



## Enhancing the climate and disaster resilience of the most vulnerable rural and emerging urban human settlements in Lao PDR Initiative



Inception workshop, 24 February 2017, Vientiane

## Inception Report

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## Basic Project Information

<b>Project Title:</b>	Enhancing the climate and disaster resilience of the most vulnerable rural and emerging urban human settlements in Lao PDR Initiative
<b>Expected CPAP Output(s):</b>	To enhance the climate and disaster resilience of the most vulnerable rural and emerging urban human settlements in Southern Lao PDR by increasing sustainable access to basic infrastructure systems and services, emphasizing resilience to storms, floods, droughts, landslides and disease outbreaks.
<b>Implementing Entity/Responsible Partners:</b>	Implementing entity: UN-Habitat Executing entity: Ministry of Public Works and Transport Funded by: Adaptation Fund
<b>Project Starting Date:</b>	January 2017
<b>Duration of the Project:</b>	5 years
<b>Project Budget:</b>	US\$4.5 million

## Executive Summary

The Inception Report presents a summary of initial activities during the first quarter of project implementation process (January-March 2017).

The Inception Workshop was held on Friday 24<sup>th</sup> of February 2017 and was attended by 41 participants who represented various relevant stakeholders of the project, including the Ministry of Natural Resources and Environment, the Ministry of Public Works and Transport, and the respective Departments of Public Works and Transport from the three target provinces; Attapeu, Sekong and Saravan. The workshop was opened by her Excellency Vilaykham Phosalath, Vice-Minister of the Ministry of Public Works and Transport, and was chaired by Mr. Phomma Veoravan, Director General of the Water Supply Department, MPWT.

This inception report includes all the activities for the project implementation, including stakeholders' feedback collected during the inception workshop.

This report includes background information, a brief description of project context, the project development and objectives. The detailed project outcomes, outputs and activities needed to execute the different project components are outlined. Full proceedings from the meeting are included which contain comments from the various representatives on relevant topics. This report is supported by the necessary annexes to explain and document the project implementation plan.

## List of Acronyms

<b>Acronym</b>	<b>Meaning</b>
AF	Adaptation Fund
APR	Annual Project Review
ARP	Annual Review Report
CO2	Carbon Dioxide
Lao PDR	Lao People's Democratic Republic
M&E	Monitoring and Evaluation
MDG	Millennium Development Goal
MoNRE	Ministry of Natural Resources and Environment
MoPWT	Ministry of Public Works and Transport
PMC	Project Management Committee
PPR	Project Progress Report
PT	Project Team
ROAP	Regional Office for the Asia-Pacific
SGD	Sustainable Development Goal
TAG	Technical Advisory Group
TA	Technical Assurance
TOR	Terms of Reference
UN	United Nations
VA	Vulnerability Assessment

## Brief Situation Analysis:

### Climate change is a major challenge for reaching national development goals

Lao People's Democratic Republic (PDR) is one of the most climate vulnerable countries in the world, as shown by its 7th place ranking of countries affected by extreme weather events in 2013<sup>1</sup>. This is mainly due to its high dependence on climate-sensitive natural resources and its low adaptive capacity. The country has been increasingly affected by natural hazards. Floods, droughts, and storms, which often trigger secondary hazards such as landslides, fires, infestations and outbreaks of disease, cause each year loss of life and severe damage to livelihoods and infrastructure. Considering the expected impacts of climate change, with wet seasons becoming wetter and dry seasons drier, these hazards are likely to increase in frequency and intensity. This creates a major challenge for reaching national economic and social development goals.

As stated in the draft 8<sup>th</sup> Five Year National Socio-Economic Plan, the Government's main goal is to continue reducing poverty and to graduate from Least Developed Country (LDC) status by 2020. The government aims to accomplish this through 1) sustained, inclusive economic growth (as further discussed in the economic context section below), 2) achievement of off-track Millennium Development Goals (MDGs) through the provision and use of services that are balanced geographically and distributed equitably between social groups (as further discussed in the social context section below) and, 3) reduced effects of natural shocks as required for LDC graduation and sustainable management of natural resources exploitation (as further discussed in the environmental context section below).

### Climate change projections, expected impacts and vulnerabilities

#### Climate change projections

Per the IPCC (5AR), climate change projections for Lao PDR include:

- Annual mean temperatures will continue to rise by 0.1-0.3°C per decade, and the number of days with temperatures above 33°C will increase;
- The number of cooler days with temperatures below 15°C will drop by two to three per year;
- The dry season will get longer with more frequent and severe droughts
- More intense rainfall events with more frequent and severe floods; and,
- Maximum monthly flows in the Mekong Basin will increase by 35-41%, while minimum monthly flows will drop by 17-24% by 2100, further exacerbating both flood and drought risks.

Climate change projections for Lao PDR show that the southernmost provinces will experience hotter temperatures and more droughts in the dry season and a slight increase in rain during the wet season. However, rainfall from the central and northern provinces leads to increased flood risks in the southern provinces.

#### Expected impacts

So far, population induced eco-system alterations have exacerbated climate change-related droughts, floods and other related disaster risks. Since 1990, the population of Lao PDR has almost doubled, currently sitting at around 6.7 million, and rapid population growth is expected to continue. Given that most of the landscape is forested and mountainous, an increased population places pressure both on urban areas and marginal land; much of it is exposed to flooding, erosion or

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<sup>1</sup> The Climate Risk Index for 2013: the 10 most affected countries. The Global Climate Risk Index 2015 online: <https://germanwatch.org/de/download/10333.pdf>

landslides because of proximity to rivers, deforested areas and degraded catchment areas. Furthermore, floods have tended to become more severe in recent years and are expected to become more so in the future. If precautions are not taken, floods, droughts and other climate-related hazards will have major impacts on food security, clean water availability, human safety and general health.

### Vulnerabilities

Droughts and floods will mostly impact the poorest people in the country, including many who are members of ethnic minority groups living in disaster-prone areas, namely mountainous areas and flood plains. This is particularly problematic in the southernmost provinces of the country. During community consultations in project target districts in the southern provinces, it became evident that communities are vulnerable to multiple hazards for several reasons: 1) geographically, areas along the banks of the rivers and low-lying areas are at risk of flooding, 2) areas below mountain slopes are at risk of landslides, 3) the quality of infrastructure and shelter is insufficient to withstand floods, winds and landslides, 4) damaged or destroyed infrastructure contributes to conditions in which diseases flourish and households do not have surplus resources to cope with significant losses, and 5) longer periods of droughts make the households particularly vulnerable to access water for domestic and agricultural uses. In addition, remoteness and linguistic and cultural barriers increase the vulnerability of ethnic minorities as access to markets, basic services, including health care, and information is limited.

According to local authorities in the southern provinces, there was a major flood in Attapeu in 1968, which was followed by 41 years without significant flooding before major floods in 2009, 2011 and 2013. As well as increasing in frequency, floods are becoming more unpredictable, with normally unaffected districts being flooded in Sekong, Saravane and Attapeu in 2009, 2011 and 2013. Discussions with provincial and district level authorities revealed a heightened awareness and concern with floods following the devastation caused by flooding in September 2013. The unpredictable nature of sudden hazards means that communities have been caught off-guard and were inadequately prepared. For example, the 2013 floods resulted in the loss of several lives in the southern provinces. In times of drought, several communities noted there were sometimes no water in boreholes and women must travel long distances to collect water. Floods are often followed by epidemics. In Attapeu, Sekong and Sarvane, there was an outbreak of diarrhoea following the floods in 2009. Although, initially, authorities reported no epidemics following the 2013 floods, health workers trained by INGOs have since identified an outbreak of typhoid. In the affected communities, diarrhoea and fungal skin diseases are common after floods and dengue fever is a significant problem.

To improve the resilience and adaptive capacity of populations in Lao PDR, and especially of those living in the southern provinces, it is imperative to recognize what makes a community 'climate-fit' and how to improve the resilience of 'climate-vulnerable' populations. Geography is an important consideration; the challenges are inherently greater in places that are more exposed to disasters such as floods, droughts and landslides, and in areas with many endemic diseases. Increased population pressure, both on urban areas and on marginal land, result in people living in more disaster-prone areas, such as along the banks of the rivers, in low-lying areas and below mountain slopes. However, the type, weakness and strength of a community and the services they depend on are also crucial: the resilience of poor and ethnic groups, and especially women, elderly and disabled people living in these groups. This provides the focus for this proposed project.



## Project Objectives:

The project objective is to “enhance the climate and disaster resilience of the most vulnerable human settlements in Southern Laos by increasing sustainable access to basic infrastructure systems and services, emphasizing resilience to storms, floods, droughts, landslides and disease outbreaks”. It combines a number of horizontally and vertically interrelated policy, planning and capacity development initiatives and has at its core the delivery of resilient infrastructure and services in target settlements that are characterized by a high exposure to climate hazards. It is structured around the following components:

### Component 1: Institutional level strengthening to reduce vulnerability in human settlements (Budget for this component US\$ 687,640)

This component aims to develop institutional capacities of the national government and local authorities to increase the resilience of human settlements and infrastructure systems. It achieves this by integrating climate change vulnerability and disaster risk reduction assessments in the target areas, capacity development support provided to national government and local authorities and developing provincial and district-level climate change action plans.

### Component 2: Building capacity at the human settlement and community level for climate resilience (US\$ 200,000)

Component 2 aims to enable communities to improve their well-being/health conditions by developing local capacities and resilience strategies for their settlements and infrastructure systems. It achieves this through trainings and community action planning workshops provided to communities for the development of community resilience plans and to plan, construct and maintain climate and disaster resilient water-, drainage-, and sanitation-related infrastructure systems and to improve hygiene standards.

### Component 3: Enhance climate and disaster resilient infrastructure systems in human settlements (US\$ 2,800,000)

This component aims at enhancing climate and disaster resilient infrastructure systems in human settlements. This will be achieved by strengthening existing vulnerable infrastructure or constructing new resilient infrastructure that can withstand climate change impacts.

### Component 4: Ensure project compliance with AF and UN-Habitat standards for Knowledge Management, Advocacy and Monitoring (US\$ 100,000)

Component 4 ensures that the project is compliant with AF and UN-Habitat standards for knowledge management, advocacy and monitoring. It achieves this by capturing and disseminating project activities and results through appropriate mediums to beneficiaries, partners and stakeholders and the public in general.

## Key activities of the Inception Phase

The Inception workshop was held on 24 February 2017 in Vientiane (see Annex 1 for proceedings). In preparation, several meetings were held with the MPWT resulting in additional details to the project implementation and management structure. These were presented and further adjusted during the inception workshop and will be finalized during the first Project Management Committee Meeting (see below, also Annex 3 and 4 on governance structure). Further a draft Monitoring and Evaluation Framework was developed with the AF Designated Authority and the National Executing Entity, see Annex 4. A more detailed workplan was discussed with the partners (to be further developed), see

Annex 5. An initial media strategy (Annex 6) and outline of the project tool were also developed (Annex 7).

## Project Implementation and Management:

The project will be implemented through a Memorandum of Understanding with the Ministry of Public Works and Transport and Agreements of Cooperation with the Departments of Public Works and Transport in each of the respective provinces (Attapeu, Sekong and Saravan) where the project is being implemented. The Government of Lao PDR, through MPWT and its respective departments will execute the project. The project follows a multilateral implementation – national execution model.

### The organigram:

#### The Project Management Committee:

The Project Management Committee (“The PMC”) will be formed to oversee and facilitate the implementation of project progress on the ‘Enhancing the climate and disaster resilience of the most vulnerable rural and emerging urban human settlements in Lao PDR’ project funded by the Adaption Fund.

The PMC will act as the main body overseeing the project execution. It will guide the successful implementation, timely progress and completion of the project. The PMC will approve annual work plans and review project periodical reports, including progress towards reports. It will also scrutinise any changes that may be required in the project.

#### Project Team:

The Project Team (PT) will be formed to manage the day-to-day activities implemented by the project as well as necessary coordination with the executing agencies and other local stakeholders. The team will be led by UN-Habitat. The PT will liaise with the Technical Advisory Group (TAG) for advice, and will report to The Project Management Committee (PMC).

The PT will aim to effectively manage the day-to-day activities of the project.

#### Technical Advisory Group:

The Technical Advisory Group (“The TAG”) will be formed to provide guidance and advice to the Project Management Committee and the Project Team on technical questions relating to climate change/resilience, water management, spatial/urban planning, sanitation, health/hygiene, vulnerable and marginalised people for the ‘Enhancing the climate and disaster resilience of the most vulnerable rural and emerging urban human settlements in Lao PDR’ project funded by the Adaption Fund.

The TAG will identify technical strengths and weaknesses of the project, take stock of available and required technical know-how under different project components, and provide technical backstopping and quality control throughout the project period.

The TAG will also enhance coordination with Government and DP initiatives in the target and nearby areas within Lao PDR.

Previous structure:

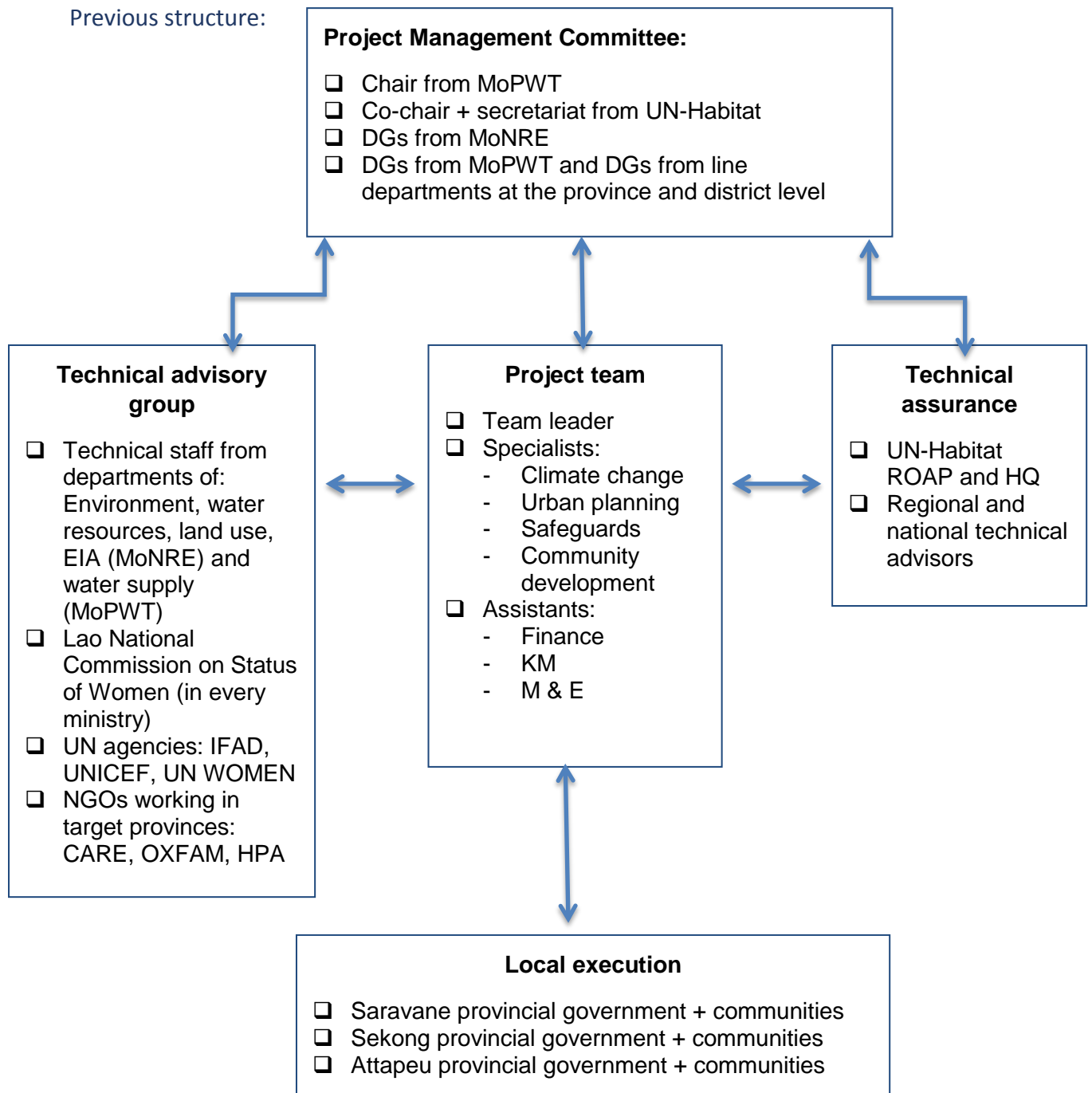


Figure 1: The project's original proposed organigram.

