



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
Lao People's Democratic Republic



ອົງການສະຫະປະຊາຊາດເພື່ອການພັດທະນາ
United Nations Development Programme

**Government of Lao People's Democratic Republic
Water Resources and Environment Administration (WREA)
Environmental and Social Impact Assessment Department (ESIA Dept)**

United Nations Development Programme

**PROJECT ID: 00072674
PROJECT TITLE: "POVERTY ENVIRONMENT INITIATIVE,
OUTPUT 3"**

**SECOND QUARTERLY PROJECT REPORT
(QPR)**

Reporting period: April – June 2010

I. PROJECT INFORMATION AND RESOURCES

Project number and title:	00072674 “ Poverty Environment Initiative (PEI, Output 3)”
Implementing Partner:	Environmental and Social Impact Assessment (ESIA) Department of the Water Resources and Environment Administration (WREA)
Responsible Parties (if applicable):	
Donors:	UNEP - UNDP

Project Starting date		Project completion date	
Originally planned	Actual	Originally planned	Current estimate
May 2009	December 2009	December 2011	December 2011

Period covered by this report:	3 months (April – June 2010)
Date of annual review: <i>[Indicate if planned or actual]</i>	

Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
	1,495,363	300,000

Resources	Donor	Amount
	UNDP	300,000

II. PURPOSE

[To be completed in cooperation with UNDP Programme Analyst; Summarizes Main objectives of the project and link to MDG/NSEDP/UNDAF as per the approved UNDP Country Programme Document and Country Programme Action Plan and/or project document]

The project “Environmental and Social Impact Assessment: Reducing Negative Social and Environmental Impacts of Investment in Lao PDR” is one of the four outputs of the Poverty Environment Initiative (PEI) Framework in Lao PDR. Supported by UNDP/UNEP, 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.

Corresponding to output 3 of the PEI Lao PDR, this project aims to support the Environmental and Social Impact Assessment (ESIA) Department of the Water Resource and Environment Administration (WREA) at the national and provincial level 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.

The specific objective of the project is to enhance capacities of the ESIA Department of WREA to ensure comprehensive review and approval processes of environmental and social assessments based on the law and good science in effective coordination with the concerned line ministries and state enterprises.

UNDAF Outcomes/Indicators: UNDAF Outcome 1: By 2011, the livelihoods of poor, vulnerable and food insecure populations are enhanced through sustainable development (within DMG framework).

Expected Outcomes/Indicators: Outcome 1.1: Improved and equitable access to land, markets and social and economic services, environmentally utilization of natural resources, with balance population growth.

Expected Outputs/Indicators: Output 1.1: Improved and diversified incomes of rural household, with a focus on increased market accessibility, through implementation of human development and infrastructure initiatives. Outcome 1.1.3: Enhance knowledge and management capacity of ecosystems, biodiversity, natural resources and environment, and population dynamics.

