



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"**

**FOURTH QUARTERLY PROJECT REPORT
(QPR)**

Reporting period: October – December 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	November 2009	December 2011	December 2011

Period covered by this report:	3 months (October – December 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.

[Indicate if included in SRF]

Progress towards achieving outcome *[A brief analysis of the status of the situation and any observed change, any project contribution.]*

Two planned activities which planned to implement in this quarter such as a consultation workshop on the draft ESIA financial management manual with Ministry of Finance at director general level and training on the application of the ESIA manual were postponed due to the minister suggested to organize a consultation workshop with financial technical staffs of cabinet office of WREA before conducting the consultation workshop with Ministry of Finance. These activities will be implemented in year 2011. Training of trainers (TOT) had been implemented on 22-24 December 2010 at Vientiane province. The objectives of the training were to present and discuss on EIA decree in Laos and to train concerned technical staff on reviewing IEE/EIA reports and monitoring EMMP of development projects for the 9 provinces including Vientiane capital, Vientiane province, Borikhamxay, Khammouane, Champasack, Attapeu, Luangphabang, Xiengkhouang, and Oudomxay provinces.

Due to the above two activities have not yet been implemented in this quarter, the PEI team identified that after conducting the TOT it is necessary to organize a follow-up TOT training in the 4 target groups (WREO for Vientiane capital, Vientiane, Khammouane, and Luangprabang provinces). The purpose was to assist and train provincial technical staffs in applying guidelines for reviewing IEE/EIA reports and monitoring EMMP of development projects.

Follow-up progress with the international consultant on revision of the draft EIA guideline had been done and will be continued with assistance from PEI-UNDP team. Several emails were sent to the international expert. The team had requested the international expert to develop scoping and general TOR for EIA to be included in the EIA guideline as annex. However, it is expected that the revised draft EIA guideline and draft training material will be sent to the PEI team before his second mission in Vientiane at the end of February 2011. The delay of this activity was due to the changes of the international expert's work plan. However, we expect that the EIA guideline will be finalized in the Q1- 2011. The annual project review meeting for the PEI-ESIA will be held on 12th January 2011.

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>
<p>Output 3.1 A system for obtaining funds to substantially cover the cost of operating the ESIA Department developed and implementing. The system works and is audited in accordance with international standards for financial management</p> <p>Indicators: - Funding mechanism developed and agreed upon by Government - Funding mechanism fully operational</p>	<ul style="list-style-type: none"> - The two planned activities including consultation workshop on the draft ESIA financial management guideline at director general level has not been implemented. However, it was shifted to be implemented in 2011. - A consultation workshop with cabinet office of WREA on the draft ESIA financial and accounting management manual had been organized as recommended by the Minister of WREA. 	<p>- USD 8,216.68</p>	<ul style="list-style-type: none"> - The draft ESIA financial manual will be revised based on the comments from the consultation with cabinet office of WREA. After then the planned consultation workshop on the draft manual at director general level will be implemented in Q1 – 2011. - It is expected that useful comments will be provided by the DG/DDG from concerned departments. The manual will then be revised according to the comments and submitted to WREA’s minister for approval. - Trainings on application of the Financial and Accounting Management manual for EMU districts will be organized for effective budget used. 	<p>- For effective and useful ESIA financial management manual the Minister of WREA suggested to conduct a consultation workshop with cabinet office of WREA before conducting the consultation with the DG/DDG level. Therefore, these two planned activities had been delayed. However, these activities will be implemented in 2011.</p>

