



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

Poverty Reduction Fund

Quarterly Progress Report
January – March 2010



Program Management Team

Prepared by:

Monitoring and Evaluation Team
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List of Abbreviation

AusAID	Australian Agency for International Development
BD	Bidding Document
BoL	Bank of Lao PDR
DDM	District Decision Meeting
DoA	Department of Agriculture
DoI	Department of Irrigation
DoLF	Department of Livestock and Fisheries
DPM	District Prioritization Meeting
EDP	Education Development Project
EFF	European Food Facility
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
HR	Human Resources
IDA	International Development Association (World Bank)
IEC	Information, Education and Communication
LUFSIP	Lao Uplands Food Security Improvement Project
MAF	Ministry of Agriculture and Forestry
M&E	Monitoring and Evaluation unit
MIS	Management Information System
MPI	Ministry for Planning and Investment
NAFRI	National Agriculture and Forestry Research Institute
NAFES	National Agriculture and Forestry Extension Services
MOU	Memorandum of Understanding
NGPES	National for Growth and Poverty Eradication Strategy
NLBRDPA	National Leading Board for Rural Development and Poverty Alleviation
O&M	Operation and Maintenance
PG	Poverty Grading
PM	Prime Minister
PMT	PRF Project Management Team
PRF	Poverty Reduction Fund
RFQ	Request for Quotation
SDC	Swiss Agency for Development and Cooperation
SoE	Statement of Expenditure
TA	Technical Assessment
ToR	Terms of Reference
TV	Television
VP	Village Profile
WB	World Bank

Executive Summary

This report (January to March 2010) covers the implementation of the remaining activities under Cycle VI and the progress made under Cycle VII and Cycle VIII. Furthermore, the planning of PRF activities from April to June 2010 has also been included in the second part of this report.

For Cycle VI, most of the subprojects have been completed (99.7%) and only a spring fed gravity construction subproject in TaOy district (Saravanh province) was cancelled due to the poor water quality. As of March 2010, a total budget of 39.73 billion kip (94%) has been transferred to the Koumban bank accounts for subprojects implementation.

380 subprojects out of 463 subprojects under Cycle VII have been launched (82%).174 (36%) have been already completed while 165 subprojects had a completion rate above 50% and 41 subprojects had a completion rate below 50%. The 83 inactive subprojects are under preparation and will be implemented during the next couple of months. By the end of March2010, 18.73 billion kip (37%) was transferred to koumban bank accounts.

The Cycle VIII District Prioritization Meetings were held in the seven target provinces. Initially, 672 subprojects (410 infrastructure subprojects and 262 training subprojects) were selected after the prioritization process and the final selection will take place during the District Decision meeting that will be held in April 2010.

The task force for the Rural Development and Poverty Alleviation and the Promotion of the PRF to become a National Project was appointed under the agreement No.01/PM dated 19 January 2010. A secretarial team was also assigned to support the task force.

The negotiation for the Lao Uplands Food Security Improvement Project (LUFSIP) was conducted during 23-25 March. As agreed, the PRF will be responsible to implement the component 3 (Support for Rural Infrastructure Improvement and Community-led Recovery) in coordination with the Ministry of Agriculture.

The PRF team at Champasack, welcomed the visit of the World Bank representatives. Several PRF subprojects were visited and the findings are quite positive about PRF achievements.

An internal evaluation of the sustainability of the subprojects supported by the PRF was conducted during this quarter. The findings of the evaluation show that 96% of the subprojects visited are still in use and the average rate of the subprojects visited considered as being well maintained reach 91 %.

The 14th PRF National Administrative Board Meeting was organized during 20-22 January 2010 in Champasack province.

1. Subprojects Planning and Implementation

1.1 Cycle VI Implementation Progress

At the end of March 2010, out of the 355 approved subprojects, 354 subprojects were completed(99.7%).The implementation of last subproject in Saravanh (spring gravity fed water system) has been cancelled because of the low quality of the water.

Despite all feasible subproject were completed, some subprojects, have been partly or completely destroyed by KETSANA typhoon after their completion, especially in the three southern provinces of Savannakhet, Sekong and Saravanh (see list of subprojects impacted in annex 16). It is expected that the PRF will be able to rehabilitate most of it through the LUFSSIP project, component 3b. The LUFSSIP budget is expected to be available by June 2010.

For the Cycle VI, the budget transferred to koumban bank accounts up to March 2010 reached a total of 36.73 billion Kip (94% of the total cycle budget (See annex 9).

1.2 Cycle VII Implementation Progress

During this quarter, the number of completed subprojects has increased significantly comparing to the previous quarter where only 64 subprojects (13%) were active and 3 subprojects had a completion rate above 50%.

As of March 2010, 380 subprojects (82%) were in the process of implementation, with 174 subprojects completed (45.8%), 165 subprojects had a completion rate above 50% and 41 subprojects below 50%of completion. All subprojects still inactive are expected to be implemented during the next quarter.

In term of budget allocation, a total amount of 18.82 billion kip has been transferred to province bank account and then to koumban bank account (18.73 billion kip) (See annex 9).

1.3 Analysis and Comparison between Cycle VII and Previous Cycles

As a positive result of the decision made to fix a minimum percentage of subprojects and subsequent budget allocated in the poorest villages (grading 0-2), the total number of subprojects implemented in the poorest villages reach 86% under the Cycle VII compare to 47% for the Cycle VI.

The work progress of the Cycle VII reach the same step compare to the previous Cycle at the same, but there is already more projects completed because the PRF has covered one more Province (Sekong) under the Cycle VII.

Despite heavier workload due to PRF extension to an additional Province could have been an issue that affected the progress in the implementation of the Cycle VI, the PRF staffs have gained more experiences in implementing the subprojects. This has, ultimately helped to complete the different step of the cycle according to plan.

1.4 Cycle VIII Implementation progress

The Cycle VIII District Prioritization Meetings (DPM) was held in February 2010 in all targeted districts. Compare to previous cycle, the priority is given to the infrastructure subprojects (61% of the total subprojects selected compare to 41% under the Cycle VII). The final selection of funded subprojects will be discussed and agreed upon during the District Decision Meeting that will be held by the end of April 2010 in all targeted districts. The outcomes of the meeting will be reported in the next quarterly report.

2. Cooperation and Partnerships

2.1 Donors

The Poverty Reduction Fund team of Champasack (Bachiang and Chaleunsouk district) welcomed the visit of the World Bank representatives on the 7 March 2010. The mission has inspected the following subprojects:

- Spring gravity fed water system subproject in Merng village (Cycle VI);
- Lower secondary school construction in Kacheed village (Cycle VII);
- Mulberry plantation training in Kaeng Nhao village (Cycle VI);
- Tailoring training subprojects of at training center located at km15 (Cycle VII).

The World Bank representatives were satisfied with the overall progress of the subprojects visited and highlighted the visible benefits of the PRF subprojects for the community. The sustainability of the subprojects has also been recognized has a strong point of the PRF program.

In the meantime, the local community visited has proposed some requests to the World Bank representatives as follow:

- Local community of Merng village requested for a new primary school since the existing one is in poor condition;
- Local community of Kacheed village requested for the electricity access to the lower secondary school and a drilled well for the school.

These requests are good illustrations of the adequacy between the lists of the subprojects that the PRF has decided to support and the needs of the local

communities but also give an idea of the needs that still need to be covered in the future.

Negotiations for the proposed Lao Uplands Food Security Improvement Project (LUFSIP) were held in Vientiane on March 23-25 2010, between a delegation representing the Lao People's Democratic Republic and a delegation representing the International Development Association. The legal documents were reviewed (financing agreement, project procurement including a draft of procurement plan, EC grant agreement, project agreement and disbursement letter) and the minute of negotiations signed.

This project will be funded by the European Union's *European Food Facility* (EFF) and the International Development Organization (IDA) for a total amount of US\$ 14,600,000.

The project Development Objective is to:

- ensure the immediate food security and recovery needs of rural households affected by Ketsana cyclone in the 3 provinces of Xekong, Saravanh and Attapeu.; and
- improve the food security and livelihood of rural households in selected poor villages in upland areas in the 5 provinces of Luang Namtha, Houaphanh, Xiengkhouang, Savannakhet and Xekong by promoting improved and sustainable rice-based farming systems.

The Ministry of Agriculture and Forestry (MAF) is responsible for its overall implementation and coordination. Actual implementation of the project's components 1, 2 and 4 will be carried out by MAF's relevant departments (NAFRI, NAFES, DOA, DOFL, DOI) while the PRF will be responsible for the execution of component 3 (sub-components 3a: Rural Infrastructure for Improved Agricultural Livelihoods and 3b: Community-Led recovery.) for a total budget of US\$7.92 million (see list of provinces and districts targeted in annex 14).

As a next step in the preparation of the LUFSIP implementation, the MAF and the PRF will meet to prepare a subsidiary agreement. The PRF will also prepare the list of the positions required in order to implement the LUFSIP component 3 in Attapeu (5 district) and 2 new district in Sekong and Saravanh province as well as the additional positions in the Provinces and District were the PRF is already working for the component 3a.

2.2 Mass-based Organizations, Line Ministries and Other Projects

During the reporting period, the agreement No.01/PM dated 19 January 2010 on the appointment of the Rural Development and Poverty Eradication and the Promotion of the PRF to become a National Program Task force was proposed and approved by the

Vice Prime Minister Mr. Somsavath Lengsavath (See agreement in annex 18). The agreement describes the main responsibilities of the task force (within the framework of the 7th Socio-Economic Development Plan of the government): Formulate the roadmap and the implementation plan (and budget required) related to rural development and poverty eradication. The plan will follow the instruction letter No. 09/PPB dated 8 June 2004 regarding the village cluster and Koumban Phatthana as well as the Millennium Development Goals and the NGPES. The task force also has the responsibility to promote alignment and harmonization as formulated in the 2007 Vientiane Declaration.

