



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
Lao People's Democratic Republic



ອົງການສະຫະປະຊາຊາດເພື່ອການພັດທະນາ
United Nations Development Programme

Government of Lao People's Democratic Republic

Ministry of Natural Resources and Environment (MoNRE)
Department of Forest Resource Management (DFRM)

and

United Nations Development Programme

PROJECT TERMINAL REPORT

Award ID: 00047700

Project ID: 00057518

Project Title:

**MEETING THE PRIMARY OBLIGATIONS OF THE RIO CONVENTIONS
THROUGH STRENGTHENING CAPACITY TO IMPLEMENT NATURAL
RESOURCES LEGISLATION“NCSA FOLLOW UP PROJECT”**

Reporting period:

August 2010 - August 2013

2 August 2013

I. PROJECT INFORMATION AND RESOURCES

Project Title:	Meeting the primary obligations of the Rio Conventions through Strengthening Capacity to Implement Natural Resources Legislation.
Project Number:	00057518
UNDAF Outcomes:	By 2015, the government ensures sustainable natural resources management through improved governance and community participation.
Expected UNDP Country Programme/CPAP Outcomes:	By 2015, sustainable natural resources management enhanced through improved governance and community participation.
Expected UNDP Country Programme/CPAP Outputs:	Capacities of national and sub-national authorities enhanced for better environment management as per Forestry and Fishery Laws; Communities' engagement in NRM strengthened.
Implementing Partner:	Department of Forest Resources Management (DFRM), Ministry of Natural Resources and Environment (MoNRE).
Responsible parties	Ministry of Natural Resources and Environment, Department of Forest Resources Management.

Project Starting date		Project completion date	
Originally planned	Actual	Originally planned	Current estimate
June 2010	January 2012	May 2012	August 2013

Period covered by this report:	30 August 2010 to 30 August 2013
Date of Terminal Review Report: <i>[Indicate if planned or actual]</i>	14 August 2013 (Planned)

	Original Budget (US\$)	Latest Signed Revision (US\$)
Total Budget for 2010-2012	500,000	553,457
Total budget for 2012	254,593	269,027

Resources by Donors	Donor	Amount
	GEF	500,000
	UNDP (In-kind)	400,000
	UNDP in-cash	51,200
	SIDA (parallel)	100,000
	GOL (In-kind)	49,850

II. PURPOSE

1. The Main Objectives of the Project:

The NCSAFU was built on the success and findings of the NCSA that was implemented by the Department of Environment during 2004-2009. The NCSAFU Project commenced in June 2010, but actual implementation started on the 1st of January 2011. The Project Objective is to strengthen national and local capacity to implement natural resources legislation with a focus on issues most relevant to the Rio Conventions. The project plays a crucial role in the recognition of the Millennium Development Goals (MDGs) which seek to enhance “the livelihoods of poor, vulnerable and food insecure populations and enhanced through sustainable development” and are reflected in the Global Environment Fund (GEF) in Lao PDR to which The Department of Forestry, UNDP-GEF are signatories.

This project will strengthen the capacity of the Lao People's Democratic Republic (Lao PDR) to meet the primary obligations of the Rio Conventions through strengthening capacity to implement natural resources legislations. The activities of this project are both a direct result of, and represent a continuation of, the National Capacity Needs Self-Assessment (NCSA) for Global Environmental Management. The Project Objective is to strengthen national and local capacity to implement natural resources legislations with a focus on issues most relevant to the Rio Conventions.

The Project has three main outcomes:

- Outcome 1: key stakeholders in the three provinces are implementing and enforcing important components of the existing natural resource management legislation;
- Outcome 2: national level stakeholders have the capacity to implement and enforce natural resource legislation, and in particular are able to support all provinces in Lao PDR with legislation implementation and enforcement;
- Outcome 3: legislation and policy with regards to the Rio Conventions in Lao PDR is more suitable to the national situation and more comprehensive in nature.

The project outcomes were pursued through delivering the following outputs:

- An agreed set of priority laws, regulations, and/or articles related to the Rio Conventions that could use as a reference and guideline for central and local authorities.
- A compliance strategy that best fit with national and provincial context. The strategy will focus on support to provinces/districts to develop their annual development plans.
- A package of operational tools that will be used by the respective stakeholders at national and provincial/district levels. The tools included: posters of laws/articles and endangered species for wildlife trade, guideline on community forestry and, fishery, conservation agriculture management, forest fire control, Handbook of Laws, and Manuals and Guidebooks on community based resource management projects.
- Creation and mobilization of National and Provincial Technical Working Groups
- Documentation of the impacts of the tools on compliance across the Project Sites.
- Legislative revisions take into account the primary and secondary obligations to UNCBD, UNFCCC, UNCCD.
- Conceptualization and Implementation of three pilot projects in selected communities that will highlight increased commitments to the enforcement of Rio Conventions.

Key priorities achieved from August 2010 – August 2013 are:

- Exhibited increased level of awareness and understanding of the Rio Conventions at the national, provincial and local levels of environment authorities (MONRE and MAF)
- Technical Working Groups (TWGs) at the ministry and departmental levels and national-provincial levels have fostered information exchange and expertise amongst sectors during consultations for the Compliance Strategy and Review of Legal Framework Reports.
- Contributed to the ongoing strategic, policy and legislative reviews: Forestry Law, PBSAP, National Land Use Policy and the EIA Decree.
- The completion of communication tools such as posters, Handbook of the Law, and the corresponding activities which trained how to use them, have led to the higher level of knowledge of environmental laws and higher capacities for implementation by environmental authorities;
- The targeted pilot projects have delivered outputs such as Community Management Guidelines and have marked and shown signage at the boundaries for community-based resource management projects that showcased environmental authorities' higher commitments to the Rio Conventions.
- A baseline data for capacity assessment using a scorecard has been produced that can now be incorporated for monitoring and evaluation framework during environmental strategic planning for capacity building.
- Relevant outputs completed which were intended to build and assist capacities for higher commitments to the Rio Conventions include:
 - a) Review of Legal Framework Report, Lao and English version;
 - b) Compliance Strategy Guidelines;
 - c) Training of Trainers (TOTs) Manual;
 - d) Manual on the use of Non-Timber Forest Product (NTFPs);
 - e) Handbook Agricultural Laws, by Legal Department, MAF;
 - f) Provincial Biodiversity Strategy Action Plan (PBSAP) Report, in collaboration with IUCN.

III. PROJECT PERFORMANCE AND RESULTS

1. Contribution to the strategic goals

UNDAF Outcome: By 2015, the government ensures sustainable natural resources management through improved governance and community participation.

Intended outcomes/outputs:

The Project will contribute to achieving key CPAP outcomes linked to the MYFF goal and service line for the Lao PDR, including:

- By 2015, sustainable natural resources management enhanced through improved governance and community participation.

The intended outcome will also contribute to achieving key CPAP outputs through;

- Capacities of national and sub-national authorities enhanced for better environment management as per Forestry and Fishery Laws;
- Communities' engagement in NRM strengthened.

Progress towards achieving outcome:

This project terminal report documents and summarizes the performance of the NCSAFU during the three years of activities between August 2010 and August 2013. The project had 14 months delay to start up the project activities due to having significant delay in recruitment of project staff and a slower than expected established technical working groups at national, provincial and district levels. The project logical framework or resource result framework was revised and endorsed at its Inception Workshop in September 2011. This project terminal report uses the update resource result framework as the basis for the review of NCSAFU's performance.

The NCSAFU has achieved each of its targets in a timely manner, within approved budget and available resources, with strong adaptive management strategies, leadership and effective management within the project team and implementing partner. As of at the time of this writing, the project engaged vigorously with various activities, formed partnerships, and worked to produce and deliver the outputs, in accordance with the workplan in order to achieve Outcomes 1, 2, and 3. To date, the project has strengthened the capacities of the government agencies to implement natural resources legislation and has built better understanding about three Rio conventions of the NCSAFU project to stakeholders by engaging them in the project activities. Summary of progress toward achieving expected outcomes are highlighted below:

Outcome 1- Key stakeholders in the three provinces are implementing and enforcing important components of the existing natural resource management legislation.

The project assessed key aspects of natural resource management legislation implementation at provincial, district and community levels. As a direct impact from the project, implementation of laws and capacity has been changed. The application of the community forest management approach in the selected

target provinces was successfully promoted, which the government and community consider as a sustainable solution for exploitation of natural resource. A greater awareness of and understanding of the Rio Conventions is also exhibited among key stakeholders through various strategies and all key outputs have been successfully delivered:

- 1) The increased participation and mobilization of provincial TWGs.
- 2) Finalization of the Review of Legal Framework for printing and distribution.
- 3) Finalization and distribution of the Compliance Strategy which outlines responsible parties for the implementation of laws related to Rio Conventions. Monitoring of its utilization for increased compliance to the international conventions will be undertaken by DFRM.
- 4) A series of 13 posters distributed nationwide on the themes of biodiversity, community forestry, climate change, and land management had been heavily utilized by partners and beneficiaries with target provincial working groups receiving 50 sets each.
- 5) Conducted the field study tour (September 2012) for provincial officers and community members. They were exposed to best community-based practices all over the country that led to higher awareness of natural resource management laws. Chosen participants were given 3 sets each of posters to bring back to their constituents for utilization.
- 6) Operational tools: TOT Manual and the NTFP utilization for community-based natural resource management projects is being printed and distributed at the end of project workshop as tools to equip provincial partners in implementing natural resource management laws.
- 7) Support given to pilot projects at the start of Q1 2013, and subsequent monitoring of the pilot projects in Attapeu and Attapeu indicated provincial work on implementation of the laws through the implementation of the pilot community-based forestry projects and the drafting of guidelines.
- 8) The distribution of the Handbook of the Laws for 4 natural resource management laws is proving quite effective in the daily work of provincial authorities in implementing the laws, as evidenced by monitoring tools and evaluation.
- 9) An exit/sustainable strategy is going to be laid out and presented for agreement during the Terminal Project Workshop on August 14, 2013, where all the outputs will be turned over to DFRM and concerned foreign-assisted projects for continuous implementation of the project.

Outcome 2- National level stakeholders have the capacity to implement and enforce natural resources legislation, and in particular are able to support all provinces in Lao PDR with legislation implementation and enforcement.

Similar to progress in Outcome 1, the national TWGs have achieved skills and information exchange among themselves for greater efficiency in the implementation and enforcement of the laws, resulting from various meetings, trainings and workshops held during the last reporting period, specifically during the consultations and development of the Compliance Strategy and the Review of Legal Framework. Nationwide workshop, for example, in May 2013 achieved the nationwide meeting for the first time of all 17 provinces working under MONRE to be acquainted with national development plans and how to include Rio themes into the national development planning. Posters and handbooks were also distributed during this national workshop and pilot tested. A Capacity Assessment was conducted twice utilizing the GEF scorecard providing a baseline data for the government of Laos on the level of capacity for understanding environmental laws, and their level of enforcement. Activities under Outcome 2 is implementing together with activities under Outcome 1, thus

mains delivery of final outputs were the same as outputs listed above. In addition, study visit for national forestry government officer was also conducted to expose them best community forestry management practice in Cambodia.

Outcome 3- Key Outputs this Reporting Period: Legislation and policy with regards to the Rio Conventions in Lao PDR is more suitable to the national situation and more comprehensive

The project team took every opportunity and promote partnerships with several government counterparts and development partners to contribute to legal framework development and revision. such as partnership with the Department of Planning and Cooperation, and the Department of Environmental and Social Impact Assessment of the Ministry of Natural Resource, Department of Forestry of Ministry of Agriculture and Forestry, IUCN, GIZ, Agrobiodiversity project. As a result, the project is able to contribute to the process of forestry law revision, national land policy development, EIA Decree revision, and PBSA development. The project supported the: Forestry Law Revision, the Provincial Biodiversity Strategy and Action Plan (PBSAP) development for Attapeu province, consultation workshops for National Land Use Policy development, the review of the EIA Decree through the hiring of a national consultant.