<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"> - There was no planned activity during the reporting period due to some delays of the international consultant's (Mr. Jean Foerster) to complete the EIA guideline. <p>A follow-up on progress of the international expert's on the draft EIA guideline had been done.</p>	<p>- USD 14,303.77</p>	<ul style="list-style-type: none"> - The reviewing and monitoring guidelines-Lao version had been revised and the external consultation workshop on these revised draft guidelines with line ministries is expected to be done during the first quarter of 2011. - Initial and additional comments on the draft EIA guideline were resent to the international expert. However, the revised draft EIA guideline has not yet been submitted to the PEI team. - A follow-up of this work had been done through email including detailed updated timeframe. It is expected to receive the revised draft guideline before his second mission to Vientiane at the end of 	<ul style="list-style-type: none"> - International expert for EIA guideline was not able to manage his time to complete his consultancy service during Q4 of 2010 because he has other fixed assignment commitment. His service for EIA guideline was reset to complete in the first quarter of 2011. - The comments on the EIA report guideline and supported documents were resent to the international expert via email with assistance of PEI-UNDP team. - Follow-up on the works of international consultant on the revision of draft EIA guideline and work plan will be done with the assistance of UNDP.
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			<p>February 2011. However, the PEI team has not received any response from the international expert. Therefore, a follow-up with the international consultant will be continued.</p> <p>- A consultation workshop on the revised draft EIA guideline with developers, and consulting firms is expected to conduct in Q1-2011.</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>Indicators:</p> <p>- Number of training in</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 of Trainers (TOT) on the reviewing and monitoring guidelines, operating permit, division of labour, and public</p>	<p>- USD 13,997.65</p>	<p>- Since the training material on EIA guideline has not yet been developed. A follow-up of this work had been done by the PEI team and expects to receive the draft training material in the middle of February 2011.</p> <p>- Training on the EIA guideline will be organized during the</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 had been done and will be continued.</p>

<p>financial management</p> <ul style="list-style-type: none"> - At least three intensive technical training courses and two intensive management training courses, realized per year. 	<p>involvement guidelines had been implemented during this reporting period.</p> <ul style="list-style-type: none"> - The follow-up TOT had also been conducted during this quarter. The objective of this follow-up training was to train technical staff at ESIA division at Vientiane capital, Khammouane, Champasak, and Luangphabang provinces on reviewing IEE/EIA reports and monitoring implementation of EMMP of development projects by sending DESIA technical staff from central level to be based in the four target provinces with two weeks for each province 		<p>second mission of the international consultant in the first quarter of 2011.</p>	
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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]*

- Collaboration with National Implementation Management Project (NIM) included participation of PEI-ESIA staffs in financial management retreat and training on result based management and gender mainstreaming.
- Collaboration between PEI-Output 3 team and the World Bank in organizing the EIA decree dissemination workshop and TOT on reviewing and monitoring guidelines, operating permit, division of labour, and public involvement guidelines to concerned sectors of 9 target provinces of WREA including Vientiane capital, Vientiane province, Borikhamxay, Khammouane, Champasak, Attapeu, Xiengkhuang, Luangphabang, and Oudomxay provinces.
- Collaboration between PEI team (national consultant from output 1, 2, 3, and 4) meeting had also been conducted during this quarter. Several internal meetings and meetings with PEI-UNDP were organized to ensure smooth implementation of the project. Monthly meeting between PEI-ESIA and PEI-UNDP 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]*

- Delay in the submission of the revised draft EIA report writing guideline as well as the training material caused the delay of activities implementation. The consultation workshop and training on the EIA guideline were rescheduled to do in the Q1 of 2011.
- Delay in conducting a consultation workshop on the draft ESIA financial and accounting

management with Ministry of Finance and training on application of the financial management manual due to implementing a consultation workshop with cabinet office of WREA which was not included in the quarter-four's work plan. The two activities were moved to implement in the next quarter.

7. Rating on progress towards results

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

- Organized a consultation workshop with cabinet office of WREA on the draft ESIA financial and accounting management manual.
- Internal meeting to discuss on the AWP 2011
- Project monthly meetings between PEI-ESIA and PEI-UNDP.
- Participated in financial management training organized by NIM project.
- Participated in training on result based management and gender mainstreaming organized by NIM project.

