



Lao People's Democratic Republic
Prime Minister Office (NLBRDPA)

Poverty Reduction Fund

Quarterly Progress Report
July – September 2009



Program Management Team
Vientiane, December 2009

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List of Abbreviations

BD	Bidding Document
BoQ	Bill of Quantity
CB	Capacity Building
CD	Community Development
CDD	Community Driven Development
DDM	District Decision Meeting
DPM	District Prioritization Meeting
FA	Financial and Administration
FMR	Financial Monitoring Report
FY	Fiscal Year (01/10 of the former year to 30/09 of the quoted year)
GoL	Government of the Lao PDR
IDA	International Development Association (World Bank)
IEC	Information, Education and Communication
KB	Koumban Pathana (Sub-district unit comprising neighboring villages – Former Khet)
LECS	Lao Expenditure and Consumption Survey
LWU	Lao Women’s Union
MBO	Mass Base Organization
M&E	Monitoring and Evaluation unit
MIS	Management Information System
MPI	Ministry for Planning and Investment
NOL	No-Objection Letter
NGPES	National for Growth and Poverty Eradication Strategy
NLBRDPA	National Leading Board for Rural Development and Poverty Alleviation
PDO	Project Development Objective
PG	Poverty Grading
PMT	PRF Project Management Team
PRF	Poverty Reduction Fund
PWT	Public Work and Transportation
RFQ	Request for Quotation
SDC	Swiss Agency for Development and Cooperation
SoE	Statement of Expenditure
SA	Senior Advisor
TA	Technical Assessment
ToR	Terms of Reference
UCD	Unit Cost Database
USD	Dollar of the United States of America
VNPA	Village Needs and Priority Assessment
VP	Village Profile
WB	World Bank
XDR	Special Drawing Rights (Currency used by the International Monetary Fund and the World Bank)

Executive Summary

This report (July – September 2009) covers the end of the implementation of subprojects funded under Cycle V and Cycle VI budget allocations as well as the beginning of the planning of Cycle VII activities.

The implementation of Cycle VI activities is now close to completion with 93% of the 355 approved subprojects completed and more than 85% of the subprojects' budget allocation transferred to the different koumban teams' bank accounts.

Cycle VII District Prioritization Meetings were held in the six target provinces (not including the new province of Sekong). The final selection will take place during the District decision Meetings, which will be held in October 2009. Significant changes were made in the way subprojects are selected by communities and local authorities to ensure an improved poverty targeting. From Cycle VII onwards, a minimum of 66% of all approved subprojects will be located in the poorest villages, which will receive at least 50% of their district budget allocation.

In-principle agreement was reached with the Swiss Agency for Development and Cooperation regarding their contribution to the two last cycles of the additional period. This contribution should be higher than originally agreed which will allow PRF to expand its geographic coverage to Sekong province. Both donors agreed that the preparation of this expansion should start before the signature of the formal agreement with the donor so that subprojects can be implemented from Cycle VII. During this reporting period, PRF has finalized the recruitment of the quasi totality of the new teams and has initiated the collection of Village Profiles and the prioritization process, which will be completed by the end of December 2009.

The 13th meeting of PRF National Administrative Board was held at the beginning of July in Luang Namtha province. Participants approved the extension to two new districts (Kalum and Dakchung) in Sekong province and the upgrade of PRF into a national project by 2011.

PRF Annual National Meeting was organized in July 2009 in Vientiane.

With PRF support, a process to harmonize participatory planning processes at local level has been initiated under the chairmanship of both MPI and the NLBRDPA.

Discussions are under way with the Ministry of Agriculture and Forestry and with donors to increase PRF support to the development of small-scale agriculture infrastructures (through the implementation of one component of the Lao Uplands Food Security Improvement project funded by the European Commission and the World Bank). A proposal to the Japanese Social Development Fund was also developed with support from the World Bank to create of a new component, which would support the improvement of community livelihood and nutrition.

1. Subprojects Planning and Implementation

1.1 Cycle VI Implementation Progress

At the end of September 2009, out of the 355 approved subprojects, 329 subprojects (93%) were completed, 23 (6%) had a completion rate above 50% and 2 (1%) below 50%. The implementation of one subproject in Saravan (spring gravity fed water system) has been cancelled because of the low quality of the water. At the end of September, 33.52 billion kip (86%) out of 38.89 were transferred to the different koumban teams' bank accounts for subproject implementation.

1.2 Cycle VII Planning Progress

In Cycle VII (2009 - 2010), PRF will support subprojects in 21 districts from 7 provinces (including Sekong). During the District Prioritization Meetings, which were held in September 2009 in the original provinces, 498 priorities were selected. The District Decision Meetings will be held in October 2009. During the reporting period, PRF new teams in Sekong were trained on how to facilitate the data collection (Village Profiles) and the organization of prioritization meetings at village and koumban levels (VNPA and Koumban Prioritization Meetings). Sekong province District Prioritization and Decision Meetings will be held in October and December 2009, respectively. However, data entry for Sekong province is not yet completed and the outcomes of the prioritization process in that province will be detailed in PRF next quarterly report.

1.3 Analysis and Comparison between Cycle VII and Previous Cycles

The main change in the way the PRF planning process is conducted related to the poverty targeting used. In May 2009, it was agreed between the Lao government and the donors to review the way subprojects were selected to ensure that most of the funds target the poorest villages. As a result, community representatives and local authorities are now request to respect additional rules when selecting the villages that will benefit from the PRF so that at least 66% of the subprojects are located within villages with poverty grading ranging from 0 to 3 and that these villages received at least 50% of the total allocated budget.

The outcomes of this new process in terms of pro-poor targeting but also in terms of the types of subprojects requested by communities during that planning cycle compared with previous cycles will be reported upon during the next reporting period.

2. Cooperation and Partnerships

2.1 Donors

An in-principle agreement was reached between SDC, the Lao government, and PRF management regarding SDC contribution to PRF activities for the last two years of the additional period (2009 – 2011), which will reach a total of US\$ 4.5 million. SDC has agreed to increase its contribution compared to what was originally discussed in 2008. It was agreed to use these additional funds to expand PRF coverage to the two first priority districts of Sekong province. A formal agreement between the different parties will be signed during the month of October 2009.

The World Bank approached PRF management and suggested that PRF be involved in the implementation of one component of the LUFSP (Laos Uplands Food Security Improvement

project) jointly funded by the European Commission and the World Bank and implemented by the Ministry of Agriculture and Forestry). During the reporting period, consultations took place to put together draft project document and budget for this new initiative, which could be implemented from 2010. PRF role would be to support the funding of small-scale agriculture infrastructures in the districts it already supports in Houaphan and Savannakhet. The project would also support access (roads, bridges), irrigation, and market subprojects.

The proposal, which was submitted to the Japanese Social Fund by the World Bank (new Livelihood component to be piloted in two provinces), was positively appraised but PRF and the World Bank were requested to conduct additional community consultation in order to clarify communities' actual needs in terms of livelihood supports and to further design the nutrition component. Consultants were recruited by the World Bank to that effect and the consultation in the field started at the end of September. It is expected that a new proposal will be submitted to the JSDF during the month of October.

A national dissemination workshop was supposed to be organized in September 2009 to disseminate the findings of the World Bank regional M&E initiative aiming at measuring the Impact of Community-Driven Development Projects on Women's Empowerment. However, in order to respect the timeframe of similar works conducted in other countries of the region, the report has not been finalized by the consultants. The submission of the report to PRF and the organization of the workshop were postponed to a date to be defined.