Project management: Administratively, the project website was finished and will be maintained under MONRE’s website when the project finishes. The project conducted its Inception Workshop (September 2011), Mid-term Review workshop (September 2012); the Annual Review Meeting (January 2013), and external terminal evaluation (June 2013) efficiently; and the Terminal Workshop is scheduled on August 14, 2013.

Main challenges in the implementation include: 1.The changes within government structure at the ministerial and departmental divisions 2.The delays from the submission of outputs of national consultant based on his TOR. 3. Unforeseen difficulties with forging partnerships with other agencies. But the project adapted strategic measures to adjust to the challenges.

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
OUTCOME 1: Key stakeholders in the three provinces are implementing and enforcing important components of the existing natural resource management legislation				
OUTPUT 1.1: An agreed set of priority natural resource management laws, regulations and/or articles and implemented				
Target1.1.1: Approved the review report and the local officers and communities able to implement natural resource law/regulation	Activity 1.1.1: Review the text of several national laws/regulations and determine/which laws, regulations and articles should be prioritized for implementation and enforcement in the selected provinces.		Completed: The review legislation framework was finalized in July 2013 and the printed Lao version was to be distributed during the Terminal Workshop Meeting in August 2013. The document summarizes and prioritizes natural resource management laws and national policies that link	Prolonged delays in the submission of this output from the national consultant were encountered by the project team but the Laos

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
<p>by using the review priority law as a guideline.</p> <p>Indicator 1.1.1: Available of review priority natural resource laws and regulation.</p> <p>Baseline 1.1.1: No priority natural resource laws related to Rio Convention needs to develop to guide implementation.</p>	<ul style="list-style-type: none"> • Determine, collect, review and analysis relevant laws, regulations, decree and related regulation report reviewed • Initiate implementation of the priority legislation • Organize consultation meetings • Final Reviewing report. • Publish the final reviewing report 		<p>to issues related to compliance to Rio Conventions (UNFCCC, UNCBD and UNCCD). The documents map out particular articles under each law and link them to particular convention. It also summarizes and addresses lessons learnt, challenges and issues for implementation and enforcement of natural resource laws in Laos. This document will serve as reference for national Rio convention focal points and interested organizations to guide them in addressing Rio Convention implementation in Laos.</p>	<p>version is finalized after participatory consultations were conducted among the TWG members. It will be distributed and will be passed on to other projects in existence for utilization.</p>
OUTPUT 1.2: A compliance strategy at provincial level				
<p>Target 1.2.1: Approved compliant strategy and provincial officers utilize the compliance strategy.</p> <p>Indicator 1.2.1: Available of compliance strategy that suitable for implementing at provincial.</p> <p>Baseline 1.2.1: Existing compliance strategy needs improvement.</p>	<p>Activity 1.2.1: Develop a compliance strategy for implementing in the provincial level.</p> <p>1.2.1.1: Organize 1st and 2nd consultation workshops to finalize the compliance strategy.</p> <p>1.2.1.2: Publish the compliance strategy.</p> <p>1.2.1.3 Contribute to national biodiversity strategy and action plan through contribute to development of provincial biodiversity development strategy and action plan</p>	219,626.04 USD	<p>Completed:</p> <p>After several participatory consultative meetings, the Compliance Strategy Report is finished and to be distributed during the project Terminal Workshop meeting in August 2013. The report prioritizes activities that should be considered and selected by relevant government agencies to support the implementation of natural resource legal framework and laws. Some of priority activities were selected to be implementing by the project team in collaboration and coordination with provincial, district authorities and villagers in the project target areas. For instance: producing material for awareness raising and conduct awareness raising and educate local people to aware climate change,</p>	<p>Prolonged delays in the submission of this output from the national consultant were encountered by the project team but the Laos version is finalized after participatory consultations were conducted among the TWG members. It will be distributed and will be passed on to other projects in existence for</p>

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
			biodiversity conservation, land degradation, and participatory land management, as well as implement community base natural resource management with focus on NTFP community forest management.	utilization.
OUTPUT 1.3: A package of operational tools and capacity built for local authorities and local communities				
<p>Target 1.3.1: Effective community forestry/aquatic and natural resources management in the three sites.</p> <p>Indicator: 1.3.1: Set of operational tools prepared and tested; Practical tools and quarterly progress report from three provinces, detail 2013 implementation plan.</p> <p>Baseline 1.3.1: Review and test of existing operational tools of other relevant project is needs. No community base forestry management plans for the target areas.</p>	<p>Activity 1.3.1: Collect, identify and test existing tools and upgrade the tools and make them operational for routine use</p> <p>1.3.1.1: Organize ToT to support testing tools at provincial level</p> <p>1.3.1.2 Testing tools in the fields (targets areas) through establishing and implementing community forestry and natural resource management. (Field visit to target communities to develop and finalize concept note, workplan of the community forest management; Consultation meeting to endorse the workplan an concept note; Initial implementation of the pilot projects)</p> <p>1.3.1.3: Baseline data development - Capacity assessment by using score card</p> <p>1.3.1.4: Testing tools assessment report.</p>		<p>Completed:</p> <p>Training of trainer manual; NTFP community forest management guideline finalized and printed to be distributed at the project terminal meeting. 2000 copies of Handbook laws, more than 12,000 posters in 13 series environmental management themes were printed, distributed and used by provincial, district authorities to educated and raise awareness in 48 villages in three provinces (Xienghoung, Attapue, Savannakhet provinces) on appropriated action for sustainable biodiversity conservation, climate change and land degradation managements.</p> <p>The provincial TWGs conducted the Consultation workshop on using tools operational for the village community level such as: Attapue, Savanakhet and Xiengkhouang Provinces have participated 3 times on the training on operational testing of the tools within the quarters 1, 2, & 3 in year 2012. The objectives are related to using the tools operational and workshop on testing tools.</p> <p>Scorecard for capacity building assessment was reviewed and questionnaire revised. Conducted the capacity development assessment and introduced baseline data development on Capacity assessment to many</p>	<p>The community forest management for Savannakhet was not able to implement due to unclear of the design workplan and concept note.</p>

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
			<p>counterparts during the project workshops.</p> <p>Finished field visits and provincial consultation workshops within three targets project area. For testing tools operational, feedback from village community.</p> <p>Three concept notes and workplans for each community forest management were developed. The community forestry and natural resources management plans saw two of the three pilot projects implemented in accordance with the workplans (scaled down version of the full proposals – Xiengkhoung and Attapue province) after they were submitted to the NCSAFU by the provincial offices. Two full proposals were submitted to Department of Planning and Cooperation of MONRE.</p> <p>Completed the Joint DPC and NCSAFU project workshop to build capacities of provincial authorities to implement natural resource legislations, on 7-8 May 2013, Vangvieng District, Vientiane Province. 17 provinces from the whole country joined this workshop for the first time, which was attended by and 101 participants, 91 trainees and several resources persons.</p>	
<p>Target 1.3.2: Approved PBSAP</p> <p>Indicator 1.3.2: Provincial consultation workshop on PBSAP and baseline data.</p>	<p>Activity 1.3.2: Develop the operational tools to fit the provincial, district and communities context</p> <p>1.3.2.1: Update and upgrade existing tools and/or develop new tools</p> <p>1.3.2.3: field visit to target an areas and organize workshops on draft</p>		<p>Completed:</p> <p>Implemented as part of activity 1.3.1 above.</p> <p>Partnership with IUCN to develop the provincial biodiversity strategy and action plan (PBSAP) for Attapue province, with leadership of the IUCN and respective the government agencies, the PBSAP was finalized and approved by the provincial governor.</p>	<p>MAF will do the training on using the handbook in Q1 of 2013.</p> <p>Local government was delayed in providing their final feedback to the final draft of the PBSAP</p>

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
Baseline1.3.2: Development of the PBSAP needs.	upgrade/ development tools for operational use 1.3.2.4: Finalize tools development 1.3.2.5: Publish and distribute final tools for operational use.			
Target: Capacity built to implement and enforcement legal framework at provincial. Indicator: Number of training workshops and its reports and number of trainees participated in the training Baseline: Zero	Activity 1.3.3: Organize Training of Trainer (ToT) on using compliance strategy and using operational tools in three-target area. 1.3.3.1: TOR and recruitment a national consultant on TOT 1.3.3.2: Materials development and delivery ToT course to local agencies and communities in target area 1.3.3.2: Assess training impact.		Completed: Implemented as part of activity 1.3.1 above.	
OUTPUT 1.4: Document of the impacts of the tools and compliance across the project sites				
Target 1.4.1-1.4.2: Application of the tools by local communities and local authority. Indicator 1.1.4.1-1.4.2: Respondent in national confirms that operational tools applicable and used thought Pilot project established and participants in the three project sites confirm that	Activity 1.4.1: Initial planning for application of the tools, regulations and implementation across the three sites. 1.4.1.1: Engage a national consultant and international expert through VSO 1.4.1.2: Community regulations formulated for forestry/aquatic resources management. 1.4.1.3 Village land zoning (land conservation management) regulation and plan development. 1.4.1.4: Land quality improvement		Completed: Implemented as part of activity 1.3.1 above. Completed initial planning for application of the tools, legal /regulations and implementing across the three targets project sites. The TWGs team provincial level together with communities, selected the communities for village land zoning: (1) Attapeu province selected Xaysettha District, two villages such as Kongxaisy and Khanmakkong Village, (2) Savannakhet Province selected Outhomphone District, Nasanoth village, (3) Xiengkhouang Province selected Kham District.	

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
<p>operational tools were applicable and used.</p> <p>Baseline 1.4.1-1.4.2: 0</p>	<p>through bio-compost planning.</p> <p>1.4.1.5: Awareness raising on sustainable use of natural resources and environment conservation.</p> <p>1.4.1.6 Monitoring.</p>		<p>Engaged an international expert who was on board since June 2012 to assist the project and all activities as required.</p> <p>Awareness raising: Extended budget support for printing t-shirts during a community fishing ceremony and wildlife conservation event in Vientiane province. Printed t-shirts and calendars with project logo and activity photos for distribution during national consultation meeting.</p> <p>The project produced 2013 calendar, T-shirt and jackets to support World Environment Day, and National Biodiversity Conservation Day.</p> <p>Monitoring: Completed Final draft of the Monitoring Capacity Assessment Report using the GEF scorecards.</p>	
	<p>Activity 1.4.2: Document the impacts of the tools on compliance across the project sites</p> <p>1.4.2.1: Drafting of a TOR and recruitment of a national consultant.</p> <p>1.4.2.2: Assess training impact and capacity development situation (survey)</p> <p>1.4.2.3: Organize consultation and study tour for villagers to identify and share lesson learn among them</p> <p>1.4.2.4: Communities Study tour for Villager (target 10 persons, 10 days per trip for 3 provinces).</p>		<p>Completed:</p> <p>Conducted the concept note of study tour and completed field study tour from 19-26 August 2012 attended by various participants. Feedback mechanism monitored results of the study tour.</p> <p>Lessons-learnt workshop completed, and results were presented during the NCSAFU Project Coordination Meeting from 19-20 September 2012.</p> <p>Community-based resource management plans have been discussed within provincial and district level and submitted to the NCSAFU project team for development into project proposals building capacity of local</p>	<p>2013 Q1 (Jan-March) will prioritize development of concept notes to meet the deadline of the UNDP-SGP</p>

