



**Government of Lao PDR
United Nations Development Programme**



Project Document

Project Title: Participatory Wetland Management in Attapeu (Support to Lao PDR Water and Wetland Policy (LWP))

UNDAF Outcome(s): UNDAF Outcome 1: By 2011, the livelihoods of poor, vulnerable and food insecure populations are enhanced through sustainable development (within MDG framework)

Expected CP Outcome(s): (Those linked to the project and extracted from the CPAP)
Outcome 1: Improved and equitable access to land, markets and social and economic services, environmentally-sustainable utilization of natural resources, with balanced population growth.

Expected Output(s): (Those that will result from the project and extracted from the CPAP)
Output 1.2 The role of biodiversity, agrobiodiversity, land management and environment in general in livelihoods improvements and poverty reduction strengthened through enhanced knowledge and management capacity.
Output 1.3 Enhanced management capacity of the Government in meeting its international environmental obligations through strengthened implementation of multilateral environmental agreements and related national policies and legislation.

Implementing Partner: Provincial Agriculture and Forestry Office (PAFO) of Attapeu Province

Responsible Parties: Living Aquatic Resources Research Centre (LARReC) under National Agriculture and Forestry Research Institute (NAFRI), Department of Livestock and Fisheries (DLF), and under Ministry of Agriculture and Forestry

Brief Description

Lao PDR is rich in wetland biodiversity, essential to the majority of Lao people whose livelihood is based upon natural resources. The Government of the Lao PDR has implemented a number of activities to improve the management of the country's wetlands. However, results are still limited due to a number of difficulties including lack of technical and human resource capacity for wetland management at all levels, the lack of supportive policies and incentives for wetland conservation and the lack of livelihood alternatives for communities reliant on wetland resources. This one-year project will contribute to the removal of these barriers at central and provincial levels.

The project aims to strengthen capacities for sustainable use of Lao PDR wetlands. It will focus on the strengthening of national wetland management regulations and policies. Wetland planning approaches at village, sub-village, village cluster and district/provincial levels will be applied in Attapeu Province. To improve communities' livelihoods, the project will also support village funds and training on wetland resources conservation and sustainable use for poor households; marketing and processing of wetlands and non-timber forest products; and income generation opportunities based on improvement of agricultural activities.

Programme Period:	2009 - 2010
Key Result Area (Strategic Plan):	Sustainable Energy and Environment
Atlas Award ID:	00047641
Project ID:	00057426
Start date:	01 July 2009
End Date:	30 June 2010
PAC Meeting Date:	13 September 2007
Management Arrangements	NEX

Budget:	US\$187,600
Total resources required:	US\$187,600
Total allocated resources:	US\$170,000
• Regular (UNDP TRAC)	US\$170,000
• Unfunded budget	US\$17,600
• Other:	
Government: (In-kind equivalent to US\$22,650)	

Agreed by (Government Implementing Partner):
Khenethong Sisouvong, Vice Governor, Attapeu Province

Date: 29-06-09

Agreed by UNDP:
Sonam Yangchen Rana, Resident Representative, UNDP

ແນບທອງ ສີສວົງ
Date: 14/7/09



ACRONYMS & ABBREVIATIONS

ADB	Asian Development Bank
AWPs	Annual Work Plans
CBD	Convention on Biological Diversity
CCD	Convention on Combating Desertification
CITES	Convention on International Trade in Endangered Species of Flora and Fauna
DAFES	District Agriculture and Forestry Extension Service
DANIDA	Danish International Development Agency
DLF	Department of Livestock and Fisheries
FCCC	Framework Convention on Climate Change
GTZ	German Technical Assistant Agency
IUCN	World Conservation Union
IWM	Integrated Watershed Management
LARReC	Living Aquatic Resources Research Centre
LNMC	Lao National Mekong Committee
LNMCs	Lao National Mekong Committee Secretariat
LPAC	Local Project Appraisal Committee
LWP	Lao PDR Water and Wetland Policy Project
MAF	Ministry of Agriculture and Forestry
MWBP	Mekong Wetlands Biodiversity Programme (Short name of the Mekong Wetlands Biodiversity Conservation and Sustainable Use Programme)
NAFRI	National Agriculture and Forestry research Centre
NEX	National Execution Modality
NPC	National Programme Coordinator
NPO	National Programme Office of the MWBP (located within the LARReC)
NSEDP	National Socio-economic Development Plan
NTFPs	Non-Timber Forest Products
NWAP	National Wetlands Action Plan
PAFES	Provincial Agriculture and Forestry Extension Service
PAFO	Provincial Agriculture and Forestry Office
PB	Project Board
PM	Project Manager
PMU	Programme Management Unit of the MWBP (located within the IUCN Office in Vientiane)
POPs	Persistent Organic Pollutants Convention
PPO	Provincial Programme Office of the MWBP (located within PAFES in Attapeu)
SIDA	Swedish International Development Agency
RAMSAR	Name of a city in Iran where the Convention on Wetlands has signed in 1971. RAMSAR Convention is an intergovernmental treaty, which provides the framework for national action and international cooperation for the conservation and wise use of wetlands and their resources.
TNA	Training Needs Assessment
ToR	Terms of Reference
TRAC	Target for Resource Assignments from the Core
UNDP	United Nations Development Programme
WB	World Bank
WRCC	Water Resources Coordination Committee
WHC	World Heritage Convention
WREA	Water Resources and Environment Administration

Table of contents

Acronyms and Abbreviations	2
Section I. Elaboration of the Narrative	4
Part I: Situation Analysis	4
Part II. Strategy	5
Part III. Management Arrangements	7
Part IV. Risk Management	10
Part V. Monitoring and Evaluation	10
Part VI. Legal Context	11
Section II. Results and Resources Framework	13
Section III. Work Plan	19
Annex I. Technical component of the project proposal	35
Annex II. Initial Offline Risk Log	38
Annex III. Initial Offline Issue Log	39
Annex IV. Initial Offline Communication and Monitoring Plan	40
Annex V. Initial Offline Lessons Learned Log	41
Annex VI. ToR for Project Board	42
Annex VII. ToR for Project Board Chairperson/Project Executive	42
Annex VIII. ToR for Senior Supplier	42
Annex IX. ToR for Senior Beneficiary	43
Annex X. Key institutions dealing with wetlands management in Lao PDR	43
Annex XI. ToR for Project Assurance	45
Annex XII. ToR for Project Manager	45
Annex XIII. ToR for Assistant Project Manager	46
Annex XIV. Summary ToR for Project Support Staff	47
Annex XV. ToR for UNV Expert in Wetland Management	47
Annex XVI. Mekong Wetlands Biodiversity Programme (MWBP)	50
Annex XVII. Note Verbal of Ministry of Planning and Investment	52
Annex XVIII. Project Approval letter from Ministry of Planning and Investment	53

Section I. Elaboration of the Narrative

Part I: Situation Analysis

Over the past 20 years Lao PDR has made significant progress in the area of environment and natural resource management. The Government of Lao PDR (GoL) has ratified several multi-lateral environmental agreements including the World Heritage Convention (WHC); United Nations Framework Convention on Climate Change (UNFCCC); Kyoto Protocol 2003 on greenhouse gas, United Nations Convention on Biological Diversity (UNCBD), United Nations Convention to Combat Desertification (UNCCD), Convention on International Trade in Endangered Species of Flora and Fauna (CITES); and Convention on Persistent Organic Pollutants (POPs). Recently, the GoL has been studying and preparing for joining the RAMSAR Convention on Wetlands.

Despite its rich natural resources, Lao PDR is not yet able to move up from the rank of least developed country. According to the UNDP Human Development Report 2007/2008, the Human Development Index (HDI) for Lao PDR is 0.601. Lao PDR is ranked 133rd out of 179 countries (in 2008) with a fairly high poverty rate. The results of official surveys in Lao PDR indicated that in 1992-1993, approximately 38.6 percent of poor households were living below the poverty line, and in 2002/3 it was estimated that that 28.7 percent of households in the country are poor (NGPES, 2004; Resolution of the VIII Party Congress, 2006; and MPI Background Document for the Round Table Implementation Meeting, 2008). Estimates suggest that despite considerable efforts, 37 percent of children younger than five years of age are underweight. Chronic malnutrition, or stunting, also remains a major issue, affecting 40 percent of children under five, and requires urgent attention by both Government and the development community (MDG Progress Report, 2008).

The Government of Lao PDR has put the poverty alleviation programme as the highest priority of its national development agenda aiming at lifting the country out of the list of the least developed countries by year 2020. The Six-Five Year National Socio-economic Development Plan (NSEDP) has reflected the commitment of the Government towards this goal, which is also in line with the United Nations Millennium Development Goals. The United Nations Common Country Assessment (CCA) of the Lao PDR has identified the strengthening of human capacity and sustainable use of natural resources as key issues. The United Nations Development Assistance Framework (UNDAF) of the Lao PDR 2007-2011 recognizes that Lao PDR is highly dependent on natural resources for economic and social development. Degradation of natural resources and environment poses threats to agricultural livelihoods and hinders the country's progress. Similarly, livelihood, food security and sustainable development are key areas within the assistance framework of United Nations for Lao PDR.

Recognizing the fact that conservation and wise use of natural resources is a primary coping strategy for achieving sustainable development and poverty eradication, the GoL pays special attention to human resource development. The National Growth and Poverty Eradication Strategy (NGPES) emphasizes that increasing technical and institutional capacity is a key catalyst for the socio-economic growth of the country.

In all, approximately thirty wetlands in Lao PDR have been identified that are of international or national importance and meet at least one of the criteria for designation as a Ramsar site (Claridge, 1996). Wetlands are an important contributor to economic growth, with the total economic value of wetlands in Lao PDR (natural and man-made) being estimated at US\$2.26 billion per year (IUCN, 2005). Between 6-8% of Lao PDR's GDP comes from wild capture fisheries which comprise 78% of the country's total fish production (WorldFish Center, 2003). Present fisheries yield is approximately 133,000 tonnes per year for Lao PDR (Baird, 2004). The range of benefits derived from wetlands range from these direct benefits to other indirect ecosystem services which include water retention, purification, and flood protection. Major threats to wetlands include conversion to alternative uses, expansion of hydropower development, overfishing, and others.

The Water and Water Resources Law (1996) is the key legal instrument for water resource management. Various other laws refer to conservation of water resources and aquatic wildlife, navigation, irrigation, hydropower and health.

Even though formal Wetland Management is still relatively new to Lao PDR, communities have been managing wetlands for centuries and in the last few years formal management activities in the areas of wetland biodiversity conservation and sustainable use have made substantial progress. The first wetlands study project was started in 1991 under the technical assistance of the Mekong River Commission. In 1996, an inventory of wetlands in Lao PDR was produced by the IUCN. Subsequent work has included the Mekong Region Water Dialogues Programme led by IUCN that aims to improve water governance in the broader Mekong Region, and wetlands management activities being supported by WWF.

Aiming at enhancing efficient and effective management of the country's wetland biodiversity, Lao PDR, Cambodia, Thailand and Vietnam jointly implemented and completed Phase A (from July 2004 to March 2007) of a regional wetlands programme named The Mekong Wetlands Biodiversity Conservation and Sustainable Use Programme (MWBP) (see Annex XV). This project was funded by the Global Environment Facility (GEF), UNDP, MRC, IUCN and the Government of the Netherlands. See Annex XII for information about MWBP. The Wetlands Alliance Programme jointly implemented by WWF, AIT, CORIN and WorldFish with 30 local partners, financed by Sida works to strengthen local capacity for sustainable wetland management for improved livelihoods and food security.¹

Part II. Strategy

Goal

The overall goal of the Support to Lao PDR Water and Wetland Policy Project is to strengthen capacity for sustainable use of wetlands in Lao PDR for improved food security, local livelihoods and sustainable economic development.

Specific objectives

The two key objectives are:

1. To strengthen national wetland management policies
2. To support the livelihoods of rural communities depending on wetlands in Attapeu Province

Key outputs and activities

This project directly 1) supports potential accession to the RAMSAR Convention on Wetlands through the realization of an economic valuation of one potential Ramsar site (likely Xe Pian), 2) addresses key issues related to wetland policy making, 3) strengthens integrated management planning capability of the stakeholders at the local level, and 4) supports alternative livelihoods related to wetlands in Attapeu Province. Key expected outputs include: 1) strengthened case for accession to the RAMSAR Convention on wetlands, 2) recommendations for the development of national wetland management regulations and policies, 3) strengthened government institutional capacity in wetland planning, and 4) improved livelihoods of rural communities in target pilot areas. For details on specific outputs, indicative activities and indicators of achievement see section II.

UNDP has committed its Regular Resources funding for this process up to a total of US\$170,000 and the Government of the Lao PDR (GoL) will contribute US\$22,650 worth in kind.

The project is designed to operate at two levels:

1. **National level** – in which the focus will be on: 1) providing recommendations for the formulation of national wetland management policy and regulations; and 2) supporting Lao PDR in acceding the RAMSAR Convention.

¹ <http://www.wetlandsalliance.org/aboutus.php>

2. **Provincial / local level** – in which capacity for wetland planning for target authorities at provincial, district and village level will be strengthened. Support for alternative livelihoods will also be provided.

The experiences and results at each level will be developed in parallel and will be mutually complementary. Local institutions provide practical experience and knowledge to the national policy planning processes.

In order to facilitate the sustainability of project activities, a focus will be placed on developing the capacity of key existing institutions that are responsible for the management and use of water and wetland resources at all levels, as well as the community members with whom the project will work.

This current LWP project will be based on the experience gained from the implementation of the MWBP and it will support the development and implementation of an integrated Water and Wetlands Policy for Lao PDR at national, provincial and local levels.

Reporting, monitoring, and evaluation of the LWP project are based on the UNDP Results Management Guidelines (RMG).

Linkages with National Plans, UNDAF, CCA and MDG

UNDP is firmly committed to provide support for national development, its needs and priorities. Natural resources, especially water and land resources are among the most threatened because the economy of Lao PDR and the livelihoods of its people depend heavily on these resources. Technical and human resource development, legal frameworks, and alternatives for livelihoods of local people are needed to enable the country to cope with environmental degradation and to achieve sustainable development.

This is an environmental project. It supports most of the recent national development priorities, policies and strategies, including National Growth and Poverty Eradication Strategy (NGPES), National Biodiversity Strategy and Action Plan (NBSAP), Forest Strategy up to 2020, Agricultural Development Plan as well as the Six-Five Year National Socio-economic Development Plan. The objectives and activities also comply with UNDP's policies and strategies, specifically in the following key areas:

- MDGs, namely Goal 1 (Eradication of poverty and hunger) and Goal 7 (Ensure environment sustainability).
- CCA 1.11 (strengthening human resources) and 1.18 (ensuring the sustainable use of natural resources).
- UNDAF Outcome 1 (By 2011, the livelihoods of poor, vulnerable and food insecure populations are enhanced through sustainable development).
- Country Programme Action Plan (CPAP) Output 1.2 The role of biodiversity, agrobiodiversity, land management and environment in general in the livelihoods improvements and poverty reduction strengthened through enhanced knowledge and management capacity.
- Output 1.3 Enhanced management capacity of the Government in meeting its international environmental obligations through strengthened implementation of multilateral environmental agreements and related national policies and legislation. UNDP Strategic Plan 2008-2011: UNDP's goal in the area of environment and energy is to strengthen national capacity to manage the environment in a sustainable manner while enduring adequate protection for the poor. Specific results are to mainstream environmental and energy issues into development planning; mobilize finance for improved environmental management; address increasing threats from climate change; and build local capacity to better manage the environment and deliver services, especially water and energy.

