

PROJECT DOCUMENT

Project Number and Title	LAOK46 Phongsaly Alternative Livelihood and Food Security Project (PALAFS)
Duration	2 years
Estimated Starting Date	January 2011
Location	Phongsaly Province, Lao PDR
Executing Agency	United Nations Office on Drugs and Crime (UNODC)
Partnership Agencies	UNIDO, WFP, MOAF, Royal Project Foundation,
Associated / Implementing Agency	Lao National Commission for Drug Control and Supervision (LCDC)
Overall Budget (needed to implement the entire project)	US \$ 1, 200,000
In-Kind Contributions**	US \$ 100,000

Brief description

The Phongsaly Alternative Livelihood and Food Security (PALAFS) project will support the efforts of the Government of Lao PDR and former opium poppy cultivating communities in sustaining opium elimination through a community centred approach that addresses alternative sustainable livelihoods development, food security, drug demand reduction, vulnerable communities, income generation as well as climate change by reducing deforestation and environmental degradation. The project will consolidate and complete certain remaining activities of the Phongsaly Alternative Development Fund (PADF) Project as well as build on the achievements, experiences and lessons learnt to expand activities to an additional 16 new villages in Khoua, Mai and Samphan Districts of Phongsaly Province. This project responds to the development priorities of the Lao PDR currently indicated in the National Drug Control Master Plan (2009-2013) and the seventh National Socio-economic Development Plan (2011-2015) as well as attainment of the Millennium Development Goals. The Project will create synergies through partnerships with other agencies contributing to aid effectiveness and the goals of the Vientiane Declaration ensuring ownership, alignment, harmonisation, managing for results and mutual accountability.

Support to food security, basic infrastructure development, technology transfer and skills training as well as improving access to finance will lead to an increase in household income as well as a reduction of poverty and vulnerability. These achievements will act to prevent farmers from returning to the practice of opium cultivation in a province that previously had the highest rate of poverty, opium production and consumption in the country. Identified best practices will contribute to achieving food security and development goals in the country and region.

Signed on behalf of:***

Party/Entity	Name/Title of Signatory	Date	Signature
The Government of Lao PDR			
UNODC			

** Specify in-kind contributions by party and in US\$ equivalent

*** For HQ projects approved electronically by the Executive Director or Deputy Executive Director do **not** require a signed cover page.

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List of abbreviations

AD	Alternative Development
ATS	Amphetamine Type Stimulants
BSSM	Ban Sang Siwit Mai (House for New Life)
DCDC	District Committee for Drug Control
DDR	Drug Demand Reduction
FBA	Family Based Approach (long term treatment of opium addicts)
GAA	German Agro Action
GDP	Gross Domestic Product
IGM	Income Generation and Marketing
LAG	Livelihood Activity Group
LCDC	Lao National Commission for Drug Control and Supervision
LDC	Least Developed Country
MOAF	Ministry of Agriculture and Forestry
NGPES	National Growth and Poverty Eradication Program
NPD	National Project Director
NTFP	Non-timber forest product
ODA	Official Development Assistance
PADF	Phongsaly Alternative Development Fund
PALAFS	Phongsaly Alternative Livelihood and Food Security
PCDC	Provincial Committee for Drug Control
PFU	Programme Facilitation Unit
PRA	Participatory Rural Appraisal
PSC	Project Steering Committee
RDF	Revolving Drug Fund
SCRM	Success Case Replication Method
TPR	Tri-Partite Review Meeting
UNDP	United Nations Development Programme
UNIDO	United Nations for Industry Development Organization
UNODC	United Nations Office on Drugs and Crimes
VAC	Village Administrative Committee
VDC	Village Development Committee
VDCT	Village Drug Control Team
VDP	Village Development Plan
VHV	Village Health Volunteer
VPPF	Village Production and Processing Fund
VSCG	Village Savings and Credit Groups
WFP	World Food Programme

1. Situation Analysis and Justification

1.1 Problem Analysis and Counterpart Capacity

In 2006, the Government of the Lao PDR declared that illicit opium poppy cultivation in Laos had been eliminated, with only marginal levels being grown for local consumption. The success of this concerted effort, however, is under threat. A socio-economic impact study conducted by UNODC in 2005 showed that 50% of the former 2,056 opium poppy cultivating villages or some 1,100 former opium producing villages were likely to revert to opium poppy cultivation because of a lack of alternatives. In response to this, UNODC has developed and implemented a number of Alternative Livelihood Development projects; however, these projects have so far only covered 10% of the total 1,100 priority former opium producing villages in the Lao PDR. Since 2007, illicit opium poppy cultivation in the Lao PDR has increased by some 100% and seizures of transnational trafficked illicit drugs such as ATS and heroin has increased significantly. Phongsaly province is on one of the major transit routes for illicit drugs from one country to a third and the ethnic communities living there are threatened by the spill over effect. Injecting drug use and related HIV prevalence has been confirmed in the province.

The Phongsaly province has a population of 167,181, consisting over 30 minority ethnic groups. The population is distributed in about 29,554 households over 607 villages. Phongsaly was the area that produced the most opium poppy in the country. It also remains one of the poorest provinces in Lao PDR, with the highest number of poor villages identified by the Government's National Growth and Poverty Eradication Strategy (NGPES). Factors like inaccessibility and high illiteracy continue to daunt alternative development efforts in the area. Presently, 410 of the 607 villages cannot be accessed by road (National Statistic Centre, 2005). The GDP of the province is US \$283 per capita (2006) compared to the national average of US\$ 485. Provincial production is based mainly on agriculture and livestock production. The LECS III, (Lao Expenditure and Consumption Survey; 2002-2003) stated that lack of credit, lack of knowledge or skills and lack of markets, proved significant hindrances to development and poverty reduction.

Opium cultivation was practiced extensively in the late 1990s in Phongsaly. In 1998, out of 607 villages, 513 grew opium, representing close to 80% of the total villages in the province. By the year 2005, drastic decreases in opium cultivation was witnessed, where only 43 villages engaged in opium cultivation in the area.

Despite major improvements in alleviating opium production, the target villages require continued support in tackling the treatment of remaining opium addictions, providing food security and enabling the sustainable development of alternative livelihoods for former opium growing communities. Many rural households are unable to access agricultural extension services and markets. Changes in the economic profiles of such communities require investment in basic infrastructure and the provision of access to credit and opportunities to improve life skills. If this is achieved, rural households can develop their capacity to manage and maintain healthy sustainable lifestyles. The project seeks to continue addressing these challenges in Phongsaly.

At the same time, slash and burn or shifting cultivation continues to deplete the remaining forest cover. Deforestation and degradation of the upland environment is a continuing challenge to be addressed by the project through land use planning, soil and water conservation, agro forestry and community based resource management. These project interventions will further contribute to the National Goal of the Lao PDR to increase forest cover by 65% in 2015 and 70% in 2020.

The project will also continue to consolidate and complete activities in the target villages of the PADF project as a number of activities in the PADF project could not come to fruition due to limited budget and time (refer to details of unfinished activities in Table1)

The situation in these target communities remains vulnerable and concern remains that villagers will revert to illegal opium production in the absence of sustained alternative livelihoods. It remains important to (a) complete remaining planned development initiatives and (b) to continue to closely monitor the progress and coping strategies of ex-opium addicts and producers (c) to stabilize shifting cultivation through sustainable upland farming system. This shall ensure the transition from illicit opium production and consumption that has enslaved many villagers to licit sustainable alternative livelihoods.

Table 1. Pending Activities of the PADF Project

A. Village Infrastructures

Needs Identified	Village	Funded (completed)	Unfunded
Projects			
1. Water supply and latrine	23	13	10
2. Access tracks cluster of villages to Vietnam border	02	0	02
3. Irrigation schemes	09	04	05
4. Schools	23	02	21
5. Processing sheds	08	01	07
6. Market shelters	08	02	06

B. Livelihood, income generation and marketing

Needs identified	Village	Funded (completed)	Unfunded
Projects			
1. Village processing and Marketing Funds	15	04	11
2. Rice banks	09	04	05

C. Capacity Building

- Strengthening savings and credit, livelihood and income generation and marketing in target villages by empowering the Village Working Committees, thus enabling them to manage and sustain these village projects.
- Strengthening district counterpart's staff and offices to provide support to target villages.

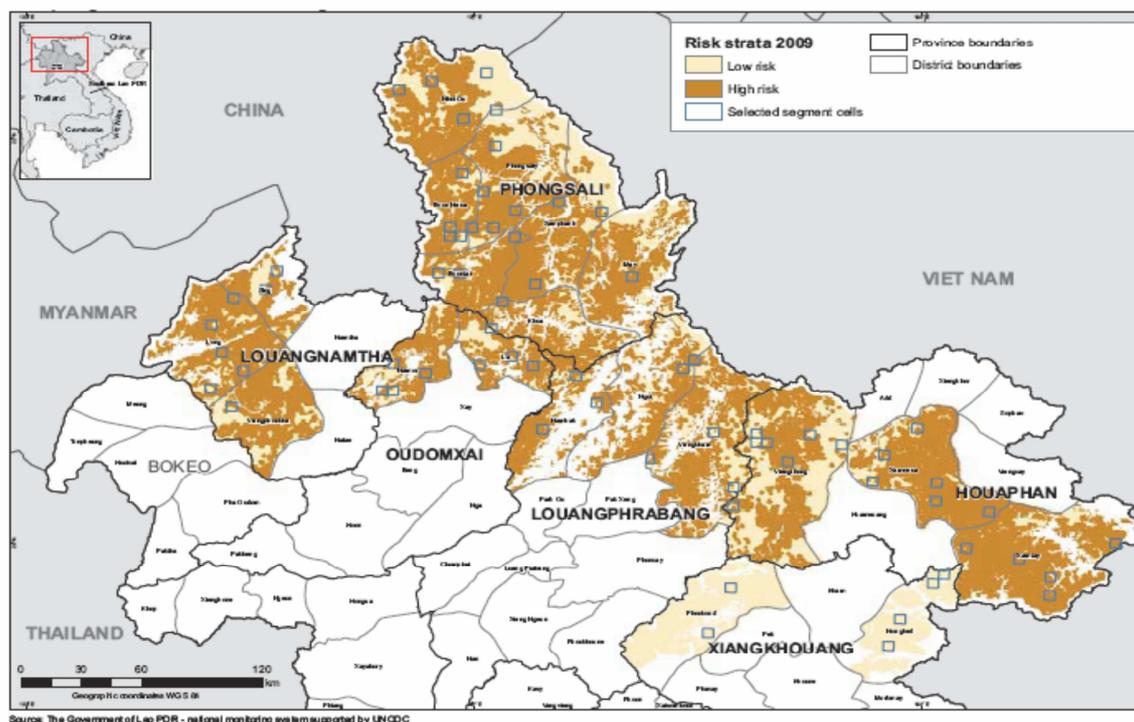
1.2 Justification

The number of villages growing opium in the Lao PDR has decreased very significantly from 2056 villages in 1998 to 270 villages in 2005 (or an 86% reduction). The number of households growing opium has also decreased from 38,000 in 2002 to 5,846 in 2006 (or an 85% reduction). The Government of Laos, with the support of UNODC and other development partners, has successfully eliminated most of the opium cultivation in the country.

Opium cultivation in the target province of Phongsaly has decreased significantly from 1,198 ha in 2005 to 310 ha in 2008 (74% reduction). Likewise, opium addiction has also been declined from 5,362 people in 2003 to 1,711 people in 2008 (68% reduction). This success, however, is still very fragile. At the national level, the challenge remains to support around some 1000 former ex-opium poppy cultivating villages that urgently need reliable alternatives. The project seeks to provide provisions of treatment for opium addicts under associated government programmes in selected target districts of Khoua, Mai and Samphan in Phongsaly Province.

Opium cultivation and poverty are still high in these target area. In 2005 the total cultivation area in the three districts was over 328 ha. As identified by the National Growth and Poverty Eradication Strategy (NGPES), Khoua and Mai districts are included in the 72 poor districts while Samphan is included in the 47 poorest districts where majority of people in target villages have settled in remote locations inaccessible by road. They rely heavily on upland farming and shifting cultivation practices to survive. The beneficiaries of this Project include some of the most vulnerable communities in the country, especially ethnic populations of the Khmu and Kor groups. The map below shows areas that are at risk of opium poppy cultivation. The districts of Phongsaly (Khoua, Mai and Samphan) are in the high risk area.