2.2 Mass-based Organizations, Line Ministries and Other Projects

PRF and the Planning Department of the Ministry of Agriculture and Forestry have decided to set up a technical coordination committee to facilitate the coordination between PRF and the different departments of the Ministry. This committee will start meeting regularly from October 2009.

PRF participated in a workshop organized by the World Food program as part of their "Country Portfolio Evaluation" and provided recommendations to ensure that poverty reduction remain the focus of their activities in Lao PDR.

During this period, PRF attended a coordination meeting organized by the Ministry of Agriculture and Forestry aiming at better understanding the living conditions of people fighting poverty through agriculture and forestry activities. Engineers in each department of the Ministry of Agriculture and Forestry will complete their reports on their findings about the living conditions of poor people and will then train their counterparts at province and district levels as well as Koumban committees and villagers. The training will take place at district level at the end of December 2009.

2.3 Others (including NLBRDPA)

Cooperation with the other stakeholders active in the field of rural development is key to the success and effectiveness of PRF and to support the objective of PRF becoming a national project. One of the most important elements to reach this target is the harmonization of planning processes at village and koumban levels. The process is now ongoing. The creation of the task force was confirmed by decree No.082/NLBRDPA, issued on July 22, 2009. The first Meeting of this task force was held on August 14, 2009 and was chaired by Dr. Khamliene Pholsena, General Director of MPI Planning Department. During the meeting, a work plan for the period from September to December 2009 (including a workshop, field trips and a study tour in another Riparian country) was drafted. The objective of the task force work plan is to draft a single manual on participatory planning at local levels to be endorsed by all stakeholders. Tentative completion date was the end of December 2009.

Moreover, a two-day workshop was held on the 9th and 10th of September 2009, chaired by Dr. Kamliene Pholsena. The objective of this meeting was to discuss the work plan for the completion of the harmonization process. Concerned ministries and agencies including the Public Administration Authority, the Ministry of Planning and Investment (CPI and the Planning Department of MPI), the NLBRDPA and PRF were invited to discuss and develop the final draft of this plan to be circulated to all members by the end of October. A special session to which international partners (which had expressed their interest in participating and supporting financially the process) were invited was cancelled due to other conflicting agendas. The process did not progress as fast as originally planned because of the need for MPI to focus on the preparation of the next NGPES. It is now very likely that the original deadline of December 2009 will have to be postponed. More information will be provided about this process in the next quarterly report.

The 13th PRF National Administrative Board meeting took place in July 2008 in Luang Namtha province. The board members confirmed the extension of PRF activities to Sekong province and allocated a budget of US\$20,000 (to be directly managed by PRF office) from the NLBRDPA budget to support this extension.

During the meeting, it was agreed to upgrade PRF to a National Project after completion of the project additional phase in 2011. In the future, PRF will not only work in the 47 or 72 first priority districts but in all poor villages and koumbans of rural areas of Lao PDR following both PRF principles and the development plans and policies of the government of Lao PDR. A Task Force made of representatives from the concerned ministries and government agencies will be set up to prepare this national project

3. Specific Activities during the Reporting Period

3.1 Community Development

3.3.1 Local Institutions' Capacity building

Provincial meetings were organized to improve the coordination of rural development in target districts in the four provinces of Luang Namtha, Huaphan, Xieng Khouang, and Champasack provinces. Similar meetings will be organized in the remaining two provinces (Savannakhet and Saravan) in October 2009.

Provincial workshops to exchange experience on PRF implementation were supposed to take place during the month of September 2009 but was postponed so that the outcomes of the participatory planning processes at local level are distributed. It is expected that workshops will be held at the central level at the beginning of 2010 and at the provincial level shortly after. These workshops will include a presentation of the new harmonized planning process.

The Training on Leadership and Participatory planning approach was also postponed to the beginning of 2010 because of the busy schedules of some of our partners.

Informal meetings are still being regularly held with PACSA and NAPA to follow up and provide comments on the development of a training curriculum for government staff at koumban and village levels. Once the new curriculum development is completed, the training should take place at koumban level in the middle of Cycle VII.

The training of trainers, first step of the Literacy training for Koumban Committee members and Village Headmen took place in the two districts (Taoy and Samoy districts) of Saravan province during this reporting period:

- In Samoy district, the training was organized at the beginning of September 2009: 15 trainees attended, including 8 persons from the different koumbans, 2 persons from Taoy authorities district, 2 persons from Samoy authorities and 3 PRF district staffs. The two trainers were from the Ministry of Education.
- A similar training took place in Taoy district between August 31 and September 3. The trainers were from the Taoy education office: 10 trainees attended including 8 from the different koumbans and 2 village headmen.

3.3.2 Community Capacity Building

At the end of September 2009, most of the 134 training subprojects approved for Cycle VI were completed. The trainers of the courses were staff from the related district offices.

Operation and maintenance (O&M) training sessions were conducted to enhance the knowledge and skills of the Village Operation and Maintenance team who will be in charge of maintaining the small infrastructures funded by PRF.

The CD national team facilitated coordination meetings in order to exchange experiences on training subprojects, an activity which saw its volume increased at the beginning of the additional phase (Cycle VI – VIII). These meetings were organized in 4 districts (2 districts in Saravan and 2 districts in Champasack provinces) between the 11th and the 24th of September. The trainers from the different district offices (Education, Transport, Public Health and Agriculture and Forestry) which were used to implement PRF supported subprojects were invited.

3.3.3 Information Education Communication

The major activities implemented during this reporting period are as follows:

Community Education

- Production of radio spots in three ethnic languages: 2 in Khmu, 2 in Hmong and 6 in Aka language;
- Development of ethnic group folk songs (5 in Khmu, 5 in Hmong and 4 in Aka) finalized in July;
- Drawing and design of Operations and Maintenance infrastructures manuals for each specific type of infrastructure completed at the end of September;
- The production of booklets to be used to train koumban teams in procurement and finance management was delayed. This activity will be included in next year's IEC work plan;
- Improved versions of the "PRF project cycle" and "positive and negative lists" were finalized and printed;

- The design of a poster on the PRF Framework for Resettlement and Acquisition of Land or Assets (FRALA) was completed;
- The design of a poster on the PRF Framework for Environmental Conservation (and Land Use planning) will be finalized at the end of October.

Public Information

- 30 articles about PRF activities and implementation progress were provided to national newspapers, Lao Women Union newspapers and Ministry of Health newsletters;
- At least 2 times a week, live interviews with PRF staff, local authorities and other stakeholders about PRF activities and implementation progress (“Hop ban Pharn Muang” program) were aired on the Lao National Radio (all-country coverage);
- Approximately one article per week was provided to "Loung sang Loung sa" program on Lao National Radio (all-country coverage): reports or live interviews with PRF staff, local authorities and other stakeholders about PRF activities and implementation progress;

3.3.4 Feedback and Conflict Resolution Mechanism

As in previous quarters, no feedbacks were received or processed by the different koumban and district committees. The recommendation of the CD team is to redesign totally the feedback and conflict resolution mechanism and to rely much more on information collected during informal discussions and focus groups rather than using written notes. Support from the donors to benefit from experience gained in other countries will be requested during the next supervision visit so that a new system can be proposed during the first half of 2010.