Part III. Management Arrangements

Project Board: The Project Board is responsible for giving guidance and making executive management decisions to ensure the project will deliver as planned. Approval of project revisions also falls within the scope of the Project Board's responsibility. The Board will meet on at least once during the year and it consists of three figures: an Executive to chair the group, a Senior Supplier to provide guidance regarding technical input and delivery of the project output, and a Senior Beneficiary to represent the beneficiaries of the project. Annex VI outlines the responsibilities of the Project Board. The role of Executive will be held by the Governor of Attapeu, who is also the leader for overall project outputs emphasizing the effectiveness of project management and implementation (see Annex VII for more details on the responsibility of Project Board Executive). The role of Senior Supplier will be held by Chief of the UNDP Environment Unit as the source of funding (see Annex VIII). The role of Senior Beneficiary will be held by three people: a representative from WREO Attapeu, DLF and a representative from NAFRI (see Annex IX).

Project implementing partner: The Provincial Agriculture and Forestry Office (PAFO) of Attapeu Province will be the key implementing partner of the project. At national level, other parties include: National Agriculture and Forestry Research Institute (NAFRI) who conducts targeted research into water and wetlands management; the Living Aquatic Resources Research Centre (LARReC, which forms part of NAFRI), and Department of Livestock and Fisheries (DLF) of the Ministry of Agriculture and Forestry (MAF). At provincial level, the key responsible partner for the project is the Provincial Agriculture and Forestry Service Extension Office (PAFO) of Attapeu Province. Each partner plays a vital role in the realization of the project outputs. Technical working groups, which consist of representatives from relevant ministries/agencies, will be formed as appropriate. Annex X outlines the responsibilities of the agencies in water and wetlands management in Lao PDR. The management arrangements are detailed below.

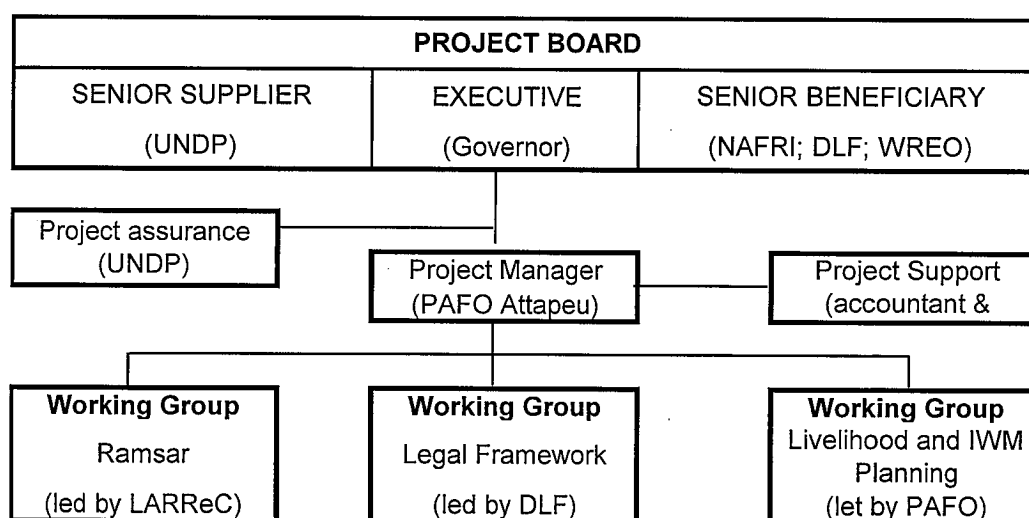


Figure 1. Project Management Structure

Project Assurance: UNDP will be responsible for ensuring the overall performance of the project planning and management. The Project Assurance will also carry out activities such as delivery of project inputs and conversion to project outputs through effective process management, regular reporting and effective use of UNDP Core funds. Annex XI outlines the responsibilities of the Project Assurance.

Project Manager: The project manager will be a senior officer from PAFO who has experience working in the area of wetland management. The Project Manager is supervised by the Project Board Executive. He/she will supervise the technical and management input provided by the project implementation teams. The Project Manager will sign all Funding Authorization and Certification of Expenditure (FACE) forms. (ToR for PM see Annex XII). The Project Manager will work closely with the UNDP Project Board Senior Supplier and Project Assurance to ensure proper integration of the project activities within the national and development priorities. Project activities will also have to be aligned to the UNDP goals. Other staff at the LWP Project and UNDP Lao PDR will also contribute to the process, namely:

- The UNDP Project Board Senior Supplier – providing overall guidance;
- The Director Generals of NAFRI/LARReC, DLF and PAFO – providing technical and managerial guidance to project teams in their respective agencies on behalf of the Project Manager for effective coordination and communication;
- The PAFO Working Group Team Leader – coordinating day-to-day project activities at provincial, district and village levels.
- The NAFRI, LARReC, DLF and PAFO accountants and administrators – providing accounting and administrative services.

The activities agreed in the annual work plan (AWP) will be undertaken appropriately. To ensure coordination between national and provincial levels, the Project Manager will regularly communicate with LARReC, DLF and project working groups; and a Board meeting will be held at least once during the project.

The Board has the responsibility for overseeing the activities realized by the Working Groups, as indicated in the approved AWP. The Working Group Team Leaders from LARReC, PAFO and DLF have responsibility for the day to day management of WG activities, and provide the day-to-day operational coordination for the project.

The PM reports directly to Project Board through the Project Board Executive (ToR of PB Executive see Annex VII) and to his/her government line manager(s). The reporting lines for the PM, and the Working Group Team Leaders are as follows:

- Working Group Leaders at national level report to the Project Board Executive on progress against agreed work plans and budgets. At Provincial level, WG Team Leaders report to the PM. The PM has responsibility to communicate and coordinate with implementing partners at provincial level and reports to the Board on all significant matters related to the project. The PM is responsible for communication and coordination with line agencies. The PM has an additional direct communication line to the UNDP Project Assurance and the UNDP Project Board Senior Supplier on all matters related to the project.
- The PM will compile and oversee quarterly, monthly and weekly work plans and progress reports from all the WG Team Leaders and project staff.
- The PM will report to the Project Board regarding the project implementation and the fulfilment of the contractual obligations of national and international project consultants.

The project management team (Project Manager, Assistant Project manager, Working Group Team Leaders, and the UNDP Project Assurance) will ensure that:

- The project will achieve its objectives and expected outputs by managing resources in an efficient, effective, and transparent manner;
- Project expenditures will be reported as part of the quarterly work plan approved by the duly signed project agreement between PAFO and UNDP Lao PDR;
- Delivery of quarterly progress and financial reports will be submitted regularly to UNDP Lao PDR after approval and signature from the Project Manager;
- When necessary, draft budget revisions will be prepared in close consultation with UNDP Lao for their review, approval and signature;
- International and national advisors will be recruited in consultation with PAFO and other stakeholders as appropriate;
- The project management team will raise any issues to the Project Board for decisions if problems arise.

Project Support Staff: Implementing agencies will assign support staff as necessary. An Assistant Project Manager (ToRs detailed in Annex XIII) and an United Nations Volunteer (ToRs detailed in Annex XIV) will be contracted to support PAFO of Attapeu Province and help the National Project Manager in daily management activities.

A summary of the project personnel is provided in the table below:

Responsibility	Names and agencies
Project Board Executive	Vice Governor, Attapeu Province (Mr. Khenethong Sisouvong)
Project Board Senior Supplier	UNDP Environment Unit Manager (Dr. Linda Nogrove)
Project Board Senior Beneficiary	Deputy Director General of NAFRI (Mr. Phouvieng Latdavong) Director General of DLF (Dr. Bounkhouang Khambounheuang) WREO Atrapeu (Mr. Nawalath Nouanthong)
Project Manager	Director General of PAFO Attapeu (Mr. Soukchay Sinlapa)
Project Assurance	UNDP Programme Analyst (Mr. Singha Ounniyom)
Project Support Staff	Assistant Project Manager, Project Accountant (to be hired). Additional support staff to be identified by NAFRI, LARReC, DLF and PAFO
LARReC Working Group Team Leader	Senior Technical Staff (Ms. Khampheng Homsombat)
DLF Working Group Team Leader	Senior Technical Staff (Mr. Bounthong Saphakdy)
PAFO Working Group Team Leader	Senior Technical Staff (Mr. Vongthong Gnodleusay)

Funds to be allocated to the LWP will be based on the annual work plan approved by the Project Board.

The funds will be made available by PAFO as detailed in the annual workplan. UNDP will release funds to PAFO quarterly on the basis of 1) Financial reports on the previous quarter's actual expenditures, with attached updated risk, issues and lessons learned logs, updated monitoring schedule, and estimate of expenditures for the following quarter; 2) Quarterly operational work plans for the ensuing three months; and 3) Updated procurement and recruitment plans for the remaining of the current year. UNDP will make direct payments for DLF. Principles of Harmonized Approach to Cash Transfer (HACT) to Implementing Partners will be applied for LWP project fund control. The WG should submit the estimate for expenditures as well as the work plan for the ensuing quarter no later than 15 days prior to the beginning of the quarter to which they refer, to PAFO who will compile the documents received and submit to UNDP.

PAFO is to open a bank account to which disbursements of funds on the part of UNDP will be accredited for the project.

With the assistance of the implementing partner's accountant, the PM and his/her Assistant will prepare quarterly advance statements using FACE Forms according to the HACT Guidelines, which must be endorsed by the Project Board Executive before the request for funds is forwarded to the UNDP Country Office for approval. UNDP Country Office will release funds upon approval of the reports and requests for funds. Processing of advance is as follows:

- The PM is to send the request to UNDP CO by the 10th of the first month of the ensuing quarter;
- UNDP CO appraises the requests and disburses the advance to the project;
- At the end of each quarter, a financial report is to be prepared by the PM and sent to UNDP CO.

All activities and the release of funds to carry them out will be based on annual and quarterly work plans developed by the PM in conjunction with the working groups in the demonstration site in Attapeu Province, at LARReC and the DLF. The annual work plan will be approved by the Project Board.

During the course of the project implementation, the government will provide vehicles and information technology (IT) equipment equipped by the previous MWBP as necessary. LWP will provided fund to cover the rental and maintenance of the vehicles and IT equipment as deemed necessary. At the end of the project, any unused funds remaining in the project bank account shall be returned to the UNDP Country Office within three months of the termination of this project or upon advice of the UNDP CO Resident Representative as maybe necessary under the circumstances. Flows of funds and reporting are shown in figure 2.

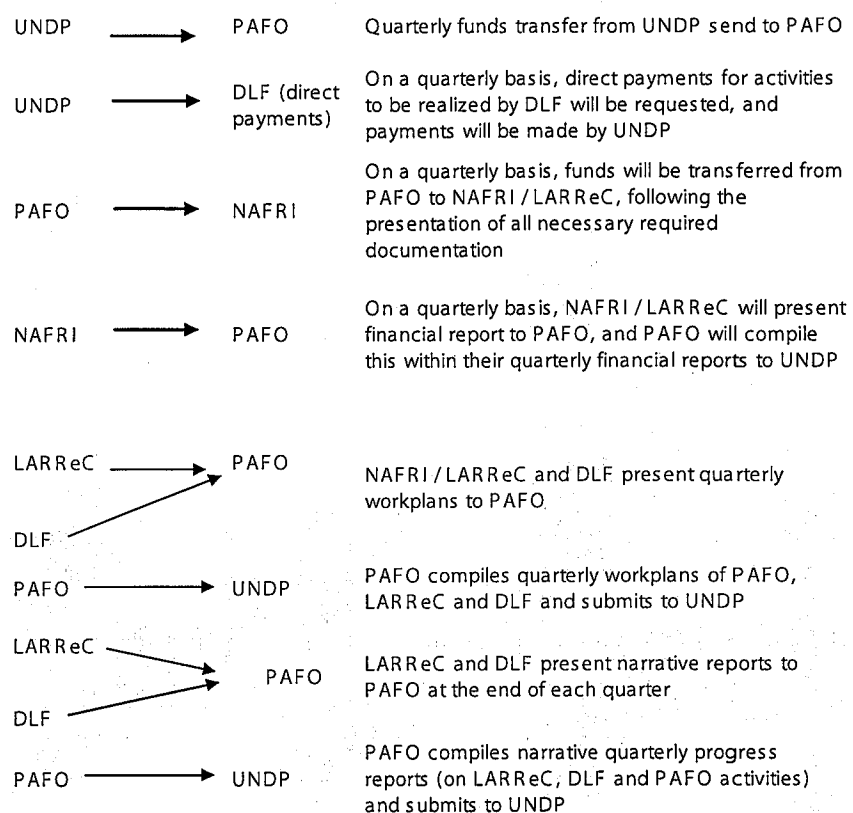


Figure 2. Flows of funds and reporting

Part IV. Risk Management

The following are potential risks for the project:

- (1) Multi-stakeholder partnership with a variety of interests. This project needs joint efforts between stakeholders at national, provincial, and community levels. The project approach for risk management is to identify clear roles for each party and make their efforts complementary to each other.
- (2) Schedule for producing output. Since the project activities will be done in sequence, any delay or failure in delivering some activities might affect the scheduled release of the final output. Risk management will involve identifying work plans for activities to be carried out in parallel with combined resources to save time and logistical costs. With frequent updates and adjustments, the project work plan will be regularly reported to the Project Board.
- (3) Staff turnover and restructuring of the involved organizations. This is outside the sphere of control of the project management team. However, the project is hosted by PAFO, who is best placed to ensure the ownership of the local partners. The risk management is to ensure commitment of the organizations and personnel involved in the project to pursue the activities no matter how often there is reshuffling or personnel turn-over.

Part V. Monitoring and Evaluation

The project is to be reviewed and reported in accordance with standard procedures and common UNDP monitoring and evaluation practices for National Implementation projects.

A detailed quarterly and annual work plan as well as a progress report on the activities will be prepared by the PM with assistance of his Assistant and the Working Group Team Leader. A financial statement of expenditures and request for funds will be also be prepared by the PM. The abovementioned documents will be submitted to UNDP Lao PDR Country Office and the Board. The PM will be responsible for completing the relevant sections of the LWP Project

quarterly progress report as well as the annual progress report using a specific standard format.

