



**United Nations Development Programme
Lao PDR
Project Document**



Project Title **Institutional Strengthening and Capacity Development on Disaster Risk Management in Lao PDR**

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

Expected CP Outcome(s): *Outcome 2: Enhanced ownership and capacity for pro-poor planning, implementation and harmonized aid coordination, and disaster management*
(Those linked to the project and extracted from the CPAP)

Expected Output(s): *Output 2.4: Increased capacity within the Government to prepare and respond to natural as well as man-made disasters at all levels*
(Those that will result from the project and extracted from the CPAP)

Implementing Partner: National Disaster Management Office (NDMO), Ministry of Labour and Social Welfare (MLSW)

Responsible Parties:

| | | | |
|-----------------------------------|--------------------------------|---------------------------------|-------------|
| Programme Period: | 2007-2011 | 2011 estimated budget: | USD 340,000 |
| Key Result Area (Strategic Plan): | Crisis Prevention and Recovery | Total 2011 resources required | USD 340,000 |
| Atlas Award ID: | 00059343 | Total 2011 allocated resources: | USD 340,000 |
| Atlas Project ID: | 00074178 | • Regular | USD 340,000 |
| Start date: | 14 January 2010 | • Other: | |
| End Date: | 31 December 2011 | o BCPR TRAC 3 | USD 0 |
| PAC Meeting Date: | 29 September 2009 | Unfunded 2010 budget: | USD 0 |
| Management Arrangements: | National Implementation (NIM) | In-kind Contributions | (in-kind) |

Agreed by (Implementing Partner): **Mr. Prasith Dethphommatheth** Date: _____
 General Director of Social Welfare Department,
 National Project Director, Ministry of Labour and Social Welfare
 The Lao People's Democratic Republic

Agreed by UNDP: **Ms. Kyoko YOKOSUKA** Date: **23 Ma 2011**
 UNDP Resident Representative

Brief Description

Lao PDR is prone to river floods, drought, fires, rodent infestation, flash floods, and storms. These recurrent natural hazards often result in human and economic losses, mainly affecting poor rural communities whose livelihoods depend heavily on agricultural activities. In order for Lao PDR to achieve Millennium Development Goals (MDG), in particular, MDG 1, Poverty Reduction, it is imperative to enhance disaster risk reduction, preparedness and response capacities at all levels. The current Country Programme Action Plan (CPAP) for 2007 to 2011, includes the development of national and local capacities to better prepare for and respond to disasters and ultimately strengthen capacities for disaster risk management as a priority activity. In 2008, an Initiation Plan was put in place to support preparatory assistance activities on disaster risk management. This 2009 initiative builds on the 2008 initiation plan. Its anticipated duration will be three to four years. However, the current project will only cover the first two years and end with the 2007-2011 CPAP. It is anticipated that the second phase will form an integral part of the 2012-2016 CPAP. The overall objective of this project is to strengthen national and local capacities for effective disaster risk management in Lao PDR. Specifically, it aims to enhance the institutional and legal systems/framework for disaster risk management by supporting the formulation of the legal instruments on disaster risk management, developing a national disaster management plan, and strengthening disaster management coordination mechanisms at all levels. The project also seeks to strengthen institutional capacities of the National Disaster Management Office to coordinate with line Ministries and humanitarian agencies on disaster risk management activities in the country. The project will also contribute to enhancing the disaster planning and response capacity, within the National Disaster Management Committee structures down to provincial and district level. In addition, the project also aims to enhance the capacities for preparedness and response at village/grassroots levels – the first responders to any disasters – in order to improve their resilience to recovery. Furthermore, the project aims to carry out public awareness and education on disasters, to equip the population to better protect itself, save lives, and some assets. Finally, the project will also support recovery activities in direct response to past and future disasters, such as the 2008 Floods and the recent September 2009 floods caused by Typhoon Ketsana.

