431,657,550	231,587	7,986	401,507,752	17%
Xamtay	22	180	172	54,213	18,855	62%	108	63%	89	100%	515	99	19%	61	5,101,495,416	485,858	7,965	1,467,739,719	22%
Sub total	83	616	598	194,366	85,504	80%	420	73%	275	63%	2,440	354	15%	244	16,396,526,729	1,561,577	6,400	5,240,040,991	24%
Savannakhet																			
Sepone	20	159	159	42,497	16,011	67%	57	36%	38	26%	937	43	5%	42	3,984,120,000	379,436	9,034	222,107,930	5%
Nong	10	79	79	27,194	16,758	91%	41	52%	26	35%	478	26	5%	11	2,088,450,000	198,902	18,082	41,548,000	2%
Vilabury	16	102	102	29,106	10,756	66%	56	55%	32	42%	612	49	8%	23	2,551,917,175	243,038	10,567	34,888,000	1.3%
Phin	15	116	116	49,626	19,980	72%	39	34%	25	33%	348	37	11%	28	2,961,000,000	282,001	10,071	300,524,986	9%
Sub total	61	456	456	148,423	63,505	74%	193	44%	121	34%	2,375	155	7%	104	11,585,487,175	1,103,377	10,609	599,068,916	4%
Champasack																			
Mounlapamok	10	67	67	48,105	13,080	61%	48	72%	29	57%	228	37	16%	26	1,780,725,510	169,593	6,523	2,109,039,860	16%
Khong	14	137	136	70,170	24,360	62%	82	60%	15	33%	819	51	6%	25	878,450,005	85,839	3,434	264,747,926	29%
Sukuma	10	62	62	35,234	15,151	58%	39	63%	25	64%	374	16	4%	15	701,432,368	66,804	4,454	118,925,445	16%
Pathoumphone	10	93	93	51,101	16,807	59%	67	72%	23	52%	550	51	9%	17	860,950,000	83,704	4,924	203,242,103	19%
Sub total	44	359	358	204,610	69,398	60%	236	67%	92	51%	1,971	155	9%	83	4,221,557,883	405,940	4,891	2,695,955,334	20%
Grand Total	188	1,431	1,412	547,399	218,407	71%	849	61%	488	49%	6,786	664	10%	431	32,203,571,787	3,070,894	7,125	8,535,065,241	16%

Table 1: Calculation details of LECS 3 factors for PRF target districts – cycle 2005-2006

no.	Provinces	Rank poverty Gap	Rank Severity Poverty	Rank poverty per capita	Rank poverty by HH	Total score	LECS 3 factor
16	Champasack	1	1	1	1	4	1
10	Vientiane Province	1	1	1	1	4	1
3	Luangnamtha	1	1	1	1	4	1
5	Bokeo	1	1	1	1	4	1
8	Xayaboury	1	1	2	1	5	1
1	Vientiane Capital	1	2	1	1	5	1
11	Bolikhamsay	1	1	2	2	6	1.2
18	Special zone Saysomboun	2	2	2	2	8	1.2
12	Khammouan	2	2	2	2	8	1.2
6	Luangprabang	2	2	2	2	8	1.2
15	Sekong	3	3	2	2	10	1.4
13	Savannakhet	2	2	3	3	10	1.4
4	Oudomxay	2	2	3	3	10	1.4
9	Xiengkhouang	3	3	3	2	11	1.4
17	Attapeu	3	3	3	3	12	1.4
2	Phongsaly	3	3	3	3	12	1.4
14	Salavan	3	3	3	3	12	1.4
7	Huaphanh	3	3	3	3	12	1.4

Depending on which group a province belong to, a value is attributed to the LECS 3 factor: **(1)** for the provinces that belong to the group, which represents the one third *best-off* provinces of the country; **(1.2)** for the provinces that belong to the group, which represents the one third *average* provinces of the country; **(1.4)** for the provinces that belong to the group, which represents the one third *worst-off* provinces of the country.

More specifically and for the present PRF target provinces, Champassak is rated **1**, Huaphanh, Xiengkouang, Savannakhet and Saravan are rated **1.4**.

Table 2: Calculation details of basic allocation multiplied by LECS 3 factor for PRF target districts – cycle 2005-2006

Provinces	Population / number of villages/ Basic Allocation			LECS 3 Factor (B)	
	Population	Nuber of villages	Basic Allocation	LECS 3 Factor	Basic Allocation x LECS 3
Savannakhet	132,618	459	536,245	1.4	750,743
Nong	19,422	80	91,554	1.4	128,175.60
Sepone	39,400	160	178,181	1.4	249,453.40

Vilabuly	27,103	103	106,123	1.4	148,572.20
Phin	46,693	116	160,387	1.4	224,541.80
Champassak	204,063	355	390,167	1	390,167
Khong	70,210	136	96,782	1	96,782.00
Mounlapamok	37,442	66	133,365	1	133,365.00
Phathoumphone	49,392	93	77,485	1	77,485.00
Sukuma	47,019	60	82,535	1	82,535.00
Huaphanh	191284	597	803,956	1.4	1,125,538
Add	26,020	78	108,252	1.4	151,552.80
Siengkho	25,570	66	94,845	1.4	132,783.00
Sopbao	25,540	75	113,091	1.4	158,327.40
Xamtay	53,313	180	243,042	1.4	340,258.80
Viengxay	34,965	110	126,891	1.4	177,647.40
Huameuang	25,876	88	117,835	1.4	164,969.00
Xiengkouang	113490	320	483,536	1.4	676,950
Kham	46,040	120	127,042	1.4	177,858.80
Khoun	31,535	90	178,569	1.4	249,996.60
Nong het	35,915	110	177,925	1.4	249,095.00
Saravan	56086	179	316,134	1.4	442,588
Ta oey	22,520	56	128,181	1.4	179,453.40
Tom Lan	21,785	66	122,892	1.4	172,048.80
Sa Moiy	11,781	57	65,061	1.4	91,085.40
TOTAL	697,541	1,910	2,530,038		3,385,986

Annex 3: LECS3 Preliminary results

PROVISIONAL DATA FROM LECS III - Released by NSC on the understanding that the figures are not yet officially approved/ accepted

Poverty Gap, Severity of Poverty and Poverty Rate by Province

no.	Provinces	Poverty Gap	Severity Poverty	Food Poverty per capita	Total poverty per capita	Food Poverty by HH	Total poverty by HH
1	Vientiane Capital	5.4	1.8	23.9	22.8	19.7	19.2
2	Phongsaly	10.7	3.5	26.9	47.6	23.8	40.8
3	Luangnamtha	3.6	1.0	12.6	21.5	11.1	18.3
4	Oudomxay	10.2	3.3	34.9	44.5	28.6	37.4
5	Bokeo	4.5	1.5	13.6	19.8	11.9	18.5
6	Luangprabang	9.3	3.2	32.7	36.6	26.3	29.5
7	Huaphanh	12.6	4.6	34.5	49.8	29.2	43.6
8	Xayaboury	5.4	1.7	21.1	24.2	16.5	19.0
9	Xiengkhouang	11.3	5.1	32.9	39.4	29.1	33.6
10	Vientiane Province	2.9	0.7	16.1	17.2	13.3	14.5
11	Bolikhambay	5.3	1.5	14.8	30.3	11.8	26.3
12	Khammouan	6.9	2.2	22.1	31.6	19.4	27.9
13	Savannakhet	9.0	2.9	30.8	39.4	25.9	34.3
14	Salavan	11.1	3.4	30.7	50.0	23.8	41.8
15	Sekong	10.7	4.1	27.7	38.7	22.1	32.9
16	Champasack	2.9	0.9	14.5	16.2	10.6	12.5
17	Attapeu	10.3	3.6	30.6	41.3	26.1	36.5
18	Special zone Saysomboun	6.0	2.1	18.3	27.6	15.0	25.0
Total		7.3	2.4	24.9	32.0	20.1	26.6

Notes:

1. "Total Poverty" includes both Food and Non-food consumption characteristics/ parameters
2. "Total Poverty per Capita" shows Poverty Incidence or Poverty Rate.

Annex 3: LECS3 Preliminary results – ranking of provinces by indicator

no.	Provinces	Poverty Gap	Rank pov Gap	Severity Poverty	Rank Sev Pov	Food Poverty per capita	Total poverty per capita	Rank pov cap	Food Poverty by HH	Total poverty by HH
16	Champasack	2.9	1	0.9	1	14.5	16.2	1	10.6	12.5
10	Vientiane Province	2.9	1	0.7	1	16.1	17.2	1	13.3	14.5
3	Luangnamtha	3.6	1	1.0	1	12.6	21.5	1	11.1	18.3
5	Bokeo	4.5	1	1.5	1	13.6	19.8	1	11.9	18.5
8	Xayaboury	5.4	1	1.7	1	21.1	24.2	2	16.5	19.0
1	Vientiane Capital	5.4	1	1.8	2	23.9	22.8	1	19.7	19.2
18	Special zone Saysomboun	6.0	2	2.1	2	18.3	27.6	2	15.0	25.0
11	Bolikhambay	5.3	1	1.5	1	14.8	30.3	2	11.8	26.3
12	Khammouan	6.9	2	2.2	2	22.1	31.6	2	19.4	27.9
6	Luangprabang	9.3	2	3.2	2	32.7	36.6	2	26.3	29.5
15	Sekong	10.7	3	4.1	3	27.7	38.7	2	22.1	32.9
9	Xiengkhouang	11.3	3	5.1	3	32.9	39.4	3	29.1	33.6
13	Savannakhet	9.0	2	2.9	2	30.8	39.4	3	25.9	34.3
17	Attapeu	10.3	3	3.6	3	30.6	41.3	3	26.1	36.5
4	Oudomxay	10.2	2	3.3	2	34.9	44.5	3	28.6	37.4
2	Phongsaly	10.7	3	3.5	3	26.9	47.6	3	23.8	40.8
14	Salavan	11.1	3	3.4	3	30.7	50.0	3	23.8	41.8
7	Huaphanh	12.6	3	4.6	3	34.5	49.8	3	29.2	43.6
Total		7.3		2.4		24.9	32.0		20.1	26.6

Annex 3: Previously used Poverty Factors

Basic Resource allocation follows PM's instruction 010

Five indicators are used. If it has one the village is not poor:

1. <50% households poor (ie income<58,000 kip per person\per month
2. School accessible
3. Dispensary or trad doctor or hospital < 6 hours
4. Safe water supply
5. Access by car in dry season

PRF however has divided six poverty levels: NP, VL, L, M, H, and VH

	Number of indicators	Weighting factor
Not Poor	5	0
Very Low	4	1
Low	3	1.1
Medium	2	1.2
High	1	1.3
Very High	0	1.4

The Basic Allocation is thus equal to

Population x \$5 per person x weighting factor (0 to 1.4)

LECS 3

The LeCS 3 Survey resulted in ranking of provinces according to poverty levels.

Provinces are awarded a weighting of 1 for richer provinces through 1.2 to 1.4 for poorer provinces.

NGPES

The Government of the Lao PDR has designated 72 poor districts and 47 poorest

PRF gives districts in the poorest 47 a weighting of 1.2

PRF gives districts in the poor 72 a weighting of 1.1

Others are rated as 1.0

Championship of the Poor Factor

Percentage of budget spent on poor villages in the last cycle is used to rank each district according to the scheme below.

Percent	Weighting factor
>85%	1.2
65-85%	1.1

50-65%	1.0
30-50	0.9
<30	0.8

Annex 4

Account for Mid-term Review

Mid-term Workshop – First day (08/12/2005)

The first day, the presentation of PRF principles and progress by the representatives of the three originally involved provinces and each PRF unit took place; an open discussion followed, to comment issues and propose recommendations to improve the project efficiency. The main findings for this workshop are:

The challenges and constraints met by the PRF

1. Limited community ability (lack of knowledge, skill)
2. Low community participation in some villages
3. Community development activities not yet sufficiently implemented
4. Low level of information to local community especially in remote areas
5. Low skill and lack of experiences from some local constructors
6. Limited budget for communication or media networking
7. Limited PRF staff to face increasing workload
8. Low level of PRF per-diem compared with other projects
9. Low motivation of some communities
10. Low quality of Community Contribution in some cases (low quality of local materials, delay of deliver material and labor recruitment)
11. Time too short for survey and design
12. Insufficient survey tools and design software
13. Limited technical knowledge of the PRF technical staff
14. Local shops (district level) are not licensed and cannot apply to PRF's invitation to tender
15. Lack of contractors for work in remote areas
16. Limited skill of the khet team to manage the contract or procurement process
17. The staff turnover, especially for high skill position, troubles the project progress
18. Deficient/inadequate equipment for PRF staffs at district level in some cases.

Summary of the Suggestions

According to the presentation, the major suggestions from each representative of provincial and each PRF unit as well as the district deputy governor are given below:

PRF Unit suggestions

1. Increase budget on information distribution
2. Increase the Community Development staff
3. Request the World Bank to consider about altering the loan contract to be grant aid for PRF administrative cost
4. Revise the PRF staff salary
5. Consider adding PRF Accountant Assistant position at provincial and district level
6. Revise the per-diem for khet team and khet coordinator
7. Recruit external consultants for surveying and designing large-scale sub-projects

PRF Provincial team Suggestions

1. Maintain PRF activities on Community capacity building
2. Request the World Bank to alter loan into grant aids for some essential sub-projects
3. Increase budget for IGA
4. Increase budget for PRF staff and administrative cost
5. Organize quarterly workshops at provincial and district levels to discuss work in progress
6. Increase PRF staff in some positions at provincial and district levels
7. Increase per-diem for khet team
8. Improve the quality of rural road construction

Group Discussion suggestions

1. Training and capacity building activities must be considered as a PRF sub-project investment (and not an administrative cost)
2. Increase PRF staff salary
3. Focus on IGA and capacity building activities for the old target districts, because to follow up the poverty reduction strategy of the government should focus on income generation activities or the activities that can earn some income.

District Deputy Governor's Suggestions

1. Look for additional budget for PRF

2. Increase PRF staff at provincial and district levels
3. Convert loan into grant for some priority activities
4. Increase budget for sub-projects
5. Improve the standard quality for road construction

ANNEX – V

TRAINING IMPLEMENTED/IMPARTED

- **A LIST OF TRAINING MATERIALS**
- **TABLE OF TRAINING IMPARTED IN ASSESSED VILLAGES**

LIST OF TRAINING MODULES / MANUALS / HAND-OUTS

1. Engineering and Technical Guidelines.
 - 1.1. PRF Cycle of Activities – Planning / Preparation.
 - 1.2. PRF Cycle of Activities – Implementation.
 - 1.3. Supervision of Contracts.
 - 1.4. Clearance of Unexploded Ordinance.
 - 1.5. Rural Roads.
 - 1.6. Bridges.
 - 1.7. Sanitation.
 - 1.8. Buildings (Market, School and Dispensary).
 - 1.9. Operation and Maintenance.
 - 1.10. Environmental Safeguards Checklists.
 - 1.11. Environmental Effects and Mitigation Measures.
 - 1.12. Supervision and Monitoring of Implementation.
 - 1.13. Checking of Contracts and Procurements.
2. Manual on Maintenance and Repairs of Roads, Culverts and Bridges.
3. Manual on Operation and Maintenance of Irrigation Systems.
4. Manual on Maintenance of School and Buildings.
5. Manual for Trainers.
6. Raising Cattle and Protection Against Diseases.
7. Raising Pigs, Protection Against Diseases and Castration.
8. Raising Poultry and Protection Against Diseases.
9. Manual on Management and Leaderships
10. Manual on Management of Protected Fisheries.
11. Manual on Forestry Protection and Management.
12. Manual on Gender and Ethnicity.
13. Manual on Complaints Prevention and Resolution.
14. Finance and Administration Manual.
15. Accounting Procedures Manual.
16. Finances & Administration forms.
17. Community Disbursement Procedures Manual.

Technical Training Imparted

No	Province/ District	Khet	Cycle	Location of training Sub-project Village	Field of training	Days	Number of persons	Remarks *Modules *Hand-outs *Guidelines
1	Champasak/ Sukuma	I	II	B. Samkha Primary school	Procurement Monitoring Sub-project Technical Project management	2 1 1 1	15 20 2 10	M/H/G
2		II	II	B.Phonpheung Primary school	Procurement Monitoring Sub-project Technical Project management	2 1 1 1	13 20 2 14	M/H/G
3		II	I	B.Kok savang Bore-hole	Procurement Monitoring Sub-project Technical Project management	2 1 1 1	16 18 1 11	M/H/G
4		II	I	B.Mango Bore-hole	Procurement Monitoring Sub-project Technical Project management	2 1 1 1	20 17 2 5	M/H/G
5	Champasak/ Pathumphone	I	I/II	B. lieng Secondary school	Procurement Monitoring Sub-project Technical Project management Agriculture	2 1 1 1 5	16 14 2 10 7	M/H/G
6		III	II	B. Bang xay Concrete Bridge	Procurement Monitoring Sub-project Technical Project management	2 1 1 1	19 20 1 17	M/H/G
7		III	I	B. Houadone Secondary school Bore-hole Latrines	Procurement Monitoring Sub-project Technical Project management	2 1 1 1	13 5 2 10	M/H/G
8		III	I/II	B. Peuay lao	Procurement Monitoring Sub-project	2 1	6 3	M/H/G
9		V	I	B. Huay Phay Bore-hole	Procurement Monitoring Sub-project Technical Agriculture	2 1 1 1	20 12 2 27	M/H/G
10		VII	II	B. Sanote Primary school Bore-hole	Procurement Monitoring Sub-project Technical Project management	2 1 1 1	10 20 2 15	M/H/G
11		IX	II	B. Thong xai Drainage	Procurement Monitoring Sub-project Technical Project management Agriculture	2 1 1 1 5	18 12 1 6 22	M/H/G
12		IX	II	B. Sa ming Bore-hole Drainage	Procurement Monitoring Sub-project Technical Project management	2 1 1 1	15 10 1 9	M/H/G
Sub-Total						68	533	
				B. Dong savane	Procurement	1	24	

Technical Training Imparted

No	Province/ District	Khet	Cycle	Location of training Sub-project Village	Field of training	Days	Number of persons	Remarks *Modules *Hand-outs *Guidelines	
13	Savannakhet/ Sepone	Dongsavane	I	Dormitory Bore-hole	Financial Training Primary school O&M training	1 1	24 17	M/H/G	
14		Sepone Tai	I	B. Lakornsy Bore-hole	Procurement Financial Training Weaving Training Drilled well O&M training	1 1 1 1	7 7 8 24	M/H/G	
15		Mahat	I	B. Mahat Tai Hand dug well	Procurement Financial Training Primary school O&M training	1 1 1	11 11 19	M/H/G	
16					II	B. Mahat Tai Primary school	Procurement Financial Training Primary school O&M training	1 1 1	7 7 24
17		Kaeng leck tai	II	B. Sopmee Dispensary			Procurement Financial Training	1 1	8 6
18					Taleir	I	Mai Saki Gravity water system	Procurement Financial Training Gravity water system O&M training	1 1 1
19		Savannakhet/ Vilabury	Kalook	II	B. Kalaeng Kang Primary school	Procurement Financial Training Primary school O&M training	1 1 1	13 13 41	M/H/G
20			Nahoi	I	Wangthakhuai Rural road upgrade	Procurement Financial Training Rural road O&M training	1 1 1	8 8 21	M/H/G
21	II					Nahoi Primary school	Procurement Financial Training Primary school O&M training	1 1 1	6 6 17
22	Mai		I	Namkhuun Primary school	Procurement Financial Training Primary school O&M training	1 1 1	6 6 23	M/H/G	
23					II	Namkhuun Rural road upgrade	Procurement Financial Training Rural road O&M training	1 1 1	7 7 19
24	Savannakhet/ Nong	Xouang	II	B. Paxia Primary school	Procurement Financial Training Primary school O&M training	1 1 1	8 8 15	M/H/G	
25		Palor	II	Danevilay Rural road upgrade	Procurement Financial Training Rural road O&M training	1 1 1	7 7 22		
					II		Procurement	1	7

Technical Training Imparted

No	Province/ District	Khet	Cycle	Location of training Sub-project Village	Field of training	Days	Number of persons	Remarks *Modules *Hand-outs *Guidelines	
26		Asing		Asing Sane Rural road upgrade	Financial Training Rural road O&M training	1 1	7 25		
Sub-Total						42	542		
27	Houaphanh/ Xiengkhor	Sob sane	I/II	B. Sae Rehab. Irrigation Gravity scheme	Monitoring Sub-project Saving group O & M Finance Accounting	1 1 1 1	1 4 24 2	M/H/G	
28		Sob xay	I/II	B. Sob xay Gravity scheme Latrines	O & M Finance Accounting	1 1	23 3	M/H/G	
29				B. Nakham Gravity scheme Education materials	O & M Procurement	1 1	18 1	M/H/G	
30		Sobpin	I/II	B. Theansan Gravity scheme Latrines	Finance Training Monitoring Sub-project O & M	1 1 2	1 1 42	M/H/G	
31				B. Sobpin Gravity scheme Education materials	Finance Training Procurement O & M	1 1 2	3 3 42	M/H/G	
32		Sobmorn	II	B. Nokkok Gravity scheme	Monitoring Sub-project Finance Training O & M	1 1 1	1 2 1	M/H/G	
33		Lao hung	I/II	B. Keovane Road Gravity scheme	Monitoring Sub-project Finance Training O & M	1 1 2	1 2 35	M/H/G	
34		Houaphanh/ Sob bao	Sob hao	I	B. Huay Toung Bridge (Wood+Iron+Concrete)	O & M	1	15	M/H/G
35			Huay hom	I	B. Bone Irrigation Education materials	O & M	1	20	M/H/G
36					I/II	B. Bo Irrigation Education materials	Procurement O & M	1 1	12 40
37	Pa Hang		I	Road		O & M	1	15	
Sub-Total						28	312		
Grand Total						138	1387		

