

October 26, 2018

H.E. Mr. Liane Thykeo  
Minister  
Ministry of Agriculture and Forestry  
Vientiane, Lao PDR

Excellency,

*Lao PDR – Poverty Reduction Fund III Additional Financing  
Preparation Mission and Poverty Reduction Fund III Implementation Support Mission,  
November 5-16, 2018*

We are pleased to confirm a combined Mission for Preparation of Poverty Reduction Fund III Additional Financing (PRFIII AF) and PRFIII Implementation Support to be conducted by the World Bank (WB) in the case of PRFIII AF and together with Swiss Development Cooperation (SDC) in the case of ongoing PRFIII project. The mission will be co-led by Erik Caldwell Johnson (Senior Social Development Specialist) and Mr. Sybounheung Phandanouvong (Senior Social Development Specialist). I would like to inform you that I will take part in the field visit to Houaphan province during November 12-14 and would like to invite Vice-Minister, H.E Dr Phouang Parisack Pravongviengkham to join this field visit. This would be an excellent opportunity to discuss the planned scaling up of livelihood and nutrition activities under PRFIII AF and the future role of PRF in helping the government to achieve its poverty reduction goals. The list of the participating mission's members and their responsibilities is enclosed as well as the mission agenda. The main objectives of the combined Mission are to:

PRFIII AF Preparation Mission:


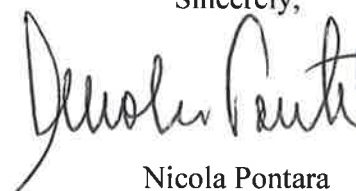
- Support MAF to prepare detailed design for the additional financing project including the results framework, detailed project components, implementation arrangements and budget estimates;
- Assess and provide recommendations for changes and enhancements to the fiduciary and safeguard aspects of PRFIII; and
- Continue to discuss collaboration with other projects investing in improved nutrition outcomes, in particular the Agriculture for Nutrition project which is being implemented by MAF as well as the three other “nutrition convergence” projects to be financed by the World Bank on health, social protection, water supply and sanitation.

PRFIII Implementation Support Mission:

- Review the status of pending actions agreed during the Midterm Review Mission held in June 2018 and follow-up Mission in September 2018, including actions to secure counterpart financing.

We look forward to working with you and your staff on the PRF III AF preparation, and using this as an opportunity to think together about the future of PRF and how it can best contribute to achieving the government's rural development and poverty reduction goals.

Sincerely,



Nicola Pontara  
Country Manager, Lao PDR  
East Asia and Pacific Region

Cc:

**Ministry of Agriculture and Forestry**

- H.E. Dr. Phouang Parisak Pravongviengkham, Vice-Minister
- Mr. Xaypladeth Chounlamany, Director General, Department of Planning and Finance

**Ministry of Finance**

- H.E. Mme. Thippakone Chanthavongsa, Vice-Minister
- Mr. Sithisone Thephasy, Director General, Department of External Finance and Debt Management

**Ministry of Planning and Investment**

- H.E. Dr. Kikeo Chanthaboury, Vice Minister
- Mme. Sisomboun Ounavong, Director General, Department of International Cooperation

**Ministry of Foreign Affairs**

- Mr. Songkane Luangmuninthone, Director General, Department of Economic Affairs

**Poverty Reduction Fund Office**

- Mr. Chit Thavisay, Executive Director

**Swiss Agency for Development and Cooperation**

- Ms. Michal Harari, Head of Governance Program
- Ms. Nithsa Vongphanakhone, Program Manager, Governance Program

**World Bank Group**

- Mr. Andin Hadiyanto, Executive Director for Lao PDR, Board of Executive Directors

**Lao PDR**  
**Poverty Reduction Fund III Additional Financing (PRF III AF) Preparation Mission and**  
**PRF III Implementation Support Mission**

**November 5-16, 2018**

**List and Terms of Reference of Mission Team Members**

Tasks assigned to all mission's members are described below. At the end of the mission, each of the members will provide her/his inputs to Aide Memoire for the mission and the concept of activities which could be included in the package of Project Paper for RFIII AF.

***Mr. Erik Caldwell Johnson (Senior Social Development Specialist and Co-Task Team Leader)*** will lead the mission and discussions with GOL and will have the overall responsibility of the achievement of the mission's objectives, including review of the PRFIII implementation status and support to preparation of PRFIII AF. He will prepare and finalize two Aide Memoires for each part the mission, PRF III AF Preparation and PRF III Implementation Support.

***Mr. Sybounheung Phandanouvong (Senior Social Development Specialist and Co-Task Team Leader)*** will co-lead and coordinate the mission with the government ministries and counterparts, including review of the PRFIII implementation status and preparation of package for PRFIII AF. He will assist Erik to consolidate and finalize the Aide Memoire.

***Ms. Siriphone Vanisaveth (Senior Financial Management (FM) Specialist)*** will work with FM team of PRF to review and provide support for strengthening FM aspects of PRF III. She will carry out an assessment for the existing FM and make any changes or enhancements for FM guidelines to be applied under PRFIII AF.

