



Lao PDR

Work Plan (January – June 2012)

Project Title	POVERTY ENVIRONMENT INITIATIVE – OUTPUT 3
Project Number	00072674
UNDAF Outcomes:	UNDAF Outcome 1: By 2011, the livelihoods of poor, vulnerable and food insecure populations are enhanced through sustainable development (within DMG framework)
Expected UNDP Country Programme / CPAP Outcomes:	Outcome 1: Improved and equitable access to land, markets and social and economic services, environmentally sustainable utilization of natural resources, with balanced population growth.
Expected UNDP Country Programme / CPAP Outputs:	Output 1.2: The role of biodiversity, agro-biodiversity, land management and environment in general in livelihood improvements and poverty reduction strengthened through enhanced knowledge management and management capacity. Output 1.3: Enhanced management capacity of the Government in meeting its international environmental obligations through strengthened implementation of multilateral environmental agreements and related national policies and legislation.
Implementing Partner:	Environment and Social Impact Assessment Department (DESIA) of Ministry of Natural Resources and Environment (MONRE)
Responsible Parties:	DESIA and UNDP

Brief Description

The Poverty-Environment Initiative (PEI) in Lao PDR aims to strengthen capacity of targeted central and provincial authorities to integrate poverty-environment concerns and opportunities in key development planning processes. The Initiative is not one stand-alone project but has been designed primarily to provide targeted support to ongoing programmes.

This project document - Environment and Social Impact Assessment: reducing negative social and environmental impacts of investments in Lao PDR - corresponds to Output 3 of the overall PEI country programme, as set out in the 'PEI Framework for Lao PDR'. Output 3 aims to support the Environment and Social Impact Assessment (ESIA) Department of the Ministry of Natural Resources and Environment at the national and provincial levels in order to address growing environmental threats and to prevent and minimize negative environmental and social impacts of the rapid development activities in key sectors, such as agriculture, hydropower, mining, industry and infrastructure.

MONRE as the main regulatory agency of Lao PDR in terms of environmental protection, compensation and resettlement, has proposed the Strengthening Environmental and Social Assessment and Monitoring (SESAM) Program aimed at strengthening the capacities of the ESIA Department to fulfill its current and future mandates as the ESIA authority in Lao PDR. Sesam program seeks to develop capacity within the administration and its provincial offices to undertake the regulatory functions with respect to administrating the Environmental and Social Impact Assessment process and carrying out environmental monitoring and inspection of projects.

As recommended by the SESAM program, this project will provide MONRE and its provincial offices in target PEI provinces with support to develop a stronger and clearer mandate on ESIA. In particular the project will provide targeted support to the ESIA Department of MONRE/DNRE in order to; (I) support the development and operation of a sustainable financing mechanism, (II) support materials and technical guidelines and, (III) conduct key technical training courses. This project has been designed to complement ESIA-activities being supported by the World Bank, which include the development of ESIA information centers.

The timeframe for PEI Phase I in Lao PDR is 30 months: July 2009 to end December 2011, whereas the timeframe for the implementation of this project is October 2009 to December 2011. Due to the fact that some activities are still remained and they are linked to PEI work in Phase II, therefore, the PEI Phase I has been agreed to extend for 6 months from January to June 2012.

Key priorities

Based on the key outputs of the project, the key priorities for January – June 2012 are:

Support the development and operation of sustainable ESIA funding system through finalizing the "financial management regulation/manual" for ESIA Department (developed under the SEM project) as well as assist ESIA Department with the implementation of the regulations/manual, by supporting specific training on financial management and budgeting as needed by different levels within the department.

Support materials and finalize general technical guidelines such as reviewing ESIA reports and monitoring guidelines (Lao version) as well as EIA report writing guideline for developers and consultants for the preparation of ESIA reports. The finalization of the three guidelines will be conducted through extensive consultation.

Provide technical support to the ESIA Department in reviewing ESIA's report and support on- the-job training and technical assistance in the use of reviewing and monitoring guidelines for ESIA's at national and provincial levels.

