

Lao People Democratic Republic
Peace Independence Democracy Unity Prosperity

Government's Office

National Committee for Rural Development and Poverty Eradication

Poverty Reduction Fund

SEMI-ANNUAL REPORT
(October 2011 – March 2012)

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Abbreviations and Acronyms

AusAID	Australian Agency for International Development
CDD	Community Driven Development
DRM	Disaster Risk Management
FRALA	Framework for Resettlement and Acquisition of Land or Assets
FRM	Feedback Resolution Mechanism
GFDRR	Global Facility for Disaster Reduction and Recovery

GIS	Geographic Information System
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GoL	Government of the Lao PDR
HR	Human Resources
ICR	Implementation Completion and Results Report
IDA	International Development Association (World Bank)
IEC	Information, Education and Communication
JSDF	Japan Social Development Fund
LECS	Lao Expenditure and Consumption Survey
LONG	Livelihood Opportunities and Nutritional Gains
LUFSSIP	Lao Uplands Food Security Improvement Project
LVH	Livelihood
MAF	Ministry of Agriculture and Forestry
MDTF	Multi Donor Trust Fund
M&E	Monitoring & Evaluation
MIS	Management Information System
MOF	Ministry of Finance
MOH	Ministry of Health
MOU	Memorandum Of Understanding
MPI	Ministry of Planning and Investment
MRC	Mekong River Commission
NCRDPE	National Committee for Rural Development and Poverty Eradication
NRM	Natural Resources Management
NUDP	National Upland Development Project
PM	Prime Minister
POM	Project Operation Manual
PRA	Participatory Rural Appraisal
PRF I	Poverty Reduction Fund phase I
PRF II	Poverty Reduction Fund phase II
SDC	Swiss Agency for Development and Cooperation
SHG	Self Help Group
ToR	Terms of Reference
ToT	Training of Trainers
WB	World Bank
WSP	Water and Sanitation Project

Executive Summary

PRF II main activities started with the implementation of the Cycle IX planning stage in 27 out of the 40 districts and 185 out of the 274 Kum ban selected to receive program's support. At the end of the reporting period, village Orientation meeting and participatory local planning up to the Kum ban level are all completed and more than four out of five Kum ban have completed the District Planning and Coordination Meeting.

As an overall view, nearly two third of the potential beneficiaries participated the decision making process, in which two third of the participants were from the poorest community groups. It is also interested to note that nearly half of the participants were women. Despite these promising achievements in term of participation, some districts recorded low participation (including number of participants or number of poorest community members represented). Nevertheless, meetings were held due to the limited time available to complete the Cycle IX. In these districts, the confirmation process of the priorities selected in the Kum ban Development Plan will need to reach higher community participation in order to validate priorities identified as part of the next cycles. Low participation are mainly related to districts that experiment the PRF approach for the first time or villagers who given priority to their agricultural activities instead of participating the planning process.

As part of the project improvement, each stages of the PRF participatory planning will be assessed in order to identify the strengths and weaknesses meet in the implementation of the new PRF planning process. The data collected will be analyzed to confirm the effectiveness of the process towards PRF objectives, and provide justification for any changes proposed based on the feedback received from the beneficiaries and the PRF staff.

Within the Cycle IX, 402 sub-projects are prioritized and proposed for survey and design. At this stage, an estimated budget of 56.6 billion kip (US\$7 million) will be allocated for sub-grants, which represent 100% of the sub-grant estimated budget allocation for the Cycle IX, and 25% of the overall Kum ban budget allocation. An average of 2.2 sub-projects will be supported per Kum ban for an average amount of 148 million Kip (US\$17,500) per sub-projects. The highest contribution will be for the Water and Sanitation sector (around half of the total number of sub-projects and Cycle IX total Kum ban budget allocation.). The 5 main types of sub-projects (primary school, spring gravity fed system, rural road, fencing and weir) represent itself 69% of the total number of sub-projects that will be supported within the Cycle IX and 70% of the total budget allocated to sub-grants. The 402 sub-projects will directly benefit to 232,203 community members (50% are women), which represent 44% of the total potential beneficiaries for the Cycle IX. In the 185 Kum ban that participated the planning process, the PRF 4 years plan will potentially support a total of 1,547 sub-projects (390 sub-projects in average per year) and a total budget of US\$36.5 million (US\$23,500 in average per sub-project).

To ensure better Coordination with sectors during the implementation phase, the PRF Executive Director conducted meetings with the local authorities on the establishment of the Technical Work Group in seven provinces and at the district level. The technical coordinators will consist of 136 concerned sectors Government representatives in total of which 6 people are from ministries level, in a view to strengthen coordination and capacity building of the concerned sectors. The working groups will set its own meeting agenda, and it is expected to meet on a quarterly basis.

In light of the PRF II increased financing envelope (US\$65.7 million, due to increased AusAID and SDC co-financing), meetings between the Government and the PRF team were held to discuss

expansion of the PRF coverage. The Government suggests expanding PRF coverage to 10 additional Kum ban in 2 districts of Xayaboury Province. This proposal was shared with the donors who highlighted that the proposal was not in line with the proposed strategy for expansion discussed and agreed during the PRF II preparation. Therefore PRF donor's required written proposal explaining the rationale for the proposed expansion to these Kum bans and the proposed new province in relation to the targeting criteria and processes agreed for PRF II.

As part of the PRF II activities, the program staff also focused their attention on the capacity building aspects, which include understanding and ability to apply the four safeguards policies during cycle IX planning and sub-project implementation. To this intend the capacity building methodology is built toward a cascade approach, starting with Master trainers at the Central level and provincial level, training of trainers at the district and then trainings at the Kum ban and village level. During the reporting period, the key capacity building topics focused on the overall understanding of the PRF objectives, approach, processes and procedures with a strong focus on the participatory planning aspects, financial aspects and monitoring and evaluation aspects. To this intend, training and guidelines books used during the PRF I have been revised accordingly.

During the reporting period, LUFSSIP activities were focused towards the completion of the sub-projects that were delayed due to the previous raining season. At the end of the reporting period, around 99% of the sub-projects supported by the sub-component 3a and 3b were completed (3 sub-projects remained uncompleted). As part of the PRF II focus on capacity building, the LUFSSIP team also strengthened the capacity building aspects in organizing a series of training to the concern sectors, including survey design, use of specific construction software as well as meeting and workshop on the sub-projects technical aspects.

On the livelihoods and nutrition aspects of the PRF (LONG project), the team gave priorities to the completion of the LONG project operations manual as well as the recruitment and contracting LONG staff for District and Kum ban position completed. At the end of the reporting period, 10 of the 12 positions have been filled and the new recruited staffs were trained on the different project's aspects. The LONG budget amendment reflecting the changes made since the project initial design and procurement plan have been submitted to the WB and received the "no objection". It is also noted that the LONG team started to be more actively involved and receive information, land lessons learned from similar projects of other countries.

As part of its effort to better communicate with PRF external stakeholders, beneficiaries and the public, the Information Education Communication (IEC) teams has revised its strategy as well as the list of the IEC tools with better clarity on the targeted audience and the key messages to be delivered. An IEC production work plan has also been produced to ensure that the supporting materials are available to support each stages of the PRF cycle. On this matter, the PRF team has also developed a series of maps (597 maps have been produced mainly in English language at the national provincial and district level) with the attempt to ease communication and sharing of the PRF activities, coverage, activities context and impact on poverty.

During the last six months, a lot of attention was also given to the "piloting" of the new Feedback and Resolution Mechanism. For instance, the new PRF brochure has been finalized and distributed during the trainings held to expand the new FR mechanism to all the villages covered by the Cycle IX. Nevertheless, some challenges remained related to the difficulties in identifying a qualified Feedback and Resolution Officer as well as the feedback box that required to be opened with the Presence of

PRF staff. Consequently, the M&E team will discuss the options that will be shared with donors during the next supervision mission.

In term of recruitment, 97% of the PRF staff has been hired, and strong focus was given towards recruitment of women. For the PRF II, one quarter of the position are filled by women. Half of the women working with the PRF are at the assistant level, while only 14% are at the management level (2 positions, located at the central level and working in the Finance and Administration Department). It shows that the number of women working for the PRF is still low, and women are mainly filled lower position in term of responsibilities and for a majority of them not involved in activities directly related to key PRF objectives. To address this issue, a draft of Gender Action Plan has been prepared and will include necessary activities to improve the PRF gender balance.

The 18th PRF Administrative Board Meeting was held in March 27-28, 2012 in Houaphanh province under the chairmanship of H.E. BounheuangDouangphachanh, Minister to the Government Office, Head of the National Leading Committee for Rural Development and Poverty Eradication, Chairman of the PRF National Administrative Board. The meeting gave the opportunity to validate the Kum ban covered by the PRF, reviewed the draft list of sub-projects and related budget for the cycle IX, acknowledged the operation of the Poverty Reduction Fund with reference to the Decree No.10/PM, dated 10 January 2012. The 19th PRF Administrative Board Meeting will be held in March 2013 in Xiengkhouang province.

A joint World Bank, SDC, AusAID Implementation Support Mission took place from January 9-20, 2012, and covered all the activities undertaken during the reporting period as part of the PRF, LONG and LUFSP activities. The mission recommended continuing focus on training of PRF staff and improvements of the socialization and planning method to strengthen the effectiveness of the processes in PRF II. The mission also recalled that PRF II district and village level activities cannot be initiated in the new provinces until the baseline survey has been completed. Donor's noted that the start-up of the LONG is delayed due to the workload of the PRF team and stressed that the LONG team has to be involve in the PRF II evaluation to ensure alignment and capacity building synergy. Additionally, the MIS system must be updated to monitor the LONG activities.

As part of the Participatory Planning Working Group, PRF has participated to a workshop on "Planning harmonization" with the objective to share the experience on planning between PRF and NUDP and to find the opportunity for planning harmonization of both approaches. During the discussion the PRF insisted on the need to address gender issues in the planning process. This point was well understood and MPI respond positively on this issue. Participants raised also the issues related to the sector input to the planning process, and PRF defended the idea that sectors input are not necessary at the village planning level. This approach still faces some resistance from the MPI that recommend sector approach at the early stage of the planning process. To this intend, a study visit of the task force members regarding the PRF Community-Driven-Development (CDD) was organized by the PRF to provide participants opportunities to better understand the contents and implementation procedure of the Participatory Planning used by the PRF at the Kum ban level. After this visit, participants commented that they have learned and better understood the KDP process. They also mentioned that this visit has enhanced coordination between PRF and concerned sectors.

1. PRF Program Description Summary

The Poverty Reduction Fund Project was legally established by Decree of the Prime Minister of the Lao PDR (No. 073/PM), dated 31 May 2002 and amended in September 2006 (222/PM), as an autonomous organization, overseen by an Administrative Board were sat Government and province representatives, chaired by the Deputy Prime Minister, Standing Member of the Government, Chair of the National Committee for Rural Development and Poverty Alleviation.

The PRF was initially supported by the World Bank in form of a low-interest credit, repayable over a forty-year term. The consented credit amounts approximately US\$19.5 million for the period 2003-2008. The PRF was extended until 2011 through an additional financing grant from the World Bank (US\$15 million) and the Swiss Cooperation for Development (US\$6.2 million). The additional financing allowed the PRF to scaling up and enhance its development impact by refocusing activities on the poorest districts and enhancing the capacity building aspects for the government officials in participatory approaches.

Entering its second phase in 2012, PRF II aims to improve access to and utilization of basic infrastructure and services for the targeted poor communities in a sustainable manner through inclusive community and local development processes. PRF II fills a critical gap by financing investments in small-scale rural infrastructure that facilitates poor villagers' access to basic services and markets in relatively remote and inaccessible areas. The second phase of the project is supported by the Government of Lao PDR, the World Bank, the Swiss Agency for Development and Cooperation, and the Australian Agency for International Development.

The PRF II is designed around six core principles that provide the basis for program implementation: Simplicity, Community Participation and Sustainability, Transparency and Accountability, Wise Investment, Social Inclusion and Gender Equality and Siding with the poor.

The PRF II uses a participatory approach that contributes to strengthening citizens' engagement and voice in local development. As part of the Community empowerment, the Feedback and Resolution Mechanism (FRM) has been designed and is regularly reviewed to ensure feedback from citizens, including the poorest and vulnerable groups are efficiently channeled and recorded, and that the issues / complains raised are resolved effectively and expeditiously. The FRM is also used as an instrument to review the program design, processes and procedures in order to increase its effectiveness.

The project provides Kum ban level development grants (around US\$ 39,000 / year in average) for four years for projects identified through a village and Kum ban level participatory planning process and local and community capacity building. PRF II is implemented in a total of 274 Kum ban from 38 districts in 10 provinces (Phongsaly, Xienhkhouang, Houaphanh, LuangNamtha, Oudomxay, LuangPrabang, Savannakhet, Sekong, Attapeu, and Saravanh). With the increased financing support from SDC and AusAID, the PRF is currently revising its strategy to scaling up its coverage to additional province and district(s).

The project can fund any type of social or productive small-scale infrastructure that will help reduce poverty by filling critical public service gaps at the Kum ban and village level, except if they are in the list of ineligible activities. Furthermore, programs involving village consolidation and/or resettlement that are not consistent with World Bank policies as well as activities which might cause environmental or social impact, or that are unacceptable to vulnerable ethnic groups cannot be supported by the PRF II.

2. Cycle IX Implementation progress

2.1.Preparation and planning of Cycle IX

2.1.1. Cycle IX coverage

In line with the Lao PDR Government fiscal year, the Cycle IX planning stage started in October 2011 in 7 provinces, 27 districts, and 185 Kum ban, located in majority in areas covered by the first phase of the PRF. Therefore, the PRF scaling up starting gradually by covering 1 new province and 8 new districts, including 1 new province and 5 new districts that received LUFSP sub-component 3b assistance (Table 1).

Table 1: Cycle IX coverage

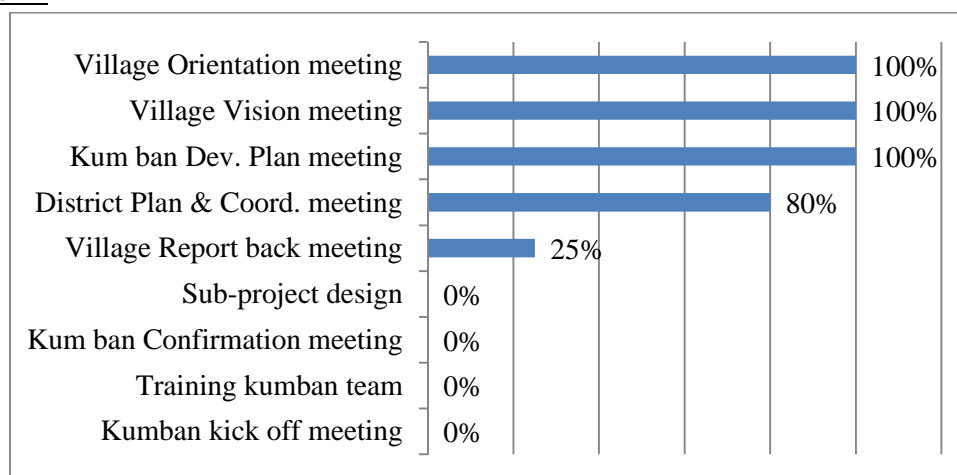
	Covered by PRF I	Covered by LUFSP	Not previously covered by PRF or LUFSP	Total Cycle IX coverage	Total PRF II coverage
Province	6	1	0	7	10
Districts	19	5	3	27	40
Kum ban	213	27	19	185	274
Village	1,551	157	37	1,322	1,951

The PRF coverage will be extended for the implementation of the cycle X, with a total of 10 provinces, 40 districts and around 274 Kum ban (new provinces include LuangPrabang, Oudomxay, and Phongsaly). (See annex 1).

2.1.2. Current status of the Cycle IX

As of March 31, village Orientation meeting and local planning up to the Kum ban level are completed. As well, more than 4 out of 5 Kum ban benefiting from the Cycle IX have completed the District Planning and Coordination Meeting. In comparison with the original work plan, there is a delay of around 6 weeks in the cycle IX planning implementation. The delay is mainly related to the implementation of the village vision meeting and the Kum ban development Plan and is also due to misjudgment of the time really required and related to the longer process of these two steps in comparison with the PRF I.

Graph1: Current status of the percentage of Kum ban that have completed the different steps of the PRF cycle IX



2.1.3. Planning stages participation

The **village orientation meeting** was organized from December 25, 2011 to January 30, 2012 in every targeted villages covered by the Cycle IX (1,328 villages). With to the changes in the PRF process and procedures, the village orientation meeting was organized in every districts and provinces covered by the Cycle IX. The key objectives of the meeting was (i) to introduce and promote the program and its principles, processes and procedures among villagers, staff, facilitators and government officials; (ii) to ensure that all actors and stakeholders have the same level of understanding of the program and (iii) community fully understand their rights and responsibilities.