A micro assessment of the capacity to effectively manage the project and deliver the intended outputs of the project implementing partners will be conducted during the first quarter of project implementation. The primary objective of the microassessment is to strengthen management capacities. The major criteria for this assessment would include the technical, managerial, administrative, and financial capacity. A spot check will also be conducted regularly. The conduct of the micro assessment and spot check exercises will be undertaken based upon the UNDP's standard procedures and guidelines.

Technical Report: Technical reports are detailed documents covering specific areas of analysis or scientific specializations within the overall project. The project team will prepare a list, detailing the technical reports that are expected to be prepared on key areas of activities during the course of the project, and tentative due dates. Technical reports may also be prepared by external consultants; they should be comprehensive and constitute specialized analyses of clearly defined areas of research within the framework of the project. These technical reports will represent, as appropriate, the project's substantive contribution to specific areas and will be used in efforts to disseminate relevant information and best practices at local, national and international levels.

Monthly and quarterly meeting: A monthly and quarterly meeting will be undertaken regularly between the project management represented by the Project Manager and Project Assurance. The discussions will focus on the monthly or quarterly work plan of the project and problems encountered in project implementation.

Annual meeting: A Project Board Meeting will be organized at least once during the year. The purpose of this meeting is to provide guidance for the project management and implementation, approve work plans and budget allocations in accordance with the overall work plan and budget. The Project Board Meeting will also consider and ensure that the project's work and recommendations on wetland management are passed on to the relevant national bodies.

Final report: The Implementing Partner will submit to the UNDP a final report within three months after termination of the project. This report shall give a summary of the actual outcomes, outputs and deliverables compared to the planned outcomes, outputs, and deliverables. The report shall also give an assessment of the efficiency of the project.

Audit clause

LWP project Audit will be carried out at least once in the project's operational life by an external firm approved by UNDP CO. The conduct of the Audit will be guided by international Standards of Auditing.

The implementing partner will provide the Resident Representative with certified quarterly financial reports. An annual audit of the financial statements relating to the status of UNDP funds will be conducted by a legally recognized auditor according to the established procedures and international standards within the framework of the so-called Harmonized Approach to Cash Transfer (HACT).

Part VI. Legal Context

This document together with the CPAP signed by the Government and UNDP on 28 March 2007, which is incorporated by reference, constitute a project document as referred to in Article I of the Standard Basic Assistance Agreement (SBAA) between the Government of the Lao People's Democratic Republic and the United Nations Development Programme, signed by the parties 10 October 1988. All CPAP provisions apply to this document. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that Agreement.

The following types of revisions may be made to this project document with the agreement and signature of the UNDP Resident Representative only, provided he or she is assured that the other signatories of the project document have no objections to the proposed changes:

- a. Revisions in, or addition of, any of the annexes of the project document;
- b. Revisions which do not involve significant changes in the project objectives, outputs or activities of a project, but are caused by rearrangement of inputs agreed to or by cost increases due to inflation; and
- c. Mandatory annual revisions, which re-phrase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

Section II. Results and Resources Framework

<p>Intended Outcome as stated in the Country Programme Action Plan Results and Resource Framework: UNDP Strategic Plan 2008-2011, Overall Goal on environment and energy: To strengthen national capacity to manage the environment in a sustainable manner while enduring adequate protection for the poor. Specific results are to mainstream environmental and energy issues into development planning; mobilize finance for improved environmental management; address increasing threats from climate change; and build local capacity to better manage the environment and deliver services, especially water and energy</p> <p>Outcome indicators as stated in the Country Programme Action Plan Results and Resources Framework, including baseline and targets: CP Output 1.2 The role of biodiversity, agrobiodiversity, land management and environment in general in the livelihoods improvements and poverty reduction strengthened through enhanced knowledge and management capacity. CP Output 1.3 Enhanced management capacity of the Government in meeting its international environmental obligations through strengthened implementation of multilateral environmental agreements and related national policies and legislation.</p> <p>Applicable Key Result Area (from 2008-11 Strategic Plan): Service Line 3: Framework and strategies for sustainable development.</p> <p>Partnership Strategy: PAFO Attapeu is the national project implementation partner. NAFRI/LARReC and DLF (based in Vientiane), and PAFO Attapeu will be the key project responsible parties. There will be some project working groups established to implement the designed project activities. Participatory approach for planning and implementing will be emphasized. Mass organizations, including the Lao Women Union and other government and non-government organizations will be encouraged to participate in the process of policy development, project planning, implementation, monitoring and evaluation. Women and minority ethnic participation in regular stakeholder meetings and project activities will be strongly encouraged.</p> <p>Project title: Support to Lao PDR water and Wetland Policy Project ID: 00057426 ATLAS Award ID: 00047641</p>

Intended Outcomes	Outputs Target for (Year)	Indicative Activities	Deliverables / milestones	Key partners	UNDP Inputs
<p>Overall Outcome (after one year): Strengthened Water and Wetland management policies at central and local government level and improved livelihoods of communities in selected wetlands</p> <p>Overall Indicator: Availability of technical reports on existing water and wetland policies, regulations and planning approaches at national and local government and increased proportion of the wealthy families in selected wetland communities in the project</p> <p>Overall Baseline: Various MWBP technical reports; Water and Water Resources Law, Forestry Law, NSEDP 2006-2010, draft Fisheries Law, national Fisheries co-management guidelines, Draft IEA guidelines for fisheries project</p> <p>1. Support to Lao PDR in acceding to Ramsar Convention</p>	<p>Overall Target (after one year): Recommendations for the development of water and wetland management policies, and improvement of wetland community livelihoods</p>				
<p>Indicator 1: Availability of sound technical report on potential Ramsar site valuation for decision makers and for general public at the end of the project life time.</p> <p>Baseline 1: No economic valuation on</p>	<p>Target for 2009: Economic valuation of potential Ramsar site (likely Se Pian) initiated</p> <p>Target for 2010: Economic valuation of Xe Pian wetlands completed</p>	<p>Case study economic valuation of proposed Ramsar Site</p>	<p>- Progress report available by end of Q3 and Q4 of 2009 -Draft case study report available by end of Q1 of</p>	<p>LARReC</p>	<p>10,000</p>

Intended Outputs	Outputs Target for (Year)	Indicative Activities	Deliverables / milestones	Key partners	UNDP Inputs
potential Ramsar Site			2010 -Final Case study report prepared and delivered by end of Q2 of 2010		
Sub-total 1					10,000
2. Review of national policies					
Indicator 2.1: -Availability of technical progress reports on community based fisheries management activity in 2009. -Availability of one detailed set of recommendations for regulations for the draft fisheries law formulation based on scientific research on CB fisheries mgt by the end of Q1 of 2010 Baseline 2.1: Fisheries law has been drafted with support from FAO in 2008, Fisheries co-management guidelines.	Target for 2009: Case studies on community based fisheries management initiated Target for 2010: -Case studies on community based fisheries management completed; -Recommendations for regulations of the Fisheries developed	2.1 Case studies on community based fisheries management	-Draft technical report is available by Q4 of 2009 -Final technical report plus recommendations for the regulations of the Fisheries by Q2 of 2010	LARReC	18,800
Indicator 2.2: -Availability of progress reports on review of existing legal and institutional framework and sectors policy related to wetlands by end Q3 and Q4 of 2009 - Availability of one technical report that analyzes national sector policies and institutions related to wetlands management, assessing their implications for ecosystem health, planning, and livelihoods by Q1 of 2010 Baseline 2.2: MWBP Ramsar Report 2005; IUCN MRWD Assessment report for Laos (draft); WorldFish/Sida Publication Wetlands Governance in the Mekong Region, 2005.	Target for 2009: -Review of existing legal and institutional framework and sectors policy related to wetlands initiated Target for 2010: -Review of existing legal and institutional framework and sectors policy related to wetlands completed -Recommendations for strengthening of legal and institutional framework and sectors policy related to national wetlands management	2.2 Review of existing legal and institutional framework and sector policy related to wetlands	-Quarterly progress reports available at UNDP House by end of Q3 and Q4 of 2009. -Draft report on review of existing legal and institutional framework related to wetlands management in Lao PDR is available by Q1 of 2010 -Final technical report plus recommendations for national wetlands management by Q2 of 2010	DLF	12,500
Sub-total 2					31,300
3. Strengthening wetland planning approaches					
Indicator 3.1: -Availability of one report reflecting results from the review of the existing planning process for wetland natural resources in Lao PDR by Q3 of 2009 -At least one technical report with recommendations on Wetland mgt and related policies available at the end of Q1 of 2010 - Availability of the District- approved regulations for four Fish Conservation Zones	Target for 2009: -Existing planning process for natural resources focusing on wetland approaches (Wetland and Watershed approaches) reviewed - Sectoral technical report analyzing existing planning approaches to wetland management initiated	3.1 Review of existing planning process for natural resources focusing on wetland resources (Wetland and Watershed approaches)	-Draft report on the review of the existing planning process for natural resources in Lao PDR available in Q3 of 2009; -Draft technical report and recommendations is available by Q4 of 2009; -Final technical report plus District-approved	PAFO Attapeu	9,600

Intended Outputs	Outputs Target for (Year)	Indicative Activities	Deliverables / milestones	Key partners	UNDP Inputs
<p>in target villages in Attapeu Province at the end of Q1 of 2010</p> <p>Baseline 3.1: National Agricultural Vision up to 2020, MWBP Training material on wetland mgt 2006, four draft regulations for FZC of Ban Saisy, Ban Kasom, Ban Phone Saat, and Ban Had Oudomsay</p>	<p>Target for 2010:</p> <ul style="list-style-type: none"> - Sectoral technical report analyzing existing planning approaches to wetland management finalized and approved by end Q1; - District approved regulations for four Fish Conservation Zones in target villages in Attapeu Province available by end Q2 <p>Target for 2009: Assessment of needs and capacity of key provincial agencies in wetland management and planning initiated</p> <p>Target for 2010: Assessment of needs and capacity of key provincial agencies in wetland planning fully realized</p>	<p>3.2 Assess training needs and capacities to plan for wetlands in key provincial authorities</p>	<p>regulations for four Fish Conservation Zones in target villages in Attapeu Province available at the end of Q1 of 2010</p>	<p>PAFO Attapeu, WREO</p>	<p>6,700</p>
<p>Indicator 3.2:</p> <ul style="list-style-type: none"> -Availability of one report that identifies training needs and opportunities for strengthening wetland planning for key local authorities by end of Q3 of 2009 <p>Baseline 3.2: National Agricultural Vision up to 2020, MWBP Training material on wetland management 2006, four draft regulations for FZC of Ban Saisy, Ban Kasom, Ban Phone Saat, and Ban Had Oudomsay</p> <p>Indicator 3.3: At least 40 technical staff of which 20 are women trained and able to develop basic wetland management plans for their agencies/communities by the end of the project</p> <p>Baseline 3.3: MWBP Training report for Lao PDR during 2005-2006</p>	<p>Target for 2009: Wetland management training for technical staff realized in Q4 of 2009</p> <p>Target for 2010: Wetland management training for technical staff continued as necessary in Q1 of 2010</p>	<p>3.3 Conduct training determined by above needs assessment</p>	<p>Quarterly Training reports available at UNDP House</p>	<p>PAFO Attapeu</p>	<p>16,000</p>
<p>Indicator 3.4:</p> <ul style="list-style-type: none"> -Availability of draft wetland management plan at village group level made available by Q4 of 2009; -At least two participatory wetland management plans available at target villages in Attapeu Province by end of Q1 of 2010 <p>Baseline 3.4: Draft community-based fisheries management plans for Ban Saisy, Ban Phone Saat, Ban Kasom, and Ban Had-oudomsai version 2006</p> <p>Indicator 3.5:</p> <ul style="list-style-type: none"> - Availability of at least one wetland management plan for a -village group in Attapeu Province by Q4 of 2009 -Availability of at least one wetland management plan for a village group in Attapeu Province by Q1 of 2010 <p>Baseline 3.5: No plan developed yet</p>	<p>Target for 2009: Improved wetland management through development of community wetland management plans</p> <p>Target for 2010: Approval and implementation of community wetland management plans</p>	<p>3.4 Support village administration to develop wetland management plans</p>	<p>Draft community Wetland management plans available by end of Q4 of 2009</p> <p>Approved Village Wetland management plans for target villages available by end of Q1 of 2010</p>	<p>PAFO Attapeu</p>	<p>2,000</p>
<p>Indicator 3.5:</p> <ul style="list-style-type: none"> - Availability of at least one wetland management plan for a -village group in Attapeu Province by Q4 of 2009 -Availability of at least one wetland management plan for a village group in Attapeu Province by Q1 of 2010 <p>Baseline 3.5: No plan developed yet</p>	<p>Target for 2009: -Village group wetland management plans for Attapeu Province elaborated</p> <p>Target for 2010: village group wetland management plan elaboration</p>	<p>3.5 Support village group administration to develop plan wetland management plans</p>	<p>Draft village group wetland management plan is available by Q4 of 2009</p> <p>Final village group wetland management plan is available by end of Q1 of 2010</p>	<p>PAFO Attapeu</p>	<p>5,000</p>

Intended Outputs	Outputs Target for (Year)	Indicative Activities	Deliverables / milestones	Key partners	UNDP Inputs
Sub-total 3					39,300
4. Supporting pilot livelihood activities in Attapeu Province					
Indicator 4.1.1: Technical report detailing user group institutional arrangements and regulations; - Copy of agreements signed by user groups and provincial authorities; - Statistics concerning the use of NTFPs; - Copy of technical evaluation report Baseline 4.1.1: No user groups established, no list of wetland products and NTFP identified	Target for 2009: - User group institutional arrangements, regulations and agreements available by Q3 of 2009 - List of wetland products and NTFP identified and agreed by the user groups for harvesting, domestication, processing and marketing by Q3 of 2009 - Four wetland and NTFP user groups established and operational in Attapeu province by Q4 of 2009 - Detailed technical evaluation of the groups, their effectiveness and lessons learned by the end of Q2 of 2010	4.1.1 Wetland products and NTFP identified by user groups; user groups established; and agreements for harvesting, domestication, processing and marketing elaborated	-Draft user group regulations and agreements available by the beginning of Q3 of 2009 -Community Wetlands and NTFP User Groups established by Q4 of 2009 -User group regulations and agreements available by Q4 of the project	PAFO Attapeu	14,400
Indicator 4.1.2: At least 50 villagers and government officials at provincial, district and village groups trained on market information systems by Q4 of 2009 Baseline 4.1.2: Report from participants attending the workshop training on marketing held in Pakse in 2006 under MWBP financial support; IUCN LLS project in Champasak experiences on marketing NTFPs; WWF project on rattan (encompasses marketing) Overall Indicator 4.2: Ecological agriculture adopted on at least 20% of farmed land area in target sites by the end of this project Overall Baseline 4.2: Baseline assessment of agricultural production techniques to be completed at the beginning of the project	Target for 2009: Market information systems training for at least 50 villagers and local authorities of which half of them are female participants Overall Target: Farmers designate at least 20% of their farmed land area in target sites by end of Q3 of 2009 for introduction of ecological agriculture; - Production of indigenous crops in demo site in Attapeu province results in an increase in yield of at least 10%, thereby contributing to local income levels and household food security by end of the project	4.1.2 Market information systems training for at least 50 villagers and local authorities realized 4.2 Agriculture extension realized in target sites and improved ecological agriculture techniques introduced	Training plan and materials elaborated and identified by the end of Q3 of 2009 50 target villagers and district staff trained by Q3 of 2009	PAFO Attapeu	3,600
Indicator 4.2.1: - Number of households receiving training in ecological agriculture - Gender balance amongst the participants in	Target for 2009: - At least 20 households (male and female members) trained on two new environmentally friendly techniques for	4.2.1 Ecological Agriculture	Yield of selected wetland crops increased by 10% by the end of the project	PAFO Attapeu	17,700