In order to support the Development of the Rural Development and Poverty Eradication plan, a secretarial team has been appointed to support the task force committee on their mission, by the Agreement No.017/NLBRDPA dated 15 February 2010 (see the agreement on annex 19). The secretarial team consists of 9 members from the NLBRDPA (4 members) and the PRF (5 members).

The 14th PRF National Board Administrative Meeting was held on 20-22 January 2010 in Champasack province. During the meeting, the main points discussed were related to:

- Ketsana disaster response related to the PRF infrastructures impacted;
- Reinforcement of the technical cooperation on the field between the Government and the PRF;
- Potential relocation of the PRF Office to the Prime Minister Office;
- Assignment of a representative of the different line Ministries to set up the task force related to the Decree of the PM No.01/PM 19 January 2010.

More details can be found on the minute of meeting in annex 17.

3. Specific activities during the reporting period

3.1 Monitoring and Evaluation

3.1.1 Management and Information System (MIS)

The PRF Management Information System (MIS) has been fully upgraded and implemented in the 7 provinces where the PRF is working, including the upgrade of the HR and financial administrative components.

To ensure the effectiveness of the investment in each Koumban within the Cycle VIII, the PRF team had randomly verified the village profile data in some targeted districts, especially those where the village poverty grading has changed from Cycle VII to Cycle

VIII(PG)(for example, from PG 2 in Cycle VII to PG1 in Cycle VIII). One of the reasons behind the changes observed is related to clear criteria mentioned in the VP form. Consequently, the PRF staff that uses this form may have different understanding. To ensure concise and reliable data for the next implementation phase, the VP form has been revised in order to clarify the criteria used for the poverty grading. The PRF team has been trained on how to use the new VP form.

During the reporting period, the PRF team had also re-checked all the inconsistent data in the MIS system (Cycle VI) as well as the Cycle VII and Cycle VIII.

3.1.2 Reporting

The First quarterly (October-December 2009) and the Annual report 2009 have been submitted to donors for comments and suggestions. A new template developed by the Monitoring and Evaluation team has been used to for the Annual Report 2009. Some changes of the annex template for annual and quarterly reports have been approved as to capture the crucial information and reduce time used to prepare the next reports.

3.1.3 Other issues

The other major activities during this quarter for the Monitoring and Evaluation Unit are summarized below:

- Monitored the physical progress of subproject implementation and the level of disbursement to koumban bank accounts for Cycle VI and Cycle VII;
- Participated in district prioritization meetings for Cycle VIII;
- Prepared the ToR for the participatory Approach Assessment and submitted to the donors for no-objection;
- The first draft of the ToR for the Technical Assessment was developed and submitted to the donors by the end of February 2010 for comments;
- The outcome and impact assessment of the PRF is postponed since the consultant team could not find the appropriate time to start this assessment. For the time being, the M&E team has conducted an internal assessment of the sustainability of PRF subproject;
- Training organized for M&E staff in each province on the implementation of subprojects' sustainability assessment including data analysis and report writing.

It has been decided previously to develop several reports in Lao language in order to review and evaluate the impact of the PRF. The first internal evaluation of the sustainability of the infrastructure supported by the PRF in 3 Provinces (Cycle VI) has been extended to all the previous cycle (Cycle I to Cycle VI) and in 19 Districts. During this assessment, 1,051 subprojects supported by the PRF has been evaluated, from January to March 2010.

The findings of the evaluation show that 96% of the subprojects visited are still in use and the average rate of the subprojects visited considered as being well maintained reach 91%. However, 4% of the subprojects visited have currently no maintenance plan in place.

The assessment also shows that 93.7% of all villagers interviewed are very satisfied with PRF support, but due to the limited budget of the PRF, only few subprojects requested by the villagers could be supported, which create some dissatisfaction about the level of support provided by the PRF. These dissatisfactions highlight the fact that the PRF can cover only a small portion of the priorities identified by the villagers and that additional funds as well as an increased cooperation with the other Development agencies is a key element for poverty eradication.

3.2 Technical Assistance

More than half of the infrastructure subprojects (Cycle VII) have been implemented and completed. Therefore, the monitoring of the construction of those subprojects was implemented at the same time with the survey and design of the Cycle VIII subprojects in order to save time and travelling costs.

However, there are some subprojects that have been delayed due to unexpected difficulties met during the implementation phase. For instance, the location of the drilled well construction in Saravanh province where the water is available only at 60-70 meters deep while the equipment available can only dig to 30-40 meters. The PRF team is currently looking for specific equipment that will allow digging deeper.

As requested by the provincial level, the Engineering unit of the national office has surveyed and designed the non-standard subprojects in five provinces. A total of 23 subprojects were re-surveyed and the team has screened and reviewed it on the basis of priority and difficulties to do the survey. The survey and design involved the technical officers from the district level in order to increase the cooperation between the PRF and the Government, share experiences and ideas on the technical aspects and receive faster approval from the local government.

3.3. Community Development

3.3.1 Information Education and Communication (IEC)

- ***IEC Production***

- Spring Gravity fed system Operation and Maintenance Manual in Lao version completed;
- Development of the financial Management and Procurement procedure booklets for the community in Lao version completed;
- Script for the documentary film on procurement management for the community developed;
- Development of 5 scripts and 5 texts of folk songs in Khmu language completed;
- Report on women's role in poverty alleviation in Lao PDR and disseminated in the Review meeting on the Implementation of the Bajing Action Plan of Lao Women Union(the Millennium Development Goals)Completed; and
- Documentary film on Women's Role in Poverty Alleviation and development in Lao PDR developed.

- ***IEC Design***

- Production of the PRF's magazine Vol. 18 completed and distributed to all governor's offices in all provinces within the country;
- Design of the stationary for rural primary school students completed; and
- TV Documentary on "the 14th Administrative Board Meeting" produced.

- ***IEC Distribution***

- Regular information provided to support "Hop Ban Pan Mueng Radio Program" and "Lung Sang Lung Sa Radio Program"(approximately 2 individual interviews per week);
- the Re-organization of the PRF library completed;
- Pictures database updated;
- Regularly broadcasting news, information and songs through provincial and district radios, loudspeakers' systems and TV program (both in Lao and ethnic minorities languages): announcements, spots, interviews and reports about PRF activities and implementation progress.

3.3.2 Public Information

- **IEC Production**

- First draft of spot script on "School Enrollment Campaign in Rural area" completed.

- **IEC Distribution**

The IEC products were distributed as follows:

I.	National Radio "Development and Poverty Program"
-	Songs "Poverty Reduction Works"
-	Radio spots
-	TV documentaries
-	Brochures regards to the principles, strategy and structure of PRF
-	Posters on "how to use upland effectively"
II.	Lao Women Union Press Department
-	TV documentaries: Women's role in development, Participatory Planning and the Voice of People toward PRF.
III.	National TV
-	TV Spots (Hmong & Khmu Language)

- **News Release**

Numbers of News Released	Media
16 News	Vientiane Mai, Pathed Lao, Lao Pathana
10 News	Lao National Radio "Development and Poverty"
1 Article	Vientiane Mai, Pathed Lao
13 News	PRF's Website
1 Talk Show	Lao National Radio "News Talk Show"
1 Presentation on "Social Safety Net" for the Fourth Rural Development and Poverty Eradication Plan (Five Years plan 2011-2015)	World Bank's Workshop
Interview of the Executive Director of PRF on women's role in poverty alleviation in Lao PDR	TV, Radio program, Magazine and newspaper of Lao Women Union

- ***Bilateral Agreement Implementation***

- Quarterly cooperation plan (April-June, 2010) to support the Bilateral Cooperation Agreements between PRF and Lao Women Union Press Department completed;
- Quarterly cooperation plan (March-May, 2010) to support the Bilateral Cooperation Agreements between PRF and Lao National Radio "Development and Poverty Program" completed.

- ***Policy Development***

- First draft of guideline on "News Release Writing" completed.

3.3.3 Local Institution Capacity Building

- ***Meeting***

The PRF National team followed upon the progress of the budget transferred for the implementation of 181 training subprojects (out of 187 training subprojects)) in all targeted provinces under the Cycle VII. The 6 subprojects remaining will be implemented during the next semester.

The PRF has completed the preparation of a guideline for a study tour from district to district for Koumban representatives, facilitators, procurement teams, implementation and maintenance teams (new activity for local institution capacity building annual work plan in 2009-2010). This activity will be implementing around May to July 2010 in some target districts where interesting experiences and successful PRF implementation has been observed.

- ***Training***

- Literacy training for the Village Headmen and villagers in Samouy and Taoi districts (Saravanh province) completed in March 2010. However, the numbers of participants were less than the actual plan since some of them were sometimes busy with their daily work and unable to attend the training. Based on the budget available, the PRF team at the national level will look for another opportunity to implement this training one more time for the participants who couldn't come

- Training on finance management for the Koumban facilitators, Koumban representatives as well as the Koumban procurement team in all targeted districts in the 7 provinces completed.

3.3.4 Community Capacity Building

- Assistance provided to provincial and district staffs to prepare subproject proposals on the training subprojects for cycle VII;
- Followed up the implementation of the community training subprojects at all levels as planned during cycle VII.

3.4. Administration and Finance

3.4.1 Procurement

- ***National Office***

- The 3 pick-up trucks from Mitsu Lao Co. were received on March 3, 2010;
- Selection of consultant firm services for the Annual Financial Audit of the period February 8, 2010 till March 25, 2010. The Ernst & Young Lao Ltd was selected and the contract was signed on February 2, 2010;
- Bid opening and evaluation for the procurement of solar cells, medical equipments, and school books for sub-project in cycle VII completed (after PRF national office approval for the Koumban representative team). Most of the purchase contracts are expected to be signed in April 2010 and the goods delivered in May or June 2010; and
- Joined with the World Bank Team for sub-project post review assessment for the procurement process in cycle V, VI, and VII (Savannakhet province).

