



Country: Lao People's Democratic Republic

Initiation Plan

Project Title: Programme of Support to the National Statistical System in the Lao PDR

- CPAP Outcome 2:** Enhanced ownership and capacity for pro-poor planning, implementation and harmonized aid coordination, and disaster management
- CPAP Output 2.3:** Increased capacity in disaggregated data collection and analysis, research, dissemination and utilization of data for improved (or evidence-based) advocacy, policy and strategy development, planning and monitoring for population, poverty reduction, labour market policy formulation and sustainable development
- Initiation Plan Start Date:** 1 May 2010
- Initiation Plan End Date:** 31 December 2010
- Implementing Partner:** UNDP Lao PDR
- Responsible Partner:** Department of Statistics (DoS)
Ministry of Planning and Investment

Brief Description

Under specific provisions in the 6th National Socio Economic Development Plan and the National Growth and Poverty Eradication Strategy, the Department of Statistics (DoS) of the Ministry of Planning and Investment (MPI) is tasked to coordinate, compile and disseminate statistical information to help monitor and assess the socio-economic progress of the nation. In this regard the DoS is constantly called upon to work on a variety of surveys and other statistics-related activities that present competing demands on its already over-stretched capacities. Accordingly the DoS has prepared a statistical master plan (NSDS) with assistance and inputs from SIDA, ADB and PARIS21/OECD.

Upon the request of the Government, the UNDP is building on this strategic planning initiative by developing a new programme to assist the DoS with the implementation of its Master Plan and with coordination of development partner assistance. This initiation plan aims to support the Government of the Lao PDR to implement critical activities for the NSDS while a more comprehensive project is being developed.

Programme Period: 2007-2011

CPAP Programme Component: Enhanced ownership and capacity for pro-poor planning, implementation and harmonized aid coordination and disaster management

Atlas Award ID: n/a

PAC Meeting Date: 29 April 2010

Total resources required \$ 150,000

Total allocated resources: \$ 150,000

• Regular TRAC \$ 150,000

Unfunded budget: \$0

In-kind Contributions:

Govt. of Lao PDR Office space,
Staff time

Agreed by UNDP:

Ms. Sonam Yangchen Rana
Resident Representative



Date: 12/05/10

I. PURPOSE OF THE INITIATION PLAN

The purpose of an Initiation Plan (IP) is to articulate activities to be completed and budget required prior to the full implementation of the project, i.e. during the Initiating a Project.

The overall 5 year programme of support will aim to strengthen the National Statistical System (NSS) to perform its functions efficiently and effectively, and support the NSS in its quest to provide relevant, timely and reliable statistical data. The information provided by such data is a requirement for evidence-based policy making, and is therefore a vital contribution to government policy formulation. Relevant, timely, and reliable data will assist policy makers in establishing successful strategies for poverty reduction and agricultural and rural development and to monitor achievement of NSEDP, MDGs and graduation from LDC status. Conversely, an inability of the NSS to provide appropriate data will leave substantial uncertainty regarding policy adequacy and goal attainment. They are therefore important components of an overall strategy towards increased economic growth, and the information provided by the NSS will help reinforce the linkages between growth and social development. The crucial role played by statistical data for policies of balanced growth also underlines its importance for a stable socio-economic and socio-political development.

The programme will be guided by the statistical Master Plan or the National Statistical Development Strategy (NSDS) prepared by the DoS with considerable inputs from SIDA-Statistics Sweden, the Asian Development Bank (ADB), and the Organization for Economic Co-operation and Development/ Partnership in Statistics in the 21st Century (OECD/PARIS21). Statistical capacity-building will be pursued using a system-wide approach. Strategic interventions will be applied to the different components of the Project: institutional and organizational, human resources, statistical infrastructure, data development and management, and provincial and district statistics. The interventions will generate data with substantially improved quality, at more disaggregated levels, which will allow increased use of the LaoInfo system and support the GPAR program. Eventually statistical outputs will feed into results, or outcomes, with increased user satisfaction that respond to the requirements of the NSEDP and the adherence of the NSS to the Fundamental Principles of Official Statistics promulgated by the United Nations Statistical Commission.

However, while the full programme document is being prepared, there are a number of key activities in support of the Department of Statistics and the NSS that require immediate support for implementation. This IP addresses this gap.

