**Project Title:** Strategic Support to enhancing the Role of the NA and PPAs in achieving the NSEDP objectives and SDGs in Lao PDR  

**Project Number:**

**Implementing Partner:** National Assembly of Lao PDR  

**Start Date:** 1 August 2018  
**End Date:** 31 December 2021  
**PAC Meeting date:** 6 July 2017  

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**Brief Description**

The Strategic Support Project to the NA and PPAs is the second phase of the flagship programme between the National Assembly and UNDP - NASSP. UNDP engagement to support the National Assembly in Lao PDR has been ongoing since 2009. The first parliamentary project was a joint project between UNDP and five other UN entities1 to which the EU along with Germany, Canada, Sweden and Singapore contributed resources. The latest 3-year project, entitled 'National Assembly Strategic Support Project' (NASSP), was initiated in July 2014, co-funded by Swiss Development Cooperation and UNDP and implemented by the NA. NASSP contributed to strengthening the National Assembly of Lao PDR and supporting its aspirations to become a more independent, accountable, inclusive and responsive institution that can enhance State-society relations, promote an inclusive political process and effectively promote good governance and the rule of law. Building on the achievements and lessons from NASSP - the project expects to achieve two main goals:

(i) Supporting the NA and PPAs to exercise their core law-making, budget approval and oversight functions effectively including strengthening parliamentary representation and citizen participation with a special focus on the disadvantaged and marginalized.

(ii) Providing strategic support to enhance the role of the NA and PPAs in achieving the NSEDP objectives and SDGs as an important dimension of legislative bodies’ contribution to Lao PDR’s LDC graduation and national inclusive sustainable development.

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**Contributing Outcome:**

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<tr>
<th>5-Year Plan of the 8th Legislature</th>
<th>USD 3,000,000</th>
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<tr>
<td>8th NSEDP Outcome 2</td>
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<td>UNDP CPD (2017-2021) Outcome 3</td>
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<td>UNPF (2017-2021) Outcomes 7 &amp; 8</td>
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<td>UNDP Strategic Plan (2017-2021) Outcomes 2 &amp; 3</td>
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<td>Gender Marker: GEN 2</td>
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* Refer to Annex 7 for details on the outcomes

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**Total resources required:**

| UNDP TRAC: |  |
| Donor: |  |
| Government: |  |
| In-Kind: |  |

**Agreed by (signatures):**

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<tr>
<th>UNDP</th>
<th>National Assembly of Lao PDR</th>
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<tbody>
<tr>
<td>Kaarina Immonen, Resident Representative</td>
<td>Suansavanh Vignakhet, Secretary General</td>
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</tbody>
</table>

**Signature:**

**Date:**

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2 UN Women, UNFPA, UNICEF, UNODC and UNAIDS
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I. DEVELOPMENT CHALLENGE

1. Lao PDR’s Political and Development Context²

Lao PDR has an impressive ethnic-cultural heritage, rich natural resources and a steady economic growth. Despite being an LDC, Lao PDR has made significant progress in poverty alleviation over the past two decades with poverty rates declining from 46 percent in 1992 to 23 percent in 2012. The country is on course to achieve its poverty reduction targets³; however, the challenge is to ensure that all people benefit from the country’s development.

Lao PDR’s economic boom is driven primarily by foreign direct investment in natural resource extraction and hydropower. Ensuring that this is conducted in an environmentally sustainable way in respect of the rights of communities and individuals, and that the revenues generated benefit everyone, is critical for the inclusive development of the country. The country is actively pursuing regional and global integration⁴. Closer integration into the regional and global economies involves a substantial increase in trade of goods and services. To enable the country and its people to take full advantage of it, adequate policies should be devised and implemented to tackle issues related to the country’s skills deficit, reliance on the agricultural sector and much needed technological investments. Small but sustained shifts to non-agricultural activities, expansion in education and targeted Government investment in poverty related interventions proved to be key factors that contributed toward poverty reduction, and must be continued/stepped up.

One of the main development challenges is ensuring that the benefits from the high and steady economic growth, averaging more than 7 percent Gross Domestic Product (GDP) for the past five years, are evenly distributed and translated into inclusive and sustainable human development. Widening gaps between rich and poor, women and men, ethnic groups, rural and urban communities and residents of different regions of the country need to be addressed. In addition, the presence of unexploded ordnance (UXO) from the Indochina War (1964-1973)⁵ continues to destroy lives and limits agricultural production and expansion. The correlation between UXO contamination and the prevalence of poverty is clear, with 42 of the 46 poorest districts affected by UXO. Linkages between UXO clearance and livelihoods creation should be further explored and translated into clear and implementable policies and programmes.

The Constitution of Lao PDR was adopted in 1991 and has undergone several amendments of which the most comprehensive occurred in 2004 and 2015. The country has acceded to numerous international instruments. These include seven out of the nine core human rights treaties, which require active and meaningful engagement with international mechanisms and creating a more conducive legal environment for civil society. In 2015, the Government has accepted inter alia recommendations from the Universal Periodic Review on strengthening the enabling environment for civil society and media, promoting the administration of justice and combatting corruption.