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
			authorities for resource management.	
OUTCOME 2: National level stakeholders have the capacity to implement and enforce natural resources legislation and in particular are able to support all provinces in Lao PDR with legislation implementation				
OUTPUT 2.1: An agreed set of priority laws, regulations and/or articles, that are best addressed at National level				
<p>Target1: Approved review report (Lao and English version)</p> <p>Indicator 1: Confidence of national stakeholders of own ability to implement laws.</p> <p>Baseline 1: the review report in not yet publish (Lao and English) Scorecard rating requires.</p>	<p>Activity 2.1.1: Review the text of several national laws/regulations and determine/which laws, regulations that are the best addressed at the national level.</p> <p>- Finalize the report and translate to English, and publish the report.</p>	182,512.33 USD	<p>Completed: Implemented as part of activity 1.3.1 above.</p> <p>Lao version finalized and will be distributed during the project Terminal Workshop on August 12, 2013.</p>	
OUTPUT 2.2: A compliance strategy at National level				
<p>Target 2.2.1: National officers utilize the compliance strategy.</p> <p>Indicator 2.2.1: Available of compliance strategy that suitable for implementing at national level.</p> <p>Baseline2.2.1: Existing compliance strategy needs improvement</p>	<p>Activity 2.2.1: Develop a compliance strategy for national level (methodology)</p> <p>2.2.1.1: Draft the report.</p> <p>2.2.1.2: Organize consultation workshops on draft report to finalize the compliance strategy for national level.</p> <p>2.2.1.3: Publish the compliance strategy.</p> <p>2.2.1.4: Baseline assessment (survey).</p>		<p>Completed: Implemented as part of activity 1.2.1 above.</p> <p>Conducted National Consultation Workshop on 15 March 2012 at Napakhouang, Thalad, Vientiane Province to discuss on Final Draft Compliance Strategy Report, to gather comments and recommendations from participants.</p> <p>Completed the Compliance Strategy Report and the Laos version is being printed and will be distributed during the project Terminal Workshop Meeting in August 2013.</p>	Reason for delay of printing and publication is that the process involved many steps such as primarily, the delay in submission of the final report itself, with unfinished chapters being awaited. Also getting the understanding of local authorities to review existing chapters took a while, and therefore taken into consideration during translation.

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
OUTPUT 2.3: A package of operational tools at National level				
<p>Target 2.3.1: Project website and law database online.</p> <p>Indicator 2.3.1: Website and database.</p> <p>Baseline 2.3.1: not website and database</p>	<p>Activity 2.3.1: Database development.</p> <p>2.3.1.1: TOR and recruitment of a national consultant to support database development</p> <p>2.3.1.2: Communication materials and press development</p> <p>2.3.1.3: Website development</p>		<p>Partially completed:</p> <p>NCSAFU mentioned in the UNDP website http://www.la.undp.org/content/la.pdr/en/home/operations/projects/environment_and_energy/natural_resources_legislation.html</p> <p>NCSAFU project website and design is completed and is online: www.ncsafulao.com. The first training of NCSAFU team (5 participants: 3 from NCSAFU + 2 technical staff from DFRM) on how to maintain the website was accomplished (May 2013)</p> <p>Database was developed but not well systematic and operational.</p>	<p>Needs to link the project website to MONRE to ensure sustainability of the website once project finished. The administrative process takes longer time to approve this.</p>
<p>Target 2.3.2: Capacity built to implement and enforcement legal framework at national level</p> <p>Indicator 2.3.2: Number of training provided and number of people got trained</p> <p>Baseline 2.3.2: Project not yet provides any trainings to government officers</p>	<p>Activity 2.3.2: Organize Training of Trainer (ToT) on using compliance strategy guidelines and using operational tools in central level.</p> <p>2.3.2.1: Deliver training course to related line ministries in Vientiane</p> <p>2.3.2.2: Assess training impact</p>		<p>Completed:</p> <p>Implemented as part of activity 1.2.1 above.</p> <p>Completed Training of Trainer (TOTs) for tools operational and Draft Completed Strategy within central level. For the training course related to line ministries in Vientiane Capital which 5 Training of trainer workshop were organized for provincial authorities and also invited national counterparts to participate in 2 training of trainer workshops that organized at the central level.</p> <p>Training evaluation was done to assessment the impact.</p>	<p>Delayed submission of report from the National Consultant.</p>
<p>Target 2.3.3: National officers utilize the</p>	<p>Activity 2.3.3: Development and improvement the operational tools</p>		<p>Partially Completed:</p> <p>Inclusion of the introduction and the use of the</p>	

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
<p>operational tools</p> <p>Indicator 2.3.3: Set of operational tools</p> <p>Baseline 2.3.3: Existing operational tools of other relevant projects needs revised and upgraded</p>	<p>for monitoring and evaluation, and promote the use of tools</p> <ul style="list-style-type: none"> - Partnership with government and other projects to further develop operational tools. - Assess application of communication and awareness materials 		<p>operational tools within the proposed Joint DPC-NCSAFU workshop with environmental authorities were accomplished.</p> <p>Coordination activities led to a proposed Joint DPC-NCSAFU Workshop that strengthens partnership and aims to accomplish building capacity of authorities in natural resource legislation and implementation. The Joint DPC-NCSAFU workshop was able to distribute and pilot test the utilization of communication tools such as posters and the Handbook of Laws from the national level to the provincial level participants. During this nationwide workshop, the provincial level participants was able to send their feedback and questions to national level authorities about various issues they face, such as funding and how to access fund and how to write annual development plans. The central government was also able to share methodologies on how to access the central funds /budget to support the province’s annual projects, and how to write annual development plans. They also able to share tool(such as steps for establishment of community forestry, lessons learned for community-based natural resource management, how to implement environmental legislations with the assistance of the Handbook of Laws)with the representatives of the 17 provinces.</p> <ul style="list-style-type: none"> - The tool on NTFP sustainable utilization for community forestry is being edited for publication - The Capacity assessment, Phase 2 was started with the 	

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
			distribution of questionnaires during the DPC-NCSAFU Joint Workshop (May 7 2013). The raw data was processed through SPSS (May 2013) and results analysed into a Final Capacity Assessment Report to be distributed at the project Terminal Workshop.	
OUTPUT 2.4: Document of the impacts of the tools compliance across the project site				
<p>Target 2.4.1: Report of the document impact of the tools by the end of the project.</p> <p>Indicator 2.4.1: Respondent in the national level confirms that operational tools are applicable and used.</p> <p>Baseline 2.4.1: Assessment of usefulness of tools is needed.</p>	<p>Activity 2.4.1: Document the impacts of the tools and compliance strategy</p> <p>2.4.1.1: Fro TOR and recruitment a national consultant</p> <p>2.4.1.2: Training impact assessment</p> <p>2.4.1.3: Lesson learns and assessment impacts report.</p> <p>2.4.1.4: conduct external project evacuation</p>		<p>Completed: Implemented as part of activity 1.3.1 above.</p> <p>A monitoring visit was conducted on 17-18 June 2013 to Xiengkhoung Province to monitor progress of the pilot project utilizing a monitoring framework from the project proposal. The project is found to be progressing well, ahead of expected targets, and the provincial and district officials are working well to implement the project.</p> <p>On 19-21 June 2013a visit was conducted to Attapeu Province to monitor progress of the pilot project utilizing a monitoring framework from the project proposal. The project is found to be progressing well, ahead of expected targets. Community forestry rule was officially approved by the district governor. The rules are effectively being implemented by villagers.</p> <p>Completed document the impacts and capacity to use some Specific Tools Operational as such Handbook laws on Agriculture and Forest.</p> <p>Completed project external terminal evaluation mission and reports Is about to be finalized.</p>	
Target 2.4.2: Level of	Activity 2.4.2: Capacity building on		Completed:	The Joint DPC-NCSAFU

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
<p>confidence in implementation, legislation, operational tools increase and knowledge on implementation increase.</p> <p>Indicator 2.4.2: M&E score card report; Report on participatory forestry and natural resources management proceeding;</p> <p>Baseline2.4.2: First lessons learn report; First score card assessment report.</p>	<p>implementation of tools</p> <ul style="list-style-type: none"> - Training, awareness campaign. - Identify and address lessons learnt from 2012 implementation and promote knowledge network. - Conduct participatory monitoring to evaluate capacity building by using score card. 		<p>All the tools were finalized for publication into useful formats and were pilot tested among environmental authorities during the Joint DPC-NCSAFU workshop May 2013.</p> <p>Scorecard assessment of capacities of authorities was reformulated, re-administered and final report being finalized.</p> <p>Pilot projects in two provinces were monitored by the project team and found to be progressing well and ahead of some items in the work-plan. A monitoring instrument was created based on the crafted concept notes/project proposals.</p>	<p>workshop was postponed from March to May due to unavailability of top official from DPC.</p>
<p>OUTCOME 3: Legislation and policy with regards to the Rio Conventions in Lao PDR is more suitable to the national situation and more comprehensive</p>				
<p>OUTPUT 3: The existing Environmental Protection Law and regulations with regards to Environmental Impact Assessment will be revised</p>				
<p>Target 3.1.1: Approval of annual district and provincial development plan;</p> <p>Indicator 3.1 .1: District and provincial annual development plan un-cooperated biodiversity, climate change and land degradation issues.</p>	<p>Activity 3.1.1: Provide technical support to the integrated Rio Convention into the annual district and/or provincial development planning.</p>	<p>13,295.56 USD</p>	<p>Achieved:</p> <p>Collaborated with the Department of Planning and Cooperation (DPC), MoNRE allowed for mainstreaming of environmental management in its planning and investment procedures.</p> <p>A proposal between DPC and NCSAFU had been made to conduct trainings on relevant Rio Conventions for its environmental planning units. The workshop was successfully conducted in May 2013.</p>	<p>This activities cooperated and using budget from activities 2.</p>

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
<p>Baseline 3.1.1: Last year annual sectoral development plan.</p>				
<p>Target 3.1.2-3.1.3: Draft revised and amendment to national legislation reflects the findings and recommendations of this project for biodiversity conservation, climate change adaptation and land degradation</p> <p>Indicator 3.1.2-3.1.3: List of proposed decree and guideline should be amendment by related line ministries</p> <p>Baseline 3.1.2-3.1.3: zero.</p>	<p>Activity 3.1.2: Provide technical support to integrate Rio Convention into the sectoral planning, policies, guidelines and decrees.</p>		<p>Partially achieved: Completed the Final PBSAP report from IUCN, which the project lent budgetary support to.</p> <p>Collaborated with the Department of ESIA, MoNRE to support the National Consultant tasked to review the draft EIA Decree.</p> <p>Cooperated with the Department of Forest (DOF), MAF to support the National Consultation on the revision of the Forestry Law and supported publication costs.</p>	
	<p>Activity 3.1.3: Provide technical and research support at the national and provincial level for the insertion of environmental considerations into planning process.</p>		<p>Partially achieved: Worked closely with line ministries (Department of ESIA, MAF and Department of Planning and Cooperation, MoNRE and NGOs (IUCN and etc.) to review and identify areas of improvement in decree/ guideline for mitigating any conflict.</p> <p>Department of ESIA: NCSAFU supported the National Consultant to Review Decree of EIA following ESIA comments and discussions</p>	