Updated Structure:

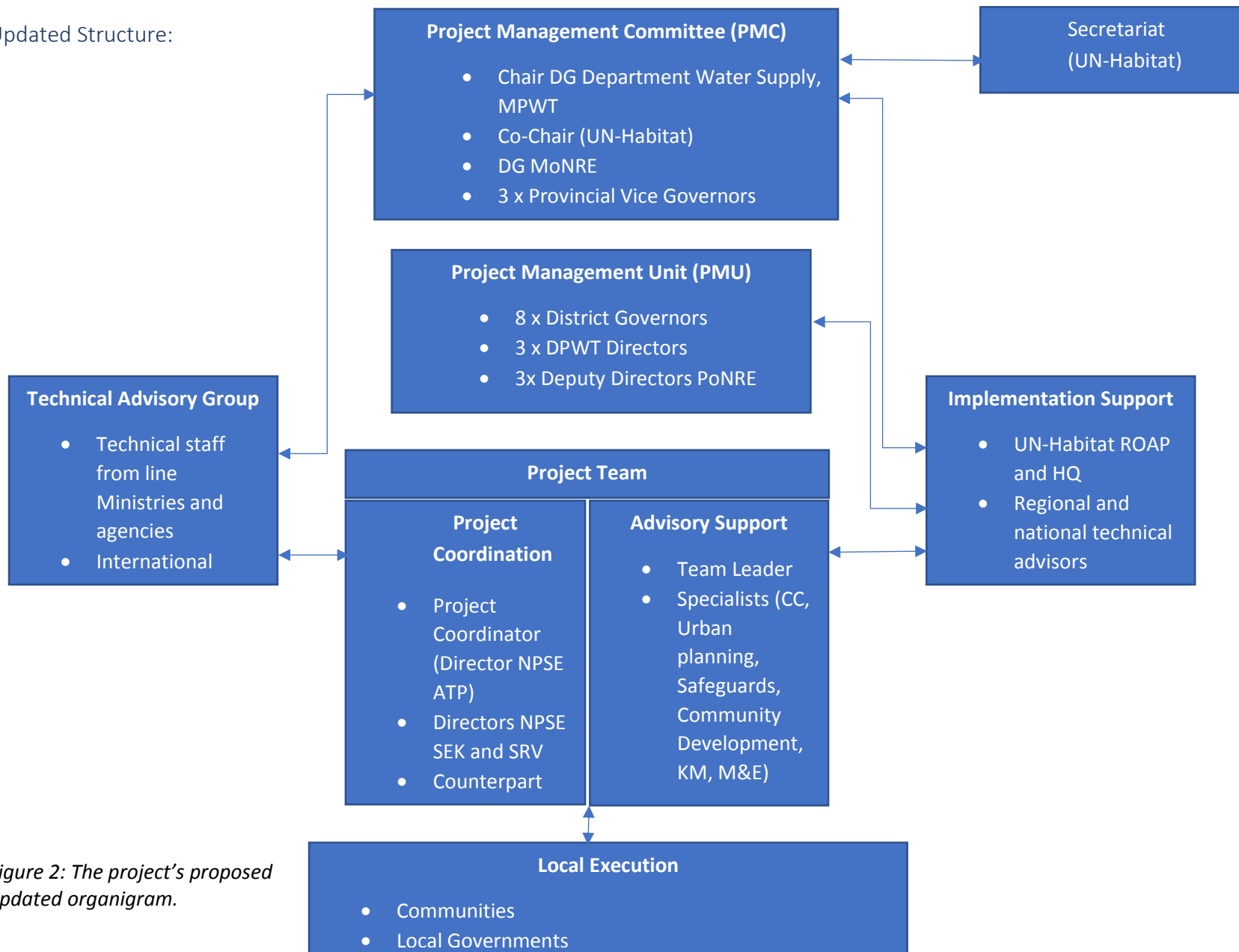


Figure 2: The project's proposed updated organigram.

## Annex 1a: Project Inception Workshop Proceedings

Opening Session -		
08:40	Group Photo	
09:00	Welcome by UN-Habitat	Dr. Avi Sarkar, Regional Advisor, South-East Asia for UN-Habitat
09:05	Welcome, introduction and official opening by MPWT	H.E Mme Vilaykham Phosalath, Vice-Minister, Ministry of Public Works and Transport
09:10	Remarks by UN-Habitat	Mr. Bernhard Barth, Human Settlement Officer, UN-Habitat Regional Office for Asia-Pacific
09:25	Remarks by MPWT	Mr. Phomma Veoravanh, Director General, Department of Water Supply, MPWT

**Dr. Avi Sarkar Regional Advisor, South-East Asia for UN-Habitat** welcomed all participants to the inception meeting and thanked them for their participation.

**H.E Mme Vilaykham Phosalath, Vice-Minister for the Ministry of Public Works and Transport** welcomed all participants to the inception meeting and noted that she was happy to participate in the opening which would be directly be related to climate change, specifically in water. H.E Vilaykham noted how climate change has significant, global effects. It was noted that the effects of climate change can create more frequent, intense storms with detrimental effects which hinder socio-economic development. H.E Vilaykham noted that the storms experienced in Lao PDR continuously damage infrastructure and houses which is a large ongoing cost for the Government and requires a large budget. H.E Vilaykham noted that even though Lao PDR is a landlocked country, it is still affected by the global effects of climate change on water resources. H.E Vilaykham spoke of the costs of resettling individuals not only requiring a high cost in the form of capital and work to be undertaken but also for those most affected in terms of mental health. The government has a five-year plan in which water supply and waste removal would be introduced to most rural areas. It was noted that without water, the villages cannot develop any further.

H.E Vilaykham noted that developing small scale water infrastructure is important in rural areas, in particular the three target provinces of this project. H.E Vilaykham outlined the meeting structure, mentioning that UN-Habitat would discuss climate change, followed by the organisation, alignment and policies of what the provinces and districts will do in the undertaking of this project. This would have the purpose of making this project a model project so that it can be replicated in the future. H.E Vilaykham stressed the need to successfully implement the project and that it will benefit people in the future.

**Mr. Bernhard Barth, Human Settlements Officer for UN-Habitat ROAP** welcomed all participants to the inception meeting and thanked them for their participation. He noted how UN-Habitat is continuing to work in Lao PDR and support its development into the future. UN-Habitat has been operational in Lao PDR since 2007. He noted that UN-Habitat has so far spent \$15 million, directly worked 14 of 18 provinces, assisting numerous towns and cities.

He noted that these projects have been in the field of water and sanitation, solid waste management and emergency responses. He noted how UN-Habitat has a strong working relationship with the Lao PDR Government. This creates a strong basis for partnership with the government and the Adaptation Fund in the field of climate change and resilience.

He noted how this project aligns with the SDG 11 on housing and human settlements. He noted how UN-Habitat is expanding this development further into the future and how UN-Habitat is continuously seeking new implementation partnerships. He finalised by wishing all in UN-Habitat, the Lao PDR Government a successful meeting and a successful project for all.

**Mr. Phomma Veoravanh, Director General for the Department of Water Supply, MPWT** extended his welcome to all distinguished guests and everybody. He noted how he was happy to develop water supply systems for the ever-changing climate situation. He questioned the audience as to “How can we be resilient with our water supplies?”

He noted that he was hopeful for this project’s success because rural communities are not only reliant on the climate to survive, but also seriously affected by it when there is a lack of water supply. He noted that MPWT is working on these issues, which would be achieved through grants that will provide support to personnel. He noted that further to this, that the project’s success will support Lao PDR’s achievement of the SDGs.

Mr. Phomma emphasised the need for sustainability of the project; particularly that the infrastructure constructed should continue be functional long after project completion.

For the long term, he noted that he wants resilient rural communities with the effects of the project lasting long into the future. He specifically said that the project “...has to be sustainable into the future after it has ended.” He noted that, with a successful outcome that MPWT could consider this project as a model into the future, as the Ministry does not currently have a relevant model. He specifically mentioned that the one particular area he wants to remain active on and kept in mind, is that the project must be explained to the communities and how it will benefit their livelihoods. He further added that this would be achieved by having a clear vision as to what the project would achieve. He finalised by thanking UN-Habitat for their ongoing support.

<b>Session 2: Project Overview</b>		
<b>09:30</b>		
<b>10:00</b>	- Project Overview - Project Guidelines-Outline	Dr. Avi Sarkar, Regional Advisor South-East Asia, UN-Habitat

**Dr. Avi Sarkar, Regional Advisor, South-East Asia for UN-Habitat** began by giving an overview of the project and how UN-Habitat wants to see strong results. He noted how Lao PDR has experienced increased flood frequencies in the 11 provinces that UN-Habitat has worked in since 2008. He noted that this project focuses on remote rural communities. This project will be implemented in 8 districts, containing 189 settlements, totalling 47,000 people. He noted the vulnerability assessment will be built around these numbers.

He further outlined the four components of the project.

This was followed by a more in-depth explanation of Component 1: ‘Institutional level strengthening to reduce vulnerability in human settlements’, which aims to build a project framework, assisting national, provincial and district authorities to identify and implement measures to increase the

climate and disaster resilience of human settlements and infrastructure systems with funding of US\$687,640.

Component 2 is 'Building capacity at the human settlement and community level for climate resilience' which aims to provide local action planning, a comprehensive resilience framework, induction and adoption of change in community relations using water resources (drainage, sanitation and health related infrastructure systems), prioritisation and alignment with water and the health-related vulnerability focus of the project with a budget of US\$200,000.

Component 3, 'Enhance climate disaster resilient infrastructure systems in human settlements' which aims to create resilient infrastructure to be constructed in the most vulnerable/at risk settlements. It will prioritise existing critical infrastructure such as water supply systems, health clinics, schools and other community infrastructure, with a budget of US\$2,800,000.

Finally, Component 4: 'Ensure project compliance with AF and UN-Habitat standards for knowledge management, advocacy and monitoring', with a budget of US\$100,000.

A summary of the overall budget was given, followed by the projected dates of the project implementation - (01-2017), Mid-term review (01-2019), project closing (12-2021) and terminal evaluation (06-2021).

<b>Session 3: Government Level Segment/Institutional Framework</b>		
<b>10:30</b>	Establishment of Project Management Committee	Mr. Phomma Veoravanh, Director General, Department of Water Supply, MPWT
<b>11:00</b>	Discussions	All Participants

**Mr. Phomma Veoravanh, Director General for the Department of Water Supply, MPWT** noted that there are many stakeholders involved in the undertaking of the project. He would like to see a project that further builds on the already existing relevant government structures as well as pre-existing water-supply infrastructure. There should be strong engagement with the local people as well as clear engagements for maintaining existing infrastructure. He highlighted the importance of the Project Management Committee (PMC). He outlined the basic current structure of the PMC as outlined in the original organigram. He further also outlined that the Project Team (PT) would work with the Technical Advisory Group (TAG). He further explained how the coordination will occur from the district level in areas such as forest management and land management. He outlined how he hoped that a lot of the engagement would occur through talking with people at the grassroots level. He outlined how the TAG would support and liaise with the Project Team (PT). He concluded by explaining that the different representatives from the provinces would discuss all these details further.

**Dr. Bouakeo Souvanthong the Deputy Director from the National Center for Environment and Water Supply (Nam Saat)** firstly explained his general support of the project organigram, but highlighted the overall structure of the various statutory organs.

He outlined how Nam Saat, water (MPWT), MoPWT and Health should play a central role in the project structure. Furthermore, he explained how MPWT should cooperate and work with the various bodies for a greater overall result. He further added again that the education and health sector should be involved within these bodies. Finally, he added that the current monitoring budget is only US\$100,000 and that it should be possibly increased.

**Mr. Soudsana Sihavong, Director of the Department of Public Works and Transport for Sekong Province** outlined how H.E. Vilaykham commented on the access of the various government departments with the organs of the project. He explained the various levels of the organigram.

He further asked the audience in regards to public health, how would people on the ground 'take action' and further questioned if the current documentation was too general.

**Dr. Margaret Williams, UNDP Environment Unit Chief for Lao PDR** opened by thanking everybody within the room from UNDP and mentioned that UNDP is also currently working similar small scale projects. UNDP has partnered with MoNRE and UNCDF. She outlined how they now use updated and revised District Development Fund (DDF) guidelines. UNDP has previously worked with the DDF to ensure that guidelines are met for climate resilience. UNDP also highlighted the Climate Resilience and Vulnerability Assessment (CRVA) which was specifically adopted for a local context. She outlined how UNDP's project ends in December 2017.

**Mr. Andres Poulson, Chief Technical Advisor for UNDP Environment Project** explained how his project is funded by the Global Environment Facility (GEF) and the Least Developed Countries Fund (LDCF) and they too are working on climate resilience. He also explained how and that with this new project to be undertaken that there is potential for synergy and working together.

He further explained how the CRVA they have implemented is related to the community as well as to the inclusion of the watershed. He explained how these two goals go hand-in-hand. Mr Poulson explained how he wants to see the impacts of their project to go further and be sustained to generate a lasting impact.

**Dr. Oyuntogos Lkhasuren, Technical Officer for World Health Organisation for Lao PDR** outlined how WHO has been increasingly involved in climate change related activities in Laos. One of WHO's projects is to build climate change resilience of the hospitals in Savannakhét and Sekong provinces, manage the water system to a higher degree, managing of the waste and hospital management system and to create 'green hospitals', which would be carbon emission neutral as well as reducing the overall incidences of dengue within the country. She expects WHO project to be completed by September 2017 with the main beneficiaries for being Savannakhét and Sekong province.

