

LAO PEOPLE'S DEMOCRATIC REPUBLIC  
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

**MINISTRY OF AGRICULTURE AND FORESTRY**



**COMMUNITY LIVELIHOOD ENHANCEMENT  
AND RESILIENCE PROJECT**

**BI-ANNUAL PROGRESS REPORT**

(Reporting period October 2023 – June 2024)

POVERTY REDUCTION FUND  
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## ACRONYMS

CERC	Contingent Emergency Response Component
CLEAR	Community Livelihood Enhancement and Resilience Project
CCS	Community Capacity Strengthening
CLD	Community Led Development
CNG	Community Nutrition Group
DAFO	District Agricultural and Forestry Office
E&S	Environmental and Social
ESCP	Environmental and Social Commitment Plan
ESF	Environmental and Social Framework
ESMF	Environmental and Social Management Framework
ESS	WB's Environmental and Social Standards
ESMF	Environmental and Social Management Framework
IGA	Income Generating Activity
LBD	Lao Buffalo Dairy
LFN	Lao Farmer Network
M&E	Monitoring and Evaluation
MAF	Ministry of Agriculture and Forestry
PAD	Project Appraisal Document
PDO	Project Development Objectives
PG	Producer Group
PIM	Project Implementation Manual
PMT	Project Management Team
PRF	Poverty Reduction Fund
RRPM	Reducing Rural Poverty and Malnutrition Project
SBCC	Social Behaviour Change Communication
SHG	Self-Help Group
VSMC	Village Self-Help Group Management Committee
WB	World Bank

## EXECUTIVE SUMMARY

This biannual progress report summarizes the overall progress of activities under the implementation of the Community Livelihood Enhancement and Resilience Project (CLEAR) from October 2023 to June 2024 and the workplan from July to December 2024. It provides an overview of the major initiatives that have been carried out, and it is crucial to apply the knowledge gained from them to enhance the execution of the subsequent half-year.

With a total envelope of US\$ 45,000,000 from the World Bank's International Development Associate (IDA) (IDA credit of US\$ 34.2 million and IDA Shorter Maturity Loan - SML of US\$ 10.8 million), CLEAR will be implemented for over a 5-year period between 2023 and 2027. According to the PAD5071 and PIM of CLEAR, the project's objective is to improve rural livelihoods and the consumption of diverse foods for targeted vulnerable communities and to respond promptly and effectively in case of an Eligible Crisis or Emergency. This project covers seven provinces, including four provinces in the north (Phongsaly, Oudomxay, Huaphanh, and Xiengkhouang) and three provinces in the south (Savannakhet, Saravanh and Sekong), with 14 districts and 450 villages in total.

The Project has included 5 components with 19 indicators to be used to measure the achievement and success of the project during implementation project. During this initial implementing period, some activities have been carried out as follows:

### **Component 1: Local Economic Development and Community Capacity Strengthening**

The Village Development Planning (VDP) manual has been drafted and developed with a consultant from the World Bank. In parallel, the recruitment of a Capacity Building Officer is under processing. Moreover, a Technical Assistant team is working on drafting an engineering manual to be a guidance for the civil engineer at the district level.

### **Component 2: Community Livelihoods Enhancement**

Manuals and guidelines have been drafted namely (i) the Development and management of Self-Help Groups (SHGs), (ii) Village SHGs Management Committee (VSMC), (iii) Producer Groups (PGs), (iv) Local Input Supplier (LIS), and (v) Village Youth Facilitator. Also, a micro-finance saving book that will be used in the village types II and III is being prepared. Moreover, the training modules and materials for (i) agriculture and livestock and (ii) Income-Generation Activity (IGA) are under development.

### **Component 3: Community Nutrition Interventions**

The nutrition work plan for 2024 has been completed and some manuals such as (i) a budget plan for goat dairy, (ii) a home nutrition garden, (iii) a Multimedia Peer Learning (MMPL), and (iv) lists of cooking utensil for community nutrition group, vegetable crops seed, mill for premix have been completed and are in their first draft versions.

## **Component 4: Project Management, Capacity Building and Monitoring & Evaluation**

### Financial Management

As per the agreement, the CLEAR project has submitted to the donor, the work plan and related budget for the CLEAR fiscal year 2024 for a total budget of US\$9,893,835. At the end of June 2024, the IDA credit 7359 has a disbursement ratio reaching 0.67% of the total budget of CLEAR project.

### Procurement

From October 2023 to June 2024, the Procurement team has completed the procurement process on (i) Accounting System Software (ACCPAC), (ii) purchase vehicles for central and local levels, (iii) staff recruitment in central (22 positions), (iv) consultancy service for preparing the CLEAR's PIM, and (v) central CLEAR project office renovation.

### Monitoring and Evaluation

During this reporting period, the M&E team has been working on preparing (1) the M&E manual, (2) the MIS platform for data management and evaluation of CLEAR implementation, and (3) the TOR for MIS consulting firm. Furthermore, M&E has tested a questionnaire for a village profile template. Given the convenience in accessibility, three villages in each of the two districts of Saravan Province were selected for this pilot.

## **Component 5: Contingency Emergency Response Component (CERC)**

This component has an initial zero value, but it may be financed to respond to an Eligible Crisis or Emergency. CERC activities would build on the country's existing disaster risk reduction (DRR) strategy. They would prioritize access to food, safe water, and provide emergency stable food and equipment for safe drinking water.

### **Other specific activities:**

#### Environmental and Social Framework (ESF)

The ESF tools and its applications were presented publicly in the project launch in March 2024. Also, the Environmental and Social Safeguard Screening Checklist will be used as a key tool to identify the impact on subprojects and mitigating measures for the subprojects in the target village.

#### Gender Equality and Social Inclusion (GESI)

As the initiative is being implemented, the team will continue to promote for the gender action plan as a top priority. It would be applied in the project activities such as planning, implementation, operation and maintenance, SHGs, VSMC, and PGs.

## 1. BACKGROUND

The Community Livelihood Enhancement and Resilience Project (CLEAR), financed by the International Development Association (IDA) through the World Bank Group Financing, is a community-led development (CLD) project which aims to improve rural livelihoods and consumption of diverse foods for targeted vulnerable communities, and to respond promptly and effectively in case of eligible crisis of emergency. It builds on lessons-learned from the World Bank-financed series of projects in support of the Poverty Reduction Fund (PRF) I, II, III and its additional financing (AF) from 2002 until June 2024.

The project continues to support the country's four nutrition convergence provinces in the north and expanding to three provinces in the south making a total of seven provinces namely Phongsaly, Oudomxay, Huaphanh, Xiengkhouang, Savannakhet, Saravan, and Sekong; in 14 districts and 450 villages.