***Mr. Khamphet Chanvongnaraz (Procurement Specialist)*** will work with the procurement team of PRF to review the procurement aspect of PRF III. He will also provide guidance and support for MAF and PRF to prepare a project procurement strategy for development (PPSD) covering procurement procedures and arrangements and a procurement plan, which will be incorporated into the project procurement guideline to be updated and applied under PRFIII AF.

***Ms. Pamornrat Tansanguanwong (Senior Social Development Specialist)*** will review social safeguard, gender and social inclusion aspects including feedback resolution mechanism applied under PRFIII. She will work with Sybounheung to review and provide support for social safeguard compliance by the project. She will review and recommend revision of the current safeguard frameworks (ESMF, CRPF and EGDF), gender and social inclusion including social accountability to be applied under the PRFIII AF.

***Mr. Chansom Manythong (Agriculturist)*** will work closely with Debaraj and Jutta (see below) to review the Livelihood and Nutrition (LN) component of PRF III. Specifically, he will review and provide input for the existing guidelines to enhance sustainability of the Self-Help Groups (SHGs) and nutrition-oriented livelihood activities. He will provide input on SHGs and nutrition-oriented livelihood aspects for the PRFIII AF.

***Ms. Manida Unkulvasapaul (Environmental Consultant)*** will join the mission and work with PRF team to review environmental safeguard compliance by the project. She will also review and provide input for revision of the current ESMF to be applied under the additional financing with lessons learned from PRFIII implementation to be reflected.

***Ms. Jutta Krahn (Nutrition Consultant)*** will work closely with Chanhson and Debaraj to review the status of nutrition activities under the Livelihood and Nutrition (LN) component. She will provide input on LN particularly the nutrition elements of the AF such as Nutrition Gardens and Mother and Children Nutrition Groups (MCNGs) for PRFIII AF.

***Mr. Debaraj Behera (Rural Livelihood Consultant)*** will work closely with Chanhson and Jutta to review and provide inputs for the existing guidelines to enhance sustainability of the Self-Help Groups (SHGs) and nutrition-oriented livelihood activities. He will provide input on SHGs and nutrition-oriented livelihood aspects for PRFIII AF.

***Ms. Anita Soukhaseum (Program Assistant)*** will assist in mission logistics. She will organize travel, meetings and update the mission calendar. She will keep the mission members reminded and their inputs submitted on time.

***Ms. Nithsa Vongphanakhone (Senior Program Officer)*** will review all aspects and activities under PRFIII financed through SDC. She will also participate in the field visit to Houaphan province during November 6-8, 2018.

## Attachment 2

**Lao PDR**  
**Poverty Reduction Fund (III) Project Additional Financing**  
**Preparation Mission and PRFIII Implementation Support Mission, November 5-16, 2018**

**Proposed Mission Schedule**

| <b>Dates</b>                        | <b>Agenda</b>  | <b>Responsibility</b>  | <b>Remarks</b>               |
|-------------------------------------|--|--|------------------------------|
| <b><i>Monday, November 5</i></b>    |  |  |                              |
| 9:00-10:30am                        | Internal WB task team (TT) meeting   | WB TT for PRF  |                              |
| 10:30-12:00pm                       | Meeting with WB TTs for four pipeline convergence projects to discuss coordination issues        | WB (TTLs, TTs for the 4 projects (SP, WASH, Health and PRF) and Jutta) |                              |
| 13:30 – 15:00                       | Kick-off Meeting with MAF and PRF Project Management Team (PMT) in PRF office                    | WB   | PMT to arrange meeting venue |
| 15:00 – 17:00                       | Meeting on PRFIII implementation and status of agreed actions                                    | MAF, WB, SDC, PMT  |                              |
| <b><i>Tuesday, November 6</i></b>   |  |  |                              |
| 8:30-12:00                          | Meeting on PRFIII AF components and activities   | MAF, WB and PMT  |                              |
| 1:30-16:30                          | Meetings on Results Framework for PRFIII AF  | MAF, WB, PMT   |                              |
| <b><i>Wednesday, November 7</i></b> |  |  |                              |
| 8:30-12:00                          | Meeting on Implementation Arrangement, Structure and Staffing for PRFIII AF                      | MAF, WB, PMT   |                              |
|                                     | Meeting on FM and budget for PRFIII AF   | FM teams of PMT and WB   |                              |
| 1:30-3:30                           | Meeting on procurement for PRFIII AF   | WB and PMT   |                              |
|                                     | Meeting on Safeguard policy frameworks for PRFIII  | WB and PMT   |                              |
| 3:30 – 5:00                         | Meeting with AFN to finalize workplan and guideline to improve synergy between PRFIII LN and AFN | Chanhsom, Jutta and Debaraj  |                              |
| <b><i>Thursday, November 8</i></b>  |  |  |                              |
| 13:30-16:30                         | Individual team meetings to review M&E, CD, TA/RMG, LN, FM, procurement, safeguards (tba)        | WB, MAF PMT  |                              |
| <b><i>Friday, November 9</i></b>    |  |  |                              |
| 8:30-10:00                          | Meeting with DG or DDG of DRDC, MAF  | TTLs and ED  |                              |