- ***Sub-Project***

- Completed Training on procurement procedures and process of bid opening and evaluation and how to prepare the bid evaluation report for the Koumban representative team after the DDM for sub-project in cycle VII in Sekong Province;
- Procurement Plan for subproject in cycle VII (including Sekong province) completed and submitted to the WB for information and record;
- Preparation of the Request for Quotation (RFQ) and Bidding Document (BD) for the first contract of goods and works related to the sub-project cycle VII in Sekong province completed. The RFQ and BD was submitted to the WB on January 21, 2010 and PRF received the approval for using the RFQ and BD on January 26, 2010;

- Completed the bid opening and evaluation process for sub-project cycle VII in Sekong province. During this quarter, most of the contracts were signed, except for one sub-project (dispensary construction in Panon Village, Khoumban 9, Kaleum District, Sekong province) because the contractor finally refused the contract because of the bad condition of the road to access the construction area;
- Most of the bid evaluation reports subject to prior review by the World Bank were sent and had received approvals.

3.4.2 Finance

Financial Audit Report for 2008-2009 from Ernst and Yong has been timely submitted to the World Bank and SDC (before 31st March 2010). The findings are positive and the main recommendation is related to the controls over cash disbursement that need to be strengthened:

- Date and description of the transaction need to be indicated clearly on all invoices and/or receipts; and
- List of training participants and attendance sheets duly signed by each participants.

Another recommendation is related to the fixed assets that should be tagged with a unique identification number (some computers and air conditioner at the National level office). These recommendations have been taken into account and the PRF team has implemented the required actions related to the improvements identified during the financial audit.

The PRF has submitted the FMR to IDA and SDC. The financial report of the first quarterly covered the opening FY2010 (2009-2010) and SOE (Replenishment Application) No. 0011, 0012 and 0013 for the period October-December 2009 were submitted and approved by the World Bank office in Philippine. The total amount of the three replenishment requests reached US\$1,663,433.58;

A total amount of US\$4,572,000 out of US\$4,600,000 (overall budget allocation) have been transferred for the implementation of 355 subprojects under the Cycle VI (6 provinces). The balance budget remains (US\$28,000 (0.6%)) is kept in the bank account at the koumban level in order to keep the bank accounts active.

The PRF Financial & Administration Unit meets with EDP (Education Development Project) Finance Management Team at the Ministry of Education regarding EDP fund flow. EDP is supported by IDA and AusAID. The funds from IDA and AusAID are

gathering in Philippine before transferring to EDP designated account according to the replenishment plan of EDP. Therefore, the EDP finance process is different from PRF finance process since PRF funds flow is coming directly from IDA and SDC to two special accounts at the BoL. Based on PRF agreement, it is not possible to change the PRF system to follow the EDP fund flow system.

3.4.3 Human Resources

- Employment contracts for the year 2010 have been dispatched to every PRF employees;
- Six additional PRF employees in Sekong province and other vacancies have been filled;

3.4.4 Administration

- Assessment and estimation of the value of old fixed assets for bidding announcement (1 pickup, 1 minivan, 28 motorcycles).

4. Planned Activities for next quarter (April-June 2010)

4.1. Subprojects' Planning and Implementation

- Monitor subprojects implementation of Cycle VI and Cycle VII;
- Prepare and organize District Decision Meeting of Cycle VIII in all targeted districts;
- Prepare and proceed the subprojects sustainability assessment in 6 targeted provinces (exclude Sekong province)
- Continue checking all data of Cycle VII and Cycle VIII to ensure data consistency;

4.2. Cooperation and Partnership

- Cooperate with the Ministry of Agriculture and Forestry relating to the implementation of the components 3a and 3b of LUFSP (subsidiary agreement);
- Finalize the update of the Operation Manual in response to the implementation of LUFSP;
- Prepare and facilitate the donors' supervision mission (May 2010) including a field trip to the southern provinces
- Continue working with the NLBRDPA and MPI on the Harmonization of planning processes at village and Koumban levels.

4.3. Monitoring and Evaluation

- Preparing DDM table and budget allocation for district final decision meeting cycle VIII which will be held in the third week of April 2010;
- Summarize the outputs of DDM for Cycle VIII and then report to Project Management Team (PMT), Ministry of Planning and Investment by the first week of May 2010;
- Finalize poverty analysis comparison of cycle VI, VII and VIII;
- Continue monitoring the physical and disbursement process for cycle VI & VII subproject implementation including the progress of budget transfer to Koumban bank account;
- Continue supporting new Provincial Monitoring and Evaluation staff to ensure the efficiency of the monitoring and evaluation system at province, district and village level and to make sure all information according to MIS instruments are recorded in the MIS system;
- Continue to follow-up on the progress of the Technical Assessment ToR with Donors for comment and suggestion before advertisement;
- Continue preparing Codebook for all MIS and M&E staff at National and Provincial Level;

- Developed the English version of subproject sustainability assessment in 19 target districts of six provinces (Huaphanh, Xiengkhouang, LuangNamtha, Savannakhet, Saravanh and Champasack);
- Prepare the presentation and reports for the 15th PRF administrative board meeting which will be held at the end of June 2010 in Sekong province; and
- Implementation of the selection process of the consultant for the participatory approach assessment.

4.4. Technical Assistance

- Review the final cost and bill of quantities post District Decision meeting (procurement team);
- Organized and accompany the World Bank and SDC representatives for the supervision mission to Saravanh province (18-28 May 2010); and
- Prepare the implementation plan for the subprojects impacted by KETSANA in Saravanh, Sekong and Attapeu provinces (LUFSIP).

4.5. Community Development

4.5.1 Information Education and Communication (IEC)

• IEC Production

- Develop the O&M manual of Bridge, School, Irrigation for the PRF and the Government staff including Koumban and Village O&M teams;
- Continue to produce the documentary film on procurement management for the communities;
- Continue developing the additional radio and TV spots in ethnic languages: 5 spots in Khmu, 5 in Hmong, 5 in Aka, 5 in Ngea, 5 in Brou and 5 in Trieng language;
- Continue to produce ethnic folk songs to convey general messages about PRF and poverty reduction strategies at local level (Translate from 10 existing songs into Lao): 5 songs in Brou, 5 songs in Ngea, 5 songs in Trieng and 5 songs in Akha languages will be produced;
- Produce awareness raising stationeries featuring key poverty reduction messages to be distributed to the poorest primary school pupils;
- Assess community Loudspeakers System in Long and Nalea Districts (Luang Namtha) province before establishing 5 Community Loudspeaker System at Village level as pilot study.

• IEC Design

- Design the PRF's magazine Vol 19;

- Design the PRF O&M manual of Bridge, School and Irrigation;
- Finalize the PRF note book in Lao and English version.
- ***IEC Distribution***
 - Regularly provide information to be added on all Koumban Information Boards;
 - Regularly broadcasting news, information and songs through provincial and district radios, loudspeakers' systems and TV program (both in Lao and ethnic languages): announcements, spots, interviews or reports about PRF activities and implementation progress.

4.5.2 Public Information

- ***IEC Production***
 - Finalize the guideline on "News Release Writing";
 - Finalize the script on documentary film for "School Enrollment Campaign in Rural area";
 - Continue producing articles provided to the national newspapers about PRF activities and implementation progress;
 - Continue providing information to support "Hop Ban Pan Mueng Radio Program" and "Lung Sang Lung Sa Radio Program" with approximately 2 individual interviews per week;
 - Complete developing the social Safety Net log frame and present to the World Bank workshop in Tanzania.

4.5.3 Community and Institutional Capacity Building

- ***Meeting and training***
 - Develop the workshop proposals for 2 provinces and three districts on the awareness of the community related to Education, Forestry and Agriculture, Health care. Teachers from primary schools and health volunteers are the targeted participants who will then promote and encourage communities especially the children at school age to attend school. Additionally, their continuous task after the workshop is to raise awareness of the community on health care, land management, environment protection as mentioned in the PRF policy;
 - Follow up the cross koumban monitoring in order to exchange experiences on the PRF subproject coordination and implementation in each targeted district;
 - Follow up and ensure the Feedback and Conflict Resolution Mechanism to be regularly implemented by committee as planned.

4.5.4 Community Capacity Building

- Assist the provincial and district staff to prepare subproject proposals on training for cycle VIII;
- Follow up the implementation of the community training subprojects at all levels as planned in cycle VIII;
- Organize the District Exchange Experience Training facilitators Meeting. During this meeting, the participants will identify the strengths and weaknesses or problems that occurred when organizing the training for communities. After that the participants will formulate the problem and potential solutions in order to improve the trainings in the future; and
- Coordinate with TA to organize the O&M training on infrastructure subproject of Cycle VII for koumban implementation and maintenance activities, and assist them to use the new GFS operation and maintenance manual.

4.6. Administration and Finance

4.6.1 Procurement

- ***National Office:***

- Conduct the selection of consultant firm services for Assessment on Participatory Approach at the Community Level;
- Follow up with the importation document for 3 pickup trucks from the Mitsu Lao Co;
- Follow up with delivery of solar cells, medical equipments, and school books for sub-project in cycle VII;
- Prepare the Procurement Plan for sub-project in cycle VIII and submit to the WB for information and record; and
- Conduct the training and discussion on procurement procedures and the process for the procurement staff at the provincial level.

- ***Sub-Project:***

- Prepare the training material on procurement procedures and the process of bid opening and evaluation and how the evaluation reports should be prepared for the koumban Representative Team before the bid opening started;
- Prepare Request for Quotations and Bidding Documents for sub-project for cycle VIII and submit to the WB for approval before announcing the bid opening; and
- Monitor and follow up on the sub-projects that has not been completed yet for Cycle VI.

4.6.2 Finance

- Prepare LUFSSIP implementation especially the component 3 (support for Rural Infrastructure Improvement and Community-led Recovery) under PRF responsibilities;
- Prepare FMR (second quarterly report FY 2010 (January-March 2010) and SOE#0014-0017 for the period April-June 2010);
- Update Accounting process (Chart of Account) to generate individual report for LUFSSIP project; and
- Prepare financial document for World Bank supervision mission (end of May 2010).

4.6.3 Human Resources

- Coordinate with the Heads of the unit to prepare ToR for designed staff in new PRF province (Attapeu) and districts to implement activities of LUFSSIP;
- Prepare and recruit new/additional staff related to the implementation of LUFSSIP.

