



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 ESIAs report and support on- the-job training and technical assistance in the use of reviewing and monitoring guidelines for ESIAs at national and provincial levels.

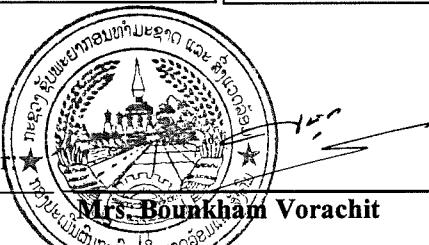
Key deliverables: In accordance to the key priorities specified above, the key deliverables for each key priority of the project are:

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 guiseline - 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:	<u>00058491</u>	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:



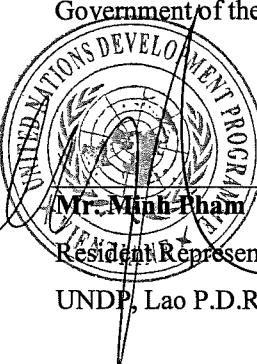
Mrs. Bounkham Vorachit

Director General of Environment and Social Impact Assessment Department

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

Date: 12/3/12.

Agreed by UNDP:



Mr. Minh Pham

Resident Representative
UNDP, Lao P.D.R.

Date:

Dec 27, 12

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	PLANNED BUDGET			Funded Amount in USD
			Q1	Q2	Q3	Q4		Budget Description	Source of Funds	Code	
Activity Result 3.2. WREA/ESIA Dept has developed and/or updated technical guidelines and procedures that support the ESIA Dept, concerned ministries, state enterprises and developers to conform to best environmental and social assessment and mitigation practices											
Target	Action 3.2.1: 3.2.1.1 EEF general technical guideline developed 3.2.1.2 EIA general technical guideline-Lao version completed 3.2.1.3 EIA Technical guidelines for agriculture and forestry plantation sectors produced 3.2.1.4 Updated EIA review guideline to inline with EIA reporting writing guideline 3.2.1.5 Field test of monitoring and review guideline carried out 3.2.1.6 Draft of monitoring checklist/guidelines carried out 3.2.1.7 EIA general technical guidelines-English & Lao version finalized Baseline 3.2.1.1 EIA general technical guidelines - English version drafted 3.2.1.2 Drafted EIA general technical guidelines-Lao version 3.2.1.3 Drafted reviewing and monitoring procedures guidelines (Lao version)	1. Salary for International consultant (6 months Plus Home leave) Support materials and draft general technical guidelines for reviewing ESIA reports as well as start the development of general technical guidelines for developers and consultants for the preparation of ESIA reports and monitoring guideline. The development of three guidelines will be through analysis and extensive consultation. 2. Salary for National consultant (12 months) 3. Equipment and Furniture 4. Management costs (80 % of All Management Activities) (Reviewing guideline, writing guidelines for developers and monitoring guideline)	X	X	X	X	ESIA	TRAC/00012	71400	Senior Technical Advisor	135,000
							ESIA	TRAC/00012	71400	National Assistant to PM	19,493
							ESIA	TRAC/00012	72140	Accounting Software	63,575
							ESIA	TRAC/00012	72220	Furniture	10,000
							UNDP	TRAC/00012	72215	Vehicle for Project Operating	1,895
							UNDP	TRAC/00012	72805	Informatic Equipments	40,000
										Miscellaneous	11,680
										Communication charge	8,068
										Stationery	1,536
										IT Maintenance	1,920
											720
										Maint. Other of Transport Equip.	73400
										Copy document for Management	336
										Bank Charge	100
										Sundry	576
										Sub Total for 3.2.1.1	2,306
										Fuel Reimbursement	89
										Office supplies/Stationery	89
										Conference room rental	975
										LCD Rental	300
										Copying hand-out and Report	354
										Translator	500
										Sub Total for 3.2.1.2	3,562
										Fuel Reimbursement	89
										Communication charge	63
										Office supplies/Stationery	76
										Conference room rental	2,127
										LCD Rental	600
										Copying hand-out and Report	608
										Sub Total for 3.2.1.3	5,435
										Fuel Reimbursement	89
										Communication charge	63
										Office supplies/Stationery	127
										Conference room rental	3,544
										LCD Rental	600
										Copying hand-out and Report	1,013