Intended Outputs	Outputs Target for (Year)	Indicative Activities	Deliverables / milestones	Key partners	UNDP Inputs
<p>ecological agriculture training</p> <p>-Yield of selected crops increased by 10% by the end of the project</p> <p>Baseline 4.2.1: No records</p>	<p>improving the yield of selected indigenous wetland crops in Attapeu Province by end of Q4 of 2009</p> <p>- Pilot innovative ecological agriculture in Attapeu province for income generation and environmental sustainability developed and farmers designate 20% of their farmed land area for its introduction by end of Q4 of 2009</p> <p>- Ecological agriculture shows improved yields by the end of the project</p>				
<p>Indicator 4.2.2: Extent to which the production of fish and income of target farmer groups in Attapeu Province is increased by the end of the project</p> <p>- Extent of adoption of improved fish production by households located in target villages</p> <p>- Gender balance amongst the participants involved in the training</p> <p>Baseline 4.2.2: Village profile and development plan for 2007 for four target villages in Attapeu province; Fish: 20 Kg / head / year</p>	<p>Targets:</p> <p>- At least four training courses in improved fish production techniques, one per quarter of the project</p> <p>- Improved fish production techniques introduced into target villages and adopted by at least 20% of households by the end of Q4 of 2009</p> <p>- Fish production increased, contributing towards reducing malnutrition rates and improving income generating opportunities in target villages in Attapeu Province</p>	<p>4.2.2 Support to small scale (villager) farm aquaculture</p>	<p>Fish production increased by over 10% in 2 target villages</p>	<p>PAFO Attapeu</p>	<p>16,650</p>
<p>Sub-total 4</p>					<p>48,750</p>
<p>5. Project management</p> <p>Overall Indicator 5:</p> <p>-Project Office, project implementation and management team at national and provincial level established and operational in first quarter of the project</p> <p>-Availability of inception reports, project board meeting reports, minutes of project monthly meeting, mission/field visit reports, audit and financial reports, project monitoring and evaluation reports, annual and quarterly reports and work plans</p> <p>Overall Baseline 5: -Project Board established, Project Manager appointed, Head of three technical working groups nominated</p> <p>-LPAC minutes, Minutes of the First Project Board Meeting available</p>	<p>Overall Target 2009: Effective financial and managerial and institutional arrangement for LWP implementation</p> <p>Target for 2010: Same as above</p>	<p>5. Project management</p>		<p>PAFO</p>	

Intended Outputs	Outputs Target for (Year)	Indicative Activities	Deliverables / milestones	Key partners	UNDP Inputs
Indicator 5.1: One technical report assessing the technical and managerial capability of PAFO available at the end of first quarter of the project Baseline 5.1: No report	Target for 2009: Assessment of technical and managerial capacity of implementing partners	5.1 Project micro assessment	Micro assessment report	UNDP	5,000
Indicator 5.2: One Audit Report / spot checks with no high risk observations and minimum medium / low risk observations Baseline 5.2: All implementing agencies have experience working with externally funded projects including MWBP DGIS funded ARL-Xekong project (VWVF)	Target for 2009: Sound financial management indicated in regular financial reports Target for 2010: Sound financial management indicated in regular financial reports / Audit Report	5.2 Audit	Audit report / spot check report	UNDP	4,000
Indicator 5.3: Availability of inception report Baseline 5.3: No reports prepared	Target for 2009: Start-up project meeting	5.3 Project start-up meeting	Meeting Report	PAFO	3,750
Indicator 5.4: One Terminal project report elaborated and one closing meeting report available at UNDP Office by last quarter of the project Baseline 5.4: No Terminal Project Report elaborated; no meeting organized yet	Target for 2010: Project closing meeting	5.4 Project final meeting	Meeting Report	PAFO	3,250
Indicator 5.5: Regular project progress reports and evaluation including three quarterly progress reports, and one annual report, field visits reports, revised annual work plan and quarterly work plans available at UNDP in timely manner Baseline 5.5: No monitoring report prepared	Target for 2009: Regular Project monitoring Target for 2010: Same as above	5.5 Project monitoring and evaluation including field visits	Monitoring and evaluation Reports	PAFO	6,800
Indicator 5.6: Sound financial and technical project management reflected in Project external Monitoring Report Baseline 5.6: No external monitoring report	Target for 2009: Sound financial and technical project management Target for 2010: Same as above	5.6 Project external monitoring	Monitoring Reports	UNDP	6,000
Indicator 5.7: Minimum number of risk and issues recorded in risk and issue logs Baseline 5.7: Initial risk log, issue log and communication and monitoring plan elaborated	Target for 2009: -Project office and team establishment and operations -Effective office management and coordination Target for 2010: -Effective office management and coordination	5.7 Project Administration operations	Monitoring Reports	LARReC; DLF; PAFO	29,450
Sub-total 5					58,250
Grand total (1+2+3+4+5):					187,600

Section III. Work Plan

Overall Outcome (after one year): Strengthened Water and Wetland management policies at central and local government level and improved livelihoods of communities in selected wetlands
Overall Target: Recommendations for the development of water and wetland management policies, and improvement of wetland community livelihoods
Overall Indicator: Availability of technical reports on existing water and wetland policies, regulations and planning approaches at national and local government and increased proportion of the wealthy families in selected wetland communities in the project
Overall Baseline: Various MWBP technical reports; Water and Water Resources Law, Forestry Law, NSEDP 2006-2010, draft Fisheries Law, National Fisheries Strategy, Fisheries Comanagement Guidelines

Expected Outputs	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
LWP									Grand Total:	94,255	93,345	187,600
							TRAC	71200	Contracts-in/ UNV	20,500	29,000	49,500
							TRAC	71300	Contracts-national cons	11,250	6,750	18,000
							TRAC	71400	contractual services-individual	9,400	9,400	18,800
							TRAC	71600	travel	17,500	14,700	32,200
							TRAC	72400	communication & audio visual equipment	2,930	2,780	5,710
							TRAC	72500	Communication, materials/ supplies	7,035	5,740	12,775
							TRAC	72800	IT equipment	1,500	-	1,500
							TRAC	73100	Rent	200	200	400
							TRAC	73300	Rental & maintenance of information technology equipment	900	900	1,800
							TRAC	73400	Rental & maintenance of other equipment	600	600	1,200
							TRAC	73500	ISS	1,650	1,400	3,050
							TRAC	74100	Professional Services	4,900	9,700	14,600
							TRAC	74200	Audio Visual & Print Prod	9,700	7,195	16,895
							TRAC	74500	Miscellaneous	6,190	4,980	11,170
1. Support to Lao PDR in acceding to Ramsar	1. Case study on Wetland valuation of potential Ramsar site	X	x	x	x	LARReC			Total 1:	7,000	3,000	10,000

Expected Outputs	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
Convention												
Target 1: Economic valuation of potential Ramsar site							TRAC	71300	Contracts-national cons travel	1,750	750	2,500
Indicator 1: Availability of sound technical report on potential Ramsar site economic valuation for decision makers and for general public at the end of the project life time							TRAC	71600		2,100	900	3,000
Baseline 1: No economic valuation of potential Ramsar sites							TRAC	72500	Communication, materials/supplies	350	150	500
							TRAC	74200	Audio Visual & Print Prod	1,750	750	2,500
							TRAC	74500	Miscellaneous	1,050	450	1,500
2. Review of national policies	2. Review of national policies	x	x	x					Total 2:	15,450	15,850	31,300
						UNDP	TRAC	71200	Contracts-in'l cons	5,000	8,000	13,000
							TRAC	71300	Contracts-national cons travel	4,000	3,000	7,000
							TRAC	71600		1,900	1,400	3,300
							TRAC	72500	Communication, materials/supplies	1,300	900	2,200
							TRAC	73500	ISS	350	350	700
							TRAC	74200	Audio Visual & Print Prod	2,200	1,500	3,700
							TRAC	74500	Miscellaneous	700	700	1,400
Target 2.1: Case studies on community based fisheries management initiated (2009)	2.1 Case studies on Community based fisheries management	x	x	x		LARReC			Total 2.1:	9,050	9,750	18,800
						UNDP	TRAC	71200	Contracts-in'l cons	3,000	5,000	8,000
							TRAC	71300	Contracts-national cons	2,500	2,000	4,500
							TRAC	71400	contractual services-individual travel	-	-	-
- Case studies on community based fisheries management completed (2010)							TRAC	71600		700	600	1,300
- A56Recommendations for regulations of the Fisheries Law developed (2010)												

Expected Outputs	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
Indicator 2.1: -Availability of technical progress reports on community based fisheries management activity (2009) - Availability of one detailed set of recommendations for regulations for the draft wetland fisheries formulation based on scientific research on CB fisheries mgt by the end of Q1 of 2010							TRAC	72500	Communication, materials/ supplies	700	600	1,300
Baseline 2.1: Fisheries law has been drafted with support from FAO in 2008; Fisheries Co-management Guidelines						UNDP	TRAC	73500	ISS	250	250	500
							TRAC	74200	Audio Visual & Print Prod	1,500	700	2,200
							TRAC	74500	Miscellaneous	400	600	1,000
Target 2.2: Review of existing legal and institutional framework and sectors policy related to wetlands initiated (2009) - Review of existing legal and institutional framework and sectors policy related to wetlands completed (2010) - Recommendations for strengthening of legal and institutional framework and sectors policy related to national wetlands management developed (2010)	2.2 Review of existing legal and institutional framework and sectors policy for related to wetlands	x	x	x		DLF			Total 2.2:	6,400	6,100	12,500
						UNDP	TRAC	71200	Contracts-in'l UNV	2,000	3,000	5,000
							TRAC	71300	Contracts-national cons	1,500	1,000	2,500
Indicator 2.2: Availability of progress reports on review of existing legal and institutional framework and sectors policy related to wetlands at end Q3 and Q4 of 2009							TRAC	71600	travel	1,200	800	2,000
- Availability of one technical report that analyzes national sector policies and institutions related to wetlands management, assessing their implications for ecosystem health, planning, and livelihoods by end of Q1 of							TRAC	72500	Communication, materials/ supplies	600	300	900

Expected Outputs	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
2010												
Baseline 2.2: MWBP Ramsar Report 2005; IUCN MRWD Assessment report for Laos (draft); WorldFish/Sida Publication Wetlands Governance in the Mekong Region, 2005.						UNDP	TRAC	73500	ISS	100	100	200
							TRAC	74200	Audio Visual & Print Prod	700	800	1,500
							TRAC	74500	Miscellaneous	300	100	400
3. Strengthen wetlands planning approaches		x	x	x	x				Total 3:	22,335	16,965	39,300
						UNDP	TRAC	71200	Contracts-in'l UNV	7,000	7,000	14,000
							TRAC	71300	Contracts-national cons	5,500	3,000	8,500
							TRAC	71600	travel	3,100	2,300	5,400
							TRAC	72500	Communication, materials/supplies	2,445	1,690	4,135
							TRAC	73500	ISS	100	-	100
							TRAC	74200	Audio Visual & Print Prod	2,350	1,695	4,045
							TRAC	74500	Miscellaneous	1,840	1,280	3,120
Target 3.1: Existing planning process for natural resources focusing on wetland resources (Wetland and Watershed approaches) reviewed (2009)	3.1 Review of existing planning process for natural resources focusing on wetland resources (Wetland and Watershed approaches)	x	x			PAFO			Total 3.1:	9,600	-	9,600
- Sectoral technical report analyzing existing planning approaches to wetlands initiated (2009)						UNDP	TRAC	71200	Contracts-in'l UNV	4,000	-	4,000
- Sectoral technical report analyzing existing planning approaches to wetland managements finalized and approved by end Q1 (2010)							TRAC	71300	Contracts-national cons	1,500	-	1,500
- District approved regulations for four Fish Conservation Zones in target villages in Attapeu Province available by end Q2							TRAC	71600	travel	1,000	-	1,000

Expected Outcomes	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
Indicator 3.1: Availability of one report reflecting results from the review of the existing planning process for wetland natural resources in Lao PDR by Q3 of 2009							TRAC	72500	Communication, materials/ supplies	1,000	-	1,000
- At least one technical report with recommendations on Wetland mgt and related policies available at the end of Q1 of 2010						UNDP	TRAC	73500	ISS	100	-	100
- Availability of the District-approved regulations for four Fish Conservation Zones in target villages in Attapeu Province at the end of Q1 of 2010							TRAC	74200	Audio Visual & Print Prod	1,000	-	1,000
Baseline 3.1: National Agricultural Vision up to 2020, MWBP Training material on wetland mgt 2006, four draft regulations for FZC of Ban Saisy, Ban Kasom, Ban Phone Saat, and ban Had Oudomsay							TRAC	74500	Miscellaneous	1,000	-	1,000
Target 3.2: Assessment of needs and capacity of key national and provincial authorities in wetland management and planning initiated (2009)	3.2 Assess training needs and capacities to plan for wetlands in key provincial agencies	x	x			PAFO, WREO			Total 3.2:	6,700	-	6,700
- Assessment of needs and capacity of key provincial authorities in wetland planning fully realized (2010)						UNDP	TRAC	71200	Contracts-int'l UNV	3,000	-	3,000
Indicator 3.2: Availability of one report that identifies training needs and opportunities for strengthening wetland planning for key local authorities by end of Q3 of 2009							TRAC	71300	Contracts-national cons	1,500	-	1,500
Baseline 3.2: National Agricultural Vision up to 2020, MWBP Training material on							TRAC	71600	travel	900	-	900
							TRAC	72500	Communication, materials/ supplies	600	-	600

