



LAO PEOPLE'S DEMOCRATIC REPUBLIC
MINISTRY OF AGRICULTURE AND FORESTRY

Project Implementation Manual The CLEAR Project (P178545)



Vientiane Capital

V2. April 2026

Implementing Agency: **Poverty Reduction Fund**

(within MAE)

Funded by: **The World Bank**

Swiss Agency for Development and Cooperation (SDC)

Contents

List of figures	vii
List of tables	vii
Preface	ix
Abbreviations	x
Glossary	xiii
Project area map.....	xviii
1 Project summary	1-19
1.1 CLEAR: Overview	1-19
1.2 CLEAR: Background.....	1-20
1.3 CLEAR: Objectives and indicators	1-20
1.4 Project expectations	1-21
1.5 Project components	1-21
1.5.1 Component 1: Local Economic Development and Community Capacity Strengthening.	1-21
1.5.2 Component 2: Community Livelihoods Enhancement.....	1-22
1.5.3 Component 3: Community Nutrition Interventions.....	1-23
1.5.4 Component 4: Project Management, Capacity Building and Monitoring and Evaluation. ...	1-23
1.5.5 Component 5. Contingent Emergency Response.....	1-24
1.6 Overview of CLEAR implementation structure.....	1-24
1.6.1 Organisational and project structure	1-24
1.6.2 Institutional arrangements.....	1-24
1.7 New features of CLEAR compared to the on-going PRF III AF project.....	1-25
1.8 Project restructuring to include multi-level landscape approach to climate resilience.....	1-27
2 CLEAR project area, beneficiaries, Ethnic /local languages.....	2-28
2.1 Project area	2-28
2.2 Beneficiaries	2-28
2.2.1 Poor remote villages and non-Lao-Tai ethnic communities.....	2-28
2.2.2 Poor households (key beneficiaries)	2-29
2.2.3 Gender	2-29
2.3 Village classification.....	2-30
2.3.1 Classification: 3 types of villages	2-30
2.3.2 Initial classification	2-30
2.3.3 Validation of classification	2-31
2.4 Ethnic / local Languages	2-32
2.5 Inclusion.....	2-33
2.6 IT communication	2-33
2.7 CLEAR principles	2-35
3 Organisational structure and staff	3-36
3.1 Organisational and project structure	3-36
3.2 Institutional arrangements.....	3-37
3.2.1 Ministry of Agriculture and Environment.....	3-37

3.2.2	Collaborations with key ministries and projects	3-38
3.2.3	CLEAR project	3-40
3.2.4	Village level structures	3-40
3.3	Tasks and responsibilities for each project staff position (PMT).....	3-42
3.3.1	Tasks / approach common to all positions.....	3-42
3.3.2	CLEAR team: Central Level.....	3-42
3.3.3	CLEAR team: District Level.....	3-49
3.3.4	Young graduates (YGs).....	3-53
3.3.5	CLEAR team: Village Level.....	3-56
3.4	Relationships between field level roles.....	3-57
3.5	Tasks and responsibilities External Technical Assistance (Contract).....	3-58
3.5.1	Contract A: 'Climate resilient and ecosystem-based infrastructure' (GREEN ETA).....	3-58
3.5.2	Contract B: 'Integrated community-based water management' (BLUE ETA)	3-58
3.6	Tasks and responsibilities of National Technical Assistance (NTA) (Contract).....	3-59
3.6.1	Climate resilient landscape planning (CRLP)	3-59
3.6.2	Capacity-building for Climate Smart Agriculture (CSA)	3-59
3.6.3	Climate Resilient Eco-Agriculture Technical Exchanges (CREATE)	3-59
4	Project cycle	4-60
4.1	World Bank project cycle (summary)	4-60
4.2	Project cycle: Implementation (overview)	4-61
4.2.1	Pre-implementation requirements	4-61
4.2.2	Two-and a half year project cycle (for each of 2 batches of villages)	4-61
4.2.3	Project cycle: Field activities: component 1,2 and 3	4-63
4.2.4	Project cycle Landscape approach.....	4-64
4.3	Project cycle: summary tables.....	4-66
4.4	Project cycle: Details: Orientation.....	4-68
4.4.1	Orientation: Staff; district; village	4-68
4.4.2	Technical training – team	4-69
4.5	Project cycle: Details: Set-up stage	4-70
4.5.1	Field level project Set-up.....	4-70
4.5.2	Pre VDP training.....	4-73
4.5.3	Set-up for landscape approach actions	4-76
4.6	Project cycle: Details: Planning stage	4-79
4.6.1	VDP (Planning)	4-79
4.6.2	Blue infrastructure technical needs assessment and prioritisation	4-82
4.6.3	CSA – needs assessment.....	4-82
4.7	Project cycle: Details: Preparation stage.....	4-82
4.7.1	Specific preparation for infrastructure.....	4-83

4.7.2	Ongoing livelihood/ income generation activities / Nutrition	4-88
4.7.3	Landscape Approach Preparation	4-89
4.8	Project cycle: Details: Implementation stage	4-91
4.8.1	Infrastructure implementation.....	4-92
4.8.2	Ongoing livelihood/ income generation activities.....	4-93
4.8.3	Landscape approach implementation	4-95
4.9	Project cycle: Details: Post-implementation stage.....	4-97
4.9.1	Post Infrastructure implementation.....	4-97
4.9.2	Sustainability	4-99
4.9.3	Specification preparation	4-99
4.10	Finance and procurement	4-100
4.10.1	Financial management	4-100
4.10.2	Key elements of finance management that field staff (YGs; district technical staff) should be aware of	4-100
4.10.3	Procurement of goods, works and services.....	4-103
4.11	Environmental and social management (summary of steps within implementation).....	4-106
4.12	Regular reporting.....	4-106
4.12.1	Financial report.....	4-106
4.12.2	Monitoring and evaluation reports	4-107
4.12.3	Implementation reports	4-107
4.12.4	District monthly reports to the provincial/national level.....	4-107
4.12.5	Field-level reporting forms	4-107
4.12.6	Reports to government partners.....	4-107
5	Implementation of project components.	5-108
5.1	Overview: Community level project components 1-3.....	5-108
5.2	Component 1: Local economic development and community capacity strengthening.....	5-112
5.2.1	Subcomponent 1.1: Participatory Village Development Planning (VDP)	5-112
5.2.2	Subcomponent 1.2: Community Capacity Strengthening (CCS).....	5-121
5.2.3	Subcomponent 1.3: Climate-resilient community infrastructure	5-124
5.2.4	Additional small-scale CRIs under the Landscape Approach (SDC)	5-131
5.2.5	Infrastructure-related climate resilient considerations (Component 1.3)	5-133
5.2.6	Gender in infrastructure activities (including activities from the GESI action plan)	5-133
5.3	Component 2. Community livelihoods enhancement.....	5-134
5.3.1	Subcomponent 2.1: Development and management of Self-Help Groups (SHGs) and Producer Groups (PGs).....	5-134
5.3.2	Subcomponent 2.2: Income generation and food security capacity building.....	5-136
5.3.3	Subcomponent 2.3: Delivery of project grants and management of productive assets....	5-137

5.3.4	Additional: Ecosystem based Adaption (EbA) and Integrated Community Based Wat Management (ICBWM).....	5-139
5.3.5	Livelihood-related climate resilient considerations (Component 2)	5-141
5.3.6	Gender in livelihood activities (including activities from the GESI action plan).....	5-142
5.4	Component 3. Community nutrition interventions.....	5-142
5.4.1	Subcomponent 3.1: Promotion of demand for enhanced nutrition practices.....	5-142
5.4.2	Subcomponent 3.2: Promotion of community-sourced nutritious food	5-148
5.4.3	Linkages between nutrition components and livelihoods/ infrastructure.....	5-150
5.4.4	Nutrition related climate resilient considerations (Component 3).	5-150
5.4.5	Gender focus in nutrition activities (including activities from the GESI action plan).....	5-150
5.5	Component 4. Project management, capacity building and monitoring and evaluation	5-151
5.5.1	Overview.....	5-151
5.5.2	Gender activities: Component 4 (including activities from the GESI action plan)	5-151
5.6	Component 5. Contingent Emergency Response Component (CERC)	5-151
6	Technical manuals (overview)	6-152
6.1	Overview.....	6-152
6.2	Component-1 manuals	6-153
6.2.1	VDP Process (manual).....	6-153
6.2.2	CCS Transformative grassroots leadership training manual	6-153
6.2.3	Small Infrastructure manual.....	6-153
6.2.4	Community financial manual.....	6-154
6.3	Component-2 manuals	6-154
6.3.1	Livelihoods manual	6-154
6.3.2	Ecosystem based Adaption (EbA) and green infrastructure manual/guidelines	6-154
6.3.3	Integrated Community-Based Water Management (ICBWM) Manual/guidelines	6-155
6.4	Component-3 manuals	6-155
6.4.1	Village Food System Guidelines.....	6-155
6.5	Component-4 manuals	6-156
6.5.1	Monitoring and evaluation manual.....	6-156
6.5.2	Finance and administration manual	6-156
6.5.3	Procurement manual.....	6-156
6.6	Public disclosure	6-156
6.6.1	Publicly accessible documents	6-156
6.6.2	Informed consent	6-156
7	Monitoring and evaluation.....	7-158
7.1	Overview.....	7-158
7.2	Results framework.....	7-158
7.3	Project Management Team (PMT) - M&E	7-160
7.4	Regular monitoring by the PMT/DT (District Team).....	7-160

7.5	Evaluation schedule.....	7-160
7.6	Management Information System (MIS) database / data collection	7-161
8	ESF Implementation.....	8-162
8.1	ESF Requirements and WB Clearances.....	8-162
8.1.1	Overview.....	8-162
8.1.2	ESF Risks, Impacts, and Mitigation Measures	8-162
8.1.3	ESF Documents and WB Clearance.....	8-166
8.2	ESF Screening and Instruments during Implementation	8-167
8.2.1	ESF Screening Step 1. Negative and preference lists	8-167
8.2.2	Infrastructure-Activities Screening and WB Clearance (Step 2)	8-171
8.2.3	Livelihood and Nutrition Activities Screening and WB Clearance (Step 2)	8-173
8.2.4	Application of Code of Conducts and GRM	8-175
8.3	ESMF Implementation, Training, and Capacity Building	8-178
8.3.1	ESF Team/Focal Points (Who should do what?).....	8-178
8.3.2	ESF Training and Capacity Building.....	8-178
8.4	Stakeholder engagement	8-179
8.4.1	Overview.....	8-179
8.4.2	Stakeholder Engagement Plan (SEP)	8-179
8.4.3	Feedback and Grievance Redress (FGR)	8-180
8.5	Risk avoidance and reduction if land donations are needed	8-186
8.5.1	Voluntary donation and compensation.....	8-186
8.5.2	Land donation procedures	8-187
8.5.3	Preparation of Abbreviated Resettlement Plan (ARP)	8-189
8.6	ESF Implementation Reports and M&E	8-190
8.7	Risks and accidents/safety.....	8-194
9	Contingent Emergency Response Component (CERC)	9-195
9.1	Overview.....	9-195
9.2	Eligible goods and equipment	9-195
9.2.1	List of eligible goods and equipment.....	9-195
9.2.2	Non-eligible goods and services	9-196
10	Annexes	10-198
	ANNEX 1. References and bibliography	10-198
	ANNEX 2. Exit strategy (summary)	10-200
	ANNEX 3. CLEAR Project GESI (Gender and Social Inclusion) Action Plan – Summary	10-202
	ANNEX 4. CLEAR principles - Details.....	10-204
	ANNEX 5. Environmental And Social Commitment Plan (ESCP)	10-207
	ANNEX 6. CCS grassroots leadership participants	10-213
	ANNEX 7: Young Graduates - Key aspects of YG work.....	10-214
	ANNEX 8. Results framework.....	10-228
	ANNEX 9. Theory of change	10-241
	ANNEX 10. ESS and tools summary	10-242

List of figures

Figure 0-1. Project Target area map.....	xviii
Figure 1-1. Component linkages.....	1-27
Figure 3-1. Organisational diagram: Central level.....	3-36
Figure 3-2. Organisational diagram: District level.....	3-37
Figure 3-3. Organisational Diagram: village level (groups depend on village type).....	3-37
Figure 3-4. Institutional arrangement.....	3-39
Figure 3-5. Young graduate and facilitator roles in the village.....	3-57
Figure 4-1. Project cycle overview.....	4-62
Figure 4-2. Example 2-year village project cycle (e.g., for batch 2 starting in year 2).....	4-63
Figure 4-3. Landscape approach project cycle.....	4-64
Figure 4-4. Example activities in a cluster.....	4-65
Figure 4-5. Relationship between VSMC and VIT.....	4-83
Figure 4-6. Village infrastructure-activity procurement.....	4-106
Figure 5-1. Overview of village types and their activity.....	5-108
Figure 5-2. Diagram of links between components for type-1 villages.....	5-109
Figure 5-3. Diagram of links between components for type-2 villages.....	5-109
Figure 5-4. Diagram of links between components for type-3 villages.....	5-110
Figure 5-5. VDP planning process diagram (updated to include grey infrastructure).....	5-114
Figure 5-6. Landscape approach activities.....	5-132
Figure 6-1. Diagram showing components linked to manuals.....	6-152
Figure 8-1. ESF Tools to be applied to activities (ANNEXES refer to annexes of the ESMF).....	8-170
Figure 8-2. Accident reporting producer.....	8-194

List of tables

Table 1. Summary of district staff.....	1-24
Table 2-1. Project area summary.....	2-28
Table 2-2. Village classification.....	2-31
Table 2-3. Village activity in relation to classification.....	2-31
Table 2-4. Example village type confirmation questions.....	2-31
Table 2-5. Ethnic groups in the Project Area.....	2-33
Table 2-6. Examples of digital tool use by CLEAR.....	2-34
Table 4-1. Summary of CLEAR project cycle steps.....	4-66
Table 4-2. Summary of CLEAR project cycle steps.....	4-67
Table 4-3. Procurement methods.....	4-104
Table 4-4. Summary of procurement method thresholds: Works and goods (non consultant).....	4-104
Table 4-5. Summary of procurement method thresholds: Consultancies.....	4-105
Table 5-1. Summary of component 1-3 activities by village type.....	5-110
Table 5-2. Landscape approach by cluster / all-core villages-outlier villages.....	5-111
Table 5-3. Suggested approach to review and prioritise needs within group discussions.....	5-120
Table 5-4. B2 CSS priority villages.....	5-121
Table 5-5. CCS sessions and core training methods.....	5-123
Table 5-6. Table showing possible options for climate-resilient community infrastructure.....	5-125
Table 5-7. Further livelihood activities not included under component 1.3.....	5-130
Table 5-8. Negative list (summary of ESMF annex 2A – see ESMF for full details).....	5-130

Table 5-9. Suggestions for SHG livelihoods	5-136
Table 7-1. Results Framework at the PDO level	7-158
Table 7-2. Summary of intermediate indicators.....	7-159
Table 7-3. Overview of evaluations	7-160
Table 8-1. E&S Risks and Impacts and Proposed Mitigation Measures	8-164
Table 8-2. ESF screening – negative list.....	8-169
Table 8-3. ESF – preference list	8-170
Table 8-4. Step 2: Screening questions and tool identification for infrastructure activity	8-171
Table 9-1. List of eligible goods and equipment.....	9-196

Preface

The **Community Livelihood Enhancement and Resilience Project (CLEAR)** is a community-driven and local development (CDD/CLD) project. CLEAR aims to improve rural livelihoods and consumption of diverse foods for targeted vulnerable communities, focusing on the poorest areas in Laos, based on the most recent poverty data. The project is in 7 provinces, 14 districts and 450 villages.

The CLEAR project staff are the main target audience of the PIM. This includes central level staff, district level staff and young graduates.

All staff should use the PIM as a reference for their work. The PIM has been written to provide district and young graduate staff with clear guidance to support activity implementation.

In 2025, the Swiss Agency for Development and Cooperation (SDC) provided additional funding to the CLEAR project to support a multi-level landscape approach to climate resilience from 2026 to 2028. Details to support implementation of this further work under CLEAR have been added to this updated version of the PIM. In addition, in February 2026 the World Bank conducted a Mid-Term Review mission, and made recommendations to improve programming following that review. These recommendations have also been captured in the PIM, for example where staffing responsibilities are adjusted, or additional steps within the project cycle are needed.

This revision of the PIM captures the updates outlined above made until April 2026. Meanwhile, readers should be aware that component guidelines are being updated, and these updates will be key references once complete. Revision of the logical framework indicators are also being finalised. Similarly, the ESF guidelines are under revision, and will be the key ESF reference once those revisions are approved by the World Bank.

Of note:

Section 3 not only reviews the staffing structure but also includes a detailed review of field level roles, particularly those of the Young Graduates.

Section 4 (project cycle) gives a detailed step-by-step approach to field level implementation (a useful reference for district and young graduate staff). This should be read together with section 5 which details specific parts of the project cycle in more detail (e.g. village-level planning).

Section 8 is also a key reference for field level staff. Environmental and Social (E&S) protection is a high priority of the project. This section aims to give an overview of what the Environmental and Social framework includes and aims to achieve. (THE ESMF is then the reference for more detailed as needed).

This Project Implementation Manual (PIM) is a living document which serves as an implementation guide for the project implementing agencies at all levels on a project-wide basis, and subject to ongoing modifications, as legal and institutional frameworks and circumstances on the ground change.

The document will be updated regularly by the CLEAR team and the Ministry of Agriculture and Environment (MAE) with the prior review and agreement of the SDC and World Bank.

Where there are inconsistencies between the PIM and other project legal documents (i.e., the Financing Agreement), the legal documents will govern.

Additional technical and project management guidelines are available in the manuals as well as training materials for various training and capacity building programs on different topics, according to the needs of different groups targeted by the training.

Abbreviations

AFN II	Agriculture For Nutrition - Phase 2 (IFAD project)
AP	Affected Person
A-RP	Abbreviated Resettlement Plan
BoQ	Bill of Quantities
CERC	Contingent Emergency Response Component
CLEAR	Community Livelihood Enhancement and Resilience Project
CCS	Community Capacity Strengthening
CLD	Community Led Development
CNG	Community Nutrition Group
CPF	Country Partnership Framework
CRI	Climate Resilient Infrastructure
CRLP	Climate Resilient Landscape Planning
CR-YG	Climate Resilience - Young Graduate
CU2	Children Under Two
CU5	Children Under Five
DoAE	District office of Agricultural and Environment
DCRO-A	District Climate Resilience Adaption Officer
DCRO-E	District Climate Resilience Engineering Officer
DHO	District Health Office
DOPC	Department of Planning and Cooperation
DOPF	Department of Planning and Finance
DLI	Disbursement Linked Indicator
DSS	Decision Support System
E&S	Environmental and Social
EbA	Ecosystem-based Adaptation
EEO	Environmental Engineering Officer
EG	Ethnic Group
EMAP	Early Marriage and Adolescent Pregnancy
EMO	Ecosystems Management Officer
ESCAP	Environmental and Social Code of Practices
ESCP	Environmental and Social Commitment Plan
ESF	Environmental and Social Framework
ESHS	Environmental, Social, Health and Safety
ESMF	Environmental and Social Management Framework
ESS	WB's Environmental and Social Standards
ETA	External Technical Assistance
FGD	Focus Group Discussions
FGR	Feedback and Grievance Redress
FIP	Family Investment Plan
ESMF	Environmental and Social Management Framework
GBV	Gender Based Violence
GESI AP	Gender [Equality] and Social Inclusion Action Plan
GoL	Government of Lao PDR

GRM	Grievance Redress Mechanism
HH	Household
HNG	Home Nutrition Garden
IBRD	International Bank for Reconstruction and Development
ICR	Implementation Completion and Results Report
IDA	International Development Association
IFAD	International Fund for Agricultural Development
IGA	Income Generating Activity
IVET	Initial Vocational Education and Training
ICBWM	Integrated Community-Based Water Management
ICEM	International Centre for Environmental Management
IWMI	International Water Management Institute
LACSA	Lao Climate Service for Agriculture
LBD	Lao Buffalo Dairy
LFA	Lao Farmer Association
LMP	Labour Management Procedures
LN	Livelihood-linked Nutrition
LWU	Lao Women's Union
LYU	Lao Youth Union
M&E	Monitoring and Evaluation
MAE	Ministry of Agriculture and Environment
MBO	Mass-based Organizations
MIP	Micro Investment Plan
MOF	Ministry of Finance
NPAN	National Plan of Action on Nutrition
NSEDP	National Social-Economic Development Plan
NTA	National Technical Assistance
NYG	Nutrition Young Graduates
OHS	Occupational Health & Safety
PAD	Project Appraisal Document
PAH	Project Affected Households
PAP	Project Affected People
PDO	Project Development Objectives
PG	Producer Group
PIM	Project Implementation Manual
PIP	Participatory Identification of Poor
PMT	Project Management Team
PPE	Personal Protective Equipment
PRF	Poverty Reduction Fund
RESA	Rapid Environmental and Social Assessment
RFP	Resettlement Policy Framework
SDC	Swiss Agency for Development and Cooperation
SDCSEA/SH	Sexual Exploitation and Abuse/ Sexual Harassment
SEP	Stakeholder Engagement Plan
SHG	Self-Help Group
SOE	Statements of Expenditure

SS ESMP	Site Specific Environmental Social Management Plan
STEP	Systematic Tracking and Exchanges in Procurement
UNOSAT	The United Nations Satellite Centre
VAC	Violence Against Children
VIT	Village Infrastructure Team
VSMC	Village Self-Help Group Management Committee
WB	World Bank

Glossary

Climate Resilient Landscape Planning (CRLP)

Participatory land use planning to identify priorities for community-based adaptation. The CRLP process will build on the experience and lessons of participatory land use planning in Laos (e.g., FALUPAM: Participatory Forest and Agriculture Land Use Planning, Allocation and Management¹), while using new technology to improve efficiency and identify risks associated with extreme weather (floods, landslides, droughts). It is expected that the new CRLP process will be carried out across 10 clusters.

Climate Resilient infrastructure: GREEN

Green infrastructure ('bioengineering') uses vegetation and the landscape to reduce erosion and control drainage to reduce risks of landslides and floods. Examples include terracing, reinforcement of riverbanks, contour planting, slope stabilisation, and protection of water bodies. It can protect village roads, water supply and other sub-projects. Selection is based on needs identified in the CRLP, or as an addition to the sub-projects funded through the VDP process. The Environmental Engineering Officer (EEO) supports the Engineering Specialist to implement this.

Climate Resilient infrastructure: BLUE

Blue infrastructure are structures that deliver water for domestic or agriculture use (e.g., all year supply). Examples include irrigation systems (a system can be for more than 1 village, including groundwater, solar pumps, drip irrigation), Gravity fed drinking water systems, Shallow tube wells with washing areas and handpumps; toilets (schools / public buildings); solar panels for water pumps; Rainwater harvesting; Soakaways for groundwater recharge. Selection is based on needs identified at the landscape level during CRLP and a blue infrastructure survey in cluster villages. The Environmental Engineering Officer (EEO) supports the Engineering Specialist to implement this.

Climate Resilient infrastructure: GREY

Grey infrastructure are structures generally made with cement and steel. Under SDC it is associated with climate-smart agriculture (CSA). Examples include shade houses; Drying platforms; Post-harvest storage buildings; Animal housing; Compost unit; Fishponds and refuges. The Environmental Engineering Officer (EEO) supports the Engineering Specialist to implement this.

Cluster villages

The landscape approach will be implemented in six clusters of with a total of 36 villages (average six villages per cluster), across six districts (one cluster per district). A "cluster" is a group of villages that share a similar landscape, for example a water catchment or land use type (this is *not* an administrative unit e.g., Tasaeng or Khumban). These clusters, which cover approximately half of the villages supported by the SDC contribution to the project, are the primary location for CRLP (Climate resilient landscape planning), as the basis for identifying needs for Green infrastructure, EbA and ICBWM. Blue infrastructure will also be provided, based on need, in cluster villages.

Outlier villages

'Outlier villages' are the villages that are targeted under the landscape approach, but are not included in the clusters (where the CRLP is applied). These 'outliers'

¹ FALUPAM has 5 stages for village/cluster land-use planning including preparation, village data collection and geo-maps, current make a land use/forest cover map, Socia-Ec data, soil measurement; Make a forest-ag zone map, Monitor how the zones are followed.

will receive support for grey infrastructure (selected via the VDP). They may also be supported with green infrastructure. (Grey infrastructure is for all outlier villages; green infrastructure is based on the CRLP/technical assessment of priorities— so could apply to none, some or all outlier villages depending on the assessment). Depending on the CRLP, EbA and ICBWM may also be scaled up to include some of these villages.

Climate-smart Agriculture	Climate-smart agriculture considers the effect that climate change can have on food security and agriculture. It involves the management of crops, livestock, forests, and fisheries with an aim to have productive farming/livelihoods that are resilient to climate changes and that also reduce emissions ² . CSA helps the people who manage agricultural systems respond effectively to climate change. ³
Community	In CLEAR a community is considered as all of the people living in one village (which can include hamlets of that village). (The 450 target villages can therefore be considered as 450 communities).
Community-Led Development	Community-Led Development is a development approach in which local community members work together to identify goals that are important to them, develop and implement plans to achieve those goals, and create collaborative relationships internally and with external actors—all while building on community strengths and local leadership. (Community-Driven Development is a similar notion). ⁴
Consumption of diverse food	“Consumption of diverse food” reflects the quality of the diet in terms of diversity. The focus is on minimum dietary diversity for children between 6 and 23 months. It is defined by the consumption of at least five of the eight food groups defined by international standards. CLEAR focus for food diversity is on the individual level and it is a proxy for adequacy of nutrient intake.
Ecosystem-based Adaptation (EbA) (approach)	Ecosystem-based adaptation involves the sustainable management, conservation and restoration of ecosystems, thereby reducing vulnerability to climate change at the same time as maintaining or enhancing productivity. Examples include watershed conservation and soil conservation with reforestation of slopes and ridges, terraced planting, management of river zones, NTFP zones, agro-forestry, livestock management (e.g. fenced grazing, fodder). This is a participatory, climate resilient approach related to livelihoods and is implemented in villages with green infrastructure. Can be multi-village. The Ecosystem Management Officer is responsible for effective planning, coordination, implementation, and monitoring of EbA activities.
First 1000 days of life	The first 1000 days of life is between a woman’s pregnancy and her child’s second birthday. It is an opportunity to establish the foundations for optimum health and development across the lifespan. ⁵

² CLEAR Project Appraisal Document (PAD)

³ <https://www.fao.org/climate-smart-agriculture/overview/en>

⁴ <https://mclid.org> Source: InCLuDE Report, MCLD: Veda, G., Donohue, C., Nicholls, R., Cloete, E., Trandafili, H., Wright, M., Williams, A., Delgadillo, D., Cruse, M., Westhorp, G. (2021) Impact of Community-Led Development on Food Security (InCLuDE): A Rapid Realist Review. The Movement for Community-Led Development & Charles Darwin University

⁵ First 1000 Days the critical window to ensure that children survive and thrive May 2017. UNICEF

Income Generating Activity (IGA)	This is livelihood activity with the purpose to generate household income, usually with livelihood diversification. In this project it is therefore a livelihood activity that is expected to make some income, and not solely for direct household consumption.
Infrastructure-Activity	This term refers to the infrastructure support under component 1. This was previously called a 'sub-project', but this caused confusion with stakeholders where the term 'project' has a specific meaning in terms of financial classifications.
Integrated Community-Based Water Management (ICBWM). (Approach)	This approach can help manage scarce water resources where there is unpredictable rainfall and seasonal drought. It addresses needs for both agricultural and household use, and recognizes the key role of women as water users. It may include: participatory water resource planning and monitoring, water user groups, repairs and maintenance of irrigation structures and drinking water systems; new water resources, e.g., groundwater, small storage ponds; new water management technologies including drip and sprinkler irrigation, and water-saving cropping practices. This is a participatory, climate resilient management approach related to blue infrastructure. Can be multi-village. The Ecosystem Management Officer is responsible for effective planning, coordination, implementation, and monitoring of ICBWM activities.
Multi-level landscape approach to climate resilience	A landscape approach (summarised) (FAO, 2018) refers to a set of methods and approaches deployed in landscapes to try to achieve multiple economic, social, environmental objectives (multi-functionality) through processes that bring together the interests and actions of multiple actors. It is based on the assumption that resilience at the household and community levels depends on resilience at the landscape level.
Livelihood-Activity	This term is used to describe livelihood actions under component 2. For example, income generation activities carried out to support SHGs, and PG activities.
Malnutrition	Malnutrition refers to deficiencies or excesses in nutrient intake, imbalance of essential nutrients or impaired nutrient utilization (WHO). ⁶ (E.g., where there is not enough nutrients, food, and food diversity to support healthy growth and development).
Nutrition-Activity	This term is used to describe actions under component 3 (for distinction from activities under components 1 and 2).
Pre-mix	This is a home-made food powder for babies using soft rice and mung beans (has protein). It can be used to prepare Khao Piak (rice porridge) in 15 minutes.
Resilience	Resilience is to "cope and recover." Therefore, the project must consider climate and disaster risks (storms, floods, landslides, drought), how project activities are designed to anticipate and reduce the impact of these, and how livelihoods will return to normal in a timely manner after a disaster event. Resilience also refers to the capacity to reduce impacts and recover from economic shocks through diversification of livelihoods and food sources. Community resilience can be strengthened through maintaining a combination of foods from

⁶ WHO: <https://www.who.int/health-topics/malnutrition>

households' own production, food purchases, and collection of forest food products.

Rural livelihoods

"Rural livelihoods" under the project denotes engaging in on-farm and off-farm income generating activities and access to productive infrastructure. Rural livelihoods are considered improved when they rely on more sustainable income generating activities and increased income diversification.

SBC/C

SBC

Social and behaviour change (SBC) programming is an approach that applies systematic insights about why people behave the way they do, and how behaviours change, to effect positive outcomes for and by specific groups of people.⁷ Social and behaviour change (SBC) aims to lower structural barriers that hinder people from adopting positive practices, and hinder societies from becoming more equitable, cohesive, and peaceful. SBC encompasses any set of strategies and interventions that influences drivers of change and supports local action towards better societies.⁸

SBCC

Social and behaviour change communication (SBCC), is an important SBC approach.⁹ Nutrition SBCC is a set of interventions that systematically combines elements of interpersonal communication, social change and community mobilization activities, mass media, and advocacy to support individuals, families, communities, institutions, and countries in adopting and maintaining high impact nutrition-specific and nutrition sensitive behaviours or practices.¹⁰

Note that there is a Nutrition & SBC manual for CLEAR, and an SBC strategy for the WBNC program phase 2.

Stunting

Stunting is defined as low height-for-age. It is the result of chronic or recurrent undernutrition, usually associated with poverty, poor maternal health and nutrition, frequent illness and/or inappropriate feeding and care in early life. Stunting prevents children from reaching their physical and cognitive potential. (WHO).

Village Inclusion action plan.

This is a plan made in session 4 of the Community Capacity Strengthening (CCS) component: Leadership Training: Strengthening Inclusion and Women's Empowerment in Community Development Village Training Manual. The group of community trainees develop a vision of what they want their village to look like in the future in terms of relations between people and strengthening inclusion and gender equality in the community. They then create a plan for how to achieve that vision, and the activities that should be carried out to move from the current to the future situation.

⁷[https://www.usaid.gov/global-health/health-systems-innovation/health-systems/resources/social-behavior-change#:~:text=Social%20and%20behavior%20change%20\(SBC,by%20specific%20groups%20of%20people.](https://www.usaid.gov/global-health/health-systems-innovation/health-systems/resources/social-behavior-change#:~:text=Social%20and%20behavior%20change%20(SBC,by%20specific%20groups%20of%20people.)

⁸ <https://www.unicef.org/social-and-behaviour-change>

⁹<https://2017-2020.usaid.gov/global-health/health-areas/nutrition/technical-areas/effective-scale-nutrition-social-and-behavior>

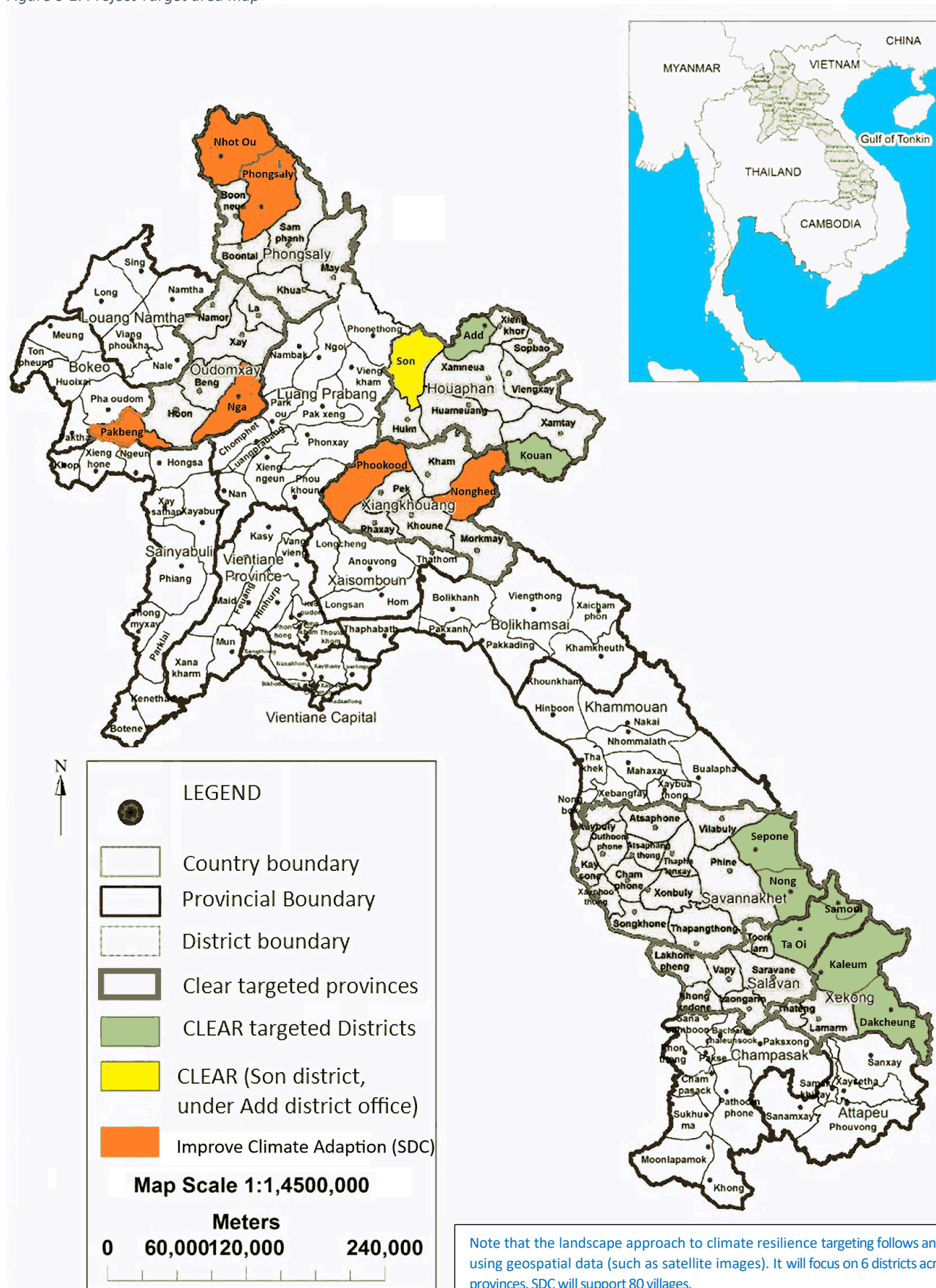
¹⁰<https://2017-2020.usaid.gov/sites/default/files/documents/1864/at-scale-nutritionSBCC-technical-guidance-brief-edit-508.pdf>

Village type	CLEAR considers 3 categories of village within the 450 targeted villages. It is based on the <i>Criteria for Graduation of Villages from Poverty</i> (Decree No. 348/GoL Article 5). The categories are used to help targeting of appropriate activities. In general: Type 1 villages (poorest) are where CLEAR has a greater focus on small basic infrastructure since they have higher needs. Self Help Groups (SHGs) do not do savings and credit. Type 2 villages (middle/less poor than type 1) are considered to be suitable for the SHG activities with savings and credits. Infrastructure should support livelihood development. Type 3 villages are less poor and better connected to district markets and so can focus on market-oriented production. They can include support to producer groups. (Not all type 3 villages have a producer group under CLEAR (it will be in one village per district, which may then extend to other villages). The village categories and their confirmation explained in more detail in section 2.
VIT	The Village <u>Infrastructure</u> Team is set up to manage the community infrastructure-activities under component one. It has members responsible for procurement (2 members), supervision (2 members) and finance (2 members). The infrastructure-activity fund is transferred from the project via the VSMC bank account.¹¹
VSMC	The Village Self-Help Group Management Committee is made of representatives from each SHG in one village. It is responsible for opening a bank account and managing the project seed grant transferred to the VSMC to be disbursed to SHGs based on the Micro Investment Plan. The SHGs disburse the seed grant to individual SHG members based on Family Investment Plan to carry out income generating activities. The VSMC bank account is also used to transfer money to the community for the infrastructure-activity and for nutrition grants. The infrastructure-activity fund is then specifically managed by the VIT (Village Infrastructure Team). The nutrition grant is managed by the CNG.
Vulnerable communities	“Vulnerable communities” are defined in terms of entire villages. Communities are considered vulnerable when they are in provinces with high prevalence of child stunting and climate-related shocks, and are classified as poor based on the Decree 348 multidimensional criteria.
Wasting	Wasting is defined as low weight-for-height. It often indicates recent and severe weight loss, although it can also persist for a long time. It usually occurs when a person has not had food of adequate quality and quantity and/or they have had frequent or prolonged illnesses. Wasting in children is associated with a higher risk of death if not treated properly. (WHO).

¹¹ Under PRF this was the “Village Implementation Team”. It is renamed to clarify that the role is only for infrastructure construction under component 1.

Project area map

Figure 0-1. Project Target area map



1 Project summary

1.1 CLEAR: Overview

Country	Lao People's Democratic Republic	
Full Project Name:	Community Livelihood Enhancement and Resilience Project	
Project Number	P178545	
World Bank IDA (Credit/loan) (\$): (adjusted to reflect the appreciation of the SDR in relation to the USD since project approval)	US\$ 45,840,000 million	
Swiss Agency for Development and Cooperation (SDC) "Non-reimbursable grant" (\$):	US\$ 8,110,295 million	
Total Finance (\$):	US\$ 53,950,295 million	
Component (\$):	World Bank IDA (\$):	SDC (\$):
Component 1: Local Economic Development and Community Capacity Strengthening	US\$ 28,100,000	US\$ 3,300,000
Component 2: Community Livelihoods Enhancement	US\$ 8,100,000	US\$ 1,830,000
Component 3: Community Nutrition Interventions	US\$ 4,840,000	S\$ 0
Component 4: Project Management, Capacity Building and Monitoring and Evaluation	US\$ 4,800,000	US\$ 2,980,295
Component 5: Contingency Emergency Response Component (CERC)	S\$ 0	S\$ 0
Implementation Period (Fund)	60 months (09 Oct 2025 to 29 December 2028)	38 months (09 Oct 2025 to 29 December 2028).

1.2 CLEAR: Background

The **Community Livelihood Enhancement and Resilience Project** (CLEAR) is a community-led development (CLD) project. This is an approach that emphasizes community control over planning decisions and resources. 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).

CLEAR aims to improve rural livelihoods and consumption of diverse foods for targeted vulnerable communities, focusing on the poorest areas in Laos, based on the most recent poverty data. The project is in 7 provinces, 14 districts and 450 villages.

Resilience is to “cope and recover.” Therefore, the project must consider climate and disaster risks (storms, floods, landslides, drought), and income shocks, and how to design activities that anticipate and avoid or reduce the impact of these risks. Planning must include how livelihoods will return to normal in a timely manner after a disaster event.

CLEAR contributes to the Lao PDR government policies, including the MAE strategy¹² and the Laos National Social-Economic Development Plan (NESDP). CLEAR supports the implementation of the GOL’s National Plan of Action on Nutrition (NPAN). The CLEAR implementation period is for 48 months (1st January 2024 to 30th December 2027).

The project is financed through World Bank Group Financing, International Development Association (IDA), and latterly by the Swiss Agency for Development and Cooperation (SDC).

In 2025 SDC identified CLEAR as an ideal platform for the Swiss Government to help the Government of Lao PDR to enhance climate and disaster resilience of targeted rural communities. Joint Co-Financing from SDC was requested by the Minister of Finance in his letter to the World Bank of October 9, 2025. This is the first proposed restructuring of the project.

1.3 CLEAR: Objectives and indicators

The Project Development Objective (PDO) is 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 PDO-level results is measured through five indicators:

Indicator 1: Percentage of Income-Generating Activities (IGAs) implemented that are viable 1 year after having benefitted from financing under the project (total; female-owned IGAs; non-Lao-Tai-owned IGAs).

Key Acronyms in section 1.

CCS	Community Capacity Strengthening
CERC	Contingent Emergency Response Component
CLEAR	Community Livelihood Enhancement and Resilience Project
CREATE	Climate Resilient Eco-Agriculture Technical Exchanges
CRLP	Climate Resilience Landscape Planning
CSA	Climate smart agriculture
DoAE	District Office of Agriculture and Environment
DRR	Disaster Risk Reduction
EbA	Ecosystem-based Adaptation
ICBWM	Integrated Community-Based Water Management
ESF	Environmental and Social Framework
IGA	Income-Generating Activities
PMT	Project Management Team
SBCC	Social Behaviour Change Communication
SDC	Swiss Agency for Development and Cooperation

¹² Agriculture Development Strategy to the year 2025 and Vision to the year 2030: The vision of the agriculture sector to the year 2030 aims at “ensuring food security, producing comparative and competitive potential agricultural commodities, developing clean, safe and sustainable agriculture and shift gradually to the modernization of a resilient and productive agriculture economy, linking with rural development contributing to the national economic basis”.

- Indicator 2:** Number of project beneficiary households that have at least one additional source of income from project activities (total; female-headed households; non-Lao-Tai headed households).
- Indicator 3:** Percentage change in travel time to drinking water, agricultural areas, markets, agricultural storage, drying platform, and processing site areas.
- Indicator 4:** Percentage of children aged 6 to 23 months from community nutrition group (CNGs) households consuming foods from five out of eight recommended food groups.
- Indicator 5:** Number of direct beneficiaries (total; female; non-Lao-Tai).

Note: the additional SDC funding of “a multi-level landscape approach to climate resilience” (referred to as a ‘landscape approach’ from hereon, sits within the CLEAR project logic (same objective and indicators).

1.4 Project expectations

CLEAR has identified problems that affect the target group. These include:

- Ethnic groups having low productivity farming.
- Women lacking voice to express needs/ decisions.
- Poor road access in remote areas.
- Child stunting.
- Increasing vulnerability to climate change.

Therefore, CLEAR project actions will:

- Improve the capacity of women.
- Support climate resilient infrastructure.
- Improve access to grants and loans.
- Encourage climate-smart agriculture.
- Improve nutrition through changes to knowledge and practices, including diversification of agriculture.
- Support community-based ecosystem management through:
 - Ecosystem-based Adaptation (EbA)
 - Integrated Community-Based Water Management (ICBWM).

The expectation is to address both the development objective (*improve rural livelihoods and consumption of diverse foods*) and also long-term change objectives:

- Enhanced resilience of vulnerable communities to economic and climate shocks.
- Reduced poverty in rural and remote areas.
- Reduced stunting.
- Enhanced food and nutrition security.

1.5 Project components

The Project includes five components (summarised below):

1.5.1 Component 1: Local Economic Development and Community Capacity Strengthening.

Component 1 supports activities for the village/community that strengthen the community capacity to prioritize climate resilient village-level initiatives. This includes small infrastructure investments and their operation and maintenance (O&M). Two approaches include:

Block grants: The approach promotes participation of community members with a focus on the needs of women, all ethno-linguistic groups, and vulnerable groups. Priority is given to initiatives that resolve obstacles to food security, improved nutrition, and/or income generation, whilst being inclusive of these groups. Small infrastructure O&M incorporates low-carbon, climate resilience features such as functionality, durability, and safety.

Participating communities will join a training programme called **community capacity strengthening (CCS)**.

Green-Blue-Grey Climate resilient infrastructure: In 80 villages, half of which form clusters, further landscape-level infrastructure will be supported. Green (bio-engineering) and Blue (irrigation/water) infrastructure will be identified by the project through Climate Resilience Landscape Planning (CRLP). Grey infrastructure will be identified with communities through the VDP (grey infrastructure has a smaller activity eligibility list than the Climate Resilient Infrastructure (CRI) block grants, and can be identified using the same process as the block grants).

1.5.2 Component 2: Community Livelihoods Enhancement.

Income generation:

This component supports group level activities that promote income generation. Villages are classified (type I, II and III) so that the project support is adapted to community needs.

Type I: Most group members in this classification are considered 'poorer'. SHGs are adapted, as they lack the capacity to develop self-sustainable savings and credit activities. The groups engage in food production to have adequate food for consumption and income generation. *Some type I villages can initiate saving if they are ready, and would then be able to transition from type I to type II during the CLEAR project cycle.*

Type II: CLEAR follows the established process of supporting savings and credit groups (SHGs), mostly composed of women, building financial literacy, and diversified, climate-resilient income-generation activities.

Type III: As with type II, SHGs are supported. Further, the emergence and capacity building of registered Producer Groups (PGs) (*expect at least one PG per district*) are supported (as they have market opportunities) with climate-smart agricultural inputs. *SHG members with potential as Local Input suppliers (LIS) will also receive capacity building as LIS. They can produce and provide necessary livelihood inputs for SHG members in their community and neighbouring villages.*

However, Producers' Groups (PG) and Local Input Suppliers (LIS) can be established in type I or type 2 or type 3 villages. It is also observed that few districts have only type I villages or majority of type 1 villages with 1 or 2 villages type 2 villages. Considering this observation, the PG and LIS can be established in any type of villages.

This component includes capacity building to staff and Young Graduates to support livelihood programming.

Community-based ecosystem management

A land use and vulnerability assessment process called Climate Resilience Landscape Planning (CRLP) will primarily support planning for actions in two types of ecosystem management (as well as identify green and blue infrastructure needs in component 1) where resilience of livelihoods at the household and community levels depends on resilience at the landscape level. This includes:

Ecosystem-based Adaptation (EbA)

This involves the sustainable management, conservation and restoration of ecosystems, improving productivity. Examples where actions may focus (based on CRLP) include soil conservation, slope stabilisation, river zones, NTFP zones, agro-forestry, Livestock management.

Integrated Community-Based Water Management (ICBWM)

This helps to manage scarce water resources. Examples where actions may focus (based on CRLP) include water resource planning, Repairs of irrigation and drinking water structures, new water management technologies, and water-saving cropping practices.

Climate smart agriculture (CSA)

This considers the effect that climate change can have on food security and agriculture. The focus will be training in communities on to include: use of the [Lao Climate Service for Agriculture \(LACSA\)](#) weather app, improved post-harvest storage using hermetic bags, and principles of NTFP management, and to improve their production calendar where needed.

Climate Resilient Eco-Agriculture Technical Exchanges (CREATE)

This includes seasonal review and planning meetings in 6 districts including village representatives, local government, technical experts and people involved in other related projects. The meetings also aims to create market linkage opportunities, and so local venders/traders/collectors and private representatives participate in this meeting to reflect on seasonal market opportunities.

1.5.3 Component 3: Community Nutrition Interventions.

This component supports improvements in the dietary intake (both in quality and quantity) of mothers and children in the first 1,000-days, based on five principles:

- a) The introduction of proven timesaving in-village processed foods.
- b) Community contributions.
- c) A results-based incentive for well-performing villagers.
- d) Harnessing the power of youth and social media.
- e) Maximizing food sources in increasingly resource-constrained local food systems.

Community resilience is strengthened through maintaining a combination of foods from the households' own production, food purchases, and collection of forest food products.

The food sources promoted (e.g., homestead gardens, living fences, upland rice fields) are tailored to the community's agroecological and cultural context.

1.5.4 Component 4: Project Management, Capacity Building and Monitoring and Evaluation.

This component provides technical and operational assistance for the day-to-day management of the project and its monitoring and evaluation (M&E) system. It covers hiring, training, and remunerating of national and district staff as well as the costs of village facilitators, associated equipment and operating costs, and accounting, procurement, financial management, internal controls, auditing, environmental and social safeguards, M&E, and other specialized support.

It supports improving the sustainability of CLEAR approaches and principles by MAE, including:

- Review how community-based poverty reduction interventions can be further embedded in MAE core programs, particularly using human resources in CLEAR implementation at district levels.
- A communication strategy on the role and results of CLEAR, and tools for outreach and fundraising.
- Preparation for additional phases of CLEAR or similar projects, should they be pursued.

1.5.5 Component 5. Contingent Emergency Response.

The initial value of this Contingent Emergency Response Component (CERC) is zero, but it 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.

In anticipation of the potential need to launch CERC activities, the project's DRR capacity-building activities for district staff, CLEAR staff, and communities build their knowledge on CERC.

1.6 Overview of CLEAR implementation structure

1.6.1 Organisational and project structure

The central level Project Management Team (PMT) has six core sections (4 technical, 2 administrative), and a further three staff including those that support the Environmental and Social Framework (ESF) process.

The project is in seven provinces. Each province has implementation in two districts. [There are five team assigned to both districts](#) (E.g., District Team Leader, District Engineer ([one in each district](#))). A further [six positions](#) are based in one of the two district offices, but their work covers both districts (see table below).

Table 1. Summary of district staff

	Permanent staff/ district		Staff shared between 2 districts in 1 province
1	District Team Leader	1	District CRO – Engineering
2	District Engineer Officer	2	District CRO – Adaption
3	District Nutrition Officer	3	District procurement officer
4	District Agriculture and livelihood Officer	4	District M&E officer
5	District Financial Management Officer	5	District Environmental Officer
	(+ nutrition YGs, Livelihood YGs, CR-YG)	6	District social / gender officer

The team includes Young Graduates (approx. 1 per 5 villages, 50% female) to support field activities. For batch 2, [there are additional Climate Resilience Young Graduates \(CR-YGs\) in districts where the landscape approach to climate resilience is being carried out.](#) During the transition, existing batch 1 YGs supporting livelihoods and nutrition will shift to batch II villages, while continuing to support remaining batch 1 activities until completion and responsibilities are phased over. Where villages comprise multiple communities/hamlets and high workloads are identified, a limited number of additional YGs for livelihoods and nutrition may be considered.

At the village, a village facilitator support is the anchor point for information transfer and to facilitate CLEAR implementation. Community structures such as Village SHG Management Committee, Producer Groups, Self-Help Groups, Community Nutrition Groups, etc. are managed by community members of the village. The Village Mediation Committee supports the project, particularly for issues that trigger the use of the Grievance Redress Mechanism.

1.6.2 Institutional arrangements

The CLEAR project is under the management of PRF, a technical level-two department equivalent, and supported by the PRF administrative board. [MAE](#) provide supervision and monitoring.

The CLEAR project includes a Project Management Team (PMT) at the central level, headed by the Executive Director.

District Teams (one per district) play a key role to support the project communities in day-to-day project implementation. The Province M&E Officer is based in the district office, and their responsibility includes

reporting to DoAE as well as to the provincial level (they report to the Vice Director of PoAE, who then reports to the Vice Chairman of the Provincial Administrative Committee (it was Vice Provincial Governor)).

CLEAR also collaborates with key Ministries and Government offices, for example, the Ministry of Finance (MOF), the Ministry of Health (MOH), the Ministry of Public Works and Transport (MPWT), as well as Mass Organisations including the Lao Women's Union (LWU), Lao Front for National Construction (LFNC), and the Lao Youth Union (LYU). The CLEAR Project also engages/collaborates with other related projects. Notable examples include Agriculture For Nutrition - Phase 2 (AFN2, IFAD project (2023–2029)), other World bank projects that support nutrition improvements, and SDC-funded projects in the areas of local governance, flood resilience, sustainable land management, rural advisory services, and climate-resilient school meals.

1.7 New features of CLEAR compared to the on-going PRF III AF project

Village categorisation (types I, II, and III)	Three village categories (based on village poverty graduation criteria) to enable targeted support based on capacity, need and opportunity. Village type I includes SHGs that do NOT do savings and credit.
Community Capacity Strengthening	Community-Driven Development Transformative Grassroots Leadership Training is provided to selected members of all communities.
Unskilled and skilled workers	These are the two worker types that the infrastructure-activities focus on for construction.
Multi-media Peer Learning (MMPL)	Sharing within and between communities using social media is scaled up and used for nutrition groups, and across the project activities.
Income and livelihood focus	Infrastructure activities focus on diversifying income, livelihoods, and nutrition. Previously PRF has supported education and health infrastructure, which will not be supported by CLEAR.
Local (Agriculture) Input suppliers	Local agriculture input suppliers are eligible for project seed grants. For example, the supply of seeds or young livestock for breeding.
Village Facilitators	The CLEAR project has an increased focus on using village facilitators (from better-educated community members) who help Young Graduates YGs) and the district team with coordination as well as carrying out activities at times when the YGs are not in the village.
Enhanced VDP	The process benefits from the presence of relatively better-educated community members who act as village facilitators, particularly critical in non-Lao-Tai communities where there are language barriers.
Food production	Type I villages have adapted SHGs. These are the poorest villages, and the groups focus on adequate food for consumption and income generation. The adapted SHGs request support via the Village Self-Help-Group Management Committee (VSMC) (and repay the principal but not interest).
Greater focus on climate resilience	This includes disaster and climate resilient building standards, and greater focus on the climate resilience and diversification of livelihood sources and diets.

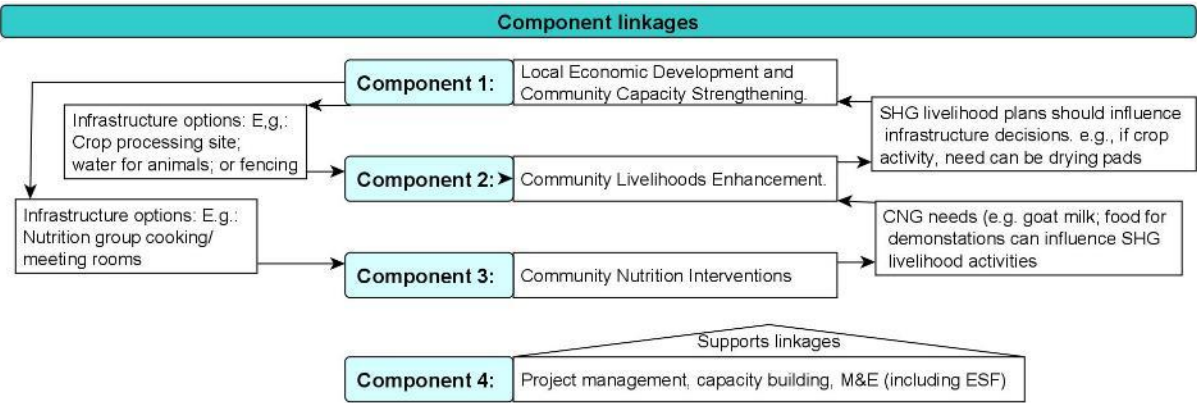
Linkages between components	Small infrastructure should support livelihood/income interests of SHGs and PGs. The nutrition component influences livelihood actions. Innovations such as multimedia are used to share information and knowledge through photos and videos by beneficiaries in their own languages.
Extend coverage	Project's coverage extends to districts and villages based on new poverty and vulnerability data (vulnerable to economic and climatic shocks).
Use of NTFP	This refers to the sustainable harvest of nutritious plant based NTFPs as well as fish and other aquatic organism. NTFP use is for nutritious foods, food security and income generation (more prominent in Type 1 villages).
Goat Dairy	This is expanded under CLEAR (in batch 1) (In batch 2 the project will promote the purchase of unsweetened milk boxes) .
SBCC	The nutrition SBCC audience has increased to include village authorities, and husbands, and there is take-home food for the poor.
Environment and Social (E&S) staff	The Project Management Team (PMT) has E&S staff: National Social/Gender Consultant; National Environmental Consultant. The district team includes a District ES/ Gender Officer.
Local office structure: no provincial office	There are no provincial offices. The Provincial M&E Officer is based in a district office. One of their roles is to report regularly to the provincial level (e.g., PoAE).
Shared district staff	Each province has 2 target districts. Both districts have their own core staff (e.g., District Engineering Officer, District Nutrition Officer, etc.). Meanwhile, 3 staff positions are shared (District ES/ Gender Officer; District Procurement Officer; Provincial M&E Officer). The shared staff are based in one of the two district offices, but their role is to support both districts.
Clear exit strategy	CLEAR has an exit strategy, which considers the sustainable exit from village level interventions, as well as to exit at the village and district levels at the end of the overall project cycle.
A multi-level landscape approach to climate resilience	This approach is introduced mid-project, and applied in selected batch-2 communities in 6 target districts.
Classification of infrastructure by colour	Green-Blue-Grey Climate resilient infrastructure is identified through landscape planning and refers to bio-engineering (Green), irrigation/water (Blue) and other concrete infrastructure (grey).
Community-based ecosystem management	This includes: Ecosystem-based Adaptation (EbA); Integrated Community-Based Water Management (ICBWM); Climate smart agriculture: Climate Resilient Eco-Agriculture Technical Exchanges (CREATE) - see summary above in section 1.5 on component 2.

Use of geo-spatial mapping technology for needs assessment.

Satellite imagery and geo-spatial data will be analysed with the assistance of SDC and the UN Satellite Centre (UNOSAT), to support CRLP (a participatory process of climate risk mapping carried out by the Department of Land Administration and Management)

The figure below gives an example of how components are linked:

Figure 1-1. Component linkages



1.8 Project restructuring to include multi-level landscape approach to climate resilience

A project restructuring in October 2025 has enabled supplementary support to up to 80 target villages through additional SDC funding. As described above, this support contributes to Green-Blue-Grey Climate Resilient Infrastructure (GBG-CRI) under component-1, and community-based landscape management under component 2, thereby strengthening the project’s multi-level landscape approach to climate resilience

2 CLEAR project area, beneficiaries, Ethnic /local languages

2.1 Project area

The project includes 7 provinces, as detailed in the table below (also see map). There are 14 district offices, and 450 villages. Of note, additional villages in Son District in Houaphan Province are considered part of the Add District project. Staff from Add District works in Son District, there is no CLEAR office in Son District. All project staff including YGs will get the list of villages when they join the project. The list is defined on the basis of clear criteria.

Table 2-1. Project area summary

Northern Laos			Southern Laos		
Provinces	Districts	Villages	Provinces	Districts	Villages
Houaphanh	Add	37	Saravan	Ta Oi	30
	(Son) (under Add)	15		Samuoi	26
	Kouan	33	Savannakhet	Sepone	40
Oudomxay	Nga	28		Nong	40
	Pakbeng	27	Sekong	Dak Cheung	28
Phongsaly	Phongsaly	28		Kaleum	26
	Nhot Ou	30	Total	6	190
Xiangkhuang	Phookood	32			
	Nonghed	30			
Total	8 (+1)	260			

Total provinces	Total District	Total Villages
7	14 (+1)	450

Within the project area summarised above, the **landscape approach** will be targeted as follows:

Provinces	Districts	Clusters (ICEM)	Clusters (IWMI)	Cluster Villages	Outlier villages	Total villages
Oudomxay	Nga	1		5	9	14
	Pakbeng		1	8	5	13
Phongsaly	Phongsaly		1	5	11	16
	Nhot Ou	1		6	6	12
Xiangkhuang	Phookood		1	6	7	13
	Nonghed	1		6	6	12
Total		3	3	36	44	80

Total provinces	Total District	Total Villages
3	6	80 Max

Note: For Pak Beng, 4 cluster villages are from batch 1 villages, 4 are from batch 2. All other districts are batch 2 villages.

2.2 Beneficiaries

2.2.1 Poor remote villages and non-Lao-Tai ethnic communities

The vast majority of target villages are classified as poor, using the available village poverty graduation data, based on Decree 348 (a village must pass 8 criteria to be classified as non-poor). 47 of the 450 villages have achieved all eight criteria. However, these are included in the CLEAR project as they are also considered to be remote, still have many poor households or have livelihood and nutrition needs.

Poor and remote villages tend to have a high non-Lao-Tai ethnic population. Village selection excludes villages that are beneficiaries of PRFIII or the Agriculture for Nutrition 2 project (AFN2). It also excludes villages that are either subject to upcoming village relocation, or where there has been relocation of households to the village in the previous four years.

2.2.2 Poor households (key beneficiaries)

CLEAR supports households that are poor and/or vulnerable:

- SHG membership focuses on poor or vulnerable households.
- Infrastructure-activities have benefits for poor or vulnerable households.
- Nutrition activities focus on mothers and children within the first 1000 days of life (infants vulnerable to stunting/ malnutrition)¹³.

Vulnerable households can include:

- Female-headed households (e.g., widows, divorced women).
- Households who are landless, or have limited production land.
- Households with limited/no main labour at home.
- Households with key labour being jobless, or have limited economic opportunities.
- Households with one family member chronically ill, or have a person with disability who needs daily care.
- People with disability.
- Elderly people who live on their own.
- Very young couples with more than two children (e.g., early marriage).
- Households with especially difficult circumstances (as agreed by local communities).
- Households that are in remote or mountainous areas that are prone to natural disasters.

Key Acronyms in section 2.

CCS	Community Capacity Strengthening.
CNG	Community Nutrition Group
FGR	Feedback and Grievance Redress
MIS	Management Information System
MMPL	Multi-Media Peer Learning
SHG	Self Help Group
VDP	Village Development Plan
VSMC	Village Self-Help-Group Management Committee

The CLEAR team must make sure that the poor and vulnerable people are included in all survey and planning activities, that they have a voice in decision making, and that they benefit from the project.

Field staff must include poor and vulnerable people in the project activities by:

- Ensuring that these people are present at all group / village meetings.
- That all participants can give their opinions.
- That planning exercises identify poor and vulnerable households and clearly show how they benefit from the activities.

2.2.3 Gender

Gender inequalities are highly relevant to the project, including inequalities at the local level relating to maternal health and nutrition, income generation, and decision-making. In terms of livelihoods, gender inequality impacts the type and amount of work for women (and therefore their productive contribution to the household). Women often have high workloads but do work that produces less income (including childcare). They also have less control over financial resources and decision making, including workload and livelihood decisions. High workloads during pregnancy and after can affect mother and child health and nutrition. Where women have little time (time poverty) and less influence on decisions (e.g., decisions on resting when pregnant, focusing on exclusive breast-feeding, prioritising resources for infant feeding) this can result in poor nutrition. Therefore, gender (including roles, agency, influence, and decision-making) must be considered when a project aims to improve nutrition and livelihoods.

CLEAR prioritises support for women, and recognises that young pregnant women and their children are particularly vulnerable and likely to suffer from poor nutrition.

¹³ The CLEAR Stakeholder Engagement Plan (SEP) give details for identifying and engaging communities that will support inclusion of vulnerable groups. The SEP defines vulnerable groups as near poor and non-poor within the village; and 'disadvantaged groups as near poor, poor and extremely poor.

It must be noted that CLEAR works with both women and men. For example, husbands need to be supported to join activities and to understand their role to reduce pregnant and young mothers' workloads, and to support them to have improved nutritious food.

CLEAR includes specific gender targeting. This includes:

- VDP: equal focus on women and men voting on activity prioritisation.
- SHG: priority membership is for women (men can join and represent women in their household, for example where a woman's mobility reduces her ability to engage with the group)
- VSMC: majority membership is women (as formed from 3 members of each SHG)
- Infrastructure-activity: worker selection has a bias in selection towards women and ethnic participants.
- PGs: PG members are also members of SHGs (so the majority are women).
- CNG: primarily mothers (pregnant/ mothers with child under 2 (1st 1000 days of life)) and other caretakers of children 6-23 months. This is considered a safe space to discuss issues that affect women.
- Husbands: actively engaged to support women in the 1000 days period regarding work and and nutritious diets.

The project contributes to two of the four priority gender gaps in the World Bank's Country Gender Action Plan (CGAP) for FY22–26: equal opportunities for men and women to participate in livelihood activities and wage jobs and participation of women in planning and decision-making at the local level.

CLEAR has a project-level Gender and Social Inclusion Action Plan with points for attention and indicators related to gender transformation.

The Community Capacity Strengthening (CCS) Grassroots Leadership is an approach that prioritises engagement of women and promotes women leadership in community development (with specific modules just for women).

2.3 Village classification

2.3.1 Classification: 3 types of villages

The CLEAR project classifies each village (3 types of classification) to ensure activities are suitable in relation to the market access of the village, and their level of poverty and resources. For example, in type 1 village (poorest) CLEAR has a greater focus on small basic infrastructure since they have higher needs. Meanwhile, type III villages (less poor, better connected) focus on market-oriented production and can include support to producer groups.

2.3.2 Initial classification

Initial village classification (type I, II, and III) is based on the *Criteria for Graduation of Villages from Poverty* (Decree No. 348/GoL Article 5). The classification has been carried out for all 450 villages during CLEAR project preparation.

The table below shows how decree 348 has been used to classify villages.

Graduation of Villages from Poverty (Decree No. 348/GoL Article 5).

1. Own or have access to primary or lower secondary school.
2. Own or have access to health centre or primary health care services.
3. Own or have access to a clean water source.
4. Have roads that can be used all year around.
5. Have access to communication and transportation services.
6. Have **access to markets** to buy/sell/exchange products.
7. Have access to electricity from the national grid.
8. Over 70% (seventy percent) of the total **families in the village have graduated from poverty**.

Table 2-2. Village classification

Requirement for classification		Type I	Type II	Type III
# of Graduation of Villages from Poverty criteria to be met		<6 (less than six)	6 criteria	>6 (more than 6)
Specific criteria (from 8) required	#4 Have roads that can be used all year around			Yes
	#6 Have access to markets to buy/sell/exchange products		Yes	Yes
	#7 Have access to electricity from the national grid			Yes
	#8 (Over 70% (seventy percent) of the total families in the village have graduated from poverty	NO	Yes	Yes
Other	Need internet access			Yes

Table 2-3. Village activity in relation to classification

Type	Current status	Community infrastructure	Livelihood groups	Nutrition
Type I	- Remote village. - Limited connectivity to markets. - Exposed to food security shocks and climate change impacts.	Basic access / livelihood infrastructure	Self-help groups (without savings and credit)	SBCC; Promotion of nutritious foods
Type II	- Village with improving connectivity to markets. - Exposed to income shocks and climate change impacts.	Production oriented (e.g., drying platform)	Self-help groups (with savings and credit)	
Type III	Less remote village with improved connectivity to market, exposed to market risks and unemployment risks and climate change impacts	Groups' infrastructure needs (e.g. storage)	- Self-help groups - Producer groups (one per district)	

2.3.3 Validation of classification

The district team validates the classification (I, II or III) at the start of the work with each village.

At the orientation meeting, the team should confirm which of the 8 Graduation of Villages from Poverty criteria the village meets and check it matches the information held by the project (and revise classification accordingly).

The village profile (to be conducted by PMT / YGs) includes a review of current road/seasonal access, livelihoods, and market access, to confirm village classification. (Information can be compared with previous experience of PRF SHGs: Experience will show levels of existing livelihoods and market access that made it possible for PRF SHGs to manage saving and credit successfully, and therefore, comparisons can be made to help decide which new target villages are suitable to be a type-II village).

The community may also strongly request to change their village type (e.g., if they want to focus on more basic support and prefer to be classified as type I, or they strongly demand savings and credit and so request to be a type II village).

Table 2-4. Example village type confirmation questions

Type	Example Confirmation questions/ observations (to be expanded by village profilers)
Type I	- Does the village lack basic access (poor roads; no wet season access for vehicles)? - Do women lack time for joining SHGs with saving and credit (if high work burdens, e.g. fetching water from distance sources, upland farms are far away, then they may be less available)? - Do the majority of households often have problems of food insecurity? - Is there poor market access (difficult/ long road to market; few traders passing)?

Type	Example Confirmation questions/ observations (to be expanded by village profilers)
Type II	• When asked, the community /women strongly express that they want SHGs that include saving and credit that can further improve livelihoods. • Are communities practicing agriculture beyond basic food consumption, e.g., they have cash crops like coffee, crop diversity, fodder crops?
Type III	• Do livelihoods in the village include products that would have potential to benefit from producer group formation? • Has a cooperative already been formed in the village? • Does the village have good and clear access to markets?

There are other considerations which may modify the specific approach for a village. For example, the village may have existing savings schemes (e.g., Village Savings and Loans Associations (VSLA) and so it is necessary to review the need for further SHG formation (consider burden of extra saving expectations, managing more than 1 loan/credit; and burden on financially literate people in the village who do monitoring/ bookkeeping).

Note that an SHG in a type 1 village (without saving and credit) could graduate to be a SHG with saving and credit during the project, if members manage the support well, and generate income.

2.4 Ethnic / local Languages

34.8% of the Lao population are from Non-Lao-Tai ethnic groups¹⁴. The CLEAR project targets poor districts which tend to have a high ethnic population, where ethnic groups and subgroups have their own languages and may have different cultural practices, norms, taboos, and beliefs.

CLEAR project staff need to be aware of language differences and adapt their work accordingly. Meetings and consultations require the use of Local indigenous languages for ethnic people. This can be achieved by selecting YGs with local language skills, and by identifying a village facilitator that can support local language translation.

Project information must be understandable to participants. The language and presentation of information for ethnic groups needs to be culturally appropriate. For ethnic groups that have no written language, information is presented verbally and in their own language, to ensure understanding and to enable them to provide meaningful feedback.

The project identifies ethnic groups in the target districts as follows:

¹⁴ Lao Statistics Bureau and World Bank. 2020. "Poverty Profile in Lao PDR: Poverty Report for the Lao Expenditure and Consumption Survey 2018-2019."

Table 2-5. Ethnic groups in the Project Area 15

Province	# of ethnic groups	Some of the identified main ethnic groups
Phongsaly	28	Khmu, Hmong, Yao, Akha, Phounoy Tai Lue, Hor, Sylu, Hayi, Lolo
Oudomxay	20	Khmu, Hmong, Yao, Akha, Lahu, Lanten, Tai Daeng,
Huaphanh	22	Khmu, Hmong, Yao, Tai Dam, Tai Daeng, Tai Phuan
Xiengkhuang	5	Khmu, Hmong, Yao, Tai (Tai Phuan, Tai Dam, Tai Daeng)
Saravan	14	Alak, Katou, Lavene, Yae, Pako, Phuthai, Souay, Ta-Oy, and Tong
Sekong	NA	Triang, Yae, Katu and Ha Luk, Brou, Broa
Savannakhet	N/A	Phouthai, Tai Dam, Katang, Mongkong, Vali, Lavi, Souei, Kapo, Kaleung, Ta Oi, Bru, Tri, Laha, and Katang

2.5 Inclusion

The CLEAR team must make sure that the poor and vulnerable people and non-Lao-Tai groups are included in all survey and planning activities, that they have a voice in decision making, and that they benefit from the project.

CLEAR wants all community members to have equal access to the project activities and benefits, including women, poor households, and vulnerable people (see section 2.2 above). This includes making sure that communities with different languages are equally able to participate.

Methods for inclusion where there are ethnic languages include:

- Engaging ethnic communities' representatives
- Use of audio-visual materials (not written) when possible.
- Use written language of ethnic groups where possible.
- Manage time of meeting to allow for translations (meetings may need more time or a reduced agenda).

Communication with children should use language that is clear, and appropriate to their age.

The VDP prioritisation discussions requires grouping to be made by female/male, and also by ethnicity so that discussions can be in a common language.

2.6 IT communication

Multi-media peer learning: With increasing access to the internet, the project uses 'digital tools' to support learning and to develop links between activities. Multimedia is used to share information and knowledge through photos and videos by participants in their own languages. This increases participation and engagement with groups who might otherwise be excluded due to low literacy or language barriers.

The community nutrition groups (CNGs) use tablets and training to support Multi-Media Peer Learning (MMPL). Meanwhile, participants in the livelihood activities (SHG and Producer groups (PG)) are also encouraged to share their progress and successes through multimedia.

¹⁵ From table 3-1 in the ESMF.

Internet credit is provided to village facilitators to support multi-media sharing as well as communications with the district team.

It is anticipated that both young women and young men make videos to share through social media (particularly where there is access to smartphones).

In villages where internet access is limited, the YGs download shared media at the district, and then bring it on their tablets to share directly with those communities (they also copy media produced in villages with poor internet access so they can share it with their peers in other villages when they return to the district).

The community members involved in video production receive training from the YGs. All community members receive basic training on MMPL.

In addition, the Climate Resilience Landscape Planning (CRLP) will use digital mapping, aerial photographs and UN satellite imagery to support mapping of landscape use, vulnerability and resources.