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

1. Consultation workshop on the draft DESIA financial and accounting management manual with MOF at Director General level;
2. Develop sustainable financing assessment study;
3. Workshop on initial result of sustainable financing assessment study;
4. Internal consultation workshop on the first draft EIA report writing guideline - Lao version;
5. External consultation workshop on the revised first draft EIA report writing guideline - Lao version;
6. Internal consultation workshop to finalize monitoring procedures guideline for DESIA;

- 7. Joint monitoring between DESIA and IPD;
- 8. Round table meeting between DESIA and IPD;
- 9. Short term training on accountant and application of financial management software;
- 10. Study exchange of DESIA staff to MONRE Thailand to learn and exchange experience on EIA process;
- 11. Intensive course for ESIA Staff on "Environment Science Basic Knowledge"

Programme Period:	July 2009 – Dec 2011	January – June 2012 budget:	USD 122,000
Key Result Area (Strategic Plan):	Goal 1 (Achieving the MDGs and reducing human poverty)	Total resources required	USD 122,000
Atlas Award ID:	00058491	Total allocated resources:	USD 122,000
Start date:	October 2009	• SDC fund:	USD 63,000
End Date:	December 2011	• TRAC fund:	USD 59,000
PAC Meeting Date:	26 March 2009	In-kind Contributions from Government:	
Management Arrangement NIM (National Implementation)			

Agreed by Implementing Partner



Mrs. Bounkham Vorachit

Date: 12/3/12.

Director General of Environment and Social
Impact Assessment Department

Ministry of Natural Resources and Environment
Government of the Lao People's Democratic Republic

Agreed by UNDP:



Mr. Manh Bham

Date: Mar 27, 12

Resident Representative

UNDP, Lao P.D.R.

EXPECTED CP OUTPUTS and Indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME				RESPONSIBLE PARTY	Source of Funds	PLANNED BUDGET		Funded Amount in USD
			Q1	Q2	Q3	Q4			Code	Name	
Activity Result 3.1. WREA has developed and is implementing a system for obtaining funds to substantially cover the costs of operating the ESIA Dept. The system works and is audited in accordance with international standards for financial management											
Targets 3.1.1 Funding mechanism developed approved by government, and applied by DESIA 3.1.2 Sustainable financing assessment study produced Baseline: 3.1.1 Draft DESIA Financial and Accounting Management Manual Indicator: 3.1.1 DESIA Financial Manau completed and applied by DESIA for obtaining management of environment monitoring budget from development projects 3.1.2 Result on sustainable financing assessment study was applied by DESIA for sustainable financing of ESIA monitoring 3.1.3 Consultation workshop with MOF at DG Level organized	Action 3.1: Support the development and operation of sustainable ESIA funding system through finalizing the "financial and Accounting management regulation/manual" for ESIA department as well as assist ESIA Department with the implementation of the financial management and budgeting as needed by different levels within the department. (for more detail please see the supporting document)	1. Salary for National financing assessment expert/consulting firm to develop sustainable financing assessment for the DESIA (6 months)	X	X		ESIA	TRAC/00012	71300	Financial Consultant	7,000	
		2. Salary for project accountant (12 months)	X	X	X	ESIA	TRAC/00012	71400	National Accountant	8,215	
		3. Salary for Driver (12 months)	X	X	X	ESIA	TRAC/00012	71400	Driver	2,674	
		4. Management costs (20 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	2,017	
								72400	Communication charge	384	
								72500	Stationery	480	
								72800	IT Maintenance	180	
								73400	Maint. Oper of Transport Equip	720	
								74200	Copy document for Management	84	
								74500	Bank Charge	25	
								74500	Sundry	144	
					X	X	UNDP	TRAC/00012	Finance and Admin Training Cost	842	
								71600	DSA	342	
								71600	Travel Cost	500	
									Total for FN and ACC Training/Workshop	16,625	
			X			ESIA	TRAC/00012	Sub Total for 3.1.1	5,300		
								Sub Total for 3.1.2	5,000		
			X	X		ESIA	TRAC/00012	Printing and Publications	5,000		
			X			ESIA	TRAC/00012	Sub Total for 3.1.3	6,325		
								Fuel Reimbursement	190		
								DSA	2,215		
								Communication charge	63		
								Office supplies/Stationery	89		
								Conference room rental	1,241		
								LCD Rental	300		
								Rental of Bus or Van	949		
								Copying hand-out and Report	354		
								Sub Total for 3.1.2	5,000		
								Printing and Publications	5,000		
			X			ESIA	TRAC/00012	Sub Total for 3.1.3	6,325		
								Fuel Reimbursement	190		
								DSA	2,215		
								Communication charge	63		
								Office supplies/Stationery	89		
								Conference room rental	2,481		
								LCD Rental	300		
								Rental of Bus or Van	633		
								Copying hand-out and Report	354		
								Total Activity Result 3.1	37,373		

