



Lao People's Democratic Republic  
*Prime Minister Office*

*National Leading Committee for Rural  
Development and Poverty Eradication*

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**Poverty Reduction Fund**

# **Quarterly Progress Report** *January – March 2011*

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## List of Abbreviation

<b>AusAID</b>	Australian Agency for International Development
<b>CD</b>	Community Development
<b>CDD</b>	Community Driven Development
<b>CDE</b>	Centre of Development and Environment
<b>CRPF</b>	Compensation and Resettlement Policy Framework
<b>ECOP</b>	Environmental Code Of Practices
<b>EGPF</b>	Ethnic Groups Policy Framework
<b>ESMF</b>	Environment and Social Management Framework
<b>DRM</b>	Disaster Risk Management
<b>EOI</b>	Expression of Interest
<b>FA</b>	Financial and Administration
<b>FCRM</b>	Feedback and Conflict Resolution Mechanism
<b>FRM</b>	Feedback Resolution Mechanism
<b>FMR</b>	Financial Monitoring Report
<b>JSDF</b>	Japanese Social Development Fund
<b>GoL</b>	Government of the Lao PDR
<b>GFDRR</b>	Global fund for Disaster Risk Recovery
<b>IDA</b>	International Development Association (World Bank)
<b>IEC</b>	Information, Education and Communication
<b>LECS</b>	Lao Expenditure and Consumption Survey
<b>LUFSSIP</b>	Lao Uplands Food Security Improvement Project
<b>MAF</b>	Ministry of Agriculture and Forestry
<b>MOF</b>	Ministry of Finance
<b>M&amp;E</b>	Monitoring and Evaluation unit
<b>MIS</b>	Management Information System
<b>MoF</b>	Ministry of Finance
<b>NCCR</b>	National Center of Competence in Research
<b>NT2</b>	Nam Theun 2
<b>NLCRDPE</b>	National Leading Committee for Rural Development and Poverty Eradication
<b>NSEDP</b>	National Socio-Economic Development Plan
<b>O&amp;M</b>	Operation and Maintenance
<b>ORAF</b>	Operational Risk Assessment Framework
<b>PDO</b>	Project Development Objective
<b>PMT</b>	PRF Project Management Team
<b>PMP</b>	Pests Management Plan
<b>PRF</b>	Poverty Reduction Fund
<b>PWT</b>	Public Work and Transportation
<b>SESG</b>	Social and Environmental Safeguards Guideline
<b>SDC</b>	Swiss Agency for Development and Cooperation
<b>SoE</b>	Statement of Expenditure
<b>TA</b>	Technical Assessment
<b>ToR</b>	Terms of Reference
<b>US\$</b>	Dollar of the United States of America
<b>WB</b>	World Bank

## Executive Summary

The quarterly report presents the progress on project cycle implementation from January - March 2011 as well as the main events that occurred during this period. In addition, the work plan for the next quarter (April - June 2011) has been included in the last section of the report.

The implementation of Cycle VII is close to completion. By the end of March 2011, 459 out of 463 sub-projects have been launched in all targeted villages with 451 sub-projects completed, 5 sub-projects initiated with a completion rate above 50% and 3 sub-projects with a completion rate under 50%.

The implementation of the cycle VIII, despite earlier planning, seems to lag behind in comparison with the previous cycle. Some sub-projects bidding prices were higher than the PRF estimated costs (mainly in Savannakhet, Saravanh and Sekong provinces) and were re-advertised, causing implementation delays. However, by the end of the reporting period, 320 sub-projects (71%) started in which 158 sub-projects were completed, 132 sub-projects have a completion rate above 50%, and 30 sub-projects have a completion rate below 50%. Nevertheless, with inclusion of the additional sub-projects funded by LUFSIP, GFDRR and SDC, the total number of sub-projects implemented during the cycle VIII remains the highest compared to previous cycles.

As part of the implementation of the cycle VIII, the procurement process for the infrastructure sub-projects funded by LUFSIP (sub-component 3a) has been completed for 74 infrastructure sub-projects (89%) and 61 sub-projects have been launched (of which 15 sub-projects are already completed, 28 sub-projects have completion above 50% and 19 sub-projects under 50% completion). Regarding the implementation of the training sub-projects, out of the 111 sub-projects identified, 50 were active (of which 36 are already completed, 13 sub-projects are above 50% completion, and 1 sub-project under 50% completion). For the sub-component 3b, out of the 77 sub-projects selected for funding, 58 contracts have been signed (75%) and 19 sub-projects are still under procurement process.

Due to the implementation of a larger Cycle VIII, and to minimize potential confusions due to different approach between the PRF I and the PRF II, it has been decided to postpone the preparation stage of the Cycle IX (supposed to start in January 2011) at the beginning of the PRF II (October 2011).

Following the NT2 study tour (February 2011) with the objective to learn lessons and experiences from other Feedback Resolution (FR) Mechanism, the new FR Guideline of the PRF was finalized, focusing on the introduction of multiple formal uptake channels, linking up the mechanism using traditional community intermediaries and supported with

appropriate training and enhancing the procedures for the feedback recording, processing, and analysis. After completion of the IEC tools related to the new FR and relevant trainings conducted at each level, the pilot test has started to be implemented to apply the new mechanism modified in order to increase participation of vulnerable groups (such as ethnic groups and women) who are likely to have less voice in planning and implementation process of the PRF

Pre-appraisal and appraisal missions for the preparation of the PRF II were conducted during the reporting period in order to ensure smooth transition between the two phases. Strong coordination and support from the donors were crucial to assist the PRF in achieving the following activities:

- Review the Government's strategy and plans for the next phase of the PRF;
- Prepare a preliminary Results Framework and M&E framework for PRF II;
- Finalized the project development objectives of the second phase;
- Finalize the poverty targeting strategy and the geographic scope;
- Validate the proposed project design, components, and institutional/coordination arrangements;
- Finalize the procurement and financial management assessments;
- Refine the financial envelope and financing modalities for the PRF II from Government and donor sources;
- Refine the Operational Risk Assessment Framework;
- Review and finalize Project costing, and
- Agreed upon actions and roadmap to negotiations and Project effectiveness.

The main changes from the two PRF phases are related to targeting (poorest koumbanb rather than poorest villages), the implementation of a four year cycle (rather than single yearly cycle) through the development of a koumban plan designed by the communities, budget pre-defined and allocated per koumban (rather than per district), focus on outcomes and quality of the infrastructures funded, following Ministries standard, strengthening of the capacity building aspects of the program, deeper coordination with the NLCRDPE and line Ministries, integration of a Risk Disaster strategy, and trainings support linked with the infrastructures prioritized by the communities. Support of livelihood trainings will be funded under a 3 years pilot project (JSDF) only in 5 districts and further extended to the other district covered by the PRF II, based on the outcomes of the final evaluation of the livelihood activities.

Key social and environmental safeguards issues were re-confirmed during the appraisal mission. To be in line with OP 4.01, OP 4.09, OP 4.10, and OP 4.12 four safeguard instruments have been prepared as a standalone documents:

- the Compensation and Resettlement Policy Framework (CRPF),
- the Ethnic Group Policy Framework (EGPF),
- the Environmental and Social Management Framework (ESMF), and
- the Pest Management Plan (PMP).

These safeguards documents were disclosed (both in English and Lao) at the World Bank InfoShop, as well as at PRF's website and at PRF's offices in Vientiane, provinces, districts, and villages and at the World Bank office in Vientiane.

A joint implementation support mission WB/SDC was also organized from January 11 – February 4, 2011. The mission team found that the project continue to show good progress in project implementation. The additional resources from SDC, the Lao Uplands Food Security Improvement Project (LUFSIP), and the Global Fund for Disaster Risk Reduction (GFDRR) are enabling the PRF to fund additional sub-projects under cycle VIII for an amount almost double compared to previous cycles (US\$ 9.6 million directly invested in 537 sub-projects). PRF disbursements are on schedule, the financial management performance is considered to be satisfactory and the overall implementation of procurement activities has been rated as moderately satisfactory. The mission strongly encouraged the PRF team to continue to address the issues raised by the WB post procurement review in August 2010.

The delay in the completion of the three evaluations schedule under PRF I was a concern raised during the supervision mission.

- *Participatory Planning Assessment:* An initial draft report has been shared with the World Bank and the SDC for comments. It was agreed that the draft report will need additional improvements.
- *Technical, Utilization and Beneficiary Satisfaction Assessment.* The recruitment process for the technical and beneficiary satisfaction assessment has been completed and initial work has started.
- *Building of Local Institutions Assessment:* Re-advertisement was organized in January 2011, and 8 expression of interest were submitted to the PRF. An Evaluation Committee was set up to evaluate the proposals, and one consulting company was selected to undertake the assessment.

The 16<sup>th</sup> PRF National Administrative Board meeting took place on February 2, 2011 in Vientiane Capital. During the meeting various topics were discussed and some recommendations were raised for future improvement:

- Revision of the community contribution to ensure that the communities are able to meet their commitments;
- Improve close coordination with concerned sectors at the central level to ensure better cooperation and that standards for small scale public infrastructures are clarified and applied.

The PRF has received AusAID's support via the Global Fund for Disaster Risk Recovery (GFDRR) to provide US\$ 410,000 to finance the rehabilitation of 14 infrastructure damaged by the Ketsana Cyclone, as well as to assist PRF in developing a Disaster Risk Management Strategy and Plan. In order to comply with the two effectiveness conditions, a subsidiary agreement has been prepared with the assistance of the WB and sent to the MoF for endorsement. The PRF has also started to draft the GFDRR Operational Manual.

AusAID has also signaled its intent to contribute up to US\$2.1 million to PRF I implementation. A list of 67 sub-projects, under the cycle VIII, was submitted to AusAID for consideration, following limitations on the sub-projects types that can be funded (access and transport infrastructure, community electrical supply, local market and communal water system).

# 1. Subprojects Planning and Implementation

## 1.1 Cycle VII implementation Progress

By the end of January 2011, out of 463 sub-project selected for implementation, 458 sub-projects have been launched (99%). 448 sub-projects were completed while 7 sub-projects have a completion rate above 50%, 3 sub-project have a completion rate under 50% and 1 sub-projects is still inactive. In terms of budget, 40.35 billion kip has been transferred to koumban account to support sub-projects implementation, which contributed to 78% of the overall budget available for this cycle.

At the end of February 2011, 1 sub-project was initiated which contributed to a total of 459 active sub-projects. 448 sub-projects were completed while 8 sub-projects were launched with a completion rate above 50% and 3 sub-projects with a completion rate under 50%.

By the end of March 2011, out of the 463 approved sub-projects, 451 sub-projects were completed (97%). 5 sub-projects have a completion rate above 50% and 3 sub-projects have a completion rate under 50%. By the end of the reporting period, 40.67 billion kip have been transferred to koumban account (79%) (Figure 1 and annex 16).

Table 1: Summary of cycle VII sub-projects progress

Period	0%	<50%	50%	100%
January 2011	1	3	7	448
February 2011	0	3	8	448
March 2011	0	3	5	451

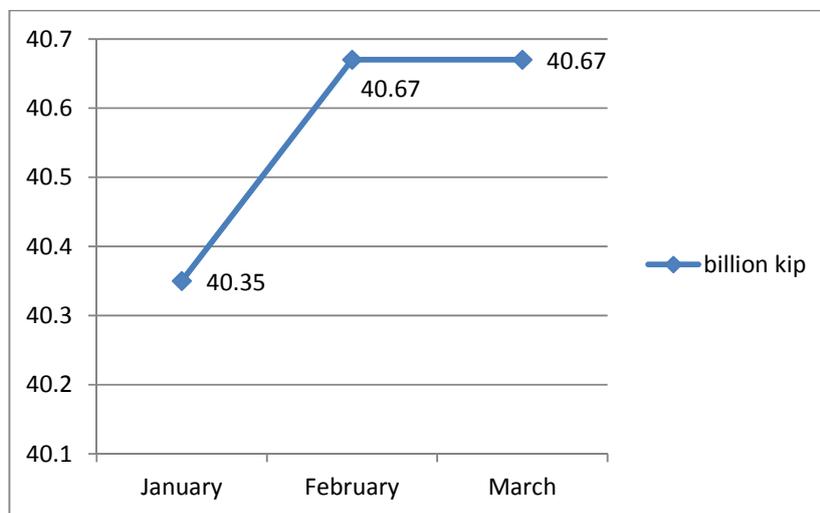
Source: Monitoring and Evaluation Unit April 2011

Table 2: Summary of budget transferred to koumban (%)

Period	Budget transferred to Koumban bank account (%)
January 2011	81
February 2011	82
March 2011	82

Source: Monitoring and Evaluation Unit April 2011

Figure 1: Summary of budget transferred to koumban

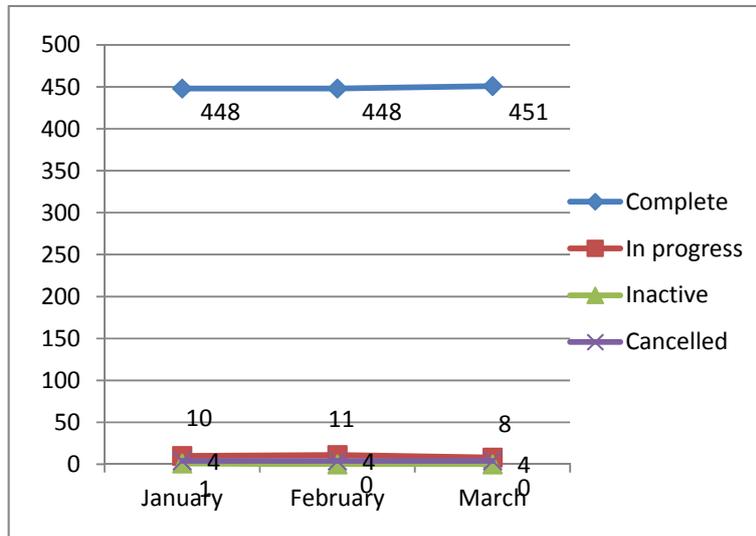


Source: Provincial Monitoring and Evaluation Unit April 2011

## 1.2 Main issues

The trend describes above illustrates the end of a PRF cycle implementation period where remaining sub-projects are those facing most difficulties to be completed. For instance, the remoteness of the sub-project location with lack of access, difficulties to find construction companies and districts covered by the PRF for less than 2 years (capacity of the PRF team) are the main factors which explained delay in sub-projects completion. Some sub-projects were also not technically feasible, and for this last reason, 4 sub-projects have been cancelled under the cycle VII.

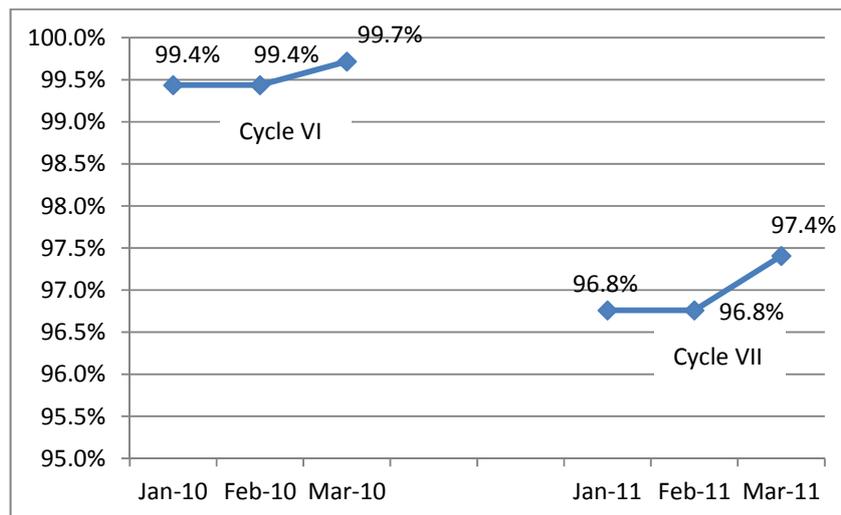
Figure 2: Status sub-projects Cycle VIII (Jan-Mar 2011)



Source: Provincial Monitoring and Evaluation Unit April 2011

Compare to the same period (Jan-Mar 2010), all sub-projects from the cycle VI were completed (excluding one sub-project cancelled), while 2.6% of cycle VII sub-projects are still under construction. It is interesting to note that there were factors that could contribute to such circumstance, including the extension of the coverage of the PRF (Sekong province) where transportation is a core constraint that delays the sub-projects launching.

Figure 3: Comparison Cycle VII/Cycle VI completion (Jan-Mar 2010 & 2011)



Source: Provincial Monitoring and Evaluation Unit April 2011

Table 3: Cycle VII Sub-projects completion during the quarter compared to Cycle VI Sub-projects completion (Jan-Mar 2010)

	Cycle VI (2010)		Cycle VII (2011)	
	SP	%	SP	%
<b>January</b>	353	99.4%	448	96.8%
<b>February</b>	353	99.4%	448	96.8%
<b>March</b>	354	99.7%	451	97.4%

Source: Provincial Monitoring and Evaluation Unit April 2011

### 1.3 Cycle VIII Implementation Progress

Regardless of the cycle VIII, at the end of January, 178 sub-projects (40%) were initiated and 42 sub-projects completed. 35 sub-projects have a completion rate above 50% and 101 sub-projects have a completion rate below 50%. 270 sub-projects (60%) were still inactive. In terms of budgeting, 1.49 billion kip (4%) had been transferred to the Koumban bank account to support t sub-projects implementation.

By the end of February 2011, 296 sub-projects (66%) were launched; including 89 sub-projects completed. 119 sub-projects have a completion rate above 50% and 88 sub-projects have a completion rate under 50%. Besides the launching of most of sub-projects, 152 sub-projects (34%) were still inactive. Regarding the supporting budget, 9.47 billion kip (23%) has been transferred to koumban bank account.

By the end of the reporting period, 320 sub-projects (71%) started in which 158 sub-projects were completed, 132 sub-projects have a completion rate above 50%, and 30 sub-projects have completion rate below 50%.128 sub-projects were still inactive. In order to support the sub-projects implementation, 11.19 billion kip (28%) were transferred to koumban bank account.