Annex 6

District at a glance

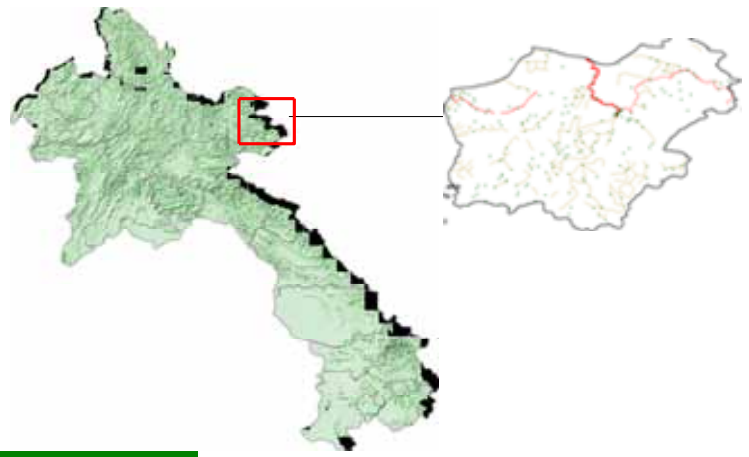
Graph showing progress of PRF activities in each of the 14 districts

Progress activity of Xamtay District, as end of 2004

General Information

Huaphanh Province:	Total	Women
Population of Province (NSC; year 2003):	303,700	152,700
Total Number of districts:	8	
<i>Xiengkho, Add, Sobbao, Viengxay, Viengthong, Xamtay, Heuameuang, Xamneua</i>		
Total Number of districts covered by PRF:	6	
<i>Xiengkho, Add, Sobbao, Viengxay, Xamtay, Heuameuang</i>		
Xamtay District:	Total	Women
District Population (VNPA, PRF: 2004)	54,213	27,213
Total Number of Khets:	22	
Total Number of Villages:	172	
Total Number of "Poor" Villages*:	170	
% of villages without access to health services	77%	
% of villages without safe water supply	85%	
% of villages without road	78%	
% of villages without access to School	5%	
Main ethnic groups in the district: (NSC Census 95)		
<i>Hmong (35%), Lao (31%), Phouthai (29%), Khum (5%), Phong (1%), Others (1%)</i>		

Maps of Lao PDR showing Huaphan and Xamtay



Initially requested village needs

Results after Village Needs and priorities Assessment (VNPA) and Prioritization :

Description	Total	%
Number of Village Needs (activities) expressed by villagers by 3 priorities	515	
Number of Village Needs (activities) expressed by women by 3 priorities	38	7%
Number of Village Needs (activities) expressed by men by 3 priorities	64	12%
Village Needs after consolidation at Khet level (Khet Priorities)	82	

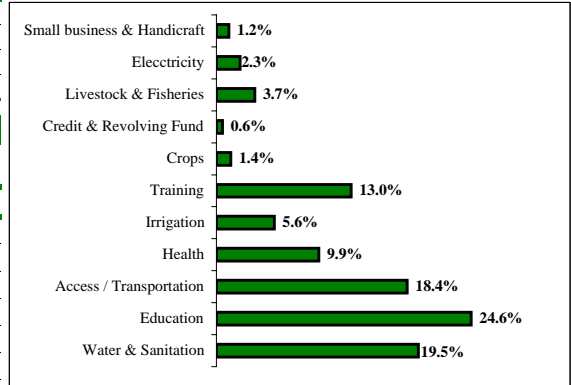
Selected / approved sub-projects for the period 2004-2005 - Cycle II

Results after sub-project appraisal and District Decision Meeting :

Description	Total	Kip	US\$
PRF Xamtay budget allocation 2004	5,208,000,000		496,000
PRF Contribution to sub-project implementation	5,101,495,416		485,857
Village Contribution (cash / kind) to project implementation	1,467,739,719		139,785
Total Cost for Sub-Projects:	6,569,235,135		625,641
% of village contribution compared to total cost for sub-projects	22.3%		-
Average PRF contribution per Sub-project	83,631,072		7,965
Average PRF contribution per participating village	107,692,379		10,256
Number of Villages benefiting from 2004-2005 funding round	108	63%	
Number of Poor Villages benefiting from 2004-2005 funding round	89	52%	
Number and percentage of beneficiaries in 2004-2005 funding round	35,500	65%	
Number of Khets benefiting from 2004-2005 funding round	22	100%	
Number of Sub-Projects to be implemented in 2004-2005 funding round	61	-	
Percentage of selected sub-projects proposed by women	-	2%	
Average Number of Sub-projects / Khet	2.8	-	
Average Number of Village activities / Khet	1.8	-	

Sub-project budget allocation per sector	Allocation (Kip)	Percentage %
Water & Sanitation	1,113,776,413	21.8%
Access/ Transport	2,537,834,951	49.7%
Education	1,100,781,563	21.6%
Irrigation	289,102,489	5.7%
Training	60,000,000	1.2%
Total:	5,101,495,416	100%

Analysis of requested village needs by sector



Analysis of selected PRF sub-projects by sector

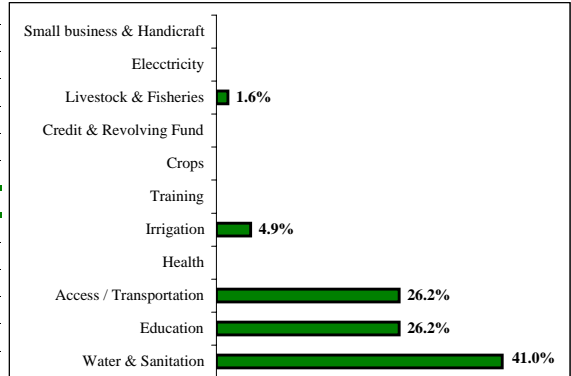
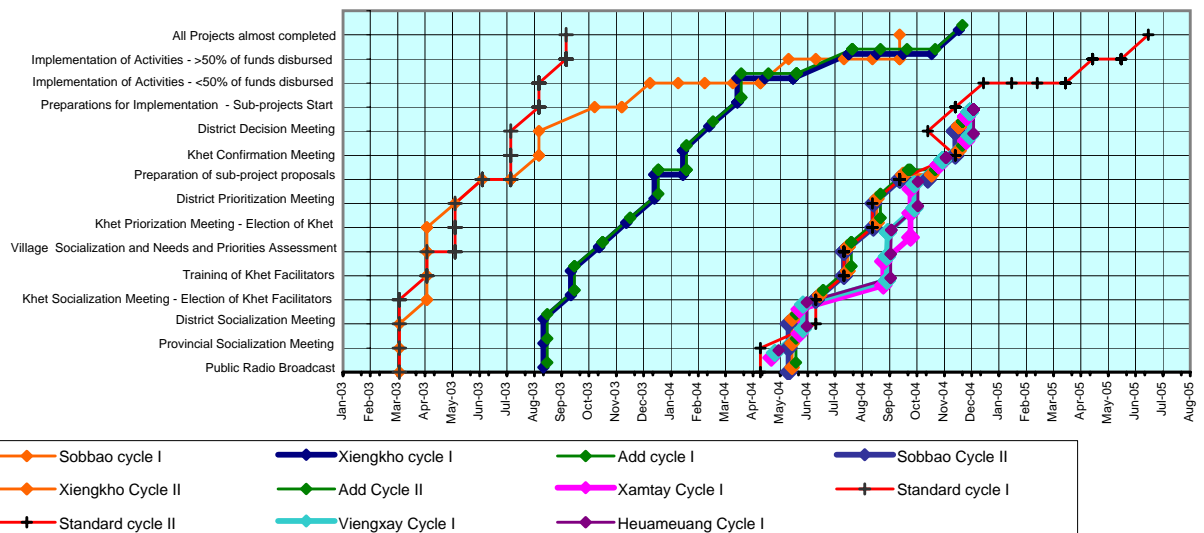


Chart of progress for activities 2003-2004 and 2004-2005



Exchange Rate: approx. 1 US\$ = 10,500 Kip, rate used on the day of District Decision Meeting

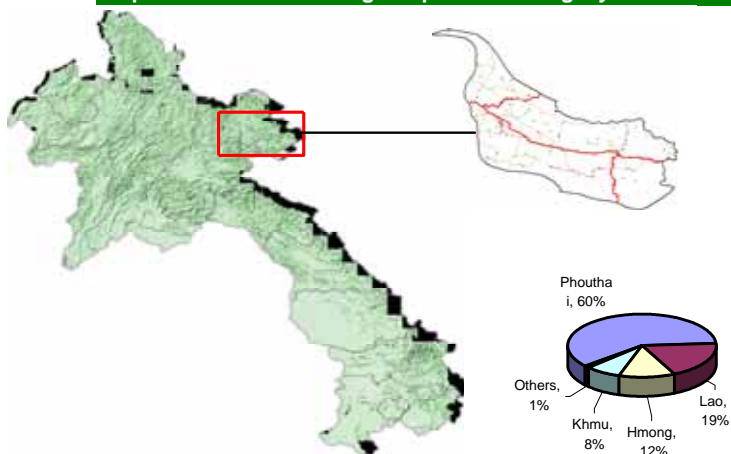
* Poverty indicators and "poor" villages are defined by the Prime Minister's Instruction No. 010/PM and the National Statistic Centre.

Progress activity of Viengxay District, as end of 2004-2005

General Information

Huaphanh Province:	Total	Women
Population of Province (NSC; year 2003):	303,700	152,700
Total Number of districts:	8	
<i>Xiengkho, Add, Sobbao, Viengxay, Viengthong, Xamtay, Heuameuang, Xamneua</i>		
Total Number of districts covered by PRF:	6	
<i>Xiengkho, Add, Sobbao, Viengxay, Xamtay, Heuameuang</i>		
Viengxay District:	Total	Women
District Population (2003)	35,234	17,543
Total Number of Khets:	19	
Total Number of Villages:	130	
Total Number of "Poor" Villages*:	101	
% of villages without access to health services	15%	
% of villages without safe water supply	53%	
% of villages without road	33%	
% of villages without access to school	18%	
Main ethnic groups in the district: (NSC Census 95)		
<i>Phouthai, Lao, Hmong, Khmu, Others</i>		

Maps of Lao PDR showing Huaphanh & Viengxay District



Initially requested village needs

Results after Village Needs and priorities Assessment (VNPA) and Prioritization

Description	Total	%
Number of Village Needs (activities) expressed by villagers by 3 priorities	390	
Number of Village Needs (activities) expressed by women by 3 priorities	37	10%
Number of Village Needs (activities) expressed by men by 3 priorities	43	11%
Village Needs after consolidation at Khet level (Khet Priorities)	131	

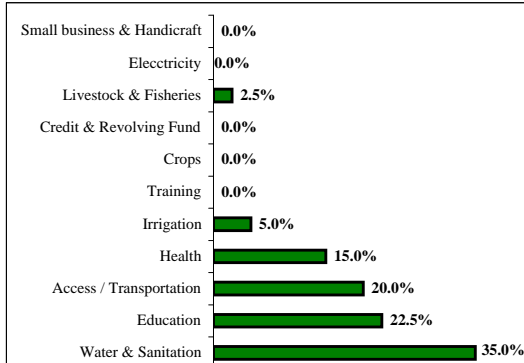
Selected / approved sub-projects for the period 2004-2005 - Cycle II

Results after sub-project appraisal and District Decision Meeting

Description	Total	Kip	US\$
PRF Sukuma budget allocation 2004-2005	2,488,500,000		237,000
PRF Contribution to sub-project implementation	2,322,772,235		221,216
Village Contribution (cash / kind) to project implementation	981,135,722		93,441
Total Cost for Sub-Projects:	3,303,907,957		314,658
% of village contribution compared to total cost for sub-projects	30%		-
Average PRF contribution per Sub-project	58,069,306		5,530
Average PRF contribution per participating village	30,165,873		2,873
Number of Villages benefiting from 2004-2005 funding round	77		-
Number of Poor Villages benefiting from 2004-2005 funding round	43		-
Number and percentage of beneficiaries in 2004-2005 funding round	5,059		14%
Number of Khets benefiting from 2004-2005 funding round	10		-
Number of Sub-Projects to be implemented in 2004-2005 funding round	40		-
Percentage of selected sub-projects proposed by women			0%
Average Number of Sub-projects / Khet	4		
Average Number of Village activities / Khet	2		

Sub-project budget allocation per sector	Allocation (Kip)	Percentage %
Water & Sanitation	545,809,401	23.5%
Access/ Transport	997,284,430	42.9%
Education	404,744,467	17.4%
Cropping	11,430,063	0.5%
Health	9,440,436	0.4%
Irregation	354,063,438	15.2%
Total:	2,322,772,235	100%

Analysis of requested village needs by sector



Analysis of selected PRF sub-projects by sector

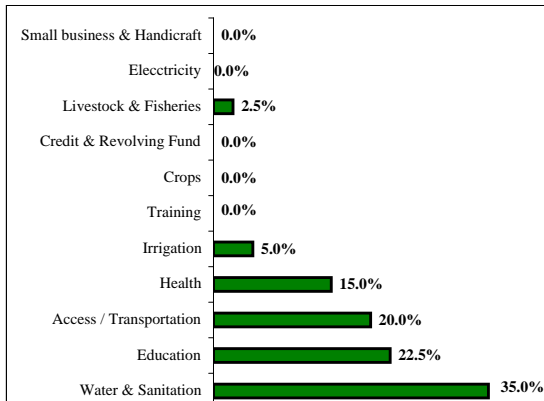
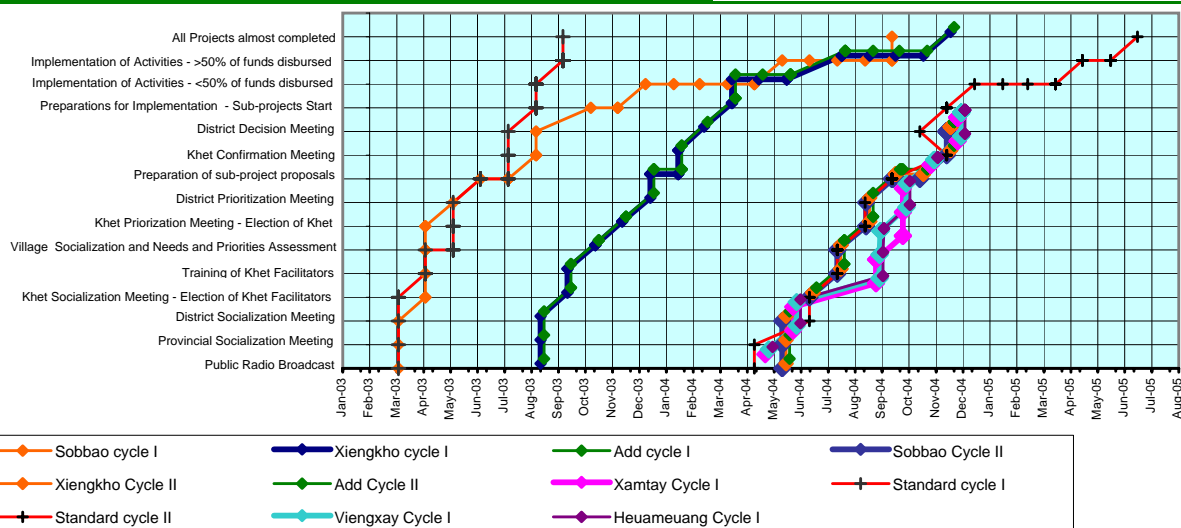


Chart of progress for activities of 2003-2004 and 2004-2005



Exchange Rate: approx. 1 US\$ = 10,500 Kip, rate used on the day of District Decision Meeting

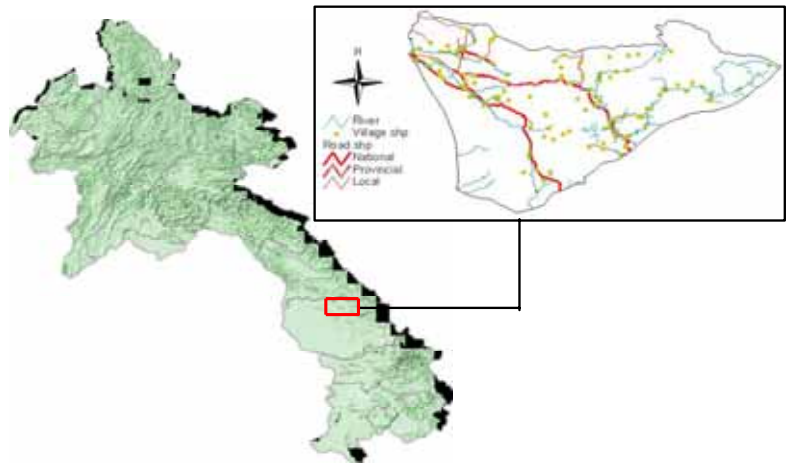
* Poverty indicators and "poor" villages are defined by the Prime Minister's Instruction No. 010/PM and the National Statistic Centre.

Progress activity of Vilabury District, as end of 2004

General Information

Savannakhet Province:	Total	Women
Population of Province (NSC; year 2003):	833,900	425,400
Total Number of districts:	15	
<i>Sepone, Nong, Vilaboury, Khanthabouly, Outhoumphone, Atsapangthong, Phine, hapangthong, Songkhone, Champhone, Xonbully, Xaybully, Atsaphone, Xayphouthong and Thaphanlanxay.</i>		
Total Number of districts covered by PRF:	4	
<i>Sepone, Nong, Vilaboury and pin</i>		
Vilabury District:	Total	Women
District Population (VNPA, PRF: 2004)	29,106	14,596
Total Number of Khets:	16	
Total Number of Villages:	102	
Total Number of "Poor" Villages*:	77	
% of villages without access to health services	26%	
% of villages without safe water supply	68%	
% of villages without road	68%	
% of villages without access to school	4%	
<i>Main ethnic groups in the district: (NSC Census 95)</i>		
<i>Phouthai (96%), Makong (29%), Tri (11%), Lao (4%), Katang (3%), Kor (1%), Others</i>		

Maps of Lao PDR showing Champasack and Nong



Initially requested village needs

Results after Village Needs and priorities Assessment and Prioritization

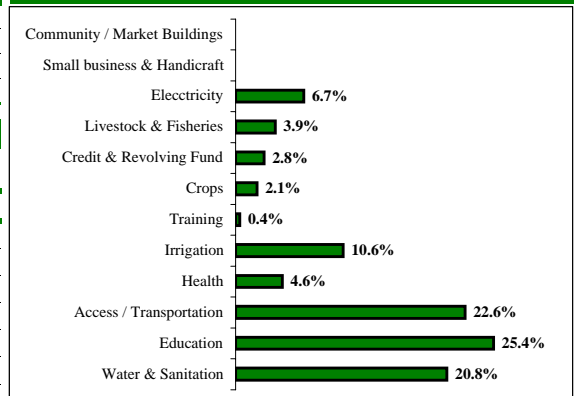
Description	Total	%
Number of Village Needs (activities) expressed by villagers by 3 priorities	306	
Number of Village Needs (activities) expressed by women by 3 priorities	23	8%
Number of Village Needs (activities) expressed by men by 3 priorities	34	11%
Village Needs after consolidation at Khet level (Khet Priorities)	91	

Selected / approved sub-projects for the period 2004-2005 [Cycle II]

Results after sub-project appraisal and District Decision Meeting

Description	Total	Kip	US\$
PRF Vilabury budget allocation 2004-2005	2,152,500,000		205,000
PRF Contribution to sub-project implementation	2,551,917,175		243,038
Village Contribution (cash / kind) to project implementation	34,888,000		3,323
Total Cost for Sub-Projects:	2,586,805,175		246,362
% of village contribution compared to total cost for sub-projects	1.3%		-
Average PRF contribution per Sub-project	110,952,921		10,567
Average PRF contribution per participating village	45,569,950		4,340
Number of Villages benefiting from 2004-2005 funding round	56		55%
Number of Poor Villages benefiting from 2004-2005 funding round	32		42%
Number and percentage of beneficiaries in 2004-2005 funding round	17,671		61%
Number of Khets benefiting from 2004-2005 funding round	16		100%
Number of Sub-Projects to be implemented in 2004-2005 funding round	23		-
Percentage of selected sub-projects proposed by women	-		0%
Average Number of Sub-projects / Khet	1.4		-
Average Number of Village activities / Khet	2		-
Sub-project budget allocation per sector	Allocation (Kip)	Percentage %	
Water & Sanitation	60,343,840	2.4%	
Education	669,186,528	26.2%	
Access / Transportation	1,236,921,530	48.5%	
Training	187,317,577	7.3%	
Community hall	398,147,700	15.6%	
Total:	2,551,917,175	100%	

Analysis of requested village needs by sector



Analysis of selected PRF sub-projects by sector

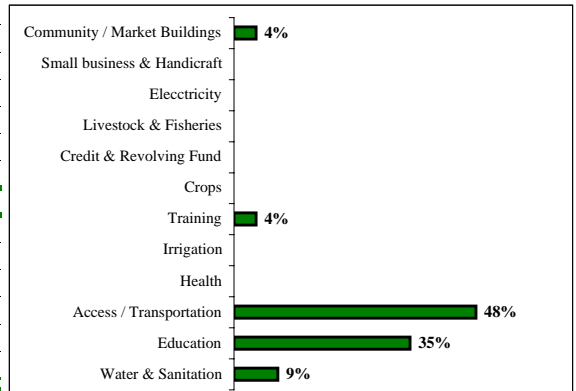
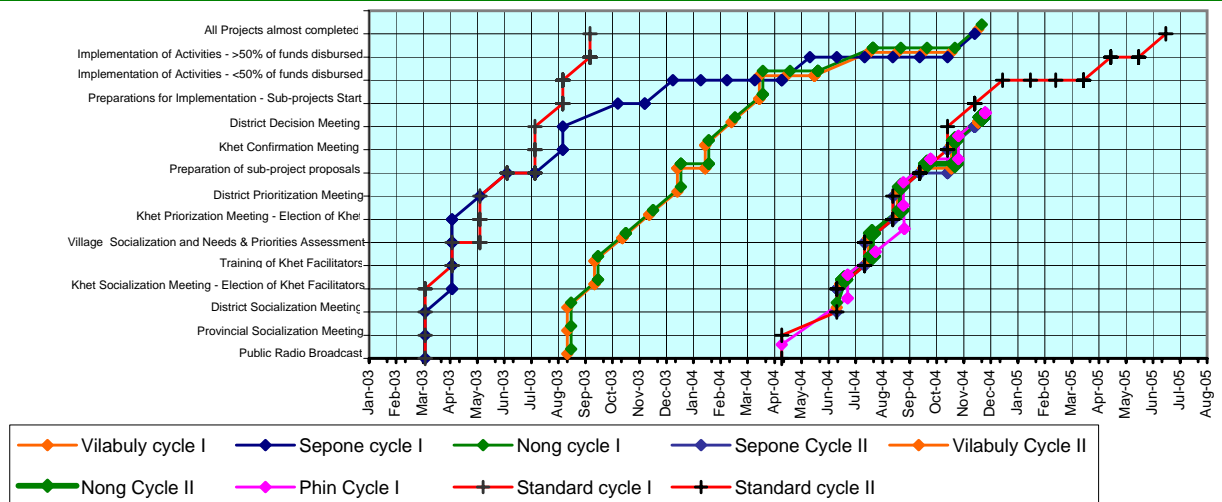


Chart of progress for activities 2003-2004 and 2004-2005



Exchange Rate: approx. 1 US\$ = 10,500 Kip, rate used on the day of District Decision Meeting

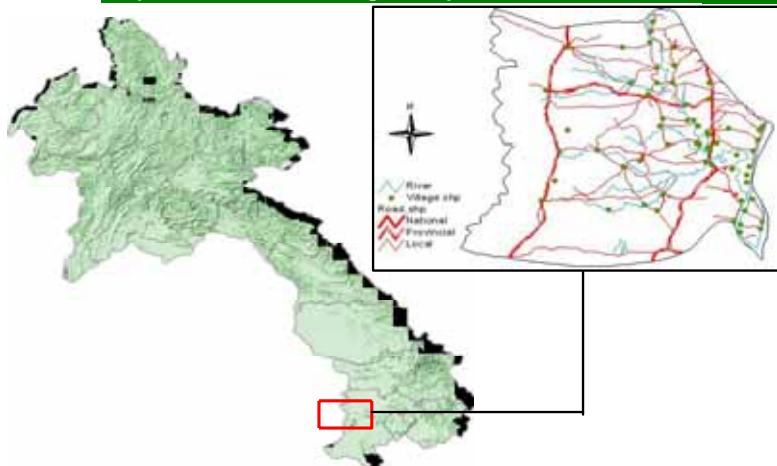
* Poverty indicators and "poor" villages are defined by the Prime Minister's Instruction No. 010/PM and the National Statistic Centre.

