



Annual Work Plan 2009 Lao PDR

<u>21(21</u>
ອະພາການຄ້າ ແລະ ຊູດສາຫະກາແທງຊາຄ
cana . 1150 n
sur . 11/8/00
(DS)

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:

Lao National Chamber of Commerce and Industry (LNCCI)/

Ministry of Planning and Investment (MPI).

Responsible Parties:

United Nation Industrial Development Organization (UNIDO)

Narrative

Project background and objective

The main objective of the project is to strengthen business membership 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.

Annual key priorities

Based on the key outputs of the project, the key priorities for the year 2009 are:

- 1. Review 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. Project implementation fully complying with Result Based Management (RBM) requirements.

Annual key deliverables

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

- 1. Report of review of existing Private Sector Development (PSD) studies/reports is finalized.
- 2. Internal management of LNCCI, CCIs and BAs are improved through strengthening LNCCI's legal expertise; supporting the dissemination of the contents and change implications of the BMO Decree and the formulation of further legal framework documents in line with the new Decree (LNCCI By-laws, etc.).
- 3. RBM requirements are completed; the numbers of audit observations at minimum and audited recommendations are implemented.

Programme Period:	31/07/2006 - 30/07/2010	Estimated annualized budget: Total allocated resources:	\$160,000
Key Result Area (Strategic Plan):	Fostering inclusive globalization	Government UNDP regular TRAC	In Kind \$160,000
Atlas Award ID:	00045262	Other (Cost Sharing)	
Atlas Project ID:	00053433		
Duration:	4years	Unfunded budget:	

Agreed by (MPI):

Dr. Bounthavy Sisouphanthong Vice Minister of MPI

Agreed by (LNCCI):

Dr. Sananh Chounlamany Vice President of LNCCI National Project Direct

Agreed by (UNIDO):

Ayumi FULINO

UNIDO Representative

Head Regional Office, UNIDO Field Office Thailand.

Agreed by (UNDP):

Sonam Yangchen Rana UNDP Resident Representative

Annual Workplan 2009

Responsible Party LINCCI LINCC			Timeframe 2009	600		Source		尸 🛸 Planned Budget Q1-Q3 2009	
1.1 Undertaking reviews of existing reviews of existing reviews of existing reviews of existing research findings and recommendations and repackaging or and recommendations. 1.1 Undertaking reviews of existing and recommendations concise, actionable presentations.	Exnected CP Outbuit		Q1. Q2 Q3	4	esponsible Party	of Funds	epoo Je	Description	ÚŠD
and repackaging or remarketing them in concise, actionable presentations. LINCCI LINCCI LINCCI T1610 LINCCI T1620 T162	eports of synthesized, simplified, r friendly research findings and new	1.1 Undertaking reviews of existing research findings and recommendations	0	1	LNCCI	00012	71200	Internat Consultant	6,373.00
2.1 Build LNCCI capacity in formulating, amending, and BMO consulting on By-laws: 2.1 Stengthen LNCCI legal function/office with expert staff, and support staff, an	earch finding	and repackaging or remarketing them in concise, actionable presentations.			LNCCI		71300	National consultant	1,920.00
2.1 Build LNCCI capacity in formulating, and BMO consulting on By- strengthen LNCCI legal function/office with expert staff, - Staff training/coaching Staff training/coaching Staff training/coaching Staff training/coaching Staff training/coaching Staff training/coaching Total LNCCI legal function/office with expert staff, - Staff training/coaching Staff training/coaching Staff training/coaching Staff training/coaching.	get: Report of the review of existing ate Sector Development (PSD)				LNCCI	t	71605	Inter'i travel MC-VT-MC	1,500.00
LINCC 77620 1	des/reports is finalized.				LNCCI		71610	Domestic travel	1,500.00
2.1 Build LNCCI capacity in formulating, amending, and BMO consulting on Bylaws: - Strengthen LNCCI legal function/office with expert staff, - Staff training/coaching.	leator. Availability of the infarred-order in its report of its work of existing Private Sector velopment (PSD):				LNCCI		71620	DSA local	1,500.00
2.1 Build LNCCI capacity in formulating, amending, and BMO consulting on Bylaws: - Strengthen LNCCI legal function/office with expert staff, - Staff training/coaching. - Staff training/coaching.	seling: Availability of draft review of				LNCCI		72500	Stationery	00.009
2.1 Build LNCCI capacity in formulating, amending, and BMO consulting on Bylaws: - Strengthen LNCCI legal function/office with expert staff, - Staff training/coaching. - Staff training/coaching.	sting Private Sector Development (PSD) dies.				LNCCI		73100	Premises rent of WS (incl. lunch and coffee break)	1,500.00
2.1 Build LNCCI capacity in formulating, amending, and BMO consulting on Bylaws: - Strengthen LNCCI legal function/office with expert staff, - Staff training/coaching.			•		LNCCI	•	74200	Translation fee	400.00
2.1 Build LNCCI capacity in formulating, amending, and BMO consulting on Bylaws: - Strengthen LNCCI legal function/office with expert staff, - Staff training/coaching. - Staff training/coaching. - MUNIDO - Staff training/coaching. - MUNIDO - Staff training/coaching. - MUNIDO - Staff training/coaching.					LNCCI		74200	Printing	1,500.00
2.1 Build LNCCI capacity in formulating, amending, and BMO consulting on Bylaws: - Strengthen LNCCI legal function/office with expert staff, - Staff training/coaching. - Staff training/coaching.					LNCCI		74500	Miscellaneous	400.00
2.1 Build LNCCI capacity in formulating, amending, and BMO consulting on Bylaws: - Strengthen LNCCI legal function/office with expert staff, - Staff training/coaching. - Staff training/coaching.									17,193:00
amending, and bivio consuming on by- laws: - Strengthen LNCCl legal function/office with expert staff, - Staff training/coaching. UNIDO 72500 UNIDO 74500	strengthened management capacities	2.1 Build LNCCl capacity in formulating,	0		UNIDO	UNDP	71200	Internat Consult 0,25w/m x 15000\$	3,750
- Strengthen LNCCI legal function/office uNIDO 72400 - Staff training/coaching. UNIDO 72800 UNIDO 74500	selected CCIs and BAs	amending, and bino consuming on by- laws:			UNIDO		71300	Lawyer/DeptDir.3w/m x 2000\$	6,000
- Staff training/coaching.	et: Improve internal management of CCI, CCIs and BAs.	- Strengthen LNCCI legal function/office with expert staff,			ONIDO		72400	Communications, 6mo. x 50\$	300
UNIDO 72800 UNIDO 74500	cator: LNCCI and 8 out of 14 CCIs,	- Staff training/coaching.		L	UNIDO	•	72500	CCI law literature, office supplies	1,000
UNIDO 74500	of of each operations;			L	UNIDO		72800	Computer, printer, peripherals	2,000
ff of CCIs and bAs about their role and ction.	seline: No clear understanding among				UNIDO		74500	Miscellaneous	200
A SERVICE STATE OF THE SERVICE	ff of CCIs and bAs about their fole and ction.								13,550