3.3.5 Other

Cross Koumban monitoring activities in which koumban representatives can exchange experiences on subproject implementation and planning and explore solutions for existing and future problems, which were used by others, took place in 2 or 3 model Koumban in each district. Some activities also involved the visits of koumban teams from neighbouring districts. During the reporting period, these exchanges were facilitated in the four provinces of Huaphan, Xieng Khouang, Savannakhet, and Saravan. Koumban teams from Luang Namtha and Champasack provinces will participate in similar activities during the month of October 2009.

3.2 Technical Assistance

- Finalization of the update of the unit cost database to be used for Cycle VII

For Cycle VII, the process to update the Unit Cost Database was slightly modified. The provincial Procurement Officer is now in charge of updating the different costs in collaboration with PRF district Technical Advisors. The national procurement team check the different costs collected before handing them over to the technical unit to enter them into the database system.

- Support to the survey design of the different subprojects to be approved for cycle VII

During Cycle VII survey design phase, PRF has put emphasis on the need increase our cooperation with all concerned sectors at all level. As a result, PRF has invited all sectors at district level to participate in the survey and design of all subprojects. Prior to launching the fieldwork, PRF TA team organized a workshop with all technical sectors at district and at provincial level to discuss PRF process.

3.3 Monitoring and Evaluation

3.3.1 Management and Information System (MIS)

PRF Management Information System (MIS) has now been fully upgraded. All the forms have been created (including Koumban Representatives and Koumban Team (KRKT) and forms) and all reports can both be seen directly on the database software or exported to an Excel sheet.

The HR database template has been updated and is functional. PRF central HR officer has been able to enter PRF central staff information into the system. Minor modifications will be made to make it more user-friendly.

The financial database template was completed in March 2009. However, it is not yet used as the training of the financial staff at the provincial level was postponed due to staff workload. This should be done at the beginning of 2010.

3.3.2 Reporting

The third quarterly progress report was submitted to GOL and donors.

As part of the process to prepare the upgrade of PRF as a national project, several reports in Lao language had to be developed.

3.3.3 Other issues

During the period, the Monitoring and Evaluation Unit:

- Monitored the physical progress of subproject implementation and the disbursement to koumban bank accounts,
- Analyzed Cycle VI implementation progress and supported the preparation of Cycle VII;
- Participated in the different district prioritization meetings for Cycle VII;
- Designed and conducted an internal review of subprojects' sustainability.

An internal review of the status of the infrastructures supported by PRF during Cycle I and Cycle II in four districts of selected target provinces (Huaphan, Savannakhet, and Champasack) was made. A report in Lao language has been completed and is currently being reviewed by PRF management. This report will be presented to the 14th National Administrative Board meeting to document PRF outcomes and support the decision by the Lao government to upgrade PRF to a national program. PRF Impact and Outcome will be further assessed with the help of external consultant(s)

for which TOR were developed during the reporting period. It is expected that consultants will be able to support this assessment at the beginning of 2010 so that an additional report can be submitted to the members of PRF National Administrative Board in March 2010.

3.4 Administration and Finance

3.4.1 Human Resources and Training

During the reporting period staff turnover was about five times higher than in previous reports with ten staff nationwide leaving PRF. 7 staffs resigned and three contracts were terminated because of work performance being lower than required.

PRF sixth annual review national meeting to improve PRF staff capacity was held in Vientiane from 14-16 July 2009. 215 participants, including 46 women, attended the meeting. Apart from PRF staff from all provinces, their counterparts from the different line ministries were invited. The purpose of this meeting was to share experiences and lessons learnt by PRF teams at each level that can be utilized for implementation in future cycles.

New staffs in Sekong province have already been recruited; almost all of them are local people living in Sekong. Their work commenced in August 2009.

PRF has now 184 staff members. The recruitment of additional staff to fill in the new positions of Reporting Officer and Budget & Finance Officer at the national office will be launched in October 2009, with the selected candidates joining the organization at the end of the year.

As for the recruitment of PRF Internal Audit team leader, PRF is still looking for a suitable candidate. Although it has been openly advertised two times, no qualified people have applied for this position. This issue will be discussed with the donors during next supervision visit in November 2009.

3.4.2 Accounting and Finance

During this reporting period, SDC staff joined an internal supervision visit at provincial level and had the occasion to receive a full briefing on how subproject financial disbursements are processed by PRF. The team was satisfied with the visit and with the process used by PRF.

The Financial Monitoring Report (FMR) for the third quarter (April-June 2009) was submitted to the World Bank and SDC. Comment were provided on the reporting format which will be used for next reports.

SOE reports # 005, 006, and 007 were submitted and approved by the World Bank office in the Philippines. The total amount of the three related replenishment requests is US\$1,629,000.

The refreshment training for provincial financial staff was postponed to the next quarter (October-December 2009), due to the preparation work involved by the expansion of PRF to Sekong province and to the conduction of internal audit visits for the period October 2008 – March 2009 in three provinces (Savannakhet, Saravan and Champasack provinces).

3.4.3 Procurement

An updated 2009 Procurement Plan including Sekong Procurement Plan and the recruitment of consultants was sent to the World Bank for their records during the first week of October. By the end of September 2009, most of the contracts for procurement of vehicles and equipments were signed, including 4 Pick-up vehicles, 40 motorcycles, and 2 IT equipment packages. The procurement of vehicles and equipment for Sekong province has not been completed yet but the contracts are expected to be signed by the end of October 2009.

For procurement of a minibus, the WB approved the re-bid in September 2009 and a new bid opening is scheduled in October 2009.

The procurement of furniture and small equipments for PRF provincial and district offices as stated in the procurement plan 2008 was managed by Provincial Procurement Officers. It was completed and all contracts were signed in September 2009. The delivery of the furniture was completed in September 2009.

For the procurement of Information Education Communication (IEC) tools, the procurement team managed the printing of PRF posters, including the executive summary of the operation manual and boxes to carry the posters.

A one-day training session on procurement was organized by the World Bank on July 13, 2009 for PRF staff. The Central Procurement Team conducted a 2-day training course at the Vientiane Office for the new Provincial Procurement Officers recruited in Savannakhet and Sekong.

The Procurement Team has completed the revision of the bid evaluation report template to be used for Cycle VII sub-project implementation.

4. Planned activities for next quarter (October-December 2009)

4.1 Subprojects' Planning and Implementation

- Completion of Cycle VI subprojects' implementation;
- Collection of Village Profiles, organization of Cycle VII VNPA, district prioritization and district decision meetings in Sekong;
- Cycle VII District decision meetings in the 19 other districts;
- Training and data collection of VP, facilitation of Cycle VIII VNPA and Koumban Prioritization Meetings in all provinces;
- Procurement process for all Cycle VII subprojects.

4.2 Cooperation and Partnership

- Continue working with the NLBRDPA and MPI on the Harmonization of planning processes at village and koumban level;
- Signature of the Agreement between SDC and the Lao government for the additional funds (Cycle VII and VIII);
- Finalize work plans with the Ministry of Agriculture;

- Prepare and facilitate the donors' supervision visit (11-17 November 2009) which will include a field trip in Huaphan province.