The **Village Vision meeting** was also conducted from December 30, 2011 to February 15, 2012 in every villages covered by the cycle IX (568,835 potential beneficiaries), total of 279,267 people are women (49%). With the exclusion of the people of less than 16 years old, 338,469 villagers participated in the identification of problems and obstacles they face in terms of improving their situation, express their aspirations for a better future and prioritize the main activities they would like to carry in the next five years. To ensure women can fully participate in the process, they were set as a group a part of the men group. Both groups then met to present their vision and priorities to the other groups and agreed on a common list of problems and obstacles and related priority activities that will achieve their common vision for the next five years. At the end of Village Visioning Meeting, community members elected their delegates (6 per village, including 2 women) to participate to the next step of the participatory planning process. For the Cycle IX, A total of 7,968 village delegates have been elected by the communities.

Table 2: Village vision meeting participation

Province	Potential beneficiaries (pop. Over 15 years old)	Village Vision Meeting					
		Participants		Women participation		Poor participation	
		#	%	#	%	#	%
Luangnamtha	23,218	14,261	61%	6,647	47%	8,181	57%
Huaphanh	93,628	55,240	59%	26,515	48%	35,906	65%
Xiengkhouang	38,756	25,917	65%	12,817	49%	6,252	24%
Savannakhet	72,682	53,733	74%	23,460	44%	43,750	81%
Saravanh	42,945	15,892	36%	9,226	58%	15,892	100%

Sekong	34,669	34,174	94%	17,202	50%	22,212	65%
Attapeu	32,571	13,656	41%	7,070	52%	5,066	37%
Total	338,469	212,873	63%	102,937	48%	136,812	64%

In average, nearly two third (62%) of the total population covered by the Cycle IX attended the village vision meeting, and 5 out of 7 provinces have more than half of the potential beneficiaries participating this meeting. The exception is in Attapeu province with only 41% of the total population over 16 years old participating in the village vision meeting and Saravanh province with only 36% of the total population. The lowest community participation is a phenomenon usually observe in community that participate the planning process for the first time (similar percentage where observed in Sekong during the planning of their first cycle). Despite Attapeu already received assistance during the previous cycle, it was through a disaster recovery that used different planning process. It is expected that with a better understanding of the benefit of the approach used by the PRF as well as the physical delivery of the first sub-projects that the community interest in the PRF will increase for the next cycle. The low participation data recorded in Saravanh are surprising and the M&E team is currently double-checking the data consistency.

Despite the principle of having a minimum of 50% of adult men and 50% of adult women (over the age of 14) to attend, or the meeting has to be postponed and rescheduled for a later date, it was decided to conduct the meeting due to the short time available to complete the Cycle IX. As the Kum ban Development Plan will need to be reconfirm, special attention will be made to ensure that during this meeting, the community participation quota is reached. Until then, special attention will be made through the Feedback and Resolution mechanism to collect any feedback related to this issue.

In term of Gender, during the village vision meeting, 49% of women were involved in the making decision process which is 9% higher than the minimum requirement as set in the PRF II results framework. It is interesting to note that the highest percentage of women participating the meeting was in Attapeu (53%) and Saravanh (59%) which is also the province where the overall community participation is the lowest. At the opposite, the province with the lowest women participation was Savannakhet province (44%) which is also the province where the overall community participation is one of the highest (74%). These data reflect the labor division between men and women, and/or trends to let men attending the meeting when both men and women are available.

The participation of the poor community members, which were identified by their perception whether they were poor or not, during the village vision meeting reach in average, 65% of the total poor population covered by the Cycle IX, which is 5% higher than the criteria set in the PRF II performance indicator. However, when narrowing down by province, the percentage of poor communities who attended the meeting are particularly low in 2 provinces: LuangNamtha (Nalae district), Xiengkhouang (Nonghaet, Thathom and Mok districts) and Attapeu (Phouvong, Sanxay and Sanamxay districts) are lower than expected. The PRF team is currently checking if the data have been collected consistently and analyze the reasons for the low participation of the poorest community members in these districts.

In each Kum ban, the **Kum ban Development Plan meeting** was organized from February 1 to March 30, 2012. A total of 7,168 village delegates attended the meeting (90% of the total number of village delegates elected), including 3,231 women (45% of the total number of village delegates attending the meeting). Furthermore, 79% of the total number of participants is from small ethnic groups (See annex 2).

The **District Planning and Coordination meeting** was conducted from March 1, 2012 to April 5, 2012. A total of 1,114 Kum ban delegates (including Kum ban facilitators) attended the meeting (96% of the total number of village delegates and Kum ban facilitator elected), including 442 women (40% of the total number of village delegates attending the meeting). Furthermore, 69% of the total numbers of community participants are from small ethnic groups (See annex 3).

Table 3: Summary schedule implementation planning phase

	Dec.			Jan.			Feb.			Mar.			Apr.		
Village Orientation Meetings															
Village Visioning Meeting															
Kum ban Development Plan Meeting															
District Planning and Coordination Meeting															

2.1.4. Planning stage outcomes

The Community Development division has prepared evaluation forms (Annex 9) that will be used after the completion of the planning stage to identify, at each stage of the PRF participatory planning of the strengths and weaknesses meet in the implementation of the new PRF planning process. The data collected will be analyzed during the next quarter to confirm the effectiveness of the process towards PRF objectives, and provide justification for any changes required.

As of March 31, 2012, the major outcomes that can be reported are related to the planning tools produced, as illustrated in the table 4, infrastructure sub-projects priorities set in the Kum ban development plan and allocation of the Kum ban benefiting from the PRF support that will be further reported in the following section.

Table 4: Output of the Cycle IX planning stage as of March 31, 2012

	Problem trees analysis	Maps	SWOA charts	Kum Ban Development Plan
Village Vision	3,984	3,984		
Kum ban Development Plan		555	185	185
Total	3,984	4,539	185	185

2.1.5. Cycle IX sub-grants priorities and estimated costs

After the completion of the District Planning and Coordination Meetings, 402 sub-projects were prioritized and proposed for survey and design. At this stage, an estimated budget of 56.6 billion kip (US\$7 million) will be allocated for sub-grants, which represent 100% of the sub-grant estimated budget allocation for the Cycle IX, and 25% of the overall Kum ban budget allocation.

Variation of the total number of sub-projects per province is correlated with the number of Kum ban covered by the PRF in these provinces. For the cycle IX, an average of 2.2 sub-projects will be

supported per Kum ban for an average amount of 148 million Kip (US\$17,500) per sub-projects. 17% of the 402 sub-projects will be directly supported by the US\$2 million annual Government contribution (28% of the total budget for the Cycle IX allocated for sub-grants). (See annex 4).

Table 5: Planned number of sub-projects and budget per province (cycle I)

* Government contribution plan not yet finalized

The highest PRF contribution will be for the Water and Sanitation with more than half of the total number of sub-projects and 39% of the total budget for sub-grant. The sub-projects of the Rural Electrification have the lowest estimated costs in average per sub-projects (US\$12,000) and also represent the lowest percentage of the total sub-projects (2%) and the total budget (1%). The agriculture sector has the second lowest estimated costs in average per sub-project (US\$16,500), while the Education sector got the highest per sub-project (US\$25,000 in average).

Table 6: Number of sub-projects and budget per sector (cycle IX)

No	Sector	# SP	% SP	Budget (US\$)	Budget (%)
1	Education	78	19%	1,969,500	28%
2	Health	15	4%	337,938	5%
3	Water and Sanitation	203	51%	2,775,219	39%
3	Public works and Transportation	76	19%	1,526,688	22%
4	Rural Electrification	8	2%	97,188	1%
5	Agriculture infrastructure	22	5%	372,813	5%
	Total	402	100%	7,079,344	100%

In addition, the table 7 below summarizes the main type of infrastructure sub-projects per sector. All together, the 5 main types of sub-projects represent respectively 69% of the total number of sub-projects that will be supported within the Cycle IX and 70% of the total budget. More details of the type of sub-projects per sector can be found in annex 5.

Table 7: Main type of infrastructure sub-projects per sector

Sector	Major type of sub-project	% of the total number of sub-projects per sector
Education	Primary school	72
Health	Dispensary	53
Water and Sanitation	Spring gravity fed system	70
Public Work & Transport	Rural road	79
Agriculture & Forestry	Fencing	36
	Weir	32

For the cycle IX, the 402 sub-projects will directly benefit to 232,203 community members (50% are women), which represent 44% of the total potential beneficiaries. In comparison with the first phase (Cycle VIII), the percentage is lower and probably due the PRF II main focus on infrastructures sub-projects as reflected by the average costs of a sub-project (US\$10,000 per sub-projects in average for the Cycle I-XIII against US\$18,000 for the Cycle IX). In addition, key performance indicators monitoring can be found in annex 6.

Table 8: Number of direct beneficiaries from the 402 sub-projects (Cycle IX)

No	Province	# SP	# Direct Beneficiaries	# Direct Women Beneficiaries	% of Direct women beneficiaries
1	LuangNamtha	37	15,795	7,860	50%
2	Houaphanh	103	40,728	20,289	50%
3	Xiengkhouang	57	28,778	14,153	49%
4	Savannakhet	62	30,349	15,285	50%
5	Saravanh	26	30,349	15,285	50%
6	Sekong	50	37,246	18,934	51%
7	Attapeu	67	48,958	24,987	51%
	Total	402	232,203	116,793	50%

The 402 sub-projects are implemented in 185 kum ban whose poverty rates are differed. The poverty rate of the Kum ban was formulated base on the Local Expenditure and Consumption Survey (LECS III – 2002) and the Lao Census 2005 conducted by the Ministry of Planning and Investment. Both data sources are reliable and used for the formulation of the Lao GDP.

2.2.Overview of the PRF 4 years plan

In the 185 Kum ban that participated the planning process, the PRF 4 years plan will potentially support a total of 1,547 sub-projects (390 sub-projects in average per year) and a total budget of US\$36.4 million (US\$23,500 in average per sub-project). (Details in Table 9). This budget is intentionally over the Kum ban budget allocated (+28%) for these 185 Kum ban (as the sub-projects costs are usually lower than the estimated ones and some sub-projects may not be technically feasible). The budget allocated to sub-grants will be reviewed from time to time to integrate any changes made following validation of the Kum ban Development Plan and PRF 4 years investment plan.

Table 9: PRF 4 years plan (total number of sub-project and related budget per province)

Province	First year				Second year				Third year				Fourth year				Total			
	# SP	%	# budget	%	# SP	%	# budget	%	# SP	%	# budget	%	# SP	%	# budget	%	# SP	%	# budget	%
Luangnamtha	37	9%	640,938	9%	37	9%	664,810	6%	29	8%	658,608	7%	33	9%	754,757	9%	136	9%	2,719,112	7%
Huaphanh	103	26%	1,758,531	25%	124	29%	3,434,737	30%	94	26%	2,276,439	23%	88	25%	1,734,826	21%	409	26%	9,204,534	25%
Xiengkhouang	47	12%	912,938	13%	60	14%	1,283,861	11%	54	15%	1,105,633	11%	50	14%	890,506	11%	211	14%	4,192,938	12%
Savannakhet	62	15%	1,678,063	24%	81	19%	2,994,962	26%	72	20%	2,618,000	27%	73	21%	2,355,696	29%	288	19%	9,646,721	27%
Saravanh	36	9%	612,813	9%	37	9%	881,313	8%	34	9%	828,908	9%	31	9%	776,772	10%	138	9%	3,099,806	9%
Sekong	50	12%	865,250	12%	38	9%	1,107,975	10%	45	12%	1,516,658	16%	36	10%	886,772	11%	169	11%	4,376,655	12%
Attapeu	67	17%	610,813	9%	51	12%	1,076,076	9%	37	10%	724,494	7%	41	12%	747,975	9%	196	13%	3,159,357	9%
Total	402	100%	7,079,344	100%	428	100%	11,443,734	100%	365	100%	9,728,740	100%	352	100%	8,147,304	100%	1547	100%	36,399,122	100%

Table 10: PRF 4 years plan (total number of sub-project and related budget per sector)

Sector	First year				Second year				Third year				Fourth year				Total			
	# SP	%	# budget	%	# SP	%	# budget	%	# SP	%	# budget	%	# SP	%	# budget	%	# SP	%	# budget	%
Education	78	19%	1,969,500	28%	84	20%	2,646,076	23%	88	24%	2,638,823	27%	95	27%	2,523,703	31%	345	22%	9,778,102	27%
Public Works	76	19%	1,526,688	22%	127	30%	3,679,557	32%	75	21%	2,140,475	22%	82	23%	1,950,709	24%	360	23%	9,297,429	26%
Health (dispensaries, etc)	16	4%	297,688	4%	31	7%	636,127	6%	27	7%	576,253	6%	20	6%	394,266	5%	94	6%	1,904,334	5%
Water and Sanitation	202	50%	2,824,844	40%	108	25%	2,468,987	22%	83	23%	1,478,671	15%	63	18%	962,275	12%	456	29%	7,734,777	21%
Agriculture	22	5%	372,813	5%	60	14%	1,414,570	12%	65	18%	2,030,477	21%	74	21%	1,649,262	20%	221	14%	5,467,122	15%
Energy and Mines	8	2%	87,813	1%	17	4%	596,519	5%	26	7%	863,154	9%	16	5%	663,038	8%	67	4%	2,210,524	6%
Capacity Building	-	-	-	-	1	0.2%	1,899	0.02%	1	0.3%	886	0.01%	2	1%	4,051	0.05%	4	0.3%	6,836	0.02%
Total	402	100%	7,079,344	100%	428	100%	11,443,735	100%	365	100%	9,728,740	100%	352	100%	8,147,304	100%	1547	100%	36,399,122	100%
exchange rate: 1US\$ = 8,000 LAK																				

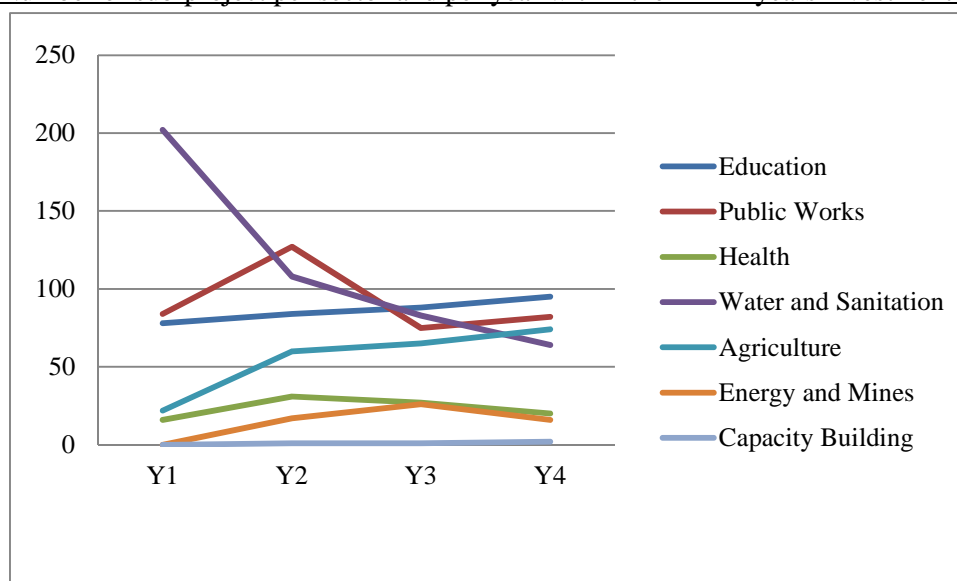
For the PRF Kum ban plan, sub-projects related to water and sanitation, public work and education are the first, the second and the third priority respectively, which were chosen by the community. Water and sanitation especially accessing for safe drinking water is crucial for daily living for people in Laos because the percentage of population who have access to clean water is still low. According to LECS4 report, there are only 61% and 23% of population who have access to clean water for people in rural area with road access and without road access respectively. Thus, water and sanitation sub-projects were unsurprisingly chosen as the top priority for community in PRF’s implemented area in the first year and continuously decline in the later cycles. Besides accessing clean water, road access is also viewed as the top priority development projects by the community.

Most of the PRF’s targeted Kum bans are located in rural remote areas which face the difficulty on gaining year round road access. Therefore, better access is recognized as one of the key element by community for developing their village. For instance, road access is a channel for delivering their products to the market. Moreover, without road access, implementing other development project in the village would be difficult or even impossible. From the graph 2, it is noticed that road related sub-project request sharply increase in year 2. This increase is related to the “compressed” time for the implementation of the Cycle IX, which is not sufficient to ensure road sub-project completion before the raining season. Therefore, majority of the roads sub-projects chosen as first priority will be implemented during the Cycle X.

