



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
Lao People's Democratic Republic



ອົງການສະຫະປະຊາຊາດເພື່ອການພັດທະນາ
United Nations Development Programme

Government of Lao PDR

*Ministry of Natural Resources and Environment (MoNRE)
The Department of Disaster Management and Climate Change
(DDMCC)*

United Nations Development Programme

**Annual Project Report
(APR)**

*Project ID:00086007
Project Name: Integrated Disaster and Climate Risk
Management Project in Lao PDR (IDCRM)*

Reporting Period:August – December 2013

I. Project Information and Resources

Project number and title:	00086007 – Integrated Disaster and Climate Risk Management Project in Lao PDR
Implementing Partner:	Ministry of Natural Resources and Environment (MoNRE)
Responsible Parties (if applicable):	Department of Disaster Management and Climate Change (DDMCC), MoNRE, UNDP
Donors:	UNDP

Project Starting date		Project completion date	
Originally planned	Actual	Originally planned	Current estimate
June 2013	June 2013	December 2015	December 2015

Period covered by this report:	Aug-Dec 2013
Date of annual review: <i>[Indicate if planned or actual]</i>	

Total Budget	Original Budget (US\$)	Latest Signed Revision (US\$)
	710,000	710,000

Resources	Donor	Amount
	TRAC 1&2	410,000
	TRAC 3 (BCPR)	300,000

II. Purpose

1. Main Objectives of the Project: *(as per the approved UNDP Country Programme Document and Country Programme Action Plan and/or Project Document)*

UNDP has committed to contribute to the disaster risk management and climate change adaptation in Lao PDR. The Country Programme Document (CPD) 2012- 2015 includes strengthening capacities of government and vulnerable communities to effectively respond to emergencies adapt to climate change and prepare for disasters as one of the priority areas. This project, targeting the CPD goal, is built upon the past achievements and lessons learnt specially the “Institutional Strengthening and capacity Development on Disaster Risk Management in Lao PDR 2010 – 2011” project and the recommendations from the Joint Damage, Losses and Needs Assessment of Typhoon Haima August 2011. The duration of this project is four years (2012 -2015) in line with UNDAF and UNDP programming cycle.

The project will focus on the effective disaster management and recovery system in the Typhoon Haima affected provinces as well as strengthening DRM at the national level.

The main objective of the project is to strengthen disaster risk management system, linking with effective recovery and Climate Change Adaptation through a multi-sectoral and multi-hazard approach at all levels (national, provincial, district and village)

In order to achieve this objective, the project committed to deliver the following result as the CPD output: “Government and vulnerable communities can more effectively respond to emergencies, adapt to changing climate and prepare for disasters”. This will be achieved by developing provincial, district and community disaster management planning, strengthen information management system, selected community based early warning system, strengthening coordination and information exchange among selected communities, districts and provinces with central authorities.

III. PROJECT PERFORMANCE AND RESULTS

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

UNDAF Outcomes: By 2015, the government and communities better adapt to and mitigate climate change and reduce natural disaster vulnerabilities in priority sectors.

Expected Country Programme Outcome: By 2015, the government and communities better adapt to and mitigate climate change and reduce natural disaster vulnerabilities in priority sectors.

Progress towards achieving outcome *[A brief analysis of the status of the situation and any observed change (s) made possible by the project contribution, at a higher development result level. Make reference to the applicable MDGs and NSEDP goals/targets.]*

Project Management Team within MoNRE was set up in May 2013. The project has started in June 2013. There were completed AWP 2013, Q3 Work Plan and Procurement Plan, Input AWP in UNDP ATLAS system, Establish Project Board in August 2013, Recruited Project Support Team (APM and Accountant), revision of results and Resources Framework, interviewed and selected Technical Advisor (UNV). However, some activities could not be conducted this year, and have been shifted to be implemented in year 2014, it is due to a delayed with having the Project Technical Advisor and the consultants that could not be recruited this year which it has led to some delays with implementation of planned activities.

Output 1: Institutional and Legal capacities at national and sub national levels strengthened for effective disaster risk management.

A detailed capacity needs assessment to determine appropriate delivery structures and identify existing services to build on has not yet been implemented during this year due to the National Institutional Capacity Needs consultant could not be found this year. Therefore, a detailed capacity assessment is shifted to be implemented during Q1-2014.

Draft Disaster Risk Management and Climate Change Law of Lao PDR that also ensures integration of gender issues in the DRM system will be started in 2014.

Output 2: Disaster preparedness and response system strengthened to; coordinate, manage information, identify and assess risks and warn at risk communities.

Planned establish Disaster Management Information System (DMIS) at national and Provincial Levels has been postponed to start in Q1-2014. This activity will be led by Information Management (IM) Consultant and Database expert. It is expected that IM and Database experts will start work in March 2014. The project and develop communication and information the communication equipments had been ordered. The communication equipments are expected to be delivered to the project office in January 2014.

Planned activities on Develop Standard Operations Procedures for effective communication and

information management have not been implemented this year. However, to implement the project and develop communication and information the communication equipments had been ordered. The communication equipments are expected to be delivered to the project office in January 2014. For the server will be installed by Database Expert and Info Mntg expert.