Expected Outputs	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
wetland management 2006, four draft regulations for FZC of Ban Saisy, Ban Kasom, Ban Phone Saat, and Ban Had Oudomsay							TRAC	74200	Audio Visual & Print Prod	500	-	500
							TRAC	74500	Miscellaneous	200	-	200
Target 3.3: Wetland management training for technical staff realized in Q4 of 2009	3.3 Conduct training determined by above needs assessment	x	x	x		PAFO			Total 3.3:	3,800	12,200	16,000
- Wetland management training for technical staff continued as necessary in Q1 of 2010						UNDP	TRAC	71200	Contracts-in/ UNV	-	5,000	5,000
Indicator 3.3: At least 40 technical staff of which 20 are women trained and able to develop basic wetland management plans for their agencies/communities by the end of the project							TRAC	71300	Contracts-national cons	1,200	2,000	3,200
							TRAC	71600	travel	700	1,400	2,100
							TRAC	72500	Communication, materials/ supplies	700	1,400	2,100
Baseline 3.3: MWBP Training report for Lao PDR during 2005-2006							TRAC	74200	Audio Visual & Print Prod	700	1,400	2,100
							TRAC	74500	Miscellaneous	500	1,000	1,500
Target 3.4: Improved wetland management through development and implementation of community wetland management plans	3.4 Support village administration to develop wetland management plans	x	x	x	x	PAFO			Total 3.4:	835	1,165	2,000
- Approval and implementation of community wetland management plans (2010)							TRAC	71300	Contracts-national cons	500	500	1,000
							TRAC	71600	travel	200	400	600
Indicator 3.4: Availability of draft wetland management plan at village level made available by Q4 of 2009							TRAC	72500	Communication, materials/ supplies	45	90	135

Expected Outcomes	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
- At least two participatory wetland management plans available at target villages in Attapeu Province by end of Q1 of 2010							TRAC	74200	Audio Visual & Print Prod	50	95	145
Baseline 3.4: Draft community-based fisheries management plans for Ba Saisy, Ban Phone Saat, Ban Kasom, and Ban Had-oudomsai version 2006							TRAC	74500	Miscellaneous	40	80	120
Target 3.5: Village group wetland management plans for Attapeu Province elaborated (2009)	3.5 Support village group administration to develop wetland management plan in a real life situation practical	x	x	x					Total 3.5:	1,400	3,600	5,000
- Sub-district wetland management plan elaboration (2010)						UNDP	TRAC	71200	Contracts-in'l UNV	-	2,000	2,000
							TRAC	71300	Contracts-national cons	800	500	1,300
							TRAC	71600	travel	300	500	800
Indicator 3.5: Availability of at least one wetland management plan for a -village group in Attapeu Province by Q4 of 2009							TRAC	72500	Communication, materials/ supplies	100	200	300
- Availability of at least one wetland management plan for a village group in Attapeu Province by Q1 of 2010							TRAC	74200	Audio Visual & Print Prod	100	200	300
Baseline 3.5: No plan developed yet							TRAC	74500	Miscellaneous	100	200	300
4. Supporting pilot livelihood activities in Attapeu Province	4. Supporting pilot livelihood activities in Attapeu Province								Total 4:	21,670	27,080	48,750
							TRAC	71200	Contracts-in'l UNV	8,500	14,000	22,500
							TRAC	71400	contractual services-individual travel	5,800	5,800	11,600
							TRAC	71600	travel	2,400	2,400	4,800
							TRAC	72400	communication & audio visual equipment	1,180	1,180	2,360
							TRAC	72500	Communication,			

Expected Outputs	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
									materials/ supplies	640	600	1,240
							TRAC	73100	Rent	50	50	100
							TRAC	73400	Rental & maintenance of other equipment	100	100	200
							TRAC	73500	ISS	200	200	400
							TRAC	74200	Audio Visual & Print Prod	1,450	1,450	2,900
							TRAC	74500	Miscellaneous	1,350	1,300	2,650
4.1 Supporting pilot livelihood activities in Attapeu	4.1 Supporting pilot livelihood activities in Attapeu								Total 4.1:	6,720	7,680	14,400
Overall Target 4.1: Improved livelihoods amongst wetland communities living in four target villages in Attapeu						UNDP	TRAC	71200	Contracts-in'l UNV	3,000	4,000	7,000
							TRAC	71600	travel	1,000	1,000	2,000
							TRAC	72400	communication & audio visual equipment	480	480	960
Overall Indicator 4.1: Number of extreme poor households in four target villages reduced by 25% of total households by Q4; fish production increased by at least 20% in two target villages by end of Q4							TRAC	72500	Communication, materials/ supplies	540	500	1,040
							TRAC	73100	Rent	50	50	100
							TRAC	73400	Rental & maintenance of other equipment	100	100	200
Overall Baseline 4.1: 45.9% of population in Attapeu Province classified as falling below poverty line; District and Village socio-economic profiles 2005 for 5 district in Attapeu Province							TRAC	74200	Audio Visual & Print Prod	850	850	1,700
Target 4.1.1: - User group institutional arrangements, regulations and agreements available by Q3 of 2009	4.1.1 Wetland products and NTFP identified by user groups; user groups established; and agreements for harvesting, domestication, processing and marketing	x	x	x	x	PAFO	TRAC	74500	Miscellaneous	700	700	1,400
									Total 4.1.1:	5,000	5,800	10,800

Expected Outputs	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
	elaborated											
- List of wetland products and NTFP identified and agreed by the user groups for harvesting, domestication, processing and marketing by Q3 of 2009						UNDP	TRAC	71200	Contracts-in'l UNV	2,000	2,800	4,800
- Four wetland and NTFP user groups established and operational in Attapeu province by Q4 of 2009;							TRAC	71600	travel	800	800	1,600
- Detained technical evaluation of the groups, their effectiveness and lessons learned by the end of Q2 of 2010							TRAC	72400	communication & audio visual equipment	400	400	800
Indicator 4.1.1: Technical report detailing user group institutional arrangements and regulations; - Copy of agreements signed by user groups and provincial authorities; - Statistics concerning the use of NTFPs; - Copy of technical evaluation report							TRAC	72500	Communication, materials/ supplies	400	400	800
Baseline 4.1.1: No user groups established, no list of wetland products and NTFP identified							TRAC	74200	Audio Visual & Print Prod	800	800	1,600
Target 4.1.2: Improved capacity in use of market information systems that can provide current market prices to farmers	4.1.2 Market information systems training for at least 50 vilagers and local authorities	x	x	x	x	PAFO	TRAC	74500	Miscellaneous	600	600	1,200
									Total 4.1.2:	1,720	1,880	3,600
						UNDP	TRAC	71200	Contracts-in'l UNV	1,000	1,200	2,200
Indicator 4.1.2: At least 50 vilagers and government officials at provincial, district and village groups trained on market information systems by Q4 of 2009							TRAC	71600	travel	200	200	400
							TRAC	72400	communication & audio visual	80	80	160

Expected Outputs	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
							TRAC	72500	equipment Communication, materials/supplies rent	140	100	240
Baseline 4.1.2: Report from participants attending the workshop training on marketing held in Pakse in 2006 under MWBP financial support; IUCN LLS project in Champasak experiences on marketing NTFP; WWF project on rattan (encompasses marketing)							TRAC	73100		50	50	100
							TRAC	73400	Rental & maintenance of other equipment	100	100	200
							TRAC	74200	Audio Visual & Print Prod	50	50	100
							TRAC	74500	Miscellaneous	100	100	200
Overall Target 4.2: Farmers designate at least 20% of their farmed land area in target sites by end of Q3 of 2009 for introduction of ecological agriculture;	4.2 Agriculture extension realized in target sites and improved ecological agriculture techniques introduced					PAFO			Total 4.2:	14,950	19,400	34,350
- Production of indigenous crops in demo site in Attapeu province results in an increase in yield of at least 10%, thereby contributing to local income levels and household food security by end of the project						UNDP	TRAC	71200	Contracts-in/ UNV	5,500	10,000	15,500
							TRAC	71400	contractual services-individual travel	5,800	5,800	11,600
Overall Indicator 4.2: Ecological agriculture adopted on at least 20% of farmed land area in target sites by the end of this project							TRAC	71600		1,400	1,400	2,800
							TRAC	72400	communication & audio visual equipment	700	700	1,400
Overall Baseline 4.2: Baseline							TRAC	72500	Communication,	100	100	200

Expected Outputs	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
assessment of agricultural production techniques to be completed at the beginning of the project									materials/ supplies			
							TRAC	73500	ISS	200	200	400
							TRAC	74200	Audio Visual & Print Prod	600	600	1,200
							TRAC	74500	Miscellaneous	650	600	1,250
Target 4.2.1: - At least 20 households (male and female members) trained on two new environmentally friendly techniques for improving the yield of selected indigenous wetland crops in Attapeu Province by end of Q4 of 2009	4.2.1 Ecological Agriculture	x	x	x	x	PAFO			Total 4.2.1:	8,600	9,100	17,700
- Pilot innovative ecological agriculture in Attapeu province for income generation and environmental sustainability developed and farmers designate 20% of their farmed land area for its introduction by end of Q4 of 2009						UNDP	TRAC	71200	Contracts-in'l UNV	3,500	4,000	7,500
- Ecological agriculture shows improved yields by the end of the project							TRAC	71400	contractual services- individual	2,700	2,700	5,400
Indicator 4.2.1: - Number of households receiving training in ecological agriculture; - Gender balance amongst the participants in ecological agriculture training; - Yield of selected crops increased by 10% by the end of the project							TRAC	71600	travel	1,000	1,000	2,000
							TRAC	72400	communication & audio visual equipment	600	600	1,200
						UNDP	TRAC	73500	ISS	100	100	200
							TRAC	74200	Audio Visual & Print Prod	400	400	800
							TRAC	74500	Miscellaneous	300	300	600
Baseline 4.2.1: No records Target 4.2.2: At least four training courses in improved fish production techniques, one per quarter of the project	4.2.2 Support to rural households on small scale aquaculture and fisheries management								Total 4.2.2:	6,350	10,300	16,650

Expected Outputs	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
- Improved fish production techniques introduced into target villages and adopted by at least 20% of households by the end of Q4 of 2009						UNDP	TRAC	71200	Contracts-in/ UNV	2,000	6,000	8,000
- Fish production increased, contributing towards reducing malnutrition rates and improving income generating opportunities in target villages in Attapeu Province							TRAC	71400	contractual services-individual	3,100	3,100	6,200
Indicator 4.2.2:							TRAC	71600	travel	400	400	800
Extent to which the production of fish and income of target farmer groups in Attapeu Province is increased by the end of the project							TRAC	72400	Communication & Audio visual Equipment	100	100	200
- Extent of adoption of improved fish production by households located in target villages							TRAC	72500	Communication, materials/ supplies	100	100	200
- Gender balance amongst the participants involved in the training						UNDP	TRAC	73500	ISS	100	100	200
Baseline 4.2.2: Village profile and development plan for 2007 for four previously targeted villages in Attapeu province; Fish: 20 Kg / head / year							TRAC	74200	Audio Visual & Print Prod	200	200	400
							TRAC	74500	Miscellaneous	350	300	650
5. Project management	5. Project management								Total 5:	27,800	30,450	58,250
Overall Target 5: Effective financial and managerial and institutional arrangement for LWP implementation							TRAC	71300	Contracts-national cons	-	-	-
							TRAC	71400	contractual services-individual	3,600	3,600	7,200
							TRAC	71600	Travel	8,000	7,700	15,700
							TRAC	72400	Communication & audio visual equipment	1,750	1,600	3,350

Expected Outputs	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
and provincial level established and operational in first quarter of the project												
-Availability of inception reports, project board meeting reports, project month							TRAC	72500	Communication, materials/ supplies	2,300	2,400	4,700
Overall Baseline 5:							TRAC	72800	IT equipment	1,500	-	1,500
-Project Board established, Project Manager and Deputy PM appointed, Head of three technical working groups nominated							TRAC	73100	Rent	150	150	300
-LPAC minutes, First Project Board Minutes available							TRAC	73300	Rental & maintenance of information technology equipment	900	900	1,800
							TRAC	73400	Rental & maintenance of other equipment	500	500	1,000
							TRAC	73500	ISS	1,000	850	1,850
							TRAC	74100	Professional Services	4,900	9,700	14,600
							TRAC	74200	Audio Visual & Print Prod	1,950	1,800	3,750
							TRAC	74500	Miscellaneous	1,250	1,250	2,500
Target 5.1: Assessment of technical and managerial capacity of implementing partners	5.1 Micro Assessment	x				UNDP			Total 5.1:	5,000	-	5,000
Indicator 5.1: One technical report assessing the technical and managerial capability of PAFO available at the end of first quarter of the project						UNDP	TRAC	73500	ISS	100	-	100
Baseline 5.1: No report							TRAC	74100	Professional Services	4,900	-	4,900
Target 5.2: Sound financial management indicated in regular financial reports (2009);	5.2 Audit					UNDP	TRAC	74500	Miscellaneous	-	-	-
- Sound financial management indicated in regular financial reports and one Spot Check or									Total 5.2:	-	4,000	4,000
							TRAC	73400	Rental & maintenance of other equipment	-	-	-

Expected Outputs	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
Audit Report (2010)						UNDP	TRAC	73500	ISS	-	100	100
Indicator 5.2: One Spot check or Audit Report and regular spot checks with no high risk observations and minimum medium / low risk observations												
Baseline 5.2: All implementing agencies have experience working with externally funded projects including MWBP DGIS funded ARL-Xekong project (WWF)							TRAC	74100	Professional Services	-	3,900	3,900
Target 5.3: Start-up project meeting	5.3 Organize proj mnngt meeting in Attapeu Province	x				PAFO, UNDP			Total 5.3:	3,750	-	3,750
Indicator 5.3: Availability of inception report							TRAC	71600	Travel	3,000	-	3,000
Baseline 5.3: No reports prepared							TRAC	72400	communication & audio visual equipment	150	-	150
							TRAC	72500	Communication, materials/ supplies	100	-	100
							TRAC	74200	Audio Visual & Print Prod	300	-	300
							TRAC	74500	Miscellaneous	200	-	200
Target 5.4: Project closing meeting	5.4 Organize Final Project Meeting				x	PAFO			Total 5.4:	-	3,250	3,250
Indicator 5.4: One Terminal project report elaborated and one closing meeting report available at UNDP Office by last quarter of the project							TRAC	71600	Travel	-	2,700	2,700
Baseline 5.4: No Terminal Project Report elaborated; -No meeting organized yet							TRAC	72500	Communication, materials/ supplies	-	200	200
							TRAC	74200	Audio Visual & Print Prod	-	150	150
							TRAC	74500	Miscellaneous	-	200	200
Target 5.5: Regular Project monitoring	5.5 Project Management monitoring including field visits	x	x	x	x	PAFO, UNDP			Total 5.5:	3,400	3,400	6,800
Indicator 5.5: Regular project progress reports and evaluation including three quarterly progress reports, and one annual report, field visits							TRAC	71600	Travel	3,000	3,000	6,000