Progress activity of Sukuma District, as end of 2004

General Information

Champasack Province:	Total	Women
Population of Province (NSC; year 2003):	303,700	152,700
Total Number of districts:	8	
<i>Mounlapamok, Khong, Pathoumphone, Sukuma, Pakse, Sanasomboun, Bachieng, Paksong, Phonethong and Champasack.</i>		
Total Number of districts covered by PRF:	6	
<i>Pathoumphone, Sukuma, Khong and Mounlapamok</i>		
Sukuma District:	Total	Women
District Population (VNPA, PRF: 2004)	35,234	17,543
Total Number of Khets:	19	
Total Number of Villages:	130	
Total Number of "Poor" Villages*:	101	
% of villages without access to health services	15%	
% of villages without safe water supply	53%	
% of villages without road	33%	
% of villages without access to School	18%	
Main ethnic groups in the district: (NSC Census 95)		
<i>Phouthai (60%), Lao (19%), Hmong (12%), Khmer (8%), Others (1%)</i>		

Maps of Lao PDR showing Champasack & Sukuma



Initially requested village needs for the period 2004-2005 [Cycle II]

Results after Village Needs and priorities Assessment (VNPA) and Prioritization:

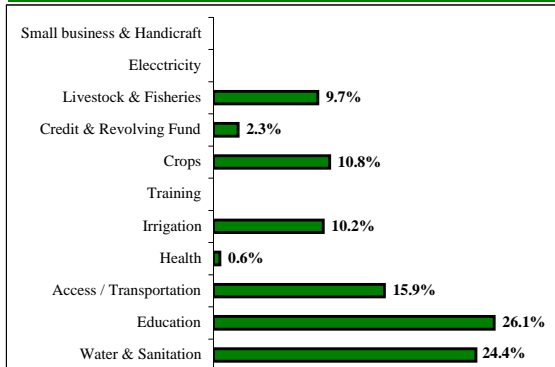
Description	Total	%
Number of Village Needs (activities) expressed by villagers by 3 priorities	390	
Number of Village Needs (activities) expressed by women by 3 priorities	37	10%
Number of Village Needs (activities) expressed by men by 3 priorities	43	11%
Village Needs after consolidation at Khet level (Khet Priorities)	131	

Selected / approved sub-projects for the period 2004-2005 [Cycle II]

Results after sub-project appraisal and District Decision Meeting:

Description	Total	Kip	US\$
PRF Sukuma budget allocation 2004-2005	2,488,500,000		237,000
PRF Contribution to sub-project implementation	2,322,772,235		221,216
Village Contribution (cash / kind) to project implementation	981,135,722		93,441
Total Cost for Sub-Projects:	3,303,907,957		314,653
% of village contribution compared to total cost for sub-projects	30%		-
Average PRF contribution per Sub-project	58,069,306		5,530
Average PRF contribution per participating village	30,165,873		2,873
Number of Villages benefiting from 2004-2005 funding round	77		-
Number of Poor Villages benefiting from 2004-2005 funding round	25		-
Number and percentage of beneficiaries in 2004-2005 funding round	5,059		14%
Number of Khets benefiting from 2004-2005 funding round	10		-
Number of Sub-Projects to be implemented in 2004-2005 funding round	40		-
Percentage of selected sub-projects proposed by women	-		0%
Average Number of Sub-projects / Khet	4.0		-
Average Number of Village activities / Khet	2.0		-
Sub-project budget allocation per sector	Allocation (Kip)	Percentage %	
Water & sanitation	545,809,401	23.5%	
Access / Transport	997,284,430	42.9%	
Education	404,744,467	17.4%	
Cropping	11,430,063	0.5%	
Health	9,440,436	0.4%	
Irrigation	345,063,138	14.9%	
Total:	2,322,772,235	100%	

Analysis of requested village needs by sector



Analysis of selected PRF sub-projects by sector

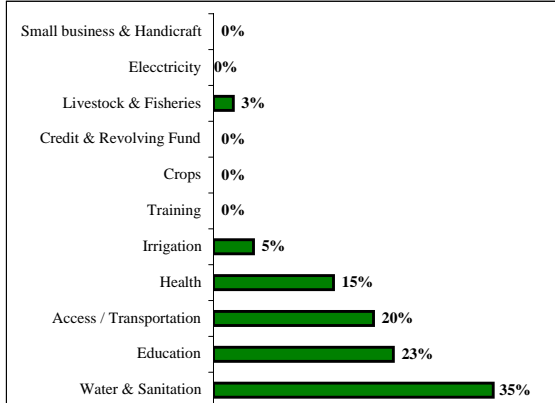
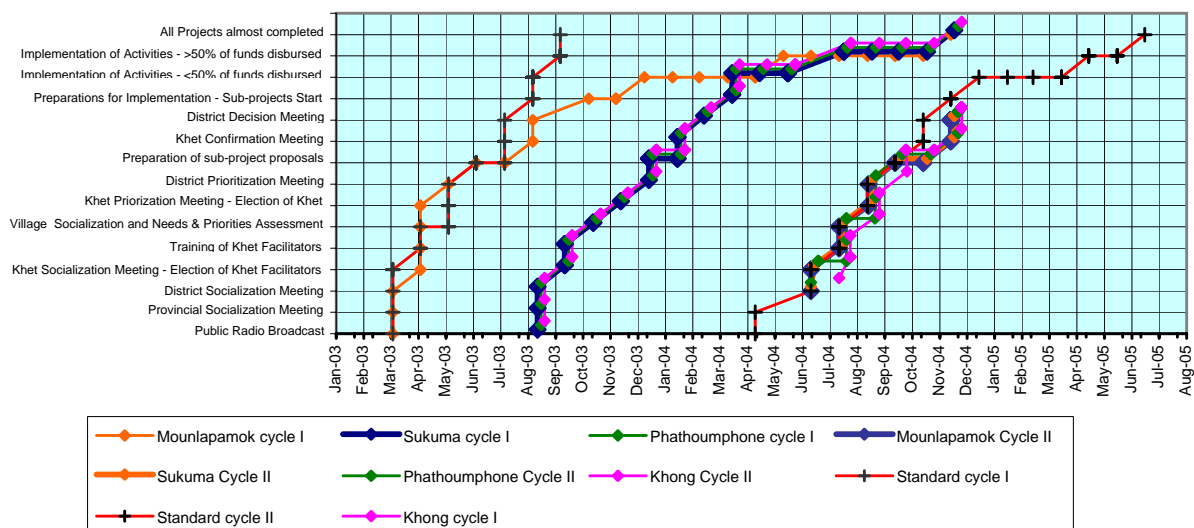


Chart of progress for activities of 2003-2004 and 2004-2005



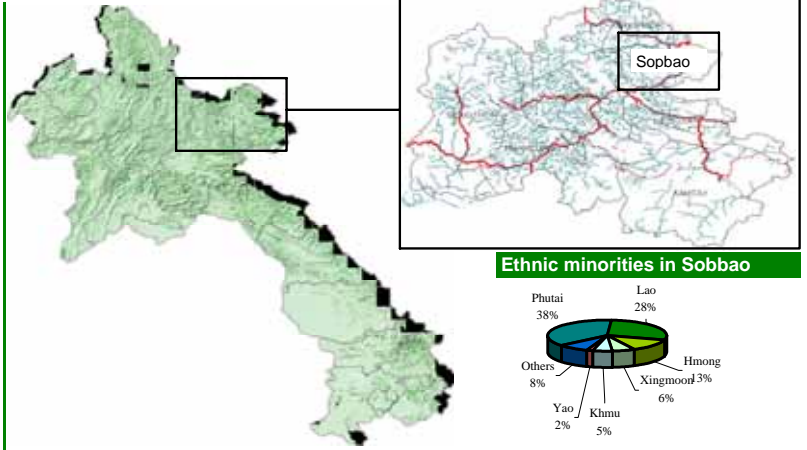
Exchange Rate: approx. 1 US\$ = 10,500 Kip, rate used at the day of the District Decision Meeting
 * Poverty indicators and "poor" villages are defined by the Prime Minister's Instruction No. 010/PM and the National Statistic Centre.

Progress activity of Sobbao District, as end of 2004

General Information

Huaphanh Province:	Total	Women
Population of Province (NSC; year 2003):	303,700	152,700
Total Number of districts:	8	
<i>Xiengkho, Add, Sobbao, Viengxay, Viengthong, Xamtay, Heuameuang, Xamneua</i>		
Total Number of districts covered by PRF:	6	
<i>Xiengkho, Add, Sobbao, Viengxay, Xamtay, Heuameuang</i>		
Sobbao District:	Total	Women
District Population (VNPA, PRF: 2004)	25,195	12,647
Total Number of Khets:	7	
Total Number of Villages:	70	
Total Number of "Poor" Villages*:	65	
% of villages without access to health services	5%	
% of villages without safe water supply	88%	
% of villages without road	32%	
% of villages without access to School	3%	
Main ethnic groups in the district: (NSC Census 95 in former Xiengkho District)		
<i>Phutai, Lao, Hmong, Xingmoon, Khmu, Yao</i>		

Maps of Lao PDR showing Huaphanh & Sobbao



Initially requested village needs

Results after Village Needs and priorities Assessment(VNPA) and Prioritization

Description	Total	%
Number of Village Needs (activities) expressed by villagers by 3 priorities	210	-
Number of Village Needs (activities) expressed by women by 3 priorities	8	4%
Number of Village Needs (activities) expressed by men by 3 priorities	12	6%
Village Needs after consolidation at Khet level (Khet Priorities)	44	-

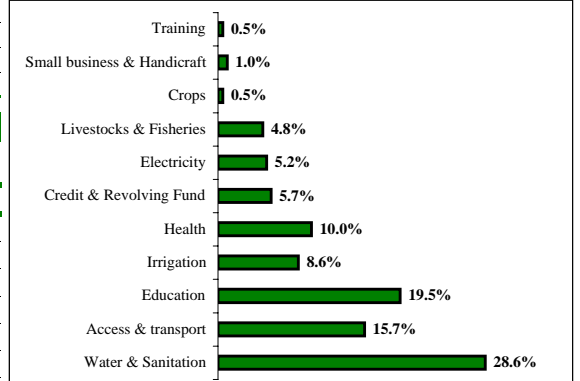
Selected / approved sub-projects for the period 2004-2005 - Cycle II

Results after sub-project appraisal and District Decision Meeting

Description	Total	Kip	US\$
PRF Sobbao budget allocation 2004-2005	2,331,000,000		222,000
PRF Contribution to sub-project implementation	2,328,980,851		221,808
Village Contribution (cash / kind) to project implementation	1,369,906,598		130,467
Total Cost for Sub-Projects:	3,698,887,449		352,275
% of village contribution compared to total cost for sub-projects	37%		-
Average PRF contribution per Sub-project	72,780,652		6,931
Average PRF contribution per participating village	54,162,345		5,158
Number of Villages benefiting from 2004-2005 funding round	43		-
Number of Poor Villages benefiting from 2004-2005 funding round	37		-
Number and percentage of beneficiaries in 2004-2005 funding round	19,107		76%
Number and percentage of Khets benefiting from 2004-2005 funding round	7		-
Number of Sub-Projects to be implemented in 2004-2005 funding round	32		-
Percentage of selected sub-projects proposed by women			0%
Average Number of Sub-projects / Khet	5		-
Average Number of Village activities / Khet	6		-

Sub-project budget allocation per sector	Allocation (Kip)	Percentage %
Water & Sanitation	536,557,559	23.0%
Access/ Transport	761,261,275	32.7%
Irrigation	116,387,532	5.0%
Education	640,842,095	27.5%
Training	100,000,000	4.3%
Health	153,932,390	6.6%
Credit & Revolvingfund	20,000,000	0.9%
Total:	2,328,980,851	100%

Analysis of requested village needs by sector



Analysis of selected PRF sub-projects by sector

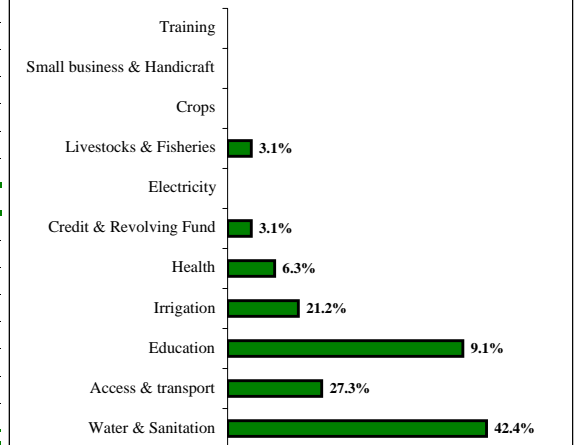
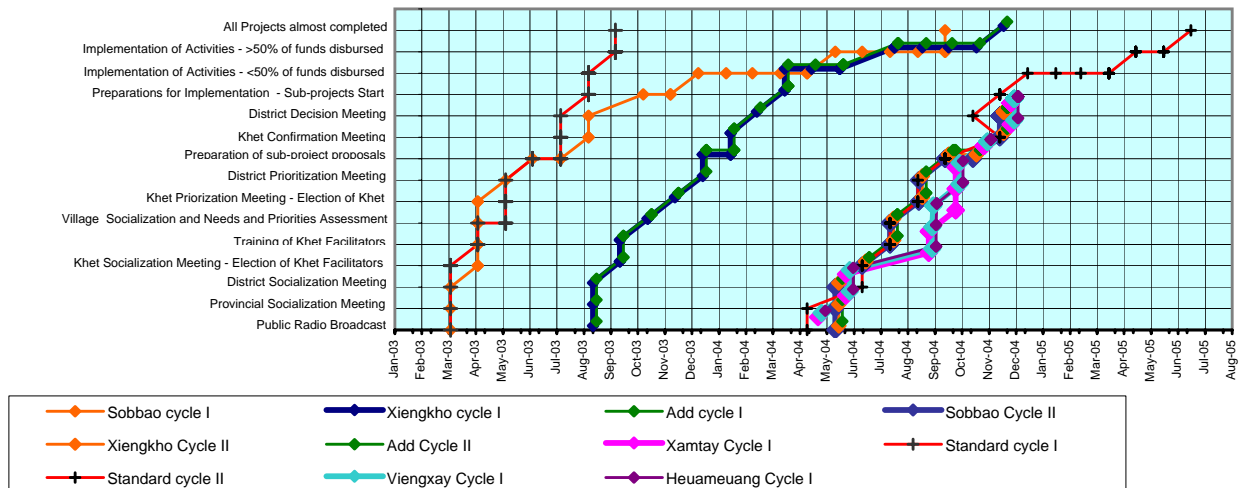


Chart of progress for activities of 2003-2004 and 2004-2005



Exchange Rate: approx. 1 US\$ = 10,500 Kip, rate used at the day of District Decision Meeting

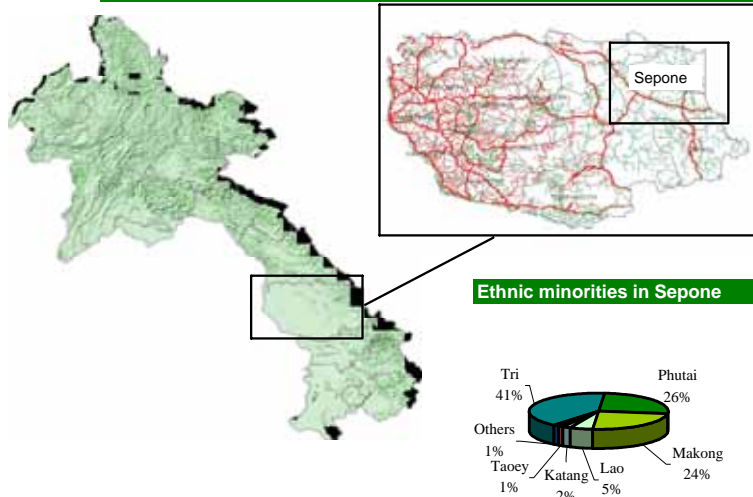
* Poverty indicators and "poor" villages are defined by the Prime Minister's Instruction No. 010/PM and the National Statistic Centre.