The National Assembly is the national institution that has a mandate to undertake law-making, budget approval, oversight and representative functions and thus shape and contribute in the most significant way to a country’s development course and help tackle its development challenges. The social, economic and


³ Between 1985 and 2012, substantial progress has been made in the main Human Development Index indicators: life expectancy increased by 19 years, average years of schooling increased by 2.5 years and Gross National Income per capita increased by 310 percent.

⁴ Lao PDR joined ASEAN in 1997 and the World Trade Organization (WTO) in 2013. The ASEAN Economic Community came into force in 2015.

⁵ More than 2 million tons of bombs were dropped on all provinces between 1964 and 1973, with 30 percent of those failing to detonate.
environmentally friendly development of the nation is the core business of Parliaments across the world. The introduction of the Sustainable Development Goals (SDGs) in 2015, following on from the Millennium Development Goals (MDGs), has created a renewed impetus for parliamentary action for national development.

In the one-party governance system of Lao PDR, the National Assembly (NA) is the unicameral Parliament established in 1991. Since its inception, the prerogatives and mandate of the National Assembly has gradually increased. The NA has become increasingly assertive in its efforts to scrutinize and hold accountable State agencies and their leaders, shape Government policies and give voice to citizens’ needs and grievances. Despite a strengthened role in the political system, the NA still faces a number of important challenges in exercising its constitutional roles effectively and efficiently.

The 2015 constitutional amendment introduced a second tier of representative institutions, at the provincial level. Peoples’ Provincial Assemblies (PPAs) have been elected for the first time in March 2016. PPAs represent the elected bodies closest to Lao citizens and are designed to gradually evolve into fully-fledged provincial legislatures. There are excellent opportunities associated with the PPAs’ creation and UNDP planned to avail of these opportunities in the execution of its current country programme (2017-2021). However, the challenges that these newly established institutions face are also significant.

Responding to a specific request of the President of the NA, H.E. Mme. Pany Yathotou⁶, building on the results of its long-term collaboration with the NA in Lao PDR—in particular through the last project entitled “National Assembly Strategic Support Project (NASSP)”—, UNDP will continue its well established partnership with the NA in an effort to address challenges faced by both the NA and PPAs to perform their important respective roles, better represent citizens’ interests, and undertake policy and law-making to tackle the country’s development challenges highlighted above. This will be carried out in cooperation with other UN agencies and development partners (DPs).

2. The National Assembly

The National Assembly is the highest representative and legislative State institution in Lao PDR and has a comprehensive oversight mandate⁷. The NA holds two ordinary sessions every year and includes four categories of members⁸. The NA’s inaugural session elects the Standing Committee, which is a permanent organ that manages the NA. The Standing Committee is led by the President of the NA and includes four NA Vice-Presidents and the Chairpersons of the NA Committees. The Standing Committee undertakes the role of a regular legislature—role that includes questioning members of the Government—when the NA is not in session. Each NA Vice-President is entrusted with the supervision of a number of parliamentary committees and other organizational structures of the NA. The NA also elects the President and the Vice President of Lao PDR, the President of the Supreme People’s Court, and the General Prosecutor "on the recommendation of the National Assembly Standing Committee".⁹

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⁶ The President of the NA addressed a specific request for UNDP to continue its support to the NA beyond the lifetime of the NASSP Project to the former UNDP Administrator, Helen Clark on the occasion of her visit to Lao PDR in March 2017.

⁷ In the single-party constitutional system of Lao PDR there is no classic separation between the three State powers as the legislature oversees both the executive and the judicial branch. In addition, some NA members hold dual state responsibilities — being at the same time members of the national legislature and of another branch of Government or of a sub-national legislature. However, the 2015 constitutional amendment has strengthened the powers of the NA and aimed at a better delineation of responsibilities between different administrative levels, including through the establishment of the People’s Provincial Assemblies, which are elected at the same time as the National Assembly.

⁸ Full-time’ members based in Vientiane (currently 60 members);
  'Part-time' members based in Vientiane (currently 24 members);
  'Full-time’ members based in provinces (currently 88 members), and
  ‘Part-time’ members based in provinces – with a dual role as NA and PPA members (currently 102)

⁹ Article 53 (9) and Article 54, Chapter V, The Constitution of Lao PDR, amended 2015
In March 2016 the 8th Legislature was elected. It is composed of 149 members of whom 108 (73%) are first-time parliamentarians. The membership of the 8th Legislature has the highest ethnic diversity since 1975. Five members are independent. The number of women MPs has increased to 27.5% of the total number of MPs which is one of the largest percentages in Asia. Mme. Pany Yathotou was re-elected as the President of the NA. The number of parliamentary committees in the 8th Legislature has increased from six to eight, mainly by splitting the responsibilities of two former committees (i.e. Economy and Finance, and Law and Justice, respectively). There is an average of 21-25 MPs sitting in each committee. In addition to the eight committees there is a Women Parliamentarians’ Caucus10 that undertakes most of the responsibilities of a regular committee in terms of legislative scrutiny and oversight but has been established by a decision of, and reports to, the Standing Committee rather than the NA. Currently the Women Caucus reviews and assesses the gender impact of only specific draft laws assigned to it by the Standing Committee. In addition to gender and women issues, the Women’s Caucus is also concerned with child protection. The NA members elected in the same province form a type of parliamentary group/caucus.