Table 4: Summary of Cycle VIII sub-projects progress

Period	0%	<50%	50%	100%
<b>January 2011</b>	270	101	35	42
<b>February 2011</b>	152	88	119	89
<b>March 2011</b>	128	30	132	158

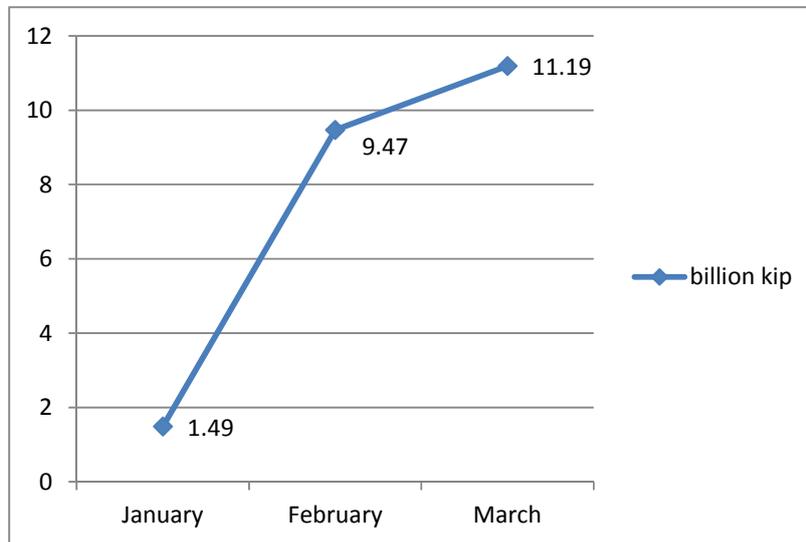
Source: Provincial Monitoring and Evaluation Unit April 2011

Table 5: Summary of Cycle VIII budget transferred (%)

Period	Budget transferred to Koumban bank account (%)
January 2011	4
February 2011	23
March 2011	28

Source: Provincial Monitoring and Evaluation Unit April 2011

Figure 4: Summary of cycle VIII budget transferred



Source: Provincial Monitoring and Evaluation Unit April 2011

#### 1.4 Analysis and Comparison between Cycle VIII and Previous Cycles

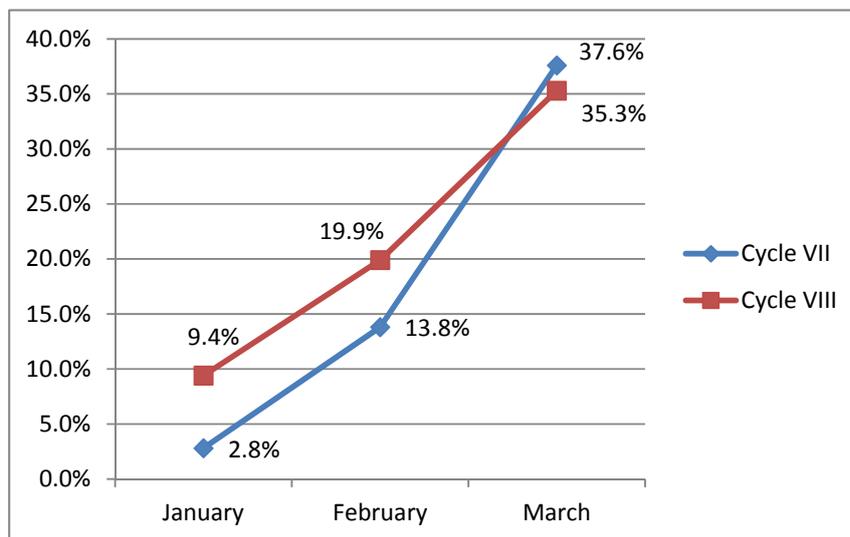
Compare to the same period (Jan-Mar 2010), Cycle VIII shows faster progress in term of sub-projects completion during the first two months (Figure 5). Nevertheless, the number of inactive sub-projects remains higher for the Cycle VIII than for the Cycle VII (Table 7) and found explanations with the number of additional sub-projects being implemented during the same period through LUFSIP and GFDRR.

Table 6: Comparison Cycle VIII/Cycle VII Sub-projects completion during the same period (Jan-Mar 2010)

	Cycle VII (2010)		Cycle VIII (2011)	
	SP	%	SP	%
<b>January</b>	13	2.8%	42	9.4%
<b>February</b>	64	13.8%	89	19.9%
<b>March</b>	174	37.6%	158	35.3%

Source: Provincial Monitoring and Evaluation Unit April 2011

Figure 5: Comparison Cycle VIII/Cycle VII Sub-projects completion during the same period (Jan-Mar 2010)



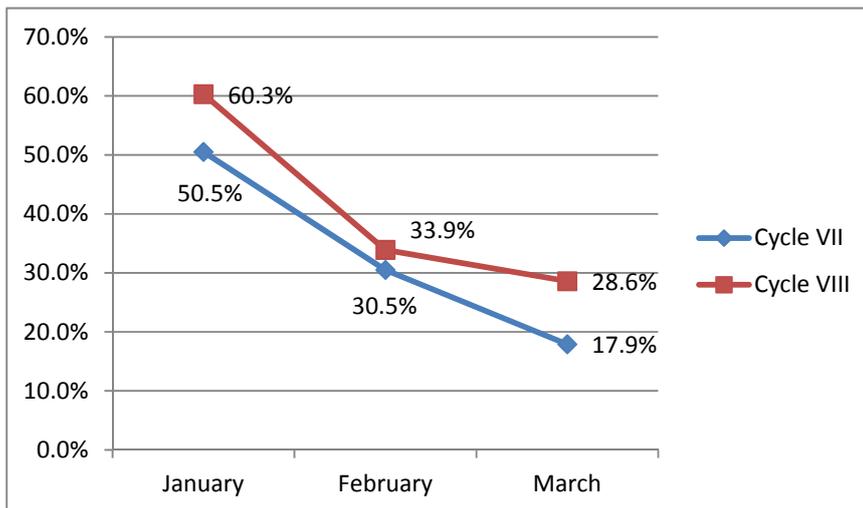
Source: Provincial Monitoring and Evaluation Unit April 2011

Table 7: Comparison Cycle VIII/Cycle VII Sub-projects inactive during the same period (Jan-Mar 2010)

	Cycle VII (2010)		Cycle VIII (2011)	
	SP	%	SP	%
<b>January</b>	234	50.5%	270	60.3%
<b>February</b>	141	30.5%	152	33.9%
<b>March</b>	83	17.9%	128	28.6%

Source: Provincial Monitoring and Evaluation Unit April 2011

Figure 6: Comparison Cycle VIII/Cycle VII Sub-projects inactive during the same period (Jan-Mar 2010)



Source: Provincial Monitoring and Evaluation Unit April 2011

### 1.5 Main issues

During the procurement process, 40 sub-projects (approximately 15% out of the total sub-projects) bidding prices were much higher than the PRF estimated. Those sub-projects are more particularly those located in Savannakhet, Saravanh and Sekong provinces and consequently, they have been rejected. This has resulted in the repetition of all processes including the re-advertisement which causes implementation delays.

To cope with this issue, the PRF Engineers have organized a second survey of the concern sub-projects to figure out whether the remoteness, the difficulties of transportation, fuel and transportation costs were the main causes. Based on the findings of the second survey, the PRF team has decided to increase the unit cost of the sub-projects implemented in the areas and has organized a third bidding process.

## **1.6 Preparation of the Cycle IX**

Due to the implementation of a larger Cycle VIII thanks to additional funds received from SDC (US\$ 1 million), the Global Fund for Disaster Risk Reduction (GFDRR) with an amount of US\$ 340,000 and the Lao Uplands Food Security Improvement Project (LUFSIP) with a total amount of US\$ 3.1million, as well as the preparation of the PRF II, various options for the implementation of the proposed cycle IX has been discussed with the donors. In order to reduce potential confusions in the implementation of the cycle IX where preparation is supposed to be implemented in the course of the PRF I and sub-projects implementation at the beginning of the PRF II, it has been decided to start the cycle IX planning stage in October 2011, with sub-projects being implemented from January to June 2012. There is likely to be some overlap between community priorities identified in cycle VIII and the priorities that will be implemented in cycle IX. Consequently, Cycle IX would likely support some remaining PRF I priority sub-projects.

## **2. Feedback and Resolution Mechanism**

Following the PRF Feed Back and Conflict Resolution Mechanism (FCRM) workshop organized on October 2010 to discuss strengths and weaknesses of the current system and areas of improvement, several meetings between the PRF CD team and the specialists from the World Bank worked closely to prepare the new Feedback and Resolution Mechanism (FRM) action plan and provide some technical support as needed.

To this intend, a study visit to NT2 project in Khammuan province was organized from 22-24 February 2011,. The objective of the visit was to learn lessons and experiences of the NT2's Feedback and Conflict Resolution Mechanism, supported by the World Bank to be used to revised the PRF new PRF Feedback and Resolution Mechanism.

Following the NT2 study tour, the new Feed Back Resolution Guideline was finalized (English and Lao version), focusing on the introduction of multiple formal uptake channels (feedback box introduced at the village level, toll free hot line and automatic answering machine, dedicated e-mail) linking up the mechanism using traditional community intermediaries and supported with appropriate training and enhancing the procedures for the feedback recording, processing, and analysis. A draft of FCRM summary report for the previous PRF I cycles was also prepared in order to learn from past grievances recorded.

The pilot test has started to be implemented in two districts (Khoun in Xiengkhouang province and Ta Oy in Saravanh province) to apply the new mechanism modified to increase participation of vulnerable groups (such as ethnic groups and women) who are

likely to have less voice in planning and implementation process of the PRF, and the following activities has been completed:

- Production of the FRM's Radio spot in Lao, Hmong and Ta Oy languages;
- Hotline number (161) has been provided;
- Training on the new FRM at central level, provincial and district level;
- Dissemination of new FRM to the communities in the pilot areas via the community radio;
- Production 1,200 brochures on the new Feedback and Resolution Mechanism in which 520 sheets were distributed to the targeted group in Saravanh province and 610 sheets to the targeted group in Xiengkhouang province;
- Design of a poster on the new Feedback and Resolution Mechanism.

Feedback and Resolution Mechanism Database (FRMD) has also been updated to ensure better capture of feedback type that may receive during the pilot test of new FRM. The database will be designed and improved for SQL server and synchronized to the whole MIS.

At the end of the pilot period, an assessment will be conducted to study its strengths and weaknesses before applying to the whole PRF II targeted areas.

### **3. PRF Assessments**

The delay in the completion of the three evaluations scheduled under PRF I was a concern raised during the supervision mission done in January 2011, and it was recommended that the PRF should ensure the completion of these studies within the revised timeframes agreed in the aide memoire;

*Participatory Planning Assessment:* An initial draft report has been shared with the World Bank and the SDC for comments. It was agreed that the draft report will need additional improvements. To this intend, the PRF has reviewed the structure and contents of the report and will organize a meeting with the consultancy company in charge of the assessment to discuss and agreed on the improvement to be made to the report.

*Technical, Utilization and Beneficiary Satisfaction Assessment:* The recruitment process for the technical and beneficiary satisfaction assessment has been completed. Initial work has started and a first draft report is expected by April, 2011.

*Building of Local Institutions Assessment:* The PRF informed the mission that the recruitment process for this assignment has not yielded any proposals from qualified organizations. Hence, it was agreed that the PRF would re-advertise the Request for Expression of Interest. Re-advertisement was organized in January 2011, and 8

expression of interest were submitted to the PRF. An Evaluation Committee was set up to evaluate the proposals, and ICON Institute was selected to undertake the assessment.

## **4. The 16th Administrative Board Meeting of PRF**

The 16<sup>th</sup> PRF National Administrative Board meeting took place on February 2, 2011 in Vientiane Capital. During the meeting various topics were discussed thoroughly and it was agreed upon the following points (annex 22):

- PRF to proceed on the request of the Project Preparation Advance with the amount of US\$975,000;
- PRF to use the additional budget of US\$3.56 million for the implementation of Cycle VIII and Cycle IX;
- The meeting officially acknowledged 2 districts of Attapeu province as its new target of implementation;
- The meeting assigned the concerned departments to discuss on the details and procedures regarding the PRF II Government's contribution of US\$10 million;
- NLCRDPE and PRF to discuss and agree upon the coverage of the PRF II and propose to the next PRF Administrative Board Meeting.

Additionally, some recommendations for improvement were also raised:

- Revise the community contribution to be in line with their capacity in order to ensure that the communities are able to meet their commitments;
- Improve the coordination with concerned sectors at the central level to ensure better cooperation and application of related standards for the infrastructure sub-projects.

## **5. Cooperation and Partnerships**

### **5.1 Preparation of the PRF II**

From January 11 to February 3, 2011 a joint World Bank and the Swiss Agency for Development and Cooperation (SDC) pre-appraisal mission was undertaken for the proposed Lao Poverty Reduction Fund II Project (PRF II), with the following objectives:

- Review the Government's strategy and plans for the next phase of the PRF;
- Agree upon the geographic scope and poverty targeting strategy of PRF II in the context of Government plans to scale up the PRF to become a national program;
- Prepare a preliminary Results Framework and M&E framework for PRF II;

- Finalize institutional and coordination arrangements for PRF II implementation;
- Clarify the financial envelope and financing modalities for the PRF II from Government and donor sources, and develop a Project costing;
- Refine the Operational Risk Assessment Framework in consultation with national stakeholders; and
- Identify key outstanding issues to be addressed before Project appraisal, including those related to fiduciary and safeguards aspects.

During a workshop organized between the donors (WB, SDC, AusAID), the NLCRDPE and the PMT, it was agreed that the PRF II *the Project Development Objective will be to improve the access to and the utilization of basic infrastructure and services for PRF II targeted poor communities in a sustainable manner through inclusive community and local development processes.*

It was reconfirmed that PRF II will adopt the koumban as a unit for poverty targeting and beneficiary koumban for PRF II assistance has been identified on the basis of criteria related to koumban poverty criteria, geographic location and the absence of other similar programs in these koumban.

To this end, the Swiss National Centre of Competence in Research (NCCR) North-South, based in Lao, has worked in coordination with the PRF to provide data of the poorest 500 koumban using data currently available from the National Population and Housing Census of 2005 and the 2002/3 Lao Expenditure and Consumption Survey (LECS) III. A preliminary list of 274 PRF II target koumban has been created and confirmed at the provincial level during workshops where the preliminary list has been introduced and discussed. Based on this list, the PRF II will cover 10 provinces and 38 districts. The PRF II will continue to provide support to the poorest koumban in six of the seven existing PRF I target provinces and expands to four additional provinces (Phongsaly, Oudomxay, Luang Phabang and Attapeu). After the agricultural census data and other potential poverty survey work become available in 2012, the Bank and the PRF will explore the possibility of using that data to further inform PRF II targeting.

It is proposed that the Project would consist of the following three components: (i) Community Development Grants, (ii) Local & Community Development Capacity-Building Support, and (iii) Project Management.

The section below summarized the main activities of each component:

#### 1/ Community Development Grants

- It was agreed that the planning process would be for a four year period and that villagers would prepare development plans that would be integrated at the

koumban level through an inclusive process led by elected village representatives. Koumban plans would be revalidated on an annual basis through a participatory process at the village, koumban and district levels;

- Each target koumban would receive upfront a four-year budget allocation to inform its planning and prioritization. An average annual budget allocation of US\$35,000 would be made to PRF II target koumban, with a commitment to four years of assistance, for a total average investment amount per koumban of US\$140,000;
- Sub-projects would be selected for financing at the koumban level by the PRF koumban committee (consisting of elected villagers including women and ethnic groups). PRF district staff, district local government and sector officials would provide technical validation of proposals. The final decision for sub-project financing would be made in a transparent manner at the koumban level by the PRF koumban committee;
- PRF II sub-projects would be required to meet appropriate technical standards for infrastructure agreed upon with relevant sector ministries;
- Activities to be financed under the grants would be open except for items specifically excluded through a project's negative list;
- PRF II would play a stronger role in Disaster Risk Management at the koumban and village levels.

## 2/ Local & Community Development Capacity-Building Support

- This component will support the PRF objective of empowering communities;
- All village training activities will have to be directly related to sub-projects financed under the component 1;
- The component 2 would finance investments to strengthen the capacity of district and provincial officials to support pro-poor local and community development processes and finance strengthening of the Leading Committee to support national poverty targeting efforts, and to strengthen coordination of PRF II investments with those of various sector ministries and other entities supporting rural development in PRF II target koumban.

## 3/ Project Management

This component would finance the costs of implementing, monitoring, evaluating and reporting for PRF II.

Based on indications currently available from Government and donor partners, the mission estimates that a financing envelope of US\$59.6 million will be available for PRF II, including US\$10 million Government's contribution.

During the mission, it was agreed that PRF II would continue to be implemented by the existing structure. The effectiveness of koumban-level facilitators will be critical in the revised planning, community capacity-building, implementation and monitoring process. To this end, it was agreed that further investments would be made to strengthen their capacity.

A scaled up PRF II would require an enhancement of PRF's financial management (FM) systems. It was agreed that it would include establishment of an internal controls unit, pooling of financing, harmonized FM reporting and audit requirements, enhanced accounting software, and additional FM training for PRF staff, communities and local officials.

The mission proposes to include a rigorous impact evaluation for PRF II with quantitative and qualitative components. Due to poor data quality of its baseline of 2003, PRF I was not able to produce an impact evaluation. Under the next phase, the project plans to pilot a comparison study in several new target koumban to look at development in koumban who have already received PRF support and those who have not yet received PRF.

The mission also discussed with PRF staff the Operational Risk Assessment Framework (ORAF) format for identifying risks and mitigation strategies in Bank projects. The possibility of the overall PRF capacity being overstretched in the scale up of PRF II has been identified as the key risk. Other risks include: (i) potential interference by different authorities in the selection of beneficiary target districts, koumban, villages and subprojects respectively; (ii) government and/or donor co-financing not materializing in a timely manner; (iii) willingness of sector ministries to collaborate; (iv) possible intra-village elite capture; (v) misallocation of funds and collusion; (vi) challenges related to implementation of participatory approaches and inclusion of ethnic groups; (vii) risks associated with the implementation of DRM and livelihood activities at the same time as expanding geographically, and (viii) limited capacity of the local authorities to assume greater responsibility. Mitigation measures for these risks have been identified and integrated in the ORAF for inclusion in the project design.

The mission informed that as a result of the WB safeguard screening process, the project has been assigned as category "B" and four safeguard policies are triggered: including environmental assessment (OP 4.01), pest management (OP4.09), indigenous peoples (OP4.10), and involuntary resettlement (OP4.12). To comply with these policies the following stand alone documents are required: (i) an Environmental Management Framework (EMF), including environmental code of practices (ECOP) for all type of civil

works; (ii) a Pest Management Plan (PMP); (iii) an Ethnic Group Policy Framework (EGPF), and (iv) Resettlement Policy Framework (RPF).