Progress activity of Sepone District, as end of 2004-2005

General Information

Savannakhet Province:	Total	Women
Population of Province (NSC; year 2003):	833,900	425,400
Total Number of districts:	15	
<i>Sepone, Nong, Vilaboury, Khanthabouly, Outhoumphone, Atsapangthong, Phine, Thapangthong, Songkhone, Champhone, Xonbuly, Xaybuly, Atsaphone, Xayphouthong and Thaphanlanxay.</i>		
Total Number of districts covered by PRF:	4	
<i>Sepone, Nong, Vilaboury and Phin</i>		
Sepone District:	Total	Women
District Population (VNPA, PRF:2004)	42,497	21,172
Total Number of Khets:	20	
Total Number of Villages:	159	
Total Number of "Poor" Villages:	144	
% of villages without access to health services	83%	
% of villages without safe water supply	78%	
% of villages without road	45%	
% of villages without access to School	44%	
Main ethnic groups in the district: (NSC Census 95 in former Xiengkho District)		
<i>Tri, Phutai, Mako, Lao and Katang.</i>		

Maps of Lao PDR showing Savannakhet & Sepone



Initially requested village needs

Results after Village Needs and priorities Assessment (VNPA) and Prioritization

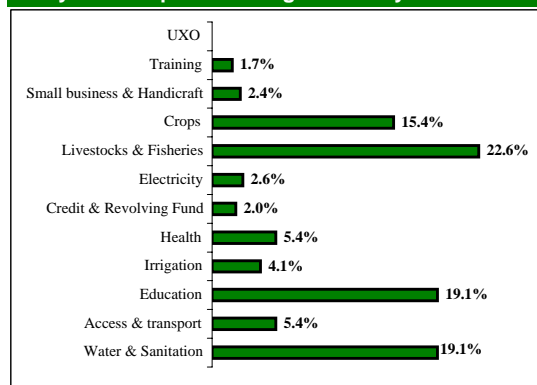
Description	Total	%
Number of Village Needs (activities) expressed by 3 priorities	474	
Number of Village Needs (activities) expressed by women by 3 priorities	60	13%
Number of Village Needs (activities) expressed by men by 3 priorities	89	20%
Village Needs after consolidation at Khet level (Khet Priorities)	124	

Selected / approved sub-projects for the period 2003-2004 - Cycle II

Results after sub-project appraisal and District Decision Meeting

Description	Total	Kip	US\$
PRF Sepone budget allocation 2004-2005	3,906,000,000	372,000	
PRF Contribution to sub-project implementation	3,984,120,000	379,436	
Village Contribution (cash / kind) to project implementation	222,107,930	21,153	
Total Cost for Sub-Projects:	4,206,227,930	205,182	
% of village contribution compared to total cost for sub-projects	5.3%	-	
Average PRF contribution per Sub-project	94,860,000	9,034	
Average PRF contribution per participating village	69,896,842	6,657	
Number of Villages benefiting from 2004-2005 funding round	57	36%	
Number of Poor Villages benefiting from 2004-2005 funding round	38	26%	
Number and percentage of beneficiaries in 2004-2005 funding round	22,588	53%	
Number and percentage of Khets benefiting from 2004-2005 funding round	20	-	
Number of Sub-Projects to be implemented in 2004-2005 funding round	42	-	
Percentage of selected sub-projects proposed by women	-	4.8%	
Average Number of Sub-projects / Khet	2.1	-	
Average Number of Village activities / Khet	1	-	
Sub-project budget allocation per sector	Allocation (Kip)	Percentage %	
Water & Sanitation	847,159,184	28.6 %	
Access/ Transport	788,987,936	9.5 %	
Health	196,105,035	11.9 %	
Education	1,694,315,232	40.5 %	
Training	253,265,874	4.8 %	
Electricity	65,063,009	2.4 %	
Irrigation system	139,223,730	2.4 %	
Total:	3,984,120,000	100 %	

Analysis of requested village needs by sector



Analysis of selected PRF sub-projects by sector

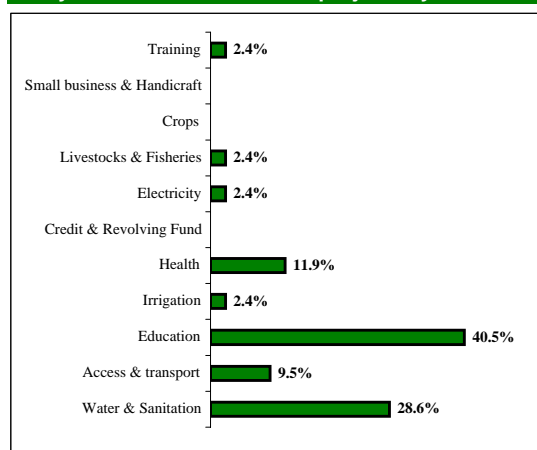
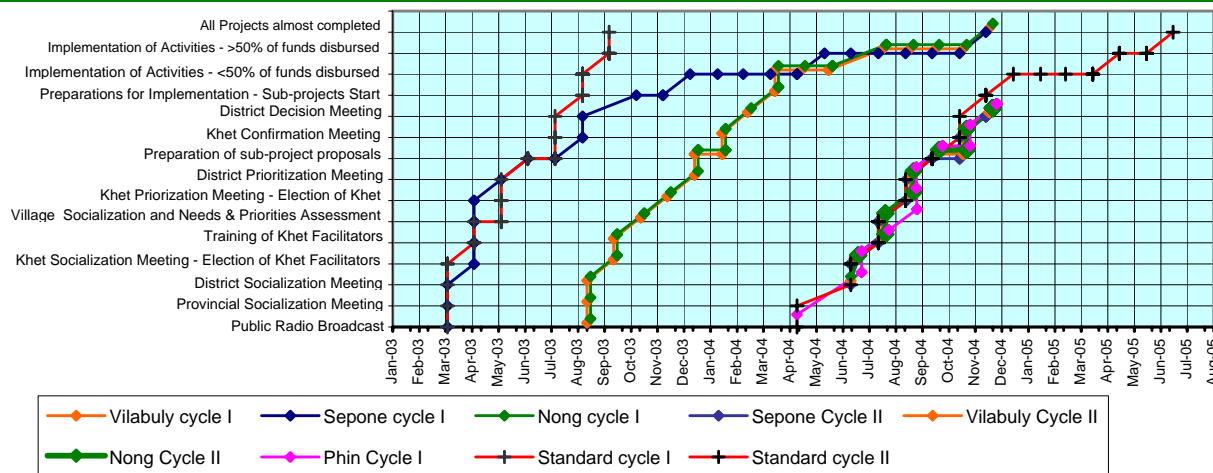


Chart of progress for activities of 2003-2004 and 2004-2005



Exchange Rate: approx. 1 US\$ = 10,500 Kip, rate used at the day of District Decision Meeting

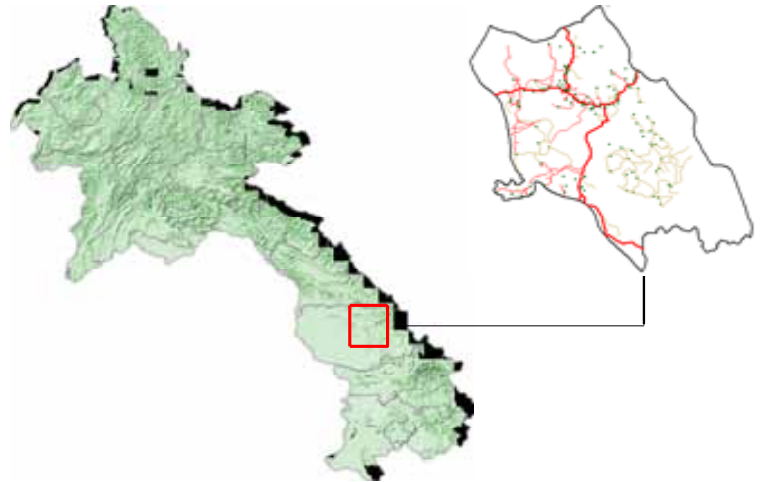
* Poverty indicators and "poor" villages are defined by the Prime Minister's Instruction No. 010/PM and the National Statistic Centre.

Progress activity of Phin District, as end of 2004

General Information

Savannakhet Province:	Total	Women
Population of Province (NSC; year 2003):	833,900	425,400
Total Number of districts:	15	
<i>Sepone, Nong, Vilaboury, Khanthabouly, Outhoumphone, Atsapangthong, Phine, Thapangthong, Songkhone, Champhone, Xonbuly, Xaybuly, Atsaphone, Xayphouthong and</i>		
Total Number of districts covered by PRF:	4	
<i>Sepone, Nong, Vilaboury and Phin</i>		
Phin District:	Total	Women
District Population (VNPA, PRF: 2004)	49,626	24,789
Total Number of Khets:	15	
Total Number of Villages:	116	
Total Number of "Poor" Villages*:	76	
% of villages without access to health services	0%	NSC: 2000
% of villages without safe water supply	0%	NSC: 2000
% of villages without road	0%	NSC: 2000
% of villages without access to School	0%	NSC: 2000
Main ethnic groups in the district: (NSC Census 95)		
<i>Kantang (35%), Phouthai (25%), Makong (23%), Lao (12%), Xuay (2%), Taoey (1%), Others (1%)</i>		

Maps of Lao PDR showing Savannakhet and Phin District



Initially requested village needs

Results after Village Needs and priorities Assessment (VNPA) and Prioritization

Description	Total	%
Number of Village Needs (activities) expressed by villagers by 3 priorities	348	
Number of Village Needs (activities) expressed by women by 3 priorities	35	10%
Number of Village Needs (activities) expressed by men by 3 priorities	58	17%
Village Needs after consolidation at Khet level (Khet Priorities)	109	

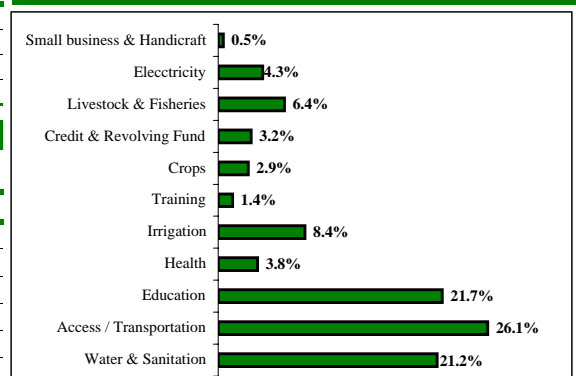
Selected / approved sub-projects for the period 2004-2005 [Cycle II]

Results after sub-project appraisal and District Decision Meeting

Description	Total	Kip	US\$
PRF Phin budget allocation 2004-2005	2,961,000,000		282,000
PRF Contribution to sub-project implementation	3,020,220,000		287,643
Village Contribution (cash / kind) to project implementation	300,524,986		28,621
Total Cost for Sub-Projects:	3,320,744,986		316,261
% of village contribution compared to total cost for sub-projects	9.0%	-	
Average PRF contribution per Sub-project	10,733,035		1,022
Average PRF contribution per participating village	7,705,769		734
Number of Villages benefiting from 2004-2005 funding round	39	34%	
Number of Poor Villages benefiting from 2004-2005 funding round	25	22%	
Number and percentage of beneficiaries in 2004-2005 funding round	8,880	18%	
Number of Khets benefiting from 2004-2005 funding round	10	100%	
Number of Sub-Projects to be implemented in 2004-2005 funding round	28	-	
Percentage of selected sub-projects proposed by women	-	7%	
Average Number of Sub-projects / Khet	2.8	-	
Average Number of Village activities / Khet	2.6	-	

Sub-project budget allocation per sector	Allocation (Kip)	Percentage %
Water & Sanitation	272,025,070	9.0%
Access/ Transport	1,324,027,010	43.8%
Education	1,142,652,395	37.8%
Electricity	180,996,000	6.0%
Training	100,519,525	3.3%
Total:	3,020,220,000	100%

Analysis of requested village needs by sector



Analysis of selected PRF sub-projects by sector

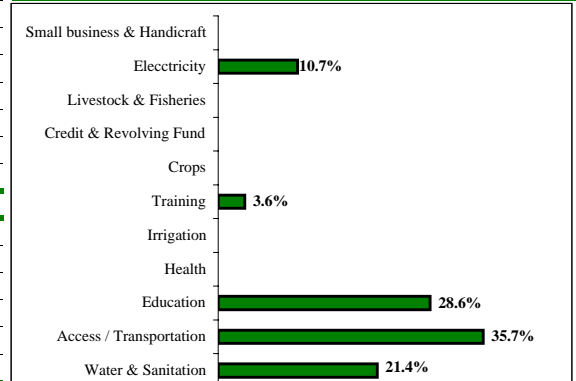
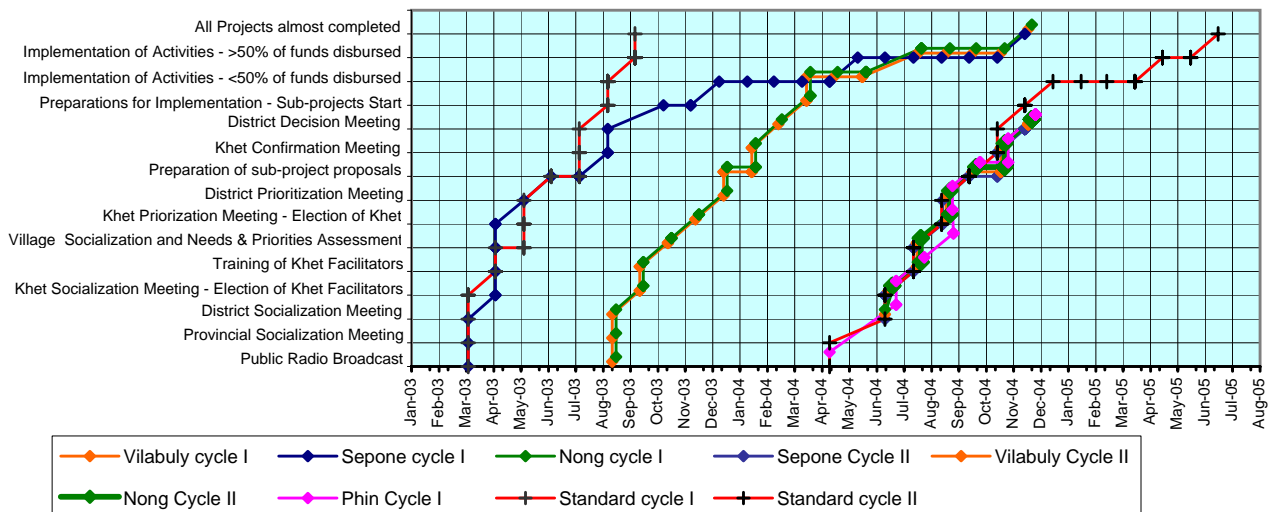


Chart of progress for activities of 2003-2004 and 2004-2005



Exchange Rate: approx. 1 US\$ = 10,500 Kip, rate used at the day of District Decision Meeting

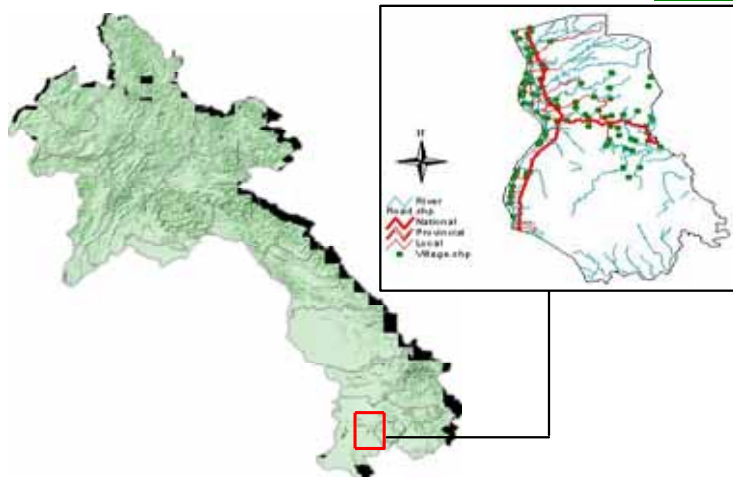
* Poverty indicators and "poor" villages are defined by the Prime Minister's Instruction No. 010/PM and the National Statistic Centre.

Progress activity of Pathoumphone District, as end of 2004

General Information

Champasack Province:	Total	Women
Population of Province (NSC; year 2003):	622,400	318,700
Total Number of districts:	10	
Mounlapamok, Khong, Pathoumphone, Sukuma, Pakse, Sanasomboun, Bachieng, Paksong, Phonethong and Champasack.		
Total Number of districts covered by PRF:	4	
Pathoumphone, Sukuma, Khong and Mounlapamok		
Pathoumphone District:	Total	Women
District Population (VNPA, PRR: 2004)	51,101	25,114
Total Number of Khets:	10	
Total Number of Villages:	93	
Total Number of "Poor" Villages*:	44	
% of villages without access to health services	14%	
% of villages without safe water supply	34%	
% of villages without road	17%	
% of villages without access to school	9%	
Main ethnic groups in the district: (NSC Census 95)		
Lao (91%), Laven (2%), Others		

Maps of Lao PDR showing Champasack and Pathoumphone



Initially requested village needs

Results after Village Needs and priorities Assessment (VNPA) and Prioritization

Description	Total	%
Number of Village Needs (activities) expressed by villagers by 3 priorities	279	
Number of Village Needs (activities) expressed by women by 3 priorities	22	8%
Number of Village Needs (activities) expressed by men by 3 priorities	23	8%
Village Needs after consolidation at Khet level (Khet Priorities)	54	

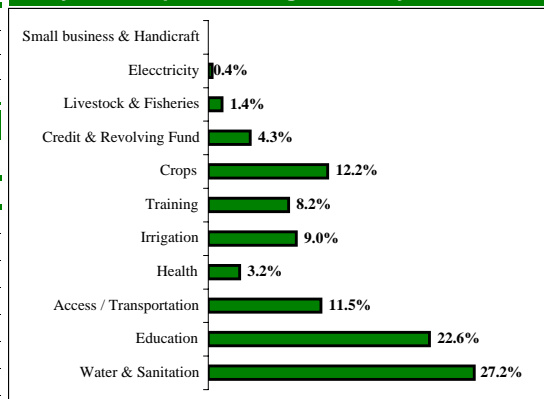
Selected / approved sub-projects for the period 2004-2005 - Cycle II

Results after sub-project appraisal and District Decision Meeting

Description	Total	Kip	US\$
PRF Pathoumphone budget allocation 2004-2005	861,000,000		82,000
PRF Contribution to sub-project implementation	860,950,000		81,995
Village Contribution (cash / kind) to project implementation	203,242,103		19,356
Total Cost for Sub-Projects:	1,081,692,108		103,018
% of village contribution compared to total cost for sub-projects	18.8%		-
Average PRF contribution per Sub-project	50,644,118		4,823
Average PRF contribution per participating village	12,850,000		1,224
Number of Villages benefiting from 2004-2005 funding round	67		-
Number of Poor Villages benefiting from 2004-2005 funding round	23		-
Number and percentage of beneficiaries in 2004-2005 funding round	37,202		73%
Number of Khets benefiting from 2004-2005 funding round	12		-
Number of Sub-Projects to be implemented in 2004-2005 funding round	17		-
Number and percentage of selected sub-projects proposed by women			0%
Average Number of Sub-projects / Khet	1.7		-
Average Number of Village activities / Khet	4		-

Sub-project budget allocation per sector	Allocation (Kip)	Percentage %
Water & Sanitation	210,706,141	24.0%
Access/ Transport	60,282,584	6.9%
Education	407,721,499	46.4%
Irrigation	158,820,447	18.1%
Training	40,919,334	4.7%
Total:	878,450,005	100%

Analysis of requested village needs by sector



Analysis of selected PRF sub-projects by sector

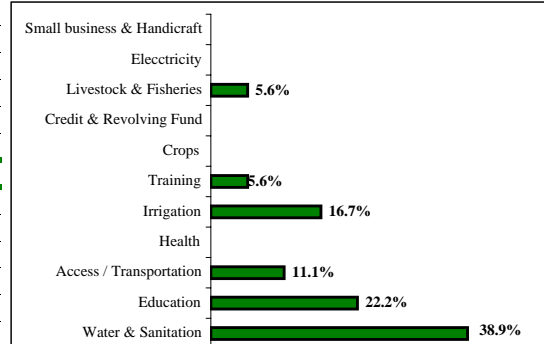
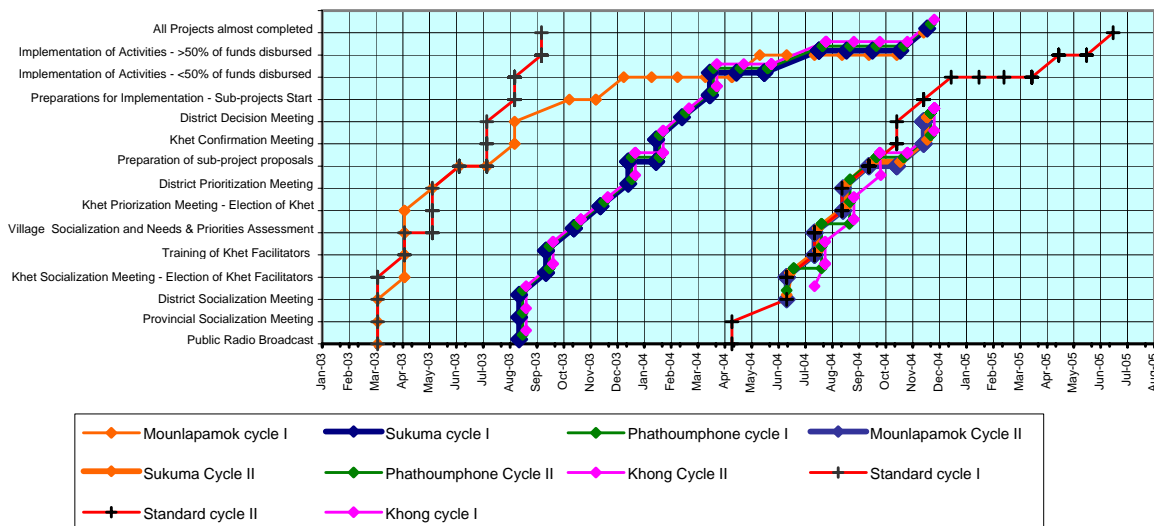


Chart of progress for activities of 2003-2004 and 2004-2005



Exchange Rate: approx. 1 US\$ = 10,500 Kip, rate used at the day of District Decision Meeting

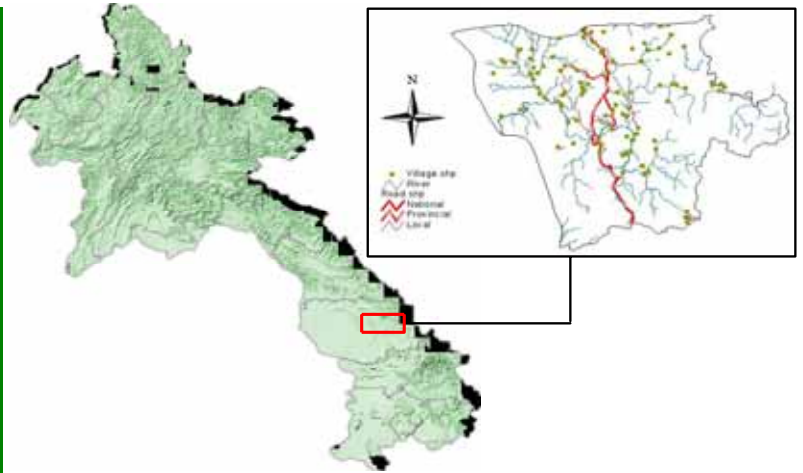
* Poverty indicators and "poor" villages are defined by the Prime Minister's Instruction No. 010/PM and the National Statistic Centre.