The IP includes the following activities (see AWP for details):

- a. Sensitisation workshops for National Assembly Members in preparation for the approval of the new Statistics Law
- b. Meetings to decide on common indicators and metadata definition standardization between NSEDP M&E and integrate into LaoInfo common database
- c. Statistics day will be celebrated to increase visibility and understanding of Statistics among various stakeholders (incl. specific session on statistics and gender)
- d. A communications officer will be recruited to help DoS develop and implement a communications, outreach and dissemination plan for the National Statistical Development Strategy

- e. Support Department of Statistics participation at regional and international statistical cooperation meetings
- f. Establish of a coordination mechanism for donor support to Department of Statistics
- g. Develop a resource mobilisation plan for the programme in support the National Statistical System in Lao PDR
- h. Finalize the necessary documentation and approval process to implement a comprehensive programme to support the National Statistical System in Lao PDR

II. EXPECTED OUTPUT OF THE INITIATION PLAN ACTIVITIES

- 1) A clear statistics mandate is established
- 2) Increased understanding of National Statistical Development Strategy through dissemination and information sharing events
- 3) Strengthen technical and managerial capacities for Statistics through regional and international statistical cooperation meetings
- 4) Donor Coordination mechanism established and resources mobilised to support implementation of the National Statistical Development Strategy
- 5) Project Document developed and approved

III. MANAGEMENT ARRANGEMENTS

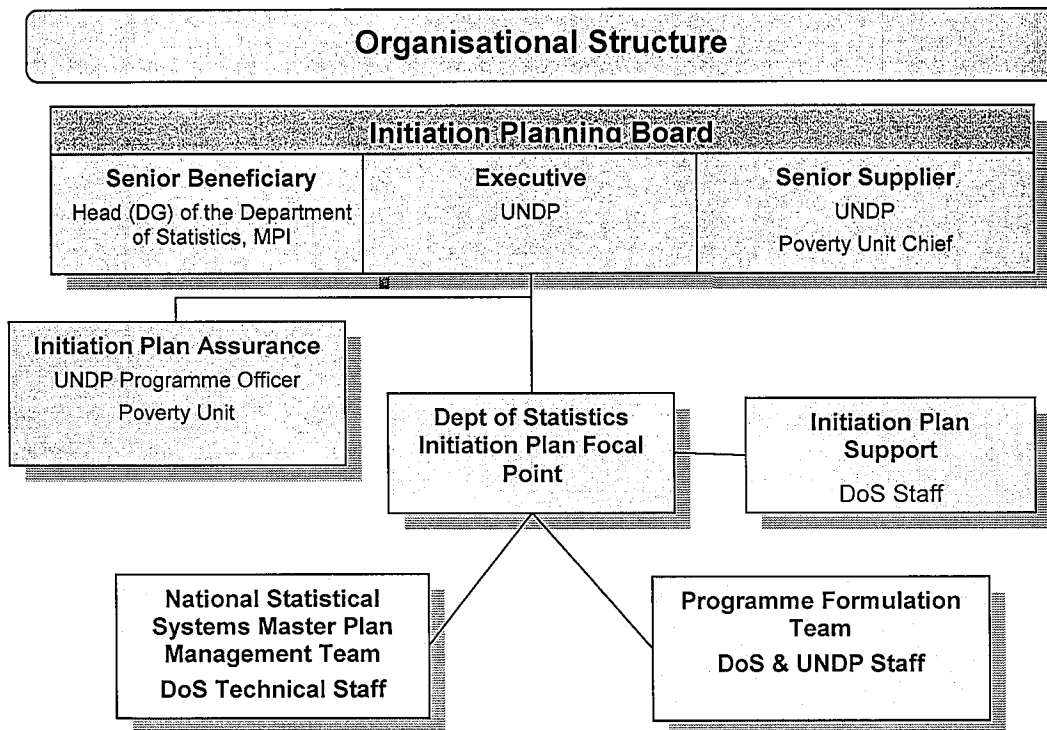
The **Initiation Planning Board** will oversee all aspects of the IP implementation.

The **Executive** is ultimately responsible for the IP implementation, supported by the Supplier.

The **Supplier** represents the interests of the stakeholders, which provide funding and/or technical expertise to the project.