4.3 Community Development

Information Education and Communication (IEC)

Community Education

- Develop 2009-2010 IEC annual work plan;
- Develop and print specific guidelines for all IEC tools;
- Continue the development of new IEC tools:
 - Operation and Maintenance posters (and guidelines) and booklets to be used for the training of koumban teams;
 - Booklets to train Koumban teams on procurement and financial management;
 - Documentary on the benefits of education (targeting villagers);
 - Posters on the need to provide a diversified diet to young children;

Public Information

- Provide regular articles to national newspapers including Lao Women Union New paper, newsletter and other partners about PRF activities and implementation progress;
- Provide, at least twice a week, live interviews with PRF staff, local authorities and other stakeholders about PRF activities and implementation progress to "Hop ban Pharn Muang" Program on Lao national Radio (all-country coverage);
- Provide 1 article per week to "Loung sang Loung sa" Program on Lao National Radio (all-country coverage): reports and live interviews with PRF staff, local authorities and other stakeholders about PRF activities and implementation progress;
- Design and Print calendar and PRF Notebook for year 2010;
- Draft Quarterly Newsletter (October to December 2009);
- Organize a Forum on Awareness Raising to Address Poverty for the Lao Journalist Association

Community Capacity Building

- Support and train the CD team in Sekong province, particularly on how to prepare a Training Subproject proposal;
- Follow up and support the implementation of Cycle VII Training Subprojects Budgets;
- Monitor the VNPA process in all target provinces.

4.4 Technical Assistance

- Monitor the completion of all remaining subprojects from previous cycles;
- Specification of subprojects for the implementation of Cycle VII;

- Prepare the BOQ of selected subprojects to be used during cycle VII District decision Meetings and during the procurement processes managed by communities;
- Prepare the training for the koumban implementation team;
- Prepare the document (TOR) of the technical assistant recruited by the different koumban teams to support them in the implementation of subprojects and in the monitoring of the subcontractors.

4.5 Monitoring and Evaluation

- Continue monitoring the physical progress of subproject implementation and the transfers to koumban bank accounts for remaining Cycle VI subprojects;
- Monitor the subproject implementation for Cycle VII;
- Organize training for new M&E staff in Sekong and Saravan provinces;
- Organize a training on the upgraded database for all M&E staff (provided by APIS company);
- Prepare the data needed for the outcome and impact assessment by the end of November 2009;

4.6 Administration and Finance

4.6.1 Finance

- Preparation and submission of Quarterly FMR for the period July – September 2009 and of SOE # 008, 009 and 010;
- Preparation and organization of the training on subproject financial management for koumban representatives in Luang Namtha and Sekong provinces;
- Internal audit visit to in Luang Namtha Province and check of all accounting documents for the period October 2008 – March 2009;
- Preparation of additional financial management processes and tools for the new European Commission funding (agriculture subprojects).

4.6.2 Procurement

National Office:

- Monitor the delivery of vehicles and IT equipment purchased as part of 2009 Procurement plan;
- Bid opening and evaluation for the procurement of 1 pick-up, 10 motorcycles, IT Equipment and furniture for Sekong Province.
- Support the procurement of furniture, small office equipments, and new office construction for Sekong Province managed by the Provincial Procurement Officer.

Subprojects:

- Conduct procurement training on procurement procedures, bid opening and evaluation, bid evaluation report preparation for the Provincial and District Coordinators and for the Provincial Procurement Officers;
- Conduct procurement training on procurement procedures, bid opening and evaluation, and bid evaluation report preparation for the Koumban Teams;
- Prepare cycle VII subprojects' procurement plan and submission to the World Bank;
- Prepare cycle VII subprojects Request for Quotation and Bidding Document ;
- Conduct cycle VII subprojects' bid opening and evaluation;
- Prepare contracts with Contractors and Suppliers for cycle VII subprojects;
- Monitoring procurement aspects of incompleting cycle VI subprojects;
- Monitor the second and third payments of cycle VI subprojects to ensure that payments are made on time as specified in the contract.

4.6.3 Human Resources

- In consultation with each Provincial Coordinator, organize visits in each province to introduce PRF new human resource development strategy including updated staff performance appraisal processes as well as external training guidelines;
- Finalize PRF new Vocational Training System;
- Analyze and appraise staff training needs and set up training plans for 2010 both at unit and individual levels;
- Collect and finalize the results of 2009 staff performance evaluations and issue new employment contracts for 2010;
- Recruit additional staffs at national level: Budget & Finance Officer and Reporting Officer;
- Recruitment of external consultants to support PRF internal Outcomes and Impact Assessment.

ANNEX 1: Outcomes of Cycle VII (2009-2010) Prioritization Process

DISTRICT	# KB	# VILLAGES	PRIORITIES SELECTED DURING VNPA					TYPE OF SUB-PROJECT from KSPPO					TYPE OF SUB-PROJECT from DPM				
			INFRA	%	TRAIN.	%	TOTAL	INFRA	%	TRAIN.	%	TOTAL	INFRA	%	TRAIN.	%	TOTAL
LUANGNAMTHA	29	186	650	56%	508	44%	1,158	116	50%	116	50%	231	48	30%	113	70%	161
LONG	9	70	256	56%	203	44%	459	36	50%	36	50%	72	15	30%	35	70%	50
VIENGPHOUKAH	7	46	147	57%	112	43%	259	28	50%	28	50%	56	12	31%	27	69%	39
NALAE	13	70	247	56%	193	44%	440	52	50%	52	50%	103	21	29%	51	71%	72
HAUPHAN	70	478	1,555	55%	1,252	45%	2,807	285	52%	266	48%	549	100	46%	117	54%	217
HUAMUANG	9	77	241	54%	203	46%	444	35	50%	35	50%	70	14	45%	17	55%	31
VIENGTHONG	13	71	234	56%	181	44%	415	52	50%	52	50%	104	17	47%	19	53%	36
VIENGXAY	14	105	324	55%	266	45%	590	58	52%	53	48%	111	21	42%	29	58%	50
ZAMTAI	22	167	565	56%	453	44%	1,018	91	54%	80	47%	169	32	51%	31	49%	63
XIENGHOR	12	58	191	56%	149	44%	340	49	52%	46	48%	95	16	43%	21	57%	37
XIENGHUANG	25	222	767	55%	631	45%	1,398	108	50%	108	50%	216	49	35%	90	65%	139
KHOUN	8	89	299	53%	260	47%	559	39	49%	40	51%	79	20	36%	36	64%	56
NONGHAET	13	106	369	56%	295	44%	664	52	50%	52	50%	104	20	33%	40	67%	60
THATTHOME	4	27	99	57%	76	43%	175	17	52%	16	48%	33	9	39%	14	61%	23
SAVANNAKHET	51	328	1,195	53%	1,039	47%	2,234	212	52%	198	48%	410	67	49%	71	51%	138
PHINE	15	100	409	54%	344	46%	753	64	52%	60	48%	124	22	56%	17	44%	39
SEPONE	15	84	269	51%	257	49%	526	58	51%	55	49%	113	19	54%	16	46%	35
NONG	9	73	275	57%	207	43%	482	41	53%	36	47%	77	10	37%	17	63%	27
VILABOULY	12	71	242	51%	231	49%	473	49	51%	47	49%	96	16	43%	21	57%	37
SARAVANE	9	110	174	58%	128	42%	302	43	53%	38	47%	81	22	54%	19	46%	41
SMOUAY	4	54	173	56%	136	44%	309	20	51%	19	49%	39	10	53%	9	47%	19
TA OEY	5	56	174	58%	128	42%	302	23	55%	19	45%	42	12	55%	10	45%	22
CHAMPASACK	11	101	358	56%	284	44%	642	47	50%	47	50%	94	29	39%	46	61%	75
BECHIENG	5	45	164	55%	133	45%	297	21	50%	21	50%	42	12	36%	21	64%	33
SUKUMMA	6	56	194	56%	151	44%	345	26	50%	26	50%	52	17	40%	25	60%	42
TOTAL	195	1,425	4,699	55%	3,842	45%	8,541	811	51%	773	49%	1,581	315	41%	456	59%	771