Portfolio committees are the following:
- Law Committee
- Economy, Technology and Environment Committee
- Planning, Finance and Audit Committee
- Social and Cultural Affairs Committee
- Ethnic Affairs Committee
- National Defense and Public Security Committee
- Justice & Inspection Committee
- Foreign Affairs Committee

The National Assembly has fiscal autonomy mandated by the Constitution.11 The National Assembly and its decision-making organs (i.e. the Standing Committee, the eight portfolio committees and Women’s Caucus) are supported by a number of organisational structures of which some are part of the NA Secretariat12 and others function outside the Secretariat, being led by 1 or 2 MPs (as Head and Deputy Head, respectively). An MP also leads the Secretariat. The Departments that support each parliamentary committee and the Women Caucus are not part of the Secretariat. The total number of parliamentary staff was 359 (including 149 women) in December 2016. This represents a significant increase from 211 staff in December 2011.13

In the 7th Legislature, the NA and its Committees have actively engaged in debating draft legislation (initiated largely by the Government) and, compared to the previous Legislature, has doubled the average number of laws passed annually. The 8th Legislature of the NA has an ambitious 5-year law-making plan (including the formulation of 50 new laws and the amendment of 55 existing laws) as well as plans pertaining to the exercise of its oversight and representational functions during the current mandate. This 5-year plan of the 8th Legislature is designed to support the 8th National Socio-Economic Development Plan (NSEDP) 2016-2020 as well as the 10-year Strategy for 2016-2025 and the 15-year Vision for 2016-2030, all of which the NA considered and approved at its inaugural session in 2016. Subsequently, the NA Standing Committee has approved a 5-year plan pertaining to its relations with inter-parliamentary organisations and bilateral parliaments and a plan on strengthening the NA’s internal capacities. The country’s leadership and the 8th NSEDP set the ambitious target of Lao PDR’s graduation from the LDC status by the end of the current Legislature. It also set targets related to attracting and managing foreign direct investments, using local resources in a beneficial way, and the economic integration into the ASEAN Economic Community.

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10 The Women’s Caucus was established as an official parliamentary structure with legal responsibilities during the 7th Legislature, while it existed as an informal body since the 5th Legislature. UNDP supported the formalization of the Women Parliamentarians’ Caucus, and, along with other UN agencies, had assisted with the formation and operation of the earlier informal body.

11 Article 53, Chapter V, Lao PDR Constitution, amended 15 December 2015

12 The NA Secretariat provides continued technical support to the Standing Committee and support to the National Assembly during its ordinary sessions. In addition, it provides financial-administrative services to the NA as a whole.

13 Based on information provided to UNDP by Human Resources Department of the National Assembly in January 2017.
The 10-year strategy aims at formulating and amending laws systematically in all areas to enable the transformation of Lao PDR into a Rule of Law State so the country can be better integrated, regionally and globally.

### 3. People’s Provincial Assemblies

The Peoples’ Provincial Assemblies (PPAs) have been established in 2016 as the second and currently lowest tier of elected bodies. They are also referred to as “local assemblies at provincial and municipality level”\(^{14}\). PPAs are constitutionally mandated to consider and approve important local regulations, make decisions on significant local issues, and oversee the actions of local administrations. Each PPA has a Standing Committee and three standard portfolio Committees – i.e. the committee in charge of ‘overseeing’ legal processes, national defence and security; the committee on economic, planning, and finance affairs; and the committee on socio-cultural and multi-ethnic people’s affairs. The Standing Committee has a Chairperson and a Deputy-Chairperson (who are at the same time the President and Deputy President, respectively, of the PPA) and includes the Chairpersons of each PPA portfolio committee as well as the Secretary General (who is an elected representative). PPA Standing Committees are mandated by the law to establish a women’s caucus/working group\(^{15}\) and can set up other working structures as they deem necessary.

The number of PPA seats in each province is established, based on the population size, by an organ of the NA that reports to the NA Standing Committee and deals with the NA’s structure and members’ affairs and conduct. A total of 360 members (including 31 women) were elected to the 18 PPAs for the first time in March 2017, for a 5-year mandate. Similar to the NA members, some PPA members are assigned exclusively to this function while others have dual mandates\(^{16}\), some PPA members are based in provinces while others are based in districts, and some PPA members are members of the NA at the same time.

With regard to legislation, the PPAs are empowered by the law to contribute to the development of, and consider and approve, important regulations at the sub-national/local level as well as to terminate such legal documents (e.g. orders, regulations, instructions) that contradict the constitution and/or the laws. Discharging these competencies requires capacity to assess legal documents’ compliance with the constitution and the laws. In addition, PPAs have the right to study and comment on ‘relevant’ draft laws before the NA. PPAs’ oversight powers include participation in monitoring local implementation of the constitution, laws and resolutions of the NA and the NA’s Standing Committee as well as in monitoring the implementation of the Socio-Economic Development Plan and budgetary plans in the province. PPAs are also mandated to consider appointments, dismissal and transfer of local officials and oversee their performance, to conduct research on/study issues of concern in the respective locations and be consulted on such issues (by both the NA and local administration before they make relevant decisions), as well as to collect feedback from citizens and address their complaints.