*For the social aspects of the project*, given that the PRF II planning process will be slightly different from that of the PRF I, the mission and the PRF team carried out meetings with local authorities and ethnic groups including Laven in Ban Meunk, Lao Tai in Ban Palai and Ban Houy Leu See of Bachieng district; and Lao tai in Ban Nongphanhvong, and Souay in Ban Phone of Soukouma district, Champassak during February 3-4, 2011, to ensure that the process could provide adequate information on social and environmental safeguard as part of the PRF II planning process. The mission noted that there was no language barrier to the Laven and Souay ethnic groups of both women and men who participated in the meetings. The results confirmed that the PRF consultation on the subproject selection process follows the free, prior and informed consultation with the ethnic groups as indicated in the principle of OP 4.10. The villagers and district staff expressed their full support to the proposed PRF II, particularly its updated planning process as the revised steps are considered to be more efficient and convenient for them to articulate and defend their priorities at koumban level meeting than at district level meeting. The PRF will submit the consultation report by March 1, 2011.

For the environmental aspects of the project, the mission conducted safeguard training with PRF staff focusing on the experience and lessons learned from the implementation of Social and Environmental Safeguard Guideline (SESG) of PRF I, and taking into account the PRF II planning process and type of priority investment. It was agreed that in general most of principles described in the SESG remain valid, but that it should be updated to be more practical and effective as well as to meet the new Bank requirements. Results of the safeguard review during June 2010 were also be considered and incorporated. Given that PRF I provided a number of road/bridges, irrigation, water supply, schools and dispensaries to local communities, efforts should also be made to enhance the potential positive impacts on conservation of natural resources, environmental quality, and health aspects (green/clean-CDD).

Following the pre-appraisal mission, a joint mission SDC/WB was undertaken from March 1-24, 2011 to complete the appraisal for the proposed Poverty Reduction Fund II Project.

The mission's key objectives were as follow:

- Finalize the poverty targeting strategy and the geographic scope of the PRF II;
- Validate the proposed project design and institutional arrangements;
- Finalize the procurement and financial management assessments for PRF II;
- Refine financing modalities for the PRF II from Government and external partners

- Finalize ORAF;
- Review and finalize Project costing, and
- Agreed upon actions and roadmap to negotiations and Project effectiveness.

During the mission, the Project Development Objective was reconfirmed and the results framework agreed during the pre-appraisal mission was further refined.

The financing envelope for the PRF II has also been refined and is expected to be US\$ 57 million. The MoF also reconfirmed that the Government would provide an amount of US\$ 10 million equivalent to co-finance Project activities with a focus on the component 1. During the mission, the cost tables for the Project have been finalized.

Based on the anticipated envelope, the mission reviewed the selection process undertaken related to the koumban target list. Based on this targeting process, the Government has proposed to provide assistance to 274 rural koumban in 38 districts and 10 provinces in PRF II.

The appraisal mission also focused on refining technical details and clarifying a number of outstanding issues related to the three components of the PRF II project.

#### 1/ Community Development Grants

- With respect to support for roads sub-projects, the PRF was encouraged to adopt a spot improvement approach, put greater emphasis on quality control. It was agreed that PRF II would not finance Class VII standards but was encouraged to apply the equivalent of Class VIII or Class IX;
- Sub-projects will no longer be “divisible” across project cycles;
- PRF focus at least 75% of PRF community development grant resources to the relatively poorer villages in koumban in which it will be active in PRF II;
- The mission encouraged the PRF to test different models of community-based operations and maintenance in the next phase.

#### 2/ Local & Community Development Capacity-Building Support

- It was agreed that PRF II would provide allowances for two koumban facilitators per target koumban. These facilitators will play a critical role in the enhanced village socialization, koumban planning, and sub-project monitoring process. The mission stressed the importance of careful selection of these facilitators (who should be familiar with local languages), and the provision of intensive training to them throughout Project implementation;
- It was further agreed that the Project would recruit some Young Graduates to support various aspects of Project implementation at central, provincial and district level.

### 3/ Project Management

- The NLCRDPE informed the mission that the Government is considering the possibility of merging the PRF Administrative Board with the Board of the NLCRDPE;
- The mission noted the need to further define coordination arrangement between GoL and the PRF;
- A major feature of PRF II will be its comprehensive approach to coordination. Improved coordination will further integrate the PRF into the national development framework and respond to its new mandate as a national program;
- PRF II operational, fiduciary and monitoring arrangements for implementation will be similar to those of PRF I. The mission reviewed and agreed to a general organigram for the PRF II implementation structure. It was agreed that PRF staffing at central level would be strengthened to include a small Internal Control Unit that will report directly to the Executive Director, as well as additional capacity for Operations/Maintenance and procurement.

During the mission, the PRF shared with the mission a Project Implementation Plan (PIP) and a procurement plan for the first 18 months of the PRF II.

The Bank's procurement capacity assessment was completed in the course of the mission. According to the assessment, due to the scaling up of project coverage, PRF II would be required to enhance its procurement system. In particular, strengthened community participation in procurement for sub-project grants are particularly needed.

Key social and environmental safeguards issues were re-confirmed during the appraisal mission. To be in line with OP 4.01, OP 4.09, OP 4.10, and OP 4.12 four safeguard instruments have been prepared as a standalone documents:

- the Compensation and Resettlement Policy Framework (CRPF),
- the Ethnic Group Policy Framework (EGPF),
- the Environmental and Social Management Framework (ESMF), and
- a Pest Management Plan (PMP).

These safeguards documents were disclosed (both in English and Lao) at the World Bank InfoShop, as well as at PRF's website on March 15, 2011 and at PRF's offices in Vientiane, provinces, districts, and villages and at the World Bank office in Vientiane.

## **5.2 PRF I supervision mission**

A joint implementation support mission was organized during January 11 – February 4, 2011. The objectives of the mission were to:

- Assess implementation of next steps agreed during the last supervision mission;
- Review steps taken in response to procurement, financial management, as well as social and environmental safeguards reviews conducted in 2010;
- Review the status of final evaluations / reviews for the project;
- Review the work plan, procurement plan and disbursement plan for the final 9 months of project implementation; and
- Prepare a roadmap for the orderly closing of the PRF I, including a final Government report and the World Bank's Implementation Completion and Results Report (ICR).

The bullet points below summarize the key findings of the mission:

- The project continue to show good progress in project implementation;
- The additional resources for PRF from SDC, the Lao Uplands Food Security Improvement Project (LUFSIP), and the Global Fund for Disaster Risk Reduction (GFDRR) are enabling the PRF to fund additional sub-projects under cycle VIII for an amount of almost double that of preceding cycles (US\$ 9.6 directly invested in 537 sub-projects)
- The mission strongly encourages the PRF team to continue to address the issues raised by the WB post procurement review (August 2010);
- The closing of the IDA Grant for the PRF I actions will require the preparation of a final Government report within six months of the closing date of the IDA Grant;
- Confirmed no objection to the revised manual of Operations (PRF pro-poor targeting, village profiling, progress reporting);
- Disbursement for PRF activities are on schedule;
- The financial management performance is considered to be satisfactory;
- The overall implementation of procurement activities is rated as moderately satisfactory;
- Safeguards performance is considered satisfactory.

## **5.3 SDC additional funding**

SDC, in agreement with the PRF, has decided to provide additional support to the project for water related sub-projects implemented by the PRF, with an amount of US\$ 1,050,000. These funds will be used following the same modalities as the previous SDC contributions within the Cycle VIII (74 sub-projects). A draft of amendment to the

agreement between the Government of Switzerland and the Government of Lao PDR has been prepared, shared with the PMT for comments and submitted to the Ministry of Finance for consideration and endorsement.

#### **5.4 Australian Agency for International Development (AusAID)**

AusAID has signaled its intent to contribute up to US\$2.1 million to PRF I implementation. The additional funds from AusAID would be earmarked to activities related to infrastructure projects that have strong economic benefits. The money would be transferred into a trust fund administered by the World Bank. As requested by AusAID, a list of 67 sub-projects selected by the communities during the District Prioritization meeting of the Cycle VIII, following limitations on the sub-projects types that can be funded (access and transport infrastructure, community electrical supply, local market and communal water system) was submitted for consideration.

#### **5.5 Japan Social Development Fund (JSDF)**

The proposal on “Mobilizing Ethnic Communities for Improved Livelihoods” (US\$ 2.6 million) has been approved by the World Bank and the Government of Japan. A grant signing ceremony with the World Bank, the Government of Japan and the Lao Government is expected to take place during the next quarter. During the PRF supervision mission, PRF was informed that a World Bank mission focusing on the livelihood pilot is expected to visit Laos in May 2011. In order to prepare the livelihood pilot mission, the PRF has started to develop the draft of ToR for the recruitment of a National Coordinator to participate the preparation mission.

#### **5.6 The Lao Uplands Food Security Improvement Project (LUFSIP)**

LUFSIP became effective from August 31, 2010. The PRF is 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. The project is being implemented in close collaboration with the Ministry of Agriculture and Forestry (MAF).

##### Sub-component 3a

Initially, 194 sub-projects under the sub-component 3a were selected with a total budget of 12.24 billion kip (US\$1.53 million). Of these 194 sub-projects, 83 sub-projects are related to the development of infrastructure with a total investment of 10.23 billion kip (US\$1.27 million) and 111 sub-projects, to training with a supporting budget slightly over 2 billion kip (approximately US\$250,000).

The procurement process has been completed for 74 infrastructure sub-projects, for an amount of 7.92 billion kip (this figure will be updated once the procurement process for all sub-projects is finished). The 8 remaining infrastructure sub-projects will be processed as soon as their documentation is finalized.

By March 10, 2011, out of the 74 infrastructure sub-projects, 61 have been launched (of which 15 are already completed, 28 sub-projects completed above 50% and 19 under 50%), while 21 sub-projects are still inactive (Table 8).

Regarding the implementation of the training sub-projects, as of March 10, 2011, out of the 111 sub-projects identified, 50 were active (of which 36 are already completed, 13 completed at more than 50%, and 1 at less than 50%), while 61 sub-projects are still inactive (Table 9).

Table 8: 3a Infrastructure sub-projects progress as of March 2011

Province	0%	<50%	>50%	100%	Total
Luangnamtha	1	6	7	1	15
Huaphanh	3	5	11	11	30
Xiengkhouang	2	1	7	0	10
Savannakhet	6	7	3	3	19
Sekong	9	0	0	0	9
<b>Total</b>	<b>21</b>	<b>19</b>	<b>28</b>	<b>15</b>	<b>83</b>

Source: Provincial Monitoring and Evaluation Unit April 2011

Table 9: 3a Training sub-projects progress as of March 2011

Province	0%	<50%	>50%	100%	Total
Luangnamtha	12	0	2	8	22
Huaphan	23	0	1	16	40
Xiengkhouang	3	1	1	8	13
Savannakhet	3	0	9	4	16
Sekong	20	0	0	0	20
<b>Total</b>	<b>61</b>	<b>1</b>	<b>13</b>	<b>36</b>	<b>111</b>

Source: Provincial Monitoring and Evaluation Unit April 2011

As of March 10, 2011, 1.46 billion kip (12%) have been transferred to the koumban bank accounts to support the implementation of the sub-projects of component 3a.

Despite the progress in the implementation of component 3a, there are still problems that hinder the implementation of some sub-projects such as the variations in bidding prices (as for instance for several projects in Savannakhet where prices varied up to

100%). This leads to the repetition of the bidding processes (re-advertisements), entailing delays.

### Sub-component 3b

The sub-component 3b supports the activities in 13 districts of 3 Ketsana-impacted provinces. After the procurement process, 77 sub-projects were selected with a total investment amount of 21.91 billion kip (US\$2.73 million).

The 33 sub-projects in the Agriculture sector are those related to the construction of irrigation in which 13 sub-projects (4.79 billion kip or US\$599,506) are located in Saravanh province, 11 sub-projects (4.21 billion kip or US\$528,915) in Sekong province and 9 sub-projects (4.81 billion kip or US\$601,633) in Attapeu province.

The number of irrigation sub-projects (33 sub-projects, US\$1.73 million) has increased by 19 sub-projects compared to the 14 sub-projects (US\$1.49 million) proposed initially by the Department of Irrigation. This, to a great extent, expands the development of basic infrastructure so as to provide the production areas with water thus contributing markedly to improve food security for the local communities.

## **5.7 Global Fund for Disaster Risks Recovery (GFDRR)**

The PRF has received AusAID's support via the Global Fund for Disaster Risk Recovery (GFDRR) to provide US\$ 410,000 to finance the rehabilitation of PRF infrastructure damaged by the Ketsana Cyclone, as well as to assist PRF in developing a Disaster Risk Management Strategy. The GFDRR Grant Agreement was signed on December 8, 2010. Based on the list of infrastructures damaged by Ketsana, the GFDRR will support the rehabilitation of 14 sub-projects located in the province of Saravanh (Saravanh and Toumlam)

The Grant includes two effectiveness conditions:

- the signing of a Subsidiary Agreement between PRF and Ministry of Finance; and
- the adoption of the operations manual.

The subsidiary agreement has been prepared with the assistance of the WB and sent to the MoF for endorsement. The draft of the Operational Manual has started, based on the LUFSSIP Operational Manual and will be finalized during the next quarter.

## **6. Specific activities during the reporting period**

### **6.1 Monitoring and Evaluation**

#### **6.1.1 Management and Information System (MIS)**

Regarding the MIS improvement, the team has prepared Terms of Reference according to the discussion with the World Bank specialist as well as the changes between PRF I and PRF II of project cycle, data collection process and/or data confirmation. MIS improvement also depends on the Project Development Objectives (PDO) as well as outcomes of the Baseline Survey, special studies and outcome assessment. Term of Reference will be revised accordingly.

In addition, the M&E team has prepared the organization of an internal workshop. The objective of the workshop is to improve MIS and Reporting system for PRF II. The detail plan and schedule for implementation will be finalized during the next quarter.

Additionally, in response to the donors' recommendation in improving better coordination and updating on the implementation of each targeted provinces as well as the central office itself, the M&E Unit has continued to prepare a monthly report and submit copies to all provincial and district offices to serving as a feedback report.

#### **6.1.2 Other issues**

- Followed up with the donors on the Participatory Approach Assessment Report and will be organize meeting with Synesis by May 2011;
- Followed up with Mixay Techno Co., LTD for report preparation on Technical Assessment, Beneficiary Satisfactory and Utilization Assessment and will be organize a meeting to discuss about finding and recommendation on the report on 3 May 2011;
- Cooperated with Finance and Admin Unit, Procurement team to undertake Pre-Qualify Selection of a consulting firm to perform on the assessment of Capacity Building of Local Institutions and currently on the progress of selection and inform selected firm/company;
- Continued following up with Physical and Disbursement Progress cycle VII – VIII;
- Completed coordinate and cooperate with SDC, Centre of Development and Environment (CDE) to prepare PRF phase II targeting area with linking to the socio-economic data of Department of Statistic MPI to define poorest Koumban;
- Completed for 1<sup>st</sup> quarterly progress report of fiscal year 2010-2011, now in the progress of sending to donors for recommendations;
- Coordinated with the Senior Advisor to prepare PRF II manual of operation, especially for the part for Monitoring and Evaluation System.

## **6.2 Community Development**

### **6.2.1 Information Education and Communication (IEC)**

#### **Public Information**

- The two MOU for bilateral cooperation on information dissemination between the PRF and the Information Department of Lao Women Union were signed. On the other hand, PRF decided to end the MOU made with the Education Center, Ministry of Public Health since after the evaluation, the outcome is not of satisfaction. However, PRF will seek for future cooperation as to widen the dissemination channel through its partners;
- The PRF's updated information is uploaded to PRF website on a weekly basis. In cooperate with the IT officer, the Public Information Officer are developing the website in Lao language. It is a time consuming task, however, it seems to be the best tool for better information dissemination;
- There are more than PRF's 30 articles of news releasing on local newspaper. However, IEC team has scaled down the number of news release at central level to meet the IEC's new strategy. At local level, the number of news release is at the rise, a fact is that local people are a core targeted group of PRF assistance, keeping them up to date is essential;
- A guideline on news release through local radio and loudspeaker was drafted and distributed.

#### **7.3.2. Community Capacity Building**

- Coordinated with the Technical Advisor Unit (TA) in organizing the training on sub-project's implementation techniques to the Koumban and village Implementation and Maintenance team. The main objective of the training was to build the capacity of the community on how to manage sub-projects including construction controlling and contracts managing.
- Attended the training course on income generation activities in Savannakhet and Sekong province. According to observation, the training was well-organized; however, the use of IEC materials is still limited.
- Organized a discussion meeting with Technical Advisor unit (TA) to consult on how to conduct a good training regarding the operation and maintenance of infrastructure sub-projects.

## **6.3 Administration and Finance**

### **6.3.1 Procurement**

- Completed the bid opening and evaluation process for the sub-project grant of component 3b under LUFSSIP for which most of the contracts were signed during March after receiving the approval from the PRF Central Office. There were few sub-projects for which the selected bidders submitted the bid prices which were higher than the estimated cost and as the budget allocated for each district in each cycle is limited, PRF advised Koumban to reject the bids after discussions with the concerned PRF Unit, and the re-bidding is expected to be organized during April 2011.
- Completed the re-bidding opening and evaluation for the sub-project grant of cycle VIII and component 3a under LUFSSIP. For most of the projects, the bidders submitted bid prices lower than the estimated cost, except in Savannakhet Province for which the bidder submitted the bid price higher than the estimated cost by more than 40%. After the discussion with the concerned PRF Unit, PRF National Office requested the TA unit to take responsibility in figuring out the resolution. After going through the detailed bill of quantities and actual survey on site, the TA unit reported that all the unit costs were correct, except for the transportation cost which varied by about +10%. PRF thereby advised Koumban to proceed on the re-bidding.
- Completed the bid opening and evaluation for the procurement of school books for sub-project in cycle VIII which were authorized to the PRF national office by the Koumban representative team of Champassak and Salavan Provinces.

### **6.3.2 Finance**

- Completed the Financial Audit performed by the Ernst and Young and the report was submitted to the donors;
- Submitted the FMR to IDA and SDC For the financial report of this quarter has covered the closing year end 30 September 2010 and SOE (Replenishment Application) # 0022, 0023 and 0024 for period January – March 2011 were submitted and approved by World Bank office in Philippine. The total of three replenishment requests is about US\$ 1,245,435.75.