ANNEX 2: Cycle VI Subprojects Implementation Progress by District

Infrastructure Subprojects						Training Subprojects					All Subprojects					
Province/Districts	0%	≤50%	≥50%	100%	Total	0%	≤50%	≥50%	100%	Total	0%	≤50%	≥50%	100%	Total	
Viengphoukha	0	0	1	10	11	0	0	2	4	6	0	0	3	15	83%	18
Long	0	0	0	13	13	0	0	2	7	9	0	0	2	20	91%	22
Nalae	0	0	1	13	14	0	0	2	9	11	0	0	3	22	88%	25
LUANG NAMTHA	0	0	2	36	38	0	0	6	20	26	0	0	8	57	88%	65
Xiengkhor	0	0	0	12	12	0	0	0	5	5	0	0	0	17	100%	17
Viengxay	0	0	0	11	11	0	0	0	4	4	0	0	0	15	100%	15
Huameaung	0	0	0	12	12	0	0	0	4	4	0	0	0	16	100%	16
Xamtay	0	0	1	23	24	0	0	0	4	4	0	0	2	26	93%	28
Viengthong	0	0	1	11	12	0	0	0	3	3	0	0	1	14	93%	15
HUAPHANH	0	0	2	69	71	0	0	0	20	20	0	0	3	88	97%	91
Nonghet	0	0	0	10	10	0	0	0	7	7	0	0	0	17	100%	17
Khoun	0	0	0	11	11	0	0	0	7	7	0	0	0	18	100%	18
Thathome	0	0	0	6	6	0	0	0	3	3	0	0	0	9	100%	9
XIENKGHOUANG	0	0	0	27	27	0	0	0	17	17	0	0	0	44	100%	44
Sepone	0	0	0	14	14	0	0	1	8	9	0	0	1	22	96%	23
Nong	0	0	0	7	7	0	0	1	2	3	0	0	1	9	90%	10
Vilabury	0	0	0	11	11	0	0	0	7	7	0	0	0	18	100%	18
Phin	0	0	0	13	13	0	0	2	6	8	0	0	1	19	95%	20
SAVANNAKHET	0	0	0	45	45	0	0	4	23	27	0	0	3	68	96%	71
Samoi	0	0	4	5	9	0	0	0	8	8	0	0	4	13	76%	17
Ta oey	1	0	2	8	11	0	0	0	8	8	1	0	2	16	84%	19
SARAVAN	1	0	6	13	20	0	0	0	16	16	1	0	6	29	81%	36
Sukuma	0	0	3	10	13	0	0	0	12	12	0	0	3	22	88%	25
Bachieng	0	1	1	7	9	0	0	0	14	14	0	1	1	21	91%	23
CHAMPASACK	0	1	4	17	22	0	0	0	26	26	0	1	4	43	90%	48
TOTAL	1	1	14	207	223	0	0	10	122	132	1	1	24	329	93%	355

Annex 3: Cycle VI Subprojects Implementation progress by Sector

Sector	0%	≤50%	≥50%	100%
Education	0	0	5	60
Public work and transportation	0	0	5	57
Health	1	0	3	76
Agriculture Infrastructures	0	1	2	13
Capacity Building	0	0	9	123
Total	1	1	24	329
	0.3%	0.3%	6.8%	92.7%

ANNEX 4: Budget transferred to PRF provincial bank accounts and to communities Koumban accounts (end of September 2009)

Cycle VI						
Province/Districts	Approved Budget after Procurement	Transfer to provincial account			Transfer to koumban account	% of budget transferred to KB A/C
		SDC	WB	Total		
Viengphoukha	1,994,960,787	544,933,017	968,769,809	1,513,702,826	1,513,702,826	76%
Long	2,923,165,719	963,750,317	1,713,333,898	2,677,084,215	2,677,084,215	92%
Nalae	2,428,633,583	798,234,541	1,419,083,629	2,217,318,170	2,217,318,170	91%
Luangnamtha	7,346,760,089	2,306,917,875	4,101,187,336	6,408,105,211	6,408,105,211	87%
Xiengkhor	1,471,966,424	505,138,076	898,023,245	1,403,161,321	1,403,161,321	95%
Viengxay	1,141,718,942	384,809,625	684,106,001	1,068,915,626	1,068,915,626	94%
Huameung	1,670,171,543	556,771,526	989,816,046	1,546,587,572	1,546,587,573	93%
Xamtay	3,511,356,010	1,188,346,506	2,112,616,012	3,300,962,518	3,300,962,519	94%
Viengthong	1,851,216,676	643,604,215	1,144,185,272	1,787,789,487	1,787,789,487	97%
Huaphanh	9,646,429,595	3,278,669,948	5,828,746,576	9,107,416,524	9,107,416,526	94%
Nonghet	2,379,739,713	783,462,698	1,392,822,576	2,176,285,274	2,176,285,275	91%
Khoun	1,528,346,141	514,878,470	915,339,516	1,430,217,986	1,440,429,830	94%
Thathome	1,461,763,044	507,993,982	903,100,411	1,411,094,393	1,422,801,593	97%
Xiengkhuang	5,369,848,898	1,806,335,150	3,211,262,503	5,017,597,653	5,039,516,698	94%
Sepone	2,740,698,340	894,876,563	1,590,891,667	2,485,768,230	2,485,154,954	91%
Nong	2,303,615,000	742,985,120	1,320,862,436	2,063,847,556	2,063,490,200	90%
Vilabury	2,060,799,500	673,190,664	1,196,783,404	1,869,974,068	1,869,704,576	91%
Phin	2,289,666,039	676,300,170	1,202,311,414	1,878,611,584	1,873,678,423	82%
Savannakhet	9,394,778,879	2,987,352,517	5,310,848,921	8,298,201,438	8,292,028,153	88%
Samoiy	1,974,264,689	375,028,037	666,716,509	1,041,744,546	1,041,769,442	53%
Ta oey	2,239,783,048	533,511,946	948,465,681	1,481,977,627	1,364,363,862	61%
Saravanh	4,214,047,737	908,539,983	1,615,182,190	2,523,722,173	2,406,133,304	57%
Sukuma	1,419,285,355	502,416,260	893,150,250	1,395,566,510	890,642,649	63%
Bachiang	1,502,865,005	537,831,048	956,143,778	1,493,974,826	1,379,637,353	92%
Champasack	2,922,150,360	1,040,247,308	1,849,294,028	2,889,541,336	2,270,280,002	78%
Total	38,894,015,558	12,328,062,781	21,916,521,554	34,244,584,335	33,523,479,894	86%
%		36%	64%	88%	86%	

Details of PRF budget and disbursement up to September 2009

	Cycle I	Cycle II	Cycle III	Cycle IV	Cycle V	Cycle VI	Total of 6 cycles
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	
Annual Budget Allocation (USD)	1,070,000	3,101,000	4,165,000	4,580,000	3,700,000	4,423,000	21,039,000
Annual Budget Allocation (billion Kip)	11	32	44	45	35	40.83	207.83
Budget transferred to Koumban account as of 30 September 09 (billion Kip)	11	32	44	44	34.86	33.5	199.36

ANNEX 5: Subprojects implementation status (as of 30 September 2009)