The **Beneficiaries** represent the interest of the stakeholders who will ultimately benefit from the produces and services delivered by the plan

The **Assurance** is responsible in supporting the Board in monitoring of the delivery of the plan activities



IV. MONITORING

In accordance with the programming policies and procedures outlined in programming policies and procedures outlined in the UNDP Programme and Operations Policies and Procedures, the project will be monitored through the following:

- On a monthly basis, progress against the annual work plan shall be recorded towards the completion of key activities;
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the implementation of the initiation plan;
- Based on the above information recorded in Atlas, progress reports shall be submitted by the Initiation Focal Point to the Initiation Plan Programme Board through Initiation Plan Assurance, using the standard report format available in the Executive Snapshot; and
- 3 months after the completion of the Initiation a Project Phase, a completion report and tentative expenditure statement detailing the implementation cost of the initial plan will be made available to all stakeholders.

ANNEX 1: INITIAL RISK LOG

| | |
|------------------------------------------------------------------------------------------------------|--------------------------|
| Project Title: Initiation Plan of Support to the National Statistical System, Lao PDR Project | Award ID: |
| | Date: 05 May 2010 |

| # | Description | Date Identified | Type | Impact & Probability | Countermeasures / Mgmt response | Owner | Submitted, updated by | Last Update | Status |
|---|--------------------------------------------------------------------------------------------------------------|-----------------|-------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------------|-------------|--------|
| 1 | Other donor agencies support projects other than those prioritized in the Master Plan | 05 May 2010 | Strategic | It will limit the scope and success of the results on harmonizing aid practice | Collaborate closely within the Steering Committee to identify prioritized areas and coordinate activities | | | | |
| 2 | Recruitment of Communication specialist delayed | 05 May 2010 | Operational | It may hinder delivery of planned output(s) and activity result(s) | Prepare all necessary documentation (e.g. TOR, ad, etc) in advance; Tap rosters; Plan interviews ahead to secure interviewers Prepare a human resource back-up plan (e.g. UNVs) | | | | |
| 3 | Approved Statistics Law does not give DoS sufficient authority to coordinate NSS efficiently and effectively | 05 May 2010 | Strategic | May limit effectiveness of project | Undertake advocacy vis-à-vis relevant actors | | | | |

ANNUAL WORK PLAN Year: May 2010- December 2010

| EXPECTED OUTPUTS | PLANNED ACTIVITIES | TIMEFRAME 2010 | | | | RESPONSIBLE PARTY | PLANNED BUDGET | | | | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------|----|----|----|-------------------|----------------|--------------|--------------|--------------------|------------|------------------|------------------|--|--|--|--|--|--|--|
| | | Q1 | Q2 | Q3 | Q4 | | Funding Source | Account code | Itemize code | Budget Description | Amount USD | | | | | | | | | |
| <p>And baseline, associated indicators and annual targets</p> <p>Output 1: A clear statistics mandate is established</p> <p>Indicator: Availability of draft new Statistics Law;</p> <p>Targets: Final draft of Statistics Law is prepared and presented to National Assembly members for approval</p> <p>Baseline: Statistics law decree 140/PM 202 is amended and draft law is presented to the Government</p> | List activity results and associated actions | | | | | | | | | | | | | | | | | | | |
| | 3.1: Series consultation seminars to present and share draft of law before proceed to Gov't approved (reproduction of draft of law) | | ✓ | | | | UNDP | | 72505 | Supply | | | 200.00 | | | | | | | |
| | | | ✓ | | | | UNDP | | 74210 | Copy | | | 400.00 | | | | | | | |
| | | | ✓ | | | | UNDP | | 74220 | Translation | | | 1,000.00 | | | | | | | |
| | Total: | | | | | | | | | | | | 1,600.00 | | | | | | | |
| | 3.2. Consultation workshops with National Assembly: | | ✓ | | | | UNDP | | 71610 | ticket | | | 3,900.00 | | | | | | | |
| | | | ✓ | | | | UNDP | | 71620 | DSA | | | 8,200.00 | | | | | | | |
| | 3.2.a. Northern part in Luang Prabang | | ✓ | | | | UNDP | | 71635 | travel | | | 5,000.00 | | | | | | | |
| | | | ✓ | | | | UNDP | | 72505 | Supply | | | 200.00 | | | | | | | |
| | | | ✓ | | | | UNDP | | 73107 | Meeting room | | | 4,230.00 | | | | | | | |
| | | | ✓ | | | | UNDP | | 73410 | Car renting | | | 800.00 | | | | | | | |
| | | | ✓ | | | | UNDP | | 74210 | copy | | | 500.00 | | | | | | | |
| | | | ✓ | | | | UNDP | | 74525 | Misc. | | | 200.00 | | | | | | | |
| | Total: | | | | | | | | | | | | 23,030.00 | | | | | | | |
| | | | ✓ | | | | UNDP | | 71610 | ticket | | | 5,000.00 | | | | | | | |
| | | ✓ | | | | UNDP | | 71620 | DSA | | | 5,670.00 | | | | | | | | |
| | | ✓ | | | | UNDP | | 71635 | travel | | | 3,750.00 | | | | | | | | |
| | | ✓ | | | | UNDP | | 72505 | Supply | | | 200.00 | | | | | | | | |
| 3.2.b. Southern part in Champasak | | ✓ | | | | UNDP | | 73107 | Meeting room | | | 2,950.00 | | | | | | | | |
| | | ✓ | | | | UNDP | | 73410 | Car renting | | | 1,200.00 | | | | | | | | |
| | | ✓ | | | | UNDP | | 74210 | copy | | | 500.00 | | | | | | | | |
| | | ✓ | | | | UNDP | | 74525 | Misc. | | | 200.00 | | | | | | | | |
| Total: | | | | | | | | | | | | 19,470.00 | | | | | | | | |