Table 2-6. Examples of digital tool use by CLEAR

Activity	Tools	Linkages
Peer learning among training participants	• CNG participants record / share achievements. (e.g. new crops) • Cooking sessions in villages are recorded as a 'living cookery book' in ethnic language. • 'Access to dairy' activities recorded in ethnic language to provide practical 'how too' videos and to share learning. • Media produced by groups shared on a project Facebook page.	Shared media (e.g. on Facebook) can show activities/ engage village participants across all village activities.
Training groups	• Online media to support training modules for SHGs and CNGs • IECs can be available online to participants. • CCS participants can record sessions and their village inclusion action plan (and show at the VDP planning meeting).	SHGs can learn more about CNG activities online, and vice versa.
Capacity building (staff/ YGs)	• Online training sessions/modules shared with CLEAR staff (distant learning). • Direct training via video conference / WhatsApp (e.g. central to district level support).	All staff have access to learning materials across all components.
Updating staff	• Staff can receive updates on progress across the project via online media.	Supports staff to understand and engage across the project.
M&E	• Data collection with tablets to enable data to link directly to the MIS (Management Information System)	Enables monitoring across all activities.
CRLP	• Digital mapping of landscape use, vulnerability and resources.	Support assessment across components 1&2

2.7 CLEAR principles

Principles for implementation have been established under PRF¹⁶ and are applied to CLEAR all staff and partners as follows (greater detail is given in annex 4):

Principle	Example of how the principle is applied
1. Simplicity	The project's design, regulations, and proposals must be easy to understand (enhances ownership and transparency).
2. Community participation and sustainability	- Maximize participation in the planning and implementation. - Communities prioritize their proposals and control implementation. - Communities contribute (e.g., labour, and available materials). - Infrastructure includes operation and maintenance (O&M) plans. - All community members must be able to voice their opinions. - Designs consider disaster risk reduction and climate resilience.
3. Transparency and accountability	- All CLEAR meetings are public (to support transparency and accountability). - Community members have the right to question any aspect of activity planning or implementation (to be followed up by CLEAR staff) (can used FGR – Feedback and Grievance Redress) - Communities must clearly account for the use of the grants/ credit.
4. Wise investment	- Use project resources wisely to ensure wide coverage and cost-effectiveness. - Activities must be livelihood and nutrition oriented. - Competitive procurement for materials. - Community-led development (including community workers) is the preferred implementation method.
5. Social inclusion and gender equality	- No members of the community can be excluded from participating, regardless of production/ income levels, gender or ethnicity, disability, or age. - Special efforts are made to reach out to vulnerable groups in the community. - Activities in ethnic communities must use local languages. - Child protection principles must be respected. - The Village Infrastructure Teams (VIT) and any contractors must meet the terms of the child protection policy.
6. Siding with the poorest	- Activity priority is given to the poorest people in the community. - At least two thirds of infrastructure-activities benefit the poorest villages and HHs.

¹⁶ PRFIII-AF POM

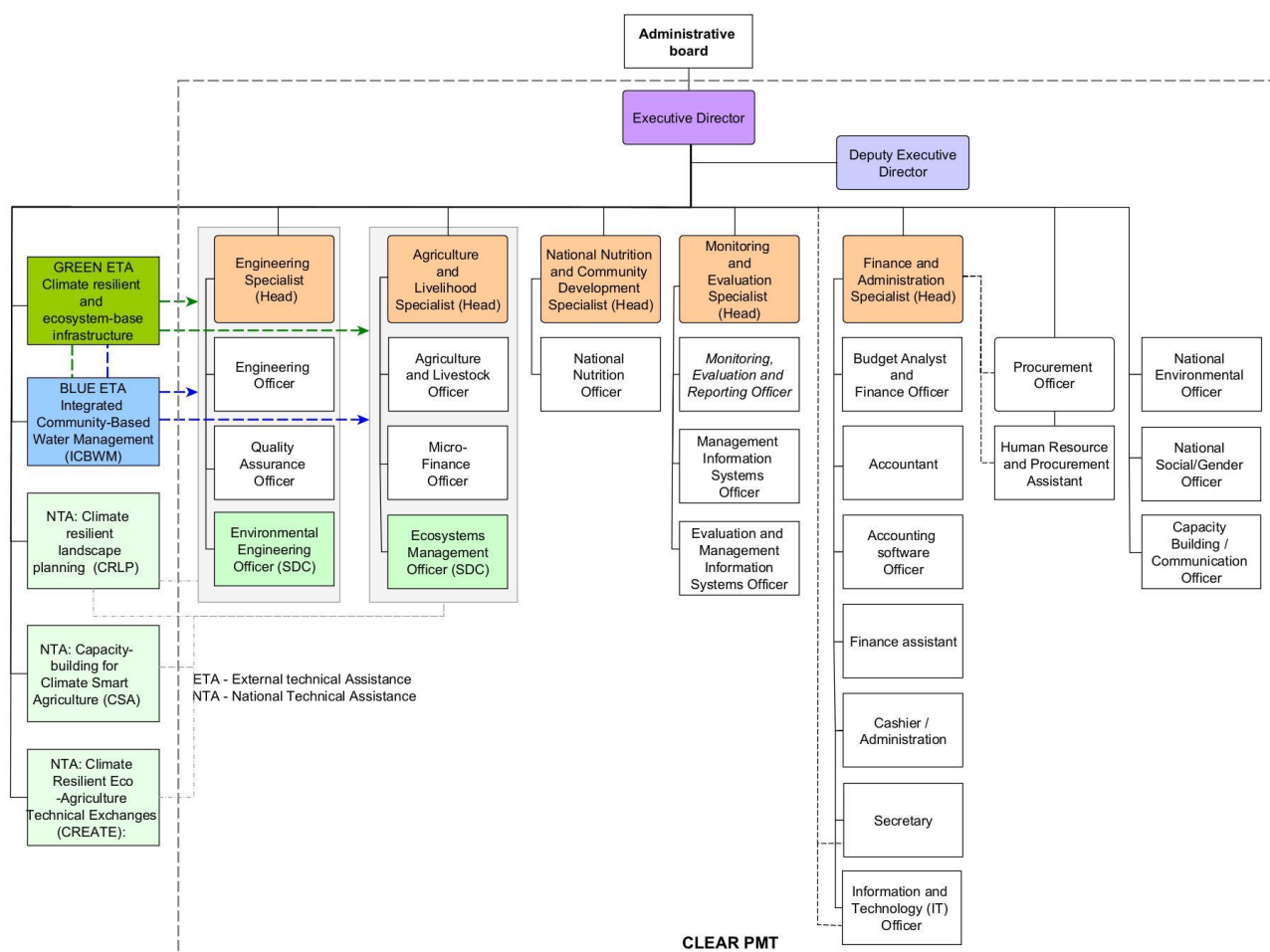
3 Organisational structure and staff

3.1 Organisational and project structure

The central level Project Management Team (PMT) has six core sections (4 technical, 2 administrative), and a further two staff members who are directly supervised by the Executive Director.

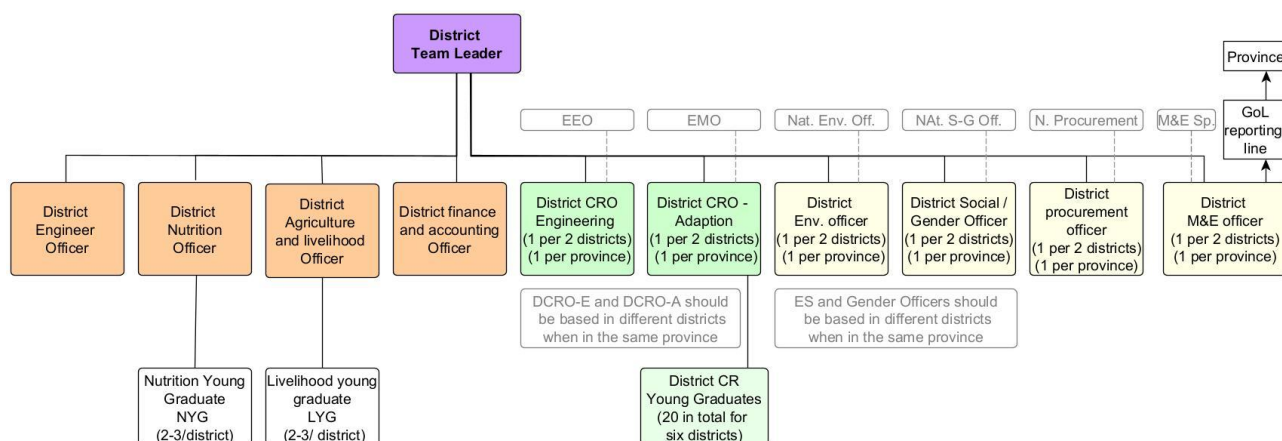
A regular monthly technical review meeting will be planned monthly between the PMT and key task team members (World Bank technical specialists).

Figure 3-1. Organisational diagram: Central level



Each province has implementation in two districts. Both district teams have at least five staff (District Team Leader, District Engineer Officer, District Nutrition Officer, District Agriculture and Livelihood Officer, District Finance Management Officer). In addition, **six positions** are based in one of the two district offices, but their work covers both districts. The Provincial M&E Officer is one of these positions. They are based within a district team, and their responsibility includes reporting to the provincial level (they report to the Vice Director of PoAE, who then reports to the Vice Chairman of the Provincial Administrative Committee). There is both a District ES officer and a District Gender officer for ESF at the district level. For batch-2, districts that are implementing the landscape approach there are also District Climate Resilience Officers for 'Engineering' and for 'adaption'. All staff will be trained on how to incorporate, monitor/report ESF issues/actions. Young Graduates (YGs) (approx. 50% female) travel in teams and overnight in villages. Recruitment prioritises those with at least one local language other than Lao.

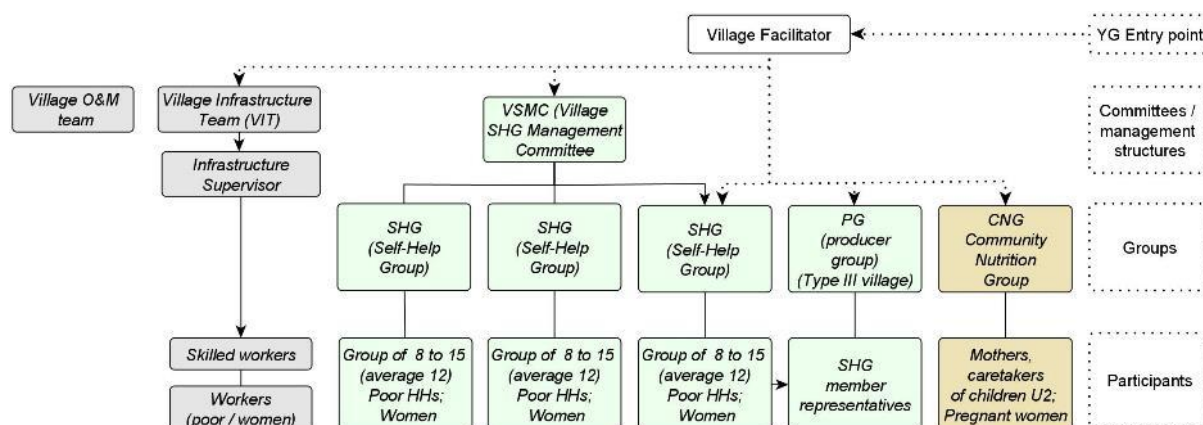
Figure 3-2. Organisational diagram: District level



Note: for batch-2 there will be a further 20 CR Young graduates in total (over 6 districts: av. 1 per 4 villages).

At the village, village facilitators are engaged to support the District Team. The Village Infrastructure Team (VIT) may also hire an Infrastructure Supervisor¹⁷ to support infrastructure activities. Community structures with committees (e.g. producer groups) are managed by villager-members. The Village Mediation Committee supports the project, particularly for issues that trigger the use of the Grievance Redress Mechanism.

Figure 3-3. Organisational Diagram: village level (groups depend on village type)



3.2 Institutional arrangements¹⁸

3.2.1 Ministry of Agriculture and Environment

MAE is the lead agency responsible for overall project. MAE provide supervision and monitoring. PRF is a technical level-two department equivalent within MAE. PRF manage and coordinate for the CLEAR project. The PRF is a secretariat of the Administrative Board that supports CLEAR (e.g., by approving workplans). The chair of the Board is the Ministry of Agriculture and Environment. Two vice chairs include the Vice Minister

¹⁷ Was "community supervisor" under PRF. This role can also be through District Government staff, e.g. DoAE, depending on their availability and the number of activities within the district at the time. If a supervisor is hired in the community the team will still refer to this as a 'community Infrastructure supervisor'.

¹⁸ This summary is based on information from the ESMF.

of the Ministry of Finance, and the Vice Minister of the [Ministry of Agriculture and Environment](#). The PRF administrative board is responsible for:

- Selecting and recruiting the PRF Executive Director in consultation with donor agencies.
- Endorse and review policies, rules and regulations, as well as the manual of operations.
- Endorse plans, financial disbursement, and project progress reports.
- Mobilize funds to contribute to the CLEAR activities.
- Resolve inter-agency issues at the national level.

[MAE](#) also has coordination and monitoring roles for CLEAR activities, especially at the national level, through its Department of Planning and Finance. PRF obtains technical support for CLEAR from relevant departments, including the Department of Rural Development and [Poverty Reduction](#), and from the Department of Agricultural Extension and Cooperatives on agriculture and livelihood development, which includes value chain and agricultural marketing.

3.2.1.1 Financing Partners and Strategic Oversight

The CLEAR Project is financed through a partnership between the Government of Lao PDR, the World Bank, and the Government of Switzerland through the Swiss Agency for Development and Cooperation (SDC). The Ministry of Agriculture and Environment (MAE) provides overall policy oversight, while the PRF is responsible for day-to-day implementation and coordination.

Strategic oversight is ensured through the PRF Administrative Board, chaired by MAE, which provides guidance on key institutional and implementation matters. Financing partners (World Bank and SDC) engage with the Lao Government, including PRF through regular implementation support missions, field visits, technical meetings, and policy dialogue. These mechanisms provide a platform to jointly review progress, address implementation issues, and identify lessons learned. Where appropriate, representatives of the World Bank, SDC and other development partners may be invited to participate in strategic dialogue with the PRF Administrative Board as resource persons or observers to facilitate information exchange on project implementation and strategic issues; however, governance and decision-making authority remain with the PRF Administrative Board in accordance with the Prime Minister's Decree.

An annual Joint Project Review Meeting may be convened by PRF/MAE with participation of financing partners to provide a focused forum for technical and strategic discussion and forward planning. This complements the PRF Administrative Board without replacing its formal governance function.

In practice, annual work plans, budgets, progress reports, audits, and evaluations are submitted to the World Bank and SDC for review and clearance, or no-objection, where required, in accordance with financing agreements. Following this process, the relevant workplan, budget proposals and quarterly implementation progress reports are submitted to the PRF Administrative Board for consideration and approval. These documents are also presented to the PRF Administrative Board for approval, supporting transparency, accountability, and alignment with national priorities and project objectives.

3.2.2 Collaborations with key ministries and projects

The CLEAR Project also engage/collaborate with other ministries, both at central and local levels, as well as related projects that engage with livelihoods and nutrition.

3.2.2.1 Ministry of Finance

[MoF](#) coordinate the advisory and monitoring roles of relevant ministries (e.g., [MAE](#), [MOH](#)) and compliance monitoring for the Environmental and Social Code of Practice (ESCP). [MoF](#) ensure CLEAR activities are consistent technically with other WB-financed projects that are under [MoF](#).

The Reducing Rural Poverty and Malnutrition Project II (RRPM II) (a project supporting social protection including conditional cash transfers) has a component with the [MoF](#) for coordination of nutrition

convergence which includes data collection. This project will include data collection for the CLEAR nutrition indicators.

MoF is the borrower and the formal point of contact between the Government of Lao PDR and the World Bank on all financial and legal matters for the credit, and represents the Government of Lao PDR in discussions on these matters.

3.2.2.2 Ministry of Health (MOH)

MOH advise MAE (through CLEAR) on methods and the technical focus regarding expected outcome on nutrition improvements. The MOH ensure the nutrition improvement approach is consistent with that being applied under other WB-financed projects in Lao PDR.

3.2.2.3 Ministry of Public Works and Transport

The MPWT support the project on strategic and technical advice where relevant for works that are part of the infrastructure-activity. (e.g., tertiary roads (roads from villages to fields)).

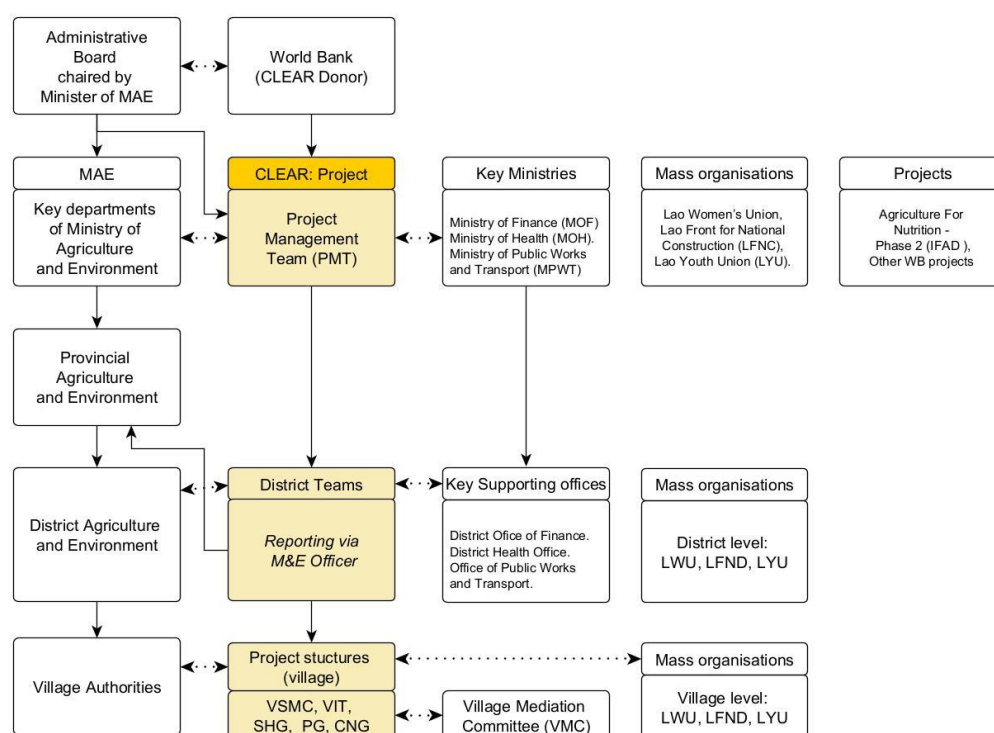
3.2.2.4 Mass Organisations

In addition to government departments/offices, other agencies support the project through advisory, collaboration, follow-up support, and monitoring roles. These agencies include mass organizations including the Lao Women's Union, Lao Front for National Construction (LFNC), and the Lao Youth Union (LYU). At a village level, members of these mass organisations are anticipated to provide support to the VDP process. The Lao Women's Union (LWU) and Lao Youth Union (LYU) also support the Community Nutrition Groups (CNG).

3.2.2.5 Collaboration with other projects

The CLEAR Project also engages/collaborates with related projects. Notable examples include Agriculture For Nutrition - Phase 2 (AFN2, IFAD project (2023–2029)), and other World bank projects that support nutrition improvements.

Figure 3-4. Institutional arrangement



(f2) PRF Board (central level (includes province representatives))

At the Central level, the project is steered by the PRF board. This has the same line departments as the district steering committees (MAE, MoF, etc,) and also includes the vice [Chairman of the Provincial Administrative Committees](#) and the [PoAE coordinators](#) from each of the seven provinces. The board meets annually.

Steering committees are formed in each district. Steering committee meetings take place in each district every six months. They include the district team and a representative from [DoAE](#) as well as relevant offices (e.g., [District Office of Finance](#)).

3.2.3 CLEAR project

The CLEAR project includes a Project Management Team (PMT) at the central level, and 14 District Teams (one per district).

3.2.3.1 Project Management Team (PMT)

The PMT is headed by the Executive Director (ED) who is selected and recruited by the administrative board in consultation with the CLEAR donor agency. The Executive Director has overall management responsibility over the implementation of the CLEAR project, PMT staff, resources, and offices. The Executive Director is accountable to the GoL through the administrative board and to agencies that finance the CLEAR project implementation.

The Deputy Executive Director (DED) assists the Executive Director in day-to-day management of the CLEAR project. Main tasks are to closely supervise, review and monitor the implementation of project activities, and to review and consolidate inputs for all project documents, including work plans, activity proposals, progress reports, and audit reports. The DED reports to the ED and acts in the absence of the ED and be accountable to the GoL through the administrative board.

At central level, the CLEAR PMT mainly work and coordinate with the following ministries: Ministry of Finance, Ministry of Health, Ministry of Public Works and Transport, Ministry of Education and also the Bank of Lao PDR covering the Nayobai Bank (pro-poor policy). CLEAR work and coordinate with Mass-based organizations (MBO), e.g., Lao Women's Union (LWU), Lao Youth Union (LYU).

(a) District Team

District Teams play a key role in project implementation and supports the project's communities in day-to-day project implementation within the project district. The district teams are headed by a District Team Leader (key staff are described below).

3.2.4 Village level structures

3.2.4.1 Village Self-Help Management Committee (VSMC)

VSMCs are formed from members representing each of each the SHGs in the village. This takes place after the SHGs are formed, and SHGs are ready to nominate which of their members will be in the VSMC. They are responsible for the day-to-day monitoring of livelihood activities. They manage the VSMC bank account to which seed grants are disbursed by the CLEAR project for use as a SHG revolving fund. They review and submit the micro-investment plans of the SHGs in type II and type III villages and micro-plan in type I villages. They manage the revolving fund, using repayments and interest to provide further loans to SHG members in type II and III villages (and with no interest in type I villages).

The VSMC bank account is also used to disburse funds for the nutrition activities (e.g., co contribution to cooking sessions), and the infrastructure activity. The grants for infrastructure are then managed by the Village Infrastructure Team, and the nutrition grant by the CNG committee.

3.2.4.2 Village Infrastructure Team (VIT)

In each village a VIT is established to lead the community in the implementation of infrastructure-activities. This is in addition to the VSMC, as the VSMC is primarily SHG leaders, whereas the VIT needs to be open to include any village members with the required construction or administrative skills. This team is selected (male and female) once the infrastructure plan has been made (VDP) (after the activity is prioritised/selected it is easier to see which people have the skills to be in the VIT). A minimum of six members includes two supervisors, two procurement members and two finance members (it can be more depending on the village preference).

Each VIT supports the CLEAR District Engineer during the infrastructure activity survey. The District ES/ Gender officer supports the VIT with E&S assessments.

Members of VIT are selected by the Village Self-Help Group Management Committee (VSMC). At least half of the VIT members are female.

The VIT are responsible for supporting survey design, procurement, implementation/supervision, and operations and maintenance of the infrastructure activity.

The VIT recruits unskilled and skilled workers, as needed. The VIT records the volume of work completed under the different tasks, the number of days worked, and volumes of materials used or collected/supplied. They manage the procurement and finance of the Infrastructure-Activity (see sub-chapter on procurement).

Technical Oversight:

The VIT/ infrastructure activity needs technical support. There are two options. The technical oversight can come from the staff of the relevant district office (e.g., Namsaat provide technical oversight to water supply activities). If there are many infrastructure activities taking place at the same time in the district it can be challenging for district office staff to cover all activities. In this case an Infrastructure Supervisor can be contracted by the VIT to assist and monitor the infrastructure activity, to be present for key construction activities, ensuring correct and quality implementation, and to ensure the ESF is implemented. They identify and correct any defects. They provide capacity building to the VIT members, and the unskilled and skilled workers. [The supervision in the community should be documented in the site log-book and verified by the VIT and DEO.](#)

3.2.4.3 Self Help Groups (SHGs)

SHG have [10-15 members](#), from neighbouring houses (often poor and vulnerable HHs) within a community. Members are primarily women, or men representing women with disability or single headed male households. In type II and III villages the groups have saving and credit activities for livelihoods. They can receive funds from the seed grants (to be repaid over 12 months, or IGA cycle, whichever is earlier, with interest) and can save and borrow within their SHG. In type I villages the SHGs do not have 'saving and credit' [\(but can later have savings/credit if they meet criteria/ are ready \(it is not compulsory\)\)](#). The SHGs can receive funds from the seed grants (to be repaid over 12 months, or food production / income generation cycle, whichever is earlier, WITHOUT interest). Meanwhile, all SHGs act as a supportive group to help and support their members.

3.2.4.4 Producer groups (PGs)

PGs can be in type I, II, III villages [\(with access to markets\)](#). They can establish a PG if they have good performance in terms of management, loan repayment, financial management as well as has access to markets. [There is at least one PG per district \(with access to markets\)](#). There is one PG per district (one village with activities extending to neighbouring villages). Members are representatives of SHGs. PGs develop a

business plan which is used to request seed grant loans from the project, and subsequently prepare a 'business/credit plan, which is used to request loans from the [Rural Development Bank](#), or similar.

3.2.4.5 Community Nutrition Groups (CNGs)

CNG members are mothers (pregnant women and mothers of children under two years (i.e., within the first 1000 days of life)) and other child caretakers. Group membership will change over time. For example, mothers and their children, where all children become over 2 years, will be disenrolled, meanwhile new mothers and children will be enrolled. The groups learn about and improve nutrition practices through SBCC, including cooking sessions, and improve nutrition resilience and diversification through food processing, milk-dairy activities, and home garden activities. MMPL is a key activity of the SBCC strategy, particularly to support learning within ethnic communities.

3.2.4.6 Village Mediation Committee (VMC)

VMC are an existing administrative structure (not a project structure) in each village through which people can raise problems. Specifically for CLEAR, villagers can give feedback to the VMC, or say when they are not satisfied with the project transparency, decisions, and actions. This is part of the Feedback and Grievance Redress (FGR). Normally (outside the CLEAR project) the VMC may require a fee for addressing issues raised to them. Therefore, in CLEAR as part of the orientation stage, the project staff need to meet the VMC and provide a simple training to explain the project objectives, the rules of the FGR and request that for project FGR there is no fee, as there should be no financial barriers to people that want to raise a project-related issue or problem.

Where resolution is not achieved at a village level, the VMC can support referral to the district level.

3.3 Tasks and responsibilities for each project staff position (PMT)

All Terms of reference for each position are detailed in the annex of the Financial and Administration manual. Each position works in accordance with their TORs which identified their line manager, under the overall leadership of the Executive Director.

3.3.1 Tasks / approach common to all positions

All positions are expected to:

- Work as a team, and work in collaboration with all sections/divisions of the CLEAR team to ensure that CLEAR is a cohesive team with a shared approach.
- Work with the M&E team to gather data for the MIS, and modify work based on monitoring and evaluation findings and recommendations.
- Support project reporting requirements as needed (including donor reporting and reports for government partners).
- Follow administrative and financial rules and regulations.
- Have a shared work culture that respects the project principles.
- Follow and respect safeguarding policies.
- Support capacity building throughout the team.

3.3.2 CLEAR team: Central Level

The following summary of job descriptions for each position supports the team to understand the roles of each team member.

3.3.2.1 Executive Director

The Executive Director is responsible for the outcomes and the effective use of all resources of the CLEAR Project including personnel and assets, and the project operation manual and instructions approved by the PRF Administrative Board. The Executive Director is also required to maintain relationships and coordination with government departments and donors.

3.3.2.2 Deputy Executive Director

The Deputy Executive Director's (DED) responsibilities are to support and back up the Executive Director (ED) and the Project Management Team (PMT) to manage, monitor and report on project implementation. As required and delegated by the ED and the PRF Administrative Board, the DED will be acting for ED during her/his absence and representing the CLEAR Project. The DED will maintain good working relationships, coordination, and communication with authorities at all levels as well as with donors and other concerned stakeholders involved in project activities. The role includes regular review of data reported on progress of the component(s). When necessary, the DED will accomplish others tasks as required and assigned by the ED.

3.3.2.3 Engineering Specialist (Head)

The Engineering Specialist (Head) is responsible for supervision, coordination and quality assurance of community infrastructure works to be financed through the Component 1 of CLEAR: Local Economic Development and Community Capacity Strengthening. The main tasks include the development of the infrastructure manual including the Government of Laos compliant 'Engineering Standards', guidelines to ensure the quality of the project-sponsored small scale built/rehabilitated infrastructure meets the community needs and provides a link to socio-economic benefits. The role includes regular review of data reported on progress of the component(s) (in Kobo and MIS) and conduct data auditing while in the field. This position is the member of the CLEAR Project Management Team (PMT) led by the Executive Director (ED) and the Deputy Executive Director (DED).

3.3.2.4 Engineering Officer

The Engineering Officer's responsibilities are to assist and back up the Engineering Specialist in developing, compiling and disseminating all engineering standard designs and technical guidelines to the District Engineer Officers (DEOs) in Lao and English. To do this, s/he is required to liaise with other concerned agencies regarding standard designs, processes, quality standards, etc. The Engineering Officer will also assist in the capacity building and provide technical support for DEOs on engineering design, work supervision, environmental and social compliance and disaster and climate resilient infrastructure for the community infrastructure works. The role includes regular review of data reported on progress of the component(s) (in Kobo and MIS) and to conduct data auditing while in the field. [This position reported to the Engineering Specialist \(Head\) \(see organigram\).](#)

3.3.2.5 Quality Assurance Officer

The overall role of this position is to review the quality of infrastructure works supported by the project, the service delivery, the utilization and sustainability of the investments as well as the beneficiary satisfaction towards the infrastructure delivered and the process used from the survey-design up to the infrastructure work maintenance. The role includes regular review of data reported on progress of the component(s) (in Kobo and MIS) and to conduct data auditing while in the field. [This position reported to the Engineering Specialist \(Head\) \(see organigram\).](#)

3.3.2.6 National Nutrition and Community Development Specialist (Head)

The main responsibilities of National Nutrition and Community Development Specialist (Head) are to lead and oversee the implementation of Component 3: Community Nutrition Interventions, starting from the

establishment and equipping of community nutrition groups followed by necessary trainings and technical support during implementation. The specialist will also ensure that nutrition related needs are competently addressed in self-help groups and infrastructure activities during design and implementation. The Nutrition and Community Development Specialist will also oversee and ensure that the core values or principles of Community Capacity Strengthening (CCS) are applied by all project teams when rolling out activities to promote community empowerment and to ensure sustainability of the project investments in accordance with the Project Implementation Manual (PIM) and relevant guidelines.

Note that for batch 2, the Nutrition and Community Development Specialist will retain oversight of Subcomponent 1.1: Participatory Village Development Planning (VDP) as the PMT member with community development skills. HOWEVER, District team leaders will have the role to organise and implement the VDP through their field teams. The Nutrition and Community Development specialist will support with initial technical training, as well as revising the VDP manual and related posters.

The role includes regular review of data reported on progress of the component(s) (in Kobo and MIS) and to conduct data auditing while in the field. This position is the member of the CLEAR Project Management Team (PMT) led by the Executive Director (ED) and the Deputy Executive Director (DED).

3.3.2.7 National Nutrition Officer

The National Nutrition Officer is responsible for developing field guidelines and tools to implement the CLEAR nutrition & SBC manual to be applied by District Nutrition Officers (DNOs), Nutrition Young Graduates (NYGs), Village Facilitators (VFs), Community Nutrition Groups (CNGs) members in target villages. S/he will then manage the implementation of nutrition related activities to be carried out by CNGs by hands-on demonstrations and supervising trainings by service providers/consultants on food processing, home nutrition gardening, 'access to dairy' and social and behaviour change, in particular multimedia peer learning. For each district the tasks include supervisions of the DNOs, NYGs and VFs including workplan and budget preparation, monitoring and reporting on nutrition activities and related financial management. The role includes regular review of data reported on progress of the component(s) (in Kobo and MIS) and to conduct data auditing while in the field. While the Nutrition Officer will be responsible for the technical supervision of DNOs and NYGs, day-to-day management of DNOs and NYGs staff will be the responsibility of the District Team Leader. This position reported to the National Nutrition and Community Development Specialist (Head)(see organigram).

3.3.2.8 Agriculture and Livelihood Specialist (Head)

The Agriculture and Livelihood Specialist (Head) is responsible for the overall management, monitoring and reporting and project integration of the livelihood plans, budgets, implementation, monitoring and progress reports as well as responsible for leading and guiding project staff (including village facilitators) to coordinate with GoL counterparts to develop self-help groups (SHGs), to implement savings and credit and livelihood initiatives (IGAs) within communities, at the same time protecting social and environmental safeguards. The role includes regular review of data reported on progress of the component(s) (in Kobo and MIS) and to conduct data auditing while in the field. This position is the member of the CLEAR Project Management Team (PMT) led by the Executive Director (ED) and the Deputy Executive Director (DED).

3.3.2.9 Agriculture and Livestock Officer

The main responsibility of this position is to supervise, support and report on the implementation of agriculture (farm/crops) and livestock based livelihood-activities, and off-farm livelihood activities under Component 2: Community Livelihoods Enhancement, ensuring that these livelihood activities i.e., crop production, livestock production, other off-farm production and its marketing are implemented by SHG members, PG members, and Agri-Entrepreneurship (Local Agriculture Input Supplier) in line with the Income

Generation Activities (IGA) technical guidelines (Livelihood manual) and Project Implementation Manual (PIM). The preparation of training modules, manuals, IEC materials including audio-visuals on all the IGAs are her/his responsibility including training of target beneficiaries on the same. S/he will take the main responsibility in coordination, planning and rolling out / implementation and reporting on livelihood activities (Income Generation Activities). Report on income increase from various livelihood activities (income generation activities) from crop, livestock, off-farm activities on a monthly or quarterly basis is one of her/his important responsibilities. Apart from these s/he will be responsible for implementation of and reporting on climate smart practices in various IGAs to build and enhance resilience on a quarterly basis. S/he will report to the Agriculture and Livelihood Specialist (Head). The role includes regular review of data reported on progress of the component(s) (in Kobo and MIS) and to conduct data auditing while in the field.

3.3.2.10 Micro-Finance Officer

The Micro-Finance Officer is responsible for developing and monitoring microfinance program under Component 2: Community Livelihoods Enhancement of the CLEAR project. Main responsibilities include 1) developing Lao contextualized microfinance guidelines, to roll out SHGs, VSMCs based on the learning obtained from PRF and upgrade them to guide the project to drive towards financial inclusion in Lao PDR; 2) developing the SHG guideline for ultra poor households to establish SHG without savings to ensure food production and access and elevate those SHGs to saving and credit based SHG; 3) developing PG guidelines based on learning obtained from PRF and facilitate its implementation; 4) developing local agriculture input suppliers guidelines and its implementation; 5) developing institution building training modules based on the learning from PRF and roll out these modular trainings efficiently and effectively; 6) building capacity and supervising District Agriculture and Livelihood Officers (DALOs) and Livelihood Young Graduates (LYGs) to establish, nurture and strengthen all the SHGs, VSMCs, PGs and Local Agriculture Input Suppliers through Village Facilitators in the project villages. On time loan repayment percent calculation, capture proper data in online MIS and generate monthly progress report from MIS in coordination with M&E and MIS team is one of the important responsibilities. The Micro-Finance Officer is also expected to establish and maintain relationships and share knowledge with internal and external stakeholders engaged in micro-finance programs in Laos. The role includes regular review of data reported on progress of the component(s) (in Kobo and MIS) and to conduct data auditing while in the field. S/he will report to the Agriculture and Livelihood Specialist (Head).

3.3.2.11 Monitoring and Evaluation Specialist (Head)

The Monitoring and Evaluation Specialist (Head) is responsible for overseeing all required multi-sector data collection, analysis, data auditing and reporting on the implementation and progress of CLEAR. S/he provides feedback, strategic guidance and advice to the Executive Director/Component Experts/Implementers on the effectiveness of project implementation and potential steps needed to achieve anticipated project outputs and outcomes. S/he provides technical backstopping to project staff within the Project Management Team, the districts, and villages on M&E requirements, including capacity development and knowledge dissemination. This position is a member of the CLEAR Project Management Team (PMT) and reports directly to the Executive Director (ED). It is expected that the specialist will conduct regular visits to provinces/districts, about 20% of the time.

3.3.2.12 Monitoring, Evaluation and reporting Officer

Monitoring, Evaluation and Reporting Officer supports the Monitoring and Evaluation Specialist (Head) in overseeing all required multi-sector data collection, analysis, data quality assurance, and reporting on the implementation and progress of CLEAR.

S/he supports data validation, results monitoring and evaluation, and ensures timely reporting in line with the project's Results Framework and the reporting requirements of the Government and financing partners.

S/he provides technical backstopping to project staff within the Project Management Team (PMT), as well as provincial, district and village stakeholders, on M&E requirements, including data quality, capacity development and knowledge dissemination. S/he also supports the use of monitoring findings to inform project implementation and learning.

This position is a member of the CLEAR Project Management Team (PMT) and reports to the Monitoring and Evaluation Specialist (Head). The Officer is expected to undertake regular field visits to provinces and districts (approximately 30% of the time).

3.3.2.13 Management Information Systems Officer

The MIS Officer is responsible for managing, maintaining, and continuously improving the CLEAR MIS to ensure it provides timely, high-quality multi-sector data for decision-making, planning, supervision and reporting. The role bridges technical system development and operational implementation, ensuring that the data systems are user-friendly, integrated, and effectively used across all levels (village, district, and central). The MIS officer will also lead efforts to streamline reporting systems, strengthen data validation and accountability mechanisms, and promote a single source of truth across platforms (e.g., Kobo Toolbox, MIS).

S/he will conduct training of staff on usage of Kobo Toolbox for data collection and usage of MIS. S/he will be responsible for continuous training and refresher training of staffs, who are responsible for entering data and also ensure data entry by field staffs through their unit heads at PMT level. [This position reported to the National Monitoring and Evaluation Specialist \(Head\) \(see organigram\).](#)

3.3.2.14 Evaluation and Management Information Systems Officer

Under supervision of the Monitoring and Evaluation Specialist ([Head](#)), this position will take lead in reporting against the project development objective, outcome and output level indicators set in the results frameworks and prepare a draft (monthly reports, semi- and annual project implementation progress reports, project completion report, information sheets, and brochures) to be reviewed and finalized by the Monitoring and Evaluation Specialist, Project Management Team (PMT) and Executive Director (ED) before submission to donors and public disclosure. S/he will also take part in project evaluations when required and will provide support to the MIS [officer](#). The role includes regular review of data reported on progress of the component(s) (in Kobo and MIS) and to conduct data auditing while in the field.

3.3.2.15 Finance and Administration Specialist (Head)

The Finance and Administration Specialist (Head) is responsible for the overall financial management, budget control, financial reports and general administration of the program. The Finance and Administration Specialist will need to be of highest integrity and communicate well with all project management team and finance and administration team members. This position is the member of the CLEAR Project Management Team (PMT) led by the Executive Director (ED) and the Deputy Executive Director (DED).

3.3.2.16 Budget Analyst and Finance Officer

The overall role of this position is to facilitate and assist with the development of project budget plans, the approval and dissemination, maintenance of financial systems, and project budget management functions as well as the preparation of the different financial reports to the government and donors. [This position reported to the Finance and Administration Specialist \(Head\) \(see organigram\).](#)

3.3.2.17 Accountant

The accountant will monitor project cash-flow and prepare statements of expenditure and requests for funds as well as to follow up funds for GoL contribution with various departments/ministries. The accountant will also contribute to internal quality assurance by inspecting all accounting documents and records of payments. [This position reported to the Finance and Administration Specialist \(Head\) \(see organigram\).](#)

3.3.2.18 Accounting Software Officer

This position is responsible for receiving and reviewing and verifying all financial reports from District Finance Management Officers, before completing formal finance system data entry, and monthly account reconciliations. [This position reported to the Finance and Administration Specialist \(Head\) \(see organigram\).](#)

3.3.2.19 Cashier / Administration

The primary role of this position is to provide support to the finance and administration team and project consultants, as well as assisting with office maintenance. [This position reported to the Finance and Administration Specialist \(Head\) \(see organigram\).](#)

3.3.2.20 Procurement officer

The Procurement [Officer](#) is responsible for managing and overseeing project's procurement activities and ensuring compliance with World Bank and Government of Laos procurement regulations and requirements. The role also includes ensuring all District Procurement Officers of the project comprehend, comply and utilise developed procurement manuals, tools and processes. [This position is the member of the CLEAR Project Management Team \(PMT\) led by the Executive Director \(ED\) and the Deputy Executive Director \(DED\). They also receive guidance from the Finance and Administration Specialist \(head\).](#)

3.3.2.21 HR and Procurement Assistant

The [HR and Procurement Assistant](#) ensures Government of Laos procurement regulations and requirements are followed. [They are responsible for managing and developing the recruitment process of Lao national consultants \(local staff\) and international consultants including individual assignment and firm services, and ensures all recruitment process compliance with the World Bank. To ensure issues related to project/worker safety \(ESS2\), the HR and Procurement Assistant will also ensure that safety measures of all project staff are adequate. This position reported to the Procurement Officer \(see organigram\). They also receive guidance from the Finance and Administration Specialist \(head\).](#)

3.3.2.22 Information and Technology (IT) Officer

The responsibility of the IT Officer is to ensure that Information and Communication Technology (ICT) services are stable, effective and optimized; the ICT equipment is functional, internet connectivity is maximised; and the digital corporate knowledge of the organisation is captured and protected. The IT Officer is also responsible for [the technical management, maintenance, and regular updating of the CLEAR website](#), supporting updates to the technical aspects of the Management Information System (MIS) as well as supporting the Project Management Team (PMT) and concerned project staff to maximise the use of ICT solutions (including Kobo Toolbox) and efficiencies. [This position reported to the Finance and Administration Specialist \(Head\) \(see organigram\). They also receive guidance / instruction from the Executive Director \(ED\) and the Deputy Executive Director \(DED\).](#)

3.3.2.23 Secretary

This position is to be responsible for all activities related to the principal functions of the project, including travel, logistics and transportation and protocol, registry, premises and property; matters including visas, residence permit, freight forwarding, custom; cleaner supervision; answering incoming calls; Receiving visitors, assisting them with their queries, and many other related duties. [This position reported to the](#)

Finance and Administration Specialist (Head) (see organigram). They also receive guidance / instruction from the Executive Director (ED) and the Deputy Executive Director (DED).

3.3.2.24 Capacity Building / Communication Officer

Capacity Building / Communication Officer's main responsibilities are to 1) identify training needs and develop capacity development workplans for all project staff to enable them to effectively provide services and support for the target villages and beneficiaries, 2) supervise and ensure the effectiveness and quality of training and capacity building activities provided for staff and for the target communities and groups using appropriate Information, Education and Communication (IEC) materials and technology, and 3) prepare, regularly update and disseminate information on project activities, achievements, results and other relevant information through the CLEAR website and other appropriate communication channels to a variety of audiences/stakeholders including the Government organizations, development partners, donors and general public. The officer coordinates with the IT officer to ensure the timely preparation, updating, and publication of website content. They regularly carry out evaluation of a sample of trainings conducted. This position reports to the Executive Director (ED) and the Deputy Executive Director (DED).

3.3.2.25 Environmental Engineering Officer

The Environmental Engineering Officer (EEO) supports the Engineering Specialist (Head) in coordinating and supervising activities related to three types of climate resilient infrastructure: 'green', 'blue' and 'grey'. S/he acts as the link between the National and External Technical Assistance (NTA/ETA) service providers supporting the planning and implementation of green and blue infrastructure. S/he ensures the timely completion of the Climate Resilient Landscape Planning (CRLP) by the NTA service provider and works with ETA service providers to train and supervise the District Climate Resilience Engineering Officers. The EEO also supervise the planning and implementation of grey infrastructure, with limited support from TA where required, including providing technical guidance on grey infrastructure during the VDP preparation. This position is a member of the CLEAR Project Management Team (PMT) and reports directly to the Engineering Specialist. The EEO coordinates with the EMO to ensure complementarity with ecosystem-based adaptation (EbA) and ICBWM activities carried out by the Agriculture and Livelihoods Division. It is expected that the Officer will conduct regular visits to provinces/districts (approximately 60% of the time).

3.3.2.26 Ecosystem Management Officer

The Ecosystem Management Officer (EMO) is responsible for the effective planning, coordination, implementation, and monitoring of ecosystem-based adaptation (EbA) and Integrated Community-Based Water Management (ICBWM) activities under the landscape approach within selected village clusters, ensuring integration with other project components (climate-resilient infrastructure and livelihoods). S/he acts as the link between the project staff and the National and External Technical Assistants (NTA/ETA) service providers supporting the planning and implementation of EbA (i.e., Green ETA), and ICBWM (i.e., Blue ETA), and the development of a geospatial decision-support system¹⁹.

The EMO is responsible for establishing model sites for EbA and ICBWM actions in each target province in collaboration with the ETA, and for training and supervising of District Climate Resilience Officers (Adaptation) (DCROs) and Climate Resilience Young Graduates (CR-YGs). The EMO also plays a key role in coordinating inputs from National Technical Assistance (NTA) service providers responsible for capacity building for Climate Smart Agriculture (CSA) and organising Climate Resilient Eco-Agriculture Technical Exchanges (CREATE).

¹⁹ Final decision on the division of responsibilities between the EEO and EMO for coordination with UNOSAT will be agreed by the ED based on qualifications and experience of the selected officers.

This position is a member of the CLEAR Project Management Team (PMT) and reports directly to the Agriculture and Livelihood Specialist. It is expected that the Officer will conduct regular visits to provinces/districts.

To ensure compliance with the ESCP and timely application and implementation of the ESF instruments and the gender mainstreaming and Gender and Social Inclusion Action Plan, the Project is mobilizing a national environmental consultant (NEC) and a national social/gender consultant (NSGC). Although their TORs are prepared separately, these two consultants are required to work closely together under close supervision of the Project Management Team (PMT). The consultants are part of the central team.

3.3.2.27 National Environmental Officer

The National Environmental Officer is responsible for the planning, management, supervision, monitoring, and reporting of all environmental requirements for the Project covering infrastructure works and activities, especially those related to livelihoods and nutrition activities. The NEC will provide technical inputs including ESF training and capacity building related to specific requirements as described in the ESCP and the ESMF, especially those related to environmental and social (E&S) screening and issues related to environmental and safety related to ESS1, ESS2, ESS3, ESS4, and ESS6. For the activities related to infrastructure development and/or small civil works, the NEC will assess the environmental risks and mitigation measures during construction and operations of the proposed activities and/or infrastructure works, and also assist the Engineering and procurement teams to apply appropriate instruments into the detailed design and bidding and contract documents (BD/CD) and secure WB clearance of necessary ESF instruments.

The National Environmental Officer will also work closely with the National Social/Gender Officer to provide ESF training and capacity building, so that the Project staff can perform their functions timely and effectively at the central and district levels, and so that Village Infrastructure Teams (VITs) carry out related ESF requirements. This position reports to the Executive Director (ED) and the Deputy Executive Director (DED).

3.3.2.28 National Social/Gender Officer

The National Social/Gender Officer (NSGO) is responsible for the planning, management, supervision, monitoring, and reporting of all social requirements for the Project infrastructure works and/or activities, especially those related to livelihood and nutrition activities. The NSGC will provide technical inputs including training and capacity building related to specific requirements as described in the ESCP and the ESMF, especially those related to the social risks and impacts, and those related to ESS2, ESS4, ESS5, ESS7, and ESS10. For the activities related to infrastructure development and/or small civil works, the NSGC will ensure that actions related to social code of conduct will be implemented by the contractors, and consultation with local residents are conducted timely and effectively in line with the ESCP, SEP, and ESMF including LMP. The NSGC will also be responsible for gender mainstreaming by managing and coordinating the overall implementation and monitoring of the project's Gender and Social Inclusion Action Plan and other vulnerable groups in project activities, GESI capacity building of staff and supporting district E&S staff in GESI capacity building in communities. This position reports to the Executive Director (ED) and the Deputy Executive Director (DED).

3.3.3 CLEAR team: District Level

3.3.3.1 District Team Leader

The District Team Leader reports to CLEAR at the central level. Their role includes overall leadership of day-to-day activities under components 1, 2, and 3. They oversee the administration and finance of the district office (Component 4).

The VDP is implemented in each district under the leadership of the District Team Leader, who assigns team members to support implementation of planning, scheduling and facilitation of the CCS and VDPs (noting that YGs and village facilitators have a strong role CCS and VDP facilitation).

They link with the PMT to ensure strong coordination and support for the district team actions in the target villages. In addition, they are responsible for liaison with local counterparts, including government offices and other development agencies. It is preferred that they speak the language(s) that are most common in the district.

3.3.3.2 District Engineer Officer

The District Engineer Officer leads the survey and design of infrastructure-activities. They train, assist and supervise the Village Infrastructure Team, including application of safeguards and procurement support. The role of DEO is also to provide O&M training, preparation of O&M plans, and monitoring of O&M activities carried out by the VIT. They support all relevant meetings (planning; confirmation; kick off; accountability). They make site inspections and monitoring of infrastructure works to assure quality.

As with other district staff, the role may include supporting CCS and VDP planning, scheduling and facilitation, following the direction of the district team leader.

They report to the District Team Leader for day-to-day activities, whilst having technical supervision from the PMT engineering staff. It is preferred that they speak the language(s) that are most common in the district.

3.3.3.3 District Nutrition Officer

The District Nutrition Officer is responsible to set up and support the activities of community nutrition groups. They provide local technical support on CNG activities (SBCC; cooking sessions; food processing; milk-dairy activity; MMPL). They provide guidance and support to the NYGs.

As with other district staff, the role may include supporting CCS and VDP planning, scheduling and facilitation, following the direction of the district team leader.

They report to the District Team Leader for day-to-day activities, whilst having technical supervision from the PMT nutrition and community development staff. It is preferred that they speak the language(s) that are most common in the district.

One of the two CLEAR District Nutrition Officers in each Province has the role of Nutrition Provincial Coordinator to liaise with other nutrition related projects.

3.3.3.4 District Agriculture and Livelihood Officer

The District Agriculture and Livelihood Officer trains and supports SHGs VSMCs, PGs, Local Agriculture Input Suppliers, and the Village Facilitators through various modular trainings on institution building of these institutions and package of practices, rearing practices, and climate smart practices of various income generation activities (livelihood activities). They provide guidance and support to the LYGs.

As with other district staff, the role may include supporting CCS and VDP planning, scheduling and facilitation, following the direction of the district team leader.

They report to the District Team Leader for day-to-day activities, whilst having technical supervision from the PMT agriculture and livelihood staff. It is preferred that they speak the language(s) that are most common in the district.

3.3.3.5 District Finance Management Officer

The District Finance Management Officer is responsible for financial management at district level including to oversee all district level financial management and accountability: Keep accurate and complete records of transactions; Review payment documents and ensure that expenditures are eligible; Check and reconcile accounts; Prepare budget requests; Keep the district office asset register; Assist VITs, SHGs and PGs to prepare procurement documents; Review activity financial records, carry out monitoring visits to selected villages and inspect SHG and PG books/ records; Support and monitor loan repayments from borrowers, on the job training to YG, VIT, VSMC, Heads of SHG and CNG in monitoring and financial management. They report to district team leader, with technical linkages to the central finance team. It is preferred that they speak the language(s) that are most common in the district.

3.3.3.6 District Environmental Officer

The District Environmental Officer ensures all environmental processes are followed for village activities, with particular attention to the ESMF and related documents.

As with other district staff, the role may include supporting CCS and VDP planning, scheduling and facilitation, following the direction of the district team leader.

They report to district team leader whilst having technical supervision from the PMT National Environmental consultant. It is preferred that they speak the language(s) that are most common in the district.

They are the GRM focal point in their assigned district.

Each District Environmental Officer covers two districts. They should be based in a different district to the Social /Gender Officer.

3.3.3.7 District Social /Gender Officer

They provide technical social / gender support for all district activities. This includes follow up on the GESI action plan.

As with other district staff, the role includes supporting CCS and VDP planning, scheduling and facilitation, following the direction of the district team leader.

They report to district team leader whilst having technical supervision from the PMT National Environmental officer, and Social and Gender Officer. It is preferred that they speak the language(s) that are most common in the district.

They are the GRM focal point in their assigned district.

Each District Social /Gender Officer covers two districts. They should be based in a different district to the District Environmental Officer.

3.3.3.8 District Procurement Officer

(One position covers two districts)

The District Procurement Officer works closely with the District Team Leader, District Engineer and National Procurement team, to oversee all activity procurement processes in targeted districts in the province. This includes CLEAR team procurement as well as supporting communities to manage procurement through grants using the required procedures. *(It is noted that such processes are more complex than previous PRF projects, due to the larger grant values).* They report to the district team leader whilst having technical supervision from the central procurement team. It is preferred that they speak the language(s) that are most common in the district.

3.3.3.9 District M&E Officer

(One position covers two districts, reports progress to the provincial GOL partners).

Oversees all district level M&E, including oversight and monitoring of village level data collection and related reporting. The M&E officer prepares progress reports for the district and the province. They report to the District Team Leader for day-to-day activities, whilst having technical supervision from the PMT Monitoring and Evaluation Specialist. They help ensure the quality of data, and will meet district teams, with periodic monitoring in the villages of YG data collection (Checking quality and consistency). They will check that data for the MIS avoid duplication/ double counting.

As with other district staff, the role may include supporting CCS and VDP planning, scheduling and facilitation, following the direction of the district team leader.

It is preferred that they speak the language(s) that are most common in the district.

3.3.3.10 District Climate Resilience Engineering Officer (DCRO-Eng)

(One position covers two districts)

The District Climate Resilience Engineering Officer (DCRO-Eng) provides technical support to communities and local authorities for the survey, design, construction and supervision of climate resilient infrastructure ('green', 'blue' and 'grey'). This includes support for the National Technical Assistance (NTA) in CRLP (select village clusters, organise and facilitate meetings (village/district)) to prioritise SDC-CRI needs. They also support the ETAs so infrastructure planning/design is followed, and in establishing a 'model site' for bioengineering innovations.

The DCRO-Eng follows-up on: GBG-CRI construction with site assessments; info collection; site maps and preliminary designs/BoQ; budget plans; consultation (with community on design/ESMF/resources); BoQs; support construction of green/blue/grey infrastructure; follow design standards; monitor construction.

They provide technical training to VIT, facilitate O&M planning; maintain geospatial maps.

They work closely/coordinate with the District Engineering officer and CR adaption officer. They report to the District Team Leaders for day-to-day activities, whilst having technical supervision from the Environmental Engineering Officer (EEO). It is preferred that they speak the language(s) that are most common in the district. Each DCRO-Engineering will be responsible for two districts in one province.

3.3.3.11 District Climate Resilience Adaptation Officer (DCRO-A)

(One position covers two districts)

The District Climate Resilience Adaptation Officer (DCRO-Adaptation) is responsible for coordinating and implementing climate resilience activities at cluster and village levels through the training, supervising and mentoring of Climate Resilience Young Graduates. They cover both Ecosystem-based Adaptation (EbA) and Integrated Community-Based Water Management (ICBWM), and coordinate inputs from NTAs (CDA/CREATE) and ETAs (Green ETA /Blue ETA). The DCRO-Adaptation undertakes planning, design, capacity building, and monitoring, including the establishment of 'model sites'. Specifically:

EbA: Support design and implementation of EbA measures following guidance from the EMO and Green ETA advisers. Establish and manage a model site for EbA practices. Promote and support implementation of sustainable land-use practices and community forestry activities; Monitor ecosystem health indicators; organize and facilitate training and workshops on EbA for district officials, community leaders, and CR-YGs (With EbA and ETA support).

Water Management (WM): With guidance from the EMO and Blue-ETA, promote and demonstrate climate-resilient water use practices; Train groups in CR-YGs in water system O&M; Train CR-YGs data collection and decision support tools, such as weather apps; support resolution of conflicts over water access; Conduct awareness campaigns on water conservation.

Climate SMART Agriculture: activities for Capacity Building for Climate Smart Agriculture (CSA), and Climate Resilient Eco-Agriculture Technical Exchanges (CREATE) (field visits/meetings as required). Arrange participation of training and meetings organised by NTAs and provide follow-up coaching.

They report to the District Team Leader for day-to-day activities, whilst having technical supervision from the Ecosystems Management Officer. It is preferred that they speak the language(s) that are most common in the district. Each DCRO-Adaptation will be responsible for two districts in one province.

3.3.4 Young graduates (YGs)

Young graduates are field based staff that facilitate the community activities (please see annex 7 for the Key aspects of YG work).

With an average of about 32 villages per district, a YG-team (with 1 Nutrition Young Graduate (NYG) and 1 Livelihood Young Graduate (LYG)) would each need to cover approximately 13 villages²⁰.

In addition, there are 20 Climate-resilient young graduates (CR-YGs) in the six districts /80- villages selected for the landscape approach (so 1x CR-YG per 4 villages; average of 3-4 CR-YGs per district). They provide technical guidance and support to communities/ groups to identify, design and implement EbA and ICBWM.

For batch-2, it is anticipated there will be additional (approx. 11) LYGs in districts where there is a high workload (this includes where batch-1 post implementation support and producer group set up overlaps with batch-2 start up planning, and preparation activities).

For batch-2, it is anticipated there will be additional (approx. 11) NYGs in districts where there is a high workload (including ongoing support for the batch 1 villages, with the nutrition-graduation approach).

Recruitment is from recent graduates or those about to graduate, and in a related field with a diploma degree. Those with skills in local languages that are used in the assigned villages are preferred.

YGs receive technical training (capacity building) from the CLEAR team. This includes topics on income generation, food security and project methodology, through direct training as well as online training and support from the PMT. The LYGs will undergo five modules of SHG trainings, 4 modules of VSMC trainings, 5 modules of PG trainings, 4 modules of Local Agriculture Input Suppliers Training apart from other modular trainings on package of practices, rearing practices, climate smart practices on crops, livestock, and off-farm income generation activities (livelihood activities). Clear training supports YG to be sure of their role within each activity and to be actively leading as required.

In addition, CR-YGs are trained on EbA, ICBWM and related topics.

Specific trainings include a TOT for CCS training, so that YGs are able to train CCS at the village. One YG per district receives a CCS Master-training so they can support other district level CCS trainers. All YGs are trained in VDP methodology, so they are able to facilitate the VDP meetings.

²⁰

Type	YGs	Districts	Villages	Av YG/district	Av Villages/district	Av villages/YG
NYG	34	14	450	2.4	32.1	13.2
LYG	34	14	450	2.4	32.1	13.2

The District Team Leader is responsible for day-to-day management of the District Nutrition Officer, who supervises the NYGs, and District Agriculture and livelihood Officer, who supervises the LYG.

The District Team Leader is responsible for day-to-day management of the District Climate-Resilience Adaptation Officer (with technical supervision from the Ecosystem Management Officer) who supervises the CR-YGs.

The Micro-Finance Officer builds the capacity of the LYGs to establish, nurture and strengthen all the SHGs, VSMCs, PGs, and Local Agriculture Input Suppliers.

The Agriculture and Livestock Officer will build the capacity of the LYGs on various income generation activities including package of practices, rearing practices and climate smart practices under crops, livestock, and off-farm.

The National Nutrition Officer supervises the District Nutrition officers, who supervises the NYGs for workplans and budget preparation, monitoring and reporting.

The District Finance management officer provides on the job training to YGs (and VIT, VSMC, Heads of SHG and CNG) in monitoring and financial management.

Approach

YGs travel to villages each month in teams, and overnight in close-by central villages. YGs include a mix of women and men, and work takes place in public areas to limit SEA/SH risks. A 'roving team' approach is an option (e.g. team of 2 YGs (LYG+NYG; Female/Male) work in one village at a time to support community activities). *Given the nature of its role and tasks taking place in remote rural communities, YGs are encouraged to raise voice to their supervisor or any Project staff, if/when they sense or experience any risks or challenges in conducting their job, based on geographical, cultural and working environment.*

Each YG is supported with the use of a motorbike (to reduce travel risks and allow for a longer time in the field). YGs are covered by travel and health insurance. Equipment such as mosquito nets support YGs to have safe working conditions.

Tasks common to all YGs include:

- Work with village facilitators:
 - Interview a shortlist of potential village facilitators in each village (with district staff support).
 - Meet regularly with village facilitators to collect reports, discuss progress and problems, and provide on-the-job training.
 - Work through village facilitators to mobilise communities/ groups for activities.
 - Support village facilitators so that they can carry out elements project activities when YGs are not in the village.
 - Identify ESF issues related to health and safety of staff and project activities that may have adverse impacts on local environment and/or local communities such as those related to the use of toxic chemicals and/or pesticides, plastic and waste (organic/animal) management, local culture, and natural habitats/wildlife.
- Provide / facilitate the CCS training at the village (important to include female YG trainers).
- Facilitate the VDP (with district team support)
 - Lead the community through the VDP (with support from technical counterparts).
 - VDP introduction and data review
 - Explain the VDP planning process to be followed.
 - Share example lists of infrastructure options, as general guidance.

- Explain the ESF negative list (activities that CLEAR does not support)
 - Summarise Disaster Risk Management (e.g., locating infrastructure away from flood risks)
- VDP discussions and prioritisation
 - Facilitate small group discussions to support activities prioritisation.
 - Facilitate plenary discussions to develop village plans (CLEAR livelihood plan / VDP).
 - Support village facilitator to consolidate VDP (to share with District).
- Support the infrastructure-activity (with the district team, and relevant district offices)
 - Support the infrastructure-activity survey work (support district engineer).
 - YGs, with village facilitators, assist VIT to make infrastructure-activity proposals.
 - Support district team to ensure environmental and social safeguards are followed.
 - District and YG staff monitor the infrastructure grant implementation, including procurement processes.
- Multi-media Peer Learning (MMPL): NYG and LYG support the community to prepare media that promotes and support shared learning of activities to share on social media.
 - YGs train community members in video production.
 - Where internet access is limited, YGs download media at the district and share it to the community on their tablets.
- Monitoring and Evaluation:
 - Support village facilitators in monitoring. The data will be entered by YGs in Kobo Toolbox.
 - Direct data gathering (based on activity forms and Kobo Toolbox questionnaire requirements).
 - Follow-up monitoring during the exit strategy period.
- Support GESI (example tasks)
 - Support GESI targets related to VIT inclusion; female participation
 - Roll-out transformative grassroots leadership training/ monitoring participants applying this learning
 - Support women to join SHGs
 - Support ethnic communities to ensure communication material is understood
 - Support pregnant women and mothers of children under 2 to participate in nutrition activities.; and husbands support this
 - Encourage women to request to be village facilitators.

Nutrition Young Graduate (NYG) – specific tasks

- Set up CNGs (with support from the village facilitator).
- Support the activities of community nutrition groups (meetings, cooking sessions, food processing activity, milk-dairy activity, home gardening, etc.).
- Support CNGs to have pre-VDP discussions about nutrition needs that would benefit from small infrastructure (and for them to present this at the VDP).
- Make home visits to reinforce nutrition SBCC (with the village facilitator).
- Support specific MMPL activities within the CNGs.
- Monitor procurement processes: supplies for the CNGs.
- Report to the District Nutrition Officer.

Livelihood Young Graduate (LYG) – specific tasks

- Set up SHGs (with support from village facilitator).
- Train and support SHGs in the management of savings and credit activities (including bookkeeping).
- Set up PGs (in type-III villages) (one village per district, with activities extending to neighbouring villages). (with support from village facilitator).

- Support SHGs to have pre-VDP discussions about nutrition needs that would benefit from small infrastructure (and for them to present this at the VDP).
- Support SHGS for grant/loan process.
 - Organise/ train VSMC.
 - Prepare family investment plans; micro-investment plans.
 - Support grant/ loan management.
 - Monitor bookkeeping.
- Support PGs in group activities including applications for loans/ management of loans.
- Regularly meet with VSMC and Village facilitators to collect reports, discuss progress and problems and provide on-the-job training.
- Reports to the District Agriculture and Livelihood Officer.

Climate Resilience Young Graduate (CR-YG) – specific tasks

- Provide guidance and support to communities/ groups to identify, design and implement EbA and ICBWM.
- Assist participatory planning for EbA, ICBWM and climate adaption in target villages
- Support NTAs and ETAs with their field work
- Assist village authorities / YGs to work with groups to implement the EbA and ICBWM workplans
- Organise meetings related to EbA and ICBWM activities
- Assist the Village authorities and groups in procurement for EbA and ICBWM activities
- Community capacity building:
 - training on community-based management of natural resources
 - village forest management agreements
 - NTFP use regulations, livestock exclusion areas, etc.
 - new water management practices
 - Help demonstrate and distribute of hermetic bags (and report on use)
 - Demonstrate the use of the weather app (<https://lacsanet.org/>)
 - Arrange field visits and exchanges between target villages
- Support Village Facilitators in the implementation of EbA and ICBWM activities
- Record best practices, successful case studies etc.
- Collect basic meteorological, hydrological and agricultural data (as required by the DCRO-A)

3.3.5 CLEAR team: Village Level

3.3.5.1 CLEAR Village Facilitators

There is **at least one** Village Facilitator in each village. The district team can decide to choose more than one village facilitator in cases where there are many isolated hamlets, or there are ethnic groups with different languages.

Village facilitators are selected based on their interest to support the project and to join trainings (e.g., CCS) (which may include travel within the district) and have sufficient education to support their specific tasks. They can be male or female, with both Lao and local ethnic language as needed. **Experience has shown that facilitators need to be active community members, and be able to understand basic CCS and VDP training so that they can support YGs to further implement these activities.**

Village facilitators receive training on (co)facilitating the **CCS and VDP**; on data collection and record keeping; and on basic knowledge related to health and safety and waste management of the project activities (infrastructure, livelihood, and nutrition).

The Village facilitator supports activity implementation for infrastructure, livelihoods and nutrition in the village when the Young Graduates are not in the village (YGs only go to each village 1-2 days per month).

It is noted that more effort should be made to train, and to provide regular refresher training, to village facilitators as project ideas and activities are new, and facilitators may not be used to participatory teaching methods design for adults, so need regular refresher training to continue to develop their skills.

Specific tasks.

- Liaise with the YGs (and other district staff) to arrange village level meetings and activities.
- Support GoL staff with coordination needs.
- Assist in the planning of CLEAR activities in the villages.
- Ensure CLEAR activities are coordinated with other development activities (avoiding overlap, and avoiding events/meetings happening at the same time).
- Ensure people (including women, poor, vulnerable) are consulted, attend the meetings and join activities.
- Attend CCS training (and apply learning in VDP and other activities).
- Work with YGs to help develop MMPL videos, photos, and recordings.
- At the VDP, the village facilitator (with help of other CCS participants) explains the needs identified in the social change action plan and how this relates to livelihoods.
- Reports any program problems to local authorities and district staff.
- Translation into local languages, during meetings, trainings, cross visits, etc.

3.4 Relationships between field level roles

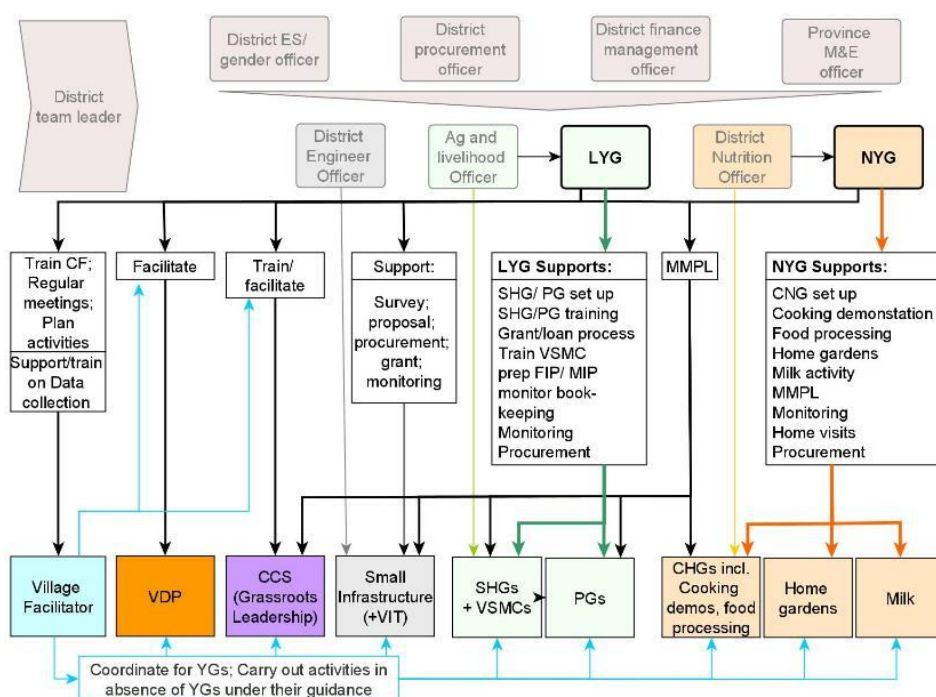
District staff provide technical supervision/input and guidance related to their technical fields for the YGs in their community work. They work with the YGs to directly implement activities.

YGs mobilise communities and implement activities in the communities, through orientation meetings, surveys, and the setting up, training and monitoring of groups and committees. They support data reporting.

The village facilitators work as liaison with the CLEAR team. They also support the facilitation of some activities (e.g. VDP).

The LWU and LYU at the village level support nutrition activities (initially).

Figure 3-5. Young graduate and facilitator roles in the village



3.5 Tasks and responsibilities External Technical Assistance (Contract)

3.5.1 Contract A: 'Climate resilient and ecosystem-based infrastructure' (GREEN ETA)

The GREEN ETA will include a Team Leader, Senior Adviser - Environmental Engineering / Landscape Planning; Deputy Team Leader, Adviser - Watershed / Forest / NRM Management; Environmental Engineering Specialists - Soil and Water Management / Erosion control and flood protection; EbA Capacity Development Specialists; Environmental Data Specialists.

The ETA objectives are to: Strengthen the design, implementation, and monitoring of climate-resilient and ecosystem-based infrastructure at cluster and village levels; Enhance institutional and community capacities to plan, implement, and maintain these measures; and generate and share practical knowledge and tools for scaling up ecosystem-based adaptation in future programming.

Tasks include: Participate in Climate Resilient Landscape Planning (CRLP); Provide technical inputs to both the Engineering Division and the Agriculture and Livelihoods Division in the preparation of workplans, budgets, and implementation procedures; Design and advise on specific interventions, including: Green infrastructure/bioengineering; Watershed and soil conservation; Riparian and wetland management Community-based natural resource management.

The ETA will Develop guidelines and training modules for EbA/ bioengineered measures; Deliver training and coaching; Support the EEO and EMO in producing multilingual extension materials; Strengthen facilitation skills of district teams to promote participatory and gender-responsive actions; Provide hands-on technical supervision for model sites for green infrastructure and EbA measures; Pilot innovative approaches; Monitoring, Evaluation and Learning (MEL), including case studies and success stories.

The ETA submits inception, progress, and final reports to the CLEAR Executive Director and Head of Engineering; Technical workplans, and guidelines, are submitted to the Head of Engineering after review by the EEO and EMO. Coordinate closely with other service providers.

3.5.2 Contract B: 'Integrated community-based water management' (BLUE ETA)

The BLUE ETA will include a Team Leader, Senior Adviser – Water Management; Hydrology Specialists; Water Engineering Specialists; Capacity-building Specialists – Training and extension.

ETA will design and implement a program to strengthen technical capacity for climate-smart, inclusive water management within both the CLEAR Community Livelihood Enhancement Division (for whom the contact person is the EMO) and the Engineering Division (for whom the contact person is the EEO).

Key tasks include to conduct training needs assessments; Design and deliver training modules; Organize Training-of-Trainers (ToT) for district officers and field facilitators; Support the EMO and DCROs in planning and establishing model sites for innovative water management technologies; Backstop farmer and community field schools; Develop multilingual extension materials; Prepare technical manuals and O&M guides; share results through briefs and learning events; collaborate on M&E.

Inception, progress, and final reports are made to the CLEAR Executive Director. Technical workplans, and guidelines, are submitted to the Head of Agriculture and livelihoods, after review by the EEO and EMO for review. There is collaboration with other TAs.

3.6 Tasks and responsibilities of National Technical Assistance (NTA) (Contract)

3.6.1 Climate resilient landscape planning (CRLP)

This NTA (expected to include a Team leader - Senior Land Use Planning Expert, a GIS Mapping Specialist, and a Community Planning Specialist) will design, organize and carry out a process of Climate Resilient Landscape Planning (CRLP). This will be across 10 village clusters, to be carried out in collaboration with CLEAR staff (especially EEO and EMO) and the external TA service providers. It will include a modification of existing Land Planning methods, and include mapping technology and participatory risk assessments. Tasks include compiling area/community information; design the CRLP; planning (with consideration of ESF); piloting the CRLP; digital mapping/models. Outputs include resource-use maps; climate risk maps; agriculture vulnerability assessments and community risk reduction priorities. The outputs and report support decisions on Green and blue-CRI, and Ecosystem based adaptation activities.

All NTA service providers will report to the CLEAR Executive Director.

3.6.2 Capacity-building for Climate Smart Agriculture (CSA)

This NTA includes: a Team Leader - CSA Capacity - Building Coordinator; Communications Specialist; Post-Harvest Storage Specialist; NTFP/CBNRM Specialist; Climate and Hydromet Application Expert. They will carry out a Training Needs Assessment (TNA) to determine current knowledge, attitudes and practices (KAP) in each of the given topics, for field staff and village facilitators. They then prepare a training guideline and quality extension (training) materials (Lao and local languages) for use in upland communities. Training material is tested and printed/uploaded. They will train field staff (a training of trainers) in workshops in three specific topics related to climate-smart agriculture and ecosystem-based adaptation. Post-harvest crop storage (with use of hermetic bags); Community-based management of NTFPs; Use of weather forecasts for crop management. (EMO/DCRO-A support coordinate the workshops). All NTA service providers will report to the CLEAR Executive Director. The agriculture and Livelihoods Division of CLEAR will take the lead in coordinating the work of the NTA responsible for CSA capacity building.