### **6.3.3 Human Resources**

- Completed the revision of the staff evaluation forms;
- Prepared the 2011 contracts for all eligible staffs after the assessment;
- Consulted with the Deputy Executive Director together with the head of the unit regarding the PRF's policy and regulations;

- Revised the organization structure to fit the PRF II.

## **7. Planned Activities for next quarter (April - June 2011)**

### **7.1 Monitoring and Evaluation**

- Provide comments to Synesis' Report on Participatory Approach Assessment;
- Coordinate and cooperate with PMT to provide comment to Mixay Techno Co., LTD for report preparation on Technical Assessment, Beneficiary Satisfactory and Utilization Assessment;
- Continue cooperation with the Finance and Administration Unit and the Procurement team to undertake Pre-Qualify Selection of a consulting firm to perform on the assessment of Capacity Building of Local Institutions;
- Continue following up with Physical and Disbursement Progress of cycle VII – VIII;
- Prepare for the Management Information System (MIS) improvement according to the outcome of the discussion between World-Bank's M&E specialist and PMT and according to change of PRF II program cycle and form data collection;
- Preparing internal workshop for Monitoring and Evaluation Unit to improve MIS and Reporting system for PRF II;
- Prepare the 3<sup>rd</sup> quarterly progress report of the fiscal year 2010-2011;
- Coordinate with the Senior Advisor to prepare PRF II manual of operation, especially for the part devoted to Monitoring and Evaluation;
- Establish new data collection form, especially the form that will capture the sub-projects needs at koumban level;
- Discuss on the draft outline of the MIS to record more concise detailed data such as number of students, area and hectare of the watered of irrigation, length of the road, etc;
- Consult with the World-Bank's specialist on the project impact evaluation before the activities of cycle IX starts;
- Discuss on the Control and Treatment area for PRF II with the World-Bank's specialist for better implementation of Baseline Survey;
- Coordinate and cooperate with Community Development Division (CDD) for better implementation of Feedback and Resolution Mechanism (FRM), especially in the area of hotline and data arrangement.

## **7.2 Technical Assistance**

- Follow up on the implementation of Cycle VIII, LUFSP and additional funding sub-projects;
- Prepare invitation to concerned ministries to monitor the sub-projects completion at provincial and district levels;
- Follow up on the request for payment of all sub-projects;
- Prepare the meeting of coordination with other ministries;
- Review the new sub-projects of irrigation with the Irrigation Department, Ministry of Agriculture and Forestry.

## **7.3 Community Development**

### **7.3.1 Information Education and Communication (IEC)**

#### **Public information**

- Plan for the production of the PRF newsletter No.01 (March – May 2011);
- Update website on weekly basis. Moreover, Webpage in Lao will be developed and is expected to complete by May 2011;
- Draft a cooperation agreement on the PRF's information dissemination with the National Radio program "Rural Development and Poverty Alleviation".

#### **Community Education**

- Disseminate information on the new Feedback and Resolution Mechanism to the targeted group in two pilot districts (Khoun district of Xiengkhouang province and Ta Oy districts of Saravanh province) via the community radio station in each district;
- Cooperate with the local media to provide information about PRF especially on social safeguard;
- Produce the radio spot on Feedback and Resolution Mechanism in Khmu language;
- Produce posters of new Feedback and Resolution Mechanism.

### **7.3.2 Local institution capacity building**

- Organize a field visit to follow up on the application of the Feedback and Resolution Mechanism in the two pilot districts;
- Plan for the study visit for the provincial local authorities;
- Plan for the Cross Koumban monitoring.

### **7.3.3 Community Capacity Building**

- Plan for the meeting on the new Feedback and Resolution Mechanism in all 33 villages of Khoun and Ta Oy districts as well as install the feedback box in 143 villages of the two pilot districts;
- Attend the Koumban accountability meeting in Sekong province, the objective of the meeting is to observe and assess the capacity of the PRF staffs and plan for additional trainings;
- Conduct training on cattle raising in Savannakhet province, concurrently, a study visit on how to produce Biogas will also be organized.

## **7.4 Administration and Finance**

### **7.4.1 Procurement**

- Follow up with the delivery of vehicles (car and motorcycles);
- Conduct the evaluation of request for technical and financial proposals submitted by ICON Institute GmbH & Co. KG. If acceptable to PRF, will then be invited for negotiation and signing of the contract;
- Conduct the bid opening and evaluation for the procurement of solar cells, medical equipments and medicine for sub-project grant in Houaphanh, Xiengkhouang, Sekong and Attapeu Provinces which were authorized to the PRF national office by the Koumban representative team. The bid opening was scheduled for 29 April 2011;
- Conduct the re-bid opening and evaluation for sub-project grants which were rejected due to the bid prices being higher than the estimated cost and due to limited projects allocated;
- Monitor and follow up on the sub-project grants for which the contracts have not been signed and not been started as yet.

### **7.4.2 Finance**

- Prepare financial documents (October 2010 – March 2011) for the Finance Supervision Mission in 8 provinces;
- Prepare the FMR (second quarterly report FY 2011 “January – March 2011) and SOE # 025, 026 and 027 for April – June 2011;
- Attend the Finance Management Training organized by the World Bank.

### **7.4.3 Human Resources**

- Review Terms of Reference (TOR) of each position;
- Prepare for the recruitment of new staff;
- Review staff policy, rules and regulations.

## 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
<b>Provinces</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>7</b>
<b>District</b>	<b>10</b>	<b>14</b>	<b>20</b>	<b>21</b>	<b>21</b>	<b>19</b>	<b>21</b>	<b>21</b>
<b>Khet / Koumban</b>	<b>121</b>	<b>188</b>	<b>239</b>	<b>252</b>	<b>161</b>	<b>195</b>	<b>214</b>	<b>213*</b>
<b>Villages</b>	<b>913</b>	<b>1,412</b>	<b>1,913</b>	<b>1,880</b>	<b>1,268</b>	<b>1,458</b>	<b>1,567</b>	<b>1,551**</b>
<b>Poor villages</b>	<b>666</b>	<b>1,089</b>	<b>1,464</b>	<b>1,499</b>	<b>985</b>	<b>994</b>	<b>1,194</b>	<b>1,102</b>
	73%	77%	77%	80%	78%	68%	76%	71%

**Note:**

\* Koumban have been merged ( koumban in Nonghaed district, Xiengkhouang province)

\*\* Villages have been merged or moved out therefore the number of villages were reduced from 1,567 in cycle VII to 1,551 in cycle VIII

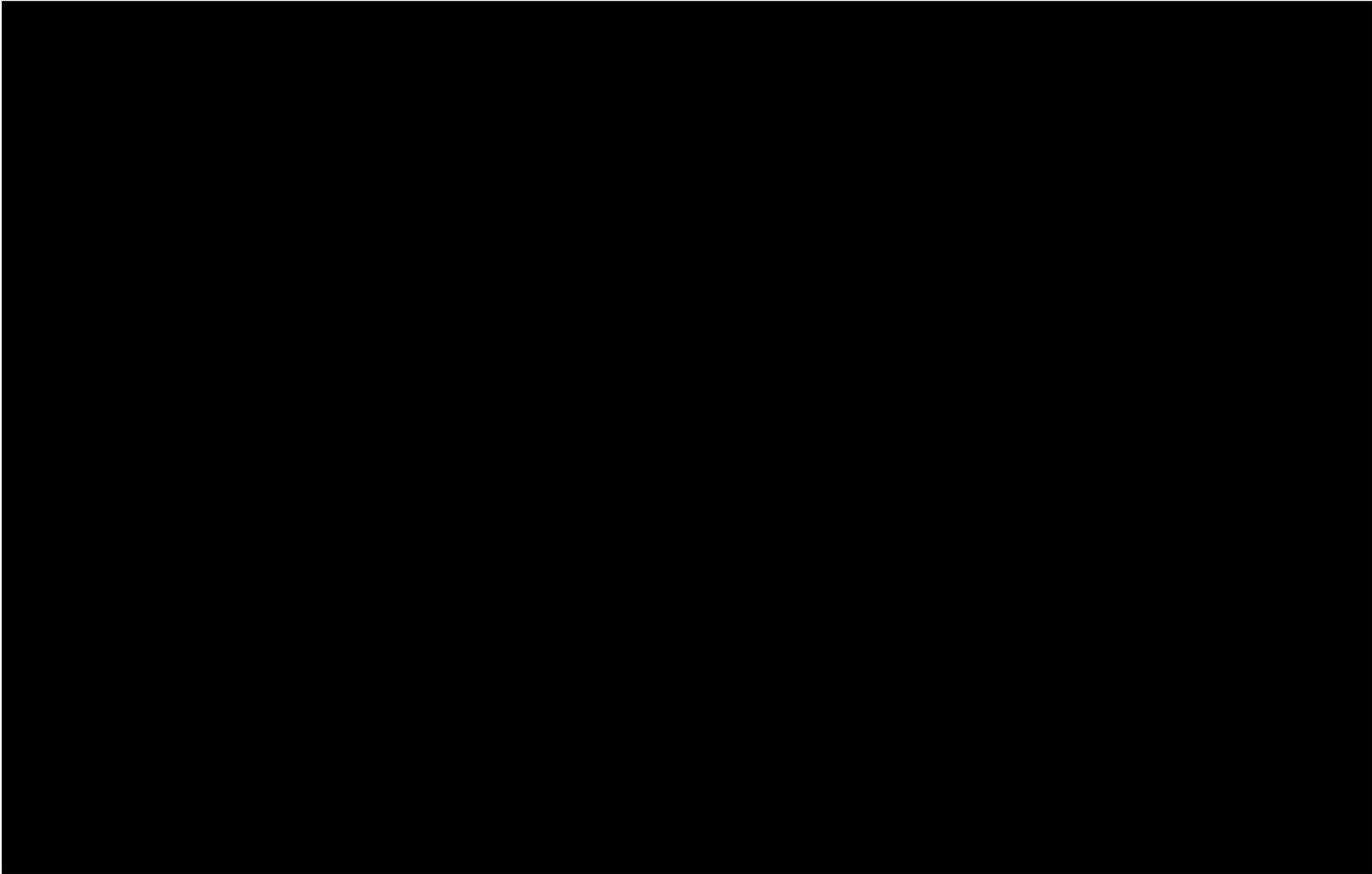
Annex 2: Subprojects matching priority needs expressed by communities during VNPA Cycle I-VIII

Subproject coming from priorities expressed at:	Cycle I		Cycle II		Cycle III		Cycle IV		Cycle V		Cycle VI		Cycle VII		Cycle VIII		Total	
<b>Community Level</b>	212	85%	307	71%	359	67%	340	62%	233	76%	308	87%	400	86%	417	93%	2576	77%
<b>Koumban Level</b>	23	9%	85	20%	46	9%	30	5%	9	3%	41	12%	57	12%	27	6%	318	10%
<b>District Level</b>	13	5%	39	9%	128	24%	178	32%	65	21%	6	2%	6	1%	4	1%	439	13%
<b>Total</b>	<b>248</b>		<b>431</b>		<b>533</b>		<b>548</b>		<b>307</b>		<b>355</b>		<b>463</b>		<b>448</b>		<b>3333</b>	

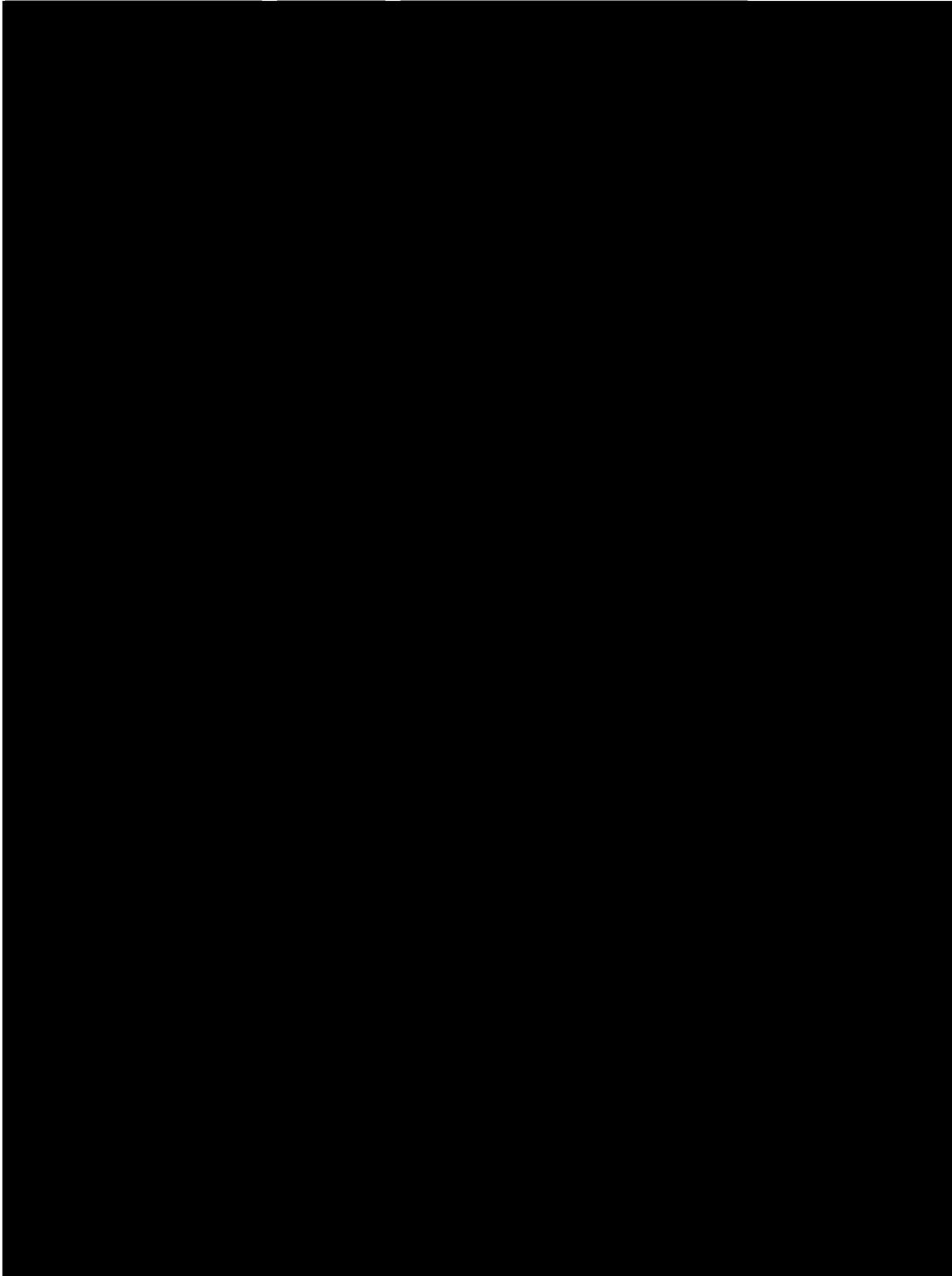
Note: All subprojects were selected from VNPA level; however, some subprojects priorities were changed during koumban and district meetings

(expressed in percentage in the table above). The main reasons behind this change are implementation issue, budget constraint or other agencies support

Annex 3: Number of villages per poverty grading by province and district, Cycle VIII



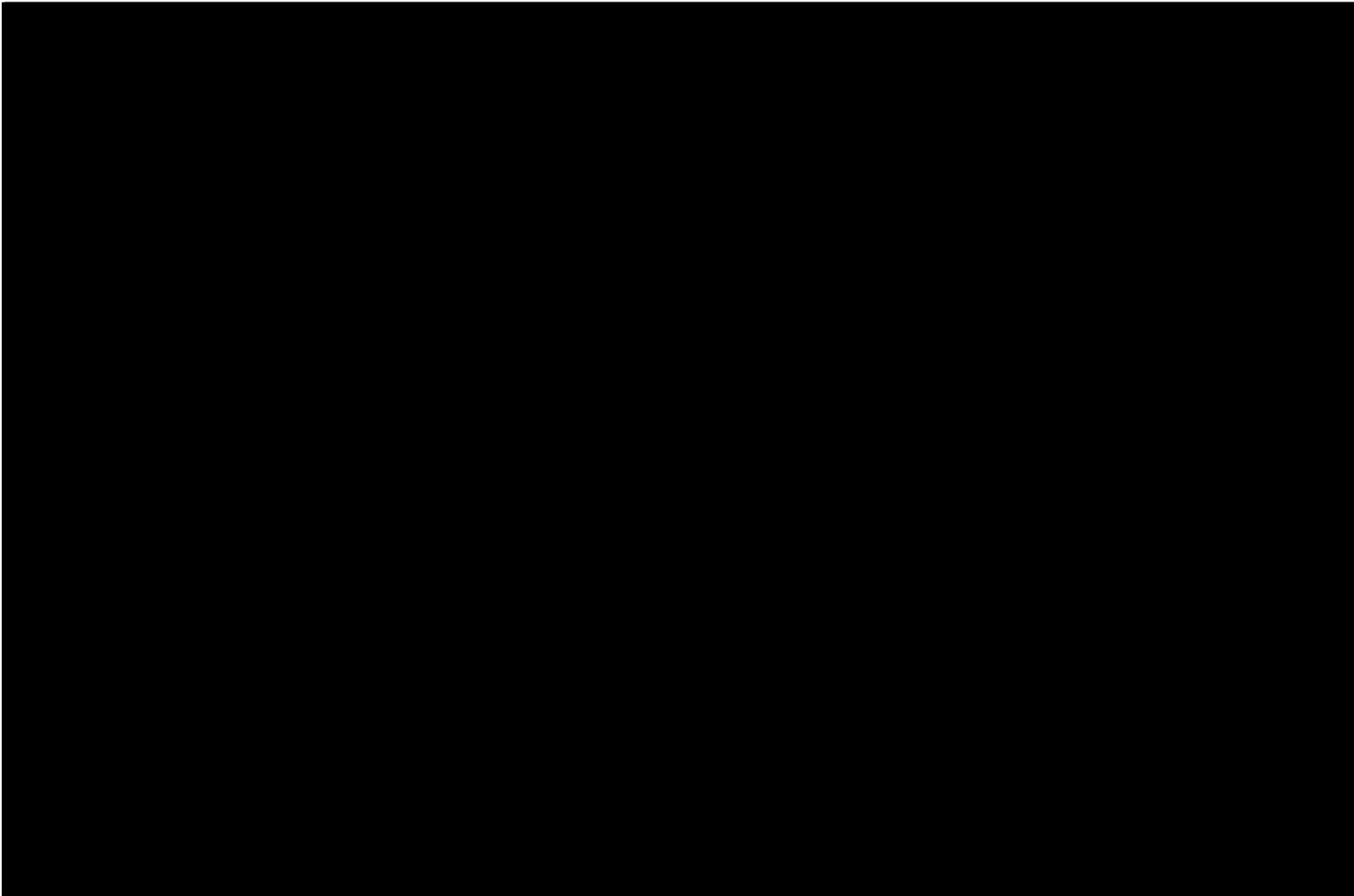
Annex 4: Number of subprojects per poverty grading by province and district, Cycle VIII