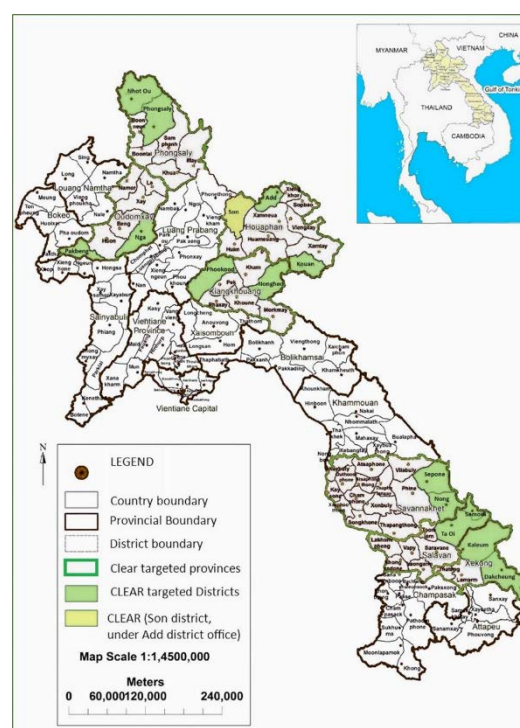


Figure 1- Map of project target areas

CLEAR has a total envelop of US\$ 45 million to be implemented for five years, from 2023 to December 2027.

Table 1: Total budgets for CLEAR (2023-2027)

Source of Fund	Original budget (US\$)
<b>International Development Association (IDA)</b>	
IDA credit	34,200,000
IDA Shorter Maturity Loan (SML)	10,800,000
<b>Total</b>	<b><u>45,000,000</u></b>

Source: Project Appraisal Document (PAD)

To achieve the project's goals, CLEAR is divided into five components that are (1) Local Economic Development and Community Capacity Strengthening (US\$27.6 million); (2) Community Livelihoods Enhancement (US\$7.95 million); (3) Community Nutrition Interventions (US\$4.75 million); (4) Project Management, Capacity Building and Monitoring and Evaluation (US\$4.7 million); and (5) Contingent Emergency Response (US\$0).

## 2. RESULTS TO DATE

### 2.1 Results Framework

With the Project Development Objective (PDO) being to *improve rural livelihoods and consumption of diverse foods for targeted vulnerable communities, and to respond promptly and effectively in case of Eligible Crisis or Emergency*, the achievement of this PDO-level results is going to be measured through five indicators while Intermediate-level results are through 14 (see Annex 1).

The Results Framework (RF) serves as a primary tool to measure progress against indicators towards achieving the PDO, where performance is reported twice a year. However, the tracking of indicators is not limited to the RF as another set of indicators are also going to be developed to enable deeper understanding of operational issues and outputs.

The data collection forms are being prepared using the online platform Kobo Toolbox.

## 2.2 Results Analysis

Within this reporting period, results indicators are yet to be measured or analyzed. The measurement of results and their analysis will be taken place in the 2<sup>nd</sup> year of the project implementation.

# 3. IMPLEMENTATION PROGRESS

## 3.1 Progress Narrative

Starting in October 2023, CLEAR has been working ahead of schedule to develop the project's scope of work, with support from MAF and the World Bank. In December 2023, CLEAR Implementation Plans (Lao version) was approved by the MAF Minister. In addition, the Project Implementation Manual (PIM) has been finalized and is currently under preparation of Lao translation. Besides, the specialized technical manuals are under processing by the respected project teams. The technical manuals include but not limited to (i) Village Development Plan Process, Small infrastructure, Livelihoods, Community financial manual); (ii) Technical guidance manual (CCS transformative grassroots leadership training manual, nutrition manual and SBCC, and M&E manual); and (iii) Finance and administration manual, and Procurement manual.

On March 26, 2024, the project launch event was held in Vientiane capital under the chairmanship of H.E. Deputy Minister of Agriculture and Forestry Mr. Kikeo Singnavong, with participation of a wide range of stakeholders including provincial governors, district governors and representatives of PAFO/DAFO from all seven target provinces, as well as representatives from the MOF, MPI, MAF, and other partner organization and academia. In this meaningful event, participants received presentations on different topics namely (i) the PRF's new role, (ii) CLEAR project objectives, strategies, target areas, components and investments, and other key principles and thematic areas linking to the national initiatives, and (iii) work plans for 2024.

Participants of this launch event emphasized the significance of CLEAR's key design elements, which includes responding to the needs of specific villages, investing into climate change adaptation, and focusing on gender equality and social inclusion in light of the project's focus on remote and culturally diverse villages.

In collaboration with PAFO, DAFO and local authorities of target provinces and districts, the selection of 450 villages has been completed and endorsed by the district governors ensuring no duplication with the Agriculture for Nutrition II Project (AFNII). A coordination was made with the PAFO, DAFO and local authorities of targeted locations to select the project villages. The total 450 villages are to be broken down to two batches for operation. It is designed that each batch will include 225 villages with 50% of Type 1, 25% of Type 2 and 25% of Type 3. The final list of villages will be endorsed by the respected district governors.

In addition, the logo of CLEAR has been designed to demonstrate and disseminate the project's objective, principles of community engagement, gender equality and social inclusion, and climate

resilience. This logo has been submitted to the MAF Minister for approval and it is highly expected that the logo be officially released in the upcoming reporting period.

## 3.2 Implementation Status

Over the course of this reporting period, the project priority tasks set out in both PAD5071 and PIM have been initiated with details below:

### 3.2.1 Component 1: Local Economic Development and Community Capacity Strengthening

In subcomponent 1.1: The Village Development Planning (the first draft of VDP manual is currently being reviewed by the World Bank consultant. Before the VDP process starts, the village profile and the information of self-help groups (SHGs) must be initiated first.

In subcomponent 1.2: Community Capacity Strengthening (CCS), a capacity building workplan is being prepared. Terms of References (TORs) for a consultant that will support the launch of the CCS and trainings of trainers are under recruitment process.

In subcomponent 1.3: Climate-resilient community infrastructure, each village is allocated a village grant of a predefined ceiling and will chose to invest into a package consisting of one or several small works. The ceiling of the village grant will be finalized in the technical manual. Apart from these, the Technical Assistant team (Infrastructure Specialist) is working on drafting an engineering manual to be guidance for the civil engineering in district level. In parallel, in the recruitment process of district civil engineers, it is desired that they different specialization such as in rural road construction, rural water supply or small irrigation schemes.

### 3.2.2 Component 2: Community Livelihoods Enhancement

The recruitment of Agriculture and Livestock Officer, and Micro Finance Officer is completed. For the recruitment of Agriculture and Livelihood Specialist (ALS) is still under the recruitment process.

An Agriculture and Livestock Officer is drafting manuals and guidelines for (i) Development and management of Self-Help Groups (SHGs), Village SHGs Management Committee (VSMC), (iii) Producer Groups (PGs), (iv) Local Input Supplier (LIS), and (v) Village Youth Facilitator.

A Micro Finance Officer is drafting the micro-finance saving book, that include rules and regulations. This saving book would be used in the village type II and III.

Moreover, the training modules and materials for (i) agriculture and livestock and (ii) Income-Generation Activity (IGA) are under developing.

The manuals and guidelines of SHGs, VSMC, and PGs are receiving enormous support from the World Bank consultants.

### 3.2.3 Component 3: Community Nutrition Interventions

According to the PAD and PIM of CLEAR, (i) a budget plan for goat dairy, (ii) a home nutrition garden, (iii) a Multimedia Peer Learning (MMPL), and (iv) lists of cooking utensil for community nutrition group, vegetable crops seed, mill for premix, are to be completed the first drafts.