Regarding the Education sector, community members are usually aware of the importance of the access to Education for their children. However, according to LECS4, the enrollment rate in Laos is still low (68%) especially in rural area without road access. It is noticed that the demands for education-related sub-projects especial primary and lower secondary school are increasing from cycle to cycle, and mainly due to the distance from the nearest school. For instant, on average the school distance from the villages in Thapangthong district is about 10 Km which very difficult for children to commute from their house to school. Therefore, primary and lower secondary school which is one of the communities’ most needed sub-projects is prioritized in every cycle.

Regarding other sectors, the demand for Agriculture, Energy and Mining, and Capacity building sub-projects rise in the following years after the most basic needs such as Water and sanitation, Public Work, and Education sub-projects are provided.

Graph 2: Number of sub-project per sector and per year within the PRF 4 years investment plan



2.2.1. Expansion to new province and districts

In light of the increased financing envelope for PRF II (US\$65.7 million, due to increased AusAID and SDC co-financing), meetings between the Government and the PRF team were held to discuss expansion of the PRF coverage. The Government suggests expanding PRF coverage to 10 additional Kum ban in 2 districts of Xayaboury Province. This proposal was share with the donors who highlighted that proposal was not in line with the proposed strategy for expansion discussed and agreed during the PRF II preparation. Therefore, during the January supervision mission, PRF donor’s required written proposal explaining the rationale for the proposed expansion to these Kum bans and the proposed new province in relation to the targeting criteria and processes agreed for PRF II. The mission also recalled that any change in the Project area would require a formal amendment of the POM.

2.2.2. Safeguards issues

The World Bank (WB) has categorized the PRF II as a ‘Category B’ project and out of the ten safeguard policies, four policies are triggered: Environmental Assessment (OP 4.01); Pest Management (OP 4.09); Indigenous Peoples (OP 4.10); and Involuntary Resettlement (OP 4.12).

To present the contents of the four PRF policies, a workshop on Environment and Social Safeguard was organized by the World Bank On December 22, 2011. The participants were staffs from the Community Development Division, Engineering Division, Monitoring and Evaluation Division at national and provincial level and PRF Provincial Coordinators.

During the reporting period, the PRF safeguards guidebooks have also been produce and used during trainings on Environment and Social Safeguard in the south and north regions (4 southern provinces composed of Savannakhet, Saravanh, Sekong and Attapeu and in 3 Northern provinces of Xiengkhouang, Huaphanh and LuangNamtha) were conducted. The trainings were organized for the Community Development, Monitoring and Evaluation staff at provincial and district levels. The objectives of these trainings were to promote PRF staff’s understanding toward the Environment and Social Safeguard and the FRM aspects as well as enable the staff to provide training to the FRM Committees in each level.

The table below also summarized the specific activities related to safeguards that were also implemented during the reporting period as part of the implementation of the Cycle IX:

PRF II Cycle	Training contents related to Safeguards
Introduction of PRF II concept and training of PRF staff, local authorities, volunteers, and communities during the orientation meetings	<p>Knowledge on key issues and required mitigation measures (negative list, Social and environmental guideline including Framework for Resettlement and Acquisition of Land and Assets (FRALA), compensation / Voluntary contribution rules, mitigation of impact on physical resources and inclusion of vulnerable ethnic groups).</p> <p>Knowledge on preference list and its associated benefits as well as key issues and required mitigation measures (preference list negative list, Social and environmental guideline including FRALA, compensation / Voluntary contribution rules, mitigation of impact on physical resources and inclusion of vulnerable ethnic groups) and details on mechanism, methodology, forms.</p>
Village Vision Meeting	Review the Social and environmental guideline including FRALA, compensation / Voluntary contribution rules, mitigation of impact on physical resources and inclusion of vulnerable ethnic groups), presentation of the negative list.
Training of Kum ban facilitators	Training on preference list Social and Environmental Guidelines (FRALA, compensation system, physical cultural resources, inclusion of vulnerable ethnic groups), Gender and Ethnic Groups sensitization (Facilitated by the PRF), sustainable Natural Resources Management (NRM) and type of prohibited activities.
Kum ban Development Plan Meeting	Review types of prohibited activities, Social and Environmental Guidelines (FRALA, compensation system, physical cultural resources, and inclusion of vulnerable groups).
District Planning and Coordination Meeting	Reconfirm PRF process, including menu of options and types of prohibited activities, Social and Environmental Guidelines (FRALA, compensation system, physical cultural resources, and inclusion of vulnerable ethnic groups).

2.2.3. Gender focus

PRF is committed to ensuring that women are full participants and beneficiaries in the program. During the reporting period, specific efforts have been undertaken during the planning and implementation phases to enable women's voices to be heard in terms of proposing, prioritizing and implementing sub-projects, as reflected in the section 2.1.3. Planning stages participations, but also in enhancing leadership position of women in local affairs, by selecting Women as community representative. Furthermore, the project's monitoring and evaluation framework have been engender to reflect women participation and leadership enhancement as well as women representativeness and responsibilities within the PRF staffing structure, as illustrated in the section 4.4.3.Human resources.

During the reporting period, it was also planned to recruit a Gender specialist in order to mainstream the Gender aspects in the PRF, and particularly build continuously gender awareness among the PRF staff and teams, as well as among PRF key partners such as line ministries and analyze further the roles, responsibilities, cultural constraints, stereotypes and relationships between males and females in the project in a self-standing study on gender dimensions of PRF. Nevertheless, the recruitment has been delayed to prioritize the program communication and broader capacity building activities.

2.3.Capacity building activities

PRF capacity building efforts focus on 3 key areas:

- strengthening PRF functionaries' capacity at all level to better implement PRF activities;
- empower communities in assessing their own needs, discussing them with the district authorities and implementing as well as supervising the construction of public infrastructure;
- contribute to the government's objective of better coordination among ministries and other organizations involved in poverty reduction and rural development and better service delivery to the communities.

The table below summarizes the key activities implemented during the reporting period:

Area	Training topic		Participants (Number and level)	Duration (days)
General	the main differences between PRF I and PRF II	Dec. 2011	PRF central level (30 participants)	1
Participatory Planning	the main differences between PRF I and PRF II Golden Rules of a Good Facilitator The participatory planning approach (5 years Kum ban Development Planning method) Held at Vientiane Capital	31 October-4 Nov. 2011	20 participants (7 PRF Provincial coordinators, 9 Provincial community development officers, 2 representative from NCRDPE, 1 representative from MPI (Master trainer level)	5 days
	Same as above Held in Savannakhet Province	14-18 November 2011	PRF staffs at provincial and district levels. 24 participants (23 PRF staffs and 1 representative form provincial Rural Deployment office)	5 days
	Same as above Held in Houaphanh province Province	28 Nov 2 Dec. 2011	PRF staffs at provincial and district levels in total. 22 participants (21 PRF staffs and 1 representative form provincial Rural Deployment office)	5 days
	Same as above Held in LuangNamtha	21-25 Nov. 2011	PRF staffs at provincial and district levels. 20 participants (19 PRF staffs and 1 central PRF staff)	5 days
	Same as above	15-19 Nov. 2011	PRF staffs at provincial and district levels. 26	5 days

	Held in Xiengkhuang		participants (25 PRF staffs and 1 representative from government body)	
	Same as above Held in Sekong Province	21-25 November 2011	PRF staffs at provincial and district levels. 19 participants (17 PRF staffs and 2 representative form provincial Rural Deployment office)	5 days
	Same as above Held in Saravane Province	5-9 Dec 2011	PRF staffs at provincial and district levels. 19 participants (17 PRF staffs and 2 representative form provincial Rural Deployment office)	5 days
	Same as above Held in Attapeu Province	6-10 Feb. 2012	PRF staffs at district and provincial level. 18 participants (16 PRF staff and 2 representatives from government bodies)	5 days
Finance	World Bank Procurement Training Workshop at ICTC	Mar. 2012	?	1
Monitoring & Evaluation	Use and manage of the database	Oct 2012	Central (7 participants) and Provincial (10 participants) monitoring and evaluation staff	1
Safeguards	PRF safeguards policy (Environmental Assessment (OP 4.01); Pest Management (OP 4.09); Indigenous Peoples (OP 4.10); and Involuntary Resettlement (OP 4.12). and Feedback and Resolution Mechanism One training held at Xiengkhuang province, one at Saravanh province	Dec 2011	Community Development Division, Engineering Division, Monitoring and Evaluation Division at national and provincial level and PRF Provincial Coordinators. How many participants? 21 participants, who are CD and M&E officer (Houaphan 9, Xiengkhouang 7 and LuangNamtha 5)	1
	PRF safeguards policy (Environmental Assessment (OP 4.01); Pest Management (OP 4.09); Indigenous Peoples (OP 4.10); and Involuntary Resettlement (OP 4.12); Feedback and Resolution Mechanism	Dec 2011	24 participants (CD and M&E officer (Saravane 5, Savannakhet 7, Sekong 7 and Attapeu 5)	1

2.4.LUFSIP, JSDF, and GFDRR

2.4.1. LUFSIP implementation progress

Sub-component 3a

A total of 233 sub-projects were selected to receive support under the sub-component 3a. Concerning the progress of the implementation, 99% of the total number of sub-projects is completed and it is expected that the remaining one will be completed by April 2012. Out of the 233 sub-projects, 6 were cancelled since there were only few companies who expressed their interest towards the sub-projects bid. In addition, the bidding prices received were far too high in comparison with the estimated costs. After several biddings, the same problem still exists; hence the 6 sub-projects were cancelled (Table 11).

Table 11: Sub-projects implementation progress under the sub-component 3a

Status of sub-projects	# Sub-projects uncompleted at the end of the PRF I	Completion status as of March 2012	Remarks
Inactive	48*	6	* include 39 additional sub-projects
<50% progress	0	0	
>50% progress	3	1	Expected completion by April 2012
Completed	182	226	
Total	233	233	

Table 12: Disbursement by quarter of the budget under the sub-component 3a

<i>Component</i>	<i>Oct-Dec 2011</i>	<i>Jan-Mar 2012</i>	<i>As of March 2012</i>
Sub-project grants	634,853	340,667.23	2,014,338.65
Consulting Services (Internal)	4,604	14,706.62	24,693.75
Goods & Vehicles	-	-	44,146.50
Civil Works	-	-	-
Incremental Operation cost	8,839	41,358.64	59,195.99
Training, IEC, Socialization	-	23,846.80	23,846.80
Total	648,296	420,579.29	2,166,221.69

Sub-component 3b

At the end of the reporting period, 98% of the 92 infrastructure sub-projects damaged by Ketsana typhoon and rehabilitated under the sub-component 3b were completed. The 2 remaining sub-projects, with a completion rate above 90% will be completed by April 2012 (Table 13).

Table 13: Sub-projects implementation progress under the sub-component 3b

Status of sub-projects	Sub-projects number uncompleted at the end of the PRF I	Completion status as of March 2012	Remarks
Inactive	4	-	
<50% progress	11	-	
>50% progress	36	2	Expected completion by April

			2012
Completed	41	90	
Total	92	92	

Table 14: Disbursement by quarter of the budget under the sub-component 3b

<i>Component</i>	<i>Oct-Dec 2011</i>	<i>Jan-Mar 2012</i>	<i>As of March 2012</i>
Sub-project grants	2,160,152	(26,477.90)	2,602.946.00
Consulting Services (Internal)	24,169	11,476.15	243,385.37
Goods & Vehicles	12,117	-	144,737.36
Civil Works	-	-	8,858.41
Incremental Operation cost	27,113	10,297.06	260,555.22
Training, IEC, Socialization	-	646.39	768.20
Total	2,223,551	(4,058.30)	3,261,250.56

Regarding the rehabilitation of damaged sub-projects from Ketsana Cyclone in southern part of Lao PDR, PRF has invested a total budget US\$3.3 million. Irrigation sub-projects, in particular, 42 sub-projects have been restored and able to irrigate a rice productive area of 2,692 ha during the raining season (while expectation was set at 1,248 ha) and 1,412 ha during the dry season (expectation 799 ha). Additionally, 296 ha of production areas are expanded as a result of the restored irrigations infrastructure. In conclusion, a total of 4,104 ha of production areas are irrigated which benefit to the a total of 365,330 people (direct and indirect beneficiaries) in 679 villages/92 kumban/13 districts in 3 provinces (Saravanh, Sekong and Attapeu). The projects have allowed more than 2,000 households to start their production on schedule.

Apart from the implementation of infrastructure sub-projects, capacity building activities were implemented during the reporting period and are summarized in the table below:

Table 15: Capacity building activities during the reporting period

Training topic	Objective	Period	Participants (Number and level)	Location
survey-design and supervision of Irrigation construction	Review and exchange lessons and skills related the construction of agriculture infrastructures between the engineers of PRF and the Department and Office of the Agriculture and Forestry	Nov.14- Dec. 2	92 persons in three sessions (29 staffs from the Dep. of Agriculture and Forestry, Irrigation office at province and district and PRF staff.	Sekong, Saravanh and Xiengkhouang provinces
Land development	Capacity to design road-bridge, irrigation, and water supply by using the Land Development system and understand the steps of the survey and data collection related to the geographical data	Jan. 2-6	10 Government staff and 13 PRF staff.	Vientiane Capital
GRASP-GEAR (structure analysis)	Acquire basic knowledge for district Engineers to be able to analyze simple structure during their design. Capacity to review the design drawing and be able to use simple software for analyses	Jan.9-13	24 participants (staff from the Dep.of Agriculture and Forestry, District Irrigation Office and PRF staff	Vientiane Capital

Other activities undertaken during the reporting period are summarized below:

- A workshop on PRF II Access Route sub-project procedures took place in Thalath from January 31 to February 1, 2012 for 23 participants (11 from the Department of Public Works and Transportation, 1 from the Department of Rural Road, 1 Rural Road Specialist from the World Bank and PRF staff). The objectives of the workshop are (i) to improve the rural road standard of PRF II; and (ii) to understand on how to reduce risk of disaster as well as the collection of data after the disaster. After the workshop, rural road standard of PRF II was agreed upon. Additionally, the manual of the rural road survey was available to all technical staff with inclusion of technical facets. To this end, there will be joint rural roads survey and construction between PRF and concerned sector.

Meetings were organized in 7 provinces from February 17 to March 3, 2012 with a total of 195 participants (107 are from concerned sectors). The objectives of the meetings were to (i) introduce the implementation of PRF II; (ii) discuss and agree upon the cooperation mechanism, responsibilities of PRF and concerned sectors towards the implementation of PRF project as well as revise on the focal points of each sector; (iii) introduce the sub-projects proposal forms; (iv) assess on the social and environmental impact of sub-projects; (v) introduce criteria and forms of sub-projects; (vi) discuss on the disaster risk reduction; and (vii) introduce on the use of GPS into the survey. The outcome of the training was satisfactory in overall showing in the active participation of the trainees. Comments were provided towards the approach and forms used. Agreement on the standard of sub-projects was met which will facilitate the implementation of PRF II. Additionally, concerned sectors have also identified their responsibilities as PRF partners, especially related to the technical aspect as well as agreed upon the human resource development plan for 2012-2016.

2.4.2. LONG Implementation Progress

The Government of Lao PDR has requested the World Bank to include the livelihood improvement activities into the PRF's normal activities. In response to the request, the World Bank, as administrator of grant funds provided by the Japan Social Development Fund, proposed a financial assistance in an amount of US\$2,621,500 to pilot the livelihood and well-being improvement project. The Project and Grant Agreement were signed in April, 2011 and a Subsidiary Agreement between the PRF and the Ministry of Finance was signed on July 8, 2011.

The objective of LONG is to pilot an innovative community driven development (CDD) program in five poverty reduction priority districts in Houaphan and Savannakhet Province, enabling rural households in project target areas to improve their livelihoods and well-being through group based activities. The project will be active in five districts of two provinces: Houaphanh (Xamtai, Viengthong and Xiengkhor districts); and Savannakhet (Nong and Sepone districts).

The expected higher-level outcome from LONG pilot is improved livelihoods and wellbeing of 28,800 households in five poverty reduction priority districts within Houaphanh and Savannakhet provinces. The key expected outcomes of LONG interventions at the end of 4-years implementation are as follows (See details of Key Performance Indicator in Annex 10):

- 60 percent of targeted households adopt improved pro-nutrition livelihood activities;
- Decision-making on development of livelihood and nutrition development plans involves at least 50 percent women, and 60 percent poorest community members;
- 50 percent of the expected 28,800 of direct project beneficiaries are women.

The project consists of four main components:

- 1.) formation of community self-help groups and capacity building of local service providers;
- 2.) community asset creation for improved livelihoods;
- 3.) participatory pro-nutrition assessment and activities; and
- 4.) Monitoring and evaluation of pilot activities.

General:

During the reporting period two Implementation Support Missions of the World occurred. The Project Operation Manual (POM) was completed and the selection of the villages for the formative research finalized. The *Village Implementation Guides and Tools* for activities implemented so far are available. In line with the prescribed guidelines, villages for expansion from six to 50 villages during year two of the project have been identified.

