



Annual Work Plan-2011
Lao PDR

Project Title	Making Access to Finance more Inclusive for Poor People
Project Number	00076452
UNDAF Outcomes:	UNDAF OUTCOME 1: The livelihoods of poor, vulnerable and food insecure populations are enhanced through sustainable development
Joint Programme Outcome:	Increased access to financial services by low-income households and micro-entrepreneurs.
Expected Joint Programme Outputs:	<ol style="list-style-type: none">1. Policy makers more able to improve the policy and regulatory environment in line with operational realities of financial service providers nationally and accepted good practice internationally.2. The financial sector development infrastructure more capable to meet the needs of financial service providers.3. Financial service providers more responsive to the financial service needs of poor households and micro-entrepreneurs.
Implementing Partner:	Department of Financial Institution Supervision; Bank of Lao PDR (BoL)
Responsible Parties:	Various stakeholders

Narrative

Achievement of MDGs generally and improving opportunities for current and future generations is critically dependant on significantly increasing people's access to finance. Increasing access and thereby improving opportunities for the majority and not the few will require a sector based approach to transform the ability of financial markets to respond to demands for financial services for those denied access.

This joint programme, nationally implemented by the Bank of the Lao PDR (BOL) on behalf of the Government of the Lao PDR (GOL), will contribute to improved and equitable access to land, markets and social and economic services, as well as to an enabled environment for growth with equity. It will specifically increase access to financial services by low-income households and micro-entrepreneurs on a sustainable basis from 30,000 active clients in 2010 to over 140,000 active clients in 2014. The joint-programme will give practical expression to the 2006 Vientiane and Paris Declaration on Aid Effectiveness by establishing a pooled funding mechanism to facilitate donor coordination, provide a framework for more coherent programming.

Programme Period:	<u>2007-2011</u>
Key Result area (Strategic Plan):	_____
Atlas Award ID:	00060651
Atlas Project ID:	00076452
Duration:	Jun 2010 to Dec 2014

Estimated annualized budget:	USD 561,000
Total allocated resources:	USD -
○ Government	In kind
○ UNCDF Core	USD 541,000
○ UNDP Core	USD 20,000
○	
Unfunded budget:	_____
In-kind Contributions:	_____



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27/12/2010

Agreed by Implementing Partner: **Dr. Akhom Praseuth**
 Acting Director General
 Department of Financial Institution Supervision
 Bank of Lao PDR

Date:

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20/01/2017

Agreed by UNCDF: **Mr. David Jackson**
 Head of UNCDF Regional Office

Date:



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Agreed by UNDP: **Ms. Sonam Yangchen Rana**
 UNDP Resident Representative

Date:

Key priorities deliverables for 2011

Annual key priorities for 2011

Based on the key outputs identified in the Project Document the key priorities for 2010 are to:

1. Develop/update training materials in coordination with CMP-ADB
2. Provide trainings to BOL, BI, support service providers, FSPs on the curricula developed (In country) and relevant international trainings and exposure visits.
3. Develop and publish brochures in English and Laotian language.
4. Publish and disseminate the best-practice briefs on regulation and supervision and policies in Laotian language
5. Develop/update rating tool and guide lines to assess the current status of licensed FSPs and support service providers
6. Disseminate the operational manual and procedure of FIF and rating tool to FSPs, support service providers and other stakeholders
7. Disseminate policy study on understanding sustainable microfinance model for Lao-PDR in stakeholders meeting
8. Organize annual Stakeholder Consultation workshop to discuss on project performance, experiences and lesson learned
9. Prepare due-diligence of BI, support service providers, FSPs for funding and to establish base-line.
10. Announce Request for proposal – funding form FIF
11. Provide support to Micro Finance Working Group (MFWG) -including office rental, furnishing and staffing to run secretariat
12. provide regular TA to partner organizations
13. Conduct regular monitoring and reporting and semi-annual Performance Appraisal

Annual deliverables for 2011

In accordance to the key priorities specified above, the major deliverables of the project will be:

2. Updated training materials for the capacity building of the sector
3. Enhanced capacity of national implementing partners and the sector
4. Brochures in English and Laotian language
5. Best-practice briefs on regulation and supervision and policies in Laotian language
6. Rating tool and guide lines to assess FSPs and support service providers
7. Workshop reports on operation of FIF and rating tool
8. Workshop reports on policy study on understanding sustainable microfinance model
9. Due-diligence report of BI, support service providers, FSPs
10. Progress report from MFWG
11. TA and performance monitoring report Program achievements, challenges and lesson learned reviewed in stakeholder consultative meetings

Annual Work Plan

Year: 2011

Project Number: 00076452

Project Title: Joint UNCDF-UNDP Programme on Making Access to Finance more Inclusive for Poor People

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	RESPONSIBLE PARTY				PLANNED BUDGET	
		Q1	Q2	Q3	Q4	Funding Source	Amount
Output 1: Policy-level Output							
- <i>Policy makers more able to improve the policy and regulatory environment in line with operational realities of financial service providers nationally and accepted good practice internationally.</i>							
Activity Result 1: Necessary equipments are provided to Financial Institution Supervision Department (FISD) and International Relation Department of BoL							
Indicator 1: Availability of policy study report on understanding sustainable microfinance model for Lao-PDR	Action 1: Procurement of necessary equipment for Financial Institutions Supervision Department and International Relation Department	X				UNCDF 72800 Information Technology Equipment (2 lap tops and software)	4,500
	Sub-total 1:	X	X			UNCDF 74500 Miscellaneous expenses	1,000
Target1: The policy study on understanding sustainable microfinance model is conducted	Activity Result 2: support capacity building of BoL's Financial Institution Supervision Department						5,500
	Action 2.1: Assist BOL to access trainings, technical assistances (TAs) & exposures needs (in the country and international) in the areas of microfinance best practices, regulation and supervision		X			UNCDF 71600 Travel Costs	5,000
			X			UNCDF 72100 contractual Services-Companies	15,000
			X			UNCDF 73100 Rental & Maintenance-Premises	3,000
			X			UNCDF 72500 Supply	1,000
			X			UNCDF 74500 Miscellaneous Expenses	1,000
	Action 2.2: Arrange international trainings, study tours/visits (best practices in regulation and supervision, microfinance policy) for the BOL staff			X		UNCDF 71600 Travel Costs	10,000
				X		UNCDF 72100 contractual Services-Companies	20,000
				X		UNCDF 73100 Rental & Maintenance-Premises	3,000
				X		UNCDF 72500 Supply	1,000
				X		UNCDF 74500 Miscellaneous Expenses	1,000
	Action 2.3: In country trainings to BOL, BI, support service providers, FSPs on governance and management, accounting, internal control, risk management, financial management, credit procedures and policies.		X			UNCDF 72100 contractual Services-Companies	15,000
			X			UNCDF 73100 Rental & Maintenance-Premises	3,000
			X			UNCDF 72500 Supply	1,000
			X			UNCDF 74500 Miscellaneous Expenses	1,000
	Action 2.4: English Training for BoL in Laos	X		X		UNCDF 72100 contractual Services-Companies	8,000
		X		X		UNCDF 73100 Rental & Maintenance-Premises	1,000

			X	X					UNCDF	72500 Supply	500
			X						UNCDF	74500 Miscellaneous Expenses	500
			X	X					UNCDF	74200 Audio Visual & Printing	5,000
Action 2.5: Develop and publish of brochures of microfinance industry monitoring data and other related information in English and Laothian language.											
Sub-total 2: 95,000											
Activity Result 3: policy study on understanding sustainable microfinance model for Lao-PDR conducted and rolled out											
			X						UNCDF	71600 Travel cost	3,000
			X						UNCDF	71200 Consultancy fee	15,000
			X						UNCDF	74500 Miscellaneous expenses	500
		X							UNCDF		3,000
Action 3.2: Organize stakeholders' (BoL, MFWG, FSPs, service providers) workshop and disseminate findings of policy study report on understanding of sustainable models of microfinance in the Lao PDR and Collection of comments/feedbacks from workshop participants and finalization of the study report											
Sub-total 3: 21,500											
Activity Result 4: Education and Awareness on best-practice of FSPs and regulation											
			X	X	X	X	X		UNCDF	74200 Audio Visual & Printing	10,000
Action 4: Translate and publish the best-practice briefs on regulation and supervision and policies from CGAP, the U.N and disseminate of the best-practice briefs											
Sub-total 4: 10,000											
Activity Result 5: Performance Appraisal											
				X			X		UNCDF		
Action 5.1: Organize Semi-annual Performance Appraisal meeting with PMC members											
							X		UNCDF	73100 Rental&Maintenance-Premises	5,000
Action 5.2: Organize annual Stakeholder Consultation workshop to discuss on project performance, experiences and lesson learned											
									UNCDF	73100 Rental&Maintenance-Premises	3,000
Sub-total 5: 8,000											
										Output 1 total	140,000
Output 2: Meso-level Output											
<i>- the financial sector development infrastructure more capable to meet the needs of financial Service providers.</i>											
Activity Result 6: Set up Fund for Inclusive Finance (FIF)											
			X						UNCDF	71600 Travel cost	3,000
			X						UNCDF	71200 Consultancy fee	10,000
			X						UNCDF	74500 Miscellaneous expenses	1,000
				X					UNCDF	71600 Travel cost	3,000
Action 6.1: Prepare operational manual, procedure to manage FIF and action plan to operate FIF from 2011-2014											
Action 6.2: Develop/validate report and finalize refining tool and guide-line to assess											
Indicator 2.1: Availability of gender responsive operational manual and procedure to manage and operate FIF											
Indicator 2.2: Availability of BI and FISD Need Assessment report.											