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 the international consultant on revision of the draft EIA guideline and training material.
- Consultation workshop on draft DESIA financial and accounting management manual with Ministry of Finance at director general level.
- Consultation workshop with developers and consulting firms on the revised draft EIA guideline
- Training on EIA guideline for DESIA staff, developers, and consulting firms

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

N/A

3. Estimated total budget required for the following quarter:


USD 20,791

VI. ANNEXES

1. Annex 1: Project Risk Log
2. Annex 2: Project Issues Log
3. Annex 3: Lessons learned log
4. Annex 4: Quarter 4 Work plan 2010
5. Annex 5: First Quarterly Work plan 2011


PREPARED BY

Prepared by:


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Assistant Project Manager
PEI-Output 3


Date: 09 January 2011

Approved by:


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Ms. Phakkhavanh PHISSAMAY
PEI-Output 3, National Project Manager

Date: 10 JAN 2011




.....
Mmc. Bounkham Vorrachit
PEI-Output 3, National Project Director

Date: 10 JAN 2011

**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: 31 December 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	One of the international experts who is responsible for developing EIA guideline has not	July 2010	Financial Operational Organizational	Cause the delay in other activities implementation such as consultation workshop and training on the EIA guideline	It was agreed that international expert will accomplish the assignments including the revised draft guideline of	ESIA Department and UNDP	PM	27 September 2010	Pending

	been available to revise the draft guideline until early of 2011			P = 5 I = 5	EIA, conducting consultation workshop and training in quarter 1 of 2011.				
2	Finalization of EIA guideline is pending until early 2011	July 2010	Organizational Regulatory	Long pending of the guideline finalization may cause poor quality of the final guideline as international expert may loss interest because he may require more time to resume the old work. P=5 I=5	Follow-up the comments made by ESIA Department to ensure that the comments are incorporated in the revised guideline.	ESIA Department and UNDP	PM	27 Sep 2010	Pending

**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: 31 December 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	One of the international experts who is responsible for developing EIA guideline has not been available to revise the draft guideline until early of 2011.	July 2010	Request for change	Cause the delay in other activities implementation such as consultation workshop and training on the EIA guideline Priority = 5	International expert agreed to accomplish the task during Q1 of 2011	ESIA Department and UNDP	ESIA Department	27 Sep 2010	Pending

2	Planned consultation workshop on the draft ESIA financial and accounting management with Ministry of Finance and planned training on application of the financial management manual were not implemented during the reporting period. The two activities were moved to implement in the next quarter.	December 2010	Other	Shifting the two activities to implement in the first quarter of 2011 may delay other activities Priority = 5	The two activities were moved to implement in the first quarter of 2011. Appropriate time will be scheduled by ESIA Department team.	ESIA Department and UNDP	ESIA Department	December 2010	Ongoing
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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: 31 December 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	December 2010	For effective and useful ESIA financial management manual a consultation workshop with cabinet office of WREA was conducted. Comments from the workshop were incorporated in the manual before conducting a higher level consultation with the DG/DDG level. Through this multiple level consultation process, the finalized manual is more practical relevance and useable.	The consultation workshop on financial management manual with cabinet office of WREA was not anticipated for Q4 2010. However, due to recommendation from the Minister of WREA this activity was implemented in December 2010. Consequently, the other two planned activities were delayed and shifted to implement in Q1 of 2011. These two activities are consultation workshop on the draft ESIA financial and accounting management with Ministry of Finance, and training on application of the financial management manual	The two unimplemented activities remaining from Q4 2010 will be moved to implement in Q1 2011. The outcomes of consultation workshop on financial management manual with cabinet office of WREA will be used as inputs to improve the manual for further consultation at higher level and finally for training.	ESIA Department

PEI Quarterly Work plan and Budget plan: 2010

Annex 4
Fourth quarterly Workplan 2010



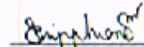
Project ID: 00072674
Project Name: Poverty Environment Initiative (PEI)
Output 3: (ESIAD)