3.6.3 Climate Resilient Eco-Agriculture Technical Exchanges (CREATE)

This NTA team (Team Leader – Senior Agric Extension Planner; Workshop Coordinators; Monitoring and Documentation) will organize, facilitate and document seasonal review and planning meetings (ie. twice per year) in 6 districts. Each meeting will include a review of what happened during the previous cropping season and plans for the next. Topics include weather reports and forecasts; the market for agricultural products' Ongoing projects; Innovations; pests, other problems, Policies and regulations. The NTA will cooperate with the EMO to prepare an annual workplan and a standard agenda, and will cooperate with the CLEAR DCRO-Adaptation to prepare minutes of each meeting. All NTA service providers will report to the CLEAR Executive Director. The Agriculture and Livelihoods Division of CLEAR will take the lead in coordinating the work of the NTA responsible for CREATE.

4 Project cycle

4.1 World Bank project cycle (summary)

The project cycle is the framework used by the World Bank to design, prepare, implement, and supervise projects²¹. Six-stages include: Identification; Preparation; Appraisal; Negotiation/approval; Implementation; Completion/validation and evaluation. Of relevance for the PIM, is Negotiation/approval; Implementation; Completion/validation and evaluation.

Negotiation/approval

The Bank team finalizes the Project Appraisal Document along with other financial and legal documents, for submission to the Bank's Board of Executive Directors for consideration and approval. The Project Implementation Manual (PIM) is developed and approved.

Implementation

During implementation specifications for the project are prepared, and all procurement of goods, works and services needed are carried out, as well as any environmental and social management. Financial management controls on the use of project funds are in place. The implementing agency reports regularly on project progress and results. The Borrower and the Bank prepare a review of project progress twice a year.

The **World Bank task team** provides implementation support (through missions) to the PMT. This includes a Task team Leader, a Co-Task Team Leader, and [sectoral/fiduciary specialists such as on financial management, procurement, Environmental and Social risk management, nutrition, CRI, etc.,](#). [The technical support and capacity building will be provided to CLEAR central and local staff as needed to ensure overall implementation and achieve the project development objectives.](#)

Completion/validation and evaluation

This includes an Implementation Completion and Results Report, which evaluates the project's outcomes; challenges, and lessons learned. The evaluation team assesses how well the entire operation complied with the Bank's operations policies.

Key Acronyms in section 4.

BoQ	Bill of Quantities
CCS	Community Capacity Strengthening.
CNG	Community Nutrition Group
FGR	Feedback and Grievance Resolution
FIP	Family Investment Plan
MIP	Micro-investment Plan
MMPL	Multi-Media Peer Learning
PG	Producer Group
PIM	Project Implementation Manual
PMT	Project Management Team
RFB/Q	Request for Bid/Quotation
SBCC	Social Behaviour Change Communication
SHG	Self Help Group
VDP	Village Development Plan
VMC	Village Mediation Committee
VSMC	Village Self-Help-Group Management Committee
YG	Young Graduate

²¹ <https://projects.worldbank.org/en/projects-operations/products-and-services/brief/projectcycle>

4.2 Project cycle: Implementation (overview)

4.2.1 Pre-implementation requirements

- Engagement with relevant District Offices (E.g. DoAE, The Governor's Office).
- CLEAR staff (central and district levels, including Young Graduates) are recruited.
- CLEAR offices are set up in new districts.
- Technical training modules manuals, materials and training methods are developed.

4.2.2 Two-and a half year project cycle (for each of 2 batches of villages)

The project cycle covers the infrastructure, livelihood, and nutrition activities. Project implementation over **five years** is organized into two batches of around 225 villages each (approximately a **two and a half year project cycle in each village**). Batch-1 covers districts that are not under PRFIII-AF. The second batch for the remaining districts **begins in year-3** of the project. Behaviour change activities in nutrition are prioritised for early roll out within each batch.

The planning for each batch needs to be timed to avoid risks. This includes planning activities with the communities to avoid key farming seasons when people are planting or harvesting, and when they are available for meetings and activities. Further, the timing of batch one needs to allow sufficient time to recruit and train all staff in PMT and districts (**including YGs**), before field activities begin. Batch-2 needs to start in a timely manner to ensure sufficient time to complete implementation of activities in all villages.

The project cycle is considered to have five key phases: Orientation, Set-up, planning, preparation, implementation, post-implementation.

Note: the “Landscape Approach” applies only from 2026 onwards (the same as batch-2). This approach applies in only six target districts, namely Phongsaly, Nhot-ou, Pakbeng, Nga, Phoukhout and Nonghet.

Figure 4-1. Project cycle overview

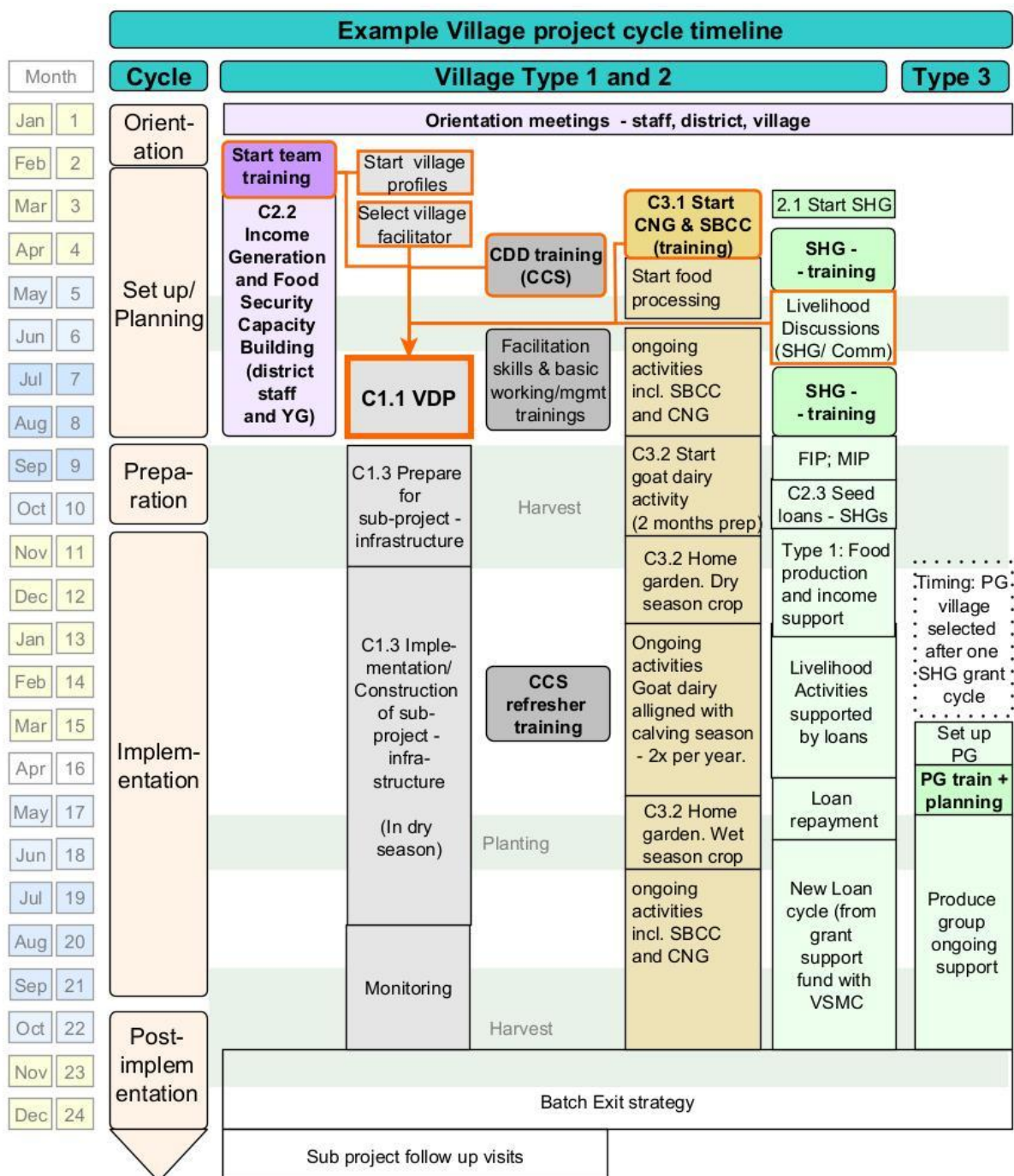
[illegible]

4.2.3 Project cycle: Field activities: component 1,2 and 3

Each village has **approximately a two-and a half year** project cycle, structured into a set of implementation steps. Timing has some flexibility as it must account for the availability of villagers during agricultural seasons, animal life cycles and rainy season constraints for travel and construction works. The figure below gives an example, to be adapted to seasonal factors depending on the actual starting time.

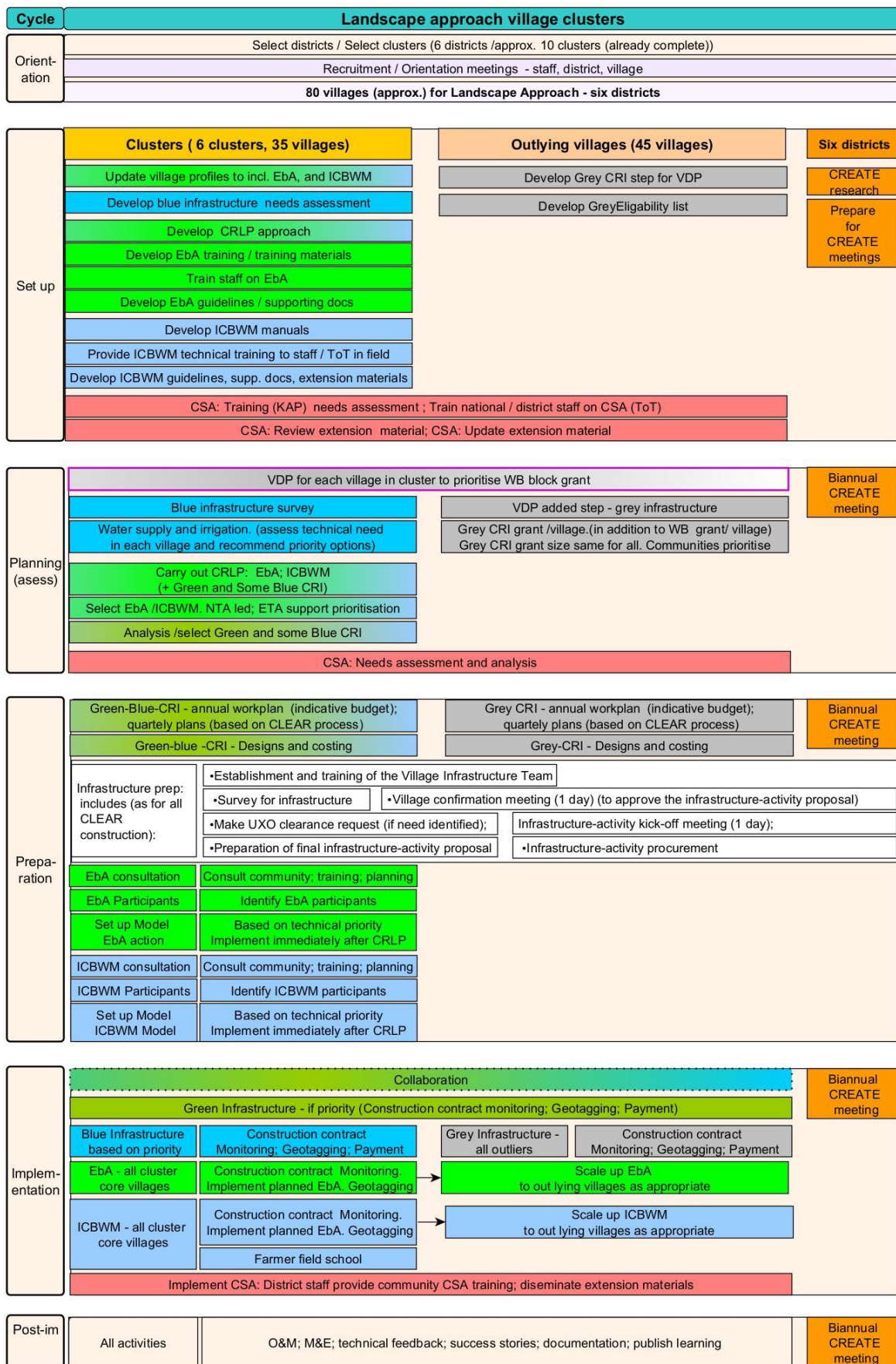
Note: CCS round one starts after group formation (SHG; CNG), but before VDP. Initial discussion/ planning with SHGs, CNG, and within the CCS training should feed into the VDP process (orange lines in the figure below show the activities that feed into the VDP).

Figure 4-2. Example 2-year village project cycle (e.g., for batch 2 starting in year 2)



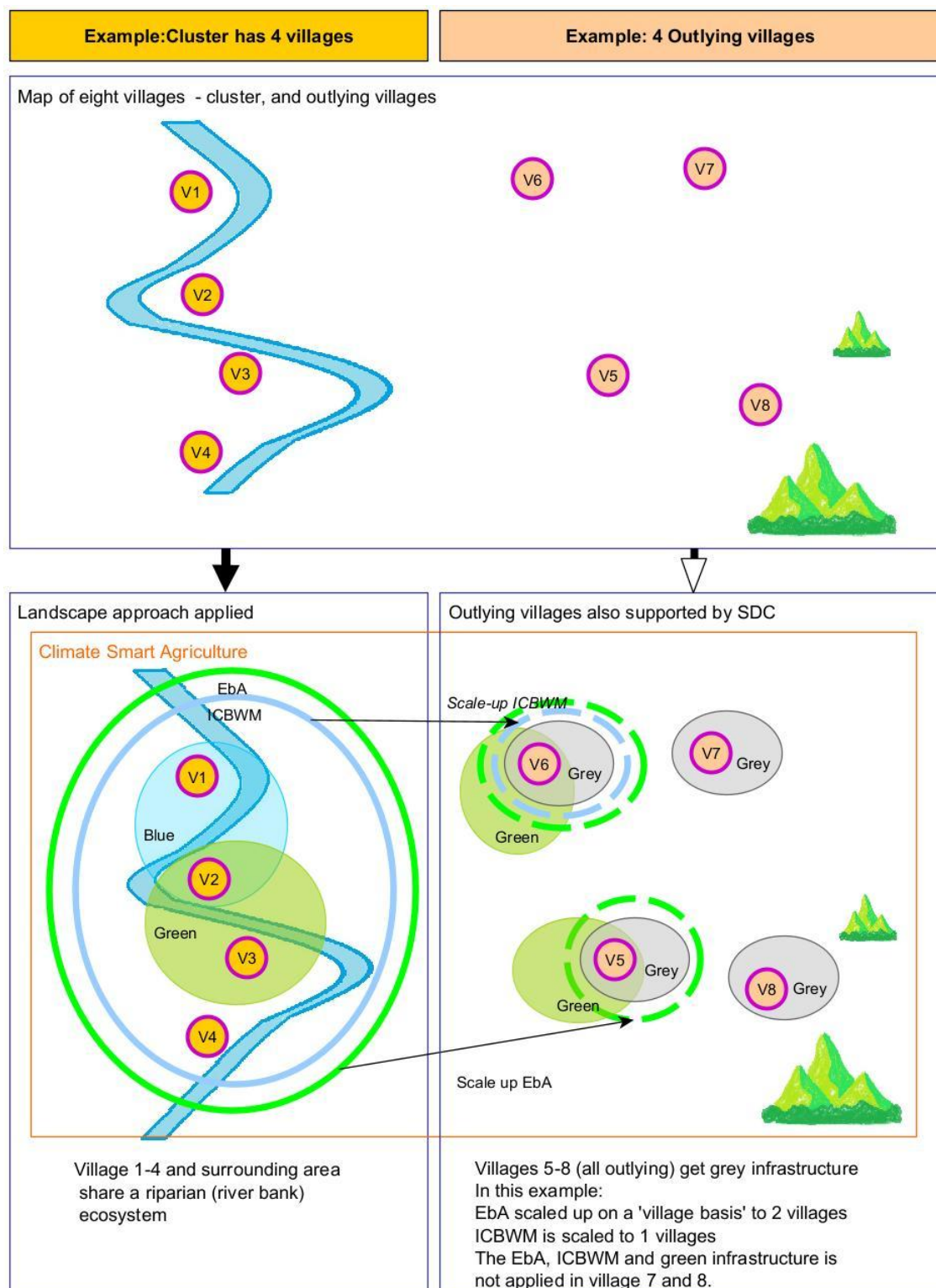
4.2.4 Project cycle Landscape approach.

Figure 4-3. Landscape approach project cycle.



The landscape approach will have 1 project cycle. The figure below shows how the assessments are carried out in the cluster villages and outlying villages. The cluster villages will be in an area that is identified as a similar landscape (e.g., in the same water catchment, forested area, or similar land use). There will then be outlying villages in the same district. The diagram shows how the Cluster is the focus for EbA, ICBWM, and blue infrastructure. The outlier villages receive grey infrastructure. Green infrastructure cuts across the whole cluster depending on need. Parts of EbA and ICBWM may be scaled up to additional outlying village where appropriate.

Figure 4-4. Example activities in a cluster



4.3 Project cycle: summary tables

The table below summarises the key steps in the CLEAR project cycle, with a second table showing the steps in the Landscape approach project cycle. (The steps are combined in the following project cycle details).

Table 4-1. Summary of CLEAR project cycle steps

Project cycle	Steps	Sub steps
Orientation (Month 1-2)	Orientation: staff; district; village	Orientation training of CLEAR Staff and Government Counterparts (5 days)
		District Orientation Meeting
		Village orientation meetings (½ a day)
	Technical training - team	Technical training and capacity building (district staff and YG) (C2.2) (all district staff + YG to receive training on CCS and VDP). (Training for the landscape approach will focus on the six selected districts). Project methodology trainings to YGs and staff
Set up and Planning Stage (Month 2-8)	Project Set up (must happen before VDP)	Village profiles
		Start discussions with NRA/ UXO-Laos about anticipated UXO clearance needs
		Select Village Facilitator; Basic training for Village Facilitators; training also provide for village leaders (Nai Ban) on aspects of management.
		Establish village mediation committee / training
		Establishment of SHGS (followed by set up of VSMC)
		CNG start-up/ begin SBCC and activities
		ESF Training for village groups (SHG) /committees (VSMC, CNG), VMC
	Pre VDP training	Start CCS leadership training (C1.2)
		Review the list of CRIs and update CRI unit costs
		SHG training /meetings
		SHG Livelihood discussions
		CNG Nutrition discussions
		Opening a bank account for the village/ VSMC training
		Cross learning from batch 1. (e.g., new VSMC B2 visits VSMC in B1)
	VDP (Planning)	Village Development Plan (VDP) meeting (1-2 days)
		District Planning and Coordination Meeting (1 day)
		District Socio-Economic Development Plan (Prepared)
	UXO request	Make UXO clearance request (if need identified)
Preparation Stage (Month 9-11)	Specific preparation for infrastructure	Establish/Training of the VIT; village technician to attend the training
		Survey for infrastructure (same time as VIT formed)
		Update UXO clearance request (if change from original plan)
		Preparation of Final Infrastructure-Activity Proposal (design)
		Village Confirmation Meeting (1 day) (to approve infrastructure)
		Infrastructure-activity Kick-Off Meeting (1 day)
		Infrastructure-Activity Procurement
		Refresher CCS training (optional)
	Ongoing livelihood/ IGA	SHGs prepare FIP and MIP
		SHG training (IGA related)
		Promotion of enhanced nutrition practices; Start 'access to dairy'
		CNG – Home Nutrition Garden activity
Implementation Stage (Month 11-21)	Infrastructure implementation	Infrastructure-activity: construction /Inspection Visits (majority to be in dry season)
		Development of Operations and Maintenance (O&M) training and O&M plan
		Village Accountability Meetings
	Ongoing livelihood/ CNG activities	SHG implement livelihood activities
		Set up Producer Groups ((selected) Type 3 villages)
Post-Implementation Stage (M22+)	Infrastructure completed	CNG: ongoing SBCC and activities (food processing; access to dairy). .
		District Annual Evaluation Meeting (1 day)
	SHG follow-up	Infrastructure-Activity Follow-Up Visits
		Ongoing support to increase SHG independence and promote CSA
	Nutrition follow-up	later phases should address barriers and promote home uptake, as well as engagement of other family members. (graduation)

Note: The actual month may vary depending on adjustments for seasonal and access limitations.

Table 4-2. Summary of CLEAR project cycle steps

	Project cycle	Sub steps	Resp.
Orientation	Recruitment/ orientation	Landscape approach: Select districts / Select clusters	SDC Bangkok Hub/ UNOSAT
		Recruitment ; Orientation	CLEAR
Set up stage	Set-up for Blue and Grey CRI	Update village profile survey	
		Develop grey CRI community consultation for VDP	EEO / DCRO-E
		Develop Grey infrastructure eligibility list /screening	EEO / DCRO-E
		Develop Blue Infrastructure needs assessment	EEO (with blue ETA support.)
	Set-up for EbA and Green Infrastructure	Develop CRLP approach	NTA CRLP (+EEO)
		Develop EbA training /training material	GREEN ETA
		Train staff on EbA	GREEN ETA
		Develop EbA guidelines / supporting documents	GREEN ETA
	Set-up for ICBWM	Develop ICBWM manuals / guidelines/ supporting docs / extension materials.	BLUE ETA, (EMO and EEO)
		Provide ICBWM technical training to staff	BLUE ETA
		ICBWM TOT training in field	BLUE ETA, DCRO-A
	Set up for CSA Capacity-building	Training-needs assessment (for staff and communities)	NTA-CSA
		Review / update extension material	NTA-CSA
		Train staff on CSA	NTA-CSA
	Set up for CREATE	research for CR Eco-Agriculture Technical Exchanges	NTA CREATE
		Prepare for CREATE meetings	NTA CREATE
Planning Stage (assessment/ prioritisation)	GREY and Blue infrastructure assessment and prioritisation	Grey infrastructure VDP community consultation (part of the Village Development Plan (VDP) meeting (see table 4.1; see figure 4.1)	EEO / DCRO-E / CRI-YGs
		Prioritize Grey infrastructure	
		Blue infrastructure technical needs assessment	TBC
		Prioritize /select blue infrastructure	
	Climate Resilient Landscape Planning (CRLP)	Carry out CRLP	NTA CRLP
		CRLP analysis	NTA CRLP
		Select Green and some Blue Climate resilient infrastructure	CLEAR
		Select actions for EbA and ICBWM	
	Capacity-building for CSA	Needs assessment and Analysis (as needed – e.g., on hermetic bags / NTFPs)	NTA-CSA
Preparation Stage	Implement GBG CRI preparation	Green-Blue-Grey CRI workplans/ design and costing; Infrastructure prep: VIT (same VIT as for WB grant); survey; proposal procurement (follows CLEAR infrastructure process)	EEO / DCRO-E
	EbA Preparation	EbA Community consultation / Identify participants	EMO / DCRO-A / GREEN ETA
		EbA training /workplans	
		Set up Model site (for EbA training)	
	ICBWM preparation	ICBWM Community consultation / Identify participants	EMO / DCRO-A / BLUE ETA
		EICBWM training /workplans	
		Set up Model site (for ICBWM training)	
Implementation Stage	Implementation: GBG-CRI	Construction contract monitoring; Geotagging; Payment	EEO / DCRO-E
	Implementation: EbA	Construction contract monitoring as needed Implement planned EbA. Geotagging	EMO / DCRO-A
		Scale up EbA to out lying villages as appropriate	EMO / DCRO-A
	Implementation: ICBWM	Construction contract monitoring; Implement ICBWM	EMO / DCRO-A
		Field schools / capacity building	EMO / DCRO-A

	Project cycle	Sub steps	Resp.
	Implement CSA	staff train CSA to communities; disseminate extension materials	NTA-CSA
	CREATE	Biannual CREATE meetings; Actions/follow up	
Post-Implementation Stage	O&M	GBG-CRI O&M	EEO / DCRO-A
	Follow up	Landscape approach monitoring and evaluation	EMO / DCRO-A
		Success stories; Documentation. Publish learning	ALL

4.4 Project cycle: Details: Orientation

The program is introduced in target districts. CLEAR staff, government counterparts and target communities, are informed about the project. 'Informed consent' is needed from all staff and villagers whose information and images will be used in the project before activities can start.

4.4.1 Orientation: Staff; district; village

4.4.1.1 Orientation training of CLEAR staff and government counterparts (5 days)

The orientation training is led by relevant **PMT**, **MAE** and **task team** members.

- Orientation training (five days). Initiate new program cycle [assume training is at central level]
 - The meeting provides awareness on CLEAR objectives, principles, project cycle, processes, and procedures, and ESF requirements including GRM.
 - Lessons learned and good practices are shared.
 - Smaller workshops are organized by different divisions on technical aspects.
- In batch 2, this orientation may be a refresher training (with scope adjusted accordingly), and includes training on the “**Landscape approach**” in six districts. Topics will cover the target districts/clusters and how they were selected, understanding GBG-CRI, EbA, and ICMWM, understanding how the Landscape Approach fits within the project cycle.

4.4.1.2 District orientation meeting

The meeting activity is led by the **District Team Leader** and their staff.

- The **Chairman or Vice Chairman of the District Executive Committee** chairs the meeting.
- Participants include district-level government line office representatives; mass-based organizations, other rural development projects/ agencies.
- Participants are informed about CLEAR objectives, principles, project cycle, processes and procedures, monitoring and evaluation, and ESF including the Grievance Redress mechanism.
- For batch 2, the **Landscape approach** will be introduced in 6 selected target districts.
- Village lists are reviewed.
- Preparations are made for next steps (e.g. village orientation, village profiles, setting-up SHG and CNG activities).

4.4.1.3 Village orientation meetings (0.5 day)

Meetings are led by **YGs** with **district staff** support when available.

- Meetings provide an overview of CLEAR activity objective and planning in the village for all community members.
- The meeting should be joined by members from the poorest households, women, ethnic groups, and other vulnerable groups.
- The meeting provides awareness on CLEAR objectives, principles, project cycle, processes and procedures, and ESF requirements including GRM.
- **For batch 2, Landscape approach target clusters, the Landscape approach will be introduced.**
- The meeting confirms the presence of the village social audit committee/ village mediation committee VMC). Includes identifying if VMC needs strengthening (I.e. has suitable members for the FGR).
- Plan the next visits to start setting up SHG, CNG.
- Raise awareness on specific issues (e.g., stunting).
- The orientation at the village may require an additional meeting with the VMC to explain the project expectations for FGR (i.e., people can submit feedback or grievances related to the project; VMC support in the resolution of these; there is no fee for project-related FGR).

Village Orientation meeting agenda (minimum):

- Introduction from the Chair
- Team/NG introduce CLEAR objective, principles, project cycle including activities, stakeholder engagement expectations, GRM.
- Review VMC membership (ensure sufficient to support GRM)
- Plan village profile activity.
- Plan when to set up SHGs.
- Plenary discussion and Q&A
- Close meeting

4.4.2 Technical training – team

4.4.2.1 Technical training and capacity building (for district staff and YG) (C2.2)

The training is provided by **central staff (PMT)** who prepare the training modules and train district staff and YGs. In Batch 2, refresher training is provided from CLEAR staff. The EEO and EMO specifically train on the Landscape Approach.

- Initial training of staff and YGs should begin before engaging with villages on infrastructure, livelihood, nutrition, and landscape approach activities).
- Capacity building is provided for district staff and the YGs, who then deliver trainings in the villages. **Refresher training and coaching is provided time to time enhancing their capacity.**
- The project has a new series of technical training modules and training methods for this. Existing training materials developed under MAE are complemented with new modules.
- **Landscape approach training / guidelines are developed by External and Internal Technical Assistance consultancies (ETA / NTA).**
- The training modules include climate-smart agriculture (CSA) (e.g., the use of climate change-resilient seed varieties, local animal feed). It is an integrated approach to managing landscapes (cropland, livestock, forests, and fisheries) to address the challenges of food security and climate change. **This will be reviewed and updated for batch-2 by the NTA-CSA.**
- **In six selected districts the training also includes GBG-CRI, EbA, and ICBWM.**
- **Technical training (ToT) is provided on construction supervision and maintenance, including O&M of CRIs, to the district engineer and government engineer (they will then pass this learning to the VIT and village technician).**

4.4.2.2 Project methodology trainings to YGs and staff

Relevant **task team and PMT** members with relevant experience provide CCS master trainings/ VDP training.

- A **CCS ‘master-trainers’** training is carried out for National staff, **the district team leaders**, and 1 YG per district. After they receive training, they are able to support other district level CCS trainers. **CCS is overseen by the district team leader, who will assign district staff to plan, schedule and implement the CCS training (with the YGs/village facilitators).**
CLEAR key district staff that are responsible for capacity building and gender should also receive the training).
- **Training YGs in CCS:** All YGs are trained in CCS methodology as they will conduct the training in the villages (with support from District staff). It is important for there to be female trainers (supports women participation; **day-two of the training specifically targets women**).
- **VDP training:** training to facilitate VDP process to district staff and YGs (e.g., District Nutrition Officer, NYG, District Agriculture and Livelihoods Officer, LYG, District Engineer Officer).
- The VDP is overseen by the **district team leader** (from batch 2 onwards), who will assign district staff to plan, schedule and implement (with the YGs/village facilitators) the training. The VDP will also identify “Grey infrastructure” in those SDC-supported villages that are outside of clusters and where the landscape approach is applied. The Environmental Engineering Officer at the central level can provide guidance on grey infrastructure during the VDP preparation. (Green and Blue infrastructure identification is via the landscape approach team).
- The VDP training is provided by the National Nutrition and Community Development Specialist and their **team to all central staff. Central staff will then organize training on the VDP process to district staff and YGs.**
- **SHG, CNG, PG set-up training** for YG and relevant staff.

Ensuring the quality of trainings: The training should also include a post training assessment to make sure they have really learned the required skills. Trainees should complete a satisfaction survey after the training. **For the landscape approach, post-training shall be assessed by Ecosystem Management Officer (EMO).**

4.5 Project cycle: Details: Set-up stage

Discussions in the VDPs need to consider livelihood and nutrition needs. Therefore, the set-up stage also includes SHG start up, CNG start up, nutrition SBCC start up, and discussions. This will then provide the livelihood-nutrition focus in the VDP process. During the VDP, communities identify livelihood and nutrition needs and investment priorities, and coordinate interventions with district government and other development projects/ agencies. The CCS approach helps communities to identify their own needs/ priorities for development (e.g., supports local ownership/leadership; considers social and environmental impacts).

4.5.1 Field level project Set-up

4.5.1.1 Finalise decision on cluster-and -outlying villages

For clusters in batch -2, UNOSAT and related data will be used to finalise targeting decisions.

Note: This step is not reliant on the village profiles and may happen earlier, depending on when the data is available and is reviewed.

4.5.1.2 Village profiles

‘Village profiles’ are made by **the PMT and the YGs²²** to support activity set up and planning. **In batch 2, the EEO and EMO will update the data collection templates to include Landscape Approach data.**

²² But not limited to this depending on available expertise, e.g., NAFRI.

(YGs receive on the job training from the PMT and then continue with the profiles for the remaining villages).

- A template is used to ensure the same types of data is collected for each village.
- Data comes from:
 - GoL statistics related to Decree 348 (e.g., HHs; poor HHs; village access; services; socio-economic status of villages). This data is confirmed at each village.
 - Further information for the profile includes food sources, climate-related characteristics, and disaster risks.
 - Data is gathered on existing income generation activities in which the households are engaged.
 - Mapping is carried out. This helps to show the number of hamlets; identify groups of HHs for SHG. The map will support the infrastructure survey (helps there to be the same mapping/information for different activities).
 - The village profile includes an assessment of disaster risks.
 - The **landscape approach** specialists will add additional data collection needs to the village profile survey, to include ecology and water management data collection, as well as details of groups present in the villages (e.g., forestry groups, water management groups), previous land use planning, and other information needs identified by the EEO/EMO, distance between villages.
- The village profile includes questions to confirm that the village type is correctly classified (i.e., are they ready for SHGS with savings and credits (and so type II) or have good market access (Type III)). The profile is then discussed with village leaders and confirm that village is either type I, II, or III.

4.5.1.3 Start discussions with NRA/ UXO-Laos about anticipated UXO clearance needs

- If the village profile shows the village has a UXO risk, then the district should inform the UXO Laos team that there is an anticipated clearance need, with the site to be confirmed after the infrastructure survey.
- The central level infrastructure team should provide lists of target villages with a UXO risk to the NRA (UXO National regulatory Authority), noting that there will be clearance needs following infrastructure selection in these villages.

4.5.1.4 Select village facilitator; Basic training for Village Facilitators

YGs interview and select the Village Facilitator.

- When possible, facilitator selection should be done early in the project cycle, so that the facilitator can support the YGs in the set-up of SHGs and CNGs and support with ongoing coordination between the village and the district team.
- Selection: Village facilitators are selected based on their interest to support the project and to join trainings (e.g., CCS) and have sufficient education to support their specific tasks.
- Village facilitators receive training on supporting YGs, (co)facilitating of the CCS and the VDP, and on data collection.
- (It is noted that the Community development team also provide some basic management training to village leaders at this time).
- Regular refresher training should be provided to the village facilitators, as the project ideas are new and the facilitators may not be used to adult-learning approaches.

4.5.1.5 Establish village mediation committee (VMC) / training

- A VMC, of six members with female representation (50%), is a requirement of the Environmental and Social Commitment Plan (ESCP).
- If a VMC with 50% women does not exist in a village, the village will select more members, through transparent and inclusive methods.
- The project should strengthen the VMC capacity, with topics including roles, conflict resolution and mediation skills, and record keeping (amongst others).

4.5.1.6 Establishment of SHGs (followed by set up of VSMC)

This is led by the **LYGs** with support from the **District Agriculture and Livelihood Officer**. The **village facilitator** supports.

- SHG set up can be started the week after orientation, and after the village type (I, II, or III) is confirmed (as this affects the type of SHG, and the type of training and support).
- Transect walk: observe livelihoods (specifically various income generation activities and food production activities); Prioritise villages for SHG support; Village Socio-economic map (identify areas of poor HHs which can be SHGs – to be done if not covered by the village profile mapping)
- SHG establishment or SHG formation follows the steps in the livelihood manual. Key formation steps include an awareness meeting to help villages understand about the SHGs, how the SHG members meet and work together, what the benefits are, what their responsibilities are, and the education needs within the group to manage the bookkeeping.
- SHGs learn how self-help is done: knowing each other, knowing each other's strength, weaknesses and help during crop cultivation/animal raising/poultry raising, and providing solutions from experience.
- The FIP and MIP are explained ([The Family Investment Plan is related to individual family livelihood loans, the Micro-investment Plan combines the FIPs and is used to request the seed grant for the SHGs, provided through the VSMC bank account](#))
- SHG Formation (based on clusters of approx. 12 Households).
- SHG meetings are organized on a [monthly basis](#).
- [Village facilitators will be trained how to support SHGs. Regular refresher training should be provided to the village facilitators as the project ideas are new to them.](#)

4.5.1.7 CNG start-up/ begin SBCC and activities

This task is led by the **NYG** with support from the **District Nutrition Officer**. The **village facilitator** supports.

- Identify target members (from the village profile) (e.g. mothers and caretakers of CU2)
 - Note that there will be new pregnant mothers throughout the project and so membership should be reviewed and updated monthly with the cooperation of the health centres and village health volunteers.
- Organise initial CNG meeting to explain objectives and activities.
- Select CNG committee; Start trainings for CNG committee members.
- Begin SBCC messaging (working with trained committee members).
- Begin cooking sessions (committee help to lead members).
- Begin food processing activities.
- Plan for the home nutrition garden (HNG) activities (see preparation stage below).

- Start initial discussions/planning for milk-dairy activities (100 HHs) (review option of SHG livelihoods to include goat raising) – **BATCH 1 ONLY**.
 - **For Batch 1:** Training on goat dairy will be at the Lao Buffalo Dairy, a one-time training, and so this is dependent on the decisions / planning of SHGs, i.e., if they plan to have goat dairy as a livelihood). Household selection is important. They need to have land available to graze goats, grow fodder for the goats, and fence a milking area/ goat house.
 - **In batch 2 the project will promote the purchase of unsweetened milk boxes.**
- Village facilitators will be trained how to support CNGs. Regular refresher training should be provided to the village facilitators as the project ideas are new to them.

4.5.1.8 ESF Training for village groups (SHG) /committees (VSMC, CNG), VMC

YGs are guided by the **District Environment Officer and District Social and gender** Officer to provide ESF training.

- The training covers the topics of:
 - ES (**Environmental – Social**) concerns for the project (can refer to the list of risks and impact at the start of section 8 of this PIM).
 - Inclusion/ **meaningful participation** of the poorest, women, persons with disability, vulnerable **through training/capacity building approaches where they can speak confidently** (See WB MTR feedback for more details)
 - Feedback and Grievance Redress.
 - An overview of the workers Code of Conduct.
- This step includes confirming that the VMC (**Village Mediation Committee**) structure is updated for the CLEAR needs (based on discussions - see step 4.5.1.5). I.e., has suitable membership to engage in E&S monitoring and supporting the Grievance Redress Mechanism (further members might then be selected if needed).

4.5.2 Pre VDP training

4.5.2.1 Start CCS training (grassroots leadership) (C1.2)

Training is provided by the **YGs** with support from **village facilitators**. (**District team leaders have oversight**)

- **The CCS grassroots leadership training (2 days)** need to be completed before the VDP process starts (more details about the training steps are given in chapter 5).
- There is CCS training for each target village.
- This follows the CCS Transformative Grassroots Leadership Training manual (**updated October 2025**).
- The participants develop a **village inclusion action plan**. (This plan is used by the community, (table of actions, resources, timeframe and responsibility) and is to be raised during village leadership and community meetings for regular review/revision).
- The learning about leadership, inclusion, and social change should be applied to all activities under CLEAR.

Note that CLEAR will combine trainings with refresher training and practical demonstration when possible (it is observed there is a need to shift from one-off trainings so that learning is better retained and applied).

The batch-2 CCS will be a priority in type 1 villages, with prioritised village receiving 9 training sessions.

4.5.2.2 Review the list of CRIs and update CRI unit costs

Infrastructure team (supported by finance and procurement team as needed)

Before each batch of VDPs, the unit costs need to be updated in consideration of inflation, material cost changes, and learning from the previous batch. Similarly, the list of acceptable CRI should be reviewed (new successful options from the previous batch could be added, or problematic ones removed).

The Infrastructure Manual can be updated (as needed) based on the learning from the previous batch, and taking into account the revised list of CRIs.

4.5.2.3 SHG training /meetings

This is led by the **LYGs** with support from the **District Agriculture and Livelihood Officer. The District Finance Management Officer** supports this work (finance advice/ training). The **village facilitators** support, and facilitate activities in the absence of YGs.

SHGS – with saving and Credit (Type II and III villages)

- **Monthly meetings** are held (this includes follow up on saving and credit activities).
- Modular training given for SHG with savings and credit include:
 - Module 1: What is Poverty, Reasons of Poverty, Impacts of Poverty, Vicious cycle of Poverty and how to come out of Poverty.
 - Module 2: Self Help Group (SHG) and Group Management.
 - Module 3: Finance Management, Books of Records and Bookkeeping.
 - Module 4: Livelihood Activities (technical training 2-3 days), Family Investment Plan (FIP) and Micro Investment Plan (MIP).
 - Module 5: ESMF and Climate Resilient Activities

SHGS – Type I villages

- In type-1 villages, for batch-1, SHGs did not have savings, and there was no interest charged on loans. For batch-2, SHGs have the option for savings if they want to do this.
- In type 2 and 3 villages, VSMC members are paid incentives using interest from the SHG savings. For batch-2 type 1 villages, these incentives can come from the VSMC administration budget if less budget is needed for travel for district -level training, or if they have decided to have savings.
- **Monthly meetings** for type 1 SHGS are conducted initially for the selection of food production activities. Following monthly meetings are then used for food production trainings, food production activities, and repayments.
- The modules are adapted for Type 1 village SHGs as follows:
 - Module 1: What is Poverty, Reasons for Poverty, Impacts of Poverty, Vicious cycle of Poverty and how to come out of Poverty. (Content will be oriented towards food production, food availability and year around food consumption)
 - Module 2: Self Help Group and Group Management (No Savings, credit will be provided with no interest)
 - Module 3: Record Keeping e.g., Meeting Minute Book and Simple transaction recording.
 - Module 4: Individual Micro Plan and SHG Micro Plan, Orientation on Package of Practice, Rearing Practice and Climate Smart Practices
- Type-1 villages are made aware that they can 'graduate' to a SHG WITH savings/inter-loans if they met the criteria:

- All SHG that have on-time repayments of the first and the second loan (checked by project staff)
- All SHGs attend regular monthly meetings,
(This would allow a type-1 village to qualify for type-2 village benefits). Graduation from type 1 to type 2 would be based on a detailed assessment by the livelihood team to review capacity.

Benefits of graduation to type 2 SHG: If a type-1 village graduates to be a type-2, the benefits include:

- Increase the size of the seed grant loans to existing members
- Allows new families to become members.

All SHGs

- **The VSMC can be set up** in this period following the initial formation of the SHGs and after the second module training. The SHG module training helps members understand the management and finance roles, and therefore helps the SHGs to select the right people for the VSMC, including those with a suitable education level (can write in record books, numerate, manage).

Opening a bank account for the village/ VSMC training

- Once the VSMC is formed, the bank account is opened by the VSMC.
- VSMCs are supported with 3 further modular trainings. This is to help them manage and report on the seed grants as well as disbursements for the infrastructure-activity.

4.5.2.4 SHG livelihood discussions

Led by **LYGs** with support from the **District Agriculture and Livelihood Officer**. **Village facilitators** support.

- A reason to set up SHGs before the VDP is to ensure communities are focusing on income generation activities under livelihoods, and including these needs in their village planning (VDP).
- Diversification of the livelihood and nutrition options is encouraged to help communities be better prepared for climate changes (e.g., changing weather patterns).
- During trainings, participants can also discuss livelihood options, both for the SHG and the wider community (community who are not part of SHGs), and the links between infrastructure, livelihoods, and nutrition.
- Methods should be developed to structure these discussions. For example, problem analysis, future visions, review of resources available and resource needs, income sources and needs, gender roles and division of labour, priorities.
- The results of discussions should be recorded so that they can be shared at the VDP.
- Discussions should not only focus only on the individual SHGs, but also how the SHGs benefit from and support the overall village plan (which should benefit the whole community and reduce poverty).
- Of note, discussions related to goat dairy (**batch 1 only**) should be shared with the CNGs as it links to their nutrition activities.

4.5.2.5 CNG livelihood discussions

This task is led by the **NYGs** with support from the **District Nutrition Officer**. The **village facilitators** support.

- A reason to set up CNGs before the VDP is to ensure that any related needs identified are included in the village planning (VDP).
- The CNG can discuss nutrition needs that link to infrastructure and livelihoods.
- Of note, discussions related to goat dairy ([batch 1 only](#)) should be shared with the SHGs, as the CNG access to local dairy can be dependent on the SHGs interest to raise goats. SHGs also need to be informed that there is a demand for goat products by the CNGs.
- Methods should be developed to structure these discussions. For example, seasonal and food availability calendars, problem analysis, future vision, review resources available and resource needs, nutrition sources and needs, gender roles and division of labour, priorities.
- The results of discussions should be recorded so that they can be shared at the VDP.

4.5.2.6 Cross learning from batch 1

This task is led by the **district staff and YGs**, when opportunities are identified.

There should be cross-learning between Batch 1 and 2 villages. Peer learning visits will take place where selected villagers from batch-2 go to batch-1 villages to benefit from their experience and good practice. This might include:

- CDD grassroots leadership
- Good practice in the VDP process
- Successful loan management by SHG and VSMCs.
- Climate resilient infrastructure and its management.
- Activity of CNG where nutrition learning from meetings is now being practiced at home.
- Other examples of good practice that would help batch-2 to improve their livelihoods.

4.5.3 Set-up for landscape approach actions

4.5.3.1 Set-up for Blue and Grey Climate Resilient Infrastructure

Grey infrastructure is selected as part of the VDP. Blue infrastructure set-up is led by **BLUE-External Technical Assistance (BLUE-ETA) with EEO support**.

Grey infrastructure assessment

Grey infrastructure is identified as a sub-activity within the VDP for SDC-supported villages that are outside the landscape clusters. (see planning stage). The consultation method has been prepared, and can be found in the VDP manual.

Grey infrastructure eligibility list

An initial grey infrastructure eligibility list has been prepared. This includes Shade houses; Drying platforms; Post-harvest storage buildings; Animal housing and shelters; Compost and manure units; Retaining walls on terraced plots; Paddy field improvement; Fishponds and refuges for fish (protected habitats). This list may be adjusted/added to if the technical team (EEO and EMO) identify other options approved by the CLEAR management.

Blue infrastructure assessment

The project will support blue infrastructure (a range of water supply and irrigation activities). These will not necessarily be identified in the CRLP assessment (see below). Therefore, an assessment to identify WASH and

irrigation needs and opportunities to support prioritisation of blue infrastructure (in cluster villages) will be designed and implemented. The Blue ETA (IWMI) will design the methodology. As noted in their technical proposal, following staff training they will develop demonstration sites. This includes field diagnosis of: Biophysical conditions (water source reliability, seasonality, storage potential, climate risk); Infrastructure context (existing systems, condition, O&M capacity); Social and institutional factors (water use priorities, governance arrangements, inclusion); Practical constraints (access, indicative costs, materials, compatibility with local skills) .

4.5.3.2 Set-up for EbA and Green Infrastructure

CRLP is led by the **NTA CRLP**. EbA set up is **led by the EMO**, strongly supported by the **GREEN ETA**

Develop Climate Resilient Landscape Planning (CRLP) approach

The CRLP will assess the landscape, and identify support options related to Ecosystem-based Approaches, Integrated Community-based water management (ICBWM) and Green Infrastructure).

- A National Technical Assistant (NTA-CRLP) will be recruited specifically to design and implement the CRLP. They will prepare a proposal (design) for CRLP (methods, tools, outcomes). This will be finalised, based on feedback from CLEAR management.
- Once approved, the NTA-CRLP provides briefings/training for field staff on CRLP data collection/ community meetings.

Develop EbA training /training material

The GREEN ETA will support the EMO and the central livelihood team to develop EbA training modules for planning and implementing ecosystem-based and bioengineered measures. This training will be used in communities selected for EbA activities. The GREEN ETA support EMO to prepare training material.

Train staff on EbA

Training by the Green ETA will cover both Green Infra (with the involvement of the EEO) and EbA (with the involvement of EMO).

The EMO trains the DCRO-Adaption and the CR-YG on the training modules and related material.

Develop EbA guidelines / supporting documents

The GREEN ETA will develop technical and procedural guidelines, including those for EbA eligibility; selection criteria, and to the extent possible, develop technical standards; O&M methods and monitoring checklists.

4.5.3.3 Set-up for ICBWM

ICBWM set up is **led by the EMO**, strongly supported by the **BLUE ETA**

Develop ICBWM manuals / guidelines/ supporting docs / extension materials.

- The BLUE-ETA will prepare technical manuals and O&M guides for district staff to be translated into Lao by the EMO and EEO
- To the extent possible, the BLUE ETO will develop technical and procedural guidelines for ICBWM (eligibility; Develop selection criteria), and develop technical standards; governance; O&M; monitoring checklists.

- The BLUE-ETA will develop multilingual extension materials (Lao and key ethnic languages) with visual illustrations.

Provide ICBWM technical training to staff

- The BLUE-ETA will design/deliver training on: Groundwater; solar-powered irrigation; GFWS; RWH; production of storage jars; O&M of irrigation/water supply to relevant staff including YGs.

ICBWM TOT training in field

- The EMO, with support from the BLUE ETA (using their manuals/guidelines and modules to support training), will organize TOT training for field level staff (e.g., DCRO-A and CR-YGs).

4.5.3.4 Set up for Climate Smart Agriculture (CSA) Capacity-building

CSA is led by the **NTA CSA** (Strongly linked to the work of the **EMO**)

Training-needs assessment

- A KAP (Knowledge Attitudes Practice) survey for staff and communities will be designed and conducted by the NAT CSA. The results will help guide them to develop trainings for staff and communities that are appropriate and needed.

Review / update extension material

- Extension material used by CLEAR and other projects in Laos will be reviewed for relevance/ use in the Landscape Approach, and by CLEAR in general (this includes educational tools and media used to transfer research-based information, new technologies, and improved practices to farmer). The NTA will then ensure there is an updated set of materials available to the project staff to use when training in communities. Specific focus will include:
 - Post-harvest crop storage, and the use of hermetic bags for seed saving.
 - Sustainable community forest use and community-based management of NTFPs.
 - Use of weather forecasts for crop production and management.
- Materials will be field tested and revised as needed.
- Digital versions of all materials will be made available.

Train staff on CSA

In close cooperation with the EMO (to coordinate training), the NTA-CSA will plan and conduct workshops for CLEAR staff at national and district levels, to include: Explaining and distributing the new extension materials; Providing guidance on extending and demonstrating this knowledge to villagers; Creating channels for follow-up advice (e.g., WhatsApp groups).

4.5.3.5 Set up for Climate Resilient Eco-Agriculture Technical Exchanges (CREATE)

CSA is led by the **NTA CREATE** (Strongly linked to the work of the **EMO**)

Research for CR Eco-Agriculture Technical Exchanges

The NTA CREATE will research and compile information / topics that will be of interest for the bi-annual CREATE meeting in each district (e.g., on weather, pest outbreaks, markets, innovations policies).

Prepare for CREATE meetings

Prepare annual plan- Information gathering / meeting schedule.

4.6 Project cycle: Details: Planning stage

4.6.1 VDP (Planning)

4.6.1.1 VDP: Village vision/ planning meeting (2-3 days)

The meeting is facilitated by the YGs with help from the **village facilitators** (and with technical support from the **district team leader and team members (as assigned by the team leader)**).

- This is **between a one and two-day meeting**. It can include smaller meetings in distant village hamlets or in different languages if necessary (which may result in more than two days of meetings).
- The poorest households, women, ethnic groups, and other vulnerable groups are required to join so that their priorities and opinions are included.
- The meeting agenda is detailed in Chapter 5. In summary:
 - The introduction can start with a reminder of the topics raised in the orientation meeting (CLEAR objectives; activities; planning).
 - The meeting introduction includes a review of the current information about livelihood and village development needs. This includes information from the village profile and map, SHG livelihood plans and needs, CNG needs, existing VDP planning, any DSEDP livelihood priorities that are relevant, and the social change action plan.
 - Participants discuss and prioritise their needs in smaller groups (grouping based on poor HHs/non-poor HHs, women/men, and ethnic language).
 - The results of the smaller group work are then presented to the whole group. Priorities are voted on.
- The outcomes include:
 - A list of livelihood priorities to consider for support from the CLEAR infrastructure activity.
 - **ONLY in Landscape-outlier villages – priorities for grey infrastructure.**
 - A list of Village Development priorities (which can be submitted to the district along with any additional basic information requirements, e.g. number of households benefiting).
- At the end of the meeting, communities select who will write up the list of village priorities that make the VDP). (This is presented later at the district).
- It is important to ensure priorities are clear, agreed on, and that they address livelihood needs that include poor households.
- The engineering team should be able to start their work to survey for the main livelihood priorities using the livelihood priority list developed during the VDP, without further review within the community on priorities.
- (It is noted that when surveying, the engineers may find technical reasons why a priority cannot be implemented. This must be discussed with the district team leader, and then communicated with the VSMC and village authority. The team will then review the second priority, and so on, until infrastructure that is technical feasible and is a community priority is identified to be surveyed).

Landscape approach: GREY infrastructure assessment and prioritisation (45 villages)

ONLY in 44 Landscape -outlier villages, the VDP has an additional step (see VDP manual). The community review a list of eligible grey infrastructure, identify their priorities in relation to the available budget per

village, and discuss how these will benefit the community or more vulnerable households. (The available budget will be updated in the CRI manual). The **EEO / DCRO-E** should ensure the YGs have the eligible list (updated as needed for specific landscapes) and related costs to support selection within the budget. *(Note that irrigation, terracing, fishponds can also be blue/green infrastructure. If these are selected, then coordination is needed with the Landscape approach team. In cases where the same infrastructure could be scaled-up to these outlier villages under green/blue funds, there should be a back-up choice for the grey infrastructure so the communities get both opportunities).*

Landscape approach – 36 cluster villages.

For these cluster villages there is no grey infrastructure, so the VDP process is similar to the majority of other villages. However, it should be noted that later in the project, the CRLP and blue infrastructure assessment may also identify similar green and blue infrastructure to that selected in the VDP, for example, a water supply, roadside slope protection, irrigation etc. (see example lists in chapter 5.2.4). The team should make sure that the VDP includes back-up choices, in the event that, for example the water supply is the first choice at the VDP, but is later funded as blue-infrastructure. The community then have a second choice in the VDP to make sure that they will benefit from the IDA funding (i.e., community get the water supply + choice #2 in the VDP). The YGs will need to explain clearly during the VDP that this may or may not happen, depending on the results of the CRLP.

4.6.1.2 District planning and coordination meeting (1-2 days)

This work is done by the **District Team Leader** and their team.

- The **Chairman or Vice Chairman of the District Executive Committee** chairs the meeting.
- The village development committee or representatives present the project investment plan at the district planning and coordination meeting for review.
- Participants include representatives of **DoAE**, DPI, relevant district line offices, MBOs, other development projects and agencies, NGOs, private sector investors.
- District teams forward the village priorities at least two weeks before the district meeting so that the line agencies /participants can prepare comments.
- The meeting helps to coordinate between projects and avoid duplication.
- Agreements are made on integrating CLEAR investment priorities into existing district development plans.
- Infrastructure-Activities are subject to any technical approvals identified by the line offices.
- Commitments are made by the district technical offices and line offices, on Infrastructure-Activity sustainability (as they provide longer term support).
- The level of community contribution is discussed.
- Village priorities and the VDP are publicly accessible at CLEAR offices and on the project website.

District Socio-Economic Development Plan (Prepared)

This step is noted, but not implemented by CLEAR:

The district planning process is led by the district planning office; Village plans are integrated annually into district sector plans. There may be a *Village Report Back and Validation Meeting* which includes informing villagers of any changes that have been made to the VDPs and the CLEAR investment plan at the district planning meeting. After validation of the village plans, the district has a further meeting for preparation and endorsement of the District Socio-Economic Development Plan.

4.6.1.3 Make UXO survey and clearance request (if need is identified)

Once the CRI plan is agreed and district coordination meeting completed, the construction sites in villages where a UXO risk is identified will need UXO survey/clearance. For example, if a nutrition house is to be built then a formal request for clearance will be made, including the GPS position of that structure. The team will then follow up with the clearance teams on the timing of clearance and what further facilitation is needed to ensure timely clearance. Note: if the survey does not identify a UXO risk (and therefore UXO teams say clearance is not required), then construction will begin.

This process will also apply as needed for the Green and Blue CRI in the landscape approach.

4.6.1.4 Climate Resilience Landscape planning (CRLP)

Assessment / report carried out by the **NTA CRLP**

CRLP – assessment and report

- The objective of the CRLP is to identify and prioritize needs and opportunities for community-based climate adaptation. It should result in priorities for green (and some blue) infrastructure, EbA, and ICBWM.
- CRLP is carried out in 6 clusters, (35 villages).
- CRLP is implemented by the NTA-CRLP.
 - Both the EEO and ECO works closely with the NTA, and ensures that green and some blue infrastructure are identified as well as EbA needs.
 - The Green ETA participates to help identify priorities for green infrastructure and EbA.
 - The Blue ETA participates to help identify priorities for ICBWM
- The method (design above by the NTA CRLP) will include: Organised village and district meetings; collecting data, preparing maps and organising participatory risk assessments.
- CRLP will be piloted in 1-2 clusters (ETAs participate), followed by a review of the approach, and then CRLP will be carried out in remaining clusters.
- Maps will be prepared based analysis of satellite imagery and geo-spatial data with the support of UNOSAT. These maps will be used during CRLP Community meetings to understand hazards and priorities for risk reduction.
- The CRLP report will provide analysis, supported with: Resource use maps (incl. land use and water use); Climate risk maps (flood /landslide hazards, infrastructure exposure); Agriculture vulnerability assessment (including risks to crops and livestock); Community risk reduction priorities.

CRLP – Prioritisation / approval

The analysis will include:

- Identifying priority green infrastructure
- Identifying some/additional blue infrastructure options (to be considered alongside the blue infrastructure technical needs assessment and prioritisation (see below).
- Identification / selection of EbA actions
- Identification / selection of ICBWM actions for the cluster core villages
- Priorities will be identified through the community-led process with the district level approval, then submitted to the CLEAR Executive Director for approval and subsequently to the World Bank for no objection.

4.6.2 Blue infrastructure technical needs assessment and prioritisation

Assessment / report carried out (**Blue ETA**)

- Blue infrastructure can include construction and renovation of irrigation systems, Gravity fed drinking water systems, shallow tube wells, toilet in public buildings (e.g., schools), solar pumping for water supply/irrigation, and rainwater harvesting.
- A survey will be organised in each Cluster village to assess:
 - Water supply (/WASH) needs and opportunities (e.g., organise community; protected reliable source)
 - Irrigation needs and opportunities
 - Further opportunities to support water-related needs (e.g., rainwater harvesting)
- The assessment results will be presented to the CLEAR management, and government partners, and priorities will be reviewed.
- Priority BLUE infrastructure will then be prioritised for selected villages based on the need and available budget.
- Priorities will be identified through the community-led process with the district level approval, then submitted to the CLEAR Executive Director for approval and subsequently to the World Bank for no objection.

4.6.3 CSA – needs assessment

CSA is led by the **NTA CSA** (Strongly linked to the work of the **EMO**)

If needed, the NTA CSA will work with district teams to assess targeting/needs for specific CSA support, including training and distribution on hermetic bags; support related to NTFP sustainable collection and management.

4.7 Project cycle: Details: Preparation stage

CLEAR infrastructure preparation (including the WB grant, and GBG CRI)

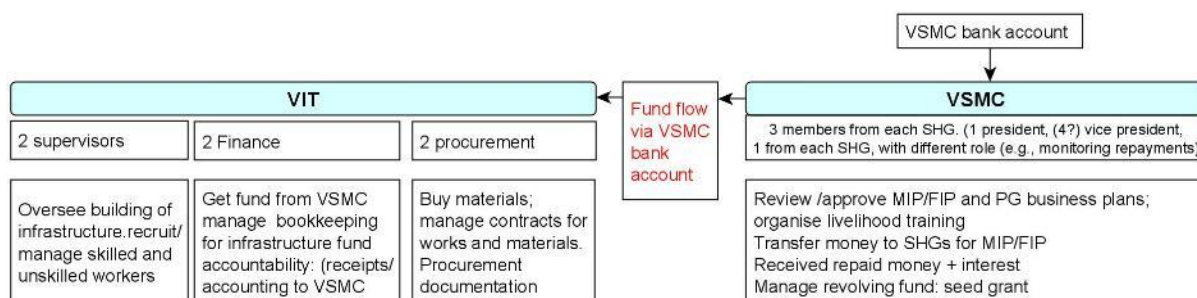
Village Infrastructure Teams (VIT) are set up, and CLEAR officers /District GoL staff support the survey and design for infrastructure. Final Infrastructure-activity proposals are drafted based on the VDP. SHGs receive further training and prepare grant proposals. Nutrition activities are ongoing.

Landscape approach: Infrastructure is implemented through the same VIT as for the WB grants. Revisions of VIT group size and role may be necessary as the extent and type of landscape approach activities become more apparent.

Note that the EEO, and DCRO-E have oversight of **Green-Blue-Grey CRI** workplans/ design and costing and support the DCRO-E for implementation. Once the team prioritise GBG-CRI and the plan is approved, the preparation process should follow the same steps as all CLEAR infrastructure. This will include the steps detailed below, as well as workplans and budgets linked to World Bank procedures.

4.7.1 Specific preparation for infrastructure

Figure 4-5. Relationship between VSMC and VIT



4.7.1.1 Establishment and training of the Village Infrastructure Team

The YGs assist to prepare the meetings to establish and training the VIT. The District Engineer leads this process, with support from finance, and procurement. The PMT will provide training on E&S screening and mitigation measures during selection of infrastructure as well as monitoring and reporting during implementation. The District Finance Management Officer supports this work (finance advice/ training). The Procurement Officer supports with training. Village technicians attend the training.

- Each community selects people to be in their VIT (Village Infrastructure Team). Women and people from ethnic groups are encouraged to be part of the team.
- A minimum of six community members are responsible for the infrastructure-activity implementation.
- The community selects people for key roles in the VIT (minimum expectation):
 - 2x supervision members (survey, supervision of work, operation and maintenance).
 - 2x procurement members.
 - 2x financial members.
- The VIT members are trained on:
 - Basic E&S needs (as they take part in the E&S assessment which links with infrastructure survey, and manage workers)
 - Recruiting and managing unskilled/ skilled workers
 - Worker supervision (may include hiring an Infrastructure Supervisor)
 - Cash for work
 - Contractor management (if required)
 - Operation and maintenance (O&M) planning
 - Disaster Risk Management
 - Procurement
 - Feedback and Grievance Redress

(The training will include a strong capacity building focus on roles, responsibilities and procurement and accounts – this is emphasised in the infrastructure manual to ensure it is well understood).
- The VIT help the district team with the infrastructure survey in the village.
- The construction is done through community workers/skilled workers when possible. (Note the GESI targets include 25% of cash-for-work schemes for construction work are poor women with equal pay for equal work).
 - Women should be given equal opportunity and encouraged to participate as community workers. Assignments for women should be made flexible to accommodate their skills, schedules, etc. and if necessary to provide training/capacity building support to them.

- Contractors should be aware of/committed to expectations for equal opportunities for women (with flexibility – see above) before the contract signing and follow it during the implementation (consider adding a point to the contract). The CLEAR team needs to monitor this when monitoring the contractors' work.
- The VIT identify and inform the CLEAR District Engineer if skilled workers or builders are available in the community, or if they need to be recruited from outside the village.
- Skilled workers attend a basic training course on concrete and carpentry work (2-3 weeks at an Initial Vocational Education and Training (IVET) centre).
- VIT organize unskilled workers from the community (prioritise poor households, and households with children under 2 years), and provide them with training.
- The VIT will also need to keep records on cash for work workers attendance, the district engineer will enter the data of attendance of cash for collected by VIT (see M&E manual). The engineer will take a picture of the attendance sheet and include in Kobo. S/he will also take pictures of progress on the infrastructures.

4.7.1.2 Survey for infrastructure

This is led by the **District Engineer** with support from the **YGs** and **VIT**. The **District Environment Officer and District Social and Gender Officer** supports this work. The **village facilitator** supports.

- A survey is carried out for the prioritised infrastructures (more than one infrastructure can be built, based on the budget available to each village (the infrastructure budget for CLEAR was increased, compared to PRFIII to allow for more than one infrastructure); further, second priority options can be surveyed in case the survey finds the first options are not viable).
- The district engineer, with the support of YGs, begins survey work and confirms the site for the infrastructure. The District Environment Officer also joins the survey team.
- The VIT members support the engineer to carry out the survey.
- The survey checks that the location of the infrastructure is suitable to support the target group (poor people will have access to it).
- The survey confirms that ESF requirements are being met.
 - The VIT support the E&S assessment (which forms part of the project proposal). This includes screening and scoping.
 - If significant impact is identified in the first priority choice, then the focus is on the 2nd priority, and so on.
 - The ES officer supports this work.
- The survey also includes a Disaster Risk Assessment (see Disaster Risk Management (DRM) within the technical manual). Information on climate/disaster events is considered when assessing risk to the infrastructure. Risks may be avoided or minimised by choosing an alternative site or revising the design.
- The Chairman of the District Executive Committee assigns a committee to review "land negotiation" (includes interior office) (e.g. checking infrastructure is within village borders, not in protected areas).
- As noted above, when surveying, the engineers may find technical reasons why a priority cannot be implemented. This must be discussed with the district team leader, and then communicated with the VDMC and village authority. The team will then review the second priority, and so on, until infrastructure that is technical feasible and is a community priority is surveyed). The district can be informed. Meanwhile, it is understood that the next priority is also in the livelihood plan and the

VDP, and so already reviewed /agreed at the ‘District planning and coordination meeting’ – see sub chapter on planning).

4.7.1.3 Update UXO clearance request (if change from original plan)

If the survey results find a change in UXO clearance needs, the planning with the UXO clearance team should be updated (noting that the request was put in earlier, after the VDP, as a bottleneck can be a delay construction while waiting for UXO clearance).

Note that for batch-2, following the budget restructuring, it is possible for the project to fund UXO surveys (incl./ clearance), in the event that other UXO service providers (e.g., UXO Laos) are not available to do the work based on their workplans.

4.7.1.4 Preparation of final infrastructure-activity proposal

This is led by **YGs** and **VIT** with support (and design) from the **District Engineer**. The **village facilitator** supports, and facilitates activities in the absence of YGs.

- The design is carried out by the district engineer (with support from the relevant district line office, and the central level engineer, as needed). It is approved by the line office.
- The infrastructure-activity proposal is completed by the VIT, with help from YGs, village facilitators, the district CLEAR team, and relevant district offices.
- The final proposal includes: final design, budget, community contribution plans, safeguard screening reports, E&S assessments, [O&M planning](#), and compensation arrangements if required.
- The proposal preparation by the VIT/community includes:
 - Decision for the most suitable location for construction, considering:
 - Equal access to the infrastructure by the community (women, ethnic groups, vulnerable members of the community).
 - Avoid and minimise DRM and climate risks.
 - Decide timing for construction.
 - Agreed methods (e.g. community labour).
 - Agreed procurement plan.
 - Community contribution plan.
 - Baseline related to E&S.
 - Safeguarding strategies.
 - Voluntary donation documents²³
 - Compensation arrangements if relevant (voluntary compensation forms and/ or land acquisition reports).
 - Disaster risk management actions/plans.
 - If the Infrastructure-Activity is for the construction or rehabilitation of an access road, the community discuss the Road Maintenance Group’s activities (see infrastructure manual).
- [Note – where the VIT plan includes community labour, a GESI targets include 25% of cash-for-work schemes for construction work are poor women with equal pay for equal work. VIT labour plans should ensure women and poor HHs have equal access and opportunity to work as casual labour\).](#)

²³ If an ARP has been triggered the proposal should include all related information to land donation and land acquisition (noting that if land acquisition needs are met, then it is preferred to redesign or re prioritise to find an option that does not require land acquisition).

4.7.1.5 O&M plan preparation

This is led by **YGs** and **VIT** with support from the **District Engineer**.

O&M planning starts before implementation, so that operation and future repairs can be discussed during construction, e.g., ensuring that village technicians fully understand how the infrastructure was built and operates so that they can easily apply this learning in the future .

- O&M plans should be infrastructure/ site specific.
- Village technicians (those that will be member of the O&M team are selected **BEFORE IMPLEMENTATION**. The objective is to ensure these technicians understand the technical aspects of the CRI through the construction process and so will be able to maintain it. .

Note that the O&M manual is updated to strengthen the management of financial management of O&M funds and initiating the phased handover of completed CRIs.

Road safety campaigns for villagers should be included in O&M plans, as should tools and OHS equipment to support future O&M of the CRIs.

Technicians get training from the district engineer and district-government engineer, including on the job training.

4.7.1.6 Village confirmation meeting (1 day) (to approve the infrastructure-activity proposal)

This is led by **YGs** and **VIT** with support from the **District Engineer**. The **village facilitator** supports, and facilitates activities in the absence of YGs.

- The Village chief is chair.
- Participation from the whole village should include the poorest households, women, ethnic groups, and other vulnerable groups.
- VIT members, with assistance from village facilitators present the final Infrastructure-Activity proposal with community members. This includes:
 - Final design of the proposed construction.
 - Bill of quantity and estimated budget.
 - Implementation arrangement (e.g., through community workers).
 - Plan for community contribution.
 - Procurement plan with methods.
 - Safeguard issues and related measures²⁴.
 - Operations and maintenance requirements – requires an O&M Plan. The O&M plan considers needs related to disaster risk reduction.
 - Disaster risk management actions/plans.

Village Confirmation meeting Agenda (minimum):

- Introduction from the Chair
- Recap of infrastructure process – VDP plan, VIT, Survey etc.
- Presentation of infrastructure proposal to community
- If resettlement plan, discuss/ plan to visit affected HHs to check process
- Reminder on GRM process
- Plenary discussion to confirm (or not) that the plan is accepted, and will be sent for district GoL approval
- Close meeting

²⁴ The proposal will including the abbreviated resettlement plans (ARPs) if it was required. However, as discussed this should be avoid through redesign or reselection of the infrastructure activity.

- The proposal is then discussed and agreed upon²⁵.
- The confirmation meeting can also be used to update on FGR, update or project progress, discuss linkages etc.
- The expectation is that the village accept the design and confirms their contribution (the infrastructure-activity is then approved by [the Chairman of the District Executive Committee and the relevant line office is assigned to oversee the activity](#)).

4.7.1.7 Infrastructure-activity kick-off meeting (1 day)

This is led by **YGs** and **VIT** with support from the **District Engineer**. The **village facilitator** supports and facilitates activities in the absence of YGs.

- Public / open meeting - Village chief is chair.
- In addition to the community, all VIT members, village facilitators as required, representatives from relevant district line offices, any contractors, and the CLEAR district team join.
- The kick-off meeting can be combined with the infrastructure-activity confirmation meeting.
- The meeting clarifies roles and responsibilities for everyone involved in the activity: VIT, workers, skilled workers, etc.
- The detailed work plan is discussed; The budget is discussed.

Kick of meeting Agenda (minimum):

- Introduction from the Chair
- Recap of infrastructure process – VDP, VIT, Survey, design, confirmation
- Clarify roles of VIT, VA, workers, supervisor, CLEAR team, district staff
- Present/discuss detailed workplan
- Discuss budget/procurement process
- Plan for procurement
- Reminder on GRM process
- Reminder of E&S safeguard expectations
- Plenary discussion: Questions/issues
- Close meeting

4.7.1.8 Infrastructure-activity procurement

This is led by **VIT** with support from the **District Procurement Officer** and the **District Engineer**.

- It is expected that community lead the construction.
 - Construction is through community labour²⁶ from local skilled and unskilled workers.
 - The community buy construction materials, tools, equipment, etc.
- For smaller infrastructure-activities, the VIT and village officials travel to the district centre, get sealed quotes from suppliers, and then invite the suppliers to the bid opening.
- For transparency, the quotation-opening and the contract award takes place in the target communities²⁷ with the participation of all community members, VIT members, members of district line offices, and the shop owners that gave quotations.
- The village chief chairs the quotation opening. All documents are checked, and the quotation is evaluated.
- VIT members receive training in procurement and finance rules, prior to the quotation opening.
- The village is expected to hire an infrastructure supervisor for works where a need is identified and where district line-office staff can not provide regular construction supervision.

²⁵ If the proposal did require an ARP with compensation for HHs (normally to be avoided), the team must visit each affected household to verify that contributions and compensations have been made according to prior informed agreements before the proposal can be approved.

²⁶ The labour management procedures (ESMF annex) should be applied.

²⁷ In cases where the district/market is far away from the village, opening of quotations may also take place at the district.

4.7.1.9 Refresher CCS training (optional)

Training provided by the **YGs**. The **village facilitator** supports and facilitates activities in the absence of YGs.

Refresher CCS training (community capacity strengthening):

- There is an option for refresher CCS grassroots leadership to take place. This may be targeted, for example where the training post-evaluation identified gaps, or where female leadership has been less evident (refresher training can also be provided in the preparation and implementation stage depending on availability of trainers, trainees and need). This can be considered for both batch 1 and batch 2.

4.7.2 Ongoing livelihood/ income generation activities / Nutrition

4.7.2.1 SHGs prepare FIP and MIP

This is led by the **LYGs** with support from the **District Agriculture and livelihood Officer**. The **District Finance Management Officer** supports this work (finance advice/ training). The **village facilitator** supports and facilitates activities in the absence of YGs.

- SHGs are supported to prepare Family Investment plans (FIPs) per HH, and Micro-investment Plans (MIPs) per SHG.
- The VSMC request a seed grant based on the MIP, to be used to support the SHG FIPs.
- There is a ceiling amount for each FIP (see livelihood manual).
- Before any of the seed grant can be disbursed the SHG needs to be assessed.
 - Type 1 – check they have held the minimum number of meetings/attendance.
 - Type 2 and 3: check they are saving, inter-lending, have on time loan repayment of saving funds and regular bookkeeping, as well as having the minimum meetings and attendance.

Adaption for type I villages

- For members that meet basic criteria (e.g. attending all the meetings over 3 months) then they make a simple micro plan request for appropriate support.
- Support is expected to include seeds, chicken, fish, vegetable plantation. For livestock that need feeding (i.e., not free-range livestock) there needs to be a review to see how feeding will be provided. (The SHG members could be considered for more challenging IGAs (e.g. goat, pig) if they successfully manage the first food production activity and repay the money on time (no interest)).
- SHGs of Type 1 villages receive money from the seed grant based on their micro plan. They pay back this money on time, but without interest.

4.7.2.2 SHG training (IGA related)

This is led by the **LYGs** with support from the **District Agriculture and Livelihood Officer**. The **village facilitator** supports and facilitates activities in the absence of YGs.