Baseline 1: N/A

Indicator 2.3: Availability of assessment report identifying the training, capacity building and other needs to upgrade the capacity of the staff of BI, BoL and other service providers in microfinance field	the current status of licensed FSPs and support service providers	X						UNCDF	71200 Consultancy fee	5,000
Target2.1: FIF procedure and operational manual are prepared	Action 6.3: Consultative meeting with FSPs, support service providers (meso level) and stakeholders to disseminate the operational manual and procedure of FIF and rating tool to discuss on objectives of the FIF , effective use of fund and monitoring and reporting of the progress		X					UNCDF	72500 Supply	3,000
Target2.2: BI and FISD Need Assessment is conducted	Action 6.4 Rating of FSPs and support service providers by rating agency for capacity assessment as part of due-diligence for funding and to establish base-line.			X				UNCDF	73100 Rental & Maintenance-Premises	5,000
				X				UNCDF	73400 Rental & Maintenance of Other Eq	2,000
				X				UNCDF	74200 Audio Visual & Print Prod Costs	2,000
				X				UNCDF	74500 Miscellaneous Expenses	1,000
					X			UNCDF	71605 Travel cost	3,000
					X			UNCDF	71200 International Consultant	20,000
								UNCDF	74500 Miscellaneous expenses	1,000
										59,000

Sub-total 6:

Indicator 2.3: assessment report identifying the training, capacity building and other needs to upgrade the capacity of the staff of BI, BoL and other service providers in microfinance field is produced	Activity Result 7: Increased capacity of BoL, Lao Banking Institute (BI), FSPs and support service providers with production of best practices and other microfinance training products for The Lao PDR microfinance professionals.									
Baseline2.1: N/A	Action 7.1: assess and identify training, capacity building and other needs to upgrade the capacity of staff of BoL- FISD, BI, FSPs.	X						UNCDF	71600 Travel cost	3,000
Baseline2.2: N/A	Action 7.2: Recruit consultants (national/international) to develop/update training materials in the field of microfinance as per need assessment report		X					UNCDF	71200 International Consultant	5,000
Baseline2.3: N/A	Action 7.3: Provide trainings/TOTs on the curricula developed together with BoL and FSP staffs							UNCDF	74500 Miscellaneous expenses	1,000
			X					UNCDF	71600 Travel cost	4,000
								UNCDF	71200 International Consultant	14,000
								UNCDF	74500 Miscellaneous expenses	1,000
			X					UNCDF	71600 Travel cost	3,000
				X				UNCDF	71200 International Consultant	10,000
				X				UNCDF	74500 Miscellaneous expenses	1,000
			X					UNCDF	71600 Travel cost	5,000
				X				UNCDF	72100 contractual Services-Companies	12,000
			X					UNCDF	73100 Rental & Maintenance-Premises	5,000
				X				UNCDF	74500 Miscellaneous expenses	1,000
					X					65,000

Sub-total 7

Activity Result 8: Increased capacity of Microfinance Working Group (MFWG) to Support microfinance sector

