



Country: Lao PDR
Initiation Plan

Project Title: National GPAR Programme 2011-15: Initiation Plan

Expected CP Outcome(s): Increased efficiency, effectiveness, transparency, and 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 23 June 2011

Total resources required \$240,000

Total allocated resources: \$240,000

• Regular \$240,000

• Other:

○ Donor _____

○ Government _____

Unfunded budget: _____

In-kind Contributions _____

Agreed by UNDP

Agreed by PACSA

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.

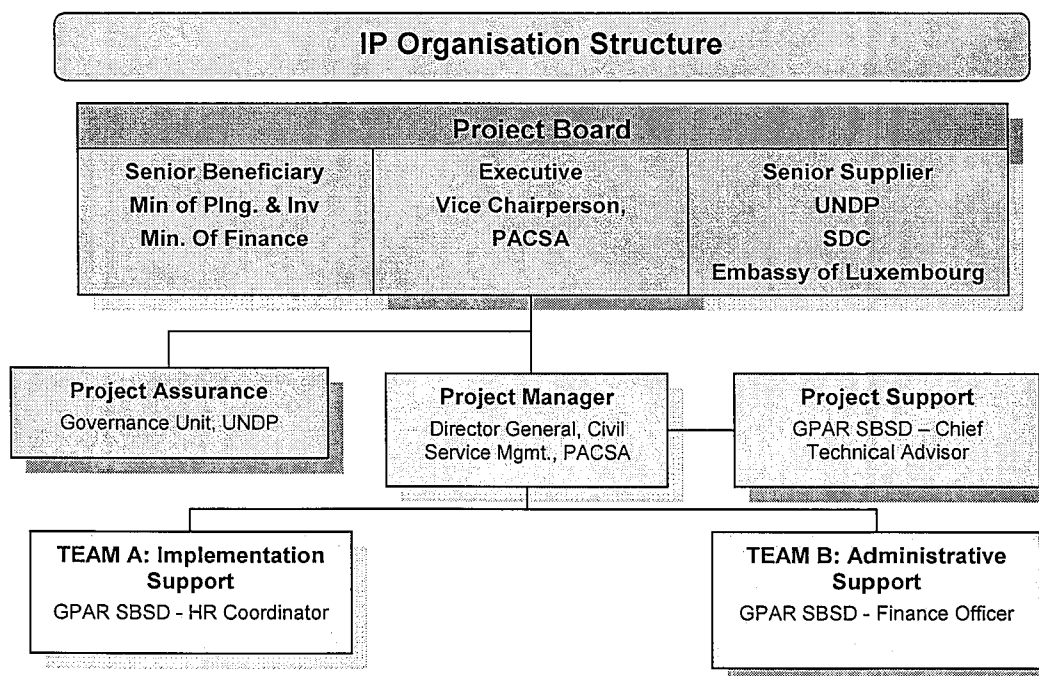
II. EXPECTED OUTPUTS

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 policies. 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).