- SHG members start to receive technical training that relates to their FIP (e.g., pig raising, goat raising, crop production) (For type 1 SHG, these are 'food production' activities).
- Hired trainers train villagers in the production of nutritious food directly.
- Where goat raising is selected, preparation includes growing fodder grass; building/fencing and milking enclosure; attending training at the Lao Buffalo Dairy in Luang Prabang ([specific villages, batch 1 only](#)).

4.7.2.3 Promotion of enhanced nutrition practices; Start 'access to dairy'

This task is led by the **NYG** with support from the **District Nutrition Officer**. The **village facilitator** supports and facilitates activities in the absence of YGs.

- Nutrition activities have been started in the set-up stage (above). If not (as the timing depends on the individual CNG planning), then remaining activities would start in this preparation stage.

Of note, the VDP may include livelihood activities that link to the CNG, for example raising goats to support milk production ([specific villages, batch 1 only](#)). Therefore, in batch 1 the CNG would now focus on preparing for the local milk production activity (also needs to fit with the goat production cycle). [In batch 2 the project will promote the purchase of unsweetened milk boxes.](#)

- Multi-media peer to peer activities are scaling up, as the activities have started, and members are able to make and share videos of their activities.
- Semi-annual nutrition trainings are held at the provincial level for all CLEAR staff.
- Child scorecards are used in community nutrition meetings (data collected quarterly is used as an indication of local nutrition issues and triggers communities to address any problems).

4.7.2.4 CNG – Home Nutrition Garden (HNG)

This task is led by the **NYG** with support from the **District Nutrition Officer**. The **village facilitator** supports and facilitates activities in the absence of YGs.

- The CNG is provided with seeds to plant home gardens (with nutritious food).
- The CNG may also be provided with seedlings (e.g., it is preferable to provide moringa as a seedling).
- Seeds/seedlings are provided before the planting seasons.
- Seeds/seedling orders can be supported by [DoAE](#); if well organised farmers can source seeds/seedling.
- CNGs will grow crops at the start of the dry season as well as in the rain season (Greenhouses/shade-houses can be used to prevent rain damage to crops, so expand the potential to grow vegetables in all seasons).
- There is a crop list per district (suitable options for each district relate to local growing conditions, e.g., temperature, rainfall, soil).
- The timing of this activity is always determined by the planting season, and should be implemented in whichever project cycle stage the planting season falls).

4.7.3 Landscape Approach Preparation

4.7.3.1 Green-Blue-Grey infrastructure preparation - design

EEO supports **DCRO-E** for this, with technical support from **GREEN ETA** and **BLUE ETA**

the EEO, and DCRO-E have oversight of **Green-Blue-Grey CRI** workplans/ **design and costing** . Once the team prioritise GBG-CRI and the plan is approved, the preparation process should follow the same steps as all CLEAR infrastructure detailed above, unless amended through memos issued by the ED, which includes

- Additional training as needed for the Village Infrastructure Team
- Survey for infrastructure

- Make UXO clearance request (if need identified)
- Preparation of final infrastructure-activity proposal
- Village confirmation meeting (1 day) (to approve the infrastructure-activity proposal)
- Infrastructure-activity kick-off meeting (1 day)
- Infrastructure-activity procurement

(note: Blue and green infrastructure detailed survey and design may be via local consultants/contractor)

4.7.3.2 Prepare to assess /assess for EbA/ICBWM scale up to outlier villages

CLEAR staff: EMO supports **DCRO-A**; EEO supports **DRCO-E**

Once the EbA / ICBWM for the cluster villages is understood following the CRLP and design, the relevant CLEAR staff can begin to plan and undertake assessments for outlier villages, with a view that any scale of activities will be village based, focusing on outlier village needs (rather as part of a cluster). The timing and method will be designed as part of the set up /planning stage.

4.7.3.3 EbA Community consultation / Identify participants /initial training

EMO supports **DCRO-A** for this, with technical support from **GREEN ETA**

- EbA will begin with community consultation to agree on selected EbAs prioritized after the CRLP (The development of an EbA menu will follow the CRLP by DLAM and ICEM, and will be based on those results).
- It is anticipated that in one cluster per district (or province), the team will propose model activities, with consultation with the communities.
- If not done during the CRLP, participants for the green infrastructure /EbA will be identified. Participation will depend on the priority EbA. (For example, if it is forest-related, there may be a forestry group already formed that can be involved).
- Participants will be training on EbA, with a focus on the specific EbA actions prioritized for their cluster.
- If the EbA includes construction, as with all infrastructure, EbA construction activities will follow the infrastructure preparation steps required by CEAR (detailed above – Ch 4.7.1).

4.7.3.4 Set up EbA Model site (for EbA training)

The **EEO** manages Green infrastructure. The **EMO** supported by the **GREEN ETA** which supports EbA actions

- The project will establish a 'model site' of bioengineering innovations (Green infrastructure and EbA) in a number of cluster villages.
- Training will be provided on EbA. Training will be provided to CLEAR staff, including central level, DCROs (District Climate Resilience Officers), CR-YGs (Climate Resilience - Young Graduates), community members, and specific groups such as SHGs and farmer groups. ICEM (Green ETA) will train CLEAR staff. DCROs and CRYGs will roll out training in the communities. The Green ETA will develop the training sessions.
- Green infrastructure model sites that require construction will follow the infrastructure steps detailed above.
- EbA will be implemented, following the guidelines /designs prepared by the Green ETA., as well as infrastructure steps detailed above (Ch 4.7.1) when appropriate.
- New infrastructure is geo-tagged.
- Once complete, participants from other clusters in the Landscape approach will be invited to see and learn from the model. Training may be provided on site for these participants.

4.7.3.5 ICBWM Community consultation / Identify participants /initial training

EMO supports DCRO-A for this, with technical support from the BLUE ETA

- ICBWM will begin with community consultation to agree on selected ICBWM actions prioritized after the CRLP
- It is anticipated that for one cluster per district, the team will propose model activities.
- If not done during the CRLP, participants for ICBWM will be identified. Participation will depend on the type of ICBWM that is prioritized.
- Participants will be training on ICBWM, with focus on the specific ICBWM actions prioritized for their cluster
- If the ICBWM includes construction, as with all infrastructure, ICBWM construction activities will follow the infrastructure preparation steps required by CLEAR (detailed above).

4.7.3.6 Set up Model site (for ICBWM training)

EMO supports DCRO-A for this, with technical support from the BLUE ETA

- The project will establish a 'model site' for ICBWM in selected village clusters.
- Training will be provided on ICBWM to all selected districts (Training will be provided to CLEAR staff, including central level, DCROs (District Climate Resilience Officers), CR-YGs (Climate Resilience - Young Graduates), community members, and specific groups such as water user groups. IWMI (Blue ETA) will train CLEAR staff. DCROs and CRYGs will roll out training in the communities. The blue ETA will develop the training sessions, and roll-out of activities will be implemented).
- Blue infrastructure at model sites will follow the infrastructure steps detailed above.
- ICBWM will be implemented, following the guidelines /designs prepared by the BLUE ETA, as well as infrastructure steps detailed above when appropriate.
- New infrastructure is geo-tagged.
- Once complete, participants from other clusters in the Landscape approach will be invited to see and learn from the model. Training may be provided on site for these participants.

4.7.3.7 Prepare to implement EbA/ICBWM scale up to outlier villages

CLEAR staff: EMO supports DCRO-A ; EEO supports DRCO-E

Following the assessment of outlier villages by CLEAR staff the team will better understand what can be possible in terms of scale up for EbA, ICBWM and green infrastructure. Visits made to model sites by members of outlier villages may also support with demand creation for specific activities. The team will then use the information to finalise their assessment of needs and prepare a plan for implementation.

4.8 Project cycle: Details: Implementation stage

Communities manage construction through the VIT members and skilled workers. The CLEAR district engineer officer, YGs, and relevant district line offices support the construction. VIT members receive on-the-job training. VIT members can learn from other communities through exchange visits and by sharing experiences (can be via MMPL). Village accountability meetings are held to ensure transparency of procurement, the use of the budget, and community contributions.

Landscaping approach: Note that the EEO, and DCRO-E have oversight of Green-Blue-Grey CRI implementation. Unless advised otherwise, this should follow the same steps as all CLEAR infrastructure. In addition. New infrastructure should be geotagged (GPS + linked photo/media)

4.8.1 Infrastructure implementation

4.8.1.1 Infrastructure-activity inspection visits

The **CLEAR district engineer** and **technical officers of relevant district offices** are responsible for WB block grant infrastructure inspection. For GBG infrastructure, the **EEO and DRCO-E** are responsible.

- Conducting inspection visits (1x setting out; 1x progress 60%, 1x final inspection) is done together with village facilitators.
- The provincial audit team join at least one of these visits.
- Visits verify the technical quality of construction. (Quality Control and Quality Assurance forms are used).
- The visits are opportunities to provide on-the-job training and support to community members.
- A final infrastructure activity inspection visit is made at the end of the Infrastructure-Activity cycle to verify that the activity is completed to the expected quality.

4.8.1.2 Development of Operations and Maintenance (O&M) plan

This is led by **YGs** and **VIT** with support from the **District Engineer**. The **village facilitator** supports and facilitates activities in the absence of YGs.

- An operation and maintenance plan is finalised (this was drafted as part of the infrastructure activity proposal).
- O&M plans should be infrastructure/ site specific.
- The O&M plan is presented and agreed by community members at the final village accountability meeting (see below).
- Note: An O&M team is established BEFORE IMPLEMENTATION. It generally includes the village chief; representatives of MBOs, trained skilled workers, and VIT members; The O&M team are then trained to implement the O&M plan.

4.8.1.3 Village accountability meetings (½ - 1 day)

This is led by **YGs** and **VIT**. The **village facilitator** supports and facilitates activities in the absence of YGs.

- The village chief chairs the meetings.
- Accountability meetings²⁸ are held to:
 - Monitor payments – e.g., for workers,
 - Approve payment instalments. E.g., for material suppliers

²⁸ For Infrastructure-Activities implemented by contractors, village accountability meetings are used publicly certify progress and discuss any issues, including issues reported through the FGR. Contractors often have 3 instalments: before start; at 50%; after warrant period (based on milestones). The contractor submits and invoice with a technical report.

- For activities with construction by unskilled and skilled workers there are usually 2 meetings (for payments at 50% and 100% works completed) (the number of payments will be different based on the activity proposal).
- It is important that the first meeting takes place at 50% completion – if later, and corrections are needed (e.g. to construction quality), it is difficult to make the changes.
- Meetings participants include community members, VIT, village facilitators (if required), the CLEAR district engineer assistant and the provincial appraisal team.
- Participation includes the poorest households, women, ethnic groups, and other vulnerable groups.
- The final accountability meeting is for Infrastructure-Activity completion, including:
 - Certify the completion of the work.
 - Publicly review all expenditures and community contributions.
 - Discuss all issues encountered, including those reported through the FGR.
 - Confirm that all safeguard issues have been addressed.
 - Discuss the use of any remaining budget.
 - Present/validate the O&M plan, establish the O&M team, and arrange to provide training for the O&M team if needed.
 - Infrastructure is handed-over at this meeting (noting that post-implementation there will be follow-up visits and support visits).

Village accountability meeting Agenda (minimum):

- Introduction from the Chair
- Infrastructure staff report on inspection findings
- Review activity expenditure/finances
- Discuss issues that happened in this period
- Reminder on GRM process
- E&S safeguards / check compensation
- Check O&M Plan (first meeting)
- Plenary discussion: Questions/issues
- Close meeting

4.8.2 Ongoing livelihood/ income generation activities

4.8.2.1 SHG implement livelihood activities

This is led by the **LYGs** with support from the **District Agriculture and Livelihood Officer. The District Finance Management Officer** supports this work (finance advice/ training/ monitoring). The **village facilitator** supports, and facilitates activities in the absence of YGs.

- The seed grant is used to support SHGs HHs (based on their FIPs) (using the seed grant disbursed to VSMC bank account by the district team upon approval of summary of FIPs (called as MIP in type 2 and 3 villages), summary of Micro-Plan (called Summary of Micro-Plan in type 1 village).
- HHs in SHGs start to implement their livelihood and nutrition activities.
- HHs start to pay back the money to the seed grant (Type I: capital only; Type II and III: capital with interest).
- As repayments begin, further rounds of lending can be done by the VSMC and the process should continue.
- Risk of default can be managed through monthly or quarterly repayment (rather than annual), although this is dependent on when the harvest/ market for the product can make the profit to make the repayment. Faster repayments also increase the funds available for the VSMC to provide further support from the seed grant.
- Note that the project encourages activity-based loan repayment periods. I.e., the loan period should be the same as the time the investment is expected to generate the money to repay the

loan. E.g., if pig fattening is a six-month process from buying piglets to selling pigs, then the loan period should also be six months. Loan repayment can be made before the due date.

Type 1 SHG members benefiting from the seed grant

- The scope for the support is limited to food production and income generation.
- The members pay back the principal amount over a [maximum of 12 months](#), but not pay interest (see note above about activity-based loan periods).

4.8.2.2 Set up producer groups ((selected) type III villages)

This is led by the **District Agriculture and Livelihood Officer and LYGs**. The **District Finance Management Officer** supports this work (finance advice/ training).

The [villages](#) will be selected, and the PG will be established after successful completion of one SHG seed grant loan cycle.

There is at least one producer group in one village per district (there can be more based on the needs assessment conducted by the livelihood team, for example where different products may benefit from having specific product groups, where the village for a particular product is closer to the market, or where there is seen to be an economic advance from bulking goods or having increased voice in the market. Activities will extend to neighbouring villages to benefit from economies of scale.

- PG set-up in villages can include:
 - PG membership is limited to SHG members only. However, the non-members can benefit from a PG by paying a little service fee. All the members must purchase shares, and the PG will have share capital.
- PG can also mobilize infrastructure support from Component 1 to get processing facilities and any other related activities
- PGs have significant female membership (as they are formed from key members of SHGs, who are mostly female)
 - Set up should refer to the livelihood manual for details
- Produce business development plan (to submit to CLEAR) to access PG seed grant
- Business Development Plan (or Business Plan) can finance group infrastructure, combined transportation of commodities, training, renting space in market, working capital, any other related to improve their business turnover and profit.
- PG members can access credit from the following sources
 - Individual PG members can access loan from Rural Development Bank
 - Individual PG members can access loan from SHG seed grant loan

As part of the producer group activity, the central team (Agriculture and Livelihood Specialist (Head)) will explore options for a partnership with the **Rural Development Bank** (Formerly Nayobai) to support increased lending and provide financial literacy training to SHGs and financing for the producer groups.

It is noted that the initial grant for the PGs will be reviewed to take into consideration the current economic situation (e.g., increasing fuel prices). The PGs will be financed based on approval of a Business Plan by the project.

4.8.2.3 CNG – on going SBCC and activities (food processing; milk-dairy (batch 1 only))

This task is led by the **NYG** with support from the **District Nutrition Officer**. The **village facilitator** supports and facilitates activities in the absence of YGs.

Activities described above for CNGs continue. This includes food processing, cooking sessions, the ‘access to dairy’ activity, MMPL and so on. **Goat dairy is limited to batch-1 only. In batch 2 the project will promote the purchase of unsweetened milk boxes.**

- Further activities may occur where the infrastructure-activity or livelihood-activity has a nutrition link (e.g. building a nutrition meeting house).
- The implementation period also includes further home gardening (dry and rainy season home gardening).
- later phases of SBC should address barriers and promote home uptake, as well as engagement of other family members.
- Implementation and post implementation stages will support CNGs and their members in ‘graduation’.

4.8.3 Landscape approach implementation

4.8.3.1 Implementation: Grey Blue, Grey, infrastructure construction

EEO/DCRO-E implement GBG-CRI

The preparation stage finishes with the activity contract agreement. These contracts now need to be managed at the site through the VIT or, in the case of infrastructure involving more than one village through the District Office (or other arrangement), with technical supervision from the EEO/DCRO-E.

The same processes apply for all WB grant and Landscape approach infrastructure, including:

- 1 Infrastructure-activity inspection visits
- 2 Development of Operations and Maintenance (O&M) plan
- 3 Village accountability meetings

4.8.3.2 Implement EbA and ICBWM

The **EMO/DCRO-A/CR-YG** oversees EbA. The **EEO/DCRO-A/CR-YG** oversee blue infrastructure.

Both the EbA and ICBWM include management structures, training and other software processes that will continue in the implementation period.

It is noted that one EbA model will be implemented in 1 of 2 districts in each province. The ICBWM model will then be implemented in the remaining cluster in the province. Therefore, implementation includes implementation of ICBWM in the cluster that did not receive EbA, and EbA in the model cluster for ICBWM.

4.8.3.3 Further EbA /green infrastructure implementation

The **EMO/DCRO-A/CR-YG** oversees EbA.

Scale up EbA to out-lying villages as appropriate

EbA and green infrastructure is initially implemented in cluster villages. After construction and management /group structures are set up (depending on need), it may be appropriate to scale up elements of the EbA to

outlier villages, if the activity would improve their landscape management, is demanded by that community, and is within budget.

Geotagging

All infrastructure and EbA activity should be geotagged (adding GPS data to photos/media so that it can be linked to online mapping).

4.8.3.4 Further ICBWM implementation

The **EEO/DCRO-A/CR-YG** oversee blue infrastructure.

Scale up ICBWM to out-lying villages as appropriate

ICBWM is initially implemented in cluster villages. After construction and management /group structures are set up (depending on need), it may be appropriate to scale up elements of the ICMWM to some of the cluster outlier villages, if the activity would improve their water management, is demanded by that community, and within budget.

ICBWM field schools

Field Schools can train local stakeholders in sustainable water use, watershed management, and climate-smart agriculture. They focus on hands-on field experimentation and community-based solutions.

How these will be implemented will be determined as part of the CRLP and related ICBWM prioritisation.

Geotagging

All infrastructure and EbA activity should be geotagged (adding GPS data to photos/media so that it can be linked to online mapping).

4.8.3.5 Implement CSA

The **District agriculture officer, LYG, DCRO-A, CR-YG** train SDC-supported villagers on CSO, and distribute materials

- Staff that received the NTA-CSO training of trainers (ToT) will organise further trainings at a community level. The training should be scaled up to all villages, within clusters and outliers. CR-YGs have an important role in this process.
- Staff provide communities with training materials (related literature, posters, etc.)
- Staff distribute hermetic bags to farmers for seed storage.

4.8.3.6 CREATE Meetings

- Six monthly meetings are carried out in the six target districts for the landscape approach.
- Participants (40 to 60) will include District Government officials; Representatives of village authorities; farmer organisations (incl. LFA), women's groups, local CSOs; Private sector: traders, SMEs, processing factories and potential buyers; Project staff: CLEAR /other NGOs in the districts; Technical experts.
- Topics may include: weather reports and forecasts; water availability; possible pest outbreaks, road conditions, risks of floods and landslides; The market for agricultural products; access to microfinance; Ongoing projects/ lessons; Innovations, by farmers, buyers and technical specialists; Policies and regulations, or other topics identified by the NTA-CREATE.

- It is expected that the meeting will generate **action points** or raise issues that require local monitoring (e.g., topics related to prices to follow up on; climate risks to monitor; issues raised that need more information. Etc.). Participants may then take on these task, and report/update at the next meeting.

4.9 Project cycle: Details: Post-implementation stage

The community are responsible for the infrastructure operation and maintenance, based on their capacity. The relevant district offices are requested to conduct major repair and maintenance activities that cannot be carried out and managed by the community. The disaster risk management plan is applied by the community.

4.9.1 Post Infrastructure implementation

4.9.1.1 District annual evaluation meeting (1 day)

This is led by the **District Team Leader** with support from the district team.

- (Can be part of the district technical coordination meeting)
- The **Chairman or Vice Chairman of the District Executive Committee** chairs the meeting.
- Participants include the MPI, representatives from all concerned district line offices, MBOs, other development agencies working in the area, and the local media.
- The official **Infrastructure-Activity handover** to relevant government agencies and villages takes place at the district evaluation meeting.
- Stakeholders, particularly district government authorities and CLEAR team members share **lessons learned**.
- Each implemented Infrastructure-Activity is reviewed, and **follow-up plans are developed** for any Infrastructure-Activities that have not been completed.
- **Feedback and Resolution Mechanism** reports are presented; participants discuss strategies to overcome any identified difficulties.

4.9.1.2 Infrastructure-activity follow-up visits

CLEAR district teams lead the follow up visits.

- The team conduct two follow-up visits in beneficiary communities, to verify the implementation of the O&M plan, and to ensure that compensation arrangements have been made, if needed, according to A-RP.
- Visits to each community take place at six months and 12 months after Infrastructure-Activity implementation.
- In addition to the above, the 'phase-down' stage (see exit strategy) includes regular follow-up to provide support to ensure O&M practices are understood, followed and sustained.

4.9.1.3 Livelihood follow-up/ ongoing support

The implementation period in batch 1 will extend (over 2026) with ongoing monitoring and gradual phase-over support to SHGs and VSMCs, including needs-based training, to facilitate greater independence of the groups, and to further promote Climate Smart Agriculture.

4.9.1.4 Nutrition follow-up/ ongoing support

- The implementation period in batch 1 will extend (over 2026) with targeted SBC messaging, and direct support for vulnerable HHs. Later phases of SBC should address barriers and promote home uptake, as well as engagement of other family members.
- Post implementation stages will support CNGs and their members in 'graduation'. Criteria for graduation will be developed to show that members are practicing acceptable levels of nutrition to meet basic needs in the first 1000 days of life. The team will check if group members practice the recipes with six food groups, produce diverse food, make videos and continue meetings with their own resources. The responses guide the rate at which the project removes support.
- Implement exit criteria for batch 1 nutrition. (Annex 1 – Exit strategy gives examples of "project-over" actions that include refresher training on administration/management for CNGs committees and village authorities; CNGs to develop annual nutrition workplan; CNG Follow up and monitor the implementation by DoAE and DHO/HC (1 day per village). Random monitoring nutrition activities by CLEAR nutrition officer and district nutrition staff. Lesson learned workshop (and so on).

4.9.1.5 Landscape approach follow-up

All Landscape teams: EEO, DCRO-E, EMO, DCRO-A, Cr-YGs

Landscape approach follow-up includes the following elements:

- M&E (Kobo; site visits; inspection)
- O&M – training and follow up
- Feedback to Engineer team on technical experience
- Prepare / publish success stories
- Document innovative practices
- prepare technical briefs, and policy notes

4.9.2 Sustainability

4.9.2.1 Maintenance

- The operation and maintenance (O&M) plan is developed during the preparation stage for the infrastructure activity (it is part of the village's infrastructure proposal).
- **An operationalize a structured O&M plan must be in place for completed CRIs**
- O&M is supported by provision of tool kits to each village.
- Skilled workers that attended IVETs for skill development can use these skills for maintenance.
- The Operation & Maintenance Plan defines the exact activities to be carried out, the required inputs (labour, materials, etc.) their estimated costs, and how these costs are covered.
- The plan states who is responsible for organizing O&M activities.
- The O&M plan is discussed with the community during the Village Confirmation Meeting and forms part of the infrastructure-activity contract.
- Example maintenance activities include cleaning and clearing activities aimed at keeping the infrastructure in good working order; minor repairs to damages.
- The O&M plan needs to be financed:
 - A fund is needed to purchase materials and pay skilled workers (assuming voluntary contributions of labour and local materials).
 - Financing needs to be clear in the O&M plan:
 - Expectation of financial contributions by users.
 - Collection and management of these O&M funds.
 - How and when the funds may be used.

4.9.2.2 CLEAR exit strategy

As noted above, the batch exit strategy focuses on two phases: Phasing down; phasing over. The Overall CLEAR exit strategy considers the 'phasing out' stage (The project ends staff and budget support, and leaves the target area; related sectors e.g., [PoAE](#) and [DoAE](#), plan/allocate budget for following up and monitoring. (See annex 2 for more detail).

4.9.3 Specification preparation

Once the infrastructure-activity is prioritised, the engineer (with the VIT) carries out a survey and then prepares the design (or technical specifications).

The designs for infrastructure-activities should use simple construction technologies so that they can be built by unskilled and skilled workers from the village.

Design drawings need to be prepared and explained to the community during the Village Confirmation Meeting (simple, large drawings that can be understood easily). The traditional design drawings may be complemented by artistic drawings or photographs of similar designs that are easier to understand.

A Bill of Quantities (BoQ) is then prepared (which describes the design in terms of tasks, material quantities, unskilled and skilled work needs, and costs).

During construction, the VIT supervision team checks that specifications are met:

- The quality of materials (so they meet technical specifications).
- Work carried out on a daily basis to ensure it is the correct dimensions/specification.
- The volume of construction materials complies with the BOQ and specifications.
- The construction methods and the quality comply with the specifications.

The infrastructure supervisor also makes quality control checks. *Each district team will be provided with basic tools to facilitate quality control checks.*

4.10 Finance and procurement

Financial management is concerned with the flow of funding and the accountability of budgets and resources. Procurement refers to sourcing, selection and contracting for goods and services.

4.10.1 Financial management

The PMT and District teams have finance staff who lead on finance management. Field staff are guided by them so that their work is transparent and follows the finance policy. Therefore, everyone has a responsibility to make sure that financial accountability is met.

The Project Finance and Administration Manual is a key reference for all staff. Details include: Organization, project structure and staffing; Internal Control and Financial Authorities; Accounting System; Planning and Budgeting; Funds Flow and Disbursement procedures; Project Reporting; Procurement Guideline and Relevant Thresholds; Other administrative work.

The Community financial manual is an important stand alone manual for an audience of VSMC and VIT members. It supports them with project-related village finance, for example management of the seed fund and the infrastructure financing. This is written in simple terms and includes tables and report templates.

4.10.2 Key elements of finance management that field staff (YGs; district technical staff) should be aware of

The following summarises key operational elements of Finance and administration that are of greater relevance to field staff. This is an overview, and for all financial activities the main reference is the Finance and Administration Manual and the senior staff that lead the finance division. This may be updated during the project period by the finance team.

4.10.2.1 Fund flow

Funds will flow from IDA and SDC to the Designated Account (DA) and SDC, denominated in US dollars that will be opened at the Bank of Lao PDR, managed by the National Treasury. A Project Operating Account will be opened at a commercial bank, managed by the PRF Office, to facilitate day-to-day operation.

District bank accounts are in Lao-KIP currency. They receive an advance equivalent to three months for operating expenditures and monitoring costs. Disbursements for activities (e.g. seed funds to villages) are made from these accounts, based on the payment schedule outlined in activity contracts.

Village SHG Management Committee bank accounts are opened by VSMC members, not by CLEAR. Transfers from the CLEAR district accounts to these VSMC accounts are considered as “disbursements”.

Disbursement to VSMC bank accounts:

CLEAR district staff have the responsibility to check and certify that conditions for disbursement of sub-grants, and seed grants are met. This includes checking activity proposals, which include a disbursement schedule that determines the frequency of withdrawals, and the amount of the initial advance.

A payment request form must be signed off by the Technical Advisor (district staff – responsible for the activity – e.g. District Engineer, Nutrition, Livelihood, with final approval from District Team Leader) and by the four village representatives for the initial disbursement to the village account.

Further transfers during the implementation of the infrastructure activity can only be made after:

- The VIT Team has reported infrastructure activity progress in a village meeting.

- Upon certification of physical progress by CLEAR technical staff (e.g. District Engineer, Nutrition, Livelihood, with final approval from District Team Leader)

A payment request form is required to make the transfer.

The VSMC representatives are authorized to withdraw or make payment from the village bank account (the VSMC opens the village bank account). The withdrawal slip must be signed by the four VSMC representatives and two of them must go physically to the bank to countersign the withdrawal slip in front of the bank staff.

If the VIT Team needs to pay a large amount to a contractor or supplier, it is recommended that the CLEAR district office facilitates a direct payment. The bank record only shows the amount, and so the VSMC and VIT record books are needed to show the activity as well as the amount.

4.10.2.2 Village-level finance management

Infrastructure activities (summary – see small infrastructure manual for details)

The design BoQ (and therefore the required budget for the grant) is agreed at the 'confirmation meeting'. The VIT assigning procurement and finance staff are trained. Unskilled workers/ skilled workers are identified.

The infrastructure activity finances are then managed as described below (this is an overview, for details refer to the Infrastructure Manual).

Confirmation meeting:

- The designed infrastructure-activities (including BoQ) are presented and agreed at the confirmation meeting.
- VIT membership is confirmed (2x finance team members, 2x procurement team, 2x supervision team).
- Workers (priority is poorer HHs) and skilled workers are identified/ selected (interested community members can register).

The VIT role in the infrastructure activity finances:

- VIT are 6 people, 4 come from the VSMC, 2 are village technician.
- VIT (4 from VSMC) signs the contract agreement with CLEAR; requests the subgrant financing instalments.
- The VSMC have already opened a village bank account and the infrastructure funds are set to the VIT via this bank account.
- The VIT get further training at the kick off meeting (training includes how to record and document spending to account for the money used from the VSMC bank account for the infrastructure activity, and technical (construction)).
- Workers' agreements are signed for village workers (E.g., 1 worker per HH; good health; 18 years old+; priority to women, ethnic groups and poor HHs). (Manual has agreement forms).
- Skilled worker [village technician] agreements are signed (candidates proposed by the village based on skills, can be from the same or nearby communities) (Manual has agreement forms)

VIT Finance Team role (2 members)

- Maintains a simple cashbook; reports on all expenditures, obtains proper receipts.
- Presents financial report during the Village Accountability Meetings.
- Makes direct payments to workers and skilled workers (with records/ receipts)
 - Payment is task based (allows for flexible work times) (person-days/task x wage rate)

- The BoQ defines the person-days for each task.
- Wage rates are discussed with the community and are in line with rates certified by the district authorities (only 2 rates: unskilled workers; skilled workers).
- Worker payments require certification of a completed task signed by VIT and a skilled workers or infrastructure supervisor (financed in first instalment of grant)
- Other payments should follow the planned financial instalments (some payments are retained in a warranty period): E.g., Payments to skilled workers might be in three instalments: 45% when works are half-way; 45% when works are complete; 10% after warranty period.

Example Financial instalments of the infrastructure-activity grant.

Community use grant to pay for labour and buy local materials)

First instalment: 95%.

Timing: VIT request as soon as:

- first batch of materials is supplied (before work begins)
- Authorisation letter for land use is submitted.
- UXO clearance certificate submitted.

Second instalment: 5%.

Timing: VIT request when:

- works completed/VIT certify the work.
- Accountability meeting has been held to review the use of the first 95%
- VIT finance team submit finance report, receipts, bidding documents.

Contracted works

Three financing instalments (40%-50%-10%) (based on contract, e.g. 40% midway; 50% on completion; 10% withheld as warranty for set period)

Livelihood activities (summary – see livelihood manual for details)

- HH members of SHGs can each prepare a Family Investment Plan (FIP). These FIP are then combined to develop a micro-investment plan (MIP) for the VSMC to review.
- The VSMC submits the MIP (with Village Authority (VA) approval) to the CLEAR District team, to be certified by the finance officer. Funds are then sent to the village bank account (see funds flow, above).
- SHGs have a chairperson, deputy chairperson, secretary and treasurer. They are trained on bookkeeping and related financial management.
- After signing the MIP agreement, the SHGs manages the fund, either by opening a SHG bank account, or from a cashbox.
- The SHGs submits requests to the VSMC to release instalments as described in the MIP agreement. Release of funds are recorded in the VSMC and SHG finance books. SHGs then manage the fund based on their finance manual/training.
- The CLEAR district team provides training to the bookkeepers of all SHGs.
- A similar process is followed for Producer Group grant requests that are to CLEAR made through the VSMC.

Financial risks

SHGs have little finance experience, and therefore a low financial management capacity. Risks include:

- Delays in fund transfers (reduces time for activities and related technical support)

- Weak compliance (following rules, documents for accountability – this can result in misuse of funds)

Methods to avoid or reduce these risks can include:

- Additional finance office help to increase capacity of district finance teams.
- A qualified finance assistant/accountant to handle the finance management work and support villages in finance management work matters.
- Training for all district offices and VITs before funds flow to those levels, with support from YGs.
- Transfers for SHGs is made directly to village community bank accounts against submission of a micro investment plan.
- A list of non-eligible infrastructure investments is included in the PIM.
- The PMT finance management staff conduct regular financial spot checks at the village level.
- Continuous training is provided to enhance understanding of procedures and ability to complete the required financial records.
- Annual audits of at least 10 percent of infrastructure activities and other districts grants.

Incentives

The project will review how to incentivise people engaged with the project who do extra tasks in the village (e.g., facilitator, CNG video preparation).

[Fee-for-service options to sustain the Village Facilitator support for livelihoods are to be considered.](#)

4.10.3 Procurement of goods, works and services

4.10.3.1 Procurement methods and thresholds Overview (central level)

The PMT and District teams have procurement staff who lead on procurement management. Field staff are guided by them so that their work is transparent and follows the procurement policy. The procurement manual is the key reference document for procurement of goods, works and services.

The following is a summary, this may be updated during the project period by the procurement team.

The CLEAR project 'procurement plan' details all goods and services that are procured, including estimates of cost and method. This includes works and goods, as well as consulting services (which includes all staff positions). The Bank's Systematic Tracking and Exchanges in Procurement (STEP) system is used to prepare, clear and update Procurement Plans and conduct all procurement transactions for the Project.

Key procurement regulations include: Bidders confirm (sign) compliance with Bank Anti-Corruption Guidelines; Information related to awarding contracts shall be published on the website and/or newspapers; an effective complaint review mechanism for dealing with procurement related complaints.

The procurement method is dependent on the type and value of the procurement (see tables below).

Table 4-3. Procurement methods

Procurement	Methods
Goods, non-consulting service and works	Request For Quotation (RFQ), Request for Bids (Open-National)
Individual consultant	Direct Selection (DS) Selection based on consultant's qualifications (CQS)
Specific procurement notices for contracts subject to open international competitive procurement	Announced, as they become available, via UNDB on-line; www.worldbank.org ; Laos newspapers.

Table 4-4. Summary of procurement method thresholds: Works and goods (non consultant)²⁹

	Procurement Thresholds	Method	Prior Review (by the bank) Thresholds	
Category	Applicable thresholds (US\$)	Remarks	Applicable thresholds (US\$)	Remarks
Works				
RFB through Open International market approach	≥ 5.0 million		Yes	This has not been foreseen at the project preparation stage.
RFB through Open National market approach	≥ 200,000 - < 5.0 million		None	
Request for Quotations	< 200,000		None	
Direct Selection	None	No threshold; meet requirements of regulations 7.13- 7.15	Same as for competitive selection	This has not been foreseen at the project preparation stage.
Goods and Non-Consulting Services				
RFB through Open International market approach	≥ 1.0 million		Yes	This has not been foreseen at the project preparation stage
RFB through Open National market approach	≥ 100,000 - < 1 million		None	Risk-based approach
Request for Quotations	< 100,000		None	
Direct Selection	None	No threshold; meet requirements of regulations 7.13- 7.15	Same as for competitive selection	This has not been foreseen at the project preparation stage.

²⁹ Procurement plan:<https://documents1.worldbank.org/curated/en/099010924051535992/pdf/P17854516878900191bbdd10ff163522ec7.pdf>

Table 4-5. Summary of procurement method thresholds: Consultancies

Category	Procurement Method Thresholds		Prior Review (by the bank) Thresholds	
	Applicable thresholds (US\$)	Remarks	Applicable thresholds (US\$)	Remarks
Consulting services				
QCBS, QBS, FBS, LCS (Using the most appropriate market approach)	≥ 300,000	Shortlist of only National Consultants (Firms) for contract agreed in the PP	≥ 4.0 million	Risk-based approach
CQS (Open or limited competition through national or international market approach, specified in the PP and agreed with the Bank)	< 300,000	QCBS, QBS, FBS, LCS can be applied for contracts with value under \$300,000	None	
Direct Selection of firms	None	No threshold; meet requirements of regulations 7.13- 7.15	Same as for competitive selection	
Individual Consultants	N/A depending on nature of services	Essential individual assignments are defined in the Procurement Plan agreed with the Bank and in line with regulations 7.34-7.39 using the most appropriate market approach	≥ 500,000 and for the positions as specified in the PP agreed with the Bank	Risk-based approach

4.10.3.2 Infrastructure-Activity Procurement (district / village level)

The Infrastructure-Activity uses the procurement manual produced under the CLEAR project.

The Infrastructure-Activity procurement plan for the project is prepared separately each year and sent to the World Bank for information/reference.

The selected Infrastructure-Activities at the village level are surveyed and designed (led by the district engineer).

A bill of quantities (BoQ) is prepared by the engineer, to include:

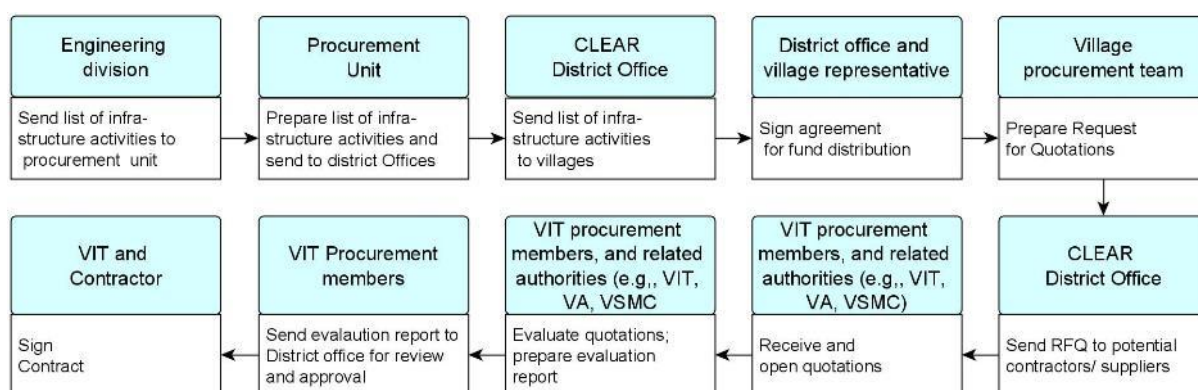
- All the materials and work required (organised by task: materials, tools, equipment, skilled workers, unskilled workers).
- Any community contribution (labour, local materials, land, but not exceeding 10% of the total infrastructure-activity cost).
- Transport costs.
- Vocational training (max 5% of total), often to up-skill the skilled workers.
- Management costs (e.g., per diems for the VSMC; an infrastructure supervisor if needed); Operation and Maintenance (O&M) training.

The **VIT procurement team** of 2 members will:

- Sign the infrastructure-activity contract with CLEAR.
- Prepare bidding documents and award contracts to equipment owners and suppliers using local bidding or shopping methods.
 - This method is used for contracts under 50,000USD.

- ‘Shopping method’: minimum 3 bids; 1-2 days to prepare bid; public opening of bids at the village (award contract for the lowest bid that meets the specification/ qualifications)
- Materials to be supplied in batches (based on request for quotation); includes transportation.
- Take responsibility for the direct recruitment of unskilled workers, skilled workers.
- If necessary, hire an infrastructure supervisor. This follows CLEAR procedures for hiring consultants (expression of interest; selection): Requirements include:
 - Qualification: construction engineering graduate from vocational school or university.
 - Experience: At least 3 years of experience in construction supervision.
 - Other: Can travel independently to site; willing to stay in community; Ethnic language preferred (based on community).

Figure 4-6. Village infrastructure-activity procurement³⁰



4.11 Environmental and social management (summary of steps within implementation)

See section 8. Environmental and Social management: processes and tools

4.12 Regular reporting

4.12.1 Financial report

At national level, The Finance and Administration Division produces:

- Monthly Financial Reports (use of funds as compared to the determined budget).
- Quarterly financial report brings information from each district to support project monitoring and decision making.
- Interim Unaudited Financial Reports (IFRs): monitoring on the receipts whether disbursement is on track and that budgeted costs are not exceeded. This is submitted to the donor.
- Annual: Annual Financial Statements; Designated accounts Statements; The SOE (Statements of Expenditure) Statement.
- Annual Audit (report and management letter). This is submitted to the donor.

³⁰ From CLEAR PAD (p71). Have replaced “Village procurement team and village building committee” with “VIT procurement members, and related authorities (e.g., VIT, VA, VSMC)”

4.12.2 Monitoring and evaluation reports

- These include Mid Term Reviews and an Endline evaluation (reports shall be submitted to the PRF board and the WB).
- Yearly evaluation of activity adoption and sustainability begin in year 2 (see M&E section).

4.12.3 Implementation reports

- Six monthly progress reports (submit to WB) including a brief summary of ESF activities related to ESF implementation. The ESCP (annex 5) requires a regular report (every six months) for the ESF implementation no later than 45 days after the end of each reporting period.
- Annual progress report (submit to WB) (achievements (including indicators), plans)
- Implementation completion report: 3 months after project closing date (submit to PRF board and the WB)

4.12.4 District monthly reports to the provincial/national level

Monthly update report from the district level (submitted by the provincial M&E officer).

4.12.5 Field-level reporting forms

The M&E manual details the various reporting forms for activities, which should be submitted within a week of the activity. These include meeting and training forms; process reports; financial record forms for SHGs, VSMC inspection forms; etc.)

4.12.6 Reports to government partners

CLEAR provides monthly, six monthly and annual [reports to MAE](#), which includes reports to support steering committees and board meetings. All PMT and district staff are expected to contribute input for these Lao-language reports as required, based on their specific field of work.

5 Implementation of project components.

5.1 Overview: Community level project components 1-3

The diagrams below show how the 3 components function and link at a **village level based on village type**. (Note that the landscape approach actions focus on clusters of villages with similar landscape, not on their category type related to poverty).

Figure 5-1. Overview of village types and their activity

Village Types					
Type I (poorest)		Type II		Type III	
Remote; limited market connectivity.		Improving connectivity to market.		Less remote, improved connectivity to market.	
Component 1					
CR Infrastructure: village needs and livelihood.		Climate resilient Infrastructure: livelihood infrastructure		Climate resilient Infrastructure: livelihood infrastructure	
VDP; CCS. Village infrastructure Team: VIT		VDP; CCS. Village infrastructure Team: VIT		VDP; CCS. Village infrastructure Team: VIT	
Grey CRI (SDC outlier villages only)		Grey CRI (SDC outlier villages only)		Grey CRI (SDC outlier villages only)	
Green/blue CRI. Landscape approach villages only.		Green/blue CRI. Landscape approach villages only.		Green/blue CRI. Landscape approach villages only.	
Component 2					
SHG	(No FIP/ MIP) Basic request: Consumption and income	Can graduate to type 2 village		Family Investment Plan (FIP) Micro Investment Plan (FIP)	Diversity livelihoods; income generation
				Family Investment Plan (FIP) Micro Investment Plan (FIP)	Diversity livelihoods; income generation
VSMC	3 members from each SHG Review SHG requests; manage seed fund		VSMC	3 members/ SHG; manage seed fund; Review/approve MIP/FIP; business plans	
Producer group is possible in type1 village if they are assessed to have suitable product and need			Producer group is possible in type2 village if they are assessed to have suitable product and need		
EbA / ICBWM CRI. Landscape approach villages.			EbA / ICBWM CRI. Landscape approach villages.		
CSA and CREATE activities (SDC districts)			CSA and CREATE activities (SDC districts)		
Component 3					
CNG (1 per village)			CNG (1 per village)		
Mothers/ caretakers			Mothers/ caretakers		
SBCC - adjusted to village type		CNG Meetings	SBCC - adjusted to village type		CNG Meetings
Food processing (e.g. Khao Piak powder) milk; Multi media peer learning; NTFP Home gardens - crop list depends on needs			Food processing (e.g. Khao Piak powder) milk; Multi media peer learning; NTFP Home gardens - crop list depends on needs		
CNG (1 per village)			CNG (1 per village)		
Mothers/ caretakers			Mothers/ caretakers		
SBCC - adjusted to village type		CNG Meetings	SBCC - adjusted to village type		CNG Meetings
Food processing (e.g. Khao Piak powder) milk; Multi media peer learning; NTFP Home gardens - crop list depends on needs			Food processing (e.g. Khao Piak powder) milk; Multi media peer learning; NTFP Home gardens - crop list depends on needs		

Key Acronyms in section 5.

CNG	Community Nutrition Group
CCS	Community Capacity Strengthening.
LFN	Lao Farmer Network
MMPL	Multi-Media Peer Learning
NTFP	Non-Timber Forest Product
PG	Producer Group
SHG	Self Help Group
SBCC	Social Behaviour Change Communication
VA	Village Authority
VDP	Village Development Plan
VSMC	Village Self-Help-Group Management Committee
YG	Young Graduate

Figure 5-2. Diagram of links between components for type-1 villages

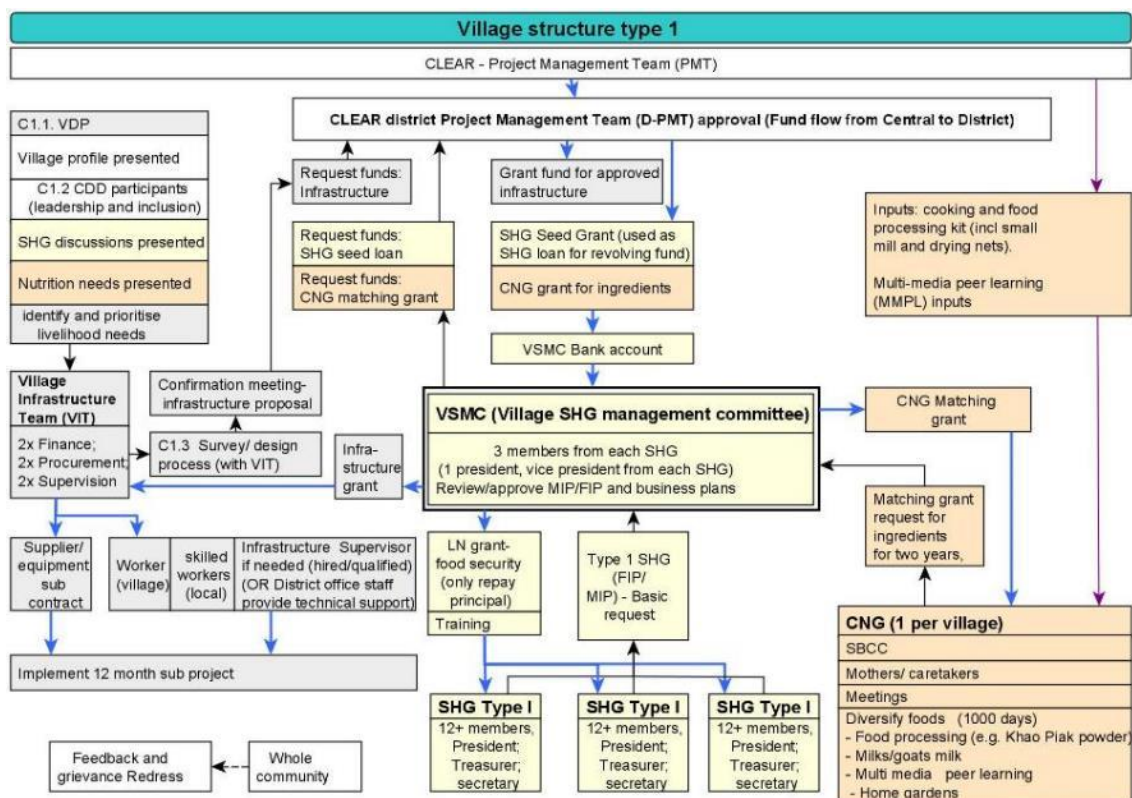


Figure 5-3. Diagram of links between components for type-2 villages

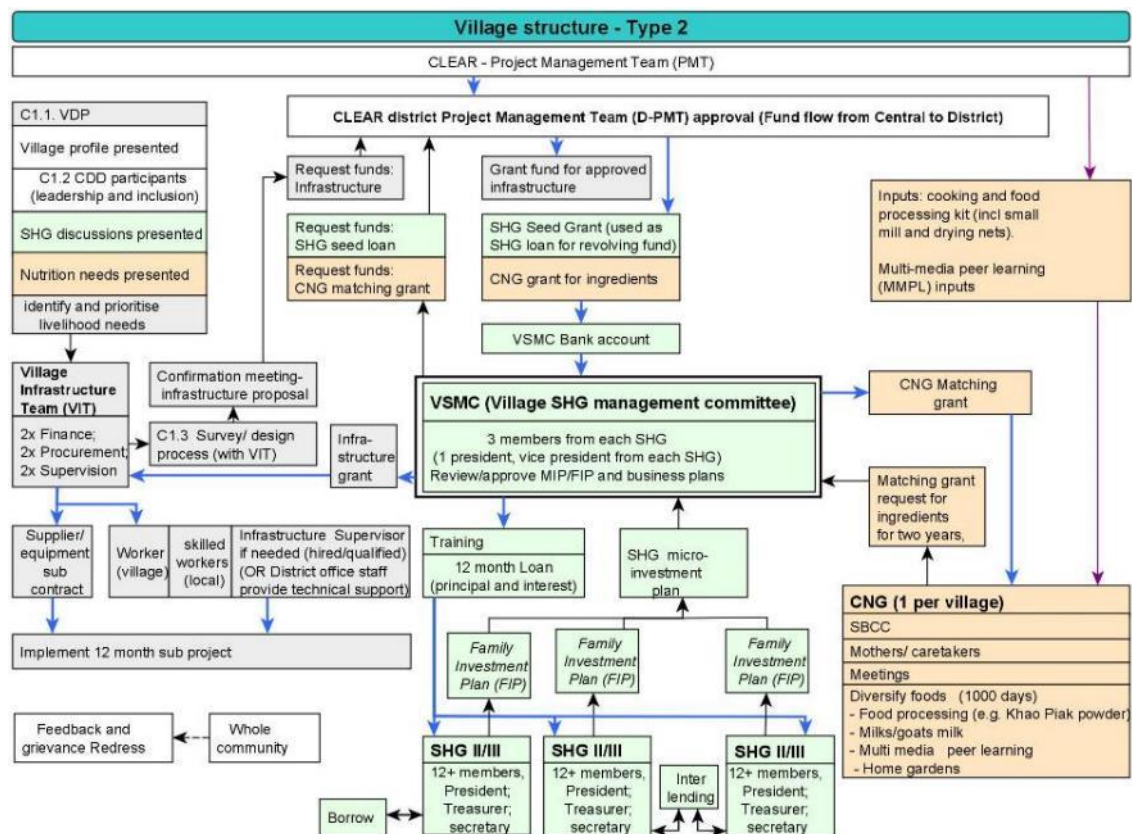


Figure 5-4. Diagram of links between components for type-3 villages

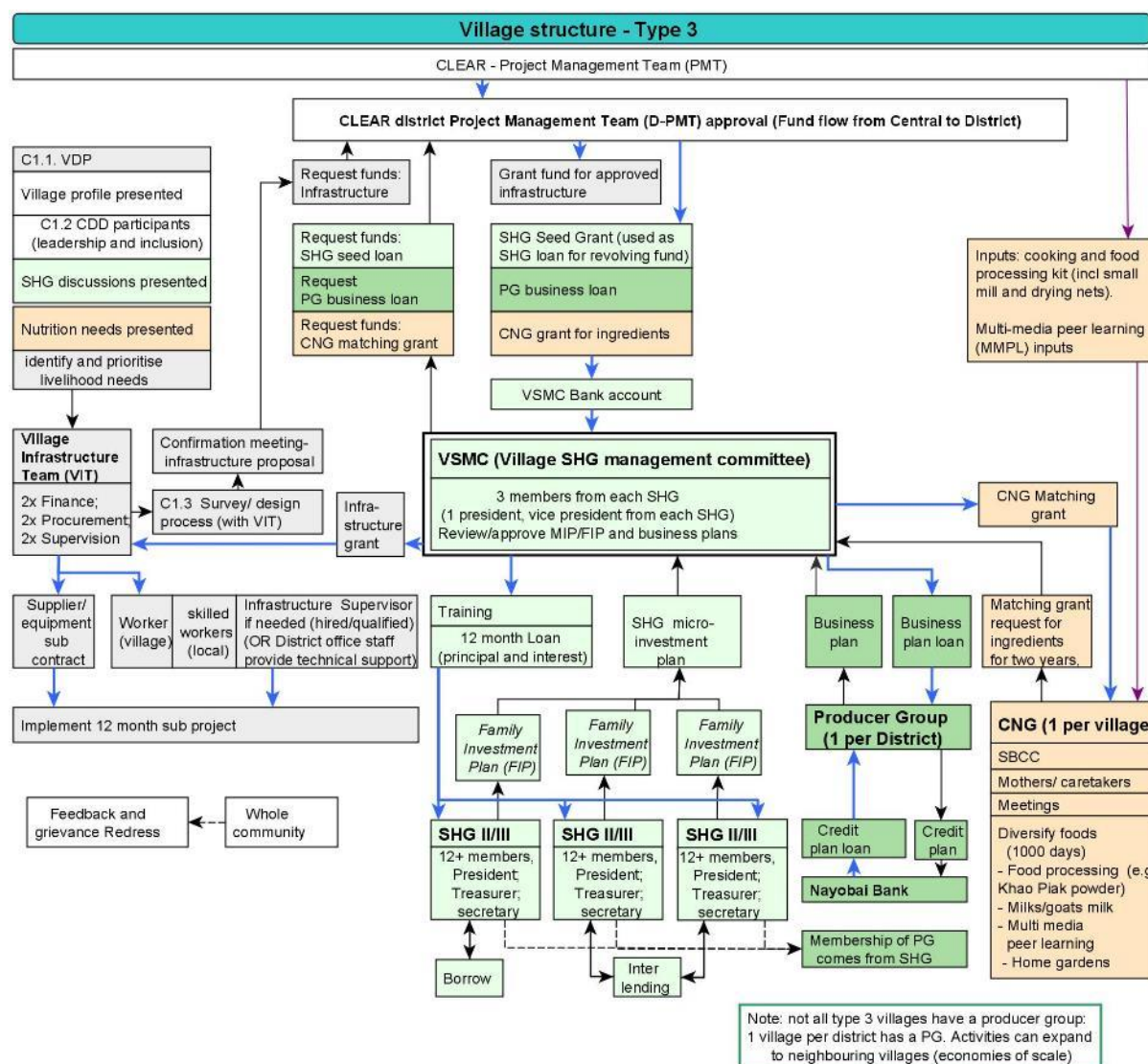


Table 5-1. Summary of component 1-3 activities by village type

Component	Village Type I	Village Type II	Village Type III
Village description	Remote; limited market connectivity.	Improving connectivity to market.	Less remote, improved connectivity to market.
Component 1	Small infrastructure ('simplified' options).	Small infrastructure (linked to livelihood planning (e.g. SHG))	Small infrastructure (linked to livelihood planning (e.g. SHG))
Component 2	"Adapted" SHG Food production and income grants.	SHGs (Savings and credit). Seed grant supports livelihoods/income.	SHGs (Savings and credit) Seed grant supports livelihoods/income. PGs (business loan; credit plan).
Component 3	CNG/SBCC	CNG/SBCC	CNG/SBCC

The additional landscape approach focuses on clusters of villages (these are not grouped based on type1-3, and can be a combination of types).

Table 5-2. Landscape approach by cluster / all-core villages-outlier villages

Component	Cluster – villages	Outlier villages
GBG CRI	Green infrastructure can be any village (not necessarily all villages) based on assessed need Blue infrastructure is limited to cluster villages (not necessarily all cluster villages) based on assessed need	Green infrastructure can be any village (not necessarily all villages) based on assessed need. Grey infrastructure is in all cluster outlier villages
EbA	EbA- all cluster villages	Can be scaled up to some outlier villages if appropriate (village based)
ICBWM	ICBWM- all cluster villages	Can be scaled up to some outlier villages if appropriate (village based)
CSA	CSA training, materials and related support	CSA training, materials and related support
Create	Meeting are held every 6 months - by district	

5.2 Component 1: Local economic development and community capacity strengthening

NOTE, the VDP guidelines are under revision (as of April 2026). The new-revised guidelines will be the key reference once approved by the World Bank (The VDP manual is no longer annexed to the PIM, as the updated VDP by the CLEAR team and World Bank staff supersedes the previously annexed manual.

5.2.1 Subcomponent 1.1: Participatory Village Development Planning (VDP)

5.2.1.1 Overview

Each community identifies priorities, including those that could be supported as part of the CLEAR livelihood and nutrition activities, and more broad needs that can be added into existing or new VDPs. The methodology for the VDP is described in the VDP process manual. The steps are summarised below.

Expected outcomes:

- List of livelihood priorities that can be considered for the infrastructure activity of CLEAR.
- *In Landscape approach outlier villages only: Grey infrastructure priorities.*
- A simple Village Development Plan showing a list of village priority needs, along with any basic information required by the district (e.g., number of benefiting households) (to submit to the district).

Any priorities identified for CLEAR support are subject to E&S screening and related measures which is described for component 1.3 below, and in section 8.

(a) Process/ preparation

Before the planning meeting takes place, the following steps support the planning discussions (see details in section 3 – project cycle):

Village orientation. These meetings are led by **YGs**, with **district staff** support when available. The villagers are told about the VDP, and the type of infrastructure supported, so they can start to think about needs prior to the VDP meeting.

Training to staff and YG. The training is provided by **the PMT** who prepare the training modules. The YG staff that facilitate the process need to understand their facilitation role to ensure community-driven planning includes all vulnerable groups.

Village profiles. This is carried out by **the PMT (initially to provide on the job training) with the YGs** (who continue to all villages once trained). This includes socio-economic mapping in each village. They show resources, where poorer households live, where different livelihoods are taking place. *For batch 2, Landscape approach data will also be collected in six target districts. The Blue and Green ETAs will develop their inception report and workplan. These documents will be used to guide what village level data will need to be collected.* This information helps communities with planning discussions and is presented at the VDP meeting.

Set-up SHGS / Livelihood discussions. This is led by the **LYGs** with support from the **District Agriculture and Livelihood Officer**. Following the set-up of SHGs, the groups start to think about how to use the seed grant in the future to support livelihoods. This is an opportunity to discuss what infrastructure is also needed to further enhance their livelihoods. This can then be shared during VDP discussions. *(Type-2 and 3 villages only).*

CNG start-up/ discussions. This task is led by the **NYG** with support from the **District Nutrition Officer**. As with SHGs, during early CNG meetings members are encouraged to discuss what infrastructure would also support nutrition or food diversification, linked to livelihoods.

Village facilitator selection. **YGs** interview and select the Village Facilitator. This person receives CCS training and also supports facilitation of the VDP process.

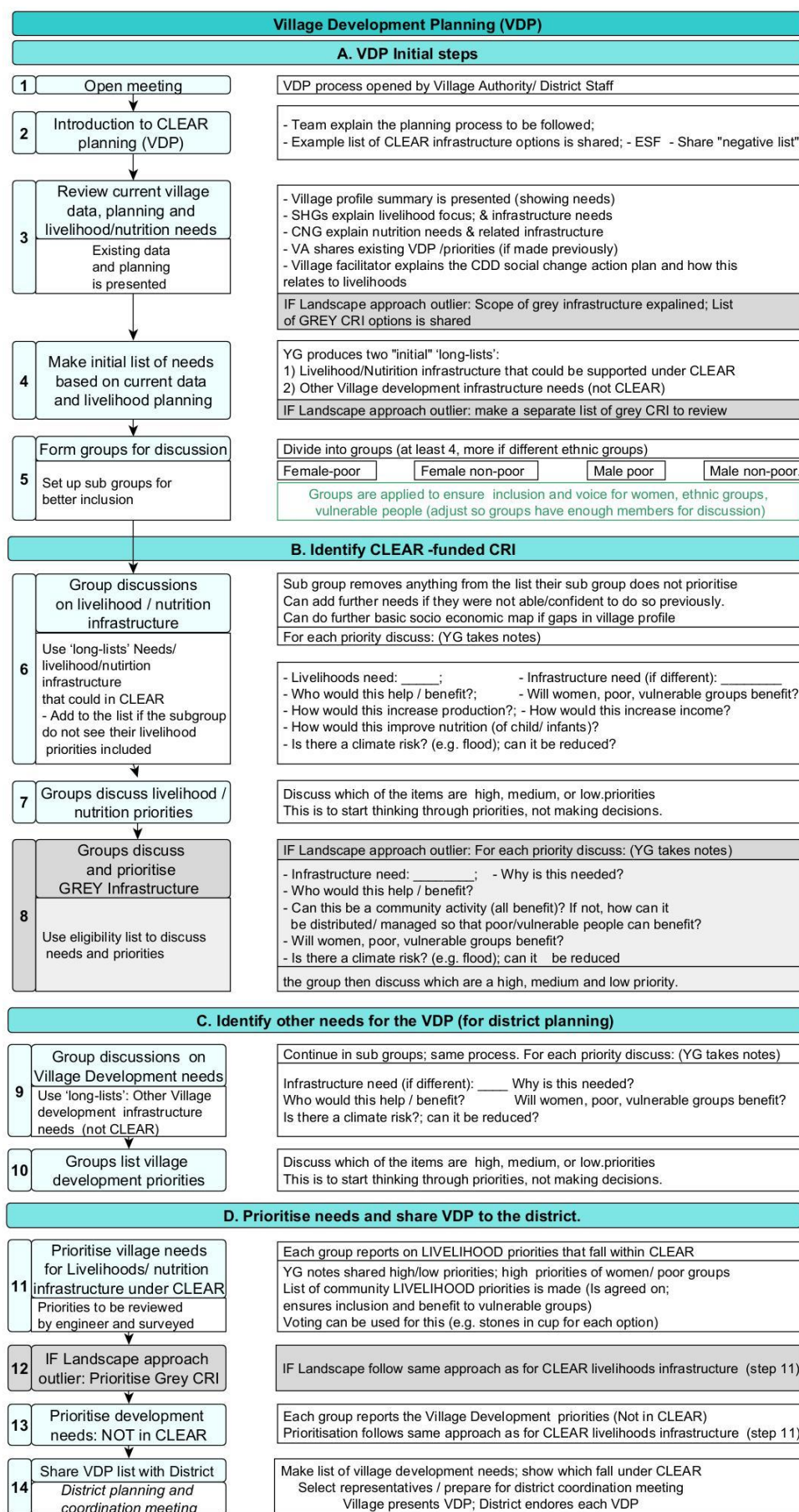
CCS (community capacity strengthening) training (sessions 1-9) over 2 days. The training is provided by the **YGs** with support from **village facilitators**. This includes training on leadership, social accountability and discrimination. Each village develops a [Village Inclusion action plan](#). The leadership skills are applied in the planning process and the [Village Inclusion action plan](#) is presented in the VDP to support discussion about including poorer households.

Training facilitators on VDP. The **National Nutrition and Community Development Specialist** and their team train staff and **YGs** on the VDP ([for batch 2, this will primarily be guidance rather than extensive trainings so as to reduce the nutrition team workload](#)). **YGs** then train the village facilitators and CCS participants on the VDP planning meeting process, and how to include vulnerable groups meaningfully in discussions (e.g. ethnic groups, persons with disability).

Deciding the location for the VDP meeting. **YGs and Village facilitators** do this. If there are several hamlets then the discussion process may take place by hamlet, with a final prioritisation meeting at the main village, including representation from all hamlets.

[Note that in Landscape approach outlier villages, grey infrastructure priorities will be identified during the VDP.](#)

Figure 5-5. VDP planning process diagram (updated to include grey infrastructure).



5.2.1.2 VDP planning: Village planning process

The following is an example agenda:

Details: type 1 villages (Difference highlighted)	Details: type 2 and 3 villages	Resp.
Step 1: Open meeting		
VDP process opened by VA/ District	VDP process opened by VA/ District	VA
Step 2: Introduction to CLEAR planning (VDP)		
Objectives of introduction • To explain the meeting process that will help to develop Village infrastructure priorities that can be supported by CLEAR, (as well as other VDP priorities). • To help participants understand the scope of the infrastructure supported under CLEAR. • For landscape approach outlier villages, this includes the scope of grey infrastructure.	Objectives of introduction • To explain the meeting process that will help to develop Village livelihood and nutrition related infrastructure priorities that can be supported by CLEAR, (as well as other VDP priorities). • To help participants understand the scope of the infrastructure supported under CLEAR. • For landscape approach outlier villages, this includes the scope of grey infrastructure.	
Activities • District team/YG explain the process to be followed. • An example list of CLEAR infrastructure options is shared. • <i>ONLY IF a Landscape approach outlier village-</i> a list of GREY infrastructure options is shared (see below) • • The ESMF negative list is shared (so participants understand what CLEAR will not fund (Noting these can still be in their “VDP”) – and can also give an overview of the ESF screening process once priorities are made. • Summary is given about Disaster Risk Management considerations (e.g., locating infrastructure away from flood risks)	Activities • District team/YG explain the process to be followed. • An example list of CLEAR infrastructure options is shared. • <i>ONLY IF a Landscape approach outlier village-</i> a list of GREY infrastructure options is shared (see below) • • The ESMF negative list is shared (so participants understand what CLEAR will not fund (Noting these can still be in their “VDP”) – and can also give an overview of the ESF screening process once priorities are made. • Summary is given about Disaster Risk Management considerations (e.g., locating infrastructure away from flood risks)	district team / YG
Step 3: Review of current village livelihood and nutrition needs		
Objectives. Sharing of current village development needs , with a focus on those that can be supported by CLEAR.	Objectives. • Support the linkages across the infrastructure, livelihood, and nutrition activities. • Groups share current livelihood and nutrition needs/ interests.	
Approach Presentations of existing data and discussions relating to development planning for the village.	Approach Presentations of existing data and discussions relating to livelihood and development planning for the village.	
Activities • Village profile summary is presented including map, showing current livelihoods and any other needs identified • NA	Activities • Village profile summary is presented including map, showing current livelihoods and any other needs identified • SHGs are invited to explain which types of livelihoods they will focus on and if there are infrastructure needs	YG/ VF SHG leaders

Details: type 1 villages (Difference highlighted)	Details: type 2 and 3 villages	Resp.
• NA • Village facilitator (with help of other CCS participants) explains the needs identified in the village inclusion action plan and how this relates to village needs and livelihoods. • Village authorities share summary of any existing VDP or planning that is relevant	• A CNG representative identifies any nutrition needs that would link to livelihoods and nutrition • Village facilitator (with help of other CCS participants) explains the needs identified in the village inclusion action plan and how this relates to livelihoods needs. • Village authorities share summary of any existing VDP or planning that is relevant • Any specific DSEDP livelihood priorities that are relevant to the village are also noted. (e.g., the one district one product might be relevant to the producer group).	CNG rep. VF; VA VA YG/ district team
Step 4. Make initial list of needs based on current data and livelihood planning		
1) YG use notes from the presentations, and produce two 'long-lists': 2) Needs, and related village development infrastructure needs that could be supported under CLEAR. 3) ONLY IF a Landscape approach outlier village- make a separate list of grey infrastructure for review 4) Village development infrastructure needs (YGs need to clarify that these are in the VDP, but not a CLEAR priority).	1) YG use notes from the presentations, and produce two 'long-lists': 2) Needs, and related livelihood infrastructure needs that could be supported under CLEAR. 3) ONLY IF a Landscape approach outlier village- make a separate list of grey infrastructure for review 4) Village development infrastructure needs (including livelihoods not under CLEAR) (YGs need to clarify that these are in the VDP, but not a CLEAR priority).	YG
Step 5: Form groups for discussion		
Objectives. • To ensure women and ethnic groups are able to voice opinions.	Objectives. • To ensure women and ethnic groups are able to voice opinions.	
Divide to groups. • Divide into at least 4 groups for discussion: Female-poor, female non-poor; male poor; male non-poor. Can use the village poverty data to identify poor/non-poor. The VA can facilitate any discussions if some HHs question their group. If there is no list, or it is not accepted, then the village facilitator suggests a criteria, if the participants agree then they self identify which group they join. • Sub divide by ethnicity if needed to support communication. (The aim is to form sub-groups that people feel comfortable talking and sharing in, rather than exactly categorising people as poor/non poor).	Divide to groups. • Divide into at least 4 groups for discussion: Female-poor, female non-poor; male poor; male non-poor. Can use the village poverty data to identify poor/non-poor. The VA can facilitate any discussions if some HHs question their group. If there is no list, or it is not accepted, then the village facilitator suggests a criteria, if the participants agree then they self identify which group they join. • Sub divide by ethnicity if needed to support communication. (The aim is to form sub-groups that people feel comfortable talking and sharing in, rather than exactly categorising people as poor/non poor).	VF/ CCS trainees / YG / district team
Step 6: Group discussions on village development infrastructure (potential CLEAR)		
Expected outcome. • Each group has a list of priorities that could fall under CLEAR.	Expected outcome. • Each group has a list of priorities that could fall under CLEAR (for livelihoods).	
Activities • Each group reviews the long-list. Anything that is not their priority can be removed.	Activities • Each group reviews the long-list. Anything that is not their priority can be removed.	VF/ CCS trainees / YG /

Details: type 1 villages (Difference highlighted)	Details: type 2 and 3 villages	Resp.
• Those remaining will be reviewed in more detail. • Groups can also agree to add items if they are not already included but are a priority. • Groups can also start the discussion with more analysis, e.g., basic village mapping to discuss further needs if lacking in the village profile. Each item from the updated list is reviewed using the following questions? • Infrastructure need: _____ • Why is this needed? • Who would this help / benefit? • Will women, poor, vulnerable groups benefit? • Is there a climate risk? (e.g. flood); can it be reduced? The YG should use butcher paper to record the discussion. Ensuring each addition is explained so those who can not read understand what was recorded.	• Those remaining will be reviewed in more detail. • Groups can also agree to add items if they are not already included but are a priority. • Groups can also start the discussion with more analysis e.g. basic village mapping to discuss further needs if lacking in the village profile. Each item from updated list is reviewed using the following questions? • Livelihoods need: _____ • Infrastructure need (if different): _____ • Who would this help / benefit? • Will women, poor, vulnerable groups benefit? • How would this increase production? • How would this increase income? • How would this improve nutrition (of child/ infants)? • Is there a climate risk? (e.g. flood); can it be reduced? The YG should use butcher paper to record the discussion. Ensuring each addition is explained so those who can not read understand what was recorded.	district team
Step 7. Groups discuss priorities (that could fall under CLEAR)	Step 7. Groups discuss livelihood and nutrition priorities	
• After the detailed review, the group then discuss which of the items would be a high medium and low priority. The purpose of this is to help start to think through their priorities. It is not a decision. Further prioritisation takes place in a following session.	• After the detailed review, the group then discuss which of the items would be a high medium and low priority. The purpose of this is to help start to think through their priorities. It is not a decision. Further prioritisation takes place in a following session.	VF/ CCS trainees / YG / district team
Step 8. Groups discuss and prioritise GREY Infrastructure priorities (only in Landscape approach outlier villages).	Step 8. Groups discuss and prioritise GREY Infrastructure priorities (only in Landscape approach outlier villages).	
Activities • Anything that is not their priority can be removed from the list. • Participants may group different priority actions up to the total block grant value (e.g. a shade house and paddy improvements up to a value equal to the grant). • Each priority item from updated list is reviewed using the following questions? ○ Infrastructure need: _____ ○ Why is this needed? ○ Who would this help / benefit? ○ Can this be a community activity (all benefit)? If not, how can it be distributed/ managed so that poor/vulnerable people can benefit?	Activities • Anything that is not their priority can be removed from the list. • Participants may group different priority actions up to the total block grant value (e.g. a shade house and paddy improvements up to a value equal to the grant). • Each priority item from updated list is reviewed using the following questions? ○ Infrastructure need: _____ ○ Why is this needed? ○ Who would this help / benefit? ○ Can this be a community activity (all benefit)? If not, how can it be	VF/ CCS trainees / YG / district team

Details: type 1 villages (Difference highlighted)	Details: type 2 and 3 villages	Resp.
- Will women, poor, vulnerable groups benefit? - Is there a climate risk? (e.g. flood); can it be reduced •After the detailed review, the group then discuss which of the items would be a high medium and low priority.	distributed/ managed so that poor/vulnerable people can benefit? - Will women, poor, vulnerable groups benefit? - Is there a climate risk? (e.g. flood); can it be reduced •After the detailed review, the group then discuss which of the items would be a high medium and low priority.	
Step 9. Group discussions on OTHER village development needs (not CLEAR).	Step 9. Group discussions on OTHER village development needs (not CLEAR).	
Group work – Other village development infrastructure. - Each group reviews the long-list on non-CLEAR needs. Anything that is not their priority can be removed. - Those remaining are reviewed in more detail. - Groups can also agree to add items if they are not already included, but a priority.	Group work – Other village development infrastructure. - Each group reviews the long-list on non-CLEAR needs. Anything that is not their priority can be removed. - Those remaining are reviewed in more detail. - Groups can also agree to add items if they are not already included, but a priority.	VF/ CCS trainees / YG / district team
Each item from the remaining list is reviewed using the following questions? - Infrastructure need: _____ - Why is this needed? - Who would this help / benefit? Will women, poor, vulnerable groups benefit? - Is there a climate risk? (e.g. flood damage) - How can the climate risk be reduced? The YG should use butcher paper to record the discussion. Ensuring each addition is explained so those that cannot read understand what was recorded.	Each item from the remaining list is reviewed using the following questions? - Infrastructure need: _____ - Why is this needed? - Who would this help / benefit? - Will women, poor, vulnerable groups benefit? - Is there a climate risk? (e.g. flood damage) - How can the climate risk be reduced? The YG should use butcher paper to record the discussion. Ensuring each addition is explained so those that cannot read understand what was recorded.	VF/ CCS trainees / YG / district team
•Step 10. Groups discuss village development priorities (not CLEAR)	•Step 10. Groups discuss village development priorities (not CLEAR)	
After the detailed review, the group then discuss which of the items would be a high medium and low priority. The purpose of this is to help start to think through their priorities. It is not a decision. Further prioritisation takes place in a following session.	After the detailed review, the group then discuss which of the items would be a high medium and low priority. The purpose of this is to help start to think through their priorities. It is not a decision. Further prioritisation takes place in a following session.	
Step 11 Prioritising village needs for livelihoods/ nutrition infrastructure under CLEAR		
Objective - Prioritisation list for infrastructure support under CLEAR. - Prepare/ update village VDP.	Objective - Prioritisation list for livelihood infrastructure support under CLEAR. - Prepare/ update village VDP.	
Report back from group work (CLEAR priorities) to the whole community Each group reports the priorities that fall within the CLEAR project.	Report back from group work (CLEAR priorities) to the whole community Each group reports the priorities that fall within the CLEAR project.	VF/ CCS trainees / YG /

Details: <u>type 1</u> villages (Difference highlighted)	Details: <u>type 2 and 3</u> villages	Resp.
The plenary discussion is led by the YG. This includes: - identifying items that were high priorities for all groups, and low priorities for all groups. - Identifying specific priorities raised by vulnerable groups/women groups. - Produce a list of priorities that the village agree on. This can be done with voting to ensure everyone has a voice. E.g., using a pocket chart - It is suggested that each person has several 'votes' e.g., each can have 5 stones. They may want to put all five stones to vote for their highest priority, or one stone for each of their five main priorities (or something in-between, e.g. 3 stones and 2 stones for 2 priorities). This is relevant as more than one infrastructure may be possible.	The plenary discussion is led by the YG. This includes: - identifying items that were high priorities for all groups, and low priorities for all groups. - Identifying specific priorities raised by poor groups/women groups. - Produce a list of priorities that the village agree on. This can be done with voting to ensure everyone has a voice. E.g., using a pocket chart. - It is suggested that each person has several 'votes' e.g., each can have 5 stones. They may want to put all five stones to vote for their highest priority, or one stone for each of their five main priorities (or something in-between, e.g. 3 stones and 2 stones for 2 priorities). This is relevant as more than one infrastructure may be possible.	district team
Step 12. Landscape approach – outlier villages ONLY. Prioritising Landscape approach Grey Infrastructure		
The same process is followed for the other VDP infrastructure needs.	The same process is followed for the other VDP infrastructure needs.	
Step 13. Prioritise development needs: NOT in CLEAR		
The same process is followed for the other VDP infrastructure needs.	The same process is followed for the other VDP infrastructure needs.	
Step 14. Share VDP list with District		
3-4 people are nominated to prepare to share their VDP with the district level. (assume CCS trainees as it is an opportunity to use leadership and communication skills).	3-4 people are nominated to prepare to share their VDP with the district level. (assume CCS trainees as it is an opportunity to use leadership and communication skills).	
Notes: (Hamlets)		
If this meeting was at a Hamlet level, then the results of this meeting are then reported to the village VDP meeting.	If this meeting was at a Hamlet level, then the results of this meeting are then reported to the village VDP meeting.	