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
			<p>Two consultation workshop to discuss a draft National Land Policy Management was organized in Thalath, Vientiane Province, November 14-16, 2012 and to review and develop Final Draft National Land Policy Management focus on Technical review.</p> <p>The project attended a meeting on NBSAP 2020 and Action Plan to 2015 meeting for Reviewing the Final Draft of the NBSAP report, Mercure Hotel on 13 December 2012.</p>	
<p>Target 3.2: Recommendation to amend EIA decree accepted and approved by government; Approved a National land policy;</p> <p>Target 3.2: Environment authorities are aware of creating annual development plans/investment plans and how to secure funding for projects in line with Rio Conventions</p> <p>Indicator 3.2: Draft amendment EIA Decree,</p>	<p>Activity 3.2.: Provide technical support to integrate Rio Convention into the sectoral planning, policies, guidelines and decrees.</p> <ul style="list-style-type: none"> - Follow up and monitor the work of the National Consultant for the Review of the EIA decree - Joint Workshop will brief participants on planning policies and funding guidelines that will equip them with increased level of capacity to plan and implement Rio Convention themed projects on the ground level; - Creation of Action Plan on how to monitor increased capacities to plan and implement proposed projects under NRM sector of the DPC and MONRE; 		<p>Partially achieved:</p> <p>The ownership and leadership in reviewing the EIA Decree is dependent on the Department of Social and Environmental Impact Assessment. The project recruited a national consultant to conduct gap analysis and provide recommendations for possible change. The further process in drafting the new EIA Decree and finalization for approval is under responsibility of the DESIA. The EIA Decree revision proceeded in accordance with the workplan submitted by the hired National Consultant. Several meetings took place involving the active participation and monitoring of the process by NCSAFU: April 1 met for case presentation of the EIA Decree; April 8 meeting for discussion on the scope of the EIA Decree Review; May 31st meeting took place to show the progress of the National Consultant's gap analysis report with stakeholders. An Inception Report was also sent to NCSAFU team, UNDP and stakeholders for comments on April 2013. The follow up meeting was also organized, the</p>	

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
<p>draft national land use policy.</p> <p>Indicator 3.3: Dept. Planning Annual work-plan 2012/2013 or 2013/2014 approved.</p> <p>Baseline 3.3: Existing EIA decree; No national land policy; 2011/2012 work-plan</p> <p>Baseline 3.3: DPC and Provincial level Annual work-plan 2012/2013</p>	<p>- Continue Gap Analysis of Legal Framework Report through continued gathering of more updated data;</p>		<p>meeting has agreed on the structure of the new EIA decree. The new structure will combine two decree together (EIA decree and resettlement decree). It is envisioned that the results/outputs of this activity will be taken up during the National Assembly meeting in November 2013 in ESIA Final Draft.</p> <p>NCSAFU's proposal to DPC to use as a monitoring tool on capacity assessment the scorecard baseline data, questionnaire and methodology will be discussed during the Terminal Workshop. DFRM will also discuss the maintenance of the NCSAFU database and capacity building monitoring/scorecard format under the leadership of the DFRM.</p> <p>-During the Joint DPC-NCSAFU joint nationwide workshop, the Rio Conventions were discussed and their relations to national legislations and policy guidelines.</p>	
<p>OUTCOME4: Project Management and Communication</p>				
<p>OUTPUT 4: Effective Project Management and Institutional Arrangements</p>				
<p>Target 4.1: Periodic progress report and advance settlement, and annual report</p> <p>Indicator 1: Progress report and all financial Forms submitted to UNDP onetime with acceptable quality</p> <p>Baseline 1: Progress reports and all financial</p>	<p>Activity 4.1: Maintaining quality of office and administration management</p>		<p>Achieved:</p> <p>Qualify Project staff were required and implement day-to-day operation and maintain coordination with counterparts.</p>	

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
<p>forms have to submit to UNDP by first week of next quarter in the year.</p> <p>Target 2: Approve project extension to August 2013</p> <p>Indicator 2: approved letter</p> <p>Baseline 2: approval letter needs to prepare.</p>				
	<p>Activity 4.2: Conducted project monthly meeting/annual review report.</p>	<p>39,368.42 USD</p>	<p>Achieved:</p> <p>The project team’s regular monthly meeting with UNDP CO has been organized to update the progress of work of TWGs. The Monthly meeting organized were held on:</p> <ul style="list-style-type: none"> - 26 Jan. 2012 - 10 Feb. 2012 - 12 Mar. 2012 - 06 Apr. 2012 - 07 May 2012 - 04 Jun. 2012 - 02 Jul. 2012 - 06 Aug. 2012 - 03 Sep. 2012 - 08 Oct. 2012 - 12 Nov. 2012 - 27 Dec. 2012 - 10 Jan. 2013 - 5 Feb. 2013 - 18 Mar. 2013 - 28 Mar. 2013 (Apr.) - 29 Apr. 2013 (May) 	

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
			<ul style="list-style-type: none"> - 10 Jun. 2013 - 2 Jul. 2013 <p>Inception Meeting on 29 September 2011 Mid-Term Review Meeting on 29 Sep. 2012 Annual Review Meeting on 15 Jan. 2012 Terminal Project Meeting on 14 Aug 2013</p>	
	<p>Activity 4.3: Engage a national consultant and international expert through VSO support the project.</p>		<p><u>Completed:</u> Draft TOR was created for the National Consultant, and he was hired and started working from 10th Oct. 2011 until 9September 2012.</p> <p>International Expert through VSO-CUSO started working on 05 June 2012, to assist the project team until August 2013</p>	
	<p>Action 4.4: Support UNDP to conduct a project auditing.</p>		<p>Completed all necessary supporting document related to financial auditing during 28-29 Feb. 2012</p> <p>Audit Report was finished on 14 May 2012.</p>	
	<p>Action 4.5: Prepare project progress report and terminal report</p>		<p><u>Completed:</u> On 10th Jan. 2012 submitted Annual Project Report 2011 and Q1 WP and Procurement plan of 2012 to UNDP CO.</p> <p>Before 10th Apr. 2012 submitted Q1 progress project report, ICE, Q2 Work-plan.</p> <p>On 10th Jul. 2012 submitted Q2 progress report, ICE and Q3 work plan,</p> <p>On 10th Sep. 2012 submitted Q3 progress report, ICE, and</p>	

Expected outputs, indicators, baseline, and project targets	Key activities completed during reporting period	Expenditures	Progress towards achieving outputs and targets achieved against indicators	Reasons if progress below target and response strategies
			<p>Q4 work-plan</p> <p>On 10 January 2013, the project has been submitted the 4th Project progress report on quarterly during October – December 2012 and 1st quarter work-plan of 2013 included budget plan (ICE) to UNDP office dateline for submitted on 10 January 2013.</p>	
<p>Target 2: Project performance evaluation report available by end of July 2013.</p> <p>Indicator 2: Evaluation report</p> <p>Baseline 2: 0</p> <p>Baseline 2: approval letter needs to prepare</p>			<p>Completed:</p> <p>Prepare information to support project evaluator during 03 June – 14 July 2013 (Technical and Financial reports);</p> <p>.</p> <p>--Draft project evaluation was analyzed and discussed.</p> <p>--Final project permanence evaluation report is expected at the end of July 2013.</p>	
	<p>Total Payment from IPOA:</p> <p>UNDP support Service/direct payment</p> <p>Grand Total Approx:</p>	<p>454,802.35 USD</p> <p>52,672.00 USD</p> <p>507,474.35 USD</p>		

2. Contribution to aid effectiveness-Update on implementation of the Vientiane Declaration and its Action Plan

The project, under the Direction of Department of Forestry Resource and Management, took into consideration alignment with the Vientiane Declaration, national ownership and accountability. The project activities are aligned with the government policies such as National Social Economic Development Plan, 2nd NBSAP, UNDAF, and MDG goals and also the priority of DFRM in managing sustainable use of natural resources.

Alignment: the project ensured that it translated the 7th NSEDP into implementation through consultation process and working with agencies such as MAF, DPC under MONRE, IUCN, to promote sustainable natural resource management. Through working with DPC/MONRE, the project has identified areas to strengthen natural resource managers' knowledge on Rio conventions and proposal development by using PCAP form of the government, through integrating community natural resource and community forest management in their sectoral annual development plan. Through working with MAF, information on legislations affecting forestry and agriculture were disseminated. Through working with IUCN, provincial biodiversity strategic action plans were in line with the country's sustainable development plans. By supporting the DESIA, the project was able to assist with aligning the EIA Decree to the 7th NSEDP.

Ownership: the project took the leadership and ownership to develop a concept note and proposal development for the community forest management and fully implemented the scaled down proposals.

Accountability: The day-to-day operational of the project is fully compliance with the NIM policy. Regular monthly meeting and progress reports, settlement have been prepared and organized to ensure accountability to the donors and senior government officers. Concrete steps were undertaken to ensure that the project is mainstreamed and adopted into the DFRM infrastructure after the end of the project.

3. Update on partnerships

Collaboration with

- 1) Ministry of Agriculture and Forestry for the publication of the Handbook of Laws (4 laws on the environment); MAF also provided assistance in the distribution and the pilot-testing of the utilization of the Handbook by 17 provinces during the Joint workshop with DPC (May 2013);
- 2) Department of ESIA by monitoring progress of the National Consultant in reviewing the EIA Decree, and
- 3) With NGOs such as IUCN which the project supported in the development of the Provincial Biodiversity Strategic Action Plan (PBSAP) to participate in workshops and information dissemination and other foreign assisted projects like SUFORD for participation in the workshop, and during the field study tour.
- 4) Department of Planning and Cooperation (DPC) for mainstreaming the Rio Convention in national environmental planning.
- 5) Technical working group at national, provincial, district and village levels were successfully formulate and functions. Active participation is very high at the provincial, district and village levels. They have high ownership in testing NCSAFU's operational tools such as apply posters for awareness rising and the NTFP community forest management to establish and implement the community forest management in target village is Xienkhong and Attapue provinces.

6) The field study visit saw partnerships with WWF, WCS, SGP, SUFORD and GIZ.

7) Project board members and TWG partners are below:

National Level: form project board

1. Mr. Khamphanh Nanthavong, Director of DFRM - Leader
2. Ms. Kyoko Yokosuka, Deputy Resident Representative - Member
3. Mr. Bouaphanh Phanhtavong, Deputy Director of DFRM - Member (UNCBD)
4. Mr. Syamphone Sengchanhdala, Director of Climate Change Division - Member (UNFCCC)
5. Mr. Win Phengdouang, Deputy of Land Management and Development - Member (UNCCD)

4. Update on gender mainstreaming

The project was staffed with 3 women (APM, TA, Accountant) and 2 men (Project Director and PM) TWGs membership strived for increased participation of women members. Reviewing legal framework has considered gender issues such as consideration of how particular laws/regulations will be impacted to livelihood of women and men, especially women poor in the target areas. The project ensured project designs (field study tour, project proposals and conceptualization, attendance to workshops and trainings) are suitable for women's group.

5. Update on audit recommendations

All Audit recommendation have been followed and sleeved on monthly basic.

Financial Management:

- The project submits the FACE form on a timely basis.
- The project should submit the AWP on time..
- All DSA must only be disbursed to the intended recipient, and not to his or her representative.
- Date, voucher and reference numbers in the supporting documents transactions are kept in the original form and not edited.

Asset Management:

- Property tags affixed to all assets and equipment bear property tag numbers that are duly reflected in the fixed assets register.

Procurement:

The project strict comply with the procurement policies and three quotations from different suppliers be obtained to ensure value for money in observed for any expenditure made.

6. List main challenges and issues (if any) faced during reporting period

- The project board was only formed at the last 8 months of the project due to the governmental restructuring of two ministries. This bureaucratic change also led to a lot of delays in the project including document signing, procurements, and leadership issues, etc.
- The delivery of outputs (Policy Review and Compliance Strategies and Trainer's Manual) of the national consultant was extremely delayed despite administrative measures. The project had to resort to adaptive strategies to utilize parts of the outputs for consultation and move on with target activities, which were still successfully executed. The NCSA follow Up is a small project with very ambitious targets (legislative changes and reporting of legal infractions) and that the way forward

was to improve existing tools and to collaborate closely with other line Ministries.

- One of the most challenging issue is to improve progress of project activities and to come up with practical activities and appropriate result framework that fits with current national and provincial development situation.
- Other challenging issue is on maintaining and improving a good project planning and coordination with other initiative project, TWGs in central, provincial, and District and village levels.
- Partnerships with other departments can be difficult at first, but finding common grounds is also possible.
- Laos's holidays can sometimes pose delays.
- The amount of documents to be published in Laos and English showed unforeseen cost of translation, and professional editing work is highly recommended.