4.6.4 Administration

- Preparation of 15th PRF Administrative Board Meeting.

ANNEXES

Annex 1: Overview of Project Coverage from Cycle I-VIII (2003-2011)

	Cycle I	Cycle II	Cycle III	Cycle IV	Cycle V	Cycle VI	Cycle VII	Cycle VIII
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
Provinces	3	3	5	5	5	6	7	7
District	10	14	20	21	21	19	21	21
Khet / Koumban	121	188	239	252	161	195	214	213
Villages	913	1,412	1,913	1,880	1,268	1,458	1,567	1,551
Poor villages	666	1,089	1,464	1,499	985	994	1,194	1,102

Annex 2: Number of villages per poverty grading by province and district, Cycle VIII

PROVINCE / DISTRICT	# Koumban	# villages	# Population	# Female	# Family	Poverty Grading					Villages eligible for full Menu of Options **
						PG0	PG1	PG2	PG3	PG4	
						Poor Villages			Better off		
Luang Namtha	29	186	73,384	36,945	14,666	8	22	62	69	25	92
Long	9	69	29,864	14,649	6,016	5	9	22	25	8	36
Viengphouka	7	46	20,773	10,547	4,158	2	2	11	23	8	15
Nalae	13	71	22,747	11,749	4,492	1	11	29	21	9	41
Huaphanh	70	474	179,494	88,822	29,528	68	159	150	80	17	377
Huameaung	9	76	30,838	15,073	4,654	9	21	28	11	7	58
Viengthong	13	69	27,113	13,756	4,595	1	19	37	11	1	57
Viengxay	14	105	33,992	16,842	6,695	7	33	32	28	5	72
Xiengkhor	12	59	26,635	12,874	4,528	10	23	19	7	0	52
Xamtay	22	165	60,916	30,277	9,056	41	63	34	23	4	138
Xiengkhuang	24	213	82,614	40,285	12,994	12	55	44	75	27	111
Khoun	7	84	31,860	15,956	5,172	4	17	16	26	21	37
Nonghad	13	106	36,931	17,771	5,531	8	37	25	34	2	70
Thathome	4	23	13,823	6,558	2,291	0	1	3	15	4	4
Savannakhet	51	327	159,587	79,134	29,791	52	100	86	78	11	238
Sepone	15	87	47,640	23,837	9,480	10	24	29	20	4	63
Nong	9	73	23,674	11,870	4,533	23	27	10	13	0	60
Phin	15	100	57,280	27,930	10,207	9	31	26	29	5	66
Vilabury	12	67	30,993	15,497	5,571	10	18	21	16	2	49
Saravanh	9	108	38,789	19,371	6,649	15	45	40	7	1	100
Samouy	4	54	13,537	6,815	2,354	8	16	24	5	1	48
Ta oiy	5	54	25,252	12,556	4,295	7	29	16	2	0	52
Champasack	11	101	100,894	50,558	21,413	4	22	36	33	6	62
Sukuma	6	56	51,992	26,676	9,541	4	13	20	14	5	37
Bachieng	5	45	48,902	23,882	11,872	-	9	16	19	1	25
Sekong	19	142	34,623	17,365	6,392	40	54	28	20	-	122
Kaleum	11	62	14,833	7,453	2,674	23	24	11	4	0	58
Dakjeung	8	80	19,790	9,912	3,718	17	30	17	16	0	64
Total	213	1,551	669,385	332,480	121,433	199	457	446	362	87	1,102
Percentage						13%	29%	29%	23%	6%	71%

Annex 3: PRF Budget into Infrastructure Subprojects benefiting poor and better off villages -
Cycle VII

Provinces/districts	Budget to Poor villages (PG 0-2)	# of subprojects	Budget to better off villages (PG 3-4)	# of subprojects	Total
Luang Namtha	3,428,268,884	34	1,311,997,313	12	4,740,266,197
Long	1,190,728,451	10	287,773,201	3	1,478,501,652
Nalae	1,378,047,881	16	274,080,240	4	1,652,128,121
Viengphouka	859,492,552	8	750,143,872	5	1,609,636,424
Huaphanh	8,065,017,170	70	851,547,269	13	8,916,564,439
Huameaung	1,326,515,369	9	170,605,692	1	1,497,121,061
Viengthong	1,373,246,870	11	205,510,391	2	1,578,757,261
Viengxay	1,276,941,340	14	270,357,283	5	1,547,298,623
Xiengkhor	1,451,621,933	17	99,309,075	2	1,550,931,008
Xamtay	2,636,691,658	19	105,764,828	3	2,742,456,486
Xiengkhuang	3,178,411,627	22	1,703,316,219	10	4,881,727,846
Khoun	1,122,415,332	10	365,522,525	3	1,487,937,857
Nonghad	1,377,079,083	9	525,677,051	3	1,902,756,134
Thathome	678,917,212	3	812,116,643	4	1,491,033,855
Savannakhet	5,836,435,548	36	1,800,858,616	11	7,637,294,164
Sepone	1,789,141,299	14	389,928,794	3	2,179,070,093
Vilabury	1,403,051,549	8	346,062,588	3	1,749,114,137
Nong	1,264,276,068	6	264,149,566	1	1,528,425,634
Phin	1,379,966,632	8	800,717,668	4	2,180,684,300
Saravanh	2,919,542,045	17	756,959,767	2	3,676,501,812
Ta oiy	1,484,435,336	8	454,859,335	1	1,939,294,671
Samouy	1,435,106,709	9	302,100,432	1	1,737,207,141
Champasack	3,262,351,823	13	912,886,569	3	4,175,238,392
Bachieng	1,481,519,743	6	699,856,589	2	2,181,376,332
Sukuma	1,780,832,080	7	213,029,980	1	1,993,862,060
Sekong	3,767,788,314	17	388,608,000	1	4,156,396,314
Kaleum	2,197,384,903	11	0	0	2,197,384,903
Dakjeung	1,570,403,411	6	388,608,000	1	1,959,011,411
Total by poverty grading	30,457,815,411	209	7,726,173,753	52	38,183,989,164
Percentage	80%	85%	20%	15%	100%

Annex 4: Subprojects Completion by Sector as of March 2010 Cycle VI and Cycle VII

Cycle VI					
Sector	Subprojects Implementation Progress				
	0%	≤50	≥50	100%	Total
Education	0	0	0	65	65
Public work and transportation	0	0	0	62	62
Health	1	0	0	79	80
Agriculture Infrastructure	0	0	0	16	16
Capacity Building	0	0	0	132	132
Total	1	0	0	354	355

Cycle VII					
Sector	Subprojects Implementation progress				
	0%	≤50	≥50	100%	Total
Education	8	14	55	10	87
Public work and transportation	7	8	24	35	74
Health	15	9	53	22	99
Agriculture Infrastructure	0	0	7	10	17
Capacity Building	53	10	26	97	186
Total	83	41	165	174	463

Annex 5: Subprojects completion by province/district for cycle VI and cycle VII as of March 2010

Cycle VI					
Province/Districts	Approved subprojects	0%	≤50%	≥50%	100%
Viengphoukha	18				18
Long	22				22
Nalae	25				25
<i>Luang Namtha</i>	65	0	0	0	65
Xiengkhor	17				17
Viengxay	15				15
Huameaung	16				16
Xamtay	28				28
Viengthong	15				15
<i>Huapanh</i>	91	0	0	0	91
Nonghet	17				17
Khoun	18				18
Thathome	9				9
<i>Xiengkhouang</i>	44	0	0	0	44
Sepone	23				23
Nong	10				10
Vilabury	18				18
Phin	20				20
<i>Savannakhet</i>	71	0	0	0	71
Samoiy	17				17
Ta oey	19	1			18
<i>Saravanh</i>	36	1	0	0	35
Sukuma	25				25
Bachieng	23				23
<i>Champasak</i>	48	0		0	48
Total	355	1	0	0	354

Cycle VII					
Provinces/districts	Approved subprojects	0%	<50%	>50%	100%
Long	31	3	3	9	16
Viengphoukha	18	0	0	2	16
Nalae	26	2	1	18	5
<i>Luang Namtha</i>	75	5	4	29	37
Huameaung	23	3	2	8	10
Viengthong	21	3	0	5	13
Viengxay	29	6	2	12	9
Xiengkhor	26	3	0	14	9
Zamtai	38	12	1	18	7
<i>Huapanh</i>	137	27	5	57	48
Khoun	23	0	2	6	15
Nonghad	18	1	3	6	8
Thathome	12	0	0	8	4
<i>Xiengkhouang</i>	53	1	5	20	27
Phin	26	1	3	13	9
Sepone	19	1	3	9	6
Vilabouly	16	0	0	10	6
Nong	12	3	4	1	4
<i>Savannakhet</i>	73	5	10	33	25
Taoiy	21	7	3	3	8
Samouy	15	1	3	8	3
<i>Saravanh</i>	36	8	6	11	11
Bachieng	20	0	4	6	10
Sukumma	24	0	7	5	12
<i>Champasak</i>	44	0	11	11	22
Kaleum	25	22	0	1	2
Dakjeung	20	15	0	3	2
<i>Sekong</i>	45	37	0	4	4
Total	463	83	41	165	174