The procurement plan has been revised to reflect changes and the work-plan for the next annual cycle has been developed.

The team participated in the International South-South Exchange Conference. The project received support from international short-term consultants as well as regular and intensive backstopping through the resident World Bank Office.

Human Resources and Office Facilities

With the recruitment of the 2 National Coordinators and the International Advisor, Contracting of field staff stationed in the Districts (Village Coordinators/Young Graduates, Operation Officers and District Coordinators) was completed March 2012.

Office facilities and equipment is available and the District Units are operational.

Capacity Building:

In line with the LONG project cycle and specific activities, the respective trainings have been developed and conducted. All capacity measures included steps like (i) building the knowledge base of the staff, (ii) enabling them to implement activities at village level and (iii) on-the-job guidance during implementation. To date, capacity building measures covered topics such as, *Introduction of LONG, Sensitization* (in nutrition, livelihood and CDD), LONG specific *PRA and Village LVH & NUT Plans, Initiation of SHGs, Formalization of SHGs* as well as training in *Saving and SHG Management*.

Progress Project Cycle-Activities:

As initial step along the project cycle, District orientation workshops were implemented. A similar workshop to introduce LONG to the project villages followed before villagers were sensitized in nutrition, livelihood and CDD. Within the LONG-specific PRA, village livelihood and nutrition plans have been developed as well as priority target groups identified.

Through a village assembly, the priority target groups have been confirmed. Applying the criteria agreed upon, villagers proposed SHGs which were then endorsed (24 SHGs in 6 villages with a total

of 324 members). Representatives of the SHGs have been trained in basic skills required for initiating saving and management of the SHGs.

M & E Plan:

In consultation with the World Bank's expert, the monitoring and evaluation plan as well as the required monitoring forms have been finalized and will be integrated into the MIS of PRF. The project introduced a simple work-plan and reporting format to the Districts for structuring work and feedback.

- The required orientation and training of staff commenced in April with providing LONG staff with the necessary basic skills and knowledge to initiate activities (basic facilitation / communication skills, introduction of LONG and the project cycle and method to brief pilot villages on LONG, to the staff). Following the ToT sensitizing LONG staff in nutrition, livelihood and CDD, staff also was trained in LONG specific PRA techniques .was completed and sensitization of the villagers implemented.

2.4.3. GFDRR Project Completion

In September 2009, 3 southern provinces of Lao PDR, Saravanh, Sekong and Attapeu, were affected by the KETSANA cyclone where sub-projects supported by PRF were damaged. In response to the request for financial assistance made on behalf of Lao People's Democratic Republic to be used for the rehabilitation of damaged sub-projects, the Global Facility for Disaster Reduction and Recovery (GFDRR) has proposed a grant in an amount of US\$410,000.

14 sub-projects in 2 districts of Saravanh province were selected for support using the GFDRR. 10 sub-projects are located in Toumlan district and 4 sub-projects are in Saravanh district, for a total amount of US\$313,582 (details in table 16).

Table 16: Infrastructure sub-projects supported by GFDRR

District	kum ban	village	Sub-projects	Budget	Community Contribution
Saravanh	2	That Noy	Rural road rehabilitation	66,369	-
	4	SaPon	Rural road rehabilitation	33,170	-
	9	Se Node	Bridge rehabilitation	12,141	735
	12	Pak Kouy	Drill well rehabilitation	6,267	-
Toumlan	KahLeng	Na Hong Ngai	School rehabilitation	54,904	790
		Houay Deng	Drill well rehabilitation	8,559	-
	KokMuang	NongDaen	Rural road rehabilitation	22,796	6,485
		Na Hong Noi	Drill well rehabilitation	8,542	-
	TahVeuy	TahYeb	Drill well rehabilitation	15,998	-
		Tam Beng	Rural road rehabilitation	15,597	782
	ToumLan	Kah Tao	Drill well rehabilitation	20,673	-
		Na Lah Chang	Patient house renovation	9,627	1,022
	Na Doo	Na Vieng Hong	Drill well rehabilitation	15,371	-

		No Doo	Rural road rehabilitation	23,570	658
			<i>Total</i>	<i>313,582</i>	<i>10,472</i>

By the end of February 2012, all sub-projects were completed which allowed damaged infrastructure back in operation. Disaster-resistant technology has also being integrated into standard infrastructure design and delivery supported by the PRF II. A total of US\$402,428.88 has been spent, and the remaining budget transferred back to donors.

3. SPECIFIC ACTIVITIES DURING THE REPORTING PERIOD

3.1. Monitoring and Evaluation

3.1.1. MIS

Following the PRF II objectives and Key Performance Indicators, the PRF forms have been revised and updated accordingly to constitute a set of 6 forms:

- Village Profile (VP);
- Village Need Priority Assessment (VNPA);
- Kum ban and District Priority (DPPO, DFC);
- Sub-project proposal Outline (SPPO);
- Site Visit Report (SVR);
- Sub-project Implementation Monitoring (SPIM).

The improvement of the MIS database will also include the Feedback and Resolution Mechanism (FRM) and Livelihood Opportunity and Nutrition Gain (LONG) database in separate module. However, the data collection and database structure for LONG module are not yet design. Therefore, the priority is to focus on the finalization of the PRF database improvement.

As the capacity of the M&E team in programming the MIS database is limited, this task will be conducted by an external consulting company. ToRs are under preparation and will be share with the donors for comments before advertisement.

Until the new MIS will be operating, a simple Excel Spread Sheet database was designed to capture and support data entry for cycle IX (2012 -2013) to support the collection of the PRF II planning information. However, the M&E team face some challenges related to the capacity of the database in restoring complicated data as pop up debugging still occurs during the use. The MIS improvement will allowed to fix this issue.

3.1.2. GIS

In early November 2011, GIS-data were downloaded from the DECIDE-INFO website (www.decide.la) and the Mekong River Commission (MRC) to build the PRF map.

With the available GIS-data, the geo-coding is used to link the village's code from the PRF's database to GIS format by using the downloaded data to produce the maps for PRF I (cycle 6-7-8). The maps are available in two languages, English and Lao. The English language maps of PRF I (cycle 6-7-8) are completed and sent to the PRF's targeting districts for double-checking of the sub-project location.

Achievements:

597 maps have been produced in English language at the national (29 maps), provincial (35 maps) and district level (533 maps). Details of the information provided in maps are presented in the table 17.

Table 16: Production of the GIS

Maps information	National		Provincial		District		Remark
	Eng	Lao	Eng	Lao	Eng	Lao	
Composition of villages by ethno-linguistic groups (%)	√				√		
Poverty incidence (%)	√		√	√	√	√	17 provinces
Accessibility to and from district capital (hours)	√				√	√	
Accessibility to and from Provincial capital (hours)	√						
Economically active pop. (over 10 years old) (%)	√				√	√	
Average size of agricultural land (ha/households)	√				√	√	
Households agricultural lands (%)	√						
Non agriculture activities (%)	√						
Elevation model (meter)	√		√	√	√	√	
Forest coverage(1997)	√				√	√	
Forest coverage (2003)	√						
Population density	√		√	√	√	√	
Distribution of literate population (%)	√				√	√	
Main source of water (Area)	√				√	√	
Household using electricity (% of households)	√				√	√	
Administrative map of Lao PDR	√						
The National biodiversity conservation area	√						
Map of PRF II (Show provinces)	√						
Map of PRF I (Cycle 1-8)	√						
Map of PRF I and proposed PRF phase II	√						
Number of maps produced	29		35	18	533	442	Includes new Districts

Other tasks taken:

- Designed and tested the auto-run CD and DVD ROM for map viewer as well as Google Earth application for using offline on a local computer;
- Exported some project areas for viewing in the Google Earth.

3.1.3. Reporting

During the reporting period, numbers of reports have been prepared: as followed

- Report to the National Committee for Rural Development and Poverty Eradication (monthly basis);
- Report of the 18th PRF Administrative Board Meeting;
- LUFSP implementation progress reports (2nd quarterly report);
- LUFSP sub-component 3B completion report (draft);

- GFDRR completion report (draft);
- PRF phase I completion report.

As part of the preparation, of the PRF ICR, a field visit to LuangNamtha province was conducted from December 7-9, 2011. The donor's consultant in charge of the ICR report met with the local authorities and some communities regarding the implementation of the PRF as well as the approach used. This field visit was followed by another visit, in January 2012, of the consultant to finalize the ICR report.

Difficulties meet during the reporting period

- The transition between the PRF phase one and phase two led to work overload for the M&E unit, mainly due to the number of reports that needed attention, as reflected in the reports list above.
- The finalization of the ICR was longer than expected, and related to weaknesses in data utilization and analysis during the first phase of the PRF. Accordingly, recommendations were made in the ICR to allocate budget to support more comprehensive and reliable reporting and build the capacity of the PRF team for better data utilization and analysis.

Completion of the PRF I IEC report

As part of the preparation of the implementation completion and results report, the PRF has organized a field visit to LuangNamtha province (December 7-9, 2011) for the WB representative in charge of the ICR report. In this regard, the consultant talked to the local authorities, communities and PRF staff regarding the implementation of the PRF and lessons learned. This field visit was followed by 3 weeks in Vientiane (January 2012) to finalize the ICR report with the M&E team. The finalization of the ICR report highlight the difficulties faced the M&E to rely on accurate data and also the need to strengthen the data analysis capacity.

3.2.Information Education Communication (IEC)

During the reporting period, the IEC team, with the assistance from a communication specialist, focused its energy towards the finalization of the PRF IEC strategy concept as well as finalizing the list of the PRF IEC materials, and production work plan. The production of the necessary IEC tools to support the implementation of the Preparation and Planning stages of the PRF Cycles started (from the orientation meetings to the District Planning and coordination meeting). (Table 18).

In December 2011, 11 posters illustrating PRF principles and vision have been published. The subjects of the posters are related to the unity, transparency, women empowerment, equity, bottom-up planning, pro-poor ownership, self-confidence, wise investment, correct vision and PRF's vision and strategy development planning. Their main target audience is communities. Feedback provided by the communities will be used to assess the need to review poster's illustration to ensure the message delivered can be easily understood. These posters are also used by the LONG project.

On February, 2012, the IEC team in cooperation with the CD team of Houaphan province organized an assessment of IEC materials related to the 11 PRF posters illustrating project's principles vision. The main objective of the assessment was to assess on the legibility material quality, overall visual appeal, layout, illustration as well as methodology and time used by the facilitators while giving presentation of posters. The outcome of assessment shows that 45% of the interviewees found the

posters excellent, 42%, 10% sufficient and 3% fair. Details of the suggestions for improvement where captures and posters will be revised accordingly during the following months.

During the reporting period, the IEC team also produced guide book and posters related to the Feedback and Resolution Mechanism. The guide book of FRM is available for the capacity building team to be used when organizing the training for the PRF staffs as well as the provincial, district, Kum ban and village coordinators. FRM guide book is serving as a reference for PRF staffs and committee at Kum ban and village level for grievance resolution. The FRM poster illustrating the process of feedback and resolution mechanism of PRF and channels to express the opinions or complains which can be done via hotline 161, feedback box or report directly during PRF meetings. The posters will follow the same review process as the PRF principles posters.

PRF's continues regular newspaper and radio programs release. Main topics included the implementation of district development plan, Kum ban development plan, how to implement sub-project implementation process and procedures , challenges during the implementation, progress of the sub-projects, budget of the sub-project, maintenance and improvement of the sub-project.

Table 18: The IEC materials produced during the reporting period are summarized in the table below:

IEC	# Unit produced	Key contents	Targeted audience	Remark
1. Project Information Package				
General Project Brochure	1	PRF background, principles, processes and procedures, coverage, structure, components, safeguards, lessons learned from PRFI, resources allocation, cycle, capacity building, livelihoods, FRM, expected outcomes	Public, Gov, donors	Draft version (product not yet finalized)
Success stories	4	1.Escaping through banana plantation 2.Strong community encourage sustainable sub-project 3.The future is hope full for a rural student 4.Prioritizing education for their children also bring a community together to maintain its promise	Public, Gov, donors ,community	Draft version (product not yet finalized)
8years of Success (Video)	100	PRF Workplan, PRA, CDD and Gender.	Gov team, donors	
Photos for Display	150	Selected pictures of the key PRF cycle steps	Gov team, donors,	
2. Safeguards				
Training Manual	900 300 510	1.Kumban development plan guide book 2. Development plan for PRF staffs guide book 3. Explanations guide book of the PRF 11 posters (PRF principles).	Kum ban facilitators PRF staffs PRF staffs and	

			KBF	
3. Feedback Resolution Mechanism				
Poster		Illustration of the FRM mechanism	Government, community, public	Draft version
Handbook	200	Description of FRM mechanism and cases handling	PRF staffs and Kum ban facilitators	
4. Public Information				
Articles	85	PRF activities, PRF approach, CDD.	Government, Donors, Public	
Radio Program	85	PRF activities, PRF approach, CDD.	Government, Community, Public	

3.3. Feedback and Resolution Mechanism

Article 13 of the GoL decree 192/PM requires an investment project to establish an effective mechanism for grievance resolution. GoL decree 192/PM determines that the prime responsibility for grievance resolution is the project proponent. As they are responsible for carrying out Project works, which are likely the source of grievances they are best placed to respond to and resolve grievances in the most timely and acceptable method.

The objective of the PRF Feedback and Resolution Mechanism is to ensure that the PRF has in place a system to receive feedback from citizens, assuring that the voices are heard from the poor and vulnerable, and the issues are resolved effectively and expeditiously. Such a system is expected to enable the PRF to be fully responsive to its beneficiary community and empower the ethnic groups and poor in villages.

The activities undertaken during the reporting period are summarized below:

- The FRM has been officially launched for all PRF targets since July 2012. Since then, there were totally 5 feedbacks (2 cases from Hotline and 3 cases from Email) received and all of them were resolved;
- The new FRM brochure has been finalized as well as the new FRM handbook (books). They will be printed (3,365 copies for the brochure and 10,568 for the handbook) and distributed to all levels in May 2012 (PRF staff and FRM committee members at the provincial, district, Kum ban and village level);
- FRM poster has been drafted, and the recruitment of a drawer to finalize the poster's design has been advertised;
- Training manuals have been already completed for the Training of Trainers (TOT) on FRM and for PRF field staffs to arrange training for FRM committees at all levels after ToT training completion;
- The procurement process for the feedback boxes has been completed and the feedback boxes are currently being made locally;
- The FRM committee at all levels (Provincial, district, Kum Ban and village levels) has been set up setup and ready to receive training on the new FRM mechanism;

- The TOT FRM training is completed for the Southern region (Saravanh, Sekong, Savannakhet and Attapeu provinces) and ToT FRM training for the Northern region will be implemented in April.

Challenges:

- Difficulties to find a FRM officer (only 2 application forms received after advertisement nationwide). The PRF will re-advertise for this position but will change the title of the position to be “Community Relations Officer”;
- Almost all FRM committees at village and Kum ban level didn't open the feedback box, except the village or Kum ban that PRF staff went to visit during the pilot test. This issue is related to a problem of logistic as the PRF team cannot visit every village to participate to the opening of the feedback box, and the FRM committee does not want to open the feedback box without PRF representative. This issue and its resolution are currently under discussion within the PRF. The preferred option identified at this stage would be to review the frequency of the feedback box opening to match with the PRF staff visit at the village level, during planning and sub-projects implementation. Villages where no sub-projects are implemented but participate to the planning process, hot line channel will be promoted to provide feedback to the project.

3.4. Administration and finance

3.4.1. Procurement

Key procurement activities during the reporting period are described in the bullet points below:

- Completion of the draft Procurement Manual for PRF II in English version including sub-project grant (procurement conducted by the community) and submitted to the World Bank for their review and comments on 4th January, 2012. The final draft of the PRF II Procurement Manual was revised incorporating the World Bank’s comments and then re-submitted to the World Bank for their approval;
- Preparation of the Procurement Plan for goods, works, and consultancy services of PRF II excluding sub-projects for the first period of 12 months with the revised Procurement Plan submitted to the WB on 20th February, 2012;
- Completed preparation of the General Procurement Notice of PRF II and JSDF and sent to the World Bank for posting on the UNDB website;
- Completed draft TOR for Procurement Assistant and revised the TORs for senior and junior Procurement Officers and submitted to the HR Division for further action.
- Completion of the bid opening and evaluation process for printing of maps for the targeted areas of PRF II created by Center for Development and Environment (CDE), University of Bern, Switzerland and supported by SDC. The corresponding Contract was signed on 28th November, 2011 and the printing was delivered on 15th December, 2011;
- Completion of the bid opening for the procurement of 6 pick-ups, and IT equipment for the new PRF II Offices, located in new targeted districts and provinces. The bid opening was organized on 28th March, 2012 for IT equipment, and on 30th March, 2012 for pick-ups.
- Completion of the bid opening and evaluation process for IEC materials, i.e.