Annex 5: PRF Budget into infrastructure subprojects benefiting poor and better off villages Cycle VIII



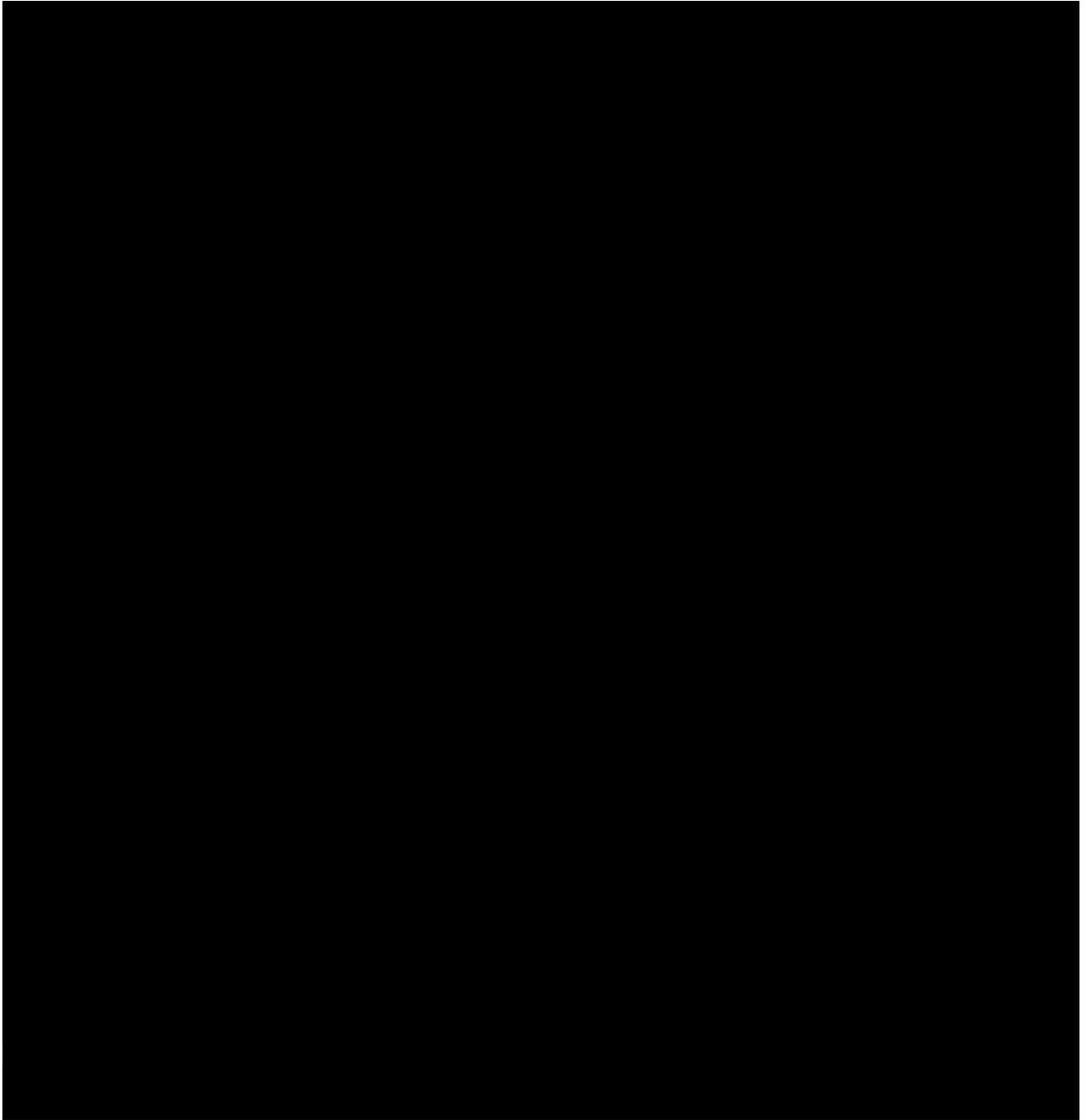
Annex 6: Lao Literacy in villages where subprojects are implemented Cycle VIII



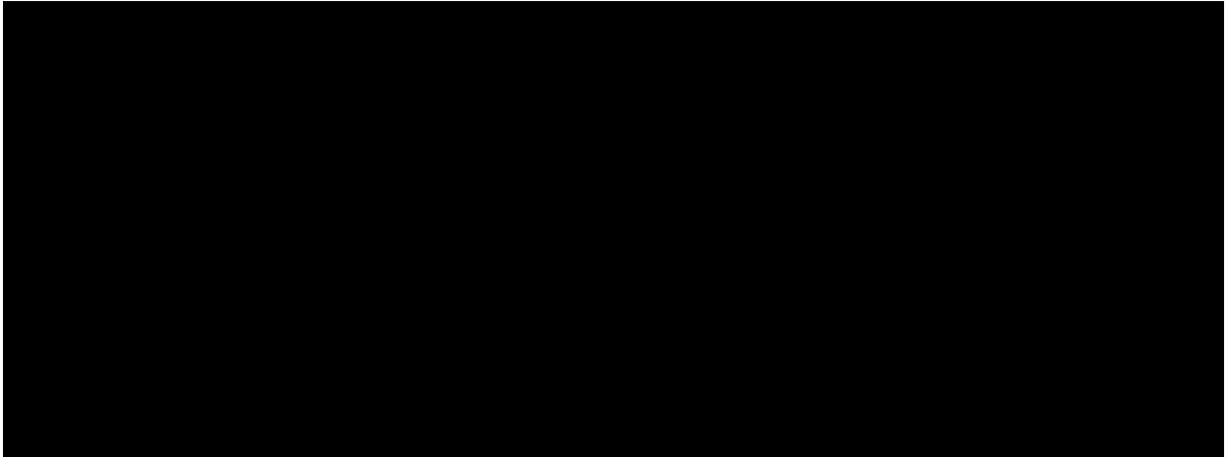
Annex 7: Number of subprojects classified by ethnicity of benefiting villages Cycle VIII



Annex 8: Subprojects (infrastructure and training) approved before and after DDM Cycle VIII



Annex 9: Poverty Targeting of PRF Infrastructure Subprojects Cycle VIII

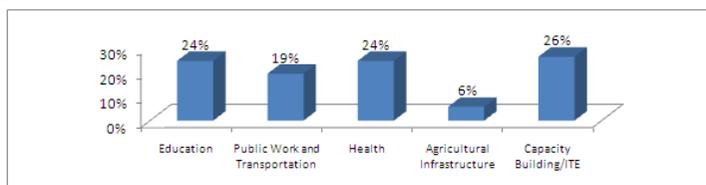


### Annex 10: Number of subprojects and budget per sector and per province - Cycle I-VIII (2003-2010)

Sectors	Cycle I		Cycle II		Cycle III		Cycle IV		Cycle V		Cycle VI		Cycle VII		Cycle VIII		Total	
	# of subprojects	%																
Education	72	29%	141	33%	146	27%	134	24%	87	28%	65	18%	87	19%	84	19%	816	24%
Public Work and Transportation	39	16%	92	21%	131	25%	99	18%	85	28%	63	18%	74	16%	57	13%	640	19%
Health	107	43%	129	30%	143	27%	102	19%	76	25%	80	23%	99	21%	80	18%	816	24%
Agricultural Infrastructure	19	8%	26	6%	26	5%	33	6%	12	4%	13	4%	17	4%	39	9%	189	6%
Capacity Building/ITE	11	4%	43	10%	87	16%	178	32%	47	15%	132	37%	186	40%	188	42%	872	26%
<b>Total</b>	<b>248</b>		<b>431</b>		<b>533</b>		<b>548</b>		<b>307</b>		<b>355</b>		<b>463</b>		<b>448</b>		<b>3333</b>	

#### Percentage of subprojects by sector from cycle I-VIII (2003-2011)

Sector	% by sector
Education	24%
Public Work and Transportation	19%
Health	24%
Agricultural Infrastructure	6%
Capacity Building/ITE	26%
<b>Total</b>	<b>100%</b>



Provinces	Cycle I		Cycle II		Cycle III		Cycle IV		Cycle V		Cycle VI		Cycle VII		Cycle VIII		Total	
	# of subprojects	%																
Luangnantha	0	0%	0	0%	0	0%	0	0%	0	0%	65	18%	75	16%	82	18%	222	7%
Huaphanh	82	33%	244	57%	192	36%	230	42%	112	36%	91	26%	137	30%	137	31%	1225	37%
Xiengkhuang	0	0%	0	0%	96	18%	79	14%	41	13%	44	12%	53	11%	52	12%	365	11%
Savannakhet	60	24%	104	24%	96	18%	93	17%	59	19%	71	20%	73	16%	74	17%	630	19%
Saravanh	0	0%	0	0%	63	12%	52	9%	52	17%	36	10%	36	8%	29	6%	268	8%
Champasack	106	43%	83	19%	86	16%	94	17%	43	14%	48	14%	44	10%	36	8%	540	16%
Sekong	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	45	10%	38	8%	83	2%
<b>Total</b>	<b>248</b>		<b>431</b>		<b>533</b>		<b>548</b>		<b>307</b>		<b>355</b>		<b>463</b>		<b>448</b>		<b>3333</b>	

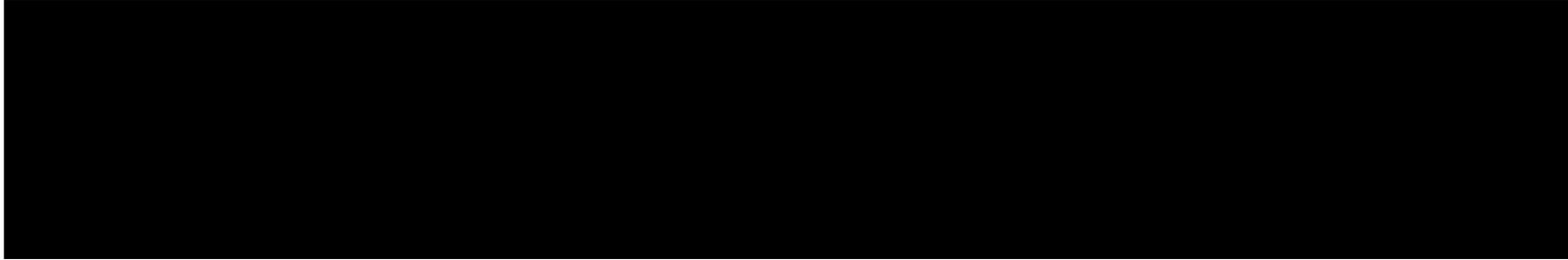
Subproject implementation	Cycle I		Cycle II		Cycle III		Cycle IV		Cycle V		Cycle VI		Cycle VII		Cycle VIII		Total	
	# of subprojects	%	# of subprojects	%	# of subprojects	%												
Community Force Account	165	67%	340	79%	346	65%	385	70%	158	51%	217	61%	250	54%	Pending		1,861	65%
Joint Investment	0	0%	0	0%	78	15%	43	8%	1	0%	12	3%	18	4%	Pending		152	5%
Contractor	83	33%	91	21%	109	20%	120	22%	148	48%	126	35%	195	42%	Pending		872	30%
<b>Total</b>	<b>248</b>		<b>431</b>		<b>533</b>		<b>548</b>		<b>307</b>		<b>355</b>		<b>463</b>				<b>2885</b>	

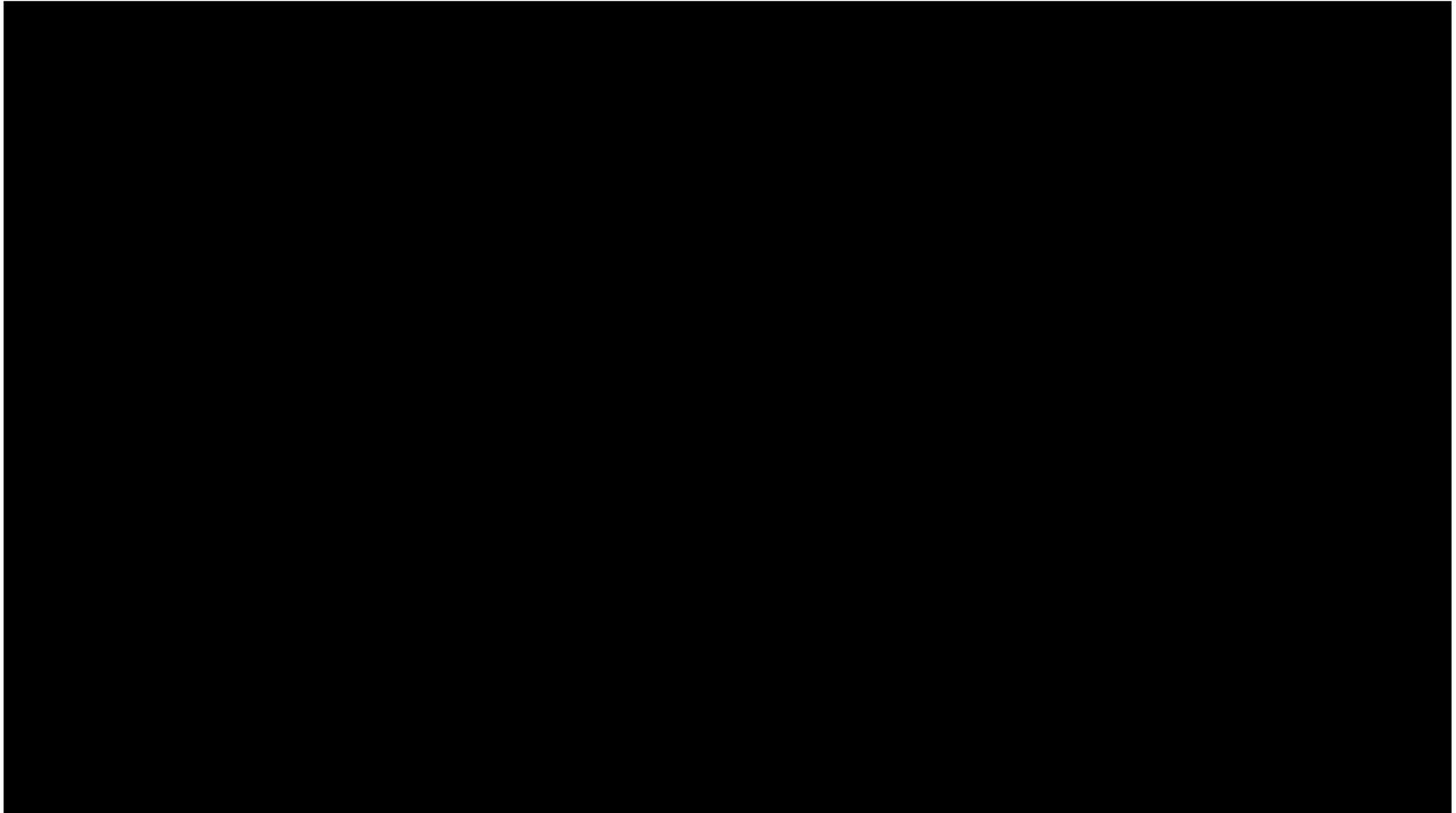
#### PRF Budget cycle I-VIII

Sector	Cycle I		Cycle II		Cycle III		Cycle IV		Cycle V		Cycle VI		Cycle VII		Cycle VIII		Total	
Education	2,923,386,450	26%	9,467,951,674	30%	11,230,338,876	26%	13,537,819,259	30%	11,261,232,579	32%	15,108,831,415	37%	18,958,682,117	37%	15,500,640,890	38%	97,988,883,260	33%
Public Work and Transportation	2,445,253,465	22%	13,070,091,993	41%	18,707,183,942	43%	16,327,345,968	36%	14,319,560,627	41%	11,073,324,108	27%	11,081,897,440	21%	9,996,375,878	25%	97,021,033,421	32%
Health	4,879,149,317	44%	5,957,927,559	19%	9,058,391,661	21%	8,739,412,897	19%	6,489,796,041	18%	10,210,519,823	25%	15,584,604,645	30%	8,414,530,862	21%	69,334,332,805	23%
Agricultural Infrastructure	791,674,164	7%	1,659,395,685	5%	1,993,290,440	5%	1,451,142,077	3%	603,963,099	2%	1,941,310,011	5%	2,333,098,208	5%	2,847,768,444	7%	13,621,642,129	5%
Capacity Building/ITE	84,828,785	1%	1,676,671,851	5%	2,732,990,356	6%	4,804,352,982	11%	2,600,232,336	7%	2,495,344,473	6%	3,734,519,368	7%	3,606,518,620	9%	21,735,458,771	7%
<b>Total</b>	<b>11,124,292,181</b>		<b>31,832,038,762</b>		<b>43,722,195,274</b>		<b>44,860,073,183</b>		<b>35,274,784,682</b>		<b>40,829,329,832</b>		<b>51,692,801,778</b>		<b>40,365,834,695</b>		<b>299,701,213,665</b>	