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			
			Q4.2010					Code	Budget Description Name	Amount-USD	
			10	11	12						
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											
3.1 Targets Year 1	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 re										
3.1.1 Funding system identified and implementation supported		Salary for Financial consultant (\$1,400/month x 3months)	X	X	X	ESIA	TRAC/00012	71300	National consultant (Financial Expert)	4,200.00	
3.1. Baseline:		Salary for Project accountant (\$652/month x 3months)	X	X	X	ESIA	TRAC/00012	71400	National Accountant	1,956.00	
3.1.1 No sustainable ESIA financing system in place		1. Financial and Accounting training/Workshop:							Total for FN and ACC Training/Workshop	11,182.06	
		3.1.1 Consultation workshop on ESIA Financial and Accounting Management Manual and Procurement and Inventories/Fixed Assets Management Policies at Director general level (1 time, inside VTE, 2 days/time, 35 pers.)			X	ESIA	TRAC/00012		Sub Total for 1.1	2,524.56	
								71100	Conference room rental	1,960.00	
								72500	Office supplies	100.00	
								74200	Copying hand-out	350.00	
								73400	Rental of bus or Van	100.00	
								71600	Fuel Reimbursement	14.56	
			3.1.2 Training on application of ESIA Financial Manual to EMU Districts (Hinboun, Khamkherth and Nakhai District (1 time, Outside Khammouane, 5 days/time, 25 pers.)			X	ESIA	TRAC/00012		Sub Total for 1.2	8,657.50
								71600	DSA for Participants from VTE and SRV	3,906.34	
								71600	DSA for Participants in SVK	60.66	
								73100	Conference room rental	2,500.00	
								72500	Office supplies	100.00	
							74200	Copying hand-out	250.00		
							73400	Rental of Van	1,260.00		
							73400	Rental of Van	480.00		
							71600	Fuel Reimbursement	100.50		
		2. Management costs (20 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	271.00	
							72400	Communication charge	120.00		
							72500	Stationery	68.00		
							73400	Maint. Oper of Transport Equip	61.20		
							74200	Copy document for Management	9.25		
							74500	Sundry	12.55		
Total Activity Result 3.1									17,609.06		


Activity Result 3.1. WREA/ESIA Dept has developed and/or updated technical guideline.		Activities that support the ESIA Dept, concerned ministries, state enterprises a				Activities conform to best environmental and social assessment and mitigation p					
		Salary for National consultant (\$1,502/month x 3months)	X	X	X	ESIA	TRAC/00012	71400	National Assistant to PM	4,506.00	
3.2 Targets Year 1	Action 3.2.1: 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.	3.2.1.1 Annual Meeting review (1 time inside VTL, 1 days/time 40 pers)			X	ESIA	TRAC/00012		Sub Total for 3.2.1.5.	1,684.56	
3.2.3.2 Technical guidelines to assist reviewing ESIA drafted and development of technical guidelines for developers and monitoring guideline started								73100	Conference room rental	1,120.00	
3.2.1. Number of technical guidelines drafted								72500	Office supplies	100.00	
								74200	Copying hand-out and Translation Costs	400.00	
								73400	Rental of bus or Van	50.00	
								71600	Fuel Reimbursement	14.56	
Subtotal Activity Result 3.2.1										6,190.56	
3.2. Baselines	Action 3.2.2: Development of training materials and conduct the trainings, including awareness raising workshop	3.2.2.1 Training of Trainer (ToT) on the revised guidelines, co-share with World Bank (1 time outside Thulath District, 5days/ time 45 pers)	X						Sub Total for 3.2.2.1	8,648.85	
								71600	DSA for Participants	7,042.85	
								74200	Copying hand-out and Translation Costs	1,006.00	
			3.2.2.2 English Training for ESIA staff	X	X	X	ESIA	TRAC/00012		Sub Total for 3.2.2.2	3,000.00
								72100	English training	3,000.00	
			3.2.2.3 Translation and Editing for of Guideline for EIA Review and Monitoring	X	X	X	ESIA	TRAC/00012		Sub Total for 3.2.2.3.	3,330.00
								74200	Copying hand-out and Translation Costs	2,220.00	
								74200	Copying hand-out and Editing Translation Costs	1,110.00	
			3.2.2.4 Management costs (80 % of All Management Activities)	X	X	X	ESIA	TRAC/00012		Miscellaneous	1,084.00
								72400	Communication charge	480.00	
							72500	Stationery	272.00		
							73400	Maint, Oper of Transport Equip	244.80		
							74200	Copy document for Management	37.00		
							74500	Sundry	50.20		
Subtotal Activity Result 3.2.2										16,062.85	
	Action 3.2.3: Provide technical and admin support to the ESIA Department	Travel cost for UNDP's Advisor, PA and PO	X	X	X	UNDP	TRAC/00012	71600	Transport cost and DSA	5,000.00	
Subtotal Activity Result 3.2.3										5,000.00	
Total Activity Result 3.2 (3.2.1 + 3.2.2 + 3.2.3)										27,253.41	
Grand Total (Activity 3.1 + Activity 3.2):										44,862.46	
									UNDP	5,000.00	
									PEI-ESIA	39,862.46	