- Strategy for establishing CCI in Vientiane Capital;	 - Dissemination workshop on provincial level; 	 Dissemination workshop on new role of LNCCI; 	- Launch of BMO Decree;	2.4 Support to implementation of BMO Decree (1):	- WS on BMO networking and advocacy.	- WS on BMO services and capacity	- WS on BMO change management;	Discussion of internal legal framework;	 Report on results of system change analysis; 	Report on current status of Decree;	Background report on BMOs in the Lao PDR;	 Forum on chamber system change implications: 	 Implement General Assembly voting on By-laws; 	2.3 Support to implementation of BMO Decree (2):	- By-law on General Secretariat Operations	- By-law on BMO Registration Procedures,	- Membership Fees By-law and schedule,	- Election By-law,		- Articles of Association,	2.2 Formulation of draft LNCCI By-laws and supporting documents for General Assembly deliberations:
	, ,																				
					1									=							
														=			-				
	1		1	*						<u> </u>	Γ—	1		 					I		
	UNIDO	UNIDO	UNIDO	UNIDO						LNCCI	LNCCI (70%)/ UNIDO (30%)	LNCCI	UNIDO	UNIDO							UNIDO
				UNDP										UNDP							UNDP
	74500	71620	71610	71200						74500	72100	71610	71300	71200							71200
	Miscellaneous	LocalDSA 15p x 15d x 50\$	LocalTravel 15p x 3ws x 130\$	InternatConsult 0,5w/m x 15000\$		-				Miscellaneous	EventOrga	Local Travel 50p x 150\$	Nat Consult 8p x 0,25w/m x 2000\$	Internat Consult 0,75w/m x 15000\$							Internat Consult 0,75w/m x 15000\$
	500	11,250	5,850	7,500	36,250					1,500	12,000	7,500	4,000	11,250	11,250						11,250

									annual review meeting was organized, 2008 RBM logs	annual review meeting; Baseline: Annual progress report and	Indicator: Availability of Monitoring and communication plans, quarterly report,	meeting are organized by the project, and audit recommendations are implemented.	<u>Target:</u> Monitoring and communication plan, quarterly report with risks and logs; an annual progress report, and annual review	Project management and technical services pertaining to outputs 1-4
	100					and preparation of project continuation/follow-up proposal.	5.2 Project monitoring, stakeholder consultations, assessment of project results			 Procurement of equipment and office supplies (laptops, LCD, external hard drive, printer). 	 Preparation of job descriptions for support staff and recruitment of project secretary; 	 Monitoring and ensuring smooth implementation; 	 Preparation of annual and quarterly plans, budgets and reports; 	5.1 Management of planning, budgeting, implementation and reporting on all project outputs:
														T.
			., ,											
			UNIDO	UNIDO	UNIDO	UNIDO				LNCCI	LNCCI	LNCCI	LNCCI	LNCCI
							UNDP							UNDP
			73500	74500	71605	71200				74500	73500	73400	72500	71400
Total	Subtotal of UNIDO allocated BLs		10% UNIDO support costs	Miscellaneous	International travel, UNIDO mission	InternatConsult 0,25w/m x 15000\$				Miscellaneous	Reimbursement Cost (ISS)	Maintenance	Office Supplies	GS Salary 1p
160,000.00	96,470	23,320	8770	800	10,000	3,750		13,117		200	6,000	517	400	6000