Annual Key Deliverables for 2011

The major key deliverables for 2011 will be:

- Institutional and legal systems/ framework for DRM assessed and a revised and improved ILS/framework developed
- Presidential Ordinance (PO), related PM decrees and ministerial decisions drafted, shared with stakeholders and submitted to government for review
- National DM Plan drafted and submitted to government for review
- NDMO capacity significantly strengthened and improved with clear mandate, functioning organizational structure, equipped staff, an operations manual guiding its day-to-day functioning, and annual work plan(s) developed
- NDMO and other government focal points/staff equipped with basic skills and knowledge on DRR/DM and other related capacity areas
- Disaster information management system and database established and maintained by NDMO with IMS/IT staff trained
- Key government staffs trained on risk assessment methodology and hazard & vulnerability
- Increased public awareness on DRR/DM, preparedness & response

Final Annual Work Plan and Budget

Project ID and Title: 00074178-Institutional Strengthening Capacity Development on Disaster Risk Management in Lao PDR (DRM-Capacity Development)

Year: 2011

| EXPECTED OUTPUTS | PLANNED ACTIVITIES | TIMEFRAME | | | | RESPONSIBLE PARTY | PLANNED BUDGET | |
|--|---|-----------|----|----|----|-------------------|---|--------------------|
| | | Q1 | Q2 | Q3 | Q4 | | Funding Source | Budget Description |
| <p><i>And baseline, associated indicators and annual targets</i></p> <p>Output 1: Institutional and legal systems/framework for disaster risk management assessed and National Disaster Management Plan developed</p> | <p><i>List activity results and associated actions</i></p> | | | | | | | |
| <p>Activity Result 1.1 Institutional and legal systems/framework for DRM assessed/ reviewed and improved ILS/framework prepared/drafted</p> | | | | | | | | |
| <p>Indicators: 1.1 Assessment report outlining areas for improvement of the ILS and a draft ILS/Framework for DRM available</p> <p>Targets: 1.1 Institutional and legal systems/framework for DRM assessed and a revised and improved ILS/framework developed</p> <p>Baseline: 1.1 Unclear ILS and framework for DRM in Lao PDR</p> | <p>Action 1.1.1 Deployment of Disaster Risk Reduction Programme Specialist and international Legal consultant to review the ILS (preparation of TOR, recruitment and selection)</p> | | | | | | | |
| | | | | | | | | |
| | | | | | | 71200 | Programme Specialist | 37,019 |
| | | | | | | 71300 | Project Officer | 1,646 |
| | | | | | | 71300 | Re-recruitment of Project Officer | 300 |
| | | | | | | 71400 | Project/Finance Assistant | 1,956 |
| | | | | | | | Total of General management cost | 1,400 |
| | | | | | | 71600 | Travel - Other reimbursement for use of private car | 100 |
| | | | | | | 72400 | Acquisition of Communic Equip.(mobile phone charge) | 720 |
| | | | | | | 72500 | Stationery & other Office Supp | 320 |
| | | | | | | 73100 | Custodial & Cleaning Services | 100 |
| | | | | | | 74500 | Sundry | 160 |

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| Action 1.1.2 Consultation meetings with NDMC and other stakeholders including desk reviews on the ILS Framework for DRM | x | x | NDMC/NDMO/MLSW | 71200 | ILS Int'l. Consultant | 10,000 | | |
| | | | | NDMC/NDMO/MLSW | Total of Workshops | | 3,000 | |
| | | | | | 71600 | Travel - Other reimbursement for use of private car | 170 | |
| | | | | | 72500 | Stationery & other Office Supp | 200 | |
| | | | | | 73100 | Rental & Maintenance- Premises | 2,240 | |
| | | | | | 74200 | Printing and Publications , Translation Costs | 290 | |
| | | | | | 74500 | Sundry | 100 | |
| | | | | | | Total of Meetings | 500 | |
| | | | | 71600 | Travel - Other reimbursement for use of private car | 70 | | |
| 72500 | Stationery & other Office Supp | 130 | | | | | | |
| 73100 | Rental & Maintenance- Premises | 250 | | | | | | |
| 74500 | Sundry | 50 | | | | | | |
| 74200 | Translation (Interpreter and documentations) 125pages X 15USD X 2 sets | 3,750 | | | | | | |
| Sub Total | | | | | | 59,571 | | |
| Activity Result 1.2 Drafting of DM Law, decrees and regulations supported | | | | | | | | |
| Indicators: 1.2 Presidential Ordinance (PO), Decrees, and Ministerial Decisions | | | NDMC/NDMO/MLSW | x | x | 71200 | ILS Int'l. Consultant | 17,015 |
| | | | | | | | | |
| Action 1.2.1 Technical assistance [Legal Consultant] in drafting the PO, PM decrees and ministerial decisions , as per recommendations of the IFRC studies on legal preparedness (preparation of TOR, recruitment and selection) | | | | | | | | |