The introductory meeting and site visit was organized in Xayabouly province in Q4-2013. It was to introduce the project to the target institutes, and inspect the pre-selected districts and collect some useful information and site visit in Sayabouly province.

Early Warning System in 2 target Provinces (Sayabouly and Xiengkhouang) and at least 2 districts of each target province will be established in 2014.

Output 3: Communities are better prepared for Disasters Preparedness and Climate Change Adaptation with special focus on Gender and Social inclusion (2 communities in each selected district of 2 target provinces).

There were no planned activities under output 3 this year. The activities under this out put will be implemented in the year 2014 and leaded by Project Technical Advisor (TA). TA is expected to be on board in February 2014.

Output 4: Monitoring and Evaluation of Project.

Inception Workshop and Seminar on “Integrated Disaster and Climate Risk Management Project in Lao PDR” was organized on the 7th and 8th of October 2013 at National Convention Center, Vientiane, Lao PDR. It was being chaired by Dr. Akhom Tounalom, Vice Minister of the Ministry of Natural Resources and Environment (MoNRE) and Ms. Kyoko Yokosuka, Deputy Resident Representative of UNDP. Government officials and development partners working in the field of disaster management and climate change were attended. The Inception workshop and seminar was very successful. The participants had learn and discussed the key component of the project as well as improved the understanding more on the disaster and risk management in Lao PDR and regional. .

Moreover, the annual work plan for 2014 was developed to ensure the overall direction of the project implementation towards achieving the project targets.

Outcome *[Indicate if included in SRF]*

By 2015, the government and communities better adapt to and mitigate climate change and reduce natural disaster vulnerabilities in priority sectors.

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

Project Management Team within MoNRE was set up in May 2013. The project has started in June 2013. There were completed AWP 2013, Q3 Work Plan and Procurement Plan, Input AWP in UNDP ATLAS system, Establish Project Board in August 2013, Recruited Project Support Team (APM and Accountant), revision of results and Resources Framework, interviewed and selected Technical Advisor (UNV). However, some activities could not be conducted this year, and have been shifted to be implemented in year 2014, it is due to a delayed with having the key resource persons like a Project Technical Advisor and the consultants that could not be recruited this year which it has led to some delays with implementation of planned activities.

A detailed capacity needs assessment to determine appropriate delivery structures and identify existing services to build on has not yet been implemented, due to the National Institutional Capacity Needs consultant could not be found this year. Therefore, a detailed capacity assessment is shifted to be implemented during Q1-2014.

Draft Disaster Risk Management and Climate Change Law of Lao PDR that also ensures integration of gender issues in the DRM system will be also started to develop in 2014.

Planned establish Disaster Management Information System (DMIS) at national and Provincial Levels has been postponed to start in Q1-2014. This activity will be led by Information Management (IM) Consultant and Database expert. It is expected that IM and Database experts will start work in March 2014. And to implement the project and develop communication and information the communication equipments had been ordered. The communication equipments are expected to be delivered to the project office in January 2014.

Planned activities on Develop Standard Operations Procedures for effective communication and information management have not been implemented this year. However, to implement the project and develop communication and information the communication equipments had been ordered. The communication equipments are expected to be delivered to the project office in January 2014. And for the server will be installed by Database Expert and Info Mntg expert.

Nevertheless, the introductory meeting and site visit was organized in Xayabouly province in Q4-2013. It was to introduce the project to

the target institutes, and collect some useful information and site visit in Sayabouly province.

Early Warning System in 2 target Provinces (Sayabouly and Xiengkhouang) and at least 2 districts of each target province will be established in 2014.

Gender sensitive Community Based Hazard, Vulnerability and Risk Assessment and mapping of the selected communities of target provinces has not yet implemented in this year. It will be implemented in the year 2014 and led by a Project Technical Advisor (TA) which is expected to be getting on board during Q1 2014.

The inception workshop and seminar was organized in Q4 this year. It was successful and received the good outcomes. Moreover, the annual work plan for 2014 was developed to ensure the overall direction of the project implementation towards achieving the project targets. And it was already approved to be implemented for year 2014 by Project Implementation Team and UNDP

Annual outputs and indicators <i>[According to project document and/or annual 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 1: Institutional and Legal capacities at national and sub national levels strengthened for effective disaster risk management</p> <p>Indicators:</p> <ol style="list-style-type: none"> 1. Capacity development plan developed 2. At least 2 districts of the target provinces have completed HRVAs 3. DRR focal points of the key ministries have stronger capacity and clear mandate 	<p>A detailed capacity needs assessment to determine appropriate delivery structures and identify existing services to build on has been postponed to Q1-2014</p>	<p>No Expenditure</p>	<p>National Institutional Capacity Needs Consultant position had been advertised for two times since there was only two candidates applied for this position resulting in this planned activity has not yet been implemented during this year.</p> <p>However, the selected and interview will be conducted at UNDP in the beginning of January 2014. DDMCC and</p>	<p>Prolonged time in recruitment a National Institutional Capacity Needs consultant due to there was limited applications for the position. The reason might be because of short term assignment and it is quite required technical background.</p>