1. Produced PRF's cover folders
 2. Printed brochures to show feedback mechanism in Lao language
 3. Printed handbooks of feedback & resolution mechanism in Lao language
 4. Printed Handbooks in Lao language to show PRF's objectives, principles and measures
- Completion of the bid opening for the procurement of feedback boxes to be installed at the provinces, districts, Kum ban, and village levels conducted at the provincial level by the provincial procurement officers.

Challenges:

The provincial procurement staffs still lack the necessary skills and experience due to which the related procurement documents prepared were slow and incomplete, thus delaying the process for seeking approval from the PRF National Office. It is thereby necessary to organize additional procurement training programs in order to upgrade their skills and capabilities accordingly.

3.4.2. Finance

- Interim Unaudited Financial Report (IFR) for the first two quarters have been submitted to the donor ;
- The financial audit report for the fiscal year 2010-2011 has been submitted to the donors and the Government of Lao (GOL) on 06th January 2012;
- The remaining budget of PRF I (IDA H4180-LA) was allocated for the implementation of LUFSSIP's 39 sub-projects in Salavan and Sekong provinces. However, the supplementary audit was required and the deadline has been set by 30th April 2012;
- The first fund receipt for PRF II (IDA and SDC) was paid on December 2011;
- The first Summary of Expenditure (SOE) for replenishment of PRF II has been submitted to the donor on December 2011;
- The first fund receipt for JSDF was received on September 2011 and paid on October 2011;
- The disbursement of the GFDRR was completed at the end of December 2011. There was a grace period of 4 months to complete the activities as warrantee till the end of April. The Financial Audit Report has to be submitted to the donor by the end of June 2012.
- Regarding the contribution of the GOL for PRF II, The PRF office had sent the requisition letter to the Minister of Finance on March 26, 2012 to request for transferring the GOL fund for fiscal year 2011-2012 with the amount of 16 billion kip (2,000,000 USD) to the PRF bank account;
- Monthly Financial Report for the first six months has been submitted to the LUFSSIP National Coordination Office (NCO) on schedule;
- Interim Unaudited Financial Report (IFR) for the first two quarters have been submitted to NCO on schedule;

Summary of Expenditure (SOE) for Replenishment has been submitted to NCO regularly at least once a month (except there is no significant amount of expenditure occurred during the month)

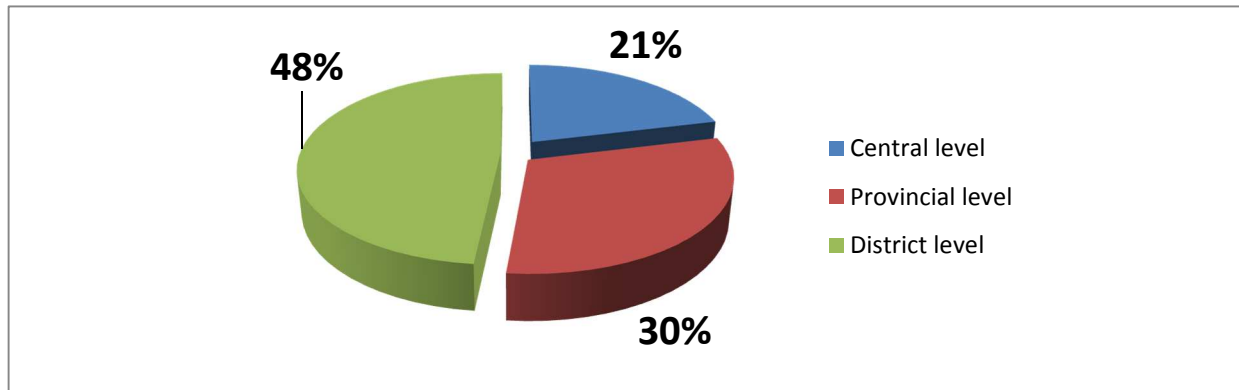
Challenges:

The MoU between the MoF and PRF was signed following the project agreement of the PRF II. However, PRF still faced out the difficulty with the GOL's contribution as well as the disbursement procedure of the fund flow to the Kum Ban Bank account still a pending issue to be discussed further.

3.4.3. Human Resources

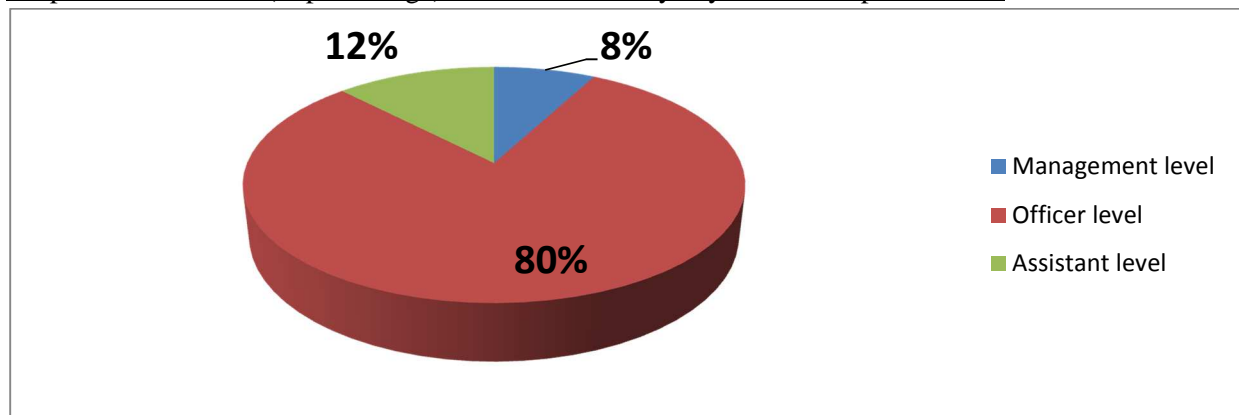
At the end of the reporting period, 97% of the positions have been filled (179 out of 184 positions, excluding LUFSSIP and LONG staff). Nearly half of the PRF staff is operates at the district level, and around one third at the provincial level, while the central level represent 1/5 of the PRF staff (graph 3)

Graph 3: Distribution (in percentage) of the PRF staff at the different level of the organization.



4 out of 5 PRF staff is at the officer level while less than 10% of PRF staff is at the management level. In average, within the PRF organization, managers supervise around 13 people (graph 4).

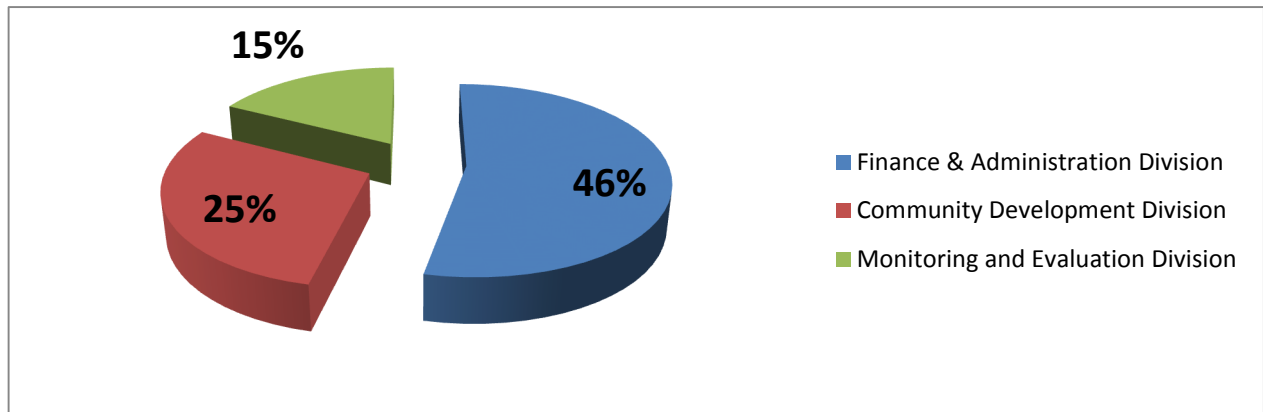
Graph 4: Distribution (in percentage) of the PRF staff by key level of responsibilities



In term of Gender, ¼ of the position are filled by women (45 positions). Half of the women working with the PRF are at the assistant level, while only 14% are at the management level (2 positions, located at the central level and working in the Finance and Administration Department). (graph 5).

Nearly half of the total number of women working for the PRF belongs to the Finance & Administration Division (including HR unit), follow by the Community Development Division (25%) and the Monitoring and Evaluation Division. Out of the 46 staff working for the engineering Division (25% of the total number of staff), none are women (Graph 6).

Graph 5: Gender distribution by Division



These different charts show that the total number of women working for the PRF is still now, and are mainly at lower position and for a majority of them not directly involved in activities directly related to key PRF objectives.

Challenges:

During the reporting period, the HR unit faces many challenges related to the changes between PRF I and PRFII coverage. Therefore, many staff felt unsecured and started to look for other job opportunities. Some PRF staff were given the opportunity to work in another district/province, but preferred to stay in their home town. Consequently, the staff turnover was high (12%) during the reporting period (See annex 7), and consequent amount of time was spent in training the newly recruited staff. As a consequence, the PRF team as focused its attention in the recruitment and training of the new PRF staff at the expense of the recruitment of external consultant (internal audit advisor, capacity building advisor, communication advisor, graphic and design specialist).

3.5.Engineering

During the reporting period, the engineering team accomplished the following tasks:

- Redesigned sub-project standard, especially school, dispensary and rural road standard, the review based on the MOU made between sectors and PRF;
- Cooperated with the consultant in the Design and develop of Disaster Risk Management (DRM) guideline. Additionally, the PRF Engineering team has also participated in the training regarding the DRM prior to the survey and site selection;
- In the preparation of the unit cost, the material prices are collecting from district up to provincial level. The project cost estimate will apply this material cost and transportation cost from district center to construction site location. This project cost will be the based project cost during the bidding process;
- Monitored and supervised the construction of sub-projects uncompleted as part of the PRF I (See annex 8).

4. Cooperation and Partnerships

4.1.18th PRF Administrative Board

The 18th PRF Administrative Board Meeting was held in March 27-28, 2012 in Houaphanh province under the chairmanship of H.E. Bounheuang DOUANGPHACHANH, Minister to the Government Office, Head of the National Leading Committee for Rural Development and Poverty Eradication, Chairman of the PRF National Administrative Board.

PRF National Administrative Board has agreed upon the following points:

- 1) The meeting acknowledged the operation of the Poverty Reduction Fund with reference to the Decree No.10/PM, dated 10 January 2012;
- 2) Regarding the PRF's targets, the meeting agreed to include 284 Kum ban in 42 districts of 11 provinces into the implementation of PRF II;
- 3) The meeting acknowledged and reviewed the implementation plan of cycle 9 with 427 sub-projects with the investment cost of 59.49 billion kip will be implemented in 185 Kum ban of 27 districts in 7 provinces. A completed plan (2012-2015) is to be submitted to the Ministry of Planning and Investment;
- 4) Concerning the Government's contribution, the meeting agreed to allocate the Government's fund into the investment independently as to simplify the financial management;
- 5) A meeting between the PRF Administrative Board members and the donors will be organized during the PRF Administrative Board Meeting;
- 6) The 19th PRF Administrative Board Meeting will be held in March 2013 in Xiengkhouang province.

During the PRF Administrative Board Meeting, the delay in the preparation of the MoU with the Ministry of Agriculture and Forestry was raised and discussed. The problem was that PRF has not yet been informed about the specific focal point where the MoU to be referred to. To this point, the PRF team will continue to cooperate with the Ministry of Agriculture and Forestry for further action.

Coordination with sectors

In November 2011, the PRF Executive Director conducted meetings with the local authorities on the establishment of the Technical Work Group in seven provinces and at the district level. The technical coordinators will consist of 136 persons in total of which 6 people are from ministries in a view to strengthen coordination and capacity building of the concerned sectors.

In February 2012, a study visit of the task force members regarding the PRF Community-Driven-Development (CDD) was organized with the participation of the representatives from the Ministry of Planning and Investment (MPI), Ministry of Agriculture and Forestry (MAF), Ministry of Home Affairs (MHA), Ministry of Health, National Leading Committee for Rural Development and Poverty Eradication and the National Upland Development Project (NUDP). The objective of this study visit was to provide participants opportunities to better understand the contents and implementation procedure of the Participatory Planning used by the PRF at the Kum ban level (Ham Kum ban, Xamneua district, Houaphan province). After this visit, participants commented that they have learned and better understood the KDP process. They also mentioned that this visit has enhanced coordination between PRF and concerned sectors.

4.2. Donors

A joint World Bank, SDC, AusAID Implementation Support Mission was taken place from January 9-20, 2012. The objectives of the mission are to: (i) Assess the implementation progress of PRF II in relation to the next steps agreed during the preceding mission of September 2011; (ii) Review the PRF annual program, procurement, disbursement, and capacity building plans; (iii) Assess the implementation progress of the Japan Social Development Fund Grant for Improving Livelihoods Opportunities and Nutrition Gains (LONG) Pilot Project, in relation to the next steps agreed during the preceding mission of May 2011; (iv) Review implementation of component 3 of the Lao Uplands Food Security Improvement Project, with a particular focus on establishing close links with PRF II; and (v) Review PRF I's support to disaster recovery under the Grant for Post-Ketsana Community-Driven Disaster Recovery, including PRF's disaster risk management strategy.

After the mission, the Aide Memoire has been prepared regarding to the findings found and agreements reached during the mission. Some findings and agreements are listed as follow:

PRF II	The mission commended that sustained training of PRF staff and improvements of the socialization and planning method will be necessary to strengthen the effectiveness of the processes in PRF II.
	A formal amendment of the POM is required if there is any change in the project area.
	The mission recalled that PRF II district and village level activities cannot be initiated in the new provinces until the baseline survey has been completed.
PRF I	The final report of PRF I has to be posted on the PRF website.
	The Auditor's Report was rated as satisfaction. The audit opinion for the project was unqualified.
LONG	The start-up of the LONG seems to be delayed due to the workload of the PRF team.
	The LONG team to involve in the PRF II evaluation to ensure alignment and capacity building. Additionally, the MIS system must be updated to monitor the LONG activities.
LUFSIP	LUFSIP would be able to support implementation of sub-projects that have already been identified as community priorities during cycle VIII in Kum ban not covered by PRF II.

Coordination with donors

- Participation to the workshop of KFW-GITEC in Sekong province on the Inception Brief for Project Preparatory Study on Rural Road in Darkcheung and Kaleum district;
- Participation to the workshop on the Development and Marketing of technology for Sanitation in Lao PDR organized by WSP during 10 – 11 January, 2012;
- Participation to the workshop on Sub– sector Working Group for the upland organized by Ministry of Agriculture and Forestry during 30 March, 2012;
- FA team has been coordinated with NCO regularly about the fund replenishment from donor and National Treasury and there are no significant matters.

Visits

John Roome, Director for Sustainable Development in the East Asia Region of the World Bank, pay a visit to the PRF as part of mission agenda in Laos. After a presentation of the program, discussion focused on the positive contribution the PRF can bring to the country in term of Poverty Reduction towards small scale public infrastructure and the interest of integrating livelihoods aspects to the program. Finally, Mr. Roome invite the PRF to strengthen sharing of experience and lesson learned from other CDD projects in the region.

During August 2011, some of PRF and the line of Ministries staffs had the opportunity to participate in the study tour for lesson learned from poverty reduction project in three states of India. The observations on SHGs and CIGs formulation by CCD approach, SHGs formulation based on CIGs, and Income generating activities were made during the study tour. In addition, some staffs of the Ministry of Finance and PRF also participated in the study tour in Philippine in September 2011. The purpose of the visit was learned lessons on the development pattern and poverty reduction, financial management and procurement of the poverty reduction project.

4.3. Other events with development partners

Northern Uplands Development Program (NUDP)

The Northern Uplands Development Program (NUDP) is a multi-sectoral program-based approach for agriculture and rural development for the Northern Uplands. The program overall objective is to eradicate poverty and to achieve sustainable development in the Northern Uplands of Lao PDR. The NUDP specific objectives are (i) to secure and to improve livelihoods of the rural poor in selected areas of the Northern Uplands based on a sustainable land and natural resource management, and community driven approaches, (ii) to increase aid effectiveness and (iii) to prepare a wider program based approach.

For the thematic components, the overall results comprise improvement of the local ownership, implementation and coordination of village, Kum ban and district development plans. Therefore NUDP provides feedback and lessons learned to the MPI on the implementation of the participatory local planning manual developed by the MPI. In this context, NUDP and the PRF has developed close cooperation to harmonize both approach and ensure that lessons learned from the PRF are integrated in the Participatory Planning Manual.