Progress activity of Nong District, as end of 2004

General Information

Savannakhet Province:	Total	Women
Population of Province (NSC; year 2003):	833,900	425,400
Total Number of districts:	15	
<i>Sepone, Nong, Vilaboury, Khanthabouly, Outhoumphone, Atsapangthong, Phine, Thapangthong, Songkhone, Champhone, Xonbuly, Xaybuly, Atsaphone, Xayphouthong and Thaphanlanxay.</i>		
Total Number of districts covered by PRF:	4	
<i>Sepone, Nong, Vilaboury and pin</i>		
Nong District:	Total	Women
District Population (VNPA, PRF: 2004)	27,194	13,404
Total Number of Khets:	10	
Total Number of Villages:	79	
Total Number of "Poor" Villages*:	75	
% of villages without access to health services	32%	
% of villages without safe water supply	85%	
% of villages without road	11%	
% of villages without access to school	28%	
<i>Main ethnic groups in the district: (NSC Census 95)</i>		
<i>Makong (67%), Taoey (12%), Tri (7%), Phouthai (7%), Katang (5%), Lao (2%), Others</i>		

Maps of Lao PDR showing Savannakhet and Nong



Initially requested village needs

Results after Village Needs and priorities Assessment (VNPA) and Prioritization

Description	Total	%
Number of Village Needs (activities) expressed by villagers by 3 priorities	237	
Number of Village Needs (activities) expressed by women by 3 priorities	24	10%
Number of Village Needs (activities) expressed by men by 3 priorities	26	11%
Village Needs after consolidation at Khet level (Khet Priorities)	65	

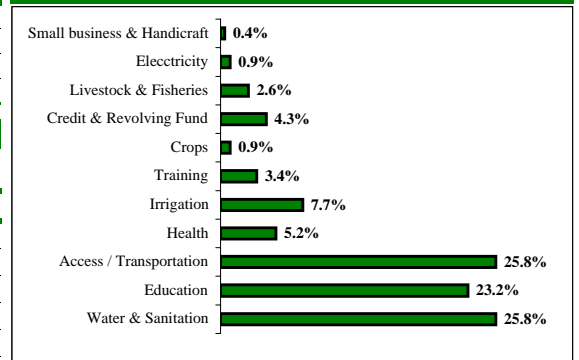
Selected / approved sub-projects for the period 2004-2005 - Cycle II

Results after sub-project appraisal and District Decision Meeting

Description	Total	Kip	US\$
PRF Nong budget allocation 2004-2005	2,047,500,000		195,000
PRF Contribution to sub-project implementation	2,088,450,000		198,902
Village Contribution (cash / kind) to project implementation	41,548,000		3,957
Total Cost for Sub-Projects:	2,129,998,000		202,857
% of village contribution compared to total cost for sub-projects	2.0%		-
Average PRF contribution per Sub-project	189,859,091		18,082
Average PRF contribution per participating village	50,937,805		4,851
Number of Villages benefiting from 2004-2005 funding round	41		52%
Number of Poor Villages benefiting from 2004-2005 funding round	26		35%
Number and percentage of beneficiaries in 2004-2005 funding round	11,878		44%
Number of Khets benefiting from 2004-2005 funding round	10		-
Number of Sub-Projects to be implemented in 2004-2005 funding round	11		-
Percentage of selected sub-projects proposed by women	-		9%
Average Number of Sub-projects / Khet	1		-
Average Number of Village activities / Khet	4		-

Sub-project budget allocation per sector	Allocation (Kip)	Percentage %
Water and Sanitation	260,615,671	12%
Education	103,684,652	5%
Access / Transportation	1,572,795,768	75%
Training	151,353,909	7%
Total:	2,088,450,000	100%

Analysis of requested village needs by sector



Analysis of selected PRF sub-projects by sector

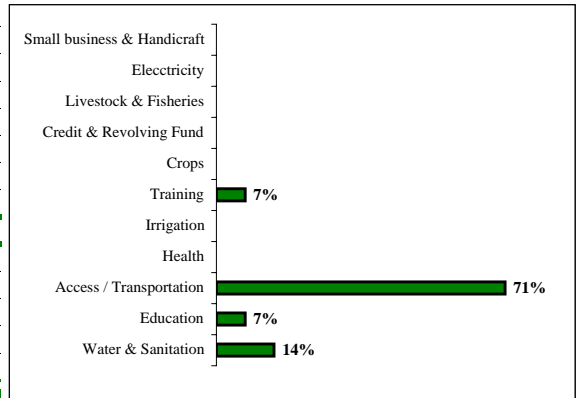
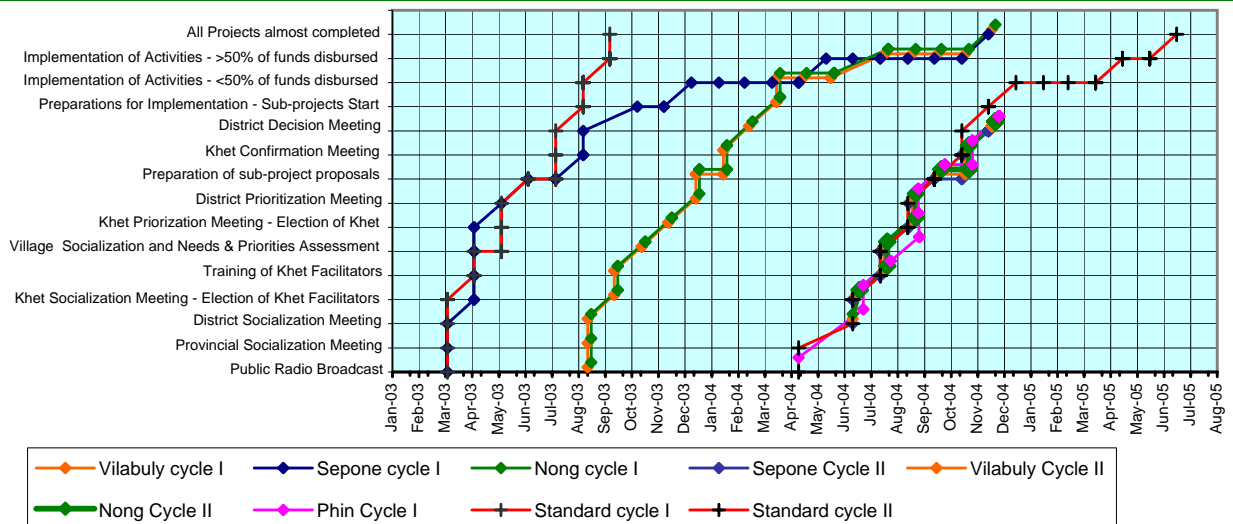


Chart of progress for activities of 2003-2004 and 2004-2005



Exchange Rate: approx. 1 US\$ = 10,500 Kip, rate used on the day of the District Decision Meeting

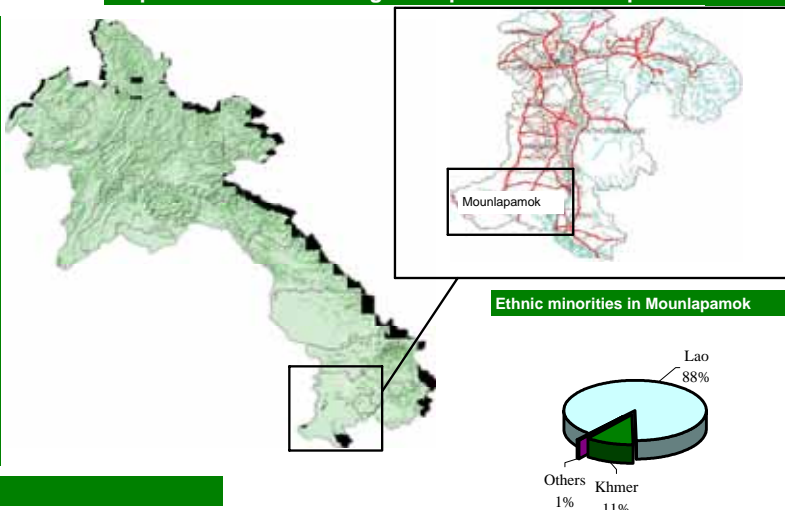
* Poverty indicators and "poor" villages are defined by the Prime Minister's Instruction No. 010/PM and the National Statistic Centre.

Progress activity of Mounlapamok District, as end of 2004

General Information

Champasack Province:	Total	Women
Population of Province (NSC; year 2003):	622,400	318,700
Total Number of districts:	10	
<i>Mounlapamok, Khong, Pathoumphone, Sukuma, Pakse, Sanasomboun, Bachieng, Paksong, Phonethong and Champasack.</i>		
Total Number of districts covered by PRF:	4	
<i>Pathoumphone, Sukuma, Kkong and Mounlapamok</i>		
Mounlapamok District:	Total	Women
District Population (VNPA, PRF: 2004)	38,142	22,427
Total Number of Khets:	10	
Total Number of Villages:	67	
Total Number of "Poor" Villages:	51	
% of villages without access to health services	27%	
% of villages without safe water supply	45%	
% of villages without road	0%	
% of villages without access to School	0%	
Main ethnic groups in the district: (NSC Census 95 in former Xiengkho District)		
<i>Lao and Khmer.</i>		

Maps of Lao PDR showing Champasack & Mounlapamok



Initially requested village needs

Results after Village Needs and priorities Assessment (VNPA) and Prioritization:

Description	Total	%
Number of Village Needs (activities) expressed by villagers by 3 priorities	210	
Number of Village Needs (activities) expressed by women by 3 priorities	26	13%
Number of Village Needs (activities) expressed by men by 3 priorities	32	16%
Village Needs after consolidation at Khet level (Khet Priorities)	58	

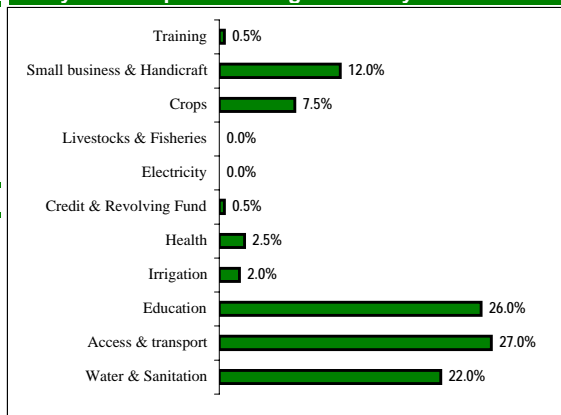
Selected / approved sub-projects for the period 2004-2005 [Cycle II]

Results after sub-project appraisal and District Decision Meeting:

Description	Total	Kip	US\$
PRF Mounlapamok budget allocation 2004-2005	1,795,500,000	171,000	
PRF Contribution to sub-project implementation	1,780,725,510	169,593	
Village Contribution (cash / kind) to project implementation	328,314,350	31,268	
Total Cost for Sub-Projects:	2,109,039,860	200,861	
% of village contribution compared to total cost for sub-projects	16%	-	
Average PRF contribution per Sub-project	68,489,443	6,523	
Average PRF contribution per participating village	178,072,551	16,959	
Number of Villages benefiting from 2004-2005 funding round	48	-	
Number of Poor Villages benefiting from 2004-2005 funding round	29	57%	
Number and percentage of beneficiaries in 2004-2005 funding round	38,142	100%	
Number of Khets benefiting from 2004-2005 funding round	10	100%	
Number of Sub-Projects to be implemented in 2004-2005 funding round	26	-	
Percentage of selected sub-projects proposed by women	-	8%	
Average Number of Sub-projects / Khet	2.6	-	
Average Number of Village activities / Khet	1.8	-	

Sub-project budget allocation per sector	Allocation (Kip)	Percentage %
Water & Sanitation	115,725,000	6.5%
Access/ Transport	80,039,167	4.5%
Health	198,875,952	11.2%
Education	1,306,239,774	73.4%
Livestocks & Fisheries	19,985,617	1.1%
Training	59,860,000	3.4%
Total:	1,780,725,510	100%

Analysis of requested village needs by sector



Analysis of selected PRF sub-projects by sector

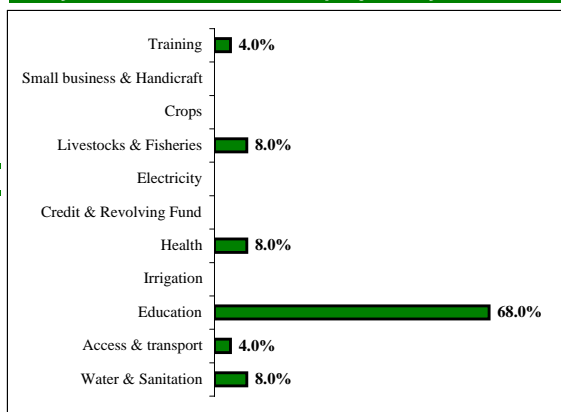
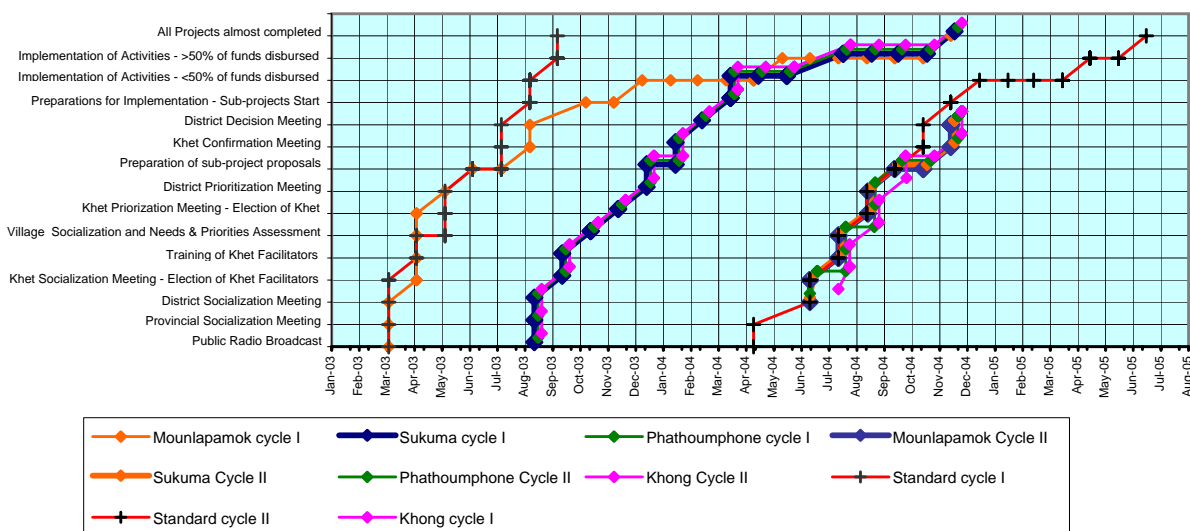


Chart of progress for activities of 2003-2004 and 2004-2005



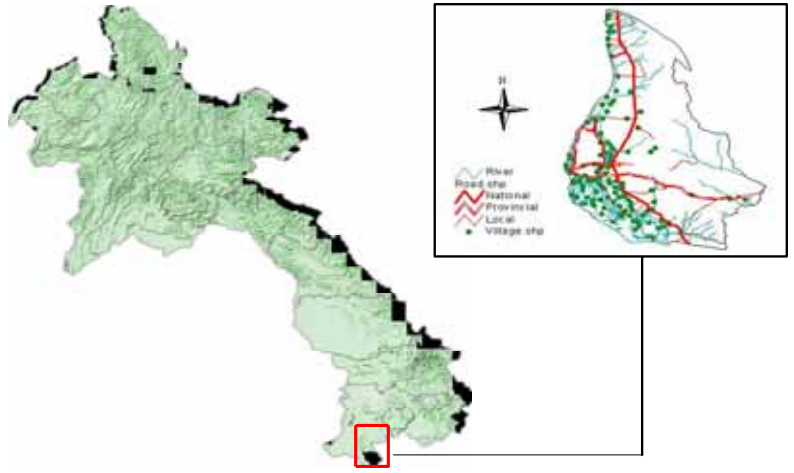
Exchange Rate: approx. 1 US\$ = 10,500 Kip, rate used at the day of District Decision Meeting
 * Poverty indicators and "poor" villages are defined by the Prime Minister's Instruction No. 010/PM and the National Statistic Centre.

Progress activity of Khong District, as end of 2004

General Information

Champasack Province:	Total	Women
Population of Province (NSC; year 2003):	622,400	318,700
Total Number of districts:	10	
<i>Mounlapamok, Khong, Pathoumphone, Sukuma, Pakse, Sanasomboun, Bachiang, Paksong, Phonethong and Champasack.</i>		
Total Number of districts covered by PRF:	4	
<i>Pathoumphone, Sukuma, Khong and Mounlapamok</i>		
Khong District:	Total	Women
District Population (VNPA, PRF: 2004)	70,170	35,020
Total Number of Khets:	14	
Total Number of Villages:	136	
Total Number of "Poor" Villages*:	46	
% of villages without access to health services	24%	
% of villages without safe water supply	10%	
% of villages without road	0%	
% of villages without access to school	7%	
Main ethnic groups in the district: (NSC Census 95)		
<i>Lao (98%), Others</i>		

Maps of Lao PDR showing Champasack and Khong



Initially requested village needs

Results after Village Needs and priorities Assessment (VNPA) and Prioritization

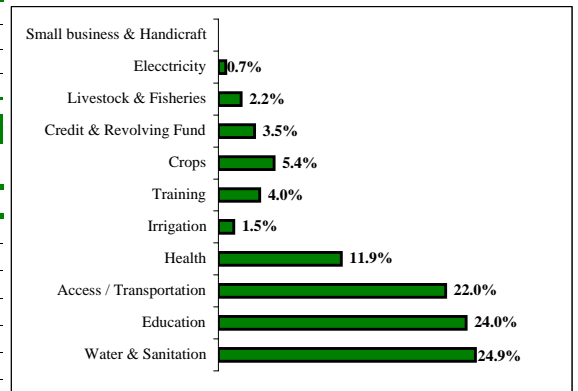
Description	Total	%
Number of Village Needs (activities) expressed by villagers by 3 priorities	408	
Number of Village Needs (activities) expressed by women by 3 priorities	26	6%
Number of Village Needs (activities) expressed by men by 3 priorities	42	10%
Village Needs after consolidation at Khet level (Khet Priorities)	84	

Selected / approved sub-projects for the period 2004-2005 - Cycle II

Results after sub-project appraisal and District Decision Meeting

Description	Total	Kip	US\$
PRF Khong budget allocation 2004-2005	997,500,000		95,000
PRF Contribution to sub-project implementation	901,306,147		85,839
Village Contribution (cash / kind) to project implementation	264,747,926		25,214
Total Cost for Sub-Projects:	1,166,054,073		111,053
% of village contribution compared to total cost for sub-projects	29.4%		-
Average PRF contribution per Sub-project	36,052,246		3,434
Average PRF contribution per participating village	10,991,538		1,047
Number of Villages benefiting from 2004-2005 funding round	82		-
Number of Poor Villages benefiting from 2004-2005 funding round	15		-
Number and percentage of beneficiaries in 2004-2005 funding round	33,971		48%
Number of Khets benefiting from 2004-2005 funding round	14		-
Number of Sub-Projects to be implemented in 2004-2005 funding round	25		-
Percentage of selected sub-projects proposed by women	-		4.0%
Average Number of sub-projects / Khet	1.8		-
Average Number of Village activities / Khet	3		-
Sub-project budget allocation per sector	Allocation (Kip)	Percentage %	
Water & Sanitation	38,414,213	4.3%	
Access/ Transport	49,228,755	5.5%	
Health	50,868,991	5.6%	
Education	687,897,175	76.3%	
Training	74,879,013	8.3%	
Total:	901,288,147	100%	

Analysis of requested village needs by sector



Analysis of selected PRF sub-projects by sector

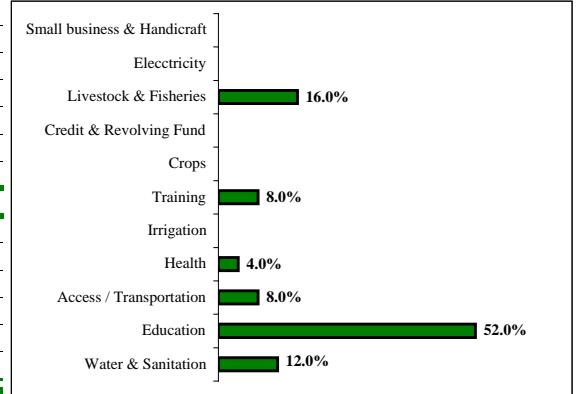
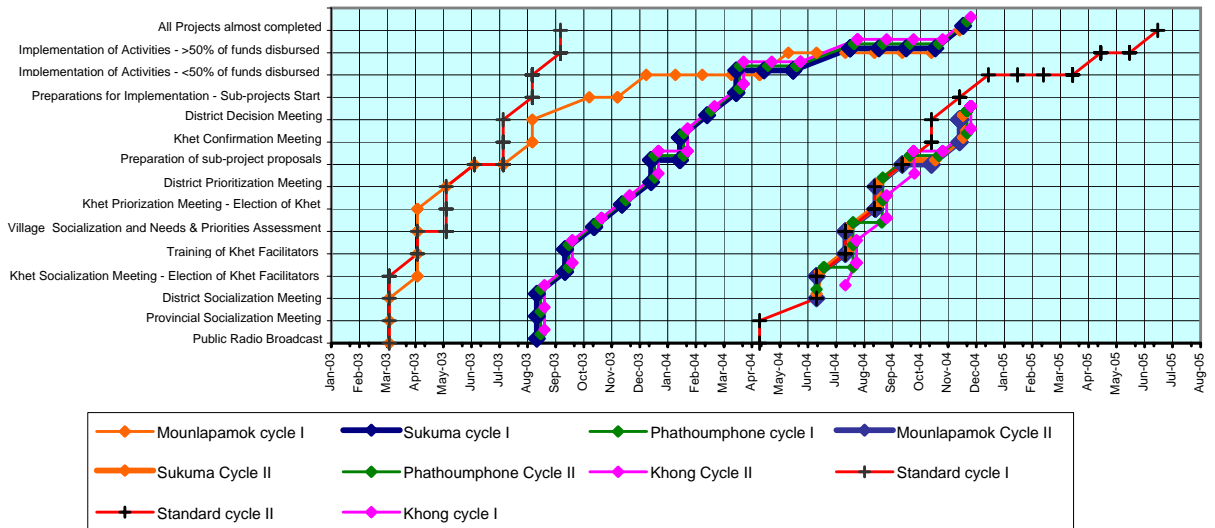


Chart of progress for activities of 2003-2004 and 2004-2005



Exchange Rate: approx. 1 US\$ = 10,500 Kip, rate used at the day of District Decision Meeting
 * Poverty indicators and "poor" villages are defined by the Prime Minister's Instruction No. 010/PM and the National Statistic Centre.