<p>for integration of DRR in the sectoral plans 4. Disaster law developed 5. Post Disaster Needs Assessment framework Developed 6. Early Recovery cluster is active with defined roles, responsibilities and contingency plan.</p>			<p>Program Specialis from UNDP will be the panel for the interview.</p>	
	<p>In this year, output 1 was mainly for project insitutional such as project officers fees (APM & PA)</p>	<p>US\$</p>		
<p>Output 2: Disaster preparedness and response system strengthened to; coordinate, manage information, identify and assess risks and warn at risk communities</p> <p>Indicators: 1. Progress towards DDMCC's greater coordination capacity (2010: 0 points, 2015: 5 points, MoV: project M&E</p>	<p>Planed establish Disaster Management Information System (DMIS) at national and Provincial Levels has been postponed to start during Q1-2014</p>	<p>No expenditure</p>	<p>Establish DMIS at national and provincial level (the target provinces) will be implemented in Q1 & Q2 – 2014 and leded by Information Management (IM) Consultant and Database expert. ToR for IM consultant will be finished by the end of January 2014. Interviewed and selected IM consultant is expected</p>	<p>Due to the late start with having a full permanent team on board has led some delays with implementation of planed activites including recruitment of consultants</p>

<p>reports) 2. Disaster Management Information System established at the centre and local levels 3. Effective end to end user early warning system established in close coordination with the HMD, Ministry of Natural Resources and Environment, MRC, WB/ADPC and based on the draft EWS strategy</p>			<p>to be conducted in Feb.2014. For Database Expert is no needed to draft the ToR due to this position is in-kind from RCB. It is expected that IM and Database experts will be starting the assignment in March 2014.</p>	
	<p>Planned activities on Develop Standard Operations Procedures for effective communication and information management have not been implemented in this quarter.</p> <p>However, the IT equipment (computer, laptops, scanner and so on) is already procured and on the processed</p>	<p>No expenditure</p>	<p>To implement the project and develop communication and information the communication equipments had been ordered. The communication equipments are expected to be delivered to the project office in January 2014. And for the server will be installed by Database Expert and Info Mntg expert.</p>	

	<p>The introductory meeting and site visit was organized in Xayabouly province</p>	<p>US\$ 4,595.87</p>	<p>It was to introduce the project to the target institutes, and collect some useful information and site visit in Sayabouly province.</p>	
	<p>Early Warning System in 2 target Provinces (Sayabouly and Xiengkhouang) and at least 2 districts of each target province will be established in 2014</p>	<p>No expenditure</p>	<p>To establish the Early Warning System in 2 target Provinces a ToR for Early Warning System Expert will be developed. Interviewed and selected the expert is expected to be in March. And the consultant is projected to start her/his work in Q2-2014.</p>	<p>Due to the late start with having a full permanent team on board has led some delays with implementation of planed activites including recruitment of consultants</p>

<p>Output 3: Communities are better prepared for Disasters Preparedness and Climate Change Adaptation with special focus on Gender and Social inclusion (2 communities in each selected district of 2 target provinces)</p> <p>Indicator: 1. Number of village level HRV assessment reports available</p>	<p>Gender sensitive Community Based Hazard, Vulnerability and Risk Assessment and mapping of the selected communities of target provinces has not yet implemented in this year. It will be conducted in Q2 & Q3 -2014</p>	<p>No Expenditure</p>	<p>It is expected that this activity on gender sensitive Community Based Hazard, Vulnerability and Risk Assessment and mapping of the target provinces will be led by Project Technical Advisor (Ms. Rebecca Zorn). And she is expected to start her work in February 2014.</p>	<p>The late start with having a Project on board has led some delays with implementation of planned activities.</p>
<p>Output 4: Monitoring and Evaluation of Project</p> <p>Indicator 4.1: Project management team and project office established and operational by the end of the first quarter of the project</p> <p>Indicator 4.2: 95% of technical and financial report approved, signed and submitted according to deadlines</p>	<p>Organized the Inception Workshop and Seminar on 7-8 October. 2013 at NCC Vientiane Capital</p>	<p>US\$ 9,944</p>	<p>The Inception workshop and Seminar were successful and received the good outcomes:</p> <ol style="list-style-type: none"> 1) Participants were improved understanding on background, objectives, outputs and key activities of IDCRM project. 2) There were discussed and commented on IDCRM project, and agreed on Draft Annual Work Plan 2014 by all 	<p>IDCRM planned to conduct an Inception Workshop and Seminar on Integrated Disaster and Climate Risk Management in Quarter 3. But due to availability of resource persons and readiness in logistics, it was agreed by both UNDP and the PMT to postpone to the beginning of October 2013.</p>

			<p>participants.</p> <p>3) Participants were improved understanding more on the disaster and risk management in Lao PDR, the regional and global.</p>	
	Annual monitoring and review to ensure the overall direction of the project implementation towards achieving the project targets	No expenditure	AWP 2013 & AWP 2014 had been developed	
	Project office operation facility to initial the project	US\$		

2. Contribution to aid effectiveness, i.e. update on implementation of the Vientiane Declaration and its Action Plan, HACT, etc *[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]*

N/A

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 the implementation of audit & Spot Check recommendations *[Brief update on progress achieved and problems encountered. Actions planned for the following period]*

There is no audit during this year.