5.2.1.3 Support to the VDP process

- A village facilitator (with good education in relation to the overall **community**) or **facilitators who** can speak/read Lao and speak the ethnic languages of their village, are selected, and receive training. The need for village facilitator(s) is announced at the orientation meeting. A list of volunteers is identified (through the VA, as well initial village and group meetings). The potential candidates are interviewed by the YG with district staff support.
- Young Graduates lead the community through the VDP process, with strong support from their technical counterparts.
- **DoAE**, DPI and DHO staff also support the VDP process.
- Mass organisation village representatives (Lao Women's Union, Youth Union) join and support the VDP.

5.2.1.4 VDP participant considerations

CLEAR requires the VDP to include the poorest households, women, ethnic groups, and other vulnerable groups (e.g., persons with disability) and to value their opinions and participation. Villages may have several ethnic groups including non-Lao-Tai groups, and the process must engage with all of these groups to ensure everyone participates and has a voice in decision making. There should be training on this for facilitators before the VDP process (this can follow on from the CCS training on discrimination).

5.2.1.5 Implementing the VDP process in the village

A village may have more than one community or hamlet. In this case the team judges whether to carry out the VDP needs analysis process (steps 1-9) separately by hamlet **and this needs to be coordinated among the village facilitators if there are more than one village facilitator assigned for the village**. The final discussions on prioritisation needs bring all the hamlets together if they are represented under the same VDP.

Table 5-3. Suggested approach to review and prioritise needs within group discussions.

Livelihood: Crops	1	2	3
Livelihoods need:	<i>Better drying of sesame</i>	<i>Dry season rice crop</i>	<i>...etc.</i>
Infrastructure need	<i>Drying pad</i>	<i>New irrigation scheme</i>	<i>...etc.</i>
Who would this help / benefit?	<i>All HHs</i>	<i>10 Paddy owners</i>	
How would this increase production	<i>Reduce losses</i>	<i>Increase dry season planting</i>	
How would this increase income?	<i>More product; available more quickly</i>	<i>30% more income</i>	
How would this improve nutrition (of child/ infants)?	<i>NA</i>	<i>More rice available throughout the year; can raise fish in the paddy</i>	
Is there a climate risk? (e.g. flood damage)	<i>Pad could be flooded;</i>	<i>Irrigation ditches can be damaged by rainfall/landslides</i>	
How can the climate risk be reduced?	<i>Build away from streams and depressions</i>	<i>Afforestation above risk areas; concrete lining.</i>	
Rate the priority	<i>Medium</i>	<i>Low</i>	
Livelihoods: Livestock			
<i>(same questions)</i>			
Livelihoods: NTFP			

(same questions)			
Livelihoods: Nutrition (incl. water supply)			
(same questions)			

- Crops includes subsistence crops, cash crops, fruit trees etc.
- Livestock includes ruminants, pigs, poultry, fish, and other aquaculture, etc.

(c5) Implementing VDP process, at the district

After the village prepared the VDP and project investment plan, representatives selected from the village present this at the District Planning and Coordination Meeting. The District Socio-Economic Development Plan is then prepared, including information from VDPs, there is then a Village Report Back and Validation Meeting before the Endorsement of the District Socio-Economic Development Plan.

5.2.2 Subcomponent 1.2: Community Capacity Strengthening (CCS)

5.2.2.1 Overview

Community Capacity Strengthening starts before the VDP (so the skills and learning can be used in the VDP).

This training targets village level leaders (both women and men) who lead various village-level committees that support development efforts in the community, e.g. the VSMC, CNG, and village facilitators. 20 participants are recommended. The expectation is for the training to be carried out in each prioritised village (1x 2-day training / village) (not all villages receive the training).

For batch-1, all villages were targeted. For batch 2, 132 villages will be prioritised, with a focus on type-1 villages

Table 5-4. B2 CSS priority villages

B2: Village Type-I	B2: Village Type-II	B2: Village Type-III	B2 Total	Remark
112	12	8	132	60% of 220 villages

The training gives key community members, including women and village facilitators the knowledge and skills to lead the community in forward-looking development that includes all groups in the village (poor, women, etc.). They are guided by the CCS *Community Driven Development Transformative Grassroots Leadership Training Manual*. This provides 9 training sessions using a range of methods including peer learning and multimedia techniques.

The training is a tool to develop the capacity of community leaders to be inclusive. When community leaders are strengthened to promote the empowerment of women, ethnic groups, persons with disabilities, youth, etc., they can lead the community's efforts in setting and reaching development goals that are more inclusive and effective at supporting the most vulnerable.

While this training aims at greater inclusion of all marginalized groups, the core focus is on the inclusion of women. It promotes women's inclusion, empowerment, and leadership through concrete actions that increase women's power and agency in community development. Building leadership competencies and self-confidence of women leaders is critical. The training includes women-only sessions where women leaders are have opportunities to build their capacities, there their roles, and actively take up leadership roles.

- Note that CLEAR will combine trainings with refresher training and practical demonstration when possible (it is observed there is a need to shift from one-off trainings, so that learning is better retained and applied).
- The CCS will be a priority in type 1 villages, and prioritised village will receive all the training sessions.

Summary of the CCS manual approach:

Goal	Develop the leadership capacities of grassroots institutions to advance inclusion (especially of non-Lao Tai ethnic groups) and women's empowerment in CLEAR project communities.
Objectives	• Develop the awareness, knowledge, skills, and commitment of grassroots leaders to help strengthen social inclusion and women's empowerment in community development activities. • Empower women committee members with the relevant knowledge, skills, and experiences that set them up for success as confident, effective, and resilient community leaders.
5 principles	Inclusion; Participation; Empowerment; Accountability; Transparency (see session 3).
Participants	Village level leaders (both women and men) who lead various types of village level committees
Approach	Participants to generate their own ideas and solutions. It guides participants through an action planning process to apply their knowledge and skills to work for inclusive development. Formal training sessions are followed with 1) coaching from community facilitators (Young Graduates) while learning by doing and 2) refresher trainings to review progress on the action plans. 3 sessions are specifically for women.
Methodology	Participatory adult learning. Techniques: discussion questions; brainstorming; small group discussion; explanations; group activities; group work; pair work; report backs; energizers; summaries.
Structure	9 sessions. Each has learning objectives, summary tables, steps.
Outputs	1) Village Inclusion Action Plan 2) List of proposed women's empowerment activities; accompanying action plans
Timing	Starts after committees have been formed, and before Village Development Plans (VDPs) are developed. Convenient time of day, especially for women. Avoid the planting season.
Evaluation	Post-training participant evaluation (annexed in grassroots leadership manual); Evaluation through CLEAR indicators.

5.2.2.2 Steps (summary from the CCS manual)

Table 5-5. CCS sessions and core training methods

Session	Session Topic	Details	(min)	Target
Day 1				
	Opening Activities	- Understand the objectives of the training - Explain the topics and agenda of the training - Feel comfortable with each other and the trainer - Understand the ground rules	50	Women and Men
Session 1	Understanding Leadership	- Explain the definition of leadership - Distinguish different leadership styles and qualities - Understand what makes a good leader	80	Women and Men
Session 2	Leadership and Community-Driven Development	- Explain Community-Driven Development values and how to apply these in community leadership - Understand the concept and practice of accountability - Begin to apply CDD values to their work as village leaders	75	Women and Men
	LUNCH		60	
Session 3	Discrimination, Exclusion, and Inequality	- Explain concepts of discrimination, exclusion, and inequality - Identify discrimination, exclusion, and inequality in their community - Explain the difference between sex and gender - Understand gender norms and their impact on the community - Reflect critically on social norms that are harmful to the community's development	105	Women and Men
Session 4	Planning for Inclusion	- Analyze the social situation of the community and create a vision for inclusion - Make an inclusion action plan - Consider the leadership skills needed to carry out their plans	55	Women and Men
• Day 2				
	Recap Day 1		15	Women and Men
Session 5	Communication Skills	- Understand the importance of good communication for effective leadership - Explain the different channels and components of communication - Practice communication skills such as public speaking and active listening	100	Women and Men
Session 6	Collaboration Skills	- Understand the importance of trust and teamwork in being an effective leadership committee - Continue to build trust and teamwork capacities with other committee members	45	Women and Men
	LUNCH		60	
Session 7	Self-Confidence	- Understand the importance of self-confidence for leadership potential and how to develop it - Have an increased awareness of women's entitlements - Develop self-awareness about strengths and weaknesses - Feel more positive about themselves	100	Women
Session 8	Resilience	- Understand the importance of resilience and how to develop strategies for resilience - Understand networking and how to network for support - Respond to challenges and practice self-care	60	Women
Session 9	Needs Identification and Planning	- Understand how to refer cases of gender-based violence - Identify and plan how to address the needs of women in the community	60	Women
	Closing Activities	- Complete an evaluation of the training by participants - Provide closing remarks	30	Women and Men

Village Facilitator (VF) training

A number of resources are used to train village facilitators (no facilitator manual has been developed specifically for all aspects of CLEAR):

The livelihood team use a “*Guideline For Village Youth Facilitator*”. This document guides facilitator teams to hold a village planning workshop to review food security and livelihoods strategies, and to make decisions about community micro-projects.

It is noted that the *Public Information and Awareness Services for Vulnerable Communities in Lao PDR (PIASVC) project Training of Trainers (ToT) manual. #1: Facilitation Skills*, is used as a training reference by the Capacity Building and Communication Officer (along with other management skill training resources). It includes a number of leadership training exercises, and supports local trainers to deliver participatory, gender-sensitive facilitation.

5.2.3 Subcomponent 1.3: Climate-resilient community infrastructure

5.2.3.1 Overview

- Grants are allocated to villages for climate-resilient construction or renovation of small infrastructure selected through the VDP process.
- The **World Bank block grant** infrastructure-activity is carried out through a participatory process: detailed design, procurement, construction, supervision, and formal hand-over to the community.
- In Batch-2, 45 villages (‘outliers’ to the SDC cluster villages) over 6 districts will receive “Grey infrastructure” as part of a landscape approach. This is selected from a list of pre-approved options during the VDP (participatory process).
- In Batch-2, green and blue infrastructure will be supported, based on technical needs. These are identified through the CRLP and the Blue infrastructure needs assessment.
- Type-I villages are expected to prioritize basic access infrastructure **from the World Bank block grant**, while type III villages prioritize livelihood production-related infrastructure.
- Formal handover of infrastructure takes place upon completion of the construction.
- Handover requires clear (financed) operation and maintenance responsibilities.
- A disaster risk reduction (DRR) approach (screening, siting, supervision, and maintenance) should be followed. Disaster Risk guidance in the infrastructure manual provides additional details to carry out risk assessments).
- Before the construction works, skilled workers from the village who already have basic construction skills attend short trainings at a local vocational school and receive a kit of small tools for the community.
- Villages are encouraged to use cash-for-work schemes for construction, unless hiring a contractor is required. (Note the GESI target that 25% of cash-for-work schemes for construction work are poor women with equal pay for equal work). VIT labour plans should ensure women and poor HHs have equal access and opportunity to work as casual labour).
 - Women should be given equal opportunity and encouraged to participate as community workers. Assignments for women should be made flexible to accommodate their skills, schedules, etc. and if necessary to provide training/capacity building support to them.
 - Contractors should be aware of/committed to expectations for equal opportunities for women (with flexibility – see above) before the contract signing and follow it during the implementation (consider adding a point to the contract). The CLEAR team needs to monitor this when monitoring the contractors’ work.

-
- Villages maintaining access and production roads may also set up regular road maintenance teams to support maintenance.
- Type-I villages are expected to allocate a larger share of the project grant to small basic infrastructure because they have higher needs for infrastructure such as improved road access and drinking water supply.
- The process for implementing small infrastructure used an approach of using paid community unskilled workers and skilled workers when appropriate (see small infrastructure manual). Where this is not possible a contract for works can be considered.

5.2.3.2 Suggested eligible infrastructure options for World Bank block grant infrastructure

The table below shows a range of possible **World Bank block grant** infrastructure. Communities are not limited to this list if they propose an option that meets the criteria (supports livelihoods, is climate resilient, is inclusive of vulnerable groups, is not in the ESF negative list) and has CLEAR approval. Type-I villages are expected to prioritize basic access infrastructure, while type III villages prioritize production-related infrastructure.

This revision of the PIM captures the updates made until July 2026. Meanwhile, readers should be aware further changes to the CRI manual, including the CRI inclusion and non-eligibility lists, are anticipated.

The table below has been updated following CRI learning during implementation of batch-1.

Table 5-6. Table showing possible options for climate-resilient community infrastructure

#	CRI activity/code	Description of CRI Activity	Climate Resilience Activities
A	Small Infrastructure (more suitable for type 1 villages)		
1	Rural road spot improvement (RSI)	• Soil compaction • Gravel/stone laying • Concreting at critical locations • Roadside drain improvement • Culvert improvement • Small cross drainage structures (pipes made of plastics, concrete & steel, stone masonry, gabion, RCC, composite) • Slope stabilization • Retaining walls • Alignment correction • Bio-engineering	• Elevation (Raising Road profile above flood level) • Enhanced Drainage (upsizing capacities) • The location should be away from the landslide area • Land slide stabilization • Surface Pavement Material (Concrete in steep/eroded areas) • Bio-engineering (Grass planting on slopes) • All the design will be aligned with MoPWT in the spot improvement design
2	Side drainage construction (SDC)	• Concrete/ stone masonry construction at the side drain	• Upsize drain capacity for high-intensity rainfall • Masonry/concrete lining to prevent water erosion • Bio-engineering on drain slopes • The mitre drain is required for long slopes to reduce the erosion along the side drain to the lower area,
3	Timber bridge construction (TBC)	• The structure is either timber, or can be a combination of concrete and timber. Normally columns are concrete and the superstructure is timber	• Raise deck clearance above High Flood Level (HFL) • Deepen abutment foundations against scouring • Use water-resistant treated timber • Strong tie-downs to protect against heavy wind/storms

#	CRI activity/code	Description of CRI Activity	Climate Resilience Activities
4	Timber bridge improvement (TBI)	Mostly improving older community bridges. It includes replacing the deck, guide rails or running strips.	- Elevate existing deck above HFL - Reinforce substructure against increased river flow - Replace vulnerable parts with durable materials
5	Culvert pipe construction (CPC)	For large cross drainage works. Construction uses concrete cells, and the head wall is built to protect against the soil sliding down to the culvert outlet.	- Upsize pipe diameter to handle extreme flood volumes - Install concrete headwalls and wingwalls - Add downstream riprap/aprons for scour protection - The design of the cell of the concrete should longer than the foundation of the road bed - Install upstream debris traps
6	Causeway without pipes or ducts (CwoPD)	For small cross drainage with low water level not higher than 50 cm	- Deep cut-off walls to prevent undermining - Thickened concrete slab to resist high water velocity - Downstream stone pitching/apron
7	Causeway with pipes or ducts (CwPD)	For cross drainage with high flow	- Upsize embedded pipes for higher flow - Deep cut-off walls (upstream and downstream) - Heavy downstream scour protection (Gabion/Riprap)
8	Road weir construction (RWC)	Multi-purpose weir with bridge on top	- Robust stilling basin to dissipate high energy flow - Gabion/Masonry bank protection (upstream & downstream) - Overflow spillway designed for extreme flood events
9	Suspended bridge construction (SdBC)	Bridge with anchoring structure	- Install wind guy ropes to resist severe storms - Raise deck safely above maximum flood levels - Protect anchor foundations from riverbank erosion - Anti-corrosion coating for steel cables (weatherproofing)
10	Suspension bridge construction (SsBC)	Bridge with tower and anchoring structure	- Deep tower foundations below scour depth - Aerodynamic deck design or storm tie-downs - Anti-corrosion coating for steel cables (weatherproofing)
11	Suspension bridge improvement (SsBI) or innovation	Maintain the existing cable bridge by replacing some part of the bridge	- Retrofit with wind guy ropes - Strengthen tower bases against erosion/floods - Elevate approaches if in flood zones
12	Composite bridge construction	Bridge constructed from concrete, masonry, gabion, timber and steel materials	- Raise elevation above historical flood marks - Heavy scour protection at piers and abutments - Use non-corrosive, durable composite materials
B Water supply for irrigation (more suitable for type 1 villages)			
1	River bank protection construction (RBC)	- Protection of irrigation system including paddy and agricultural land from soil erosion along the river banks <i>(Note this is specific to irrigation; more general riverbank protection is part of the non-eligible list).</i>	- Deep-rooted bio-engineering (planting local resilient trees/grass) - Gabion boxes or masonry with proper weep holes (relieve water pressure) - Toe protection to prevent undercutting
2	Weir construction (WC)	The construction of a concrete dam to store and direct water to irrigated water channels.	- Increase spillway capacity for flash floods - Deep foundations with seepage control (cut-off trenches) - Extended downstream scour apron

#	CRI activity/code	Description of CRI Activity	Climate Resilience Activities
3	Weir improvement (WI)	To repair the existing weir or dam or channel	- Widen/lower spillways to handle larger volumes - Reinforce weak structures with reinforced concrete - Repair/add downstream energy dissipators
4	Concrete canal construction (CCC)	To repair the existing weir or dam or channel	- Include expansion joints for extreme heat (Heatwave resilience) - Raise freeboard height to prevent overflow during heavy rains - Slope stabilization of outer banks
5	Concrete canal improvement (CCI)	The design should be considered on the concrete lining and the HDPE pipe	- Line the leaking sections to conserve water during droughts - Add cross-drainage structures so storm runoff doesn't destroy the canal - Replace by the HDPE pipe
6	Gravity-fed Irrigation improvement (GWII)	Irrigation system using pipes; design for 2 water tanks (irrigation and water for household use)	- Bury pipes $\geq 50\text{cm}$ to protect from heatwaves and forest fires - Install air valves and washout valves to prevent pipe bursting - Upgrade intake to resist flash floods
7	Gravity-fed Irrigation construction (GWIC)	Irrigation system using pipes; design for 2 water tanks (irrigation and water for household use)	- Deep trenching for HDPE pipes ($\geq 50\text{cm}$) - Catchment area protection (fencing/reforestation) - Robust concrete intake weir
8	Retention pond construction (RPC)	Water storage pond. stores water for agriculture or watering animal (Drought and dry pond)	- Increase depth to minimize evaporation during severe droughts - Plant shade trees along banks to cool water - Construct emergency spillway for heavy rainfall
C Water for community (more suitable for type 1 villages)			
1	Integrated water system and irrigation construction	The R.C concrete intake, water pipeline system, and water reservoir consist of two parts: water for household consumption with a filtration system and water for irrigation without a filtration system, and there is a Water valve house to control the release of water to each line.	- Bury transmission lines $\geq 50\text{cm}$ (prevent heat/fire damage) - Construct larger storage tanks to reserve water for dry seasons Protect spring source from landslide risks
2	Integrated water supply and irrigation construction improvement (GWI)	Repair the R.C concrete intake, the water pipeline system, and build a new water reservoir consisting of 2 parts: water for household consumption with a filtration system and water for irrigation without a filtration system, and there is a Water valve house to control the release of water to each line.	- Relocate exposed pipes underground - Increase reservoir capacity for drought resilience - Reinforce intake against flood debris
3	Drilled well construction (DWC)	The well drilled by machinery for deeper well. Well to be constructed following minimum national specification (e.g., minimum depth for dry season design flow; fully lined, screening with gravel pack; minimum bore 150mm, etc.	- Raise wellhead/pump above maximum flood levels - Concrete apron sloped away from well to prevent flood contamination - Deepen well to reach reliable aquifers during extreme droughts
4	Shallow well construction (SWC)	Max 5m deep (average 2-3m wide)	- Raise well lining above ground level to stop surface flood water - Sealed covers to prevent contamination - Construct proper drainage around the well

#	CRI activity/code	Description of CRI Activity	Climate Resilience Activities
5	Community water supply (CWS)	Water supply system with pumps	• Install solar-powered pumps (resilient to grid failures/storms) • Elevate storage tanks and pump houses above flood zones • Surge protection against lightning
D Energy (more suitable for type 1 villages)			
1	Solar pump installation for irrigation (SP)		• Heavy-duty mounting frames to withstand severe windstorms • Install panels and electronics above flood level • Proper grounding and lightning, surge arrestors
2	Electricity installation	Transformer 0.4 KV + distribution line is the limit. (survey and design by Laos electric company (EDL))	• Deep and reinforced pole foundations (resist waterlogging/wind) • Wind-resistant poles and fixtures • Clear right-of-way (e.g., trees on the transmission line path) to prevent storm damage.
E Self Help Group (SHG)			
1	Seedling nursery construction (SNC)		• UV-resistant netting/poly film • Strong structural framing with wind bracing • Raised nursery beds and good perimeter drainage
2	Green house construction (plastic or steel cover)		• Strong steel/bamboo bracing with deep anchors/tie-downs for storms • Roll-up sides for ventilation during extreme heatwaves • UV-stabilized covering materials
3	Drying platform for agricultural products (DP)	Concrete floor and the fencing to prevent animal access to the area ; drainage system around the floor and the gate	• Raised platform to avoid flood water and dampness • Adequately sloped surface for rapid water runoff • Integrated drainage channels
4	Community agricultural market (CM)	The building includes a concrete floor, toilet, and a roof.	• Raised floor level above historical flood marks • High ceiling (3.5m) for optimal natural ventilation (Heatwave resilience) • Strong roof trusses and tie-downs for strong winds
5	Animal food processing house (AFP)	• The building included floor, wall, roof and a drying place Processing tools are: • Cutting machinery • Mixing • Milling machinery	• Increase ceiling height (3.5m) and add louvers for heat reduction • Raise foundation to prevent water ingress • Secure roof attachments against severe storms
6	Weaving house (WH)	• The building for preparing thread, and for weaving cloth. The room for includes a floor, a roof and the equipment/area for dying thread, and a toilet.	• High ceiling (3.5m) to maintain comfortable working temperature • Large windows/louvers for cross-ventilation • Flood-resilient raised flooring
7	River weed processing house (RPH)	• The building consisted of the roof for cleaning and packaging river weed.	• Moisture-proof raised foundation • High ceiling (3.5m) for heat dissipation • Apply low-heat absorbing paint on the roof
8	Seed storage with drying platform (SS)	• The building included a concrete floor and 3 rooms, and there is drying space and the toilet. The roof is aluminium. • The tools for supporting activities include a drying oven	• Completely sealed and moisture-proofed lower walls (flood resilient) • Heat-insulated roof or high ceiling • Elevated drying platform to ensure rapid drying even in humid periods
9	Pig house	• Shed/ housing with electric system and water system	• The location must be on high terrain to prevent the house from flooding

#	CRI activity/code	Description of CRI Activity	Climate Resilience Activities
			• There can be more than one pig house / location to prevent disease / virus outbreak • the number of pig houses will be based on the number of SHG members
10	Abandoned paddy field improvement (API)	<i>(Note that the non-eligibility list below does not allow for paddy field expansion)</i>	• Reshape and strengthen field bunds (embankments) to withstand flash floods • Construct/improve drainage channels to quickly drain excess water during heavy storms • Land leveling to ensure efficient water use and retention during dry periods • Bio-engineering (planting vetiver/local grass on bunds) to prevent soil erosion
F Community Nutrition Group (CNG)			
1	Nutrition house construction type 1 (NH)	The nutrition house building includes: a large meeting room, a storage room, 2 bathrooms, a sink, a stove with a chimney, a sink, a tiled floor, a zinc-aluminium roof, and a staircase with ramps for the disabled. There is a drainage system.	• High ceiling (3.5m) and large louvered windows for optimal cross-ventilation (Heatwave resilience) • Raised floor level to prevent inundation during localized flooding • Strong roof trusses with secure tie-downs/bracing against severe windstorms • Washable and moisture-resistant floor finishes for post-flood hygiene
2	Nutrition house construction type 2 (NH)	Similar to the Nutrition house construction Type1, but without a ceiling, in case of budget constraints.	• Raised floor level to prevent inundation during localized flooding • Strong roof trusses with secure tie-downs/bracing against severe windstorms • Washable and moisture-resistant floor finishes for post-flood hygiene
3	Nutrition house construction type 3 (NH)	Like the Nutrition house construction Type1 but no ceiling and Block wall instead of Wire net wall, Suitable for areas with cool climates.	• Raised floor level to prevent inundation during localized flooding • Strong roof trusses with secure tie-downs/bracing against severe windstorms • Washable and moisture-resistant floor finishes for post-flood hygiene

5.2.3.3 None-eligible infrastructure options

Non-eligible infrastructure under the CLEAR project includes³¹:

- Rural road networks that are under the responsibility of the Ministry of Public Works and Transportation
- Schools and health centres
- River embankments (are complex projects /cover several villages)
- Irrigation canal lining (as exposed to landslides) *(note the blue infrastructure includes irrigation, and so eligibility of irrigation /design may be updated as guidelines are developed).*
- Village infrastructure specifically serving the expansion of previous village facilities due to the arrival of households relocated less than four years before or planned for relocation.

Specific livelihood infrastructure that is not eligible is listed in the table below:

³¹ From PAD

Table 5-7. Further livelihood activities not included under component 1.3

Item	Reason for exclusion
Market	Complex to design to avoid under-use of facilities (agricultural market support can be considered if linked to livelihood activities).
River embankment	Complex-multi-village actions (outside CLEAR scope)
Irrigation canal lining	These can be exposed to landslide risks (see above re. blue infrastructure)
Expand paddy fields	Focus is on improved intakes to stabilise production (not increase area) (note this might however be considered under green infrastructure/ EbA).
Maize/rice mills	Group members should invest in these individually or in their groups

The revised CRI manual is a further reference on eligible and not eligible CRI.

The following negative list also makes options “Non-Eligible” due to environmental/social concerns (ESMF):

Note, the ESF negative list is under further revision (as of April 2026). The new-revised ESF negative list in the updated ESF guidelines will be the key reference once approved by the World Bank.

Table 5-8. Negative list (summary of ESMF annex 2A – see ESMF for full details)

#.	Negative List
1	Proposed activities are located in areas designated as protected areas or biodiversity conservation areas, as defined by the Government of Lao PDR (GoL).
2	Necessitate land acquisition that affects more than 200 persons or 20 households.
3	Proposed activities that may adversely affect the integrity or productivity of collectively owned Indigenous Peoples (IP) land are not eligible. Civil works may be carried out adjacent to such land, provided that they do not impact collectively owned IP land, including its integrity or productivity.
4	Affect physically a cultural or archaeological site that are of special spiritual significance to local peoples and communities such as forest, temple, sacred site like trees, rocks, grounds, etc.
5	Involves restricted access to natural resources, resulting in adverse impacts on the livelihoods of local people?
6	Involves primary production or harvest of living natural resources.
7	Purchase of guns; chain saws; asbestos, dynamites, destructive hunting and fishing gears and other investments detrimental to the environment.
8	Purchase of pesticides, herbicides and other dangerous chemicals that are prohibited from use under Lao's national regulations.
9	Projects that will use or induce the use of hazardous materials (including asbestos) or any banned chemicals. Or Projects that involve the use of hazardous materials (including asbestos) or any banned chemicals are not eligible.
10	Forestry operations, including logging, harvesting or processing of timber.
11	Unsustainable use, harvesting, or largescale commercialization of non-timber forest products (NTFP ³²).
12	Introduction of non-native species, unless these are already present in the vicinity or known from similar settings to be non-invasive.
13	Significant conversion or degradation of natural habitat or where the conservation and/or environmental gains do not clearly outweigh any potential losses.
14	Production or trade in any product or activity deemed illegal under Lao PDR's laws or regulations or international conventions and agreements, or subject to international bans.
15	Labour and working conditions involving harmful, exploitative, involuntary or compulsory forms of labour, forced labor ³³ , child labor ³⁴ or significant occupational health and safety issues.
16	Trade in any products with businesses engaged in exploitative environmental or social behaviour.

³² Note that CLEAR provides education/activities to support sustainable NTFP use, particularly around foraging for nutritious food where it does not negatively impact on the environment.

³³ Forced labour means all work or service, not voluntarily performed, that is extracted from an individual under threat of force or penalty.

³⁴ Harmful child labour means the employment of children that is economically exploitive, or is likely to be hazardous to, or to interfere with, the children's education, or to be harmful to the child's health, or physical, mental, spiritual, moral, or social development.

#.	Negative List
17	Subprojects that require full Environmental Impact Assessment (EIA) will not be funded.
18	Construction of health centre and school buildings, which are not directly contribute to improved livelihood and nutrition outcomes and covered by other projects.
18	The village has been resettled for less than 4 years or if the village plans to relocate to another place in the next four years
20	Village infrastructure that specifically serves expansion of previous village facilities due to the arrival of households relocated less than 2 years prior or planned for relocation is another non-eligible activity.

5.2.3.4 ESF – screening process

For each prioritised small infrastructure, a screening tool (see ESMF manual) must be applied to see which measures should be taken to minimise any possible negative impacts. (see Chapter 8: *How to implement the ESF*).

5.2.4 Additional small-scale CRIs under the Landscape Approach (SDC)

5.2.4.1 Overview

The landscape approach will support Grey infrastructure based on VDP prioritisation, and Green-Blue-infrastructure based on the CRLP and a water/irrigation needs assessment.

5.2.4.2 Suggested eligible infrastructure options

The diagram below is for eligible infrastructure, based on the initial landscape approach design. This may be updated as the GREEN ETA and BLUE ETA develop guidelines.

GBG-CRI selection is based on a technical survey with priorities limited by the technical guiding documents. Technical proposals will be submitted to communities for endorsement.

The ESF negative list and E&S screening apply to all GBG-CRI regardless of the technical selection route.

Types of landscape approach activities within GBG-CRI, EbA and ICBWM are shown by category in the diagram below:

Figure 5-6. Landscape approach activities

Climate-Resilient Infrastructure			Ecosystem-based Adaptation (EbA)		Integrated Community-Based Water Management	
GREEN CRI	BLUE CRI	GREY CRI	EbA focus	EbA activities	ICBWM focus	Examples of ICBWM activities
Terracing of sloping lands	Construction and renovation of irrigation systems, including headworks, weirs, river diversions, bunds etc.	Shade houses	Watershed conservation and soil conservation	Reforestation of slopes and ridges	Participatory water resource planning and monitoring	priority sites for water storage, protection and restoration
Levees and other reinforcement of river banks		Drying platforms		Terraced and contour planting (can also be green CRI)		record-keeping to support adaptive management;
Roadside slope protection and drainage channels		Post-harvest storage buildings		Protection of vulnerable areas (e.g., gullies, springs) ;	Repairs and maintenance	Irrigation structures (can also be BLUE CRI)
Contour planting (grass, bamboo, perennial crops)		Animal housing and shelters		fish conservation areas		drinking water systems (can also be BLUE CRI)
Slope stabilisation using fascines, palisades, (bundles or branches, wooden stakes); geotextiles		Compost and manure units	Management of riparian zones (river banks; wetlands)	stabilisation of river banks	Introducing, testing, documenting and scaling up the use of new water resources for agricultural and household use	Groundwater (can also be BLUE CRI)
Construction of check dams & slope protection in gullies		Retaining walls on terraced plots (coordinated with green infra)		wetland restoration		Rainwater harvesting (can also be BLUE CRI)
Restoration and protection of traditional water bodies		Paddy field improvement (coordinated with blue infra)		buffer zones to filter run-off		spring protection
		Fish ponds and refuges (coordinated with EbA)	Agro-forestry promotion	nurseries for tree crops		small storage ponds
				fuelwood plots	New water management technologies	improved surface-water diversion systems
			Livestock management	management plans for commercial species		drip and sprinkler irrigation
				Terraced fencing to control grazing		mulching
			Non-Timber Forest Products (NTFP) Management	fodder grass plots,		contour bunds
				medicated salt licks and other animal health interventions.		infiltration trenches
				zoning and sustainable harvesting of mushrooms, bamboo and rattan, cardamom and other medicinal plants etc.		water metering
	Rainwater harvesting at different scales				Establishment of groups (eg. village water management committees, water user groups)	solar or gravity-fed pumps
						water-saving cropping practices.
						To coordinate among different water users to promote equitable and conflict-free water sharing arrangements and prevent water contamination

All CLEAR infrastructure, including that under SDC funding follows the World Bank ESF approach. Of note, the ESF process is designed to protect the environment so discourages implementation in areas designated as protected areas, or biodiversity conservation area. Some activities in the landscape approach may help such areas with conservation. E.g., restoration of water bodies, fish refuges, and so the application of the ESF would need review in such cases.

5.2.4.3 ESF – screening process

For each prioritised small infrastructure, a screening tool (see ESMF manual) must be applied to see which measures should be taken to minimise any possible negative impacts. (see Chapter 8: *How to implement the ESF*).

5.2.5 Infrastructure-related climate resilient considerations (Component 1.3)

Technical evaluation of flooding / landslide risks	• Irrigation, roads, and water supply infrastructure can be affected by flooding and heavy rainfall. Design and siting of infrastructure must be in consideration of increased risks of flood and land slide resulting from climate change.
Water supply	• Consider catchment protection: classify land as protected forest to avoid deforestation and reduction in water flow (as well as protecting water quality). • Water supply also needs to be designed to account for low-flow extremes in the dry season influenced by changes in climate. • Design and construction must consider risk to damage from flooding and debris to intake and poorly buried pipelines.
Irrigation design	• Design needs to consider frequency/ magnitude of floods/stream flow in-light of climate change to avoid weir damage and broken pipes, e.g., at stream crossings. • Design to account for low-flow extreme in the dry season influenced by changes in climate. • Irrigation design should include fish passes (to reduce environmental impact and support a source of nutrition/protein). • Irrigation design process may take longer than 1 year to enable monitoring of flows and disaster risks.
Road improvements	• Design should consider improved surface drainage, side drains and related O&M in consideration of more extreme weather conditions associated with climate change. Should also consider catchment management to avoid landslide risks). • Bridges must consider high-water level increases and load on structures from water flow and debris carried in the water.

5.2.6 Gender in infrastructure activities (including activities from the GESI action plan)

- VDP process promotes the active engagement of women in planning and decision making.
- CCS process supports both women and men to develop leadership skills and includes some women-only modules (other modules are for both men and women).
- VSMC (primarily women) manage the village bank account, used for the infrastructure activity.
- The infrastructure activity includes employing workers, which promotes ensuring poor /women have an equal opportunity for income through labour work.
- CLEAR designs communication materials that are effective at reaching women (including non-Lao-Tai), which includes reaching those who are illiterate.

Monitoring includes gender indicators (see section 7). Each project objective indicator is considered in terms of % of the women and % of non-Lao Tai benefiting. The Gender and Social Inclusion Action Plan (summary in annex 3) includes a number of gender-related indicators for each component.

5.3 Component 2. Community livelihoods enhancement

5.3.1 Subcomponent 2.1: Development and management of Self-Help Groups (SHGs) and Producer Groups (PGs)

5.3.1.1 Overview

The livelihood manual details the steps for setting up and supporting/training SHGs and PGs.

- A village meeting about SHGs is held, and poor households are encouraged to attend.
 - The project team (Young Graduates, District agriculture and livelihood staff) explain the SHG concept.
 - “Self-help” is where households in the community benefit from knowing each other, knowing each other’s strengths and weaknesses, and helping each other during planting, harvest, livestock raising, and sharing experiences and solutions.
- Setting up SHGs starts early in the project cycle as communities need to think about community and HH level livelihood priorities for the VDP.
- In type I (poor) villages the SHGs do not do saving or credit (but do benefit from the seed grant). [They can later graduate to be a type II SHG with saving and credit \(see below\).](#)
- In type II and III villages (less poor, more market access), SHGs do saving and credit activities. The group save together and can then loan the saved money, either within the SHG (borrowing) or to another SHG (inter-lending).
- Elected members from each SHG (three per SHG group) form the VSMC. The VSMC committee members represent all SHGs and get training in group management, record keeping, and fund rotation.
- SHG members prepare Family Investment Plans (FIPs) which are used to prepare the SHG micro investment plan.
- The SHG micro investment plan is submitted by the VSMC to request a seed grant from the project. This seed grant can then be used by the SHG HHs for livelihood activities from their plans:
 - In type I village the SHG HHs repay the principal over 12 months ([maximum](#)), but there is no interest. The loans are expected to support basic food security and income needs.
 - In Type II and III villages the SHG HHs make repayments over 12 months ([maximum](#)), with interest.
 - [In all villages, SHG HHs are encouraged to make regular repayments, and have activity-based loan periods \(i.e., if the asset \(e.g., fattened pig\) is sold within six months then the loan should also be paid in that period\).](#)

SHG members should follow five common principles (see livelihood manual for details):

- Regular ([monthly](#)) meeting
- Regular ([monthly](#)) savings
- Regular inter-lending
- Regular on-time repayments
- Regular updating of books of records

5.3.1.2 PG group formation

More details are provided in the Livelihood manual.

- CLEAR will support at least one producer group in one village per district, with more convenient market access (road, phone signal...). [More than one PG group per district can be considered \(as noted in the project cycle \(chapter 4\), based on the needs assessment conducted by the livelihood](#)

team. For example, where different products may each benefit from having specific producer groups, or where there is seen to be an economic advantage from bulking goods, or having increased voice as a group in the market.

- Activities will extend to neighbouring villages to benefit from economies of scale.
- The villages will be selected, and the PG will be established after the successful completion of one SHG seed grant loan cycle.
- There will only be producer groups in batch 1. (There is no plan for producer groups in batch 2, as there is limited time following the first rounds of SHG groups for SHG performance assessment and PG support).
- All types of villages (type1-3) can be considered for producer group support, and are assessed on their IGA potential (e.g., production and marketing that would benefit from group support).

5.3.1.3 SHG Training

As noted in the project cycle chapter, modular training includes:

- Module 1: What is Poverty, Reasons of Poverty, Impacts of Poverty, Vicious cycle of Poverty and how to come out of Poverty.
- Module 2: Self Help Group (SHG) and Group Management.
- Module 3: Finance Management, Books of Records and Bookkeeping.
- Module 4: Livelihood Activities (technical training 2-3 days), Family Investment Plan (FIP) and Micro Investment Plan (MIP).
- Module 5: ESMF and Climate Resilient Activities

The modules are adapted for Type 1 villages:

- Module 1: What is Poverty, Reasons for Poverty, Impacts of Poverty, Vicious cycle of Poverty and how to come out of Poverty. (Content will be oriented towards food production, food availability and year around food consumption)
- Module 2: Self Help Group and Group Management (No Savings, credit will be provided with no interest)
- Module 3: Record Keeping e.g., Meeting Minute Book and Simple transaction recording.
- Module 4: Individual Micro Plan and SHG Micro Plan, Orientation on Package of Practice, Rearing Practice and Climate Smart Practices

Only one PG per district will be established, therefore, exposure visits of PGs will be organized to best practice sites, markets, and related manufacturing units.

5.3.1.4 Suggested livelihood options for SHGs

The table below has suggestions for possible income generation activities for SHG households under various livelihood options (SHG households may identify and adopt different livelihoods activities as per the knowledge, experience, and convenience). As noted, this **list will be expanded** based on village profiles and in consideration of district plans and ongoing development of SHG approaches.

Table 5-9. Suggestions for SHG livelihoods

Example Activity	Comment
Home plot garden	
Animal fodder	SHG members should have enough land and cattle or buffalo, otherwise CLEAR will not support fodder.
Animal raising: poultry	Can be in type 1; but need to consider costs of poultry feeding needs
Animal raising: pig	Need to consider feeding costs
Animal raising: frogs (need feed)	Need to consider feeding costs
Animal raising: Goat (supports Nutrition activity)	Link to CNG/ Nutrition activity
Fish - Tilapia (eat grass; raise in natural pond)	Link to CNG/ Nutrition activity
Vaccine chain management	Can support livestock activity
Seedling nursery	If for commercial sale, less suitable for type 1
Cattle pen (e.g., if cattle part of PG Nayobai Loan)	(Risk – cattle are not targeting poor)
Horticulture crops	
Fruit trees	Can be type 1 (can combine with shorter term food security activity)
NTPP	Depends on local availability
Improved rice production	
Handicraft	Depends on local skills

(This table can be reviewed and updated based on village profiles and other relevant data, for example small processing activities).

5.3.2 Subcomponent 2.2: Income generation and food security capacity building

5.3.2.1 Overview

This activity builds capacity among district agriculture and livelihood officers and livelihood young graduates (LYG), who then deliver training to SHG members on diversified income generation activities and food production activities. During the first year of implementation, the project will develop a new series of technical training modules (including IEC materials, audio-visually) and training methods. Existing training materials developed / adopted under MAE will be complemented with new modules prepared with support from experts from open market or university teams, as acceptable to MAE. There will be a focus on climate smart agriculture (CSA).

CSA training to support IGA activities

Example of climate-smart agriculture training topics that are anticipated include:

- Diversification of activities (e.g. several cash crops; several crop varieties; crops and animals) (diversification is a basic climate-smart agriculture measure).
- Adapted agricultural calendar in the event of climatic event.
- Use of seeds from climate change-resilient varieties.
- Wet and Dry method of productivity enhancement technologies/practices
- System of Crop Intensification, Direct Seeded Rice, Line Transplantation.
- Nature Based Solutions.
- Animal feed and fodder production from locally available sources.
- Erosion Control Measures.
- Use of Animal Manure, Vermicompost, NADEP compost.
- NTPP sustainable harvesting or cultivation and the reduction of post-harvest losses.
- Integrated Nutrient Management.
- Integrated Pest Management.
- Local level processing and value addition to improve marketability.

- Prevention of animal diseases and mortality reduction through timely vaccination.
- Early Warning and Response System.

It is expected that training can take place in a local central location so that district agriculture and livelihood officers and YGs from neighbouring districts can join together. Regular refresher training should be provided.

Activity-wise Village level livelihood training and demonstrations for participating SHG members will be organized at the village level.

CSA topics that support the landscape approach

Under the landscape approach (six target districts) further CSA support will be provided under a National Technical Assistance (NTA) contract. This will include a survey of current knowledge, attitude and practice related to CSA within the relevant CLEAR staff, and also in target communities. Following this, CSA training materials and extension materials will be reviewed and updated (this includes educational tools and media used to transfer research-based information, new technologies, and improved practices to farmers).

In close cooperation with the EMO (to coordinate training), the NTA-CSA will conduct workshops for CLEAR staff at national and district levels (ToT).

Field staff/ YGs will then train on CSA in villages.

Specific CSO training will be in batch-2, in six districts (Landscape approach targeted villages). This will include:

- Post-harvest crop storage, and the use of hermetic bags for seed saving.
- Community-based forest management
- Sustainable collection and community management of NTFPs.
- Use of weather forecasts for crop management.

5.3.2.2 Institution building training steps

- Capacity building training begins after the [orientation training for](#) District Agriculture and Livelihood Officers and Livelihood Young Graduates about the CLEAR objectives.
- Initial training takes place before field activities begin (to ensure capacity in group formation and adoption of five principles of SHGs and functions of VSMC).
- For batch 1, the schedule for training depends on when the training modules are adapted/finalised. For batch 2, training should take place after orientation.
- Multi-media peer learning otherwise called as audio-visual shows (videos are developed by community members) is also applied as a training technique under this activity (sharing practical learning from field activities).

5.3.3 Subcomponent 2.3: Delivery of project grants and management of productive assets.

5.3.3.1 Overview

- SHGs are eligible for support via project seed grants following submission of a micro investment plan (MIP). SHG HHs in type II and III villages that receive funds via the seed grant repay the principal and interest. HHs in type I villages that receive funds **upon submission of a simple micro-plan** via the seed grant repay the principal only. The SHG members in the type 1 village will not pay any interest on the seed grant loan.

- PGs and local input suppliers are eligible to receive loans (via project seed grants) on approval of a market-oriented business plan.
- The financial processes for the SHG and PG group seed grants and loans are summarised in chapter “4.4.2 (b) Village-level finance management”.
- Producer groups may also take the option of applying for a loan from the [Rural Development Bank](#) (Policy Bank).
- Producer Group investment might include digital weighing equipment, digital moisture meters, storage space for aggregated produce, transportation of outputs, bulk feed preparation and supply, installation of drip irrigation systems, vaccines, housing materials, marketing meetings expenses.
- SHGs and PGs are supported with productive assets such as drying platforms or storage and processing space to manage, collect user fee for operation, and continuous repair and maintenance.

5.3.3.2 Type 1 villages SHG

Type-I villages SHGs engage in food production to have adequate food for consumption and income generation. They do not participate in savings and credit activities. [However, saving can be introduced in these villages where SHG members are voluntarily initiating their saving and inter-lending \(This will be monitored and assessed by the livelihood team, which can lead to a systematic approach to decisions on graduation from type 1 to type SHG \).](#) (They are primarily a group through which food production needs are identified and which receives agriculture (crops, livestock, etc.) inputs or individual seed grant loan as per convenience and related training).

Therefore, the process for support to SHGs in type-I villages is:

- Type-I SHGs are formed (same process as type II and III villages)
- Type-I SHGs develop an individual Micro Plan and SHG Micro Plan (with priority on food production if they have food insecurity and lack access to markets to sell produce and buy food)
- The VSMC applies for/ receives the seed grant money (same process as type II and II villages).
- Seed Grant is disbursed to the type I SHG. The fund should be repaid [over a maximum of 12 months](#). There is no interest to be repaid.
- The SHGs also receive training, demonstration and handholding support for food production. The district agriculture and livelihood officer, LYGs should identify the training needs based on the food production activities of SHG households in type-1 village. Training can be provided through the district agriculture and livelihood officer, [DoAE](#) or other options that the team identify.
- Timing for support for food production and income support for Type-I villages is after the VDP so that it is part of the village plan.
- [\(as noted above, type-1 SHGs can start savings if they want to, and can graduate to a type-2 SHG \(see details in other chapters\). This will be based on an assessment by the livelihood team looking at the capacity of the committee, inter-lending and loan management, to systematically identify which SHG 1 can graduate to SHG 2. in these cases the process for type-2 SHGs then applies\).](#)

5.3.3.3 Local input suppliers

- Loans for local input suppliers is an activity under sub-component 2.3.
- Local input suppliers can be a local supplier, or a producer group. An example activity is to produce and sell seeds, which can boost supply to the project as well as support livelihoods.
- These may be local producers of agricultural inputs (seed, seedling, young animals) or agri-entrepreneurs.

- There can be more than one local input supplier per district. It is considered that 5 LIS per district, if scattered across the target villages, is a good number of LIS to supply inputs to SHGs.

5.3.4 Additional: Ecosystem based Adaption (EbA) and Integrated Community Based Water Management (ICBWM)

5.3.4.1 Ecosystem-based adaptation (EbA)

The landscape approach includes Ecosystem based Adaption (EbA). This will be implemented in 10 clusters of villages with similar landscapes, across 6 selected districts.

Ecosystem-based adaptation involves the sustainable management, conservation and restoration of ecosystems, thereby reducing vulnerability to climate change at the same time as maintaining or enhancing productivity.

During set-up, External Technical Assistants (consultant contracts) will develop training materials, guidelines and extension material on EbA. With the support of the Green ETA, the EMO trains the DCRO-Adaption and the CR-YG on the training modules and related material. This training will later be used in communities selected for EbA activities.

A Climate Resilience Landscape Planning (CRLP) approach will be led by an NTA. This process of community consultation, resource mapping and risk assessment will identify and prioritise EbA actions. Such actions can include:

Watershed conservation and soil conservation.	Reforestation of slopes and ridges, terraced and contour planting, designation and protection of vulnerable areas (e.g. gullies, springs).
Management of riparian zones..	Fish conservation areas, stabilisation of river banks, wetland restoration, buffer zones to filter run-off.
Non-Timber Forest Products (NTFP) Management.	Zoning and sustainable harvesting of mushrooms, bamboo and rattan, cardamom and other medicinal plants etc.
Agro-forestry promotion.	Nurseries for tree crops, management plans for commercial species, fuelwood plots.
Livestock management.	Fencing to control grazing, fodder grass plots, medicated salt licks and other animal health interventions.
Watershed conservation and soil conservation.	Reforestation of slopes and ridges, terraced and contour planting, designation and protection of vulnerable areas (eg gullies, springs).

Following prioritisation, a model site for EbA action will be set up in one cluster/district in each of the three provinces under the Landscape Approach, which will support training for other landscape approach villages through cross visits and shared learning.

Prioritised actions will be implemented in the cluster villages where the CRLP was carried out. Selected actions may then be scaled up to be implemented in outlier villages.

5.3.4.2 Integrated Community Based Water Management (ICBWM)

The landscape approach includes Integrated Community-based Water Management. This will be implemented in 10 clusters of villages with similar landscapes, across 6 districts. Improving water

management empowers communities to manage scarce and variable water resources more effectively, increasing both resilience and livelihoods.

During set-up, External Technical Assistants (consultant contracts) will develop training materials, guidelines and extension material on ICBWM. The BLUE ETA will design/deliver training on Groundwater; solar-powered irrigation; GFWS (Gravity Fed Water Supply); RWH (Rainwater Harvesting); production of storage jars; O&M of irrigation/water supply to relevant staff. The EMO, with support from the BLUE ETA (using their manuals/guidelines and modules to support training), will organize TOT training for field level staff (e.g., DCRO-A and CR-YGs).

A **Climate Resilience Landscape Planning (CRLP)** approach will be led by an NTA. This process of community consultation, resource mapping and risk assessment will identify and prioritise ICBWM actions. Such actions can include:

Participatory water resource planning and monitoring.	Identification of priority sites for water storage, protection and restoration, and record-keeping to support adaptive management.
Repairs and maintenance .	Irrigation structures and drinking water systems funded by IDA, SDC and any other organisations (can also be BLUE CRI)
Introducing, testing, documenting and scaling up the use of new water resources for agricultural and household use.	Groundwater, rainwater harvesting, spring protection, small storage ponds, and improved surface-water diversion systems.
Introducing, testing, documenting and scaling up the use of new water management technologies.	Drip and sprinkler irrigation, mulching, contour bunds, infiltration trenches, water metering, solar or gravity-fed pumps, and water-saving cropping practices.
Establishment of groups (e.g., village water management committees, water user groups.	Coordination among different water users to promote equitable and conflict-free water sharing arrangements and prevent water contamination.

Following prioritisation, a model site for ICBWM action will be set up in one cluster/district in each of the three provinces under the Landscape Approach, which will support training for other landscape approach villages through cross visits and shared learning.

Prioritised actions will be implemented in the cluster villages where the CRLP was carried out. Selected actions may then be scaled up to be implemented in addition outlier villages.

5.3.4.3 Climate smart agriculture (CSA)

Training will be provided to target SHGs, with a focus on climate smart agriculture, in relation to their IGAs and livelihood interests.

Further, CSA support will be provided with NTA support (see above: CH. 532 (b)) in areas targeted for the landscape approach. It includes a KAP survey; review and update of CSA IEC; assessment and training in Landscape approach villages. Hermetic bags for seed saving will be distributed.

5.3.4.4 Climate Resilient Eco-Agriculture Technical Exchanges (CREATE)

A NTA service provider will organize, facilitate and document seasonal review and planning meetings (i.e., 2 per year) in 6 districts to be attended by SHG leaders, VSMC, village representatives, local government, technical experts, private sector and other projects. Topics for the CREATE meetings should include weather, markets, road conditions, supply of inputs, pests, other problems, policies etc. Action points and follow up tasks will be reported on at the next meeting.

5.3.5 Livelihood-related climate resilient considerations (Component 2)

Resilience of poor rural communities through improved and more diverse livelihoods as well as access to nutritious food is more critical than ever. This requires empowering communities to diversify their sources of self-consumed foods and income whenever there is limited potential to improve the physical and economic productivity of existing agricultural activities. In bad economic times, diversified income sources can help protect against the negative impacts of shocks and limit the need to resort to negative coping mechanisms. In good economic times, they will sustain improvements in productive assets, enhance well-being and provide a foundation for development.³⁵

Livestock disease may be exacerbated by climate change/ changing weather patterns.

- Need actions to manage livestock disease risk, which can be influenced by hotter/wetter weather.
- Need disease prevention measures. E.g., entrance to livestock pens designed to manage infection, need fence, place in front of door to change shoes (separate shoes inside the pen) or infection control basin.
- Livestock penning can also be a disease management strategy.
- Strategy of selling before risk of death: e.g., before wet season (disease outbreak risks); selling at end of wet season as risk in transition to cold weather.
- Use vaccination calendar (specific to area/district based on experience)

Livestock feed availability can be affected by changing weather patterns.

- Feed availability is a risk in unpredictable weather cycles. Consider fodder crop management, e.g. growing fodder crops.
- consider silvo-pastoralism for livestock feed. E.g., local banana as feed for cattle.
- Planting napier fodder (cut every 45 days, otherwise too hard for cattle).

Climate-smart agriculture

- Use of seeds that are from climate change-resilient varieties.
- System of Crop Intensification, Direct Seeded Rice, Line Transplantation, Wet and Dry method.
- Animal feed and fodder production from locally available sources.
- Erosion control measures.
- Use of animal manure, vermicompost, NADEP compost.
- NTFP sustainable harvesting or cultivation and the reduction of post-harvest losses. (Also relevant for handicrafts – e.g. rattan weaving).
- Integrated nutrient management, integrated pest management.
- Nature Based Solutions.

³⁵ PAD

- Improved marketability.
- Prevention of animal diseases and mortality reduction through vaccination.
- Early Warning and Response System.
- An integrated approach to managing landscapes (cropland livestock forests and fisheries).

Forest
management

- Promote correct management of protected forests / production forest (e.g., using NTFPs sustainably).

5.3.6 Gender in livelihood activities (including activities from the GESI action plan)

- Mobilize women to form or join existing Self-Help Groups (SHGs)
- Promote and motivate women to join VSMCs to manage VSMC bank account and disburse project seed grants on infrastructure, Livelihood and Nutrition.
- Promote SHGs with female members to join PGs.
- Select best performing potential women SHG members to become Agri-Entrepreneurs (Local Agriculture Input Suppliers)
- Engagement with men in support of women joining SHGs.
- Women in SHGs equally voice opinions on livelihood options at VDP meetings.
- CLEAR designs communication materials that are effective at reaching women (including non-Lao-Tai), which includes reaching those who are illiterate.
- Monitoring includes gender indicators (see section 7). Each project objective indicator is considered in terms of % of women and % of non-Lao Tai benefiting. The Gender and Social Inclusion Action Plan (summary in annex 3) includes a number of gender-related indicators for each component.

5.4 Component 3. Community nutrition interventions

5.4.1 Subcomponent 3.1: Promotion of demand for enhanced nutrition practices

5.4.1.1 Overview

Improvements in the nutrition of mothers and young children is a **commitment** of CLEAR. The project supports improvements in the dietary intake (both in quality and quantity) of mothers and children in the ‘first 1,000-days of life’.

The **first 1000 days of life** - between a woman’s pregnancy and her child’s second birthday - is a unique period of opportunity when the foundations for optimum health and development across the lifespan are established. The right nutrition and care during the 1000-day window influences not only whether the child will survive, but also his or her ability to grow, learn and rise out of poverty. As such, it contributes to society’s long-term health, stability and prosperity. (UNICEF: *First 1000 Days the critical Window to ensure that children survive and thrive* (May 2017).

As shown by the indicator, (percentage of children aged 6 to 23 months from community nutrition group (CNGs) households consuming foods from five out of eight recommended food groups) the aim is to support dietary diversity which will in turn impact child **growth outcomes** (reduced stunting, wasting) and with related

impacts on household livelihoods and wellbeing (e.g., reduced time and cost invested in managing child illness).

The activities are to help mothers and other child caretakers to provide improved diets to children, use food processing which both increases availability of nutritious food over time and **reduced domestic** workloads, and to reinforce learning through peers sharing on multimedia. The approach includes advocacy at

Nutrition is a critical part of health and development. Better nutrition is related to improved infant, child and maternal health, stronger immune systems, safer pregnancy and childbirth, lower risk of non-communicable diseases (such as diabetes and cardiovascular disease), and longevity. Healthy children learn better. People with adequate nutrition are more productive and can create opportunities to gradually break the cycles of poverty and hunger (https://www.who.int/health-topics/nutrition#tab=tab_1).

government level (particularly in support of project activities), community level changes by shifting social norming, including change for infant and young child feeding (IYCF), maternal nutrition, and food production. The project acts as a household level to support individuals and households in the adoption and maintenance of good practice.

The activities of the Community Nutrition Groups (CNGs) include:

- Cooking sessions.
- Timesaving in-village processed foods.
- **Peer learning: Multi-media Peer learning and/or story sessions.**

Note that CLEAR “cooking sessions” not only provides training for all members, but also a meal, so that after the meeting there is no need to go home and to cook to eat (time saving). Women usually bring most of the rice, so community contribution is substantial.

The SBC activities, including setting up CNGs, starts early in the project cycle as behavioural change related to nutrition requires time/sustained messaging.

Communities are encouraged consider nutrition priorities in the VDP.

From **batch-2**, the project will pilot a “**food-systems” approach** to link related project activities. These guidelines pull together the different guidelines from component 3 of the CLEAR project into one document. For each activity entry points of engagement are explored with guidance notes and expected outcomes. These entry points are called launch pads.

5.4.1.2 Setting up the community Nutrition Group (CNG), equipment and grant

- A village meeting (all villagers invited) is called to inform people about setting up the CNG, as well as general messaging about nutrition.
- People are invited to form the group, i.e., mothers with infants within the first 1000 days of life: all pregnant women; mothers and caregivers of children under two, and their children (unlike SHGs this is inclusive of all households, not only poor households).
- The average CNG group size is 20-25 people. If there are many, members can split into two groups. Or, if several hamlets the group can separate, to reduce the distance pregnant women and those with infants need to travel (in Batch 1 there are 230 villages but 321 CNGs (so at least 90 villages have more than 1 group)).
- Select CNG committee (4 people). Their main job is to organise activities. The committee includes: Head of group; Accountant; Cashier; Data recorder. (Hamlets have less people).
- The CNG will receive both technical and administrative training.

- Administrative training includes bookkeeping and using food ledgers, as well as making the proposal for the CNG grant.
- Technical trainings are provided for each activity (e.g. food processing, [goat dairy, home gardens, shade houses, wild foods, etc](#)) along with further cooking sessions and use of the [CLEAR food processing guidelines](#) (some members will also be trained to make videos as part of the MMPL activity).
- CNG make a proposal for their CNG grant:
 - The proposal is for support to subsidise cooking sessions (food/ingredients; equipment for food processing, matching community contributions).
 - It should cover needs for cooking sessions over a set period (the length of the period, e.g. 1 year, is based on details in the nutrition manual).
 - The grant proposal is certified by the VSMC and submitted to the district (and subsequently PMT) for approval.
 - The PMT transfer the nutrition grant fund to the VSMC (bank account).
- A cooking equipment and food processing kit (including small mill and drying nets) is bought for each CNG by the CLEAR procurement team. The size of the cooking set is adjusted based on the CNG size.
- As noted above, there will be new pregnant mothers throughout the project and so membership should be reviewed and updated monthly with the cooperation of the health centres and village health volunteers [or the village facilitators from the other nutrition convergence projects](#)

SBC. Social and behaviour change (SBC) programming is an approach that applies observations about why people behave the way they do, and how behaviours change, to effect positive outcomes for and by specific groups of people. In CLEAR there are four SBC strategies:

- Community mobilization. E.g. Food demonstrations and learning
- Interpersonal communication (IPC). E.g. home visits, home garden support
- Mass communication, including MMPL
- Advocacy. E.g., promoting project learning with government partners.

5.4.1.3 SBC: Community mobilization

(c1) Meetings for food demonstrations and learning (CNG activity)

- Meetings are to be held [at least](#) twice a month.
- A [suitable and safe](#) meeting location will be decided by the CNG (a place suitable for up to 25 people and an area for food preparation (could be the village meeting hall)).

Four steps

Step 1. Stories session.

- The meetings also include learning from the experience of others through “telling stories” and watching videos. Telling stories can include:
 - Sharing experience of good cooking and garden practices (can happen after the CNG is established and members have time to develop good nutrition practices).
 - Sharing about ‘good husband practices’. Examples where husbands are supporting pregnant women to reduce workloads; husbands are supporting families with diverse and nutritious food.
 - Use of flashcards to promote stories and discussion.

Step 2. Videos

- The group reviews videos made by CLEAR/model farmers to see good practice examples.
- The meetings also include discussions on SBC modules: food production, food processing, food expenditure, wild food collection and climate change adaptation related to nutrition, etc which are included in the annual SBC calendar which is aligned to agricultural seasons

Step 3. Cooking.

- Two types of foods are demonstrated. Food for mothers; Food for children.
- Updated food processing guidelines with flexible recipes is used.
- The six food groups are promoted.
- “Food processing” is part of the cooking sessions. This helps mothers with limited time to regularly prepare nutritious food for their infants.
 - Pre-mix. This is a home-made food powder for children 6-23months using roasted rice and mung beans (has protein). It can be used to prepare “Khao Piak” (rice porridge) in 15 minutes. The CNG members are supported with mung bean seeds (easy to grow) to plant in the wet season (and are trained to save seeds for future planting). Mung beans are also available in the market (can be part of the ingredients grant). (CLEAR videos include methods for Rice powder, Mung bean powder, small fish powder, and vegetable powder).
 - <https://www.youtube.com/watch?v=2ecmH6uXqHQ>
 - Fish powder is prepared from roasted small indigenous fish to provide a nutritious supplement that is a dry powder and therefore can be stored and later used as food, for example, sprinkled on the infants’ food. Further benefits include being a source of protein, calcium, iron and Vit A. Further, being a fish powder, there is not the concern that infants may choke on fish bones). Instead of small fish, also small toads, frogs, or freshwater upland shrimps can be used <https://www.youtube.com/watch?v=i2OY7ZAziw>
 - Green vegetable powder. Vegetables powders are particular useful in the rainy season when garden produce is lower. Leaves are dry roasted in a pan and can be mixed into premix or other mashed foods. High taste acceptance has been achieved with moringa and chaya. Moringa leaves are exceptionally nutrient dense.
- CNG members distribute produced food powder to mothers with malnourished children or underweight 1,000 day women. Note: If a child is acutely malnourished (-3 SD), that is severely wasted, please refer to the health team for referral to the nearest health centre as specialized treatment is needed and the child at high mortality risk
- The project will actively encourage CNG members in home-uptake of the cooking methods they are learning. For example, regularly making pre-mix or fish powder at home (not only getting it at meetings, but ensuring good nutrition is practiced in the period between meetings).
- It should be noted that staff implementing nutrition activities should also set a good example (i.e., eating nutritious food when in the village – not consuming junk foods).
- The Cooking sessions are related to the access to dairy activities, home nutrition garden and shade-house activities (see below) where production from these activities are key ingredients, meanwhile the cooking sessions promotes use and expansion of these nutritious food sources.

Step 4. Planning

- For step 4 the group plans their next meeting (time, place, what menu to cook)
- They check the finance report (budget spent and budget available for cooking activity).
- They check the members list (those with children over 2 years may leave; newly pregnant women and new mothers and children may join).

5.4.1.4 (c2) Community meetings

- Community meetings may be held to influence change in nutrition beyond the CNG membership. E.g., by raising awareness, by inviting men and women and discussing workloads, rest for wives, clear roles for men, and the 'Dads can do that' approach.
- When available, findings from the child scorecards (CSC) are also discussed at community meetings (it is anticipated that the *Reducing Rural Poverty and Malnutrition Project Phase II* will develop child scorecards) together with other technical NC project teams for actionable solutions with CLEAR acting as facilitator only.

5.4.1.5 SBC - Multi-media Peer learning (social media; mass communication)

A focus of the CLEAR SBC strategy is multi-media Peer Learning (MMPL). It takes advantage of young people having increased access to media through smartphones to not only share nutrition messages but for CNG members to make their own messages and share experience and learning through their own activities and in their own (ethnic) languages.

- CNG members will use their own smart phones (to record, edit and share photos and videos of nutrition activities and success stories (the MMPL training provide a list of relevant topics and messages). Monthly, the Click/CLEAR will go live on FB and launch an award scheme whereby video producers can win a video production set
- Each CNG needs a 'video team' using three young women in the group and/or other active young people with strong social media records to record and edit the video or make a voice over.
- Each video producer is expected to produce (at least) one multi-media clip per month, which are shared on social media.
- Each CNG is provided with an LCD projector so that videos can be watched by the group, or used as a training before the cooking activity begins.
- The video and audio support SBCs in ethnic languages, by:
 - Videos are made by ethnic people in their local dialect.
 - Villagers are more interested to watch their own videos in their own language, rather than a professional video.
 - YGs that speak ethnic languages can support ethnic members of CNGs to make and share video clips.
 - Audio files in ethnic languages are also made (of relevance where a small file is preferred due to internet limitations)
 - A set of technical SBC messages to pick and to craft real life story around it (max 2min) .
- MMPL increases the capacity for communities to access media (and so increase ability to search for additional information about cooking/ nutrition).
- MMPL takes place in partnership with Click³⁶, a social enterprise and the local Departments of Agriculture and Environment.
- CLEAR will partner with local influencers to amplify video dissemination
- Other media is available to the CNGs to support activities.
- A Crop-list. 18 Crop fact sheets and related media have been developed in Lao and ethnic languages. The crops feature in the CLEAR food processing guidelines. Most crops are also in the MOH's cropbook (and so are considered to have nutritious value)

As experience is gained in MMPL, in batch 2 there will be increased focus on producing stronger learning videos so that they are short, have better story lines and clear messages.

³⁶ As noted in the PAD

5.4.1.6 SBC: IPC (Interpersonal communication) - Home and garden visits

- The YGs also visit the homes of CNG members to support and reinforce learning, taking the opportunity to encourage all family members to practice good nutrition.
- IPC can include garden visits (e.g., monitoring and discussing home gardens with households).
- As issues are raised during community meeting story telling activities, household visits should focus on cases where there are households with clear gaps in nutrition behaviour. The visits should involve husbands, and caretakers, as well as mothers.

5.4.1.7 SBC: advocacy

The SBC objectives include to advocate on the following:

- Government support for promotion of pre-mix as an easy and nutritious form of Khao Piak. (Impact by engaging policy makers).
- Linkages between nutrition and agriculture (including VDP and productive infrastructure).
- Lessons learned and success stories on nutrition actively communicated in GOL and Development Partner (DP) meetings (using fact sheets, reports, and research briefs).
- High quality videos (in Lao with English subtitles) on CLEAR nutrition innovations.
- CLEAR webpage explaining the nutrition innovations

5.4.1.8 CNG-graduation approach

An SBC graduation approach will be applied to enable a gradual exit from villages, based on their capacity for nutrition practices that support the first 100 days of life. Members will be asked a short set of questions, including:

1. Do CNG members practice the recipes and feed all 6 food groups
2. Do CNG member produce diverse crops for home consumption
3. Do video producer continue to make videos and share on social media
4. Are CNG members meeting with own resources and no project subsidy

Scoring is based on the responses to these questions. It will then be judged when is the best time for exit from the project.

5.4.1.9 Gender equality

- The CNG organise activities that include husbands/men to review gender issues.
- Community nutrition meetings (for men and women) can include:
 - Influencing men, the Village Authority/committee, and the community to support good nutrition practices.
 - Presenting information about nutrition and encourage good child feeding practices and nutrition smart food production.
 - Discuss the need for men to support women in the 1000-day period. (Reduce women's workloads; looking for nutritious food).
 - Discussions on risks and protective factors around early marriage and adolescent pregnancy (EMAP) (which increases risk of child stunting).
 - Messages on climate change, its effect on food and nutrition security, and to promote strategies to support adaptation.
- Training for men/ husbands:

- Men need knowledge about cooking for children (and the ingredients they need to buy/ find to support child nutrition).
- Men can join a group cooking activities or have their own training on cooking / gender.

5.4.1.10 Nutrition studies

A qualitative nutrition study will support nutrition activities (increase learning; support decision making and focus of SBC). It will consider behavioural barriers include a special focus on the consumption of ultra-processed sweets, drinks, and snacks and developing business models for the potential uptake of food processing by local shop owners.

5.4.1.11 Nutrition Convergence (NC)

CLEAR villages may have at least 1 other nutrition convergence project present which will be implementing related activities. The MOF will lead discussions with CLEAR and other NC project management teams to identify actions and resources to jointly support community nutrition dialogue in CLEAR NC villages.

To the extent feasible, the CLEAR team will support the implementation of the NC coordination guidelines from the MOF which still are still tested for roll-out. The team will also present CLEAR results at the quarterly nutrition meetings and share lessons learned from innovative practices, e.g. MMPL, food processing. CLEAR will work together with the RRPM2 field teams who can help to promote the production of CLEAR recipes by using CCT cash for purchasing ingredients (in particular in batch 1 villages where the RRPM2 project will provide support until mid 2028).

The project will also identify actions and resources to jointly support community nutrition dialogue in NC villages based on child score-card findings if available. CLEAR specific agreed actions from community meetings shall be acted upon and adequately resourced under CLEARs budget .

5.4.1.12 Shop owner training

‘Shop owner training’ includes training shop-owners to support healthier food options by limiting the sale of junk food, selling supportive cooking utensils, getting training on labelling, identifying expiry dates and selecting better choices of processed sweets/snacks. They can also be encouraged to produce/ sell pre-mix, fish powder, or leaf powder for mothers to buy for their infants or the full family.

Shop owner training focus will increase for all villages in batch 2. The training will be updated, drawing on information from the nutrition study. Support will cover both nutrition and mini-business management.

5.4.2 Subcomponent 3.2: Promotion of community-sourced nutritious food

5.4.2.1 Overview

The nutrition activities strengthen the supply of community-sourced nutritious family foods.

5.4.2.2 Home nutrition gardening

- The timing of this activity is seasonal (e.g., giving seeds in September for dry season and at the latest before the end of June for wet season crops.).
- The aim is to change practices to increase production of nutritious food.
- Each household that has a member in the CNG is invited to participate in home gardening.