Annex 6: Subprojects implementation status as of 31 March 2010 Cycle I-Cycle VII

	Cycle I-V				Cycle VI				Cycle VII				Total			
	Suprojects plan	Active	Inactive	Cancelled	Suprojects plan	Active	Inactive	Cancelled	Suprojects plan	Active	Inactive	Cancelled	Suprojects plan	Active	Inactive	Cancelled
Luangnamtha					65	65	0	0	75	70	5	0	140	135	5	0
Viengphoukha					18	18			18	18	0		36	36	0	-
Long					22	22			31	28	3		53	50	3	-
Nalae					25	25			26	24	2		51	49	2	-
Huaphanh	860	860	0	0	91	91	0	0	137	110	27	0	1,088	1061	27	0
Add	134	134											134	134	-	-
Sobbao	103	103											103	103	-	-
Xiengkhor	144	144			17	17			26	23	3		187	184	3	-
Viengxay	128	128			15	15			29	23	6		172	166	6	-
Huameaung	108	108			16	16			23	20	3		147	144	3	-
Xamtay	200	200			28	28			38	26	12		266	254	12	-
Viengthong	43	43			15	15			21	18	3		79	76	3	-
Xiengkhuang	216	216	0	0	44	44	0	0	53	52	1	0	313	312	1	0
Kham	57	57			17	17							74	74	-	-
Khoun	80	80			18	18			23	23	0		121	121	-	-
Nonghad	79	79			9	9			18	17	1		106	105	1	-
Thathome									12	12	0		12	12	-	-
Savannakhet	412	412	0	0	71	71	0	0	73	68	5	0	556	551	5	0
Sepone	151	151			23	23			19	18	1		193	192	1	-
Nong	63	63			10	10			12	9	3		85	82	3	-
Vilabury	104	104			18	18			16	16	0		138	138	-	-
Phin	94	94			20	20			26	25	1		140	139	1	-
Saravanh	167	167	0	0	36	35	0	1	36	28	8	0	239	230	8	1
Ta oiy	61	61			19	18		1	21	14	7		101	93	7	1
Toumlane	61	61											61	61	-	-
Samouy	45	45			17	17			15	14	1		77	76	1	-
Champasack	412	411	0	1	48	48	0	0	44	44	0	0	504	503	0	1
Mounlapamouk	112	112											112	112	-	-
Khong	114	114											114	114	-	-
Pathoumphone	86	86											86	86	-	-
Sukuma	100	99		1	25	25			24	24	0		149	148	-	1
Bachieng					23	23			20	20	0		43	43	-	-
Sekong					N/A				45	8	37	0	45	8	37	0
Kaleum									25	3	22		25	3	22	-
Dakjeung									20	5	15		20	5	15	-
Total	2,067	2,066	0	1	355	354	0	1	463	380	83	0	2,885	2,800	83	2

Annex 7: District Prioritization Meeting Attendants Cycle VIII

Provinces/districts	District Prioritization Meeting Attendance (Cycle VIII)					
	PRF Staff	GoL Staff	Total	Female	Percent female	Non Lao-Tai
Luang Namtha	30	103	133	28	21%	52
Viengphoukah	10	32	42	5	12%	10
Long	10	30	40	7	18%	18
Nalae	10	41	51	16	31%	24
Huaphan	47	127	174	32	18%	37
Xiengkhor	9	30	39	6	15%	1
Viengxay	10	14	24	6	25%	11
Huamueang	9	30	39	6	15%	7
Xamtay	10	27	37	7	19%	6
Viengthong	9	26	35	7	20%	12
Xiengkhuang	35	62	97	18	19%	21
Thathome	12	22	34	4	12%	3
Khoune	11	25	36	7	19%	7
Nong Haet	12	15	27	7	26%	11
Savannakhet	58	91	149	27	18%	3
Sepone	15	30	45	9	20%	1
Nong	14	18	32	5	16%	2
Vilabouly	15	22	37	7	19%	0
Phine	14	21	35	6	17%	0
Champasack	28	28	56	11	20%	0
Bachiang	14	14	28	5	18%	0
Sukumma	14	14	28	6	21%	0
Saravanh	15	35	50	5	10%	38
Ta Oey	8	18	26	2	8%	20
Samouay	7	17	24	3	13%	18
Sekong	27	61	88	7	8%	40
Kaluem	11	26	37	2	5%	14
Dakchung	16	35	51	5	10%	26
Grand Total	240	507	747	128	17%	191

Annex 8: Outcomes of the District Prioritization Meeting Cycle VIII

Province	# of subprojects			Budget		
	Infrastructure	Training	Total	Infrastructure	Training	Total
Luang Namtha	71	37	108	7,501,321,739	525,252,000	8,026,573,739
Huaphan	116	70	186	16,472,214,786	1,872,108,000	18,344,322,786
Xiengkhouang	44	29	73	6,362,213,153	834,036,000	7,196,249,153
Savannakhet	80	56	136	13,365,705,690	1,783,026,000	15,148,731,690
Saravanh	30	25	55	5,648,537,825	375,816,000	6,024,353,825
Champasack	22	20	42	5,387,363,510	420,000,000	5,807,363,510
Sekong	47	25	72	11,830,334,780	585,648,000	12,415,982,780
	410	262	672	66,567,691,483	6,395,886,000	72,963,577,483

Annex 9: Budget transferred to PRF provincial and to Koumban bank accounts as of 31 March 2010 – Cycle VI and Cycle VII

Cycle VI						
Province/Districts	Updated from FA center 02/08/2009	Transfer to provincial account			Transfer to koumban account	% of final budget transferred to KB A/C
		SDC	WB	Total		
Viengphoukha	1,993,008,786	-	1,620,993,725	1,620,993,725	1,620,993,725	81%
Long	2,919,290,719	-	2,909,669,201	2,909,669,201	2,909,669,201	100%
Nalae	2,427,258,907	-	2,372,776,451	2,372,776,451	2,372,776,451	98%
Luangnamtha	7,339,558,412	-	6,903,439,377	6,903,439,377	6,903,439,377	94%
Xiengkhor	1,493,047,311	537,500,918	955,557,054	1,493,057,972	1,493,057,972	100%
Viengxay	1,141,718,942	411,043,196	730,743,470	1,141,786,666	1,141,786,666	100%
Huameaung	1,670,171,543	601,267,058	1,068,919,110	1,670,186,168	1,670,186,168	100%
Xamtay	3,570,641,724	1,259,660,475	2,239,396,430	3,499,056,905	3,499,056,905	98%
Viengthong	1,851,416,080	666,512,743	1,184,911,545	1,851,424,288	1,851,424,288	100%
Huaphanh	9,726,995,600	3,475,984,390	6,179,527,609	9,655,511,999	9,655,511,999	99%
Nonghet	2,379,739,713	856,706,318	1,405,843,660	2,262,549,978	2,262,549,979	95%
Khoun	1,528,346,142	546,527,993	971,605,297	1,518,133,290	1,518,133,290	99%
Thathome	1,461,763,044	522,020,179	928,035,760	1,450,055,939	1,450,055,939	99%
Xiengkhuang	5,369,848,899	1,925,254,490	3,305,484,717	5,230,739,207	5,230,739,208	97%
Sepone	2,740,698,344	894,876,563	1,590,891,667	2,485,768,230	2,485,154,954	91%
Nong	2,303,615,001	751,158,465	1,335,392,828	2,086,551,293	2,063,490,200	90%
Vilabury	2,060,799,499	673,190,664	1,196,783,404	1,869,974,068	1,869,704,576	91%
Phin	2,289,666,039	748,897,664	1,331,373,625	2,080,271,289	2,075,361,792	91%
Savannakhet	9,394,778,883	3,068,123,356	5,454,441,524	8,522,564,880	8,493,711,522	90%
Samoiy	2,007,624,698	523,550,859	930,757,082	1,454,307,941	1,454,332,768	72%
Ta oey	2,267,815,746	1,285,344,190	723,006,107	2,008,350,297	2,008,436,962	89%
Saravanh	4,275,440,444	1,808,895,049	1,653,763,189	3,462,658,238	3,462,769,730	81%
Sukuma	1,419,285,355	510,229,899	907,075,275	1,417,305,174	1,417,305,174	100%
Bachiang	1,661,209,614	565,363,048	1,005,089,884	1,570,452,932	1,570,452,932	95%
Champasack	3,080,494,969	1,075,592,947	1,912,165,159	2,987,758,106	2,987,758,106	97%
Total	39,187,117,207	11,353,850,232	25,408,821,575	36,762,671,807	36,733,929,942	
%	100%	29%	65%	94%	94%	

Cycle VII				
Province/Districts	Updated from FA center 02/08/2009	Transfer to province account	Transfer to koumban account	% of final
Viengphoukha	1,776,355,155	120,226,855	120,240,907	7%
Long	2,014,906,298	885,298,960	885,852,908	44%
Nalae	2,086,738,460	956,552,278	984,925,261	47%
Luangnamtha	5,877,999,913	1,962,078,093	1,991,019,076	34%
Xiengkhor	5,151,269,305	844,751,710	844,751,710	16%
Viengxay	2,347,560,079	933,158,302	933,158,302	40%
Huameaung	2,547,613,325	886,024,658	886,024,658	35%
Xamtay	1,862,184,163	1,987,032,661	1,987,032,661	107%
Viengthong	2,183,778,970	983,733,708	983,733,708	45%
Huaphanh	14,092,405,842	5,634,701,039	5,634,701,039	40%
Nonghet	2,835,647,094	1,142,931,998	1,142,931,998	40%
Khoum	2,666,533,315	1,282,504,643	1,282,504,643	48%
Thathome	1,738,601,794	916,769,459	916,769,459	53%
Xiengkhuang	7,240,782,203	3,342,206,100	3,342,206,100	46%
Sepone	3,175,788,348	1,283,201,258	1,256,932,108	40%
Nong	1,906,643,836	317,057,960	317,157,087	17%
Vilabury	1,842,448,977	887,662,272	887,627,341	48%
Phin	3,244,880,937	1,204,531,805	1,110,094,657	34%
Savannakhet	10,169,762,098	3,692,453,295	3,571,811,193	35%
Samoiy	1,977,790,937	825,219,530	825,219,947	42%
Ta oey	2,081,630,468	667,171,559	667,251,401	32%
Saravanh	4,059,421,405	1,492,391,089	1,492,471,348	37%
Sukuma	3,117,531,618	1,265,123,140	1,265,123,140	41%
Bachiang	3,090,719,048	1,230,407,033	1,230,407,033	40%
Champasack	6,208,250,666	2,495,530,173	2,495,530,173	40%
Kaleum	2,046,031,827	112,829,970	112,829,970	6%
Darkcheung	1,998,147,821	94,712,709	94,712,709	5%
Sekong	4,044,179,648	207,542,679	207,542,679	5%
Total	51,692,801,775	18,826,902,468	18,735,281,608	
%	100%	36%	36%	

