

# Country: Lao PDR **Initiation Plan**

**Project Title:** 

National GPAR Programme 2011-15: Initiation Plan

**Expected CP Outcome(s):** 

Increased efficiency, effectiveness, transparency,

accountability of the public administration at both central and

local levels

Initiation Plan Start Date:

July 1, 2011

Initiation Plan End Date:

December 31, 2011

Implementing Partner:

Public Administration and Civil Service Authority, Prime

Minister's Office, Govt. of Lao PDR

#### **Brief Description**

The new National GPAR Programme (2011-15) marks the transition from a set of development assistance projects (central and sub-national) to a fully integrated programme of the government, fully aligned to the Strategic Plan on Governance (2011-20). The draft Programme envisages 69 outputs spread over four components covering the 32 proposals made by PACSA for the 7th NSEDP.

The programme approach has proposed that the formulation of detailed projects and costing be carried out in collaboration with development partners. The Initiation Plan will support the detailed formulation which will be carried out with the help of short term consultants, and the support of the GPAR SBSD team. Support will also be provided to ensure consultation with stakeholders during the formulation period, and to maintain dialogue and coordination with the Governance Sector Working Group. This Initiation Plan (preparatory assistance project) will be nationally implemented (NIM).

Programme Period:

1.7.11 to 31.12.11

CPAP Programme:

Fostering Democratic

Governance Component

Atlas Award ID:

**PAC Meeting Date** 

Total resources required Total allocated resources: \$240,000

\$240,000

Regular

\$240.000

Other:

Donor

Government

Unfunded budget:

In-kind Contributions

Agreed b

Agreed

Date:

#### I. Purpose

The new National GPAR Programme builds on the earlier GPAR projects at the central and provincial level, marking the transition to a nationally led integrated programme. Before implementation can commence, the Programme document needs to be detailed out with budgets, in a collaborative exercise involving the Govt. of Lao PDR and development partners.

UNDP, as the long term partner of the Government in this sector, is supporting the detailed formulation to help commence implementation of the Programme, and also support the consultations and dialogue that will accompany this process. Alongside, assistance is being provided to ensure adequate awareness of the Programme and the related policies and priorities of the Government, so as to build strong support for the Programme during its launch as well as subsequent implementation.

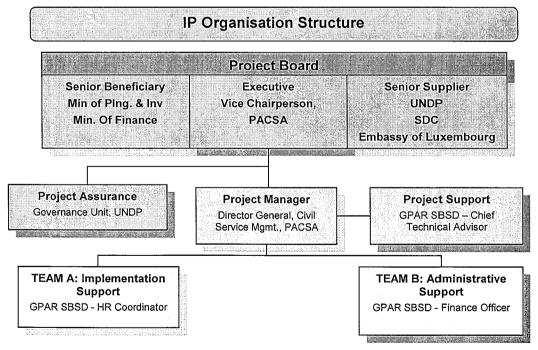
# II. EXPECTED OUTPUTS

The Initiation Plan will lead to the following four outputs:

- a. Operational and management arrangements for the national GPAR Programme
- b. Detailed project documents, activity plan and implementation arrangements for the projects being set up
- c. Awareness of the Strategic Plan on Governance 2011-15 among stakeholders
- d. Governance Sector Working Group reports for RTIM 2011

#### III. MANAGEMENT ARRANGEMENTS

The activities of the Initiation Plan (IP) will be implemented by PACSA, in its role as implementing partner, and carried out using the management, infrastructure and human resources of the GPAR SBSD project. Oversight of the Initiation Plan will be carried out by the existing multi-stakeholder Project Board of the GPAR SBSD project, alongside its current responsibilities. The activities of the IP will therefore be managed by the Project Manager of GPAR SBSD (Director General, Civil service Management Department of PACSA) as an additional responsibility, while the oversight will be carried out by the GPAR SBSD Project Board headed by the Vice Chairperson of PACSA, having representatives from Ministry of Planning & Investment, Ministry of Finance, UNDP, UNCDF, SDC, and Luxembourg.



The IP will operate in close alignment with the GPAR SBSD, which is in a no cost extension period, and therefore not in a position to provide further funding to support the formulation process. However, keeping in view the need to minimize overheads as well as utilize available resources with the GPAR SBSD project, this IP will be supported by GPAR SBSD staff to the maximum extent. No equipment will need to be procured for the IP.

# IV. MONITORING

The Initiation Plan will be monitored through the following steps:

- A progress assessment will be carried out every month through monthly meetings, and every quarter to record progress towards key results
- An Issue Log will be activated in Atlas and updated to track and resolve problems or changes
- A Risk log will be activated in Atlas and updated by reviewing factors that may affect implementation
- Project Progress Reports (PPR) will be submitted to the Project Board using the standard report format
- Monthly meeting where progress will be reviewed with UNDP PO(s).
- Quarterly meeting to discuss progress and plan for the following quarter.
- Final Progress Report in the standard ATLAS format as well as a summary of results achieved

## V. UNDP SUPPORT SERVICES

As per the Letter of Agreement (LOA) between the Government of Lao PDR and UNDP with respect to the provision of support services by the UNDP Country Office for nationally implemented programmes and projects, the UNDP Country Office may provide, at the request of the Implementing Partner (i.e. PACSA), the following support services for the activities of this project, and recover the actual direct and indirect costs incurred by the Country Office in delivering such services as stipulated in the LOA:

- a. Payments, disbursements and other financial transactions
- b. Recruitment of staff, project personnel, and consultants
- c. Procurement of services and equipment, including disposals
- d. Organization of training activities, conferences, and workshops, including fellowships
- e. Travel authorization, Government clearances ticketing, and travel arrangements
- f. Shipment, custom clearance, and vehicle registration

# VI. AUDIT ARRANGEMENTS

Audit will be conducted in accordance with the UNDP NIM Audit policies and procedures, and based on UN Harmonised Cash Transfer (HACT) policy framework.