III. PROJECT PERFORMANCE AND RESULTS FOR 1st QUARTER 2010

1. Contribution to the strategic goals *[To be completed in cooperation with UNDP Programme Analyst]*

Outcome 3:				
Capacities of the ESIA Department of WREA to ensure comprehensive review and approval processes of environmental and social assessments based on the law and good science in effective coordination with the concerned line ministries and state enterprises increased. <i>[Indicate if included in SRF]</i>				
Progress towards achieving outcome <i>[A brief analysis of the status of the situation and any observed change, any project contribution.]</i>				
National financial expert was recruited and on board on 1 April 2010. A considerable progress has been made for financial and accounting management for example workshops and training in this field have been successfully organized. For the draft technical guidelines there were some delays of the work of international consultants in revising the drafts to comply with the comments made by ESIA Department team. The plan for their second mission to Vientiane to finalize the drafts at the end of April was cancelled and rescheduled. A teleconference with one of the international consultants was organized to discuss details on the revision of the draft reviewing and monitoring guidelines. The second visit of this consultant will be done in the first month of Quarter 3. Importance to this mission, the consultant will finalize the guideline through consultation with various concerned line ministries. A technical training will also be delivered to concerned staffs in using and implementing the two guidelines. A similar arrangement for another international consultant who developed the draft EIA guideline will be done in Quarter 3.				
Quarterly outputs and indicators <i>[According to project document and/or quarterly work plan]</i>	Key activities completed during reporting period	Expenditures <i>[Actual expenditures against activities completed]</i>	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies <i>[If applicable, explore underlying factors and reasons for gaps in output and target]</i>
Output 3.1 A system for obtaining funds to substantially cover the cost of operating the ESIA Department	- Planned workshops on the draft Financial and Accounting Management Manual, and Procurement and Inventories/Fixed	- The total cost for this output is 6,603 USD.	- National financial expert was recruited and on board on 1 st April 2010. - A number of consultation workshops on the draft	- The project accountant resigned from her job in May 2010. This position has not yet been refilled. The recruitment process has been done. Two

<p>developed and implementing. The system works and is audited in accordance with international standards for financial management</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Funding mechanism developed and agreed upon by Government - Funding mechanism fully operational 	<p>Assets Management Policies at ESIA and WREA levels had been implemented.</p> <ul style="list-style-type: none"> - Planned training on general accounting and budget accounting, project accounting and cost accounting has not been implemented during this quarter. Instead, training on Internal Auditing and Consultation for Self-assessment Procedure guideline for ESIA Department was conducted. 		<p>manual have been implemented at ESIA (13-14 May 2010) and WREA levels (22-24 June 2010). The objectives of the consultation workshops were to discuss/consult with DESIA, WREA staffs, and Ministry of Finance on the draft manual for further revision. According to the last consultation workshop at WREA level it was requested that a consultation workshop at director general level shall be conducted. This is due to some contents of the draft manual must be consulted with decision makers in order to ensure that the guideline complies with regulation/law and government policy for successfully implementation of the financial guideline. It means that a contract extension for national financial expert is needed.</p>	<p>potential candidates have been selected and contacted for the position but both candidates rejected the offer because their requested salary is much higher than the amount that PEI project can offer. At the moment, negotiation process with the third rank candidate is on-going. Absence of project accountant caused the delay of the quarterly financial report and work plan.</p>
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<p>Output 3.2</p> <p>Technical guidelines and procedures that support the ESIA Department, concerned ministries, state enterprises and developers to conform to best environmental and social assessment and mitigation practices developed and/or updated.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Three technical guidelines drafted, including guidelines for EIA, for reviewing, and for monitoring. - Number of consultation workshops realized - Number of ESIA's reviewed 	<ul style="list-style-type: none"> - The initial and additional comments on the three draft guidelines for EIA, reviewing, and monitoring were sent to the international consultants for revision. - Internal consultation workshop among staffs of ESIA Department on the revised draft guidelines has not been implemented as planned because there were some delays of the work of international consultants in revising the draft guidelines. - Consultation workshop with line ministries on the revised draft guidelines has not been conducted during the reporting periods because there were some delays of the work of international consultants in revising the draft 	<ul style="list-style-type: none"> - No expenditure because the consultation workshops have not been conducted. 	<ul style="list-style-type: none"> - The comments on the three draft guidelines were sent to international experts for revision consideration. - The revision of the draft EIA guideline has not yet been submitted. A follow-up of this work will be done. The ESIA Department expects to receive the revised draft in August 2010. - The revision of the draft reviewing and monitoring guidelines was submitted by international consultant at the end of this quarter. Therefore, consultation on these revised draft guidelines with concerned line ministries will be shifted to implement in Q3. 	<ul style="list-style-type: none"> - Regarding to the second quarterly workplan, a consultation workshop on the three revised draft guidelines will be conducted in the same time. However, due to one international consultant didn't respond to the comments, therefore, a consultation on the revised draft guidelines for reviewing and monitoring will be implemented ahead. - The comments were sent to the international experts and only one expert who develop the draft reviewing and monitoring guidelines responded to the comments. Some clarification of the comments were done via several emails as well as a teleconference to discuss/clarify on the comments, possibility of revisions, and work plan which caused the delay in submitting the revised draft guidelines.
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	guidelines.			<p>The consultation workshop on the revised draft guidelines will be organized in the Q3 to obtain more comments for updating and finalizing the draft guidelines.</p> <p>- Another international expert who developed the draft EIA guideline has not yet responded in regard to the revision of the draft guideline. Follow-up on the works of international consultant on revision of the draft EIA guideline and work plan will be done by ESIA team with the assistance of UNDP.</p>
<p>Output 3.3</p> <p>Through the implementation of the capacity building program, the personnel of the ESIA Department is capable of carrying out their tasks and functions in accordance with the expected future mandate of the ESIA Department.</p>	<p>- The development of the technical training and awareness raising materials on EIA guideline has not yet been developed by the international expert (Jean Foerster).</p> <p>- Training materials on reviewing EIA report and</p>	<p>- There was no expenditure for this output because there was no any technical training has been implemented during this reporting period.</p>	<p>- Since the training material on EIA guideline has not yet been developed. A follow-up of this work will be done by ESIA team with the assistance of UNDP staff. The ESIA Department expects to receive the draft material in August 2010.</p>	<p>- Training and awareness raising materials on EIA guideline have to be developed based on the EIA guideline. Currently, the training and awareness raising materials have not yet been developed. Follow-up the international consultant's works will be done with assistance from</p>