- The project provides seeds directly (not part of the grant) (2 sets of seeds: for wet season and dry season). When climate-smart seeds are identified (nutrient-dense crops suitable for cultivation in areas with limited water and land access), these are prioritised for distribution.
- Technical support for the activity comes from the [Lao Farmer Association \(LFA\)](#) (contracting farmers to provide training).
- There is a training of trainers (TOT) for [LFA](#) members so there is a pool of trained/ experienced trainers available.
 - [LFA](#) train CLEAR and the [District office for Agriculture and Environment \(DoAE\)](#) staff.
 - [LFA trains](#) three lead farmers from each CNG to have pesticide-free gardens and composting.
 - Lead farmers train other CNG members.
 - [LFA, CLEAR and DoAE staff](#) provide technical supervision in some villages/ virtual support and monthly meetings.
- For each CNG, it is expected that three successful households can later be promoted as 'model families' for the activity.
- [These farmers/ CNG members should also be encouraged to become Lao Farmer Association members.](#)
- Participants are encouraged to keep seed for the following seasons (this can be prioritised where people have land for larger gardens and can allow some of the production to go to seed).
- Support for greenhouse to the CNG is piloted (as enables vegetable planting in rainy season, a climate-smart solution).
 - These can produce food for both household consumption/food diversity, and as an income generating activity (IGA).
 - They can support the food contribution for cooking sessions.
 - Vegetables can be sold in the village (at lower than market price, [e.g., to schools](#)) and the income can be used for the CNG activity.
 - [Use unified shade house model for CLEAR components 1 and 3](#)
- The NYG is involved throughout the activity (in CNG meetings; training; monitoring). Village facilitators lead activities when the NYG is not in the village.
- Agricultural fact sheets are to be translated into audio clips and local languages.

5.4.2.3 Access to dairy products

[Goat dairy will be in targeted \(10\) villages in batch one, based on locations with sufficient goats, villager interest and where partners are interested to pilot the approach.](#) In villages in which there are no goat dairy activities, CLEAR will promote sugar free milk boxes. The 2022 nutrition survey noted that Cow milk can be bought (125ml) and is affordable.

[Goat dairy will not be implemented in batch-2. In batch 2 the project will promote the purchase of unsweetened milk boxes.](#)

5.4.2.4 Wild food harvest and processing

- Foraging is a common practice to gather locally available wild food (including leafy vegetables, small animals). The CNGs are supported to understand how these foods can be used and processed to further support nutrition (whilst managing risks related to wildlife trading and the environment).
 - Wild food that is harvested will feature in recipes in cooking sessions.
 - Wild food harvest can contribute to food processing activities.

- Sustainable NTFP harvesting can be a climate-resilience approach to improving nutrition and food security.

5.4.3 Linkages between nutrition components and livelihoods/ infrastructure

- Before the SHG members develop their family investment plans the NYGs provide a simple nutrition training to SHG members
- The need for milk production for the CNG can be raised in livelihood planning discussions (e.g. SHG planning; VDP) so that the demand for milk is known and goat raising can be considered as an IGA.
- Livelihood activities can include vaccination and food for goats.
- VSMC can be encouraged to prioritise FIPs/MIPs with IGA that also have a benefit for nutrition.
- VSMC can consider using income when growing the SHG seed fund to support CNG activities.
- The infrastructure can support the CNG, with actions including:
 - Water supply improvements (a health intervention that can reduce diarrhoea and therefore improve nutrition intake).
 - Greenhouse/shade house with pumps – can support food diversification.
 - Water supply for home gardens (simple pipelines from streams to storage tanks near gardens)
 - Nutrition houses (for group meetings and cooking).
- MMPL skills developed in the CNG can be used to share best practice from the livelihood activities.

5.4.4 Nutrition related climate resilient considerations (Component 3).

Supporting activity sustainability for nutrition, not only requires behaviour changes but also needs activities that can be implemented in anticipation of climate change (e.g., changing weather patterns, flood, drought, rainfall), and also addresses the risk of these changes. For example, food preservation helps where seasonal food availability becomes less predictable, diversification helps where crops face flooding or drought risks. Therefore, when planning with CNGs and community members, the follow should be taken into account:

Food preservation	• Particularly prioritised in villages that are vulnerable to weather (crop damage/failure) and having monocrops, to enable food diversity that is not dependent on food that comes directly from the farm at a particular time /field (e.g. pickling; low-cost packaging' cold storage). Packing rations of premix during floods and other extreme weather events is outlined in the food processing guidelines.
Food source diversification	• Avoiding reliance on a small number of food sources can manage the risk of a food source being impacted by extreme weather.
Initiative	• Encourage communities to take initiative in response to changing weather patterns and food diversification needs.

5.4.5 Gender focus in nutrition activities (including activities from the GESI action plan)

- Community nutrition group members (including pregnant women and mothers of children under 2) are trained in time saving technology to improve maternal and child diets.
- SBC special sessions targeting husbands; sessions that include men.
- Home visits for counselling both women and men.
- SBC relating to EMAP (Early Marriage and Adolescent Pregnancy) for which particular SBC activities are foreseen (SBC activities on EMAP will be in partnership with other WB Nutrition Convergence projects)
- Train CNG women in home nutrition gardening, goat dairy/[access to dairy](#), and food processing.

- Support CNG women in producing nutrition videos in their own language and sharing on social media.
- Communication around nutrition success stories related to increased gender equality.
- CLEAR designs communication materials that are effective at reaching women (including non-Lao-Tai), which includes reaching those who are illiterate.

Monitoring includes gender indicators (see section 7). Each project objective indicator is considered in terms of % of women and % of non-Lao Tai benefiting. The Gender and Social Inclusion Action Plan (summary in annex 3) includes a number of gender-related indicators for each component.

5.5 Component 4. Project management, capacity building and monitoring and evaluation

5.5.1 Overview

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. See chapters on:

- Project cycle, includes:
 - Procurement of goods, works and services.
 - Financial management.
 - Regular reporting.
- Tasks and responsibilities for each project staff position.
- Monitoring and Evaluation.

5.5.2 Gender activities: Component 4 (including activities from the GESI action plan)

A summary of the Gender and Social Inclusion Action Plan is annexed. The Gender and Social Inclusion Action Plan considers:

- Promote gender-responsive and inclusive human resource practices. Gender equality considerations in hiring, training and working conditions for project-support staff (YGs, village facilitators, district staff). (GESI)
- Strengthen the capacity and confidence of women, adolescent girls, ethnic minorities, poor households, persons with disabilities, and other vulnerable groups
- Ensure inclusive participation and representation of vulnerable groups in community decision-making processes
- Design and implement gender and social inclusion responsive M&E tools and MIS to gather gender-disaggregated data and report regularly on relevant gender-disaggregated indicators.(GESI)
- Implement qualitative assessments and learning activities, e.g., evaluation on nutrition and women's empowerment.(GESI)
- Monitor and report on progress on this Gender and Social Inclusion Action Plan.(GESI)

Other gender considerations include:

- Train facilitators of meetings to encourage women, and to facilitate women to be more engaged in meetings. E.g., the VDP, VSMC and VIT meetings,
- Train Social/gender officers to mentor SHG and CNG to support women to participate strongly.

5.6 Component 5. Contingent Emergency Response Component (CERC)

See chapter on CERC. (The chapter includes an overview, a list of eligible goods and equipment, and is in line with the CERC ESMF).

6 Technical manuals (overview)

6.1 Overview

The figure below shows the manuals that support CLEAR implementation.

Figure 6-1. Diagram showing components linked to manuals.

Manuals - Overview			
Component 1:	Local Economic Development, initiatives, sub-grants, and Community CapacityStrengthening.		Cross cutting
Subcomponent 1.1	Participatory Village (VDP) and community participation	VDP Process (Manual) (updated for batch 2)	
Subcomponent 1.2	Community Capacity Strengthening.	CCS Transformative Grassroots Leadership Training Program and Manual (updated for b 2)	
Subcomponent 1.3	Climate-resilient Community Infrastructure	Small Infrastructure Manual (includes DRM)	
Component 2:	Community Livelihoods Enhancement.	Guideline For Village Youth Facilitator [livelihoods component]	Environmental And Social Management Framework (ESMF)
Subcomponent 2.1	Development and Management of Self-Help Groups (SHGs) and Producer Groups (PGs)	Self Help Group (SHG) Guideline (includes VSMC guide).	
Subcomponent 2.2	Income Generation and Food Security Capacity Building	Community financial manual	
Subcomponent 2.3	Delivery of Project Grants and Management of Productive Assets	Producers' Group (SHG) Guideline.	
		Local Input Supplier Guideline (LIS)	
Component 3:	Community Nutrition Interventions	Food Systems Guidelines, including: Nutrition manual; Food processing guidelines; SBC manual and specific guidilnes for HNG; Shadehouses; multi-media peer learning; Goat dairy guidelines; technical training video series	
Subcomponent 3.1	Promotion of demand for enhanced nutrition practices		
Subcomponent 3.2	Promotion of community-sourced nutritious food		
Component 4:	Project Management, Capacity Building and Monitoring and Evaluation	Finance and Administration Manual	
		Procurement Manual	
		M&E Manual	
Component 5:	Contingent Emergency Response Component (CERC)	Contingent Emergency Response Component (CERC) Manual (Annex 6 of ESMF)	

6.2 Component-1 manuals

6.2.1 VDP Process (manual)

This manual describes the process to be followed to prepare the VDP plan, which is then used to identify small infrastructure projects for the community that relate to livelihoods (under CLEAR) as well as an overall VDP to submit to the district, as part of the administrative planning process.

Young graduates and district staff use this as a reference book to guide the VDP activity in each village. It includes the steps that need to be completed before the VDP can start, the VDP expectations, and the detailed process to follow to prepare the VDP with the community. Technical staff at the central level use this as a reference to support district staff and monitor the activity.

Key Acronyms in section 6.

CCS	Community Capacity Strengthening
CLEAR	Community Livelihood Enhancement and Resilience Project
CNG	Community Nutrition Group
PG	Producer Group
SBCC	Social Behaviour Change Communication
SHG	Self Help Group
VDP	Village Development Plan
VIT	Village Infrastructure Team

Note that for batch-2 there is an additional step for Landscape Approach outlier villages to help selection of 'grey infrastructure' as part of an additional block grant.

6.2.2 CCS Transformative grassroots leadership training manual

This manual explains the purpose for CCS training as well as providing facilitator guidance. It details each of the [9 training sessions](#) that participants follow to learn about leadership, discrimination, social change, communication, self-confidence and resilience, amongst others.

Young graduates and district staff use this as a reference book to guide the implementation of the CCS process and the [9 training sessions](#). Technical staff at the central level use this as a reference to support district staff and monitor the activity.

(Note: this manual was revised in October 2025. The training has been shortened from 12 sessions (expected over 4 days) to 9 sessions over 2 days).

6.2.3 Small Infrastructure manual

Note, the CRI manual is under further revision (as of April 2026).

The new-revised CRI manual will be the key reference once approved by the World Bank.

The manual serves as a reference for the District Engineers when implementing small infrastructure activities in the communities. Young graduates, village facilitators, VIT, and other staff that are involved refer to it when monitoring or supporting aspects of the infrastructure activity, e.g., during the survey, community meetings, and when monitoring of village workers/ skilled workers. The district procurement and finance officers also reference this document (in conjunction with the Finance and Administration Manual) when disbursing and monitoring funds to village bank accounts and supporting infrastructure procurement processes. Technical staff at the central level use this as a reference to support the district staff involved in infrastructure and to monitor the activity.

The small Infrastructure Manual also includes detailed disaster risk assessments processes for specific infrastructure (e.g., roads, bridges, irrigation) as well as more general risk assessment steps. It also describes an emergency management system (in the event of a disaster) describing the emergency communication channels and information flow. This is relevant to all staff; however, it should be specifically referred to by the district engineer and their team when conducting surveys to design infrastructure activities. In the event

of an emergency, all staff should refer to the section on emergency management. Technical staff at the central level use this as a reference to support district staff and monitor the activities.

6.2.4 Community financial manual

The Community financial manual is an important stand-alone manual for an audience of VSMC and VIT members. It supports them with project-related village finance, for example management of the seed fund and the infrastructure financing.

It is important to manage village finances well. This manual should be used by the people in the village and those that advise them. This will help to manage financial risks. The village/VSMC must pay attention to how to handle project funds.

6.3 Component-2 manuals

6.3.1 Livelihoods manual

The livelihood 'manual' consists of 4 key guidelines:

6.3.1.1 Self Help Group (SHG) Guideline (includes VSMC guide).

This defines the SHG, including objectives and benefits, establishment, selection of leaders, meeting process and setting up the VSMC (members, roles, tasks). Training modules are detailed for SHG and VSMC. SHG steps are detailed, separated by type 1, and type 2 and 3 villages. The annex includes performance appraisal forms, and details for four training modules.

6.3.1.2 Producers' Group (PG) Guideline.

This outlines why PGs are needed, the membership/leadership and related roles. Formation of the PG is described, and it includes a business plan template.

6.3.1.3 Local Input Supplier Guideline (LIS)

The LIS and their eligibility is defined (supplies inputs to SHG members to increase their productivity). Capacity building a business plan development is reviewed (including a business plan template).

6.3.1.4 Guideline For Village Youth Facilitator [livelihoods component]

This describes how village facilitators can support a participatory planning workshop on livelihood /food security community micro projects (SHG-MIPs).

6.3.2 Ecosystem based Adaption (EbA) and green infrastructure manual/guidelines

The Green ETA will develop English-language guidelines for planning and implementing ecosystem-based measures and bioengineered measures. The EEO will review Green infrastructure guidelines and training materials while EMO does same for EbA. Guidelines will cover the main focus of EbA which includes:

- Green infrastructure.
- Watershed conservation and soil conservation.
- Management of riparian zones.
- Non-Timber Forest Products (NTFP) Management.
- Agro-forestry promotion.
- Livestock management.
- Watershed conservation and soil conservation.
- EbA and green infrastructure operation and maintenance.
- EbA and green infrastructure monitoring and evaluation.

These guiding documents will also link to related training materials and extension materials.

6.3.3 Integrated Community-Based Water Management (ICBWM) Manual/guidelines

The Blue ETA prepare technical manuals and O&M guides blue infrastructure and ICBWM. There is a role in the guideline preparation process for both the EEO and EMO, with precise responsibilities depending on the topic of the materials. Guidelines will cover the main focus of EbA which includes:

- Blue infrastructure.
- Participatory water resource planning and monitoring.
- Repairs and maintenance (irrigation / WASH).
- Introducing, testing, documenting and scaling up the use of new water resources for agricultural and household use.
- Introducing, testing, documenting and scaling up the use of new water management technologies.
- Establishment of groups (e.g., village water management committees, water user groups).
- ICBWM and Blue infrastructure monitoring and evaluation.

These guiding documents will also link to related training materials and extension materials.

6.4 Component-3 manuals

6.4.1 Village Food System Guidelines

For batch 1, the project used three dedicated nutrition manuals including a 1) nutrition manual which including the financial management and food storage guidelines, 2) food processing and 3) SCC guidelines. Further to this, specific technical guidelines were used for home nutrition gardening, shade-houses, multi-media peer learning, wild food, shop owner trainings as well as specific technical videos. The nutrition manual and SBC describe the objectives and strategies to improve nutrition, particularly infant nutrition (first 1000 days of life). It explains the SBC approaches and materials to be used. Specifically, it provides details for the set up of community nutrition groups (CNG), CNG activities, and support (e.g., cooking sessions (related to food groups); food processing (e.g., home-produced powdered baby food), and accessing milk).

For batch 2 the nutrition team will develop and use “**Village Food System Guidelines**”. This will not only build on the above manuals, guidelines and videos, but consolidate all nutrition learnings and guidelines into a single “Village Food System Guideline”. It is expected to further support a ‘food systems approach’ (to analyse the food chain from production to consumption). It will link to components 1 and 2 (which support production and therefore are part of the food system). It will identify opportunities to link with livelihoods, for example, through the home gardens, as well as promoting local shops to support nutritious food (including unsweetened milk, and pre-mix). In addition, it will include a module of knowledge, attitudes and practices regarding junk foods. It will explain how to link with Nutrition Convergence (NC) projects/teams.

The guideline will be used by the district nutrition officer and Young Graduates as a key reference to deliver nutrition/CNG support in the communities. The district procurement and finance officers also reference this document (in conjunction with the Finance and Administration Manual) when disbursing and monitoring funds to village bank accounts to support nutrition activities. Technical staff at the central level use this as a reference to support district staff and monitor the activity. Infrastructure and livelihood staff will also refer to this guideline when linking their activities within the wide food systems approach.

The guideline may also be used as a reference when coordinating with other nutrition sector stakeholders (convergence projects, private sector projects).

6.5 Component-4 manuals

6.5.1 Monitoring and evaluation manual

The manual describes:

- Staff M&E roles and responsibilities.
- Provides detailed common references for Results Framework indicators and M&E plan.
- Defines the characteristics of the project monitoring and tools.
- Identifies additional indicators to track progress (results chain) to be included in the management information system and collected with Kobo Toolbox.
- Details the purpose and type of evaluations and studies.
- Provides a format for project reports.
- Provides data sheets to be used in Kobo to collect data.

The manual applies to all staff (as the indicators measure changes in each of the main project components). District staff and YGs use this to ensure all forms for monitoring are being applied and the information to support indicator measurement is being gathered and submitted to the MIS.

6.5.2 Finance and administration manual

The Finance and Administrative Manual (FAM) covers the topics of program organization and structure, financial management, accounting system, planning and budgeting, funds flow, auditing, reporting, procurement, and administration.

This manual is a reference for all staff, with guidance on all administrative and finance processes that applies to their work.

6.5.3 Procurement manual

The procurement manual provides detailed guidance for procurement in CLEAR. This includes project level procurement (e.g. equipment, services) as well as the process for procurement to be followed by communities when using grants.

The procurement manual is of particular relevance to district and YG staff who monitor the infrastructure grant implementation, but also other procurement processes such as equipment and supplies for the CNGs.

6.6 Public disclosure

6.6.1 Publicly accessible documents

Key documents are available on the World Bank website, CLEAR project page (For example the Project Appraisal Document (PAD):

<https://projects.worldbank.org/en/projects-operations/project-detail/P178545>

The feedback and Grievance Redress (FGR) procedures are disclosed in public domain (e.g. websites of CLEAR, at public notice boards located at village halls). FGR procedures are explained to people attending consultation meetings.

6.6.2 Informed consent

The principle of 'informed consent' should be applied when gathering information or using images/video from target communities or other stakeholders/partners. They must consent to having their

information/image shared publicly, either in documents, evaluations, or on social media, having been fully 'informed' and understood how the information/image will be used.

When conducting a survey or collecting information (e.g., in a Focus Group Discussion (FGD)) all participants must be fully informed about the purpose of the survey, and the anticipated use of the information (for example, using the information in a published report). Respondents should give written consent (signed consent form) for their information to be used.

The confidentiality of the respondents should be respected. Individuals should not be identified (an exception might be for a case study, although names can be changed).

If photos or videos of community members are to be taken and published (e.g., on Facebook, in a report) then written (informed) consent to use the image is required from each person.

If a person is under 18 years old, the use of their information, photo or video also requires parental written (informed) consent.

Those involved in MMPL all need to give consent if they appear in videos or photographs that are shared through social media.

7 Monitoring and evaluation

This is an overview of key aspects of Monitoring and Evaluation (M&E). The M&E manual provides further details.

7.1 Overview

The M&E manual:

- Identifies M&E roles and responsibilities.
- Provides detailed common references for Results Framework indicators and the M&E plan.
- Defines the characteristics of project monitoring and tools.
- Identifies additional indicators to track progress (results chain) to be included in the management information system (MIS).
- Details the purpose and type of evaluations and studies.
- Provides a format for project reports.

The M&E manual enables PMT functions such as monitoring complaints and collecting best practices and results stories.

7.2 Results framework

Project Development Objective: The proposed PDO is 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. This is part of a theory of change with longer term objectives to enhance resilience of vulnerable communities to economic and climate shocks; reduce poverty in rural and remote areas; reduce stunting; and enhance food and nutrition security.

Key Acronyms in section 7.

DT	District Team
M&E	Monitoring and Evaluation
MIS	Management Information System
MTR	Mid Term Review
PAD	Project Appraisal Document
PDO	Project Development Objective
PMT	Project Management Team

This revision of the PIM captures the updates made until April 2026. Meanwhile, readers should be aware that some results framework indicators may be revised further (e.g., indicator 3 – change in travel time to CRI). Also, the need for the nutrition and women's empowerment evaluation is under review.

Table 7-1. Results Framework at the PDO level

Indicator Name	PBC	Base line	Intermediate targets			End target
			1	2	3	
To improve rural livelihoods and consumption of diverse foods for targeted vulnerable communities						
Indicator 1: Percentage of Income-Generating Activities (IGAs) implemented that are viable 1 year after having benefitted from financing under the project (Percentage)		0	0	0	30	50
female-owned (Percentage)		0	0	0	30	50
non-Lao-Tai-owned (Percentage)		0	0	0	30	50
Indicator 2: Number of project beneficiary households that have at least one additional source of income from project activities (Number)		0	350	6,565	6,915	13,140
of which female headed (percentage)		0	10	10	10	10
of which non-Lao-Tai (Percentage)		0	60	65	70	75
Indicator 3: Percentage change in travel time to drinking water, agricultural areas, markets, agricultural storage, drying platform and processing site areas (percentage)		0	50	50	50	50

Indicator Name	PBC	Base line	Intermediate targets			End target
Indicator 4: Percentage of children aged 6 to 23 months from community nutrition group (CNGs) households consuming foods from five out of eight recommended food groups		20.2		27		33
Indicator 5: Number of direct beneficiaries (total; female; non-Lao-Tai)		0	48,000	108,000	156,000	216,000
of which female headed (number)		0	50	50	50	50
of which non-Lao-Tai (number)		0	75	75	75	75
Beneficiaries of CRI						
Beneficiaries of SHG						
Beneficiaries of CNG						

The CLEAR Results Framework has intermediate indicators by component. These are summarised below: The M&E manual also details data collection methods to support indicator measurement.

Table 7-2. Summary of intermediate indicators

Component	Intermediate indicators
1. Local Economic Development and Community Capacity Strengthening	• Number of key community members completing the CCS transformative grassroots leadership training (number) • Percentage of beneficiaries who feel village development planning reflected their needs (Percentage) • Percentage of audited climate resilient infrastructures judged by the auditors as conforming to disaster risk reduction procedures and technical specifications (Percentage) • Percentage of functional climate resilient infrastructures with communities conducting regular maintenance activities (Percentage)
2. Community Livelihoods Enhancement	• Percentage of Village Self-Help Group Management Committee members who are female (Percentage) • Total amount of SHGs savings mobilized (Amount (USD)) • Number of individuals using loans from SHGs (Number) • Number of producers adopting improved and/or climate smart agricultural and livestock practices (Number) • Number of households specializing in production of local inputs (Number)
3. Community Nutrition Interventions	• Total volume of home-made nutrient powders to enhance diets in the 1,000-day window produced (in kgs) (Number) • Number of nutrition videos produced by women-led CNG and disseminated for peer learning (Number) • Percentage of targeted nutrition households growing at least 3 of the projects recommended crops (Percentage) • Percentage of convergence villages conducting community nutrition meetings twice a year (Percentage)
4. Project Management, Capacity Building and Monitoring and Evaluation	• Percentage of registered grievances that are addressed timely according to agreed procedures (percentage)

Data validation is a priority for the M&E team (i.e., checking data is correct/accurate). It should be noted that when information comes via kobo or other sources (the component field staff do data entry (e.g., YG, district officer), the district M&E officer later validates, and later central component staff should validate.

On-the-job coaching and practical technical assistance will be provided to Young Graduates and district staff, with a focus on applying skills in data collection, validation, cleaning, and interpretation.

7.3 Project Management Team (PMT) - M&E

The PMT has the overall responsibility for M&E, including:

- Manage or conduct evaluations of outcomes and impacts.
- Track progress against annual work plans and the Results Framework.
- Monitor processes.
- Document and incorporate lessons learned into project implementation.
- Identify implementation bottlenecks and alert the team to adopt solutions.
- Six monthly and annual progress reports; a midterm report (MTR); an end-of-project final evaluation.
- Developing the M&E Manual.
- Validate data collected by the YGs in the Kobo.
- Conduct data auditing.
- Use data for management of activities, solve issues identified and identify best practices.
- Draft monthly and 6 monthly reports on project progress to be submitted to PMT and ministry.
- **See details in M&E manual.**

7.4 Regular monitoring by the PMT/DT (District Team)

- The PMT/DT should refer to the M&E manual, this is where most of the guidelines will be.
- Provide project monitoring data (based on activity needs/ forms/ indicator monitoring) via the MIS (Management Information System),
- Regularly provide information about progress of work by different components.
- Support monthly report to GoL and 6-month report to WB.
- **See details in M&E manual.**

7.5 Evaluation schedule

Evaluation includes a Mid Term Review and an Endline Evaluation. Specific technical elements are evaluated annually from year-2. The evaluations (external and internal) are planned to capture progress on the Result Framework indicators and other relevant implementation insights. CLEAR conducts independent technical audits of infrastructure, to complement information from the MIS. Kobo Toolbox/Google Forms are also used for assessing skills adoption. Improvements in nutrition behaviours are evaluated through joint surveys with other World Bank-financed nutrition convergence projects.

Table 7-3. Overview of evaluations³⁷

Evaluation	Frequency	Methodology	Internal/ External
Climate resilient infrastructure	MTR/ Endline	Technical Audit	External
Income generating Activities	Year 3; Endline (changed from MTR)	Mix of quantitative and Qualitative evaluations	External

³⁷ From PAD

Evaluation	Frequency	Methodology	Internal/ External
Qualitative study to support selected aspects of food production, processing and consumption under CLEAR component 3.	Year 3	Qualitative evaluations/ Focus groups (will include studying behavioural barriers to change (e.g., for shop owners, and see how to improve nutrition in communities).	External
Nutrition and Women's Empowerment	MTR	Qualitative evaluations/ Focus groups (Links to the NC dietary survey activities)	External
VDP evaluation and Beneficiaries Satisfaction	MTR/ Endline	Mix of quantitative and qualitative evaluations	External
Improved and/or climate smart agriculture and livestock practices adoption	Yearly, starting Y2	Qualitative evaluation post training, using a checklist to assess adoption.	Internal
SHGs Sustainability	Yearly, starting Y2	Qualitative evaluation, using a checklist based on SHGs key sustainability criteria	Internal
Cropping diversity for nutrition	Yearly, starting Y2	Qualitative evaluation, using the checklist of recommended crops.	Internal

Note. Refer to the M&E manual for descriptions of evaluation objectives and data to be collected, as well as detailed timelines.

Note that a Nutrition and Women's Empowerment qualitative evaluation was anticipated at the mid-term of the project. How (and if) this evaluation will be implemented is currently under review

7.6 Management Information System (MIS) database / data collection

Monitoring data and qualitative information is entered via [Kobo data collection forms](#) into a web-based MIS, which serves as the main source of information for semi-annual and annual reports submitted to Steering Committees and for use in project reports and reviews. Data is available by village, component, and activity.

Data is entered on tablets at the village level by YGs and district teams when required. Each activity has a form for data collection. Where it is not possible to enter information when in the village, due to poor internet connections, the YGs take responsibility for data entry (e.g., enter data on return to the district). Regular data auditing is conducted by central and district project staff.

Data is validated at each level, starting with the district staff and team leader. The District M&E staff support on this. District M&E will make spot checks to confirm the data is correct. At a central level, the unit heads validate the data. The MIS officer also validates the data at the central level.

(Validation includes: staff that collect data checking/rechecking for errors; and supervisors checking for outlying or unexpected values).

The MIS can be accessed to also store and view photos of works (e.g., CRI) and activities to support M&E (use MIS directly, not via Kobo).

The Kobo Toolbox datasheet, used to collect data for the MIS, is [developed by the M&E team](#) in consultation with the project [leads](#). The MIS [officer](#) is in charge of managing and maintaining CLEAR Kobo Toolbox questionnaires and MIS, so that it provides timely quality multi-sector data for decision-making and reporting. The IT Officer is also responsible for supporting updates to the technical aspects of the Management Information System (MIS) and project webpage.

8 ESF Implementation

All staff involved in ESF should refer to the CLEAR ESCP, ESMF, SEP, RPF guidelines as their main reference.

NOTE, the ESF guidelines are under revision (as of April 2026).

The new-revised guidelines will be the key reference once approved by the World Bank.

Note: this section is a summary to provide an overview of ESF implications, so that all staff have awareness of the Environmental and Social risks/impacts of the project, awareness of the procedures to screen these risks/impacts, and the development of appropriate instruments to manage these risks and impacts.

8.1 ESF Requirements and WB Clearances

8.1.1 Overview

The Environmental and Social Framework (ESF) under CLEAR establishes the principles, procedures, and tools to identify, assess, and manage environmental and social (E&S) risks and impacts associated with all project activities. The ESF is aligned with the World Bank Environmental and Social Standards (ESSs) and is implemented through key instruments including the Environmental and Social Commitment Plan (ESCP), Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP), Labour Management Procedures (LMP), and Resettlement Policy Framework (RPF).

The ESF requirements apply to all components and phases of the project (IDA and SDC actions).

Institutional responsibilities for ESF implementation are shared across levels. The Project Management Unit (PMU), supported by Environmental and Social Specialists, is responsible for overall oversight, compliance, and reporting. At the sub-national level, district teams, Young Graduates (YGs), and village-level structures are responsible for conducting E&S screening, implementing mitigation measures, facilitating stakeholder engagement, and reporting on E&S performance.

Key Acronyms in section 8.

AP	Affected Person
A-RP	Abbreviated Resettlement Plan
DRM	Disaster Risk Management/RPF
EG	Ethnic Group
ESCP	Environmental and Social Commitment Plan
ESCOP	Environmental and Social Codes of Practices
ESF	Environmental and Social Framework
ESHS	Environmental and Social Health & Safety
ESMF	Environmental and Social Management Framework
ESS	Environmental and Social standards
FGR	Feedback and Grievance Redress
GBV	Gender Based Violence
GRM	Grievance redress Mechanism
LMP	Labour Management Procedures
PPE	Personal Protective Equipment
LWU	Lao Women's Union
OHS	Occupational Health & Safety
RPF	Resettlement Policy Framework
SEA/SH	Sexual exploitation and abuse and sexual harassment
SEP	Stakeholder Engagement Plan
SS ESMF	Site Specific Environmental Social Management Plan
VA	Village Authority
VAC	Violence Against Children

Compliance with ESF requirements is mandatory, and no activity, whether financed by IDA or SDC, shall proceed without appropriate screening and application of relevant E&S instruments.

8.1.2 ESF Risks, Impacts, and Mitigation Measures

The project is expected to have positive environmental and social impacts by improving the livelihood opportunities and nutrition for vulnerable communities. Whilst bringing positive impacts, the small infrastructure and livelihood activities might generate some negative impacts on the local environment and local communities. The ESF provides tools (identified in the ESF documents) to avoid risks of such impact, or to minimize and mitigate them if unavoidable. The E&S risks and impacts are discussed below.

8.1.2.1 Social risks and impacts

These are the risks that people are not properly involved in the project, working conditions are not good, or they are at risk of abuse. Examples include:

- Lack of stakeholder engagement
- Exclusion and discrimination, particularly of ethnic groups and vulnerable groups
- Risks related to the labour and working conditions of project workers (i.e., any person employed by the project, e.g., young graduates, unskilled workers, contractors)
- Small-scale land acquisition or access restriction (e.g., fencing, a structure or change in land use stops people from getting to the land they would normally use in their livelihoods)
- Risk of sexual exploitation and abuse and sexual harassment (SEA/SH)
- Child labour

For the landscape approach, this includes ensuring inclusive participation of vulnerable and ethnic groups.

8.1.2.2 The direct environmental risk and impact

These are risks where the environment or wildlife can be damaged, or people's health is affected by poor work safety or the construction work creating pollution that affects health. They are expected from:

- Small physical construction and renovation civil works (e.g., noise, dust...).
- Occupational health and safety of project staff or workers (e.g., injury from falling...).
- Potential of project staff and workers consuming and trading wildlife and other NTFPs.
- Community health and safety in project activities and accidents caused by project vehicles.
- Exposure to an UXO risk, especially the activities related to earthworks.

Indirect risk and impacts may occur from:

- Natural disasters.
- Generation and management of solid waste during the operation of office facilities.
- Access to and extraction of natural resources by road users.
- Improper/unsafe use of pesticides and fertilizers.
- No protection of water sources for future water supplies.
- Unsafe use of water tap built by the project (causing illness).
- Potential fire at storage or processing facilities, solar dryers, other nearby facilities.

When project activities are implemented, they can bring risks that can have a negative impact on the environment or the people living where the project is taking place.

For the landscape approach, this includes ensuring sustainable natural resource management, prevention of environmental degradation, and climate resilience.

The following table (Table 8.1) is summarised from the ESMF Chapter 4.2.2. The full table in the ESMF also describes proposed mitigation measures and responsibility. [These ESF requirements and clearance procedures apply to all project activities, including climate resilient infrastructure, landscape approach activities, and livelihood and nutrition components.](#)

Table 8-1. E&S Risks and Impacts and Proposed Mitigation Measures

E&S Risks/ Impacts	Description of E&S Risks and Impacts
1. General Condition	
1.1 Assessment and management of environmental and social risks and impacts	The potential environmental and social risks and impacts are defined below in each potential impact.
2. Environmental Risk & Impact Management	
2.1 Noise, dust vibration	Noise, dust, and vibration are likely generated during the rehabilitation of access roads, small irrigation and construction of processing, storage facilities...
2.2 Solid wastes	Solid waste includes both domestic waste due to workers' presence at construction site and waste generated from construction process (unused materials, old materials, oil, debris...) - Littering of garbage on roadsides and in the community during trainings, meetings, data collection and field survey. - Generation and management of solid waste during the operation of office facilities (including minor electronic waste from the used IT equipment procured by the project). - Solid waste and e-waste risks to human health and the environment including climate change if not disposed of in an environmentally sound and safe manner.
2.3 Occupational health and safety (OHS)	Risks associated with project workers, including a) PMT staff at central, district and village levels (direct workers) including YGs, b) local people (contracted workers), and village facilitators, member of VMSC/VIT (community workers). Key risks include: Physical Hazards (accidents due to fall, falling objects, injury due to improper use of tools/heavy equipment Personal Protective Equipment (due to lack/limited of access to proper PPE (e.g. protective clothes, gloves, shoes), or improper use. Working Time: Late working in the afternoon, or evening may increase the risk of accident due to fatigue or limited observation
2.4 Unexploded ordinance (UXO)	Exposure to an unexploded ordinance (UXO) risk, especially, for activities associated with the earthwork.
2.5 Fire	Potential fire at storage or processing facilities built for horticultural products and animal husbandry, solar driers supported by the project and other nearby facilities.
2.6 The issue with rodents, insects and vermin from the storage of grains and processing of agriculture products	The storage of grains and processing of agriculture products will attract rodents, insects and vermin which can cause impacts such as: loss of the stored agriculture products and leptospirosis diseases or infection through direct or indirect contact with contaminated animal tissues, organs, or urine.
2.7 Natural disasters risks (e.g. flash flood/landslide/drought conditions)	Risks of natural disasters (e.g. flash flood and erosion/landslide) due to lack of consideration of DRM and CC consideration when selection of location and design of civil works.

E&S Risks/ Impacts	Description of E&S Risks and Impacts
2.8 Extraction of natural resources	• Access to and extraction of natural resources by road users through project supported tertiary road (e.g. expansion of forestland, illegal hunting and logging)
2.9 Damage to historical/ cultural items/ site	• Historical or cultural items could be uncovered during earthworks/excavation. • VIT's contracted workers (e.g., unskilled and skilled workers) involvement in trafficking of local cultural objects (e.g. Buddha sculptures, religious items), • Entry into prohibited cultural areas (spiritual or cultural sites, graves) respected by the local community
2.10 Impacts on health of human and environment (due to improper use of chemical agricultural input and animal waste)	• Home gardening and Animal husbandry • Support well performing Producer Groups to scale cultivation activities. • Risks of improper use of agricultural inputs (e.g. pesticides, chemical fertilizers...) which result in pesticide residual, food contamination, pollution of surface water and soil contamination or downgrade in soil fertility after long-time use. • Improper use of industrial feed. • Improper management of manure (animal waste) from increased animal husbandry development that cause environmental impact such as odour, contamination of food and surface water...).
3. Social Risk Management	
3.1 Minor land acquisition/ impacts on assets on affected land	• Rehabilitation of village-level infrastructure and construction of new processing, storage facilities, etc. may require small scale land acquisition
3.2 Community Health and Safety (CHS)	Risks associated with community members. • Traffic Safety. Construction activities (uneven road, material stockpile, earthwork, open holes...) may cause traffic accident for people passing by, particularly road rehabilitation. • Contracting/spreading of communicable disease. Close and daily interaction among workers and between workers and community members (eating/buying things in local shops) may increase risks of COVID-19, and other communicable diseases.
3.3 SEA/SH	Risk associated with primarily with 1) Female project workers, including a) PMT staff (central, district and village levels), b) local workers, and c) community workers (village facilitators and member of VMSC/VIT...) 2) Female community members who are beneficiaries
3.4 Child labour and forced labour	Both risks are identified, and potentially associated with young labour at the village.
3.5 Exclusion of vulnerable/ disadvantaged individuals/ groups	Please see Definitions of vulnerable/ disadvantaged individuals/ groups in Definitions Section of the ESMF. People from these groups may not participate in project meetings and events because of the following reasons: (i) lack of confidence; (ii) inability to pay membership fees; (iii) being excluded /not being respected by other members of the groups/ being discouraged from joining the discussion by other members; (iv) lack of labour within the family and poor house conditions; (v) lack agriculture land; and (vi) lack motivation to work and/or participate in development project.

E&S Risks/ Impacts	Description of E&S Risks and Impacts
3.6 Inequality in selecting project beneficiary household	This risk is associated with: • Use of PMT in selecting project beneficiaries. • In village they have various ethnic groups, small/remote ethnic groups may be left out of consultation and subsequent participation in project activities
3.7 Cultural Awareness for Ethnic Group (EG)	Lack of cultural understanding, particularly social norms and farming practices of ethnic groups may result in a) miscommunication, b) reduced communication effectiveness, c) slow or non-adoption of proposed knowledge and/or new farming practices.
3.8 Gender stereotype	• Women are more open to information, opinions and engagement but women's views are often not taken seriously by the men. • Men, especially older men do not listen to Young District Officers or Village Facilitators and often challenge their capability and knowledge. • Women's groups discussions revealed that although women are encouraged to join meetings and take decisions, their decisions are sometimes disregarded and have been asked to be dropped by their male partners/authorities and male elders. • Women asked whether the project can ask more men to engage in gender equality / women's / men's roles in household training. • Women said that video on gender equality is very useful, but the men were not watching, only women; meanwhile men are not taking the information they pass on seriously. The women asked to have more men watch the gender equality videos. • While almost all consulted men and women saying that having young women serve alcohol and entertain guests is normal, the young women who have been asked to do so disagree with the statement and prefer not to do this job.
3.9 Improper use of tap water	• Unsafe use of tap water (provided by the project) may lead to illness in the village. • Lack of appropriate maintenance of water supply system may lead to water contamination which affects the health of users in the long run.
3.10 Water use conflict	• Lack of consultation among water users prior to irrigation rehabilitation may cause risks of water use conflict following rehabilitation due to change in water access. • No protection of water sources for future water supply.

8.1.3 ESF Documents and WB Clearance

The CLEAR project applies the World Bank Environmental and Social Framework (ESF) to ensure that environmental and social risks and impacts are effectively identified, assessed, and managed.

During preparation of the project, the WB carried out a due diligence and considered that the project E&S risks is moderate. However, this has been revised (2026), and the risk is now considered 'Substantial'. This has implications for more intensive ESF processes, and the ESF is under revision (updated ESF documents should be referred to).

Ten Environmental and Social Standards (ESSs), seven ESSs (ESS1, ESS2, ESS3, ESS4, ESS5, ESS7, and ESS10) are considered relevant to the project activities. MAE proposed to mitigate the project E&S risks through effective and timely implementation of the mitigation measures identified in the following three ESF documents:

- (a) The Environmental and Social Commitment Plan (ESCP).
- (b) The Social Engagement Plan (SEP).
- (c) The Environmental and Social Management Framework (ESMF) including Labor Management Procedures (LMP) and a Resettlement Policy Framework (RPF).

These documents were prepared in close consultation with WB specialists taking into account the Government of Lao PDR (GOL) laws and regulations. These documents have been reviewed and cleared by WB and they are disclosed in [MAF/MAE](#) websites.

[These instruments define the procedures and requirements for screening, preparation, implementation, and monitoring of E&S measures in accordance with the applicable Environmental and Social Standards \(ESSs\).](#)

Specific objectives of these ESF documents can be highlighted as follows:

- **ESCP.** The ESCP aims to identify measures to be strictly implemented during implementation of project activities. It is considered mandatory and is part of the project legal document. Annex 5 (of the PIM) provides specific requirements identified in the ESCP.
- **SEP/GRM.** The SEP aims to identify the scope and process to plan, implement, and monitoring activities related to stakeholder engagement including Grievance Redress Mechanism (GRM). More details are provided in Sections 8.4-8.7 below.
- **ESMF/LMP/RPF.** The purpose of the ESMF is to set out the principles, rules, guidelines and procedures to assess, avoid, minimize risk and measures to mitigate the E&S risks and impacts of project activities during implementation. The ESMF identifies the E&S risks and mitigation measures to be managed including an annex on LMP (Annex 4) to be applied to project staff and Annex 5 (on RPF) to be applied when compensation will be involved.

The ESMF process comprise (a) two steps of the E&S screening and identification of the site-specific ESF instruments to mitigate the risks, while annexes provide technical guidance for consideration during implementation of project activities. When the project activities and locations have been identified/confirmed, site-specific issues/risks and mitigation measures (such as ARAP, ESMP, Do and don't, etc.) will be prepared and WB priori clearance will be required before implementation of the activities (per the ESCP). More details are provided in Section 8.2 below.

The risks in the table above will be managed using the ES risk screening form identified in annex 2 of the ESMF and apply the site-specific ESF instruments/tools (ARAP, ESMP, ESCOP, and/or Do or Don't practice) identified in the ESMF ANNEXES 3A, 3B, and 3C.

8.2 ESF Screening and Instruments during Implementation

8.2.1 ESF Screening Step 1. Negative and preference lists

[All project activities shall undergo E&S screening in accordance with the ESMF to determine eligibility, identify potential risks and impacts, and define appropriate mitigation measures. Based on the screening results, relevant E&S instruments shall be prepared and implemented proportionate to the level of risk.](#)

[In accordance with the ESCP, certain E&S instruments shall be subject to prior review and clearance by the World Bank before the commencement of activities. All required mitigation measures shall be implemented throughout the project cycle, and compliance shall be monitored and reported regularly.](#)

[ESF requirements and procedures apply to all project activities](#)

The ESMF requires 2 steps of E&S screening. The first step (Step 1) is to screen for eligibility of the activities to be financed by CLEAR. The eligible activities will then be screened for key issues and mitigation measures

(Step 2) which will identify site-specific measures to mitigate the negative risks/impacts. The E&S screening is required for all project activities to be implemented under Components 1, 2, and 3.

ESF screening– Landscape approach

Of note, Landscape Approach actions, implemented in batch 2 in specific villages, are under component 1. These actions, as with all CLEAR components including CRI, are subject to the same E&S screening, risk assessment, mitigation, and monitoring procedures as defined in the ESMF. Landscape approach activities will be screened, and where required, appropriate E&S instruments shall be prepared, reviewed, and cleared in accordance with the ESCP and ESMF. Where applicable, these instruments shall be submitted to the World Bank for prior review and clearance before the commencement of activities.

Given the diverse nature of Landscape Approach activities, E&S risk management shall follow a proportionate and risk-based approach, whereby the level of assessment and mitigation measures corresponds to the type, scale, and location of activities.

Infrastructure-related activities (e.g., roads, irrigation, water supply) may require a detailed assessment and preparation of site-specific ESMP.

Simplified tools such as ESCOP or Do and Don't practices may be applied to nature-based and livelihood activities (e.g., EbA, agroforestry, soil conservation), where risks are assessed to be low.

The processes are described below.

8.2.1.1 Step 1: (ESMF Annex 2A) Negative and Preference List (Tables 8.2 and 8.3 below)

- Aims to ensure only activities eligible for financing by CLEAR are considered.
- Timing: Used before VA/village discuss activity needs.
- The district team / YGs explain the *Negative List and Preference List* to the VA.
- **Negative list** has 20 statements/questions (see Table 8.2 below). The proposed activity will not be supported by CLEAR if it is on the negative list, or if the answer to one or more questions on the list is 'Yes'. (proposed activities should also fall within guidance from the PIM and other CLEAR technical manuals).
 - E.g. #1. Proposed activities are located in an area designated as protected areas, or biodiversity conservation area (if yes, it can not be financed, if no, ask Q #2, etc.)
- **NOTE** the RPF (Annex 5, chapter 3.3) also has a negative list with additional details related to ethnic groups and resettlement, which can also result in the activity not being financed.
- **Preference list** (Table 8.3). used as a reference to identify a broad range of investment options that can be supported by the project. The list has 5 examples of types of conservation a project might support e.g., promote reforestation and re-vegetation. This list should be used during the VDP process and training.

ESF screening step 1. Negative list

Note, the ESF negative list is under further revision (as of April 2026). The new-revised ESF negative in the updated ESF guidelines will be the key reference once approved by the World Bank.

Note that this negative list has been updated for batch-2 of CLEAR. Changes (in bold) are items that have been expanded, e.g., #9, where 'hazardous materials' was previously part of #17 but is now a stand-alone item with more detail. #10 and #11 are updated to clarify screening related to NTFPs (which can be considered part of community wild food sources, and also part of EbA).

Table 8-2. ESF screening – negative list

No.	Negative List	Yes	No	Justification for Yes, or No
1.	Proposed activities are located in areas designated as protected areas or biodiversity conservation areas, as defined by the Government of Lao PDR (GoL).			
2.	Necessitate land acquisition that affects more than 200 persons or 20 households.			
3.	Proposed activities that may adversely affect the integrity or productivity of collectively owned Indigenous Peoples (IP) land are not eligible. Civil works may be carried out adjacent to such land, provided that they do not impact collectively owned IP land , including its integrity or productivity.			
4.	Affect physically a cultural or archaeological site that are of special spiritual significance to local peoples and communities such as forest, temple, sacred site like trees, rocks, grounds, etc.			
5.	Involve restricted access to natural resources, resulting in adverse impacts on the livelihoods of local people?			
6.	Involve primary production or harvest of living natural resources.			
7.	Purchase of guns; chain saws; asbestos, dynamites, destructive hunting and fishing gears and other investments detrimental to the environment.			
8.	Purchase of pesticides, herbicides and other dangerous chemicals that are prohibited from use under Lao's national regulations.			
9.	Projects that will use or induce the use of hazardous materials (including asbestos) or any banned chemicals. Or Projects that involve the use of hazardous materials (including asbestos) or any banned chemicals are not eligible.			
10.	Forestry operations, including logging, harvesting or processing of timber.			
11.	Unsustainable use, harvesting, or large scale commercialization of non-timber forest products (NTFP³⁸).			
12.	Introduction of non-native species, unless these are already present in the vicinity or known from similar settings to be non-invasive.			
13.	Significant conversion or degradation of natural habitat or where the conservation and/or environmental gains do not clearly outweigh any potential losses.			
14.	Production or trade in any product or activity deemed illegal under Lao PDR's laws or regulations or international conventions and agreements, or subject to international bans.			
15.	Labour and working conditions involving harmful, exploitative, involuntary or compulsory forms of labour, forced labor ³⁹ , child labor ⁴⁰ or significant occupational health and safety issues.			
16.	Trade in any products with businesses engaged in exploitative environmental or social behaviour.			
17.	Subprojects that require full Environmental Impact Assessment (EIA) will not be funded.			
18.	Construction of health centre and school buildings, which are not directly contribute to improved livelihood and nutrition outcomes and covered by other projects.			

³⁸ Note that CLEAR provides education/activities to support sustainable NTFP use, particularly around foraging for nutritious food where it does not negatively impact on the environment.

³⁹ Forced labour means all work or service, not voluntarily performed, that is extracted from an individual under threat of force or penalty.

⁴⁰ Harmful child labour means the employment of children that is economically exploitive, or is likely to be hazardous to, or to interfere with, the children's education, or to be harmful to the child's health, or physical, mental, spiritual, moral, or social development.

No.	Negative List	Yes	No	Justification for Yes, or No
19.	The village has been resettled for less than 4 years or if the village plans to relocate to another place in the next four years			
20.	Village infrastructure that specifically serves expansion of previous village facilities due to the arrival of households relocated less than 2 years prior or planned for relocation is another non-eligible activity.			

Note that the RPF (Chapter 3.3) includes 3 additions to the 'negative list' that CLEAR will not finance: Activities without UXO clearance or certification from the relevant authorities; Activities that involve village consolidation and/or resettlement; Construction of new settlements or expansion of existing settlements.

ESF screening step 1. Preference list

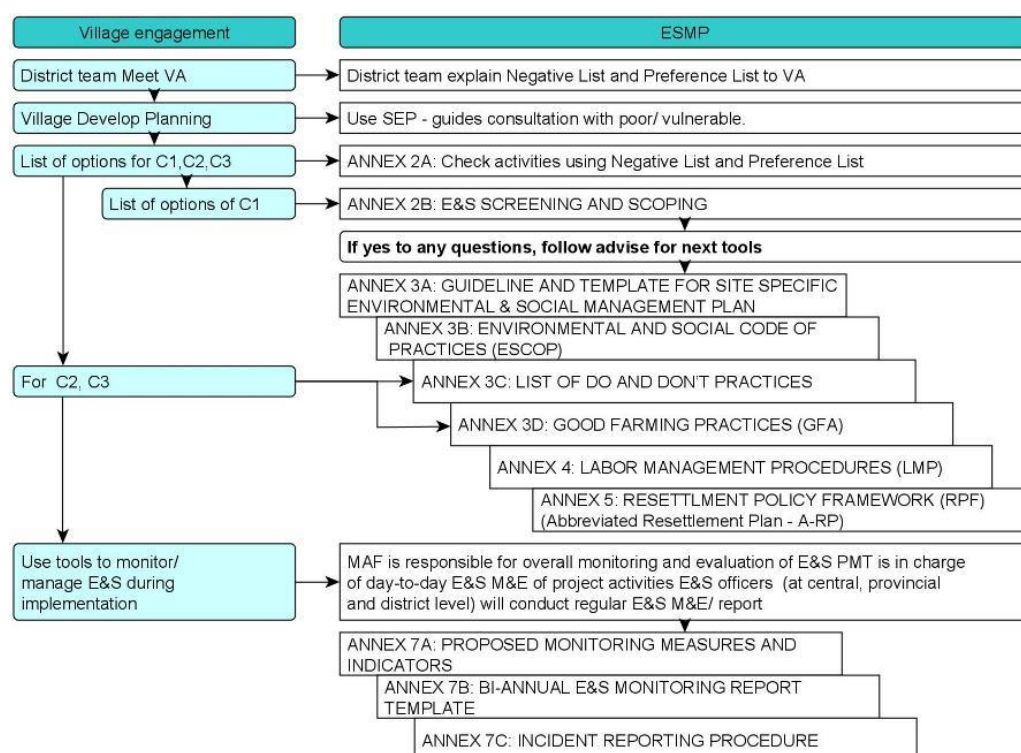
Table 8-3. ESF – preference list

No.	Preference List
1	Promote skill development, increase income revenue and promote conservation of fish habitats.
2	Promote reforestation and re-vegetation.
3	Promote conservation of water resources.
4	Increase awareness and ownership of local community to protect and manage their forest areas, wetlands, wildlife or biodiversity.
5	Promote utilization of natural/organic pesticide from herb instead of chemical pesticide

8.2.1.2 Step 2 (ESF instruments/tools): Identifying measures to mitigate the risks/impacts

The step 2 screening will be applied to the infrastructure activities under Component 1 and the livelihood development and nutrition interventions to be implemented under Components 2 and 3, Specific procedures for infrastructure and livelihood/nutrition activities are identified in Section 8.2.1 and 8.2.2 respectively below (also see Figure 8.1).

Figure 8-1. ESF Tools to be applied to activities (ANNEXES refer to annexes of the ESMF)



8.2.2 Infrastructure-Activities Screening and WB Clearance (Step 2)

Step 2 (ESMF ANNEX 2B) guides screening and scoping for E&S risks & impacts for infrastructure activities that pass step 1.

- This step is used for the infrastructure activity. The result of this step identifies which E&S mitigation approach is needed (e.g., ESCOP, Do and Don't Do, or site-specific ESMP).
- Timing: After VA/Village have prioritised options that have passed step 1 (above) (i.e. after the VDP).
- District teams/YGs explain the E&S Screening and Scoping List to VA. The tool identifies E&S risks, which WB ESS applies, the size of the risk, and which ESMF tool to use. (e.g. ESCOP)
- Where further action is required, the district staff / project staff then prepare and apply the relevant E&S tools.

Note that, before construction, the Disaster Risk management Assessment must also take place to ensure the designs avoid or reduce these risks. The screening process asks questions which then identify which ESF tools should be used. The table below (Table 8.4) summarises these questions and identifies types of documents to be prepared based on the templates and/or guidelines provided in the ESMF and/or SEP annexes.

It is also noted that for very small works or project activities during operations, the Do and Don't practice can also be applied (see Tables 8.5 and 8.6)⁴¹. Consultation with WB specialists on the nature of mitigation measures and/or preparation of ESF documents to be applied/prepared during project implementation is highly recommended.

Table 8-4. Step 2: Screening questions and tool identification for infrastructure activity

#	Questions	Answer (Yes/No/TBD)	Comments (if needed)	Action Required	World Bank ESS	E&S Documents that may be required
1	Do the proposed investments have significant environmental and social risks based on the ES screening. (Examples include a completely new infrastructure or rehabilitation of existing civil work that involves structural change/extension (road, bridge, irrigation, drinking water, storage house...))					• If yes, Prepare SS-ESMP (see ESMF ANNEX 3A). • If no, Apply SS-ESCOP and/or Do & Don't (see ESMF ANNEX 3C).
2	Are located in area designated as protected areas, or biodiversity conservation area – as defined by Government of Laos (GoL).					If yes, exclude the subproject (not eligible per the negative list in Table 8.2.)
3	Will the investment activity result in land acquisition, and/or adverse impacts on the livelihoods of local people, including vulnerable/ disadvantaged peoples ⁴² ?				ESS5	• If Yes, Prepare A-RAP in according with Project's RPF.
4	Will the works require the removal of trees (fruit or other trees)?				ESS1	Apply relevant SS-ESCOPs in ESMF ANNEX 3B.

⁴¹ List are taken from of annex 3C from the ESMF

⁴² See also Definitions section of ESMF.

#	Questions	Answer (Yes/No/TBD)	Comments (if needed)	Action Required	World Bank ESS	E&S Documents that may be required
5	Will the works be located in or near a cultural/heritage area such as spirit forest and temple				ESS8	
6	Will the works result in increases in, or changes to the type of, traffic using the road?				ESS1 and ESS4	Apply relevant SS-ESCOPs in ESMF ANNEX 3B
7	Will the works increase noise levels in the community (due to vehicles, works, etc.)?				ESS1	Apply relevant SS-ESCOPs in ESMF ANNEX 3B
8	Would work required setting up a worker's camp? Otherwise, where are workers expected to live?				ESS2, ESS4, ESS5	Apply relevant SS-ESCOPs in ESMF ANNEX 3B
9	Is an influx of workers (national and foreign), from outside the community, expected?				ESS2 and ESS4	Apply relevant SS-ESCOPs in ESMF ANNEX 3B
10	Is there a risk related to contraction of HIV/AIDS and/or other sexually transmitted diseases, as a result of project works?				ESS4	If yes, consult WB.
11	Is there a risk of COVID-19 spread as a result of project works?				ESS4	Apply relevant Guidance from ESMF ANNEX 4 on LMP
12	Is there a risk that SEA/SH and/or VAC may increase as a result of project works?				ESS4	Apply Worker's Code of Conduct (ESMF ANNEX 4 on LMP)
13	Is there a risk that traffic accidents and/or death may increase as a result of the project?				ESS4	Apply Do & Don't (ESMF ANNEX 3C).
14	Is there a risk that women and other vulnerable groups may not benefit and/or be more adversely impacted by the project?				ESS4, ESS5 and ESS7	Apply SEP (Section 3.3 and 4.4)

Note that many infrastructures need a Site Specific Environmental & Social Management Plan (if answer yes to question 1 in the table above). Guidelines and templates for this are included in Annex 3A of the ESMF.

Table 8.5. Dos and Don'ts: During construction/rehabilitation of the civil works

List of DO Practices:	List of DO NOT Practice:
• Limited working hour during the daytime, especially in residential areas, and control driving speed. • Minimize earth excavation and appropriate disposal of spoil. • Minimize opening of new borrow pits and ensure proper closure. • Minimize traffic congestion, dust and noise generation. • If travel by car, always use seat belts (seat belts help prevent serious injuries in the event of an accident) • Obey all traffic rules (driving license, received training, speed control, seat belts, no alcoholic drinks, no use of phone while driving etc.) • Proper maintenance of construction equipment and vehicles. • Provide appropriate safety sign (day and night) and closely inform local residents. • Avoid spill of used oil and other toxic materials, including safe transportation and storage. • Apply good housekeeping in the construction and/or storage sites to ensure safety of workers and peoples (Gather up and remove debris to keep the work site orderly and safe; Plan and implement adequate disposal of scrap, waste and surplus materials; Keep the work area and all equipment tidy. Designate areas for	• Do not permit rubbish to fall freely from any locations of the project and/or access by animals (dogs, cats, pigs, etc.). Use appropriate containers. • Do not throw tools or other materials. • Do not raise or lower any tool or equipment by its own cable or supply hose. • Use grounding straps equipped with clamps on containers to prevent

List of DO Practices:	List of DO NOT Practice:
waste materials and provide containers; Keep stairways, passageways and ladders free of material, supplies and obstructions; Secure loose or light material that is stores on roofs or open floors; Keep materials at least 2m (5ft) from openings, roof edges, excavations or trenches; Remove or bend over nails protruding from lumber; Keep hoses, power cords, welding leads, etc. from laying in heavily travelled walkways or areas; Ensure structural openings are covered/protected adequately; Provide the appropriate fire extinguishers for the materials found on-site. Keep fire extinguisher stations clear and accessible; etc.). • Ensure access to clean water and latrines by workers and provide mosquito net. • Avoid social/cultural conflict between workers and local population. • Read, understand and sign to knowledge and comply with Code of Conduct (CoC) for Workers for prevention of SEA/SH and VAC provided in the LMP. • Participate and provide opinions, comments and recommendations in the project meetings and consultation workshops.	static electricity build up. • Do not allow resource extraction, habitat degradation, wildlife trade and consumption by workers in protected areas.

Table 8.6. Other good practices during construction/rehabilitation of the civil works

NOTE ON FLAMMABLE/EXPLOSIVE MATERIALS:	During operation and maintenance (O&M) of the civil works
• Store flammable or explosive materials such as gasoline, oil and cleaning agents apart from other materials. • Keep flammable and explosive materials in proper containers with contents clearly marked. • Dispose of greasy, oily rags and other flammable materials in approved containers. • Store full barrels in an upright position. • Store empty barrels separately. • Post signs prohibiting smoking, open flames and other ignition sources in areas where flammable and explosive materials are stored or used. • Store and chain all compressed gas cylinders in an upright position. • Mark empty cylinders and store them separately from full or partially full cylinders. • Ventilate all storage areas properly. • Ensure that all electric fixtures and switches are explosion proof where flammable materials are stored.	• Ensure the maintenance plan (which is prepared as part of respective civil works proposal for the access roads, bridges, small irrigation canal, drinking water supply, storage/processing facilities...) is updated and implemented by stakeholders as discussed and agreed during village meetings for developing village development plan. • Where relevant, safety measures are taken – as part of operational plan, including installation and maintenance safety/traffic signpost, guardrails, public awareness raising related to safety to user of civil works. • For storage/processing facilities, ensure risks such as electrical shocks, fire...are communicated to people involved is operation and maintenance of these facilities. • In case of grain storage, follow good practices related to grain storage to maintain the quality of the grain and prevent post-harvest loss due to pests (rodents...), and promote appropriate use of chemicals to control pest, including use of chemical in related post-harvest technologies (See also Good Agricultural Practices in Annex 3D).

8.2.3 Livelihood and Nutrition Activities Screening and WB Clearance (Step 2)

For the Component 2 activities supporting effective operation of credit and saving groups, agricultural extension for improved cultivation, animal husbandry for self-help groups and producer groups, the mitigation measures identified in Table 8.7 below will be applied and monitored (based on ESMF ANNEX 3D). The basic knowledge on health and safety in local communities, as well as information related to plastic waste and other waste management, and potential impacts of climate change and natural disaster, will be integrated into the project manuals. This knowledge can then be transferred during the training of project activities. It is also expected that these measures will also be applied to the nutrition activities to be implemented through Component 3 as appropriate, especially waste from cooking and other activities related to goat raising and vegetable gardening.

Table 8.7. Dos and Don't: During livelihood activities and general project implementation

Exposure to agricultural chemicals
FOR PEOPLE WHO TAKE LOANS FOR CROP PRODUCTION - Attend project training on GAP which include a) proper use of agricultural inputs, including use of agri-chemicals and treatment of empty pesticide containers, b) proper way to spray pesticide, use of PPE to protect pesticide sprayer from direct exposure to pesticide, etc. Never allow the spray to drift. - Spray pesticide on a calm day to avoid wind blowing the spray to other plants. - This drift can not only kill plants and landscapes you desire to keep but could make it land in areas, like water, where it can harm other plants and animals. Keep people and pets away while you're spraying. - Not only can drift harm plants but it can harm people and pets. - Spray alone and protect yourself with the proper safety equipment. - Always wear a long-sleeved shirt, long pants and shoes and socks. - Wear chemical-resistant gloves for all mixers and loaders, plus applicators using handheld equipment. - Must use protective eyewear, including goggles, face shield or safety goggles. Don't spray to the point of runoff. - Do not spray in a manner that allow run off into storm drains, drainage ditches, gutters or surface waters. - To minimize this risk, try to spray when no rain is predicted for 24 hours to help ensure the rain doesn't wash the pesticide off the area you just treated. - Rinse your equipment over the treated area will help avoid run off to water bodies or drainage systems. Never mix the pesticides with another product unless recommended on the label. - Some pesticide benefit from the use of a surfactant, others don't. - Avoid mixing an oxidizing agent with an herbicide as this cause a hazardous chemical reaction. - Always thoroughly read the label for every product you buy before using. Allow the spray to dry completely. - The job is not over until the spray has completely dried. - Most of pesticide are safe when they're dried and have no entry restrictions to pets, people or livestock. Wash up thoroughly once you're done. - Follow the manufacturer's instructions for cleaning and maintaining your personal protective equipment. - Wash these items in detergent and hot water separately from other laundry. - Get rid of any clothing that has been drenched or heavily contaminated with one of our products. - Don't forget to wash your hands with plenty of soap and water before eating, drinking, smoking or using the toilet. - Try to wash up and change into clean clothing as soon as you're done.
Animal waste
FOR PEOPLE WHO TAKE LOANS FOR ANIMAL HUSBANDRY (PIG, COW, GOAT RAISING...) - It's very important for livestock owners to pick-up, store, and utilize or dispose of manure properly. - Protecting livestock from living in an unhealthy environment. Manure can contaminate animal feed and sicken animals. - Avoid creation of a breeding ground for nuisance insects that carry diseases. - Lessen the chance of parasite re-infestation, which can happen when internal parasites hatch in the manure and mud and are then ingested by the animals. - Preventing the contamination of groundwater and surface waters by manure, which is harmful to fish, aquatic life, and people, and stimulates growth of aquatic weeds.
SEA/SH
Understand - Know that the project has zero-policy for SEA/SH. - Be aware of one's feelings, attitudes, and behaviours in relation to sexual harassment. - See that behaviour corresponds with the expectations and behavioural requirements. Observe

- be aware and conscious of engaging in potential sexual-harassment behaviours or incidents while participating in project events.
 - be sensitive to individuals who may be offended by the verbal and non-verbal behaviour of others.
 - be aware of subtle forms of sexual harassment.
 - watch for and discourage sexual behaviours that negatively affect work.
- pay attention to the response of others in order to avoid unintentional offense.

Confront

- if possible, confront the sexual harasser immediately. Tell the person that you find that type of attention offensive.

Resolve

- Contact E&S Focal Point of PMT (See Stakeholder Engagement Procedure – Section 6.4.3 Redress Procedure for Complaints related to SEA/SH).

Household disputes

- Be aware of your own's family reason(s) that may trigger verbal or physical violence.
- Try to explore if there is a reason that originate from your participation in project activities.
- Try to remain calm in such situation.
- Explain to your partner as needed.
- Seek advice from local Women's Union
- If necessary, stop participating in project activities and ask for project support later on if needed (village authority, local EG leaders, local prestige person...that your partners

8.2.4 Application of Code of Conducts and GRM

It is noted that for the infrastructure activities there will also be procedures related to (a) worker code of conduct; (b) labor code of conduct to be signed by the project staff, consultants, and workers; and (c) code of conduct for working with local ethnic communities while procedures are provided in Sections (a), (b), and (c) below.

(a) Project workers' code of conduct

(a1) Labour management procedures (LMP) - summary

Annex 4 of the ESMF provides the Labour Management Procedures (LMP). It will be applied to project staff and workers. A brief summary is given below:

The purpose of labour management procedures. To identify the types of workers (e.g., unskilled workers, skilled workers, contractor workers), estimate the number of workers, identify labour risks and potential impacts, propose mitigation measures, and key terms and conditions for workers. The LMP focuses on workers who are vulnerable to labour risks. The LMP is applicable to all project workers, irrespective of the type of contracts.

Overview on labour use under the project. The World Bank classifies four categories of project workers: direct workers; contracted workers; community workers; workers of primary suppliers. The LMP for CLEAR estimates the type and number of workers.

Assessment of potential labour risks. Assesses risks of Occupational Health and Safety, Sexual Exploitation and Abuse, Sexual Harassment, and Violence Against Children, Child Labour, Forced Labour, Discrimination and Exclusion of Vulnerable and Disadvantaged groups.

Overview of labour legislation: terms and conditions. The national legal framework that governs labour and working conditions is the Labour Law 2013. The Labour Law has provisions that prohibits discrimination, promotes fair treatment and equal opportunity (decent work) in employment and wages, and protects and assists vulnerable workers. The Labour Law promotes workplace health and safety and is applicable to any individual who is employed through a work contract.

Overview of occupation health & safety legislation. The Labour Law outlines the provisions related to Occupational Health & Safety (OHS) and aims to ensure that employees work in a safe and healthy environment by setting and enforcing standards and regulations.

Responsible staff. LMP specifies who is responsible for overall implementation of the project LMP, management of labour related risks, and address grievance that may arise from project workers.

Policies and procedures. describes procedures that cover Occupational Health and Safety (OHS), reporting and monitoring and other general project policies, based on the Labour Law 2013.

Age of employment. Details the minimum age for employment under the project; Suggests a procedure to verify the age of project workers; suggests approach if underage workers are found working on the project.

Terms and conditions. Treatment for workers e.g., limit of 8 hours/day, 6 days/week) in line with national law; typical content required in a contract for workers, including Code of Conduct.

GRM. GRM related to project workers and SEA/SH survivors. PMT and VIT are responsible to inform project workers on GRM through employment contracts and pre-work induction.

Contractor management. VITs function like a conventional contractor, and implement activities, including monitoring, keeping records and reporting labour management, GRM.

(b) Labour code of conduct – summary

The Labour code of conduct is detailed within the ESMF Labor Management Procedures (Annex 4 of the ESMF). The following is a summary of its content:

(b1) Code of Conduct related to ESHS and SEA/SH/VAC

The code of conduct to be signed by each project staff and worker (as provided in ESMF Annex 4/LMP) to say they will follow the requirements.

The worker agrees to (in summary):

- Comply with the code of conduct and applicable laws.
- Maintain a safe working environment.
- Report unsafe work situations.
- Attend trainings related to ESHS, OHS, SEA/SH and VAC as requested.
- Always wear personal protective equipment (PPE).
- Abide by a zero-tolerance policy as to SEA/SH/VAC, and alcohol consumption during work activities, refrain from use of narcotics.
- Respect women, children, and the elderly regardless of their background.
- Shall not use inappropriate language or behaviour.
- Shall not commit any sexual abuse and/or exploit, and/or sexual harassment of any kinds.
- Shall not engage in sexual harassment of project personnel and staff.
- Shall not engage in offering any work-related favours.
- Shall not engage in using prostitution services.
- Shall not participate in sexual contact or activity with children under 18 years of age.
- Consider reporting through the project's GRM/ manager, any suspected or actual SEA/SH.
- Complete training courses provided related to the E&S aspects of the Contract.
- Report violations of this Code of Conduct.

With respect to children under the age of 18:

- Bring to the attention of management the presence of any children on the construction site or engaged in hazardous activities.
- Ensure that another adult is present when working in proximity to children.
- Not invite (unrelated) unaccompanied children to my home unless they are at immediate risk.
- Not use computers, phones/ digital media to exploit/ harass children or access child pornography.
- Avoid, in all circumstances, any verbal and/or physical punishment or discipline of children.
- No hiring of children (under 18) in any project activity.
- Comply with all local regulations, including labour law for child labour and forced labour.
- Take appropriate caution when photographing or filming children.

Use of children's images for work related purposes

When photographing or filming a child for work related purposes, I must:

- assess and comply with local traditions or restrictions for reproducing personal images.
- informed consent from the child and a parent or guardian. Explain how the photograph or film will be used.
- Ensure photographs, films, videos present children in a dignified and respectful manner.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels do not reveal identifying information about a child when sending images electronically.

Raising Concerns

If any person observes behaviour that is a violation of the Code of Conduct, raise the issue promptly:

- Contact the Employer's Social Focal Point.
- Call Employer's telephone.

The person's identity is kept confidential, unless is mandated by the country law.

The PMT take all reports of possible misconduct seriously and investigate/ take action.

Sanctions

In breaching the Workers' Code of Conduct, disciplinary action could include: Informal warning; Formal warning; Additional Training; Termination of employment; Report to the Police if warranted.

8.2.4.1 Code of Conduct for Working with Local Ethnic Communities

- To ensure that the development process fosters full respect for the human rights, dignity, aspirations, identity, culture, and natural resource-based livelihoods of Indigenous Peoples.
- To avoid adverse impacts of projects on Indigenous Peoples, or when avoidance is not possible, to minimize, mitigate and/or compensate for such impacts.
- To promote sustainable development benefits and opportunities for Indigenous Peoples in a manner that is accessible, culturally appropriate and inclusive.
- To improve project design and promote local support by establishing and maintaining an ongoing relationship based on meaningful consultation with the Indigenous peoples.
- To recognize, respect and preserve the culture, knowledge, and practices of Indigenous Peoples, and to provide them with an opportunity to adapt to changing conditions in a manner and in a timeframe acceptable to them.

8.3 ESMF Implementation, Training, and Capacity Building

8.3.1 ESF Team/Focal Points (Who should do what?)

At central level, the PMT with assistance from the national ESF **Officerss (NEO and NSGO)** is responsible for planning, supervision, monitoring, and reporting of ESF activities. **The NEO and NSGO** will provide all necessary training to the ESF focal points and local staff (YGs/VFs) and prepare the ESF monitoring report (ESMR) for PMT to be submitted to WB every six months. Monitoring forms are provided in the ESMF ANNEX 7.

At provincial and district levels, the ESF focal points at provincial and district levels and the YGs and VFs will be responsible for coordination and communication with local authorities and local communities/committees to take actions to mitigate the risk on the group (also see Table 8.8 below).

8.3.2 ESF Training and Capacity Building

There are a number of ESF tools to support the mitigation of E&S risks and impacts by the CLEAR project. The table (Table 8.8) below lists the tools and suggests the main project staff and participants that should use the tools (this should not be seen to limit the use of the tools, rather it suggests the use). **This applies to all components: Component 1 (climate resilient infrastructure; landscape approach activities) and livelihood and nutrition components.**

Specific training on the environment and social management risks that have been identified for CLEAR will be provided. A summary of each of the Environmental Social Standards (ESSs) which apply to CLEAR, and the related to tools to manage and mitigate E&S risks is provided in Annex 11.