**Dr. Avi Sarkar Regional Advisor, South-East Asia for UN-Habitat** began by thanking the previous speakers and noted that details and ideas mentioned on the various districts would be taken into account. He advised that further coordination with Nam Saat could be developed. He spoke of how the main government partner is currently MoPWT and how that needs to remain consistent. He reminded the guests of the importance of hard infrastructure. Furthermore, he spoke of how any systems that are implemented as part of the project have to be maintained after the project funding period. He spoke of setting up a district-level management body to undertake this task.

**Mr. Bernhard Barth, Human Settlements Officer for UN-Habitat ROAP** began by explaining that UN-Habitat has only presented in brief and that it didn't 'take into account' the local execution, all the various parts of the groups and committees within the project, the community level engagement and the vulnerability assessment in particular.

He highlighted that the entire community will be involved in a community engagement process. Monitoring of the project is critical to its success; he also spoke of how the knowledge management of the project is important as well. He spoke of previous experience in this type of project management and how he has experience in harmonizing the various levels of a project. He spoke of the importance of the project having accountability to the local people, the United Nations as well as



the Lao PDR Government. He summarised that this project would enable the community to maintain infrastructure in the long term.

**Mr. Boudlai Bouthy, Director of Provincial Natural Resource and Environment of Sekong Province** supported the various comments made by the other participants, and made three interventions. Firstly, that the director of MoNRE should also be included in the PMC as it would help to strengthen decision making and representation at the local level. Furthermore, it would directly relate to environment and climate change representation that is needed, as they are currently implementing 3 small projects to increase resilience which includes small scale infrastructure and that their project will last for two years, during the time that this project will be worked on. He spoke of wanting to synergise with this project and the potential it would have. He summarised by speaking of the need for each group and committee in the project to have clear roles.

**Mr. Laysouane Midsouvanh, District Governor of Dakcheung District, Sekong province** generally supported what was said by previous speakers. He explained how he would want to see a 'conclusive system' as it has people implementing it all. He commented that the current PMC does not have the provinces represented at that level. He suggested the PMC should consist of members from three levels, provincial, district and local. He questioned whether this would potentially make the PMC too large, but also commented that it could make interactions between the various levels smoother. He commented that the various provincial level representatives at the inception meeting should discuss this further. He suggested that representatives from districts to be part of the main implementing body. He further suggested that a district representative take the role of secretary. He summarised by saying that progress and implementation should be measured at the district level and that it may not be possible to have a district governor appointed to the PT.

**Mr. Bounhom Komsouny, District Governor of Samouay District, Saravane Province** began by explaining that his comments may not fit into the overall discussion. He began by explaining that forests across Lao PDR are being decimated. He asked the audience as to how can this project be undertaken without the loss of trees. He added that revisions could possibly be made to get quality water.

**Mr. Khamla Hoxounleuang, District Governor of Ta-oy District, Saravane Province** spoke of how he supports all the comments made so far. He gave a quick summary of the project organigram in its current form, he spoke of how the PMC with members from central government would manage the project; the provincial government members would provide structural support to the PT and the district members would be directly involved with the implementation of the project. He explained that at the village level that currently most of the work is given to the village "headman" and that work should be designated to village volunteers. He added that guidelines need to be developed for the district level (implementing bodies); he added that is too general in its current form and the village level should be part of it from the beginning.

**Mr. Phomma Veoravanh, Director General for the Department of Water Supply, MPWT** stated that village headman could help implementation of the project at the village level, by working with district members.

**Mr. Ounla Sayasith, Provincial Vice-Governor of Attapeu Province** supported that there should be three levels: the central, provincial and district represented by the PMC. The Chair of the PMC would be a Director General of MoNRE within a relevant department and that the DGs of Health and Environment should also be included. He explained that he would like to say that by the provincial level project team coordinating with the central level would be much better, as having it separated

would result in it not being well coordinated. He stressed the need to have the Department of MPWT involved with the three relevant provincial governors as well as health and infrastructure representatives and district representatives. The PT could consist of members from the village level, especially village headmen to encourage sustainability. He stressed the need to assign the responsibility to maintain the infrastructure after the project has finished. He asked who would be responsible for each sector, to avoid overlapping and to assist implementation. He summarised by suggesting that, if possible, the various levels could merge to avoid wasting resources.

**Mr. Souksamay Chanthamath, Provincial Vice-Governor of Attapeu** began by supporting the comments made by the other district governors. He mentioned how Attapeu has been developing over time. He mentioned that he also wants to include the director of MoPWT in the PMC. He asked the audience ‘who will do the work at the district levels?’ and ‘who will do the work at the village levels?’ He added that building capacity is wanted and the roles and responsibilities of each stakeholder should be made clear.

**Mr. Keovixien Sixanon, Director of Provincial Water Supply for Attapeu** added that he supports the three-level structure, especially with the detail around the PMC and PT. He added that this project is about water supply and that the key area of work is to maintain water supply.

**Mr. Phomma Veoravanh, Director General for the Department of Water Supply, MPWT** explained what had been discussed so far, including the desire to have three organisational levels for the running of the project, with villages to have their own individual structural level. Further to this, he mentioned the possibility of including the Departments of Health, Environment, Agriculture and Education within the organisational bodies. He further added that District Governors should have roles for the line departments. Finally, he summarised by saying that the organisational bodies will all work with technical staff.

11:15-12:00		
Session 4: Brief Presentations on Climate and Disaster Resilience		
11:15-11:30	- Climate Change Challenges - Vulnerability Assessments	Mr. Liam Fee, Climate Change Expert
11:30-12:00	Climate Change: Lessons Learning	UNDP/ADB/UNICEF/WFP/IFAD/FAO/WHO

**Liam Fee, Climate Change Expert** began by referencing what Dr. Avi Sarkar said, that the vulnerability assessment document is very important and that it would give a good understanding on what would be involved and needed on the ground. He mentioned how the project could very much be around water management and this would be directly determined through the vulnerability assessment. He added that this will allow the various organisations to select who they want, from the right field of work. He then began presenting his slides. He showed that the annual average temperature will rise by up to 0.3°C per decade, the number of days above 33°C will increase, while there will be a longer dry season with more severe droughts, there will be more heavy rainfall events, leading to more frequent and severe floods and that there will be greater variance in the Mekong River flow. Peak flow could be 41% higher while minimum flow could be 24% lower. These changes within the climate can have serious, large-scale effects across Lao PDR. Attapeu is shown to increase by 2°C by 2050. Further to this, the southern areas will be the most affected by the climate change overall.

Attapeu's average annual temperature could increase by 2°C. The southern areas are shown to be the most affected by increases in temperature. He then covered details as to drought changes by 2050, further showing that, again, the southern provinces would be most affected overall. Next, the changes in the amount of precipitation during the wet season was shown, within the southern provinces, 5-10% more rain would be expected. He added that he expects more damage to occur with more floods. Further to this, the rainy season will become shorter, but more intense overall. This helps to explain why the vulnerability assessment needs to be undertaken as the first task in this project. The vulnerability assessment identifies what makes household infrastructure, water infrastructure, and socio-economic systems (such as hospitals) vulnerable to climate change. The assessment analyses changes already observed and downscales projections of the future climate. Mr. Fee reminded the participants that the project will conduct 3 provincial vulnerability assessments and 8 district level assessments, which highlight vulnerabilities in 189 settlements. He outlined that this will give guidelines for replication in other provinces and districts throughout the country.

**Mr. Vilon Viphoxay, representative from the World Food Programme (WFP)** outlined how he supports the overall plan for the project. He added that the WFP currently use climate information from global sources and that they are happy to share and exchange information.

**Mr. Andres Poulson, Chief Technical Advisor for UNDP Environment Project** pointed out that there will be some challenges to face. He mentioned whether floods or droughts affect communities. He also added that they don't occur with regular occurrence, but happen enough that the local people know and understand the issues they bring with them. For example, deforestation causes issues in water, which can't just be attributed to climate change. He explained how they and the districts both follow DDF guidelines. He explained how his role is to identify projects that were related to the water supply area. He summarised by saying that there was still possibility for synergies and that their experience and guidelines can be used to develop the project further.

**Dr. Oyuntogos Lkhasuren, Technical Officer for World Health Organisation for Lao PDR** began by noting that the latest relevant document WHO has produced is from 2010, and as a result, would need to be further developed. She noted that incidence of dengue is predicted to increase; she also noted the need to improve hygiene. She further noted that addressing the causes of the diseases, such as open water sources, and that the health sector would also benefit. She went on to note that not every village in Attapeu Province has modern systems, and several years back there were cholera related deaths due to lack of safe water supply in villages in Sekong and Attapeu. District Governments then worked to improve water supply.

**Mr. Phomma Veoravanh, Director General for the Department of Water Supply, MPWT** thanked the previous speakers. He then asked the audience for any input or ideas. This was followed by himself explaining a previous water supply project that they had worked on in Savannakhét which ran from 2012 to 2015. He explained how local people had to purchase water at 50,000 kip per 100 litres.

**Mr. Laysouane Midsouvanh, District Governor for Dakcheung District, Sekong Province** outlined that he supports the comments made by previous speakers. He explained how in Lao PDR they are experiencing four different weather patterns in one day: cold, hot, rain and dry. He noted that experiencing the effects from climate change are now occurring far more often. This combines with mining to affect the environment. The prioritisation must be on infrastructure resilience. He explained that he would like to see a budget that allows for the downstream development of a

hydro-plant in a village. He concluded by highlighting the high poverty rate and the continued need for support.

**Mr. Buahom Sengkhamyong, Country Chief Technical Advisor for UN-Habitat** emphasised the constraints of the project. He spoke of the project having 8 target districts, which are all vulnerable. He spoke of how he has previously observed all the water drying up in Bounang and that the nearest improved water source was 15 kilometres away. He noted that we need to work with new technologies such as hydro-electric pumps. He further spoke of a previous school project where they expected precipitation levels of 170mm to 200mm a month, but only 90mm was observed. He finished by explaining that more assessment is required and that to be resilient that the hard infrastructure should be resilient.

<b>12:00-13:00</b>	<b>Lunch Break</b>	
<b>13:00-14:10</b>	<b>Continuation of session 4</b>	
13:00-13:20	Saravane Province/Districts	-Vice-Governor of Saravane Province -Taoy /Samouay District Governors/PWT
13:15-13:45	Sekong Province	-Vice-Governor of Sekong Province -Kaleum /Dakcheuk District Governors/PWT
13:30-14:10	Attapeu Province	-Vice-Governor of Attapeu Province Sansay/Phouvong/Samakhisay/Saysettha District Governors/PWT

**Mr. Vixien Navikourn, Provincial Vice-Governor for Saravane Province** explained how previously a river within Saravane dried up. There are plans to develop the area to store water for the municipal town, but there is a lack of budget to do so. He noted that they currently have a large water reservoir supply for residential areas. He noted, however, that without funds they are unable to expand it further to 5 other towns in Saravane, a project which was due to start in 2008. He noted, as the chairman said, it is complicated. He spoke of how districts in Saravane are without water and that in practice, more flexibility may be required. He noted that this may help the country graduate from LDC status by 2020. He agreed that the Department of Investment should be included as part of the organisational structure as well.

**Mr. Phomma Veoravanh, Director General for the Department of Water Supply, MPWT** began by thanking Mr. Vixien Navikourn. He highlighted the need to include the private sector in the project, but that at this time, it would not be possible. He noted how a 'letter of investment' had been sent to Thailand, but that a written 'letter of confirmation' as response was awaited.

**Mr Sida Souvannasay, Provincial Vice-Governor for Sekong Province** expressed his happiness to participate in the workshop from the people of Sekong. To have the project implemented properly, effective coordination is necessary. He highlighted high levels of vulnerability in the three target provinces. He noted how every September, two of the southernmost provinces are usually hit by storms and that the Sekong River is affected by weather patterns coming from Vietnam. The project should create strong links with the provincial level. He spoke of how there should be more personnel such as Provincial Vice-Governors within the PMC. Other individuals that should be included include directors that work in health, environment and deputy governors.

**Mr. Phetmixay Khamphakdy, Director of Public Works and Transport, Attapeu Province** began by thanking all guests to the workshop. He outlined how he saw the meeting as a very important workshop and that he wants to support the comments made by all his colleagues earlier in the day. Many village communities are located along the river, which makes them very vulnerable to the effects of climate change such as flooding. Recently around 1,000 more households became

connected to water supply. He explained how some households only having access to gravity-fed water systems but that this is not enough, while other households only have access to ground water, but this is of insufficient quality. He summarised by explaining that some villages still very much need support and more can be done.

**Mr. Bounleua Siriphanh, Director for Provincial Water Supply, Sekong Province** described how his district has more villages now than 4 to 5 years ago, and has more droughts than before. There have been a few initiatives, however, that have improved the situation, such as in the water supply systems. He noted that with this funding that in Sekong additional work should be looked into, such as with the construction of schools.

**Mr. Khamlay Bouttivong, District Governor for Kalum District, Sekong Province** explained that the project should further include representatives from the health department as well as the public works department. Secondly, he thanked UN-Habitat for supporting their water supply development. He mentioned that people are happy to be connected. He suggested that data be collected from the district level. He also mentioned that if infrastructure is developed, people may still collect from upstream of it. He then went on to speak of how some villages may have been already assisted by other organisations as well and that this should be determined through surveys 'on-the-ground' as the current data is already old and may not be recorded. He mentioned that around 52 villages have not yet been connected to water and that in some of these cases it is due to flood damage.

**Mr. Phomma Veoravanh, Director General for the Department of Water Supply, MPWT** then explained that the villages selected are not necessarily fixed.

**Mr. Khamboun Doungphabang District Governor for Samakhixay, Attapeu Province** noted that water supply doesn't currently meet consumption needs. He explained that when there is a cut in electricity, it results in a water supply cut-off. Secondly, many households resort to digging for ground water, which results in ongoing issues with quality and damage to the land. Thirdly, that there is a projected 0.2% increase in temperature. He noted that 15 tonnes of urban waste is produced per day and dumping sites often experience fires and floods, and suggested that new landfills should be created. He noted that the district level in particular is very important to this project. He mentioned that he wanted to see a clear decentralisation of all the levels. He finished by mentioning the Sekong village floods and the effects that they had.

**Mr. Buahom Sengkhamyong Country Chief Technical Advisor for UN-Habitat** began by explaining to district governors that the data that UN-Habitat currently has access to is from 2005. He mentioned that UN-Habitat has looked carefully at the effects experienced by the three provinces due to the floods. He gave an example of personally conducting site visits and making notes. He summarised by noting that UN-Habitat too is very reliant on the data.

**Mr. Bounnao Chandone Deputy Governor of Phouvong District, Attapeu Province** began by thanking the United Nations for its work in his district as it is a very mountainous area along the Vietnam border. He explained how there isn't much water in the rainy season. He pointed out that villages so far have used up all their water. He then went to question as to whether solar power systems or solar cells could be used to deliver the water.