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| Targets: 1.2. Presidential Ordinance (PO), related PM decrees and ministerial decisions drafted, passed and approved | | | | | | | | | Total of Meetings | 500 | | |
| | | | | | | | | | Travel - Other reimbursement for use of private car | 70 | | |
| Baseline: 1.2 PM Decree and regulations exists (PM Decree 158, MLSW Regulation No. 097, MLSW Regulation No. 1139) Action 1.2.2 Consultation meetings with stakeholders on the draft PO, decrees and decisions | | | | | | | | | Stationery & other Office Supp | 130 | | |
| | | | | | | | | | Rental & Maintenance-Premises | 250 | | |
| | | | | | | | | | Sundry | 50 | | |
| | | | | | | | | | Total of Workshops | 3,000 | | |
| | | | | | | | | | Travel - Other reimbursement for use of private car | 170 | | |
| | | | | | | | | | Stationery & other Office Supp | 200 | | |
| | | | | | | | | | Rental & Maintenance-Premises | 2,240 | | |
| | | | | | | | | | Printing and Publications , Translation Costs | 290 | | |
| | | | | | | | | | Sundry | 100 | | |
| | | | | | | | | | Translation (100 pages X 15USD) | 1,500 | | |
| | | | | | | | | | | 22,015 | | |
| Indicators: 1.3 National DM Plan prepared and endorsed to government reflecting strategic goals & gender perspectives Targets: 1.3. National DM Plan drafted, approved and endorsed by PM; and the national budget mobilized and allocated for DRM | Activity Result 1.3 National disaster management plan (NDMP) developed and adopted | Action 1.3.1 Preparation of the draft NDMP and submission to NDMC for review and comments | | | | | | | Programme Specialist | 37,020 | | |
| | | | | | | | | | | | | |
| | Action 1.3.2 National stakeholders' workshop to present and review the draft NDMP | NDMC/NDMC/MLSW | x | | | | | | | Total of Workshops | 6,000 | |
| | | | | | | | | | | Travel - Other reimbursement for use of private car | 240 | |
| | | | | | | | | | | | Stationery & other Office Supp | 300 |
| | | | | | | | | | | | Rental & Maintenance-Premises | 4,920 |
| | | | | | | | | | | | | |
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| <p>Baseline: 1.3. No National DM Plan of Action; Strategic Plan for Disaster Risk Management (2003-2020), and no national budget allocation for DRM</p> | | | | | | | | | 74200 | Printing and Publications , Translation Costs | 400 |
| | | | | | | | | | 74500 | Sundry | 140 |
| | | | | | | | | | | Total of Meeting | 2,000 |
| | | | | | | | | | 71600 | Travel - reimbursement for use of private car | 70 |
| | | | | | | | | | 72500 | Stationery & other Office Supp | 100 |
| | | | | | | | | | 73100 | Rental & Maintenance- Premises | 1,680 |
| | | | | | | | | | 74200 | Printing and Publications , Translation Costs | 110 |
| | | | | | | | | | 74500 | Sundry | 40 |
| | | | | | | | | | 74200 | Translation (100 pages X 15USD) | 1,500 |
| | | | | | | | | | 71400 | Project/Finance Assistant | 1,956 |
| | | | | | | | | | 71300 | Project Officer | 2,469 |
| | | | | | | | | | | Sub Total | 50,945 |
| | | | | | | | | | | Total for Output 1 | 132,531 |
| | | | | | | | | | <p>Output 2: Institutional capacities of NDMO and other DM actors, relevant line ministries and departments on disaster risk management/reduction, preparedness and response, disaster information management, risk assessments and early warning improved, by establishing and operationalizing National Disaster Management Office by end 2011</p> | | |
| | | | | | | | | | <p>Indicators: 2.1 Technical report outlining findings and recommendations to enhance the functioning of NDMO; NDMO with draft organization structure, operations manual and AWP's developed</p> | | |
| | | | | | | | | | <p>Activity Result 2.1 Re-structuring of NDMO initiated with a functioning organizational structure in place</p> | | |
| | | | | | | | | | 71200 | Programme Specialist | 37,019 |
| | | | | | | | | | 71300 | Project Officer | 2,469 |