| | | Total Output 1 | | | | | | | | | | 44,100.00 | |
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| <p>Output 2 : Increased understanding of National Statistical Development Strategy (NSDS) through dissemination and information sharing events</p> <p>Indicator: Availability of communications, outreach and dissemination plan for National Statistical Development Strategy (NSDS) (2010-2015) that includes gender considerations; Availability of NSDS in Lao and English; distribution list of NSDS; report specifying the LaoInfo and NSEDP indicator metadata definitions.</p> <p>Target: A clear communications, outreach and dissemination plan for the National Statistical Development Strategy (NSDS) is established and implemented which includes gender considerations; NSDS is available in Lao and English and disseminated to key stakeholders; common indicators between NSEDP M&E and LaoInfo are decided on.</p> <p>Base line: No communication plan for National Statistical Development Strategy (NSDS) available; NSDS finalized and in process of being approved; no common indicators identified between LaoInfo and NSEDP, a list of M&E indicators for NSEDP have been identified however, further discussion is required to finalize the list of NSEDP ME indicators. .</p> | 2.1. User Producer Meeting (Annual Statistics Forum to discuss on AWP 2010-2011 for National Statistics System, National Statistical Development Strategy (NSDS), Statistics Law and other (subject matter)) | ✓ | | | | | UNDP | 71600 | 71610 | 71600 | Air ticket | 2,000.00 | |
| | | | ✓ | | | | UNDP | 71600 | 71620 | 71600 | DSA | 10,000.00 | |
| | | | ✓ | | | | UNDP | 71600 | 71635 | 71600 | Travel (petrol) | 6,000.00 | |
| | | | ✓ | | | | UNDP | 72500 | 72505 | 72500 | Supply | 300.00 | |
| | | | ✓ | | | | UNDP | 73100 | 73107 | 73100 | Meeting room | 5,500.00 | |
| | | | ✓ | | | | UNDP | 73400 | 73410 | 73400 | Car renting | 1,200.00 | |
| | | | ✓ | | | | UNDP | 74200 | 74210 | 74200 | Copy | 1,000.00 | |
| | | | ✓ | | | | UNDP | 74200 | 74220 | 74200 | Translation | 500.00 | |
| | | | ✓ | | | | UNDP | 74500 | 74525 | 74500 | Misc. | 300.00 | |
| | | Total: | | | | | | | | | | | 26,800.00 |
| | | 2.2. Translation National Statistical Development Strategy (NSDS) 2010-2020 from Lao to English | ✓ | | | | UNDP | 74200 | 74210 | 74200 | Copy | 500.00 | |
| | | | ✓ | | | | UNDP | 74200 | 74220 | 74200 | Translation | 4,750.00 | |
| | | ✓ | | | | UNDP | 72500 | 72505 | 72500 | Supply | 200.00 | | |
| | Total: | | | | | | | | | | | 5,450.00 | |
| | 2.3. Publication of National Statistical Development Strategy (NSDS) 2010-2020 for line ministries, provinces and other stakeholder | ✓ | | | | UNDP | 74200 | 74210 | 74200 | Printing NSDS | 4,800.00 | | |
| | | ✓ | | | | UNDP | 72500 | 72505 | 72500 | Supply | 200.00 | | |
| | | ✓ | | | | UNDP | 74500 | 74525 | 74500 | Misc. | 300.00 | | |
| | Total: | | | | | | | | | | | 5,300.00 | |