Response strategy:

- NCSAFU closely consulted and communicated with UNDP and key stakeholders for updates on ministerial changes. The project monitored the process in order to solve pending issues faced by priority activities such as the study visit for village community at the project sites, which faced challenges such as rainy season and harvest season.
- Project team tried to enforce deadlines with assistance from UNDP for these outputs for initial review. "Back to Office Reports" or Mission Reports were also enforced after field work that illustrate how the field work is contributing towards achieving quarterly targets that in turn, contribute towards the project's major outputs.
- The project is small and unfinished setup for the composition of the project board due to changes of personnel assigned with knowledge of the project; challenges in communication for clear project planning with TWGs in the central and provincial level. The delay in project extension preparation may impact the ongoing activities of the project. The changes within government structure ministerial and departmental divisions presented a challenge for smooth flow of project activities.

7. Rating on progress towards results

Output:[From table 1. Contribution to Strategic Goals]		
Output 1: Key stakeholder in the three provinces are implementing and enforcing important components of the existing natural resource management legislation	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Positive change Negative change Unchanged
Output 2: National level stakeholder have the capacity to implement and enforce natural resource legislation and in particular, are able to support all provinces in Lao PDR With legislation implementation and enforcement.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Positive change Negative change Unchanged
Output 3: legislation and policy with regards to the Rio Conventions in Lao PDR are more suitable to the national situation and more comprehensive in nature.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Positive change Negative change Unchanged
Output 4: Effective management and institutional arrangement for the project implementation.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Positive change Negative change Unchanged

IV. ADDITIONAL ACTIVITIES WHICH CONTRIBUTE TO THE OUTCOME AND/OR OUTPUTS

- Support DRFM related to Reviewing the Forestry Law;
- Support Cabinet of MAF to develop guideline Handbook for knowledge and enforcement laws, regulations and decree to protect natural resources management;
- Continue to support Department of ESIA to Finalise review EIA Decree by National Consultant;
- Supporting the National Land Policy Development Consultation Workshop led by the Ministry of Natural Resource and Environment, and the National Assembly;
- Support DPC for mainstreaming environment into its planning and investment process.

V. FUTURE WORK PLAN

Conduct the project Terminal workshop meeting where 1) the project evaluation results will be discussed; 2) agree on mainstreaming the project outputs into the DRFM infrastructure 3) reach out to similar projects from different funding stream that can continue the pilot projects and other project outcomes.

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

1. Result framework for M&E has been changed through consultation with stakeholders in the Inception Workshop.
2. Conduct of special meetings to discuss particular issues such as pressing issues that need resolutions in the areas of partnerships, procurement of national consultants, participation in special events like National Environment Day and supporting MONRE, requests from the National Assembly. These meetings were conducted in participatory manner that include consultation on what the government protocols should be followed and the best way to show support.
3. Targets for the 2013 workplan were revised to reflect realistic progress of the project reflecting the outcomes.

3. Estimated total budget at the end of the project: 507,474.35¹ USD

VI. ANNEXES

1. Annex 1: Combined Delivery Report
2. Annex 2: Draft Work plan 2013
3. Annex 3: Project risk Log
4. Annex 4: Project issues log
5. Annex 5: Lessons learned log
6. Annex 6: Initial Monitoring and Communication Plan
7. Annex 7: Back to Office Report From Each Mission
8. Annex 8: Spot check report

¹ This budget/expenditure of the project was available on 14 August 2013.

PREPARED BY

Project Manager:

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Mr. Lamphanh Kommadam.

Director, Division of Forestry Resource Conservation

APPROVED BY

Project National Director:

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Director of Department of Forest Resource Management

Date:

Annex 1: Combined Delivery Report for 2011-2013

Annex 2: Work-plan

Annex 3: OFFLINE RISK LOG

Project Title: Meeting the Primary Obligations of the Rio Convention through Strengthening Capacity to Implement Natural Resources Legislation (NCSAFU)	Award ID: 00047700	Date: 30 August 2010 – 30 August 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	When was the risk first identified	Environmental Financial Operational Organizational Political Regulatory Strategic Other	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 =	What actions have been taken/will be taken to counter this risk	Who has been appointed to keep an eye on this risk	Who submitted the risk	When was the status of the risk last checked	e.g. dead, reducing, increasing, no change
1	In planning for the activity of study tour for stakeholders to learn best practice scenario, there is the risk of not being able to conduct the activity due to uncertainty of weather patterns. If it is too rainy, some of the identified sites for visiting will be impassable.	During the planning stage of the activity for exchange field visit	Environmental	I = 5	Constant monitoring with key informants and partners on the field and adjusting the programme for the field study visit based on weather updates and road conditions Programme adjusted to avoid muddy/rainy/impassable areas	National Consultant	National Consultant	28/Aug/12 Right before the start of the project activity	Increasing
2	Uncertainty of the passing of the EIA decree, as the	29/May/2012	Political / Strategy	The potential impact of this risk to the project is that the EIA decree is	The project should collaborate closely with ESIA Department, and	ESIA/PM	UNDP/PM	25/Jun./2012	Ongoing

	project assists the ESIA Department to Review the existing EIA Decree			not yet passed and is subject to the National Assembly procedure which could take an uncertain amount of time. Because of the uncertainty, the project might end in 2013, with the task of assisting the ESIA department, without having the decree passed into motion. P = 3 I = 3	continue the review of the proposed EIA decree, even if it is still not passed within the General Assembly				
3	Change in Laos government : restructuring on line ministries	15/Jan./2012	Political and Governance	The uncertainty of exact line ministry where the project falls (from MAF to MONRE) under bears impact on unclear mandates, especially with provincial and district level partnership. This risk also bears impact on administrative matters such as decisions and signatories that slow down the progress of project activities. P=3 I=4	Constant monitoring with relevant government ministries and flexibility to adapt to changes	UNDP/PM	UNDP/PM	30/Mar./2012	Ongoing: not finished

4	Weather patterns/rainy season, floods and bad road conditions	1 June 2012	Environmental and Operational	Environmental conditions pose a risk to the smooth flow of field work for testing tools and other activities, such as the scheduled field study tour P = 3 I = 3	Project	UNDP/PM	UNDP/PM	30/Jun./2012	Reducing
5	Project Management Member, APM will stop his contract in February 2012 due to his intake for NZAS scholarship	05 November 2011	Operational and Strategy	This will severely impact the delivery of the project outputs and in term of coordination P = 3 I = 3	The project and UNDP needs to recruit new APM to replace him before 2012.	UNDP/PM	UNDP/PM	30 Dec 2011	Reducing
6	Collaboration with another separate agency for a joint workshop, whom NCSAFU has no previous working experience with	Q4 2012	Organizational	3	Clear delineation of roles for the conduct of the workshop were identified. Purpose of the activity was clarified. Agenda for both parties were laid out.	Phet	Dada	May 2013	Reduced
7	Risk of delays in project activities such as field visit and national workshop due to accounting issues	Q1 2013 (January 2013)	Financial	5	Clarification on accounting procedures and adherence to the guidelines	Phet	Mek	January 2013	Risk averted
8	Risk of low attendance in the workshop due to delayed invitations	April 2013	Organizational	Enter impact on a scale from 1 (low) to 5 (high) I = 4	Continuous follow up to ensure efficient communication	DFRM/APM	APM	May 2013	Risk was averted. There was a high

	due to various signatures needed.								participation .
9	Risk of not completing the pilot projects workplan due to limited time	March 2013	Organizational	5	Scaling down the project proposal to realistic deliveries	DFRM/APM	APM	June 2013	Risk is reduced due to progress made in advance by the provincial team; and more realistic approaches to the project

Annex 4: OFFLINE ISSUES LOG

Project Title: Meeting the Primary Obligations of the Rio Convention through Strengthening Capacity to Implement Natural Resources Legislation (NCSA)	Award ID: 00047700	Date: 30 August 2010 – 30 August 2013
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#	Description	Date Identified	Type	Impact & Priority	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	EIA Decree Review: the legislative process to change the law is going to be lengthy and beyond the project timeline although the National Consultant's last target delivery coincides with the project terminal date.	March 2013	Political	Priority: 2	Continuous monitoring so realistic outputs are delivered	PM/APM	PM/APM	June 2013	Ongoing issue
2	DESIA, as a department, has undergone numerous changes in leadership which affected the progress of the activity.	March 2013	Organizational	Priority: 3	Continuous collaboration and close working DESIA	APM	APM	June 2013	Ongoing issue
3	EIA Review Report, First Draft, has experienced delay due to the need to clarify the perimeters of the report based on stakeholders' comments.	March 2013	Organizational	Priority: 4	Continuous monitoring of the progress of the National Consultant; and adaptive strategies to deal with the delay	APM	APM	June 2013	Ongoing issue

4	Collaboration with another department under the same Ministry sometimes involved issues and challenges that initially foreseen, such as transparency, establishment of common objectives for an activity, and finding a mutually agreed on activity that reflects the mandates of both parties.	November 2012	Other: Finding common grounds	5	Continuous communication between parties and careful articulation of objectives and goals for the activity and delineation of roles	Phet	Phet	March 2013	Solved
5	Unforeseen financial accounting guidelines	January 2013	Problem causing delays	5	Clarification with UNDP financial accounting guidelines and adherence to it	Mek	Mek	January 2013	Solved
6	Slow process for provincial authorities to survey baseline data causing delay in reporting and submission of workplan for funding	January 2013	Problem causing delays	3	Closer follow up and monitoring	Phet	Phet	February 2013	Solved

7	It was a challenge to learn the formats for UNDP TORs and procurement processes that the project needs to move forward with its targets	Oct 2012	Operational	The project team spent a lot of time crafting different TORs for different services that the project urgently needs. This created some delay. Priority: 2	Project team kept liaising with UNDP to learn about formats and processes, and conduct of informal meetings to solve procurement issues	PM/APM	PM/APM	Dec 2012	Solved
8	Difficulties in setting up a more effective communication channel that brings together all the stakeholder in meetings due sometimes to miscommunication.	July2012	Organizational	This impacts on efficient project flow and the extraction of information needed to proceed with scheduled activities. Priority: 3	Repeated follow ups to ensure that identified stakeholders, members, and key informants are included in scheduled meetings	PM/APM	PM/APM	Aug 2012	Solved
9	The issue of continuity with members attending the series of meetings and workshops is highlighted during the mid-term review when new representatives attended and were not properly briefed by representatives before them	Sep 2012	Organizational	This impacts on time management as there is always the need to discuss previously discussed issues Priority: 3	Request to representatives that they should brief new representatives when they could not come to meetings	PM/APM	PM/APM	Oct 2012	Solved
10	The project being understaffed	15/May/2012	Organizational	Many urgent tasks to do with not enough manpower, and therefore the project experiences delay Ranking priority: 1	The project got one student volunteer from last year assisting the project team, and a CUSO-VSO volunteer was recruited to join the project to assist with documents and activities.	UNDP/PM	UNDP/PM	30/Jun./2012	Solved

11	Final support to hire the National Consultant (ESIA Department) for Reviewing the existing EIA Decree	14/May/2012	Organizational / Operational	ESIA Department has been delayed to update existing documents needed by the project within component 3. There was also delay to develop the NC's TOR and UNDP's amendment National Environment Consultant Ranking priority: 3	The project team followed up with the ESIA Department for updates. After a discussion with the ESIA Department already with 2 months delay, missing data was submitted but there were incorrect information.	UNDP/PM	UNDP/PM	30/Mar./2012	Solved begin of May 2012
12	Continued to follow up on VSO entry visa processed by CUSO	29/Mar./2012	Organizational / Operational	The processing of the appropriate visa took some time and affected project implementation, especially on reviewing all documents as required and assist to develop the capacity building for Government's staff in National and Provincial level Ranking priority: 1	CUSO and the project collaborated to help expedite the processing of the appropriate entry visa and the international expert from VSO will be on board during Q3	UNDP/PM	UNDP/PM	30/Mar./2012	Solved Jun. 2012
13	The composition of the project board team is not yet finalized.	20/Mar./2012	Political / Operational	This causes delay within the project such as unclear signatories to important documents and decisions, due to the government's continued changes. Ranking priority: 3	Unclear national and provincial level positions, and unclear delineations of mandate within the government structure	DFRM/PM	DFRM/PM	Dec 2012	Solved On Dec 2012