In duplicate/correspondence, the VDP manual has been drafted and submitted to the World Bank consultant to review and supervised.

### 3.2.4 Component 4: Project Management, Capacity Building and Monitoring & Evaluation

This component provides technical and operational assistance for the day-to-day management of the proposed project and its monitoring and evaluation (M&E) system, it covers hiring, training, and remunerating of national and district PRF staff as well as the cost of village facilitators; associated equipment and operating costs; and accounting, procurement, FM, internal controls, auditing, environmental and social safeguards, M&E, and other specialize support, that are in detail below:

#### 3.2.4.1 Project Management

##### Budgeting:

As per the agreement, the CLEAR project has submitted to the donor for the work plan and related budget for the CLEAR fiscal year 2024 for a total budget of US\$ 9,893,835 that is allocated in five components.

##### External Audits:

Under waiting the approval of external audit's TOR from WB. The Financial Audit of CLEAR project for the fiscal year 2024 (January – December 2024) will be conducted in March 2025.

##### Disbursement:

At the end of June 2024, the IDA credit 7359 has disbursement ratio reaching 0.67% of the total budget of CLEAR project.

Table 2: CLEAR project Disbursement (as of June 30, 2024)

<b>Fund Source</b>	<b>Total Budget Allocated (US\$ million)</b>	<b>Disbursement as of June 30<sup>th</sup>, 2024</b>	<b>Disbursement (Percentage)</b>
WB (IDA credit 7358 and 7359)	45,000,000	299,410	0.67%
<b>TOTAL:</b>	<b><u>45,000,000</u></b>	<b><u>299,410</u></b>	<b><u>0.67%</u></b>

Source: CLEAR FA Division, June 2024

During this reporting period, the CLEAR project has proceeded withdrawal application (SOE “statement of expenditure”) from the donors in total amount of US\$ 5,000,000 to DA bank account of IDA credit 7359 and replenishment to POA bank account in amount: USD\$ 1,000,000.

Table 3: Summary of funding received and disbursed as of June 30<sup>th</sup>, 2024 (US\$)

<b>Fund Source</b>	<b>Fund Received FY2024 (DA bank account)</b>	<b>Fund Received FY2024 (OA bank account)</b>	<b>Expenditure FY 2024</b>	<b>Percentage of expenditures</b>
WB (IDA credit 7359)	5,000,000	1,000,000	299,410	30%
<b>TOTAL:</b>	<b><u>5,000,000</u></b>	<b><u>1,000,000</u></b>	<b><u>299,410</u></b>	<b><u>30%</u></b>

Source: CLEAR FA Division, June 2024

During January and June 2024, CLEAR project has spent US\$ 77,641 for IDA7359 to Local Economic Development Initiatives Sub-Grants and Capacity Building (1.7%). US\$ 13,650 was disbursed for the Community Livelihoods Enhancement (0.5%). US\$ 11,250 was used for

Community Nutrition Interventions (0.7%) and US\$ 196,869 supported Project Management, Capacity Building and Monitoring & Evaluation (20.1%).

Table 4: Expenditures by component (January-June 2024) in US\$

Description of Component	Budget for 2024	Expenditures to June 30 <sup>th</sup> , 2024	Percent (%)
<b>Component 1:</b> Local Economic Development Initiatives Sub-Grants and Capacity Building	4,468,860	77,641	1.7%
<b>Component 2:</b> Community Livelihoods Enhancement	2,784,263	13,650	0.5%
<b>Component 3:</b> Community Nutrition Interventions	1,660,506	11,250	0.7%
<b>Component 4:</b> Project Management, Capacity Building and Monitoring & Evaluation	980,205	196,869	20.1%
<b>Component 5:</b> Contingency Emergency Response Component	0	0	0
<b>TOTAL</b>	<b>9,893,835</b>	<b>299,410</b>	<b>3%</b>

Source: CLEAR FA Division, June 2024

#### Procurement:

The Procurement team has completed the procurement process on (i) Accounting System Software (ACCPAC), (ii) purchase vehicles for central and local levels, (iii) staff recruitment in central (22 positions), (iv) consultancy service for preparing the CLEAR's PIM, and (v) central CLEAR project office renovation.

#### Human Resource Management

The majority of positions at the project central office has been filled, while three positions (Office Secretary, Agriculture and Livelihood Specialist and Capacity Building and Communication Officers) remain vacant. At district and village levels, 98 and 68 positions, respectively, are to be recruited to fulfill the project activities.

#### Other management

The Financial and Administration Manual (FAM) and the Community Financial Management Guidelines are under developing by the central financial management team, through support from the World Bank.

#### 3.2.4.2 Capacity Building

To effectively launch and manage all project activities, a comprehensive capacity building training program must be designed. This program will be tailored specifically for all individuals involved in the implementation of the project, including both central and local staff. The training aims to equip these implementers with the necessary skills and knowledge to execute their roles efficiently and in alignment with the project's objectives.

Currently, the training materials are in the development phase in the absence of a designated full-time capacity building and communication officer. These materials are being crafted from utilizing the established manuals and carefully formulated action plans that addresses each specific component involved in the project. By relying on these resources, it can be considered that the training program will be thorough and relevant, providing implementers with a clear

understanding of their responsibilities and the overall framework within which they will operate. This strategic approach is intended to build a solid foundation for the successful execution of the project across all levels.

#### 3.2.4.3 Monitoring and Evaluation

The Monitoring and Evaluation (M&E) process is a critical component of ensuring the success and sustainability of the project. Recently, the central level M&E team has been recruited, including an (i) M&E Specialist, (ii) Evaluation and MIS Officer, and (iii) MIS Officer. This specialized team has been engaged in a series of essential tasks aiming at establishing a robust M&E framework, including drafting terms of reference (TOR) for an MIS consulting firm, finalizing targeted village lists, and developing tools for data collection. Through systemic field testing and collaborative efforts, the team is committed to continuously refining and enhancing the M&E processes to address the project's diverse and complex requirements with greater precision and effectiveness.

The team has also been engaged in several key initiatives to enhance the project's data collection and management capabilities. These efforts include the development of content for Kobo Toolbox questionnaires and data sheets, which will serve as essential tools in gathering accurate and relevant data. Additionally, the team has maintained communication with the neighbour RRPM project to exchange insights on Management Information System (MIS), learning from both their strengths and areas for improvement.

To ensure a comprehensive and standardized approach to monitoring and evaluation, the team is also in the process of developing an M&E manual with guidance from the World Bank consultant. Likewise, to further enhance the abilities and knowledge of all concerned stakeholders, the team has drafted a capacity building development plan for M&E and MIS.

In late June, a village profile data collection mission was piloted in two districts, Ta Oi and Samuoi, of Saravan Province. The team consisted of two officers from the M&E division, one representative from The Agriculture and Livelihood division, and another one representative from the Nutrition and Community Development division. At the district level, the piloting team was accompanied by two officers from DAFO and a village group focal point assigned by government. After testing a village profile form, it was found that (i) filling information through Kobo Toolbox was limited due to the limitation of telecommunication network/signal, and (ii) some questions were difficult to find right answers from villagers. As a result, the village profile data collection form was revised to make it more comfortable for the Young Graduates, with support from district M&E officer, who will be the direct implementors of this task on the ground. A revised village template can be seen in Annex 3.