|  |  |  |  |
|--|--|--|--|
| 10:30-12:00                                | Meeting with DG of DOPF  | TTLs, SDC and ED                                       | Or to be combined with the above meeting with DRDC   |
| 14:00-16:00                                | Meeting with MOF to discuss the counterpart co-funding for PRFIII and AF                                   | MAF, TTLs, SDC and ED                                  |  |
| <b>November 10-11: Saturday and Sunday</b> |  |  |  |
| <b>Monday, November 12</b>                 |  |  |  |
|  |  |  |  |
| 12:45                                      | Depart to the airport  | WB, SDC, MAF, PMT                                      | PMT to ensure that travel and logistic arrangements are made for MAF leadership and/or DG/DDG of DOPF and DRDC for the field visit   |
| 14:35 – 15:10                              | Fly to Xiengkhuang   | WB, SDC, MAF, PMT                                      | WB cars to pick up MAF, WB and SDC mission from the XK airport   |
| 15:40-17:10                                | Travel to Kham district, Xiengkhuang province, 65 Km (1 hrs:30)  | WB, SDC, MAF, PMT                                      | Dinner and stay overnight in Hot Spring Guest House, Kham district. Rooms to be booked by PRF  |
| <b>Tuesday, November 13</b>                |  |  |  |
| 7:30 – 12:00                               | Move from Kham district to Gnot village, Huameuang district, Huaphan province, 145 Km (4 hrs:30)           | WB, SDC, MAF, PMT                                      | Travel   |
| 12:00 – 13:00                              | Lunch with Village Nutrition Center (VNC) members, mothers and children                                    | WB, SDC, MAF, PMT to be joined by PVG and DVG          | PMT to coordinate invitation for the Provincial and District Governors and PAFO.<br><br>Lunch discussion and observation on nutrition practice, cooking and feeding children |
| 13:00 – 14:00pm                            | Village meeting with Village Self-Help Group Management Committee (VSMC) and Self-Help Group (SHG) members | WB, SDC, MAF, PMT to be joined by PVG and DVG and PAFO | Main PRF beneficiaries, VNC and SHG members and VDC/VIT to join  |
| 14:00 – 14:20                              | Visit: SHG investment activities (livestock/ag) and water supply subproject                                | WB, SDC, MAF, PMT to be joined by PVG and DVG and PAFO | VIT and PRF team to be accompanied   |
| 14:20-15:00                                | Move from Gnot -At to Tao Hinh village   |  | Tao Hinh village is along the main road on the way   |

|                                      |   |  |  |
|--------------------------------------|---|--|--|
|                                      |   |  | back.  |
| 15:00– 16:00                         | Meeting with (a) Tao Hinh village authority/development committee to discuss SHG agriculture activities and (b) meet RMG members from That village (they will travel from their village to meet the mission). | WB, SDC, MAF, PMT to be joined by PVG and DVG and PAFO |  |
| 16:00 – 17:20                        | Travel to NN junction   | WB, SDC, MAF, PMT                                      | Dinner and stay overnight at NN junction                         |
| <b><i>Wednesday, November 14</i></b> |   |  |  |
| 8:00- 8:20                           | Move to Son Khua village, close to the NN3 dam site 15 Km (or 20 min toward Hiem district)  | WB, SDC, MAF, PMT                                      |  |
| 8:20 – 10:00                         | Meeting on NEPL NPA for CM with NPA office and WCS in Son Khua village office.  | WB (CM and Syboun)                                     | Meeting to be arranged by LENSII team with NPA office and WCS.   |
| 8:20 – 10:00                         | Meeting with SHG members and visit livelihood activities in Son Khua village  | WB, SDC, PRF, MAF                                      |  |
|                                      |   |  |  |
| 10:00 – 14:30                        | MAF, CM, Nina and Chansom to travel back to Xiengkhuang airport. On the way, stop for lunch in Kham district, 160 Km (4 hrs:15 min).  | MAF, WB's CM and Nina and Chansom                      | Two of the WB's cars to take them to Xiengkhuang and back to VTN |
| 15:40                                | Fly back to VTN   |  |  |
| 10:00-17:00                          | PRF and WB mission teams to continue to visit 2 more villages around NN area (tba)  | WB, PMT, MAF   | PRF to advise on villages to visit                               |
| <b><i>Thursday, November 15</i></b>  |   |  |  |
| 8:30                                 | PRF, WB mission teams to travel back to Xiengkhuang   | WB, PMT  |  |
| 15:40                                | PRF, WB mission teams to fly back to VTN  | WB, PMT  |  |
| <b><i>Friday, November 16</i></b>    |   |  |  |
|                                      |   |  |  |
| 13:30-17:00                          | Wrap up Meeting   | WB, SDC, MAF and PMT                                   | WB office  |