**Mr. Souksamay Chanthamath, Provincial Vice-Governor for Attapeu Province** congratulated UN-Habitat on its support in Attapeu Province since 2011. UN-Habitat helped develop and repair the provincial water supply in 2011 as it was rusted. He mentioned his support for the work shown in Mr. Fee's presentation. He added, in the southern region of Laos how there is a different overall climate, where water is shared from different rivers, which often flood houses during the rainy season.

Meanwhile, ground water is continuously drying up. He highlighted that there are five districts within his province, with Sadumsa being the most flood prone. This then results in people being not being able to access water. He ended with the open-ended question of: Which villages and which districts should be looked at first?

**Mr. Bounseuth Setthilath, District Governor for Xaysetha Distict, Attapeu Province** would like to see the inclusion of district governors within the committee structures, as it would allow for a district representative to communicate effectively with local people. Mr. Bounseuth noted that floods are the primary hazard in Xaysetha. On one hand, there have been floods and landslides in some areas, while in others water supply has yet to reach all villages. He noted how villages have moved, resulting changing need for water systems. Furthermore, he noted that the project will allow for further development and that gravity water systems are preferable. Finally, he summarised by suggesting that the project be open to considering villages not originally among the 189.

**Dr. Avi Sarkar Regional Advisor, South-East Asia for UN-Habitat** noted all suggestions. He noted the importance of streamlining committees to allow for the completion of the project. There has to be adequate cooperation with the assistance of the Director General, MPWT. He mentioned the problem of having limited data to work with. He reflected that development is taking place rapidly in Lao PDR. He explained the current distribution of communities will be further determined through the vulnerability assessment. The Agreement of Cooperation will be used, as done with projects in the past. Dr. Sarkar mentioned that UN-Habitat will consider technologies such as solar and ground water, he finalised by saying that sometimes this can be hard to maintain however, as it requires continuous maintenance. But he continued to explain that innovative solutions such as these will be reviewed.

14:10-15:00	<b>Session 5B: Project Monitoring &amp; Evaluation Framework</b>	
14:10-14:30	- Project Monitoring & Evaluation framework (initial setup for presentation and endorsement) - Project Safeguards	Mr. Liam Fee, Climate Change Expert
14:30-15:00	Discussions	All Participants

**Liam Fee, Climate Change Expert** began by continuing his presentation, displaying spatial maps that had been created for other, previous, vulnerability assessments. He noted existing experience in Lao PDR on adapting to floods and droughts and that there are many different drivers of change. UN-Habitat is aware of mining operations throughout Lao PDR which can positively affect the country through increased GDP, but can also decrease access to water for local communities. He highlighted the need to learn from previous work that WHO has undertaken and that community engagement is essential to the success of the project. Mr. Fee spoke on the topic of data availability, mentioning that the 2015 Census is a very good source of data on how far people have to travel for water. He added that by using that the data that is already there, we can avoid duplication of work. He spoke about how there will be a participatory process with local people, enhancing our understanding of how much individuals have to pay for the water. He outlined previous work undertaken, such as research of locations of health and shelter facilities, where individuals are accessing water through wells or ponds, location of services through heatmaps (such as motorbike mechanics, schools, pharmacies etc.) and percentage of households with access to water. He also outlined how asking simple “yes” or “no” questions to village headmen assists to map villages. He highlighted the importance of water and how projections were made to predict what would occur if no action was

taken. He displayed a satellite view image of work undertaken in Fiji on a similar project, outlining the block detail the study goes into (settlement and local household level); covering 3,000 people across around 700 households. He explained how the use of a drone was used to collect the data for the local housing district level, and that this was relatively simple. Using a variety of techniques this data can be collated and would cover 30,000 to 40,000 people in the study area. He then explained the overall reasoning for the vulnerability assessment, covering the details required to plan for floods and landslides. He finished by stating that the overall outcome determined through the study would add value to previous projects undertaken.

**Mr. Phomma Veoravanh, Director General for the Department of Water Supply, MPWT** reiterated the details of the vulnerability assessment to the audience.

**Mr. Bernhard Barth, Human Settlements Officer for UN-Habitat ROAP** spoke on how UN-Habitat have worked very closely with governments in other countries using the national GIS database, and that they would be happy to do this for this project as well.

**Liam Fee, Climate Change Expert** presented the development of the monitoring and evaluation plan being developed during the project’s inception phase including how the outputs across the three provinces, and 189 settlements have to be carefully monitored. He acknowledged the importance of the selected settlements, he outlined further that there would be training for local people following techniques used in previous projects. He reiterated that the target is to benefit 47,000 people. He outlined the need to be strict with resources and time to ensure that the project effectively reaches all its intended beneficiaries. This was followed by an outline of the outputs and activities for outputs 1, 2 and 3. Mr. Fee then spoke of how an environmental and social safeguards (ESS) system provides guidance on how to identify risks throughout the life of a project. He used an example of when a water system is being supplied that other variables, such as hygiene, can cause potential damage to other infrastructure and should be taken into account; in other words, having no negative externalities. He outlined how the Adaptation Fund has an ESS policy that implementing agencies must comply with.

**Mr. Phomma Veoravanh, Director General for the Department of Water Supply, MPWT** highlighted that reporting is important because of the ESS, he noted that everything would have to be reported to the central government as well. He concluded by asking for further comments from the meeting participants.

**Mr. Buahom Sengkhamyong National Technical Advisor, UN-Habitat** outlined how a lot of the detail regarding the overall plans is still to be finalised and worked on. He asked the audience an open-ended question of ‘how often would we meet?’ He agreed on the details of needing to have three levels of governance represented within the project, he followed this by inviting the three levels to join in the water governance.

15:00-15:15		Session 6: Closing Session
15:00-15:10	Summary of findings	Mr. Bernhard Barth Human Settlements Officer, UN-Habitat ROAP
15:10-15:15	Closing remarks	Mr. Phomma Veoravanh Director General, Department of Water Supply, Ministry of Public Works and Transport

**Mr. Bernhard Barth, Human Settlements Officer for UN-Habitat ROAP** said UN-Habitat would re-organise and change the project's organigram, with the most important the being the overall structure, including the district, local and provincial level.

He noted the importance of considering existing structures and previous techniques used, such as working with a village headman, considering synergies with other organisations and the pooling of resources. There is demand for this project in the climate change resilience field and an ongoing requirement for infrastructure as well.

He outlined the alignment of the plan being accountable to the Adaptation Fund, within the set framework, which requires data gathering and collection. To this end, project implementation guidelines would be developed. He outlined the details regarding training for local people. He spoke of the concern of the project's sustainability and thanked the government representatives for their engagement on this issue and that further discussions would take place.

He reiterated that the vulnerability assessment to be undertaken at the local level over the next two months.

**Mr. Phomma Veoravanh, Director General for the Department of Water Supply, MPWT** thanked UN-Habitat for considering their feedback. He spoke of the government's confidence in the policy. He then thanked the three Vice-Governors from the three provinces and that implementation would begin as soon as possible. He further thanked everybody and formally closed the meeting.



## Annex 1b: Inception Workshop Agenda

Time	Programme	Speakers
08:30-09:00	<b>Registration of participants</b>	
09:00-09:40	<b>Session 1: Opening Session</b>	
09:00-09:10	Opening and Welcome Remarks by MPWT	H.E Mme Vilaykham Phosalath Vice-Minister Ministry of Public Works and Transport
09:10-09:20	Remarks by UN-Habitat	Mr. Yoshinobu Fukasawa, Regional Director, UN-Habitat ROAP/ Mr. Bernhard Barth, Human Settlements Officer, UN-Habitat ROAP
09:20-09:30	Remarks by DWS	Mr. Phomma Veoravanh, Director General, Department of Water Supply, MPWT
09:30-09:40	<b>Group Photo</b>	
09:40-10:15	<b>Session 2: Project Overview</b>	
09:40-10:00	- Project Overview - Project Guidelines-Outline	Dr. Avi Sarkar, Regional Advisor South-East Asia, UN Habitat
10:00-10:15	Discussions	All Participants
10:15-10:30	<b>Coffee Break</b>	
10:30-11:30	<b>Session 3: Government Level Segment/Institutional Framework</b>	
10:30-11:00	Establishment of Project Management Committee	Mr. Phomma Veoravanh, Director General, Department of Water Supply, MPWT
11:00-11:30	Discussions	All Participants
11:30-14:15	<b>Session 4 : Brief Presentations on Climate and Disaster Resilience</b>	
11:30-11:50	- Climate Change Challenges - Vulnerability Assessments	Mr. Liam Fee, Climate Change Expert
11:50-12:30	Climate Change: Lessons Learning	UNDP/ADB/UNICEF/WFP/IFAD/FAO/WHO
12:30-13:30	<b>Lunch Break</b>	
13:30-13:45	Saravane Province/Districts	-Vice-Governor of Saravane Province -Taoy /Samouay Disrict Governors/PWT
13:45-14:00	Sekong Province	-Vice-Governor of Sekong Province -Kaleum /Dakcheuk Disrict Governors/PWT
14:00-14:15	Attapeu Province	-Vice-Governor of Attapeu Province Sansay/Phouvong/Samakkhisay/Saysettha Disrict Governors/PWT
14:15-15:15	<b>Session 5A: Project Modalities/AoC Arrangement</b>	
14:15-14:45	- Start up activities nationally and at provincial level (capacity development) - AoC Arrangement	Dr. Avi Sarkar, Regional Advisor South-East Asia, UN Habitat
14:45-15:00	- Provincial and Districts Vulnerability	Mr. Liam Fee, Climate Change Expert, UN-Habitat Bangkok

	Assessments	
15:00-15:15	Discussions	All Participants
<b>15:15-15:30</b>	<b>Coffee Break</b>	
15:30-16:15	<b>Session 5B: Project Monitoring &amp; Evaluation Framework</b>	
15:30-16:00	- Project Monitoring & Evaluation framework (initial setup for presentation and endorsement) - Project Safeguards	Mr. Liam Fee, Climate Change Expert
16:00-16:15	Discussions	All Participants
<b>16:15-17:00</b>	<b>Session 6: Closing Session</b>	
16:15-16:45	Summary of findings	Mr. Bernhard Barth Human Settlements Officer, UN-Habitat ROAP
16:45-17:00	Closing remarks	Mr. Phomma Veoravanh Director General, Department of Water Supply, Ministry of Public Works and Transport

## Annex 1c: List of Participants

No.	Name	Position	Organisation
<b>Ministry Public Works and Transport (MPWT)</b>			
1	H.E Mme Vilaykham Phosalath	Vice-Minister	Ministry of Public Works and Transport
<b>Water Supply Department, MPWT</b>			
2	Mr. Phomma Veoravan	Director General	Water Supply Department, MPWT
3	Mr. Khanthone Vorachith	Director of Water Supply Division	Water Supply Department, MPWT
4	Ms. Saysavanh Phongsavanh	Deputy Director of Planning and Budgeting Division	Water Supply Department, MPWT
<b>Department of Disaster Management and Climate Change, MONRE</b>			
5	Mr. Syamphone Sengchandala	Director of Management and Coordination Division	Department of Disaster Management and Climate Change, MONRE
6	Mr. Chanthy Intravong	Deputy Director of Management and Coordination Division	Department of Disaster Management and Climate Change, MONRE
7	Representative	Department of Water Resource	MONRE
<b>Provincial Governors</b>			
<b>Saravane Province</b>			
8	Mr. Vixiene Navikoun	Deputy Governor	Saravane province
9	Mr. Bounhom Komsouny	Governor	Samouay District, Saravane province
10	Mr. Khamta Hoxounleuang	Governor	Ta-oy District. Saravane province
11	Mr. Sengdarith Kattiyasack	Director General	Department of Public Works and Transport
12	Mr. Ounheuane Leusisamouth	Director General	Provincial Natural Resource and Environment

13	Mr. Khammani Laokham	Director	Provincial water supply
<b>Sekong Province</b>			
14	Mr. Sida Souvannasay	Deputy Governor	Sekong province
15	Mr. Laysouane Midsouvanh	Governor	Dakcheung District, Sekong province
16	Mr. Khamlay Bouttivong	Governor	Kalum District. Sekong province
17	Mr. Soudsana Sihavong	Director General	Department of Public Works and Transport
18	Mr. Boudlai Bouthy	Director General	Provincial Natural Resource and Environment
19	Mr. Bounleua Siripanh	Director	Provincial water supply
<b>Attapeu Province</b>			
20	Mr. Souksamay Chanthamath	Deputy Governor	Attapeu province
21	Mr. Bounnao Chandone	Deputy Governor	Phouvong District, Attapeu province
22	Mr. Khamboun Douangphabang	Deputy Governor	Samakhixay District. Attapeu province
23	Mr. Khamvanh Chanthakhoth	Deputy Governor	Sanxai District. Attapeu province
24	Mr. Bounseuth Setthilath	Deputy Governor	Xaysetha District. Attapeu province
25	Mr. Phethmixay Khamphakdy	Director General	Department of Public Works and Transport
26	Mr. Ladsami Vanxay	Director General	Provincial Natural Resource and Environment
27	Mr. Keovixien Sixanon	Director	Provincial water supply
<b>National Center for Environment and Water Supply</b>			
28	Dr. Soutsakhone Chanthaphone	Director General	National Center for Environment and Water Supply
29	Dr. Bouakeo Souvanthong	Deputy Director	National Center for Environment and Water Supply
<b>International Organisations</b>			
30	Representative	Environment Unit	United Nations Development

		Manager	Programme
31	Representative	Climate Change Expert	ADB
32	Representative	WASH	UNICEF
33	Representative	Climate Change Expert	World Food Programme
34	Representative	Country Programme Officer	IFAD
<b>UN-HABITAT</b>			
35	Mr. Bernhard Barth	Human Settlement Officer	UN-HABITAT ROAP
36	Dr. Avi Sarkar	Regional Advisor South-East Asia Urban Basic Service Branch	UN-HABITAT South-East Asia
37	Mr. Liam Fee	Climate Change Expert	Consultant
38	Mr. Buahom Sengkhamyong	Country Chief Technical Advisor	UN-HABITAT Lao PDR
39	Mr. Khamphong Chaysavang	National Officer	UN-HABITAT Lao PDR
40	Ms. Vilaysouk Ounvongsay	Finance and Administration	UN-HABITAT Lao PDR
41	Mr. Brendan Eager	Intern	UN-HABITAT Lao PDR