#### 3.2.5 Component 5: Contingency Emergency Response Component (CERC)

According to the PAD, this component has an initial zero value, but may be financed to respond to an Eligible Crisis or Emergency. The three village types are equally eligible for CERC in an emergency or crisis. CERC activities would build on the country's existing disaster risk reduction (DRR) strategy.

## 4. SPECIFIC ACTIVITIES

### 4.1 Environmental and Social Framework

It is one of the project's core values to practice good environment and social safeguards across project activities in enhancing the livelihood opportunities and nutrition for vulnerable communities. While bringing positive impacts, the livelihood activities and minor infrastructure may have some detrimental effects on the surrounding environment and communities. ESF offers tools to limit and manage risks of such impacts.

During the project launch event in March 2024, the ESF and its applications were presented to representatives from the project's 14 districts and seven provinces. It was emphasized that the importance of appointing the ESF focal point and consultants as prescribed in the Environmental and Social Commitment Plan (ESCP). Additionally, it was recommended that a training plan be developed and to ensure that sufficient budget is allocated to support the implementation of ESF.

The Environmental and Social Safeguard Screening Checklist serves as a key tool in identifying impacts and determining mitigating measures for subprojects in the target project areas. During this report period, the Social Safeguard/Gender Officer and Environmental Officer have been completely mobilized, of whom have engaged in some activities such as (i) prepare the first Environment and Social Management Report (ESMR) that covers six months performance during October 2023 and April 2024, (ii) prepare the assignment of the ESF focal points, (iii) prepare ESF training plan and materials, and (iv) prepare translation of ESF document, through hiring a translation company.

### 4.2 Gender Equality and Social Inclusion (GESI)

Gender equality and social inclusion are crucial for fostering a just and equitable society. When everyone, regardless of gender, race, ability, or socioeconomic status, has equal opportunities to participate in all aspects of life, it leads to more diverse perspectives, innovative solutions, and sustainable growth.

Gender equality ensures women and men can contribute equally to the economy, while social inclusions while ensures that marginalized groups are not left behind. As for CLEAR, GESI considerations will be mainstreamed in all project activities such as planning, implementation, operation and maintenance, SHGs, VSMC and PGs.

The CLEAR's GESI Action Plan has been developed in collaboration the WB GESI consultant. This Action Plan contains 46 qualitative indicators and 27 quantitative indicators. It is planned that this paper be submitted to WB in early August 2024.

## 5. STAKEHOLDER PARTICIPATION AND INVOLVEMENT

The involvement and participation of stakeholders is essential to the success of a project. By engaging those who are directly and indirectly impacted, the project can ensure that diverse perspectives are considered, fostering more comprehensive decision-making. Effective participation not only enhances the legitimacy and transparency of the process but also builds trust and collaboration among all parties involved. Results from a project that involve stakeholders early on and regularly are more likely to be accepted and sustainable. Therefore, over the course of this reporting period, collaboration with various organizations have been made.

The PRF, as an organization or CLEAR as a project, has been in good cooperation and partnership with Government sectors at different levels by joining project activities, participating in meetings, sharing periodic reports (monthly, biannually, and annually). At this early stage of project implementation, CLEAR team has worked closely with the seven PAFOs and 14 DAFOs for the finalization of target villages as well as the endorsement of those villages by the concerned district governors.

Similarly, PRF has also been participating in the quarterly meetings under the Nutrition Convergence program. By engaging in these meetings alongside other convergence projects, PRF ensures that its objectives are aligned with broader program goals, facilitating collaborative efforts and enhancing the overall impact of the initiative. This consistent participation fosters transparent communication, mutual understanding, and shared responsibility among stakeholders, all of which are essential for achieving sustainable project outcomes.

## 6. MANAGEMENT AND ADMINISTRATIVE ISSUES

Over the course of this reporting period, some challenges in management and administration issues were faced as in details below:

- The staff recruitment process did not progress well as scheduled. One of the primary reasons for this setback was the unexpectedly low number of applications received, which was considerably below the anticipated level. This limited pool of candidates posed a substantial challenge, as many of the applicants who did apply did not fully meet the specific job requirements outlined in the position descriptions. As a result, the recruitment team encountered difficulties in identifying suitable candidates who possessed the necessary qualifications and experience, further delaying the overall hiring process.
- The implementation period of the CLEAR project coincided with the concluding phase of the PRF III AF project, which created several challenges that impacted the timely completion of CLEAR's activities. A key factor contributing to these challenges was that several members of the CLEAR team were required to participate in PRF III AF activities due to their overlapping responsibilities. This dual commitment placed additional strain on the resources and time management of the staff, making it difficult for them to fully dedicate themselves to the tasks associated with the CLEAR project. As a result, some of the CLEAR activities could not be completed within the initially planned timeline, causing delays and requiring adjustments to the project schedule.
- The combination of technical manuals development and the shortage of staff availability to undertake the translation of technical manuals hindered the timely completion that is essential for ensuring that all stakeholders, particularly for local staff who will be implementing the project on the ground, have access to accurate and understandable information. The technical nature of the documents required specialized linguistic skills, which were in short supply within the existing team. As a result, the translation process experienced delays. and alternative solutions, such as outsourcing to professional translation services, had to be considered to meet project deadlines and maintain the quality of the manuals.

## 7. LESSONS LEARNED

From the issues mentioned above, key lessons learned are highlighted below:

- The delays in hiring key positions highlight the importance of ensuring that recruitment and onboarding processes are efficient and timely. Staffing gaps can severely impact a project's momentum, leading to delays in implementation and the postponement of planned activities.
- The delays in staffing had a direct impact on local activities, which emphasizes the interconnectedness of project components. Ensuring that all key positions are filled is essential to maintaining the project's progress and achieving its objectives.
- The loss of momentum due to staffing delays illustrates the need for proactive planning and contingency strategies. This ensures that the project can continue to move forward even when faced with unforeseen challenges in staffing.

## 8. PLANNED ACTIVITIES

In the second half of 2024, key activities are planned to be undertaken as summarized below:

### 8.1 Local Economic Development and Community Capacity Strengthening

#### Village Development Plan

- Readiness check for VDP starting (SHGs meeting, CDD training, CNGs meeting, Village Bank account opening, ESF training for VSMC).
- Finalize the VDP manual in both Lao and English version, then provide VDP training at the villages level and district team (district team leader, DNO, NYGs, DAFO, DPI, and DHO staffs).

#### Community Capacity Strengthening:

- Launch the capacity building plan
- Conduct CCS training of trainers.

#### Engineering plan:

- Follow up on the CLEAR office renovation in targeted districts.
- Continue on review all manuals of (i) pre-construction, (ii) DRM on sub activities sites, (iii) RMG.
- Continue reviewing the operation and maintenance.
- Develop a poster for VDP.
- Study tour for new CLEAR Engineering on drought infrastructure.