The main key activity during the reporting period is PRF participation to a workshop on “Planning harmonization” supported by NUDP / GIZ project in Vientiane during March 13 to 14, 2012. The participants included the representative from the MPI, MAF, NCRDPE, Provincial and District Rural development offices from 3 targeted provinces of NUDP (Phongsaly, Houaphanh and LuangPrabang). The objective of this workshop was to share the experience on planning between PRF and NUDP and to find the opportunity for planning harmonization of both approaches. During the discussion the PRF insisted on the need to address gender issues in the planning process. This point was well understood and MPI respond positively on this issue. Participants raised also the issues related to the sector input to the planning process, and PRF defended the idea that sectors input are not necessary at the village planning level. This approach still faces some resistance from the MPI that recommend sector approach at the early stage of the planning process.

Water and Sanitation Program (WSP)

The Water and Sanitation Program (WSP) is a multi-donor partnership administered by the World Bank to support poor people in obtaining affordable, safe and sustainable access to water and sanitation services. As part of their “village defecation free” activities, discussion were launched with the PRF on potential partnership to enhance benefit of both programs for the poorest communities. It was decided to organize joint activities as part of the LONG pilot project in the area related to hygiene and sanitation and WSP representatives kindly proposed to organize Capacity Building training to the LONG staff. A specific work plan will be set on this issue.

Helvetas

In 2009, The PRF and Helvetas met to discuss potential cooperation towards improving access to remote areas by introducing new technology of suspension bridge from Nepal in Lao PDR in 2009. After confirmation of both interests in this project, a Nepalese engineer came to Laos and confirm the interest of introducing the Nepalese suspension bridge construction technology to Laos. At this time, the key step was to identify a proper site for testing the Nepalese technology. For various reasons no proper site had been identified in the list of the sub-projects implemented as part of the Cycle VIII.

Interest of this project for the PRF:

- Suspension bridges are adapted to area prone to natural disaster risk, especially flooding.
- Nepalese suspension bridge technology required minimum community supervision and can last long (at least 50 years);
- Nepalese technology does not exist in Laos, and therefore will give opportunity for more diversified type of suspension bridges, that can solve some of the technical problems meet in Laos;
- Opportunity for the PRF to use this pilot project to strengthen relation with the MPWT, builds their capacity (as well as PRF capacity), and participates to set Ministry standards for suspension bridge in Laos;
- Due to the size of the suspension bridge, this type of infrastructure is adapted to limit access to certain type of vehicle that may have negative impact on roads or natural resources.

Challenges:

- Technology more expensive than “traditional” suspension bridge built in Laos. This technology will need to be scaled up to reduce costs. Consequently, it is crucial that Ministry of PWT integrate this technology.
- The interest of the Ministry of PWT need to be strong at the success in promoting and developing this technology of suspension bridge will depend on them;
- The PRF availability is very limited. Therefore, it will be very difficult for the PRF engineering team to found the time required to properly lead this pilot project. Therefore, Helvetas should keep the lead;
- The necessary adaptation of this technology to the Lao context may be a challenge (i.e. weight of the bridge to allow “toctoc” to use the bridge);
- The capacity building aspects of the project will need to specific focus to ensure that the necessary skill for the construction of such kind of suspension bridge can be done by Lao people.
- PRF budget ceiling (maximum of US\$60,000) may limit the opportunity for the PRF to develop this suspension bridge technology without complementary fund from the Government or other development partners, if the cost per meter could not be reduced. This

issue will be discussed with the concerned Ministry after costs will be further refined, based on the Lao context.

During the cycle IX planning stage, 13 suspension bridges were prioritized by communities, in LuangNamtha Province. Out of the 13 suspension bridges, 6 have been identified as being appropriate for suspension bridge. As a next step, Helvetas will support the visit of a Nepalese Engineer to visit the sites identified and confirm technical feasibility as well as estimated budget with PRF engineers and Ministry of Public Work and Transport engineer.

5. Planned activities (April – September 2012)

- Starting the survey and design of the 402 proposed sub-projects and LUFSSIP 3a sub-projects;
- Planning for the finalization of the cooperation agreement with sectors;
- Meeting with the sectors for the capacity building planning;
- Preparing for the donors supervision mission (May 2012);
- Prepare note justifying PRF expansion to Xayaboury Province;
- Complete preparation of the baseline survey (Impact evaluation);
- Complete PRF mapping (GIS);
- Complete PRF MIS improvement;
- Complete expansion of the new FRM mechanism in every Kum ban and villages covered by the PRF II;
- Complete production of IEC materials (including improvement of IEC materials used during the Cycle IX planning stage);
- Submit revised work plan and budget to the donors;
- Clarified with Ministry of Finance and related departments procedures to be applied for the utilization of the Government resources, and the management of the unspent Government budget;
- Finalize FM manual, community procurement guidelines and Kum Ban FM guidelines;
- Finalize revision of the PRF II Manual of Operations;
- Finalize MoU with the Ministry of Agriculture and Forestry;
- Finalize Gender Action Plan;
- Complete recruitment of vacant positions and external consultants (DED, Capacity Building Specialist, Internal Audit Specialist, Graphic designer, Feedback and Resolution Officer);
- Recruitment and training of PRF staff in new provinces (LuangPrabang, Oudomxay, Phongsaly).

Annex 1: Cycle 9 coverage

No.	Province	district	# kum ban	# village	# household	# population	# female
1	Luangnamtha	3	17	102	6,201	36,782	18,730
		Nalae	9	47	2,463	14,946	7,777
		viengphoukha	3	19	1,353	7,985	4,022
		Long	5	36	2,385	13,851	6,931
2	Huaphanh	6	52	400	22,700	150,113	76,883
		Huameung	8	66	3,950	27,245	13,492
		Zamtai	17	133	7,085	47,628	24,160
		Viengthong	9	62	3,819	23,972	13,856
		Xiengkhor	5	42	2,691	16,434	8,239
		Zamneua	8	61	3,484	24,683	12,210
		Viengxay	5	36	1,671	10,151	4,926
3	Xiengkhouang	4	25	173	10,939	72,174	35,763
		Nonghaed	11	102	5,151	34,613	16,967
		Mock	5	21	1,381	9,742	4,890
		Khoun	6	35	2,718	17,644	9,050
		Thathome	3	15	1,689	10,175	4,856
4	Savannakhet	5	40	242	16,425	104,400	52,604
		Nong	7	51	2,020	13,054	6,588
		Sepone	12	70	5,509	30,326	15,125
		Vilaboury	8	39	3,073	19,057	9,701
		Phin	7	56	3,062	21,853	11,196
		Thapangthong	6	26	2,761	20,110	9,994
5	Saravanh	3	14	147	10,488	62,966	32,265
		TaOy	5	56	4,275	27,272	14,342
		Toumlan	5	37	4,072	23,176	11,712
		Samoiy	4	54	2,141	12,518	6,211
6	Sekong	3	21	178	8,516	51,887	26,494
		Lamarm	6	36	2,683	18,434	9,324
		Kaleum	7	58	2,319	14,187	7,263
		Darkcheung	8	84	3,514	19,266	9,907
7	Attapeu	3	16	86	10,293	49,328	24,597
		Sanxay	4	31	2,799	13,659	7,336
		Phouvong	4	15	2,239	11,432	5,574
		Sanamxay	8	40	5,255	24,237	11,687
	7	27	185	1328	85,562	527,650	267,336

Annex 2: Kumban Development Plan Meeting participants

Province	District	No. of Participants									Total
		Facilitators / Observers					Communities				
		PRF	Government	Femal	Ethnic	Total	Female	Ethnic	Male	Ethnic	
Huaphanh	XamNaue	15	13	5	0	28	151	69	144	122	295
	Huamuong	9	8	4	3	17	139	112	165	138	304
	Viengthong	12	10	6	1	22	159	114	187	126	346
	Viengxay	10	4	5	0	14	113	27	111	32	224
	Xiengkhor	13	4	4	0	17	118	47	126	50	244
	XamTai	20	23	9	0	43	250	89	328	132	578
	Total	79	62	33	4	141	930	458	1061	600	1991
Luangnamtha	Nalae	5	12	0	8	17	120	110	140	128	260
	Long	11	6	0	6	17	62	62	109	99	171
	Viengphoukha	6	6	6	3	12	57	57	73	73	130
	Total	22	24	6	17	46	239	229	322	300	561
Xiengkhouang	Nonghaed	43	12	10	36	55	249	195	305	252	554
	Khoun	37	6	10	4	43	118	79	132	91	250
	MockMai	26	8	1	17	34	81	60	87	70	168
	Thathome	19	2	7	0	21	41	5	42	6	83
	Total	125	28	28	57	153	489	339	566	419	1055
Savannakhet	Sepone	21	24	0	0	45	352	310	473	419	825
	Thapangthong	18	14	0	0	32	62	60	124	117	186
	Vilaboury	23	22	6	2	45	72	30	98	42	170
	Phine	25	42	12	0	67	201	201	195	195	396
	Nong	14	52	14	0	66	66	66	66	126	132
	Total	101	154	32	2	255	753	667	956	899	1709
Saravanh	TaOy	13	30	10	0	43	173	173	183	183	356
	Samuay	11	24	0	16	35	48	48	88	88	136
	Toumlan	18	12	4	0	30	14	14	71	71	85
	Total	42	66	14	16	108	235	235	342	342	577
Sekong	Kaleum	15	9	0	11	24	140	140	150	150	290
	Lamarm	12	13	6	8	25	101	94	99	93	200
	DarkCheung	18	11	1	12	29	167	167	224	215	391
	Total	45	33	7	31	78	408	401	473	458	881
Attapeu	Phouvong	14	8	5	9	22	9	9	10	10	19
	Sanamxay	9	9		1	18	91	48	130	65	221
	Sanxay	9	9	0	12	18	77	77	77	77	154
	Total	32	26	5	22	58	177	134	217	152	394
Grand Total		446	393	125	149	839	3,231	2,463	3,937	3,170	7,168

Annex 3: District Planning and Coordination Meeting participants

Province	District	No. of Participants									Total
		Facilitators / Observers					Communities				
		PRF	Government	Femal	Ethnic	Total	Female	Ethnic	Male	Ethnic	
Huaphanh	XamNaue	11	27	8	4	38	24	8	36	24	60
	Huamuong	7	30	8	13	37	24	16	40	29	64
	Viangthong	6	28	8	12	34	26	18	39	22	65
	Viengxay	6	33	2	1	39	15	2	21	1	36
	Xiengkhor	7	24	3	2	31	15	5	25	5	40
	XamTai	10	32	5	0	42	49	12	82	21	131
	Total	47	174	34	32	221	153	61	243	102	396
Luangnamtha	Nalae	8	19	3	1	27	28	20	41	35	69
	Long	10	27	3	7	37	18	18	29	29	47
	Viengphoukha	10	39	2	20	49	8	8	14	14	22
	Total	28	85	8	28	113	54	46	84	78	138
Xiengkhouang	Nonghaed	45	25	12	28	70	20	18	22	16	42
	Khoun	17	26	11	4	43	6	2	7	0	13
	MockMai	24	15	8	6	39	12	6	17	8	29
	Thathome	10	31	0	2	41	10	6	10	8	20
	Total	96	97	31	40	193	48	32	56	32	104
Savannakhet	Sepone	12	43	6	0	55	30	29	31	6	61
	Thapangthong	9	29	5	0	38	18	10	11	10	29
	Vilaboury	11	18	1	4	29	11	5	35	15	46
	Phine	7	34	5	0	41	10	20	29	29	39
	Nong	10	29	5	0	39	12	12	24	24	36
	Total	49	153	22	4	202	81	76	130	84	211
Saravanh	TaOy	9	29	3	15	38	15	15	20	20	35
	Samuay	9	29	3	15	38	5	5	9	9	14
	Toumlan	9	29	3	0	38	6	6	15	15	21
	Total	27	87	9	30	114	26	26	44	44	70
Sekong	Kaleum	10	31	1	25	41	14	14	16	16	30
	Lamarm	11	31	2		42	19	18	19	12	38
	DarkCheung	10	40	2	27	50	12	12	36	36	48
	Total	31	102	5	52	133	45	44	71	64	116
Attapeu	Phouvong	11	25	4		36	11	11	12	12	23
	Sanamxay	14	35	2		49	14	14	16	16	30
	Sanxay	11	21	2		32	10	10	16	16	26
	Total	36	81	8	0	117	35	35	44	44	79
Grand Total		314	779	117	186	1093	442	320	672	448	1114

* Communities in this aspect include kumban facilitators

Annex 4: Planned activities (Government's contribution)

Province	District	Sub-project	# Sub-project	# Budget
Luangnamtha			10	274,688
	Long	Primary school construction	2	65,625
		Rural road construction	2	74,375
	Viengphoukha	Spring gravity fed system	2	30,625
		Rural road construction	1	26,250
	Nalae	Primary school construction	1	28,125
		Student dormitory	1	30,000
		Spring gravity fed system	1	19,688
Huaphanh			14	405,563
	Zamneua	Spring gravity fed system	1	15,313
		Rural road construction	1	37,500
	Zantai	Primary school construction	1	46,875
		Spring gravity fed system	1	26,250
	Huameung	Primary school construction	1	37,500
		Rural road construction	1	28,438
	Viengthong	Irrigation	1	48,125
		Primary school construction	1	18,750
	Viengxay	Barb fence for farming area	1	9,375
		Primary school construction	1	28,125
		Spring gravity fed system rehabilitation	1	18,750
	Xiengkhor	Primary school construction	1	37,500
		Spring gravity fed system rehabilitation	1	29,000
		Spring gravity fed system	1	24,063
Xiengkhouang			11	350,625
	Mock	Agriculture market	1	37,500
		Primary school construction	2	56,250
	Khoun	Secondary school construction	1	35,625
		Spring gravity fed system	1	30,625
		Rural road rehabilitation	1	30,625
	Nonghaed	Primary school construction	2	56,250
		Bridge construction	1	25,000
	Thathome	Primary school construction	2	78,750

Province	District	Sub-project	# Sub-project	# Budget
Savannakhet			13	442,375
	Thapangthong	Primary school construction	2	82,500
	Sepone	Primary school construction	2	56,250
		Dispensary construction	1	40,000
	Phin	Primary school construction	2	68,750
		Rural road rehabilitation	1	28,750
	Nong	Weir	1	28,000
		Primary school construction	1	37,500
	Vilaboury	Primary school construction	1	46,875
		Spring gravity fed system	1	38,750
		Bridge rehabilitation	1	15,000
Saravanh			7	181,625
	Toumlan	Drilled well construction	1	38,250
		Rural road rehabilitation	1	26,875
	Samoiy	Teacher dormitory	1	17,000
		Spring gravity fed system rehabilitation	1	20,625
		Rural road rehabilitation and culvert	1	27,000
	Taoy	Teacher dormitory	1	31,250
		Spring gravity fed system	1	20,625
Sekong			6	214,375
	Kaleum	Spring gravity fed system	1	17,500
		Rural road construction	1	38,750
	Darkcheung	Spring gravity fed system	1	56,250
	Lamarm	Primary school construction	1	28,125
		Spring gravity fed system	2	73,750
Attapeu			9	130,750
	Phouvong	Community water supply	1	25,000
		Dug well construction	1	15,000
	Sanamxay	Drilled well construction	3	44,875
		Rural road rehabilitation	1	13,125
		Rural road construction	1	14,000
	Sanxay	Drilled well construction	1	7,500
		Spring gravity fed system	1	11,250
Total			70	2,000,000

Annex 5: Main Type of infrastructure sub-projects per sector

Type of sub-project	# SP	% SP	# Budget (US\$)	% Budget
Education	78	19.4%	1,969,500	27.82%
Primary School	56	13.9%	1,553,125	21.94%
Lower secondary school	1	0.2%	28,125	0.40%
Upper secondary school	2	0.5%	79,375	1.12%
Kindegarden	5	1.2%	103,125	1.46%
Furniture	1	0.2%	3,375	0.05%
Latrine for school	3	0.7%	43,750	0.62%
Students Dormitory	2	0.5%	48,750	0.69%
Teachers Dormitory	4	1.0%	84,625	1.20%
Text books	1	0.2%	6,250	0.09%
Teacher stipend	3	0.7%	19,000	0.27%
Health	15	3.7%	337,938	4.77%
Dispensaries	8	2.0%	293,750	4.15%
Nurse Dormitory	1	0.2%	18,750	0.26%
Medical equipments	2	0.5%	6,250	0.09%
Medicine box	3	0.7%	12,938	0.18%
Nurse stipend	1	0.2%	6,250	0.09%
Water and Sanitation	203	50.5%	2,775,219	39.20%
Drilled well	39	9.7%	508,250	7.18%
Dug well	15	3.7%	172,500	2.44%
Reservoir	1	0.2%	3,125	0.04%
Spring gravity fed system	142	35.3%	1,989,094	28.10%
Community water supply	5	1.2%	91,250	1.29%
Latrine	1	0.2%	11,000	0.16%
Public Works	76	18.9%	1,526,688	21.57%
Road	66	16.4%	1,195,250	16.88%
Bridge	10	2.5%	331,438	4.68%
Rural Electrification	8	2.0%	97,188	1.37%
Low voltage electrical network	8	2.0%	97,188	1.37%
Agriculture	22	5.5%	372,813	5.27%
Barb fence	8	2.0%	94,688	1.34%
Weir	7	1.7%	142,625	2.01%
Agricultural market	1	0.2%	37,500	0.53%
Rice storage	1	0.2%	1,625	0.02%
Tree nursery center	1	0.2%	5,000	0.07%
Pipe	3	0.7%	89,500	1.26%
Conservation areas	1	0.2%	1,875	0.03%
Total	402		7,079,344	