	Cycle VI				Cycle I-V			
	Approved Subprojects	Active	Inactive	Canceled	Approved Subprojects	Active	Inactive	Canceled
Laungnamtha	65	65						
Viengphoukha	18	18						
Long	22	22						
Nalae	25	25						
Huaphanh	91	91			860	860		
Add					134	134		
Sobbao					103	103		
Xiengkhor	17	17			144	144		
Viengxay	15	15			128	128		
Huameaung	16	16			108	108		
Xamtay	28	28			200	200		
Viengthong	15	15			43	43		
Xiengkhuang	44	44			216	216		
Kham	17	17			57	57		
Khoun	18	18			80	80		
Nonghad	9	9			79	79		
Savannakhet	71	71			412	412		
Sepone	23	23			151	151		
Nong	10	10			63	63		
Vilabury	18	18			104	104		
Phin	20	20			94	94		
Saravanh	36	35		1	167	167		
Ta oiy	19	18		1	61	61		
Toumlane					61	61		
Samouy	17	17			45	45		
Champasack	48	48			412	411		1
Mounlapamouk					112	112		
Khong					114	114		
Pathoumphone					86	86		
Sukuma	25	25			100	99		1
Bachieng	23	23						
Total	355	354		1	2,067	2,066		1

Note: All subproject of Cycle V have been completed at the exception of one subprojects in Sukuma (Wier Construction) which was canceled

ANNEX 6: Local Institutions Capacity Building

No	Topic of Training	Location					Timing	Government Staff Attendance					Remark
		Central Level	Prov' Level	Dist' Level	KB Level	Village Level		Central Level	Prov' Level	Dist' Level	KB Level	Village Level	
1	Support NLCRDPA quarterly district coordination meetings in target districts			√			During Sep 09	2	12	299	536	15	
2	Cross Koumban monitoring for infrastructure and training sub-project completed an implementing by Koumban members in cycle VI				√		During Sep 09	2	29	41	518	70	Meeting report submitted from province to M&E unit
3	Normal meetings with PACSA and NAPA to Develop a curriculum for training of village and koumban authorities	√					During September 09	4	0	0	0	0	Meeting for 2 times Just follow up work & planning
4	Coordination meeting with ministry of agriculture and forestry	√					23 Sep and 8 Oct 2009	9	0	0	0	0	Normal meetings
5	Meeting to exchange experiences on training sub-project between PRF and district officers in 4 districts			√			During Aug and Sep 2009	4	6	17	20	1	Done by Mr. Thongshouk
6	Training of trainers on Literacy for Koumban committees			√			3-7 August 09 and 31 August 09 to 3 Sep 09	3	5	7	18	2	Took place in Samoy and Taoy district
7	Literacy training for Village Headmen and people in the village at Koumban level				√		Sep-09	0	2	28	10	682	Activities are ongoing
TOTAL								25	54	392	1092	770	

ANNEX 7: Villagers attendance to Training Subprojects Activities

No.	Name of Province	Participants	
		Total	Women
1	Huaphan	2,691	1,027
2	Xiengkhuang	585	194
3	Luangnamtha	5,151	2,352
4	Savanakhet	7,267	3,737
5	Salavan	1,665	540
6	Champassak	827	251
	TOTAL	18,186	8,101

ANNEX 8: Attendance to community O&M training

No.	Description	Participants	
		Total	Women
	Huaphan	6,684	2,647
1	Education Sector	1,298	471
2	Health Sector	3,233	1,363
3	Agriculture and Forestry Sector	285	105
4	Public Work and Transportation Sector	1,868	708
	Xiengkhuang	1,844	612
1	Education Sector	376	145
2	Health Sector	1,036	269
3	Agriculture and Forestry Sector	76	37
4	Public Work and Transportation Sector	356	161
	Luangnamtha	2,562	1,123
1	Education Sector	638	257
2	Health Sector	974	437
3	Agriculture and Forestry Sector	0	0
4	Public Work and Transportation Sector	950	429
	Savanakhet	4,505	1,728
1	Education Sector	1,428	565
2	Health Sector	1,623	627
3	Agriculture and Forestry Sector	0	0
4	Public Work and Transportation Sector	1,454	536
	Salavan	251	101
1	Education Sector	87	31
2	Health Sector	53	25
3	Agriculture and Forestry Sector	0	0
4	Public Work and Transportation Sector	111	45
	Champassak	407	279
1	Education Sector	281	197
2	Health Sector	85	55
3	Agriculture and Forestry Sector	0	0
4	Public Work and Transportation Sector	41	27
	Total	16,253	6,490

ANNEX 9: Attendance to meetings and Trainings organized by PRF

Provinces/districts	Training on new VP, VNPA, and KSPPO (Cycle VII)							Attendance District Prioritization Meeting (Cycle VII)							Annual National Meeting						
	PRF Staff	GoL Staff	Total	Women	Non Lao-Tai	PRF Staff	GoL Staff	Total	Women	Non Lao-Tai	PRF Staff	GoL Staff	Total	Women	Non Lao-Tai						
Luang Namtha	29	16	45	7	16%	30	67%	37	82	119	12	10%	60	50%	12	3	15	3	20%		
Viengphoukaha	4	2	6	1	17%	2	33%	12	31	43	4	9%	22	51%	4	1	5	1	20%		
Long	20	13	33	5	15%	24	73%	13	24	37	4	11%	20	54%	4	1	5	1	20%		
Nalae	5	1	6	1	17%	4	67%	12	27	39	4	10%	18	46%	4	1	5	1	20%		
Huaphan	21	7	28	7	25%	1	4%	58	125	202	30	15%	132	65%	22	5	27	5	19%		
Xiengkhor	3	0	3	1	33%	1	33%	11	20	31	5	16%	19	61%	4	1	5	1	20%		
Viengxay	5	7	12	2	17%	0	0%	12	26	48	5	10%	32	67%	5	1	6	1	17%		
Huamueang	4	0	4	2	50%	0	0%	11	25	36	6	17%	28	78%	4	1	5	1	20%		
Xamtay	5	0	5	1	20%	0	0%	13	26	48	5	10%	32	67%	5	1	6	1	17%		
Viengthong	4	0	4	1	25%	0	0%	11	28	39	9	23%	21	54%	4	1	5	1	20%		
Xiengkhuang	33	12	45	9	20%	17	38%	38	63	101	14	14%	21	21%	13	3	16	4	25%		
Thathome	4	0	4	1	25%	1	25%	9	21	30	4	13%	2	7%	4	1	5	1	20%		
Khoune	4	0	4	1	25%	0	0%	14	16	30	2	7%	2	7%	4	1	5	2	40%		
Nong Haet	25	12	37	7	19%	16	43%	15	26	41	8	20%	17	41%	5	1	6	1	17%		
Savannakhet	207	90	298	32	11%	0	0%	35	103	138	21	15%	9	7%	18	4	22	4	18%		
Sepone	30	19	49	6	12%	0	0%	12	32	44	12	27%	2	5%	5	1	6	1	17%		
Nong	30	19	49	6	12%	0	0%	8	27	35	4	11%	3	9%	4	1	5	1	20%		
Vilabouly	113	33	146	10	7%	0	0%	7	17	24	2	8%	2	8%	5	1	6	1	17%		
Phine	34	19	54	10	19%	0	0%	8	27	35	3	9%	2	6%	4	1	5	1	20%		
Champasack	20	14	34	6	18%	0	0%	20	31	51	4	8%	15	29%	8	2	10	2	20%		
Bachieng	10	6	16	3	19%	0	0%	10	18	28	2	7%	10	36%	4	1	5	1	20%		
Sukumma	10	8	18	3	17%	0	0%	10	13	23	2	9%	5	22%	4	1	5	1	20%		
Saravanh	15	18	30	4	13%	8	27%	17	53	70	11	16%	13	19%	8	2	10	2	20%		
Ta Oey	4	0	4	1	25%	1	25%	8	35	43	9	21%	2	5%	4	1	5	1	20%		
Samouay	11	18	26	3	12%	7	27%	9	18	27	2	7%	11	41%	4	1	5	1	20%		
Sekong	20	23	44	6	14%	24	55%	27	61	88	7	8%	40	45%							
Kaluem	10	10	21	3	14%	11	52%	11	26	37	2	5%	14	38%							
Dakchung	10	13	23	3	13%	13	57%	16	35	51	5	10%	26	51%							
Grand Total	345	180	524	71	14%	80	15%	232	518	769	99	13%	290	38%	81	19	100	20	20%		

