



Annual Work Plan 2007
Lao PDR

Project Title:	Promoting Private Sector Development Through Strengthening of Lao Chambers of Commerce and Industry And Business Associations
Project number:	00053433
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 1.5:	Enabled environment for growth with equity
Expected CP Output 1.5.1:	Improved advisory and service capability of public and private sector partners in the fields of institutional building and promotion of the domestic private sector with a focus on employment generation and pro-poor growth, and the long-term sustainability of micro, small and medium enterprises, towards a further transition to a market economy (ITC, UNIDO, UNDP, UNODC, ILO, UNIFEM)
Implementing partner:	National Economic Research Institute, Lao National Chamber of Commerce and Industry
Responsible Parties:	Ministry of Planning and Investment, Development Partners

Narrative

Project background and objective

The main objective of the project is to strengthen business member organizations (LNCCI, 7 provincial CCIs and 5 BAs) in order to enable them to provide effective services to the private sector which in turn will contribute to accelerating private sector growth.

The project seeks to support the development of the private sector in Laos, in particular SMEs, by 1) optimising the use of research findings and recommendations in the areas of private sector development and the business enabling environment; 2) strengthening the capacities of chambers of commerce and industry and business associations so that they can become independent, self-reliant and self-financing organizations providing effective and income generating services to the business community; 3) strengthening the capacities of chambers of commerce and industry and business associations to carry out advocacy on behalf of their members.

Ultimately, the project will contribute to an improved enabling business environment, accelerated growth of private businesses, increased exports, and increase in the number and profitability of SMEs. The project strategy is based on the premise that strong and functional BMOs are essential for the development of a vigorous private business sector. BMOs can support private sector development (i) by providing various kinds of services to their members, or by encouraging others (private business development service providers, training institutes, etc.) to provide such services; and, (ii) by acting as an intermediary between the public sector (central Government, line ministries, provincial governments) and private businesses in a public-private sector dialogue on business sector-related development issues.

Annual key priorities

Based on the key outputs of the project, the key priorities for the year 2007 are:

1. Undertake reviews of existing research findings and recommendations and repackage and remarket them in concise, actionable presentations.
2. Strengthen management capacities of selected Chambers of Commerce and Industry (CCIs) and Business Associations (BAs).
3. Strengthen services to businesses from LNCCI, CCIs and BAs
4. Strengthen analytical and advocacy capacities at LNCCI, CCIs and BAs
5. Deliver project management and technical services pertaining to previous outputs including audits

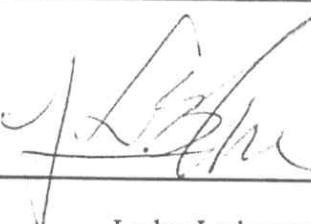
Annual key deliverables

In accordance to the key priorities above, the key deliverables for each key priorities of the project are:

1. Review of existing PSD studies/reports conducted.
2. New degree and business member organization management structure drafted. Management capacities of selected CCIs and BAs strengthened. Action plan for improvement of management, organization and performance of selected BMOs through training and advisory services implemented.
3. Range of services to SMEs broader and increased; LNCCI head office plays a major role in providing services; LNCCI training centre functioning as a central training unit; incomes from member fees and provided services increased and; membership basis increased.
4. Public-private relationship enhanced and advocacy capacities of SMEs improved.
5. The project is properly monitored with monitoring plan systematically prepared and implemented.

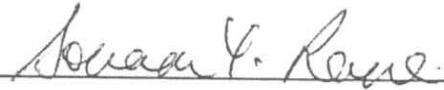
Programme Period:	31/06/2006 – 31/06/2009	Estimated annualized budget:	378,954
Programme Component:	Poverty Reduction	Allocated resources:	
Intervention Title:	Promoting Private Sector Development Through Strengthening of Lao Chambers of Commerce and Industry And Business Associations	Government	In Kind
Budget code:	Award ID 00047276	UNDP TRAC	\$ 150,000
Duration :	Project ID 00056640	UNIDO	\$ 228,954
	Five years	Other (Cost Sharing)	
		Unfunded budget:	—

Agreed by (Implementing Partner):



Leebor Leeboupao
Deputy Director General
National Economic Research Institute

Agreed by (UNDG Agency):



Sonam Yangchen Rana
UNDP Resident Representative

Promoting Private Sector Development Through Strengthening of Lao Chamber of Commerce and Industry and Business Associations

