

Spot Check Report 2017

Spot Check Date: 8 November 2017

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DIC: Santi Xongnavong (Deputy Director of UN Division) and Loulee Xaiyasang (Technician of UN Division)

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Output ID: 00105819 Project ID: 00104101 Project Title: Moving towards Achieving SDG18- Removing the UXO Obstacle to Development in Lao PDR (NRA)				
Spot Check Areas - Findings		Observations		
PROGRAMME		Recommendations		
1		Target date and responsible person		
Programme Board/Project Board meetings held at least once a year or as per board TOR, and minutes of meeting available		The Board Meeting was held in 18 Sept 2017. The draft minutes is in the soft file and has been shared with UNDP but not yet been finalized.		
Project extension was approved by DIC and UNDP		It is suggested that the project finalizes the minutes and get it approved as soon as possible		
Project extension was approved by DIC and UNDP		DIC suggested the project liaison with DIC again to find an appropriate way to solve this.		
		End of February 2018, by Vilavong and Chithavone		
		Project Board meetings has been signed on 14 December 2017 and available in NRA website.		
		The letter was drafted to be signed by NRA chairman and will be sent to DIC in the fourth week of February 2018.		

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<p>Minutes of Project meetings (e.g. monthly, quarterly, annual review meetings completed and signed by the chair of the meeting)</p>	<p>One meeting was held to cover Jan, Feb and March monthly meeting. This served as a quarterly meeting. The monthly meeting for April 2017 was organized. The minutes is available in draft and soft copy. The meeting for May and June were not organized. According to the project, the issues/discussion points of May and June were discussed in July. Annual Review meeting was organized at the same date with Terminal meeting and Project Board Meeting. The draft minutes have been shared with UNDP, the draft minutes have not yet been finalized.</p>	<p>It is suggested that the project should indicate/make a note the reasons of having a combined meeting. It is also suggested that the project should finalize the minutes of all meetings including monthly meetings, annual review meetings/Project Board/ Terminal meeting as soon as possible.</p>	<p>End of February 2018, by Vilavong</p>	<p>2017 UXO Sector Working Group meeting minutes drafted and shared with UNDP on 26 September 2017. Now NRA is waiting for comments.</p> <p>In 2017 UNDP and NRA organized 3 combined monthly meeting:</p> <ol style="list-style-type: none"> 1. On 30 March 2017 for January, February and March meeting. 2. On 24 July 2017 for July meeting. 3. On 13 October for August and September meeting. <p>The meeting minutes of those three meeting above drafted but not signed. Available from Programme unit.</p> <p>The first and second quarterly report have been signed and the third quarterly report drafted and shared with UNDP.</p>
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1.4	All RBM logs (i.e. Risk, and Monitoring schedule) updated and endorsed by the PM or NPD	RBM (risk log, issue log and lessons learned log) was developed but not regularly updated and signed by PM/NPD.	It is advised that the project updates the RBM logs every quarter. RBM logs should be part of quarterly progress reports and signed by PM/NPD.	End of February 2018, by Vilavong	1.5	Audit recommendations properly implemented as per follow-up action plan and timeframe prescribed	This is a recurring issue as in the Audit 2016, auditors gave two recommendations to NRA. One of them is that "The project management should strictly comply with NIM SOP requirements by holding monthly. In case a monthly meeting is not held as requirements in the NIM SOP, the Project Management should inform UNDP and seek permission to hold other meetings instead"	It is highly advised that the project take a serious action to address audit recommendations by holding the monthly meeting regularly. In case the monthly meeting is combined with another meeting, the project should inform UNDP and make a note in the meeting minutes justifying the reasons for combining meetings. In addition, the project should finalize the meeting minutes. The project should also update the progress of audit implementation based on the real context. In this case, it is advised that the project should indicate that the project has "partially implemented" audit recommendations and given description what have been done and what else need to be done.	End of February 2018, by Vilavong		The project sent a progress update of audit recommendations to UNDP quarterly, once in May and once in October 2017. Based on the updated documents, it stated that the project has implemented audit recommendations in March 2017. This report contradicted with the actual situations which we observed that the monthly meetings were not organized regularly. Furthermore, minutes of the monthly meetings were not yet finalized and signed since January 2017.			RBM logs drafted, but not include on the quarterly progress reports.
				RBM logs drafted, but not include on the quarterly progress reports.					NRA is addressing all the audit recommendations and will be solved soon.					



	PROCUREMENT AND ASSET MANAGEMENT					
	Annual project procurement plan submitted to UNDP	The signed Annual Procurement Plan was not available in file.	It is suggested that the procurement plan should always be available.	Savang	29-01-2018	
	Minimum 3 quotations for purchases above 3 million kip	For purchasing above 3 million kip, projects should require minimum 3 quotations. It was noted that only one quotation was obtained for purchasing stationary.	It is recommended that project should obtain at least three quotations in order to find the most suitable supplier. In case one quotation was obtained, a signed justification, memo or a Note-to-File should be provided			
	Inventory list available and complete and updated on a regular basis (31 December of each year) and endorsed by the PM	Inventory list was signed and updated 29 Aug 2017, but no full name only signatures	It is suggested that the project properly maintains the inventory list. The document should be signed by PM with his/her full name and title.	Sayfone	29-01-2018	
	GENERAL ADMINISTRATION					
	Back-up log book available and checked, signed and dated by PM at least monthly	Back-up log book is prepared by the project, but it is not certified by PM	It is suggested that this back-up log book should be signed and dated by PM at least monthly	sayfone	29-01-2018	
	List for maintenance of vehicles (vehicle maintenance planning with actual maintenance updates) available	It is found that the annual maintenance plan is missing. The project keeps the reports after the vehicle maintenance has been done.	It is suggested that the project should have annual maintenance in place.	thippavanh	29-01-2018	
	CLOSED PROJECTS					
	IP inform DIC/MP1 of project closing 3 months ahead	We noted that the project has approval letter from UNDP and MLSW regarding the project closure. However, we noted that the project did not send a letter informing DIC about this in advance.	It is suggested the project should send a formal letter informing DIC three months in advance before the project closes.			

Financial Completion, Bank account closed	<p>We noted that the project has used the same bank account. Per discussion with the project team, the project has prepared documents required for opening the new bank account. The project also discussed it with ML_SW. The ML_SW advised that after the project updates the structure of project board. This issue will be considered or given further advice.</p>	<p>DIC suggested that in the meanwhile the project should send a letter to the Ministry of Finance and inform them that the project will temporarily use the old bank account.</p>	Chindalone	<p>NRA is waiting for the document from ML_SW</p>
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Spot Check Team Leader:

Signature and date



Programme Officer:

Signature and date



Unit Chief:

Signature and date



NPD/PM:

Signature and date



Phoukheo CHANTHASOMBOUNE