<p>Indicators:</p> <ul style="list-style-type: none"> - Number of training in financial management - At least three intensive technical training courses and two intensive management training courses, realized per year. 	<p>monitoring EMMP of project were drafted in power-point format by the international expert (Louise Grenier) and submitted to ESIA at the end of the Q2.</p> <ul style="list-style-type: none"> - Awareness raising materials have not been developed. - On-the-job training has not yet been implemented. 		<ul style="list-style-type: none"> - Training on the technical guidelines for reviewing EIA report and monitoring EMMP will be conducted in the next quarter. 	<p>UNDP.</p> <ul style="list-style-type: none"> - Awareness raising material on the reviewing and monitoring guidelines has not been developed due to limited time and budget. - On-the-job training has not been implemented due to delaying in submission of the revised draft guidelines as well as budget limitation.
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2. Update on implementation of the Vientiane Declaration and its Action Plan

[Brief update on any achievement and/or problem related to the implementation of the Vientiane Declaration. It should also include issues related to the introduction of HACT and actions planned for the following period.]

N/A

3. Update on partnerships *[Brief update on any achievement and/or problem in developing partnerships and inter-agency collaboration. It should also include strategies for south-south cooperation]*

- Staffs of ESIA Department and PEI project participated in Audit Debriefing organized by NIM project support management team at Lao Plaza Hotel, Vientiane on 17 June 2010.

- Collaboration between ESIA Department (PEI-Output3) and the Investment Promotion Department (IPD, PEI-Output 2) has been continued through participation in IPD/PEI workshop on Developing Tools to Support Efficient Management of Investment, 15-17 June 2010. For example, as invited by the Investment Promotion Department, a representative from ESIA Department had participated in the workshop and presented on Role of IEE and EIA in investment approval and screening process.

- Collaboration between PEI-ESIA and PEI-Thailand teams on experience sharing related to environmental issues, concept and implementation of these issues, sharing PEI experience in ASEAN forum will be taken.

- Two representatives from EISA Department and one project staff were invited to participate in "Poverty Environment Initiative: Regional Lesson Learning workshop on Changing public and private investment for pro-poor environment outcomes, 23-25 June 2010.

- Furthermore, collaboration between PEI team (national consultant from output 1, 2, 3, and 4) meeting had also been conducted during this periods. Several internal meetings and meetings with PEI-UNDP were organized to ensure smooth implementation of the project. Monthly meeting between ESIA-PEI and UNDP-PEI teams has been done and will further continue.