By June 2017, all 18 PPAs have started operating to a certain extent. The NA assumed a major role in assisting the inception of PPAs and building their capacities—the latter with engagement from the UNDP - NASSP Project. The former NA Constituency Offices (NACOs) became the basic support structure for the PPAs. NACOs have been integrated into the Secretariat of the newly established PPAs and additional staff were transferred from various public institutions to support the operations of the PPAs. The NA administration initiated work on the development of basic internal operating guidelines for the PPAs. Support for completing this work is urgently needed as well as for updating various existing legislative and operating guidelines in accordance with PPAs’ roles and functions. Equally important, training on law and regulation making and on legal drafting techniques for PPA members and staff is urgently needed (as only a very limited number of PPA members could be included in the induction trainings organized last year). A

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\(^{14}\) Law on Provincial Assemblies of Lao PDR (2016), Chapter I, Article 3, paragraph 2 (English translation).

\(^{15}\) The PPA-level women’s caucus/working group includes both the women elected members and the women staff of the PPA.

\(^{16}\) There are cases in which a Governor or Deputy Governor is also a member or even a Vice-President of the PPA in the respective province.
more comprehensive capacity development programme for PPA staff (including report writing, research and policy analysis skills, knowledge on development issues, gender equality, etc.) needs to be devised and implemented in addition to targeted capacity development for PPA members to enable these newly established institutions to meaningfully perform their functions, represent citizens’ interests and respond to their needs. For the time being PPA members are required to submit reports on their individual and collective activities to the NA entity in charge of members’ affairs; however, the intention is for PPAs to progressively acquire their independence from the NA once they consolidate their structures and operations.

4. Summary of UNDP engagement to-date: a solid foundation for renewed partnership

UNDP engagement to support the National Assembly in Lao PDR has been ongoing since 2009. The first parliamentary project was a joint project between UNDP and five other UN entities17 to which the EU along with Germany, Canada, Sweden and Singapore contributed resources. The latest 3-year project, entitled ‘National Assembly Strategic Support Project’ (NASSP), was initiated in July 2014, co-funded by Swiss Development Cooperation and UNDP and implemented by the NA. NASSP contributed to strengthening the National Assembly of Lao PDR and supporting its aspirations to become a more independent, accountable, inclusive and responsive institution that can enhance State-society relations, promote an inclusive political process and effectively promote good governance and the rule of law.

Through NASSP, UNDP provided technical and logistical support to the NA in the recent constitution amendment process. In addition, UNDP worked with the NA, relevant committees and internal departments to effectively scrutinize draft laws that aspire to improve governance systems18. UNDP also worked with the NA Committees to undertake field visits and seek citizens’ views on important pieces of draft legislation affecting them.

To promote dialogue between the NA and people of Lao PDR and strengthen citizen participation in the decision-making process, UNDP engaged with the NA to improve the capacities of NA staff to support the management of petitions and the conduct of parliamentary outreach activities, public consultations and public hearings. A hotline that citizens can use to communicate their feedback when the NA is in session, was established19. The project also supported the review of the Petitions Law and the organization of various activities aimed at engaging constituents in the work of the NA using public engagement tools developed20.

One of the most impactful interventions of the last project was aimed at strengthening NA internal processes and capacities by training senior parliamentary staff in strategic planning and institutional performance assessment. This capacity development intervention led to a progressive improvement of staffing patterns and productivity across the institution. Moreover, based on improved strategic planning and institutional performance assessment skills of senior staff, a more robust strategic planning process was initiated in the NA and the recommendations from various assessments conducted within the framework of NASSP fed into the NA’s medium-term strategic plan.

Through NASSP, UNDP worked with various NA departments to help develop tools and support materials to increase understanding of parliamentary research methods. Significantly, the project supported the establishment of the Institute for Legislative Studies (ILS) comprising of a ‘multi-disciplinary’ and independent Research Center created in 2016 and a Learning/Training Center21. The Research Center is

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17 UN Women, UNFPA, UNICEF, UNODC and UNAIDS
18 A number of landmark new pieces of legislation have recently been enacted by the NA such as the Law on Provincial People’s Assembly, Law on Anti-Human Trafficking, Law on National Defence, and the Law on Civil Servants and Government Employees. In addition, the following laws have been amended: the Law on National Assembly, Law on Election of National Assembly and Provincial People’s Assembly, Law on Government, Law on Local Administration, Law on Taxation, Law on Government Investment, and the Law on State Budget.
19 Presently active during ordinary sessions only, the hotline became very popular and there is interest in extending its operation.
20 For example, a citizens’ engagement handbook was developed as part of the project.
21 The Training Center was set up with the support of UNDP in 2012. It was integrated into the ILS upon the latter’s
still at the beginning of its operation and has a very limited staff who in many cases are asked to undertake additional tasks within the administration; however, it aspires to become an in-house think-tank and requires well-designed and sustained support.

In conclusion, UNDP’s partnership with the NA supported by DPs to date helped lay the foundation for a functioning legislative branch in Lao PDR. However, developing staff capable of supporting the NA’s legislative and oversight mandate, particularly, requires funding and sustained capacity development programmes—especially given the significant number of new staff. Effective operation of a committee system requires staff mastering critical skill sets that include research and analysis (such as synthesizing and presenting evidence); formulating draft committee recommendations; and report drafting. Staff also need to learn how to relate to MPs and how to apply procedural practice. Moreover, elected members themselves, especially the significant number of first time legislators, need to develop their law-making, oversight and representation skills. Members and staff of all levels of seniority will also benefit from visiting parliaments abroad and attending specialized courses, which can enrich their daily practice through exposure to good practices and new approaches. In addition, increased efforts have to be dedicated to making public outreach and citizen engagement systematic and embedding public participation in all aspects of legislature’s work. Last but not least, addressing country’s most significant development challenges hinges upon the ability of key State institutions such as the NA and PPAs to systematically reach out to and address the needs of all segments of society, including women, youth, the elderly, ethnic groups, the poor, people living in remote areas, and people living with disabilities.