### 8.2 Community Livelihoods Enhancement

- Translate the livelihoods manuals and guidelines into Lao language.
- Prepare the training for SHGs, VSCM, PGs, VYF, LIS for YG and DAFO.
- Prepare the training modules, include the IGA, micro-finance for DAFO and YG at the provincial level.
- Prepare material for the CLEAR Orientation in provincial level.
- Develop poster of livelihood, that be include in VDP poster.

### 8.3 Community Nutrition Intervention

- Procure and contract with the key implement partner Lao buffalo dairy, Lao Farmer network, CLICK, and trainer from National Nutrition Center of MOH.
- Procurement of cooking utensil for community nutrition groups, vegetable crop seed lists, mill for premix and MMPL equipment such: speaker, LCD, USB, etc.
- Finalize the Nutrition and SBCC manuals, with 2 languages (Lao and English), then provide master training on Nutrition and SBCC to the DNO, NYGs, DHO.
- Print out all relevant documents for Nutrition implementations.
- Arrange the orientation and formation of CNGs 1,000 days at the 225 target villages.
- Provide cluster training on dry season crop for three people per village, and together with DAFO, CNG, NYG, by CLICK.
- Goat dairy activity: Initiate on collecting data of goats in selection villages and HHs for the Batch 1. After that, identify in 33 villages and arrange meeting with LBD. Also, arrange the orientation of goat dairy to district staffs.
- Arrange the training on Nutrition Food to SHGs members and CNGs.
- CNGs begin food processing and cooking, for 2 times per month.
- Regarding the village profile results, we would initiate the data collection on shard house.

### 8.4 Project Management, Capacity Building, and Monitoring & Evaluation

#### Financial and administration:

- Finalize the Financial and Administration manual (FAM) and the Community Financial Management Guidelines, through collaborate and confirm with WB.
- Finalize the contract with the Financial External Auditor.
- Complete the recruitment of the District Finance Assistant to support the CLEAR project at district level.
- Submission of the six-months forecast (July to December 2024) for the Bank's review and approval.
- Complete the opening of the district accounts.
- Provide training to the recruited District Finance Officer staff on FM procedures and regulations.

#### Procurement management:

- Conduct the procurement process for goods and consultant services as mentioned in the CLEAR's Procurement Plan.
- Proceed with the process of quotation comparison (bidding) for the renovation of the project office in each target district.

#### Human Resource management:

- Continue the process of hiring permanent project staff at each district project office and YG staff.
- Finalize recruitment remaining position of the central level (Capacity Building Officer, Agriculture and Livelihood specialist, and Secretary) and district level.

#### Capacity building:

- Produce capacity building plan and TORs, that related to workplan for community capacity building strengthening consultant for review by WB.

### Other management:

- Translate the PIM in Lao language.
- Arrange a pilot orientation meeting with participation of local stakeholders in one province (6 villages, with 2 villages per each village type).

### Monitoring and Evaluation:

- Obtain data on social registries of 450 villages.
- Finalize a list of 225 villages for Batch 1 with village types, then share to the WB.
- Submit the first biannual progress report to the WB team.
- Complete first village profile in Batch 1 village with type 1, 2, and 3.
- Finalize the M&E manual in collaboration with PMT and WB Team.
- Update the TOR for MIS firm to further include support and/or capacity building for staff and share with WB Team for review.
- Develop draft questionnaires/data sheets for Kobo Toolbox.
- Prepare the M&E and MIS capacity building development plan.

### 8.5 Environmental and Social Framework

- Prepared second Environment and Social Management Report (ESMR) from May to end Oct 2024.
- Complete assignment of the ESF focal points.
- Complete ESF training plan and materials.
- Orientation CLEAR ESMF to all project staff.
- Conduct the first ESF training for ES district officers/focal points in the 3 southern provinces in 2024 (SVK, SLV, and SK).
- Conduct the first ESF training for ESF focal points to facilitate effective implementation of the first batch village in the 4 northern provinces (HP, XK, PSL, ODX).

### 8.6 Gender Equality and Social Inclusion

- GESI Action Plan Orientation to CLEAR staff together with the project orientation.
- Update progress of GESI AP implementation.
- Support WB GESI consultant to review and update Community Leadership training manual for the CCS program.
- Develop the training plan for Community Leadership Training of Trainers.

## ANNEX 1. Output Indicator Table

### Project Development Objectives(s)

To improve rural livelihoods and consumption of diverse foods for targeted vulnerable communities, and to respond promptly and effectively in case of Eligible Crisis or Emergency.

### Project Development Objective Indicators

	Indicator Name	PBC	Baseline			Intermediate Targets			End Target
						1	2	3	
<b>To improve rural livelihoods and consumption of diverse foods for targeted vulnerable communities</b>									
1	Percentage of Income Generating Activities (IGAs) implemented that are viable 1 year after having benefitted from financing under the project (Percentage)		0.00	0.00	0.00	30.00	50.00		
1.1	female-owned (Percentage)		0.00	0.00	0.00	30.00	50.00		
1.2	non-Lao-Tai-owned (Percentage)		0.00	0.00	0.00	30.00	50.00		
2	Number of project beneficiary households that have at least one additional source of income from project activities (Number)		0.00	350.00	6,565.00	6,915.00	13,140.00		
2.1	of which female headed (Percentage)		0.00	10.00	10.00	10.00	10.00		

2.2	of which non-Lao-Tai (Percentage)	0.00	60.00	65.00	70.00	75.00
3	Percentage change in travel time to drinking water, agricultural areas, markets, agricultural storages, drying platform and processing site areas. (Percentage)	0.00	50.00	50.00	50.00	50.00
4	Children 6–23 months from community nutrition groups households consuming foods from five out of eight recommended food groups (Percentage)	21.00		27.00		33.00
5	Total direct beneficiaries (Number)	0.00	48,000.00	108,000.00	156,000.00	216,000.00
5.1	of which female (Percentage)	0.00	50.00	50.00	50.00	50.00
5.2	of which non-Lao-Tai (Percentage)	0.00	75.00	75.00	75.00	75.00

### Intermediate Results Indicators by Components

	Indicator Name	PBC Baseline	Intermediate Targets			End Target
			1	2	3	
<b>A</b>	<b>Local Economic Development and Community Capacity Strengthening</b>					

6	Number of key community members graduating from the CLD transformative grassroots leadership training (Number)	0.00	900.00	2,025.00	2,700.00	4,050.00
6.1	of which female (Percentage)	0.00	60.00	60.00	60.00	60.00
6.2	of which non-Lao-Tai (Number)	0.00	75.00	75.00	75.00	75.00
7	Percentage of beneficiaries who feel village development planning reflected their needs (Percentage)	0.00	70.00	75.00	80.00	80.00
7.1	female (Percentage)	0.00	70.00	75.00	80.00	80.00
7.2	non-Lao-Tai (Percentage)	0.00	70.00	75.00	80.00	80.00
8	Percentage of audited climate resilient infrastructures judged by the auditors as conforming to disaster risk reduction procedures and technical specifications (Percentage)	0.00	0.00	60.00	70.00	80.00
9	Percentage of functional climate-resilient infrastructures with communities conducting regularly maintenance activities (Percentage)	0.00	0.00	0.00	70.00	80.00
<b>B</b>	<b>Community Livelihoods Enhancement</b>					