Annex 6: Project Development Objectives

Project Development Objective (PDO): To improve access to and utilization of basic infrastructure and services for PRF II targeted poor communities in a sustainable manner¹ through an inclusive community and local development process.								
PDO Level Results Indicators*	Core	Unit of Measure	Cumulative Target Values**		Frequency	Data Source/ Methodology	Responsibility for Data Collection	Current Status
			YR 1					
Indicator One: Improved access to and utilization of basic economic and social services in kum bans supported by PRF: - % increase in school enrollment - % increase in access to and utilization of health services - % HHs with improved access to and utilization of safe water resources - % increase in access to and utilization of roads - Lowest two quintiles benefit from above services.	<input type="checkbox"/>	%	Not yet available		3 times during project, baseline, mid-term and final	Randomized impact evaluation	Contracted firm	1. Treatment and control kum bans agreed. 2. Questionnaires pre-tested. 3. Baseline planned for Sept. – Nov. 2012
Indicator Two: Decision-making on allocation of PRF resources involve at least 40% women	<input type="checkbox"/>	%	49% (Target: 40% women), 65% (Target: 60% poorest)		Annual reports	Project MIS	PRF	PMT to report in semi-annual reports

¹For the purposes of the PRF II, sustainability will be assessed across the following dimensions: (i) developing a viable and replicable model for the government of community planning and financing (Component2, IR2); (ii) increasing the role of local governments in coordinating and supporting the program (Component2, IR2); (iii) enhancing the capacity of communities and local governments to plan and undertake local development activities (Component 2, IRs 1,2,3); and (iv) improving the overall design quality and operations and maintenance of sub-project infrastructure, including incorporating disaster-risk reduction designs into relevant sub-projects (Component 1, IR3).

and 60% poorest community members							
Indicator Three: Greater than 75% satisfaction levels reported by beneficiaries in targeted villages regarding improved services and local development planning.	<input type="checkbox"/>	%	Not yet available	3 times during project, baseline, mid-term and final, 2 times beneficiary assessment	Randomized impact evaluation, beneficiary assessment	Contracted firms	PMT to contract firm for first round in 2013.
Indicator Four: Total number of beneficiaries of which x% are female.	<input checked="" type="checkbox"/> <input type="checkbox"/>	# beneficiaries	232,000 beneficiaries (44% of the total number of beneficiaries for the Cycle IX). 50% of the beneficiaries are women	Annual	Project MIS	PRF	PMT to report in semi-annual reports

INTERMEDIATE RESULTS

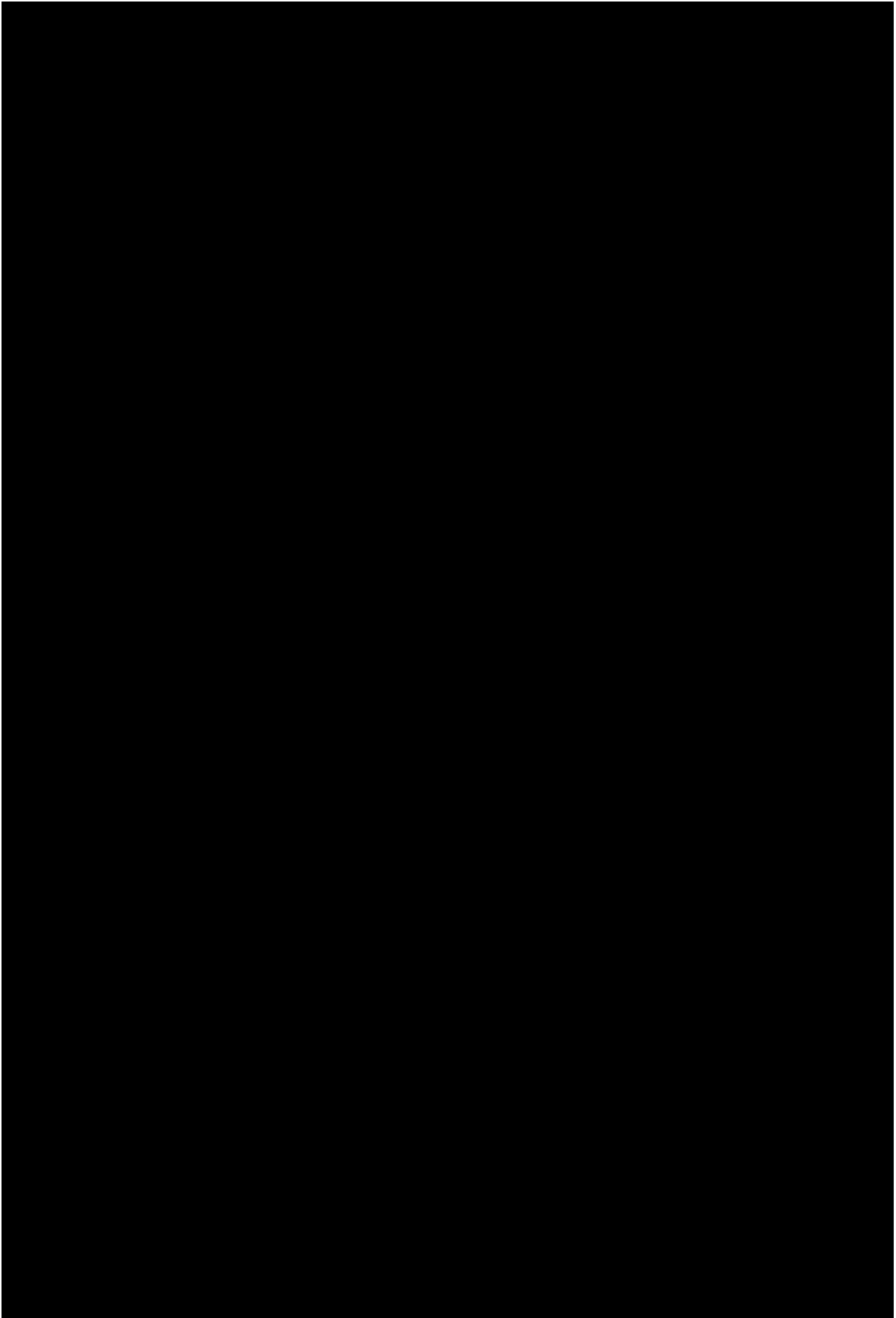
Intermediate Result (Component One): Community Development Grants: Communities utilize block grants for socio-economic investment activities.

PDO Level Results Indicators*	Core	Unit of Measure	YR 1	Frequency	Data Source/ Methodology	Responsibility for Data Collection	Current Status
<i>Intermediate Result Indicator One</i> : #/type of sub-project activities implemented	<input type="checkbox"/>		Education: 78 sub-projects Health 218 sub-projects PWT: 85 sub-projects Agriculture: 21 sub-projects. Total: 402 sub-projects	Semi-annual project reports	Project MIS	PRF consultants	PMT to report in semi-annual reports
<i>Intermediate Result Indicator Two</i> : x% of sub-project activities are of high technical quality	<input type="checkbox"/>	Quality of sub-projects	Not yet available	2 times during life of project	External technical quality studies	Independent contracted firm	Study to be conducted in Q4 2013
<i>Intermediate Results Indicator Three</i> : x% of sub-projects are being maintained and are operational two		Maintenance of sub-	Not yet available	2 times during life of project	External technical quality studies	Independent contracted firm	PMT to contract firm for first round in Q3

years after sub-project completion		projects					2013.
<i>Intermediate Result indicator Four:</i> Sub-project activities are x% more cost effective compared to other means of delivering services (w/ similar technical standards)	<input type="checkbox"/>		Not yet available	2 times during life of project	External technical studies	Independent contracted firm	PMT to contract firm for first round in Q3 2013.
Intermediate Result (Component Two): Local Development Capacity-building Support - Communities and local government officials increase their capacity to carry out local level planning and development.							
Intermediate Results Indicators*	Core	Unit of Measure	YR 1	Frequency	Data Source/ Methodology	Responsibility for Data Collection	Description (indicator definition etc.)
<i>Intermediate Result indicator One:</i> # of communities able to plan, implement and monitor their activities.	<input type="checkbox"/>	kumban	Not yet available	Quarterly & annual project reports	Project MIS	PRF consultants	PMT to report in semi-annual reports
<i>Intermediate Result indicator Two:</i> % of districts where district officials provide technical assistance and supervision to communities	<input type="checkbox"/>	district	Not yet available (Target: 70%)	Quarterly & annual project reports	Project MIS, field reports	PRF	PMT to report in semi-annual reports
<i>Intermediate Result indicator Three:</i> % PRF kumban plans used by government and/or other development actors for planning and funding.	<input type="checkbox"/>	kumban plans	Not yet available	Mid-term and final study	Government capacity study	External firm	Due in Q4 2013
Intermediate Result (Component Three): Project Management Project is supported administratively and managerially.							

Intermediate Results Indicators*	Core	Unit of Measure	YR 1	Frequency	Data Source/ Methodology	Responsibility for Data Collection	Description (indicator definition etc.)
<i>Intermediate Results indicator One:</i> X% of PRF fully staffed		PRF staff	97% (Target: 85%)	Quarterly	PRF reports	PRF PMT	PMT to report in semi-annual reports
<i>Intermediate Results indicator Two:</i> X studies/evaluations completed in a timely manner		number	0 for PRF II Not yet available	Several during life of project, mostly mid-term & final	Reports	PRF PMT, WB	PMT and WB to monitor
<i>Intermediate Result indicator Three:</i> Progress reports prepared on time.	<input type="checkbox"/>	Annual progress report	1	Annual	Project reporting system	PRF PMT	PMT to report in semi-annual reports
<i>Intermediate Result indicator Four:</i> MIS is improved to produce necessary information for monitoring program effectiveness and results		System	Delay in MIS improvement (M&E rated Moderately Satisfactory)	Min. 2 times during life of project	WB qual assessment	WB	WB to monitor in implementation support missions

Annex 7: Staff Turnover



No.	Position	Description of progress
LONG		
1	Nutrition Consultant	During the discussion and negotiation with the first ranked candidates. If everything is all right, she expects to start assignment on 1 st July, 2012
2	International Capacity Building Advisor	The LONG team would like to make a justification in order to propose a change from international to local advisor. This needs to be advised and agreement from the donor side
PRF II		
1	Deputy Executive Director	Waiting for comments and NOL on recruitment evaluation report which sent to the donor on 18 th May, 2012
2	International Capacity Building Advisor	Finalizing the recruitment evaluation report by the committee, it is expected to get approved by the PMT by 28 th May, 2012
3	Graphic & Publication Design Consultant	Waiting for receiving the budget proposal from the first ranked candidate. If everything is all right, he expects to start the assignment on 1 st July, 2012 or earlier
4	PRF II Website Design Consultant	
5	Community Relation Officer	Adv 1 st time, PRF received only few CVs. It needs to re-advertised with title changed from FRMO to CRO, its deadline is 18 th May, 2012. The report will be finalize by 31 May, 2012
6	Budget & Finance Officer	The recruitment evaluation report is going to finalize and send to the donors for request for NOL by 28 th May, 2012

Annex 8: Uncompleted sub-projects by the end March 2012

<i>Source</i>	<i># uncompleted sub-project</i>
PRF	7
LUFSIP 3a	7
LUFSIP 3b	2
SDC	2
<i>Total</i>	<i>18</i>

translation)

Evaluation Form
Kumban Development Plan of PRF 2

by the PRF provincial coordinators and District coordinators, provincial and district Community Development staff and a selecting one kumban per district;
fill in the blank and provide comments where indicated;
development staffs are responsible for the summarization of all forms and submit to the PRF central office (CD division) by

meeting preparation? Is it well organized?

separation of the female group and the male group? Is it appropriate or should the group be separated into a smaller

are above 15 years old, at least 40% of the participants are female and at least 60% of the participants are poor. Any number of participants?

equal, who should participate in the Village Vision Meeting?

Time	Sufficient	Insufficient	Comments for improvement (as a facilitator)
r			
r			
hr			

Our village in the future	3hr			
• Mind mapping analysis	1hr			
• Present and prioritize refer to the mind mapping	1hr			
• Prioritization	1hr			
concentrate upon our neighboring	1-1.5hr			
Village representative selection	3hr			
Training / introduce the village representative to be represented in the kumban meeting	3hr			

3. IEC

Activities	IEC materials, guideline/manual, sufficient or insufficient? Describe	Good points of the IEC materials	Weak points of the IEC materials	Comments for improvement (what to be edited, added or eliminated)
Introduction				
Our village today	-			
• Village mind mapping				
• Comparison of each group mapping				
• Discussion				-
Our village in the future				
• Mind mapping analysis				
• Present and prioritize refer to the mind mapping				
• Prioritization				
Concentrate upon our neighboring				
Village representative selection				
Lunch				
Training/Introducing village representative to be represent in the kumban meeting				-

4. Village Development Planning meeting procedures

Activities	Useful	Useless	Comments for improvement (what to be edited, added or eliminated)
Introduction			
Our village today			
<ul style="list-style-type: none"> Village mind mapping 			
<ul style="list-style-type: none"> Comparison of each group mind mapping 			
<ul style="list-style-type: none"> Discussion 			
Our village in the future			
<ul style="list-style-type: none"> Mind mapping analysis 			
<ul style="list-style-type: none"> Present and prioritize refer to the mind mapping 			
<ul style="list-style-type: none"> Prioritization 			
Concentrate upon our neighboring			
Village representative selection			
Training/Introducing village representative to be represent in the kumban meeting			

5. PRF staff as a facilitators

Activities	What have been missed?	Comments for improvement (operation manual, training)
Introduction		
Our village today		
<ul style="list-style-type: none"> Village mind mapping 		
<ul style="list-style-type: none"> Comparison of each group mind mapping 		
<ul style="list-style-type: none"> Discussion 		
Our village in the future		
<ul style="list-style-type: none"> Mind mapping analysis 		
<ul style="list-style-type: none"> Present and prioritize refer to the mind mapping 		
<ul style="list-style-type: none"> Prioritization 		
Concentrate upon our neighboring		
Village representative analysis		

Training/Introducing village representative to be represent in the kumban meeting		
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6. Implemented by the communities

Activities	Strengths	Weaknesses	Comments for improvement (operation manual, training)
Introduction			
Our village today			
<ul style="list-style-type: none"> Village mind mapping 			
<ul style="list-style-type: none"> Comparison of each group mind mapping 			
<ul style="list-style-type: none"> Discussion 			
Our village in the future			
<ul style="list-style-type: none"> Mind mapping analysis 			
<ul style="list-style-type: none"> Present and prioritize refer to the mind mapping 			
<ul style="list-style-type: none"> Prioritization 			
Concentrate upon our neighboring			
Village representative selection			
Training/Introducing village representative to be represent in the kumban planning meeting			

II. Kum ban Development Plan Meeting

1. General Comments

- a. What do you think about the meeting preparation? Is it well organized?
- b. What do you think about the separation of the female group and the male group? Is it appropriate or should the group be separated into a smaller group?
- c. What do you think about the participation of the village representative (6 representatives per village)

2. Duration of the meeting

Activities	Time	Suffici ent	Insufficie nt	Comments for improvement
Introduction	1hr			
Understand on the constraint, potential, opportunity and expectation	3hr			
• Present each village's vision	15 to 20 mins			
• Analyze the constraint, potential, opportunity and expectation	1 to -1.5 hr			
Our kumban today	3hr			
• Kumban mind mapping	2hr			
• Village poverty rating	1hr			
Establish kumban development plan for 5 years	1 – 1.5 hr			
• Kumban mind mapping	15 Ć 20 mins per group			
• Selection and prioritization	1hr			
Establish investment plan for 4 years	2 Ć 2,5 hr			
• Selection of sub-project that will be supported be the PRF	15 Ć 20 mins per group			
• Implementation plan for each year	1hr			
Kumban representative selection to be represented in the district planning and coordination meeting	1hr			