Map 3: Sampling frame and selected segment cells in Northern Lao PDR, 2009



“Increased and more diversified agricultural production, and sustainable utilization of agricultural biodiversity” (cf. Output 1.2.2 of the UNDAF) and is also in line with the 1998 United Nations General Assembly (UNGASS) Declaration aiming at significantly reducing illicit drug crop production.

The Project also contributes to the goals of the Lao National Drug Control Master Plan (2009-2013) which covers nine pillars: Trend Analysis and Risk Assessment, Alternative Development, Drug Demand Reduction, HIV & AIDS, Civic Awareness, Law Enforcement, Criminal Justice, Chemical Precursor Control and Forensics Capacity, International and Regional Cooperation, Institutional Capacity Building (cross-cutting).

Furthermore, the project also addresses environmental concerns by mitigating carbon emissions through its activities that focus on reducing deforestation and degradation of the uplands. It will also contribute to the sustainable management of critical watersheds. Stabilization of upland farming system through appropriate technology, improved cultivation techniques and use of high yielding crops and stocks shall further contribute in increasing food production and income of target communities.

1.3 Synergies/Partnerships

Cooperation between all relevant organizations will improve and complement existing projects, promote cost effective implementation of activities, reduce overlap and encourage cost sharing of training and resource persons for the benefit of the target communities. This will also contribute to aid effectiveness and the goals of the Vientiane Declaration ensuring ownership, alignment, harmonisation, managing for results and mutual accountability.

UNODC is also implementing an Alternative Development (AD) Project in Houaphan province with ADB (LAO H98) and a Post Opium Surpass Poverty project in Oudomxay province in partnership with UNIDO (LAO/I28). Project LAO/I28 in Oudomxay takes an innovative approach in combining UNODC’s expertise in community based development while UNIDO’s expertise is used by promoting rural enterprises through added value processing of products. Recently the new UNODC food security project-K26 in Oudomxay province (the extension of the I28 project) has started and will be one of the core partners for this new project in Phongsaly. The project will benefit from the partnership with the Royal Project Foundation that has over 40 years of experience in AD. UNODC will therefore obtain valuable lessons learned, successes, best practices, technical resources and expertise in AD from the implementation of these projects and apply them to the proposed PALAFS project in Phongsaly province.

By maintaining a synergy between the agencies and partners across the UNODC initiatives in Houaphan and Oudomxay, as well as other related projects being carried out by other international agencies such as UNIDO, WFP and UNICEF as well as NGOs in Lao PDR and in the region, an add-on effect will accrue to the beneficiaries from UNODC and LCDC. Furthermore, UNODC’s regional project for alternative development H84 focuses on strengthening AD related marketing within the region. UNODC’s global project GLOI44, “Global partnership on Alternative Development”, which started in 2007 is contributing to a sustainable reduction and/or prevention of the expansion of illicit crop cultivation through the integration of development oriented counter narcotics objectives. The proposed project extension expects to benefit from exchanges, best practices, and lessons learned from the implementation of the regional H84 project and GLOI44 global project on AD.

1.4 Partnerships Arrangements/Modalities

UNODC has been implementing AD projects in the Lao PDR since 1989 and is executing similar projects in three Northern provinces in Laos. In addition UNODC has helped support national institutions to develop skills and expertise that has attained many significant results and project outcomes. Where possible, UNODC has always coordinated its efforts with local and international partners to attain synergies (mutual transfer of knowledge) that further help the beneficiaries. This Project will coordinate closely with UNIDO, The Thai Royal Foundation Project, GAA and WFP and will liaise with other international agencies with on-going projects in the field such as the Danish Red cross, CWRC and Care. Close coordination would also be made with the provincial and district agricultural and forestry ministries who will assist on technical matters.

The Project will hold regular meetings and workshops with other stakeholders in the field in order to share experience on development process, data, resources, and other related information. This will help to plan the intervention in the target area and to achieve the project objectives in a more effective way. Furthermore, exchange visits will take place to share practical experience at the grassroots level.

The LCDC, PCDC and DCDC will be the main counterparts who would help coordinate with other line Ministries at the central level and departments in the provincial and district levels. LCDC and the PCDC/DCDC will implement the AD and Drug Demand Reduction related issue programs with active support and facilitation from the project.

1.5 Target Groups

The two main ethnic groups in the three districts are Kor (43%) and Khmu (40%), and the rest are Laobid, Thaidam, Laoseng and Hmong.

Total no. of Villages (Khoua, Mai and Samphan)	Total Population	Women	Households
46	13,120	6,735	1,997

Target Beneficiaries (Existing)	Total	Women	Households
	8972	4537	1332
Target Beneficiaries (New)	4,148	2,198	665

UNODC's intervention at the village level will work through the village administrative committees (VAC), where these exist. UNODC needs to ensure that the VACs have or can expand to include a strong development agenda. Baseline surveys carried out in the targeted villages will assess the existence and viability of VACs. Where no VACs exist, UNODC will set up a village development committee to ensure active village ownership and implementation of the project activities.

It is expected that best practices and synergies created by the project will benefit communities living in the entire former opium growing Northern provinces of Laos. Maps of target villages in both districts are attached in Annex 1.

Target villages

Mai district Village						
No.	Village	HH	Family	Population		Ethnicity
				total	Female	
1	Khachii	24	32	179	90	Akha (Kor)
2	Huayun	20	23	118	67	Thaidam
3	Tangluang	22	27	132	73	Thai dam
4	Phouyang	65	66	443	223	Laobid+Akha
5	Huaymuen+Boumgnao	50	58	291	150	Laoseng+Akha
	Sub total	181	206	1,163	603	
Khoua district						
No.	Village	HH	Family	Population		Ethnicity
				total	Female	
1	Omthala	37	45	197	95	Khmu
2	Langchak	43	52	278	146	Khmu
3	Kongvat	31	34	174	81	Khmu
4	Phonethong	34	42	155	78	Khmu
5	Phouvieng	35	39	160	83	Khmu
	Sub total	180	212	964	483	
Samphan district						
No.	Village	HH	Family	Population		Ethnicity
				total	Female	
1	Chaphiuluang	52	59	287	145	Kor Akha
2	Chaphuinoy	62	75	359	185	Kor Akha
3	Yangpa	61	81	402	198	Kor Akha
4	Sanum aurna	48	62	318	169	Kor Akha
5	Lixiso	36	51	241	126	Kor Akha
6	Nonghoum	45	61	414	289	Kor Akha
	Sub total	304	389	2,021	1,112	
	Total	665	807	4,148	2,198	

2. Strategy

2.1. UNODC Strategy Context

This Project is in line with the objectives and results listed under Theme 3 of the UNODC Strategy for 2008-2011 on 'Prevention, treatment and reintegration, and alternative development'. The activities to be initiated in the target districts in Phongsaly Province are specifically designed to contribute to the reduction of drug abuse, the elimination of illicit opium poppy cultivation and the promotion of participatory AD strategies. The three main objectives of this theme are: (i) the reduction of opportunities and incentives for illicit activities and gains, and the reduction of drug abuse; (ii) effective prevention campaigns, care and reintegration into society of drug users; and (iii) foster and strengthen international cooperation based on shared responsibility that would lead to the promotion of preventive alternative development in collaboration with the Government.

The Project will utilise a community-centred, participatory approach that will ensure the direct involvement of beneficiaries in the districts of Mai, Khoua and Samphan. The cooperation and involvement of local government authorities is integral to UNODC’s partnership approach.

The Project will focus its activities in 16 new villages in the three target districts. It aims at strengthening the ability of district related offices to provide required social and economic services to the targeted communities. Demonstration of the Project’s success will be assessed through selected model families or model farmers during the implementation of the Project. The identified successful best practices will be replicated to other households in the targeted communities, through the systematic use of the Success Case Replication Method (SCR), where farmers would train other farmers in a successful activity (i.e. production and processing).

The Project aims to link production, credit, processing and marketing more effectively by strengthening the existing capacities of local institutions and communities. It seeks to deliver the required services and improve access for the village communities to these services. Furthermore, activities would address both drug control and MDG indicators and will achieve its goal through the establishment of model villages in the target districts.

The Project will draw on lessons learned from successful applications of micro credit schemes implemented by UNODC in other projects as well as utilize successful models and schemes from other international development partners that implemented related projects in other parts of the country.

This Project will contribute to the “1,100 village action plan” and the national drug control master plan for the post opium scenario adopted by the Lao Government in 2006 and 2009. It contributes directly to the Government’s National Growth and Poverty Eradication Strategy (NGPES) and the 7th National Socio-Economic Development Plan (NSEDP).

2.2 Project Objective, Outcomes, Outputs and Indicators

2.2.1 Project Objective and Indicator

Project Objective	Indicators
To support improvement of the capacities of the Government of Lao PDR and target communities to sustain opium elimination through alternative livelihood, food security, reducing drug demand, deforestation and degradation in Khoua, Mai and Samphan.	<ul style="list-style-type: none"> • By the end of the project, household income in the target communities will have increased by 50% • Opium addiction will be significantly reduced • Identified best practices will contribute to poverty reduction and sustaining opium elimination in other parts of the country

2.2.2 Outcome and Indicators

Outcome 1	Indicators
Stable food security situation achieved in target household through the introduction of improved agricultural development linked to markets.	<ul style="list-style-type: none"> • Number of household facing food insecurity is reduced by 50% • Period of food insecurity for the poorest and most vulnerable target villages is reduced from 6 months to 3 months • Number of households adopting innovative food processing technologies and agricultural practices increased by 10%
Outcome 2	Indicators
Increased productivity of former opium growing families and communities with the elimination of opium production and successful treatment, rehabilitation and reintegration of opium addicts.	<ul style="list-style-type: none"> • Opium poppy cultivation eliminated in all target villages • Number of addicts reduced by 90% • Relapse rate below 25% at the end of the project
Outcome 3	Indicators
AD project activities successfully implemented by target communities with the efficient and effective support services from government staff.	<p>Government support services delivery programme for AD activities established in all target communities</p> <ul style="list-style-type: none"> • 50% of households in target communities having access to social and economic support services • Households in target communities increase their income by 50%
Outcome 4	Indicators
Through training PALAFS and counterpart staff increased knowledge and skills to plan, implement, and monitor a support services delivery program; and communities will be able to implement, operate and maintain various village facilities and infrastructures.	<ul style="list-style-type: none"> • PALAFS provincial/district staff able to deliver support services to all target communities • All target communities are able to plan, implement, operate and maintain community projects
Outcome 5	Indicators
Enhanced participation of all stakeholders and local ownership of various project interventions through the establishment/development of project structures, coordinating mechanisms and communication systems at all levels.	<ul style="list-style-type: none"> • Project management structures, systems and procedures established • Coordination and communication mechanisms established • Mechanisms for the participation of all stake holders established

2.2.3. Outputs, Indicators and Activities

Output	Indicators
<p>Output 1.1</p> <p>Innovative food production and agricultural practices e.g. cultivation techniques, fertilizing, harvesting, seeds/seedlings selection introduced and implemented in target communities</p>	<p>Areas under cultivation using improved seeds/seedlings or stocks increase by 20%</p> <p>Number of groups adopting and using innovative food production and agricultural practices increased by 10%</p>
<p>Activities</p> <ul style="list-style-type: none"> • Conduct participatory planning and consultation with community leaders and village committees to plan for potential food production and development activities. • Formulate community production groups for farm and non-farm production • Identify new high yield licit crops, farm and non-farm food production • Introduce the farmers to innovative cultivation practices and environmental friendly production technologies including food processing and post-harvest technologies. • Provide technical advice and monitoring by expert groups to support the farmers and production groups while the agricultural and production activities are implemented in the target communities. 	
<p>Output 1.2</p> <p>Livelihood Activity Groups (LAGs) and Income Generation and Marketing Groups (IGM) linked to sources of technology and market</p>	<p>Indicators</p> <ul style="list-style-type: none"> • 10% increase in the volume of goods/commodities sold for outside market • 20% LAGs and IGM groups with marketing contracts • 20% LAGs and IGM groups producing commodities for outside market • 20% Increase in the variety and volume of trade in the surrounding communities and outside market.
<p>Activities</p> <ul style="list-style-type: none"> • Conduct market assessment • Consultation with LAGS and IGM groups in determining needs to improve production and processing technologies • Sourcing resource persons/institutions to provide training to LAGs and IGM groups. • Linking up LAGs and IGM groups to traders and potential markets by organizing market encounters/meetings between LAG and IGM groups and traders. 	
<p>Output 1.3.</p> <p>Organized and trained target communities in the implementation of a land use plan including implementation of an agro – forestry projects.</p>	<p>Indicators</p> <ul style="list-style-type: none"> • All target villages will have prepared a land use plan during the project period • (Land Use plan for various zones e.g. protected forests, forest for restricted use, grazing land, multiple/production use