Table 8.8. List of ESF tools

Tool	Key users
Negative List (ANNEX 2A of ESMF)	District staff/YGs use this when discussing activity options with the village authority/ community.
E&S Screening and Scoping Form (ANNEX 2B of ESMF)	District engineers (Including District Climate Resilience Engineering officer (DCRO-E)), YGs and related staff use this when reviewing the priority infrastructure activities propose by a community.
Guideline and Template for SS-ESMP (ANNEX 3A of ESMF)	The plan is made at the survey and design stage of the infrastructure activity by the VIT, YGs, and the district engineer (Incl. DCRO-E).
Environmental and Social Codes of Practices (ESCOP) (ANNEX 3B of ESMF)	This sets good E&S practices that all VITs are required to comply with to avoid/minimize E&S risks and impacts that are associated with implementation of infrastructure activities. YGs, and the district engineer (Incl. DCRO-E), support the VITs in the used of ESCOP.
A List of Do and Don't Practices (ANNEX 3C of ESMF)	All VSMC, VITs, SHGs, PGs and Nutrition Groups are required to comply to ensure (i) good engineering and housekeeping practices of communities; (ii) prevent injuries of project workers and communities; and (iii) prevent direct workers, contracted workers, and community workers from involving in any form of natural resource extraction, habitat degradation, wildlife trade.
Good Agriculture Practices (ANNEX 3D of ESMF)	Similar to the do and don't practices, SHGs, PGs and Nutrition Groups are required to comply. For example, it refers to laws and practices related to pesticides.
Labour Management Procedures (LMP) (ANNEX 4 of ESMF)	The LMP is used to help avoid and reduce risks to all types of workers (e.g., project staff, community workers). It is needed in activities when the project uses unskilled and skilled workers, or contractors or workers from outside the community. It is used to manage risks related to labour, workers, SEA/SH/VAC; children working, ethnic communities. Therefore, it is a reference for all project staff. Specifically, the VIT must use this when

	using skilled and unskilled labour, with support from the YGs, District Engineer (Incl. DCRO-E), and district ES/gender staff.
• Resettlement Policy Framework (RPF) (ANNEX 5 of ESMF)	This is triggered when the activity requires donation or acquisition of land. The district team need to prepare and manage this with the PMT.
• Contingent Emergency Response Component (CERC) Manual (ANNEX 6 of ESMF)	This is used if a national emergency is declared and there is a decision at the Ministry level and with the WB to use funds for the emergency. PMT should lead.
• Proposed Monitoring Measures and Indicators (ANNEX 7A of ESMF)	This table describes what ESF should be monitored under CLEAR, what should be monitored, and how often. It applies to all staff involved in monitoring, particularly E&S staff.
• Bi-Annual E&S Monitoring Report Template (ANNEX 7B of ESMF)	Used by the PMT: A report template to review how CLEAR is complying with the WB's Environmental and Social Standards (ESSs) and GRM.
• Accident Reporting Procedure and Form (ANNEX 7C of ESMF)	Used by the VIT, site infrastructure supervisor, CLEAR management, and staff if an accident happens. A flow chart for reporting accidents, and an accident form (filled by District Engineer/ DCRO-E/E&S Officer).
• Stakeholder Engagement Plan (SEP)	This is a plan to ensure project stakeholders, particularly those who are affected by activities, and particularly those at village level, are engaged throughout project cycle to address E&S risks and impacts. It is relevant to all staff.
• Environmental and Social Commitment Plan (ESCP)	This document is a table that summarises the measures that the CLEAR project has committed to meet ESF requirements, and who is responsible. (This is more relevant to the PMT as a management tool rather than at the field level).

8.4 Stakeholder engagement

8.4.1 Overview

The CLEAR project wants to include the project communities, as well as other project stakeholders in all stages of the project. This includes supporting women and vulnerable groups to be part of the activities and have a say in planning and implementation. This is not optional. It means that the project must find the best methods to include all people, and listen to them, and use the right language and communication tools to ensure good understanding. This means using simple language, avoid using very technical words, and working in or translating to ethnic languages so all people in the community can be equally informed and participate.

8.4.2 Stakeholder Engagement Plan (SEP)

A stakeholder can be any person with an interest or concern in the project. This includes all community participants (including women, poor, and vulnerable people), as well as project staff, and government partners, and donors.

CLEAR has a Stakeholder Engagement Plan (SEP) which is part of the ESF and describes how is involved, interested, or affected by the project, as well as the methods and times to include and consult with them, including consultation of E&S risks. It also describes the method for Grievance Redress (a key part of the FGR – see below). The objectives of the Stakeholder Engagement Plan are to:

- Offer opportunities for stakeholders to raise their concerns and submit their opinions, to incorporate this into the project when possible, and to provide this feedback to stakeholders.
- Create avenues for complaints handling and grievance management.
- Create opportunities for information sharing and disclosure.
- Foster strong project community relationships.
- Ensure meaningful consultation and the consideration of stakeholders' expectations and concerns into the implementation arrangements for the program, including feedback on environmental and social mitigation measures and their implementation.

8.4.3 Feedback and Grievance Redress (FGR)

8.4.3.1 Feedback and Grievance Redress (FGR) overview

The Feedback and Grievance Redress (FGR) is the way that people involved or affected by the project can contact the project to raise issues and give their feedback. This can include cases where vulnerable people feel that they have not been listened to or included, not consulted in decisions, or are negatively affected by the activities. Feedback can also be positive, for example, where an activity is going well and people want this type of support to increase. Grievance redress includes steps where the complaints are either resolved, or the complaint can be moved to a higher level if it is felt the issues had not been resolved (or not fully resolved).

Assessment of recent projects showed limited awareness of the FGR amongst beneficiaries, **and that GRM may compete with the village mediation committee. CLEAR staff need to make every effort to promote awareness of the system to support the project.**

Table 8.9. FGR principles

Visibility	Information about how and where to provide feedback is well publicized
Accessibility	Citizens should find it easy to engage and use FGR, irrespective of language or disability
Responsiveness	Prompt acknowledgment followed by prompt action, with informants kept aware of progress
Objectivity	Any investigation should be open-minded and impartial, complete, and equitable
Charges	There is no cost to the informant for the provision and handling of their feedback
Confidentiality	Unless voluntarily provided, identities of informants are kept confidential throughout
Citizen focus	The project welcomes citizen feedback of all types, with a culture that sees citizens as central
Accountability	Clarity on the roles in handling feedback; staff accountable for their actions and decisions
Improvement	Continual learning from feedback and to improve processes, policies, and procedures

Feedback may include, but is not limited to:

- Misuse of funds.
- Corruption allegations.
- Inappropriate intervention by outside parties.
- Violation of program policies, principles, and contracts for activities.
- Negative impacts of activities on individual households or sub-groups, including issues related to:
 - land/ asset donations.
 - compensation arrangements for land acquisition.
 - impacts from civil works.
 - other safeguard-related issues.
- Inquiries about program procedures or rules.

Complaints against CLEAR staff are handled and resolved by the PRF using its internal rules of procedure. Staff of other agencies or civil servants are subject to their own internal rules of procedure once they become the subject of complaints.

8.4.3.2 CLEAR project feedback channels (at all levels)

- Village mediation committee.
- FGR committees at village, district, and provincial level.
- Feedback boxes (community suggestion boxes) in villages. (Hotline, phone call, WhatsApp, Facebook, may be agreed as an alternative, reviewed by village/staff).

- PO Box (4625).
- Phone hotline 1161.
- Website (www.clearlaos.org).
- Raising issues at regular meetings at all levels during CLEAR project cycle.
- Annual meetings in selected villages soliciting feedback from community members.
- Email the project staff responsible for FGR.

Written feedback

- FGR forms are available at the village, district, provincial, and national level where feedback boxes have been established.
- Citizens with feedback/complaints are encouraged to fill out the FGR form for investigation (written feedback can also be submitted without using the form).
- Individuals that cannot write are encouraged to find someone able to write on their behalf (such as friends or relatives, members of MBOs, VSMC, etc.).
- Feedback in written form should be submitted via the feedback boxes, where established.

Verbal feedback

- Feedback can be given directly to CLEAR staff and YGs or during the regular activity meetings (the village can also report feedback when it is raised in non-CLEAR village meetings).
- All feedback formally received must be recorded on the FGR form by CLEAR staff, after which they explain next steps to the informant. CLEAR staff provide details of the next steps to the informant.
- The informant then submits the form to the feedback box.

Online feedback.

- CLEAR feedback and grievances are recorded into the MIS (electronic form; tablets; SMS).
- As noted above, the project is increasingly promoting the use of online communication (e.g. MMPL) and can review options for feedback through online methods.

Table 8.10. Contacts for feedback at the PMT (Listed in the ESMF-GRM)

	National social/gender Officer (GRM Primary contact)	National Environmental Officer	Deputy Executive Director (ESF Focal point)
Name	Duangchith VIRAVONGSA	Bounpanh Thepphavong	Bounsy Nanthaphone
Email	duangchith@clearlaos.org	bounpanh@clearlaos.org	bounsy@clearlaos.org
Phone	: 020-55689740	020-99991508	020-56455599
Address	Poverty Reduction Fund, Nahaidiao Rd, Sisavathtai village, Chanhthabuly district, Vientiane Capital		

8.4.3.3 Feedback directly to the World Bank

Complaints related to allegations of fraud and corruption directly to the World Bank in the event that people feel that concerns are not or cannot be addressed through the project mechanisms:

Table 8.11. Work bank – direct feedback contacts

Independent Fraud and Corruption Hotline:	+1 704 556 7046 (third-party operated, charges reversed)
Mailing address:	PMB 3767, 13950 Ballantyne Place, Charlotte, NC 28277, USA
Telephone:	+1 202 458 7677
Fax:	+1 202 522 7140
Email:	Investigations_hotline@worldbank.org

For more information, visit:	www.worldbank.org/integrity
------------------------------	--

8.4.3.4 Redressing grievances

Redressing grievances is a key component of the SEP (Stakeholder Engagement Plan)

Complaint handling procedures

The project has procedures for four types of possible grievances (under a PMT focal point):

- Land acquisition/economic displacement.
- Labour and working conditions.
- Sexual exploitation and abuse and sexual harassment (SEA/SH).
- Environmental impacts (during construction).

Redressing grievances related to SEA/SH established under this project are in accordance with the related national laws; World Bank's guidance on SEA/SH and is described in the project's LMP and SEP.

The following summarises each of the four procedures (details are in the ESMF):

Redress Procedure for Complaints related to Land Acquisition/Economic Displacement

A complaint related to land acquisition could be resolved through the following Steps. However, as part the law in Lao PDR, the complainant retains the right to bypass this procedure by addressing their complaint directly to the PMT or the national assembly. Steps:

- Step 1: If a community member/HH is not satisfied with the land acquisition plan or its implementation, they make a verbal or written complaint to the village authority or VMC (village make a written record of verbal complaint). The Village Authority or VMC should solve this within two weeks.
- Step 2: If the result of step 1 is not satisfactory, after the step 1 decision, an appeal can be filed with the District Office of Justice (DOJ) via [DoAE](#). The DOJ should decide within two weeks.
- Step 3: If the result of step 2 is not satisfactory, after the step 2 decision, an appeal can be filed with the Provincial Assembly (PA) via [PoAE](#) for administrative arbitration. Arbitrated decision should be made within three weeks.
- Step 4: If the result of step 2 is not satisfactory, after the step 2 decision, a lawsuit can be filed in a civil court according to relevant laws and regulations in Lao PDR.

Redress Procedure for Complaints related to labour and working conditions

Project workers can lodge their grievance/complaint as follows:

- Step 1: **Employer Level.** Affected person (AP) can submit their grievance to their Employer who (first focal point) verbal, in writing, by phone, text, email (anonymous complaint is accepted). The Employer resolves the case in no later than 15 days. Once resolved and the AP is satisfied, the Employer reports the case to the PMT. If the AP is not satisfied, the Employer refers the AP to the GRM focal point of the PMT, and informs the AP of this.
- Step 2: **PMT level.** PMT will resolve referred complaint within two weeks from the date of receipt. The GRM focal point will consult with the Project Manager if they are unable to find a resolution. The GRM focal point will inform the AP of the PMU's resolution result in writing

within 30 days from the date of complaint receipt. If the AP is not satisfied with the proposed resolution the case to the PMT.

- Step 3: **Court of Law.** If the AP is not satisfied with the resolution proposed above, a multi-stakeholder committee is established (ad-hoc) to resolve the grievance. If the grievance could not be resolved by this, the affected person may resort to the court of law. The lawsuit cost shall be borne by the AP. The decision of the Court will be final.

Redress Procedure for Complaints related to SEA/SH

The CLEAR GRM for SH/SEA mainly:

- Refers the complainants to local Gender-Based Violence service provider.
- Recording resolution of the complaint.

Principles:

- Recognize victim as principal decision makers in their own care.
- Treat victim with agency, dignity and respect for their needs and wishes.
- Multiple channels are in place for easy access and lodge complaints.
- SH/SEA victims are referred to local SEA/SH service provider for immediate support if they make a complaint directly to PMT.
- Confidentiality of victims are protected. SH/SEA allegation reports are confidential.
- No identifiable information on the victim shall be collected and stored in the Grievance Logbook.
- Costs of operating the SH/SEA GRM are financed by the infrastructure activity.

Channels for lodging SH/SEA complaints:

- Channel 1: AP can submit a complaint, verbally or in writing, to the VMC /Village Authorities.
- Channel 2: Alternatively, AP can lodge their complaint (verbal/written) to GRM Focal Point (PMT)
- Channel 3: AP can submit a complaint to, or seek counselling support from, the local LWU.

All SH/SEA related grievance (through any channel) are processed and resolved directly by Lao Women Union (LWU) who are engaged by the PMT to assist with this. The Project, and organizations resolving the complaint, will not charge any fees. Expenses incurred due to submission of complaints and/or appeals and phone calls are 'unexpected expenses' and covered by the Project.

Redress Procedure for General Complaints

In case individuals, households, or communities are affected by any other aspects, for instance, environmental impacts (e.g. dust, noise), their complaints could be submitted through various convenient channels, including:

- PMT's FGR focal point's telephone,
- Local ethnic group leaders (in case affected individual/HHs are from an ethnic group).
- VIT's dedicated phone.

The table below shows further steps that can be followed:

Table 8.12. FGR feedback and grievance - steps⁴³

Feedback Channel	Response Time	Responsible	Means of Verification/ Documentation
Step 1 – Village Level			
Village mediation committee (VMC); CLEAR staff FGR focal point. Use feedback box if available.	Resolution within 1 to 3 weeks. Feedback box is opened every 2 weeks. Response within 1 to 3 weeks. Informant/ complainant/ beneficiaries or PAPs regularly updated on the progress of their feedback during meetings for CLEAR activities.	VMC at the village level	Written FGR form through the VMC
Whatsapp / phone to National social/gender Officer (GRM Primary contact)	Response within 1 week. Informant/ complainant/ beneficiaries or PAPs regularly updated on the progress of their feedback on a monthly basis.	National social/gender Officer (GRM Primary contact)	Written feedback and resolution form,
Regular CLEAR meeting at the village level during activity implementation	Regular CLEAR meeting. Response within 1 day to 1 week. Informant/ complainant/ beneficiaries or PAPs regularly updated on the progress of their feedback during meetings for CLEAR activities.	Upper level if the case cannot be solved at this level	Monthly submission of FGR report to the district FGR committee with all relevant information and progress
Step 2 – District Level			
CLEAR district office; Can use the feedback-Box if available.	Feedback-box opened every 2 weeks. Response within 1 to 3 weeks. Informant/ complainant/ beneficiaries or PAPs regularly updated on the progress of their feedback during meetings for CLEAR activities.	FGR committee at the district level	Written feedback and resolution form, through the district feedback and resolution committee
Toll-free hot line	See hotline info in village level (above)		
Regular meeting at the district level for CLEAR activities	Regular CLEAR meeting. Response within 1 day to 1 week. Informant/ complainant/ beneficiaries or PAPs regularly updated on the progress of their feedback during meetings for CLEAR activities. Dedicated e-mail and website: 1 day to 1 week.	Upper level if the case cannot be solved at this level	Monthly submission of FGR report to the FGR committee at the national level with all relevant information and progress
Dedicated email and website	Dedicated E-mail and website: 1 day to 1 week. Informant/ complainant/ beneficiaries regularly updated on the progress of their feedback on a monthly basis.	M&E Unit at the CLEAR Central level	Written feedback and resolution form, through the M&E officer at the central level
Step 4 – National Level			
Toll-free hot line	See hotline info in village level (above)		
Regular meeting at the National level for CLEAR activities	Regular CLEAR meeting. Response within 1 day to 1 week. Informant/ complainant/ beneficiaries or PAPs regularly updated on the progress of their feedback during meetings for CLEAR activities.	CLEAR Central level	Monthly submission of the feedback and resolution report to the M&E officer with all relevant information and progress
email/website	See dedicated email/website info for district level		

⁴³ From CLEAR SEP

8.4.3.5 Monitoring Feedback

- Monitoring refers to tracking requests/ complaints and assessing the extent that progress is being made to resolve them.
- The MIS allows for entering, tracking, and monitoring feedback.
- Feedback data/trends are analysed by project staff so that policy / changes can be made to minimize issues in the future.
- An independent review of the effectiveness and reliability of the FGR is conducted annually, including feedback from those who have used it.

8.4.3.6 FGR organisational structure⁴⁴

FGR national level

The national CLEAR office (PMT) is responsible for:

- Overseeing the work of the feedback and resolution committee at lower levels.
- Ensuring the feedback is acted upon efficiently by the district FGR committee.
- Receiving the feedback through the toll-free hotline number, PRF website or e-mail, and directing the cases to relevant levels and bodies for resolution, if necessary.
- Follow-up on persistent problems in the field which may require national-level intervention.
- Maintain the overall CLEAR feedback database based on the inputs from the field.
- Analyse trends in the feedback and its resolution.
- Generate a summary of the reports for senior management.
- Ensure that regular feedback is provided by the FGR committees on the progress made in the resolution of the feedback received.

FGR District level

At the District Level, the FGR committee (standing committee) could include:

- Vice Chairman of the District Executive Committee (it was vice district governor)
- Representative: Lao Front for National Construction
- Representative: Lao Women's Union
- Representative: Agriculture and Forestry Office
- Representative: Lao Youth Union
- Representative: Public Works and Transport Office (option)

FGR village level

The Village mediation committee (VMC) should comprise five elected members from the community. They are invited to solve issues during public meetings; ensure agreed project principles are followed; ensure that those with positions in activity committees are accountable for their decisions and actions.

Note that the VMC is a village structure. It is not a project committee.

⁴⁴ Based on PRF AF POM

Table 8.13. VMC role in relation to CLEAR

VMC role	Related key tasks
VMC formation	• Villagers elect people to be their VMC representatives at village and district meetings to check the accountability of those who hold positions and their service providers. • Members of the project committees and groups (e.g., VSMC, VIT, PG) can NOT also be in the VMC (to ensure neutrality). • At least 50% of VMC should be women (with representation of youth, poor, elders).
VMC monitoring of CLEAR	• Ensure that all committees and committee leaders function in a just and fair manner. • Project issues are noted, report them to the village assembly/ wider representative body of the district. • Perform an internal audit of all records and accounts of all committees every two months. • Ensure adherence to CLEAR principles, rules, and concepts (e.g., accountability) • Receive 'Action Taken Reports' from committees with regard to identified weaknesses and submit these to wider representative bodies at the district level. • The village audit committee authenticate the completion of work and solve problems of those who have complaints.
VMC and FGR	• Before a grievance/ complaint is made externally, the community will review and inform the broader community on how to take corrective action. • A complaint will first come to the VMC to be resolved. Villagers can manage their affairs themselves, and seek outside assistance if necessary.

8.5 Risk avoidance and reduction if land donations are needed

The Resettlement Policy Framework (RPF) must be referred to where land donations or acquisitions are expected. It is normal practice for the team to find alternative designs or options if the prioritised infrastructure activities require significant land acquisition. Therefore, the following is a summary of the land donation process only.

8.5.1 Voluntary donation and compensation⁴⁵

There are two methods used when the activity requires use of someone's land: voluntary donation, and compensation at full replacement costs.

Voluntary donation: After receiving accurate information and after being fully consulted, community members have the right to make a contribution of their land or other assets of not more than 5% of the total assets. Voluntary contribution is an act of informed consent.

Compensation: Persons who face loss of assets or access to assets, and those who lose less than 10% of their total land, have the right to ask for full compensation for such loss at replacement cost.

Project beneficiaries /potentially affected people must be informed of their rights to refuse, donate and/or receive full compensation entitlements. The RPF describes who is eligible as an affected person in terms of legal rights to land, and type of impact (loss of land, agriculture, business).

⁴⁵ See the CLEAR RPF for full details.

8.5.2 Land donation procedures

8.5.2.1 Social screening (form used by District Team)

The infrastructure screening process, and form (described above) is included as part of the infrastructure activity proposal. As noted, the design or activity may need to be adjusted if it does not pass the screening negative list.

In addition to the infrastructure screening, if the land donation is expected (step two of the screening above, question-3 is 'yes' to land acquisition) then an Abbreviated Resettlement Plan (A-RP) is needed. This starts with "social screening".

The following is the checklist which needs to be checked as 'yes' or 'No' with addition of notes and description of mitigation measures required:

Table 8.14. Social Screening

Core question	Sub question: 'yes' or 'No' with addition of notes
Structures or resources that are located in the infrastructure activity construction area.	• Private houses • Private businesses/shops • Roads, footpaths, or other access routes • Residential land • Agricultural land • Crops and/or trees on land • Natural resources shared by community members. • Grave, or other area/structures of religious or cultural significance • Others • Additional remarks:
Potential social impacts	• Temporary loss of land for any families? • Permanent loss of land for any families? • Conflicts in water supply rights and related social conflicts? • Restricted access of people and animals to usual sites (farm, pasture...)? • Physical resettlement of people? • Potential social conflicts arising from land tenure and land use issues? • Other:
Potential impacts on vulnerable groups, if any: will the activity	• Affect poor household (as defined by government)? • Affect female-headed households? • Affect ethnic people? • Affect other vulnerable groups?

Inventory of loss (form)

Where there will be land acquisition, the inventory loss form is used by district teams to list affected individuals and their expected loss (to be donated/compensated by the project).

8.5.2.2 (a2) Detailed Measurement Survey

Where a land database/record (DoAE) is available, the database is checked to confirm the legal status of the affected land (and updated as needed). A consultant may be engaged if it is a large undertaking. Detailed measurements are made.

8.5.2.3 (a3) Process of voluntary donation

The PMT is responsible for the entire Voluntary Donation process and outcome.

Voluntary donation requires meeting criteria relating to the limited % of total land donated and the vulnerability of those donating. Steps for voluntary donation include:

Step 1. Conduct initial screening for voluntary donation eligibility (see form below).

Step 2. Consult with Potential Voluntary donor. Those that meet eligible conditions are informed. A list of those willing to donate is finalised. Documents go to WB for review and approval.

Step 3. Start donation process. Detailed survey of assets. Have formal statement of donations (signed by each owner). Follow formal (GoL) donation procedures and handover donated land to project. PMT detailed documentation is needed (see RPF).

Table 8.16. Screening Form for Voluntary Donation (for step one of the process of voluntary donation)

A. Information about donating household						
Province:	District:	Commune:	Villages:			
Infrastructure activity ID:	Name of the Head of Village Infrastructure Team (VIT)					
Names of Donating Persons	Name of Husband:	Job:	ID Number:	Age:		
	Name of Wife:	Job:	ID Number:	Age:		
Address:						
B. Key Screening Criteria					Yes	No
Are you from vulnerable/disadvantaged group:						
• Is your household recognized by the government as a “poor household”?						
• Is your household recognized by the government as a “near-poor households”?						
• Is your family from an ethnic group?						
• Is your household landless/ limited productive land?						
• Is your household female headed with dependents?						
• Does your household have key male labor frequently work away from home (e.g. migrant workers)?						
• Is the main labor in your family jobless, or limited economic opportunities?						
• Does your household have at least a family member(s) with chronic illness, or disabilities?						
• Are you young parents with children and living on your own (separate house...)?						
• Is your family living in an especially difficult circumstance?						
Are you a direct beneficiary household of the planned infrastructure?						
C. Project Impact on Land/ Assets						
• What is the total area of productive land (in square meter) that you own)?						
• What is the total area of your residential land (in square meter) that you own?						
• What is the total area of other land type that you own (e.g. forest land)						
• What is the total area of land that is affected by the project?						
• What type of land that is affected (e.g. productive land, residential land, other type. Please clarify)						
• How many trees, or crops (in m ²) that you have on the affected land?						
• Do you have any fixed structure (e.g. well, fence) that is currently located on the affected land?					Yes	No
If yes. What are they? (please clarify)						
• Do you have any business/ income generation activities that is currently based on the affected land?					Yes	No
If yes. Please clarify						
D. Donation						
Total affected assets (by type of impacts)	Land (m²)	Structures (specify)	Trees/ crops (number of trees/ area of crop, crop name)	Others (Please specify)		
• Value in your own assessment						
• Value as confirmed by project based on replacement costs						
• Asset(s) you wish to donate?						
Other:						
• Please confirm that you have been informed of the project’s compensation policy and estimated compensation amount and you voluntarily donate to the infrastructure activity?					Yes	No
• Please confirm if your livelihoods/ income generation activities would not be worsened off as a result of your voluntary donation.						
E. Land Ownership						

• Is your land owned by you (e.g. have a land title, no land dispute)?		
• Do you rent the affected land to anyone? Or lend them for their own use?		
By signing or providing thumbprint on this form, the household confirms the accuracy of the information provided to allow to proceed to the next step of land donation procedure – as per local regulation.		
District Implementation Unit (sign Date); Donating persons (sign/date); VA witness (sign/date)		

8.5.3 Preparation of Abbreviated Resettlement Plan (ARP)

The objective of the Resettlement Planning Framework (RPF) is to: (i) avoid involuntary resettlement or, when unavoidable, minimize involuntary resettlement by exploring project design alternatives; (ii) avoid forced eviction; and (iii) mitigate unavoidable adverse social and economic impacts from land acquisition. If in specific cases acquisition avoidance is not possible, the project will minimize or reduce land acquisition impacts. An Abbreviated Resettlement Plan is prepared. The affected households are consulted during the ARP preparation (compensation package should be agreed before finalising).

The level of detail of the ARP, varies, depending on the extent of the need. The Resettlement Plan will include information on:

- Project Description.
- Scope of Land Acquisition.
- Socioeconomic Information of affected people.
- Eligibility, Entitlements, Assistance, and Benefits.
- Information Disclosure, Consultation, and Participation.
- Grievance Redress Mechanisms.
- Institutional Arrangements.
- Implementation Schedule.
- Monitoring and Reporting.
- Cost and Budget.

The ARP is submitted to the WB for approval. Compensation payment if required is made to affected household based on the final, disclosed Abbreviated RP. Civil works can start only when compensation for all affected households is fully completed, and all land required is officially handed over to the VIT.

Table 8.17. A-RP key responsibility (summary)

Key tasks in A-RP Preparation Process	PRF	PMT	District team	DoAE (prev. DONRE)	District Government	Village authority
	Oversight	Lead & Support	Lead Implement	Collaborate		Collaborate and Support
Finalize activity design	Oversee	Support/Approve	Lead			Collaborate
Inventory of Loss			Lead			Collaborate
Detailed Measurement Survey		Oversee	Collaborate	Lead	Oversee	Support
Replacement cost calculation						
• If by independent consultant		Lead		Co-lead		
• If by District team & DoAE			Lead	Co-lead		Support
• Review and Ratify RC results		Co-Lead		Lead		
Initiate voluntary Donation			Lead		Oversee	
Finalize draft A-RP			Lead			
Review of A-RP		Review			Co-review	
No-objection						
Implement A-RP			Lead			

8.6 ESF Implementation Reports and M&E

The ESCP identifies submission of the ESF implementation monitoring report to WB (quarterly and/or semi-annually).

The National Environmental Consultant (NEC) is responsible for planning, monitoring, and reporting of all environmental requirements for CLEAR especially those related to infrastructure works and other environmental activities (such as health and safety and waste management, and climate change and natural disaster, including those related to livelihoods and nutrition activities. The National Social/Gender Consultant (NSGC) is responsible for monitoring, and reporting of all social requirements for the Project infrastructure works and/or activities, and especially those related to livelihood and nutrition activities. (see section 3.3).

ANNEX 7 of the ESMF includes proposed monitoring measures and indicators:

- Form: Bi-annual E&S monitoring report template, Includes:
 - Project Implementation Progress in Brief.
 - Implementation of Safeguard Measures.
 - Safeguard Capacity Building.
 - ESS Compliance Monitoring.
 - Compliance ESSs (table).
 - Non-Compliance ESS and Proposed Corrective Action (CA) (table).
 - Implementation of SEP.
 - Grievance Redress Mechanism (GRM).
 - Accident Reporting.
 - Challenges and Proposed Solution.
 - Attachments.
 - Flow chart: Incident reporting procedure.
 - Form: Accident Reporting Form.
 - Form: For environmental and social incidents.
 - Form: For SEA/SH Incident.

The table below (Table 8.18) summarises the proposed monitoring measures and indicators for ESF. The full table is included in ANNEX 7a of the ESMF.

Table 8.18. Proposed monitoring measures and indicators for ESF (summary) see ESMF ANNEX 7 for full table.

Aspect	Standard monitoring	Means of verification	Monitoring Freq/ Resp.
I. Training and reporting			
1. Trainings on ESF instruments including ESMP, SEP, ESCP.	Check the training and reports including but not limited to number of training events, training dates, training topics, number of participants with segregation of male and females and their organization, trainers, training outcomes, evaluation, list of participants and training materials	Documentation	- Quarterly by District E&S officers to PMT - Bi-annual by PMT to the WB
2. ESMF Reporting (All components)	Check the number of a standalone E&S monitoring reports	Documentation	- Quarterly by District E&S officers to PMT - Bi-annual by PMT to the WB

Aspect	Standard monitoring	Means of verification	Monitoring Freq/ Resp.
3. Accident reporting (All components)	Check the number of accident cases and reports including: • Rapid accident reports • Investigation reports (police) • Root cause analysis report • Final audit report	• Field investigation • Documentation	• Case by case within 48 hours for Rapid accident reports
II. Social monitoring measures			
4. Implementation of A-RP (C1)	• As provided in RPF and/or A-RP (A standalone document)	• Field assessment • Interview with PAHs • A-RP completion report	• Quarterly by District E&S officers to PMT • Bi-annual by PMT to the WB
5. Implementation of SEP (All components)	• Check the consultation reports including but not limited to number of consultation events, number of participants with segregation of male and females, ethnic groups and vulnerable group and their organization, issues raised, outcomes, evaluation, list of participants and consultation materials		• Quarterly by District E&S officers to PMT • Bi-annual by PMT to the WB
6. Participation of female, vulnerable and ethnic groups (All components)	• Check the implementation of CLEAR implementation manuals and ensure that they incorporate ethnic group sensitivity/culturally responsive and meaningful consultation. • Where needed, conduct small group meetings at village level using appropriate translators or ethnic language speakers, with village groups split by gender. • Pay special attention to ethnic and gender sensitivity, taking into account ethnic groups' gender perspectives and incorporating them into the communication strategy. • Ensure implementation of the code of conduct for workers that include ethnic groups while engagement then data collection and other project activities. • Ensure that the project and its staff and community workers respect ancestral and spiritual land and forest use and remain sensitive to customary use of land by the community, especially ethnic groups.	Field assessment (FGD) and documentation	• Quarterly by District E&S officers to PMT • Bi-annual by PMT to the WB
7. Implementation of LMP (All components)	• As provided in LMP (A standalone document)	Field assessment (FGD) and documentation	• Quarterly by District E&S officers to PMT • Bi-annual by PMT to the WB

Aspect	Standard monitoring	Means of verification	Monitoring Freq/ Resp.
8. Occupation Health and Safety (All components)	- Check that appropriate PPEs (safety hard hat, safety boots, gloves, safety glasses, ear protection buds and masks) are provided to and used by staff during the civil works operation. - Check that activities with high potential risks and hazards (cut, burn, electrocution, etc.) are performed and/or closely supervised by experience staff.	Visual inspection	- Daily during ICT infrastructures installation; - During the field trip.
9. Community health and safety (C1 and C2)	- Check the compliance with driving rules and regulation. - Check road accidents (damage to community and public assets, injuries and/or deaths) and transmitted and infected with COVID-19.	Visual inspection	During the field trip.
10. SEA/SH and Violence Against Children (VAC) (All components)	- Check whether information and training on GBV-SEA/SH based on the WB Good Practice Note and the national and international convention on elimination of violence against women and children are provided to appropriate stakeholders. - Ensure implementation of the Codes of Conduct on GBV-SEA/SH and VAC	Field assessment (FGD) and documentation	- Quarterly by District E&S officers to PMT - Bi-annual by PMT to the WB
11. Implementation of GRM (All components)	- Check whether GRM are properly communicated with relevant stakeholders (e.g., Whether workers are informed about the relevant GRM upon their recruitment and their right to redress, confidentiality, and protection against any reprisals from the employer, etc.) - In the event project received a complaint, check whether it has been processed and filed accordance to its designated categories and it is correctly report through the GRM systems and referral paths if related GBV-ESA/SH and/or CA.	Field assessment (FGD) and documentation	- Quarterly by District E&S officers to PMT - Bi-annual by PMT to the WB
III. Environmental monitoring measures			
12. Solid and hygiene management (All components)	- Check that the recyclables have been properly segregated. - Check general good housekeeping, hygiene management, and tidiness. - Check and assure that no littering and burning of garbage. - Check and assure proper disposal of solid waste - Check the compliance with SS-ESCOP for good household keeping (in Annex 5).	Visual inspection	- Daily by CSMC (community technician and infrastructure supervisor) - Monthly by District E&S officers - Bi-annual by PMT E&S specialist
13. Dust and noise impact during the civil works (C1)	Check that the workplace is properly sealed during the renovation and installation works.	Visual inspection	As above

Aspect	Standard monitoring	Means of verification	Monitoring Freq/ Resp.
	Check that vehicle speed limit through the communities, during field work, is in accordance with the traffic rules.		
14. Extraction of natural resources (forest and water sources), illegal wildlife consumption and trading, and illegal logging (C1, C2 & C3)	Check and assure that no extraction of protected forest land, unattainable use of natural resources (forest and water sources), no conflict among the communities regarding the use of natural resources, no illegal wildlife consumption and trading, and no illegal logging.	Visual inspection	As above
15. Climate change and disaster impacts (C1 and C2)	Check and assure the compliance with DRM manual	Visual Inspection and documentation	As above
16. Implementation of GFA (C2 and C3)	As provided in GFP (in Annex 3D).	Visual Inspection	As above

Form: Bi-annual E&S monitoring report template, Includes:

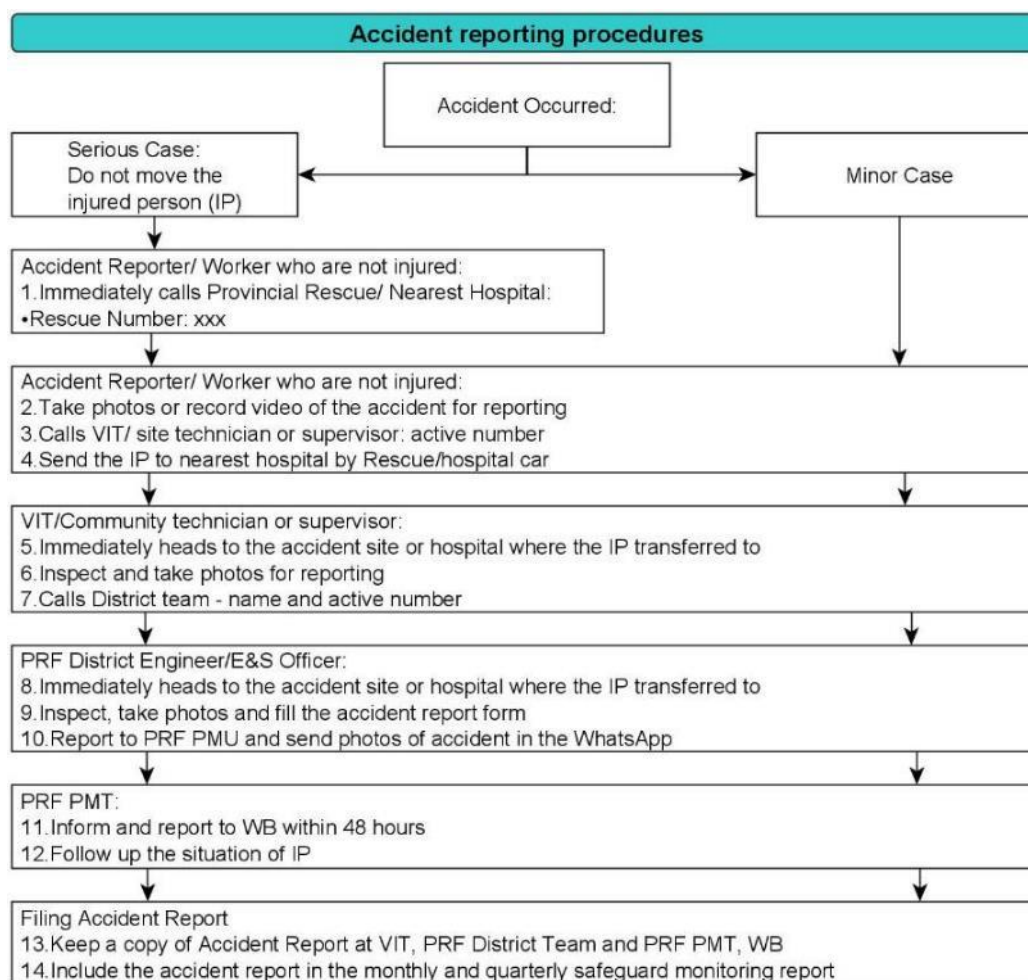
- Project Implementation Progress in Brief.
- Implementation of Safeguard Measures.
- Safeguard Capacity Building.
- ESS Compliance Monitoring.
- Compliance ESSs (table).
- Non-Compliance ESS and Proposed Corrective Action (CA) (table).
- Implementation of SEP.
- Grievance Redress Mechanism (GRM).
- Accident Reporting.
- Challenges and Proposed Solution.
- Attachments.

8.7 Risks and accidents/safety

Project E&S risks on accident and safety will cover those related to environment and social aspects.

- Occupational health and safety risks (e.g., injury from travelling of project local staff and/or physical accidents/falling of workers during implementation of small works) and community health risks (road safety and SEA/SH related to the project including health risk and infection of Covid-19 and/or other diseases) are discussed in the risk section above, and are also part of the Labour Management Procedures (LPM). As required in the ESCP, any incidents and accidents related to the project will be promptly notified to the WB while preparation of follow-up documents and actions will also be required. The ESF (ANNEX 7) also includes form for ESF monitoring and accident reporting.
- Figure 8.2 below provides guidance on the incident reporting procedure.
 - Flow chart: Incident reporting procedure.
 - Form: Accident Reporting Form.
 - Form: For environmental and social incidents.
 - Form: For SEA/SH Incident.

Figure 8-2. Accident reporting procedure⁴⁶



⁴⁶ From annex 7C of CLEAR ESMF

9 Contingent Emergency Response Component (CERC)

9.1 Overview

The CERC procedure is triggered only in the event of a nationally declared and eligible disaster.

CERC activities build on the country's existing DRR strategy.

The Contingent Emergency Response Component (CERC) Manual is in annex 6 of the ESMF. This manual includes:

- Identification of potential activities that are eligible for financing under Component 5.
- Potential Environmental and Social (ES) Impacts, including the items and the activities that are prohibited for financing under the Project.
- Environmental and Social Management.

The guidance and procedures included in the CERC ESMF is considered in the Emergency Response Manual (ERM) that is prepared during the project implementation. It contains the environmental and social requirements in case CERC is activated.

The location of the contingency activities is within project provinces.

The CERC objective is to support immediate priority activities, that are typically less than 18 months.

Environmental risks and impacts are local, temporary, and mitigatable through implementation of appropriate measures set forth under the project's ESMF (See ESMF for details).

The environmental risks may include environmental impacts such as air, water pollution, vibration, noise, e.g., during rehabilitation of access roads, culverts. There is also risk of UXO, particularly for activities that involve digging of soil, excavation, removal of debris, etc. Potential social risks associated with Project activities include (a) lack of stakeholder and inclusive engagement and clear communication; (b) risks related to the labour and working conditions of project workers; (c) risk of exclusion and discrimination particularly of ethnic groups, including poor, vulnerable and disadvantaged groups; (d) risk of Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH), and Violence Against Children (VAC).

9.2 Eligible goods and equipment

9.2.1 List of eligible goods and equipment

The following list can be reviewed at the time of the emergency (or before) and adjusted to local needs. The review will also consider that the CLEAR project has a livelihood focus and therefore staff will have skills and experience to bring to emergency and recovery livelihood needs.

Key Acronyms in section 9.

CERC	Contingent Emergency Response Component
DRR	Disaster Risk Reduction
EAP	Emergency Action Plan
NDPCC	National Disaster Prevention and Control Committee
ERM	Emergency Response Manual
ESMF	Environmental and Social Management Framework

Table 9-1. List of eligible goods and equipment

Category	Eligible goods and equipment	Comment
Goods	ICT equipment and supplies.	From ESMF
	Cleaning supplies including hand hygiene and disinfectants.	From ESMF
	Personal Protective Equipment (PPE) stockpiles, including masks, gowns, and gloves.	From ESMF
	Equipment and supplies for temporary housing/living during field data collection (gas stoves, utensils, tents, beds, sleeping bags, mattresses, blankets, hammocks, mosquito nets, kit of personal and family hygiene, etc.)	From ESMF
	Lease of vehicles (Vans, trucks).	From ESMF
Services	Consulting services related to emergency response including, but not limited to urgent data collection and installation of ICT equipment.	From ESMF
	Technical Assistance in developing TORs for data collection companies.	From ESMF
	Non-consultant services to deliver any of the activities described in the "Goods" section of this table (e.g., debris removal, dump trucks, drones survey).	From ESMF
Works	Repair of damaged tertiary roads, irrigation system, good warehouses, food processing facilities.	From ESMF
	Small repair of project offices at district and provincial level.	From ESMF
	Removal and disposal of debris associated with any above eligible activity.	From ESMF
Training	Conduct necessary training related to emergency response including, but not limited to the Implementation of the Emergency Action Plan (EAP) to be prepared when the CERC is activated.	From ESMF
	Training on Rapid Needs Assessment and other related assessments, including those related to ESF instruments.	From ESMF
Emergency Operating Costs	Incremental expenses by the Government for a defined period related to early recovery efforts arising as a result of the impact of an eligible emergency. This includes, but is not limited to operational costs ⁴⁷ and rental of equipment.	From ESMF

9.2.2 Non-eligible goods and services

The following ESF list supports the principle of avoiding risk and bad environmental and social impacts.

1. Production and/or trading of tobacco or any products containing tobacco and alcoholic beverages.
2. Gambling, casinos and equivalent enterprises.
3. Production and/or trading in weapons and munitions.
4. Using asbestos as construction material.
5. Using raw material and/or hazardous & toxic (Bahan Berbahaya dan Beracun/B3) wastes in large quantities. The project cannot finance activities which uses, produces, stores or transports raw material and hazardous & toxic waste such as toxic substance, material which may cause fire or explosion.
6. Siting and/or actions which could potentially destroy protected and biodiversity sensitive areas, natural habitat and/or critical natural habitat. The Project cannot finance activities that is located within, adjacent to or traversing protected areas and biodiversity sensitive areas such as natural conservation areas, protected forests etc. or any activity which may alter the function or effectiveness of protected and sensitive areas, cause adverse impact to biodiversity and habitats. Further on protection of biodiversity and habitats, especially vulnerable and endangered species listed in the criteria and categories of the International Union Conservation of Nature (IUCN) Red List and Annex 1 and 2 of the Convention on International Trade Endangered Species

⁴⁷ As per Amended Financing Agreement, signed January 28, 2020 "Operating Costs" means the reasonable costs of goods and non-consulting services required for the day-to-day coordination, administration and supervision of Project activities, including leasing and or routine repair and maintenance of vehicles, equipment, facilities and office premises, fuel, office supplies, utilities, consumables, communication expenses (including postage, telephone and internet costs), website maintenance, translation, printing and photocopying expenses, bank charges, publications and advertising expenses, insurance, Project-related travel, subsistence and lodging expenses, and other administrative costs and costs of contractual staff directly related to the Project, but excluding salaries, bonuses, fees and honoraria of equivalent payment of members of the Recipient's civil service."

- (CITES). Additionally, the Project cannot finance any infrastructure activity or activity which causes significant conversion and/or degradation of the natural habitat or any critical natural habitat environment including those of terrestrial, coastal and marine ecosystems that have High Conservation Value, essential ecosystem areas, significant biodiversity and / or protected conservation zones.
7. Siting and/or actions which could potentially destroy cultural conservation areas. The Project must not finance any project which degrades or destroys cultural value of a cultural conservation area, not only limited to artefact and cultural structure, but also locations considered sacred or having high spiritual value for local people. In the contract agreement with the contractor, there must be provisions and guideline concerning what measures must be taken if these artefacts and structures are found within the project site.
 8. Siting and/or actions which could potentially result in land acquisition or involuntary resettlement under eminent domain principle. The project cannot finance activities that result in the forced evictions or physical or economic displacement of the affected communities, including indigenous and tribal peoples, and activities that may constrain or terminate access of local communities to land or resources that they traditionally use.
 9. Using excessive timber, water and energy. The project cannot finance activities that utilize the excessive use of natural resources with large civil works.
 10. Using timber from illegal logging. The Project must not finance infrastructure related to or support illegal logging.
 11. Employment of child labor and forced labor and against national labor law and local labor regulation. The Project cannot finance activities involving any forms of child labor. Related to forced labor, the project cannot finance activities involving any forms of forced labor, and also trafficked persons, includes the practice of the bonded /indentured labor, excessive limitations of freedom of movement, excessive notice periods, physical punishment, use of security or other personnel to force or extract work from project workers, or other restrictions that compel a project worker to work in a non-voluntary basis. The Project also cannot finance activities involving work without formal contractual agreements that comply with GoL regulations, including with donors, intermediary and / or channelling agencies, and beneficiaries.
 12. Production and/or trading in radioactive materials. This does not apply to the purchase of medical equipment, quality control (measurement) equipment and any equipment where the International Finance Corporation (IFC) considers the radioactive source to be trivial and/or adequately shielded.
 13. Production and/or trading in any product or activity deemed illegal under host country laws or regulations or international conventions and agreements, or subject to international bans, such as pharmaceuticals, pesticides/herbicides, ozone depleting substances, PCB's, wildlife or products regulated under CITES.
 14. Involving traditional mining practice which uses the prohibited substances, e.g., mercury, other radioactive substances.
 15. Utilization of stone / minerals from illegal mining (unable to show a copy of the mining permit issued by the relevant agency).
 16. Drift net fishing in the marine environment using nets in excess of 2.5 km. in length.
 17. Involving activities that relates to infrastructure development located in international water area, disputed area, and/or on land that cannot prove clean and clear status.
 18. Involving activities related to local political parties. The project will not finance any activities that support political activities such as political candidate's campaign.
 19. Large civil works.
 20. Procurement of hazardous substances in large quantities.
 21. Land acquisition and resettlements.
 22. Activities that may have adverse impacts on indigenous people; and
 23. Other activities involving higher risks (e.g., traditional mining, industrial-based livelihood, large scale commercial plantation or excessive use of resources).

10 Annexes

ANNEX 1. References and bibliography

References

CLEAR procurement overview: <https://projects.worldbank.org/en/projects-operations/procurement-detail/OP00251312>

CLEAR project website: <https://projects.worldbank.org/en/projects-operations/project-detail/P178545>

CLEAR procurement plan: Phathnakhone KHANTHAMIXAY. *Lao People's Democratic Republic - EAST ASIA AND PACIFIC- P178545- Community Livelihood Enhancement and Resilience - Procurement Plan (English)*. Washington, D.C.: World Bank group.
<http://documents.worldbank.org/curated/en/099120723194611439/P178545064e5b503108e67058844a8d4704>

FAO. Climate smart agriculture: <https://www.fao.org/climate-smart-agriculture/overview/en>

IFAD. (2022). Lao People's Democratic Republic. Agriculture For Nutrition - Phase 2 (AFN II). Project Design Report. Main report and annexes

https://www.gafspfund.org/sites/default/files/inline-files/LAO%20PDR_AFN%20II%20PDR%20%28EB%20approved%20Dec%202022%29.pdf

Lao Statistics Bureau and World Bank. 2020. "Poverty Profile in Lao PDR: Poverty Report for the Lao Expenditure and Consumption Survey 2018-2019."

<https://thedocs.worldbank.org/en/doc/923031603135932002-0070022020/original/LaoPDRPovertyProfileReportENG.pdf>

MAF, Lao PDR (2015). Agriculture Development Strategy to the year 2025 and Vision to the year 2030.
<https://www.maf.gov.la/wp-content/uploads/2016/01/MDS-2025-and-Vision-to-2030-Eng.pdf>

Reducing Rural Poverty and Malnutrition Project II (RRPM II) PAD

<https://documents.worldbank.org/en/publication/documents-reports/documentdetail/099111023091042749/bosib0c9014c7700a0a5c704af44212a315>

UNICEF: *First 1000 Days the critical Window to ensure that children survive and thrive* (May 2017).

<https://www.unicef.org/southafrica/media/551/file/ZAF-First-1000-days-brief-2017.pdf>

WHO: <https://www.who.int/health-topics/malnutrition>

World bank project cycle. <https://projects.worldbank.org/en/projects-operations/products-and-services/brief/projectcycle>

Bibliography

AFN-II. Simple guide to VNP (Village Nutrition Plan) -Lao version.

Lao Statistics Bureau. (2018). Lao Social Indicator Survey II 2017, Survey Findings Report. Vientiane, Lao PDR: Lao Statistics Bureau and UNICEF.

Lao Statistics Bureau. (2018). Lao Social Indicator Survey II 2017, Summary Survey Findings Report and statistical snapshots. Vientiane, Lao PDR: Lao Statistics Bureau and UNICEF.

LuxDev (2014). Village Development Funds Bolikhamxay Livelihood Improvement and Governance Project LAO/021

World Bank (2023). (PAD). International Development Association Project Appraisal Document On A Proposed Credit In The Amount Of Sdr 25.4 Million (Us\$34.2 Million Equivalent) And A Proposed Shorter Maturity Loan Of Sdr 8.1 Million (Us\$10.8 Million Equivalent) To The Lao People's Democratic Republic For A Community Livelihood Enhancement And Resilience Project. World Bank, July 2023 Report No: PAD5071. World Bank (2023).

World Bank (2021). CCS transformative grassroots leadership training. December 2021.
https://collaboration.worldbank.org/content/usergenerated/asi/cloud/attachments/sites/collaboration-for-development/en/groups/community-driven-development-global-solutions-group/documents/jcr:content/content/primary/blog/cdd_grassroots_leadershiptrainingmanual-9eel/CDD%20Transformative%20Grassroots%20Leadership%20Training%20Manual%20-%20FINAL.pdf

Responsible Governance of Investments in Land (RGIL) (2023). GRIEVANCE REDRESS MECHANISMS FOR COMMUNITIES IN LAO PDR. Ministry of Planning and Investment and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

PRF project Links.

CLEAR website

<https://projects.worldbank.org/en/projects-operations/project-detail/P178545>

CLEAR PAD

<https://documents.worldbank.org/en/publication/documents-reports/documentdetail/099052623095032173/bosib022f276a10e709f3b07458c609b515>

PRF Nutrition videos (Site hosting multiple videos)

<https://www.youtube.com/@laopovertyreductionprf694>

MIS

clearmis.org

ANNEX 2. Exit strategy (summary)

Purpose

The exit strategy is designed to support the sustainability of the activities in the village (sustainability and maintenance will have been considered from the start of all activities). This includes ensuring communities take ownership of the operation and maintenance of infrastructure. For example, this includes follow up to see that VSMC continue to manage the seed fund, that the maintenance plans are being implemented, that CNGs continue to follow practices they learned, and remaining MIS monitoring data is collected.

Exit strategy (batch)

The exit strategy has three periods. The 'batch' exit strategy covers the Phasing down and Phasing over periods (end direct support and handover activities).

- Phasing down:** The beginning of the project withdrawal. The project starts to reduce implementation, including the staff and budget in the target area, using relevant sectors and local communities to follow up, monitor and implement.
- Phasing over:** The project hands over its activities to relevant sectors and local community to follow up, monitor and implement through the capacity building already given during the joint implementation.
- Phasing out:** The project ends its support both in terms of personnel and budget and leaves the target area permanently having achieved project goals

The exit strategy lists activities implemented, and lists actions for phasing down/phasing over by component (examples below):

Example batch exit strategy action, by component

Activities (examples)	Phasing down/phasing over actions (examples)
Component 1: Local Economic Development and Community Capacity Strengthening.	
- Infrastructure construction completed. - Village committees supported, technicians trained, community capacity building in implementation, construction, finance, and O&M. - E&S safeguards. - O&M structures set up with village technicians (trained during implementation) for repairing the village infrastructure activity.	- Hand over all completed small infrastructure to village. - Handover monitoring and follow up plan to relevant district offices. - Follow up and monitor the use of the infrastructures after 6 months and 12 months of completion by the district-level area allocation committee. - Village Self-Help Group Committees (VSMCs) to manage and collect fees for the maintenance and repair of the infrastructures.
Component 2: Community Livelihoods Enhancement. (The exit strategy is especially important in component 2 to ensure that groups continue to work and grow after the project)	
- SHGs established; VMSC established production groups established - Coordination with Rural Development Bank - Market study Department of Agricultural Extension and Cooperatives, and the Department of Rural Development - Trainings: SHG (management; finance) - Training PGs/ PG loans - DoAE – technical support - Joint credit framework	- Coordinate and provide data on SHGs and PGs to Division of Group Promotion of the Department of Agricultural Extension and Cooperatives to be included in their future extension and management plan. - Organize a consultation meeting on CLEAR technical guidelines with MAE for widespread dissemination. - Consult with PoAE and DoAE for on-going support to SHGs and PGs (Strengthen, support sustainability) - DoAE to follow up on VSMC. - VSMCs to continue to promote livelihood improvement and the management of the seed grant (provision, capital collection, dividends and organizing meetings)

Activities (examples)	Phasing down/phasing over actions (examples)
	- Link PGs with financial institutions such as the Rural Development Bank to help PGs access to credits. - Further training to DoAE (to support capacity to monitor).
Component 3. Community Nutrition Interventions.	
- Community Nutrition Groups (CNGs) established - Train YG and Village facilitators about nutrition/ SBCC - Food processing (incl. powdered infant food; fish powder) - SBCC meetings re. nutritional - Training on Nutrition Garden - Multi-media peer to peer video clips. - Goat milk-dairy activity - Partnerships with private sector for specific activities	- Ongoing CNG meetings. - Classify CNG (strong, moderate, weak) to determine frequency of district nutrition staff and NYGs will follow up. - Refresher training on administration/management for CNGs committees and village authorities. - CNGs to develop annual nutrition workplan. - Update CNG info in the MIS database. - CNG Follow up and monitor the implementation DoAE and DHO/HC (1 day per village). - Random monitoring nutrition activities by CLEAR nutrition officer and district nutrition staff. - Handing over to GOL. - Lesson learned workshop (can support transition to future projects). - Dissemination of stories of change (videos). - Random spot checks (e.g., 30% of villages). - Explore partnerships with others to adopt the nutrition innovations. Goat dairy to be phase-over in batch 1
Monitoring and Evaluation	
- Monitoring and evaluation system to collect information from the village level (budget transfers; budget use; activities; results reporting) - Grievance Redress mechanism (villagers' problems/ suggestions) - The MIS database created	- Organize training on basic skills in monitoring and evaluation for two technical staff appointed by DoAE to be able to understand about the indicators, can monitor the work and activities implemented in the villages, and ensure the data have been entered into the MIS. - Monitor data on indicators, especially the use of activities (once every six months), the implementation of SHGs, PGs, and FNGs (monthly data).

Approach:

- Overall, project activities transferred to [DoAE](#) (under [PoAE](#) supervision).
- Relevant district offices/sectors will include completed infrastructure under their responsibility and their future monitoring and maintenance plan.
- CNG continue nutrition SBCC activities.
- [DoAE](#) appoint two technical staff to support, follow up, and monitor (to be resourced based on the policy/budget) (transfer funds via VSMC that are in the following-up list).
- SHG support the expenses (fuel for motorcycle and food allowance) of the technical staff appointed by [DoAE](#) when they are providing technical guidance in the long term (fund from dividends).

ANNEX 3. CLEAR Project GESI (Gender and Social Inclusion) Action Plan – Summary

Purpose

The project-level Gender and Social Inclusion Action Plan supports the World Bank's Country Gender Action Plan (CGAP) for FY22–26. The project contributes to two of the four priority gender gaps in the CGAP, which are equal opportunities for men and women to participate in livelihood activities and wage jobs and participation of women in planning and decision-making at the local level⁴⁸.

CLEAR has a Gender and Social Inclusion Action Plan to ensure meaningful including of women and support gender transformation for component 1 to 4. [The GESI was updated in year-2 of CLEAR to include includes 37 indicators: 17 activities \(qualitative indicators\) and 20 targets \(quantitative indicators\).](#)

Summary

The following outlines the activities and indicators by component [for the updated GESI action plan](#).

Updated in 2025/2026:

	GESI (17 activities - qualitative indicators)		20 targets (quantitative indicators)
Component 1: Local Economic Development and Community Capacity Strengthening			
A1	Include gender considerations in updated village development planning guidelines	T1	50 % of village Infrastructure team (VIT) committee members that are female (from MIS)
A2	Review communication materials effective at reaching women (including non-Lao-Tai) and implement outreach and facilitation approaches to encourage women's participation in sub-project investment decisions	T2	At least 50 % of women in each village (in the village (age above 15 years old) participation in infrastructure-Activity investment decisions
A3	Design and implement cash-for-work schemes for construction targeting poor women	T3	25% of cash-for-work schemes for construction work are poor women with equal pay for equal work
A4	Roll-out transformative grassroots leadership training including women-only modules and inclusive leadership modules targeting both men and women	T4	Batch II villages will be trained in 9 sessions. The focus is on type 1 villages (132 villages)
A5	Monitoring participants are applying what they learned from Grassroots Leadership Training		
A6	Produce communication materials around success stories of CDD Grassroot leadership training graduates	T5	5 success stories written up (as inputs for social media posts)
Component 2: Community Livelihoods Enhancement			
A7	Mobilize women to form or join existing Self-Help Groups (SHGs)	T6	90 % of each SHG members that are female

⁴⁸ CLEAR PAD

	GESI (17 activities - qualitative indicators)		20 targets (quantitative indicators)
A8	Review communication materials on cropping, livestock, and off-farm activities prepared during batch 1that are effective at reaching women (including non-Lao-Tai), which includes reaching those who are illiterate. These materials should be culturally sensitive and available in languages or formats accessible to all ethnic groups in the target villages	T7	All (100%) of communication materials on cropping, livestock, and off-farm activities that are effective at reaching women (including non-Lao-Tai), which includes reaching those who are illiterate
		T8	80% of women from non-Lao-Tai who report understanding and finding the communication materials useful.
Component 3: Community Nutrition Interventions			
A9	Community nutrition group members (including pregnant women and mothers of children under 2) are trained in time saving technology to improve maternal and child diets	T9	All (100%) of pregnant women and mothers of children under 2 across the CLEAR villages are trained in time saving technology to improve maternal and child diets
A10	Design and deliver Social and Behaviour Change Communication (SBCC) special sessions targeting husbands, grandmothers and adolescent girls and home visits for counselling both women and men	T10	Total across CLEAR villages, 50% of husbands actively engage in supporting 1,000-day women in domestic and agricultural work and in encouraging them to eat more and nutritious food (record during story session as part of WNG meeting)
		T11	70% CNG members who eat more diverse and more meals during pregnancy and lactation (record during story session as part of CNG meeting)
A11	Train CNG women in home nutrition gardening, goat dairy, and food processing	T12	70% of CNG members received training by CMG trainers on nutritious foods (part of MIS).
A12	Communication around nutrition success stories related to increased gender equality and social inclusion	T13	10 nutrition success stories related to increased gender equality and social inclusion written up (as inputs for delivering social media posts)
A13	Reflect gender equality considerations in hiring, training and working conditions for project-support staff (YGs, village facilitators, district staff)	T14	At least 50% of YGs are female, and 50% are non-Lao-Tai
		T15	At least 30% village facilitators are female, and 30% are non-Lao-Tai
		T16	At least 30% of CLEAR central and district staff are female, with a focus on including staff from ethnic groups.
A14	Orientate staff on Revised GESI AP at Central, Provincial and District level	T17	All Central, Provincial and District staff participated in GESI AP orientation
A15	Design and implement M&E tools and MIS to gather gender and ethnic--disaggregated data and report regularly on relevant gender and ethnic--disaggregated indicators	T18	Gender and ethnic -disaggregated indicators in RF and M&E manual are regularly available and report 2 times/year (bi-annual and annual report)
A16	Implement qualitative evaluation on nutrition and women’s empowerment	T19	An evaluation report including lessons learned and recommendations
A17	Report on progress on this Gender Equality and Social Inclusive Action Plan	T20	Update on GESI Action Plan implementation provided during every implementation support mission (2times/year)

ANNEX 4. CLEAR principles - Details

Principles for implementation have been established under PRF⁴⁹ and are applied to CLEAR as follows:

- 1. Simplicity**
 - Simplicity ensures greater transparency and local ownership of the project.
 - The project's design, rules and regulations, and proposals and methods, must be simple and easy to understand.
 - Support and training should strengthen capacities at all levels.

- 2. Community participation and sustainability**

Community participation:

 - Maximize participation in the planning and implementation of all activities.
 - Communities prioritize their own proposals and control the implementation and financing of the supported activities.
 - Communities are encouraged to contribute their own resources, in particular to infrastructure-Activity (max. 10 % of the total Infrastructure-Activity costs).
 - Any contributions/ work made beyond the tasks stated in the bill of quantity as a community share of the cost will have to be compensated (paid for) from the infrastructure-activity budget.
 - Community contributions of labour and available materials (free of charge) shall be shared evenly among all Infrastructure-Activity beneficiaries, except the poorest and most vulnerable people and households.
 - Communities must develop plans and organize themselves for operation and maintenance of any infrastructure to be built.
 - All community members, including vulnerable and marginalized groups, have the right to suggest how grants/ loans should be used. They must be able to voice their opinions.

Sustainability, includes:

 - Developing a viable and replicable model for cost-effective local-level planning and investment processes.
 - Increasing the role of local governments in coordinating and supporting the program.
 - Enhancing the capacity of communities and local governments to plan and undertake local development activities.
 - Improving the overall design, quality, and operations and maintenance of infrastructure, livelihood, and nutrition activities, including incorporating disaster risk reduction as relevant.
 - If, as a result of development projects (not financed by the Bank and its financing partners), relocation policies or any other associated activities, local people are forced to relocate from villages where CLEAR-supported activities have been implemented, and become unable to continue accessing or benefiting from the project investments, the government and/or project developer shall ensure that the relocated people are able to continue receiving the same level and kind of benefits, either through cash or in-kind compensation.

- 3. Transparency and accountability**
 - Complete transparency and local accountability are essential to the project.
 - All CLEAR meetings are public.
 - Community members must be satisfied that the funds are being used properly, and they have the right to question any aspect of activity planning or implementation, either during meetings or via the established community Feedback and Resolution Mechanism (FGR), as described in Section 8.
 - All such feedback must be taken seriously and investigated by delegated CLEAR staff and government counterparts.
 - Participating communities and their representatives at the village level are responsible for providing a full and clear account of the use of the grants/ loans they have received.

⁴⁹ PRFIII-AF POM

- Village mediation committees/ social audit committees are formed or strengthened to ensure principles of downward accountability are followed.
- 4. Wise investment**
- Every effort must be made to use CLEAR resources wisely to ensure the widest possible coverage and cost-effectiveness.
 - CLEAR Village Infrastructure-Activities must be livelihood- and nutrition-oriented, linking and contributing to improved nutritional outcomes.
 - The majority of overall PRF additional financing resources must be spent on village-level investments.
 - Overall CLEAR management and administration costs are kept to a minimum.
 - The supported communities must be advised to select investments and cost-effective technical solutions that allow them to gain maximum and sustainable benefits from the funds allocated to them.
 - A competitive procurement process ensures best prices are paid for materials.
 - Standard designs and costing further ensure the durability of infrastructure-Activities as well as livelihood and nutrition investments, without compromising technical quality.
 - Under CLEAR, community led development (including community workers) are the default implementation modality, with a contractor to be hired for work that villagers cannot execute by themselves (ensures investment costs are as effective communities have control over expenses). Where feasible, infrastructure activities are implemented with funds managed by the community itself.
- 5. Social inclusion and gender equality**
- No members of the community can be excluded from participating in CLEAR activities, regardless of production/ income levels, gender or ethnicity, disability, or age.
 - Special efforts are made to reach out to the most vulnerable groups in the community.
 - Vulnerable groups may include but are not limited to: • Poorest households • Single-headed households • Ethnic households • Households with persons with disabilities • Landless households • Women, particularly pregnant women, and women with children under 2 years • Children, particularly those under 2 years • Adolescents.
 - Proactive measures must be taken to overcome linguistic obstacles, gender disparities and any other economic, social and/ or cultural barriers during the planning and implementation phase (enables vulnerable people's voices to be heard).
 - The village planning process includes household wealth ranking, e.g., the 'Poor' category is broken down to the 'Poor' and the 'Poorest who need help first'. This is to facilitate targeting and tracing of how the lowest groups move to higher levels through self-help and mobilizing support.
 - The project promotes shared responsibilities for child protection to manage and reduce the risks of child abuse associated with delivering CLEAR activities (requires the active support/cooperation of community members, contractors, and stakeholders).
 - The VIT and any contractors must meet the terms of the child protection policy and their compliance are held accountable, through contracts and audits.
- 6. Siding with the poorest**
- Project staff/facilitators work for the poorest people, especially stunted children in the 1,000-days window.
 - Activity priority is given to the poorest people in the community.
 - The VDP must be prepared in accordance with the UN Convention on the Rights of the Child.
 - At least two thirds of Infrastructure-Activities benefit the poorest villages and households.

The six operational principles have been translated into 12 actionable community development rules:

- | | |
|---|---|
| 1 Unity (samakee) | 7 Ownership (kanchaokan) |
| 2 Equity (samerphab) | 8 Self-confidence/self-esteem (sangkuamseuamanhhaitoneng) |
| 3 Pro-poor (haiokattukngak gone) | 9 Transparency (kuampongxay) |
| 4 Women and vulnerable group empowerment (haixitkaemaeying) | 10 Wise investment (kan long tuentongkumkha) |
| 5 Correct vision (tongmeevixaythat) | 11 Community mobilization through SHGs, PGs, CNGs, the VSMC and the VIT (pakdun soom son duaykum soileua sungkanleakan) |
| 6 Bottom-up planning (vangphaenchak khan ban) | 12 Produce for well-being and improved nutrition (palitpuakunaphapsiwit) |

SHG members should follow the 5 common principles (see livelihood manual for details):

- Regular (monthly) meeting
- Regular (monthly) savings
- Regular inter-lending
- Regular on-time loan repayment
- Regular updating of books of records

ANNEX 5. Environmental And Social Commitment Plan (ESCP)

The diagram below is an overview of the WB ESF systems to support the ES focal point to become familiar with the ESMF (can support training).

The table below is the ESCP for the CLEAR project.