14	IT equipment (document preparation for delivery and exemption taxes)	15/Mar/2012	Environment / Operational	Around 6 months delay for IT delivery to the project, with resulting impact to target provinces area. This poses inconveniences in project activity implementation Ranking priority: 1	UNDP and the project have followed up the delivery process. At that time, a big disaster hit Thailand that also affected the company, wherein the goods were kept in storage, and therefore caused the delay.	UNDP/PM	UNDP/PM	23/Mar./2012	Solved On 22/3/2012
15	Project Management: New APM started on Jan. 2012 and needed time for orientation to the tasks at hand	7/Jan./2012	Operational	Delays on project management due to a disruption in continued coordination Ranking priority: 2	New APM needed to orient herself to the whole project and UNDP working system	UNDP/PM	UNDP/PM	30/Jan./2012	Reducing
16	1 st Quarterly Request for Advance IPOA	7/Mar/11	Project made the first advance request payment included gov-in-kind, so Project need to transfer money from GoV in-kind back to UNDP amount 78,020,000.00 LAK	Financial report and 2 nd Quarterly advance of IPOA Ranking priority: 3	Project informed UNDP about a mistake on the transferring money to the project bank account. UNDP sent the official later requesting the project to transfer gov-in kind money back to UNDP bank account.	MAF	MAF, UNDP	22/Mar/11	Solved, Money already transferred back to UNDP account
17	Appointment of the project manager	12/Feb/11	There is a conflict between the new appointment of Project manager and the old appointment of	The old appointment is Mr.Lamphanh Kommadam, but the new appointment is Mr.Boukong Soukvimon. Ranking priority: 5	This issue was discussed in the government official meeting and national working group meeting. There will be a new	MAF	MAF	27/Mar/11	Solved

			project manager		appointment according to the appointment later from MAF.				
18	PM attends the Party Political Training Course	27/May/11	Project Manager is busy to attend the Political training organized by MAF from 27 May to 29 July 2011.	NCSAFU project has a bit difficulty to coordinate with the government stakeholder/partner. The consultation of the project team has a bit limitation. Ranking priority: 3	Project team need to consult with the alternative Project Manager on the pending tasks and other issues during the unavailable of the PM.	MAF	MAF, UNDP	30/June/11	Solved
20	Nominate letter /Appointment of the TWGs	12/April/11	The late appointment of the TWGs	TWGs cannot submit the Q1, Q2 working plan and implement the technical activities. So the technical activities at national and provincial level are delay to be implemented. Ranking priority: 5	This issue was discussed in the government official meeting and national working group meeting. PM are the main person to coordinate with MAF and the meeting agree to have the list staff non-approved hurry to submit the plan and implement as they can.	MAF	MAF	10/June/11	Solved
21	IT equipments	12/April/11	The late of delivering IT equipment such as PC and Notebook computer, printers.	Project team has inconvenient to work without IT equipment such as computer, printer, Ranking priority: 5	- This issue was discussed in the Project board meeting. UNDP are the main person to coordinate with the computer shop to deliver the remaining items.	MAF MoNRE	MAF MoNRE	30/June/11 30 Dec 11	- National level , Solved - Provincial level ,

					- (For provincial level are delivering)				pending
22	Late work plan submission of TWGs in national and provincial levels	11/Nov/11	TWGs of each convention are late to submit the quarterly work plan to Project office.	NCSAFU project team is difficult to identify TWGs expected activities and put to the next quarterly work plan so that project can't spend project budget as planned. . Ranking priority: 4	Assist TWG to prepare their work plan and provide training to them.	MoNRE	MoNRE, UNDP	30 Dec 11	Pending, Reducing
23	Re-Nominate letter /Appointment of Project Board	12/Sep//11	Re-structure of the new MoNRE has delay the Project Board approval	It is difficult to have project official letter get approved by NPD and MoNRE office eg. Conduct field trip approval letter. Ranking priority: 5	This issue was discussed in with the PM and acting NPD. PM and NPD will report the necessary for government office to find solutions	MoNRE	MoNRE	30 Dec 11	Pending, The meeting will undertake in late November
24	Difficult to get the official project letter approval from new ministry, MoRE	12/Sep//11	Project official letter approve get difficult to be signed due to the re-structure with in the government and it is effect to some project activities have been delay	It is difficult to have project official letter get approved by NPD and MoNRE office eg. Conduct field trip approval letter. Ranking priority: 5	This issue was discussed in with the PM and acting NPD. PM and NPD will report the necessary for government office to find solutions	MoNRE	MoNRE	30 Dec 11	Pending

Annex 5: LESSONS LEARNED LOG

Project Title: Meeting the Primary Obligations of the Rio Convention through Strengthening Capacity to Implement Natural Resources Legislation (NCSAFU)	Award ID: 00047700	Date: 30 August 2010 – 30 August 2013
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#	Type	Date Identified	Successes	Shortcomings	Recommended Solutions	Submitted, updated by
1	Project Management	18/2/2011, 22/3/2011, 20/4/2011, 31/5/2011, 21/6/2011, 08/7/2011, 04/7/2011, 08/8/2011, 12/10/2011 9/12/2011 26/1/2012, 10/2/ 2012, 12/3/2012, 06/4/2012, 07/5/2012, 04/6/2012, 2/7/2012, 6/8/2012, 3/9/2012, 8/10/2012 26/10/2012, 12/11/2012 27/12/2012 10/01/2013 05/02/2013 18/03/2013 28/03/2013 29/04/2013 10/06/2013	Organized monthly meeting with UNDP and stakeholder	Clearly identify the pending task and issue on the project implementation	Project team and key stakeholder are able to understand the issue and try to solve them.	Project team

		(for May) 10/07/2013 02/08/2013				
2	Mid-term review	19-20 Aug. 2012	Conducted the Project Mid term review and was able to update partners and members of the progress and priorities of the project in order to keep moving forward	(New) Representatives not oriented to the project needed more time to be briefed	Project team learned that reminders to representative to orient new representatives would be helpful, as well as providing background information along with the invites.	Project team
3	Study Tour	19-25 Aug. 2012	Conducted the study tour in selected best case practice areas	Limited time, environmental factors such as weather affected the flow	Constant monitor with people on the ground regarding weather updates; and Constant monitoring of time management	Project team
4	Field Visit	20 Jul.- 04 Aug. 2012	Conducted Field visit to three pilot sites to initiate baseline data collection from 3 communities	Miscommunication between national consultant and the project team regarding scheduled field activities and their relevance to the overall project objectives, and mismanagement of time	More briefing and coordination between national consultant and the project team members were conducted to explain field activities	Project team
		10-30/6.2012	Conducted the TOT in 3 provinces	There is a need to present to the members technical presentation on technical matters such as climate change, land use changes, conflict resolution. Short time allocation	Documentation of results of training of trainers in the province level should be immediately done.	Project team
		28-29/5/2012	Organized the initial TOTs workshop in National and Provincial level	- Technical staff from the government needs to be trained utilizing the tools since they are the ones interacting with community members, instead of senior management	Planning for the next workshop involves careful invitation of key technical staff identified to train and interact with villagers	Project team
		10-30/6/2012	Conducted the TOTs workshop at the Provincial and District level	- Some participants who joined the last day of the TOTs within 4 days, only attended half the day such	- Project team is making sure that attendance	Project team

				as in Attapeu Province	for full day session is enforced. Should be more resource person for presentation for the next TOTs workshop in each provinces	
5	Technical working group	01/2/2012, 24/2/2012, 15/3/2012.	Conducted TWGs consultation meeting with Project team, UNDP and stakeholders	<ul style="list-style-type: none"> Some participants who joined only attended for half day only. Inability to complete yet the provincial TWG team members 	On 01/2/2012 and 15/3/2012, two consultation workshops in Vientiane Province were organized, and all participants contributed well and proposed recommendations. It is going to be required for participants next time to attend the full day meeting.	Project team
		13/2/2012	Conducted technical orientation and consultation on the First PBSAP draft report with project team and stakeholders. All stakeholders came to this workshop and supplied good information.	Delay in the setup of the review team. Draft not yet finalized due to more time needed to update the data	Constant follow up in reviewing the draft, along with the IUCN team.	Project and IUCN Team
		28/3/2012	Organized Technical Consultation Meeting for the Law Handbooks with project team, UNDP and stakeholders. The key stakeholders who came to this consultation gave more recommendations to update the handbooks such as: addition of more information, focus on data collection, lack of new data form stakeholders.	Need to update more information to go to the Handbooks.	Follow up for integration of recommendations and updated information for the Handbooks.	Project and Cabinet of DOF Team
			- First consultation meeting with ESIA Department, project team and UNDP. Key person of ESIA Department came and discussed with the project team,	The project is just focused on the project need to hire National Consultant for review EIA Decree (no. 112/PM dated 16 Feb. 2010) and help ESIA Department for printing of four guidelines.	Follow up and finalization of the TOR and constant collaboration	Protect and ESIA Department Team

		29/3/2012	and conveyed that message that it is very nice to cooperate with each other.	Delays in updating relevant information and delay in finalizing TOR for the Review Consultant	regarding the review of the EIA decree.	
6	Orientation Workshop	29/Nov/11	Organized Orientation meeting on the project management and the financial management for key provincial stakeholders	- Clearly understanding on the project quarterly planning both technical activity and budget. - Clearly understanding on the UNDP and project financial process	Key provincial stakeholders can plan for the next coming quarterly work plan in order to conduct the activities in the project site.	Project team
7	GEF scorecards	Sep. 2012	Provided the first baseline data for Assessment of Capacities of Provincial Management Authorities of the GOL using the GEF Scorecard	--no previous data to compare with in the past --several methodological issues such as translation and adoption to Laos from the original	Methodology is now being reformulated	Project team

Annex 6: Initial Monitoring and Communication Plan

Project Title: Meeting the Primary Obligations of the Rio Convention through Strengthening Capacity to Implement Natural Resources Legislation (NCSAFU)	Award ID: 00047700	Date: 14 Aug. 2013
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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
Annual Work Plans	Project→UNDP	Report	Annually	GEF PIR July 2012 GEF PIR July 2013 UNDP Annual Report January 2012 UNDP Annual Report January 2013	Completed
Annual Procurement and HR Plan	Project→UNDP	Report/document	Annually		
Quarterly work plans and progress reports	Project→UNDP	Report	Q1, Q2, Q3, Q4 2011 Q		Completed
Monthly Project Work plan, Financial and Progress Report	Project	Report/document	Monthly		
Monthly project meeting	Project—UNDP	Face-to-Face	Monthly (signed minutes to be submitted within 5 working days)	18/2/2011, 22/3/2011, 20/4/2011, 31/5/2011, 21/6/2011, 08/7/2011, 04/7/2011, 08/8/2011, 12/10/2011 9/12/2011 26/1/2012, 10/2/ 2012, 12/3/2012, 06/4/2012, 07/5/2012, 04/6/2012, 2/7/2012, 6/8/2012, 3/9/2012, 8/10/2012 26/10/2012,	Completed

				12/11/2012 27/12/2012 10/01/2013 05/02/2013 18/03/2013 28/03/2013 29/04/2013 10/06/2013 (for May) 10/07/2013 02/08/2013	
Project Board Meeting Report	Project Board→UNDP	Report	Quarterly	Not Applicable	
Updated risk, issue, lessons learned logs and communication and monitoring plan	Project→UNDP	Report	Quarterly	30 Dec. 2012	Completed
Audit	UNDP→Project	Visit, Report	Annually	December 2011	Completed
Audit Implementation Action Plan	Project→UNDP	Report	At least quarterly	Quarterly reports	Completed
Spot Check	UNDP→Project	Visit, Report	Quarterly per IP		
Annual review meeting and progress reports	Project→UNDP	Report	Annually	15 Jan. 2013	Completed
Quarterly Project Combine Delivery Report	UNDP→Project	Report	Quarterly	7 Feb. 2013	Pending
FACE (Fund Authorization and Certificate of Expenditures) Form and other POA documentations, including monthly Bank Reconciliation record, advance record	Project→UNDP	Report/documents	Quarterly	10 Jan. 2013	Completed
UNDP Monthly Exchange Rate	UNDP→Project	Document	Monthly	2 Jan. 2013	Completed
Quarterly Project Direct Payment List	Project→UNDP	Report/document	Quarterly		

Annex 7: Back to Office Report From Each Mission

1st Mission: Ban Khern, Vientiane Province

²The content of the field visit report varies depending on the purpose of the visit. At a minimum, any field visit report must contain an analysis of the progress towards results, the production of outputs, partnerships, key challenges and proposed actions. **This format may be changed to suit local needs.**

Date of visit: 01 to 03 February 2012

Subject and venue of visit: Project ID: 00057518/Award ID:00047700 and Meeting the Primary Obligations of the Rio Conventions Through Strengthening Capacity to Implement Natural Resources Legislation [Project number(s) and title(s), venue visited]

Purpose of the field visit: (i) To present and seek inputs from stakeholders and finalize the draft review legal framework, (ii) To present and seek inputs from stakeholders on outline and direction of the compliance strategy development, and (iii) To develop communication skills for participant in order to facilitate testing tools activities.