Targets: 2.1 NDMO capacity significantly strengthened and improved with clear mandate, functioning organizational structure, equipped staff, an operations manual guiding its day-to-day functioning, and annual work plan(s) developed

Baseline: 2.1 NDMO with 7 staff; no clear organizational/structure; lacks operations manual

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| implement; and propose a workable organizational structure for NDMO; develop terms of reference/job descriptions of NDMO staff and draft NDMO operations manual | | | | | 71400 | Project/Finance Assistant | 1,956 |
| | Action 2.1.2 Presentation of the proposed organizational structure, staff job descriptions and Operations Manual of NDMO to NDMC for approval | | | | 71600 | Total of General management cost | 1,400 |
| | | | | | 72400 | Travel - reimbursement for use of private car | 100 |
| | | | | | 720 | Acquisition of Communic Equip(mobile phone charge) | 720 |
| Action 2.1.3 Preparation of a draft decree on NDMO's mandate, roles, functions and budget allocation | | | | 72500 | Stationery & other Office Supp | 320 | |
| | | | | 73100 | Custodial & Cleaning Services | 100 | |
| | | | | 74500 | Sundry | 160 | |
| | | | | 71200 | CD Consultant | 30,000 | |
| | | | | | Total of Workshops | 6,000 | |
| | | | | 71600 | Travel - reimbursement for use of private car | 240 | |
| | | | | 72500 | Stationery & other Office Supp | 300 | |
| | | | | 73100 | Rental & Maintenance- Premises | 4,920 | |
| | | | | 74200 | Printing and Publications , Translation Costs | 400 | |
| | | | | 74500 | Sundry | 140 | |
| Action 2.1.4 Support to NDMO's annual work and budget planning workshop | | | | | Total of Meeting | 2,000 | |
| | | | | 71600 | Travel - Other reimbursement for use of private car | 70 | |
| | | | | 72500 | Stationery & other Office Supp | 100 | |