II. STRATEGY

1. A project designed to strengthen the NA

The new phase of UNDP’s partnership with Lao PDR’s National Assembly will have a component focused on the NA and a component targeting the PPAs. Since it will be a huge challenge to fully cover all 18 PPAs, a few pilot provinces will be selected to receive targeted project support, while a number of more general project interventions will benefit all provincial assemblies.

The NA component will have an output focused on (1) strengthening interactions between the NA and citizens including on national development issues, and another on (2) capacitating the NA to align policies and legislation with the NSEDP and SDGs and to monitor implementation.

The PPA component will aim to accompany PPAs’ inception with strategic support, particularly in select provinces, to enable effective oversight of the administration at provincial level and responsiveness to people’s needs. One project output will focus on supporting systematic communication and coordination mechanisms between people’s representative institutions at national and provincial levels and facilitating effective reception and processing of citizens’ feedback on public services. In other words, putting in place coordination and communication mechanisms for increased responsiveness to people’s needs. A second output will focus on capacitating selected PPAs to fulfil their representative and oversight mandate and contribute to the achievement of the NSEDP and the SDGs.

The project will also include a dedicated output on gender equality and women empowerment, in addition to being cross-cutting across all outputs, and another one on strengthening institutional processes, procedures, and capacities for effective support to the NA and its decision-making bodies. The latter output will have a complementary/supporting role and will also benefit PPAs.

creation along with the Library and the information/reference service associated to the Library.

22 Support for aligning legislation with the SDGs includes support for aligning legislation with international conventions and treaties (as a number of SDG targets and indicators are linked directly to international conventions and treaties).
Citizen engagement with legislative bodies and inclusion of disadvantaged and marginalized people will permeate all areas of project intervention and have a cross-cutting nature itself. The gender output will aim at enhancing women’s participation in decision-making and capacitating members of representative bodies to better shape policy, legislation, planning and budgetary decisions to enable women’s economic and social empowerment, protect women’s rights and advance gender equality.

Achieving the above project outputs implies work with NA committees and the NA administration. The project will focus on selected committees, and on selected administrative units - primarily those that play important roles in strengthening the NA’s independence from the executive branch of Government and those that sustain interaction with citizens. The NA has a strong oversight mandate. Evidence shows that, even if backed up by formal measures to ensure compliance, a mandate for oversight is limited unless parliament also has the resources to implement it. The key elements of parliamentary capacity are an independent source of funding, the support of a professional, impartial and capable secretariat, and unfettered access to quality information and analysis. Nearly all the legislatures in the world that have exercised oversight more assertively in recent times have done so primarily by developing greater capacities for oversight rather than increasing their formal powers. Specifically, in the case of parliamentary committees, to ensure autonomy from the executive, committee work needs to be independently resourced, rather than depending on the budget of the ministries with which committees are aligned. Many parliaments addressed the issue of legislature’s understaffing also by establishing trainee/internship programmes. The project will, with the Lao NA, explore such an initiative.

2. A more strategic approach to achieving results

Continuing UNDP’s long-term engagement with the NA, the project will build on the lessons learned and on the recommendations of the independent evaluations of the last two projects. It will aim to stimulate more profound policy and institutional reforms for:

- more inclusive and better informed policy and law-making processes;
- making continued efforts to progressively adopt standards of good parliamentary practice;
- increased and more systematic citizen participation in the work of the NA (and building citizen engagement in the work of PPAs from the outset);
- becoming more open towards engagement with those parts of the civil society that have not been engaged much so far by reaching out to marginalized groups.

Some types of interventions that the parliamentary project used in the previous phase will be continued in the next phase. For example, capacity development and skills transfer will be continued because there is a great need for it, especially (but not only) at the level of the PPAs, which are extremely young institutions and face numerous challenges; however, there are also opportunities associated with PPAs’ creation (as they are the level of elected bodies closest to citizens) and the project will avail of these opportunities to help achieve development objectives.

As recommended by evaluations, other types of interventions will be planned differently. In addition to an increased emphasis on public participation/citizen engagement, there will be more focus on supporting policy dialogues and thematic workshops on sustainable development topics in which multiple stakeholders will be involved – including representatives from all parts of society and interested citizens, representatives of the traditionally disadvantaged groups and so on; in an effort to promote South-South and regional cooperation, diverse views and comparative international experiences and good practices will be shared. In addition, to increase sustainability of project investments there will be more focus on training of trainers programmes and development of standard curricula in the main areas of legislative/parliamentary work to help create a solid pool of in-house trainers capable to deliver induction trainings on a regular basis to both new NA and PPA members and staff and to engage in longer-term capacity development programmes.

