

### Part III. Management Arrangements

**National project execution and implementing partners:** The Ministry of Agriculture and Forestry has the central responsibility of coordinating the activities related to water and wetlands management. The National Agriculture and Forestry Research Institute (NAFRI) will be the key implementing partner of the project. At national level, other partners include: The Living Aquatic Resources Research Centre (LARReC) and Department of Livestock and Fisheries (DLF) of the Ministry of Agriculture and Forestry (MAF). At provincial level, the key implementing partner for the project is the Provincial Agriculture and Forestry Service Extension Office (PAFO) of Attapeu Province. Each implementing party 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 II outlines the responsibilities of the agencies in water and wetlands management in Lao PDR.

**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 a quarterly basis 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 III outlines the responsibilities of the Project Board. The role of Executive will be held by the Chair of the executive group (Director of NAFRI), who is also the leader for overall project outputs emphasizing the effectiveness of project management and implementation (see Annex IV for more details on the responsibility of Project Board Executive). The role of Senior Supplier will be held by two people: the Director of LARReC as the responsible for the technical and managerial inputs, and the Unit Chief of the UNDP Environment Unit as the source of funding (see Annex VI). The role of Senior Beneficiary will be held by two people: a representative from DLF and a representative from PAFO (see Annex V). The organisation of the management set up is seen below:

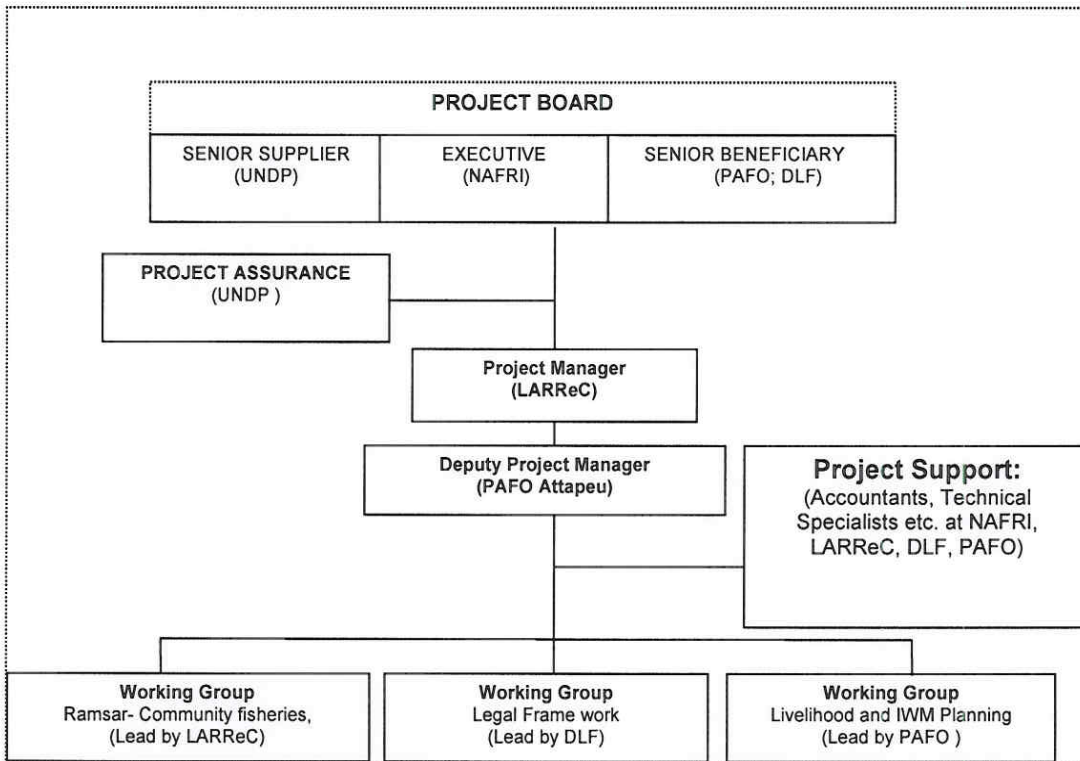


Figure 1. Project Management Structure

**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 TRAC funds. Annex VII outlines the responsibilities of the Project Assurance.

**Project Manager:** The project manager will be at least a senior Government officer from Department level 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 VIII).



**Project Support Staff:** Implementing agencies will assign support staff as necessary. A deputy Project Manager will be assigned from PAFO of Attapeu Province to help the National Project Manager in daily management activities.

