



Annual Work Plan 2008
Lao PDR

Project Title:	Promoting Private Sector Development Through Strengthening of Lao Chambers of Commerce and Industry And Business Associations
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 (NERI), Lao National Chamber of Commerce and Industry (LNCCI)
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 Chamber of Commerce and Industries (CCI) and 5 Business Associations) 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 Small and Medium Sized Enterprises (SME), 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 Business Member Organizations (BMO) 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 2008 are:

1. Remarket reviews of existing research findings and recommendations study in concise and actionable presentations.
2. Strengthen management capacities of selected Chambers of Commerce and Industry and Business Associations.
3. 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. Final report of review of existing Private Sector Development (PSD) studies/reports published. Workshops to dissemination the result of the review of existing PSD studies/reports conducted.
2. Capacity of LNCCI to provide management training and online support services to regional CCIs and other BMOs strengthened. IT department of LNCCI is enable to design, develop, implement and administer internal database, local network, printing and file sharing, as well as hardware and software support services to the other departments of LNCCI. A functioning document flow and archive is set up to enable members and BMO to access. Financial procedures, accounting and budget planning modernized. Suitable legal basis for modern chamber and BMO operations and representation established.
3. The project is properly monitored with monitoring plan systematically prepared and implemented.

Programme Period:	31/06/2006 – 31/06/2009
Key Result Area (Strategic Plan):	Fostering inclusive globalization
Atlas Award ID:	00047276 45262
Atlas Project ID:	00056640
Duration:	Five years

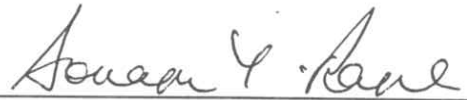
Estimated annualized budget:	\$200,000
Total allocated resources:	\$200,000
Government	In Kind
UNDP regular TRAC	\$50,000
UNIDO	\$150,000
Other (Cost Sharing)	
Unfunded budget:	

Agreed by (Implementing Partner):



Leeber Leebouapao
Deputy Director General
National Economic Research Institute

Agreed by (UNDG Agency):



Sonam Yangchen Rana
UNDP Resident Representative

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Promoting Private Sector Development Through Strengthening of Lao Chamber of Commerce and Industry and Business Associations 00053433

Expected Outputs and indicators including baseline and annual targets	Planned Activities	Timeframe				Responsible Party	Source of funds	Budget Code	Planned Budget	Budget Description	Amount
		Q1	Q2	Q3	Q4						
Outcome 1: Reports of synthesized, simplified, user friendly research findings and new research findings											
<p>1.1 Undertaking reviews of existing research findings and recommendations and repackaging or remarketing them in concise, actionable presentations.</p> <p>Target 1.1.1: Review all collected research papers, reports, websites and additional resources.</p> <p>Indicator 1.1.1: Number of research findings that have been reviewed, analyzed and summarized in a concise fashion.</p> <p>Baseline 1.1.1: 100 relevant research papers and reports have been sourced, 300 websites and 100 additional resources (interviews) have been analyzed as yet.</p> <p>Target 1.1.2: 1000 copies in Lao, 300 in English disseminated in all 17 provinces</p> <p>Indicator 1.1.2: Number of copies in Lao, number of copies in English of report disseminated in number of provinces</p> <p>Baseline 1.1.2: 0 copies in Lao or in English disseminated</p>	<p>1.1.1 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)</p> <p>-Field work (Document/reports collection) -Writing report (Review and prioritize previous recommendations from previous reports) -Translation and editing (Report/research finding)</p>	X	X	X	X	LNCCI, NERI, consultant	04000	71205	International consultant	3,000	
		04000	71305	National consultant	1,500						
		04000	74210	Coping documents	1,000						
		04000	73400	Rent & Maintenance other Equipment	1,000						
		04000	71610	Travel (local officers)	2,000						
		04000	71620	DSA (for NERI)	500						
		04000	71610	Travel of NERI staff	500						
		04000	73410	Car rental	800						
		04000	74220	Translation/interpreters	700						
		04000	74210	Coping hand-out	500						
04000	74525	Coffee break, lunch	600								
04000	74525	Sundry	500								
04000	74210	Printing report	10,000								
Total:										22,600	

1.2 Procurement, maintenance and operation/administration	1.1.2 Workshop to dissemination the result of the review of existing PSD studies/reports including the final report. -Technical workshop -Dissemination workshop -Final Workshops	X	X	X	X	LNCCI, NERI, consultant	04000	74220	Translation of report and editing	1,000	
							04000	71205	International consultant	2,000	
							04000	71305	National consultant	500	
							04000	71605	Travel of intl consultant (intl ticket)	2,500	
							04000	71610	Travel of intl consultant (in-country travel)	700	
							04000	73400	Rent & Maintenance other Equipment	3,500	
							04000	71620	DSA (for NERI)	2,000	
							04000	71620	DSA (for local officers)	3,700	
							04000	71610	Travel of NERI staff	1,000	
				X	X		04000	71405	National project admin assistant	4,000	
				X	X		04000	73500	Reimbursement costs	1,500	
							04000		Micro-assessment	5,000	
							Total:			27,400	
							Grand Total (UNDP):				50,000

Outcome 2: Strengthened management capacities of selected Chambers of Commerce and Industry (CCIs) and Business Associations (Bas).