***Enhancing the climate and disaster resilience of the most vulnerable settlements in Lao PDR***

**Climate Change and Vulnerability Assessments**

- Liam Fee, UN-Habitat



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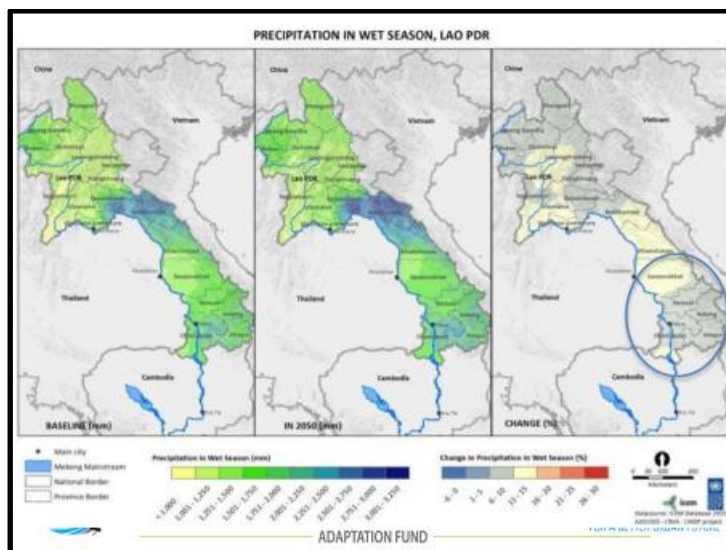
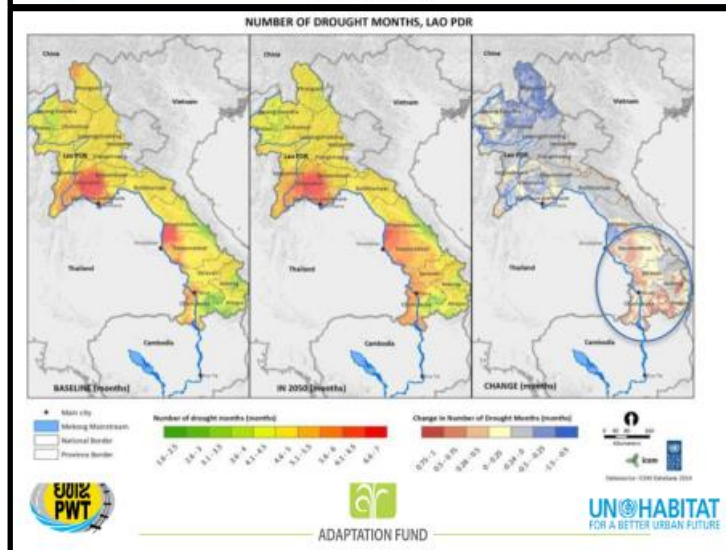
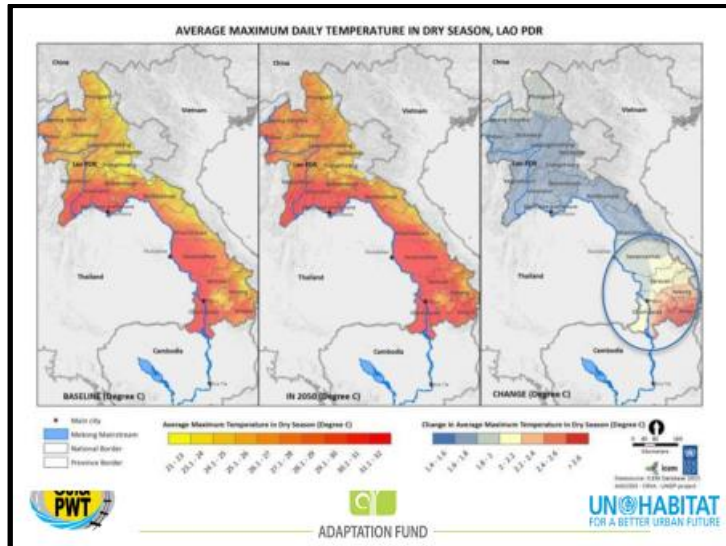
**Climate Change Challenges**

- Annual average temperature will rise by up to 0.3°C per decade
- No. of days above 33°C will increase
- Longer dry season with more severe drought
- More heavy rainfall events, leading to more frequent and severe floods
- Greater variance in the Mekong River flow. Peaks flow could be 41% higher while minimum flow could be 24% lower



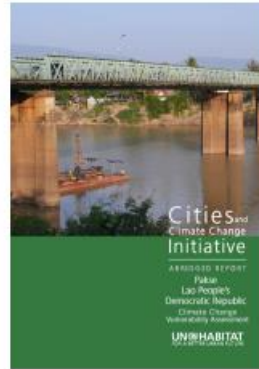
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### Climate Change Vulnerability Assessment

- A vulnerability assessment identifies what makes people, places and systems vulnerable to climate change
- It analyses changes already observed and downscales projections of the future climate
- Supports local and national decision makers to plan and take action



ADAPTATION FUND



FOR A BETTER URBAN FUTURE

### Climate Change Vulnerability Assessment

- This project will conduct:
- 3 provincial vulnerability assessments
- 8 district level assessments (highlighting specific vulnerabilities in 189 settlements)
- Guidelines for replication in other provinces and districts



ADAPTATION FUND



FOR A BETTER URBAN FUTURE

### Climate Change Vulnerability Assessment

- Involves communities throughout the process
- Uses local and national data – e.g. from the census
- Engagement of local and national government to ensure ownership
- Analysis of infrastructure as well as environmental and socio-economic systems

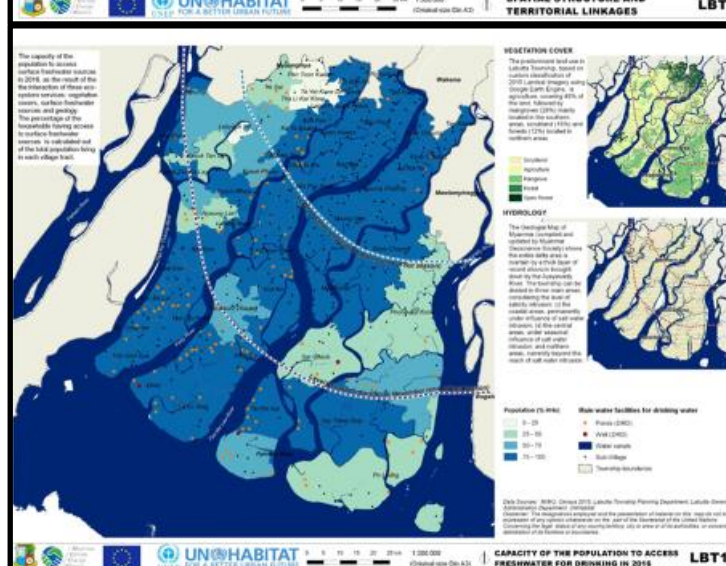
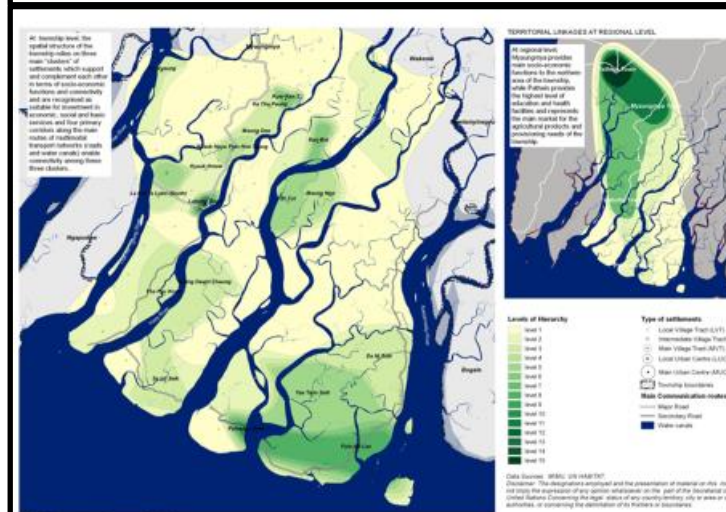
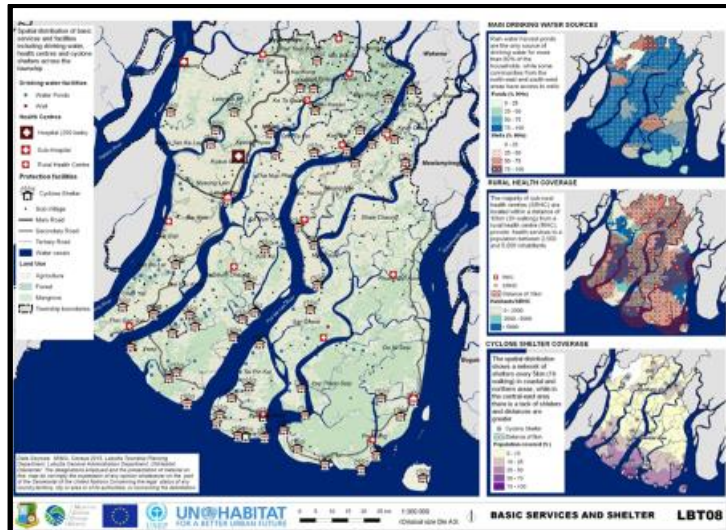


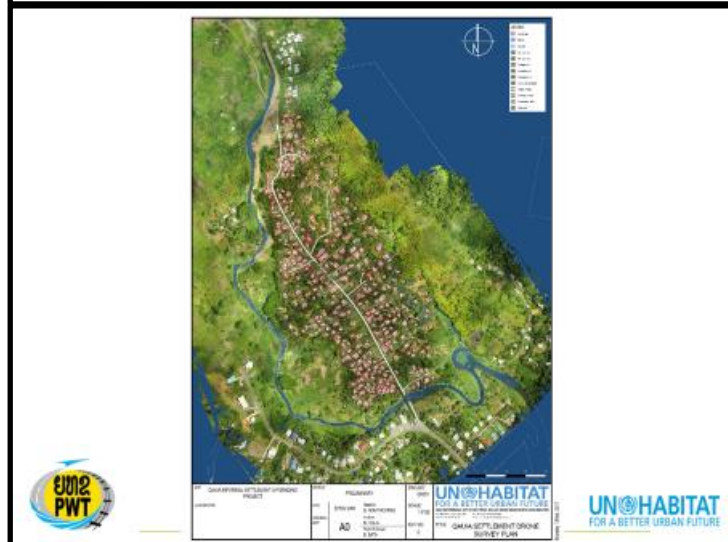
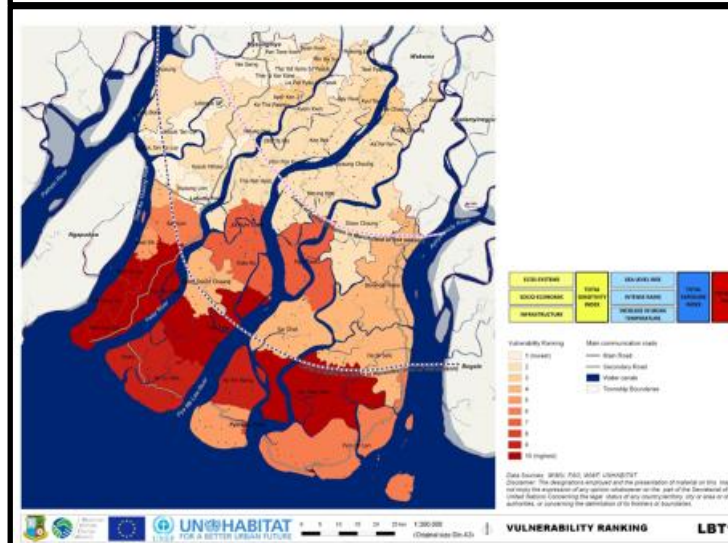
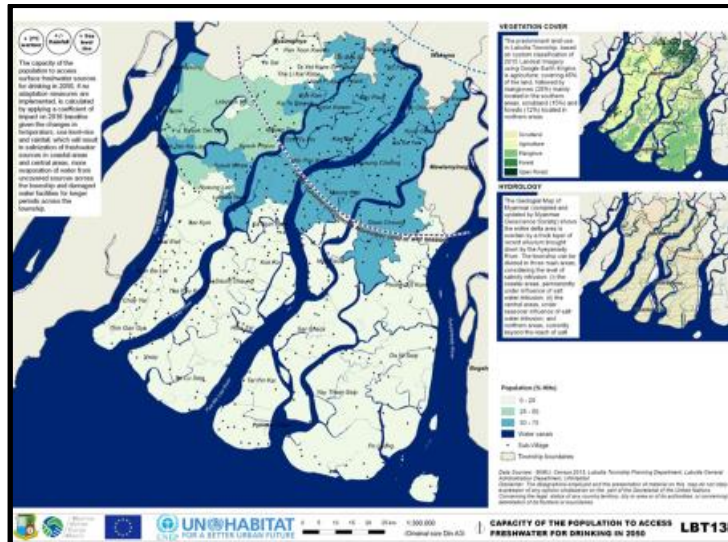
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## *Enhancing the climate and disaster resilience of the most vulnerable settlements in Lao PDR*

### Monitoring & Evaluation and Environmental and Social Safeguards

- Liam Fee, UN-Habitat



#### **Project Monitoring and Evaluation Activities**

- Development of an M&E Plan during the project's inception phase
- M&E of progress in **achieving project results**, based on targets and indicators established in the Project Results Framework throughout the project
- Constant monitoring of the status of identified **environmental and social risks** including those measures required to avoid, minimize, or mitigate environmental and social risks
- Participatory monitoring mechanisms (involving different levels of government and communities) to be put in place for the collection and recording of data to support the M & E of indicators



Output/Activity	Target/Indicator	Timeline
Output 1.1.1 – climate change vulnerability assessments	3 Provincial, 8 district and 189 settlement Assessments	Before end of year 1
Output 1.2.1 – training of government staff	Staff trained on improving community level resilience – National govt (20), provincial (30) and district (40)	Before end of year 1
Output 1.3.1 – Provincial and district level action plans	3 provincial and 8 district level plans	Before end of year 2
Output 2.1.1 – Training and community action planning workshops	189 Communities trained	Before end of year 2
Output 3.1.1 – Vulnerable infrastructure strengthened	47,000 people have access to more resilient infrastructure	Construction begins in by end of year 2. Complete by end of year 4



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### Project Monitoring and Evaluation

- **Annual Project Performance Review (PPR)** will be prepared to monitor progress made since the project's start and in particular for the previous reporting period
- **Mid-Term Review** at the mid-point of project implementation - determines progress toward achievement of outcomes / identifies corrective actions
- **Terminal Evaluation** as last activity before the operational closure
- **Reports** that will be prepared in the context of M&E are:
  - (i) the M & E plan, (ii) the project inception report, (iii) Annual-, mid-term and terminal project performance reports and
  - (iv) technical reports



ADAPTATION FUND



## Environmental and Social Risks Management Framework

Identify, assess, manage and mitigate the environmental and social risks of (sub)projects and related activities with combination of:

Adaptation Fund's Environmental and Social Policy

UN-Habitat Environmental and Social Safeguards System

Lao PDRs "Instructions on Initial Environmental Examination of the investment projects and activities"



ADAPTATION FUND



## Environmental and Social Risks Management Framework

UN-Habitat Environmental & Social Safeguards System	Adaptation Fund Safeguard Areas
<ul style="list-style-type: none"> <li>o Youth</li> <li>o Human Rights</li> <li>o Climate Change and Environment</li> <li>o Gender</li> </ul>	<ul style="list-style-type: none"> <li>o Compliance with the Law</li> <li>o Human Rights</li> <li>o Climate Change</li> <li>o Gender Equity and Women's Empowerment</li> </ul>
1 Community health, safety and working conditions	1 Promoting better labour and working conditions
2 Pollution prevention and resource efficiency	2 Enhancing community health, safety and security
3 Biodiversity conservation, and sustainable natural resource management	3 Reducing the climate and environmental footprint
4 Displacement and resettlement	4 - Protection of natural habitats - Lands and soil conservation
5 Indigenous peoples	5 Access and equity
6 Cultural heritage	6 Marginalized and vulnerable groups
	7 Protecting and promoting cultural heritage



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Checklist of environmental and social principles	No further assessment required for compliance	Potential impacts and risks – further assessment and management required for compliance
Compliance with the Law	X	
Access and Equity		X
Marginalized and Vulnerable Groups		X
Human Rights		X
Gender Equity and Women's Empowerment		X
Core Labour Rights		X
Indigenous Peoples		X
Involuntary Resettlement	X	
Protection of Natural Habitats		X
Conservation of Biological Diversity		X
Climate Change	X	
Pollution Prevention and Resource Efficiency		X
Public Health		X
Physical and Cultural Heritage	X	
Lands and Soil Conservation		X



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### Environmental and Social Risks Management Framework (3/3)

- Safeguards and Lao PDR procedures for IEE will be used to identify, assess, manage and mitigate social and environmental risks
- Identified risks (if any) will be managed and mitigated

1. Safeguard area	2. National laws, UN rules, principles and procedures to be followed	3. Potential risks/areas of non-compliance	4. Impact & probability (1-5) and significance (low, medium, large)	5. Measure to ensure safeguard fulfillment	6. Recommended action
UN-Habitat pillar Climate Change	Un-Habitat Vulnerability Assessment	Project causes maladaptation either in the project sites or up-/downstream	I=2 P=1 Low	Ensure VA is completed, locally accepted/endorsed and clear linkages to the project plan produced	VA to be completed in close cooperation with communities prior to project implementation



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*Thank you for your attention*



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# Enhancing the climate and disaster resilience of the most vulnerable rural and emerging urban human settlements in Lao PDR

## An Overview



### Overarching Goal

- ▶ Enhance the climate and disaster resilience of the most vulnerable human settlements in Southern Laos by increasing sustainable access to basic infrastructure systems and services, emphasizing resilience to storms, floods, droughts, landslides and disease outbreaks.