Note: Where the CP is more complex, the matrix can be adapted by breaking CP outputs into sub-outputs, each with corresponding indicators, target and activities for the year

Prepared by:


Thipphaloune PHOTHISANG
Project Accountant

Certified by:

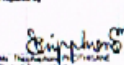

Lamphoukeo KETTAVONG
Alternate Project Manager




Date: 07 October 2010


National Project Director

EXPECTED OUTPUTS and indicators including baseline and annual target	Key Activities (List of all activities to be undertaken during the year towards stated output)	Activity Descriptions	TIME FRAME			RESPONSIBLE PARTY	PLANNED BUDGET		Budget Description	Funded Amount USD 2011
			1	2	3		Source of Funds	Code		
Activity Result 3.1: WRECA has developed and is implementing a system for obtaining funds to substantially cover the costs of operating the ESAC Dept. The system works and is audited in accordance with international standards for financial management										
Targets Year 2	Action 3.1 Support the development and operation of sustainable ESAC funding system through involving the 'Users of and Accounting Management responsibilities' of ESAC department as well as senior ESAC Department with the implementation of the manual, by supporting specific training on financial management and budgeting as needed by different users under the accountants for more detail phases see the supporting document	1. Working day for national financial consultant @ 30days x 3 days	X	X	X	ESIA	TRAC0001	7100	Personal Consultant	600
Working mechanism developed, approved by government and agreed by DCEA		2. Salary for Project accountant (500months x 3 months)	X	X	X	ESIA	TRAC0001	7100	National Accountant	1,000
Indicators		3. Management costs (20% of All Management Activities)	X	X	X	ESIA	TRAC0002		Recruitment	804
3.1.1 Draft ESAC Financial and Accounting Management Manual (Completed) and implemented by not yet started								7000	Communication charge	36
								7000	Stationery	120
								7000	IT Maintenance	40
								7000	Main Cost of Transport Costs	30
								7000	Cost Allocation to Management	21
								7000	Bank Charge	4
								7000	Tax	38
								7000	Travel for PEI and ACC Training/Workshop	1,047
3.1.1.1 Draft Financial and Accounting Management Manual (Completed) and implemented by not yet started		3.1.1. Consultation workshop on the draft ESAC Financial and Accounting Management Manual and Procurement and Inventory/Asset Assets Management Policies with ROP at Director general level. (1 time, inside VTE, 2 days/once, 30 pers)	X			ESIA	TRAC0002		Sub Total for 3.1.1	1,047
								7100	Conference room rent	1,000
								7000	Office supplies	20
								7000	Printing material	20
								7000	Phone of call in vte	10
								7000	Cost reimbursement	20
Total Activity Result 3.1										
Activity Result 3.2: WRECA/ESAC Dept has developed revised technical guidelines and procedures that support the ESAC Dept, concerned authorities, state enterprises and developers to conduct best environmental and social assessment and mitigation practices										
Targets Year 2	Action 3.2.1 Support materials and draft general technical guidelines for reviewing ESAC reports as well as staff for development of general technical guidelines for developers and consultants for the preparation of ESAC reports and reviewing guidelines. The development of these guidelines will be through analysis and reference consultation	1. Salary for National consultant @1,500month x December Plus 1% increase	X	X	X	ESIA	TRAC0001	7100	National Consultant to PEI	4,770