Details of PRF budget and disbursement up to March 2010

	Cycle I	Cycle II	Cycle III	Cycle IV	Cycle V	Cycle VI	Cycle VII	Total of
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	7 cycles
Annual Budget Allocation (billion Kip)	11	32	44	45	35	39.19	51.69	257.88
Budget transferred to Koumban account as of 31 March 2010 (billion Kip)	11	32	44	44	34.86	36.73	18.74	221.33

Annex 10: PRF training subprojects initiated by types Cycle VII

Sectors	# of SP		Budget		# of Beneficiaries		
					Total	Women	
1 Animal raising ¹	45	24%	771,659,411	20%	1,868		
2 Crop raising ²	39	21%	617,826,264	16%	2817		
3 Natural resources Management ³	22	12%	716,368,691	19%	5,717		
4 Scholarship for community member to become future government staff in PRF supported infrastructures (nurses, teachers, etc.)	21	11%	726,743,273	19%	162		
5 Training of village volunteers (veterinarian, health volunteers) ⁵	22	12%	337,298,769	9%	534		
6 Livelihood training ⁶	14	7%	431,162,786	11%	323		
7 Gender Awareness training ⁷	11	6%	127,397,317	3%	4,155		
8 Village saving group Administration and Management ⁸	9	5%	69,847,094	2%	170		
9 Others ⁹	4	2%	51,267,005	1%	529		
	187	100%	3,849,570,610	100%	16,275	0	

Remarks:

1: Cattle Raising Method Training, Poultry Raising Training, Pig Raising Training, Fish Raising Training.

2: Training on Paddy Rice Cultivation, Training on Vegetable Planting, Grass Planting Method for Animals Training, Corn Planting Cultivation Method Training, Training on Rubber tree management, Banana cultivation Training, Training on Mushroom Nursery, Training on industrial tree planting, Tree Nursery Gardening Training, Longbeen Planting Method Training, Mulberry planting_silk worm raising training, Training on fruit Tree expanding

3: Awareness on Environment Management

4: Nurse Upgrading Fund, Teacher Upgrading Fund, Provides Teachers Stipend

5: Veterinary training, Village health volunteer training, Birth attendant training

6: Training on Weaving, Fertilizer Production and Usage Training, Handing Craft Training, Weaving training,

Mulberry Paper Production Training, Tailor Training, Training on Food Processing,

Training on Paddy Rice Cultivation, Sanitation and Hygien Training, Awareness on Chemical Fertilizer Affected

7: Gender Mainstreaming, Compacity Enchancement for Women

8: Village saving group Administration and Management

9: Literacy Awareness and training; training on nutrition, sanitation and hygien training, family planning training

Annex 11: PRF staff at National, provincial and district level as of March 2010

Level	Men	Women	Total staff	% of women	% by level
National level	23	10	33	30%	17%
Provincial level	48	17	65	26%	34%
District level	73	20	93	22%	49%
Total	144	47	191		
Percentage by gender	75%	25%	100%		

Province	Total staff	National Level		Provincial Level		District Level	
		Men	Women	Men	Women	Men	Women
Central office (Vientiane)	33	23	10				
Luang Namtha	21			6	3	9	3
Huaphanh	34			9	3	16	6
Xiengkhuang	22			7	2	10	3
Savannakhet	27			6	3	14	4
Saravanh	16			7	1	6	2
Champasack	16			5	3	6	2
Sekong	22			7	3	12	0
Total	191	23	10	47	18	73	20
Percentage per grading by gender	100%	12%	5%	25%	9%	38%	10%

Annex 12: Number and percentage of PRF staff turnover as of 31 March 2010

Positions		Gender	Reason for leaving	Replaced	%
National	No changed				
National office Total staff : 33					
Houaphan	District TA in Xamtai	Male	Resignation	Yes	2.9
Houaphanh office Total staff: 34					
Xiengkhoung	No changed				
Xiengkhouang office Total staff : 22					
Luang Namtha	Provincial Coordinator	Male	Terminate Contract	Yes	4.7
LouangNamtha office Total staff: 21					
Savannakhet	No changed				
Savannakhet office Total staff: 27					
Champasack	No changed				
Champasak office Total staff : 16					
Saravane	No changed				
Saravanh office Total staff : 16					
Sekong	Additional 6 staff (2 provincial staff and 4 district staff)*				
Sekong office Total staff: 22					
Grand Total:	191 Staff				
Average of Percent of change:	1.05%				

TA: Technical Assistance

CD: Community Development

* Base on the no objection provided by the donors, dated 04/12/2009 for the recruitment of two additional provincial in Sekong province for the next two years.

Annex 13: PRF's expenditure Jan-Mar 2010

No.	Categories	Expenditures			TOTAL
		Jan-10	Feb-10	Mar-10	
1	Sub-grant	239,547	674,640	1,699,105	2,613,292
2	Consultant's Service		181,098	94,911	276,009
3	Goods	22,524	33,143	62,960	118,627
4	Works	5,001	51		5,052
5	Incremental Operation Costs	80,472	90,662	57,050	228,184
7	Training	10,868	4,288	2,621	17,777
	PPF				
	Total	358,412	983,882	1,916,647	3,258,941

No.	Components	Expenditures			TOTAL
		Jan-10	Feb-10	Mar-10	
1	Sub-Grants	239,547	674,640	1,699,105	2,613,292
2	Capacity Building	74,052	129,338	72,590	275,980
2.1	<i>Community Capacity Building</i>	73,259	126,802	72,590	272,651
2.2	<i>Local Institutions Capacity Building</i>	793	2,536		3,329
3	PRF Management	44,812	179,903	144,951	369,666
	PPF				
	Total	358,411	983,881	1,916,646	3,258,938

Annex 14: PROCUREMENT MONITORING REPORT

Sr.	Descriptions	QTY	Bank Review	Estimated Costs	Bidding Document Preparation			Bidding		Contract				Payment			Remarks
					Bidding Document Preparation	Pre-qualification	Bank Submitted & Received	Bank Submitted & Received	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									1,299,429,064			
1	Pick Up 4x4 Diesel Engine	4	Post	80,000	3-Jun-09	No	-	-	29-Jul-09	5-Aug-09	-	26-Oct-09	30-Oct-09	634,371,264	11-Nov-09	28-Jan-10	Done
2	Light Motorbikes 125 cc off-road	40	Post	60,000	3-Jun-09	No	-	-	29-Jul-09	5-Aug-09	-	6-Nov-09	6-Nov-09	476,280,000	11-Nov-09	Pending 06/11/2010	Done
3	Pick Up 4x4 Diesel Engine	1	Post	20,000	25-Sep-09	No	-	-	17-Oct-09	17-Oct-09	-	15-Dec-09	15-Dec-09	188,777,800	12-Jan-10	Pending	Done
4	Light Motorbikes 125 cc off-road	10	Post	15,400	25-Sep-09	No	-	-	16-Oct-09	16-Oct-09	-	25-Jan-10	25-Jan-10			Pending	Done
II EQUIPMENTS				Total:	64,100									918,925,000			
	Laptop	2															
	Desktop computer (including printer, UPS & software)	37															
	Printer B/W A3	3															
1	Printer B/W A4	12	Post	64,100	3-Jun-09	No	-	-	29-Jul-09	5-Aug-09	-	7-Sep-09	7-Sep-09	640,140,000	16-Sep-09	Pending 7/09/10	Done
	UPS (Server)	1															
	Hub-switch 16 port	3															
	Speaker sub-woofer 1000WA	1															
	Photocopier	2															
	Desktop computer (including printer, UPS & software)	16															
2	Laptop	2	Post	34,300	-	No	-	8-Sep-09	28-Sep-09	28-Sep-09	8-Oct-09	26-Oct-09	26-Oct-09	278,785,000	11-Nov-09	Pending 30/10/2010	Done
	Printer (B/W) A3	1															
	Printer (B/W) A4	2															
	Photocopier	1															
	Color Printer	1															
	ADSL Wireless Router, 4 Ports	1															
	LAN	1															
	Scanner	1															
	Wireless Desktop Phone	2															
3	Desk Accounting Calculator with Printer	1	Post	6,050	23-Sep-09	No	-	-	11-Nov-09	11-Nov-09	-	25-Jan-10	25-Jan-10			Pending	Done
	Digital Camera 10 MP	3															
	Amplified Microphone	1															
	Megaphone	3															
	LCD Projector with Screen	1															
	Abney Level	3															
4	Compass	3	Post	2,700	23-Sep-09	No	-	-									Done
	Global Positioning System (GPS)	3															
	Pocket Engineering Calculator	3															
III Furniture				Total:	6,000												
1	Furniture for New Province		Post	3,000		No	-	-									on going
2	Furniture for New Districts		Post	1,500	29-Oct-09	No	-	-									on going
			Post	1,500		No	-	-									on going
IV Small Office Equipment				Total:	500												
1	Equipments for New Province		Post	500		No	-	-									on going
2	Equipment for New Districts		Post	200		No	-	-									on going
			Post	200		No	-	-									on going
V Works				Total:	125,000												
1	National Renovation at national level (Moving from MPI to NLBRDA)		Prior	48,000	NCB	No	-	-									Pending
																	Pending
																	Pending
																	Pending
																	Pending
																	Pending
																	Pending
3	New Province Office Construction		Post	15,000	Shopping	No	-	-	25-Sep-09	25-Sep-09	-	14-Dec-09	14-Dec-09				Done
4	New District Office Construction		Post	10,000	Shopping	No	-	-									Pending
																	Pending
All Total:				329,100													