### What is the current problem?

- ▶ Climate change is a major challenge for reaching national development goals.
- ▶ Lao PDR is increasingly affected by natural hazards:
  - ▶ Floods
  - ▶ Droughts
  - ▶ Storms
- ▶ These events are likely to increase in frequency and intensity.

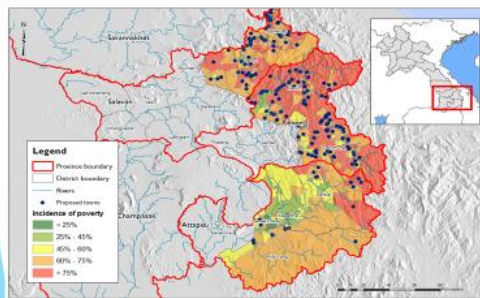


## Why is this important?

- ▶ This creates a major challenge for reaching national economic and social development goals
- ▶ As years progress, the impacts of climate change are likely to have far more impact to local communities than if no measures are taken



## Locations



Province	District	Total Settlements	Population
Attapeu	Phouvong	6	3,342
	Samakhhixay	2	725
	Sanxai	9	1,629
Sekong	Xaysetha	1	838
	Dakcheung	52	11,294
Saravane	Kaleum	49	9,685
	Samuoi	32	5,963
	Ta oi	38	13,953
<b>Total</b>		<b>189</b>	<b>47,429</b>



## Organigram





## Components

- ▶ Component 1: Institutional level strengthening to reduce vulnerability in human settlements.
- ▶ Component 2: Building capacity at the human settlement and community level for climate resilience.
- ▶ Component 3: Enhance climate and disaster resilient infrastructure systems in human settlement.
- ▶ Component 4: Ensure project compliance with AF and UN-Habitat standards for knowledge Management, Advocacy and Monitoring.



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### Component 1: Institutional level strengthening to reduce vulnerability in human settlements

- ▶ Aims to build a project framework
- ▶ Assist national, provincial and district authorities to identify and implement measures to increase the climate and disaster resilience of human settlements and infrastructure systems.
- ▶ Funding available: US\$687,640 USD.



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### Component 2: Building capacity at the human settlement and community level for climate resilience

- ▶ Aims to provide:
  - ▶ Local action planning
  - ▶ A comprehensive resilience framework
  - ▶ Induction and adoption of change in community relations using water resources (drainage, sanitation and health related infrastructure systems.)
- ▶ Prioritisation and alignment with the water and health related vulnerability focus of the project
- ▶ Funding available: US\$200,000 USD.



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### Component 3: Enhance climate and disaster resilient infrastructure systems in human settlement

- ▶ Aims to enhance climate and disaster resilient infrastructure systems in human settlements.
- ▶ Resilient infrastructure to be constructed in the most vulnerable/at risk settlements.
- ▶ Existing critical infrastructure such as water supply systems, health clinics, schools and other community infrastructure to be prioritised.
- ▶ Funding available: US\$2,800,000 USD



### Component 4: Ensure project compliance with AF and UN-Habitat standards for knowledge Management, Advocacy and Monitoring

- ▶ Funding available: US\$100,000 USD



### Project Components and Financing

Project Components	Amount (USD)
Component 1	US\$ 687,640
Component 2	US\$ 200,000
Component 3	US\$ 2,800,000
Component 4	US\$ 100,000
Project/Programme Execution cost	US\$ 359,825
Project/Programme Cycle Management Fee charged by the Implementing Entity (if applicable)	US\$ 352,535
<b>Amount of Financing Requested</b>	<b>US\$ 4,500,000</b>



## Projected Calendar

Milestones	Expected Date
Start of Project/Programme Implementation	01-2017
Mid-term Review	01-2019
Project/Programme Closing	12-2021
Terminal Evaluation	06-2021



## Discussions

▶ 15 minutes



## Annex 1e: Web-story about the Project Inception

### **Adaptation Fund and UN-Habitat mitigate climate change challenges in Lao PDR**



**Vientiane, 6 March 2017**— Approximately 47,000 people in 189 settlements in three southern provinces of Attapeu, Saravan and Sekong will soon have access to better climate resilient infrastructure when the just launched climate change project rolls out community-level implementation. The project with a total budget of USD 4.5 million will build capacity at national and sub-national levels to tackle climate change challenges. The project will conduct vulnerability assessments of the communities, develop community action plans, construct climate change resilient infrastructure and document good practices.

An inception meeting organized in February on ‘Enhancing the climate and disaster resilience of the most vulnerable rural and emerging urban human settlements in Laos’, in Vientiane. The project is to be implemented by UN-Habitat and the Ministry of Public Works and Transport in partnership with the Ministry of Natural Resources and Environment and the three provincial authorities.

The project aims to help people to build resilience of vulnerable communities affected by climate change, by providing them with small scale infrastructure and services that they can rely on despite the impacts of climate change emphasizing resilience to storms, floods, droughts, landslides and disease outbreaks.

Speaking at the meeting, the Deputy Minister of Public Works and Transports, Ms. Vilaykham Phosalath, stated that the project will help people improve their livelihoods and improve their access to basic services:

“If people in the villages use unsafe water every day, it means that they will lead to an increased risk of disease. Safe and adequate access of water is a very important aspect of public health, especially for women in target villages,” she said.

Besides the Minister of Public Works and Transport and UN-Habitat, the meeting was attended by several line Ministries, provincial and district authorities as well as national and international agencies.

Mr Phomma Veoravanh, Director General, Water Supply Department highlighted the importance of this project, especially in building capacities vis-à-vis climate change resilience at the provincial, district and village levels. Mr. Bernhard Barth from UN-Habitat highlighted that this project represented the first partnership with the Climate Change Adaptation Fund and that the project was strongly anchored in the 8th National Socio Economic Development Plan, supported numerous targets of the Sustainable Development Goals as well as the New Urban Agenda.

**(Appeared on [www.unhabitat.org](http://www.unhabitat.org) and [www.fukuoka.unhabitat.org](http://www.fukuoka.unhabitat.org))**

## Annex 2: Project Management Committee (PMC) Terms of Reference

### Role

The Project Management Committee (“The PMC”) will be formed to oversee and facilitate the implementation of project progress on the ‘Enhancing the climate and disaster resilience of the most vulnerable rural and emerging urban human settlements in Lao PDR’ project funded by the Adaption Fund.

The PMC will act as the main body overseeing the project execution.

The role of the PMC will be functional within the policies and conditions of the UN as well as the Governing laws of the Government of Lao PDR.

The UN has strict policies and regulations on such matters as contracting, procurement of equipment and materials, staff salaries, etc. All project activities will conform to these regulations.

### Purpose

The PMC sets out to guide the successful implementation, timely progress and completion of the project.

The PMC will approve annual work plans and review project periodical reports as well as any deviations from the approved plans.

### Term

The PMC will be convened for a four-year period from 2017 to December 2021. These terms of reference, once agreed upon by the various members, will be effective immediately and will continue until the expected date of completion of the project.

### Membership:

The Committee will comprise of representatives from:

- A Chair from the Ministry of Public Works and Transport (MoPWT).
- A Co-chair and secretariat from UN-Habitat.
- A Director General (DG) from the Ministry of Natural Resources and Environment (MoNRE).
- One Vice Governor from each of the three provinces.

### Roles and responsibilities

The PMC will:

- Monitor the progress of the project, which will be achieved through meetings as well as managing inception workshops and field visits.
- Liaise with the Project Team, the Technical Assurance Group and the Technical Advisory Group.
- Develop and undertake a workplan with short-, medium- and long-term goals.
- Approve annual work plans and review project periodical reports as well as any deviations from the approved plans.

The PMC will provide overall guidance, evaluation, monitoring of outputs and achievements of the project. It will not be expected to deal with day-to-day management and administration of the project.

## Institutional

The PMC will:

- Commit to serving for four (4) years, with the option of re-nominating for an additional period if required, within budgetary constraints.
- Prepare for, attend and actively participate in meetings, working groups (if relevant) and planning days of the Committee.
- Communicate via letters, e-mail and telephone on urgent project related matters.
- Provide feedback to MoPWT via the Chair assigned to convene the Committee.
- Respond to requests for input into and/or feedback on MoPWT activities, policies and reports.
- Respond to, and if warranted act on, any other business brought before the PMC by one of its members.

## Work plan

The work plan of the PMC will be (but is not limited to):

- Provide guidance on specific tasks and major deliverables in the project
- Ensuring that the project remains on target with respect to its outputs.
- Where necessary, will support definition of new targets in coordination the executing and implementing agencies.
- Approving project and annual work plans.
- Review the project work plan and budget expenditure, based on the reports supplied.
- Reviewing the project tool including methodology, infrastructure, guidelines, technical standards, ESS and community action planning tools.
- Endorsing selection of Project Team (PT) members.
- Endorsing selection of Technical Advisory Group (TAG) members.
- Oversee the selection of Technical Assurance (TA) members.
- Approving AoCs including the TORs of PT and TAG.

## Monitoring

The PMC will undertake monitoring of the project (but is not limited to) through the following actions:

- Endorsing of the monitoring framework (project and annual) through M & E Plans.
- Receiving and reviewing updates of the PT and TAG.
- Conducting annual performance reviews of the project.
- Producing financial reports.
- Conducting field visits where relevant and warranted.
- Review and endorse final reports from the project.

## Conduct and interest provisions

In performing their role, a member must:

- Encourage fair and reasonable discussion.
- Respect the confidentiality of documents before the Committee and meeting proceedings.
- Not make improper use of their position for personal or professional gain.

A member with a Conflict of Interest and/or a perceived Conflict of Interest in a matter before the PMC must declare their interest prior to Committee discussion of the item. The declaration and nature of the conflict of interest must be recorded in the minutes of the meeting.

A member who does not adhere to this code of conduct will be asked to retire.

## Meetings

The inception meeting is to be held within the first two months of the project inception. Meetings of the PMC will be summoned by at least one month's notice.

There will be bi-annual PMC meetings as well as sub-committee meetings. A quorum for the Committee will be half the total members plus one.

Decisions will be made by consensus.

## Format

The following is a proposed format for the meetings:

- An introduction will be given through the agenda and there will be remarks made by the Chair and the Co-chair.
- There will be discussion and adoption of the relevant workplan.
- Discussion will be made on major deliverables, with planning for the acceptance of documents and results to be achieved.
- Discussion will be held around staff and human resources.
- Other agenda items will be discussed.
- A summary and AoBs arising from the meeting will be produced, for distribution between committee members.
- The meeting will be closed.

## Minutes, agenda and reports

Minutes of the meetings will be provided to the PMC members by a secretariat within one (1) month of the meeting.

An agenda will be circulated not less than forty-eight (48) hours prior to each meeting.

Minutes will contain details of meeting proceedings and actions arising and will be clear and self-explanatory.

The minutes will be formally endorsed by the PMC at the subsequent meeting.

## Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified after consultation and agreement by the Committee members.

## Evaluation and review

Towards the conclusion of the four-year term, the PMC will evaluate its success in meeting the objectives and priorities established at the beginning of its term, and the MoPWT may consider the purpose and role of the Committee considering the overall success of the project.

The Terms of Reference will also be reviewed at this time.

## Cost of participating in the PMC

The cost of participating in the PMC will be borne by the project.

## Annex 3: Technical Advisory Group (TAG) Terms of Reference

### Role and Purpose

The Technical Advisory Group (“The TAG”) will be formed to provide guidance and advice to the Project Management Committee (PMC) and the Project Team (PT) on technical questions relating to climate change/resilience, water management, spatial/urban planning, sanitation, health/hygiene, vulnerable and marginalised people for the ‘Enhancing the climate and disaster resilience of the most vulnerable rural and emerging urban human settlements in Lao PDR’ project funded by the  
Adaption Fund.

The TAG sets out to identify technical strengths and weaknesses of the project, take stock of available and required technical know-how under different project components, and provide technical backstopping and quality control throughout the project period.

The TAG will also enhance coordination with Government and DP initiatives in the target and nearby areas within Lao PDR.

### Term

The TAG will join PMC for a four-year period from 2017 to December 2021. These terms of reference, once agreed upon by the various members, will be effective immediately and will continue until the expected date of completion of the project, or terminated by agreement from the various members.

### Membership:

The TAG will comprise of:

- Technical staff from departments such as: Environment, water resources, land use, EIA (MoRNE) and water supply (MoPWT).
- Lao National Commission on Status of Women (in every ministry).
- UN agencies such as: IFAD, WFP, WHO, UNICEF and UN WOMEN.
- NGOs working in target provinces, such as: CARE, OXFAM and HPA.
- Any other members as approved internally by the Committee and the PMC.

The Chair should be from MoPWT.

One Co-chair should from MoRNE; another co-chair should be from UN-Habitat.

The TAG aims to have no more than twenty-five (25) members.