ANNEX 10: PRF staff turnover July - September 2009

Position		Gender	Reason for leaving	Replaced	%
National	Secretary	Female	Resignation	yes	3.12%
	Reporting Officer	Female	Resignation	yes	3.12%
National office Total staff : 32					
Houaphan	Asst. to Provincial FA	Female	Resignation	no	2.94%
Houaphan office Total staff: 34					
Xiengkhoung	No change				
Xiengkhoung office Total staff : 22					
Luang Namtha	Provincial M&E Officer	Male	Contract terminated by PRF	Yes	4.7%
	Provincial Coordinator	Male	Contract terminated by PRF	no	4.7%
	Provincial FA Officer	Male	Contract terminated by PRF	yes	4.7%
Luang Namtha office Total staff: 21					
Savannakhet	Provincial CD Officer	Male	Resignation	no	3.70%
	Provincial Procurement Officer	Female	Contract terminated by PRF	yes	3.70%
Savannakhet office Total staff: 27					
Champasack	No change				
Champasak office Total staff : 16					
Saravane	District Coordinator	Male	Contract terminated by PRF	yes	6.25%
	District CD	Female	Contract terminated by PRF	yes	6.25%
Saravanh office Total staff : 16					
Sekong	New Province				
Sekong office Total staff: 16					
Grand Total: 184 Staff					
Average of Percent of change:					5.4%

ANNEX 11: Feedback and Conflict Resolution Mechanism

Province / District	Total		Ban		Koumban		District		Province		Higher	
	Pending	Solved	Pending	Solved	Pending	Solved	Pending	Solved	Pending	Solved	Pending	Solved
Total			0	0	0	0	0	0	0	0	0	0

Note: No feedback or conflict cases were reported during the period. Actions to be taken are listed in the narrative report.

ANNEX 12: PRF Expenditures (US\$) 30/09/2009

No.	Categories	Year 2008/09				
		Q1	Q2	Q3	Q4	TOTAL
1	Sub-grant	84,734.00	889,676.00	2,188,422.00	1,105,895.00	4,268,727.00
2	Consultant's Service	178,914.00	245,167.00	259,709.00	255,615.00	939,405.00
3	Goods	20,179.00	33,608.00	141,594.00	93,940.00	289,321.00
4	Works	4,791.00	10,851.00	21,609.00	-	37,251.00
5	Incremental Operation Costs	182,868.00	198,608.00	129,194.00	237,487.00	748,157.00
7	Training	26,353.00	8,640.00	11,457.00	39,550.00	86,000.00
	PPF					
	Total	497,839.00	1,386,550.00	2,751,985.00	1,732,487.00	6,368,861.00

No.	Components	Year 2008/09				
		Q1	Q2	Q3	Q4	TOTAL
1	Sub-Grants	84,734.00	889,676.00	2,188,422.00	1,105,895.00	4,268,727.00
2	Capacity Building	143,088.00	98,286.00	205,627.00	429,769.00	876,770.00
2.1	<i>Community Capacity Building</i>	120,949.00	98,286.00	200,611.00	415,208.00	835,054.00
2.2	<i>Local Institutions Capacity Building</i>	22,139.00	-	5,016.00	14,561.00	41,716.00
3	PRF Management	270,017.00	398,589.00	357,936.00	196,822.00	1,223,364.00
	PPF					
	Total	497,839.00	1,386,551.00	2,751,985.00	1,732,486.00	6,368,861.00

ANNEX 13: Minutes of PRF 13th National Administrative Board Meeting

Lao People's Democratic Republic Peace Independence Democracy Unity Prosperity

Prime Minister Office
National Leading Board for
Rural Development and Poverty Alleviation
Poverty Reduction Fund

Minute of the Thirteenth PRF National Administrative Board Meeting Luang Namtha province, 01-03 July, 2009

- According to the direction and agreement made by the Deputy Prime Minister, Standing Member of the Government Member, Chair of the National Committee for Rural Development and Poverty Alleviation, and new Chair of the PRF Administrative Board on 29 September 2006;
- According to the Lao PDR Prime-Minister's Decree No. 073/PM (31/05/2002) establishing the Poverty Reduction Fund Project, and amended by the Prime minister's Decree No 222/PM (29/09/2006).

The 13th Administrative Board Meeting was held on 1st-3rd July, 2007 in Luang Namtha Province under the chairmanship of H.E. Mr. Somsavat Lengsavad, *Deputy Prime-Minister, Standing Member of the Government and Chairman of PRF National Administrative Board*. Participants attending the meeting included the distinguished deputy chair, all the members of PRF National Administrative Board, representatives from the Lao Women Union, the Lao Front for National Construction, the Lao Youth Union, Social Organizations, representatives from the 6 provinces (Luang Namtha, Houaphanh, Xiengkhouang, Savannakhet, Saravanh, and Champasack), the Ministry of Foreign Affairs, the Department of International Cooperation, the Department of General Planning from the Ministry for Planning and Investment, the Director of the Planning and Investment Division of Xiengkhouang province, as well as the Heads of the provincial Integrated Rural Development offices from the six provinces and members of PRF staff from provincial and district levels, representing a total of 71 persons including 7 women.

PRF Executive Director presented the project's achievements and problems faced since last meeting (12th Administrative board meeting) and made recommendations to the participants.

PRF National Administrative Board finally agreed upon the following points:

1. It was agreed to extend the activities in two new districts (Kalum and Dakchung) in Sekong province which will start from Cycle VII (2009-2010). However, the planning and data collection process have not yet been conducted in these two districts. A team is currently being put together to collect Village Profiles and organize Village Needs and Priorities Assessment from the beginning of August. It is expected that district prioritization meetings will be held at the beginning of October. The meeting acknowledged the need for the World Bank and the Swiss Agency for Development and Cooperation to confirm first their financial support for PRF activities in Sekong province;
2. During the meeting, it was agreed to recruit 16 new PRF staff in Sekong province to work at provincial and district levels. As a result, PRF National Office has to start the recruitment process. To ensure the efficiency of PRF activities in this province, PRF should give priority to candidates from the province, as they may know more about the situation and have a better understanding of minorities' languages.
3. It was agreed to use the remaining budget from fundraising activities organized by the National Leading Board for Rural Development and Poverty Alleviation for a total amount of US\$20,000 to complement the funds provided by the Swiss Agency for Development and Cooperation for PRF activities in Sekong province;
4. PRF Future and preparation of National Rural Development and Poverty Alleviation Plans:
 - 4.1. During the meeting, it was agreed to upgrade PRF to a National Project after completion of the project additional phase in 2011. In the future, PRF will not only work in the 47 or 72 first priority districts but in all poor villages and koumbans of rural areas of Lao PDR following both PRF principles and the development plans and policies of the government of Lao PDR;
 - 4.2. To prepare this national project, a Task Force made of representatives from the concerned organizations will be set up and will ensure that they focus their work on the four targets and objectives set by the government;
5. It was agreed that the teams of volunteers previously set up and trained at koumban level in Sekong will assist and support PRF work in Kalum and Dakchung districts.
6. The meeting discussed the possibility for the companies contracted by communities to implement infrastructure subprojects supported by PRF to be exempted from the 10% government tax. Participants recommended that PRF raise this issue with the relevant government administration for consideration.
7. The 14th Administrative Board Meeting of PRF should be held in January 2010 in Champasack province.