Expected Outputs	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
reports, revised annual work plan and quarterly work plans available at UNDP in timely manner												
Baseline 5.5: No monitoring report prepared							TRAC	72400	communication & audio visual equipment	100	100	200
							TRAC	72500	Communication, materials/supplies	100	100	200
							TRAC	74200	Audio Visual & Print Prod	150	150	300
							TRAC	74500	Miscellaneous	50	50	100
Target 5.6: Sound financial and technical project management	5.6 Project External Monitoring	x	x			UNDP			Total 5.6:	-	6,000	6,000
Indicator 5.6: Sound financial and technical project management reflected in Project external Monitoring Report							TRAC	73100	Rent - provided by Government	-	-	-
Baseline 5.6: No external monitoring report							TRAC	73500	ISS	-	200	200
							TRAC	74100	Professional Services	-	5,800	5,800
Target 5.7: Effective office management and coordination	5.7 Administration operations	x	x	x	x	LARReC, DLF, PAFO, UNDP			Total 5.7:	15,650	13,800	29,450
Indicator 5.7: Minimum number of risk and issues recorded in risk and issue logs							TRAC	71400	contractual services-individual	3,600	3,600	7,200
Baseline 5.7: Initial risk log, issue log, and communication and monitoring plan elaborated							TRAC	71600	Travel	2,000	2,000	4,000
							TRAC	72400	communication & audio visual equipment	1,500	1,500	3,000
							TRAC	72500	Communication, materials/supplies	2,100	2,100	4,200
							TRAC	72800	IT equipment	1,500	-	1,500
							TRAC	73100	Rent - provided by Government	150	150	300
							TRAC	73300	Rental & maintenance of info. Techn. equi	900	900	1,800

Expected Outputs	Key Activities	Q1	Q2	Q3	Q4	Responsible party	Sources of funds	Budget code	Budget description	2009 Q3-4	2010 Q1-2	Total Budget (US\$)
							TRAC	73400	Rental & mainte	500	500	1,000
						UNDP	TRAC	73500	ISS	900	550	1,450
							TRAC	74200	Audio Visual & Print Prod	1,500	1,500	3,000
							TRAC	74500	Miscellaneous	1,000	1,000	2,000
	5.7.1 Recruitment, contract and maintenance	x	x	x	x	LARReC, DLF, PAFO	TRAC	71400	Contract service individual	3,600	3,600	7,200
	5.7.1.1 Driver	x	x	x	x	PAFO	TRAC	71400	Contract service individual	900	900	1,800
	5.7.1.2 Accountant	x	x	x	x	PAFO	TRAC	71400	contractual services-individual	2,700	2,700	5,400
	5.7.2 Travel	x	x	x	x	LARReC, DLF, PAFO, UNDP	TRAC	71600	Travel	2,000	2,000	4,000
	5.7.3 Communication	x	x	x	x	LARReC, DLF, PAFO	TRAC	72400	communication & audio visual equipment	1,500	1,500	3,000
	5.7.4 Procurement	x	x	x	x	LARReC, DLF, PAFO				3,600	2,100	5,700
	5.7.4.1 stationeries & office supply					LARReC, DLF, PAFO	TRAC	72500	Supplies	2,100	2,100	4,200
	5.7.4.2 Computer Techniques equipment					UNDP	TRAC	72800	IT equipment	1,500	-	1,500
	5.7.5 Rental and maintenance	x	x	x	x	LARReC, DLF, PAFO				1,550	1,550	3,100
	5.7.5.1 rental & main-premises					PAFO	TRAC	73100	Rental & main-premises	150	150	300
	5.7.5.2 Rental & maintenance of information technology equipment					PAFO and LARReC	TRAC	73300	Rental & maintenance of information technology equipment	900	900	1,800
	5.7.5.3 Rental & maintenance of other equipment					PAFO	TRAC	73400	Rental & maintenance of other equipment	500	500	1,000
	5.7.6 Implementing Support Service	x	x	x	x	UNDP	TRAC	73500	ISS	900	550	1,450
	5.7.7 Prepare work plans and reports	x	x	x	x	LARReC, DLF, PAFO	TRAC	74200	Audio visual & print product costs	1,500	1,500	3,000
	5.7.8 Miscellaneous	x	x	x	x	LARReC, DLF, PAFO	TRAC	74500	Miscellaneous	1,000	1,000	2,000

Grand Total (1+2+3+4+5): 94,255 93,345 187,600

Annex I. Technical component of the project proposal

1. Background

Lao PDR lies at the heart of the Indochina peninsula, in Southeast Asia. It shares borders with China to the north, Cambodia to the south, Vietnam to the east, Thailand to the west, and Myanmar to the northwest. It covers a total of 236,800 square kilometres, three-quarters of which consists of mountains and plateaus. The Lao population reached 5.6 million in 2005 and is likely to be 6.4 million in 2010 if the overall growth rate is 2.86. The majority of Lao people live and work in the Mekong River Basin, which covers almost the whole of the country.

The Mekong River Basin in Lao PDR is abundant with fresh renewable water, and wetlands. It is important to underline that biodiversity is one of the defining features of this area. It is believed that the Lao Mekong River Basin may contain endemic aquatic fauna and flora (i.e. that are not found elsewhere in the region).

Like many other least developed countries, natural resources and wetlands in Lao PDR face severe threats from over-exploitation, poor management capacity and others.

Many studies have shown that a variety of obstacles to sustainable environmental management exist, namely [1] uncoordinated sector planning approaches; [2] weak policies and institutional frameworks; [3] inadequate information; [4] inadequate human and technical resources for wetland management; and [5] lack of options over uses of natural resources by local communities. These obstacles need to be addressed urgently. This project will play a vital role in tackling these obstacles.

2. Project outputs

The expected outputs of this project are:

1. Support for accession to the Ramsar Convention by Lao PDR strengthened
2. Recommendations for Lao National Fisheries and Wetland Management Policies formulated
3. Capacity for integrated planning processes for Attapeu Province developed
4. Livelihoods of target communities in Attapeu Province improved

A summary of proposed project activities is presented below:

3. Project deliverables

3.1 Support to Lao PDR in acceding to Ramsar Convention.

Over the last few years, IUCN Lao and MWBP have been providing support to the Government of Lao to assess the ratification of the Ramsar Convention and to assist the Government to prepare for such ratification. Thorough reviews of the Ramsar Convention have been carried out with high-level established Ramsar Working Groups. MWBP has supported the participation of representatives of the Government of Lao to the COP 9 of Ramsar in Uganda (November 2005) followed by a study tour to draw on the experience in implementing national wetland policy and in establishing a National Wetland Action Plan in Uganda. MWBP has also supported the visit of the Lao delegation from Attapeu and Champasak Provinces and from ministries to a RAMSAR site in Vietnam in October 2006. Since then, the identification of the first Ramsar Site for Lao PDR has progressed considerably.

Significant progress has been made and the final consultations with the Government of Lao PDR have led to a number of specific follow-up recommendations. In 2006, five potential Lao RAMSAR sites were identified including Siphandone, Xe bangfai, Nong Khe, Xe Pian and Xechamphone wetlands. But only data fact sheet of Siphandone was prepared, and that for Xe Pian is in the process of being elaborated. Today, the GoL is strongly considering Beung Kiet Ngong wetland in Xe Pian in Champassack Province and Xe Champhone Wetland in Savannakhet Province, as the potential first two Ramsar sites. Data sheets sufficient for

Ramsar designation have now been prepared for both sites. A case study involving an economic valuation of one of the potential Ramsar sites (exact site to be determined in the discussions with the Ramsar Working Group) will support the case for Ramsar accession.

3.2 Review of national policies

Amongst the most important policies that the project will support are the development wetland-specific legislation (under the framework of the new draft fisheries law) and a national wetlands policy.

3.3 Fisheries Legislation: Fisheries constitute the main wetland and freshwater resources that contribute directly to rural people's livelihoods and to national economic development. Currently there is a draft fisheries law for Lao PDR. The Department of Livestock and Fisheries proposes to prepare specific regulations under the draft fisheries law that will guide wetland management. The DLF will draw on its extensive experience in this field. The DLF has prepared a draft that now requires further development and consultation with key government stakeholders.

It is proposed that a small Working Group be established to oversee the development of these regulations to ensure effective participation from key government agencies. This Working Group will review existing legal and institutional frameworks on fisheries that have been developed with support from FAO and WWF.

The review of fisheries policy will also draw on case studies of good practice (including community based fisheries management) in order to develop policy recommendations.

3.4 Community based fisheries management: Local communities have a long history of experience in managing different kinds of fishery resources (such as Fish Conservation Zones in Siphandone), deep pools (in the Mekong and other major rivers), and wetland fisheries. Communities have adopted a wide range of management styles that provide useful lessons and recommendations for policy development.

This activity will contribute to the effort to produce a draft Fisheries Legislation that will be presented for endorsement to the Government of Lao.

3.5 Wetland policy: Although the significant role that wetlands play in the subsistence and commercial economy, culture, rural livelihoods, and living aquatic resources management is recognized, formal legislation on wetlands management is not yet available in Lao PDR. In order to prioritise topics and issues for detailed wetland policy development, a review of current wetland and related sector policies will be undertaken by key leading government agencies. In this review, an appropriate mechanism for the effective involvement of inter-ministry and key stakeholders' will be established and strengthened. The Department of Livestock and Fisheries (DLF, under MAF) will analyse and synthesize issues and/or inputs obtained from stakeholders into a framework for development of a national policy, regulations and guidelines for Government approval. The overall RAMSAR guidelines for wetlands policy formulation will also be applied during the development of this policy.

3.6 Strengthening integrated wetland management (IWM) planning approaches– The IWM approach is one of the key area-based planning approaches being adopted in Lao PDR. The main focus of IWM is on sloping lands, and encompasses wetlands, streams and rivers.

The key planning unit for both approaches is at the District level, ensuring the linkages with villages utilising these resources.

It is proposed that the Integrated Wetlands Management Approach is tested in the MWBP target Districts in Attapeu building on village level interventions undertaken by MWBP and partners. This will build on mapping exercises, village and intra-village planning and the incorporation of these plans into District planning processes. This will involve training based on a Training Needs Assessment in order to strengthen the planning capacity of villages, Sub-Districts, and District/Provincial administrations. The strengthening of capacity will be through participatory learning and action processes to mainstream wetland management.

This exercise will produce a draft of District and village wetland management plans.

3.7 Supporting pilot livelihood activities in Attapeu Province – Rural livelihoods in the three target districts in Attapeu Province depend largely on wetland resources. During 2005 and 2006 MWBP and partners have begun the implementation of a number of livelihoods improvement activities. This proposal will build on the progress made in implementing these activities.

The focus of livelihoods interventions will be on the following:

- Marketing and process of aquatic resources and Non-timber Forest Products – A number of wetland resources and NTFPs have already been identified with market potential. At present, many of these resources are being traded but with few financial benefits accruing to local people. The LWP project will support the local people (including women) to identify market opportunities and will support a combination of sustainable harvesting practices, domestication, value-adding processes and marketing to ensure that financial benefits accrue to local people.
- Agriculture improvement activities - In the LWP project, these include promoting indigenous vegetable gardens, use of bio-fertiliser, and improvement of agricultural yield.

All these livelihood interventions will build on the technical support of provincial and district extension services. Where appropriate, support should come from LARReC, DLF and NAFRI.

Annex II. Initial Offline Risk Log
Project Title: Support to Lao PDR Water and Wetland Policy

Award ID: 00047641
Countermeasures / Mingt response

Date: June 2009
Last Update Status

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mingt response	Owner	Submitted, updated by	Last Update	Status
1	Multi-stakeholder partnership with a variety of interests	13 September 2007	Operational	<p>Potential of conflict of interest among different agencies, delays and poor project implementation and management, low deliverable rate P = 3; I = 3; P x I = 9</p> <p>(In Alias, select from list)</p>	<p>What actions have been taken/will be taken to counter this risk</p> <p>(In Alias, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+," for instance to record updates at different times)</p>	UNDP PAFO	13 September 2008	18 March 2008	No change
2	Delay in producing planned outputs/outcomes	13 September 2007	Operational and Programmatic	<p>Ineffective coordination, poor financial and project management P = 4; I = 5; P x I = 20</p>	<p>Conduct regular monitoring activity and update/adjust work plan as deemed necessary</p>	UNDP PAFO	13 September 2008	18 March 2008	No change
3	High project staff turnover and structural change in the government	13 September 2007	Organisation and other	<p>Poor project performance and weak continuity of project personnel P = 3; I = 4; P x I = 12</p>	<p>Appointment of at least one alternate/stand by project staff for key position</p>	UNDP PAFO	13 September 2008	18 March 2008	No change
4	Delay in project document approval	31 January 2008	Operational	<p>Poor time management and implementation arrangements P = 4; I = 4; P x I = 16</p>	<p>Improve regularly the coordination and consultation between UNDP and Government Implementation Partner</p>	UNDP PAFO	31 January 2008	18 March 2008	No change

Annex III. Initial Offline Issue Log
Project Title: Support to Lao PDR Water and Wetland Policy

Award ID: 00047641 Date: June 2009

ID	Type	Date Identified	Description and Comments	Status	Status Change Date	Author
A unique number to each Project Issue	Issue type (i.e, request for change, or a general issue such as a question or statement or concern)					

Annex IV. Initial Offline Communication and Monitoring Plan

Project Title: Support to Lao PDR Water and Wetland Policy	Award ID: 00047641	Date: June 2009
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Type of Action (Types of Monitoring/Communication Action)	Stakeholders (Types of stakeholders)	Method of communication	Due by (Timeline for each type of the report/communication)	Completed on (Date of completed action)	Status (Status of action)
Project Delivery Reports (financial and narrative)	Project/PAFO→UNDP	Report	Quarterly		
Quarterly Project Combine Delivery Report	UNDP→PAFO/Project	Report	Quarterly		
UNDP Monthly Exchange Rate	UNDP→PAFO/Project	Document	Monthly		
FACE forms and IPOA documentations	Project/PAFOI→UNDP	Report/document	Quarterly		
Quarterly Project Direct Payment List	Project/PAFO→UNDP	Report/document	Quarterly		
Annual Procurement and HR Plan	Project/PAFO→UNDP	Report/document	Annually		
Update of project risk, issue, lessons learned logs and communication and monitoring plan	Project/PAFO→UNDP	Report	Quarterly		
Monthly Project Workplan, Financial and Progress Report	Working Group→PM	Report/document	Monthly		
Quarterly workplans and progress reports	Project/PAFO→UNDP	Report	Quarterly		
Annual workplans and progress reports	Project/PAFO→UNDP	Report	Annually		
Monitoring visits	Project/PAFO<→UNDP	Report	Within 10 days after the event		
audits and spot checks	UNDP→PAFO/Project	Report	Within 10 days after the event		
Annual review meeting	Project/PAFO→UNDP	Report	Annually		
Project Board meeting Report	Project/PAFO→UNDP	Report	At least once a year		
Audit Report	Project/PAFO→UNDP	Report	Annually		
Audit Implementation Action Plan	Project/PAFO→UNDP	Report	As agreed		
Monthly Meeting Report	Project/PAFO→UNDP	Report	Monthly (within 7 days after the meeting date)		

Annex VI. ToR for Project Board

Overall responsibilities of the Project Board

- The Project Board is the group responsible for making executive management decisions for a project when guidance is required by the Project Manager, including approval of project plans and revisions.
- This group is consulted by the Project Manager for decisions when project manager tolerances have been exceeded.
- Based on the approved annual work plan (AWP), the Project Executive Group reviews and approves project stage plans and authorizes any major deviation from these agreed stage plans.
- It is the authority that signs off the completion of each stage (quarterly) plan as well as authorizes the start of the next stage (quarterly) plan. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the project and external bodies.
- It approves the appointment and responsibilities of the Project Manager and
- It delegates its Project Assurance responsibilities.