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| | Action 2.1.5 Support to NDMO staff on capacity building in area of English language proficiency | | x | x | x | x | Rental & Maintenance-Premises | 73100 | 1,680 | | | | | |
| | | | | | | | Printing and Publications, Translation Costs | 74200 | 110 | | | | | |
| | | | | | | | Sundry | 74500 | 40 | | | | | |
| | | | | | | | Project monitoring costs/spot checks | 74100 | 2,000 | | | | | |
| | | | | | | | English Training (in-country) 2person X 300USD X 5times | 72100 | 3,000 | | | | | |
| | | | | | | | Total IT Equipment (Telephone and anti virus 2011) | 500 | 250 | | | | | |
| | IT Equipment | x | | | | | Acquisition of Communic Equip | 72400 | 250 | | | | | |
| | | | | | | | Acquis of Computer Software | 72800 | 250 | | | | | |
| | | | | | | | Sub Total | | | | | | | 86,344 |
| | | | | | | | Activity Result 2.2 Capacity building and training of NDMO and other line ministries on DM/DRR and other related capacity areas | | | | | | | |
| | Action 2.2.1 Capacity/ training for NDMO on DM/DRR and other related areas in response to HACT Micro Assessment | | | | | | Training (in the country) | 71600 | 24,000 | | | | | |
| | | | | | | | Project/Finance Assistant | 71400 | 1,956 | | | | | |
| | | | | | | | Project Officer | 71300 | 2,469 | | | | | |
| | | | | | | | Supplies | 72500 | 600 | | | | | |
| | | | | | | | Miscellaneous | 74500 | 500 | | | | | |
| | | | | | | | | | | | | | | NDMC/NDMO/MLSW |
| | Action 2.2.2 Develop a comprehensive training plan and capacity building strategy based on the CTNA and roll out of the training plan | | | | | | x | x | x | | | | | |
| | | | | | | | | | | | | | | x |
| | | | | | | | | | | | | | | x |
| | | | | | | | | | | | | | | x |
| | Action 2.2.3 Conduct in-country training (at least 2 training events per year) | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | Action 2.2.4 Support attendance to relevant international & regional training on DM/DRR of staff of NDMO, line ministries | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | Indicators: 2.2 Available Capacity/Training Needs Assessment (CTNA) report outlining training needs; Training Plan on DRR/DIM developed; No. of women & men trained on DRR/DIM capacity areas | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | Targets: 2.2 NDMO and other government focal points/staff equipped with basic skills and knowledge on DRR/DIM and other related capacity areas | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | Baseline: 2.2 NDMO staff trained in DM; 1 on GIS application; no available training plan for staff | | | | | | Total of Meeting | 1,910 | | | | | | |

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| development | and UNDP CO | | | | | | 71600 | Travel - reimbursement for use of private car | 70 |
| | | | | | | | 72500 | Stationery & other Office Supp | 100 |
| | | | | | | | 73100 | Rental & Maintenance-Premises | 1,320 |
| | | | | | | | 74200 | Printing and Publications , Translation Costs | 420 |
| | Sub Total | | | | | | | | 31,435 |
| Activity Result 2.3 Improved disaster information management system | | | | | | | | | |
| Indicators: 2.3 Enhanced disaster information database and management system established in NDMO with gender-disaggregated data | | | | | | | | | |
| Targets: 2.3 Disaster information management system and database established and maintained by NDMO with IMS/IT staff trained | | | | | | | | | |
| Baseline: 2.3 NDMO with basic information management system maintained in excel sheets; no disaster resource inventory database | | | | | | | | | |
| | Action 2.3.1 Establish disaster information management system and disaster resource inventory database in NDMO | | | | | | 71600 | Training (in-country) | 4,500 |
| | Action 2.3.2 Train NDMO and MPI on the use, uploading, analysis and maintenance of the databases | | | | x | x | 72100 | Mission costs (RCB/BCPR) | 10,000 |
| | Action 2.3.3 Support one (1) IMS/IT staff at NDMO who will be managing, maintaining and operating the databases | | | | x | x | 72500 | Supplies | 450 |
| | | | | | | | 74500 | Miscellaneous | 210 |
| | Sub Total | | | | | | | | 15,160 |
| Activity Result 2.4 Capacities for risk assessments/risk analysis developed | | | | | | | | | |
| Indicators: 2.4 Lao DPR Disaster Risk Profile available; No. of women and men within the government relevant ministries and departments trained in risk assessment/risk analysis; No. of hazards and vulnerability maps | | | | | | | | | |
| Targets:2.4 National disaster risk profile of Lao PDR launched with key government staff trained on risk assessment methodology and hazard & vulnerability maps developed | | | | | | | | | |
| | Action 2.4.1 Official launching of the National Risk Profile Report (including editing, publishing and reproduction work) | | | | | | 72100 | Mission costs (RCB/GRIP) | 10,000 |
| | | | | | | | 71200 | Programme Specialist | 37,020 |
| | | | | | | | 74200 | Editing | 1,000 |
| | | | | | | | 74200 | Publishing, printing & reproduction | 3,640 |
| | Sub Total | | | | | | | | 2,200 |