3. IEC

Activities	IEC materials, manual (available / unavailable) Describe	Good points of IEC materials	Weak points of IEC materials	Comments for improvement
Introduction				
Understand on the constraint, potential, opportunity and expectation				
<ul style="list-style-type: none"> Present each village's vision 				
<ul style="list-style-type: none"> Analyze the constraint, potential, opportunity and expectation 				
Our kumban today				
<ul style="list-style-type: none"> Kumban mind mapping 				
<ul style="list-style-type: none"> Village poverty rating 				
Establish kumban development planning for 5 years				
<ul style="list-style-type: none"> Kumban mind mapping 				
<ul style="list-style-type: none"> Selection and prioritization 				
Establish investment plan for 4 years				
<ul style="list-style-type: none"> Selection of sub-project that will be supported by the PRF 				
<ul style="list-style-type: none"> Implementation plan for each year 				
Selection of kumban representative to be represent in the district meeting				-

4. Procedures

Activities	Useful	Useless	Comments for improvement (what to be edited, added or eliminated)
Introduction			
Understand on the constraint, potential, opportunity and expectation			
<ul style="list-style-type: none"> Present each village's vision 			
<ul style="list-style-type: none"> Analyze the constraint, potential, opportunity and expectation 			
Our kumban today			

• Kumban mind mapping			
• Village poverty rating			
Establishment of kumban development plan for 5 years			
• Kumban mind mapping			
• Selection and prioritization			
Establish investment plan for 4 years			
• Selection of sub-project that will be supported by the PRF			
• Implementation plan for each year			
Selection of kumban representative to be represent in the district meeting			

5. Facilitation of the PRF staff

Activities	Strengths	Weaknesses	Comments for improvement (manual, training)
Introduction			
Understand on the constraint, potential, opportunity and expectation			
• Present each village's vision			
• Analyze the constraint, potential, opportunity and expectation			
Our kumban today			
• Kumban mind mapping			
• Village poverty rating			
Establishment of kumban development plan for 5 years			
• Kumban mind mapping			
• Selection and prioritization			
Establish investment plan for 4 years			
• Selection of sub-project that will be supported by the PRF			
• Implementation plan for each year			
Selection of kumban representative to be represent in the district meeting			

6. Implemented by the communities

Activities	Strenghts	Weaknesses	Comments for improvement (as a facilitator)
Introduction			
Understand on the constraint, potential, opportunity and expectation			
<ul style="list-style-type: none"> • Present each village’s vision 			
<ul style="list-style-type: none"> • Analyze the constraint, potential, opportunity and expectation 			
Our kumban today			
<ul style="list-style-type: none"> • Kumban mind mapping 			
<ul style="list-style-type: none"> • Village poverty rating 			
Establishment of kumban development plan for 5 years			
<ul style="list-style-type: none"> • Kumban mind mapping 			
<ul style="list-style-type: none"> • Selection and prioritization 			
Establish investment plan for 4 years			
<ul style="list-style-type: none"> • Selection of sub-project that will be supported be the PRF 			
<ul style="list-style-type: none"> • Implementation plan for each year 			
Seclection of kumban representative to be represent in the district meeting			

Note: The selection of training sub-projects should be processed in concurrent with the selection of infrastructure sub-projects as to reduce time consuming and ensure agreement amongst communities and the correctness of the recording.

Luangnamtha, June 18, 2012

Provincial Coordinator

Assessor

Provincial Community Development

Results Framework and Monitoring²

LAO PDR: POVERTY REDUCTION FUND II – JSDF PILOT

(LONG)

Project Development Objective (PDO): to pilot an innovative livelihood focused community driven development (CDD) program in five poverty reduction priority districts within HuaPhanh and Savannaketh provinces enabling 28,800 households in rural areas to improve their livelihoods and wellbeing through group-based activities.										
PDO Level Results Indicators*	Core	Unit of Measure	Baseline	Cumulative Target Values**			Frequency	Data Source/ Methodology	Responsibility for Data Collection	Description (indicator definition etc.)
				YR1	YR 2	YR3				
<i>Indicator One:</i> Direct Project Beneficiaries ¹	☒	Number	Baseline will be completed in Yr1			28,800	Quarterly & annual project reports	Project MIS	PRF consultants	Type of activities funded for households that are members of self-help groups, and community members benefitting from nutrition-linked livelihood

1. Project beneficiaries are defined as households that have members in a self-help group, and households that are benefitting from pro-nutrition livelihood activities
2. Targeted households are households that have one member in a self-help group
3. This indicator is taken from PRFII RF. Decision making process refers to the LONG PRA and livelihood and nutrition development plans.
4. Performance rating criteria is outlined in the POM.
5. Self-help group leadership positions are defined in the POM.

										activities
<i>Sub-indicator One:</i> Total number of beneficiaries of which 50% are women		%				50%	Quarterly & annual project reports	Project MIS	PRF consultants	% of women benefiting from project activities
<i>Indicator Two:</i> Decision-making on allocation of grant resources involve at least 50% women, and 60% poorest community members ³		%		50% women, 60% poorest	50% women, 60% poorest	50% women, 60% poorest	Quarterly & annual project reports	Project MIS	PRF	Ensure that decision-making process is participatory
<i>Indicator Three:</i> % of targeted HHs that adopt improved pro-nutrition livelihood activities	<input type="checkbox"/>	%				60%	Final evaluation	Project MIS	PRF consultants	Measure the extent to which targeted HHs ² adopted improved pro-nutrition livelihood activities
INTERMEDIATE RESULTS										
Intermediate Results (Component ONE): Formation of Self-Help Groups & Capacity Building of Local Service Providers										
<i>Intermediate Result Indicator Four:</i> Number of Self-Help		#		50	200	400	Quarterly & annual project reports	Project MIS	PRF	Number of self-help groups supported by

Groups supported										the project
<i>Intermediate Result Indicators Five:</i> % of SHGs getting satisfactory performance rating ⁴		%				60%	Quarterly & annual project reports	Project MIS	PRF	Assess quality of performance of SHGs
<i>Intermediate Result Indicators Six:</i> % of leadership positions in SHGs that are held by women ⁵		%				50%	Quarterly & annual project reports	Project MIS	PRF	Assess women's participation in SHGs
<i>Intermediate Result indicator Seven:</i> % of SHGs that express satisfaction with quality of services provided	<input type="checkbox"/>	%				70%	Twice during pilot: baseline and final.	Impact evaluation	Contracted firm	Gauge satisfaction by beneficiaries with services provided on pro-nutrition livelihood activities
Intermediate Result (Component Two): Community Asset Creation										
Intermediate Results Indicators*	Core	Unit of Measure	Baseline	YR 1	YR 2	YR3	Frequency	Data Source/ Methodology	Responsibility for Data Collection	Description (indicator definition etc.)
<i>Intermediate Result Indicator Eight:</i> #/type of livelihood activities supported by seed	<input type="checkbox"/>	text	For CDD programs, there is no pre-set list of activities to be funded. The activities will depend upon SHG priorities. However, the project will be reporting upon #/type of activities each quarter				Quarterly & annual project reports	Project MIS	PRF consultants	Type of activities funded

grants										
<i>Intermediate Result indicator Nine:</i> % of SHG members reporting increased livelihood opportunities	<input type="checkbox"/>	%				70%	Twice during life of pilot	Impact evaluation	Contracted firm	Assess the increase in livelihood related opportunities
<i>Intermediate Results Indicator Ten:</i> % increase in income of SHG members	<input type="checkbox"/>	%				10%	Twice during life of pilot	Impact evaluation	Contracted firm	Measure increase in income from livelihood activities supported by SHGs
Intermediate Result (Component Three): Leveraging pro-nutrition livelihood activities										
Intermediate Results Indicators*	Core	Unit of Measure	Baseline	YR 1	YR 2	YR3	Frequency	Data Source/ Methodology	Responsibility for Data Collection	Description (indicator definition etc.)
<i>Intermediate Result Indicator Eleven:</i> #/type of nutrition activities supported by project	<input type="checkbox"/>	text	For CDD programs, there is no pre-set list of activities to be funded. The activities will depend upon SHG priorities. However, the project will be reporting upon #/type of activities each quarter				Quarterly & annual project reports	Project MIS	PRF consultants	Type of activities funded (includes both activities supported by seed grants and universal nutrition activities)

<i>Intermediate Result indicator Twelve:</i> Behavior change strategy related to nutrition with links to livelihoods, designed and rolled out in target villages	<input type="checkbox"/>	#				1	Quarterly & annual project reports	Project MIS	PRF consultants	Assess implementation of nutrition component
<i>Intermediate Result indicator Thirteen:</i> % of women in SHGs that have introduced a more balanced diet	<input type="checkbox"/>	%				50%	Twice during pilot: baseline, and final.	Impact evaluation	Contracted firms	Assess the extent to which SHGs formed around nutrition activities are applying acquired knowledge, attitude and practices on nutrition
Intermediate Result (Component Four): Monitoring and Impact Evaluation of pilot activities										
Intermediate Results Indicators*	Core	Unit of Measure	Baseline	YR 1	YR 2	YR3	Frequency	Data Source/ Methodology	Responsibility for Data Collection	Description (indicator definition etc.)
<i>Intermediate Results indicator Fourteen:</i> Progress reports prepared on time	<input type="checkbox"/>	Annual progress report		1	1	1	Annual	Project reporting system	PRF PMT	Annual progress reports
<i>Intermediate Results</i>	<input type="checkbox"/>						Minimum 1		PRF PMT,	Progress

<i>indicator Fifteen:</i> MIS improved to produce necessary information for monitoring program effectiveness and results		System					time during life of project	Reports	WB	reporting and Computerized management information system

Annex 11: Achievements of GFDRR projects indicators

Performance Indicators	Outputs
rehabilitation of critical infrastructure damaged during Ketsana Cyclone in two districts of Saravanh province	14 sub-projects have been restored, 4 district and 10 in Toumlan district.
production of a monitoring report	Implementation progress has been reported on the monthly basis in the month PRF to the National Leading Committee Development and Poverty Eradication and on the quarterly basis to the donors.
production of a disaster reduction and response strategy for PRF	Survey and Design forms have been developed aspects on disaster reduction and response included as well as in the POM. Risk infrastructures have been defined. PRF plan a consul to define possible risks that especially to access roads.
training of PRF staff and relevant line-ministries on disaster risk mitigation and response	<p>A workshop on Rural Road Standard to Thalath from January 31 to February Participants included PRF staffs, staff Ministry of Public Works and Transport representative from the World Bank. Objectives of workshop are to (1) improve rural road PRF II; and (2) understand on how to reduce risk as well as the collection of data after t</p> <p>Meetings on the preparation of the survey for sub-projects in PRF II were organized from February 17 to March 3, 2012 in 7 target of PRF with the participation of PRF staff from concerned sectors (Agriculture, Health and Public works). One objective of meetings is to discuss on the disaster risk forms used to collect data related the disas</p>

ANNUALLY PROCUREMENT PLAN / TRACKING FORM FOR GOODS under IEC Budget
 Project Name: Poverty Reduction Fund II (PRF II)
 Fund: IDA Grant No. 1545-LA
 Period: 1 October 2011 to 30 September 2012

No.	Planned vs. Actual Dates	Proc. at National or Province or	Type of Proc.	Contract No.	Description of Goods/Works	QTY	Unit	Method of Proc.	Bank Review	BIDDING PROCESS										CONTRACT										Remarks
										Estimated Cost (USD)	Method of Proc.	Bank Review	Number of Bids Purchased/Received	Number of Bids Received	Public Opening of Bids Date	List Names and Bid Prices at opening day and Reason for rejection of lower price Bidder of all Bidders who submitted bids	Bid Evaluation Date	BER Approved Date by PMT	Name of Awarded Supplier/Contractor	Currency	Contract Awarded in LAK	Notification of Award/Purchase Order Date	Contract Signature Date	Inspection Date						
1	Original Planned Revised Planned Actual	National	Goods	PRF II LONG-Computer G-5-1.12	Printing (Work) Forms of 13 Bales of Community Development and PRF's Vision	1,300	10,000	Shopping	Post	11/20/11	11/20/11	11/20/11	11/20/11	4	4	28-Mar-12	NSV (119,000,000 LAK), Micro Info (153,847,100 LAK), Data Com (169,322,850 LAK)	10-Apr-12	14-May-12	NSV Computer	LAK	119,000,000	14-May-12	14-May-12	2-May-12	Done				
2	Original Planned Revised Planned Actual	National	Goods	PRF II LONG-Small Equipment G-5-2.12	CD Tools - Small Equipment	Set	400	Shopping	Post	11/20/11	11/20/11	11/20/11	11/20/11	4	3	28-Mar-12	NSV (3,690,000 LAK), Micro Info (5,489,000 LAK), Data Com (--- LAK)	10-Apr-12	14-May-12	NSV Computer	LAK	3,690,000	14-May-12	14-May-12	2-May-12	Done				
3	Original Planned Revised Planned Actual	Province	Goods	PRF II LONG-Furniture HP/G-5-3.12	Furniture for Viengkong District office, Houaphanh Province	3 Set	600	Shopping	Post	11/20/11	11/20/11	11/20/11	11/20/11	4	3	4-Apr-12	Somlith Furniture (4,710,000 LAK), Phonvay Furniture (5,550,000 LAK), Sangsavanh Furniture (6,300,000 LAK)	4-Apr-12	30-Apr-12	Somlith Furniture Shop	LAK	5,181,000	7-May-12	-	8-May-12	Done				

ANNUALLY PROCUREMENT PLAN / TRACKING FORM FOR GOODS & WORKS
 Project Name: LONG under Poverty Reduction Fund II (PRF II)
 Fund: JSDF, Grant # TF097786
 Period: 1 October 2011 to 30 September 2012

Sr.	Planned vs. Actual Dates	Proc. at National or Province or	Type of Proc.	Contract No.	Items	QTY	Estimated Cost (USD)	Method of Proc.	Bank Review	BIDDING PROCESS										CONTRACT										Remarks
										Number of Bids Purchased/Received	Number of Bids Received	Public Opening of Bids Date	List Names and Bid Prices at opening day and Reason for rejection of lower price Bidder of all Bidders who submitted bids	Bid Evaluation Date	BER Approved Date by PMT	Name of Awarded Supplier/Contractor	Currency	Contract Awarded in LAK	Notification of Award/Purchase Order Date	Contract Signature Date	Inspection Date									
1	Original Planned Revised Planned Actual	National	Goods	PRF II LONG-Computer G-5-1.12	IT Computer	Set	11,800	Shopping	Post	11/20/11	11/20/11	11/20/11	11/20/11	4	3	28-Mar-12	NSV (119,000,000 LAK), Micro Info (153,847,100 LAK), Data Com (169,322,850 LAK)	10-Apr-12	14-May-12	NSV Computer	LAK	119,000,000	14-May-12	14-May-12	2-May-12	Done				
2	Original Planned Revised Planned Actual	National	Goods	PRF II LONG-Small Equipment G-5-2.12	CD Tools - Small Equipment	Set	400	Shopping	Post	11/20/11	11/20/11	11/20/11	11/20/11	4	3	28-Mar-12	NSV (3,690,000 LAK), Micro Info (5,489,000 LAK), Data Com (--- LAK)	10-Apr-12	14-May-12	NSV Computer	LAK	3,690,000	14-May-12	14-May-12	2-May-12	Done				
3	Original Planned Revised Planned Actual	Province	Goods	PRF II LONG-Furniture HP/G-5-3.12	Furniture for Viengkong District office, Houaphanh Province	3 Set	600	Shopping	Post	11/20/11	11/20/11	11/20/11	11/20/11	4	3	4-Apr-12	Somlith Furniture (4,710,000 LAK), Phonvay Furniture (5,550,000 LAK), Sangsavanh Furniture (6,300,000 LAK)	4-Apr-12	30-Apr-12	Somlith Furniture Shop	LAK	5,181,000	7-May-12	-	8-May-12	Done				

Annex 13: Financial Status (Oct 2011 – Mar 2012)

Com.	Description	Budget FY12	IDA 6850	SDC	Actual	Percentage
1.1	Sub-Grant	<u>7,583,228</u>	<u>59,472</u>	<u>0</u>	<u>59,472</u>	0.78%
	Water Sub-Grants	6,083,650				
1.2	(SDC)	1,000,000				
1.3	KB Planning	499,578	59,471.97		59,471.97	
		1,603,383	423,934	3,301	427,235	26.65%
2.1	Capacity Building	699,283	282,078.03	909.17	282,987.20	
2.2	Assessments	315,000				
2.3	Training/Meeting	70,000				
2.1	Internal Audit Advisor	53,100				
2.5	Sub-Grant Monitoring	366,000	141,855.94	2,391.87	144,247.81	
2.6	Innovation Fund (SDC)	100,000				
		2,026,386	677,681	30,087	707,768	34.93%
3.1	External Audit	30,000				
3.2	PRF Staff	1,406,753	591,635.32		591,635.32	
3.3	STA	106,200	36,620.00		36,620.00	
3.4	Equipments	78,534		213.17	213.17	
3.5	Works	76,606	25.04		25.04	
3.6	Operating cost	328,293	49,400.31	29,873.96	79,274.27	
		100,000				0.00%
4.1	Contingency	100,000				
		11,312,998	1,161,087	33,388	1,194,475	