Specific responsibilities of the Project Board

For the processes of justifying, defining and initiating a project:

- Agree on Project Manager's and Project Management Team's responsibilities;
- Appraise and approve stage (quarterly) plans submitted by Project Manager;
- Delegate any Project Assurance roles as appropriate;
- Commit project resources required by the next stage (quarterly) plan.

For the process of running a project:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Agree on Project Manager's tolerances in the stage (quarterly) plan;
- Review each completed project stage plan and approve the next stage (quarterly) plan;
- Review and approve end project report, make recommendations for follow-on actions;
- Provide ad-hoc direction and advice for exception situations when project manager's tolerances are exceeded;
- Assess and decide on project changes;
- Assure that all planned deliverables are delivered satisfactorily and programme management directives are complied;
- Conduct annual review of AWP and pass on the results to Programme Component Review.

For the process of closing a project:

- Assure that all products deliverables are delivered satisfactorily;
- Review and approve the end project report;
- Make recommendations for follow-on actions and post project review plan;
- Notify project closure to the Outcome Board.

Annex VII. ToR for Project Board Chairperson/Project Executive

- The Executive is ultimately responsible for the project, supported by the Senior User/Beneficiary and Senior Supplier.
- The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its outputs.
- The Executive has to ensure that the project has a cost-conscious approach to the project, balancing the demands of the user (or beneficiary) and supplier.

Annex VIII. ToR for Senior Supplier

The Senior Supplier²

- Represents the interests of those developing, facilitating, procuring, implementing and possibly maintaining the outputs of a project.
- Is accountable for the quality of the outputs delivered by the supplier(s).

² If necessary, more than one person may be required to represent the suppliers.

- The Senior Supplier role must have the authority to commit or acquire supplier resources required.

UNDP's representative(s) to this group are typically programme officers and/or programme portfolio leads.

The roles of Senior Beneficiary and Senior Supplier should not be combined to avoid conflict of interest.

Annex IX. ToR for Senior Beneficiary

The Senior User/Beneficiary³:

- Is responsible for the specification of the needs of all those who will be primarily using or benefiting from the project outputs;
- Is responsible for user liaison with the project team and for monitoring that the solution will meet those needs.
- Commits user resources and monitors project outputs against agreed requirements.

User Committee: If there are more people wanting to share the Senior User role, a user committee can be formed with a chairperson. The chairperson represents them as Senior User, reports back to the committee and takes direction from it before Project Executive Board meetings.

Annex X. Key institutions dealing with wetlands management in Lao PDR

The Ministry of Agriculture and Forestry (MAF) has overall responsibility for the management of wetland resources including activities related to the exploitation, development and utilization of water for agriculture; prevention of floods in agricultural areas; the survey of data on meteorology and hydrology of the Mekong River and its tributaries as well as other rivers; and the inventory of water reservoirs for agricultural and domestic purposes.

Irrigation Department is tasked to study, survey and collect data to determine the development of water resources and monitor water discharge from irrigation; formulate strategies and plans for water resource development for irrigation; formulate plans to prevent flood and draught; and supervise, monitor and evaluate the implementation of action plans and projects.

Department of Livestock and Fisheries (DLF) is responsible for transforming of the guidance, policies, strategies and plans of the MAF into action plans and projects to support the development of livestock, veterinary and fisheries sectors; coordination with relevant agencies to survey socio-economic conditions and natural resources and their potential to be used as an information base for zoning the management of livestock and fisheries; collecting, compiling and maintaining of information on livestock and fisheries; and inspecting, controlling and quarantining of livestock and its products, animal and fish.

National Agriculture and Forestry Research Institute (NAFRI) established in 1999 under the supervision of the Ministry of Agriculture and Forestry and has equal status with the line departments under MAF. The NAFRI undertakes integrated agriculture, forestry and fisheries adaptive research in order to provide technical information, recommendations and results for agriculture, forestry and fisheries development and strategic formulation of policies and programs in accordance with the Government of the Lao PDR's policy. NAFRI was the executive agency on behalf of the MAF for the management of MWBP in Lao PDR.

³ This role may require more than one person to cover all the user interests. For the sake of effectiveness the role should not be split between too In some cases, a role of the Executive and Senior User could be combined.

Living Aquatic Resources Research Centre (LARReC) established in 1999 as one of ten research centres under the NAFRI of Ministry of Agriculture and Forestry. Its mandate is to organize assessment of the living aquatic resources and socio-economic studies of fisheries in streams, rivers, reservoirs, and wetlands; organize research on fish propagation, especially culture of indigenous species and improvement of the brood stock of introduced species; identified appropriate aquaculture systems with due consideration to potentials of agro-ecological zones; provide data, information and technology on fisheries for implementations to promote fisheries in collaboration with other institutions. LARReC was the key implementing partner for the Mekong Wetland Biodiversity Conservation and Sustainable Use for Lao PDR.

Water Resources and Environment Administration (WREA) established in 2007 is mandated to coordinate, consult and assess water and environment issues; formulate environment management regulations and guidelines in coordination with the relevant development agencies; develop direct a public awareness programme on the environment; and develop and assist in public education and training on environmental issues. It has right to cooperate, negotiate, and enter in contracts, protocols, memorandum with foreign and international organizations based on the laws and regulations.

Department of Environment (DoE) established in 1992 and merged with WREA in July 2007 acts as the focal point on behalf of WREA in relation to environmental management for the whole country. Its overarching role is to translate broad party and government directives into strategies, policies, regulations, programs and projects, and in this it is to coordinate with other sectors and ministries, and foreign organisations. It also has responsibilities in relation to environmental impact assessments, education, and a range of other activities. The department is also the focal point for three international environmental conventions, namely the United Nations Convention on Biological Diversity, the United Nations Framework Convention on Climate Change, and the United Nations Convention to Combat Desertification.

Local government/authorities

Provincial Level

The Provincial Agriculture and Forestry Extension Service Office (PAFO), supervise the agriculture and forestry units, offices and sections in the province and districts levels, play the key role in wetland management at the provincial level. PAFO has responsibility in providing specific technical support and backup to district staff through the development of subject matter specialist.

Water Resources and Environment Office (WREO) is mandated to coordinate, consult and assess water and environment issues; formulate environment management regulations and guidelines in coordination with the relevant development agencies; develop direct a public awareness programme on the environment; and develop and assist in public education and training on environmental issues at provincial level.

District and village level

Following the Government policy and decentralization context, the Government gives the utmost importance to not only province but also districts and villages for planning and implementation of the national policy and strategies related to natural resources management. Government promotes the application of participatory approach therefore encourages the 'bottom-up' planning as basis for local government to deal with any development and management issues.

The Provincial / District Agriculture and Forestry Extension Service Office (P/DAFES) under the supervision of PAFO has responsibility to focus on two technical sections devoted to 1) farming and forest extension and 2) technical backup, supervision and coordination of extension activities at district and community levels. PAFES are therefore considerably actual nucleus of MAF interaction with farmers, cooperation closely with other district authorities and serving as the anchor of the village implementation. This takes place through village task force in close cooperation with village community and head of village and his/her administration including mass organizations representatives.

Annex XI. ToR for Project Assurance

The project assurance role supports the Project Board and the Outcome Board by carrying out objective and independent project oversight and monitoring functions, which are mandatory for the project. During the running of the project, this role ensures appropriate project management milestones are managed and completed.

Assurance covers all interests of a project, including project business, beneficiary and supplier. The implementation of the assurance responsibilities needs to answer the question "What is to be assured?".

The following list includes the key suggested aspects that need to be checked by the Project Assurance throughout the project are:

- Maintenance of thorough liaison throughout the project between the supplier and the customer
- Beneficiary needs and expectations are being met or managed
- Risks are being controlled
- Adherence to the Project Justification (Business Case)
- Constant reassessment of the value-for-money solution
- Fit with the overall programme
- The right people are being involved
- An acceptable solution is being developed
- The project remains viable
- Focus on the business need is maintained
- Internal and external communications are working
- Applicable standards are being used
- Any legislative constraints are being observed
- The needs of specialist interests (for example, security) are being observed
- Adherence to quality assurance standards

Annex XII. ToR for Project Manager

The Project Manager is responsible for day-to-day management and decision-making for the project. The Implementing Partner/Designated Institution appoints a Project Manager, who should be different from the Implementing Partner/Designated Institution's representative in the Outcome Board (and in the Project Board as the executive).

Overall responsibilities

- The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the Group.
- The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager's major responsibility is to ensure that the project produces the results specified in the AWP, to the required standard of quality and within the specified constraints of time and cost.

Specific responsibilities

Overall project management

- Manage the production of the required deliverables
- Direct and motivate the project team
- Liaise with the Project Executive Group or its appointed Project Assurance roles to assure the overall direction and integrity of the project
- Agree technical and quality strategy with appropriate members of the Project Executive Group
- Identify and obtain any support and advice required for the management, planning and control of the project
- Be responsible for project administration
- Sign all Funding Authorization and Certification of Expenditure (FACE) forms

- Liaise with any suppliers
- May also perform Team Manager and Project Support roles

Project planning:

- Produce the Project Initiation Document
- Prepare Project, Stage and, if necessary, Exception Plans in conjunction with Team Managers and appointed Project Assurance roles and agree them with the Project Board
- Compile annual and quarterly workplans

Project monitoring

- Plan and monitor the project
- Manage the risks, including the development of contingency plans
- Take responsibility for overall progress and use of resources and initiate corrective action where necessary
- Be responsible for change control and any required arrangement management

Project reporting

- Prepare and report to the Project Executive Group through Highlight Reports and End Stage Reports
- Prepare the Lesson Learned Report
- Prepare any Follow-on Action Recommendations required

Annex XIII. ToR for Assistant Project Manager

Assistant Project Manager as assistant to the Project Manager will be contracted to help the Project Manager in daily management activities in their respective project teams.

Specific responsibilities

Overall project management

- Manage the production of the required deliverables under identified activities
- Direct and motivate the project team in provincial level
- Identify and obtain any support and advice required for the management, planning and control of the project's activities in the province
- Be responsible for project administration in the provincial level
- Liaise with project manager

Project planning:

- Prepare Project, Stage and, if necessary, Exception Plans in conjunction with Team Managers in the provincial level and appointed Project Assurance roles and agree them with the Project Board

Project monitoring

- To providing technical and managerial guidance to project team in their respective agencies on behalf of Project Manager for effective coordination and communication for project implementation

Project reporting

- Prepare and report to the Project Manager through Highlight Reports and End Stage Reports
- Prepare the Lesson Learned Report
- Prepare any Follow-on Action Recommendations required

Project accounting

- Maintaining proper financial records and files in accordance with prevailing procedures
- Preparing draft financial reports for project team and providing advise on them to NPD and PM
- Monitoring and supervising expenditures by project

- Monitoring and analyzing project expenditures with respect to approved budgets and work-plans
- Compilation of monthly and annual expenditure reports for the NPD and project team and providing expenditure updates as required
- Preparing requests for direct payment and requests for advance to project operating account
- Preparing and maintaining updated ledgers and inventories of supplies and non-expendable property
- Liaising with UNDP Finance Unit and UNDP Programme Analyst and Programme Associate as required
- Briefing people or organizations in receipt of payments from the project on financial procedures and required documentation and overseeing payments of payments from the project including daily living and travel allowances for training participants etc.
- Briefing and assisting newly arriving international and local consultants on basic financial procedures and requirements with respect to payments, entitlements, banking, currency provision and other issues related to finance
- Performed on monthly basis on bank, Combined Delivery Report (CDR) and expenditures reconciled against project budget
- Assisting the PM to prepare work plan, budgets and estimates of project quarterly expenditure

Annex XIV. Summary ToR for Project Support Staff

Administrative Support

The Project Support role provides project administration and management support to the Project Manager and Assistant Project Manager as required by the needs of the project or Project Manager. It is necessary to keep Project Support and Project Assurance roles separate in order to maintain the independence of Project Assurance.

Specific responsibilities: Some specific services of the Project Support would include:

Provision of administrative services:

- Set up and maintain project files
- Collect project related information data and forecasts
- Update plans
- Administer the quality review process
- Administer Project Executive Group meetings

Project documentation management:

- Administer project revision control
- Establish document control procedures
- Compile, copy and distribute all project reports

Central source of expertise in:

- Specialist knowledge (for example, estimating, risk management)
- Specialist tool expertise (for example, planning and control tools, risk analysis)
- Specialist techniques and standards

Annex XV. ToR for UNV Expert in Wetland Management

Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development, and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UNV volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UNV volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UNV volunteers even more rewarding and productive.

1. **UNV Assignment Title:** Wetlands Management Expert
2. **Type of assignment (International or National UNV volunteer):** International
3. **Project Title:** Support to Lao PDR Water and Wetland Policy
4. **Duration:** 12 months
5. **Location, Country:** Attapeu, Lao PDR
6. **Expected starting date:** July 2009
7. **Brief Project Description:**

Project Description

Lao PDR is rich in wetland biodiversity, essential to the majority of Lao people whose livelihood is based upon natural resources. The Government of the Lao PDR has implemented a number of activities to improve the management of the country's wetlands. However, results are still limited due to a number of difficulties including lack of technical and human resource capacity for wetland management at all levels, the lack of supportive policies and incentives for wetland conservation and the lack of livelihood alternatives for communities reliant on wetland resources. This one-year project will contribute to the removal of these barriers at central and provincial levels.

The project aims to strengthen capacities for sustainable use of Lao PDR wetlands. It will focus on the strengthening of national wetland management regulations and policies. Wetland planning approaches at village, sub-village, village cluster and district/provincial levels will be applied in Attapeu Province. To improve communities' livelihoods, the project will also support village funds and training on wetland resources conservation and sustainable use for poor households; marketing and processing of wetlands and non-timber forest products; and income generation opportunities based on improvement of agricultural activities.

In pursuit of this objective, PAFO and UNDP Lao PDR seek an International UNV who can support the project to achieve its objectives.

8. **Host Agency/Host Institute:** Provincial Agriculture and Forestry Office, Attapeu Province, Government of Lao PDR

9. Organizational Context:

The UNVolunteer will be hosted in the **Provincial Agriculture and Forestry Office, Attapeu Province** but will also maintain close communication and reporting to the Environment Unit of UNDP Lao PDR.