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

1) Recruitment for National Institutional Capacity Needs consultant was not possible

during this quarter due to limited applicant's application

- 2) Process to recruit the Project Technical Advisor take longer than expected, due to the process as well as the visa arrangement
- 3) The process to recruit the IT equipment and vehicle have been taken longer than was expected.

7. Rating on progress towards results

Output: *[From table 1. Contribution to Strategic Goals]*

Output 1

- Positive change
- Negative change
- Unchanged

Output 2

- Positive change
- Negative change
- Unchanged

Output 3

- Positive change
- Negative change
- Unchanged

Output 4



Positive change



Negative change



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.

- Mr. Syamphone Sengchandala (PM) and Mr. Vichit Sayavongkhamdy (PS, UNDP) participated the International Course on Law and Legal Protection in Natural Disaster in Sanremo (Italy) on 3-7 December 2013.
- Mr. Phouvong Luangxaysana (National Project Director) and Mr. Syamphone Sengchandala (Project Manager) participated the nineteenth session of the Conference of the Parties on Climate Change (COP 19) on 19 to 22 November in Warsaw, Poland

V. FUTURE WORK PLAN

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

Priority activities for 2014 includes:

Management: 1. Staff, contracts; 2. Recruitment of selected international and national staff, specialist; 3. Procurement of equipment (early warning) and soft/hardware; 4. Organize meeting, workshop, project boards meeting, annual meeting;

Technical: 1. Organize technical training and technical workshops; 2. Study exchange; 3. Conduct detail capacity needs assessment; 4. Conduct detail hazard, risk and vulnerability assessment; 5. Draft disaster risk management law; 6. Compilation and documentation of lessons learned on flood response and early recovery with special focus on women and other vulnerable groups; 7. Increased capacities of the CO and GoL on how to undertake early recovery activities in the aftermath of disaster and ensuring the recovery needs of different vulnerable groups specially women; 8. Develop assessment tool and BBB guideline and assess impact on women for long-term preparedness and disaster risk reduction; 9. Establish disaster management information system at national and provincial levels; 10. Establish Disaster Management Information System at national and provincial level; 11. Develop SOP for effective communication and information management; 12. Conduct disaster management

coordination and information management training; 13. Establish early warning system in 2 target provinces (Xayabouly and Xiengkhuang province); 14. Conduct gender sensitive community based hazard, vulnerability and risk assessment and mapping of the selected location; 15. Quarterly based quality monitoring and record project progress towards results; 16. Annual monitoring and review to ensure the overall direction of the project

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

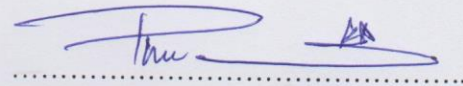
No major adjustments

3. Estimated total budget require (Direct & IPOA): US\$ 248,087

ANNEXES

1. Annex 1: Annual Work Plan for the following year
2. Annex 2: Project Monitoring and Communication Plan for the following year
3. Annex 3: Project Risk Log for the following year
4. Annex 4: Project Issue Logs for the following year
5. Annex 5: Project Lesson Learned Logs

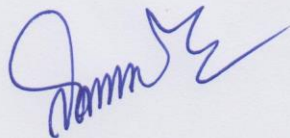
PREPARED BY



.....
Phoutsakhone Ounchith
Assistant Project Manager
IDCRM Project

Date: ...02 Jan. 2014

APPROVED BY



.....
Mr Syamphone Sengchandala
Project Manager

Date: ...02/01/2014

Annex 1: Annual Work Plan for the following quarter (AWP-2014)

2014 Annual Workplan											
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)	Time Frame				RESPONSIBLE PARTY	PLANNED BUDGET				
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Direct	IPOA	
				US\$	US\$						
Output1 : Government and Vulnerable communities can more effectively respnd to emergencies, adapt to changing climate and prepare for disasters											
Activiti Result 1: Institutional and Legal capacities at national and sub national levels strengthened for effective disaster risk management											
<u>Targets:</u> 1. Capacity development plan developed 2. DRM Capacities of DDMCC and NDMC member ministries based on HFA and National Disaster Management Plan developed with clear targets of at least 30% gender inclusion, analysis and mainstreaming 3. At least two capacity development trainings annually with at least 30% women participation conducted 4. Gender sensitive Disaster Risk Management Law drafted 5. Disaster assessment tool and draft BBB guidelines drafted	Action 1.1: Complete a detailed capacity needs assessment to determine appropriate delivery structures and identify existing services to build o	x				MoNRE/UNDP	O4170	71300	National Capacity Needs Consultant (supported by APRC in kind)	6,000	
						MoNRE/UNDP	O4170	71400	Project officer - APM		
		x				Consultation Workshop/traning/meeting:					-
						MoNRE/UNDP	O4000	72500	Supplies for workshop		300
						MoNRE/UNDP	O4000	73100	Rent Conference Room + coffee break + lunch		2,000