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3. Lao PDR’s commitment to the NSEDP and SDGs and the role of the National Assembly

The project is designed with the ultimate goal to provide Strategic Support to the NA and PPAs, particularly in enhancing their roles in achieving the NSEDP objectives and SDGs in Lao PDR. Lao PDR’s Government has taken a number of steps that show its commitment to the NSEDP and Agenda 2030/SDGs among which aligning about 60% of the indicators of the 8th NSEDP (2016-2021) with the SDG indicators and volunteering to present its first report to the High Level Political Forum on Sustainable Development in 2018. Based on its core functions of law-making, oversight and representation, and because it is constitutionally recognized as the supreme State institution and represents a prime arena for debate of national issues and expression of diverse societal views, the NA is a key player in supporting the effective implementation of the NSEDP and SDGs in Lao PDR, without leaving anyone behind24.

The project will support elected institutions – the NA and PPAs – to perform their roles vis-à-vis the NSEDP and SDGs in an inclusive and participatory manner. This involves working with the NA and select PPAs to (i) become better aware of their roles in achieving the NSEDP and SDGs, then (ii) reflect on whether they are prepared to properly deliver on these roles, and (iii) on what they could possibly change to become better fit-for-purpose. In this regard, the project will use a global tool developed by UNDP in cooperation with GOPAC and ISDB titled Parliament’s Role in Implementing the Sustainable Development Goals: A Parliamentary Handbook25, which features innovative ideas and examples of good practices from various regions including Asia-Pacific. The Handbook has been translated into Lao and can be used as an awareness raising instrument. The project proposes to also facilitate a self-assessment exercise conducted by the NA to inform future strategic and institutional reform plans to better capacitate the NA to tackle the NSEDP and SDGs. A complementary Self-Assessment Toolkit on Parliament and the SDGs26 developed by IPU in cooperation with UNDP will further inform the process.

It is assumed that the NA will fully embrace the NSEDP and SDGs and be interested to mainstream them in the work of the legislature to help materialize the ambition of successfully implementing the 8th NSEDP, graduating from LDC status in early 2020s, establishing the rule of law, advancing good governance, and pursuing regional economic integration in ASEAN. The project aims to support the NA in terms of being involved in and taking concrete action to implement the NSEDP and SDGs but also even take the lead in some areas.

With the purpose of ‘leaving no one behind’ the project will not only support policies and legislation aimed at reducing poverty and inequalities, but also more inclusive decision-making by elected representatives; more transparency and accountability; better representation of, and responsiveness to, people’s needs; better citizen outreach for both NA and PPAs, and more meaningful public engagement with representative institutions and participation by all parts of society in their work.

4. Synergies

The project will aim to maximize the use of UNDP and Development Partners’ resources and build in synergies with other UNDP governance projects (such as the Strategic Support to Strengthen the Rule of Law in Lao PDR Project, the Governance for Inclusive Development Programme and Community Radio project, respectively).

For example, UNDP’s new programme implemented by the Ministry of Home Affairs (MoHA) – the Governance for Inclusive Development programme (GIDP) - will be engaging with PPAs in relation to their

24 See Annex 1 on Agenda 2013/SDGs and the Role of Parliament
oversight role of local public administration. GID will work with local administrations to collect reliable data and feedback from citizens on service provisions that will then be provided to the PPAs, to strengthen their oversight role.

Efforts have also been made to ensure integration and coordination with projects from other pillars of UNDP support in Lao PDR including inclusive growth, UXO clearance, community resilience and environmental sustainability.

Regarding the environmental sustainability pillar and areas for collaboration, for example:

✓ Under the Poverty Environment Initiative (PEI) Project, UNDP has worked closely with the NA for several years on capacity building for monitoring of investments and on strengthening the NA Hotline. NA has successfully monitored investment projects, responded to complaints from citizens and has even ensured Stop-Orders have been issued for non-compliant investments projects. Continued engagement with the NA under PEI Phase 3 is planned and will be coordinated with the Strategic Support to the Na and PPAs Project.

✓ The PPAs will be in a position to provide provincial-level monitoring for the six Provincial Investment Strategies (PIS) prepared under PEI Project.

✓ For Grievance Redress Mechanism (GRM), UNDP environment projects will use the Village Mediation Units (VMUs) as the first tier at village level, and the PPA’s could be engaged in the GRMs at higher tiers if issues are unresolved at village or district levels.

✓ On legislation, UNDP environment projects will engage with the NA on the promulgation of the disaster and climate change law and review of protected areas legislation.

This synergistic approach will enable generating increased value added from existing UNDP resources by using the resources of a particular project to simultaneously produce results for at least one other project. Availability of relevant expertise in other UNDP projects will be taken into account for example in selecting the NA committees on which the project will focus primarily. The provinces that the project will select for piloting targeted PPA support are likely to be those in which support from other UNDP projects (linked to, for example, local public administration, local justice services, community radio and/or resilience building) is/will also be implemented to enable achieving broader, cross-sector development results.

To avoid overlap and make better use of international resources, coordination with other DPs that provide assistance to Lao NA and PPAs will make an integral part of the project strategy along with strengthening the NA in its coordination role. Moreover, based on a model used successfully in a neighbouring country, the project will stimulate an enhanced two-way flow of information to strengthen the parliamentary development community in Lao PDR and ensure quality support to the NA. A project management team that will include seconded NA officials and a mix of national and international staff, on the one hand, and the use of the NIM modality combined with high quality assurance standards, on the other hand, will facilitate the transfer of good practice, from both technical and operational perspectives, and help enhance development results, ownership and sustainability. The project has a modular design that is believed to increase flexibility and facilitate selective donor funding and progressive scale up.