10	Percentage of Village Self-Help Group Management Committee members who are female (Percentage)	0.00	50.00	55.00	60.00	70.00
11	Total amount of SHGs savings mobilized (Amount(USD))	0.00	14,000.00	50,000.00	83,000.00	117,000.00
12	Number of individuals using loans from SHGs (Number)	0.00	6,480.00	8,100.00	17,280.00	18,360.00
12.1	of which female (Number)	0.00	5,500.00	6,880.00	14,680.00	15,600.00
12.2	of which non-Lao-Tai (Number)	0.00	3,880.00	5,265.00	12,096.00	13,770.00
13	Number of producers adopting improved and/or climate smart agricultural and livestock practices (Number)	0.00	3,240.00	5,400.00	9,400.00	12,960.00
13.1	of which female (Number)	0.00	2,754.00	4,590.00	7,990.00	11,010.00
13.2	of which non Lao-Tai (Number)	0.00	1,944.00	3,510.00	6,580.00	9,720.00
14	Percentage of households specializing in production of local inputs (Percentage)	0.00	0.00	60.00	80.00	80.00
<b>C</b>	<b>Community Nutrition Interventions</b>					
15	Total volume of home-made nutrient powders to enhance diets in the 1,000-day window produced (in kgs) (Number)	0.00	4,860.00	11,340.00	20,250.00	30,780.00

16	Number of nutrition videos produced by women-led CNG and disseminated for peer learning (Number)	0.00	470.00	2,360.00	4,250.00	7,560.00
17	Percentage of targeted nutrition households growing at least 3 of the projects recommended crops (Percentage)	0.00		40.00	55.00	70.00
18	Percentage of convergence villages conducting community nutrition meetings informed by children scorecards twice a year (Percentage)	0.00		50.00	60.00	70.00
<b>D</b>	<b>Project Management, Capacity Building and Monitoring and Evaluation</b>					
19	Percentage of registered grievances that are addressed timely according to agreed procedures (Percentage)	0.00	75.00	80.00	85.00	85.00

## ANNEX 2. Workplan

WORK PLAN OF CLEAR PROJECT, July - December 2024									
Community Livelihood Enhancement and Resilience Project (P178545)		Responsible	Year 2024						Remarks
			Q3			Q4			
Component:	Activity		7	8	9	10	11	12	
<b>Component1:</b>	<b>Local Economic Development Initiatives Sub-Grants and Capacity Building</b>								
<b>1.1</b>	<b>Participatory Planning</b>	<b>Engineering</b>							
1.1.2	Provincial Orientation Meeting (For new provinces)	NCD		■					
1.1.3	District Orientation Meeting	CBO		■					
1.1.4	Village Orientation Meeting	NCD		■					
1.1.5	Village Profile	NCD	■	■					
1.1.6	Village Development Plan / Preparation of VDP	NCD	■	■		■			
1.1.7	District Coordination Plan	NCD	■	■					
1.1.8	Survey and design sub-project	ER		■	■	■	■		
1.1.9	Sub-project Confirmation Meeting	ER				■	■		
1.1.10	Kick off meeting	ER		■	■				
1.1.11	Training on TA, Procurement, Finance for Communities	ER			■	■			
1.1.12	Monitoring on the quality of sub-project / Construction	ER				■	■	■	
1.1.13	Monitoring and Evaluation of ESMF (ESMP, ESCOP, and SEP including GRM)	ESFO	■		■		■	■	
1.1.15	Supervision/Monitoring/Board meeting	PMT			■				
1.1.16	Remuneration to 34 Livelihood YGs	Livelihood	■	■		■	■	■	
1.1.17	Remuneration to 34 Nutrition YGs	Nutrition	■	■		■	■	■	
1.1.18	Equipment and motorbikes for YGs	Livelihood/Nutrition		■	■				

1.1.19	Sub-project monitoring (For Concern Division)	FA/PMT							
1.1.20	Sub-project monitoring by M&E/Project Activities Monitoring ( Monthly monitoring of activities in the field by M&E experts and other national project and government expert)	M&E							
<b>1.2</b>	<b>Community capacity building</b>	ER							
1.2.1	ESF training to Village Implement Team and beneficiaries	ESFO							
1.2.2	E&S Environment & Social activities	ESFO							
1.2.3	Training on introduction of the CLEAR project at district and village level	PMT							
1.2.4	ToT training on How to Work with Communities	NCD							
1.2.5	ToT training for Village Facilitator	NCD							
1.2.6	Training on leadership to Head of Village	PMT							
1.2.7	Training on Team Building	NCD							
1.2.8	Cross-provinces exchange learning between province for Engineer	TA							
1.2.9	Training on Quality Control for Engineer, VIT and concern sectors	TA							
1.2.11	Refresher training for technical, procurement and Financial Management	TA+Proc+FM							
1.2.12	District technical working committee meeting (Technical Sector)	TA							
1.2.13	Training on gender gap for village team	ESFO							
1.2.14	Training on peer learning learn from each other group	NCD							
1.2.15	Young Facilitators cost	NCD/Livelihood							
1.2.16	Villages DRM mapping activities	TA							
1.2.17	IEC material/manual (ESF, CFA, O&M and posters)	TA							
1.2.18	IEC for training to community members/Village Facilitators	CBO							
1.2.19	Travel and allowance for VSMC, CNG, VIT, VF	CBO							
1.2.20	Community strengthening training (Community representative) Head of villages at district level	PMT							
1.2.21	Cross-villages exchange learning for communities	NCD+LH							

1.2.22	Training on CFA for Pre-implementation of subproject Technical, Procurement and Financial Management	TA+Proc+FM							
1.2.23	Accountability Meeting at all villages	PMT							
1.2.24	Consultants & Supervision Services Engineering & Others	ER							
1.2.25	ESF Consultants and monitoring	ESF							
<b>1.3</b>	<b>Sub-projects</b>	ER							
1.3.1	Local Economic Development Initiatives Sub-Grants to target villages	ER							
<b>Component2:</b>	<b>Community Livelihoods Enhancement</b>	<b>Livelihood</b>							
<b>2.1</b>	<b>Institutional Building (IB)</b>	<b>Livelihood</b>							
2.1.1	Establishment of Primary SHGs	Livelihood							
2.1.2	Establishment of Advanced SHGs	Livelihood							
2.1.3	Establishment of Village SHG Management Committee (both Primary SHGs and Advanced SHGs)	Livelihood							
2.1.5	Books of Records for Primary SHGs and Advanced SHGs	Livelihood							
2.1.6	Books of Record for Village SHG Management Committees (VSMCs) of Primary SHGs and Advanced SHGs	Livelihood							
2.1.9	Inputs to VSMCs of Primary SHGs and Advanced SHGs	Livelihood							
2.1.12	IEC Materials for SHGs and VSMCs on SHG training, VSMC training on Institution Building	Livelihood							
2.1.13	IEC Materials for SHG members on Farm, Livestock & Non-Farm IGA trainings	Livelihood							
<b>2.2</b>	<b>Capacity Building (CB) - Community Training 'Start forming SHG and VSMC, CRP and Village Young Facilitators in 340 Villages</b>	<b>Livelihood</b>							
2.2.1	Development of Training Modules, Training Manual, Training Materials and Audio Visuals	Livelihood							
2.2.2	Training on five modules institution building training on both Primary SHGs and Advanced SHGs	Livelihood							
2.2.3	Training on three modules institution building training on VSMCs of both Primary SHGs and Advanced SHGs	Livelihood							