3.2.1.1 All systems completed		2. Management costs (20% of All Management Activities)	X	X	X	ESIA	TRAC0002		Recruitment	1,419
3.2.2 The three technical guidelines approved by government and were applied								7000	Communication charge	64
								7000	Stationery	40
								7000	IT Maintenance	10
								7000	Main Cost of Transport Costs	30
3.2.2.1 Draft EA Guidelines (English version) completed but not yet finalized								7000	Cost Allocation to Management	34
3.2.2.2 Completed and finalized reviewing and monitoring guidelines (English version)								7000	Bank Charge	20
3.2.3 Draft reviewing and monitoring guidelines (in various still in draft, not yet finalized and further support (consulting))								7000	Tax	10
Indicators		3.2.3.1 Consultation workshop with developers and consulting firms on the revised draft EA Guidelines - English version (1 time inside VTE, 1 day/once, 30 pers)	X			ESIA	TRAC0002		Sub Total for 3.2.3.1	1,070
3.2.1 The three technical guidelines completed								7100	Conference room rent	1,400
								7100	IT & Transport Costs	30
								7000	Office supplies	20
								7000	Printing material	20
								7000	Phone of call in vte	10
								7000	Cost reimbursement	10
3.2.2 As soon 20% applied the three guidelines at the central and provincial levels								7000	Cost reimbursement	10
Subtotal Activity Result 3.2.1										
Targets Year 2	Action 3.2.2 Development of training materials and conduct the training, including awareness raising workshop	3.2.2.1 Training on EA Guidelines for DCEM staff, developers, and consulting firms (English Version delivered by international expert) (1 time inside VTE, 2 days/once, 30 pers)	X			ESIA	TRAC0002		Sub Total for 3.2.2.1	1,000
As least two technical training and three financial management training courses are organized								7000	Personal	500
Indicators								7100	Conference room rent	110
3.2.1 The training material on EA guidelines								7000	Office supplies	20
3.2.2 Reviewing and training material completed								7100	Costs	60
3.2.2 Training on reviewing and monitoring guidelines conducted								7000	Cost Allocation to Management	34
3.2.1 Completed the technical training materials								7000	Bank Charge	20
3.2.2 Number of training conducted								7000	Tax	10
3.2.3 Draft of conceptual base technical guidelines were finalized								7000	Cost reimbursement	10
3.2.4 100% staff at central and provincial levels were trained for year								7000	Cost reimbursement	10
3.2.5 Awareness trainings have been applied to improve quality of ESAC system in Laos								7000	Cost reimbursement	10
3.2.6 Senior staff have been knowledge on environment and science								7000	Cost reimbursement	10
Subtotal Activity Result 3.2.2										
		3.2.2.2 English Training for DCEM staff	X	X	X	UNEP	TRAC0002		Sub Total for 3.2.2.2	1,000
								7000	English Training	1,000
Subtotal Activity Result 3.2.3										
Total Activity Result 3.21: 3.2.1+3.2.2+3.2.3										
Grand Total (Outputs 3.1+3.2)										

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Date: 18 January 2011

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