Progress activity of Huameuang District, as end of 2005

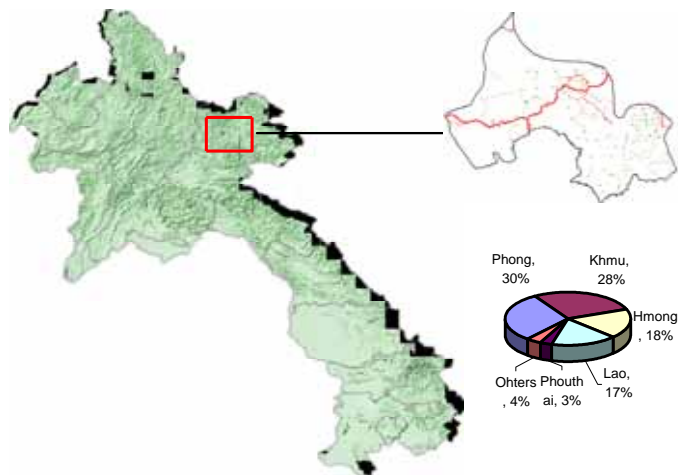
General Information

Huaphanh Province:	Total	Women
Population of Province (NSC; year 2003):	303,700	152,700
Total Number of districts:	8	
<i>Xiengkho, Add, Sobbao, Viengxay, Viengthong, Xamtay, Heuameuang, Xamneua</i>		
Total Number of districts covered by PRF:	6	
<i>Xiengkho, Add, Sobbao, Viengxay, Xamtay, Heuameuang</i>		

Huameuang District:	Total	Women
District Population (VNPA, PRF: 2004)	27,324	14,628
Total Number of Khets:	11	
Total Number of Villages:	85	
Total Number of "Poor" Villages*:	81	
% of villages without access to health services	48%	
% of villages without safe water supply	72%	
% of villages without road	48%	
% of villages without access to school	9%	
Main ethnic groups in the district: (NSC Census 95)		

Phong, Khmu, Hmong, Lao, Phouthai

Maps of Lao PDR showing Huaphanh and Huameuang



Initially requested village needs

Results after Village Needs and priorities Assessment (VNPA) and Prioritization

Description	Total	%
Number of Village Needs (activities) expressed by villagers by 3 priorities	255	
Number of Village Needs (activities) expressed by women by 3 priorities	20	8%
Number of Village Needs (activities) expressed by men by 3 priorities	27	11%
Village Needs after consolidation at Khet level (Khet Priorities)	62	

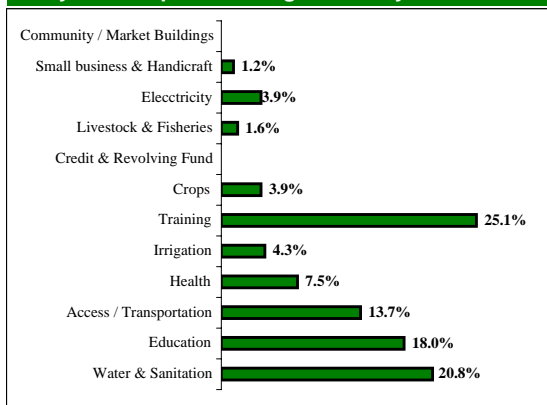
Selected / approved sub-projects for the period 2004-2005 - Cycle II

Results after sub-project appraisal and District Decision Meeting

Description	Total	Kip	US\$
PRF Pathoumphone budget allocation 2004-2005	2,457,000,000		234,000
PRF Contribution to sub-project implementation	2,431,657,550		231,587
Village Contribution (cash / kind) to project implementation	401,507,752		38,239
Total Cost for Sub-Projects:	2,833,165,302		269,825
% of village contribution compared to total cost for sub-projects	17%		-
Average PRF contribution per Sub-project	86,844,913		8,271
Average PRF contribution per participating village	30,020,464		2,859
Number of Villages benefiting from 2004-2005 funding round	81		95%
Number of Poor Villages benefiting from 2004-2005 funding round	37		46%
Number and percentage of beneficiaries in 2004-2005 funding round	3,626		13%
Number of Khets benefiting from 2004-2005 funding round	11		-
Number of Sub-Projects to be implemented in 2004-2005 funding round	28		-
Number and percentage of selected sub-projects proposed by women	-		3.4%
Average Number of Sub-projects / Khet	2.5		-
Average Number of Village activities / Khet	2.9		-

Sub-project budget allocation per sector	Allocation (Kip)	Percentage %
Water & Sanitation	234,338,419	9.6%
Access/ Transport	1,308,765,043	53.8%
Education	380,533,818	15.6%
Irrigation	226,758,534	9.3%
Community hall	210,335,040	8.6%
Training	70,926,696	2.9%
Total:	2,431,657,550	100%

Analysis of requested village needs by sector



Analysis of selected PRF sub-projects by sector

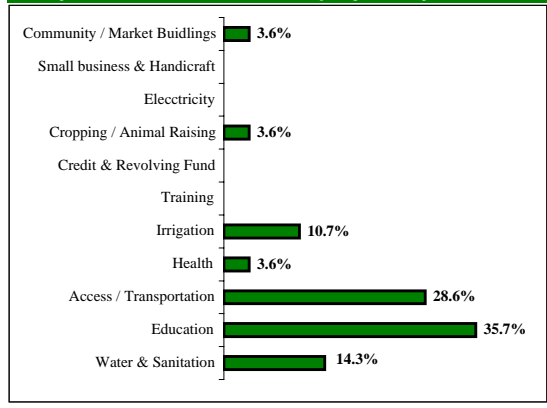
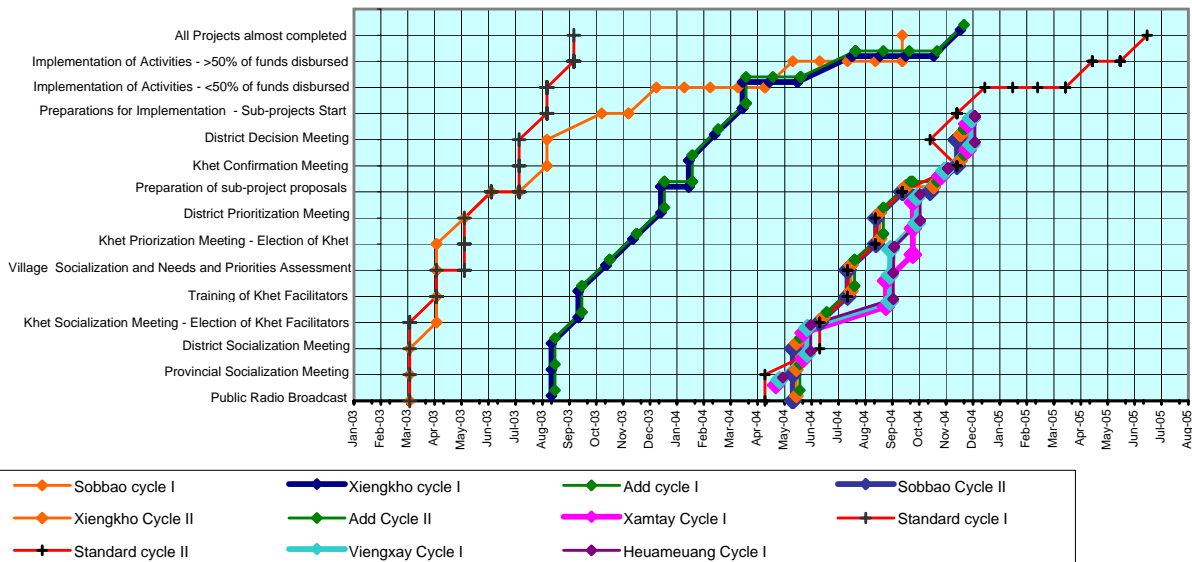


Chart of progress for activities of 2003-2004 and 2004-2005



Exchange Rate: approx. 1 US\$ = 10,500 Kip, rate used on the day of District Decision Meeting

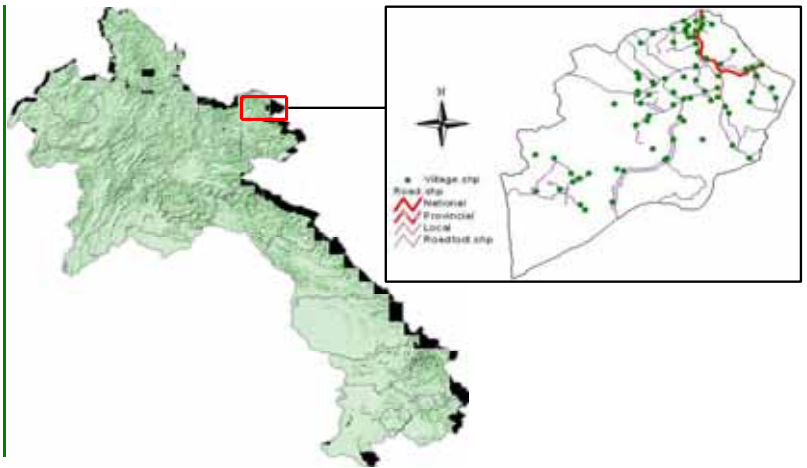
* Poverty indicators and "poor" villages are defined by the Prime Minister's Instruction No. 010/PM and the National Statistic Centre.

Progress activity of Add District, as end of 2004

General Information

Huaphanh Province:	Total	Women
Population of Province (NSC; year 2002):	303,700	152,700
Total Number of districts:	8	
<i>Xiengkho, Add, Sobbao, Viengxay, Viengthong, Xamtay, Heuameuang, Xamneua</i>		
Total Number of districts covered by PRF:	6	
<i>Xiengkho, Add, Sobbao, Viengxay, Xamtay, Heuameuang</i>		
Add District:	Total	Women
District Population (VNPA, PRF: 2004)	26,092	12,882
Total Number of Khets:	12	
Total Number of Villages:	78	
Total Number of "Poor" Villages*:	65	
% of villages without access to health services	22%	
% of villages without safe water supply	49%	
% of villages without road	61%	
% of villages without access to school	21%	
Main ethnic groups in the district: (NSC Census 95 in)		
Data is not available		

Maps of Lao PDR showing Huaphanh and Add

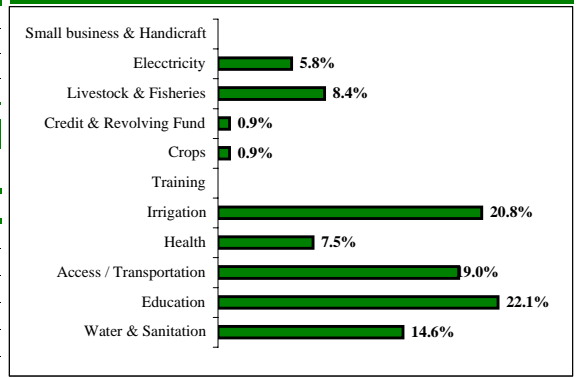


Initially requested village needs

Results after Village Needs and priorities Assessment (VNPA) and Prioritization

Description	Total	%
Number of Village Needs (activities) expressed by villagers by 3 priorities	231	
Number of Village Needs (activities) expressed by women by 3 priorities	5	2%
Number of Village Needs (activities) expressed by men by 3 priorities	19	8%
Village Needs after consolidation at Khet level (Khet Priorities)	73	

Analysis of requested village needs by sector



Selected / approved sub-projects for the period 2004-2005 - Cycle II

Results after sub-project appraisal and District Decision Meeting

Description	Total	Kip	US\$
PRF Add budget allocation 2004-2005	2,079,000,000		198,000
PRF Contribution to sub-project implementation	2,062,637,317		196,442
Village Contribution (cash / kind) to project implementation	507,764,700		48,359
Total Cost for Sub-Projects:	2,570,402,017		244,800
% of village contribution compared to total cost for sub-projects	19.8%		-
Average PRF contribution per Sub-project	49,110,412		4,677
Average PRF contribution per participating village	33,813,727		3,220
Number of Villages benefiting from 2004-2005 funding round	61		-
Number of Poor Villages benefiting from 2004-2005 funding round	37		-
Number and percentage of beneficiaries in 2004-2005 funding round	21,672		83%
Number of Khets benefiting from 2004-2005 funding round	12		-
Number of Sub-Projects to be implemented in 2004-2005 funding round	42		-
Percentage of selected sub-projects proposed by women			0%
Average Number of Sub-projects / Khet	3.5		-
Average Number of Village activities / Khet	1.5		-

Analysis of selected PRF sub-projects by sector

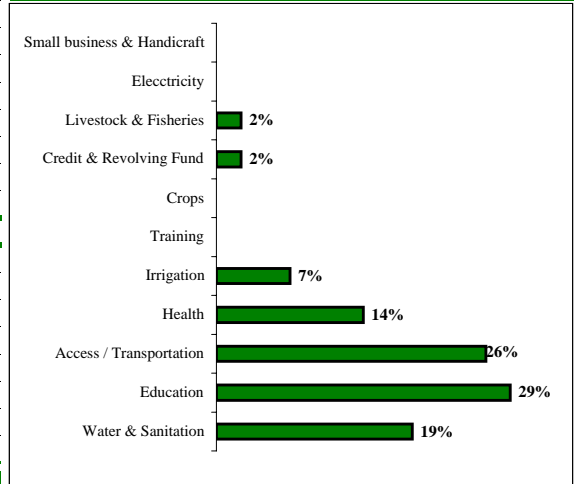
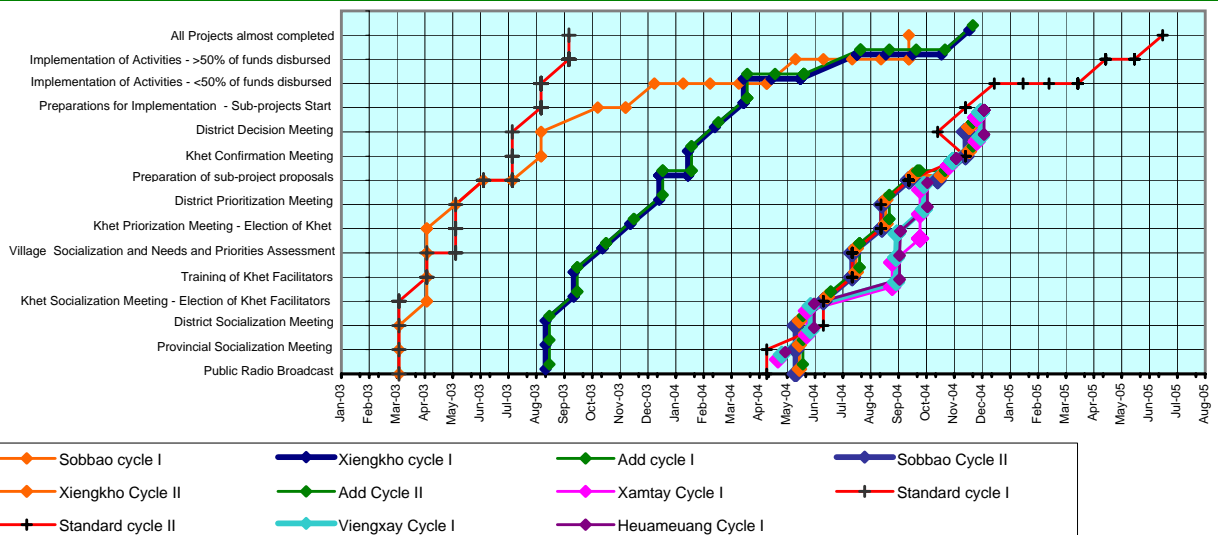


Chart of progress for activities of 2003-2004 and 2004-2005



Exchange Rate: approx. 1 US\$ =

10,500 Kip, rate used on the day of District Decision Meeting

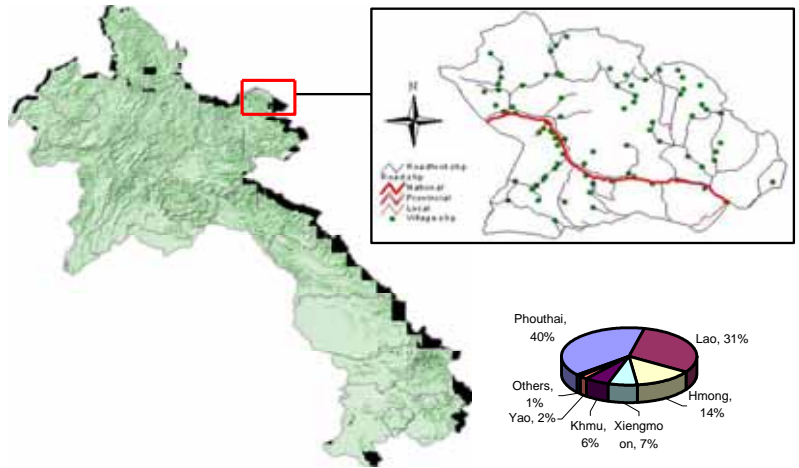
* Poverty indicators and "poor" villages are defined by the Prime Minister's Instruction No. 010/PM and the National Statistic Centre.

Progress activity of Xiengkhor, as end of 2004

General Information

Huaphanh Province:	Total	Women
Population of Province (NSC; year 2002):	303,700	152,700
Total Number of districts:	8	
<i>Xiengkho, Add, Sobbao, Viengxay, Viengthong, Xamtay, Heuameuang, Xameua</i>		
Total Number of districts covered by PRF:	6	
<i>Xiengkho, Add, Sobbao, Viengxay, Xamtay, Heuameuang</i>		
Xiengkhor District:	Total	Women
District Population (VNPA, PRF:2004)	25,986	12,455
Total Number of Khets:	12	
Total Number of Villages:	63	
Total Number of "Poor" Villages*:	56	
% of villages without access to health services	11%	
% of villages without safe water supply	38%	
% of villages without road	42%	
% of villages without access to School	0%	
Main ethnic groups in the district: (NSC Census 95 in)		
<i>Phouthai, Lao, Hmong, Xinegmoon, Khmu, Yao, Others</i>		

Maps of Lao PDR showing Huaphanh and Xiengkhor



Initially requested village needs

Results after Village Needs and priorities Assessment (VNPA) and Prioritization

Description	Total	%
Number of Village Needs (activities) expressed by villagers by 3 priorities	189	
Number of Village Needs (activities) expressed by women by 3 priorities	10	5%
Number of Village Needs (activities) expressed by men by 3 priorities	13	7%
Village Needs after consolidation at Khet level (Khet Priorities)	80	

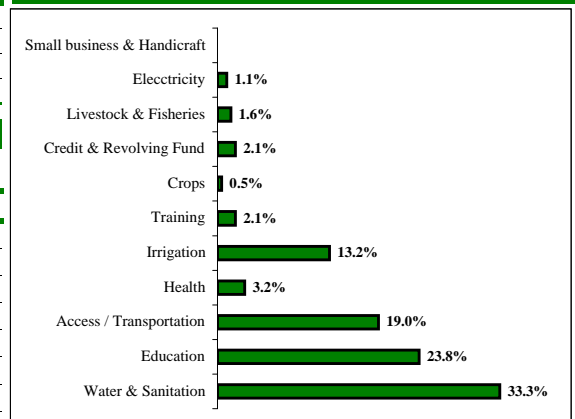
Selected / approved sub-projects for the period 2004-2005 - Cycle II

Results after sub-project appraisal and District Decision Meeting

Description	Total	Kip	US\$
PRF Xiengkhor budget allocation 2004-2005	2,054,850,000		111,680
PRF Contribution to sub-project implementation	2,148,983,360		110,850
Village Contribution (cash / kind) to project implementation	511,986,500		48,761
Total Cost for Sub-Projects:	2,660,969,860		253,426
% of village contribution compared to total cost for sub-projects	19.2%		-
Average PRF contribution per sub-project	53,724,584		5,117
Average PRF contribution per participating village	42,979,667		4,093
Number of Villages benefiting from 2004-2005 funding round	50		-
Number of Poor Villages benefiting from 2004-2005 funding round	32		-
Number and percentage of beneficiaries in 2004-2005 funding round	19,143		74%
Number of Khets benefiting from 2004 funding round	12		-
Number of Sub-Projects to be implemented in 2004-2005 funding round	40		-
Percentage of selected sub-projects proposed by women	-		2.5%
Average Number of Sub-projects / Khet	3.3		-
Average Number of Village activities / Khet	0.8		-

Sub-project budget allocation per sector	Allocation (Kip)	Percentage %
Water & Sanitation	648,202,048	30.2%
Access/ Transport	1,036,237,927	48.2%
Education	130,518,580	6.1%
Irrigation	208,346,267	9.7%
Credit & Revolving fund	25,678,538	1.2%
Training	100,000,000	4.7%
Total:	2,148,983,360	100%

Analysis of requested village needs by sector



Analysis of selected PRF sub-projects by sector

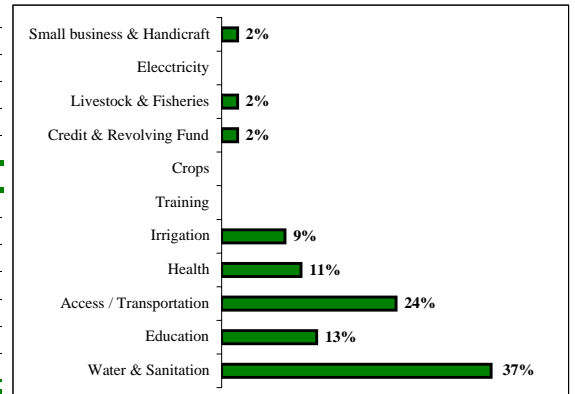
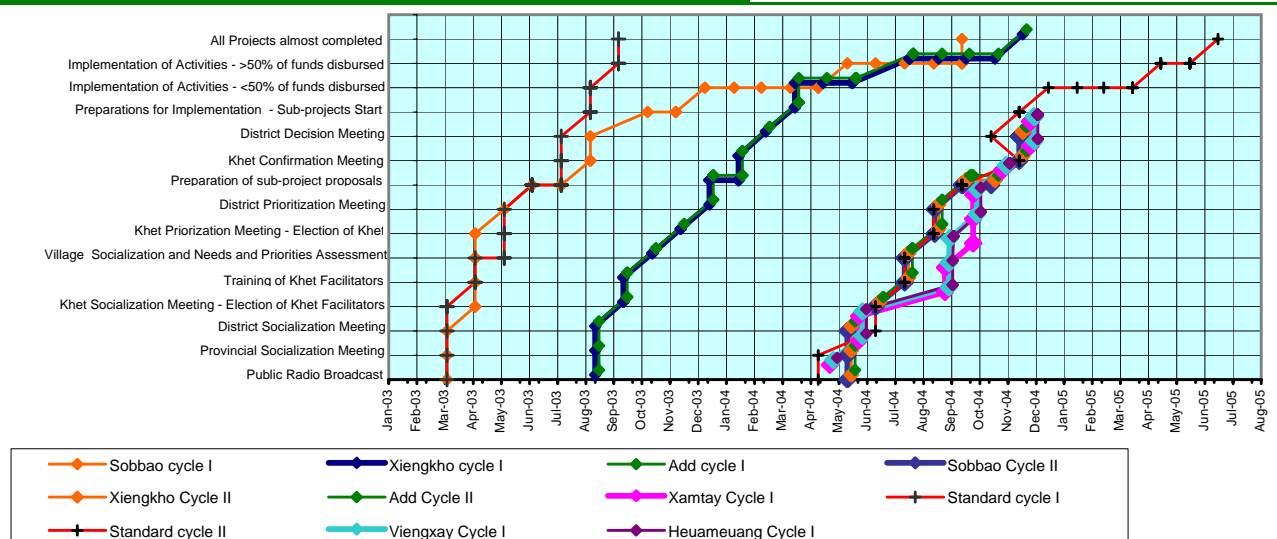


Chart of progress for activities of 2003-2004 and 2004-2005



Exchange Rate: approx. 1 US\$ = 10,500 Kip, rate used on the day of District Decision Meeting

* Poverty indicators and "poor" villages are defined by the Prime Minister's Instruction No. 010/PM and the National Statistic Centre.