	<p>formulated/prepared by target communities.)</p> <ul style="list-style-type: none"> • Hectares of land reforested
<p>Activities</p> <ul style="list-style-type: none"> • Training workshops for district and provincial staff (DAFO and PAFO) on land use planning and implementation • Community consultation on land use in the organizing of a village land use committee • Provide orientation training to all land use committees of all target villages • Land use implementation by identifying, delineating and formulating of guidelines for the use of various zones. • Support community reforestation 	
<p>Output 2.1</p> <p>Drug treatment of opium drug addicts provided at BSSM Samphan, Khoua and Mai districts</p>	<p>Indicators</p> <ul style="list-style-type: none"> • 100% of opium drug addicts treated, rehabilitated and reintegrated to community
<p>Activities</p> <ul style="list-style-type: none"> • Data collection and identification of different risk groups, preparation and conduct of drug awareness in the villages and preparing drug addicts for treatment • Conduct detoxification in the treatment Centre for 15 days • Follow up and monitoring of the treated addicts by the DHO 	
<p>Output 2.2</p> <p>Drug free villages established by District Committee on Drug Control (DCDC) in the 3 districts of Samphanh, Khoua and Mai</p>	<p>Indicators</p> <ul style="list-style-type: none"> • 46 drug free villages established at the end of the project • Village Drug control Team(VDCT) established and operating in all target villages
<p>Activities</p> <ul style="list-style-type: none"> • Data collection and drug awareness and formation of the Village Drug Control Team (VDCT) • Motivational talks and preparation for short term treatment • Short term treatment of all drug addicts for 10 days • Close monitoring of all treated addicts by the VDCT. • Identification of patients requiring long term treatment 	
<p>Output 2.3</p> <p>Long term treatment provided (on need basis) to opium drug addicts in target communities</p>	<p>Indicators</p> <ul style="list-style-type: none"> • 100% of opium drug addicts avail long term treatment • DHO regularly (once a month) supervises monitors and manage the long term treatment program at the village level.
<p>Activities</p> <ul style="list-style-type: none"> • Orientation of all families with patients needing long term treatment; selection of the family member who will administer the TO capsules to the patient (submits name to the VDCT) • DHO provides the TO capsule requirement in each village to the VDCT; VDCT provides the TO capsule requirement to each affected family. • Weekly monitoring of TO capsule used by each family by the VDCT 	

<ul style="list-style-type: none"> • Monthly monitoring by the DHO on the implementation of the long term treatment through Family Based Approach (FBA) in the cluster of villages. • Monthly visit of the DHO in the target villages. 	
<p>Output 2.4</p> <p>Assessment of the effectiveness of T.O capsules in the treatment of opium drug addicts</p>	<p>Indicators</p> <ul style="list-style-type: none"> • Monitoring of 40 opium drug addicts during and after treatment for a period of 6 months (monitoring forms to be supplied by the UNODC)
<p>Activities</p> <ul style="list-style-type: none"> • Orientation of the DHO staff by MOH on the conduct of the TO assessment • Identification of the respondents for short term and long term treatment. • Implementation of the survey conducted by the DHO • Monthly reporting to the MOH for a period of six months. 	
<p>Output 2.5</p> <p>Education and drug awareness raising campaign conducted for vulnerable groups e.g. students, out of school youth, and members of the community</p>	<p>Indicators</p> <ul style="list-style-type: none"> • At least 5,000 attendees (2,700 women) in drug awareness campaigns • At least 50% of the beneficiaries in target villages having access to publications and literature on drug abuse prevention. • All schools in the target villages have access to publications on drug and HIV prevention
<p>Activities</p> <ul style="list-style-type: none"> • Consultation with the DCDC on the conducting of the drug awareness campaigns • Identify the places to conduct the campaigns • Preparation of the audio/visual materials to be used • Implementation of the awareness campaign; methods of receiving feedback in terms of the effectiveness of the campaigns 	
<p>Output 3.1:</p> <p>VSCGs, LAGs and IGM groups organized, trained and empowered to manage savings and credit funds ,revolving funds, production and processing activities, including marketing and linkages</p>	<p>Indicators</p> <ul style="list-style-type: none"> • Increased knowledge of PALAFS and District counterpart staff participating in refreshers course on micro-credit management. • 75% VSCGs generating regular savings, in managing credit/loan to members • 75% LAGs and IGM groups availing of loans and managing revolving funds for production, processing and marketing activities. • 75% VSCGs being able to pay interest and principal of loans on a regular basis • Increased knowledge of LAG and IGM groups on loan management, production and processing and linkages to market.
<p>Activities</p> <ul style="list-style-type: none"> • Conduct a refreshers course on micro-credit management for PALAFS and District counterpart staff. 	

<ul style="list-style-type: none"> • Conduct village community orientation on savings and credit • Formation and training of VSCG management committees • Organizing LAG and IGM groups in all target villages. • Orientation and training of LAG and IGM groups on loan management, training on production and processing and linking them to the market. 	
<p>Output 3.2</p> <p>Village infrastructures e.g water supply and latrine, access tracks, irrigation schemes, schools, market shelter constructed, operated and maintained</p>	<p>Indicators</p> <ul style="list-style-type: none"> • Number of infrastructures constructed, operated, and maintained in the old 30 target villages • Number of infrastructures constructed, operated, and maintained in the new 16 target villages • The volume of trade with surrounding communities increase by 10% • Enhanced access to health and education services increased by 50% at the end of the project • Reduction in morbidity and mortality rates by 25%
<p>Activities</p> <ul style="list-style-type: none"> • Consultation and prioritization with the village regarding the infrastructure needs. • Conduct survey and design by the district authorities • Funding proposal and procurement of local materials managed and monitored by the district authorities and the project. • Organizing work committees in the village and conducting training in the maintenance of infrastructure • Implementation of the infrastructure through technical supervision of the project staff • Turnover of the project to the district and then to the village 	
<p>Output 3.3</p> <p>Revolving drug fund/medicine cabinet established and adult education classes conducted in project target villages</p>	<p>Indicators</p> <ul style="list-style-type: none"> • Number of households availing themselves of the medicine cabinet • 50% of persons especially women, attending adult education classes. • 50% Reduction in the number of non – working days due to sickness • Number of persons who can read and write increase by 50%
<p>Activities</p> <ul style="list-style-type: none"> • Consultation with communities on the need of RDF/medicine cabinet and adult education classes. • Selection, orientation and basic primary health care training of VHVs (for RDF/medicine cabinet) and TOTs for Adult education • Procurement of medicine, medicine cabinet and supplies and materials for target villages. • Regular monitoring and supervision of the RDFs and the VHVs. 	
<p>Output 4.1</p> <p>Workshops/trainings including study visits</p>	<p>Indicators</p> <ul style="list-style-type: none"> • PALAFS and District counterpart staff trained on rapid rural appraisal, baseline survey and data analysis.

<p>on social, technical and management related issues organized and conducted for PALAFS, province and district counterpart staff and target communities</p>	<ul style="list-style-type: none"> • VSCG management committees in 16 target villages trained on micro credit management, bookkeeping and accounting. • District counterpart staff of DAFO (Agriculture and forestry) trained on land use formulation including identification of various zones. • DAFO counterpart staff and village agriculture committees in 46 villages trained on various production technologies on crops, livestock and NTFPs • Livelihood and Entrepreneur groups of 46 villages trained on entrepreneurship and small business management • PALAFS staff and provincial and district members of project management trained on project management, planning, reporting, assessment and evaluation, coordination and linkages. • Members of BSSM, VDCT and DHO staff trained on DDR which include community preparation and mobilization, use of TO capsules, counseling, life skills, etc. • Livelihood and entrepreneur groups in target villages trained on loan management, food production, processing and marketing. • Increased knowledge of livelihoods and entrepreneur groups in target villages through cross visits to other villages and neighboring communities.
<p>Activities</p> <ul style="list-style-type: none"> • Needs identification for various trainings by the PALAFS staff and provincial /district counterpart staff and target communities • Formulate training designs for the various training programs and study visits • Conduct training programs and study visits • Consolidating feedbacks and reports of the above activities 	
<p>Output 5.1</p> <p>Project management set up in Khoua district including sub offices in Samphan and Mai districts</p>	<p>Indicators</p> <ul style="list-style-type: none"> • The offices premises are properly equipped and operational

<p>Activities</p> <ul style="list-style-type: none"> • Discussion with the DCDC on the operations of PALAFS in the district • Designate office premises • Provision of basic equipment, supplies and materials in all three offices. 	
<p>Output 5.2</p> <p>PALAFS staff recruited, NPD nominated and designated by PCDC, provincial and district counterpart staff nominated and designated in the 3 districts of Khoua, Samphan and Mai</p>	<p>Indicators</p> <ul style="list-style-type: none"> • At the start of the project all PALAFS staff recruited • At the start of the project NPD nominated and designated by PCDC • At the start of the project all district counterpart staff nominated by DCDC and designated by PCDC • At the start of the project all staff given orientation about the project
<p>Activities</p> <ul style="list-style-type: none"> • Coordination with the PFU/UNODC in the recruitment, selection, orientation of all PALAFS staff. • Coordination with the provincial government for the nomination and designation of the National Project Director (NPD) • Coordination with the district for the nomination of the district counterpart staff (DCDC) and approved by the PCDC. • Orientation of all staff involved in the project. 	
<p>Output 5.3</p> <p>Planning, implementing, monitoring and assessment/evaluation mechanisms and procedures established at the project, district and community level</p>	<p>Indicators</p> <ul style="list-style-type: none"> • Baseline survey and RRA reports prepared and validated by target communities and distributed to PCDC, DCDC and other development organization on the target areas. • Weekly and monthly progress of implementation discussed during weekly and monthly meetings of PALAFS and counterparts staff. • Assess field operation through field visits and monthly, quarterly, semi-annual and annual reports.
<p>Activities</p> <ul style="list-style-type: none"> • Preparation of the survey questionnaires • Coordination with the PFU/UNODC, PCDC and DCDC in the conducting of the baseline and the RRA surveys. • Orientation and training for all participants in the baseline and RRA surveys • Conducting the surveys • Analysis of the data and reports • Conduct project inception meeting (presentation of the initial survey report to all stakeholders) • In consultation with the district prepare an annual work and monitoring plan 	

<ul style="list-style-type: none"> • In consultation with the district formulate and develop coordinating, monitoring and reporting mechanisms • Conduct TPR meetings, mid-term (in-house) and final evaluations (independent) 	
<p>Output 5.4</p> <p>Supplies and materials, equipment, facilities and services procured in the most effective and efficient manner</p>	<p>Indicators</p> <ul style="list-style-type: none"> • Regular procurement plans • Regularly prepared detailed schedule for biddings and awards (monthly) • Regular monitoring /follow up of procurement, delivery and utilization (monthly)
<p>Activities</p> <ul style="list-style-type: none"> • Procurement plan prepared on a monthly basis • Prepare detailed schedule for biddings and awards on need basis • Monitor and follow up of procurement, delivery and utilization on need basis. 	

3. Assumptions and Risks

The Project could suffer from of a lack of coordination by government staff at the provincial and district levels, as they may not be able to provide enough counterparts/coordinators to work with the Project.