There is no cluster TOR, contingency plan and SOP

				MoNRE/UNDP	O4000	74200	Printing and dissemination for workshop/meeting		200	
				MoNRE/UNDP	O4000	74500	Miscellaneous		50	
				<u>Training :</u>						
				MoNRE/UNDP	O4000	72500	Supplies for training		200	
				MoNRE/UNDP	O4000	73100	Conference Room + coffee break + lunch		1,500	
				MoNRE/UNDP	O4000	74200	Printing and dissemination for training		200	
				MoNRE/UNDP	O4000	74500	Miscellaneous		100	
				<u>Consultation meeting in the target provinces and districts</u>						
				MoNRE/UNDP	O4170	71600	Travel; DSA		3,500	
				MoNRE/UNDP	O4170	72500	Stationary		200	
				MoNRE/UNDP	O4170	73100	Rent Conference Room		1,000	
				MoNRE/UNDP	O4170	74200	Printing, Copying		200	
				MoNRE/UNDP	O4170	74500	Miscellaneous		100	
				MoNRE/UNDP	O4170	74200	Translation		500	

					MoNRE/UNDP	O4170	72500	Stationary and printing			
Action 1.3: Draft disaster risk management and climate change Law of Lao PDR that also ensures integration of gender issues in the DRM system;	x				MoNRE/UNDP	O4170	71500	Led by UNV DRR technical advisor working with support from RCB	4,600		
		x	x	x	MoNRE/UNDP	O4170	71300	National law consultant , Job Annoucement		5,000	
					<u>Consultation Workshop/seminar/meeting:</u>						
					MoNRE/UNDP	O4170	72500	Supplies for workshop/meeting		2,000	
		x	x	x	MoNRE/UNDP	O4170	73100	Conference Room + coffee break + lunch		6,000	
					MoNRE/UNDP	O4170	74200	Printing and dissimination for workshop /meeting		700	
					MoNRE/UNDP	O4170	74500	Miscellaneous		300	
		x	x		MoNRE/UNDP	O4170	74200	Translation		500	
					MoNRE/UNDP	O4170	72500	Stationary and other supplies			

					MoNRE/UNDP	O4170	73100	Conference Room + coffee break + lunch		2,000
					MoNRE/UNDP	O4170	74200	Printing and dissemination for workshop /meeting		200
					MoNRE/UNDP	O4170	74500	Miscellaneous		100
Action1. 5: Increased capacities of the CO and GoL on how to undertake early recovery activities in the aftermath of disasters and ensuring the recovery needs of different vulnerable groups specially women;	x	x			MoNRE/UNDP	O4170	71200	Early Recovery/PDNA expert	5,000	
					MoNRE/UNDP	O4170	74500	Miscellaneous		
					<u>Consultation Workshop/training/seminar/meeting:</u>					
					MoNRE/UNDP	O4170	72500	Supplies for workshop/meeting		250
				x	MoNRE/UNDP	O4170	73100	Conference Room + coffee break + lunch		1,500
					MoNRE/UNDP	O4170	74200	Printing and dissemination for workshop/meeting		200
					MoNRE/UNDP	O4170	74500	Miscellaneous		50
					MoNRE/UNDP	O4170	72500	Stationary		
		x	x		MoNRE/UNDP	O4170	74200	Translation		500

	Action1.6: Develop assessment tool and BBB guideline and assess impact on women for long-term preparedness and disaster risk reduction;		x			MoNRE/UNDP	O4170	71500	Led by UNV DRR technical advisor	4,600	
			x	x	x	MoNRE/UNDP	O4170	71600	Travel/DSA		500
To be implemented by UNDP (Direct) & To be transferred to project (IPOA)										66,400	54,050
Sub-total Activity Result 1 (Direct + IPOA) in US\$										120,450	
TRAC 1 in US\$										0	15,000
TRAC 3 in US\$										66,400	39,050
Activity Result 2: Disaster preparedness and response system strengthened to; coordinate, manage information, identify and assess risks and warn at risk communities											
<u>Targets:</u> 1. National and 2 provincial disaster management information system established 2. Information management and coordination trainings conducted for national and selected provinces 3. End user early warning system established for 2 pilot districts in 2 selected provinces 4. SOP for DRM information management and communication developed <u>Indicators:</u> 1. Progress towards DDMCC's	Action2.1: Establish Disaster Management Information System at national and Provincial Levels Sayabouly and Xiengkhouang);			x	x	MoNRE/UNDP	O4170	71500	UNV DRR technical advisor	27,600	
			x	x		MoNRE/UNDP	O4170	71400	Project officer - APM		10,500
			x	x		MoNRE/UNDP	O4170	71400	Project officer - Project Accountant		4,400
			x	x		Workshop/training/meeting at national and provincial levels (target provinces):					
						MoNRE/UNDP	O4000	71600	Travel / DSA		3,000
				MoNRE/UNDP	O4000	72500	Supplies for workshop/meeting		600		