Sr.	Descriptions	QTY	Bank Review	Estimated Costs	BD Preparation	Pre-qualification	PRF Approval	Bank Submitted & Received	Notification of Award/Purchase Order	Contract Signed	Bank Submitted	Inspection	Delivery/Completion Date	Payment Amount (LAK)	Payment Date	Bank Warranty Guarantee Return	Remarks
IV Printing/Publishing																	
1	Brochure PRF Activities Cycle and PRF Environment Protection	2,500	Post	7,500,000	1-Apr-09	No	-	-	23-Apr-09	23-Apr-09	-	5-May-09	6-May-09	3,400,000	8-May-09	-	Done
2	PRF Journal No. 17	3,800	Post	12,000,000	-	No	-	-	18-Aug-09	-	-	19-Aug-09	19-Aug-09	12,000,000	15-Sep-09	-	Done
	PRF Journal No. 17	3,800	Post	20,900,000	5-Jun-09	No	-	-	15-Jun-09	15-Jun-09	-	29-Jun-09	29-Jun-09	15,200,000	22-Jul-09	-	Done
	PRF Posters (Vinyl Printing)	2,622										21-Aug-09	21-Aug-09	38,130,435	14-Sep-09	-	Done
	Poster Boxes	437										21-Sep-09	21-Sep-09	20,976,000	29-Sep-09	-	Done
3	PRF Posters (Laminate, UV Protection Printing)	2,988	Post	109,510,000	24-Jul-09	No	-	-	5-Jul-09	5-Jul-09	-						
	Executive summary of the operation manual	2,000										10-Sep-09	10-Sep-09	28,904,000	15-Sep-09	-	Done
		4,600															
4	Calendars Printing (wall and table)	1,200	Post	36,000,000	25-Nov-09	No	25-Nov-09	-	5-Dec-09	5-Dec-09	-	8-Jan-10	8-Jan-10				Done
	Poster FRALA	2,404															
5	Poster make use of slope land	2,404	Post	30,076,000	18-Nov-09	No	18-Nov-09	-	5-Dec-09	5-Dec-09	-	8-Jan-10	8-Jan-10				Done
6	Project Pemamance Assessment Book Printing	130	Post	-	-	No	27-Nov-09	-	1-Dec-09	-	-	8-Dec-09	8-Dec-09	3,835,000	18-Dec-09	-	Done
All Total:				149,910,000											118,610,435		

Annex 15: List of Provinces and District that will benefit from the Component 3 of LUFSP

Component 3a: Rural Infrastructure for Improved Agricultural Livelihoods

Provinces	Districts
Luang Namtha	<ul style="list-style-type: none"> • Long • Viengphoukha • Nalae
Xiengkhouang	<ul style="list-style-type: none"> • Nonghaed • Khoun • Thathom
Houaphan	<ul style="list-style-type: none"> • Xiengkhor • Viengthong • Viengxay • Houameuang • Xamtai
Savannakhet	<ul style="list-style-type: none"> • Phin • Xepon • Nong • Vilabouly
Xekong	<ul style="list-style-type: none"> • Kaleum • Dakcheung • Lamarm (new) • Thateng (new)

Component 3b: Post-Ketsana Recovery

Provinces	Districts
Xekong	<ul style="list-style-type: none"> • Kaleurm • Dakcheung • Lamam (new) • Thataeng (new)
Salavan	<ul style="list-style-type: none"> • TaOey • Samuay • Toumlarn (new) • Vapy (new)
Attapeu	<ul style="list-style-type: none"> • Xaysettha (new) • Sanxay (new) • Phouvong (new) • Sanamxay (new) • Samakhixay (new)

Annex 16: PRF infrastructures impacted by Ketsana

Final Budget Estimation to Rehabilitate PRF Infrastructures impacted by Khetsana in Saravanh Province (March 2010)

No	Name of subprojects	Location	Cycle	Estimated cost	Activities to be repaired
<u>SAMOY DISTRICT</u>					
1	GFS water	Thatsaband	III		GoL Fund
2	GFS water	Ban Pantayngay	IV		GoL Fund
3	GFS water	Taloungkang	IV		GoL Fund
4	GFS water	Angkong	IV		GoL Fund
5	Dispensary	Kinea	III		GoL Fund
6	Dispensary	Asok	III	358,000,000	New construction
7	Access road	Anmone	VI	79,230,000	install new culvert and pipe ,remove soil and repaire bridge
8	Access road	Phin A - phin C	VI	420,331,824	install new drainage structure and remove soil
9	Access road	Kinea-Asok-Talor	VI	237,453,700	install new culvert and pipe and remove soil
SUBTOTAL (KIP)				1,095,015,524	
<u>TAOY DISTRICT</u>					
1	Irrigation system	Pajoucheun	VI		GoL Fund
2	Irrigation system	Doum	VI		GoL Fund
3	Access road	Pajoudon-kacham	VI	302,880,000	New pipe installation and remove soil
4	Access road	Laseng - Tayong	III	185,000,000	Repaire the road & culvert from bridge to Village
5	GFS water	Thongkahay	VI	72,140,000	Replace new pump
6	Access road	Pasom-Thongsa	VI	595,160,500	Remove soil and install new pipe and bridges
7	Overflood bridge	Toumleekao	III	1,979,079,306	Repaire approach road and the bridge structure
SUBTOTAL (KIP)				3,134,259,806	
TOTAL (KIP)				4,229,275,330	

Lao People's Democratic Republic

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Prime Minister's Office

National Leading Board for

Rural Development and Poverty Alleviation

Poverty Reduction Fund

Minutes of the fourteenth PRF National Administrative Board Meeting

Champasack province, 20-22 January, 2010

The 14th Administrative Board Meeting of PRF was held on 20th – 22nd January, 2010 in Champasack 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 line ministries and concerned organizations, representatives of PRF from the 7 provinces (Luang Namtha, Huaphanh, Xiengkhouang, Savannakhet, Saravanh, Champasack and Sekong), and members of PRF staff from provincial and district levels, representing a total of 63 persons including 10 women.

PRF Executive Director presented the project's achievements and problems faced since last meeting (13th Administrative Board Meeting) after that the meeting had discussed thoroughly and made recommendations for future actions.

PRF National Administrative Board finally agreed upon the following points:

1. Concerning the budget in which to be used for the maintenance of the damaged subprojects from disaster (KETSANA), it was agreed to assign Mr. Sivixay SAYSANAVONGPHET, Vice President of NLBRDPA, PRF Executive Director and Ms. Thipphakone CHANTHAVONGSA, Director of the External Financial Relations Department, Ministry of Finance, to urgently meet and discuss with the World Bank relating the initial use of the PRF's existing budget and reimburse after receiving the budget from the World Bank; whether it is possible and aligned to the rule.

Additionally, whether damaged projects of which PRF has not supported to be included in the PRF's assistance plan. This has requested PRF to consult with Mr Ounechanh THAMMAVONG, Minister of Finance, Vice-president of the Disaster Management Committee and report to Mr. Douangchai PHICHIT, Minister of Defense, President of the Disaster Management Committee for direction and recommendation;

2. It was agreed that each concerned organization has to appoint a technical officer as a focal point to ensure the availability and a timely supporting and cooperation relating the rural development and poverty alleviation mission as well as PRF's mission especially in the survey, design and calculation of the subprojects;
3. The meeting discussed the possibility of the PRF's office relocation and agreed to assign the Deputy Director of PRF to meet and discuss with Mr. Borviengkham VONGDARA, Head of the Prime Minister's Office, whether PRF office should be moved to the Prime Minister's Office or should wait until the project ends;
4. Refer to the Decree of the Prime Minister No. 01/PM, 19 January 2010 on the appointment of the Rural Development and Poverty Alleviation and the Promotion of the PRF to the National Project task force committee, it was agreed that each concerned ministry and organization needs to urgently assign a representative to constitute a task force committee. These representatives will attend and discuss in the first task force committee meeting on 28 January 2010;
5. Concerning the Government's tax exemption for the PRF's activities, the PRF Executive Director will prepare and submit the letter to the Minister of Finance for consideration in cooperate with Ms. Thippakone CHANTHAVONGSA, Director of External Financial Relations Department, Ministry of Finance to follow up the progression;
6. The 15th Administrative Board Meeting of PRF will be held in July 2010 in Sekong province.
7. These minutes are recorded for future reference and guidance for PRF project implementation.

January 22, 2010

Champasack Province

Approved by

Reported by:

(Signature)

(Signature)

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

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

Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

The Prime Minister Office

No. 01/PM

Vientiane, Date 19 Jan 2010

Agreement

On the appointment of the Rural Development
And Poverty Alleviation and the Promotion of the PRF
To the National Project Task force Committee

- Refer to the Meeting Minute of the 13th Board Meeting in Luang Namtha and
- Refer to the guidance stated during the meeting between the Government, the Governor of Vientiane Prefecture and the Governors of provinces throughout the country conducted on 03 August 2009 related the upgrading of the PRF to the National Project.

The Prime Minister of Lao PDR agreed:

Article 1: assign the task force committee to formulate the roadmap for the Rural Development and Poverty Alleviation and the promotion of the PRF to the National Project, which consists of:

1. Mr. Sivixay SAYSANAVONGPHET
Vice-president of the National Leading Committee for Rural Development and Poverty Alleviation (NLCRDPA)
Team Leader
2. Director General of Research and Monitoring Department ,
Administrative Office of the Party Central Committee
Vice Team Leader
3. Director General of Affaire and Secretary Department, Ministry of Planning and Investment
Vice Team Leader
4. Deputy Chief of External Finance Department, Ministry of Finance
Member
5. Deputy Director of Planning and Finance Department, Ministry of Education

Member

6. Deputy Director of International Planning and Cooperation Department, Ministry of Public Health

Member

7. Deputy Chief of Planning Department, Ministry of Agriculture and Forestry

Member

8. Deputy Chief of Planning and Cooperation Department, Ministry of Public Works and Transportation

Member

9. Deputy Chief of Cabinet, Ministry of Industry and Commerce

Member

10. Deputy Chief of Cabinet, Ministry of Energy and Mines

Member

11. Deputy Chief of Cabinet, National Leading Committee for Rural Development and Poverty Alleviation

Member

12. Director of External Affairs Relation Department, National Leading Committee for Rural Development and Poverty Alleviation

Member

Article 2: Task force committee to have formulated the Rural Development and Poverty Alleviation plan in which corresponded to the Seventh Social-Economic plan of the government 2011-2015 together with the promotion of the PRF to the National Project. The plan also needs to be in line with the Government's Roadmap as well as being as a tool to implement the Rural Development and Poverty Alleviation plan.