2.2.4	Technical training (four modules) on pig raising, chicken raising, goat raising, fish raising, field crop and vegetable & fruits production, handicraft, weaving for SHG members	Livelihood							
<b>2.3</b>	<b>Capacity Building (CB) - Staff Training</b>	<b>Livelihood</b>							
2.3.1	Training on 4 modules of PSHGs and 5 modules of Advanced SHGs	Livelihood							
2.3.2	Training on VSMCs of PSHGs and Ad.SHGs Villages	Livelihood							
2.3.3	Training on Facilitating Skills, Agriculture Extension Approach and ToT skills	Livelihood							
2.3.4	Technical training (four modules) on pig raising, chicken raising, goat raising, fish raising, field crop and vegetable production, handicraft	Livelihood							
2.3.5	Training on 8 Modules of PGs	Livelihood							
2.3.9	Consultants & Supervision Services Livelihood	Livelihood							
<b>2.4</b>	<b>Community Grants</b>	<b>Livelihood</b>							
2.4.1	Seed Grants to 7200 members of 600 PSHGs	Livelihood							
2.4.2	Seed Grants to 14400 SHG members of 1200 Advanced SHGs	Livelihood							
<b>2.5</b>	<b>Quarterly Monitoring</b>	<b>Livelihood</b>							
2.5.1	Head of Livelihood Unit will anchor and coordinate the entire livelihood activities	Livelihood							
2.5.2	16 District Coordinator *10 days*40 months will manage the PGs, Livelihood Entrepreneurs, Validate MIS, and overall in charge of livelihood activities in the villages	Livelihood							
2.5.3	16 District Coordinator *15 days*40 months will organize, monitor the livelihood trainings at district and village level. S/he will be responsible for livelihood technical trainings and outputs of income generation activities.	Livelihood							
2.5.4	45 Livelihood Young Professionals will be providing technical assistance, training, handholding support to SHG, PG, VSMC, IGAs in 450 villages = 45 LYP*18 days*40 months	Livelihood							
<b>Component3:</b>	<b>Community Nutrition Interventions</b>	<b>Nutrition</b>							

<b>3.1</b>	<b>Promotion of demand for enhanced nutrition practices</b>	<b>Nutrition</b>						
<b>3.1.1</b>	<b>Community Mobilization</b>	<b>Nutrition</b>						
3.1.1	Orientation and Formation of 'Community Nutrition Groups 1000 days (CNG)	Nutrition						
3.1.2	Development of training materials by CLEAR and MOH teams and recruitment of master trainer (recruit)	Nutrition						
3.1.3	Master Trainings on Nutrition (NNO)	Nutrition						
3.1.4	Annual Provincial TOT on Nutrition	Nutrition						
3.1.5	Cooking & Food processing Equipment including mill for prepare premix	Nutrition						
3.1.6	Printing of nutrition Manual & SBCC manual	Nutrition						
3.1.7	Production of SBCC material sets	Nutrition						
3.1.8	M&E records books	Nutrition						
3.1.9	Update and design of Recipes Manual	Nutrition						
3.1.10	Printing Recipes Manual	Nutrition						
3.1.11	Printing Village Nutrition Activity Calendar	Nutrition						
3.1.12	Initial quarterly food subsidy (for 2 years)	Nutrition						
3.1.13	Food & Premix take home by the poorest HH (Village type 1)	Nutrition						
3.1.14	Guideline for community facilitator	Nutrition						
3.1.15	Quarterly capacity building on nutrition for CNG committee by NYG	Nutrition						
3.1.17	Training SHG members on Nutrition Food before prepare FIP	Nutrition						
3.1.18	Trainings for shop owners on junk food based on demand in selected villages (100 villages) including IEC materials	Nutrition						
3.1.19	Consultants & Supervision Services Nutrition	Nutrition						
<b>3.1.2</b>	<b>Interpersonal Communication</b>	<b>Nutrition</b>						
3.1.2.1	Home Visit IEC	Nutrition						
3.1.2.2	Assist by village LWU	Nutrition						
3.1.2.3	Integrated Community Nutrition Meeting and special campaigns	Nutrition						

<b>3.1.3</b>	<b>Mass Communication</b>	<b>Nutrition</b>						
3.1.3.1	TOT for LYU + NYG	Nutrition						
3.1.3.2	Train village VDO team by LYU, NYG	Nutrition						
3.1.3.3	Equipment for MMPL	Nutrition						
3.1.3.4	Phone credit	Nutrition						
3.1.3.5	Incentivize for village VDO team	Nutrition						
3.1.3.6	Follow up visit by district LYU	Nutrition						
3.1.3.7	Follow up by Click and reporting	Nutrition						
3.1.3.9	T-shirts for video team	Nutrition						
<b>3.2</b>	<b>Promotion of community-sourced nutritious food</b>	<b>Nutrition</b>						
<b>3.2.1</b>	<b>Home Nutrition Gardening (HNG)</b>	<b>Nutrition</b>						
3.2.1.1	TOT for PRF staff and DAFO by LFN (training materials covered also for 3.2.1.2)	Nutrition						
3.2.1.2	Train 3 Model HH's WNG by DAFO, DNO & NYG	Nutrition						
3.2.1.3	Train representative of HH's CNG member (train by model farmer), including equipment and raw materials	Nutrition						
3.2.1.4	Development of audio clips	Nutrition						
3.2.1.5	Crop seeds and seedlings & including raw material for compost & pest control	Nutrition						
3.2.1.6	Print SBCC materials	Nutrition						
3.2.1.7	TOT on greenhouse models by LFN for model farmer	Nutrition						
3.2.1.8	Materials for greenhouse models	Nutrition						
3.2.1.9	Production of IEC materials	Nutrition						
3.2.1.10	Inceptive for model farmer as very good trainer (result based)	Nutrition						
3.2.1.11	Follow up-visit by LFN and final reporting	Nutrition						
3.2.1.12	Equipment for HNG model HH of CNG member	Nutrition						
3.2.1.13	T-shirts for model farmers	Nutrition						
3.2.1.14	Wild plant food trainings in selected villages - based on village profile	Nutrition						