Annual Project Work Plan 2007

Expected Output	Key Activities					Planned Budget	Budget Description	Amount
		Q1 2007	Q2 2007	Q3 2007	Q4 2007	Responsible Partner		
Outcome 1: Reports of synthesized, simplified, user friendly research findings and new research findings								
1.1 Undertaking reviews of existing research findings and recommendations and repackaging or remarketing them in concise, actionable presentations.								
1.1.1 Research team and annual workplan established in consultation with partners, in particular LNCCI & BA members and businesses. -CCIs/BAs about the role / functions and responsibilities including to clarify fee policy /services to output 3 and 4.	X X X X	X	X	X	X	LNCCI, NERI, consultant	UNDP	71205 Int'l consultants (Reimbursement of Raymond Mallon Study)
1.1.2 Update and summarize existing research findings and prepare for publication (including translation) and dissemination. Research examine regional policy making on the provincial level, economic relationship with neighboring counties (taxes, registration issues, etc) -Field work (Document/reports collection) -Writing report (Review and prioritize previous recommendations from previous reports) -Workshops to present research findings -Publication (including Ray Mallon Study)						UNDP	72505 Stationery & other Off. Supp.	600
						UNDP	71635 Travel (collection of documents)	900
						UNDP	74210 Copying documents	400
						UNDP	73105 Rent (conference rooms for workshops)	2,500
						UNDP	71610 Travel (local officers)	3,000
						UNDP	71620 DSA (for local officers)	1,400
						UNDP	74220 Translation/interpreters	800
						UNDP	74210 Coping/handout	400
						UNDP	74525 Coffee break/lunch	800
						UNDP	42205 Office Machinery	200
						UNDP	72805 Acquisition of Computer Hardware	2,000
						UNDP	72410 Acquisition of Audio Visual Eq	1,000
						UNDP	72810 Acquis. of Computer Software	300
						UNDP	77210 Print product cost	8,500
						UNDP	74500 Miscellaneous Expenses	400
						UNDP	71205 Int'l consultants	20,000
						UNDP	74220 Translation of documents	1,500
						UNDP	71605 Travel of int'l consultant (Int'l ticket)	3,500
						UNDP	71610 Travel of int'l consultant (in-country travel)	2,000
						UNDP	71305 Local Consult. Shl Term-Tech	3,000
						UNDP	71310 Local Consult. Short Term-Supp	2,000
						UNDP	72505 Stationary & other Off. Supp.	500
						UNDP	71610 Travel of NERI's staff for field surveys	2,000
						UNDP	71620 DSA (for NERI's staff in conducting surveys)	3,500
						UNDP	74210 Copying of questionnaires	763
						UNDP	71205 Int'l consultants	13,000
						UNDP	71605 Travel of Int'l consultant (Int'l ticket)	3,800
						UNDP	71610 Travel of int'l consultant (in-country travel)	1,000
						UNDP	72145 Training for NERI's staff on some necessary research methodologies	2,000
						UNDP	73105 Training for LNCCI staff	1,500
						UNDP	72145 Trainings for staff of CCIs and BAs in provinces	3,000
						UNDP	71610 Travel of CCIs & BAs' staff	3,000
						UNDP	71610 Travel of NERI's staff to conduct training	1,000