It will be crucial to implement the savings and credit activities with great care, and not set up micro credit schemes without providing relevant training sessions to participants to ensure a mastery over the activity. Villagers who have no prior experience with micro credit will need training on how to use the loans, and to profit from the experiences of other schemes. To avoid these foreseeable constraints, UNODC will work closely with the provincial and district government to recruit enough counterparts/coordinators and provide sufficient training, especially on saving and credit schemes for villagers.

The project activities are based on the assumptions that the target beneficiaries adopt innovative production technologies and will avail themselves of production loan/ processing loan. The project assumes that the target beneficiaries will be interested to learn new agricultural techniques through training and cross visits and they will cooperate in land use planning and willing to follow sustainable land uses. During the course of the project it is expected that the beneficiaries will be able to produce beyond family food requirements thus providing a surplus for market distribution.

With regards to activities targeting drug addicts, the project assumes that the opium drug addicts will voluntarily and willingly submit to treatment and rehabilitation and that the DCDC is able to provide trained staff to operate the BSSM. Also it is expected that the DCDC is able to organize and orient VDCTs in all target villages for close monitoring of treated drug addicts and enforcement of village rules. Also the DCDC in coordination with VDCT is able to supervise and manage that family based approach (FBA) programme. It is also hoped that the old and sick opium addicts willingly accept long term treatment through family based approach. The projects expects committed DHO staff in collecting data within the 6 months period and that the DCDC is able to plan and implement drug awareness campaign and PALAFS is able to provide drug awareness materials needed in the campaign. The District offices/counterparts staff is expected to prepare support services delivery plan for target beneficiaries.

It is hoped that the idea of regular savings is fully accepted by members of VSCGs and LAGs and IGMs group are enthusiastic to avail of loans for production, livelihood activities and committed to paying interest and principal of loans. In order to foster ownership, it is important that the target beneficiaries cooperate with the project in constructing infrastructure through the provision of local available materials and labour.

It is expected that the beneficiaries' avail themselves of medicine and regularly replenish and other services provided to them through the project activities. Adults are interested to attend the adult education classes during free time and so on. It is hoped that the PALAFS staff/provincial/district counterpart staff gain knowledge and skills in support services delivery during training and cross visits and that the beneficiaries are able to use knowledge and skills learned during training and cross visits.

Finally, timely approval of the project by Government, UNODC, and Donor including the availability of funds to start operations is expected as well as full cooperation of districts government in setting up of offices in the 3 districts and that all stakeholders willingly attends coordination meetings. PFU/UNODC is able to provide support services on a timely manner e.g. processing and approval of funding proposals, recruitment of staff, and procurement of equipment, supplies and materials.

4. Project Management Mechanisms and Structures

Project Execution: The Project's components will make use of the existing institutional and legal frameworks aimed at reintegrating opium abusers into their own communities and providing alternative livelihoods for them to guarantee a permanent opium-free Province.

The Lao National Commission for Drug Control and Supervision (LCDC) will be the main national counterpart at the central level. UNODC will be responsible for project execution and provide overall local administrative management of the Project.

UNODC will locally recruit an UN Technical Advisor who will be based in the project area. National project support staff as well as two national community development project officers will be recruited to coordinate the development of an annual, quarterly and monthly work plan with the local counterparts. They will facilitate and support the government to implement, supervise, monitor and follow up all activities in the project target area. The Project staff will also prepare all required progress reports with the local counterparts. The National Project Director and UN Technical Advisor will be responsible for the overall supervision, implementation and monitoring of the project activities. Monitoring, supervision and backstopping will be provided by the UNODC country office and headquarters. The UNODC Country Office in Vientiane, and the UNDP office, will be responsible for ensuring that proper administration, procurement and finance procedures are followed.

Local Counterparts: The Project will work directly with the Provincial and District Government in Phongsaly. The Provincial Committee for Drug Control (PCDC) will be the main national counterpart agency at the provincial level and responsible for coordinating required line agency cooperation and support in all related activities. The Government will provide the project with a National Project Director, other technical support staff as required as well as premises free of charge. At the district level, the District Committee for Drug Control and Supervision will be the main counterpart led by the Vice District Governor. A project team consisting of district officers from the agricultural, health, education,

road/construction, youth departments, the LWU and the Governor's office will be responsible for implementing, coordinating, monitoring, and supporting the project activities.

Project Steering Committee (PSC): A PSC will be established whose role is to ensure overall supervision and monitoring of the whole project. The PSC will include representatives from LCDC, UNODC, Provincial and District Governor/vice Governor, PCDC and NPD of the project. A TPR meeting (Tripartite Review Meeting) will be convened at least once a year to review the project progress and address any problems that may occur. Any changes that will be made from the project document should be discussed and agreed upon the TPR meeting.

5. Work and Monitoring Plan

The project will build in an on-going mechanism to monitor the progress of the project based on specific impact indicators. Annual and semi-annual progress reports will be prepared and submitted to concerned sections and agencies.

In order to define and monitor impact indicators and milestones, a conflict and actors analysis will be conducted prior to the baseline survey by UNODC. In the early phase of implementation, results will be made available until the end of March 2011. Baseline data will be collected in the middle of the project duration as part of midterm review to monitor the achievement indicators indicated in the project logical framework.

An annual review meeting will be organized for a review of project progress and project monitoring. The review meeting will involve the Field Office Representative, Government Representatives, the Project Managers and relevant project staff and Donor Representatives.

6. Project Evaluation

At the onset of the Project, a baseline study will be designed to carry out a community needs assessment and set up measurable impact indicators.

UNODC, in close collaboration with LCDC, PCDC, DCDC partner organizations and beneficiaries will conduct joint monitoring to ensure that the Project is being implemented according to plan and to adjust implementation strategies as required.

The monitoring will take place periodically by assessing the results of the project activities and compare them with the objectives set initially. Information on project indicators will be obtained by establishing baseline data through participatory surveys during the implementation of activities. The baseline study will cover social economic issues, income generation, health, education etc. Appropriate tools will be agreed upon with the villages and the respective community organizations for measuring these parameters.

A mid-term evaluation will be conducted after the first year of the Project that will also identify best practices. A final evaluation will be carried out at the end of the Project to assess the sustainability, efficiency and effectiveness of the project's activities impact as well as best practices and lessons learned.

7. Sustainability and Follow Up

The sustainability of the Project will be guaranteed by adopting a community-centred participatory approach ensuring that communities are involved in the identification of needs and the implementation of their own development. This will result in the community's ownership and the sustainability of the development activity.

All project activities will be planned and implemented in close cooperation with project stakeholders who can ensure close monitoring of sustainability after the completion of the Project. The involvement in and commitment to the project by LCDC and the Provincial Government as well as the village beneficiaries from the outset is of paramount importance and has been confirmed by the stakeholders during project development activities.

Communities will contribute human and local resources/labour for the implementation of community development activities. The Project will support the provision of material and human resources not available in the community. The success and sustainability of the Project depends on the community assuming full ownership of a self-help development process supported by the Project activities. The Project has been designed to include the establishment of village development funds running on a revolving basis, which will ensure villagers with the resources to carry on activities even after external funding of the Project is terminated.

8. Legal Context

The Government of the Lao PDR agrees that the Standard Basic Assistance Agreement (SBAA) signed on 10th October, 1998 with the United Nations Development Programme (UNDP), shall apply, *mutatis mutandis*, to the assistance provided by UNODC under the present project document. The Government confirms, in particular, that Article IX (Privileges and Immunities), Article X (Facilities for the execution of UNDP assistance), Article XI (Suspension or Termination of Assistance) and Article XII (Settlement of Disputes) of the SBAA shall apply to the activities of UNODC under this project.

In case of conflict between the provisions of the present project document and those contained in the SBAA [or the Standard Supplemental Provisions, as the case may be], the terms of the present project document shall prevail.

UNODC is not liable for any damage, injury, illness or death resulting from the actions of employees of the Government or consultants or other persons contracted by or on behalf the Government in relation to the implementation of the present project. No claim for compensation may be made against UNODC for any such damage, injury, illness or death or for any reimbursement of amounts that may have been paid by the Government as compensation in such event.

The Government shall ensure and confirm that adequate compensation coverage for such eventualities exists, and applies to all persons employed by them or engaged in relation to this project.

The Government will defray any customs duties and other charges related to the import of equipment, its transport, handling, storage and related expenses within the Lao PDR.

UNODC-funded equipment remains UNODC property, until formally transferred or otherwise disposed of, irrespective of who undertakes its procurement.

The decision on the final disposal of equipment, including the transfer of ownership, remains with UNODC, who shall endeavour to make such decisions in consultation with the parties concerned. The final TPR (Tripartite Review) Meeting will be responsible for deciding the final allocation of project premises and equipment after project completion.

UNODC retains copyright and related intellectual property rights for all material (documents, reports, studies, publications, etc) that result from activities carried out under the present project. Upon written request, at the end of this project, the Government shall be granted a free-of-charge user license over such material.

The implementation of UNODC activities under the present project document is subject to the availability of adequate funding, on a yearly basis. Should required funding not be available, UNODC reserves the right to unilaterally terminate its assistance under this document.

The present project is subject to oversight/audit by the United Nations Office for Internal Oversight Services and the United Nations Board of Auditors. UNODC will coordinate the implementation of such oversight/audits and will follow up on the implementation of agreed oversight/audit recommendations. The present document may be modified by written agreement between the parties concerned.

9. Project Budget

Budget lines	Description	Calendar year 2011	Calendar year 2012	Total approved budget (modular budget)	Additional funding needed	Overall budget
		a	b	(1)=sum (a thru b)	(2)=(3)-(1)	(3)
1500	Travel in projects	41,000	40,000	81,000	0	81,000
	15-99 Total Travel	41,000	40,000	81,000	0	81,000
1100	International Experts			0	0	0
1150	Short-term Intern. Consultants	15,000	15,000	30,000	0	30,000
1300	Admin. Support Personnel			0	0	0
1400	UN Volunteers			0	0	0
1600	Other Personnel Costs	135,000	135,000	270,000	0	270,000
1700	National proj. staff and cons.			0	0	0
	19-99 Total Personnel	150,000	150,000	300,000	0	300,000
2100	Sub-Contracts	133,000	134,000	267,000	0	267,000
2200	Grants to institutions	60,000	48,000	108,000	0	108,000
	29-99 Total Subcontracts	193,000	182,000	375,000	0	375,000
3100	Training/Study Tours	40,000	40,000	80,000	0	80,000
3500	Meetings	13,000	12,000	25,000	0	25,000
	39-99 Total Training	53,000	52,000	105,000	0	105,000
4100	Expendable equipment	16,000	17,000	33,000	0	33,000
4200	Non-expendable equipment	60,000	0	60,000	0	60,000
4300	Premises	0	0	0	0	0
	49-99 Total Equipments	76,000	17,000	93,000	0	93,000
5100	Operation and maint. of equip.	10,500	10,000	20,500	0	20,500

5200	Reporting costs	17,000	18,600	35,600	0	35,600
5300	Sundries	11,000	10,700	21,700	0	21,700
5400	General Operating Expenses	15,000	15,200	30,200	0	30,200
	59-99 Total Miscellaneous	53,500	54,500	108,000	0	108,000
	90-99 Project Subtotal	566,500	495,500	1,062,000	0	1,062,000
5602	PSC to UNODC - UNODC impl.proj	73,600	64,400	138,000	0	138,000
	56-99 Project Support Costs	73,600	64,400	138,000	0	138,000
	99-99 Project Total	640,100	559,900	1,200,000	0	1,200,000