# VII. AGREEMENT ON INTELLECTUAL PROPERTY RIGHTS AND USE OF LOGO ON THE INITIATION PLAN'S DELIVERABLES

These will be retained by the employing organisation of the personnel who develops intellectual products, either Government or UN/UNDP in accordance with respectively national and UN/UNDP policies and procedures.

# VIII. DISPOSAL OF ASSETS

All transfer and disposal of project equipment, supplies and other property financed or provided by UNDP will be governed by the applicable UNDP polices. The ownership of any equipment, supplies and other property financed or provided by UNDP for the Initiation Plan may be transferred to the Implementing Partner, at any time during the life of the Initiation Plan, if so agreed between UNDP and PACSA.

If no longer needed by the Initiation Plan (e.g. when the IP is closed, or it no longer sees an value of it), assets may be transferred to (A) another UNDP-supported project, or to (B) the Government, or (C) it may be disposed of by sale or donation. For a transfer to another UNDP project (case A), an explicit written consent shall be exchanged between the Implementing Partners of the releasing initiative (i.e. PACSA) and the receiving project. In a case of a transfer to the Government (case B), the Implementing Partner (PACSA) will discuss the terms and conditions for the transfer of projects assets with the relevant Government agencies. It should be clearly mentioned in the minutes of the Board meeting, or a monthly meeting between UNDP and the IP (PACSA), or the Initiation Plan Terminal Meeting.

The process of approving disposal of project assets requires approval of UNDP (e.g. the Country Office-based Contract, Asset and Procurement (CAP) Committee, and Resident Representative).

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EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIME FRAME			PLANED BUDGET	
And baseline, indicator including annual targets	List activity results and associated actions	02 03 04	RESPONDSIBLE PARTY	FUNDING SOURCE	BUDGET	
				FUND DONOR	DESCRIPTION	AMOUNI USD
Operational & management arrangements for the national GPAR Output 1: programme	Result: Operational & Management arrangements available for implementing the national GPAR	×	PACSA	3.3 3.3 3.4 3.7		30,000
Participate   Programme outputs defined	Action 1: Technical assistance to prepare operational			04000 00012	71200	17,000
	& Management arrangements	× >		04000 00012	71600	7,500
Target: Operational & management arrangements defined	Action 2. Consultations to prepare propagational &		<b>'</b>	04000 00012	73100	200
.⊑	Action 2. Consultations to prepare operational at Management Arrangements		•	04000 00012	74200	3,500
transparent decision making		×		04000 00012	74500	1,000
Detailed project documents, activity plans and implementation Output 2: arrangements for projects being set up	Result: Project documents, activity plans and implementation arrangements available to commence programme implementation	× ×	PACSA			120,000
Baseline: Programme defined: projects yet to be defined	- Production of the Company of the	× ×		04000 00012	71200	18,000
			· · · · ·	43207 00280	71200	52,000
Indicator: Status of Project design	Action 1: Technical assistance to prepare project	×		-	71600	30,000
	documents, activity plans and implementation	×		+	72500	2,000
for projects complete				04000 00012	/3100	7,000
Related CP Outcome: By 2015, the poor and vulnerable benefit from improved	Action 2: Consultations to prepare project documents	< ×		+-	74200	12,000
defively of public services, effective protection of rights, greater participation in transparent decision making	activity plans and implementation arrangements			04000 00012	74500	2,000
Awareness of the Strategic Plan on Governance 2011-2015 among Result; All relevant stakeholders at national and sub-	Result: All relevant stakeholders at national and sub-					
Output 3: stakeholders	national level are aware of the Strategic Plan on	× ×	PACSA			22,000
Raceline Strategic Plan on Governance being finalized				04000 00012	71600	4,000
1	Action 1: Publish and disseminate Strategic Plan on	× ×		<del>  </del>	72500	2,500
Target: Awareness of Strategic Plan among stakeholders	Governance			+	73100	1,000
מיניים ביינים בי				04000 00012	74300	14,000
Related CP Outcome: by 2015, the poor and vulnerable benefit from improved	Action 7. Dissemination workshops with key			+	74500	2,000
delivery of public services, effective protection of rights, greater participation in	stakeholders on the Strategic Plan on Governance			$\vdash$		
Governance Sector Working Group reports for RTIM 2011	Result: All relevant stakeholders at national and sub-	-				000
Outbut 4.	national level are aware of the Strategic Plan on	×	PACSA	- 1 - 1 - 1 - 1		00,00
Baseline: Status of reports of Governance Sector Working Group reports for RTIM 2011				04000 00012	71600	18,000
_	Action 1: Prepare Sector Working Group Reports for			04000 00012	72500	5,000
	RTIM 2011 and work plan for 2011	×		04000 00012	73100	3,500
impletion of reports of Governance Sector Working Group reports for RTIM 20	-			04000 00012	73400	3,500
Related CP Outcome: By 2015, the poor and vulnerable benefit from improved	Action 2: Meetings and workshops of the Governance Sector Working Groun reports during 2011	× ×		04000 00012	74200	9,400
delivery of public services, effective procession of rights, steads participation in transparent decision making		×		04000 00012	74500	8,000
	Action 3: Service Fee	× ×		04000 00012	73500	12,600
		× ×		43207 00280	73500	4,000
		×		43207 00280	75100	4,000

GRAND TOTAL (USD)