Provinces	Cycle I		Cycle II		Cycle III		Cycle IV		Cycle V		Cycle VI		Cycle VII		Cycle VIII		Total	
Luangnantha	-	0%	-	0%	-	0%	-	0%	-	0%	8,091,156,640	20%	5,877,999,914	11%	5,061,794,445	13%	19,030,950,999	6%
Huaphanh	3,556,199,010	32%	16,520,478,892	52%	16,811,761,284	38%	18,398,057,130	41%	13,232,893,046	38%	10,438,746,508	26%	14,092,405,843	27%	9,724,584,076	24%	102,775,125,789	34%
Xiengkhuang	-	0%	-	0%	8,344,024,546	19%	8,348,212,664	19%	5,734,653,144	16%	5,694,478,240	14%	7,240,782,203	14%	5,127,527,966	13%	40,489,678,763	14%
Savannakhet	4,025,700,875	36%	11,067,000,004	35%	9,072,684,999	21%	8,966,999,999	20%	7,828,000,007	22%	9,188,430,832	23%	10,169,762,098	20%	8,504,380,860	21%	68,822,959,674	23%
Saravanh	-	0%	-	0%	5,409,224,442	12%	5,305,203,705	12%	5,456,151,087	15%	4,216,501,230	10%	4,059,421,405	8%	3,736,457,446	9%	28,182,959,315	9%
Champasack	3,542,395,268	32%	4,244,419,866	15%	4,084,500,000	9%	3,841,599,999	9%	3,023,087,398	9%	3,200,016,377	8%	6,208,250,666	12%	4,519,268,657	11%	32,663,538,232	11%
Sekong	-	0%	-	0%	-	0%	-	0%	-	0%	-	0%	4,044,179,648	8%	3,691,821,245	9%	7,736,000,893	3%
<b>Total</b>	<b>11,124,295,153</b>		<b>31,831,898,762</b>		<b>43,722,195,271</b>		<b>44,860,073,498</b>		<b>35,274,784,682</b>		<b>40,829,329,828</b>		<b>51,692,801,777</b>		<b>40,365,834,695</b>		<b>299,701,213,665</b>	

Annex 11: Community Contribution Budget by sector and by province - Cycle I-VIII (2003-2010)





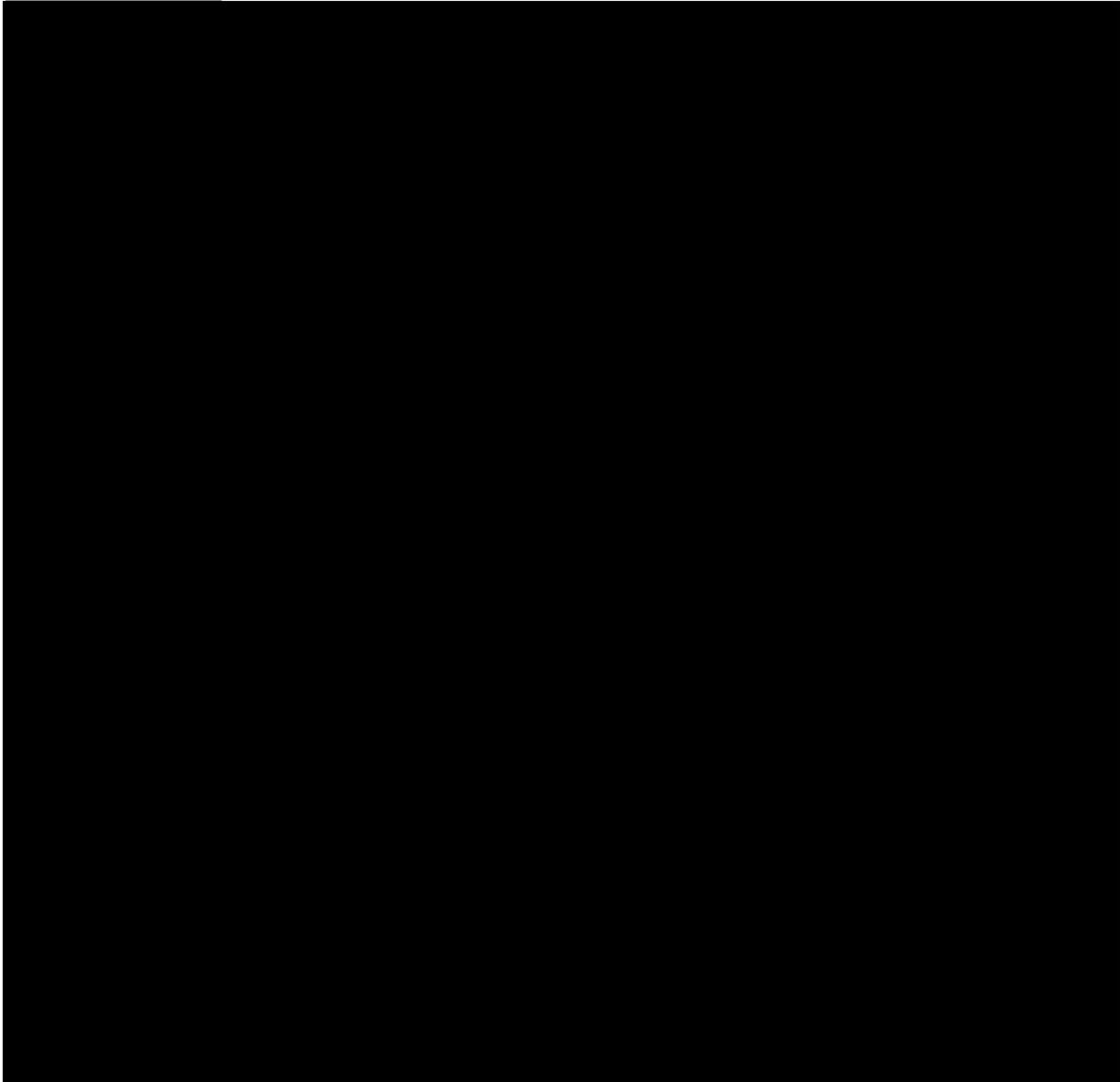
Annex 12: Sub-projects completion by sector VII

<b>Cycle VII (January 2011)</b>					
<b>Sector</b>	<b>Subprojects Implementation progress</b>				
	<b>0%</b>	<b>≤50</b>	<b>≥50</b>	<b>100%</b>	<b>Total</b>
Education	0	1	1	85	87
Public work and transportation	0	1	4	69	74
Health	5	1	0	93	99
Agriculture Infrastructure	0	0	0	17	17
Capacity Building	0	0	2	184	186
<b>Total</b>	<b>5</b>	<b>3</b>	<b>7</b>	<b>448</b>	<b>463</b>

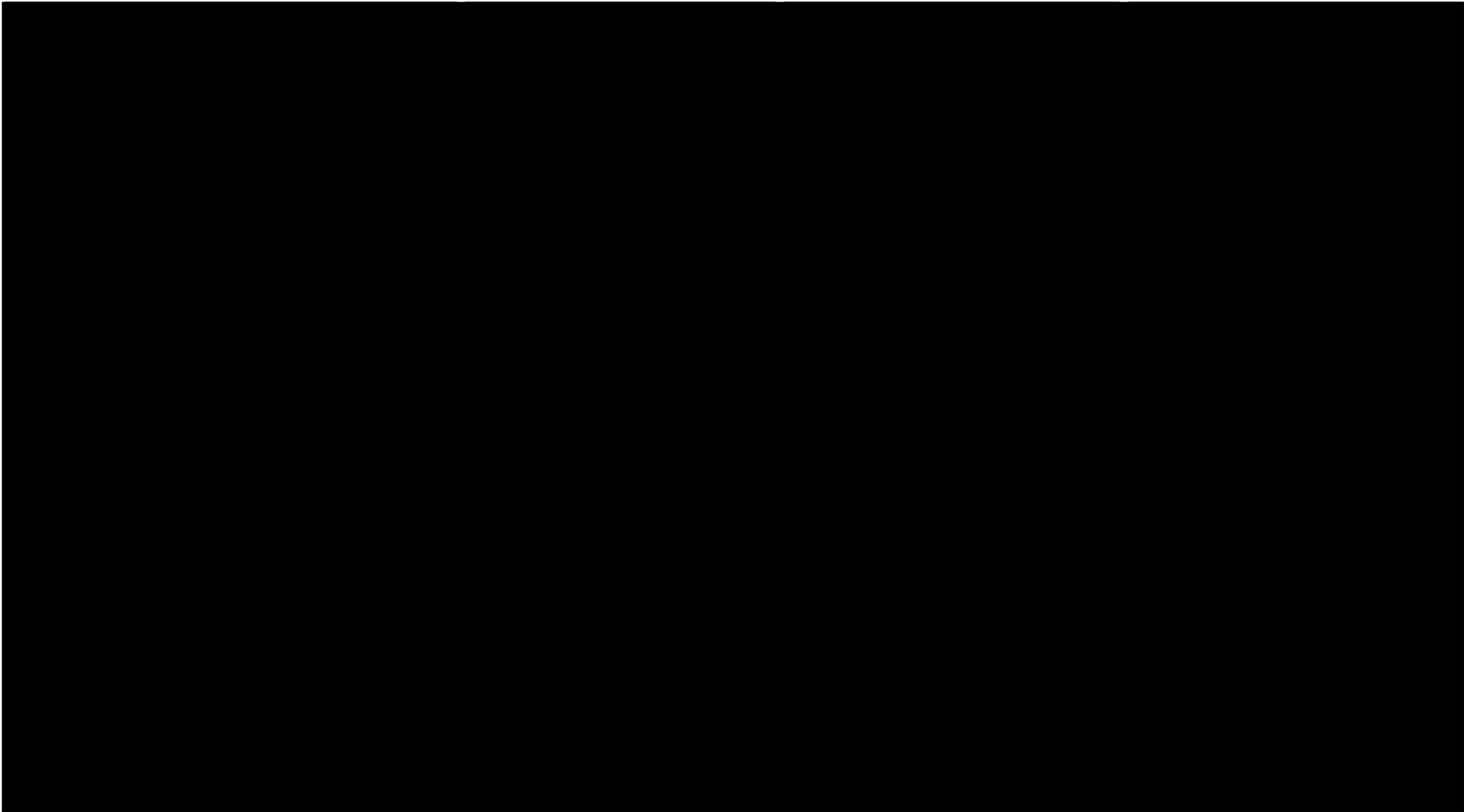
<b>Cycle VII (February 2011)</b>					
<b>Sector</b>	<b>Subprojects Implementation progress</b>				
	<b>0%</b>	<b>≤50</b>	<b>≥50</b>	<b>100%</b>	<b>Total</b>
Education	0	1	1	85	87
Public work and transportation	0	0	5	69	74
Health	4	2	0	93	99
Agriculture Infrastructure	0	0	0	17	17
Capacity Building	0	0	2	184	186
<b>Total</b>	<b>4</b>	<b>3</b>	<b>8</b>	<b>448</b>	<b>463</b>

<b>Cycle VII (March 2011)</b>					
<b>Sector</b>	<b>Subprojects Implementation progress</b>				
	<b>0%</b>	<b>≤50</b>	<b>≥50</b>	<b>100%</b>	<b>Total</b>
Education	0	1	1	85	87
Public work and transportation	0	0	2	72	74
Health	4	2	0	93	99
Agriculture Infrastructure	0	0	0	17	17
Capacity Building	0	0	2	184	186
<b>Total</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>451</b>	<b>463</b>

Annex 13: Subprojects Completion by Province and District Cycle VII as of March 2011



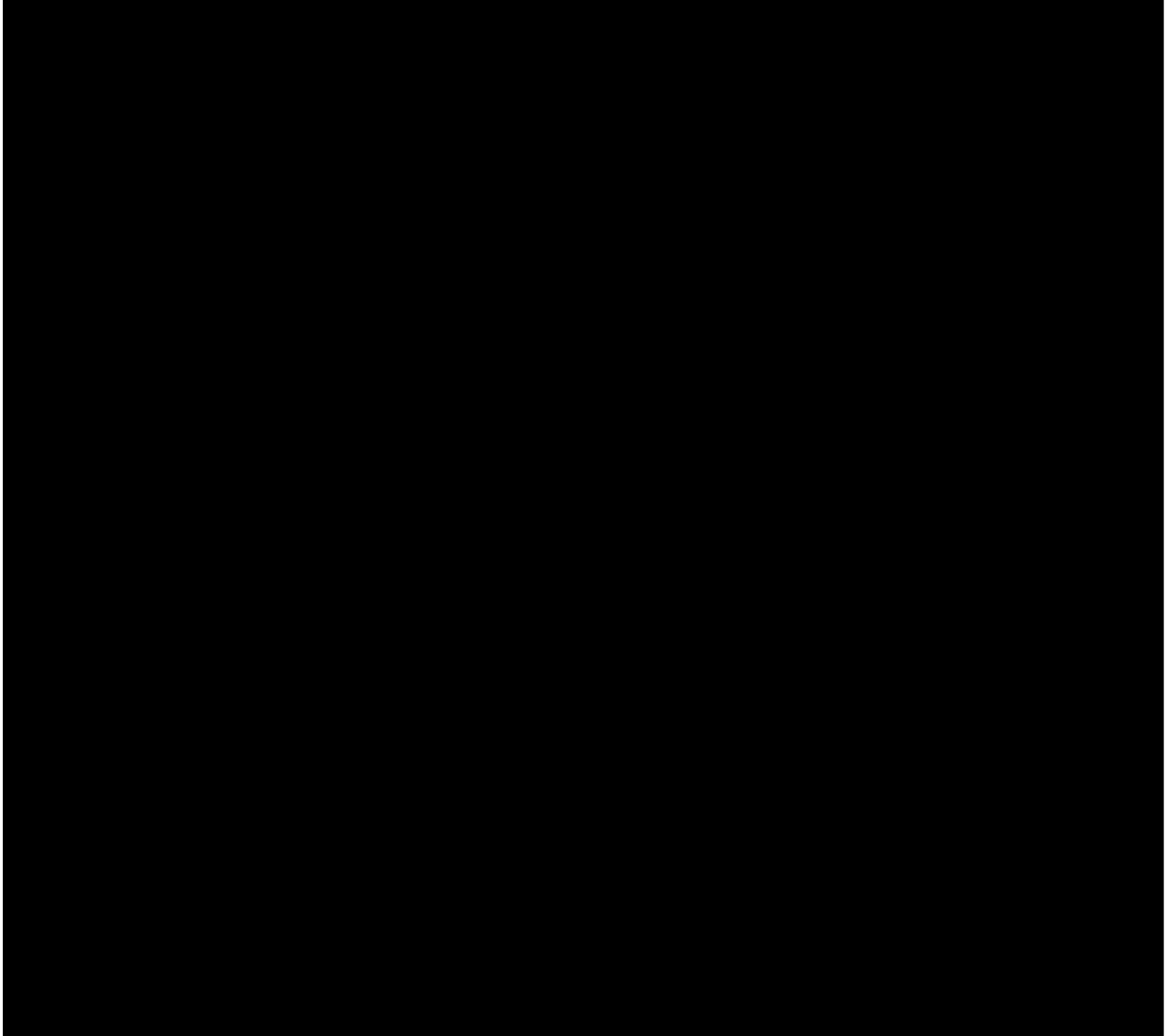
Annex 14: Subprojects implementation status as of 31 March 2011



Annex 15: Inactive subprojects as of 31 March 2011 Cycle VII

<b>Province</b>	<b>District</b>	<b>Koumban</b>	<b>Village</b>	<b>Project Name</b>	<b>Remarks</b>
Savannakhet	Sepone	Group 3	Houy Yeuang	Hand dug well	Cancelled
Saravan	TaOy	Doup	Porsen	Drilled well construction	Cancelled
		TaPern	Soytam	Drilled well construction	Cancelled
		TaPern	Tapernphou	Drilled well construction	Cancelled

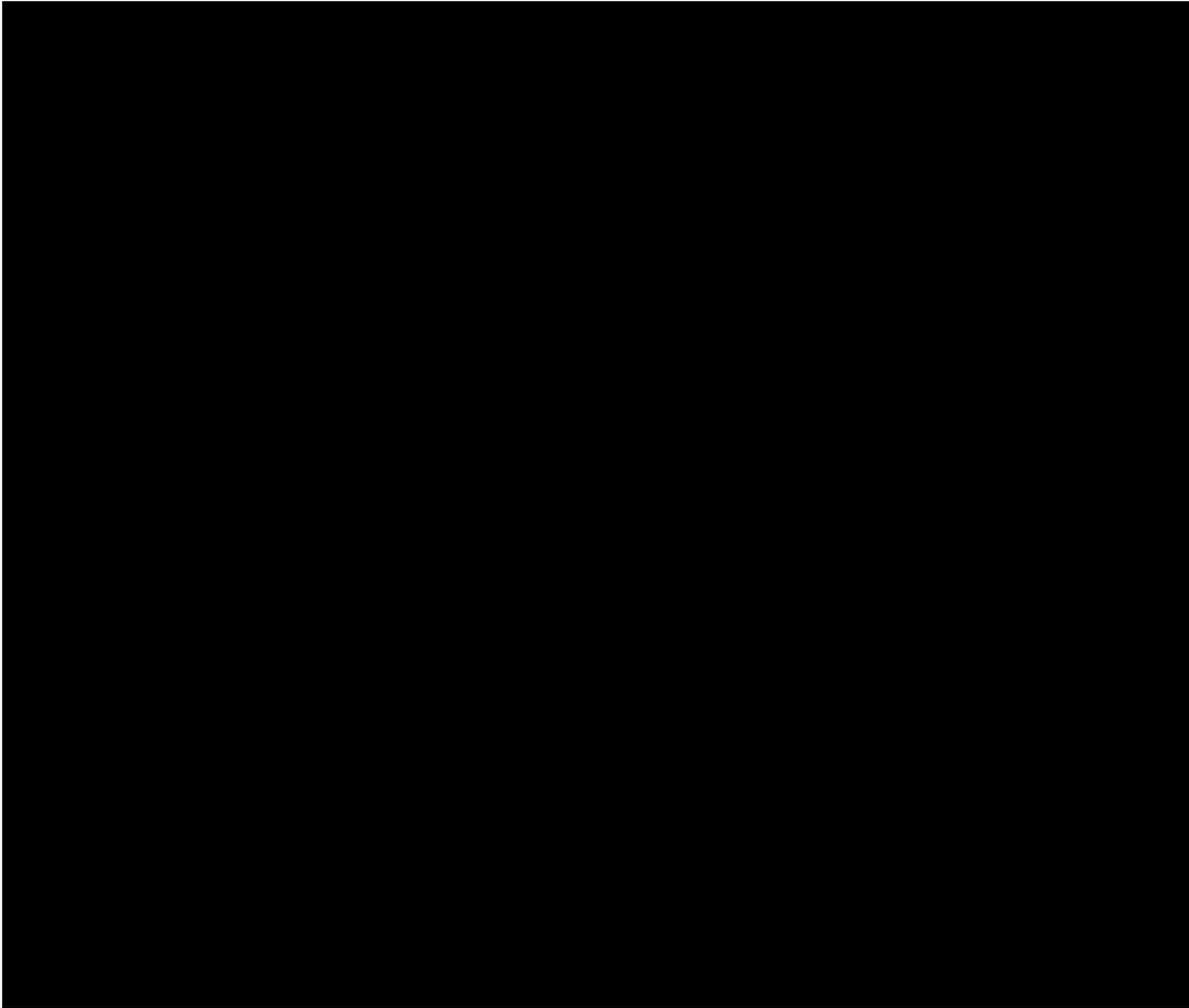
Annex 16: Budget transfers to PRF provincial bank accounts and to communities Koumban accounts (end of March 2011)