| | | | | |
|--|---|--------------------|---|----------------|
| <p>Baseline: 2.4 No national disaster risk profile available; hazards and vulnerability maps not available at NDMO</p> | <p>Action 2.4.3 Conduct national training-workshop on risk assessment/risk analysis</p> | 71600 | Travel - reimbursement for use of private car | 80 |
| | | 72500 | Stationery & other Office Supp | 100 |
| | | 73100 | Rental & Maintenance-Premises | 1,400 |
| | | 74200 | Printing and Publications , Translation Costs | 620 |
| | | 74200 | Translation (120pages X 15USD) | 1,800 |
| | | Sub Total | | |
| Total for Output 2 | | | | 188,599 |
| <p>Output 3: Capacities for preparedness and response at district/villages levels improved and increased awareness of Lao population on DRR/DM, preparedness and response by end 2011 through their participation in the development of the community based disaster preparedness plans</p> | | | | |
| <p>Activity Result 3.2 Increased awareness of Lao population on DRR/DM and enhanced effort among DRM Actors</p> | | | | |
| <p>Indicators: 3.2 DRR/DM events jointly organized by NDMO and other organizations; DRR/DM IEC materials produced & distributed by other organizations and NDMO</p> | <p>Action 3.2.1 Conduct/support public awareness campaigns or events on DRM i.e. drawing competition on DRR for school children, documentary films etc. . (Organize the International and ASEAN Day on DRR by means of marathon and outdoor events in Vientiane capital)</p> | Total for Output 2 | | |
| | | Total for Output 2 | | |
| | | Total for Output 2 | | |
| | | Total for Output 2 | | |
| | | Total for Output 2 | | |
| | | Total for Output 2 | | |
| <p>Targets: 3.2 Increased public awareness on DRR/DM, preparedness & response</p> | <p>NDM/NDMO/MLSW, [M OI, MOE]</p> | Total for Output 2 | | |
| | | Total for Output 2 | | |
| | | Total for Output 2 | | |
| | | Total for Output 2 | | |
| | | Total for Output 2 | | |
| | | Total for Output 2 | | |
| <p>Baseline: 3.2 International and ASEAN DRR Day commemorated/ organized jointly by NDMO in 2011 to help raise public awareness on DRR/DM</p> | | | | |
| 71600 | Total of Meeting and Advocacy materials (T-shirts, brochures, banners...) | 11,600 | 150 | |
| 72300 | Medical Kits | 370 | 500 | |
| 72500 | Stationery & other Office Supp | 500 | 2,300 | |
| 73100 | Rental & Maintenance-Premises | 2,300 | 7,450 | |
| 74200 | Printing and Publications , Translation Costs | 7,450 | 830 | |
| 74500 | Miscellaneous Expenses | 830 | | |

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|--|--|--|--|--|--|--|--|--|--|---|----------------|
| | | | | | | | | | | Total of General management cost | 1,400 |
| | | | | | | | | | | Travel - Other reimbursement for use of private car | 100 |
| | | | | | | | | | | Acquisition of Communic Equip(mobile phone charge) | 720 |
| | | | | | | | | | | Stationery & other Office Supp | 320 |
| | | | | | | | | | | Custodial & Cleaning Services | 100 |
| | | | | | | | | | | Sundry | 160 |
| | | | | | | | | | | Sub Total | 13,000 |
| | | | | | | | | | | Action 3.2.2 Evaluation of all activities/projects implemented (Prepare meeting on project mid-term evaluation at Venitiane province) | |
| | | | | | | | | | | Total of Meeting DSAs | 3,870 |
| | | | | | | | | | | | 1,400 |
| | | | | | | | | | | Stationery & other Office Supp | 150 |
| | | | | | | | | | | Rental & Maintenance- Premises | 1,000 |
| | | | | | | | | | | Bus rental | 300 |
| | | | | | | | | | | Printing and Publications , Translation Costs | 1,020 |
| | | | | | | | | | | Audit fee | 2,000 |
| | | | | | | | | | | Sub Total | 5,870 |
| | | | | | | | | | | Total for Output 3 | 18,870 |
| | | | | | | | | | | 2011 ANNUAL TOTAL FOR THE PROJECT (USD) | 340,000 |