Outcomes	Update on outcomes	Outputs	Update on outputs	Reasons if progress target
<p>All participants were oriented to the project and its implementation plans and targets for each quarter of 2012. Participants were also made aware of the Review of Legal Framework and Draft Compliance Strategy Reports. There was higher understanding of policies, guidelines and legislation among participants. Outline of the compliance strategy was discussed with participants. Information exchange was conducted between senior officers who went to a study tour in Cambodia. Some concepts and ideas were used for developing the review of the compliance strategy. Collected, identify and test existing tools and upgrade the tools and make them operational for routine working</p>	<p>Awareness on important legislations and strengthening their capacities to implement them through training and communication continues via various project activities.</p> <p>Key stakeholders in the three provinces are implementing and enforcing important of the existing natural resource management legislation</p>	<p>List of suggestions for the development of a compliance strategy for implementation in the provincial level</p> <p>Recommendation for the outline of the compliance strategy</p> <p>Participants conducted their own workshop in target communities after being trained. The provincial team brought the materials and executed their own learning workshops in their own provinces with their own communities/target areas</p>	<p>Updated the Final Review of Legal Framework Report</p> <p>Proposed first draft compliance Strategy and got the recommendation form Technical Working Groups (TWGs) in National and Provincial level for develop the reports</p> <p>Upgraded the Work-plan and Budget plan in 2012 within National and Provincial level</p> <p>Information utilized for updating the Policy Review; Information was used to cross check desktop review of policies and guidelines</p> <p>This was incorporated in the update of the compliance strategy</p>	<p>If applicable.</p>

² The template is come from UNDP format, dated online 3/8/2012. "<http://web.undp.org/evaluation/handbook/Annex2.html>"

Discussion on how to use the communication tools with the existing ones; how to do the planning—using some TOT techniques, communication skills shared with the community. TOT techniques were used and tested for target communities, to improve skills of trainers.

PROJECT PERFORMANCE—IMPLEMENTATION ISSUES

[If the person conducting the field visit observes problems that are generic and not related to any specific output, or that apply to all of them, he or she should address the ‘top three’ such challenges.]

List the main challenges experienced during implementation and propose a way forward.

1. The preparation time was very short.
2. TWG members sent representatives, which does not ensure continuity of representation to the TWG, and awareness of project’s progress.
3. The main report needs a lot of information to update.

PROGRESS TOWARDS RESULTS

LESSONS LEARNED

Describe briefly key lessons learned during the project:

1. It was extremely beneficial to focus on testing the operational tools.
2. The result of the workshop was very participatory done including the consultation for the work plan and budget which were done all together.

Participants in the field visit:

Prepared by: Imelda Bacudo and Phet Sanasisane, TA and APM, NCSAFU

Annexes

- 7.1. List of persons met
- 7.2. Other annexes

2nd Mission: Bolikhamxay Province (TOTs National+ provincial coordinator) and Attapeu, Savannakhet and Xiengkhouang Provinces (TOTs on Provincial and District level)

Date of visit: 29 to 31 May 2012 (National TWG + provincial coordinators) and 10 to 30 June 2012 (Provincial and District level)
Subject and venue of visit: Project ID: 00057518/Award ID:00047700 and Meeting the Primary Obligations of the Rio Conventions Through Strengthening Capacity to Implement Natural Resources Legislation; Bolikhamsay, Attapeu, Savannakhet and Xiengkhouang Provinces
Purpose of the field visit: (i) To test and continue the development of operational tools for natural resource management (ii) To train trainers on natural resource legislations, including strategies such as land use management and monitoring, land use conflict, participatory community forestry, to improve the capacity building of trainers.

Outcomes	Update on outcomes	Outputs	Update on outputs	Reasons if progress target
<p>All participants learn about the themes of land degradation, climate change and biodiversity conservation.</p> <p>A handbook of law on agriculture and forestry law was tested through role play and discussion, and will be updated based on the results of the activity.</p> <p>Participants were oriented towards the new posters, especially the new staff and allowed them to explain the posters that explain natural resource legislations; local authorities practiced their communication skills utilizing existing relevant posters.</p> <p>Local authorities are better able to present key legislation utilizing the posters</p> <p>Newcomers to the workshop were equipped with communication tools.</p> <p>Higher awareness and gathered more updated field-level information surrounding land management and conflicts.</p> <p>Information on land and soil restoration was discussed and provided more appropriate background information for selection and development of potential pilot project.</p> <p>Discussion on NTFP and was able to make a distinction between NTFP and biodiversity conservation.</p> <p>Participants became aware of the benefits of NTFPs and</p>	<p>Participants continue to practice their communication skills to explain key legislations</p> <p>Information utilized to develop the pilot project.</p>	<p>List of suggestion for publishing the particular handbook in a more reader-friendly manner and appropriate revisions</p> <p>Collection of information and checklist of land type conflicts and land use issues</p> <p>Information collected on NTFP harvesting and biodiversity</p>	<p>Adjustments were made accordingly from the suggestions during the publication of the Handbook</p> <p>Output is incorporated into the development of the new tools</p> <p>Information collected on NTFP harvesting and biodiversity are going to be used for the development of the tools, and as background information for the pilot project (village legislation)</p>	<p>If applicable.</p>

biodiversity values; impact of human activity to biodiversity.
 All information gathered during the workshop are going to be incorporated into the draft of the training manual—result of the workshops.
 Discussion was also conducted regarding how to improve legislation and make it participatory, such as introduction and implementation of village regulations, expectation on biodiversity.

PROJECT PERFORMANCE—IMPLEMENTATION ISSUES

[If the person conducting the field visit observes problems that are generic and not related to any specific output, or that apply to all of them, he or she should address the ‘top three’ such challenges.]

List the main challenges experienced during implementation and propose a way forward.

1. The leadership of the provincial coordinators fell short, and the national training is not replicated by provincial level into the local level, as originally planned.
2. The manual is not fully complete yet, but there is the need to already organize a workshop regarding the manual.
3. Most of the participants do not have previous training experience, so it posed as a challenge to conduct the TOT.
4. Understanding 3 themes for local authorities take a lot longer time than what the workshop allowed.
5. Other participants have no genuine interest to learn about environmental themes, as the topics seem difficult for them, and seemingly unrelated to their work.

PROGRESS TOWARDS RESULTS

LESSONS LEARNED

Describe briefly key lessons learned during the project:

1. All information gathered here will be utilized to update the training manual, operational tools, and to help design the pilot projects.
2. More references should be made available to local authorities, especially in Laos language as some references are in English.
3. Some of the tools are not suitable for the communities, and therefore need to be adjusted for suitability for the communities. Because the existing one is for technical staff.

Participants in the field visit: Prepared by Imelda Bacudo and Phet Sanasisane, TA and APM, NCSAFU

Annexes

- 7.1. List of persons met
- 7.3. Other annexes

3th Mission: Consultation & Planning Meeting Workshop in Attapeu, Savannakhet and Xiengkhouang Provinces

³The content of the field visit report varies depending on the purpose of the visit. At a minimum, any field visit report must contain an analysis of the progress towards results, the production of outputs, partnerships, key challenges and proposed actions. **This format may be changed to suit local needs.**

Date of visit: from 20 July to 04 August 2012

Subject and venue of visit: Project ID: 00057518/Award ID:00047700 and Meeting the Primary Obligations of the Rio Conventions Through Strengthening Capacity to Implement Natural Resources Legislation [Project number(s) and title(s), venue visited]

Purpose of the field visit: To collect baseline data for the establishment of community forestry and participatory natural resource management, including a stakeholder mapping, identification of potential partnership with other development partners. Afterwards, develop a detail work plan and a corresponding monitoring and evaluation framework for community forestry and participatory natural resource management; and To discuss the village field study tour and monitoring of participants or representatives.

Outcomes	Update on outcomes	Outputs	Update on outputs	Reasons if progress target
Better planning due to information sharing during the field visits and consultation meetings; Target community partners and local authorities are oriented towards funding proposal structures Provincial and district level authorities are now familiar and more oriented on identifying potential pilot projects Better flow of information sharing between the project team and the local authorities for co-development of project activities Communities are informed of the impending activity of the field study tour Financial monitoring of the provincial partners	Continued the process of information sharing; Information gathered during the field visit from local authorities and community partners, and other partners, is being processed by the project team that will result into the outputs.	<ol style="list-style-type: none"> 1. Activity plan and Workplan; 2. Monitoring and Evaluation framework for community forestry; 3. Temporary proposal template for the target partners to identify potential pilot project for funding 4. Household baseline survey 5. Identification of potential pilot projects 6. Discussion process on representation to the field study tour activity 7. Financial monitoring report 	Writing and finalizing in details for utilization during the planned Consultation Workshop scheduled for September 2012	If applicable.

PROJECT PERFORMANCE—IMPLEMENTATION ISSUES

[If the person conducting the field visit observes problems that are generic and not related to any specific output, or that apply to all of them, he or she should address the 'top three' such challenges.]

³The template is come from UNDP format, dated online 3/8/2012. "<http://web.undp.org/evaluation/handbook/Annex2.html>"

List the main challenges experienced during implementation and propose a way forward.

1. During the field visit, the template brought was from the SGP, and community members found difficulty in comprehending some components of the proposal template, such as the concept of indicators for monitoring and evaluation.
2. Target communities lack experience in conceptualizing and proposing project and
3. Target communities lack experience in project management—from conceptualization to implementation, to monitoring of results.
4. Expectation setting with community is handled carefully, since only 1/3rd of proposed projects will be financially supported by the project, and the remaining ones will be assisted to look for funding elsewhere.

PROGRESS TOWARDS RESULTS

LESSONS LEARNED

Describe briefly key lessons learned during the project:

1. For consultation workshop to be effective, the coordinator of the province should be aware of the process in advance for preparation of the visit. After the visit, there is more experience and learning about how to conduct such workshops during these visits.
2. The local authorities increased their knowledge and capabilities through orientation and actual conduct of household baseline survey. Proper training (not just orientation via telephone) before the actual household survey and consultation workshops of local authorities, is recommended.
3. It is extremely beneficial for all parties—provincial and district authorities, and village members who are target beneficiaries to all come together to exchange information and conduct participatory planning together, as experienced during this mission.
4. It will be extremely effective for the project flow and to the goals of the project, once the communities are already well prepared to formulate their own funding proposals.