The project strategy is consistent with the Common Principles for Support to Parliaments27 developed by the IPU, UNDP and other partners in 201428. The Common Principles place the needs of parliaments at the heart of any international support project and provide useful guidelines based on lessons learned in more than four decades of experience of supporting parliaments and legislatures.

In conclusion, the theory of change discussed in this chapter could be summarized as shown in following diagram.

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27http://www.undp.org/content/undp/en/home/librarypage/democratic-governance/common-principles-for-support-to-parliaments-.html

28 As of February 2017, the Common Principles have been endorsed by 87 national parliaments, 5 parliamentary assemblies, and 19 partner organizations. http://www.ipu.org/dem-e/cp-endorsements.pdf
Summary Theory of Change

STRATEGIC SUPPORT TO THE NA AND PPAs

- Strengthened interaction NA-citizens on national development
- NA has capacity to align policies and legislation with SDGs/NSEDP and monitor implementation
- Coordination and communication mechanisms for increased responsiveness to peoples needs in place
- PPAs have capacities to fulfill their mandate and contribute to SDGs/NSEDP

Strong, inclusive, participatory legislatures at national and subnational levels \(\Rightarrow\) effective and responsive governance \(\Rightarrow\) inclusive and resilient society; inclusive and sustainable growth; sustainable environment
III. RESULTS AND PARTNERSHIPS

1. Expected Results

As explained in the previous chapter, the main focus of the project is on:
(i) Supporting the NA and PPAs to exercise their core law-making, budget approval and oversight functions effectively including strengthening parliamentary representation and citizen participation with a special focus on the disadvantaged and marginalized.
(ii) Providing strategic support to enhance the role of the NA and PPAs in achieving the NSEDP objectives and SDGs as an important dimension of legislative bodies’ contribution to Lao PDR’s LDC graduation and national inclusive sustainable development.

With regard to the NA, the specific objective of the project is to enhance NA’s capacities to effectively review and deliberate draft laws (and possibly also start exercising the legislative initiative), review the budget, undertake its strengthened oversight mandate (including oversight of public spending), represent constituents and respond to their needs. With regard to the PPAs, the specific objective is to put in place effective coordination and communication mechanisms for increased responsiveness to people’s needs and to capacitate selected PPAs to fulfil their representative and oversight mandate and contribute to the achievement of the NSEDP and the SDGs. By addressing NA’s and newly established PPAs’ specific and emerging needs the project will significantly contribute to creating a conducive environment for more inclusive, accountable and participatory governance and political processes in accordance with the 5-year plan on the 8th legislature, the party’s guidelines, the 8th NSEDP (2016-2020) and SDG 16.

As an overall objective, the project aims to improve the capacity of the NA and select PPAs to 1) regularly engage people, in particular the most disadvantaged and marginalized, and to 2) exercise their core functions of law and policy-making to lead to inclusive and sustainable development and a resilient society that contributes to sustaining peace.

In terms of strategic national development priorities, the project will directly support the implementation of the NA’s institutional strengthening strategy and its 5-year and annual activity plans. The project will also contribute to outcome 2 of the 8th NSEDP29, NSEDP’s priority cross-cutting output “Enhance Effectiveness of the Public Governance and Administration”, and to the Governance Strategic Plan 2011-2020 – particularly to priorities and targets for strengthening governance included in Governance Strategy’s pillar on people’s representation and participation. The project is also fully aligned with the “Vientiane Declaration for Partnership for Effective Development Cooperation” (2016-2025) and

In terms of UNDP strategic priorities, the project will directly contribute to CPD (2017-2021)’s Outcome 3 “Institutions and policies at national and local level support the delivery of quality services that better respond to people’s needs” and Output 3.4: “People’s institutions (NA/PPAs) better able to fulfil their legislative, oversight and representation mandates” 30. The project will also contribute to two outcomes of the Lao PDR UNPF (2017-2021) 31. Corporately, the project is grounded in the present UNDP Strategic Plan and fully aligned with its Outcome 2 (“Citizens’ expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance”) that addresses both, the supply and the demand side of good governance, aiming at fostering state-society relations and dialogues through capacitating the parliament, creating civic space and promoting women’s political participation. (Output

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29 Outcome 2 of the 8th NSEDP is concerned with human development including human resource development for both public and private sectors, poverty reduction in all ethnic groups, equal access by men and women from all ethnic groups to quality education and health services, promotion and protection of Lao unique culture, and maintaining political stability, social peace and order, justice and transparency.

30 The relevant CPD output automatically becomes project’s outcome.

31 Outcome 7: “Institutions and policies at national and local level support the delivery of quality services that better respond to people’s needs and Outcome 8: People enjoy improved access to justice and fulfilment of their human rights”. 

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2.1 of the corporate UNDP Strategic Plan specifically seeks to strengthen parliaments and constitution-making bodies\textsuperscript{32} while Output 2.4 particularly targets civil society\textsuperscript{33}). In addition the project, revolving around the SDGs, will promote and support the implementation of the SDGs and Agenda 2030’s principles as a whole, while it may also be linked to individual SDGs such as SDG 16\textsuperscript{34}, SDG 5\textsuperscript{35} and SDG 17\textsuperscript{36}.