Procurement Report 2004

Annex III

Item No.	Description	Quantity					Type of Review
		Distribution / Location					
		Total	Vientiane	Huaphanh	Savannakhet	Champasack	
Civil Works (CW)							
1	Pakse	1				1	
2	Vientiane Re-roofing	1				Post	
3	Samneua	1				Post	
Furniture							
1	Table			3			
2	Chair			9			
3	Cupboard			2			
4	Bookshelf						
5	Semi bookshelf						
6	Drinking Water tap/unit						
7	Computer Table			1			
8	Printer and Copier Table						
9	Meeting table			2			
10	Filling Cabinet						
Furniture							
1	Table				6		
2	Chair				8		
3	Cupboard				4		
4	Bookshelf						
5	Semi bookshelf						
6	Drinking Water tap/unit						
7	Computer Table						
8	Printer and Copier Table						
9	Meeting table				2		
10	Filling Cabinet				1		
Furniture							
1	Table					12	
2	Chair					51	
3	Cupboard					5	
4	Bookshelf						
5	Semi bookshelf						
6	Drinking Water tap/unit						
7	Computer Table					1	
8	Printer and Copier Table					3	
9	Meeting table					6	
10	Filling Cabinet						
External Services							
1	NSC baseline survey						
Repeat Order							
1	Computer	7	4	1	1	1 prior	
Natinal Shopping							
1	Ford Pick up	2		1	1	Prior	
Natinal Shopping							
1	Motorbikes Off-Road (Samsing)	15		9	5	1 Prior	
Telephone Installation							
1	Telephone Installation	1		1			
2	Telephone Installation	1			1		
3	Telephone Installation	1				1	
Furniture							
1	Table			6			
2	Chair			18			
3	Cupboard			3			
4	Bookshelf						
5	Semi bookshelf						
6	Drinking Water tap/unit						
7	Computer Table				2		
8	Printer and Copier Table						
9	Meeting table				4		
10	Filling Cabinet						
Furniture							
1	Table			6			
2	Chair						
3	Cupboard			2			
4	Bookshelf						
5	Semi bookshelf						
6	Drinking Water tap/unit						
7	Computer Table				2		
8	Printer and Copier Table				2		
9	Meeting table						
10	Filling Cabinet						
Furniture							
1	Table				18		
2	Chair				31		
3	Cupboard				4		
4	Bookshelf				5		
5	Semi bookshelf						
6	Drinking Water tap/unit						
7	Computer Table				9		
8	Printer and Copier Table				1		
9	Meeting table				3		
10	Filling Cabinet				1		
Furniture							
1	Table				4		
2	Chair				12		
3	Cupboard				2		
4	Bookshelf				1		
5	Semi bookshelf						
6	Drinking Water tap/unit						
7	Computer Table						
8	Printer and Copier Table						
9	Meeting table					1	
10	Filling Cabinet						

Item No.	Description	Quantity					Type of Review
		Distribution / Location					
		Total	Vientiane	Huaphanh	Savannakhet	Champasack	
National Shopping							
1	Ford Pick up	2		1	1	Prior	
National Shopping							
1	Motorbikes Off-Road (Samsing)	15		9	5	1 Prior	
Telephone Installation							
1	Telephone Installation	1		1			
2	Telephone Installation	1			1		
3	Telephone Installation	1				1	
Furniture							
1	Table			6			
2	Chair			18			
3	Cupboard			3			
4	Bookshelf						
5	Semi bookshelf						
6	Drinking Water tap/unit						
7	Computer Table				2		
8	Printer and Copier Table						
9	Meeting table				4		
10	Filling Cabinet						
Furniture							
1	Table			6			
2	Chair						
3	Cupboard			2			
4	Bookshelf						
5	Semi bookshelf						
6	Drinking Water tap/unit						
7	Computer Table				2		
8	Printer and Copier Table				2		
9	Meeting table						
10	Filling Cabinet						
Furniture							
1	Table				18		
2	Chair				31		
3	Cupboard				4		
4	Bookshelf				5		
5	Semi bookshelf						
6	Drinking Water tap/unit						
7	Computer Table				9		
8	Printer and Copier Table				1		
9	Meeting table				3		
10	Filling Cabinet				1		
Furniture							
1	Table				4		
2	Chair				12		
3	Cupboard				2		
4	Bookshelf				1		
5	Semi bookshelf						
6	Drinking Water tap/unit						
7	Computer Table						
8	Printer and Copier Table						
9	Meeting table					1	
10	Filling Cabinet						

Item No.	Description	Quantity					Type of Review
		Distribution / Location					
		Total	Vientiane	Huaphanh	Savannakhet	Champasack	
Furniture							
1	Table					1	
2	Chair						
3	Cupboard					1	
4	Bookshelf						
5	Semi bookshelf						
6	Drinking Water tap/unit						
7	Computer Table						
8	Printer and Copier Table						
9	Meeting table						
10	Filling Cabinet						
National Shopping							
1	PC Desktop	6	2	3	1		
2	UPS	6	2	3	1		
National Shopping (Computers)							
1	PC Desktop 17" Monitor	1	1				
2	PC Desktop-compatible 15" Monitor	9		7	2		
3	Laptop	4	1	1	1	1	
4	Desktop Monitor	2	2				
5	UPS 750 VA	10	1	7	2		
6	Laser printer A 4	4		3	1		
7	External hardrive	7	4	1	1	1	
8	Handy drive (thumb flash drive)	7	2	4	1		
9	External CD- RW writer	4	1	1	1	1	
10	Memory stick for digital camera	1			1		
11	Memory stick reader/writer	1	1				
12	IT Tool set	1	1				
13	Power generator	2		2			
14	Digital Camera	1			1		
15	Hub 8 ports	3		1	1	1	
16	Calculator	10		3	3	4	
17	UPT+16RJ-45 Port	1	1				
External Services							
1	Gender Training	2	1			1	
2	Gender Training	2		1	1		
3	Data Entry Services						
4	Accounting Consultant						
5	Social Study						
6	Financial Audit						

Total procurement of the year 2005: \$ 145,104.00

ຂໍ້ໂຄງການຍ່ອຍ / SUB-PROJECT NAME

01 ຂະແໜງ ສຶກສາ/Education sector		(ED)	Unit lao	Unit eng	Unit Size lao	Unit Size Eng		
01	ED0001	ກໍ່ສ້າງໂຮງຮຽນປະຖົມ / Primary school constuction	ED - PSCN	ED - PSCN	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0002	ສ້ອມແປງໂຮງຮຽນປະຖົມ / Primary school Renovation	ED - PSRN	ED - PSRN	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0003	ກໍ່ສ້າງໂຮງຮຽນມັດທະຍົມຕອນຕົ້ນ/ Lower secondary school constuction	ED - LSCN	ED - LSCN	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0004	ກໍ່ສ້າງໂຮງຮຽນມັດທະຍົມປາຍ / Uper secondary school constuction	ED - USCN	ED - USCN	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0005	ສືບຕໍ່ກໍ່ສ້າງໂຮງຮຽນປະຖົມ/ Continueing primary school construction	ED - CPSC	ED - CPSC	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0006	ສືບຕໍ່ກໍ່ສ້າງໂຮງຮຽນມັດທະຍົມຕອນຕົ້ນ/ Continueing lower secondary school construction	ED - CLSC	ED - CLSC	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0007	ສືບຕໍ່ກໍ່ສ້າງໂຮງຮຽນມັດຕອນປາຍ/ Continueing uper secondary construction	ED - CUSC	ED - CUSC	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0008	ສືບຕໍ່ສ້ອມແປງ ໂຮງຮຽນປະຖົມ /Cotinueing primary school renovation	ED - CPSR	ED - CPSR	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0009	ສືບຕໍ່ສ້ອມແປງ ໂຮງຮຽນມັດທະຍົມຕົ້ນ/ Continueing lower secondary school renovation	ED - CLSR	ED - CLSR	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0010	ສືບຕໍ່ສ້ອມແປງ ໂຮງຮຽນມັດທະຍົມປາຍ/Continueing uper secondary school renovation	ED - CUSR	ED - CUSR	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0011	ກໍ່ສ້າງໂຮງຮຽນວິຊາຊີບ / Vocational construction	ED - VOCN	ED - VOCN	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0012	ກໍ່ສ້າງ ສະໂມສອນ(ຫ້ອງປະຊຸມ..) / Public hall (meeting room ...) construction	ED - PUCN	ED - PUCN	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0013	ສ້ອມແປງ ສະໂມສອນ (ຫ້ອງປະຊຸມ)/ Public hall (meeting room) renovation	ED - PURE	ED - PURE	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0014	ເບ້ຍລ້ຽງຄູ / Teacher Stipend	ED - TEST	ED - TEST	ຄົນ	person	ຄົນ	person
01	ED0015	ກໍ່ສ້າງຫ້ອງສະໝຸດ / Library construction	ED - LICN	ED - LICN	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0016	ສ້ອມແປງ ຫ້ອງສະໝຸດ / Library renovation	ED - LIRE	ED - LIRE	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0017	ກໍ່ສ້າງໂຮງຮຽນອະນຸບານ / Kindergarten construction	ED - KICN	ED - KICN	ຫລັງ	site	ຫ້ອງ	Class(es)
01	ED0018	ອຸປະກອນການຮຽນ-ອຸປະກອນການສອນ / Leaningmaterial-Teaching material	ED - LETM	ED - LETM	ຊຸດ	set	ຊຸດ	set
01	ED0019	ອຸປະກອນຕົບແຕ່ງພາຍໃນໂຮງຮຽນ / Furniture	ED - FURN	ED - FURN	ຊຸດ	set	ຊຸດ	set
01	ED0020	ເຄື່ອງກິລາ / Sport instrument	ED - SPIN	ED - SPIN	ຊຸດ	set	ຊຸດ	set
01	ED0021	ເຄື່ອງດົນຕີ/ Music instrument	ED - MUIN	ED - MUIN	ຊຸດ	set	ຊຸດ	set
01	ED0022	ຝຶກອົບຮົມຄູສອນ/ Teacher Upgrading	ED - TEUP	ED - TEUP	ຄົນ	person	ຄົນ	person
02	ຂະແໜງ ສາທາລະນະສຸກ/Health sector		(HL) / (WS)	(HL) / (WS)				
02	HLIG01	ຝຶກອົບຮົມແພດ/ Nurse upgrading	HL - NUUP	HL - NUUP	ຄົນ	person	ຄົນ	person
02	HL0001	ກໍ່ສ້າງສຸກສາລາ / Dispensary construction	HL - DICN	HL - DICN	ຫລັງ	site	ຫ້ອງ	Class(es)

02	HL0002	ກໍ່ສ້າງເຮືອນ ປະສູດ/ Delivery house construction	HL - DHCN	HL - DHCN	ຫລັງ	site	ຫ້ອງ	Class(es)
02	HL0003	ສືບຕໍ່ກໍ່ສ້າງສູກສາລາ / Continueing dispensary construction	HL - CDCN	HL - CDCN	ຫລັງ	site	ຫ້ອງ	Class(es)
02	HL0004	ສືບຕໍ່ສ້ອມແປງສູກສາລາ/ Continueing dispensary renovation	HL - CDRE	HL - CDRE	ຫລັງ	site	ຫ້ອງ	Class(es)
02	HL0005	ຖົງຢາປະຈຳບ້ານ / Village medicine box	HL - MEBX	HL - MEBX	ຊຸດ	sut	ຊຸດ	sut
02	HL0006	ກໍ່ສ້າງເຮືອນພັກ ຄົນເຈັບ / Dormitory for patients construction	HL - DPCN	HL - DPCN	ຫລັງ	site	ຫ້ອງ	Class(es)
02	HL0007	ເບ້ຍລ້ຽງແພດ / Nurse's stipend	HL - NUST	HL - NUST	ຄົນ	person	ຄົນ	person
02	HL0008	ອຸປະກອນການແພດ / Medical equipment	HL - MEEQ	HL - MEEQ	ຊຸດ	set	ຊຸດ	set
02	HL0009	ຝຶກອົບຮົມ ອ ສ ບ / Village health volunteer training	HL - VHVT	HL - VHVT	ຄົນ	person	ຄົນ	person
02	HL0010	ຝຶກອົບຮົມລູກຮ່າງ / Birth spacing training	HL - BIST	HL - BIST	ຄົນ	person	ຄົນ	person
02	HL0011	ຝຶກອົບຮົມໝໍຕຳແຍ/ Mid wife training	HL - MIWT	HL - MIWT	ຄົນ	person	ຄົນ	person
02		ນ້ຳສະອາດແລະສຸຂະອະນາໄມ/Water & Sanitation	(WS)	(WS)				
02	WS0001	ສ້ອມແປງນ້ຳບາດານ / Repair drilled well	WS - REDW	WS - REDW	ໜ່ວຍ	site	ມ	m
02	WS0002	ສ້ອມແປງລະບົບນ້ຳປະປາ / Water system repairing	WS - WASR	WS - WASR	ແຫ່ງ	site	ແຫ່ງ	site
02	WS0003	ສ້ອມແປງລະບົບນ້ຳລືນ / Clean water system upgrade	WS - CWSU	WS - CWSU	ແຫ່ງ	site	ມ	m
02	WS0004	ກໍ່ສ້າງ ວິດຖ່າຍ / Latrine	WS - LATR	WS - LATR	ແຫ່ງ	site	ໜ່ວຍ	unit
02	WS0005	ກໍ່ສ້າງ ຖັງໃສ່(ເກັບ)ນ້ຳ/ອ່າງເກັບນ້ຳ / Water tank/Reservoir construction	WS - WATC	WS - WATC	ແຫ່ງ	site	ໜ່ວຍ	tank
02	WS0006	ກໍ່ສ້າງ ລະບົບນ້ຳປະປາຊຸມຊົນ / Community water supply construction	WS - CWSC	WS - CWSC	ແຫ່ງ	site	ແຫ່ງ	site
02	WS0009	ກໍ່ສ້າງ ນ້ຳສ້າງໃສ່ທໍ່/ Hand dug well	WS - HADW	WS - HADW	ໜ່ວຍ	site	ມ	m
02	WS0010	ນ້ຳສ້າງ-ໃສ່ທໍ່ (ໃຊ້ບໍ່ມີ) / Hand pump dug well	WS - HPDW	WS - HPDW	ໜ່ວຍ	site	ມ	m
02	WS0011	ກໍ່ສ້າງນ້ຳບາດານ / Drilled well	WS - DRWE	WS - DRWE	ແຫ່ງ	site	ມ	m
02	WS0012	ກໍ່ສ້າງລະບົບປົກປັກຮັກສາແຫລ່ງນ້ຳ (ລິນ, ອອກບໍ່)/ Spring water protection ?	WS - SPWP	WS - SPWP	ແຫ່ງ	site	ແຫ່ງ	site
02	WS0013	ກໍ່ສ້າງລະບົບນ້ຳລືນ / Spring gravity fed system	WS - FDSY	WS - FDSY	ແຫ່ງ	site	ມ	m
02	WS0014	ສາຍກາບສົ່ງນ້ຳ/ Cable for water pipe ?	WS - CAWP	WS - CAWP	ແຫ່ງ	site	ມ	m
03		ຂະແໜງ ຄຊປກ / CTPC sector	(AT)	(AT)				
03	ATEL01	ໄຟຟ້າແສງຕາເວັນ / Solar system	EL - SOSY	EL - SOSY	ແຫ່ງ	site	ຊຸດ	set
03	ATEL02	ໄຟຟ້າເຂົ້າບ້ານ / Main electrical line access	EL - MELA	EL - MELA	ແຫ່ງ	site	ມ	m
03	ATEL03	ໄຟຟ້ານ້ຳຕົກນ້ອຍ / Micro hydro power	EL - MIHP	EL - MIHP	ແຫ່ງ	site	ແຫ່ງ	site
03	AT0001	ກໍ່ສ້າງຂົວຊີມັງ-ເຫລັກ-ໄມ້ / Concrete steel wood bridge construction	AT - CWBC	AT - CWBC	ແຫ່ງ	site	ມ	m
03	AT0002	ກໍ່ສ້າງຂົວໄມ້ / Wooden bridge construction	AT - WOBC	AT - WOBC	ແຫ່ງ	site	ມ	m
03	AT0003	ກໍ່ສ້າງຂົວເບເລ / Bailey bridge construction	AT - BABC	AT - BABC	ແຫ່ງ	site	ມ	m
03	AT0004	ກໍ່ສ້າງຂົວອູ່ / Suspension bridge construction	AT - SUBC	AT - SUBC	ແຫ່ງ	site	ມ	m
03	AT0005	ກໍ່ສ້າງລະບົບລະບາຍນ້ຳ / Road drainage system construction	AT - RDSC	AT - RDSC	ແຫ່ງ	site	ມ	m