Participants in the field visit:

Prepared by: Imelda Bacudo and Phet Sanasisane, TA and APM, NCSAFU Annexes

7.1. List of persons met

7.4. Other annexes

4th Mission: NCSAFU Field Study Tour

⁴The content of the field visit report varies depending on the purpose of the visit. At a minimum, any field visit report must contain an analysis of the progress towards results, the production of outputs, partnerships, key challenges and proposed actions. **This format may be changed to suit local needs.**

Date of visit: from 19 August to 24 August 2012

Subject and venue of visit: [Project ID: 00057518 and Meeting the Primary Obligations of the Rio Conventions Through Strengthening Capacity to Implement Natural Resources Legislation](#) [Project number(s) and title(s), venue visited]

Purpose of the field visit: The general objective of the study visit is to expose local community leaders and villagers to best case practices of natural resource management projects, learn from their lessons and increase their awareness of existing community forestry and participatory natural resource management initiatives in the country.

Outcomes	Update on outcomes	Outputs	Update on outputs	Reasons if progress target
<p>Provincial district level authorities, and village leaders are now familiar with natural resource management projects in other areas of the country.</p> <p>Increased awareness of natural resource management through lessons absorbed from the field study tour.</p> <p>The knowledge gained was used to start implementing participants own community projects, and to use the understanding of success and failures of a pilot project in applying towards their own community project.</p>	<p>Participants use their learning points as knowledge to continue work involving NCSAFU activities, such as proposal writing, better resource management among community members, and in implementation of national laws.</p> <p>The knowledge gained is being used to improve existing practices for natural resource management; and to initiate new projects.</p>	<p>1. Feedback monitoring complied.</p> <p>2. Community-based resource management plans transformed into project proposals or concept note.</p>	<p>Authorities and community members have worked together for the formulation of their own community management plans, and with the assistance of NCSAFU project team are currently developing concept notes into project proposals.</p>	<p>If applicable.</p>

PROJECT PERFORMANCE—IMPLEMENTATION ISSUES

[If the person conducting the field visit observes problems that are generic and not related to any specific output, or that apply to all of them, he or she should address the 'top three' such challenges.]

List the main challenges experienced during implementation and propose a way forward.

1. The time was too short.
2. Plans have to be adjusted for unpredictable elements such as rains and floods.
3. The feedback monitoring instrument needed stricter compliance.

⁴ The template is come from UNDP format, dated online 3/8/2012. "<http://web.undp.org/evaluation/handbook/Annex2.html>"

PROGRESS TOWARDS RESULTS

LESSONS LEARNED

Describe briefly key lessons learned during the project:

5. Proper briefing including explanation of time management and schedule will be very helpful right before the field trip.
6. Strict compliance to answering the feedback monitoring, and explaining how this will impact the project, will also be very constructive.

Participants in the field visit:

Prepared by: : Imelda Bacudo and Phet Sanasisane, TA and APM, NCSAFU

Annexes

- 7.1. List of persons met
- 7.5. Other annexes

5th Mission: NCSAFU Project Co-ordination Meeting, Leow Kham Resort, Vientiane Province

⁵The objective of this workshop was to share: Progress and result of project activities, update on NRM legislation framework, Tools on NRM and Environmental Management, Lesson learnt from TOTs workshop and study tour, Progress result of Planning with draft Pilot project proposal to project target areas.

Date of visit: from 19 – 20 September 2012

Subject and venue of visit: Project ID: 00057518 and Meeting the Primary Obligations of the Rio Conventions Through Strengthening Capacity to Implement Natural Resources Legislation (NCSAFU)

Purpose of the field visit: To progress project implementation for all activities and prepared Q4 work-plan; To change experience for develop tools operational on NRM and To .

Outcomes	Update on outcomes	Outputs	Update on outputs	Reasons if progress target
All stakeholders and partners are updated and on the same page regarding progress and priorities of the project. Suggestions to move forward and how to have better impact have been considered by the project team and will help shape direction of the project. Partners share their progress and a common timeframe and set of activities are agreed. Results of studies such as the monitoring capacity assessment of local environmental leaders are shared.	The project moves in accordance with the plans shared and agreed on during this mid-term meeting.	1. Priority action plans. 2. Coordination plans among stakeholders.	Outputs are all being implemented in accordance with the schedule.	

PROJECT PERFORMANCE—IMPLEMENTATION ISSUES

[If the person conducting the field visit observes problems that are generic and not related to any specific output, or that apply to all of them, he or she should address the 'top three' such challenges.]

List the main challenges experienced during implementation and propose a way forward.

5. When representatives change, the person assigned is not usually briefed or oriented of the project background and therefore the new representatives demand more background information.
6. Details of project plans are not very much discussed due to time management, although for general updates, sufficient enough.

PROGRESS TOWARDS RESULTS

⁵The template is come from UNDP format, dated online 3/8/2012. "<http://web.undp.org/evaluation/handbook/Annex2.html>"

LESSONS LEARNED

Describe briefly key lessons learned during the project:

7. To save time: it will be constructive to remind partner agencies to maintain consistency with representatives and if they are going to send another, to please brief them beforehand.
8. It is a good idea to have the meeting outside of the city.
9. Their own funding proposals.

Participants in the field visit:

Prepared by: Imelda Bacudo and Phet Sanasisane, TA and APM, NCSAFU Annexes

- 7.1. List of persons met
- 7.6. Other annexes

6th Mission: NCSAFU Field Visit to Finalize Project Proposals

⁶The objective of this visit was to monitor and finalize the progress of the project proposals and to sp

Date of visit: [from 22-25; 27-28 January 2013](#)

Subject and venue of visit: [Project ID: 00057518 and Meeting the Primary Obligations of the Rio Conventions Through Strengthening Capacity to Implement Natural Resources Legislation \(NCSAFU\); Xiengkhuang, Attapeu and Savannakhet provinces](#)

Purpose of the field visit: [To conceptualize, validate and finalize the pilot project proposals and explore possible areas on how the project and other funding streams such as the DPC PIP annual planning format can support the local authorities and beneficiaries from the community level; to consult with target communities and produce a natural resource management plan that will be further shaped into a grant proposal to reflect the project's objectives; To follow up on the resource management plan](#)

Outcomes	Update on outcomes	Outputs	Update on outputs	Reasons if progress target
Most stakeholders and partners in each province have conceptualized and are now aware of what exactly they wanted to implement as their own natural resource management project, (except Savannakhet which seems unable to conceptualize a focused project proposal.)	The project assisted the pilot project in seeking funding, such as developing full project proposals submitted to DPC's PIP format; and at the end, the project decided to support the scaled down version of the full project proposal for implementation	1. Full project proposals in DPC PIP formats 2. Updated project proposals submitted by the national consultant originally 3. Workplan and budget requests submitted by the provincial TWGs/partners to NCSAFU	Full project proposal submitted to DPC Scaled down version of the full project proposals from Attapeu and Xiengkhuang started to be supported financially by the project. Implementation began.	

PROJECT PERFORMANCE—IMPLEMENTATION ISSUES

[If the person conducting the field visit observes problems that are generic and not related to any specific output, or that apply to all of them, he or she should address the 'top three' such challenges.]

List the main challenges experienced during implementation and propose a way forward.

1. Two of the project partners in the provinces have a focused concept and proposal they are ready to implement. One area—Savannakhet—seems not to have been able to do the same thing, and this was a challenge for the project to help them. They are keen on being assisted and have asked for support, but unable to pin down what exactly it is that could be supported that is in line with the project objectives. The project tried to assist them in crafting a focused proposal given the limited time frame, but failed to do so
2. The project kick-started the year with the resolution to support the pilot projects, this was a bit delayed, as the challenge lies in communication from the provincial level to the project team in Vientiane for a focused form of assistance and support.

PROGRESS TOWARDS RESULTS

⁶The template is come from UNDP format, dated online 3/8/2012. "<http://web.undp.org/evaluation/handbook/Annex2.html>"

LESSONS LEARNED

Describe briefly key lessons learned during the project:

1. More pressure at the latter part of the previous year 2012, should have been exerted on the provinces to shape their own project proposals, so that the project implementation could have started earlier, although it did not cause any delay in the first place to begin implementation at the first quarter of 2013. However, to find other donors for the rest of the components of the full-scale project proposal and implementation needed more time
2. The project exerted efforts to conduct fund-sourcing. Lesson learnt would be to incorporate donor mapping in the future way ahead of time, so as not to miss deadlines for potential donors.

Participants in the field visit:

Prepared by: _ Imelda Bacudo and Phet Sanasisane, TA and APM, NCSAFU Annexes

7.1. List of persons met

Phet
Chitlatda
Dada Bacudo
Anousack

7.7. Other annexes

7th Mission: NCSAFU Field Visit to Finalize Project Proposals

⁷The objective of this visit was to monitor the progress of the approved pilot projects which was being supported by NCSAFU; and to assist in the external terminal evaluation of the project

Date of visit: from 17-21st June 2013

Subject and venue of visit: Project ID: 00057518 and Meeting the Primary Obligations of the Rio Conventions Through Strengthening Capacity to Implement Natural Resources Legislation (NCSAFU) ;Xiengkhuang and Attapeu

Purpose of the field visit: To monitor the progress of the pilot projects being implemented by the provincial partners

Outcomes	Update on outcomes	Outputs	Update on outputs	Reasons if progress target
Stakeholders and partners are aware of the Rio Conventions and natural resource management issues due to the implementation of the pilot projects. Provincial and district authorities are able to show higher level of environmental legal enforcements due to the implementation of the proposed projects. Capacities of provincial and district level environmental officials are increased in terms of generating knowledge, implementing the laws and engaging communities to manage resources.	The two pilot projects in Xiengkhuang and Attapeu implemented the workplan in a highly satisfactory manner, including community consultations and involving provincial officials. They are able to get the support of all stakeholders from the community level to the provincial level. Authorities seem more confident in their capacities to implement the laws.	1. Workplan 2. Boundary marking and delineation of the proposed community-managed conservation areas. 3. Signages are placed within the boundaries 4. Approved community-resource management guidelines	Outputs are all accomplished and at the project closure, steps to continue to management of the conservation areas are being considered hard.	

PROJECT PERFORMANCE—IMPLEMENTATION ISSUES

[If the person conducting the field visit observes problems that are generic and not related to any specific output, or that apply to all of them, he or she should address the 'top three' such challenges.]

List the main challenges experienced during implementation and propose a way forward.

1. The provincial and district levels need a lot more support to continue building their capacities such as communication tools, and budgetary support to continue the good initiative. Maintaining momentum of support is very key, especially in getting the community's cooperation, and the project is closing too early quite immediately after the pilot project's implementation.

⁷

The template is come from UNDP format, dated online 3/8/2012. "<http://web.undp.org/evaluation/handbook/Annex2.html>"

2. Sourcing out other donors is quite a challenge, but can be done, if only a more comprehensive plan for donor sourcing is drawn out.
3. Getting all members of the community—such as women—to voice out their opinions is a challenge. At the end, we just have to accept that their elected leader’s voice represents their voice.

PROGRESS TOWARDS RESULTS

LESSONS LEARNED

Describe briefly key lessons learned during the project:

1. It would have been ideal to not wait for the last quarters of the project to implement the pilot projects, but consultations take time before a particular proposal is developed and supported.
2. Fund sourcing should have been an important component of the workplan,
3. It is a good move to support scaled down versions of the full project proposals and begin implementation. A small amount seemed to have been spent very efficiently, in accordance with our monitoring activity.
- 4.

Participants in the field visit:

Phet

Dada

Prepared by: Imelda Bacudo, TA, NCSAFU

Annexes

- 7.1. List of persons met (Mr Soukvilayetc)
- 7.8. Other annexes