10. UNODC Logical Framework

Phongsaly Alternative Livelihood and Food Security

1 UNODC Logical Framework				
Project Title: Phongsaly Alternative Livelihood and Food Security (PALAFS)	Strategy Theme(s): Prevention, treatment, and reintegration and alternative development	Strategy Result Area(s): 3.4.1, 3.4.2, 3.4.3, 3.5.1, 3.5.2, 3.5.3, 3.5.4	Strategy Region/Country: Lao PDR Date: January 2011 to December 2012	Project Number / Code: Duration: 2years
Result(s) at the Strategy Level:		<i>Provide narrative as defined in the UNODC Strategy</i>		
	Indicators	Means of Verification	Assumptions/Risks	
Project Objective: To enhance/improve/support the capacities of the Government of Lao PDR and target communities in sustaining opium elimination through alternative livelihood, food security, reducing drug demand, deforestation and degradation in Khoua, Mai and Samphan.	<ul style="list-style-type: none"> By the end of the project, household's income in the target communities will have increased by 50% (average or each household?) OR 50% of the targeted households (50 hh) notice an income increase. Opium addiction is expected to be significantly reduced/eliminated Identified best practices will contribute to poverty reduction and sustaining opium elimination in other parts of the country 	<ul style="list-style-type: none"> Baseline survey and assessment report Mid-Term Evaluation Final Evaluation National Socio-Economic Development report (if made public by the government) 		
Outcome 1 Stable food security situation achieved in target household through the introduction of	<ul style="list-style-type: none"> Number of household facing food insecurity is reduced by 50% Period of food insecurity for the poorest and most vulnerable target villages is 	<ul style="list-style-type: none"> Baseline Survey and assessment report Comparison between baseline data and 	<ul style="list-style-type: none"> Target beneficiaries adopt innovative production technologies and will avail 	

improved agricultural development linked to markets.	<p>reduced from 6 months to 3 months</p> <ul style="list-style-type: none"> • Number of households adopting innovative food processing technologies and agricultural practices increased by 10% 	periodic project evaluations on all the three indicators.	<p>themselves of production loan/processing loan.</p> <ul style="list-style-type: none"> • Beneficiaries will be able to produce beyond family food requirements thus realizing a surplus for market
<p>Output 1.1</p> <p>Innovative food production and agricultural practices e.g. cultivation techniques, fertilizing, harvesting, seeds/seedlings selection introduced and implemented in target communities</p>	<ul style="list-style-type: none"> • Number of LAGs and IGM groups adopting and using innovative food production and agricultural practices increased by 10% • Areas under cultivation using improved seeds/seedlings or stocks increase by 20% 	<ul style="list-style-type: none"> • Project activity report (semi-annual and annual report) 	<ul style="list-style-type: none"> • Target beneficiaries interested to learn new agricultural techniques through training and cross visits
<p>Output 1.2</p> <p>Livelihood Activity Groups (LAGs) and Income Generation and Marketing Groups (IGM) linked to sources of technology and market</p>	<ul style="list-style-type: none"> • Number of LAGs and IGM groups producing commodities for outside market • 10% increase in the volume of goods/commodities sold for outside market • 20% LAGs and IGM groups with market tie ups/contract 	<ul style="list-style-type: none"> • Periodic report of activities. • Stakeholder meetings • Field visits 	

	<ul style="list-style-type: none"> • 20% LAGs and IGM groups producing commodities for outside market • 20% Increase in the variety and volume of trade in the surrounding communities and outside market. 		
<p>Output 1.3.</p> <p>Organized and trained target communities in the implementation of a land use plan including implementation of an agro – forestry projects</p>	<ul style="list-style-type: none"> • All target villages will have prepared a land use plan during the project period • (Land Use plan for various zones e.g. protected forests, forest for restricted use, grazing land, multiple/production use formulated/prepared by target communities.) • Hectares of land reforested 	<ul style="list-style-type: none"> • Periodic reports 	<ul style="list-style-type: none"> • Target communities cooperate in land use planning and willing to follow sustainable land uses
<p>Outcome 2</p> <p>Increased productivity of former opium growing families and communities with the elimination of opium production and successful treatment, rehabilitation and reintegration of opium addicts.</p>	<ul style="list-style-type: none"> • Opium poppy cultivation eliminated in all target villages • Number of addicts reduced by 90% • Relapse rate below 25% at the end of the project 	<ul style="list-style-type: none"> • Periodic report • Comparison between baseline survey and periodic reports • Field visits 	<ul style="list-style-type: none"> • Opium drug addicts voluntarily and willingly submit for treatment and rehabilitation
<p>Output 2.1</p> <p>Drug treatment of opium drug addicts provided at BSSM Samphan, Khoua and Mai districts</p>	<ul style="list-style-type: none"> • 100% of opium drug addicts treated, rehabilitated and reintegrated to community 	<ul style="list-style-type: none"> • Periodic report • Comparison between baseline survey and periodic reports 	<ul style="list-style-type: none"> • DCDC is able to provide trained staff to operate the BSSM
<p>Output 2.2</p>		<ul style="list-style-type: none"> • Periodic report 	<ul style="list-style-type: none"> • DCDC is able to

Drug free villages established by District Committee on Drug Control (DCDC) in the 3 districts of Samphanh, Khoua and Mai	<ul style="list-style-type: none"> • 46 drug free villages established at the end of the project • Village Drug Control Team(VDCT) established and operating in all target villages 	<ul style="list-style-type: none"> • Comparison between baseline survey and periodic reports • Evaluation report 	organize and orient VDCTs in all target villages for close monitoring of treated drug addicts and enforcement of village rules
Output 2.3 Long term treatment provided (on need basis) to opium drug addicts in target communities	<ul style="list-style-type: none"> • 100% of opium drug addicts avail long term treatment • DHO regularly (once a month) supervises monitors and manage the long term treatment program at the village level. 	<ul style="list-style-type: none"> • Periodic report • Comparison between baseline survey and periodic reports • Evaluation report 	<ul style="list-style-type: none"> • Old and sick Opium addicts willingly accept long term treatment through family based approach • DCDC in coordination with VDCT is able to supervise and manage the family based approach (FBA) programme
Output 2.4 Assessment of the effectiveness of T.O capsules in the treatment of opium drug addicts	<ul style="list-style-type: none"> • Monitoring of 40 opium drug addicts during and after treatment for a period of 6 months (monitoring forms to be supplied by the UNODC) 	<ul style="list-style-type: none"> • Periodic reports 	<ul style="list-style-type: none"> • DHO staff committed to collect data within the 6 months period
Output 2.5 Education and drug awareness raising campaign conducted for vulnerable groups e.g. students, out of school youth, and members of the community	<ul style="list-style-type: none"> • At least 5,000 attendees (2,700women) in drug awareness campaigns • At least 50% of the beneficiaries in target villages having access to publications and literature on drug abuse prevention. 	<ul style="list-style-type: none"> • Periodic reports • Comparison between baseline survey and periodic reports • Annual report • 	<ul style="list-style-type: none"> • DCDC is able to plan and implement drug awareness campaign and PALAFS is able to provide drug awareness materials needed in the

	<ul style="list-style-type: none"> All schools in the target villages have access to publications on drug and HIV prevention 		campaign.
<p>Outcome 3</p> <p>AD project activities successfully implemented by target communities with the efficient and effective support services from government staff.</p>	<ul style="list-style-type: none"> Government formulated support services delivery programme for AD activities in all target communities 50% of households in target communities having access to social and economic support services Households in target communities increased their income by 50% 	<ul style="list-style-type: none"> Periodic reports Field visits Comparison between baseline survey and periodic project evaluations. 	<ul style="list-style-type: none"> District offices /counterparts staff prepares support services delivery plan for target beneficiaries
<p>Output 3.1</p> <p>VSCGs, LAGs and IGM groups organized, trained and empowered to manage savings and credit funds ,revolving funds, production and processing activities, including marketing and linkages</p>	<ul style="list-style-type: none"> Increased knowledge of PALAFS and district counterpart staff participating in refresher course on micro credit management. 75% VSCGs generating regular savings, and managing credit/loan to members 75% LAGs and IGM groups availing of loans and managing revolving funds for production, processing, and marketing activities 75% VSCGs being able to pay interest and principal of loans on a regular basis Increased knowledge of LAG and IGM groups on loan management, production and processing and linkages to market. 	<ul style="list-style-type: none"> Periodic reports Annual assessments 	<ul style="list-style-type: none"> The idea of regular savings is fully accepted by members of VSCGs LAGs and IGMs group are committed and enthusiastic to avail of loans for production and livelihood activities Members of LAGs and IGM groups are committed of paying interest and principal of loans
<p>Output 3.2</p>	<ul style="list-style-type: none"> Number of infrastructures constructed, operated, and maintained in the old 30 	<ul style="list-style-type: none"> Periodic reports Field visits 	<ul style="list-style-type: none"> Target beneficiaries cooperate in

Village infrastructures e.g water supply and latrine, access tracks, irrigation schemes, schools, market shelter constructed, operated and maintained	<p>target villages</p> <ul style="list-style-type: none"> • Number of infrastructures constructed, operated, and maintained in the new 16 target villages • The volume of trade with surrounding communities increase by 10% • Enhanced access to health and education services increased by 50% at the end of the project • Reduction in morbidity and mortality rates by 25% 	Comparison between baseline survey and periodic reports	constructing infrastructure through the provision of local available materials and labor.
<p>Output 3.3</p> <p>Revolving drug fund/medicine cabinet established and adult education classes conducted in project target villages</p>	<ul style="list-style-type: none"> • No. of households availing themselves of the medicine cabinet • 50% of persons especially women, attending adult education classes. • 50% Reduction in the number of non – working days due to sickness • Number of persons who can read and write increase by 50% 	<ul style="list-style-type: none"> • Periodic report • Comparison between baseline survey and periodic reports 	<ul style="list-style-type: none"> • Beneficiaries availed themselves of medicine and regularly replenish • Adults are interested to attend the adult education classes during free time •
<p>Outcome 4</p> <p>Through training PALAFS and counterpart staff increased knowledge and skills to plan, implement, and monitor a support services delivery program; and communities will be able to implement, operate and maintain various village facilities and infrastructures.</p>	<ul style="list-style-type: none"> • PALAFS staff and provincial/district staff able to deliver support services to all target communities • All target communities are able to plan, implement, operate and maintain community projects 	<ul style="list-style-type: none"> • Periodic report • Evaluation report 	<ul style="list-style-type: none"> • PALAFS staff provincial /district counterpart staff gain knowledge and skills in support services delivery during training and cross visits • Target beneficiaries able to use knowledge and skills learned during training and

			cross visits
<p>Output 4.1</p> <p>Workshops/trainings including study visits on social, technical and management related issues organized and conducted for PALAFS and target communities</p>	<ul style="list-style-type: none"> • PALAFS and District counterpart staff trained on rapid rural appraisal, baseline survey and data analysis. • VSCG management committees in 16 target villages trained on micro credit management, bookkeeping and accounting. • District counterpart staff of DAFO (Agriculture and forestry) trained on land use formulation including identification of various zones. • DAFO counterpart staff and village agriculture committees in 46 villages trained on various production technologies on crops, livestock and NTFPs • Livelihood and Entrepreneur groups of 60 villages trained on entrepreneurship and small business management • PALAFS staff and provincial and district members of project management trained on project management, planning, reporting, assessment and evaluation, coordination and linkages. • Members of BSSM, VDCT and DHO staff trained on DDR which include community preparation and 	<ul style="list-style-type: none"> • Periodic report • Annual report • Activity report 	<ul style="list-style-type: none"> • PALAFS and Provincial/district counterpart staff are able to identify competencies needed as basis for the formulation of training programmes/courses and study visits • Target communities are able to identify their respective training needs •

	<p>mobilization, use of TO capsules, counseling, life skills, etc.</p> <ul style="list-style-type: none"> • Livelihood and entrepreneur groups in target villages trained on loan management, food production, processing and marketing. • Increased knowledge of livelihoods and entrepreneur groups in target villages through cross visits to other villages and neighboring communities. 		
<p>Outcome 5</p> <p>Enhanced participation of all stakeholders and local ownership of various project interventions through the establishment/development of project structures, coordinating mechanisms and communication systems at all levels.</p>	<ul style="list-style-type: none"> • At the start of the project, Project management structures, system and procedures established • At the start of the project Coordination and communication mechanisms set up • At the start of the project Mechanisms for the participation of all stakeholders set up 	<ul style="list-style-type: none"> • Periodic report • Activity report 	<ul style="list-style-type: none"> • Timely approval of the project by Government, UNODC and Donor including the availability of funds to start operations
<p>Output 5.1</p> <p>Project management set up in Khoua district including sub offices in Samphan and Mai districts</p>	<ul style="list-style-type: none"> • The office premises are properly equipped and operational 	<ul style="list-style-type: none"> • Activity report 	<ul style="list-style-type: none"> • Full cooperation of district government in setting up of offices in the 3 districts