<b>3.2.2</b>	<b>Goat dairy for enhancing child feeds</b>	<b>Nutrition</b>						
3.2.2.1	TOT organize by LBD for PAFO, DAFO, PRF	Nutrition						
3.2.2.2	Training model farmer by PAFO, DAFO, PRF	Nutrition						
3.2.2.3	Local young professional supporting piloting HH	Nutrition						
3.2.2.4	Milking equipment	Nutrition						
3.2.2.5	Medicine Boxes	Nutrition						
3.2.2.6	Production of IEC goat dairy materials (hand out, VDO, audio clips)	Nutrition						
3.2.2.7	Follow up-visit by PAFO & DAFO	Nutrition						
3.2.2.8	Technical support by LBD and follow-up visits in 20 villages including online monitoring	Nutrition						
3.2.2.9	Incentive for model goat famers	Nutrition						
3.2.2.10	Experiment with new goat breeds	Nutrition						
<b>3.3</b>	<b>Backstopping by MAF, MOH and DAFO/DHO and Quarterly Monitoring</b>	<b>Nutrition</b>						
3.3.1	National Nutrition Team including NNO (Transport, per diem for field visits)	Nutrition						
3.3.2	Transport, per diem & hotel for MOH's NNC staff for field visits	Nutrition						
3.3.3	District Nutrition Officer (DNO), DAFO, DHO)	Nutrition						
3.3.4	Nutrition YG at Kumban Level	Nutrition						
<b>Component4:</b>	<b>Project Management, Capacity Building and Monitoring &amp; Evaluation</b>							
<b>4.1</b>	Consultants & Supporting service costs	PMT						
<b>4.2</b>	Equipment	FA/PMT						
<b>4.3</b>	Works	FA/PMT						
<b>4.4</b>	External audit costs	FA/PMT						
<b>4.5</b>	Incremental Operating Costs	FA/PMT						
<b>4.6</b>	Supervision mission & Internal controls	PMT						
<b>4.7</b>	<b>M&amp;E evaluations</b>	<b>M&amp;E</b>						

4.7.2	GIS consultancy (support when needed, such maps twice a year; 2 weeks)	M&E						
4.7.4	Monitoring and Evaluation Capacity Building /Training (on MIS, M&E Indicator, Reporting, collecting data for all in house evaluation)	M&E						
4.7.5	Day to day monitoring and evaluation by District Staff/Young Professionals/Sector Staff at community level support to community resource person, community-based organisation and data collection for in house evaluations	M&E						
	<b>Assessments and other consultants</b>	M&E						
4.7.7	Evaluation of beneficiaries' satisfaction/needs at planning and technical audit of infrastructures	M&E						
4.7.11	Consultants & Supervision Services M&E	M&E						
4.7.12	Establishment, Roll-out and maintenance of MIS	PMT						
<b>Component5:</b>	<b>Contingency Emergency Response Component.</b>	PMT						
	- Placeholder to be able to respond to a crisis very quickly							

## ANNEX 3. Village Profile Template

### Village profile

#### 1. Village Map

Village location map captured from Google Map



*Added questions: (1. Province name, 2. District name, 3. Village name)*

#### 2. Village Location

- Distance from the district town
- Accessibility

*Added question in check box: (Around year accessible for truck, Dry season accessible for truck, accessible for motorcycle, accessible by boat, accessible walking.)*

#### 3. Number of Population & house-holds

- Population
- Number of households
- Number of family

*Added question: (Number of female, Number of female up 14 years)*

#### 4. Village Resources

- Paddy (ha)
- Upland (ha)
- Forestry (ha)
- River. stream/water reservoirs/ponds

*Added question: (The administrative area of the village, the production area of the village, Forestry area of the village all in ha)*

*Added question in check box: (river, stream, reservoir and pond)*

#### 5. Livestock

- Cow
- Buffalo
- Pig
- Goat/ Sheep
- Chicken

**Added question: duck and others live stock**

**6. Major Crop Cultivation Area**

- Total Rice cultivation Areas (ha)
- Rice cultivation in the rainy season (ha)
- Rice cultivation in the dry season (ha)
- Other crops

**Added question: Upland rice cultivation area in ha**

Vegetable	Cultivation Area	Vegetable	Cultivation Area
Corn	ha	Adlay (job's tear)	
Bean	ha	Wheat	
Potato	ha	Barley	
Sweet Potato	ha	Other crops	

- Coffee: ha
- Pasture land / grass land: ha

**Added question: bong tree-, sugar can-, bloom grass-, taro-, cassava-plantation area**

- Vegetable

Vegetable	Cultivation Area	Vegetable	Cultivation Area
Cabbage	ha	Strawberry	
Onion	ha	Tomato	
Green onion	ha	Lettuce	

others: \_\_\_\_\_

**Added question: lemon and lettuce**

- Flower Cultivation

Flower	Cultivation Area (ha)	Flower	Cultivation Area (ha)
Chrysanthemum		Carnation	
Rose		Orchid	
Gerbera		Lily	

**Added question: jasmine, marigold, lotus,**

- Fruit Tree Cultivation

Fruit tree	Cultivation Area (ha)	Fruit tree	Cultivation Area (ha)
------------	-----------------------	------------	-----------------------

Mango		Papaya	
Banana		Longan	
Orange		Dragon fruit	
Durian		Mangosteen	
Jackfruit		Passion fruit	
Guava		Pomelo	
Lychee		Rambutan	

**7. Nearest market from the village: Name and distance**

*Improved question: Name of market and distance in cell*

**8. Major income activities (including nonfarm activities)**

- Agricultural activities:
- Nonfarm activities

*improved question: add check box for each activity and clarification of non-form activity*

**9. Farm machinery**

- Tractors
- Hand tractors /or power tillers
- Combines
- Motor sprayers
- other important farm machines

*improve question: add check box for each type of machinery*

**10. Village development fund (yes, no, if have, now much)**

*Added: on choice selection for yes or no*

**11. Village credit system (yes, no, if have how many)**

*Added: on choice selection for yes or no*

**12. Village Public Facilities (yes, no, need renovation, need to reconstruction)**

- Village hall
- Waste treatment facilities
- Others:

*Added: power grid, phone signal, on choice selection for yes or no and need renovation, need reconstruction and no need to do.*

**13. Health and sanitation**

- Drinking water source :

*Added: dug well, drill well, gravity water supply and rural central water supply system, on choice selection for yes or no and check box for need renovation, need reconstruction and no need to do.*

- Toilet (how many families has toilets in the house)

*Added: on choice selection for yes or no and need renovation, need reconstruction and no need to do, is it used in case of toilet existing, in case no toilet how people do it.*

- Kumban Healthcare center (yes, no, if have number of MD, nurses)

*Added: on choice selection for yes or no and if there is no health care center where do they go for treatment,*

**14. Education Facilities (yes, no, need renovation, need to reconstruction)**

- Kindergarten
- Primary school
- Secondary school

*Added: on choice selection for yes or no, Primary school, Primary school, Pri secondary and secondary school and check box for need renovation, need reconstruction and no need to do.*

**15. Development needs of Village people**

*Added: on choice selection for yes or no,*

**16. Any development plan by government**

- Designated as a Samsang village
- Any development plan by local government
- Any development plan by government, donors and NGOs

*Added: on choice selection for yes or no,*

**17. Composition of ethnic groups (% of each group)**

**18. Poverty ration of the village by the criteria of government decree 348**

*Added: on choice selection for types 1.2.3,*

**19. Village Social Groups**

Group Name	NO. of Members	Major Activities

*Added: cells for photo during the meeting in the village, Name of interviewer date of the interview*