Annex 17: Number of sub-project proposals submitted and approved by gender Cycle VIII (add data)

Province / District	Total		Ban		Koumban		District		Province		Higher	
	Pending	Solved	Pending	Solved	Pending	Solved	Pending	Solved	Pending	Solved	Pending	Solved
<b>Total</b>			<b>0</b>									

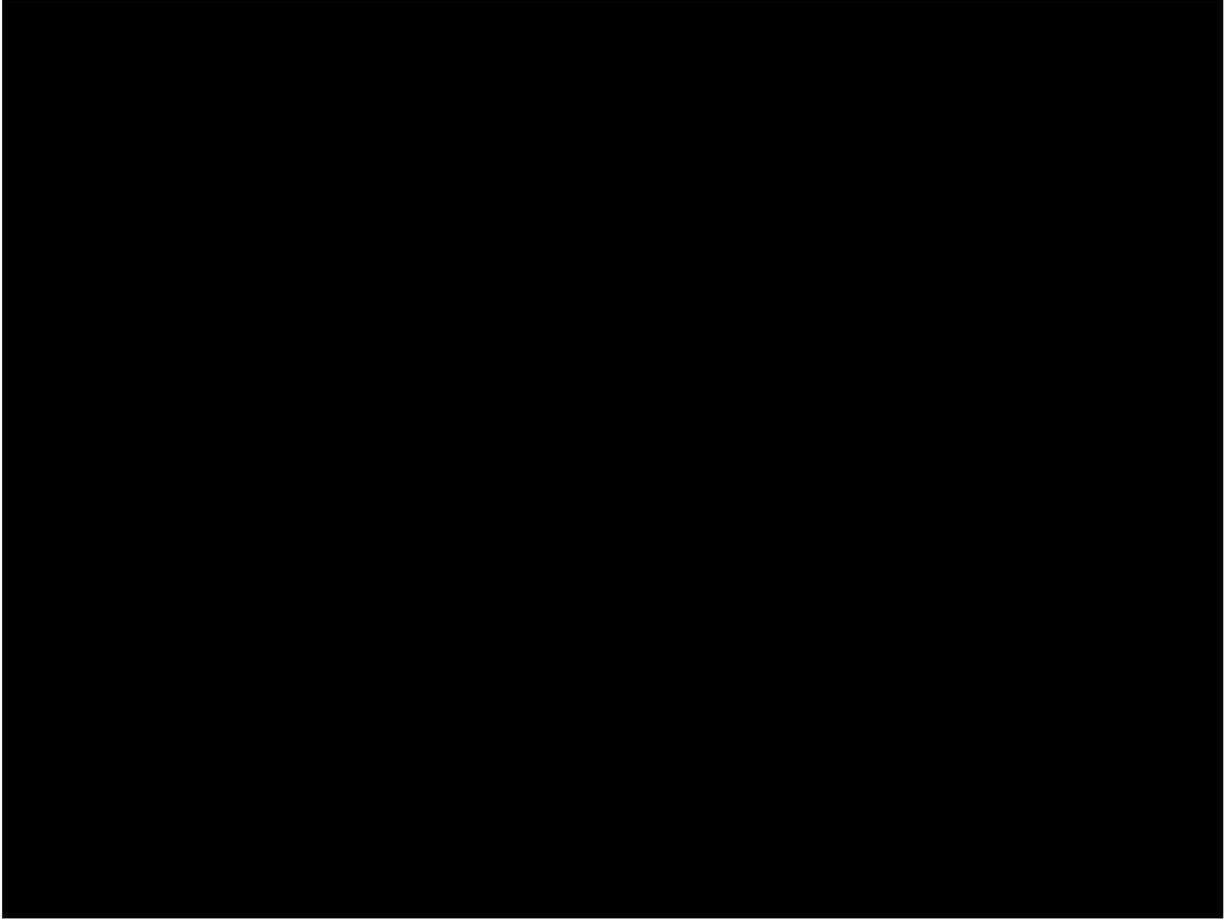
Annex 18: PRF staff at National, province, and district levels



Annex 19: Numbers and percentage of PRF staff turnover during January – March 2011

Positions		Gender	Reason for leaving	Replaced	%
<b>National</b>					
No changed					
<b>National office Total staff : 33</b>					
<b>Houaphan</b>	District CD	Male	Resignation	No	2.94%
<b>Houaphan office Total staff: 34</b>					
<b>Xiengkhoung</b>					
No changed					
<b>Xiengkhoung office Total staff : 22</b>					
<b>Luang Namtha</b>					
No changed					
<b>Luang Namtha office Total staff: 21</b>					
<b>Savannakhet</b>	District CD	Female	Resignation	No	3.70%
<b>Savannakhet office Total staff: 27</b>					
<b>Champasack</b>	District CD	Male	Resignation	No	6.25%
<b>Champasak office Total staff : 16</b>					
<b>Saravane</b>	Provincial TA	Male	Resignation	No	
<b>Saravanh office Total staff : 24</b>					
<b>Sekong</b>	Provincial CD	Female	Resignation	No	3.57%
<b>Sekong office Total staff: 28</b>					
<b>Attapeu</b>	Provincial Driver	Male	Resignation	Yes	4.16%
<b>Attapeu office Total staff: 24</b>					
<b>Grand Total:</b>		<b>230 Staff</b>			
<b>Average of Percent of change:</b>		<b>2.6%</b>			

Annex 20: PRF's Expenditures (US\$) (Jan – Mar 2011)



Annex 21: Procurement Monitoring Report- as of March 2011

Province	District	Khoum Ban	Village	Project Name	Estimated Cost	Contractor/Supplier Contract		Community Contract	
					Bidding	Contractor/Supplier's Name	Contract Awarded	Contract Amount	Contract Signed
					(LAK)		(LAK)	(LAK)	
Houaphan	Houamueng	Meuang Phem	Houa Xieng	School construction	152,094,191	Hounsuan Xamneua	151,515,910	161,236,129	17-Dec-10
		Khang Khao	Tow Hin	Provide school furniture	7,050,000	Maneephone Furniture	6,600,000	6,600,000	17-Dec-10
		Meuang-Or	Houay Hou	School construction	239,081,938	Thavixay Const.	236,902,580	247,529,539	16-Jan-10
		Lane Xieng	Had Kay	School construction	164,605,761	Chalenzum Const.	169,378,810	180,459,139	17-Dec-10
		Na Laeng	Pa Ka Tai	School construction	159,791,081	Lienphonexay Const.	157,956,250	168,129,839	17-Dec-10
		Meuang Phan	Done	School construction	172,583,821	Mingkhamdang Const.	180,982,330	192,062,659	17-Dec-10
		Meuang Bor	That Pha Tung	Dispensary construction	197,238,811	Lienphonexay Const.	194,947,040	206,480,739	17-Dec-10
		Song Khao	Na Ngew	Lower secondary school construction	158,385,662	Dok keo Const.	157,598,400	169,585,468	17-Dec-10
			<b>Sub total (Houamueng):</b>	<b>1,250,831,265</b>		<b>1,255,881,320</b>	<b>1,332,083,512</b>		
	Vieng/Thong	Vieng Thong	Na Thown	Kindergarten construction	115,989,211	Khounkham Const.	116,890,800	123,095,800	22-Dec-10
		Tad Sah Ban	Phieng Don	Spring gravity fed system construction	62,788,284	Ms. Khampout Shop	63,215,000	72,905,000	22-Dec-10
		Done Khoun	Hat Sa	Spring gravity fed system construction + additional pipe	76,860,513	SMP Co.	73,537,000	83,742,000	22-Dec-10
		Ban Vat	Vath	Primary school construction	144,914,521	Dok keo Const.	130,735,800	140,255,800	22-Dec-10
		Son Nuea	Son Nuea	Primary School construction	149,244,521	Viengxay Chalem Const.	134,590,700	144,425,700	22-Dec-10
				<b>Sub total (Viengthong):</b>	<b>549,797,050</b>		<b>518,969,300</b>	<b>564,424,300</b>	
	Viengxay	Thad sah banh	Poum	Primary school construction	155,306,563	Viengxaychalem Const.	154,199,210	160,797,610	20-Dec-10
		Tong	Long Lao	Spring gravity fed system construction	61,639,129	Air Tong Shop	66,130,000	75,477,900	20-Dec-10
		Poun	Som	Spring gravity fed system construction	55,475,342	Ms. Pom Shop	55,365,000	64,638,600	16-Jan-10
		Home Thong	Phieng Ka	Spring gravity fed system construction	82,790,289	Ms. Khamphut Shop	88,615,000	97,888,600	20-Dec-10
		Son Phet	Houay Ya	Spring gravity fed system construction	76,150,280	Souksavanh Shop	75,855,000	85,303,800	20-Dec-10
		Soi	Na Hor	Spring gravity fed system renovation (additional taps)	16,233,570	Ms. Bouaphad Shop	20,501,000	21,501,000	20-Dec-10
		Meuang Kaang	Bor	Primary school construction	164,951,563	Keomany Const.	156,399,750	166,322,950	20-Dec-10
		Xieng Man	Kor	Provide school furniture	24,000,000	Bounlerd Furniture	23,200,000	29,798,400	20-Dec-10
		Chard	Vieng	Spring gravity fed system construction	68,169,072	Ms. Anouseng Shop	74,642,000	84,090,800	20-Dec-10
			Yea	Spring gravity fed system construction	67,892,002	Khounaly Shop	74,907,000	80,355,800	20-Dec-10
		Nam Xang	Phieng Xai	Primary school construction	140,981,936	Saychalem Const.	145,621,610	155,544,810	20-Dec-10
		Nam Nga	Na Ham	Spring gravity fed system construction	72,905,042	Khounaly Shop	78,597,000	88,544,300	20-Dec-10
		Kieng Luang	Phone Xai	Spring gravity fed system construction	77,696,206	Thiphaphone Shop	79,100,000	88,548,800	20-Dec-10
				<b>Sub total (Viengxay):</b>	<b>1,064,190,994</b>		<b>1,093,132,570</b>	<b>1,198,813,370</b>	

Houaphan	Xiengkhor	Na Tong	Phouk	Spring gravity fed system construction	65,269,114	Souksavanh Shop	68,904,000	77,949,846	24-Dec-10
		Sob Pin	Sob Pin	Dispensary construction	154,062,455	Thiphomvong Const.	149,999,999	160,636,922	24-Dec-10
		Sob Sane	Pieng Hom	Primary school construction	153,549,033	Thang Kong Const.	149,892,900	159,802,438	24-Dec-10
		Xieng Kor	Sob Vaan	Installation electric line system	200,000,000	Souksangdeuan Const.	223,362,549	231,544,703	24-Dec-10
		Ngouam	Kong Kham, Phone Na, Ngouam, Nong Kieng	Spring gravity fed system renovation	49,000,000	Ms. Bouaphad Shop	51,260,500	59,260,500	24-Dec-10
		Sob Mone	Ta-on (Sob Pong)	Spring gravity fed system construction	58,732,450	Ms. Kounaly Shop	61,337,000	71,155,462	24-Dec-10
			Sob Mone	Spring gravity fed system renovation	16,802,414	Ms. Heuangphan Shop	19,411,000	22,411,000	24-Dec-10
		Phonh Thong	Phone Thong	Secondary school construction	157,354,990	Thavixay Const.	151,415,600	160,961,446	24-Dec-10
		Lao Houng	Kaen Vaen	Spring gravity fed system renovation	22,906,764	Ms. Bouaphad Shop	24,350,000	34,895,846	24-Dec-10
		Phieng Sane	Kor Hai	Secondary school construction	156,069,993	Lienphonesay Const.	162,659,595	172,932,826	24-Dec-10
	<b>Sub total (Sengkor):</b>				<b>1,033,747,213</b>		<b>1,062,593,143</b>	<b>1,151,550,989</b>	
	Xamtai	Xum Tai	Phieng Hom	Spring gravity fed system construction	61,067,460	Air Tong Shop	62,332,600	71,126,103	23-Dec-10
		Phanh Ngam	Hang Long	Spring gravity fed system extension	26,981,800	XiengChanh Shop	26,820,000	34,936,879	23-Dec-10
		Vieng Phan	Na Keua	Spring gravity fed system upgrade	30,802,948	Singkeo Shop	30,441,000	39,704,630	23-Dec-10
		Phan Thong	Done	Dispensary construction	202,463,955	Viengxay Const.	199,946,250	210,180,007	23-Dec-10
		Meuang Pao	Peua Neua	Primary school construction	162,000,000	Bounthavysup Const.	160,316,100	170,549,857	23-Dec-10
		Long Kem	Daan	Primary school construction	160,640,386	Tang kong Const.	156,941,700	166,528,706	23-Dec-10
		Phanh Xam	Phieng Tin	Spring gravity fed system construction	38,954,910	Ms. khamphout Shop	38,500,000	46,616,879	23-Dec-10
		Xieng Banh	Houay Kai	Spring gravity fed system construction	56,300,612	Air Tong Shop	54,911,800	65,822,182	23-Dec-10
		Houa Xieng	Houay Xieng	Primary school construction	162,290,386	Viengmixay Const.	159,567,788	170,124,921	23-Dec-10
Home Phanh		Houay Chin	Dispensary construction	215,763,955	Viengphonexay Const.	211,951,880	222,185,637	23-Dec-10	
Long Kang		Phieng Mon	Spring gravity fed system construction	64,164,780	Singkeo Shop	65,670,000	77,727,133	23-Dec-10	
Meuang Kuan		Houay Xay	Primary school construction	162,700,386	Dok Keo Const.	159,761,600	169,671,982	23-Dec-10	
Meuang Na		Meuang Na	Primary school construction	162,019,386	Dok Keo Co	160,551,800	170,462,182	23-Dec-10	
Ngoth-In		Kor Hai	Primary school construction	162,014,686	Bounthavysup Const.	159,900,300	169,487,306	23-Dec-10	
Ka Son		Kor Loo	Spring gravity fed system renovation	14,862,120	Ms. Pom Shop	14,200,000	22,493,503	23-Dec-10	
<b>Sub total (Xamtai):</b>				<b>1,683,027,770</b>		<b>1,661,812,818</b>	<b>1,807,617,907</b>		

XiengChuangong	Nong Haed	Nong Haed Tai	Nong Had Tai	Provide furniture for community hall	142,801,272	Ban Na Const.	142,456,789	150,770,448	23-Dec-10
		Kaen Pah Tou	Pa Hok (Phou Nong)	Lower secondary school construction	158,391,388	ST Com Co.	142,583,000	151,796,171	23-Dec-10
		Khang Pha Nean	Pa Khom	Spring gravity fed system construction	52,196,451	Souliya Shop	50,678,000	60,255,047	23-Dec-10
		Phou Hua Xang	Thum Hib	Provide furniture for community hall	138,788,933	Sinvilay Const.	138,508,024	148,306,463	23-Dec-10
		Keo Bone	Hath Bo	Provide Medical Equipment for Dispensary	50,000,000			58,220,488	
		Poung Saeng	Sam Youak/Poung Saeng	Primary school construction	155,438,988	Sinvilay Const.	154,999,737	165,376,127	23-Dec-10
		Houay Lom	Houay Khang	Lower Secondary school construction	158,619,388	Oudomsouk Const.	144,348,070	154,646,509	23-Dec-10
		Pho	Pho	Dispensary construction + latrine	229,695,073	Phetdaovong Const.	231,988,426	243,153,792	23-Dec-10
		Phah Khae Tai	Nam Men	Spring gravity fed system construction	303,971,621	Khamphouang Enterprise	288,480,000	302,000,488	25-Jan-11
		Pha Aen	Phou Nong	Lower Secondary school construction	158,921,388	Phetmaly Const.	157,830,027	168,206,417	23-Dec-10
				<b>Sub total (Nonghaed):</b>	<b>1,548,824,502</b>		<b>1,451,872,073</b>	<b>1,602,731,950</b>	
		Khoon	Xieng	Xam Ngoung	Community hall renovation (roof)	47,000,000	Douangdara Shop	44,030,000	50,173,983
	Nyouun		Phone Xai	Concrete Weir system construction	77,556,747	Sisomthone Const.	69,808,928	82,919,179	28-Jan-11
	Ngan		Sam Kouang	Primary school construction	228,900,937	Somchanh Const.	211,957,888	221,185,620	21-Dec-10
	Kea Saed		Phuk Heng	Spring gravity fed system construction	80,212,282	Khamphoung Shop	79,916,000	91,184,330	21-Dec-10
	Sam Phanh Xai		Na Meuang	Spring gravity fed system construction	240,121,778	Khamphoung Shop	229,938,000	241,855,971	21-Dec-10
	Long Sanh		Nam Lun	Primary school construction	163,289,033	Phetmaly Const.	146,988,892	158,062,459	21-Dec-10
	Nam Phan		Kang Home	Spring gravity fed system construction	49,028,592	Khemphet Shop	44,241,100	54,461,262	21-Dec-10
				<b>Sub total (Khoon):</b>	<b>886,109,369</b>		<b>826,880,808</b>	<b>899,842,804</b>	
	Tha Thom	Tha Vieng	Nam Long	Primary school construction	274,102,814	Duangtavanh Const.	258,448,100	271,116,521	22-Dec-10
			Na Hong	Spring gravity fed system construction	108,635,097	ST Com Co.	104,500,000	117,051,579	22-Dec-10
			Phieng Ta	Spring gravity fed system construction	104,227,426	Phomma Shop	93,804,000	106,355,579	22-Dec-10
		Theđ Sah Banh	Khone Sah Nah	Primary school construction + latrine	257,146,629	Phetdaovong Const.	231,432,023	244,740,594	22-Dec-10
		Pak Nyong	Phone Xai	Primary school construction + latrine	258,673,123	Duangtavanh Const.	245,000,000	259,044,000	22-Dec-10
		Ngam Chah Lemxay	Phieng Sah Vath	Lower secondary school construction	283,152,814	Ban Na Const.	254,916,000	272,920,000	22-Dec-10
				<b>Sub total (Thathom):</b>	<b>1,285,937,903</b>		<b>1,188,100,123</b>	<b>1,271,228,273</b>	