EXPECTED CP OUTPUTS and indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	TIME FRAME				RESPONSIBLE PARTY	Source of Funds	PLANNED BUDGET		Funded Amount in USD
		Q1	Q2	Q3	Q4			Code	Name	
			X		X	ESIA	TRAC/00012	Sub Total for 3.2.1.8.	4,790	
	3.2.1.4 Round table meeting between DESIA and IPD (2 time inside VTE, 2 days/time, 30 pers)							Fuel Reimbursement 71600 177 Communication charge 72400 127 Office supplies/Stationery 72500 152 Conference room rental 73100 2,127 LCD Rental 73100 600 Copying hand-out and Report 74200 608 Translator 74200 1,000		
	3.2.1.5 IEE Guideline									
	A. Develop and internal consultation workshop within DESIA staff on Reviewing and Monitoring IEE general technical guideline (1 time inside VTE, 2 days/time, 30 pers)		X		X	ESIA	TRAC/00012	Sub Total for 3.2.1.9	3,258	
								Fuel Reimbursement 71600 89 Communication charge 72400 63 Office supplies/Stationery 72500 76 Conference room rental 73100 2,127 LCD Rental 73100 600 Copying hand-out and Report 74200 304		
	B. External consultation workshop with concerned line agencies on the IEE general technical guideline (1 time, inside VTE, 1 day/time, 50 persons)				X	ESIA	TRAC/00012	Sub Total for 3.2.1.10	5,935	
								Fuel Reimbursement 71600 89 Communication charge 72400 63 Office supplies/Stationery 72500 127 Conference room rental 73100 3,544 LCD Rental 73100 600 Copying hand-out and Report 74200 1,013 Translator 74200 500		
	3.2.1.6 Reviewing and Monitoring EIA guidelines for agriculture and forestry sector									
	A. Internal consultation workshop within DESIA staff on Reviewing and Monitoring EIA guidelines for agriculture and forestry sector (1 time inside VTE, 2 days/time, 30 pers)				X	ESIA	TRAC/00012	Sub Total for 3.2.1.11	3,258	
								Fuel Reimbursement 71600 89 Communication charge 72400 63 Office supplies/Stationery 72500 76 Conference room rental 73100 2,127 LCD Rental 73100 600 Copying hand-out and Report 74200 304		
	B. External consultation workshop with concerned line agencies on the EIA guideline for agriculture and forestry sector (1 time, inside VTE, 1 day/time, 50 persons)				X	ESIA	TRAC/00012	Sub Total for 3.2.1.12	5,935	

EXPECTED CP OUTPUTS and indicators including baseline and annual target	Key Activities (List all the activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME				RESPONSIBLE PARTY	Source of Funds	PLANNED BUDGET		Funded Amount in USD
			Q1	Q2	Q3	Q4			Code	Name	
		3.2.3.2 Intensive course on "Environment Science Basic Knowledge" for DESIA Staff (2 times, 5 days/time, 20 Pers/time, inside VTE)		X			TRAC/00012		Sub Total for 3.2.3.3	23,424	
								72100	Tuition Fee	15,000	
								72500	Office supplies/Stationery	101	
								73100	Conference room rental	1,418	
								73100	LCD Rental	1,500	
								74200	Copying hand-out and Report	405	
								74200	Translator	5,000	
		Sub total								64,098	
Subtotal Activity Result 3.2.3											
Total Activity Result 3.2 (3.2.1 + 3.2.2 + 3.2.3)											
Grand Total (Activity 3.1 + Activity 3.2):											
										447,109	
										102,354	
									UNDP	344,755	
									ESIA		

	USD
Total Budget in 2012	122,000
Budget need in 2012	447,109
Additional budget needed in 2012	(325,109)

Prepared by:

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Ph

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