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

| <b>Responsibility</b>            | <b>Names and agencies</b>  |
|----------------------------------|--|
| Project Board Executive          | Deputy Director, NAFRI (Mr. Phouvieng Latdavong)   |
| Project Board Senior Supplier    | UNDP (Environment Unit Manager)  |
| Project Board Senior Beneficiary | Deputy Director of PAFO Attapeu (Mr. Bounseut Setthylath);<br>Deputy Director of DLF (Mrs. Pingkham Lasasimma) |
| Project Manager                  | Deputy Director of LARReC (Dr. Sinthavong Vilavong)  |
| Deputy Project Manager           | Deputy Chief of Planning Section of PAFO Attapeu (Mr. Vongthong Gnodleusay)                                    |
| Project Assurance                | UNDP Programme Analyst (Mr. Singha Ounniyom)   |
| Project Support Staff            | Financial Assistants (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. Chanthaboun Sirimanotham)  |
| PAFO Working Group Team Leader   | Senior Technical Staff (Ms. Sengkai Vongphouthong)   |

The project management team (Project Manager, Deputy PM, 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 NAFRI 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 NAFRI as appropriate;
- The project management team will raise any issues to the Project Board for decisions if problems arise.

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 General of NAFRI, 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.

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.

The activities agreed in the annual work plans (AWP) will be undertaken appropriately. To ensure coordination between national and provincial levels, the Deputy Project Manager (ToR of Deputy PM see Annex IX) will regularly communicate with the National Project Manager (PM) and project working groups.

The PM has the responsibility for managing and allocating activities to Working Groups under the approved AWP. The PM will work closely with the Working Group Team Leaders (ToR of WG Team Leader see Annex XI), who will provide the day-to-day operational coordination for the project. The PM reports directly to the Project Board Executive (ToR of PB Executive see Annex IV), to his/her government line manager(s) and the UNDP Project Board Senior Supplier. The reporting line for the PM, the Deputy PM and the Working Group Team Leaders is as follows:

- Working Group Leaders at national level report to the PM on progress against agreed work plans and budgets. At Provincial level, WG Team Leaders report to the PM through the Deputy PM. The Deputy PM has responsibility to communicate and coordinate with implementing partners at provincial level and reports to the PM on all matters related to the



project. The PM is responsible for communication and coordination with line agencies and for reporting to the Project Board Executive. 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 review 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.

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 NAFRI as requested by the Working Groups. UNDP will release funds to NAFRI quarterly on the basis of 1) Financial reports on the previous quarter's actual expenditures, and estimate of expenditures for the following quarter; 2) Quarterly operational work plans for the ensuing four months; and 3) Updated procurement and recruitment plans for the remaining of the current year. Principles of Harmonized Approach to Cash Transfer (HACT) to Implementing Partners will be applied for LWP project funds 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.

NAFRI 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 Deputy 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 10<sup>th</sup> 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.

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.

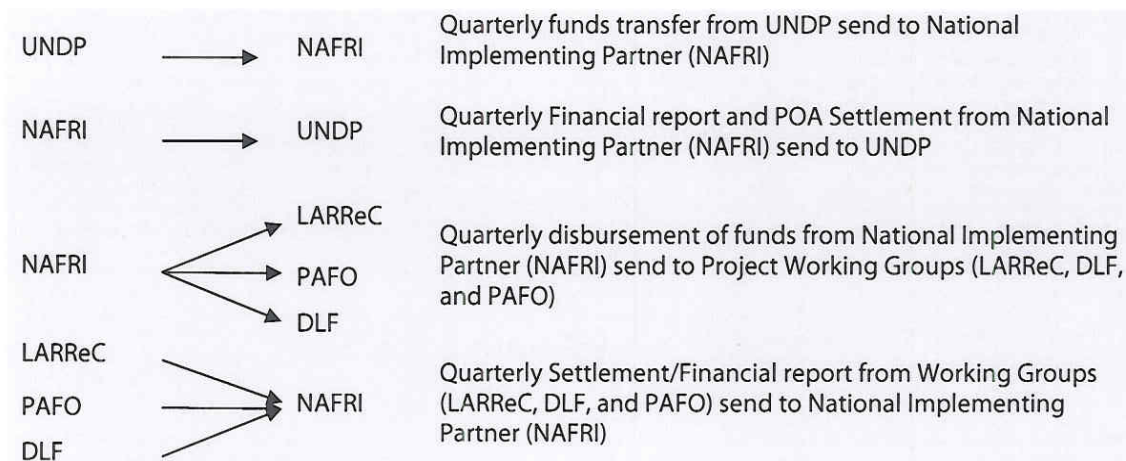


Figure 2. Flows of funds and reporting

## 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.



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 ຈາກລາວ ມາລາວ ຈາກລາວ

ກະຊວງກະສິກຳ ແລະ ປ່າໄມ້  
 ສະຖາບັນຄົ້ນຄວ້າ ວິທະຍາສາດ  
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 ນະຄອນຫຼວງວຽງຈັນ, ວັນທີ 23 APR 2008