10. **Type of assignment place:** assignment with family

11. Description of Duties:

The UNV - Wetlands Expert will provide support to the effective delivery of the activities outlined in the Annual Workplan of this project. Under the direct supervision of the

Director of PAFO, and in close coordination and communication with the UNDP Lao PDR Environment Unit, the Wetlands Expert will have the following specific tasks:

1. Project development, planning and implementation
 - a. Strategic guidance and advice to DLF and PAFO and other relevant sectors in the development of sustainable wetland management activities;
 - b. Provide technical, capacity building and institutional strengthening support to PAFO and other relevant sectors on sustainable wetland management and its importance for rural livelihoods and poverty reduction
 - c. Provide policy advice, strategic guidance and knowledge-sharing related to Wetlands to PAFO and other sectors, including specific support to DLF in the realization of a review of national wetland policies
 - d. Ensure the development of cross-project linkages with other relevant projects and programmes for mutually reinforcing impact
 - e. Promote information sharing and facilitate dialogue within the donor community by supporting PAFO to initiate consultative meetings and prepare briefs and policy papers on wetlands
2. Provide technical support to strengthening wetland planning approaches
 - a. Support PAFO to identify target villages and village groups for the development of wetland management plans
 - b. Provide significant technical guidance and support to the use of participatory approaches to develop village and village group level wetland management plans
3. Support the development of pilot livelihood activities in Attapeu Province
 - a. Together with PAFO and local communities, support the development of four NTFP user groups; the determination of user group institutional arrangements, regulations and agreements; and the listing of wetland products and NTFPs together with their uses
 - b. Provide technical guidance to the development of ecological agriculture and small-scale aquaculture / fisheries management
4. Training and capacity strengthening
 - a. Support the process of assessing training needs and capacities to plan for sustainable wetland management in key provincial authorities
 - b. Provide significant support to the development and implementation of relevant training programmes
5. Project management and partnerships
 - a. Together with PAFO, draft necessary strategic documents concerning project implementation, such as policy papers, and work plans etc.
 - b. Support the sound management of all of the activities of this project
 - c. Strengthen partnerships/coordination with key stakeholders, particularly the donors, private sector, and the government fora to identify opportunities, formulate joint initiatives with maximum impacts and efficiency, minimize duplication of efforts and reduce transaction costs

Furthermore, UNV volunteers are encouraged to:

- Strengthening their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in events that mark IVD);
- Getting acquainted with and building on traditional and/or local forms of volunteerism in the host country;
- Reflecting on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.;

- Assisting with the UNV Buddy Programme for newly-arrived UNV volunteers;
- Promoting or advising local groups in the use of online volunteering, or encouraging relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

12. Results/Expected Output:

- Wetlands management approaches in Lao PDR strengthened through the implementation of integrated wetland management activities with local communities, and the development of relevant policies.
- AWP implemented according to planned activities, targets, and indicators
- UNDP Lao PDR programme of support to the Government in the area of wetland management strengthened
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

13. Qualifications/Requirements:

- Post graduate degree in Conservation Biological Sciences/Aquatic Ecology (major in Biodiversity)/Freshwater Biology or related discipline
- 5-7 years professional experience of which at least 2 years in the freshwater wetland ecology and natural biodiversity conservation at the Grassroots level
- Proven experience in community based resources management, training of development workers and working with government bodies
- Ability to adapt with multicultural and multidisciplinary team of experts and willing to undertake extensive field works in the project sites
- Willingness to live in small provincial town
- Fluency in English is required.

14. Living Conditions: UNV volunteer will reside in Attapeu, Lao PDR. Frequent or extensive travel to field sites is expected

Annex XVI. Mekong Wetlands Biodiversity Programme (MWBP)

The LWP project will build on the wetlands work and experiences gained during the implementation of the Mekong Wetlands Biodiversity Conservation and Sustainable Use Programme (MWBP). The MWBP was approved in 2004 by the three implementing partners (UNDP, the Mekong River Commission, and IUCN) and the four participating countries – Cambodia, Lao PDR, Thailand, and Vietnam, each of which have territory in the Lower Mekong River Basin. The Programme is a GEF-funded initiative executed through UNDP in Lao PDR and with the national and provincial components in each country implemented by IUCN.

MWBP is tackling the difficult issues of wetland biodiversity conservation throughout the Lower Mekong Basin with an emphasis on the sustainable use of wetland resources. Without this emphasis, the conservation of both globally and regionally important species, habitats and ecosystems may come to be seen by some as an irrelevant luxury in comparison to the urgency of human needs and development. The Programme aims to strengthen the capacity of organisations and people to develop sustainable livelihoods and manage wetland biodiversity resources wisely. Originally, the programme was designed for five years (2004-2009). The programme has intervention at three levels – regional, national and local – with demonstration wetland areas in each of the four countries: in Lao PDR the demonstration site was in Attapeu Province.

The programme aimed to:

- Improve coordination for wetland planning from regional to local levels
- Strengthen policy and economic environments for wetland conservation
- Generate and share information
- Train and build capacity for the wise use of wetlands
- Create alternative options for sustainable natural resource use and improve livelihoods

The activities within this project contributed to Component 3 of the MWBP, which aimed to strengthen Lao capacity to manage the biodiversity conservation and sustainable use of wetlands at national, provincial and local levels. The relevant outputs were:

Output 3.2: Support to Ramsar Convention in Lao PDR

Output 3.3: Policy recommendations for wetland management formulated for Lao PDR

Output 3.7: Strengthen capacity for wetland planning to integrate with national IWM planning processes

Output 3.11: Increased understanding of economic and livelihood values in Attapeu Province

Possible Technical Support (*IUCN Lao Proposed Inputs*)

IUCN Lao is committed to continuing its support to the MWBP follow-up activities. Given its relationship with the Government of Lao PDR and its long history of involvement in wetlands issues, IUCN Lao is strategically placed to make unique contributions. The IUCN Lao office has played a role in coordinating and facilitating discussion of water and water-related policy issues at the national level. For example, IUCN Lao has been involved with the RAMSAR process since its inception, and has been taking the lead in supporting Lao inputs to regional and national level water dialogues. IUCN Lao has also overseen the MWBP Lao component, and built concrete relationships with implementing government agencies in the field sites.

IUCN Lao has made a long-term commitment to wetlands issues in its Strategic Framework for 2007-20011, through the *Nam: Water, Wetlands and Watershed* theme of activities. Furthermore, IUCN Lao is working to make linkages with other areas of related work in the project area, such as Health and Environment. IUCN will be conducting, in conjunction with the regional Water and Nature Initiative, a Lao National Water Dialogue, in which wetlands will feature prominently. There are also planned follow-up activities in the Xekong River basin to assess and monitor environmental flows, implementing an E-FLOWS approach to water resources management. Through these complementary activities, IUCN Lao will bring additional resources and information to the proposed collaboration.

IUCN Lao is prepared to provide technical support to the following areas of work under the current proposal:

National Level

Technical support at this level will focus on collaboration with central agencies responsible for the formulation and supervision of policy relating to wetlands, including activities regarding:

- Accession of GoL to RAMSAR
 - Support case study of wetlands valuation in Siphandone wetlands complex
- Review of national wetlands policies
 - Provide technical support to cast study on community-based fisheries
 - Conduct review of existing legal and institutional framework and sectors policy

Provincial Level

Inputs at the provincial level will be made in support of provincial implementing agencies through their work in the field to:

- Strengthen Integrated Water Resources Management for wetlands
 - Contribute to development of provincial wetlands management plan and elaborate implementation strategy
- Livelihood activities in Attapeu
 - Provide support to farm-level aquaculture activities

IUCN may consider providing additional resources including financial support to realize the above-mentioned area of works as deemed necessary.

Annex XVII. Note Verbal of Ministry of Planning and Investment



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Planning and Investment
Department of International Cooperation

No: 47 MPI.DIC.03

Note Verbal

The Ministry of Planning and Investment of Lao people's Democratic Republic present its compliments to the United Nations Development Programme and has the honour to inform that the Government of the Lao People's Democratic Republic has approved the Project entitled " Support to Lao PDR water and Wetland Policy Project (LWP)" For the period of 01 year.

The Ministry of Planning and Investment avails itself of this opportunity to renew The United Nations Development Programme of its highest consideration *yes*

Vientiane January 14, 2008

Ms. Sonam Yangchen Rana
Representative
UNDP, Vientiane, Lao PDR



Cc: - Ministry of Agriculture and Forestry

Date 17 JAN 2008		
PERSON		INFO
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	RSR (P)	L
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ACTION:		
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Annex XVIII. Project Approval letter from Ministry of Planning and Investment



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ

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ກະຊວງແຜນການ ແລະ ການລົງທຶນ

ເລກທີ...../ຜທ

ນະຄອນຫລວງ ວຽງຈັນ, ວັນທີ.....14 JAN 2008

ຂໍ້ຕົກລົງ

ຂອງ ທ່ານ ລັດຖະມົນຕີ ວ່າການ ກະຊວງແຜນການ ແລະ ການລົງທຶນ ວ່າດ້ວຍການອະນຸມັດຮັບຮອງເອົາໂຄງການຊ່ວຍເຫຼືອລ້າ ຈາກອົງການສະຫະປະຊາຊາດ ເພື່ອການພັດທະນາເຂົ້າໃນໂຄງການສະໜັບສະໜູນການສ້າງນະໂຍບາຍນໍ້າ ແລະ ດິນບໍລິເວນນໍ້າ ໃນ ສປປ ລາວ ມູນຄ່າ 140.000 ໂດລາສະຫະລັດ

- ອີງຕາມໃບສະເໜີຂອງກະຊວງກະສິກໍາ ແລະ ປ່າໄມ້ ສະບັບເລກທີ 1323/ກປ.ຜກ.2007, ລົງວັນທີ 30 ຕຸລາ 2007

ລັດຖະມົນຕີວ່າການ

ກະຊວງແຜນການ ແລະ ການລົງທຶນ ຕົກລົງ :

ມາດຕາ 1: ເຫັນດີຮັບຮອງເອົາການຊ່ວຍເຫຼືອລ້າ ຈາກອົງການສະຫະປະຊາຊາດ ເພື່ອການພັດທະນາ ເຂົ້າໃນໂຄງການສະໜັບສະໜູນການສ້າງນະໂຍບາຍນໍ້າ ແລະ ດິນບໍລິເວນນໍ້າ ໃນ ສປປ ລາວ (ແຕ່ ເດືອນ 01 ມັງກອນ ເຖິງ 31 ທັນວາ/2008)

ມາດຕາ 2: ລາຍລະອຽດຂອງໂຄງການມີດັ່ງນີ້:

- ຊື່ໂຄງການ: ໂຄງການສະໜັບສະໜູນການສ້າງນະໂຍບາຍນໍ້າ ແລະ ດິນບໍລິເວນນໍ້າ ໃນ ສປປ ລາວ
" Support to Lao PDR water and Wetland Policy Project (LWP)"
- ທີ່ຕັ້ງໂຄງການ: ພະແນກກະສິກໍາ ແລະ ປ່າໄມ້ ແຂວງອັດຕະປື
- ຈຸດປະສົງຂອງໂຄງການ:
 1. ເສີມສ້າງຄວາມເຂັ້ມແຂງ ກ່ຽວກັບ ນະໂຍບາຍການຄຸ້ມຄອງທີ່ດິນບໍລິເວນນໍ້າໃນລະດັບຊາດ

2. ສະໜັບສະໜູນຊີວິດການເປັນຢູ່ ຂອງປະຊາຊົນ ທີ່ອາໄສໃນເຂດດິນບໍລິເວນນ້ຳ ແຂວງອັດຕະປື

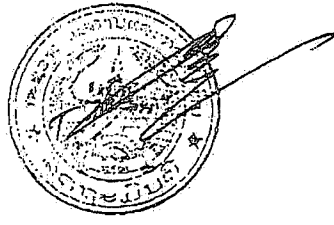
- ມູນຄ່າຂອງໂຄງການ: 140.000 ໂດລາສະຫະລັດ
- ໄລຍະປະຕິບັດໂຄງການ: 01 ປີ (01 ມັງກອນ - 31 ທັນວາ 2008)
- ຜູ້ປະຕິບັດໂຄງການ: ພະແນກກະສິກຳ ແລະ ປ່າໄມ້ ແຂວງອັດຕະປື, ສະຖາບັນຄົ້ນຄວ້າກະສິກຳ ແລະ ປ່າໄມ້ ກະຊວງກະສິກຳ ແລະ ປ່າໄມ
- ອົງການຜູ້ໃຫ້ທຶນ: ອົງການສະຫະປະຊາຊາດ ເພື່ອການພັດທະນາ (UNDP)

ມາດຕາ 3: ກະຊວງ, ອົງການ ແລະ ທ້ອງຖິ່ນທີ່ກ່ຽວຂ້ອງຕ້ອງສົມທົບກັບຜູ້ໃຫ້ທຶນ ເພື່ອຈັດພິທີເຊັນສັນຍາຮັບເອົາໂຄງການນຳກັນກ່ອນທີ່ຈະດຳເນີນການປະຕິບັດໂຄງການ

ມາດຕາ 4: ກະຊວງ, ອົງການ ແລະ ທ້ອງຖິ່ນທີ່ກ່ຽວຂ້ອງຕ້ອງມີຄວາມຮັບຜິດຊອບໃນ ການຄຸ້ມຄອງ ໃຫ້ມີປະສິດທິຜົນ ແລະ ຈັດຕັ້ງປະຕິບັດໂຄງການທີ່ອະນຸມັດໃຫ້ໄດ້ ຜົນສຳເລັດຕາມຈຸດປະສົງທີ່ວາງໄວ້ ແລະ ສິ່ງປົດສະຫລຸບລາຍງານການຈັດຕັ້ງປະຕິບັດ ປະຈຳ 3 ເດືອນ, 6 ເດືອນ ແລະ ປະຈຳປີໃຫ້ກະຊວງແຜນການ ແລະ ການລົງທຶນ.

ມາດຕາ 5: ຂໍ້ຕົກລົງສະບັບນີ້ ມີຜົນສັກສິດ ນັບແຕ່ມີລົງລາຍເຊັນເປັນຕົ້ນໄປ.

ລັດຖະມົນຕີຊ່ວຍວ່າການ ກະຊວງແຜນການ ແລະ ການລົງທຶນ



ທອງມິ ພິມວິໄຊ

ສຳເນົາມາຮັບ

- ກະຊວງກະສິກຳ ແລະ ປ່າໄມ້
- ຫ້ອງວ່າການສູນກາງພັກ
- ຫ້ອງວ່າການ ສນຍ
- ກົມອົງການຈັດຕັ້ງສາກົນ, ກະຊວງການຕ່າງປະເທດ
- ກະຊວງການເງິນ

- ກະຊວງການ: ເຄື່ອງການສະໜັບສະໜູນການສ້າງນະໂຍບາຍນ້ຳ ແລະ ດິນບໍລິເວນນ້ຳ ໃນ ສປປ ລາວ

" Support to Lao PDR water and Wetland Policy Project (LWP)"

- ທີ່ຕັ້ງໂຄງການ: ພະແນກກະສິກຳ ແລະ ປ່າໄມ້ ແຂວງອັດຕະປື
- ຈຸດປະສົງຂອງໂຄງການ:
 1. ເສີມສ້າງຄວາມເຂັ້ມແຂງ ກ່ຽວກັບ ນະໂຍບາຍການຄຸ້ມຄອງທີ່ດິນບໍລິເວນນ້ຳໃນລະດັບຊາດ