2.1. LNCCI BMO Support System	2.1.1. Strengthen the capacity of LNCCI to provide management training to regional CCIs and other BMOs.	X	X			LNCCI	UNIDO	1150	Training / consultancy on planning / preparing curricula		
<p>Target 2.1.1: 70 of 120 BMO's and 11 of 30 CCIs, 10 of 20 major businesses/ entrepreneurs, 10 of 17 provincial trade divisions, 1 of 10 NGOs represented and are able to discuss and explain the current gaps in the business environment in Laos</p> <p>Indicator 2.1.1: Number of people that are able to explain the current gaps in the business environment in Laos</p> <p>Baseline 2.1.1: No comprehensive workshop on these issues has been held, but there have been workshops previously that have provided some basic knowledge on this area.</p>	<p>2.1.2. Strengthen the capacity of LNCCI to provide online support services to regional CCIs and other BMOs.</p>						UNIDO	1750	Training of trainers on BMO management		
		<p>Target 2.1.2: 10 LNCCI staff members are able to provide training on organization & procedures, BMO management & business operations.</p> <p>Indicator 2.1.2: Number of LNCCI staff that are able to provide training on organization & procedures, BMO management & business operations</p> <p>Baseline 2.1.2: LNCCI has no capacity to provide management training or online support services</p>							UNIDO	3300	Sample implementation of training modules
										UNIDO	4500
							UNIDO	1750	System set - up and initial training. High - speed internet and domestic hosting		

<p>2.2. Internal Capacity of LNCCI</p> <p>Target 2.2.1: Establish LAN for file sharing & knowledge sharing and establish direct telephones for individuals</p> <p>Indicator 2.2.1: Availability of LAN and Direct Tel.</p> <p>Baseline 2.2.1: No LAN or direct telephones for individuals</p>	<p>2.2.1. Enable the IT department to design, develop, implement, and administer internal database, local network, printing, file sharing, as well as hardware and software support services to the other departments of LNCCI.</p> <p>2.2.2. Enable a functioning document flow and retrievable document archive.</p> <p>2.2.3. Improve accessibility to members and BMOs.</p> <p>2.2.4. Modernize financial procedures, accounting and budget planning.</p> <p>2.2.5. Use international best practice in internal processes.</p>	X	X	LNCCI	UNIDO	4500	One high - end computer to be used as internal file & printer server & as design & development system	
					UNIDO	4500	Set up one room for document archive & internal library with CCI catalog system	
					UNIDO	4500	Install central telephone switchboard with automatic functions	
					UNIDO	5100	Install software for accounting & budget planning	
					UNIDO	3300	Training on accounting and budget planning software	
					UNIDO	1150	Provide information & advice on practical improvement in internal work processes, bases on international best practice experience	
<p>2.3. Legal Framework</p> <p>Target 2.3.1: 40 of 80 BMO's understand & are able to explain benefits of the draft decree</p> <p>Indicator 2.3.1: Number of BMOs able to demonstrate benefits of the draft decree</p> <p>Baseline 2.3.1: Draft decree developed but BMOs</p>	<p>2.3.1. Establish a suitable legal basis for modern chamber and BMO operations and representation.</p> <p>2.3.2. Optimize text of</p>	X	X	LNCCI	UNIDO	3300	Meeting of major BMO leaders to discuss & amend recommended draft of decree	
					UNIDO	3300	Press conference on the occasion of decree signing	

not yet understand the benefits	articles and find common positions on controversial elements.								UNIDO	1150	Consulting on advocacy & building consensus on legal documents		
									UNIDO	1150	Mediation & advice		
Outcome 5: Project management and technical services pertaining to putputs 1 to 4 delivered.													
5. Project management and technical services pertaining to outputs 1 to 4 delivered Target 5.1.1: National Project Director, Project Manager, Project Accountant and Project Secretary in place Indicator 5.1.1: whether project implementation staff still in place Baseline 5.1.1: No vacuum in project management Target 5.1.2: Assessments contained in monthly and quarterly reports, Logs updated in quarterly basis, mid-term review, final evaluation and project audit Indicator 5.1.2: Whether monitoring activities accomplished Baseline 5.1.2: Year 2008 monitoring activities not taken	5.1. Management of planning, budgeting, implementation and reporting on all project outputs. 5.2. Provision of advisory services and training (largely, on - the - job). 5.3. Preparation and conduct / servicing of project advisory committee meeting(s); preparation of four - partite review meeting.	X	X					LNCCI	UNIDO	1150	Preparation of / reporting on annual & quarterly work plans & budgets Networking, sensitisation meeting / workshops Conduct of advisory services & training activities for traget CCLs & Bas		
										UNIDO		1300	
										UNIDO		1500	
										UNIDO		1600	
										UNIDO		4500	
										UNIDO		5100	
										UNIDO		1150	
										UNIDO		1700	
										UNIDO		3300	
										UNIDO		1150	
								UNIDO	1600				
Grand Total (UNIDO):										156,299			
Grand Total (UNDP + UNIDO):										206,299			