### Roles and Responsibilities

The TAG will:

- Ensure that vulnerable and marginalised groups are adequately represented in the project’s implementation. This includes women, children, the elderly, people with disabilities and ethnic minorities.
- Provide input into, and feedback on, policy, research, projects, projects that are identified in the project documentation.



- Assist the PMC to identify new and emerging issues as they relate to climate change in the target areas of Lao PDR.
- Explore innovative approaches to improving the quality and availability of service to individuals living the target areas of Lao PDR.

The TAG will provide overall guidance, and advice to the PMC and PT, it will not be expected to deal with day-to-day management and administration of the project.

Where not specified by these Terms of Reference, the PMC will set its own guidelines and procedures for operation of the TAG.

### Institutional

- Commit to serving for four (4) years, with the option of re-nominating for an additional period if required, within budgetary constraints.
- Liaise with the PT and the PMC.
- Prepare for, attend and actively participate in meetings, working groups (if relevant) and planning days of the Committee.
- Communicate via letters, e-mail and telephone on urgent project related matters.
- Keep the PMC informed of current and emerging developments, issues and activities related to the Group.
- Respond to, and if warranted act on, any other business brought before the TAG by one of its members.
- Provide feedback to the PMC regarding the needs, issues, trends and service responses related to climate change resilience, adaptation and vulnerability in the target areas of Lao PDR.

### Conduct and Interest provisions

In performing their role, a member must:

- Encourage fair and reasonable discussion.
- Respect the confidentiality of documents before the committee and meeting proceedings.
- Not make improper use of their position for personal or professional gain.

A member with a Conflict of Interest and/or a perceived Conflict of Interest in a matter before the TAG must declare their interest prior to committee discussion of the item. The declaration and nature of the conflict of interest must be recorded in the minutes of the meeting.

A member who does not adhere to this code of conduct will be asked to retire.

### Meetings

The first inception meeting of the TAG is to be held within the first two months of the project inception.

Meetings of the TAG will be summoned by at least one month's notice.

There will be annual TAG meetings as well as sub-committee meetings. A quorum for the Committee will be half the total members plus one.

Decisions will be made by majority consensus.

### Minutes, agenda and reports

Minutes of the meetings will be provided to the TAG members by a designated secretary within one (1) month after the meeting. These are for instances when TAG meets independently of PMC – but generally it is expected that TAG meets during PMC meetings and thus meetings of PMC will include TAG contributions.

Minutes will contain details of meeting proceedings and actions arising and will be clear and self-explanatory.

The minutes will be formally endorsed by the TAG at the subsequent meeting.

### Format

The following is a proposed format for the meetings (if and when meetings are held independent of PMC meetings):

- An introduction will be given through the agenda and there will be remarks made by the Chair and the co-Chairs.
- There will be discussion around the relevant matters of business.
- Discussion will be made on major deliverables, with planning for the acceptance of documents and results to be achieved.
- Other agenda items will be discussed.
- A summary and AoBs arising from the meeting will be produced, for distribution between committee members.
- The meeting will be closed.

### Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified after consultation and agreement by the Committee members.

### Evaluation and review

Towards the conclusion of the four-year term, the TAG will evaluate its success in meeting the objectives and priorities established at the beginning of its term, and the PMC may consider the purpose and role of the Committee considering the overall success of the project.

The Terms of Reference will also be reviewed at this time.

### Cost of Participating in the TAG

The cost of participating in the TAG will be borne by the project.

### Dissolution of the Committee

The TAG can be dissolved by the PMC.

## Annex 4: Draft Monitoring and Evaluation Framework

### Outcome 1: Logical Framework

Expected Result	Indicators	Baseline data	Targets	Risks & assumptions	Data collection method	Frequency	Responsibility
<b>Project objective:</b> enhanced climate and disaster resilience of the most vulnerable rural and emerging urban human settlements in Southern Lao PDR by increasing sustainable access to basic infrastructure systems and services, emphasizing resilience to storms, floods, droughts, landslides and disease outbreaks							
<b>Project component 1:</b> Institutional level strengthening to reduce vulnerability in human settlements							
Outcome 1.1. Reduced vulnerability at national, provincial and district level to climate-related hazards and threats	Number of local vulnerability assessments reports that are available / processed to national government agencies for policy making.	0	3 provincial reports 8 districts reports	Capacity of national government to collect, process and disseminate relevant vulnerability information required	Collect information from MoNRE	Baseline, mid-term and end	UN-Habitat
Output 1.1.1. Integrated climate change vulnerability and disaster risk reduction assessments (including maps) conducted/produced in target areas	Number of climate change vulnerability and disaster risk assessments produced at the provincial, district and settlement/community level	0	3 Provincial 8 district (highlighting specific vulnerabilities in 189 settlements.	Difficult to measure quality of generated vulnerability and risk assessments. Provincial level assessments are based on district assessments	Collect information from provincial and district governments and communities	Baseline, mid-term and end	UN-Habitat
Activities 1.1.1.1. Conduct 3 provincial Climate Change Vulnerability Assessments. 1.1.1.2. Conduct 8 District-level Climate Change Vulnerability Assessments (highlighting specific vulnerabilities in 189 settlements). 1.1.1.3. Develop guidelines for replication of vulnerability and risk assessments for other areas				Milestones <ul style="list-style-type: none"><li>▪ District-level Climate Change Vulnerability Assessments (month 10)</li><li>▪ Provincial Climate Change Vulnerability Assessments (month 12)</li><li>▪ Guideline for replication of vulnerability and risk assessments for other areas (month 18)</li></ul>			

Outcome 1.1, Table 1: Review of activities and milestones

Activity	AoC - Partner	Implementation Modality	Work Plan Items	Budget items	Budget (detailed budget lines per budget item)	Notes on implementation	Timelines and Milestones															
							Year 1			Year 2			Year 3			Year 4						
1.1.1.1. Conduct 3 provincial Climate Change Vulnerability Assessments. <b>MS: Provincial Climate Change Vulnerability Assessments (month 12)</b>		See VA methodology		- International Consultants (Climate Change, Planning) - National Consultants (Climate Change, GIS, community consultations, socio-economic/finance) - Consultations	\$ 90,000					X												
1.1.1.2. Conduct 8 District-level Climate Change Vulnerability Assessments <b>MS: District-level Climate Change Vulnerability Assessments (month 10)</b>		See VA methodology		As above	\$110,000					X												
1.1.1.3. Develop guidelines for replication of Vulnerability and Risk Assessment for other areas <b>MS: Guideline for replication of vulnerability and risk assessments for other areas (month 18)</b>		See VA methodology		- International Consultant (Climate Change, Tool Development) - National Consultants (tool development, design) - Printing	\$50,000									X								

Outcome 1.2, Table 2: Review of indicators

Indicator	Baseline data	Targets	Qualification of targets	Means of Verification	Frequency Responsibility	Observation
Outcome Indicator 1: Number of local vulnerability assessments reports that are available / processed to national government agencies for policy making	0	3 Provincial Assessments	To be developed	Collect information from MoNRE		
	0	8 District Assessments	To be developed	Collect information from MoNRE		
Output Indicator 1.1: Number of climate change vulnerability and disaster risk assessments produced at the provincial, district and settlement/community level		3 Provincial Reports	To be developed	Collect information from provincial and district governments and communities		
		8 District Reports (emphasizing 189 settlements)	To be developed	Collect information from provincial and district governments and communities		

Outcome 1.3, Table 3: Monitoring of risks, environmental, social and human rights issues and verification of application of ESSS / ESMP

Observations on Risks, Markers, ESS	Baseline	Observations
Risks – review identified risks, have mitigating measures been put in place?		
Environmental, Social, Human Rights issues (disaggregation of data, participation, focus on people with vulnerabilities etc.)		
ESMP – was it applied in support of achieving this outcome		

<p>Outcome 1.2.</p> <p>Increased awareness on resilience building of human settlements and infrastructure systems as a result of enhanced institutional capacity</p>	<p>Number of targeted institutions with increased capacity to reduce vulnerability to climate variability risks .</p>	<p>0</p>	<p>National Government / MPWT (1) can provide guidance to sub-national level on resilient infrastructure development</p> <p>Provincial governments (3) and district governments (8) actively participate and guide community level adaptation investments</p>	<p>There is a need for good understanding of the existing capacity and gaps to bridge in targeted institutions.</p>	<p>AoC completion report of feedback from provincial and district-level departments/institutions</p> <p>AoC Completion reports on community-level investments</p> <p>Report on community feedback (community monitoring)</p>	<p>As per AoC schedule</p> <p>As per AoC schedule</p>	<p>UN-Habitat</p>
<p>Output 1.2.1.</p> <p>Capacity development support provided to national government and local authorities</p>	<p>Number of staff trained to roll-out the project and to improve community-level resilience.</p>	<p>0</p>	<p>National-level government (20)</p> <p>Provincial-level (30)</p> <p>District-level (40)</p>	<p>Access needed to training records and list of participants.</p> <p>A survey to collect further information would be required to understand quality of training and application of information learned.</p>	<p>Training reports</p> <p>Post-training evaluation reports</p>	<p>Baseline, mid-term and end</p>	<p>UN-Habitat</p>
<p>Activities</p> <p>1.2.1.1. Project tool compilation and development (comprising of assessment and planning approach, guidelines for resilient infrastructure, and technical standards, environmental and social safeguards and community action planning tools)</p> <p>1.2.1.3 National Stakeholder Workshop (national and provincial participants)</p> <p>1.2.1.4 National training of facilitators workshop (national and provincial participants)</p> <p>1.2.1.5 District level workshops in support of project roll out (provincial and district-level participants)</p>				<p>Milestones</p> <ul style="list-style-type: none"> <li>▪ Project tool (month 3)</li> <li>▪ Training reports (month 5)</li> <li>▪ AoC completion reports (month 48)</li> <li>▪ Report on community feedback (months 48)</li> </ul>			







		development	of the project tool development a basic needs assessment needs to be carried out.  On the job mentoring and partnerships at provincial and district-level is critical.	investments  Report on community feedback (community monitoring)  Collect information from MoNRE		
	0	Provincial governments (3) actively participate and guide community level adaptation investments	Aggregated output indicators and interpretation of how the increased capacity was used (for replication).			
		District governments (8) actively participate and guide community level adaptation investments	Policy review at national, provincial and district level			
Output Indicator 1.2.1: Number of staff trained to roll-out the project and to improve community-level resilience.		National-level government staff (20) trained	- training of staff (training reports) and post training evaluation, capacity assessments	Training reports Assessments of other capacity development components (mentoring, on-the-job training, pairing) Post project evaluation		
		Provincial-level staff (30) trained	- training of staff (training reports) and post training evaluation, capacity assessments	Training reports Assessments of other capacity development components (mentoring, on-the-job training, pairing) Post project evaluation		

		District-level staff (40) trained	- training of staff (training reports) and post training evaluation, capacity assessments	Training reports Assessments of other capacity development components (mentoring, on-the-job training, pairing) Post project evaluation		
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Outcome 1.3, Table 3: Monitoring of risks, environmental, social and human rights issues and verification of application of ESSS / ESMP

Observations on Risks, Markers, ESS	Baseline	Observations
Risks – review identified risks, have mitigating measures been put in place?		
Environmental, Social, Human Rights issues (disaggregation of data, participation, focus on people with vulnerabilities etc.)		
ESMP – was it applied in support of achieving this outcome		

<p>Outcome 1.3.</p> <p>Resilience building measures identified by provincial and district authorities which can feed into local development plans emphasizing community climate change resilience, disaster preparedness, land use planning, water resource management and infrastructure development.</p>	<p>Provincial governments and district authorities are aware of pro-poor, rights-based, gender sensitive, climate change adaptation options.</p>	<p>0</p>	<p>3 provincial development plans</p> <p>8 district development plans</p>	<p>Government knowledge of environmental and social safeguards is required</p>	<p>Reports on initial Climate Change options in plans and their compliance with environmental and social safeguards.</p>	<p>Baseline, mid-term and end</p>	<p>UN-Habitat</p>
<p>Output 1.3.1.</p> <p>Provincial and district-level Climate Change Action Plans – including (as appropriate) implications for land use, water resource management and infrastructure, developed. Based on the vulnerability assessments and in close consultation with provincial and district level authorities and the communities concerned, evidence-based and</p>	<p>Number of government entities on provincial and district level that developed initial climate change action plans and adaptation options.</p>	<p>0</p>	<p>3 provincial development plans</p> <p>8 district development plans – needs changing to Climate Change Action Plans</p>	<p>Required to compile and review all relevant plans and to identify mentioning of climate change priorities and implication for land use, water management and infrastructure</p>	<p>Analyse plans and check if following is included:</p> <ul style="list-style-type: none"> <li>-Climate change adaptation measures/priorities</li> <li>-Implications for land use</li> <li>-Implications for water management</li> <li>-Implications for infrastructure</li> </ul>	<p>Baseline, mid-term and end</p>	<p>UN-Habitat</p>

specific adaptation options are identified.							
<b>Activities</b>  1.3.1.1: Develop three provincial Climate Change action plans including implications for land use, water resource management and infrastructure (e.g. on maps).  1.3.1.2: Develop eight district-level Climate Change action plans, highlighting particular vulnerabilities of the 189 communities, including implications for land use, water resource management and infrastructure (e.g. on maps)				<b>Milestones</b>  <ul style="list-style-type: none"> <li>▪ District-level Climate Change Action Plans (month 22)</li> <li>▪ Provincial Climate Change Action Plans (month 24)</li> </ul>			

Outcome 1.2, Table 1: Review of activities and milestones

Activity	AoC - Partner	Implementation Modality	Work Plan Items	Budget items	Budget (detailed budget lines per budget item)	Notes on implementation	Timelines and Milestones																				
							Year 1			Year 2			Year 3			Year 4											
1.3.1.1: Develop three provincial Climate Change action plans including implications for land use, water resource management and infrastructure (e.g. on maps). MS 1: District-level Climate Change Action Plans (month 22)				- International Consultants (Climate Change, Planning) - National Consultants (Climate Change, GIS, community consultations, socio-economic/finance) - Consultations	\$X								X														
1.3.1.2: Develop eight district-level Climate Change action plans,				- International Consultants (Climate Change, Planning)	\$X									X													



				infrastructure		
		8 district climate change action plans	See VA and AP methodology			

Outcome 1.3, Table 3: Monitoring of risks, environmental, social and human rights issues and verification of application of ESSS / ESMP

Observations on Risks, Markers, ESS	Baseline	Observations
Risks – review identified risks, have mitigating measures been put in place?		
Environmental, Social, Human Rights issues (disaggregation of data, participation, focus on people with vulnerabilities etc.)		
ESMP – was it applied in support of achieving this outcome		