| | 2.4. Prepare and carry out the programme of activities for the celebration of Lao Statistics Day. | ✓ | | | | UNDP | | 71610 | 71610 | Air ticket | 3,000.00 | | |
| | | ✓ | | | | UNDP | | 71620 | 71620 | DSA | 5,800.00 | | |
| | | ✓ | | | | UNDP | | 71635 | 71635 | Travel (petrol) | 6,000.00 | | |
| | | ✓ | | | | UNDP | | 72505 | 72505 | Supply | 200.00 | | |
| | | ✓ | | | | UNDP | | 73107 | 73107 | Meeting room | 3,400.00 | | |
| | | ✓ | | | | UNDP | | 73410 | 73410 | Car renting | 500.00 | | |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|------|-------|-------|-----------------------|------------------|
| | | | | | | | | UNDP | | 74210 | Copy | 2,000.00 |
| | | | | | | | | UNDP | | 74220 | Translation | 500.00 |
| | | | | | | | | UNDP | | 74525 | Misc. | 200.00 |
| Total: | | | | | | | | | | | | 21,600.00 |
| 2.5. Recruit communication specialist to prepare dissemination and advocacy plans and organize workshops | | | | | | | | UNDP | | 71505 | Salary | 24,000.00 |
| | | | | | | | | | | 72505 | Supply | 200.00 |
| | | | | | | | | UNDP | | 74525 | Misc. | 200.00 |
| Total: | | | | | | | | | | | | 24,400.00 |
| 2.6 Support LaoInfo to be monitoring tool for MDG, NSEDP and HDI | | | | | | | | UNDP | | | | 3,500.00 |
| | | | | | | | | UNDP | | | | - |
| Total: | | | | | | | | | | | | 3,500.00 |
| Total Output 2: | | | | | | | | | | | | 87,950.00 |
| Output 3: Strengthen technical and managerial capacities for Statistics through regional and international statistical cooperation meetings | | | | | | | | | | | | |
| Indicators: Workshop reports indicating how the Lao participants have benefited from the workshop; list of nominations to attend meetings should reflect equal opportunities for men and women. | | | | | | | | | | | | |
| Targets: DoS staff maintains statistical networks through participation in international and regional meetings; Equal opportunity for men and women to attend the meetings. | | | | | | | | | | | | |
| Baseline: Regular attendance of DoS staff at international and regional meetings | | | | | | | | | | | | |
| | | | | | | | | UNDP | 71600 | | ticket, dsa, terminal | 8,000.00 |
| 3.1: Participation in meeting UN Statistical Commission Session in New York (1 person) | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Total: | | | | | | | | | | | | 8,000.00 |
| 2.2: Participation in Regional and ASEAN meeting | | | | | | | | | | | | |
| | | | | | | | | UNDP | | 71605 | ticket | 1,000.00 |
| | | | | | | | | UNDP | | 71615 | DSA | 3,100.00 |
| | | | | | | | | UNDP | | 71635 | Travel | 200.00 |
| | | | | | | | | UNDP | | 74525 | Misc. | 100.00 |
| 3.2.a. ASEAN Statistical Heads of Missions (ASHOM) meeting in Vietnam for 4 pax | | | | | | | | | | | | |
| Total: | | | | | | | | | | | | 4,400.00 |
| 3.2.b. Statistical Commission Meeting (UN ESCAP in Bangkok) 3 pax | | | | | | | | UNDP | | 71605 | ticket | 1,000.00 |
| | | | | | | | | UNDP | | 71615 | DSA | 2,700.00 |
| | | | | | | | | UNDP | | 71635 | Travel | |