**ຂໍ້ຕົກລົງ**

ຂອງສະຖາບັນຄົ້ນຄວ້າ ວິທະຍາສາດ ເຕັກນິກ ກະສິກຳ ແລະ ປ່າໄມ້  
 ວ່າດ້ວຍການແຕ່ງຕັ້ງພະນັກງານ ເພື່ອປະກອບເຂົ້າໃນຕໍາແໜ່ງງານ  
 ຂອງ ໂຄງການສະໜັບສະໜູນນະໂຍບາຍນໍ້າ ແລະ ດິນບໍລິເວນນໍ້າ ໃນ ສປປ ລາວ

- ອີງຕາມບົດບັນທຶກກອງປະຊຸມ ຂອງຄະນະຊີ້ນຳໂຄງການ ຄັ້ງວັນທີ 18 ມີນາ 2008.
- ອີງຕາມການສະເໜີຂອງ ສູນຄົ້ນຄວ້າການປະມົງ ສະບັບເລກທີ 087/ສຄປ; ລົງວັນທີ 02/04/2008.

ຫົວໜ້າ ສະຖາບັນຄົ້ນຄວ້າ ວິທະຍາສາດ ເຕັກນິກ ກະສິກຳ ແລະ ປ່າໄມ້ ຕົກລົງ:

ມາດຕາ 1: ວ່າດ້ວຍການແຕ່ງຕັ້ງພະນັກງານ ເພື່ອປະກອບເຂົ້າໃນຕໍາແໜ່ງງານຂອງ ໂຄງການສະໜັບສະໜູນນະໂຍບາຍນໍ້າ ແລະ ດິນບໍລິເວນນໍ້າໃນ ສປປ ລາວ ລາຍລະອຽດມີດັ່ງລຸ່ມນີ້:

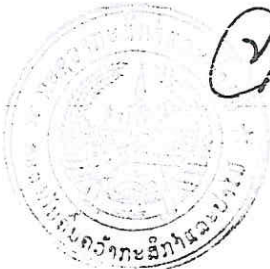
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|------|---------------------------|--|
| 1.   | ທ່ານ ພູວຽງ ລັດດາວົງ       | ເປັນຜູ້ຈັດການ ໂຄງການ Project Board.  |
| 2.   | ທ່ານ ດຣ. ສິມທະວົງ ວິລາວົງ | ເປັນຜູ້ຈັດການ ໂຄງການ Project Manager.  |
| 3. ✓ | ທ່ານ ນ. ຄຳແພງ ຫອມສິມບັດ   | ເປັນຫົວໜ້າຮັບຜິດຊອບວິຊາການຂອງສູນຄົ້ນຄວ້າການປະມົງ (LARReC Working Group Team Leader). |

ມາດຕາ 2: ໃຫ້ພະນັກງານທີ່ຖືກແຕ່ງຕັ້ງຂຶ້ນນີ້ ຈົ່ງຮັບຮູ້ ເພື່ອປະສານສົມທົບກັບພາກສ່ວນທີ່ກ່ຽວຂ້ອງ ແລະ ເພື່ອຈັດຕັ້ງປະຕິບັດວຽກງານໃຫ້ໄດ້ຮັບຜົນສຳເລັດເປັນຢ່າງດີ.

ມາດຕາ 3: ຂໍ້ຕົກລົງສະບັບນີ້ມີຜົນນຳໃຊ້ໄດ້ ນັບແຕ່ມີລົງລາຍເປັນຕົ້ນໄປ.

ຫົວໜ້າ ສະຖາບັນຄົ້ນຄວ້າ  
 ວິທະຍາສາດ ເຕັກນິກ ກະສິກຳ ແລະ ປ່າໄມ້

- ບ່ອນສົ່ງ:
- ສູນຄົ້ນຄວ້າການປະມົງ 1 ສະບັບ. ✓
  - ຜູ້ກ່ຽວ 1 ສະບັບ.
  - ເກັບມ້ຽນ 1 ສະບັບ.