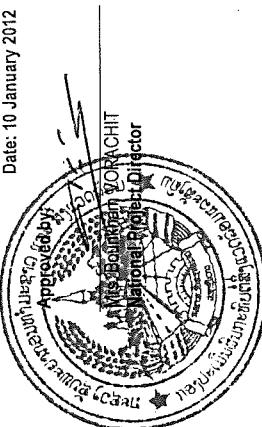
EXPECTED CP OUTPUTS and Indicators including baseline and annual target indicator*	Key Activities (List all the activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET		Funded Amount in USD
			Q1	Q2	Q3	Q4		Source of Funds	Budget Description	
C. Internal consultation workshop within DESIA to finalize the EIA Guidelines - Lao version (1 time inside VTE, 2 days/time, 30 pers)			X				ESIA	TRAC/00012	Sub Total for 3.2.1.4.	3,258
D. Internal consultation workshop to finalize monitoring procedures guideline for DESIA (1 time inside VTE, 3 days, 30 pers)							ESIA	TRAC/00012	Sub Total for 3.2.1.5.	4,622
E. Updated and Internal consultation workshop on the EIA review guideline (1 time, outside VTE, 3 days/time, 35 pers)							ESIA	TRAC/00012	Sub Total for 3.2.1.6.	6,273
F. Updated and External consultation workshop on the EIA review guideline (1 time, outside VTE, 3 days/time, 35 pers)			X				ESIA	TRAC/00012	Sub Total for 3.2.1.6.	6,273
3.2.1.3 Joint monitoring between DESIA and IPD (2 time, outside VTE, 3 days/time, 15 pers)			X	X	ESIA	TRAC/00012			Sub Total for 3.2.1.7.	4,525
3.2.2.1 General technical guidelines- English version finalized									DSA	2,943
3.2.2.2 Number of consultation conducted									Communication charge	63
3.2.2.3 The updated EIA review guideline applied and number of ESIA report review									Office supplies/Stationery	228
3.2.4 Model of E & S Obligation under CA or agriculture and forestry sector introduced									Conference room rental	3,190
3.2.5 Joint DESIA-IPD monitoring are carried out in selected case study investments or selected province									LCD Rental	900
3.2.6 At least 1 policy brief produced									Copying hand-out and Report	304
									Translator	1,500

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)	PLANNED BUDGET										Funded Amount in USD	
		TIME FRAME				RESPONSIBLE PARTY	Source of Funds	Budget Description					
		Q1	Q2	Q3	Q4			Code	Name				
	3.2.1.4 Round table meeting between DESIA and IPD (2 time inside VTE, 2 days/time, 30 pers)			X	X	ESIA	TRAC/00012		Sub Total for 3.2.1.8.			4,790	
	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	
	B. External consultation workshop with concerned line agencies on the IEE general technical guideline (1 time, inside VTE, 1 day/time, 50 persons)			X	X	ESIA	TRAC/00012						
	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	X	ESIA	TRAC/00012		Sub Total for 3.2.1.11			3,258	
	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	X	ESIA	TRAC/00012						

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)	PLANNED BUDGET									
		TIME FRAME				RESPONSIBLE PARTY	Source of Funds	Budget Description			Name
		Q1	Q2	Q3	Q4			Code			
	C. Internal consultation workshop within DESIA staff on standard for E & S Obligation model under CA for Agriculture and Forestry Sector (1 time inside VTE, 2 days/time, 30 pers)							71600	Fuel Reimbursement	89	
								72400	Communication charge	63	
								72500	Office supplies/Stationery	127	
								73100	Conference room rental	3,544	
								73100	LCD Rental	600	
								74200	Copying hand-out and Report	1,013	
								74200	Translator	500	
									Sub Total for 3.2.1.13	3,258	
	D. External consultation workshop with concerned line agencies on standard for E & S Obligation model under CA for Agriculture and Forestry Sector (1 time, inside VTE, 1 daytime, 50 persons)							71600	Fuel Reimbursement	89	
								72400	Communication charge	63	
								72500	Office supplies/Stationery	76	
								73100	Conference room rental	2,127	
								73100	LCD Rental	600	
								74200	Copying hand-out and Report	304	
									Sub Total for 3.2.1.14	5,935	
	E. Develop and internal consultation workshop within DESIA staff on monitoring procedure/guideline for district & provincial levels (1 time inside VTE, 2 days/time, 30 pers)							71600	Fuel Reimbursement	89	
								72400	Communication charge	63	
								72500	Office supplies/Stationery	127	
								73100	Conference room rental	3,544	
								73100	LCD Rental	600	
								74200	Copying hand-out and Report	1,013	
								74200	Translator	500	
									Sub Total for 3.2.1.15	3,258	
	F. External consultation workshop with concerned line agencies on monitoring checklist/guideline for district & provincial levels (1 time, inside VTE, 1 daytime, 50 pers)							71600	Fuel Reimbursement	89	
								72400	Communication charge	63	
								72500	Office supplies/Stationery	127	
								73100	Conference room rental	3,544	
								73100	LCD Rental	600	
								74200	Copying hand-out and Report	304	
									Sub Total for 3.2.1.16	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				PLANNED BUDGET			Funded Amount in USD
			Q1	Q2	Q3	Q4	RESPONSIBLE PARTY	Source of Funds	Code	
	3.2.3.2 Intensive course on "Environment Science Basic Knowledge" for DESIA Staff (2 times, 5 days/time, 20 PersonTime, inside VTE)	X					ESIA	TRAC/00012		Sub Total for 3.2.3.3
									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
										64,098
										409,736
	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):										

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



Date: 10 January 2012

Certified by:

Ms. Phakkhavanh PHISSAMAY
 Project Manager

Ms. Thipphaphone PHOTHSANE
 Project Accountant