MATERIAL MEASURES AND ACTIONS		TIMEFRAME	RESPONSIBLE ENTITY
MONITORING AND REPORTING			
A	REGULAR REPORTING Prepare and submit to The World Bank regular monitoring reports on the environmental, social, health and safety (ESHS) performance of the Project, including but not limited to the implementation of the ESCP, status of preparation and implementation of E&S instruments required under the ESCP, stakeholder engagement activities, and functioning of the grievance mechanism (GRM).	Every six month to The World Bank (from Project Effectiveness throughout Project implementation, no later than 45 days after the end of each reporting period)	PRF-Project Management Unit (PMU)
B	INCIDENTS AND ACCIDENTS - Promptly notify The World Bank of any incident or accident related to the Project which has, or is likely to have, a significant adverse effect on the environment, the affected communities, the public or workers, including, <i>inter alia</i>, cases of sexual exploitation and abuse (SEA), sexual harassment (SH), and accidents that result in death, serious or multiple injury. Provide sufficient details regarding the scope, severity, and possible causes of the incident or accident, indicating immediate measures taken or that are planned to be taken to address it, and any information provided by Village Self-Help Management Committee (VSMC)/ Village Infrastructure Team (VIT)/ as appropriate. - Subsequently, at The World Bank's request, prepare a report on the incident or accident and propose any measures to address it and prevent its recurrence.	Notify The World Bank within 48 hours after learning of the incident or accident. Provide subsequent report to The World Bank within a timeframe acceptable to The World Bank.	PRF-PMU
ESS 1: ASSESSMENT AND MANAGEMENT OF ENVIRONMENTAL AND SOCIAL RISKS AND IMPACTS			
1.1	ORGANIZATIONAL STRUCTURE - PRF to Maintain a Project Management Unit (PMU) with qualified staff and resources to support management of ESHS risks and impacts of the Project including one ES Manager, two ES Focal Points, two ES Consultants. - One ES Focal Point for each project province and District	No later than 90 days after Project effectiveness, and thereafter maintain throughout Project implementation. Full time ES Consultants for first 2 years and intermittent for the remaining years of project life.	PRF-PMU
1.2	ENVIRONMENTAL AND SOCIAL INSTRUMENTS - Adopt the Environmental and Social Management Framework (ESMF) for the Project, consistent with the relevant ESSs. The proposed activities described in the exclusion list set out in the ESMF shall be ineligible to receive financing under the Project. - Prepare and implement site-specific Environmental and Social Management Plan (ESMP), including Abbreviated Resettlement Plan (A-RP) as needed, based on results of E&S screening exercise as per project's ESMF and consistent with the relevant ESSs.	Adopt prior to commencement of any relevant activities and maintain throughout Project implementation.	PRF-PMU, DIU and VDC (VSMC and VIT)

MATERIAL MEASURES AND ACTIONS		TIMEFRAME	RESPONSIBLE ENTITY
	Work with related agencies (NRA and UXO Laos) for the UXO survey and clearance plan (if needed), UXO clearance certificated should be obtained prior to commencement of construction activities in the UXO risk area.		
1.3	MANAGEMENT OF CONTRACTORS Incorporate relevant E&S requirements (as specified in site-specific ESMPs, ESCOP, or Do and Don't Practices) into the contracts between PRF-PMU and VITs, as applicable, based on E&S screening, to ensure E&S compliance.	Prior to commencement of any relevant procurement activities and maintain throughout Project implementation.	PRF-PMU, District Implementation Unit (DIU) and VDC
1.4	TECHNICAL ASSISTANCE - Ensure that one Environmental and one Social Specialist is mobilized by PRF-PMU. Additional E&S Specialist may be required as requested by The World Bank. - During project implementation, the consultancies, capacity building, training, and any other technical assistance activities under the Project are carried out in accordance with terms of reference acceptable to The World Bank, that are consistent with the ESSs. Thereafter ensure that the outputs of such activities comply with the terms of reference. - PRF-PMU will provide training periodically to District Implementation Unit of PRF-PMU who relay the training to Community Workers/Village Facilitators.	Within 3 months of project effectiveness and maintained throughout Project implementation.	PRF-PMU
1.5	CONTINGENT EMERGENCY RESPONSE FINANCING - Ensure that the Contingency Emergency Response Component (CERC) Manual as specified in the legal agreement includes a description of the ESHS assessment and management arrangements including CERC-ESMF Addendum for the implementation of Component 5, in accordance with the ESSs. - Adopt any environmental and social (E&S) instruments which may be required for activities under Component 5 of the Project in accordance with the CERC Manual, and thereafter implement the measures and actions required under said E&S instruments, within the timeframes specified in said E&S instruments.	Fully defined prior to appraisal. Adopt any required E&S instrument to include as part of the respective bidding process before implementing relevant Project activities and thereafter throughout Project implementation.	PRF-PMU and concerned agencies (e.g. Disaster Management Division within Ministry of Labor and Social Welfare who is lead coordinator for disaster management)
ESS 2: LABOR AND WORKING CONDITIONS			
2.1	LABOR MANAGEMENT PROCEDURES Adopt and implement the Labor Management Procedures (LMP) as part of the ESMF for the Project, including, inter alia, provisions on working conditions, management of workers relationships, occupational health and safety (including personal protective equipment, and emergency preparedness and response), code of conduct (including relating to SEA/ SH and VAC, forced labor, child labor), grievance arrangements for Project workers, and applicable requirements for VITs/VSMCs.	Prepare LMP prior to project effectiveness and adopt by project effectiveness and implement throughout project implementation.	PRF-PMU
2.2	GRIEVANCE MECHANISM FOR PROJECT WORKERS Establish, maintain, and operate a grievance mechanism for Project workers, as described in the LMP consistent with ESS2 and GoL's Labor Law 2013. LMP establishes various channels through which labor related grievance could be lodged. VITs/VSMCs designate relevant staff to receive and		PRF-PMU

MATERIAL MEASURES AND ACTIONS		TIMEFRAME	RESPONSIBLE ENTITY
	resolve work related complaint using one of the channels described in LMP.	Establish grievance mechanism prior to engaging Project workers and thereafter maintain and operate it throughout Project implementation.	
ESS 3: RESOURCE EFFICIENCY AND POLLUTION PREVENTION AND MANAGEMENT			
3.1	RESOURCE EFFICIENCY AND POLLUTION PREVENTION AND MANAGEMENT - Incorporate resource efficiency and pollution prevention and management measures in the Site Specific ESMP (SS-ESMP) as described in 1.2 above. DURING CONSTRUCTION PHASE - Ensure that resources efficiency, waste generation, and pollution management from rehabilitation/ construction of subproject and/or activities can be adequately mitigated and managed using SS-ESMP as described in 1.2 above. - Ensure that the mitigation measures are included in the agreement between local communities and PRF-PMU while ESF training, especially those related to ESHS, Good Agriculture Practices, etc. will be provided to VIT, local workers hired by VIT, and Community Supervisors engaged by VIT to conduct day-to-day monitoring and supervision of the subprojects/activities. DURING OPERATION PHASE - For all facilities, adopt mitigation measures to conserve the use of water and electricity in these facilities (e.g. grain processing facilities, drying platforms) and also to manage waste generation and disposal, especially those related to plastic and animal wastes following the 3R (reduce, reuse, and recycle) principles. - For subprojects related to irrigation and/or operations of agriculture production that involve the use of toxic and/or agricultural chemicals, adopt, provide training to farmers and local authorities at all levels, and implement Good Agriculture Practices to promote appropriate use of pesticides for crop production including safe management and disposal of its containers/packages and/or other toxic wastes and hazardous wastes (including electronic wastes) consistent with ESS3. Components 2 and 4: Ensure appropriate training is provided to local farmers, communities, and authorities.	- Before commencement of construction and operations of the facilities, same timeframe as for the adoption and implementation of the SS-ESMPs - Before and during construction and/or rehabilitation of civil works subprojects and/or activities, as identified in the ESMP and ESCOP - Training to be provided before implementing relevant Project activities and thereafter throughout Project implementation. - Before construction/rehabilitation is completed, provide training to farmers and local authorities at all levels. - Before construction/rehabilitation or related activity is completed - Before loan disbursement for members of Self-Help Groups/ Producer Group and thereafter throughout project implementation	PRF-PMU, DIU and VDC (VSMC and VIT)
ESS 4: COMMUNITY HEALTH AND SAFETY			

MATERIAL MEASURES AND ACTIONS		TIMEFRAME	RESPONSIBLE ENTITY
4.1	TRAFFIC AND ROAD SAFETY Incorporate measures to manage traffic and road safety risks as required in the SS-ESMP as described in 1.2 above.	Before commencement of project activities and thereafter throughout project implementation	PRF-PMU, DIU and VDC (VSMC and VIT)
4.2	COMMUNITY HEALTH AND SAFETY Assess and manage specific risks and impacts to the community arising from Project activities, including, inter alia, especially on behavior of Project workers, risks of labor influx, response to emergency situations, and include mitigation measures in the SS-ESMP as described in 1.2 above.	Prior to tendering respective works, and throughout the project implementation	PRF-PMU, DIU and VDC (VSMC and VIT)
4.3	RISKS RELATED TO SEA/SH/VAC AND DOMESTIC VIOLENCE Update, adopt, and implement measures to avoid/minimize the risks related to SEA/SH/VAC and domestic violence as part of SS-ESMPs based on the ES assessment and manage the risks of gender-based violence (GBV) and Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH) and Violence Against Children (VAC).	Before commencement of project activities and thereafter throughout project implementation	PRF-PMU, DIU and VDC (VSMC and VIT)
ESS 5: LAND ACQUISITION, RESTRICTIONS ON LAND USE AND INVOLUNTARY RESETTLEMENT			
5.1	RESETTLEMENT POLICY FRAMEWORK Adopt and implement a Resettlement Policy Framework (RPF) for the Project, consistent with ESS5.	Adopt the RPF 30 days after effectiveness, and thereafter implement, where applicable, throughout Project implementation	PRF-PMU
5.2	RESETTLEMENT PLANS - Prepare, consult, adopt, disclose and implement Abbreviated Resettlement Plans (ARPs), if applicable, consistent with the requirements of the RPF, ESS5, and national legislation and implement the respective Abbreviated Resettlement Plans (A-RP) before carrying out the associated activities, in a manner acceptable to The World Bank. - Monitoring and reporting of implementation of A-RP including grievance mechanism as described in 7.2 below. - Voluntary land donations, if any, must follow the principles and procedure outlined in the RPF (Section 3.3.4 of project's RPF) and be consistent with requirements outlined in ESS5 in the World Bank's ESF.	- Adopt and implement the respective abbreviated resettlement plans, including ensuring that before taking possession of the land and related assets, full compensation has been provided. - Full compensation will be paid to affected households/ persons before any civil works is implemented. - Every 6 months after the implementation of Abbreviated Resettlement Plan	PRF-PMU
ESS 6: BIODIVERSITY CONSERVATION AND SUSTAINABLE MANAGEMENT OF LIVING NATURAL RESOURCES			
6.1	BIODIVERSITY RISKS AND IMPACTS		

MATERIAL MEASURES AND ACTIONS		TIMEFRAME	RESPONSIBLE ENTITY
	- A screening is carrying out to ensure that ESS6 requirements are well considered and addressed as part of ESS1. - Adopt Do's and Don'ts principles to prevent project's workers from involving in any form of natural resource extraction, habitat degradation, wildlife trade and consumption which was developed as part of the ESMF and will be applied to all project workers while working in the village's areas.	Prior to start of any field activities and thereafter throughout Project implementation.	PRF-PMU, DIU and VDC (VSMC and VIT)
ESS 7: INDIGENOUS PEOPLES/SUB-SAHARAN AFRICAN HISTORICALLY UNDERSERVED TRADITIONAL LOCAL COMMUNITIES			
7.1	ETHNIC GROUP ENGAGEMENT FRAMEWORK (EGEF) EGEF will not be prepared under this project. Instead the SEP is prepared to incorporate the principles, objectives and requirements of ESS7.	Adopt by project effectiveness and implement throughout project implementation	PRF-PMU, DIU and VDC (VSMC and VIT)
7.2	GRIEVANCE REDRESS MECHANISM - Prepare, consult, adopt, and implement a grievance mechanism that is culturally appropriate to Ethnic Groups, as required under the ESS10. GRM for Ethnic Groups (EG) takes into account also informal grievance redress practices and has a number of channels for convenient use of EG, including channels to receive verbal and written grievances. - The Feedback and Resolution Committees (FRC) (already established under RPF III - Additional Financing) will be maintained, and established in new project area under CLEAR. FRC will ensure at least 50% of committee members are female and appropriate to EGs as they have been built and adopted under RPF project series based on existing practices of EGs in terms of grievance redressal.	Prior to any construction and other investment activities, and thereafter maintain and operate the mechanism throughout Project implementation.	PRF-PMU, DIU and VDC (VSMC and VIT)
ESS 8: CULTURAL HERITAGE – NOT RELEVANT			
8.1	CHANCE FINDS Implement the chance finds procedures described in the ESMF, SS-ESMPs and ESCOP for the Project (as described in 1.2 above).	Implement throughout Project implementation.	PRF-PMU, DIU and VDC (VSMC and VIT)
ESS 10: STAKEHOLDER ENGAGEMENT AND INFORMATION DISCLOSURE			
10.1	STAKEHOLDER ENGAGEMENT PLAN PREPARATION AND IMPLEMENTATION Adopt and implement a Stakeholder Engagement Plan (SEP) for the Project, consistent with ESS10, which shall include measures to, inter alia, provide stakeholders with timely, relevant, understandable and accessible information, and consult with them in a culturally appropriate manner, which is free of manipulation, interference, coercion, discrimination and intimidation.	SEP prepared and disclosed prior to project appraisal. Implement throughout Project implementation	PRF-PMU
10.2	PROJECT GRIEVANCE MECHANISM Establish, publicize, maintain, and operate an accessible grievance mechanism, to receive and facilitate resolution of concerns and grievances in relation to the Project, promptly and effectively, in a transparent manner that is culturally appropriate and readily accessible to all Project-affected parties, at no cost and without retribution, including concerns and grievances filed anonymously, in a manner consistent with ESS10.	Prior to commencement of the Project activities. Maintained throughout Project implementation	PRF-PMU

MATERIAL MEASURES AND ACTIONS		TIMEFRAME	RESPONSIBLE ENTITY
	The grievance mechanism shall be equipped to receive, register, and facilitate the resolution of SEA/SH complaints, including through the referral of survivors to relevant gender-based violence service providers, all in a safe, confidential, and survivor-centred manner.		
CAPACITY SUPPORT			
CS1	Implement the capacity building outlined in section 5.4 of the ESMF. - WB ESF specialists and/or the ESF consultant provide basic knowledge on the WB's new ESF to PRF-PMU, PRF provincial coordinators and district staffs. - PRF-PMU provides training on the ESF application (ESMP/per village and SS-ESCOP) to local communities and farmers to mitigate risks and impacts during construction and operations. These includes issues related to social measures (e.g. Abbreviated Resettlement Plan, SEP, LMP, and GRM), and accident reporting for PRF PMU, Provincial coordinators, PRF districts, and VDCs/VSMCs/VITs. In particular, provision of trainings focus on VSMC and VIT to familiarize their members key E&S risks and impacts associated with project activities, including training to ensure they could use E&S screening template, monitoring E&S risks and impacts, reporting, and so forth. - PMU provides training on implementation and reporting of ESMP/per village and SS-ESCOP, COC on SEA/SH and VAC, SEP and GRM including accident reporting for VDCs, VITs, VSMCs including workers, technician and community supervisor, Self-Help Groups (SHG), and Producer's Groups (PG)s. - The implementation and reporting of Good Agriculture Practices (GAP), SEP and GRM for Self-Help Groups and Producer's Groups.	Two months after effectiveness. At least one month before starting the civil works. At least one month before starting the civil works and throughout implementation of Subprojects.	PRF-PMU, DIU and VDC (VSMC and VIT)

ANNEX 6. CCS grassroots leadership participants

The following lists recommended participation of the CCS training. The training manual says that the ideal size of the training is **up to 20 participants**; there should be no less than 12 and no more than 20 participants. Therefore if 3 villages were to group together for the training then 6 per village is appropriate (with some flexibility depending on village size).

Meanwhile, the pilot for this activity was carried out by village. The table also show possible participation if there is a decision during implementation to train in each village.

CCS participants (per village)

Participant	# per village (if by group of villages)	# If by village	Notes
Village Facilitator	1	(2)	1 man, 1 woman
Village Authority (VA)	1	5	Includes village chief and deputy chief (normally 4 men, 1 woman)
Community Nutrition Group (CNG)	1	2-(4)	Minimum of 2, maximum of 4 representatives (2 men, 2 women)
Village Self-Help Group Management Committee (VSMC)	2	2	2 leaders (1 man, 1 woman)
Village Mediation Committee (VMC)		1	1 man
Lao Women's Union (LWU)	1	2	Head and deputy head (2 women)
Lao People's Revolutionary Youth Union (LYU)		2	1 man, 1 woman
Total	6	14-18	

ANNEX 7: Young Graduates - Key aspects of YG work

The following summarises key aspects as a 'quick reference'. All details should be checked in the main body of the PIM document.

Supervision and support

NYGs

- The District Team Leader is responsible for day-to-day management of the District Nutrition Officer, who supervises the NYGs. The District Nutrition Officer provides guidance and support to the NYGs, and supervises the NYGs for workplans and budget preparation, monitoring, and reporting. (NYG is under the DNO in the organigram).
- The National Nutrition Officer will be responsible for the technical supervision of DNOs and NYGs.

LYGs

- The District Team Leader is responsible for day-to-day management of the District Agriculture and Livelihood Officer, who supervises the LYG. The District Agriculture and Livelihood Officers provide guidance and support to the LYGs and supervises the LYGs for workplans and budget preparation, monitoring, and reporting. (The LYG is under the DALO in the organigram).
- The Agriculture and Livestock Officer will be responsible for the technical supervision of DALOs and LYGs.

CR-YG

- The District Team Leader is responsible for day-to-day management of the District Climate Resilience - Adaption Officer, who supervises the CR-YG. District Climate Resilience - Adaption Officers provide guidance and support to the CR-YGs and supervises the CR-YGs for workplans and budget preparation, monitoring, and reporting.
- The Ecosystem Management Officer (Central) will be responsible for the technical supervision of District Climate Resilience - Adaption Officers and CR-YGs.

Support

- The Micro-Finance Officer responsibility includes building capacity and supervising District Agriculture and Livelihood Officers (DALOs) and Livelihood Young Graduates (LYGs) to establish, nurture and strengthen all the SHGs, VSMCs, LIS, and PGs through Village Facilitators in the project villages.
- The District Finance Management Officer provides on the job training to YGs, VIT, VSMC, Heads of SHG and CNG in monitoring and financial management.

Specific training

- YGs receive technical training (capacity building) from the CLEAR team. This includes topics on income generation (package of practices, rearing practices, climate smart practices in farm, livestock, fishery, and off-farm livelihood activities), food security and project methodology, through direct training as well as online training and support from the PMT.
- Specific trainings include a TOT for CCS training, so that YGs are able to train CCS at the village. One YG per district receives a CCS Master-training so they can support other district level CCS trainers.
- All YGs are trained in VDP methodology, so they are able to facilitate the VDP meetings.

Approach

- YGs travel to villages each month in teams, and overnight in close-by central villages.
- YGs include a mix of women and men, and work takes place in public areas to limit SEA/SH risks.
- A 'roving team' approach is an option, work in one village at a time.

Work tasks

Tasks common to all YGs include:

- Work with village facilitators:
 - Interview a shortlist of potential village facilitators in each village (with district staff support).
 - Meet regularly with village facilitators to collect reports, discuss progress and problems, and provide on-the-job training.
 - Work through village facilitators to mobilise communities/ groups for activities.
 - Support village facilitators so that they can carry out elements project activities when YGs are not in the village.
- Provide / facilitate the CCS training at the village (important to include female YG trainers).
- Facilitate the VDP (with district team support)
 - Lead the community through the VDP (with support from technical counterparts).
 - VDP introduction and data review
 - Explain the VDP planning process to be followed.
 - Share example lists of infrastructure options, as general guidance.
 - Explain the ESF negative list (activities that CLEAR does not support).
 - Summarise Disaster Risk Management (e.g., locating infrastructure away from flood risks).
 - VDP discussions and prioritisation
 - Facilitate small group discussions to support activities prioritisation.
 - Facilitate plenary discussions to develop village plans (CLEAR livelihood plan / VDP).
 - Support village facilitator to consolidate VDP (to share with District).
- Support the infrastructure-activity (with the district team, and relevant district offices)
 - Support the infrastructure-activity survey work (support district engineer).
 - YGs, with village facilitators, assist VIT to make infrastructure-activity proposals.
 - Support district team to ensure environmental and social safeguards are followed.
 - District and YG staff monitor the infrastructure grant implementation, including procurement processes.
- Multi-media Peer Learning (MMPL): NYG and LYG support the community to prepare media that promotes and support shared learning of activities to share on social media.
 - NYG and LYG s train community members in video production.
 - Where internet access is limited, YGs download media at the district and share it to the community on their tablets.
- Monitoring and Evaluation:
 - Support village facilitators in monitoring and data collection.
 - Direct data gathering using kobo toolbox (based on activity forms and MIS requirements).
 - Follow-up monitoring during the exit strategy period.
- Coordination of service delivery/trainings
- Coordination of GOL supervision visits

Nutrition Young Graduate (NYG) – specific tasks

- Set up CNGs (with support from village facilitator and district health staff).
- Support the activities of community nutrition groups (meetings, cooking sessions, food processing activity, milk-dairy activity, home gardening, etc.).
- Support CNGs to have pre-VDP discussions about nutrition needs that would benefit from small infrastructure.
- Support VDP to be carried out at community.
- Make home visits to reinforce nutrition SBCC (with the village facilitator).
- Support specific MMPL activities within the CNGs.
- Monitor procurement processes: supplies for the CNGs.
- Coordinate with other World Bank Nutrition Convergence projects.
- Report to the district nutrition officer.
- Apply the graduation approach for Batches 1 and 2.
- Support CCS training for the community leadership team.
- Follow the food system guidelines at the villages level.

Livelihood Young Graduate (LYG) – specific tasks

- Facilitate and support the SHG establishment (with support from village facilitator).
- Train and support SHGs in financial literacy, IGAs and the management of savings and credit activities (including bookkeeping).
- Facilitate in consultation workshops and support SHG member in preparation of Family Investment Plan (FIP)
- Follow-up seed grant and IGA implementation in villages under their responsibility.
- Lead organization of IGAs trainings related to agricultural production and livestock rearing including vaccination and animal feed preparation.
- Coordinate with village facilitator to follow up SHGs implementation.
- Facilitate and support the establishment of PGs and LIS (in all type villages) (with support from DALO).
- Support SHGs and PGs to have pre-VDP discussions about livelihood needs that would benefit from small infrastructure.
- Support SHGs for seed grant loan process
 - organise/ train VSMC.
 - prepare family investment plans; micro-investment plans in type II and type III villages.
 - prepare individual micro plan and SHG micro plan in type I villages.
 - support grant/ loan management.
 - Monitor bookkeeping.
- Facilitate and support PGs and LIS to conduct value chain study to identify market potential of commodity/livestock
- Support PGs and LIS in preparation of business plan, seed grant loan disbursement and ensure loan repayment followed by accessing loans for PGs from Rural Development Bank.
- Regularly meet with VSMC and Village facilitators to collect reports, discuss progress and problems and provide on-the-job training.
- Reports to District Agriculture and Livelihood Officer.

Climate Resilience Young Graduate (CR-YG) – specific tasks

- Assist DCRO-Adaptation and EMO in participatory planning preparing workplans for EbA, ICBWM and climate adaptation activities.

- Lead EbA implementation in villages under their responsibility.
- Support target communities to implement the actions following technical guidelines provided by the DCRO and EMO.
- Support technical assistance advisers (ETA/ NTA) in field work as required.
- Assist village authorities, livelihood young graduates, district livelihood officer to work with participants to implement the EbA and ICBWM workplans, applying procedures and regulations as agreed with the DCRO and EMO.
- Organise regular meetings of the village groups (e.g., water management, community forest management) that are implementing EbA and ICBWM.
- Assist the Village authorities and groups to buy materials and inputs for EbA and ICBWM.
- Provide specific training and assistance on community-based management of natural resources, and on new water management practices.
- Assist in the demonstration, distribution, and monitor use of hermetic bags.
- Demonstrate the use of the weather app (Lao Climate Service for Agriculture).
- Arrange field visits and exchanges between target villages to share knowledge, demonstrate new practices and coordinate the use of natural resources under common ownership.
- Support/coach Village Facilitators in the implementation of EbA and ICBWM.
- Report on emerging risks, issues raised in villages.
- Capture info on best practices, successful case studies, model households in EbA and ICBWM.
- Frequent monitoring and support to EbA, ICBWM and GBG-CRI implementation.
- Collect and maintain basic meteorological, hydrological and agricultural data.

Working with CLEAR Village facilitators

- Village facilitator support activity implementation for infrastructure, livelihoods, and nutrition in the village when the Young Graduates are not in the village (YGs only go to each village 1-2 days per month).

Specific tasks.

- Liaise with the YGs (and other district staff) to arrange village level meetings and activities.
- Work with YG to help develop MMLP videos, photos, and recordings.
- support activity implementation in the absence of YGs.

Specific YG tasks within the project cycle

Project cycle step	YG role
Orientation	
Orientation: staff; District; village	
Village orientation meetings (0.5 day)	Meetings are led by YGs with district staff support when available. For batch 2, Landscape approach target villages, the Landscape approach will be introduced.
Technical training – team	
Technical training and Capacity Building (for district staff and YG)	The training is provided by university teams who prepare the training modules. YGs attend the training.
Project methodology trainings to YGs and staff	Relevant task team and PMT members with the relevant experience provide CCS master trainings and VDP training. YGs attend the training. In six selected districts the training also includes GBG-CRI, EbA, and ICBWM.
Set up and Planning Stage	
Project Set up	
Village profiles.	Village profiles are made by the PMT and the YGs to support activity set up and planning (YGs receive on the job training from the PMT and then continue with the profiles for the remaining villages). Profiles combine existing data and mapping of the village to support infrastructure and livelihood needs assessments as well as baseline information. The landscape approach specialists will add additional data collection needs to the village profile survey.
Select village facilitator; Basic training for village facilitators	YGs interview and select the Village Facilitator. YGs then train the village facilitators on the coordination and support needs.
Set-up SHGS (followed by set up of VSMC)	This is led by the LYGs with support from the District Agriculture and livelihood Officer. The village facilitator supports.
CNG start-up/ begin SBCC and activities.	This task is led by the NYG with support from the District Nutrition Officer. The village facilitator supports.
ESF Training for village groups (SHG, PG) /committees (VSMC, CNG), VMC.	YGs are guided by the District ES/gender officer to provide ESF training.
Set-up for landscape approach actions	EbA training is developed. The EMO trains the DCRO-Adaption and the CR-YG, district team leader and DALO on the training modules and related material. YGs attend the technical training developed by the BLUE ETA . The EMO, with support from the BLUE ETA training field level staff (e.g., DCRO-A and CR-YGs) in ICBWM. YGs also participate in the CSA KAP survey and join trainings on CSO by the NTA.
Pre VDP training	
Start CCS training (Grassroots leadership)	The training is provided by the YGs with support from village facilitators.
SHG training /meetings	This is led by the LYGs with support from the District Agriculture and livelihood Officer. The District Finance Management Officer supports this work (finance advice/ training). The village facilitator support, and facilitate activities in the absence of YGs.
SHG Livelihood discussions	This is led the LYGs with support from the District Agriculture and livelihood Officer. The village facilitator supports.

CNG Livelihood discussions	This task is led by the NYG with support from the District Nutrition Officer. The village facilitator supports.
VDP (Planning)	
VDP Village vision/ planning meeting (2-3 days)	The meeting is facilitated by all the YGs with help from the village facilitators (and with technical support from the nutrition and infrastructure teams). (CR-YG have particular focus where grey infrastructure is needed).
Further CCS training	
Ongoing CCS training	The training is provided by the YGs. The village facilitator supports and facilitate activities in the absence of YGs.
CRLP	
Climate Resilience Landscapes planning (CRLP)	This can involve community meetings and activities, data collection, mapping, and field visits for technical assistance and staff. The CR-YGs will assist with all aspects of this (e.g., organising meeting, support activities) based on the CRLP design.
Blue infrastructure technical needs assessment and prioritisation	The there will be a survey of cluster-core villages to identify blue infrastructure needs. As with CRLP, the CR-YG will assist with this process as needed.
Preparation Stage	
Specific preparation for infrastructure	
Establishment and Training of the Village Infrastructure Team	This is led by the YGs with support from the District Engineer. The District Finance Management Officer supports this work (finance advice/ training). The procurement officer supports with training.
Survey for infrastructure	This is led by the District Engineer with support from the YGs and VIT. The ES/gender officer supports this work. The village facilitator supports. Specific ESF The survey confirms that ESF requirements are being met. District teams/YGs explain the E&S Screening and Scoping List to VA. The tool identifies E&S risks, which WB ESS applies, the size of the risk, and which ESMF tool to use. (e.g. ESCOP)
Preparation of Final Infrastructure-Activity Proposal	This is led by YGs and VIT with support (and design) from the District Engineer. The village facilitator supports, and facilitates activities in the absence of YGs.
Village Confirmation Meeting (1 day)	This is led by YGs and VIT with support from the District Engineer. The village facilitator supports, and facilitates activities in the absence of YGs.
Infrastructure-Activity Kick-Off Meeting	This is led by YGs and VIT with support from the District Engineer. The village facilitator supports and facilitates activities in the absence of YGs.
EbA Community consultation / Identify participants /initial training	The CR-YG will support in the organisation / facilitation or meetings and trainings.
Set up EbA Model site (for EbA training)	The CR-YG will support as directed by DCRO-A, and the EMO
ICBWM Community consultation / Identify participants/ initial training	The CR-YG will support in the organisation / facilitation or meetings and trainings.
Set up Model site (for ICBWM training)	The CR-YG will support as directed by DCRO-A, and the EMO
Ongoing livelihood/ group activities	
SHGs prepare FIP and MIP	This is led by the LYGs with support from the District Agriculture and Livelihood Officer. The District Finance Management Officer supports this work (finance

	advice/ training). The village facilitator supports and facilitates activities in the absence of YGs.
SHG training (IGA related)	This is led by the LYGs with support from the District Agriculture and Livelihood Officer. The village facilitator supports and facilitates activities in the absence of YGs.
Promotion of enhanced nutrition practices	This task is led by the NYG with support from the District Nutrition Officer. The village facilitator supports and facilitates activities in the absence of YGs.
Promotion of enhanced nutrition practices	This task is led by the NYG with support from the District Nutrition Officer. The village facilitator supports and facilitates activities in the absence of YGs.
CNG – Home Garden activity	This task is led by the NYG with support from the District Nutrition Officer. The village facilitator supports and facilitates activities in the absence of YGs.
Implementation stage	
Infrastructure implementation	
Development of Operations and Maintenance (O&M) Plan	This is led by YGs and VIT with support from the District Engineer. The village facilitator supports and facilitates activities in the absence of YGs
Village Accountability Meetings (½ - 1 day)	This is led by YGs and VIT. The village facilitator supports and facilitates activities in the absence of YGs.
Ongoing livelihood/ group activities	
SHG implement livelihood activities.	This is led by the LYGs with support from the District Agriculture and Livelihood Officer. The District Finance Management Officer supports this work (finance advice/ training/ monitoring). The village facilitator supports and facilitates activities in the absence of YGs.
Set up producer groups (Type III villages).	This is led by the District Agriculture and livelihood Officer. The District Finance Management Officer supports this work (finance advice/ training/ monitoring).
CNG – on going SBCC and activities (Food processing; Milk-dairy,)	This task is led by the NYG with support from the District Nutrition Officer. The village facilitator supports and facilitates activities in the absence of YGs.
Landscape approach implementation	
Further EbA implementation	CR-YGs will support the DCRO-A in scaling up EbA to outlying villages, providing training/discussion at farmer field schools and ensuring project infrastructure is geotagged.
Further ICBWM implementation	CR-YGs will support the DCRO-A in scaling up ICBWM to outlying villages, providing training/discussion at farmer field schools and ensuring project infrastructure is geotagged.
Implement CSA	CR-YGs will provide community level trainings on CSO, distribute extension materials, and provide/monitor hermetic bags.
CREATE Meetings	Attend and support the six-monthly meeting based on the supervisor requirements.

Participatory Village Development Planning (VDP)

Preparation

Village orientation	These meetings are led by YGs, with the district team leader and district staff support when available. During the meeting the villagers are told about the VDP, and the type of infrastructure supported so they can start to think about needs prior to the VDP meeting.
Training to staff and YG.	The YG staff that facilitate the process need to understand their facilitation role to ensure community-driven planning includes of all vulnerable groups. The Nutrition and Community Development Specialist from CLEAR central level with overall responsible for VDP, will organize a VDP orientation workshop to district staff and YGs.
Village profiles.	This is carried out by the PMT (initially to provide on the job training) with the YGs (who continue to all villages once trained). YGs present and use the information in the VDP.
Establishment of SHGS / Livelihood discussions	This is led by the LYGs with support from the District team leader, and the District Agriculture and Livelihood Officer . Following the establishment of SHGs, the related training on SHG management and IGAs will be provided to the groups and they will start to think about how to use the seed grant in the future to support various income generation activities s. This is an opportunity to discuss what infrastructure is also needed to further enhance their livelihoods. This can then be shared during VDP discussions. <i>(Type-2 and 3 villages only).</i>
CNG start-up/ discussions.	As part of early CNG meetings members are encouraged to discuss what infrastructure would also support nutrition or food diversification, linked to livelihoods.
Village facilitator selection	YGs interview and select the Village Facilitator.
CCS (community capacity strengthening) training (sessions 1-5).	The training is provided by the YGs with support from village facilitators. This includes training on leadership, social accountability, and discrimination. Each village develops a Village Inclusion action plan.
Training facilitators on VDP.	YGs train the village facilitators and CCS participants on the VDP planning meeting process.
Deciding the location for the VDP meeting.	YGs and Village facilitators do this. If there are several hamlets, then the discussion process may take place by hamlet before bringing the hamlets together for a final discussion on priorities.

VDP planning - example agenda (type 2 and 3 village) (see chapter 5 for details)

The following is an example agenda for the longer VDP that includes livelihood infrastructure planning. The YGs facilitate this meeting (and so have responsibility throughout this agenda, including meeting the VDP objectives and outcomes.

Details: type 2 and 3 villages		Resp.
Step 1: Open meeting		
VDP process opened by VA/ District		VA
Step 2: Introduction to CLEAR planning (VDP)		
Objectives of introduction • To explain the meeting process that will help to develop Village livelihood and nutrition related infrastructure priorities that can be supported by CLEAR, (as well as other VDP priorities). • To help participants understand the scope of the infrastructure supported under CLEAR. • For landscape approach outlier villages, this includes the scope of grey infrastructure.		

Details: type 2 and 3 villages		Resp.
Activities • District team/YG explain the process to be followed. • An example list of CLEAR infrastructure options is shared. • ONLY IF a Landscape approach outlier village- a list of GREY infrastructure options is shared (see below) • • The ESMF negative list is shared (so participants understand what CLEAR will not fund (Noting these can still be in their “VDP”) – and can also give an overview of the ESF screening process once priorities are made. • Summary is given about Disaster Risk Management considerations (e.g., locating infrastructure away from flood risks)		district team / YG
Step 3: Review of current village livelihood and nutrition needs		
Objectives. • Support the linkages across the infrastructure, livelihood, and nutrition activities. • Groups share current livelihood and nutrition needs/ interests. Approach Presentations of existing data and discussions relating to livelihood and development planning for the village.		
Activities • Village profile summary is presented including map, showing current livelihoods and any other needs identified • SHGs are invited to explain which types of livelihoods they will focus on and if there are infrastructure needs • A CNG representative identifies any nutrition needs that would link to livelihoods and nutrition • Village facilitator (with help of other CCS participants) explains the needs identified in the village inclusion action plan and how this relates to livelihoods needs. • Village authorities share summary of any existing VDP or planning that is relevant • Any specific DSEDP livelihood priorities that are relevant to the village are also noted. (e.g., the one district one product might be relevant to the producer group).		YG/ VF SHG leaders CNG rep. VF; VA VA YG/ district team
Step 4. Make initial list of needs based on current data and livelihood planning		
5) YG use notes from the presentations, and produce two ‘long-lists’: 6) Needs, and related livelihood infrastructure needs that could be supported under CLEAR. 7) ONLY IF a Landscape approach outlier village- make a separate list of grey infrastructure for review 8) Village development infrastructure needs (including livelihoods not under CLEAR) (YGs need to clarify that these are in the VDP, but not a CLEAR priority).		YG
Step 5: Form groups for discussion		
Objectives. • To ensure women and ethnic groups are able to voice opinions. Divide to groups. • Divide into at least 4 groups for discussion: Female-poor, female non-poor; male poor; male non-poor. Can use the village poverty data to identify poor/non-poor. The VA can facilitate any discussions if some HHs question their group. If there is no list, or it is not accepted, then the village facilitator suggests a criteria, if the participants agree then they self identify which group they join. • Sub divide by ethnicity if needed to support communication. (The aim is to form sub-groups that people feel comfortable talking and sharing in, rather than exactly categorising people as poor/non poor).		VF/ CCS trainees / YG / district team
Step 6. Group discussions on livelihoods and nutrition infrastructure (potential CLEAR)		
Expected outcome. • Each group has a list of priorities that could fall under CLEAR (for livelihoods).		
Activities • Each group reviews the long-list. Anything that is not their priority can be removed. • Those remaining will be reviewed in more detail. • Groups can also agree to add items if they are not already included but are a priority. • Groups can also start the discussion with more analysis e.g. basic village mapping to discuss further needs if lacking in the village profile.		VF/ CCS trainees / YG / district team

Details: type 2 and 3 villages		Resp.
Each item from updated list is reviewed using the following questions? • Livelihoods need: _____ • Infrastructure need (if different): _____ • Who would this help / benefit? • Will women, poor, vulnerable groups benefit? • How would this increase production? • How would this increase income? • How would this improve nutrition (of child/ infants)? • Is there a climate risk? (e.g. flood); can it be reduced? The YG should use butcher paper to record the discussion. Ensuring each addition is explained so those who can not read understand what was recorded.		
Step 7. Groups discuss livelihood and nutrition priorities		
• After the detailed review, the group then discuss which of the items would be a high medium and low priority. The purpose of this is to help start to think through their priorities. It is not a decision. Further prioritisation takes place in a following session.		VF/ CCS trainees / YG / district team
Step 8. Groups discuss and prioritise GREY Infrastructure priorities (only in Landscape approach outlier villages).		
Activities • Anything that is not their priority can be removed from the list. • Participants may group different priority actions up to the total block grant value (e.g. a shade house and paddy improvements up to a value equal to the grant). • Each priority item from updated list is reviewed using the following questions? ○ Infrastructure need: _____ ○ Why is this needed? ○ Who would this help / benefit? ○ Can this be a community activity (all benefit)? If not, how can it be distributed/ managed so that poor/vulnerable people can benefit? ○ Will women, poor, vulnerable groups benefit? ○ Is there a climate risk? (e.g. flood); can it be reduced • After the detailed review, the group then discuss which of the items would be a high medium and low priority.		VF/ CCS trainees / YG / district team
Step 9. Group discussions on OTHER village development needs (not CLEAR).		
Group work – Other village development infrastructure. • Each group reviews the long-list on non-CLEAR needs. Anything that is not their priority can be removed. • Those remaining are reviewed in more detail. • Groups can also agree to add items if they are not already included, but a priority.		VF/ CCS trainees / YG / district team
Each item from the remaining list is reviewed using the following questions? • Infrastructure need: _____ • Why is this needed? • Who would this help / benefit? • Will women, poor, vulnerable groups benefit? • Is there a climate risk? (e.g. flood damage) • How can the climate risk be reduced? The YG should use butcher paper to record the discussion. Ensuring each addition is explained so those that cannot read understand what was recorded.		VF/ CCS trainees / YG / district team
Step 10. Groups discuss village development priorities (not CLEAR)		
• After the detailed review, the group then discuss which of the items would be a high medium and low priority. The purpose of this is to help start to think through their priorities. It is not a decision. Further prioritisation takes place in a following session.		
Step 11 Prioritising village needs for livelihoods/ nutrition infrastructure under CLEAR		
Objective • Prioritisation list for livelihood infrastructure support under CLEAR. • Prepare/ update village VDP.		
Report back from group work (CLEAR priorities) to the whole community Each group reports the priorities that fall within the CLEAR project.		VF/ CCS trainees /

Details: type 2 and 3 villages		Resp.
The plenary discussion is led by the YG. This includes: • identifying items that were high priorities for all groups, and low priorities for all groups. • Identifying specific priorities raised by poor groups/women groups. • Produce a list of priorities that the village agree on. This can be done with voting to ensure everyone has a voice. E.g., using a pocket chart. • It is suggested that each person has several 'votes' e.g., each can have 5 stones. They may want to put all five stones to vote for their highest priority, or one stone for each of their five main priorities (or something in-between, e.g. 3 stones and 2 stones for 2 priorities). This is relevant as more than one infrastructure may be possible.		YG / district team
Step 12. Landscape approach – outlier villages ONLY. Prioritising Landscape approach Grey Infrastructure		
The same process is followed for the other VDP infrastructure needs.		
Step 13. Prioritise development needs: NOT in CLEAR		
The same process is followed for the other VDP infrastructure needs.		
Step 14. Share VDP list with District		
3-4 people are nominated to prepare to share their VDP with the district level. (assume CCS trainees as it is an opportunity to use leadership and communication skills).		
Notes: (Hamlets)		
If this meeting was at a Hamlet level, then the results of this meeting are then reported to the village VDP meeting.		

Subcomponent 2.3: Delivery of Project Grants and Management of Productive Assets

Type 1 villages SHG

The SHGs also receive training to support food production. The agriculture and livelihood officers, LYG and related team members should identify the training needs. Training can be provided through the district team, DoAE or other options that the team identify. [DCRO-A and CR-YG will provide training on landscape approach.](#)

Component 3. Community Nutrition Interventions

Setting up the community Nutrition Group (CNG), equipment and grant

YGs with village facilitators organise this. Including: A village meeting (all villagers invited) is called to inform people about setting up the CNG, as well as general messaging about nutrition; CNG make a proposal for their CNG grant:

Meetings for food demonstrations and learning (CNG activity)

YGs with village facilitators organise this. Including: Meetings are held twice a month; Two types of foods are demonstrated. Food for mothers; Food for children.; “Food processing” is part of the cooking sessions. The meetings also include learning from the experience of others through “telling stories”, and watching videos; discussions on SBCC modules.

SBCC - Multi-media Peer learning (social media; mass communication)

YGs with village facilitators organise this. Including: supporting/ training the CNG ‘video team’ using young women in the group to record and edit the video, or make a voice over. YGs that speak ethnic languages can support ethnic members of CNGs to make and share video clips.

In villages where internet access is limited, the YGs download shared media at the district and then bring it on their tablets to share directly with those communities (they also copy media produced in villages with poor internet access so they can share it with their peers in other villages when they return to the district).

SBCC - Home visits

The YGs also visit the homes of CNG members to support and reinforce learning, taking the opportunity to encourage all family members to practice good nutrition.

Subcomponent 3.2: Promotion of community-sourced nutritious food

Overview

Home nutrition gardening

[YGs with model farmers for home nutrition](#) organise this. Including: Each household that has a member in the CNG is invited to participate in home gardening. The project provides seed directly (not part of the grant) (2 sets of seeds: for wet season and dry season). Technical support for the activity comes from the Lao Farmer Network (LFN) (contracting farmers to provide training). The NYG is involved throughout the activity (in CNG meetings; training; monitoring). Village facilitators lead activities when the NYG is not in the village. Gender activities: Component 4 (From CLEAR Project Gender and Social Inclusion Action Plan).

Goat dairy (batch 1 only)

YGs with village facilitators organise this [for batch 1](#). Including: Goat IGAs are promoted. Goat farmers receive training in raising, feeding, and milking goats⁵⁰. Training is for model goat farmers, CLEAR and DoAE staff, followed by training of CNGs and SHGs, supported by online/multimedia tools.

Wild food harvest and processing

YGs with Village facilitators organise this. Including: SBCC

Manuals

VDP Process (manual)	Young graduates and district staff use this as a reference book to guide the VDP activity in each village. It includes the steps that need to be completed before the VDP can start, the VDP expectations, and the detailed process to follow to prepare the VDP with the community.
CCS Transformative Grassroots Leadership Training Manual	Young graduates and district staff use this as a reference book to guide the implementation of the CCS process and the 9 training sessions .
Small Infrastructure Manual	Young graduates, village facilitators, VIT, and other staff that are involved refer to it when monitoring or supporting aspects of the infrastructure activity, e.g., during the survey, community meetings, and monitoring of village workers/ skilled workers.
Livelihoods manual (5 guidelines)	The Young Graduates and the District Agriculture and Livelihood Officer refer to these when implementing all livelihood steps in communities. • Guidelines for Village Youth facilitator • Self Help Group Guideline • Community financial Manual • Producer group Guideline • Local Input Supplier Guideline
Village Food Systems Guideline . (Nutrition manual and SBCC)	The manual is used by the district nutrition officer and Young Graduates as a key reference to deliver nutrition/CNG support in the communities. This will also include more budget information
Finance and Administration Manual	This manual is a reference for all staff, with guidance on all administrative and finance processes that applies to their work.
Procurement Manual	The procurement manual is of particular relevance to district and YG staff who monitor the infrastructure grant implementation, but also other procurement processes such as equipment and supplies for the CNGs.
Monitoring and Evaluation Manual	District staff and YGs need can use this to ensure all forms for monitoring are being applied and the information to support indicator measurement is being gathered and submitted to the MIS.

Informed consent

The principle of ‘informed consent’ should be applied when gathering information or using images/video from target communities or other stakeholders/partners. They must consent to having their information/image shared publicly, either in documents, evaluations, or on social media, having been fully ‘informed’ and understood how the information/image will be used. As noted in other sections, those involved in MMPL all need to give consent if they appear in videos or photographs that are shared through social media.

Management Information System (MIS) Database / Data collection

⁵⁰ Training conducted in partnership with Lao Buffalo Dairy, a social enterprise in Luang Prabang, and AgCoTech Laos

Data is entered on tablets at the village level by YGs and district teams. Each activity has a form for data collection. Where villages are unable to enter information due to poor internet connections, the YGs take responsibility data entry. Regular data auditing is conducted by central and district project staff.

ESF

ESF – key tools – that YGs may use

Tool	Key users
Negative List (Annex 2A of ESMF)	District staff/YGs use this when discussing activity options with the village authority/ community.
E&S Screening and Scoping Form (Annex 2B of ESMF)	District engineers, YGs and related staff use this when reviewing the priority infrastructure activities propose by a community.
Guideline and Template for SS-ESMP (Annex 3A of ESMF)	The plan is made at the survey and design stage of the infrastructure activity by the VIT, YGs, and the district engineer.
Environmental and Social Codes of Practices (ESCOP) (Annex 3B of ESMF)	This sets good E&S practices that all VITs are required to comply with to avoid/minimize E&S risks and impacts that are associated with implementation of infrastructure activities. YGs, and the district engineer support the VITs in the used of ESCOP.
A List of Do and Don't Practices (Annex 3C of ESMF)	All VSMC, VITs, SHGs, PGs and Nutrition Groups are required to comply to ensure (i) good engineering and housekeeping practices of communities; (ii) prevent injuries of project workers and communities; and (iii) prevent direct workers, contracted workers, and community workers from involving in any form of natural resource extraction, habitat degradation, wildlife trade.
Good Agriculture Practices (Annex 3D of ESMF)	Similar to the do and don't practices, SHGs, PGs and Nutrition Groups are required to comply. For example, it refers to laws and practices related to pesticides.
Labour Management Procedures (LMP) (Annex 4 of ESMF)	The LMP is used to help avoid and reduce risks to all types of workers (e.g., project staff, community workers). It is needed in activities when the project uses unskilled and skilled workers, or contractors or workers from outside the community. It is used to manage risks related to labour, workers, SEA/SH/VAC; children working, ethnic communities. Therefore, it is a reference for all project staff. Specifically, the VIT must use this when using skilled and unskilled labour, with support from the YGs, District Engineer, and district ES/gender staff.

Feedback and Grievance Redress (FGR)

There are many elements for the FGR. One way that villagers can give feedback is verbally, which can be given directly to CLEAR staff and YGs or during the regular activity.

ANNEX 8. Results framework⁵¹

This revision of the PIM captures the updates made until April 2026. Meanwhile, readers should be aware that some indicators may be revised further (e.g., indicator 3 – change in travel time to CRI).

Results Framework

COUNTRY: Lao People's Democratic Republic

Community Livelihood Enhancement And Resilience

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	
To improve rural livelihoods and consumption of diverse foods for targeted vulnerable communities						
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
female-owned (Percentage)		0.00	0.00	0.00	30.00	50.00
non-Lao-Tai-owned (Percentage)		0.00	0.00	0.00	30.00	50.00
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
of which female headed		0.00	10.00	10.00	10.00	10.00

⁵¹ From PAD

Indicator Name	PBC	Baseline	Intermediate Targets			End Target
			1	2	3	
(Percentage)						
of which non-Lao-Tai (Percentage)		0.00	60.00	65.00	70.00	75.00
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
Children 6–23 months from community nutrition groups households consuming foods from five out of eight recommended food groups (Percentage)		20.2		27.00		33.00
Total direct beneficiaries (Number)		0.00	48,000.00	108,000.00	156,000.00	216,000.00
of which female (Percentage)		0.00	50.00	50.00	50.00	50.00
of which non-Lao-Tai (Percentage)		0.00	75.00	75.00	75.00	75.00
Beneficiaries of CRI						
Beneficiaries of SHG						
Beneficiaries of CNG						
Intermediate Results Indicators by Components						

AN Project Implementation Manual

ANNEX 8: Results framework

Indicator Name	PBC	Baseline	Intermediate Targets			End Target
			1	2	3	
Local Economic Development and Community Capacity Strengthening						
Number of key community members completing the CLD transformative grassroots leadership training (Number)		0.00	900.00	2,025.00	2,700.00	4,050.00
of which female (Percentage)		0.00	60.00	60.00	60.00	60.00
of which non-Lao-Tai (Number)		0.00	75.00	75.00	75.00	75.00
Percentage of beneficiaries who feel village development planning reflected their needs (Percentage)		0.00	70.00	75.00	80.00	80.00
female (Percentage)		0.00	70.00	75.00	80.00	80.00
non-Lao-Tai (Percentage)		0.00	70.00	75.00	80.00	80.00
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
Percentage of functional climate-resilient infrastructures with communities conducting regularly maintenance activities (Percentage)		0.00	0.00	0.00	70.00	80.00
Community Livelihoods Enhancement						

Percentage of Village Self-Help Group Management Committee members who are female (Percentage)		0.00	50.00	55.00	60.00	70.00
Total amount of SHGs savings mobilized (Amount(USD))		0.00	14,000.00	50,000.00	83,000.00	117,000.00
Number of individuals using loans from SHGs (Number)		0.00	6,480.00	8,100.00	17,280.00	18,360.00
of which female (Number)		0.00	5,500.00	6,880.00	14,680.00	15,600.00
of which non-Lao-Tai (Number)		0.00	3,880.00	5,265.00	12,096.00	13,770.00
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
of which female (Number)		0.00	2,754.00	4,590.00	7,990.00	11,010.00
of which non Lao-Tai (Number)		0.00	1,944.00	3,510.00	6,580.00	9,720.00
Number of households specializing in production of local inputs (Number)		0.00	0.00	60.00	80.00	80.00
Community Nutrition Interventions						
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
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

Percentage of targeted nutrition households growing at least 3 of the projects recommended crops (Percentage)		0.00		40.00	55.00	70.00
Percentage of convergence villages conducting community nutrition meetings twice a year (Percentage)		0.00		50.00	60.00	70.00
Project Management, Capacity Building and Monitoring and Evaluation						
Percentage of registered grievances that are addressed timely according to agreed procedures		0.00	75.00	80.00	85.00	85.00

Indicator Name	PBC	Baseline	Intermediate Targets			End Target
			1	2	3	
(Percentage)						
Monitoring & Evaluation Plan: PDO Indicators						
Indicator Name		Definition/Description	Frequency	Data source	Methodology for Data Collection	Responsibility for Data Collection

Percentage of Income Generating Activities (IGAs) implemented that are viable 1 year after having benefitted from financing under the project	It captures the percentage of IGAs implemented by SHGs' members that are sustainable 1 years after financing. An IGA is defined as viable when it generates a gross operating profit. IGAs are undertaken by members of SHGs and PGs. The indicator will concern more type II and III villages.	Mid Term Review (MTR) and Year 4	Independent survey.	Independent survey of a sample of IGAs that have benefited from financing for at least 1 years. The sustainability of IGAs is defined by the gross operating profit (gross operating profit = total revenue – total expenses).	Consulting firm.
female-owned	See parent indicator. The indicator measures the share of women-owned IGAs viable 1 year after project benefits. It aims to ensure that women-owned and men-owned IGAs are equally likely to be viable.				
non-Lao-Tai-owned	See parent indicator. The indicator measures the share of non-Lao-Tai-owned IGAs viable 1 year after project benefits. It aims to ensure that non-Lao-Taiowned and Lao-Tai-owned IGAs are equally likely to be viable.				

Number of project beneficiary households that have at least one additional source of income from project activities	It captures the number of project beneficiary households that have at least one additional income from project activities. It helps assess the diversification of income of the household, which will contribute to its resilience. Additional sources of income include cash for work (at least 1 week), households in viable IGAs and PGs. The project will pay particular attention to analyzing data per type of activity such as crop, livestock, processing, inputs production and nonagricultural activities.	Annual starting in year 2.	MIS / Project monitoring reports.	Data collected at village level using checklists and MIS. The number of households for the indicator will be accounted in the MIS. A sample of the beneficiaries' households identified in the MIS will be evaluated by an independent evaluation to provide more in- depth analysis and cross-check the data reported in the MIS.	M&E Team/Technical Experts (Infrastructure and Livelihood).
of which female headed	See parent indicator. It aims to ensure female-headed households are as likely to				
	access an additional source of income. The target is set based on average share of female-headed households.				
of which non-Lao-Tai	See parent indicator. It aims to ensure non-Lao-Tai households are as likely to access additional income sources as Lao-Tai households by year 4 of the project, with measures to ensure inclusion improving over time.				

Percentage change in travel time to drinking water, agricultural areas, markets, agricultural storages, drying platform and processing site areas.	It assesses the percentage change in the estimated motorcycle travel time (in terms of minutes) from the village center to access to the nearest agricultural areas, markets, agricultural storages, drying platforms and processing sites. The assessment of the time travel will be tailored to the type of infrastructures in the M&E manual.	Annual starting in year 2.	MIS / Project monitoring report.	The travel time is estimated by focus groups at the center of the village. The baseline is measured once the community has identified the infrastructures to be financed through participatory planning. The updated travel time is measured at completion of infrastructures using the methods.	Technical infrastructures and Safeguards Experts/ M&E Team
Children 6–23 months from community nutrition groups households consuming foods from five out of eight recommended food groups	It captures the change in children (aged 6 to 23 months) with minimum dietary diversity among beneficiaries of CNGs. The minimum food diversity is defined by a consumption of at least 5 out of the 8 food groups (using a classification of food groups based on international recommendations) during the 24 hours preceding the time of interview. The baseline is derived from the nutrition convergence phase I midline survey (December 2022).	MTR and Year 4.	Independent survey.	Independent survey of a random sample of the population of the children (aged 6 to 23 months) of mothers who are enrolled members of the women nutrition groups.	Consulting firm.
Total direct beneficiaries	It assesses the extent to which the project is reaching out beneficiaries and particularly excluded groups such as women and ethnic minorities. The project will pay particular attention to double counting.	Annual.	MIS / Project monitoring report.	Regular data entry in the MIS. Beneficiaries are accounted for when they are actively benefiting from the project. The project will pay particular attention to double counting.	Village Facilitator / M&E Team / Technical Experts.

of which female	see parent indicator				
of which non-Lao-Tai	see parent indicator				

Monitoring & Evaluation Plan: Intermediate Results Indicators

Indicator Name	Definition/Description	Frequency	Data source	Methodology for Data Collection	Responsibility for Data Collection
Number of key community members graduating from the CLD transformative grassroots leadership training	It assesses the improved skills in leadership and empowerment developed across villages, among key community members and women in decision-making roles.	Ongoing	Training certificates/ Training reports/MIS	The beneficiaries are accounted for when they have completed successfully all the modules of the training. Then, data are reported in training reports and MIS.	Trainers/ Livelihood experts
of which female	see parent indicator				
of which non-Lao-Tai	see parent indicator				
Percentage of beneficiaries who feel village development planning reflected their needs	This indicator assesses the quality of community participation and ownership of the investments identified in the local development plans. This indicator is also used to measure progress on the gender gap in terms of women participation in local decision-making.	Yearly starting year 2	Independent qualitative evaluations	It is assessed based on an independent qualitative evaluation of a project beneficiaries' sample. A set of parameters will be used to assess the indicator	consultants
female	see parent indicator				

non-Lao-Tai	see parent indicator				
Percentage of audited climate resilient infrastructures judged by the auditors as conforming to disaster risk reduction procedures and technical specifications	infrastructures and if they are conforming to disaster risk reduction and technical specifications for each type of infrastructure, it will have a specific focus on resilience. Independent technical audits will be conducted regularly to assess this indicator. Infrastructures are considered climate resilient when it includes site risk assessment, detailed siting, enhanced technical standards mitigating impact from rainstorms, prior definition of O&M and two way early warning in the event of a disaster.	Yearly starting at the MTR	Independent Technical Audit of Infrastructures Reports	Independent Technical Audit of a sample of completed infrastructures. It will entail reviewing if disaster risk reduction processes have been implemented and technical specifications have been adequately defined and implemented. It will also assess the functionality/usage of the infrastructures and if maintenance activities are conducted regularly up to standards. This technical audit is also used to measure the indicator below.	consulting firm
Percentage of functional climate-resilient infrastructures with communities conducting regularly maintenance activities	It assesses the sustainability of completed infrastructures, as communities' maintenance activities are essential for the resilience of infrastructures. Checklist defining required maintenance activities and frequencies will be developed per type of infrastructure in the PIM.	Yearly starting at MTR	Independent Technical Audit of Infrastructures Reports.	It will entail reviewing if disaster risk reduction processes have been implemented and technical specification have been adequately defined and implemented. It will also assess the functionality/usage of the infrastructures and if maintenance activities are conducted regularly up to standards.	Consulting firm

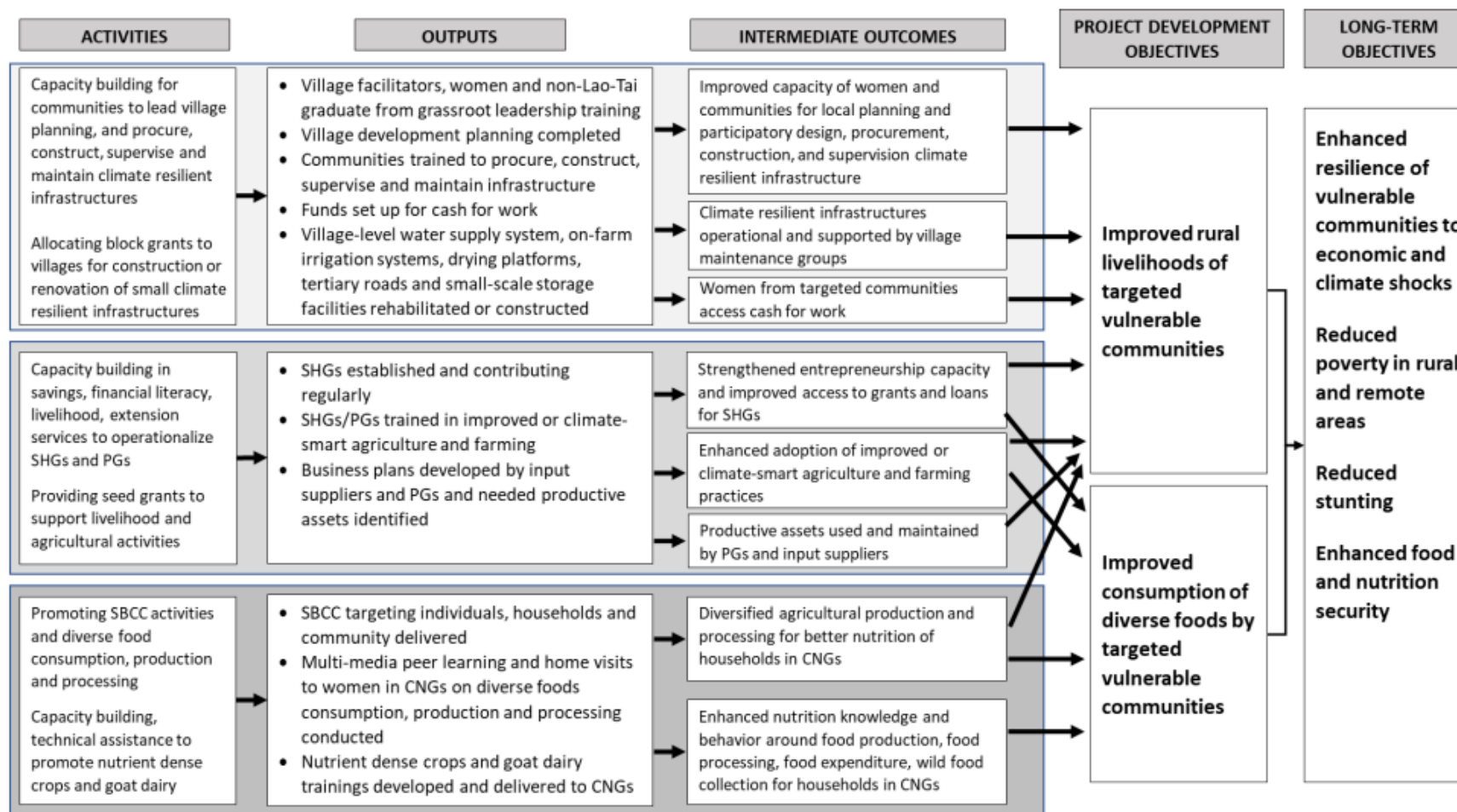
Percentage of Village Self-Help Group Management Committee members who are female	It assesses the percentage of female beneficiaries in management/leadership position in village group management committee. It measures progress on gender gap on women leadership.	Yearly	MIS/Review of minutes and attendance of management committee	Regular data entry in the MIS	Village Facilitator/YG/Social Safeguards Expert/Technical Experts/M&E Experts
Total amount of SHGs savings mobilized	It measures the capacity of SHGs at mobilizing savings. Savings are regularly recorded by SHGs during their meetings. Estimates in USD are based on exchange rate at time of project approval.	estimated ta Yearly	Review of SHGs records/MIS/ Project Monitoring Reports	Data on savings are regularly entered in the MIS by the Village Resource Person from SHGs own records.	Village Resource Person /M&E Experts/ Livelihood Experts
Number of individuals using loans from SHGs	It measures the number of SHGs members that have managed to obtain small loans from their SHGs revolving fund. The project will pay particular attention to avoid double counting of individuals.	Yearly	Review of SHGs records/ MIS/ Project Monitoring Reports	Data on savings are regularly entered in the MIS by the Village Resource Person from SHGs own records.	Village Resource Person / M&E Experts/ Livelihood Experts
of which female	see parent indicator				
of which non-Lao-Tai	see parent indicator				

Number of producers adopting improved and/or climate smart agricultural and livestock practices	It refers to a change of practice that was introduced/promoted by the project. It is a change in practices from current use. Climate-smart agriculture is an integrated approach to managing landscapes-cropland livestock forests and fisheries--that address the interlinked challenges of food security and climate change. The list of climate smart agricultural and livestock practices to be disseminated will be detailed in the PIM.	Yearly starting Y2	Qualitative evaluation of PGs post training/ Review of the records of trainings/ Data entry in Kobo Toolbox or Google Forms	Qualitative evaluation of producers following training on improved and climate smart agricultural and livestock practices. The level of adoption will be measured 3 months after training/dissemination of the practice.	Livelihood and Extension Services Experts/M&E Experts
of which female	see parent indicator				
of which non Lao-Tai	see parent indicator				
Number of households specializing in production of local inputs	It measures the contribution to support low external input sustainable agriculture. This would include seedlings, seeds and young animals for sale (piglets/chicks) in project villages	Yearly starting Y2	SHGs and PGs records/MIS	Review of SHGs/PGs records and data are entered regularly in the MIS	YG/ Experts Livelihood/ M&E Experts
Total volume of home-made nutrient powders to enhance diets in the 1,000day window produced (in kgs)	It assesses the volume of food processed by nutrition groups using the newly learned practices. Food processed is defined as premix or fish powder or leaf powder.	Bi-annually starting Y2	Nutrition groups logbook/ MIS	Village resource persons or YG enters monthly data in the MIS from the logbook of nutrition groups. Nutrition groups use a scale to measure all the food they process and records the data in their logbook.	Village resource persons/YG/Nutrition Experts

Number of nutrition videos produced by women-led CNG and disseminated for peer learning	It is a proxy indicator to measure the increased knowledge and awareness of beneficiaries. It will help measure the engagement and ownership of community in terms of nutrition capacity building activities and knowledge dissemination.	Annual starting Y2	Nutrition groups logbook/ MIS	Data entered monthly in the MIS at village level once learning videos have been produced and disseminated for peer learning	Village Resource Person/District Nutrition Experts will review data entered
Percentage of targeted nutrition households growing at least 3 of the projects recommended crops	It assesses the level of cropping diversity of nutrition households benefiting from nutrition garden activities. The list of nutritious crops will added in the PIM and it is expected that beneficiaries should grow at least 3 of the crops from this list to be accounted for this indicator.	Annual starting Y2	Project Qualitative Annual Evaluation of nutrition gardens	Qualitative evaluation of a sample of nutrition households participating in nutrition gardens using the checklist of recommended crops by the project. YP will collect data with district nutrition experts	district nutrition experts/National Nutrition and M&E Experts
Percentage of convergence villages conducting community nutrition meetings twice a year	This indicator captures the percentage of community nutrition in selected convergence districts.	Annually from year 2.	MIS	Data entered quarterly in the MIS at village level by Young Graduates after the community nutrition meeting takes place.	Young Graduates, district nutrition specialists, national nutrition and M&E specialists.
Percentage of registered grievances that are addressed timely according to agreed procedures	It assesses the efficiency of the project at addressing grievances. Grievances are received through messages on paper, phone/text and during meetings.	Yearly	MIS	The project will record grievances and track when, how and by whom they are addressed. PRF MIS grievance register grievances when they are received and the social safeguards expert follow regularly progress.	Village Facilitator/YG/Social Safeguards Expert/Technical Experts/M&E Experts

ANNEX 9. Theory of change⁵²

The Theory of change explains the logical chains from project activities to project objectives.



⁵² From PAD

ANNEX 10. ESS and tools summary

Environmental And Social Management Framework			
Purpose	sets out principles, rules, guidelines; procedures to assess, avoid, minimize; measures to mitigate the E&S risks and impacts		
Moderate risks	•Rehabilitation of village-level infrastructure; •Provision of specialized technical assistance •Support for establishment of home garden and rearing of small livestock and cooking activities		
Type of E&S Risks and Impacts	Environmental Risk & Impact Management		Social Risk Management
	1.1 Noise, dust vibration 1.2 Solid wastes 1.3 Occupational health and safety (OHS) 1.4 Unexploded ordinance (UXO) 1.5 Fire 1.6 Rodents, insects and vermin from storage of grains etc. 1.7 Natural disasters risks 1.8 Extraction of natural resources 1.9 Damage to historical/ cultural items/ site 1.10 Impacts on health of human and environment	2.1 Minor land acquisition/ impacts assets on affected land 2.2 Community Health and Safety (CHS) 2.3 SEA/SH 2.4 Child labor and forced labor 2.5 Exclusion of vulnerable/ disadvantaged individuals/ groups 2.6 Inequality in selecting project beneficiary household 2.7 Cultural Awareness for Ethnic Group (EG) 2.8 Gender stereotype 2.9 Improper use of tap water 2.10 Water use conflict	
M&E	MAE is responsible for overall monitoring and evaluation of E&S implementation process. PMU is in charge of day-to-day E&S M&E of project activities E&S officers (at central, provincial and district level) will conduct regular E&S M&E/ report		
Eight ESSs apply	E&S Standard	summarised objectives of the WB's ESS	CLEAR tools to mitigate risk
	ESS1:Assessment and Management of environmental and Social Risks and Impacts	a) Identify, evaluate, and manage E&S risks; b) Adopt a mitigation hierarchy c) Adopt measures so that adverse impacts do not fall disproportionately to vulnerable, d) Utilize national E&S institutions, systems, laws e) Promote improved E&S to enhance GoL capacity	SS-ESMP and ESCOP integration of mitigation measures in subproject design, implementation SS-ESMP and ESCOP (good construction practices; pest mgt
	ESS2: Labor and Working Conditions	a) Promote safety and health at work; b) fair treatment, non-discrimination, opportunity c) Protect project workers, /vulnerable workers; d) Prevent forced labor/ child labour, e) Support principles: freedom of association;collective bargaining, in accordance with national law e) workers able to raise workplace concerns.	LMP LMP is developed to manage risks. with guidelines treatment for workers, Applied to all contracted workers. LMP includes maximum working hours
	ESS3: Resource Efficiency and pollution Prevention and Management	a) Promote the sustainable use of resources b) Avoid/min adverse health /env. impacts from pollution c) Avoid/min. project-related emissions - pollutants, d) Avoid/min. hazardous /non-hazardous waste e) Minimize/manage risks re. pesticide use.	SS-ESMP and ESCOP Addressed via ESCOP (part of ESMF and/or SS ESMP) to address E&S risk and impacts during sub-project design construction, and operation.
	ESS4: Community Health and Safety	a) Avoid adverse impacts re. health & safety of project communities during project b) Promote quality, safety,& climate change in infrastructure design/construction c) Avoid/min,community exposure to road safety risks, diseases; hazardous materials, d) Measures in place for emergency events e) Safeguarding of personnel/ property avoids/ minimizes project community risks	ESMF Key risks include SEA/SH, road traffic safety, communicable diseases ESMF provide guidelines, code of conducts; mitigation measures
	ESS5: Land acquisition, Restrictions and Land Use and Involuntary Resettlement	a) Avoid or minimize involuntary resettlement; b) Avoid forced eviction, c) Mitigate unavoidable adverse acquisition or restrictions impacts, e.g compensation c) Improveliving conditions of physically displaced vulnerable persons d) Conceive/execute resettlement activities e) Resettlement activities as sustainable development:disclosure, meaningful consultation, informed participation	RPF The project Resettlement Policy Frameworks provides guidance for land acquisition and compensation payment, and voluntary land donation
	ESS6: Biodiversity	a) Protect and conserve biodiversity and habitats, b) Apply the mitigation hierarchy c) Promote sustainable management of living natural resources, d) Support livelihoods of local communities, integrate conservation and development priorities.	Do's and Don't list A screening list developed. ESS6 requirements are addressed through a List of Do's and Don't Practices, ESCOP, and SS-ESMP as required.
	ESS7: Indigenous Peoples	a) Process respects affected parties' human rights, dignity, aspirations, identity, culture, natural resource livelihoods b) Promote sustainable development that is accessible, culturally appropriate; inclusive, c) Local support - relationship based on meaningful consultation d) Obtain the Free, Prior, and Informed Consent (FPIC) of affected parties e) Respect culture, knowledge, and Indigenous Peoples practices; give opportunity to adapt to changing conditions	SEP SEP is prepared by the project describing ways to effectively include the ethnic groups
	ESS10: Stakeholder Engagement and Information Disclosure	a) Systematic stakeholder engagement: constructive relationships with affected parties, b) Assess project interest /stakeholders views in design and E&S, c) Means affected parties for inclusive engagement on issues d) Project info on E&S risks is disclosed in timely, accessible appropriate manner e) Provide accessible and inclusive means to raise issues and grievances,	SEP SEP ensures the Project is implemented in a socially inclusive, meaningful culturally appropriate way

(Updated in 2026 to show MAE (not MAF).

ESMF Tools 1	
SS Environmental and Social Management Plan	
Purpose	ES management during component 1 sub project supervision, if (a) Construction of a completely new civil works or b) Repair of existing civil work that involves structural change/upgrade/extension,
Requirement	first SS-ESMP that is prepared for one district will be prepared in English and submitted to the WB for prior review
Key elements/ Tools	
SS ES management Plan Template	Plan /report template includes: 1. Objectives and scope of (SS) ESMP (objectives; scope; covers all investment activities screened for E&S). 2. description of investment activities covered by the SS-ESMP (activities, etc) 3. E&S baseline information (e.g. location, map, ethnic groups, economic profile). 4. E&S risks, impacts, mitigation measures Table – with Type of E&S Risks/Impacts; Details type of risk at each stage include: Detailed Design/Pre-Construction stage. Mobilisation Stage: Construction Stage: Closure Phase/ Operation and Maintenance Stage:
Monitoring/ Reporting	DIU, with assistance of PMU E&S officer quarterly compliance monitoring, submit E&S Quarterly Monitoring Report to PMU. PMU will conduct Bi-Annual monitoring. Accident Report by PMU to WB (in 48hrs)
Budget	SS-ESMP will be financed by the project.
Stakeholder Engagement Plan (SEP)	
Purpose	stakeholders, particularly village level / affected , are engaged throughout project cycle to address environmental and social risks and impacts
Key elements/ Tools	
Learning	learning on past stakeholder engagement
Identify stakeholders	Identifies stakeholder: incl.in village; disadvantaged/ vulnerable; analysis– on interest, influence, impact
Consultation strategy	consultation strategy stakeholder communication preferences. channels to gather feedbacks Views of Vulnerable and Disadvantaged
Grievance Redress Mechanism	Redress procedures to raise a grievance. re: 1) land acquisition/ economic displacement, 2) labor/working conditions, 3) sexual exploitation and abuse and sexual harassment (SEA/SH), and 4) environmental impacts (construction). feedback from affected parties,
Budget	includes cost for consultation during implementation in 7 provinces for local consultation to introduce EM, resettlement plans; disclosure of ESMP
Responsibility	The Project Director, Environment and Social Officers - directly responsible for implementation of the SEP. . PMU will oversee reviewing feedback
Environmental & Social Code of practice (ESCOP)	
Purpose	E&S requirements all VITs and VSMCs comply with to avoid/minimise E&S risks/ impacts of Component 1. ESCOP aims to address relevant negative impact from construction e.g., noise, occupation risks
Key elements/ Tools	
Example SS-ESCOP	▪Agricultural/Rural Access Roads/Bridges ▪Small Irrigation ▪Drinking Water ▪Post-harvest facilities (e.g. drying platforms, storage facilities) ▪In-village solutions for-better market access and tree preservation
ESCOP Structure	Issues to consider; Mitigation measures. Regarding: Location SEP (Stakeholder Engagement Plan) Planning, Design and Land Acquisition Construction phase; Operation phase
Good farming practices (GFA)	
Purpose	a) promote use of non-chemical agriculture – through avoiding/ minimizing improper use of chemical agricultural inputs b) promote natural resource conservation
Target (examples)	Self-Help Groups (cultivation / livestock loans); Producer Groups e.g., with processing facilities, Beneficiary iwith training/support for gardening ; livestock
Key elements/ Tools	
Action to be taken by the Target groups	(i) Prohibition - procurement of pesticides will be prohibited; (ii) Training. For farmer e.g. Proper use of pesticides/ fertilizers, For agricultural dealers:train on MAF's Regulations. (iii) Monitoring of pesticide use: PMU will monitor adoption of GFA PAFO, CLEAR (central) train to CLEAR staff at province/ district. Budget in VDP. (ii) Monitoring: CLEAR/ DAFO jointly

ESMF Tools 2	
Labor Management Procedures (LMP)	
Purpose	Is to identify the types of workers, estimate # workers for each type, identify labor risks and potential impacts, propose mitigation measures, specify key terms & conditions
Focus	workers who are vulnerable to labor risks, e.g. local workers and community workers with limited experience on labor risks
Key elements/ Tools	
Worker categories	Direct workers, contracted workers, community workers; primary supplier workers.
Potential labour risks	Occupational Health and Safety, Sexual Exploitation and Abuse, Sexual Harassment, and Violence Against Children, Child Labor, Forced Labor, Discrimination and Exclusion of Vulnerable and Disadvantaged groups
Legislations	LMP provides overview of labor legislation
Occupational Health & Safety (OHS)	the Labor Law outlines the provisions related to Occupational Health & Safety (OHS). These provisions are in harmony mostly with the WB's ESS2.
Procedures	Describes procedures that cover Occupational Health and Safety (OHS), reporting and monitoring and project policies – based on Labor Law 2013
Terms and conditions for contracted workers	E.g., max. working hours in line with national law, the typical content of workers contract, Code of Conduct. VIT need written work contract with workers
Grievance redress mechanism	2 grievance redress procedure are related to project workers and SEA/SH survivors. PMU & VIT responsible to inform workers of GRM via contract and induction
List of Do and Don't practices	
Purpose	Use by VSMC, VITs, SHGs, PGs and Nutrition Groups for E&S management.
Focus	(i) good engineering and housekeeping practices of communities; (ii) prevention of injuries; (iii) prevent natural resource extraction, wildlife trade, etc., by workers
Key elements/ Tools	
Do's and Don'ts Component 1 (examples)	During construction/rehabilitation of the civil works. E.g. 'DO' Limited working hour during the day time, especially in residential areas; control driving speed; Apply good house-keeping in construction and/or storage sites to ensure safety Example 'DO NOT': Do not permit rubbish to fall freely from any project locations. Note on flammable/explosive materials: During operation and maintenance (O&M) of civil works: Example 'DO' Ensure maintenance plan is updated/implemented
Do's and Don'ts Component 2 and 3 (examples)	Exposure to agricultural chemicals. For people who take loans for crop production. E.g., Never allow the spray to drift; Don't spray to the point of runoff. Animal waste: For people who take loans for animal husbandry (pig, cow, goat) e.g., Protect livestock from living in an unhealthy environment. SEA/SH. Understand. E.g., Know that the project has zero-tolerance policy for SEA/SH; Observe, Confront, Resolve HH disputes. E.g., Seek advice from local LWU
Resettlement Policy Framework (RPF)	
Purpose	provides guidance for acquisition of land or other assets; principles and procedures to be followed to ensure equitable treatment for those affected implementation. RPF allows for acquiring assets: voluntary donation and compensation
Objectives	(i) avoid involuntary resettlement or, when unavoidable, minimize involuntary resettlement by exploring alternatives; (ii) avoid forced eviction; and (iii) mitigate unavoidable adverse social and economic impacts from land acquisition or restrictions on land use by: (a) providing timely compensation, and (b) assisting displaced persons in their efforts to improve, or at least restore, their livelihoods and living standards,
Mitigation	voluntary land donation is allowed for those who lose less than 5% of total land; poor /vulnerable not allowed to donate land. Compensation is for those who lose less than 10%
Key elements/ Tools / implementation	
Implementation	Consultation: meaningful consultation, as per Stakeholder Engagement Plan (SEP) Replacement Cost Survey: units-cost for compensation for each asset loss. Preparation /Implementation of Voluntary Donation: PMU will check and approve if meets criteria (listed in RPF). Preparation/ Implementation of Abbreviated Resettlement Plan: subproject with land acquisition, causing loss of land/assets on land, (ESS5/ Decree 84/GoL). WB to approve. Compensation is paid to affected HHs before works construction RPF disclosure: public access via project & WB websites. Grievance Redress Mechanism (GRM): RPF requires inform beneficiaries/affected on processes to file a grievance. RPF Management/ Reports: 6 months visits to verify contribution/ compensation
Tools	Annex 1 – Screening Form (check list for land acquisition needs (VIT / DAFO) Annex 2 – Summary of Affected Land and Infrastructure (table) - PMU fill for voluntary donation process Annex 3 – Outline of the Abbreviated Resettlement Plan A-RP. Annex 4 – Performance Indicators for Monitoring and Evaluation of ARP (table with indicators and monitoring frequency Annex 5 – Screening Form for Voluntary Donation (checks if vulnerable, type of land, value, ownership). .
Environmental & Social Commitment Plan (ESCP)	
Purpose	A statement of commitment to E&S. ESCP sets material measures and actions -the time-frames of the actions and measures, staffing, training, monitoring and reporting arrangement, grievance management
Key elements/ Tools	
Table of measures and actions	Table sets out E&S measure and actions with time frame and responsibility under headings: Monitoring and reporting WB ESS requirements 1 to 10. Capacity building.