<p>greater coordination capacity (2010: 0 points, 2015: 5 points, MoV: project M&E reports)</p> <p>2. Disaster Management Information System established at the centre and local levels</p> <p>3. Effective end to end user early warning system established in close coordination with the HMD, Ministry of Natural Resources and Environment, MRC, WB/ADPC and based on the draft EWS strategy</p> <p><u>Baseline:</u></p> <p>1. National Risk Profile of multi hazard exist</p> <p>2. DesInventar database initiated in NDMO and piloted in one province (Saybuli). There is no systematic communication and information exchange between national, local and community levels.</p> <p>3. No emergency operation centre exist</p> <p>4. No emergency response management system with specific roles and responsibilities (SOPs) for various levels of disaster exists</p> <p>5. MRC and HMD produce data of river flow and weather forecast.</p> <p>6. WB funded project is planning to develop national strategy for Early Warning System (EWS), Model and SOP for EWS at the national level</p>					MoNRE/UNDP	O4000	73100	Conference Room + coffee break + lunch		3,000	
					MoNRE/UNDP	O4000	74200	Printing and dissemination for workshop		600	
					MoNRE/UNDP	O4000	74500	Miscellaneous		300	
	x	x			MoNRE/UNDP	O4170	71300	Local IM consultant, Job Annoucement		5,500	
	x	x			MoNRE/UNDP	O4170	71600	Tavel/DSA for Database expert	2,000		
	x	x	x	x	MoNRE/UNDP	O4170	74500	Miscellaneous		100	
		x	x		MoNRE/UNDP	O4170	72800	Soft/hardware IT Equip		6,000	
	x	x			MoNRE/UNDP	O4170	71200	Database expert (inkind RCB)			
	Action2.2: Develop Standard Operations Procedures for effective communication and information management;					MoNRE/UNDP	O4170	72400	Commnication equipments (coputer, desktop, server...)		
	x	x			MoNRE/UNDP	O4170	71200	Info Mntg Expert (From RCB)			
	x	x		<u>Consultation workshops/meeting</u>							
	x	x		MoNRE/UNDP	O4170	72500	Supplies for workshop		250		

<p>7. No trained search and rescue teams available</p> <p>8. Rapid assessment team exist under the NDMO lead</p>					MoNRE/UNDP	O4170	73100	Conference Room + coffee break + lunch		1,500			
					MoNRE/UNDP	O4170	74200	Printing and dissimination for workshop		200			
					MoNRE/UNDP	O4170	74500	Miscellaneous		50			
					MoNRE/UNDP	O4170	74200	stationaries and printing					
					MoNRE/UNDP	O4170	72500	Supplies					
	x	x			MoNRE/UNDP	O4170	71600	Travel / DSA for Info Mntg Expert	2,000				
					MoNRE/UNDP	O4170	72200	Car					
		x	x	x	MoNRE/UNDP	O4170	71400	Project driver		3,000			
	Action2.3: Conduct Disaster Management Coordination and Information Management trainings for the government staff of concerned ministries and provinces for operationalization of the DMIS system;							x	MoNRE/UNDP	O4000	71400	Project officer	5,400
	Action2.3: Conduct Disaster Management Coordination and Information Management trainings for the government staff of concerned ministries and provinces for operationalization of the DMIS system;							x	MoNRE/UNDP	O4000	71400	Finance officer	3,500
	Action2.3: Conduct Disaster Management Coordination and Information Management trainings for the government staff of concerned ministries and provinces for operationalization of the DMIS system;												

Action2.4: Establish Early Warning System in 2 target Provinces (Sayabouly and Xiengkhouang) and at least 2 districts of each target province;	x	x	x	MoNRE/UNDP	O4170	71200	Expert-Early Warning System	8,000	
	x	x		Training / Workshop in the target provinces/districts:					
				MoNRE/UNDP	O4000	71600	Travel		4,000
				MoNRE/UNDP	O4000	72500	Supplies for workshop		300
				MoNRE/UNDP	O4000	73100	Rent Conference Room + coffee break + lunch		3,000
				MoNRE/UNDP	O4000	74200	Printing and dissemination for workshop		300
				MoNRE/UNDP	O4000	74500	Miscellaneous		150
	x	x		MoNRE/UNDP	O4170	72800	EW equipment		8,000
	x	x	x	MoNRE/UNDP	O4170	74200	Translation		500
To be implemented by UNDP (Direct) & To be transferred to project (IPOA)								39,600	64,150
Sub-total Activity Result 2 (Direct + IPOA) in US\$								103,750	
TRAC 1 in US\$								0	16,650
TRAC 3 in US\$								39,600	47,500
Activity Result 3: Communities are better prepared for Disasters Preparedness and Climate Change Adaptation with special focus on Gender and Social inclusion (2 communities in each selected district of 2 target provinces)									