03	AT0006	ຍົກລະດັບທາງຊົນນະບົດ/ Rural road upgrade	AT -	RRUP	AT - RRUP	ແຫ່ງ	site	ກມ	km
03	AT0007	ສືບຕໍ່ຍົກລະດັບທາງ / Continuing rural road upgrade	AT -	CRRU	AT - CRRU	ແຫ່ງ	site	ກມ	km
03	AT0008	ທໍ່ລອດທາງ/ Culvert	AT -	CULV	AT - CULV	ແຫ່ງ	site	ທໍ່	pipe(s)
03	AT0009	ສຳຫລວດ ແລວທາງ/ Rural road survey	AT -	RURS	AT - RURS	ແຫ່ງ	site	ກມ	km
03	AT0010	ສຳຫລວດຂົວ/ Bridge survey	AT -	BRSV	AT - BRSV	ແຫ່ງ	site	ມ	m
04	ຂະແໜງ ກະສິກຳ ແລະ ປ່າໄມ້ / Agriculture and Forestry sector			(AF)	(AF)				
04	IR0001	ສ້ອມແປງປະຕູນໍ້າ / Maintenance irrigation gateway	AF -	MAIG	AF - MAIG	ແຫ່ງ	site	ມ	m
04	IR0002	ກໍ່ສ້າງລະບົບຊົນລະປະທານ / Irrigation system construction	AF -	IRSC	AF - IRSC	ແຫ່ງ	site	ມ	m
04	IR0003	ສືບຕໍ່ກໍ່ສ້າງ ລະບົບຊົນລະປະທານ / Continueing Irrigation system construction	AF -	CISC	AF - CISC	ແຫ່ງ	site	ມ	m
04	IR0004	ສືບຕໍ່ສ້ອມແປງລະບົບຊົນລະປະທານ / Continueing Irrigation system maintenance	AF -	CISM	AF - CISM	ແຫ່ງ	site	ມ	m
04	IR0005	ຝາຍນໍ້ານໍ້າ / Dam	AF -	DAM	AF - DAM	ແຫ່ງ	site	ມ	m
04	IR0006	ສືບຕໍ່ສ້ອມແປງຝາຍນໍ້ານໍ້າ / Dam Renovation	AF -	DMRE	AF - DMRE	ແຫ່ງ	site	ມ	m
04	IR0007	ຝາຍນໍ້າລິ້ນ / Wier	AF -	WIER	AF - WIER	ແຫ່ງ	site	ມ	m
04	IR0008	ສືບຕໍ່ສ້ອມແປງຝາຍນໍ້າລິ້ນ / Wier Renovation	AF -	WRRE	AF - WRRE	ແຫ່ງ	site	ມ	m
04	IR0009	ກໍ່ສ້າງຄອງຊົນລະປະທານ / Irrigation channel construction	AF -	IRCC	AF - IRCC	ແຫ່ງ	site	ມ	m
04	IR0010	ສືບຕໍ່ສ້ອມແປງ ຄອງຊົນລະປະທານ/ Continueing irrgation channel renovation	AF -	CICR	AF - CICR	ແຫ່ງ	site	ມ	m
04	IR0011	ສືບຕໍ່ກໍ່ສ້າງ ຄອງຊົນລະປະທານ/ Continueing irrgation channel construction	AF -	CICC	AF - CICC	ແຫ່ງ	site	ມ	m
04	IR0012	ຈັກໂປມນໍ້າໄຟຟ້າ / Irrigation water pump (Electrical)	AF -	IRPU	AF - IRPU	ໜ່ວຍ	piece(s)	ໜ່ວຍ	piece(s)
04	IR0013	ສຳຫລວດ ຊົນລະປະທານ / Irrigation survey	AF -	IRSU	AF - IRSU	ແຫ່ງ	site	ມ	m
04	IR0014	ທໍ່ສຳລັບຊົນລະປະທານ / Irrigation pipe	AF -	IRPI	AF - IRPI	ແຫ່ງ	site	ທໍ່	pipe(s)
04	IR0015	ຝຶກອົບຮົມສັດຕະວະແພດ / Veterinary training	AF -	VETR	AF - VETR	ຄົນ	person	ຄົນ	person
04	IR0016	ກໍ່ສ້າງສາງເຂົ້າ / Rice store	AF -	RIST	AF - RIST	ແຫ່ງ	site	ແຫ່ງ	site
04	IR0017	ໝາກໝາກເຈັບ / Barbed sire fence	AF -	BASF	AF - BASF	ກມ	km	ກມ	km
04	IR0018	ແນວພັນພືດ / Seed crop	AF -	SEED	AF - SEED	ກລ	kg	ກລ	kg
04	IR0020	ສັດຕະວະແພດ / Veterinary	AF -	VETE	AF - VETE	ຄົນ	person	ຄົນ	person
04	IR0021	ຢາປ້ອງກັນພະຍາດສັດ / Animal vacine	AF -	ANVA	AF - ANVA	ຊຸດ	set	ຊຸດ	set
04	IR0022	ຊຸດໜອງປາ / Fish pond	AF -	FISP	AF - FISP	ແຫ່ງ	site	ໜອງ	site
04	IR0023	ສາຍກາບທໍ່ສົ່ງນໍ້າ /Cable for water pipe	AF -	CFWA	AF - CFWA	ແຫ່ງ	site	ມ	m
05	ຂະແໜງ ກິດຈະກຳສ້າງລາຍຮັບ / Income Generation Activities			IGA	IGA				
05	IG0001	ຝຶກອົບຮົມຍົກສະນັດຕະພາບຜົນຜະລິດ / Upgrade quality of productiontraining	IGA	UQPR	IGA UQPR	ຊຸດ	set	ຄົນ	person
05	IG0002	ຝຶກອົບຮົມປູກມອນ-ລ້ຽງມ້ອນ / Mulberry planting_silk worm raising training	IGA	MPSR	IGA MPSR	ຊຸດ	set	ຄົນ	person
05	IG0003	ຝຶກອົບຮົມປູກຝັງແລະ ລ້ຽງສັດ / Cropping & animal raising training	IGA	CRRT	IGA CRRT	ຊຸດ	set	ຄົນ	person

05	IG0004	ຝຶກອົບຮົມ ການປົກປັກຮັກສາ ສິ່ງແວດລ້ອມ/Natural resources enviroment protection	IGA	NREP	IGA NREP	ຊຸດ	set	ຄົນ	person
05	IG0005	ຝຶກອົບຮົມດ້ານການຜະລິດເປັນສິນຄ້າແລະການສ້າງລາຍຮັບ/ //Income gernaration taining	IGA	IGAT	IGA IGAT	ຊຸດ	set	ຄົນ	person
05	IG0006	ກຸ່ມທ້ອນເງິນ/ Village saving group	IGA	VISG	IGA VISG	ກຸ່ມ	group(S)	ຄົນ	person
05	IG0007	ຝຶກອົບຮົມ ການເສີມສ້າງຄວາມເຂັ້ມແຂງໃຫ້ແກ່ອຳນາດການ ປົກຄອງທ້ອງຖິ່ນ/ Compacity enchancement for local authority	IGA	CELA	IGA CELA	ຊຸດ	set	ຄົນ	person
05	IGIR01	ທະນາຄານສັດ / Animal raising	IGA -	ANRA	IGA - ANRA	ແຫ່ງ	site	ໂຕ	unit
05	IG0008	ຝຶກອົບຮົມການຕຳຫຼຸກ / Weaving training	IGA -	WETR	IGA - WETR	ຊຸດ	set	ຄົນ	person
05	IG0009	ສ້ອມແປງຕະຫລາດ / Renovate market	IGA -	REMK	IGA - REMK	ແຫ່ງ	site	ແຫ່ງ	site
05	IG0010	ກໍ່ສ້າງຕະຫລາດຊຸມຊົນ / Agriculture and handicraft market	IGA -	AHMK	IGA - AHMK	ແຫ່ງ	site	ແຫ່ງ	site
05	IG0011	ຝຶກອົບຮົມ ວິຊາຕັດຫຍິບ / Tailor Training	IGA -	TAIT	IGA - TAIT	ຊຸດ	set	ຄົນ	person
05	IG0012	ຝຶກອົບຮົມການເຮັດຊາ/ Drying tea traing	IGA -	DRTT	IGA - DRTT	ຊຸດ	set	ຄົນ	person

Work plan for Cycle III, Fiscal Year 2005-2006

Activities		JAN				FEB				MAR				APR				MAY		
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3
B	Community Development Unit																			
I	Information Education Communication (IEC)																			
1.1	Television																			
1.1.1	Invite reporter to collect information in the field during the implementation of SP period			X				X				X				X				X
1.1.2	Create the PRF spot advertisement					X	X	X	X									X	X	X
1.1.3	Create the PRF documentary on "PRF on poverty reduction"	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.1.4	cooperated with the Lao National Television Department to create a television talk show on poverty reduction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.2	Radio																			
1.2.1	Support the information to the radio office	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.2.2	Continue to implement the radio programme in HuaPhan, Savannakhet and Champasack Province	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1.2.3	Create a radio programme in Xiengkhuang and Salavan	X	X	X	X										X	X	X	X		
1.2.4	Evaluation																			
1.3	Newspaper																			
1.3.1	Regularly support PRF's information to national newspapers office				X			X				X				X				
1.3.2	Invite Journalist to collect information in the field during the implementation of SP period																			
1.3.3	Monitor the PRF news on the newspapers											X								
1.4	PRF Newsletter																			
1.4.1	Produce quarterly PRF's newsletter in Lao									X	X	X	X							
1.4.2	Distribution newsletter to concern organization	X											X	X						
1.5	IEC Material:																			
1.5.1	Monitor IEC materials using in each province				X	X														
1.5.2	Design the new IEC materials according to the PRF work and needs									X	X	X	X							
II	Training and Capacity Building																			
2.1	New district in Cycle IV (Viengthong District, Huaphan province)																			
2.1.1	Preservice Training																			
2.1.2	District Socialization meeting																			
2.1.3	Trainin pakege I																			
2.1.4	Trainin for the Khet Facilitator																			
2.1.5	Khet Socialization meeting																			
2.1.6	Village Socialization meeting/VNPA/fill form Village profile																			
2.1.7	Khet pioritization Meeting																			
2.1.8	District prioritization Meeting																			
2.1.9	Training pakege II																			
2.1.10	Khet Cofirmation Meeting																			
2.1.11	District Decision Meeting and Khet Information meeting																			
2.1.12	Training pakege III																			
2.1.13	Khet Accountability Meeting																			
2.1.14	Operation and Maintenance Training																			
2.1.15	Khet Completion Meeting																			
2.1.16	District Prioritization meeting and Evaluation and hand over Meeting																			
2.2	Existing provinces and districts																			
2.2.1	Complaints Prevention and Resolution Training for Xiengkhuang and Saravan provinces							X	X											
2.2.2	Skill development training for Community Development officer at all levels									X	X									
2.2.3	Project Management and leadership (for Province and district staff)							X	X											
2.2.4	Organize study visit for PRF of province and district level and community level in different area													X	X	X	X			

Work plan for Cycle III, Fiscal Year 2005-2006

ANNEX 9

Activities		Location		
		National	Province	District
B	Community Development Unit			
I	Information Education Communication (IEC)			
1.1	Television		X	X
1.1.1	Invite reporter to collect information in the field during the implementation of SP period	X	X	
1.1.2	Create the PRF spot advertisement	X	X	
1.1.3	Create the PRF documentary on "PRF on poverty reduction"	X		
1.1.4	cooperated with the Lao National Television Department to create a television talk show on poverty reduction	X	X	
1.2	Radio			
1.2.1	Support the information to the radio office	X	X	
1.2.2	Continue to implement the radio programme in HuaPhan, Savannakhet and Champasack Province	X		
1.2.3	Create a radio programme in Xiengkhuang and Salavan		X	
1.2.4	Evaluation	X	X	X
1.3	Newspaper			
1.3.1	Regularly support PRF's information to national newspapers office	X	X	
1.3.2	Invite Journalist to collect information in the field during the implementation of SP period		X	
1.3.3	Monitor the PRF news on the newspapers		X	X
1.4	PRF Newsletter			
1.4.1	Produce quarterly PRF's newsletter in Lao	X	X	
1.4.2	Distribution newsletter to concern organization	X	X	
1.5	IEC Material:			
1.5.1	Monitor IEC materials using in each province		X	X
1.5.2	Design the new IEC materials according to the PRF work and needs		X	
II	Training and Capacity Building			
2.1	New district in Cycle IV (Viengthong District, Huaphan province)			
2.1.1	Preservice Training			X
2.1.2	District Socialization meeting			X
2.1.3	Trainin pakege I			X
2.1.4	Trainin for the Khet Facilitator			X
2.1.5	Khet Socialization meeting			X
2.1.6	Village Socialization meeting/VNPA/fill form Village profile			X
2.1.7	Khet prioritization Meeting			X
2.1.8	District prioritization Meeting			X
2.1.9	Training pakege II		X	X
2.1.10	Khet Cofirmation Meeting			X
2.1.11	District Decision Meeting and Khet Information meeting			X
2.1.12	Training pakege III		X	X
2.1.13	Khet Accountability Meeting			X
2.1.14	Operation and Maintenance Training			X
2.1.15	Khet Completion Meeting			X
2.1.16	District Prioritization meeting and Evaluation and hand over Meeting			X
2.2	Existing provinces and districts			
2.2.1	Complaints Prevention and Resolution Training for Xiengkhuang and Saravan provinces		X	X
2.2.2	Skill development training for Community Development officer at all levels	X	X	X
2.2.3	Project Management and leadership (for Province and district staff)		X	X
2.2.4	Organize study visit for PRF of province and district level and community level in different area		X	X

2.2.5	Operation and Maintenance Training			X	X
2.2.6	Others Activities (PRF step) is the same new district			X	X
2.2.7	PRF staff Annual Workshop		X	X	X
III	Library				
3.1	Developing the library operation system		X		
3.2	Analyses and move information/ document into the library		X		
3.3	Information survey to find out any appropriate information for PRF		X		
3.4	Purchasing information into the library		X		
3.5	library input	x	X		
3.6	Assesment of Information's needs of PRF in each level		X	X	X
3.7	Support Document/Information to PRF in each level	x	X	X	X
3.8	Assist IEC officer and IGA to support any appropriate information to provinces	x	X		
3.9	New update items report		X		
IV	Income Generation Activity				
4.1	Long term IGA position start the job		X		
4.2	Familian PRF		X		
4.3	Prepare the guideline for IGA		X	X	X
4.4	Assist with IGA in the province and district level such as NRC activity, village saving group and training concern to IGA	x	X	X	X

Work plan for Cycle III, Fiscal Year 2005-2006

Activities		Resp. person	JAN				FEB				MAR				APR				MAY				JUN				JUL			
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
			B	Monitoring and Evaluation Unit																										
I	Management Information System (MIS)																													
	1 M&E Guideline	SV, MX	■																											
	2 Summary the needs of Khet and District and District Decision	SV, MX	■	■																										
	3 SPIM, Cross Khet, Forms Usage Refresh to PRF Staff and Khet facilitator (Participate and Observ)	M&E	■	■	■																									
	4 MIS New Database Training	SV,MX, HP	■	■	■																									
	5 Sample follow-up of khet facilitator monthly meeting and Field Data Collection	M&E			■	■																								
	6 Budget Allocation year 2006 - 2007	SV ,HS, BL, SP					■	■	■	■																				
	7 Indicator Database (Impact Database Design (APIS) Additional to consultant company)	SV APIS					■	■	■	■																				
	8 Cross Khet Monitoring	Khet Fac.									■	■	■	■																
	9 Impact Questionnaire Design and Training (Training of Provincial team to data collection)	SV APIS									■	■	■	■																
	10 Impact Data collection	Provincial Team													■	■	■	■												
	11 Impact Data Entry	Provincial Team													■	■	■	■												
	12 Check and Follow-up Data Entry	M&E													■	■	■	■												
	13 Follow-up Sub-Project Implementation, Impact Data Entry, Cross Khet Data Entry, Report	M&E													■	■	■	■												
	14 Reguest for Poverty Data of new District at PCPI	M&E																	■	■	■	■								
	15 Reguest for Poverty Data at National Statistic Center (NSC)	SV, MX																			■	■								
	16 Entry and Arrange poverty data in the PRF formats	SV, MX																			■	■								
	17 Summary of the Monitoring and Evaluation in cycle III	M&E team																					■	■	■	■				
	18 Participate New District Socialization Meeting	M&E team																									■	■	■	■
II	Reporting																													
	1 Mid-Term Report (End of January submit to World Bank)	HP, M&E team	■	■	■	■																								
	2 Summary of PRF implementation (In Lao) since beginning to Current	HP, M&E team		■	■																									
	3 Newsletter (Oct-Dec 2005)	HP, M&E team					■	■																						
	4 Annual Report	HP, M&E team									■	■	■	■																
	5 Quartery Progress Report (Jan-Mar 2006)	HP, M&E team									■	■	■	■																
	6 Draft Report on Out-come and Impact	HP, M&E team													■	■	■	■												
	7 Semi-Progress Report	HP, M&E team																												
	8 Quartery Progress Report (Apr-Jun 2006)	HP, M&E team																					■	■	■	■				
	9 Quartery Progress Report (Jul-Sep 2006)	HP, M&E team																												
	10 Quartery Progress Report (Oct-Dec 2006)	HP, M&E team																												
	11 Up-Load Website	HP, M&E team			■				■				■				■				■				■				■	
	12 Weekly Report to CPI / Meeting With CPI	HP, M&E team	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
	13 Monthly Report to CPI	HP, M&E team	■				■				■				■				■				■				■			
III	Information and Technology (IT)																													
	1 Routine computer troubleshooting	PS, M&E team	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
	2 Routine check backup system	PS, M&E team			■				■				■				■				■				■				■	
	3 Routine printer troubleshooting	PS, M&E team	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
	4 Routine virus troubleshooting	PS, M&E team	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
	5 Routine check internet connection sharing	PS, M&E team	■						■				■				■				■				■				■	
	6 Routine E-Mail troubleshooting	PS, M&E team	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
	7 Routine download antivirus definition update	PS, M&E team	■				■				■				■				■				■				■			
	8 Routine distribute antivirus definition update to PRF provincial office	PS, M&E team	■				■				■				■				■				■				■			
	9 Routine answeingr computer question for provincial and Vientaine	PS, M&E team	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
	10 Contact Internet service provider of failure	PS, M&E team	■								■				■				■				■				■			
	11 Distribute computer tutorial tip	PS, PRF team		■					■				■				■				■				■				■	
	12 Yearly provincial computer checking	PS, M&E team													■	■	■	■												

Work plan for Cycle III, Fiscal Year 2005-2006

ANNEX 9

Activities		AUG				SEP				OCT				NOV				DEC				Location		
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	National	Province	District
B	Monitoring and Evaluation Unit																					√		
I	Management Information System (MIS)																					√		
	1 M&E Guideline																					√		
	2 Summary the needs of Khet and District and District Decision																					√		
	3 SPIM, Cross Khet, Forms Usage Refresh to PRF Staff and Khet facilitator (Participate and Observ																					√		
	4 MIS New Database Training																					√	√	
	5 Sample follow-up of khet facilitator monthly meeting and Field Data Collection																							√
	6 Budget Allocation year 2006 - 2007																					√		
	7 Indicator Database (Impact Database Design (APIS) Additional to consultant company)																					√		
	8 Cross Khet Monitoring																					√		
	9 Impact Questionnaire Design and Training (Training of Provincial team to data collection)																						√	
	10 Impact Data collection																					√		
	11 Impact Data Entry																					√		
	12 Check and Follow-up Data Entry																					√	√	
	13 Follow-up Sub-Project Implementation, Impact Data Entry, Cross Khet Data Entry, Report																					√		
	14 Request for Poverty Data of new District at PCPI																					√		
	15 Request for Poverty Data at National Statistic Center (NSC)																					√		
	16 Entry and Arrange poverty data in the PRF formats																					√		
	17 Summary of the Monitoring and Evaluation in cycle III																					√		
	18 Participate New District Socialization Meeting																					√		
II	Reporting																					√		
	1 Mid-Term Report (End of January submit to World Bank)																					√		
	2 Summary of PRF implementation (In Lao) since beginning to Current																					√		
	3 Newsletter (Oct-Dec 2005)																					√		
	4 Annual Report																					√		
	5 Quartery Progress Report (Jan-Mar 2006)																					√		
	6 Draft Report on Out-come and Impact																					√		
	7 Semi-Progress Report																					√		
	8 Quartery Progress Report (Apr-Jun 2006)																					√		
	9 Quartery Progress Report (Jul-Sep 2006)																					√		
	10 Quartery Progress Report (Oct-Dec 2006)																					√		
	11 Up-Load Website																					√		
	12 Weekly Report to CPI / Meeting With CPI																					√		
	13 Monthly Report to CPI																					√		
III	Information and Technology (IT)																							
	1 Routine computer troubleshooting																					√		
	2 Routine check backup system																					√		
	3 Routine printer troubleshooting																					√		
	4 Routine virus troubleshooting																					√		
	5 Routine check internet connection sharing																					√		
	6 Routine E-Mail troubleshooting																					√		
	7 Routine download antivirus definition update																					√		
	8 Routine distribute antivirus definition update to PRF provincial office																					√		
	9 Routine answeingr computer question for provincial and Vientaine																					√		
	10 Contact Internet service provider of failure																					√		
	11 Distribute computer tutorial tip																					√		
	12 Yearly provincial computer checking																						√	

Summary subproject by sector

Update on 13.Feb.2006

Houaphan

Sector	# sub-project	PRF budget	Com budget	COM.*	CC.*	CON*
Agriculture and forestry	21	1,345,090,085	625,613,340	19	1	1
Income geraration activity	25	959,464,785	14,642,840	24	1	0
Health	53	3,476,335,418	763,214,149	52	0	1
Education	38	3,435,811,594	369,552,149	25	8	5
CTPC*	55	7,595,058,402	2,249,249,648	2	50	3
Total	192	16,811,760,284	4,022,272,126	122	60	10

Xieng khang

Sector	# sub-project	PRF budget	Com budget	COM.*	CC.*	CON*
Agriculture and forestry	3	390,254,945	163,500,207	0	0	3
Income geraration activity	18	811,241,630	64,962,200	16	0	2
Health	37	2,073,241,211	563,267,423	35	0	2
Education	13	414,261,568	109,110,260	12	0	1
CTPC*	25	4,655,025,192	1,222,545,350	1	0	24
Total	96	8,344,024,546	2,123,385,440	64	0	32

Savannakhet

Sector	# sub-project	PRF budget	Com budget	COM.*	CC.*	CON*
Agriculture and forestry	3	360,991,622	52,500,000	1	0	2
Income geraration activity	16	477,176,810	0	16	0	0
Health	9	638,000,971	95,316,270	9	0	0
Education	40	3,514,016,541	323,068,405	40	0	0
CTPC*	28	4,082,499,055	1,218,668,625	-	18	10
Total	96	9,072,684,999	1,689,553,300	66	18	12

Champasack

Sector	# sub-project	PRF budget	Com budget	COM.*	CC.*	CON*
Agriculture and forestry	0	0	0	0	0	0
Income geraration activity	16	215,781,130	0	16	0	0
Health	15	736,959,537	21,881,475	3	0	12
Education	41	2,524,103,984	411,758,125	41	0	0
CTPC*	14	607,655,349	270,157,794	14	0	0
Total	86	4,084,500,000	703,797,394	74	0	12

Saravan

Sector	# sub-project	PRF budget	Com budget	COM.*	CC.*	CON*
Agriculture and forestry	0	0	0	0	0	0
Income geraration activity	12	269,325,000	0	12	0	0
Health	28	2,090,942,107	238,264,888	4	0	24
Education	12	956,875,898	116,028,481	0	0	12
CTPC*	11	2,065,911,997	203,785,189	4	0	7
Total	63	5,383,055,002	558,078,558	20	0	43

Total Province

Sector	# sub-project	PRF budget	Com budget	COM.*	CC.*	CON*
Agriculture and forestry	27	2,096,336,652	841,613,547	20	1	6
Income geraration activity	87	2,732,989,355	79,605,040	84	1	2
Health	142	9,015,479,244	1,681,944,205	103	0	39
Education	144	10,845,069,585	1,329,517,420	118	8	18
CTPC*	133	19,006,149,995	5,164,406,606	21	68	44
Total	533	43,696,024,831	9,097,086,818	346	78	109

Data update at the end of January 2006

Notice: COM*. Stand for community force account

CC*. Stand for Community + Contractor

CON*. Stand for Contractor/ small work