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Expected Output	Key Activities	Planned Budget								2007
		Q1 2007	Q2 2007	Q3 2007	Q4 2007	2007	2007	2007	2007	
										Donor
										UNDP
	-Conduct study/survey on training need for staff of LNCCI, CCIs and Bas									71620 DSA (for NERI's staff in conducting training)
	-Analyze the study									1.00
	-Prepare training modules									UNDP 71620 DSA (for staff of LNCCI, CCIs, BAs in training)
	-Organization that provides training									2.00
	-Organize trainings									UNDP 74525 Coffee break, lunch
										UNDP 71610 Travel of NERI, LNCCI & Project's staff to provinces
	1.2.4. Conduct In-depth studies (on both micro and macro topics) based on the specific needs expressed by the Business Associations and Chambers of Commerce and Industry									1.00
	-Field work									UNDP 71610 Travel of local staff of CCIs and BAs
	-Collecting information, analyzing and writing reports									1.00
	-Publication of research findings									UNDP 73105 Rent (conference rooms for workshops to present the research findings)
	-Workshops to present research									4.00
	1.2.5. Organize workshops to present and discuss & disseminate research findings for capacity building and advocacy within LNCCI, provincial CCIs and Business Associations (BA).									UNDP 74220 Translation/Interpreters
	-Publication of research findings									UNDP 74500 Miscellaneous Expenses
	-Workshops									1.00
										UNDP 73105 Rent (conference rooms for workshops to present the research findings at national level)
										UNDP 74525 Coffee break/lunch
										UNDP 74210 Copying of hand-out
										UNDP 74210 Printing of research documents
										UNDP 71305 National project admin assistant
										UNDP 71306 Local Consult-Sht Term-Tech
										4.000
										UNDP 71310 Local Consult-Short Term-Supp
										3.000
										UNDP 73500 Reimbursement costs
										1.500
										150,900
	Sub total:									
	Outcome 2: Strengthened management capacities of selected Chambers of Commerce and Industry (CCIs) and Business Associations									
	2.1. Analysis and advice for the development of plans for improvement of the management, organization and performance of LNCCI, CCIs and BAs. [Note: Reference to "plans" here means LNCCI's etc. own plans. The project action plan lists activities in support of this very work.]									
		X								UNIDO, LNCCI, NERI, consultant, donors
										UNIDO project administrative assistant, secretary, interpreter, driver project travel
										UNIDO UNIDO staff travel
										UNIDO national experts
										UNIDO subcontracts
										UNIDO training (in-country)
										UNIDO equipment (IT office equipment, furniture, supplies, other)
										UNIDO International expert
										UNIDO project administrative assistant, secretary, interpreter, driver project travel
										UNIDO UNIDO staff travel
										UNIDO national experts
										UNIDO subcontracts
										UNIDO training (in-country)
										UNIDO equipment (IT office equipment, furniture, supplies, other)
										UNIDO International expert
										UNIDO project administrative assistant, secretary, interpreter, driver project travel
										UNIDO UNIDO staff travel
										UNIDO national experts
										UNIDO Subcontractors

2.2. Facilitating the implementation of Action Plan for Improvement of management, organization and performance of selected BMOs through training and advisory services (Year 1)

1. leading role of LNCCI as an umbrella organization strengthened
2. role of executive offices of LNCCI / BA's and CCI's strengthened
3. good functioning of interactions between BA's - CCIs and LNCCI umbrella organization
4. existing capacities for copying best - practices used
5. financial basis (membership fees) strengthened. [1-5. are in fact output indicators and all fine with me We would only begin to work towards these with the seed funds available.

Expected Output	Key Activities	Planned Budget								2007 Amount
		Q1 2007	Q2 2007	Q3 2007	Q4 2007	J. 2007	Donor	Budget Description		
								UNIDO training (in-country)		
								UNIDO equipment (IT office equipment, furniture, project car)		
								UNIDO miscellaneous (communication costs, office supplies, other)		
										131,000

Outcome 3: Strengthened services to businesses from LNCCI and BAs (CCIs)

1. Range of services to SMEs broader and increased
2. LNCCI head office plays a major role in providing SME services
3. LNCCI Training Centre functioning as a central training unit
4. Increase of income from member fees and provided services
5. LNCCI/BAs/CCIs more attractive for SMEs
6. membership basis increased
7. income from membership fees and provided services increased
8. contributed to improved business of members

Outcome 4: Strengthened analytical and advocacy capacities at LNCCI and BAs (CCIs)

1. Level of public-private improved
2. Advocacy for SMEs improved

Expected Output	Key Activities	Planned Budget								2007 Amount
		Q1 2007	Q2 2007	Q3 2007	Q4 2007	J. 2007	Donor	Budget Description		
								LNCCI, NERI, UNIDO International expert		
								UNIDO project administrative assistant, secretary, interpreter, driver		
								UNIDO project travel		
								UNIDO UNIDO staff travel		
								UNIDO national experts		
								UNIDO subcontracts		
								UNIDO training (in-country)		
								UNIDO equipment (IT office equipment, furniture, project car)		
								UNIDO miscellaneous (communication costs, office supplies, other)		
										88,954

Outcome 5: Project management and technical Services pertaining to outputs 1-4 delivered

Expected Output	Key Activities	Planned Budget								2007 Amount
		Q1 2007	Q2 2007	Q3 2007	Q4 2007	J. 2007	Donor	Budget Description		
								LNCCI, NERI, UNDP, UNID O		
								UNIDO project administrative assistant, secretary, interpreter, driver		
								UNIDO project travel		
								UNIDO UNIDO staff travel		
								UNIDO national experts		
								UNIDO subcontracts		
								UNIDO training (in-country)		
								UNIDO equipment (IT office equipment, furniture, project car)		
								UNIDO miscellaneous (communication costs, office supplies, other)		
										11,000

Dr. Leeb's LEEBOUAPAO

J. S. Green

Endorsed by National

30/04/07

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Project Manager

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Total:

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