<p>4. With support of CARE a communication strategy to inform the communities is in the process of developing</p> <p>5. ADPC plans to develop training curriculum for flood and drought risk reduction planning and conduct trainings in two provinces in the south of the country.</p>										
To be implemented by UNDP (Direct) & To be transferred to project (IPOA)									9,000	4,500
Sub-total Activity Result 3 (Direct + IPOA) in US\$									13,500	
TRAC 1 in US\$									0	0
TRAC 3 in US\$									9,000	4,500
Activity Result 4: Monitoring and Evaluation of Project										
<p>Target 4.1: Effective managerial and institutional arrangements for project implementation established</p> <p>Indicator 4.1: Project management team and project office established and operational by the end of the first quarter of the project</p> <p>Baseline 4.1: IDCRM project office have not yet been established and management team has not been fully formed</p> <p>Target 4.2: Technical and financial reports projected according to deadlines</p> <p>Indicator 4.2: 95% of technical and financial report approved, signed and submitted according to deadlines</p> <p>Baseline 4.2: Experience gained</p>	<p>Action4.1: Quarterly based quality monitoring and record project progress towards results;</p> <p>4.1.2 Project Board Meeting</p>									
<u>Project Board meeting</u>										
MoNRE/UNDP		O4170	71300	Rent Conference Room		500				
MoNRE/UNDP		O4170	72500	Supply		250				
MoNRE/UNDP		O4170	73400	Maint, Oper of Transport Equipment - Fuel for Vehicle		100				
MoNRE/UNDP	O4170	74200	Copy and Printing		100					

through preparing technical and financial reports for other projects	4.1.3 Facility to initiate the project				MoNRE/UNDP	O4170	74500	Miscellaneous		137	
					MoNRE/UNDP	O4170	72200	Equipment and Furniture			
					MoNRE/UNDP	O4170	72400	Communic & Audio Visual Equip - Internet Lan			
	Action4.2: Annual monitoring and review to ensure the overall direction of the project implementation towards achieving the project targets;	4.2.1 Audit and spot check				Annual meeting			-	-	
						MoNRE/UNDP	O4000	71300	Rent Conference Room		500
						MoNRE/UNDP	O4000	72500	Supply		250
						MoNRE/UNDP	O4170	73400	Maint, Oper of Transport Equipment - Fuel for Vehicle		100
						MoNRE/UNDP	O4170	74200	Copy and Printing		100
						MoNRE/UNDP	O4170	74500	Miscellaneous		50
						MoNRE/UNDP			Documentation		
			MoNRE/UNDP			Mid term review expert					
			MoNRE/UNDP			Audit					

4.3 Project Office operations	x	x	x	x	MoNRE/UNDP	O4000	72400	Communication - Telephone/Internet charge		2,400
	x	x	x	x	MoNRE/UNDP	O4000	72500	Office Supplies (stationeries); Publication (Newspaper)		2,000
	x	x	x	x	MoNRE/UNDP	O4000	73400	Maint, Oper of Transport Equipment - Fuel for Vehicle		1,200
	x	x	x	x	MoNRE/UNDP	O4000	74200	Audio Visual and printing / copying		1,800
	x	x	x	x	MoNRE/UNDP	O4000	74500	Bank Fee		100
	x	x	x	x	MoNRE/UNDP	O4000	74500	Miscellaneous / Sundry		800
To be implemented by UNDP (Direct) & To be transferred to project (IPOA)									0	10,387
Sub-total Activity Result 4 (Direct + IPOA) in US\$									10,387	
TRAC 1 in US\$										9,300
TRAC 3 in US\$									0	1,087
Total Direct & IPOA:									115,000.00	133,087.00
Project Total Act 1+ Act2+Act3+Act4 (Direct + IPOA) in US\$									248,087.00	
Total TRAC 1 in US\$									0	50,000
Total TRAC 3 US\$									115,000.00	83,087.00

Annex 2: Project Monitoring and Communication Plan for the following year

Project Title: Integrated Disaster and Climate Risk Management Project in Lao PDR	Award ID:	Date: January 2014
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Types of Monitoring and Communication Action	Types of Stakeholders	Method of Monitoring and Communication	Due/Timeline for Each Type of Monitoring and Communication	Date of Completed Action	Status of Action
Monthly Project meeting	Project & UNDP	Meeting, face-to-face	Monthly (Signed Minute to be submitted within 7 working day)	N/A	On going
Quarterly work plans	Project→UNDP	Report/document	Quarterly	It is expected to be ready to submitted to UNDP by the end of quarter	On going
Quarterly progress report	Project→UNDP	Report/document	Quarterly	The quarterly report of each quarter will be always submitted in the beginning of the following quarter	On going
Risk, issue, lessons learned logs and communication and monitoring plan	Project→UNDP	Report	Quarterly	It is expected to be ready to submit to UNDP in the beginning of the following quarter	On going
FACE (Fund Authorization and Certificate of Expenditures) Form and other POA documentations,	Project→UNDP	Report/documents	Quarterly	It is expected to be ready to submitted to UNDP by the end of quarter	On going

including monthly Bank Reconciliation record, advance record					
UNDP Monthly Exchange Rate	UNDP→Project	Document/email	Monthly	First week of the month	On-going
Revised AWP 2014	Project→ UNDP	Report/document	N/A	N/A	N/A
AWP 2015	Project→ UNDP	Report/document	Yearly	It is expected to be ready to submit to UNDP by the end of year 2014	On-going
Annual Project Report	Project→ UNDP	Report	Yearly	It is expected to be ready to submit to UNDP by the end of year 2014	On-going
Annual Meeting	Project & UNDP	meeting	Yearly	It is expected to organized the annual meeting in the Q4-2014	On-going
Project Board Meeting	Project board, project team & UNDP	meeting		It is expected to organized a project board meeting in the beginning of Q3-2014	On-going