4. Update on gender mainstreaming *[Brief update on any achievement and/or problem in terms of mainstreaming gender within the project activities. Strategy for the following period]*

N/A

5. Update on audit recommendations *[Brief update on progress achieved and problems encountered. Actions planned for the following period]*

There was no audit and spot check during this reporting period.

6. List main challenges and issues (if any) faced during reporting period [as well as response strategies adopted]

- After the project accountant resigned from her job in May 2010 this position has not yet been refilled. The recruitment process has been done. Two potential candidates have been selected and contacted for the position but both candidates rejected the offer because their requested salary is much higher than the amount that PEI project can offer. At the moment, negotiation process with the third rank candidate is on-going. Absence of project accountant caused the delay of activity implementation and the delay of the quarterly financial report and work plan.
- Delay in the submission of the revised draft reviewing and monitoring guidelines caused the delay of activities implementation. Therefore, internal consultation workshop and consultation workshop with line ministries on the revised draft guidelines were rescheduled to do in the Q3.
- The international consultant has complained to have short working time to complete her tasks if to follow the comments sent by ESIA team. Meanwhile she has requested to extend more time to complete the tasks. Due to limited time and budget the awareness raising material has not been developed and on-the-job training has not been implemented.
- Another international consultant has not responded yet regarding the revision of the draft EIA guideline.
- IT specifications were selected and sent to UNDP for further action. At the moment ESIA has not received this IT supply yet.

7. Rating on progress towards results

Output: [From table 1. Contribution to Strategic Goals]		
Output 3.1	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 3.2	<input checked="" type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input type="checkbox"/>	Unchanged
Output 3.3	<input type="checkbox"/>	Positive change
	<input type="checkbox"/>	Negative change
	<input checked="" type="checkbox"/>	Unchanged

IV. ADDITIONAL ACTIVITIES WHICH CONTRIBUTE TO THE OUTCOME AND/OR OUTPUTS

Provide information about any activities undertaken by the project that were NOT envisaged in the work plan but which contributed to the outcome and/or outputs? E.g. advocacy and policy dialogue.

- Teleconference with the international consultant to discuss on the comments and work plan for the revision of the draft guidelines on reviewing and monitoring
- Internal discussion on the additional comments of the draft guidelines for reviewing ESIA report and monitoring EMMP of projects.
- Project monthly meeting between PEI-ESIA and PEI-UNDP.
- Discussion meeting with PEI-UNDP on activities budget allocation.
- Participate in NIM Audit Debriefing organized by NIM Project Support Management Team
- PEI Regional Lesson Learning workshop on changing public and private investment for pro-poor environment outcomes.
- IPD/PEI workshop on developing tools to support efficient management of investment.

V. FUTURE WORK PLAN

1. What are the priority actions planned for the following year to overcome constraints, build on achievements and partnership, and use of the lessons learned during the previous year?

- Follow-up progress with international consultant on revision the draft EIA guideline.
- Consultation workshop with line ministries on the revised draft reviewing and monitoring guidelines.
- Technical training on the reviewing and monitoring guidelines for ESIA Department.
- Technical training on the reviewing and monitoring guidelines for concerned line ministries.
- Consultation workshop on the draft financial and accounting management manual at director general level.
- Training on application of the financial and accounting manual for EMU districts (Khamkeuth, Hinboun, and Nakai districts).

2. List major adjustments in the strategies, targets or key outcomes and outputs planned.

N/A

3. Estimated total budget required for the following year:

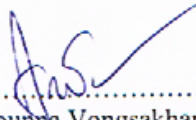
47,249 USD

VI. ANNEXES

1. Annex 1: Project Risk Log
2. Annex 2: Project Issues Log
3. Annex 3: Lessons learned log

PREPARED BY

Prepared by:



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Arounna Vongsakhamphou
Assistant Project Manager
PEI-Output 3

Date: 5/5/2010

Approved by:



.....
Ms. Phakkavanh Phissamay
PEI-Output 3, National Project Manager

07 MAY 2010
Date:



.....
Mr. Phouvong Louangxaysana
PEI-Output 3, Alternate National Project Director

07 MAY 2010
Date:

**Annex 1
OFFLINE RISK LOG**

(see [Deliverable Description](#) for the Risk Log regarding its purpose and use)

Project Title: Poverty Environment Initiative	Award ID: 00072674	Date: 30 June 2010
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	<p>Enter a brief description of the risk</p> <p><i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i></p>	<p>When was the risk first identified</p> <p><i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i></p>	<p>Environmental Financial Operational Organizational Political Regulatory Strategic Other</p> <p>Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information)</p> <p><i>(In Atlas, select from list)</i></p>	<p>Describe the potential effect on the project if this risk were to occur</p> <p>Enter probability on a scale from 1 (low) to 5 (high) P =</p> <p>Enter impact on a scale from 1 (low) to 5 (high) I =</p> <p><i>(in Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i></p>	<p>What actions have been taken/will be taken to counter this risk</p> <p><i>(in Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)</i></p>	<p>Who has been appointed to keep an eye on this risk</p> <p><i>(in Atlas, use the Management Response box)</i></p>	<p>Who submitted the risk</p> <p><i>(In Atlas, automatically recorded)</i></p>	<p>When was the status of the risk last checked</p> <p><i>(In Atlas, automatically recorded)</i></p>	<p>e.g. dead, reducing, increasing, no change</p> <p><i>(in Atlas, use the Management Response box)</i></p>
1	Project accountant has not been recruited as planned	10 June 2010	Financial, operational	Delay in submitting the Q2 financial report and Q3 workplan.	<ul style="list-style-type: none"> - Consultation and seek assistant from PEI-UNDP has been done. - Contact with the third-rank qualified 	ESIA Department and UNDP	ESIA Department	25 June 2010	ongoing

				P = 5 I = 5	candidate has been done				
2	Planned consultation workshop on the revised guidelines that has not been achieved need to shift to the next quarter plan. This may retard other activities.	May 2010	Financial Operational Organizational	Might be delay other planned activities in the next quarter P = 5 I = 5	Speed up activity implementation	ESIA Department and UNDP	PM	27 June 2010	ongoing
3	Teleconference for the two international consultants which planned to be done at the same time in May 2010 was not fully realized. Consultant for EIA guideline was not available during the teleconference because of his tight schedule.	May 2010	Operational Organizational	Since the three guidelines are linked and complementary to each other, absence of the consultant for EIA guideline in the teleconference meeting would lead to inconsistency of the three guidelines P=5 I=5	International consultants were recommended to review each other draft guideline in order to harmonize the three draft guidelines during the revision process.	ESIA Department and UNDP	ESIA Department	June 2010	
4	International consultant for EIA guideline has informed that rescheduling of his second mission to Vientiane to finalize the guideline is subject to his availability	May 2010	Operational Organizational	Unclear about the availability of international consultant for EIA guideline for his second mission will substantially delay the finalization process of the EIA guideline and therefore may retard other activities such as	Negotiate with international consultant to avail himself for the second mission as soon as possible.	ESIA Department and UNDP	ESIA Department	June 2010	

	because of his tight schedule with other consultancy assignments.			technical training on EIA guideline and awareness raising training.					
5	Planned back-to-back consultation workshop for the two international consultants in the next quarter will not be possible because the international consultant for EIA guideline will not be available.	June 2010	Organizational Financial	Organizing two separate consultation workshops for the two international consultants would result in weak harmonization and may cause some inconsistencies of the guidelines as they are interrelated. Organizing two separate consultation workshops is also costly. Additional fund may therefore be required.	It is recommended that the consultants interact each other by exchange the draft guidelines for reviewing to ensure harmonization and consistency during the revision process. Additional fund shall be urgently sought.	ESIA Department and UNDP	ESIA Department and PM	June 2010	Ongoing

**Annex 2
OFFLINE ISSUES LOG**

(see [Deliverable Description](#) for the Issues Log regarding its purpose and use)