Article 3: The plan must be conducted in line with the instruction letter No. 09/PPB dated 8 June 2004 regarding the village cluster and Koumban Phatthana as well as aligned to the Millennium Development Goals of the United Nations and in accordance with the NGPES.

Article 4: National Rural Development and Poverty Alleviation Plan in principle must ensure the alignment and harmonization as formulated in the 2007 Vientiane Declaration by not limited to planning, budget allocating but also implementing that must be connected to the monitoring and evaluation. NLCRDPA must be a focal point for all activities.

Article 5: Task force Committee to plan and set a concise implementation schedule in order to give all sectors opportunity to participate and give opinion

before submitting to the Government and the National Assembly for consideration; this means that all preparation work need to be completed before 30 May 2010.

Article 6: Task force Committee to estimate the budget together with the fund generating and clearly define and allocate task to each member; on the other hand, assistants can be appointed as appropriate.

Article 7: NLCRDPA, Ministry of Planning and Investment, the Administrative Office of the Party Centre Committee and concerned ministries to acknowledge and abide by this agreement.

Article 8: This agreement is effective from the signed date onwards.

On behalf of

The Prime Minister of Lao PDR
Vice Prime Minister

H.E. Somsavath LENGSAVATH

Lao People's Democratic Republic

Peace Independence Democracy Unity Prosperity

Prime Minister's Office

National Leading Board for Rural Development and Poverty Alleviation

No. 017/NLBRDPA

Vientiane, Date 15 Feb 2010

Agreement

On the Appointment of the Secretarial Team to support the
Rural Development and Poverty Alleviation Plan Development Task force

- Refer to the Decree No.60/PM, dated 11 January 2007 on the establishment of National Leading Board for Rural Development and Poverty Alleviation.
- Refer to the Agreement No.01/PM, dated 19 January 2010 on the Appointment of the National Rural Development and Poverty Alleviation Plan Development Task force.
- Refer to the requirement of the human resources.

The Chairman of the National Leading Board Rural Development and Poverty Alleviation agreed to:

Article 1: Appoint the secretarial team to assist and support the National Rural Development and Poverty Alleviation Plan Development and the scaling up of the PRF to National Project Task force Committee in which consists of the following persons:

1. Mr. Boualong Inthavongsa, Head of the Planning and Evaluation Department, NLBRDPA

2. Dr. Suban Sengsoulivong, OIC of the Information Research and Analysis Department, NLBRDPA
3. Mr. Bounkouang Souvannaphan, Deputy Executive Director of PRF
4. Mr. Soulivong Sayavong, Technical Staff, NLBRDPA
5. Ms. Khankeo Keomayphit, Technical Staff, NLBRDPA
6. Mr. Syvilay Vorachack, Head of the Monitoring and Evaluation Unit, PRF
7. Mr. Sengphet Vannavong, Head of the Community Development Unit, PRF
8. Mr. Khamphan Soulivong, MIS officer, PRF
9. Ms. Daovieng Sayachack, Reporting Officer, PRF

Article 2: NLBRDPA, PRF and other appointed persons to acknowledge and abide by the agreement and effectively perform the tasks assigned.

Article 3: This agreement is enforce upon the day of signature.

On behalf of

Chairman of the National Leading Board for the
Rural Development and Poverty Alleviation

Sivixay Saysanavongphet

Vice Chairman of the NLBRDPA

Executive summary of Subprojects sustainability assessment

Based on the experience, lessons learned, findings and high level of satisfaction from the previous internal assessment about the subproject sustainability conducted in 3 districts and 3 targeted provinces (Xiengkhor in Huaphanh, Vilabouly in Savannakhet and Sukhuma in Champasack), 70 subprojects relevant to 4 sectors of infrastructure improvement has been reviewed: Education, Public Work and Transportation, health, and Agriculture supported by PRF in Cycle I (2003-2004) and Cycle II (2004-2005). This assessment is one of the documents distributed and discussed during the 14th PRF Administrative Board Meeting organized in Champasack in January 2010. Then the M&E team has decided to extend this PRF infrastructure sustainability assessment to all previous cycles (Cycle I to Cycle VI), in all target provinces and districts where the PRF is working.

The objectives of this assessment are not so different from the previous assessment but there is a difference in terms of sample size and implementation process. The first objective is to check the number of the used and unused subprojects as well as to review and monitor the current condition of all infrastructure subprojects that PRF had supported during Cycle I to Cycle VI in all target districts, together with the evaluation of the responsiveness of community regarding operation and maintenance of the subprojects. Moreover, its purpose was also to identify the key factors in the subprojects' sustainability and to assess the impact of those subprojects on the living conditions of the poor communities as well as on the communities' level of satisfaction towards PRF support. The second objective of this assessment was to evaluate the capacity of the M&E staff at provincial level in terms of data collection, analysis and developing an assessment report for their own provinces with the support and guidance of the M&E staff at the national office.

The survey operation and method of implementation are different from the last assessment because the concept of this assessment was to minimize cost and time and to ensure the effectiveness of the work; therefore, we assigned a M&E team at each province, and in cooperation with the teams in each target district to prepare the teams for the survey and the data collection in the field, while performing other tasks accordance with their terms of reference.

This assessment has been implemented in 19 targeted districts of 6 targeted provinces in which the PRF is working. 1,051 construction subprojects in infrastructure improvement such as: education sector, public work and transportation, health sector, and agricultural sector were assessed. The assessment took place from January to March 2010, including preparation, collecting data and training of provincial staff to use the programme for data analysis, together with report writing technique in each province. Once this was done, the M&E team at national office combined all data from the six provinces to produce this single assessment.

The data analysis for this assessment is based on indicators detailed in the questionnaire as to measure the sustainability and conditions of the subprojects evaluated. Moreover, the outcomes of this assessment will state out the provisional assessment such as: strong points, weak points, challenges, lessons learned and some implication for future subprojects implementation of PRF. All of those factors play a very important role in improving a working system that responds to the objectives of the PRF as well as to government development plan.

The outcomes of this assessment are very positive since the Monitoring and Evaluation staff in each target provinces understood clearly the purpose of the implementation process and developed a written assessment for their own province, which can be distributed to relevant organizations at provincial and district levels. Then all questionnaires of 1,051 subprojects (from 19 districts in 6 provinces) have been combined together at national office with the random checking in some districts as to ensure the quality of data employed in this assessment.

The findings from this assessment are crucial to illustrate the positive impact of the work in progress of the PRF to government, donors and Development organizations. It will also be one of the important documents to consider for the PRF to become a national project. Since this assessment will show the ratio of the used and unused of the subprojects evaluated, the factors that explained why some of the infrastructure are broken and not in use anymore will be detailed; moreover, this report shows the responsiveness of the communities in each district in the maintenance and the operation of those subprojects and also the impact of each sector on the living condition of the poor people in all target districts.

From a total of 1,051 subprojects analyzed in this assessment, the results show that 96% (1,011) of total are still in use and only 4% (40) that not be used (see annex 3). The average rate of the visited constructions, considered as being well maintained is 91 %.

One of the most important factors for the good maintenance of the infrastructure construction is the responsiveness and the ability of communities especially of the committee for operation and maintenance in each Khoumban. After the construction was completed these committees were established in order to maintain the infrastructures in good condition. However, the types of maintenance are different from one sector to another in each district. Our findings show that 47% of the total visited subprojects, maintainance was under the responsibilities of the community, followed by the consumption fee as to establish the community fund for maintenance, 26% and then using the operation and maintenance budget that established in some villages 23%. There are few subprojects that use the other options (2%) and have actually no plan for maintenance (2%).

Another indicator employed in this assessment is the impact of those subprojects on the social economic development especially with regard to the improvement of the living condition of the poor in terms of welfare and health services provided. Many visited villages show a significant improvement compared to their situation before PRF support. Therefore, 96% of all the visited subprojects indeed has improved the living conditions of the poor, based on the answered of the villagers interviewed during our survey; however, there are few subprojects that according to the

villagers expressed had no impact on their community because these subprojects could not be used due to some technical problems. This situation led to the disappointment of the local people in few villages; beside that some subprojects were also damaged/destroyed by natural disasters (Typhoon like Ketsana).

One indicator which may greatly influence the sustainability of the subprojects is the level of community satisfaction: higher satisfaction leads to a higher sense of responsibility to maintain in good condition all the subprojects that PRF has supported and also other organizations have supported in their community. The assessment shows that 93.7% of all villagers are very satisfied and 4.8% of the villagers interviewed expressed neutral comments. However, because of the limited budget of the PRF, not all subprojects requested by the villagers could be supported but only a few ones in each Koumban, which cause some villagers to say that they are not satisfied with the level of support provided by the PRF.

With reference to the positive findings from this assessment and to ensure the effectiveness and efficiency of PRF in the future, especially when it will be scale up as a national project, the PRF should monitor and evaluate all subprojects that it had supported in previous cycles, particularly in the 7 districts that PRF had supported from Cycle I to Cycle V. Monitoring the condition and use of all subprojects in parallel with the operation and the maintenance level by the local community of their investments is necessary, because all supported subprojects are aiming at improving the public infrastructures services for the poor community as well as the living conditions of the people. If many subprojects could not be used, it means that the investment was not valuable and budget resources have been wasted.

Moreover, awareness raising is also one of the most important factors for rural development and poverty eradication. To capture the awareness to participate and to be involved in the operation and maintenance of all subprojects that the PRF, the government and other Development organizations have supported for the communities; therefore, it is necessary to promote the cooperation from all organizations both government and NGOs, and especially from the local authorities and the local PRF staff who work closely with villagers, in order to emphasize for all the need to increase community participation already during the actual implementation of projects in each village or Koumban.