<p>Output 5.2</p> <p>PALAFS staff recruited, provincial and district counterpart staff nominated and designated in the 3 districts of Khoua, Samphan and Mai (outcome1)</p>	<ul style="list-style-type: none"> • At the start of the project All PALAFS staff recruited • At the start of the project NPD nominated and designated by PCDC • At the start of the project all district counterpart staff nominated by DCDC and designated by PCDC • At the start of the project all staff given orientation about the project 	<ul style="list-style-type: none"> • Activity report • Baseline Report 	<ul style="list-style-type: none"> • Provincial and district governments are able to nominate and designate NPD of the Project including district counterpart staff
<p>Output 5.3</p> <p>Planning, implementing, monitoring and assessment/evaluation mechanisms and procedures established at the project, district and community level</p>	<ul style="list-style-type: none"> • Baseline survey and RRA reports prepared and validated by target communities and distributed to PCDC, DCDC and other development organization on the target areas. • Weekly and monthly progress of implementation discussed during weekly and monthly meetings of PALAFS and counterparts staff. • Assess field operation through field visits and monthly, quarterly, semi-annual and annual reports 	<ul style="list-style-type: none"> • Periodic report • Activity report • Annual Evaluation 	<ul style="list-style-type: none"> • All stakeholders willingly attends coordination meetings • District counterparts staff adopts monitoring and reporting system
<p>Output 5.4</p> <p>Supplies and materials, equipment, facilities and services procured in the most effective and efficient manner</p>	<ul style="list-style-type: none"> • Regular procurement plan • Regularly prepared detailed schedule for biddings and awards (monthly) • Regular monitoring /follow up procurement, delivery and utilization (monthly) 	<ul style="list-style-type: none"> • Periodic report 	<ul style="list-style-type: none"> • PFU/UNODC is able to provide support services on a timely manner e.g. processing and approval of funding proposals, recruitment of staff, procurement of equipment, supplies and

			materials
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11. Work and Monitoring Plan

	Key Activities/Milestones	Monitoring Milestones by Quarter								Costs associated per activity	Responsibility	Achievement/Response for Variance/Corrective Action Taken If Needed	
		2011				2012							Costs
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4				
	<p>Outcome 1 Stable food security situation achieved in target household through the introduction of improved agricultural development linked to markets.</p>												

Output 1.1:	Innovative food production and agricultural practices e.g. cultivation techniques, fertilizing, harvesting, seeds/seedlings selection introduced and implemented in target communities										
	Activity 1.1.1 Conduct participatory planning and consultation with community leaders and village committees to plan for potential food production and development activities.								5,000		
	1.1.2 Organize community production groups for farm and non-farm production								5,000		
	1.1.3 Identify new high yield licit crops, farm and non-farm food production								27,500		

	1.1.4 Introduce the farmers innovative cultivation practices and environmental friendly production technologies including food processing and post harvest technologies.								15,000		
	1.1.5 Provide on field technical advice and monitoring by expert groups to support the farmers and production groups while the agricultural and production activities are implemented in the target communities.								17,000		
Output 1.2:	Livelihood Activity Groups (LAGs) and Income Generation and Marketing Groups (IGM) linked to sources of technology and market										
	Activity 1.2.1 Conduct market assessment								10,000		
	Activity 1.2.2 Consultation with LAGS and IGM groups in determining needs to								100,000		

	improve production and processing technologies										
	Activity 1.2.3 Sourcing resource persons/institutions to provide training to LAGs and IGM groups.								5,000		
	Activity 1.2.4 Linking up LAGs and IGM groups to traders and potential markets by organizing market encounters/meetings between LAG and IGM groups and traders.								7,500		
Output 1.3:	Organized and trained target communities in the implementation of a land use plan including implementation of an agro –forestry projects										
	Activity 1.3.1 Training workshops for district and provincial staff (DAFO and PAFO) on land use planning and implementation								5,000		

	Activity 1.3.2 Community consultation on land use in the organizing of a village land use committee									5,000		
	Activity 1.3.3 Provide orientation training to all land use committees of all target villages									5,000		
	Activity 1.3.4 Land use implementation by identifying, delineating and formulating of guidelines for the use of various zones.									5,000		
Outcome 2 Increased productivity of former opium growing families and communities with the elimination of opium production and successful treatment, rehabilitation and reintegration of opium addicts												
Output 2.1	Drug treatment of opium drug addicts provided at BSSM Samphan, Khoua and Mai districts											

	Activity 2.1.1 Data collection and identification of different risk groups, preparation and conduct of drug awareness in the villages and preparing drug addicts for treatment									2,000		
	Activity 2.1.2 Conduct detoxification in the treatment centre for 15 days									28,000		
	Activity 2.1.3 Follow up and monitoring of the treated addicts by the DHO									5,000		
Output 2.2:	Drug free villages established by District Committee on Drug Control (DCDC) in the 3 districts of Samphanh, Khoua and Mai											
	Activity 2.2.1 Data collection and drug awareness and formation of the Village Drug Control Team (VDCT)									2,000		

	Activity 2.2.2 Motivational talks and preparation for short term treatment									4,000		
	Activity 2.2.3 Short term treatment of all drug addicts for 10 days									10,000		
	Activity 2.2.4 Close monitoring of all treated addicts by the VDCT.									5,000		
	Activity 2.2.5 Identification of patients requiring long term treatment									2,500		
Output 2.3:	Long term treatment provided (on need basis) to opium drug addicts in target communities											
	Activity 2.3.1 Orientation of all families with patients needing long term treatment; selection of the family member who will administer the TO capsules to the patient (submits name to the VDCT)									2,000		

	Activity 2.3.2 DHO provides the TO capsule requirement in each village to the VDCT; VDCT provides the TO capsule requirement to each affected family.									10,000		
	Activity 2.3.3 Weekly monitoring of TO capsule used by each family by the VDCT									3,000		
	Activity 2.3.4 Monthly monitoring by the DHO on the implementation of the long term treatment through Family Based Approach (FBA) in the cluster of villages.									10,000		
	Activity 2.3.5. Quarterly visit of the DHO in the target villages.									5,000		
Output 2.4	Assessment of the effectiveness of T.O capsules in the treatment of opium drug addicts											
	Activity 2.4.1 Orientation of the DHO staff by MOH on the conduct of the TO									2,500		

	assessment											
	Activity 2.4.2 Identification of the respondents for short term and long term treatment.									2,500		
	Activity 2.4.3 Implementation of the survey conducted by the DHO									7,500		
	Activity 2.4.4 Monthly reporting to the MOH for a period of six months.									2,500		
Output 2.5	Education and drug awareness raising campaign conducted for vulnerable groups e.g. students, out of school youth, and members of the community											
	Activity 2.5.1 Consultation with the DCDC on the conducting of the drug awareness campaigns									500		
	Activity 2.5.2 Identify the places to conduct the campaigns									500		

	Activity 2.5.3 Preparation of the audio/visual materials to be used									5,000		
	Activity 2.5.4 Implementation of the awareness campaign; methods of receiving feedback in terms of the effectiveness of the campaigns									12,000		
	Outcome 3 AD project activities successfully implemented by target communities with the efficient and effective support services from government staff.											
Output 3.1	VSCGs, LAGs and IGM groups organized, trained and empowered to manage savings and credit funds ,revolving funds, production and processing activities, including marketing and linkages											

	Activity 3.1.1 Conduct a refreshers course on micro-credit management for PALAFS and District counterpart staff.									5,000		
	Activity 3.1.2 Conduct village community orientation on savings and credit									5,000		
	Activity 3.1.3 Formation and training of VSCG management committee									5,000		
	Activity 3.1.4 Organizing LAG and IGM groups in all target villages.									5,000		
	3.1.5 Orientation and training of LAG and IGM groups on loan management, training on production and processing and linking them to the market									5,000		
Output 3.2	Village infrastructures e.g water supply and latrine, access tracks, irrigation schemes, schools, market shelter constructed, operated											

	and maintained											
	Activity 3.2.1 Consultation and prioritization with the village regarding the infrastructure needs.									5,000		
	Activity 3.2.2 Conduct survey and design by the district authorities									5,000		
	Activity 3.2.3 Funding proposal and procurement of local materials managed and monitored by the district authorities and the project.									46,625		
	Activity 3.2.4 Organizing work committees in the village and conducting training in the maintenance of infrastructure									2,500		
	Activity 3.2.5 Implementation of the infrastructure through technical supervision of									10,000		

	the project staff										
	Activity 3.2.6 Turnover of the project to the district and then to the village								5,000		
Output 3.3	Revolving drug fund/medicine cabinet established and adult education classes conducted in project target villages										
	Activity 3.3.1 Consultation with communities on the need of RDF/medicine cabinet and adult education classes.								5,000		
	Activity 3.3.2 Selection, orientation and basic primary health care training of VHVs (for RDF/medicine cabinet) and TOTs for Adult education								3,750		
	Activity 3.3.3 Procurement of medicine, medicine cabinet and supplies and								10,000		

	materials for target villages.											
	Activity 3.3.4 Regular monitoring and supervision of the RDFs and the VHV.s.									5,000		
Outcome 4												
Through training PALAFS and counterpart staff increased knowledge and skills to plan, implement, and monitor a support services delivery program; and communities will be able to implement, operate and maintain various village facilities and infrastructures.												
Output 4.1	Workshops/trainings including study visits on social, technical and management related issues organized and conducted for PALAFS and target communities											
	Activity 4.1.1 Needs identification for various trainings by the									3,750		

	PALAFS staff and target communities											
	Activity 4.1.2 Formulate training designs for the various training programs and study visits									2,500		
	Activity 4.1.3 Conduct training programs and study visits									10,000		
	Activity 4.1.4 Consolidating feedbacks and reports of the above activities									5,000		
Outcome 5 Enhanced participation of all stakeholders and local ownership of various project interventions through the establishment/development of project structures, coordinating mechanisms and communication systems at all levels.												
Output 5.1	Project management set up in Khoua district including sub offices in Samphan and Mai											