These minutes are recorded for future reference and guidance for PRF project implementation.

3rd of July 2009
Luang Namtha Province

Approved by:

(Signature)

Somsavat Lengsavad
The Deputy Prime Minister
President of PRF Administrative Board
The Meeting Chairman

Reported by:

(Signature)

Sivixay Saysanavongphet
Executive Director of PRF,
Secretary of PRF Administrative Board

ANNEX14: Procurement monitoring (PP 2009)

Sr.	Descriptions	QTY	Contract No.	Proc. Method	Bank Review	Estimated Costs	Bidding Document Preparation	Bank Submitted & Received	Contract							Payment			Remarks		
									Contract Amount Kip	Contract Amount USD	Contractor	Notification of Award/Purchase Order	Contract Signed	Bank Submitted	Inspection	Delivery/Completion Date	First Payment 100%	Date		Bank Warranty Guarantee Return	
I	VEHICLES					Total: 140,000															
1	Pick Up 4x4 Diesel Engine	4	PRF/G-NCB/Vehicle/01-09	NCB	Post	80,000	3-Jun-09	-	634,371,264	74,352	Lao Ford City	29-Jul-09	5-Aug-09	-	26-Oct-09	30-Oct-09				Done	
2	Light Motorbikes 125 cc off-road	40	PRF/G-NCB/Motorcycle/02-09	NCB	Post	60,000	3-Jun-09	-	476,280,000	55,823	Santiphab Suzuki Lao Factory	29-Jul-09	5-Aug-09	-						on going	
3	Pick Up 4x4 Diesel Engine	1	PRF/G-S/Pick-up/01-09	Sopping	Post	20,000	25-Sep-09	-	188,777,800	22,170	Lao Toyota Service	17-Oct-09	17-Oct-09	-						on going	
4	Light Motorbikes 125 cc off-road	10	PRF/G-S/Motorcycle/02-09	Sopping	Post	15,400	25-Sep-09	-	154,370,000	18,129	New Chip Xeng	16-Oct-09	16-Oct-09	-						on going	
II	EQUIPMENTS					Total: 64,100															
1	Laptop	2	PRF/G-NCB/Equipment/03-09	NCB	Post	64,100	3-Jun-09	-	640,140,000	75,028	NSV Computer	29-Jul-09	5-Aug-09	-	7-Sep-09	7-Sep-09	640,140,000	16-Sep-09	Pending 7 sept 10	Done	
	Desktop computer (including printer, UPS & software)	37																			
	Printer B/W A3	3																			
	Printer B/W A4	12																			
	UPS (Server)	1																			
	Hub-switch 16 port	3																			
	Speaker sub-woofer 1000W/A	1																			
	Photocopier	2																			
	Desktop computer (including printer, UPS & software)	16	PRF/G-S/Equipment/03-09	Repeat Contract	Post	34,300	-	8-Sep-09	278,785,000	32,740	NSV Computer	28-Sep-09	28-Sep-09	8-Oct-09	26-Oct-09	26-Oct-09					Done
	Laptop	2																			
	Printer (B/W) A3	1																			
	Printer (B/W) A4	2																			
	Photocopier	1																			
3	Color Printer	1	PRF/G-S/IT.Equipment/04-09	Shopping	Post	6,050	23-Sep-09	-													on going
	ADSL Wireless Router, 4 Ports LAN	1																			
	Scanner	1																			
	Wireless Desktop Phone	2																			
	Desk Accounting Calculator with Printer	1																			
	Digital Camera 10 MP	3																			
	Amplified Microphone	1																			
	Megaphone	3																			
	LCD Projector with Screen	1																			

4	Abney Level	3	PRF/G-S/TA. Tools/05-09	Sopping	Post	2,700	23-Sep-09	-												on going							
	Compass	3																									
	Global Positioning System (GPS)	3																									
	Pocket Engineering Calculator	3																									
III Furniture					Total:	3,000																					
1	Furniture for New Province		Sekong Province	Sopping	Post	3,000															on going						
2	Furniture for New Districts		Kaliem District, Sekong	Sopping	Post	1,500															on going						
			Dakchieng District, Sekong			1,500																	on going				
IV Small Office Equipment					Total:	500																					
1	Equipments for New Province		Sekong Province	Sopping	Post	500															on going						
2	Equipment for New Districts		Kaliem District, Sekong	Sopping	Post	200															on going						
			Dakchieng District, Sekong			200																	on going				
V Works					Total:	125,000																					
1	National Renovation at national central level (Moving from MPI to NLBRDA)		PRF Office at Vietiane	NCB	Prior	48,000	NCB														Pending						
2	Upgrade of new offices at provinces level (Moving from MPI to NLBRDA)		Houaphane Province	Sopping	Prior	52,000	Shopping	-													Pending						
			Xiengkhouang Province					-																	Pending		
			LuangNamtha Province					-																		Pending	
			Savannakhet Province					-																			Pending
			Champasack Province					-																			Pending
			Salavan Province					-																			Pending
3	New Province Office Construction		Sekong	Sopping	Prior	15,000	Shopping	-													on going						
4	New District Office Construction		Kalium District, Sekong	Sopping	Prior	10,000	Shopping	-													Pending						
			Dakchieng District, Sekong					-																Pending			
All Total:						329,100			2,372,724,064	278,243																	

IV Printing/Publishing																				
1	Brochure PRF Activities Cycle and PRF Environment Protection	2,500	352/PRF.09	Shopping	Post	7,500,000	1-Apr-09	-	3,400,000		Sisavath Printing	23-Apr-09	23-Apr-09	-	5-May-09	6-May-09	3,400,000	8-May-09	-	Done
		10,000				-	Additional	12,000,000	-			-	12,000,000	18-Aug-09	-	-	19-Aug-09	19-Aug-09	12,000,000	15-Sep-09
2	PRF Journal No. 17	3,800	PRF/G-S/Printing/01-09	Shopping	Post	20,900,000	5-Jun-09	-	15,200,000		Sisavath Printing	15-Jun-09	15-Jun-09	-	29-Jun-09	29-Jun-09	15,200,000	22-Jul-09	-	Done
3	PRF Posters (Vinyl)	2,622	PRF/G-S/Printing/02-09	Shopping	Post	109,510,000	24-Jul-09	-	38,130,435		Eakaphab Printing	5-Jul-09	5-Jul-09	-	21-Aug-09	21-Aug-09	38,130,435	14-Sep-09	-	Done
	Poster Boxes	437							20,976,000		World Sign Enterprise				21-Sep-09	21-Sep-09	20,976,000	29-Sep-09	-	Done
	PRF Posters (Laminate, UV Protection)	2,988							28,904,000		Sisavath Printing Press				10-Sep-09	10-Sep-09	28,904,000	15-Sep-09	-	Done
	Executive summary of the operation manual	2,000																		
All Total:						149,910,000			118,610,435	-							118,610,435			