Annex 3
Project RISK Log for the following year
(see [Deliverable Description](#) for the Risk Log regarding its purpose and use)

Project Title: Integrated Disaster and Climate Risk Management Project in Lao PDR	Award ID:	Date: December 2013
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the risk <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the risk first identified <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Environmental Financial Operational Organizational Political Regulatory Strategic Other Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information) <i>(In Atlas, select from list)</i>	Describe the potential effect on the project if this risk were to occur Enter probability on a scale from 1 (low) to 5 (high) P = Enter impact on a scale from 1 (low) to 5 (high) I = <i>(in Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i>	What actions have been taken/will be taken to counter this risk <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>	Who has been appointed to keep an eye on this risk <i>(in Atlas, use the Management Response box)</i>	Who submitted the risk <i>(In Atlas, automatically recorded)</i>	When was the status of the risk last checked <i>(In Atlas, automatically recorded)</i>	e.g. dead, reducing, increasing, no change <i>(in Atlas, use the Management Response box)</i>
1	Unavailability of	September	Operational	Impact on the activities	Follow up with	Project &	Project	December	Reducing

	operational equipments (computers, vehicle and etc..)	2013		and project operations P = 2 I = 3	Procurement and logistic unit, UNDP Laos	UNDP		2013	
2	Recruitment for a short term National Institutional Capacity Needs Consultant might be delayed than expected	October 2013	Operational	Unavailable of national institutional capacity expert will cause the delay in activities related to the detailed capacity needs assessment P=3 I=4	To implement a detailed capacity needs assessment a ToR was developed by UNDP. The position had been advertised for 2 times. The interview and selection will be conducted in the beginning of January 2014. And it is expected that a consultant will be able to start the work in February 2014.	UNDP & project	Project	December 2013	Reducing
3	Delay in recruitment of Project Technical Advisor	September 2013	Operational Organizational	Unavailable of Project Technical Advisor will affect the implementation of project P=1 I=4	The Project Technical Advisor has been shifted to be on board in February 2014. And UNV will run the document for the TA's visa with the support from the project team to make it faster. And it is expected that a TA will be on board in February 2014	UNDP, project	Project	December 2013	Reducing
4	Recruitment for a	January	Operational	Unavailable of experts	To conduct	Project &	Project	January	Pending

	short term IM might be delayed than expected due to the ready of ToR and the recruitment process	2014		will cause the delay in activities related to establish Disaster Management Information system and conduct Information management training P=3 I=4	Information Management training for the government staff of concerned ministries and provinces a IM consultant need to be recruited. And ToR of consultant will need to be ready by February 2014	UNDP		2014	
5	Recruitment for a Response and Recovery Expert might be delayed than expected due to the ready of ToR and the recruitment process	January 2014	Operational	Unavailable of experts will cause the delay in activities P=3 I=4	To increased capacities of the CO and GoL on how to undertake early recovery in the aftermath of disaster a Recovery and Response expert will need to be recruited. And ToR of consultant will need to be ready by February 2014	Project & UNDP	Project	January 2014	Pending

2	Recruitment for a short term National Institutional Capacity Needs Consultant might be delayed than expected	October 2013	Problem	Unavailable of national institutional capacity needs assessment consultant will cause the delay in activities related to conduct a detailed capacity needs assessment. Priority = 5	To implement a detailed capacity needs assessment a ToR had been developed. The position had been advertised for 2 times. The interview and selection will be conducted in the beginning of January 2014. And it is expected that a consultant will be able to start the work in February 2014.	UNDP & IDCRM project	IDCRM Project	December 2013	On going
3	Delay in recruitment of Project Technical Advisor	September 2013	Problem	Unavailable of Project Technical Advisor will affect the implementation of project Priority = 5	The Project Technical Advisor has been shifted to be on board in February 2014. And UNV will run the document for the TA's visa with the support from the project team to make it faster.	UNDP, UNV, IDCRM project	IDCRM Project	December 2014	Ongoing – almost solved
4	Recruitment for a short term IM Consultant, Response and Recovery Expert might be delayed than expected due to the ready of ToR of consultants and the process for recruit	January 2014	Problem	Unavailable of national experts will cause the delay in activities Priority = 5	To implement some of activities the experts will need to be recruited. And ToR of consultants will need to be ready by February 2014	IDCRM & UNDP	IDCRM	January 2014	Pending

Annex 5

Project Lesson Learned Logs

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

Project Title: Integrated Disaster and Climate Risk Management Project in Lao PDR	Award ID:	Date: December 2013
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#	Type	Date Identified	Successes	Shortcomings	Recommended
	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 things have been dealt with?</i>
1	Project Management	October 2013	Draft AWP 2014 was presented in the Inception Workshop. And it was principle agreed with work-plan by all the participants in the inception workshop		Follow-up with feedback/comment ensure that AWP 2014
2					