LouangNamtha	Long	Xieng Kok	Phoung Xay Mai	String gravity fed system construction	259,641,609	Xaiphet Shop	234,310,000	249,749,800	
		That	Luang Pho Kham	Community hall construction	280,837,487	KL Const.	279,650,044	285,255,953	
		Sivilay	Sivilay	Installation low voted electric line to dispensary	17,914,359	DaneNeua Const.	19,294,500	26,050,750	
			Cha Kham That	Installation low voted electric line	40,000,000	-	-	-	-
		Jamai (Buak Bor)	Thong Nor Tam	String gravity fed system construction	48,604,560	Soumaly Shop	50,221,200	56,573,200	
		Ban Sah	Sene Kham Kham	String gravity fed system construction	135,628,832	Maneevanh Shop	123,414,238	140,383,238	
		Sompone	Pha Kham	String gravity fed system construction	28,757,482	Soumaly Shop	30,460,000	42,164,400	
		Chong Kah	Pa Mak Kuoy Ngai	String gravity fed system construction	61,236,000	STS Co.	55,177,120	61,619,582	
				<b>Sub total (Long):</b>	<b>872,620,329</b>		<b>792,527,102</b>	<b>861,796,923</b>	
	Nalae	Theb Sah Banh	Khone chanh	Teacher's dormitory construction	47,350,000	Kongseng Shop	48,472,918		
		Sah Kaen	Khone Lang	Primary school construction	91,200,000	Kongseng Shop	92,260,500		
		LongMoun	Phou Tin	Provide school class furniture	36,809,054	Singsamouth Furniture	36,700,000	38,163,354	
			Long Moun Sinh Xai	Spring gravity fed system renovation	38,058,582	Maneevanh Shop	38,744,760	48,208,114	
		Huaykheung	Phou Thone	Spring gravity fed system renovation	48,020,395	Kongseng Shop	47,280,000	58,040,426	
		NongKham	Mok Chod	Spring gravity fed system renovation	115,000,640	Maneevanh Shop	109,192,225	115,229,289	
			Mok Phrath	Spring gravity fed system renovation	97,463,450	STS Co.	91,489,000	101,526,064	
		Khonekham	Sa Kub	Primary school construction	134,000,000	Kongseng Shop	135,713,646		
			Had Hub	Provide school class furniture	27,530,240	Singsamouth Furniture	27,490,000	29,338,447	
		Nalae	Houn	Spring gravity fed system renovation	46,468,868	Douangphachanh Const.	50,850,000	62,962,511	
			Peuane	Provide fist aid medicine box	4,236,000				
HuayLao	Sang Hean	School construction	142,800,000	Kongseng Shop	143,363,646				
Tahkhueng	Tah Koo	Spring gravity fed system construction	35,693,172	ThounProPrath Const.	74,765,000	82,771,885			
	Chom Sy	Spring gravity fed system construction	65,609,922	ThounProPrath Const.	65,754,000	77,760,885			
SahLeuang	Done Thib	Provide school class furniture (Secondary school)	73,600,000	Vervilaphon Furniture	75,000,000	81,496,603			
		<b>Sub total (Nalae):</b>	<b>1,003,840,323</b>		<b>1,037,075,695</b>	<b>695,497,578</b>			

LouangNamtha	Viengphoukha	Thad Sah Bbanh	Pha Deng	Spring gravity fed system construction	90,447,685	SMP Co.	85,892,000	100,166,271		
			Vieng Mai	Primary school construction	155,234,100	Viengoudom Const.	143,070,770	148,597,182		
		Nam Ngeun	Thong Na Hai	Spring gravity fed system renovation	84,262,489	Kongseng Shop	79,681,000	91,610,260		
			Phone Thong	Spring gravity fed system construction	78,149,956	Kongseng Shop	73,372,000	83,301,260		
			Thong Dee	Spring gravity fed system construction	48,728,446	SMP Co.	49,361,000	57,290,260		
		Namsing	Phang	Spring gravity fed system construction	75,317,747	Douangphachanh Const	69,543,900	78,520,440		
		Pak Khane	Pak Kane	Primary school construction	112,000,000	Kongseng Shop	112,812,500	118,629,999		
		Namphae	Phou Lan Tai	Spring gravity fed system construction	41,499,724	SMP Co.	42,460,000	49,602,592		
			Nam Chi Lee	Lower secondary school construction	280,800,000	Kongseng Shop	281,136,500	287,891,261		
		Thonglath	Phou Chair	Spring gravity fed system construction	113,896,816	Maneevanh Shop	109,953,000	126,888,373		
					<b>Sub total (Viengphoukha):</b>	<b>1,080,336,963</b>		<b>1,047,282,670</b>	<b>1,142,497,898</b>	

Savannakhet	Sepone	Group 4	Lah Or	Primary school construction + Latrine	159,457,582	Savanh Const.	220,610,095		
		Group 5	Kang Keub	Main electrical line access installation	136,000,000	BL const.	136,332,000		
		Group 6	Kah Toob	Primary school construction + Latrine	165,457,582	Sommanabounkhoun Const.	202,324,428		
			Feuang	Provide school furniture	19,200,000	Liengthong Furniture	21,200,000	23,529,841	5-Jan-11
		Group 9	Sah Pong	Primary school construction + Latrine	157,457,572	Sommanabounkhoun Const.	224,127,521		
		Group 10	Tah Peau	Spring gravity fed system construction	151,554,681	SMP Co.	136,806,500		
		Group 11	Sah Doon	Spring gravity fed system renovation	24,246,662	SMP Co.	22,962,711	36,767,150	11-Jan-11
		Group 15	Sob Sa Loo	Spring gravity fed system renovation (pipe)	94,152,908	Viengxay Shop	93,613,000		
	<b>Sub total (Sepone):</b>				<b>907,526,987</b>		<b>1,057,976,255</b>	<b>60,296,991</b>	
	Nong	Group 1 (Thad sah ban)	Poun Hin Hong	School construction (ethnic group)	239,910,205	BL Const.	260,738,091	272,027,471	10-Feb-11
		Group 2	Pah Toy Noi	Dispensary construction	371,435,170	SDN Const.	408,846,286		
		Group 6	Phah Lor	Primary school construction + latrine	184,465,947				
		Group 9	Sah Vie	Primary school construction	171,517,184	BL Const.	210,973,360		
		<b>Sub total (Nong):</b>				<b>967,328,506</b>		<b>880,557,737</b>	

Savannakhet	Phin	Group 2	Mai + Non Sah Ath	Kindergarten construction	133,259,940	Davone Const.	146,373,670	156,322,684	9-Feb-11
		Group 3	Vang Boung	Primary school construction + Latrine	143,251,173	Latthanaphone Const.	156,615,324	167,613,916	10-Feb-11
		Group 5	Pah Lerk	Kindergarten construction	135,459,940	Davone Const.	147,938,141	159,846,366	9-Feb-11
		Group 6	Koy	Primary school construction + Latrine	156,657,073	Davone Const.	166,298,269	178,206,494	9-Feb-11
		Group 10	Alouy Kham Noy	Primary school construction	163,283,336	Savanh Const.	196,270,801	209,158,632	14-Feb-11
		Group 13	Kieng Xai	Drill well construction	215,607,148	Saiyasith Const.	215,495,000	228,372,634	10-Jan-11
		Group 15	Pah Ob, Pah Tong, Houy Sing, Alan	Drill well construction	106,413,574	Saiyasith Const.	106,313,500	118,701,331	10-Jan-11
	<b>Sub total (Phin):</b>				<b>1,053,932,184</b>		<b>1,135,304,705</b>		
	Vilabouly	Group 1	Na Ae, Na YomF Keovily	Dug well construction + pipe	59,436,304	Doodhairai Enterprise	68,076,270		
		Group 2	Thath	Primary school construction + latrine	166,303,339	BL Const.	188,179,305		
		Group 3	Na Pak Nork, Na Sah Law, Pa Pak Know	Dug well construction + pipe	59,436,304	Doodhairai Enterprise	68,076,270		
		Group 4	Na Ten Hey	Primary school construction	134,448,579	BL Const.	147,560,760		
		Group 7	Phone Sah Vang	Community hall construction	355,106,054	Khounmixai Const.	319,926,822	331,749,581	27-Jan-11
		Group 8	Kieng Lek Tai	Dug well construction + pipe	53,286,311	Doodhairai Enterprise	68,076,270		
		Group 9	Nam Pa	Kindergarten construction	93,538,581	BL Const.	102,520,895		
		Group 11	Thong Luang	Spring gravity fed system construction	109,503,129	SMP Co.	105,310,000	123,115,034	20-Jan-11
		<b>Sub total (Vilabouly):</b>				<b>1,031,058,601</b>		<b>1,067,726,592</b>	

Champasack	Bachiang	Group 1	Kan Lai	Rural access road upgrade	377,141,690	Lao Chalem Const.	358,280,307	365,137,852	10-Dec-11	
			Nong Boua	Community water supply construction	152,274,066	STS Co.	145,576,000	153,933,545	23-Dec-11	
		Group 2	Pak Lay	Rural access road upgrade	273,632,549	Lao Chalem Const.	259,934,700	266,621,980	23-Dec-11	
			Kieng Ton	Primary school construction + latrine	267,560,634	Khamphasong Const.	258,156,580	266,343,860	27-Dec-11	
		Group 3	Sa Mah Ki Xai	Primary school construction + latrine	274,169,905	Pahdith Construction	263,814,150	268,274,562	29-Dec-11	
			T 1 Km 6	Provide school furniture	49,250,000	Somboun Furniture	44,693,150	51,861,480	25-Jan-11	
		Group 4	Km 16	Primary school construction + latrine	339,849,019	BTV Const.	342,812,950	351,131,919	16-Dec-11	
		Group 5	Houay Leu Sy or Lom Sack Neua	Primary school construction + latrine	317,007,570	BTV Const.	301,238,450	310,750,847	16-Dec-11	
					<b>Sub total (Bachiang):</b>	<b>2,050,885,433</b>		<b>1,974,506,287</b>	<b>2,034,056,045</b>	
		Sukumma	Group 1	Pak Xang	Concrete weir system construction	197,000,000	Phonepaserth Const.	192,228,750	201,254,515	28-Jan-11
	Don Kong			Rural access road upgrade	209,029,980	VS Construction	188,501,560	198,527,325	12-Jan-11	
	Group 2		Na Chane	Rural access road upgrade	495,000,000	VS Construction	428,634,350	445,668,703	20-Jan-11	
	Group 3		Don Houay	Primary school construction + latrine	293,854,194	Pahdith Construction	282,226,973	293,422,267	23-Dec-10	
	Group 4		Mouang	Primary school construction + latrine	292,087,130	Pahdith Construction	277,426,973	287,283,208	23-Dec-10	
	Group 5		Kong Kieng	Provide school material	15,000,000	Education Printing Enterprise	1,842,000	4,508,574		
			Dong Houa Ban	Provide school furniture	38,050,000	Somboun Furniture	36,503,082	43,169,656	18-Dec-10	
	Group 6		Mai Vang Mak Cheo	Lower secondary school construction	375,034,920	Khamphon Const.	374,177,498	387,703,263	22-Jan-11	
				<b>Sub total (Sukumma):</b>	<b>1,915,056,224</b>		<b>1,781,541,186</b>	<b>1,861,537,511</b>		

Salawam	Samouy	Group 1	Tadsahban	Community hall construction	387,570,519	Keomanoxai Const.	348,936,143	360,355,366	11-Feb-11
			A-Ching Leng	Drill well construction	67,045,600				
		Group 2	Lah Va Neau	Main electric line system installation	294,537,800	Keovilay Const.	288,873,256		
			A-Tok	Spring gravity fed system construction	83,809,403	DuangPhachanh Shop	75,433,500	94,425,988	11-Feb-11
		Group 3	Un Lah	Spring gravity fed system construction	170,249,761	Xaipheth Shop	159,316,000	180,304,684	11-Feb-11
			A-Men + A-Yong	Provide school furniture	37,800,000	Somboun Furniture	54,950,000		
				Provide school Material	22,492,000	Education Printing Enterprise	17,360,000	17,360,000	
			Ho	Rural access road construction	88,497,766	VS Construction	95,602,562		
		Group 4	Kou Boy	Irrigation system construction	281,592,106	Phat Thi Yah Const.	295,266,700		
			A-Vai	Spring gravity fed system construction	75,777,268	SMP Co.	68,353,100	86,074,689	11-Feb-11
			A-Ho	Spring gravity fed system construction	59,774,318	SMP Co.	53,995,600	66,717,189	11-Feb-11
			<b>Sub total (Samouy):</b>	<b>1,569,146,541</b>		<b>1,458,086,861</b>	<b>805,237,916</b>		
	Tah Oy	Ta Lung	Tum Lee Thong	Primary school construction	426,821,735	Keomanoxai Const.	384,516,869	392,685,377	16-Feb-11
			Tadsaban	Community market construction	158,733,246	Daovone Group Co.	131,962,590	143,131,098	15-Feb-11
		Doup	Kah Ten	Irrigation system construction	103,128,865	Daovone Group Co.	107,557,000		
			Ka Pa	Spring gravity fed system construction		Xaipheth Shop	103,740,500	123,901,680	15-Feb-11
		Joh	Joh Hai - Pi Koh	Rural access road construction	254,962,333	SayNamNgum Const.	217,480,000	230,825,783	15-Feb-11
			Tong Tang	Provide school furniture	53,186,000	Peth Furniture Shop	54,100,000		
		Pah Som	Lik Dong	Primary school construction	412,313,421	Kongthong Const.	370,067,997	379,858,197	15-Feb-11
			Kah Moun	Spring gravity fed system construction	53,060,376	Xaipheth Shop	47,789,500	64,450,680	15-Feb-11
		Tah Pin Phoo	Houay Ngowa	Primary school construction	163,668,795	No. 1 Const. Co.	147,488,258	162,457,872	15-Feb-11
				<b>Sub total (TahOy):</b>	<b>1,625,874,771</b>		<b>1,564,702,714</b>	<b>1,497,310,687</b>	

Sekong	Dakcheung	Dak Cheung (Khoum 1)	Dak Den, Dak Kai	Spring gravity fed system construction	182,862,802	Xaipheth Shop	165,015,000	179,153,105	22-Oct-10
		Xieng Luang (Khoum 2)	Xieng Luang	Secondary school construction	296,286,243	Khamphoui Const.	277,359,292	292,187,081	22-Oct-10
		A-Youn (Khoum 4)	Tang Nong	Temporary primary school construction	192,212,612	BTV Const.	173,050,114	188,257,272	22-Oct-10
		Tang Yemg (Khoum 5)	Prao	Spring gravity fed system construction	179,642,109	Xaipheth Shop	162,130,000	188,337,158	22-Oct-10
		Ta Tue (Khoum 6)	Dak Tring	Secondary school construction	322,674,199	BTV Const.	291,381,077	310,185,077	22-Oct-10
		Dak Pra-Kms20 (Khoum 7)	Dak Lan	Spring gravity fed system construction	197,875,528	STS Co.	178,089,000	203,985,842	22-Oct-10
		<b>Sub total (Dakcheung):</b>				<b>1,371,553,493</b>		<b>1,247,024,483</b>	<b>1,362,105,536</b>
	Kah Luem	VangPraNgor (Khoum 4)	Vang Pra Ngor	Spring gravity fed system construction	131,395,160	STS Co.	116,157,000	130,414,108	15-Oct-10
		Aroad (Khoum 8)	A-Lod	Dispensary construction	196,174,213	Kham Pou Const.			
		Pakxai (Khoum 11)	Yone-Tong Kai	Primary school construction	228,993,406	Khampahsong Const.	192,639,180	203,872,592	15-Oct-10
		<b>Sub total (KahLuem):</b>				<b>556,562,779</b>		<b>308,796,180</b>	<b>334,286,700</b>
					<b>25,308,189,200</b>		<b>24,412,350,622</b>	<b>20,482,916,889</b>	

**Lao People's Democratic Republic**  
**Peace Independence Democracy Unity Prosperity**

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Prime Minister's Office  
National Leading Committee for  
Rural Development and Poverty Eradication  
Poverty Reduction Fund

**Minute of the sixteenth PRF National Administrative Board Meeting**  
**Vientiane Capital, 2 February 2011**

The 16<sup>th</sup> Administrative Board Meeting of PRF was held on 2 February 2011 in Vientiane Capital under the chairmanship of Mr. Mek PHANLACK, *Vice Minister to the Prime Minister's Office, Vice President of National Leading Committee for Rural Development and Poverty Eradication*. 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 8 provinces (LuangNamtha, Huaphanh, Xiengkhouang, Savannakhet, Saravanh, Champasack, Sekong and Attapeu), and members of PRF staff from provincial and district levels, representing a total of 45 persons including 8 women.

PRF Deputy Executive Director presented the project's achievements and problems faced since last meeting (15<sup>th</sup> 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. It was agreed for PRF to proceed on the request of Project Preparation Advance with the amount of US\$975,000 to be used for the preparation of the PRF II;
2. Regarding the additional fund of US\$3.56 million, the meeting agreed for PRF to use the budget into its implementation of Cycle VIII and Cycle IX ;
3. The meeting officially acknowledged 2 districts of Attapeu province as PRF's new target of its implementation;
4. Regarding the Government's contribution of US\$10 million, the meeting agreed to assign the concerned department of Ministry of Finance, Ministry of Planning and Investment and the National Leading Committee for Rural Development and Poverty Eradication to discuss further on the details and procedures of such contribution;

5. Together with the National Leading Committee for Rural Development and Poverty Eradication, the PRF continues to discuss and agree upon the coverage of the PRF II and propose to the next PRF Administrative Board Meeting;
6. The 17<sup>th</sup> Administrative Board Meeting of PRF will be held in July 2011 in Xiengkhouang province.

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

February 02, 2011

Vientiane Capital

Reported by:

Approved by:

Unofficial Translation

**(Signature)**

**(Signature)**

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Mek Phanlack

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Bounkouang Souvannaphanh

The Vice Minister

Deputy Executive Director of PRF

to the Prime Minister's Office

Vice President of the National Leading  
Committee for Rural Development and Poverty  
Eradication

The Meeting Chairman