Project Title: Poverty Environment Initiative	Award ID: 00072674	Date: 30 June 2010
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#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the issue <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the issue first identified <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Request for Change Problem Other <i>(In Atlas, select from list)</i>	Describe the potential effect on the project Enter priority on a scale from 1 (low) to 5 (high) Priority = <i>(in Atlas, use the Management Response box)</i>	What actions have been taken/will be taken to address this issue <i>(in Atlas, use the Management Response box)</i>	Who has been appointed to address this issue <i>(in Atlas, use the Management Response box)</i>	Who submitted the issue <i>(In Atlas, automatically recorded)</i>	When was the status of the issue last checked <i>(In Atlas, automatically recorded)</i>	e.g. pending, solved <i>(in Atlas, use the Management Response box. If solved, check the "Solved" box)</i>
1	Project accountant has not been recruited	10 June 2010	Problem	Delay in submitting the Q2 financial report and Q3 workplan. Difficulty in managing of the project budget Priority = 5	- Consultation and seeking assistance from PEI-UNDP have been done. - Contact with the third-rank qualified candidate has been done	ESIA Department and UNDP	ESIA Department	25 June 2010	Recruitment process is ongoing
2	The planned internal and	May 2010	Problem	Delay in project activities implementation related to	Shifting the workshop's schedule to be organized in	ESIA Department	ESIA Department	27 June 2010	Pending

	external consultation workshop on the revised draft guidelines have not been organised			financial matter. Priority = 5	the next quarter	and UNDP			
3	International consultant for EIA guideline has informed that rescheduling of his second mission to Vientiane to finalize the guideline is subject to his availability because of his tight schedule with other consulting assignments	May 2010	Problem	Unclear about the availability of international consultant for EIA guideline for his second mission will substantially delay the finalization process of the EIA guideline and therefore may retard other activities such as technical training on EIA guideline and awareness raising training. Priority = 5	Negotiate with international consultant to avail himself for the second mission as soon as possible.	ESIA Department and UNDP	ESIA Department	June 2010	Ongoing
4	Teleconference for the two international consultants which planned to be done at the same time in May 2010 was not fully realized. Consultant for EIA guideline	May 2010		Since the three guidelines are linked and complementary to each other, absence of the consultant for EIA guideline in the teleconference meeting would lead to inconsistency of the three guidelines Priority = 5	International consultants were recommended to review each other draft guideline in order to harmonize the three draft guidelines during the revision process.	ESIA Department and UNDP	ESIA Department	June 2010	Ongoing

was not available during the teleconference because of his tight schedule.									
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Annex 3
LESSONS LEARNED LOG

(see [Deliverable Description](#) for the Lessons Learned Log regarding its purpose and use)

Project Title: Poverty Environment Initiative	Award ID: 00072674	Date: 30 June 2010
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#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
	Project Management Project Results Human Factor Other		<i>Describe what has worked well. What factors supported this success?</i>	<i>Describe the challenges or areas for improvement and what was unanticipated</i>	<i>How were challenges overcome and how should things have been done differently/better?</i>	
1	Project Management Project Results	17 June 2010	<ul style="list-style-type: none"> - Initial and additional comments on the three draft guidelines were sent to the international consultants for further revision. The revised draft guidelines for reviewing EIA report and monitoring EMMP were sent to ESIA Department. - Training material on the reviewing and monitoring guidelines was developed based on the revised draft guidelines. 	Follow-up progress of international consultant's work on revision of the draft EIA guideline have to be done.	Clear comments for each technical guideline shall be provided so that International experts understand the direction	ESIA Department
2	Project Management Project Results Human Factor	27 June 2010	The revised draft reviewing and monitoring guidelines have been adjusted based on the comments from ESIA Department team and the EIA decree.	International consultant has complained short-time available for the revision as the scope for revision was large.	Teleconference meeting has been organized to clarify the comments and the needed work that the international consultant shall perform to complete the consultancy assignment.	ESIA Department