<b>Project Component 2: Building capacity at the human settlement and community level for climate resilience</b>							
Outcome 2.1  Community capacity to plan, construct and maintain resilient water-, drainage-, sanitation-, related infrastructure systems and to apply improved hygiene standards strengthened	No. of targeted communities with increased capacity, incl. representatives of all ethnicities, women (50%), young people, elderly, people with disabilities and other people with vulnerabilities participate in the planning process	0	189 (or less if clustering is possible)	There is a need for good understanding of the existing capacity and gaps to bridge in targeted communities	Photos from action planning process and mission reports, including representatives count (at least 50 % women)	Baseline, mid-term and end	UN-Habitat
Output 2.1.1.  Trainings and community action planning workshops provided to communities for the development of community resilience plans and to plan, construct and maintain climate and disaster resilient water-, drainage-, and sanitation- related infrastructure systems and to improve hygiene standards.	Number of actionable plans developed	0	189 (or less if clustering is possible)	Required to compile and review all relevant policy documents and to mention explicitly climate change priorities	Plans and training reports	Baseline, mid-term and end	UN-Habitat

Activities	Milestones
2.1.1.1. Community workshops/trainings in support of project roll out: vulnerability and risk assessment support, developing/updating community plans, selecting infrastructure projects. 2.1.1.2. Community trainings for planning, construction and maintaining resilient infrastructure and to apply improved hygiene standards 2.1.1.3. Develop guidelines to plan, construct and maintain small-scale climate and disaster resilient infrastructure systems	<ul style="list-style-type: none"> <li>• Vulnerability and risk assessment done (month 8)</li> <li>• Community plans developed (month 16)</li> <li>• Infrastructure to be constructed selected (month 18)</li> <li>• Training reports (month 36)</li> <li>• Updated guidelines for small-scale projects (month 22)</li> </ul>

Outcome 2.1 Table 1: Review of activities and milestones

Activity	AoC - Partner	Implementation Modality	Work Plan Items	Budget items	Budget (detailed budget lines per budget item)	Notes on implementation	Timelines and Milestones															
							Year 1			Year 2			Year 3			Year 4						
2.1.1.1 Community workshops/trainings in support of project roll out: vulnerability and risk assessment support, developing/updating community plans, selecting infrastructure projects. <b>MS 1: Vulnerability and risk assessment done (month 8)</b>		See VA methodology		- International Consultants (Climate Change, Planning) - National Consultants (Climate Change, GIS, community consultations, socio-economic/finance) - Consultations	\$X				X													
2.1.1.2 Community training for planning, construction and maintaining resilient infrastructure and to apply improved hygiene standards		See VA methodology		- International Consultants (Climate Change, Planning) - National Consultants (Climate Change, GIS,	\$X							X	X									





Outcome 1, Table 3: Monitoring of risks, environmental, social and human rights issues and verification of application of ESSS / ESMP

Observations on Risks, Markers, ESS	Baseline	Observations
Risks – review identified risks, have mitigating measures been put in place?		
Environmental, Social, Human Rights issues (disaggregation of data, participation, focus on people with vulnerabilities etc.)		
ESMP – was it applied in support of achieving this outcome		

Project component 3: Enhance climate and disaster resilient infrastructure systems in human settlement							
Outcome 3.1.  47,000 people have access to storm, flood, landslide-, drought- and disease resilient water, drainage, sanitation and health related infrastructure systems	Number of people that have access to improved or newly constructed resilient infrastructure	0	47.000	Measurement per community (inhabitants per community) required	Count of improved or newly constructed infrastructure in number of communities and number of people living in these communities	Baseline, mid-term and end	UN-Habitat
Output 3.1.1.  Vulnerable infrastructure strengthened or new resilient infrastructure	Number of physical infrastructure improved or newly constructed to withstand climate change and variability-induced stress	0	Number to be defined but all target communities should be beneficiaries	Documents and tools to assess level of improvement and adaptation required	Count of improved or newly constructed infrastructure	Baseline, mid-term and end	UN-Habitat

constructed in response to climate change impacts, including variability							
<b>Activities</b>  1.1.1.1. Sub-project identification (based on VA's and community-based selection criteria) 1.1.1.2. Environmental and social risk assessments (if required) of sub-projects 1.1.1.3. Provincial government procurement procedures 1.1.1.4. Participative planning, construction and maintenance of resilient infrastructure				<b>Milestones</b>  <ul style="list-style-type: none"> <li>Plans for Sub-projects (month 24. 30, 36)</li> <li>Environmental and social risk assessments of sub-projects conducted (month 27)</li> <li>Provincial government procurements done (continuous between 27 and 42 months)</li> <li>Infrastructure constructed (month 48)</li> </ul>			

Outcome 3.1, Table 1: Review of activities and milestones

Activity	AoC – Partner	Implementation Modality	Work Plan Items	Budget items	Budget (detailed budget lines per budget item)	Notes on implementation	Timelines and Milestones																					
							Year 1			Year 2			Year 3			Year 4												
3.1.1.1 Sub-project identification (based on VA's and community-based selection criteria) <b>MS 1: Plans for Sub-projects (month 24. 30, 36)</b>		See VA methodology		- International Consultants (Climate Change, Planning) - National Consultants (Climate Change, GIS, community consultations, socio-economic/finance) - Consultations	\$X									X							X							X

3.1.1.2 Environmental and social risk assessments (if required) of sub-projects <b>MS 2: Environmental and social risk assessments of sub-projects conducted (month 27)</b>		See VA methodology	<ul style="list-style-type: none"> <li>- International Consultants (Climate Change, Planning)</li> <li>- National Consultants (Climate Change, GIS, community consultations, socio-economic/finance)</li> <li>- Consultations</li> </ul>	\$X																				
3.1.1.3 Provincial government procurement procedures <b>MS 3: Provincial government procurements done (continuous between 27 and 42 months)</b>		See VA methodology	<ul style="list-style-type: none"> <li>- International Consultant (Climate Change, Tool Development)</li> <li>- National Consultants (tool development, design)</li> <li>- Printing</li> </ul>	\$X																			X	
3.1.1.4 Participative planning, construction and maintenance of resilient infrastructure <b>MS 4: Infrastructure constructed (month 48)</b>		See VA methodology	<ul style="list-style-type: none"> <li>- International Consultant (Climate Change, Tool Development)</li> <li>- National Consultants (tool development, design)</li> <li>- Printing</li> </ul>	\$X																				X

Outcome 1, Table 2: Review of indicators

Indicator	Baseline data	Targets	Qualification of targets	Means of Verification	Frequency Responsibility	Observation
Outcome Indicator 1: Number of people that have access to improved or newly constructed resilient infrastructure	0	47,000 people		Database		
Output Indicator 1.1: Number of physical infrastructure improved or newly constructed to withstand climate change and variability-induced stress	0	189 (can be adjusted)				

Outcome 1, Table 3: Monitoring of risks, environmental, social and human rights issues and verification of application of ESSS / ESMP

Observations on Risks, Markers, ESS	Baseline	Observations
Risks – review identified risks, have mitigating measures been put in place?		
Environmental, Social, Human Rights issues (disaggregation of data, participation, focus on people with vulnerabilities etc.)		
ESMP – was it applied in support of achieving this outcome		

Project component 4: Ensure project compliance with AF and UN-Habitat standards for knowledge Management and Advocacy							
Outcome 4.1. Project implementation is fully transparent. All stakeholders are informed of products and results and have access to these for replication.	No of products available online	0	Number to be defined	Required to search online	Online	Baseline, mid-term and end	UN-Habitat
Output 4.1.1. Project activities and results are captured and disseminated through appropriate information for the beneficiaries, partners and stakeholders and the public in general.	No of materials	0	Number to be defined	Government will fully support	Online and in print	Regular	UN-Habitat
Activities Knowledge management and advocacy Capture and disseminated project results through appropriate information for the beneficiaries, partners and stakeholders and the public in general.				Milestones Advocacy Material			



<b>Social Media presence</b> - Twitter - Facebook (ROAP, CCCI, other?)		See VA methodology															
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Outcome 4, Table 2: Review of indicators

Indicator	Baseline data	Targets	Qualification of targets	Means of Verification	Frequency Responsibility	Observation
Outcome Indicator 4.1: Project implementation is fully transparent. All stakeholders are informed of products and results and have access to these for replication.	0	No of government partners who are aware of project and expressing interest in engagement  No. of development partners aware and demonstrating interest  Replication of approach and technologies	The indicators measures the impact of the advocacy and visibility during the project  The indicator is one proxy for sustainability and proof of concept	Project team and partners collect requests and communications  Project team and partners collect evidence of replication	PMC	
Output Indicator 4.1.1: Project activities and results are captured and disseminated through appropriate information for the		No of webstories No of tweets	The indicator simply measures no. of outputs	KM person to collate		



beneficiaries, partners and stakeholders and the public in general.		and retweets No of publications No of videos No of media pick up No of impact stories				
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Outcome 4, Table 3: Monitoring of risks, environmental, social and human rights issues and verification of application of ESSS / ESMP

Observations on Risks, Markers, ESS	Baseline	Observations
Risks – review identified risks, have mitigating measures been put in place?		
Environmental, Social, Human Rights issues (disaggregation of data, participation, focus on people with vulnerabilities etc.)		
ESMP – was it applied in support of achieving this outcome		

Project Management Activities and Milestones

Activity	AoC – Partner Responsible	Implementation Modality	Work Plan Items	Budget items	Budget (detailed budget lines per budget item)	Notes on implementation	Timelines and Milestones													
							Year 1	Year 2	Year 3	Year 4										
<b>PMC meetings</b> - 1 every 6 months	UN-Habitat	UN-Habitat and MPWT to convene, detailed report																		
<b>Other Mgt Meeting</b> - Inception meeting	UN-Habitat	Reports																		

<p>Vientiane (25 Feb 2017)</p> <ul style="list-style-type: none"> <li>- Inception meetings in Provinces</li> <li>- Local Mgt Meetings</li> <li>-</li> </ul>																
<p><b>Key deliverables (mgt milestones)</b></p> <ul style="list-style-type: none"> <li>- Inception Report (March 2017)</li> <li>- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> annual report / annual performance review report, Final report</li> <li>- Financial reports</li> </ul>	UN-Habitat	Reports (well designed / understanding AF requirements)														

Indicative Core Indicator Targets

Adaptation Fund Core Indicators	Indicative Targets	Comments as per project document	Methodology	Observations
1 Number of Beneficiaries	47,000	This only measures beneficiaries of the direct adaptation actions (Component 3)	<p>Enumeration of households through VA and determining their vulnerability (at the community level.</p> <p>Determining targets through community action planning</p> <p>Monitoring outcomes of component 3 – location and impact</p> <p>Report (gender disaggregation)</p>	
2. Early Warning Systems	0	Whilst this is not foreseen at this stage, the vulnerability assessments and action planning may result in some villages		

		prioritizing EWS		
3. Assets Produced, Developed, Improved, or Strengthened	189	At this stage it is conservatively estimated that one infrastructure system per village will be implemented		
4. Increased income, or avoided decrease in income	4,000	Number of households that either directly benefit from the assets (employment during construction) or indirectly (e.g. water for irrigation, sick days avoided)		
5. Natural Assets Protected or Rehabilitated	0	Not foreseen		

Methodology to apply: <https://www.adaptation-fund.org/wp-content/uploads/2016/04/AF-Core-Indicator-Methodologies.pdf>

## Annex 5: Project Workplan

Component 1			2017				2018				2019				2020				Milestone	
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
<b>Outcome 1.1. Reduced vulnerability at national, provincial and district level to climate-related hazards and threats</b>	Output 1.1.1 Integrated climate change vulnerability and disaster risk reduction assessments (incl maps) conducted/produced in target areas	1.1.1.1. Conduct 3 provincial Climate Change Vulnerability Assessments.				x													3 provincial level VA documents	
		1.1.1.2. Conduct 8 District-level Climate Change Vulnerability Assessments (highlighting specific vulnerabilities in 189 settlements.				x														8 district level VA documents (Within the provincial VA documents)
		1.1.1.3. Develop guidelines for replication of vulnerability and risk assessments for other areas							x											Guideline for replicating the VA finalised
<b>Outcomw 1.2 Increased awareness on resilience building of human settlements and infrastructure systems as a result of enhanced institutional capacity</b>	Output 1.2.1 Capacity development support provided to national government and local authorities	1.2.1.1 Project tool compilation and development		x															Project tool finalised	
		1.2.1.2 National Stakeholder Workshop		x															Workshop reports	
		1.2.1.3 National training of facilitators workshop		x															Training report	
		1.2.1.4 District level workshops in support of project roll out		x															Workshop reports	
<b>Outcome 1.3. Resilience building measures identified by provincial and district authorities which can feed into local development plans</b>	Output 1.3.1 Provincial and district-level Climate Change Action Plans	1.3.1.1 Develop three provincial Climate Change action plans including implications for land use, water resource management and infrastructure							x										All 3 Province-level Action Plans (some may be completed earlier)	
		1.3.1.2 Develop eight district-level Climate Change action plans, highlighting particular vulnerabilities of the 189 communities, including implications for land use, water resource management and infrastructure								x										All 8 district level plans (some may be completed earlier)



<b>Component 4</b>									
Outcome 4.1. Project implementation is fully transparent. All stakeholders are informed of products and results and have access to these for replication	Output 4.1.1 Project activities and results are captured and disseminated through appropriate information for the beneficiaries, partners and stakeholders and the public in general.	4.1.1.1 Knowledge management and advocacy. Capture and disseminated project results through appropriate information for the beneficiaries, partners and stakeholders and the public in general						x	Advocacy materials produced

## Annex 6: Draft Media and Communications Strategy

### **1. Branding**

- a. Logos of MPWT, Adaptation Fund and UN-Habitat on PowerPoint presentations (one template), meeting invitations, letter heads, reports, press releases, banners etc.
- b. Logo or similar where appropriate (e.g. Twitter, Facebook and other social Media)

### **2. Visibility**

- a. Workshops, milestones etc. require
  - i. Tweets (linking to AF, HQ, GoL etc.)
  - ii. Other social media presence (including CCCI Facebook page, ROAP Japan Facebook)
  - iii. Website (HQ, ROAP, UN Laos)
  - iv. Media coverage (press release and invites)
  - v. Reports (website)
- b. Human Impact stories
- c. Project flyers
- d. Project Video

### **3. Documentation**

- a. Photos and video clips of events, field visits in support of the above
- b. Training reports
- c. Project tool
- d. Replication tool (including designs of infrastructure and VA and community action planning tool – end of project)
- e. VA framework (early on)
- f. Community action planning (year 2)
- g. Other reports

### **4. Link to knowledge management**

### **5. Annual Reports (based on AF format) well designed**



## Annex 7: Project Implementation Tool

### **Project Implementation Tool (basic outline)**

Activity 1.2.1.1: Developing a project tool (comprising of assessment and planning approach, guidelines for resilient infrastructure, and technical standards, environmental and social safeguards and community action planning tools).

1. Project introduction – aligned with project brochure (3-4 pages)
2. Project management structure – separately developed for PAC
3. Vulnerability Assessment Framework and information on the existence of the VA tool
4. Information on the community action planning process and information on the existence (emergence of) the community action planning tool
5. ESS / ESMP
6. Monitoring framework (as of relevance to partners)
7. KM/Media and communications strategy (as of relevance to partners)
8. Training package

# UN HABITAT

## FOR A BETTER URBAN FUTURE

### Contacts for

**“Enhancing the climate and disaster resilience of the most vulnerable rural and emerging urban human settlements in Lao PDR”**

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