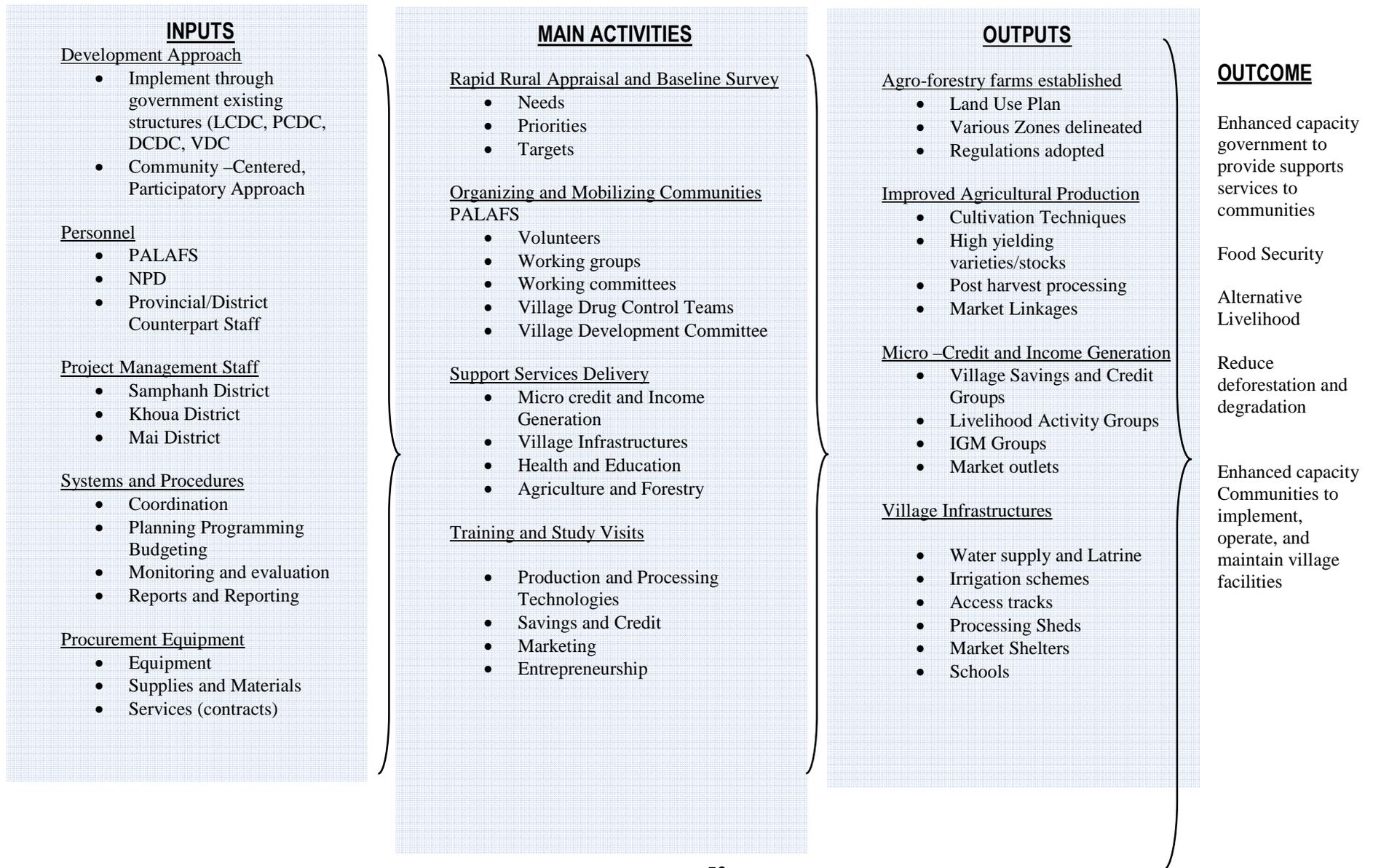
	districts										
	Activity 5.1.1 Discussion with the DCDC on the operations of PALAFS in the district									5,000	
	Activity 5.1.2 Designate office premises									2,500	
	Activity 5.1.3 Provision of basic equipment, supplies and materials in all three offices.									32,500	
Output 5.2	PALAFS staff recruited, provincial and district counterpart staff nominated and designated in the 3 districts of Khoua, Samphan and Mai									0	
	Activity 5.2.1 Coordination with the PFU/UNODC in the recruitment, selection, orientation of all PALAFS staff.									0	
	Activity 5.2.2 Coordination with the provincial government									0	

	for the nomination and designation of the National Project Director (NPD)											
	Activity 5.2.3 Coordination with the district for the nomination of the district counterpart staff (DCDC) and approved by the PCDC.									0		
Output 5.3	Planning, implementing, monitoring and assessment/evaluation mechanisms and procedures established at the project, district and community level											
	Activity 5.3.1 Preparation of the survey questionnaires									2,500		
	Activity 5.3.2 Coordination with the PFU/UNODC, PCDC and DCDC in the conducting of the baseline and the RRA surveys.									2,500		

Activity 5.3.3 Orientation and training for all participants in the baseline and RRA surveys									5,000		
Activity 5.3.4 Conducting the surveys									5,000		
Activity 5.3.5 Analysis of the data and reports									2,500		
Activity 5.3.6 Conduct project inception meeting (presentation of the initial survey report to all stakeholders)									7,500		
Activity 5.3.7 In consultation with the district prepare an annual work and monitoring plan									2,500		
Activity 5.3.8 In consultation with the district formulate and develop coordinating, monitoring and reporting mechanisms									2,500		
Activity 5.3.9 Conduct TPR meetings, mid- term (in-house) and final evaluations (independent)									25,000		

	GRAND TOTAL									1,200,000		
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PALAFS' IMPLEMENTATION PROCESS



ANNEX I: Composition of project team (Staffing table)

BL: 13-00; 16-00, 17-00 Other personnel			2011		2012		Comments
<i>Level</i>	<i>Title</i>	<i>Duty station</i>	<i>w/m</i>	<i>Amount</i>	<i>w/m</i>	<i>Amount</i>	
SSA	Technical Advisor	Phongsaly	12	48,000	12	48,000	
SC-12	Programme Officer	Vientiane	12	18,000	12	18,000	
SC-6	Finance Officer	Vientiane	12	13,800	12	13,800	
SC-6	National Community Development Officer	Phongsaly	12	12,000	12	12,000	
SC-6	National Community Development and Micro Credit Officer	Phongsaly	12	12,000	12	12,000	
SC-4	Project Accountant	Phongsaly	12	8,400	12	8,400	
SC-4	Administrative Assistant/Secretary	Phongsaly	12	7,200	12	7,200	
SC-2	Driver (3)	Phongsaly	36	9,000	36	9,000	
SC-1	Cleaner	Phongsaly	12	1,200	12	1,200	
SC-1	Guard (2)	Phongsaly	24	3,600	24	3,600	
SC-1	Boat Care taker and Operator	Phongsaly	12	1,800	12	1,800	
Total other personnel:			168	135,000	168	135,000	

ANNEX II: TOR'S FOR PROJECT STAFF

Post Title:	National Project Director
Duty Station:	Phongsaly province
Duration:	2 years
Responsible to:	Provincial Administration of Phongsaly Province

Duties: The National Project Director (NPD) is the focal point for the responsibility and accountability within the Government for the I32 project. The tasks of the NPD include:

- Acting as the focal point and responsible party for the project to the provincial and district administrations;
- Ensuring that all Government inputs committed to the project are made available;
- Endorsement of certain payments of funds;
- Coordinating with local counterparts in line with the content of the project document and the approved cost estimate work plan;
- Together with the TA or other designated staff, being responsible for reporting on the implementation of project activities to UNODC;
- Checking and approving all plans and proposals
- Timely producing and submitting quarterly reports;
- Co-ordinating with relevant government agencies at provincial and district level as well as village authorities to facilitate the implementation of the project;
- Participating in the development and formulation of work plans and cost estimates related to the implementation of the project and approving them;
- Receiving general supervision under the PSC (Program Steering Committee).

Selection Criteria:

1. Authority and high seniority in the Provincial Administration of Phongsaly;
2. English language reading, writing and speaking skills;
3. Technical knowledge and experience relating to the programme module;
4. Leadership and supervisory experience.

Post title: Technical Advisor

Level: SSA

Duty Station: Phongsaly Province

Duration: Two years.

Under the overall direction of the UNODC Representative, the incumbent will be responsible for providing technical and management advice in the planning and implementation of the project to provincial, district, and village level agencies. The technical adviser will supervise as well as document the implementation of activities contributing towards achieving the objectives of the “Action Plan for the Post Opium Scenario” as well as ensuring good governance practices. The advisor will also identify and assist with complementing and strengthening of other UNODC mandate areas including prevention of organized crime, corruption, IDU/HIV/AIDS and human trafficking in the border areas of the project.

Description of main duties

1. Assist the provincial, district, and village authorities in planning and implementation of the project,
2. Supervise national project staff
3. Advise on base line data collection as well as ensuring a community based development approach
4. Supervise village savings & micro-credit supported income-generating activities,
5. Liaise and coordinate with other Development Partners in the province in order to complement and create synergy as well as increased aid effectiveness.
6. Liaise and coordinate with the Program Facilitation Unit of the UNODC/Lao National Commission for Drug Control, and Drug Control Committees at provincial and district levels,
7. Responsible for project budgets, monitoring and reporting of all project activities.
8. Familiarization with the latest UNODC guidelines for project implementation,
9. Identify and develop new projects and support opportunities
10. Other duties as required by the UNODC Representative

Academic qualifications and experience required. Appropriate advanced university degree. At least 6 years of working experience with participatory approaches in rural development, preferably in S.E. Asia. Past working experience on projects with drug control objectives, gender mainstreaming and experience as Team Leader or Project Manager is an added advantage.

Language: Fluency in English, Working knowledge of Lao or Thai is an asset.

Post Title: National Community Development Officer

Level: SC-6

Duty Station: Phongsaly province

Duration: 2 years

Duties and Responsibilities:

The National Community Development Officer will work with the National Project Director and TA and will carry out the following tasks and responsibilities:

- Together with TA, provincial and district team, plan, organize and implement the establishment and training of VDC for the Management and Implementation of activities.
- In association with other staff, organize and carry out participatory rural appraisal in target villages and assist in the planning and implementation of subsequent village-level activities.
- Together with the NPD and TA, prepare yearly plans for community development activities in the target villages and design training programmes for staff and villagers.
- Together with TA, provincial and district team, set up the Village Development Committees and activity groups
- Help to organize training, workshops and meetings
- Together with the TA, integrate community development activities with other activities such as labor based road construction and drug demand reduction.
- Together with provincial and district health officers, develop and assist in the implementation of community based treatment and rehabilitation programme accommodated within the social, cultural and environmental context of the target area. Develop the program for ATS raising awareness
- Assist the NPD and TA to monitor and report on all community development activities in target villages.
- Translate of all document related to the programme
- Prepare for monthly, quarterly, semi annual and annual, project progress evaluation and terminal reports and other reports as required; and prepare all work plan and proposals.

Experience and Qualifications:

- The National Community Development Officer should have a recognized qualification in rural development field and at least 3 years practical field experience of participatory rural appraisal and planning techniques. Knowledge of micro credit, rural drug demand reduction and health promotion would be an advantage;
- Experience of working with international organization or UN
- Good social communication skills and experience of working effectively with local authorities and ethnic minorities;
- Working knowledge of spoken and written English. A working knowledge of a relevant ethnic minority language would be an advantage;
- Familiar with Microsoft office such as Word, Excel, PowerPoint
- Capable of living and working effectively in remote rural areas.
- Be flexible, can work under pressure and willing to learn.

Post Title: National Community Development and Micro Credit Officer

Level: SC-6

Duty Station: Phongsaly province

Duration: On 1 year basis

Duties and Responsibilities:

The National Community Development and Micro credit Officer will work with the National Project Director and TA and will carry out the following tasks and responsibilities:

- Together with TA, provincial and district team, plan, organize and implement the establishment and training of Village Development Committees for the Management and Implementation of activities.
- In association with other staff, organize and carry out participatory rural appraisal in target villages and assist in the planning and implementation of subsequent village-level activities.
- Together with the NPD and TA, prepare yearly plans for community development, micro credit activities in the target villages and design training programmes for staff and villagers.
- Help to organize training, workshops and meetings
- Together with the TA, integrate community development activities with other activities such as labor based road construction and drug demand reduction.
- Together with provincial and district health officers, develop and assist in the implementation of community based treatment and rehabilitation programme accommodated within the social, cultural and environmental context of the target area. Develop the program for ATS raising awareness
- Assist the NPD and TA to monitor and report on all community development activities in target villages.
- Translate of all document related to the programme
- Prepare all reports and work plans and proposals of the programme

Experience and Qualifications:

- The National Community Development Officer should have a recognized qualification in rural development field and at least 3 years practical field experience of participatory rural appraisal and planning techniques, and micro credit. Knowledge of rural drug demand reduction and health promotion would be an advantage;
- Experience of working with international organization or UN
- Good social communication skills and experience of working effectively with local authorities and ethnic minorities;
- Working knowledge of spoken and written English. A working knowledge of a relevant ethnic minority language would be an advantage;
- Familiar with Microsoft office such as Word, Excel, PowerPoint
- Capable of living and working effectively in remote rural areas.
- Be flexible, can work under pressure and willing to learn

Post Title: Finance Officer
Level: SC-6
Duty Station: Phongsaly province
Duration: On 1 year basis

Duties and Responsibilities:

The Finance Officer will have the followings tasks and responsibilities:

- Responsible for maintenance all the financial and expenditure record as per rules.
- Responsible for preparing all the financial reports and sent to PFU on time, including Monthly Project Disbursement report.
- Responsible for entering all the financial translation promptly.
- Responsible for checking all the receipts/voucher for correctness before making payment.
- Ensure that all the receipt/voucher are certified/approved by NPD before making payment
- Responsible for report any discrepancy noticed, immediately to the supervisor.
- Responsible for maintaining the petty cash and recording of petty cash expenses.
- Ensure that the petty cash is replenished in time.
- Ensure that local staff salaries are paid on time.
- Ensure that sufficient funds are available to carry out project activities.
- Maintain liaison with local bank officials.
- Responsible for maintenance all the financial files.
- Monitor the project budget expenses and ensure that all the expenses are as per budget & within the limits.
- Assist with budget revisions and reporting.
- Responsible for maintaining update ledger on all project expenses.
- Any other duties assigned by the NPD and TA

Experience and Qualifications:

- The Account should have a recognized qualification in the finance or accounting field and at least 3 years practical experience of related field
 - Experience of working with international organization or UN
 - Good social communication skills and experience of working effectively with local authorities and ethnic minorities;
 - Working knowledge of spoken and written English. A working knowledge of a relevant ethnic minority language would be an advantage;
 - Familiar with Microsoft office such as Word and Excel
 - Capable of living and working effectively in remote rural areas
 - Be flexible, can work under pressure and willing to learn
-

Post Title: Administrative Assistant/Secretary
Level: SC-4
Duty Station: Phongsaly province
Duration: On 1 year basis

Duties and Responsibilities:

The Administrative Assistant/Secretary will have the following tasks and responsibly:

- Translate Lao Document into English & English to Lao
- Local procurement and inventory
- Arrangement for local TA and get approval from field office in Vientiane
- Type correspondence, reports, faxes and other secretarial duties for the PFU; dispose incoming/outgoing PFU and programme module mail and pouch.
- Operate the photocopying and fax machine.
- Perform telephone calls, receive visitors, arrange appointments for programme module personnel and staff from other field office on mission; maintains records of invitations and meeting.
- Assist in preparing packages of documents, meeting arrangement, accommodation reservation, and air tickets for the missions.
- Draft simple correspondence independently or within guidance from supervisor;
- Classify, register and file PFU and programme module correspondence as appropriate.
- Assist the Programme Officers.
- Perform other duties as required.