*(Handwritten signature)*

ດຣ. ສິມທະວົງ ວິລາວົງ



ກ.ລ.ນ. ລື່ອງ  
ການ ສຶກສາ ອຸປະກອນ



ສາທາລະນະລັດປະຊາທິປະໄຕປະຊາຊົນລາວ  
ສັນຕິພາບ ເອກກະລາດ ປະຊາທິປະໄຕ ເອກກະພາບ ວັດທະນາຖາວອນ

ກະຊວງກະສິກຳແລະປ່າໄມ້  
ພະແນກກະສິກຳແລະປ່າໄມ້ແຂວງ

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ແຂວງ ອັດຕະປື, ວັນທີ 28/3/2008

**ຂໍ້ຕົກລົງ**

ຂອງຫົວໜ້າ ພະແນກກະສິກຳແລະປ່າໄມ້ແຂວງ

ວ່າດ້ວຍການແຕ່ງຕັ້ງຄະນະຮັບຜິດຊອບຊີ້ນຳໂຄງການຄຸ້ມຄອງດິນບໍລິເວນນາ

- ອີງຕາມ: ບົດລາຍງານກອງປະຊຸມຄະນະຊີ້ນຳໂຄງການສະໜັບສະໜູນການຄຸ້ມຄອງດິນບໍລິເວນນາໃນສປປ ລາວສະບັບລົງວັນທີ 28/3/2008
- ອີງຕາມ: ການຕົກລົງເຫັນດີເປັນເອກກະພາບຂອງພະແນກກະສິກຳປ່າໄມ້ແຂວງຮຸ້ງວັນທີ 5/5/2008

**ຫົວໜ້າພະແນກກະສິກຳປ່າໄມ້ແຂວງຕົກລົງ**

ມາດຕາ 01: ແຕ່ງຕັ້ງຄະນະຮັບຜິດຊອບຊີ້ນຳວຽກງານໂຄງການດິນບໍລິເວນນາ

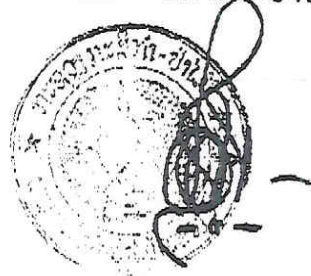
1. ທ່ານ ບຸນເສີດ ເສດທິລາດ ຮອງຫົວໜ້າພະແນກກະສິກຳປ່າໄມ້ແຂວງ ເປັນຫົວໜ້າຊີ້ນຳລວມ
2. ທ່ານ ວົງທອງວິດລີ ໄຊຫົວໜ້າຂະແໜງແຜນການ, ເປັນຮອງຜູ້ຈັດການໂຄງການ
3. ທ່ານ ນາງແສງໄກວົງພູທອນ ເປັນຫົວໜ້າ ທີ່ມາງານ ສາມ

ມາດຕາ 02: ບັນດາສະຫາຍທີ່ຖືກແຕ່ງຕັ້ງຕ້ອງປຶກສາຫາລືແລະປະສານສົມທົບກັບພາກສ່ວນທີ່ກ່ຽວຂ້ອງໃນການຈັດຕັ້ງປະຕິບັດເພື່ອໃຫ້ຖືກຕ້ອງ ແລະສອດຄ່ອງຕາມພາລະບົດບາດສິດແລະໜ້າທີ່ໄດ້ວາງອອກ

ມາດຕາ 03: ຂໍ້ຕົກລົງສະບັບນີ້ມີຜົນສັກສິດແລະນຳໃຊ້ໄດ້ນັບແຕ່ມີລົງລາຍເຊັນເປັນຕົ້ນໄປ,

- ບ່ອນນຳສົ່ງ:
- ສູນຄົ້ນຄ້ວາການປະເມີນ 1 ສ/ບ
  - UNDP 1 ສ/ບ
  - ຂະແໜງແຜນການ 1 ສ/ບ
  - ຈັດຕັ້ງພະແນກ 1 ສ/ບ
  - ເກັບມ້ຽນ 1 ສ/ບ

ຫົວໜ້າພະແນກກະສິກຳແລະປ່າໄມ້ແຂວງ



ສກໃຈ ສິມວະປະ