Experience and Qualifications:

- The Administrative Assistant/Secretary should have a recognized qualification in related field and at least 3 years practical experience with the administration and secretary
 - Experience of working with international organization or UN
 - Good social communication skills and experience of working effectively with local authorities and ethnic minorities;
 - Working knowledge of spoken and written English. A working knowledge of a relevant ethnic minority language would be an advantage;
 - Familiar with Microsoft office such as Word and Excel
 - Capable of living and working effectively in remote rural areas
 - Be flexible, can work under pressure and willing to learn
-

Post Title: Driver
Level: SC-2
Duty Station: Phongsaly province
Duration: On 1 year basis

Duties and Responsibilities:

The Driver will have the following tasks and responsibilities:

- Drive for project, provincial and district staff, international and national experts and consultants within the province, country or outside of country.
- Meet international personnel at the airport and facilitate immigration and customs formalities.
- Collect and deliver mail or documents when required.
- Responsible for the day-to-day maintenance of the assigned vehicle;
 - Checking oil, water, battery, brakes, tires, etc
 - Perform minor repairs arrange for other repairs;
 - Keep the vehicle clean.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensure that required steps are taken and follow rules and regulations in case of getting involved in an accident.
- Perform other duties as required such as administration work, programme etc

Experience and Qualifications

- The Driver should have a recognized qualification in related field and at least 3 years practical experience with driving, especially in remote area in the northern part of Laos
 - Experience of working with international organization or UN
 - Good social communication skills and experience of working effectively with local authorities and ethnic minorities;
 - Basic knowledge of spoken and written English. A working knowledge of a relevant ethnic minority language would be an advantage;
 - Capable of living and working effectively in remote rural areas
 - Be flexible, can work under pressure and willing to learn
 - A person who doesn't drink alcohol while working
-

Annex 3: Notes on Socio-economic background of the targeted ethnic minorities

1. Classification of Ethnic Groups in the Lao PDR

In Laos, two categories have been used to classify ethnic groups. One is based on ethno-linguistic family or language. There exists four ethno-linguistic families: Tai-Kaidai, Mon-Khmer (Austro Asiatic), Sino-Tibet and Hmong-Mien (Mian-Yao). Each linguistic family has subgroups by own.

The other is based on topography or environment in which ethnic groups traditionally inhabit. It classifies ethnic groups into three categories: Lao Loum (Lowland Lao), Lao Theung (Midland Lao or Upland Lao), and Lao Soung (Highland Lao). According to this classification, Tai Kaidai is called Lao Loum, Mon-Khmer is called Lao Theung, and Shino-Tibet and Hmong-Mien are called Lao Soung.

1.1 Ethnic Groups

The Tai-Kaidai

The Tai-Kaidai is the dominant group in Lao PDR. It makes up about 66% of the population and has 6 sub-ethnic groups. Among them is the Lao who accounts for half of the population in Laos. However, the Lao are in a majority only in 5 provinces: Vientiane, Bolikhamasai, Khammuan, Savannakhet and Champassak and mainly live along the Mekong River.

Historically, the Tai-Kaidai group enjoyed a dominant position in society, politics and economic relations. Their traditional livelihood is based on cultivation of glutinous rice. They stay in the permanent village and cultivate rice in paddies. Agricultural work is shared among men and women. Women are considered as important persons within families, who manage much of the family economy and make important decisions.

The Moon-Khmer

The Moon-Khmer makes up about 23 % of the population. They used to live in the area making up present Lao PDR before the Tai-Kaidai came. After the arrival of the Tai-Kaidai, the Moon-Khmer spreads to the other regions. Currently, they are concentrated on central parts of the northern region and the south east. They often live on hillsides and slopes in midland areas. Their traditional livelihood is based on swidden rice farming. They live in permanent villages. Women tend to do most of the agricultural cultivation while men go for hunting and fishing and clear fields. The traditional livelihood of Moon-Khmer is based on maximizing natural resources, rather than efficient use of inputs into agricultural production.

The Sino-Tibet

The Sino-Tibet makes up about 2.7 % of the population. They are concentrated in highland areas in the far north of the Laos. They cultivate ordinary rice in swidden agriculture. They often cultivate corn to supplement the rice. Women status is lower than among the Tai-Kaidai.

The Hong-Mien

The Hong-Mien makes up about 7.4% of the population. They are concentrated in mountainous area of central Laos and spread around the Northern region. They cultivate ordinary rice in swidden agriculture, supplemented by the corn. Women status is lower than among the Tai-Kaidai.

2. Ethnic groups in Phongsaly province

As a whole, the Sino-Tibetan group is the largest ethnic linguistic family, comprising 47.6 %. Following that, the Mon-Khmer comprises 24.9 %, the Tai-Kaidai comprises 20.1 % and the Hong-Mien comprises 5.7%. However, if looking at each subgroup of ethnic linguistic family, Khmu, subgroup of Mon-Khmer, is the largest ethnic group, accounting for 24.4 %. Following that, Akha (20.0%) and Singsili(19.4%) come, both of which are member of Sino-Tibetan family.

2.1 Ethnic groups in Khoua and Mai districts

In the districts of Khoua and Mai where PALAFS will be launched, ethnic minorities are dominant. Mon-Khmer, Tai-Kaidai, Sino-Tibetan inhabit together with other small ethnic group. Among Sino-Tibetan linguistic family, Tibeto-Burman group is a dominant figure in both districts.

Khoua District

	% of the population
Tai-kaidai	0.3-18.9
Mon-Khmer	42.9-73.6
Sino-Tibetan (Tibeto-Burman)	10.5-28.1

Mai District

	% of the population
Tai-Kaidai	18.9-41.1
Mon-Khmer	16.4-42.9
Sino-Tibetan (Tibeto- Burman)	10.5-28.1

(ATLAS OF LAOS)

Appendix I lists ethnic minorities in both districts and show which ethnic minority belongs to which ethno-linguistic group.

Sino-Tibetan Group

Akha-Louma

Akha-Louma is a subgroup of Akha which belongs to Sino-Tibetan ethno linguistic group.

- Agriculture and Economy

The Akha conducts shifting agriculture and practice extensive slash and burn cultivation. While their agricultural productivity is low, their three main crops are dry mountain rice, maize and cotton. However, the main cash crop was/is poppy. They also do animal husbandry, hunting, gathering and forestry.

- Society

The Akha has a clearly defined moral code with itself and offenders of its code get fine. They have no tradition of owning land. In addition, its society does not have differentiated social ranks among people except the village chief and village elders.

As to families and marriage, nowadays they live in smaller households. Boys get married between 15-19 and girls get married between 13-18.

- Religion

They are strong believers of traditional religion. They believe in a number of spirits. The supernatural plays a great part in the Akha's life. There are three religious specialist; shaman, sorcerer, religious practitioner.

- Crafts Skill

Akha women still wear their traditional costumes all the year around and make all of them by themselves. Akha men have a skill to make basket from bamboo. They are also good at creating scared wood figures.

Mon-Khmer group

Khmu

- Agriculture and Economy

Traditionally, Khmu cultivate dry rice in swidden. They also grow some maize, cassava, gourds, eggplants and occasionally cotton. They grow tobacco and brew rice whisky as stimulants for self-consumption. They are not enthusiastic agriculturists. Their economy is based on subsistence agriculture supplemented by hunting, fishing and gathering edible wild forest products.

- Society

Khmu lives in nuclear family. Monogamy is the dominant form of marriage. Courtship between the Khmu is relatively free.

- Religion and Belief

Khmu practice a form of ancestor worships and every village has a shaman. In addition, they believe in the house spirit, forest spirit, and the spirit of water, thunder, wind and sky.

- Craft Skills

The Khmu are skilled at metalwork and have sophisticated skills at weaving baskets, winnowing trays and other tools. However, today, they buy most household items at the local market.

3.1 Ethnic Minority and Poverty

There is a strong correlation between ethnic minority and poverty in Laos. All minority groups are poorer than majority or the Lao. (The Lao belongs to the Tai-Kadai ethnic group).

28 % of the Tai-Kadai or majority ethnic group is considered as the poor. Compared with that, 54.5 % of Mon-Khmer, 40.2% of Sino-Tibet, 45.3% of Hmong-Mien and 52.8 % of other ethnic group are categorized as the poor. In addition, rural ethnic minorities account for a third of the population but represent 47.4 % of the poor. On the other hand, rural ethnic majority group or rural Tai-Kadai accounts for 45.8 % of population but represents 39.1 % of the poor. It implies that ethnic minorities are overrepresented as the poor.

3.2 Why are ethnic minorities poor?

It is very important to analyze why these ethnic minorities are poorer than the majority or the Lao in order to alleviate poverty among them. There could be many assumptions about factors making them poor. What is clear is that ethnic minorities have a limited access to resources, suffer from lack of capacity and have different household demographics.

According to some statistics on rural households by ethnic group, ethnic minorities in rural area have lower production capacity of the household than Tai-Kaidai in rural area. It means that they have less access to irrigated land area, less number of animals, less literacy rate, less level of household business, less technology such as agricultural mechanization and fertilizer use. Outstanding difference is a level of education among females. While 76 % of Tai-Kaidai female are literate, only 37 % of Mon-Khmer female, 9 % of Shino-Tibetan, 17 % of Hong-Mien female are literate.

In addition, minorities suffer from less access to infrastructure. Compared with Tai-Kaidai, minorities have less access to road, electricity. Among minorities, Sino-Tibetan has lowest access to infrastructure. Though it is not sure which factor affects life of minorities substantially, it is easy to image these factors affect their life in various ways.

Khousa District

Ethnic Minority	Ethno-Linguistic Group
1. Lao Lum	Tai-Kaidai
2. Khmu	Mon-Khmer
3. Tai Deng	Tai-Kaidai
4. Tai Dam	Tai-Kaidai
5. Bit	Mon-Khmer
6. Akha-Ya-Oe	Sino-Tibetan
7. Akha-Louma	Sino-Tibetan

Mai District

Ethnic Minority	Ethno-Linguistic Group
1. Khmu	Mon-Khmer
2. Tai Deng	Tai-Kaidai
3. Tai Du,	Tai-Kaidai
4. Tai Kao	Tai-Kaidai
5. Lao Lum	Tai-Kaidai
6. Lao Seng	Sino-Tibetan
7. Bit	Mon-Khmer
8. Hmong	Hong-Mien
9. Akha-Louma	Sino-Tibetan
10. Phounoy	Sino-Tibetan
11. Hor	Sino-Tibetan
12. Yao (Mien)	Hmong-Mien
13. Tai Lue	Tai-Kaidai