Based on the UNDP’s ongoing dialogue with the NA and other stakeholders during the implementation of the NASSP and other relevant projects and on the specific consultations with NA leadership, parliamentary committees, NA members, officials representing various NA structures, the 18 PPAs’ Secretaries General and other members, as well as DPs, UN agencies, NPAs and INGOs conducted during the formulation of the project, six key project outputs have been defined as shown below. The first two outputs are focused primarily on the NA, the next two are targeting first and foremost the PPAs, the fifth output is cross-cutting all other outputs, while the sixth output has a complementary/support nature and targets primarily (yet not exclusively) the NA. Given the current many operational overlays and intersections between the NA and PPAs, and the key role of the NA in setting up the PPAs and facilitating their smooth operation, the project outputs are not only mutually re-enforcing but also highly interconnected\textsuperscript{37}. Key activity results (sub-outputs) and indicative activities will be sequenced to address priorities in a balanced and mutually reinforcing manner.

**Output 1: Interactions between the National Assembly and citizens including on national development issues strengthened**

To date in Lao PDR, public participation in policy and law making remains limited in the absence of structured, institutionalized processes and procedures that are adequately communicated to the public and implemented. The project aims to help change this situation and enable the implementation of the NSEDP and the SDGs in an inclusive and participatory manner.

Proposed key activity results pertaining to Output 1 are provided below:

1.1. **Regular public input into the legislative and oversight processes pertaining to national development, the NSEDP and the SDGs enabled and supported**

Achieving this result will entail, among others, developing a methodology for better processing citizens’ feedback obtained through the hotline and petition system. Studying and utilizing public input in the legislative process should extend beyond the period of NA’s regular sessions and feed into future legislative and oversight activities of the NA and its decision-making bodies. The project will help develop a roadmap for 1) regularly seeking public feedback (including from the disadvantaged and marginalized people) on draft legislation and policies before the NA, input into development planning processes at national and sub-national levels and feedback on the implementation of policies, legislation and government programmes, and for 2) establishing partnerships between the NA and various sections of society (including universities, mass associations, NPAs, ethnic communities, business associations and other possible external service providers). In addition, the project will support a progressive extension of the hotline’s operation beyond regular NA sessions with the view of making it permanent. It will also support developing a manual on public hearings/committee consultations with the public (based on translating and customizing a similar tool produced elsewhere), and will explore support for developing a social media tool on public outreach and seeking citizens’ input (especially for the use of selected Committees).

\textsuperscript{32} “Parliaments, constitution making bodies and electoral institutions enabled to perform core functions for improved accountability, participation and representation, including for peaceful transitions”

\textsuperscript{33} “Frameworks and dialogue processes engaged for effective and transparent engagement of civil society in national development”

\textsuperscript{34} Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.

\textsuperscript{35} Achieve gender equality and empower all women and girls.

\textsuperscript{36} Strengthen the means of implementation and revitalize the global partnership for sustainable development.

\textsuperscript{37} In practice, this translates into having many project interventions contributing to more than one output.
1.2. Enhanced public understanding of the roles, structures and operations of NA and PPAs as well as of the NSEDP and SDGs

Achieving this result will entail, among others, preparing and/or updating, publishing and disseminating educational material about the NA, PPAs and their structures involved in deliberating and deciding on national development issues. Materials will include information on the Agenda 2030 and the SDGs, how they relate to the NSEDP, what are the roles of the NA, PPAs and their specific decision-making bodies vis-à-vis the NSEDP and SDGs and how citizens can contribute. The project will also support, in cooperation with community radio stations and other media outlets interviews with NA members and senior staff and informative, ideally also entertaining, radio shows and quizzes related to the above. In addition, in person outreach and community meetings with NA representatives around national development issues will be facilitated. Reaching out to remote areas and ethnic communities and providing information in ethnic groups’ languages will be a priority.

The project will also provide support for refurbishing the NA website and rendering it more user friendly as well as for developing guidelines for populating the website with updated information on a regular basis – which involves splitting tasks between various NA departments and agreeing on specific roles and responsibilities of designated focal points. Furthermore, the project will work with selected Committees to enable publishing summary committee meeting reports on the NA website (ideally on the day following the Committee meeting), and will support select Committees to develop their own webpages linked to the NA official website.

1.3. Youth’s engagement with the NA and PPA institutionalized

Achieving this result will entail exploring support for establishing ‘Open NA Days’ in which youth will be allowed to visit the NA buildings in organised groups or individually; (alternatively, support introduction of a programme of structured student visits to the NA); support organising debates on national development issues and SDGs between NA members and youth groups; supporting the Committee on Ethnic Affairs to organise meetings with representatives of youth belonging to ethnic groups; possibly hosting youth debates on issues concerning them in the plenary hall of the NA and/or hosting parliamentary session simulations for youth outside the NA; and producing and disseminating age-appropriate educational materials about the NA, PPAs and NSEDP/SDGs for different age groups. In addition, based on useful experiences from other contexts, the project will help explore, design and discuss with potential funders options for introduction of a trainee/volunteer programme for NA and PPAs. This will likely entail establishing partnerships with universities.

Output 2: The National Assembly capacitated to align policies and legislation with the NSEDP and SDGs and monitor implementation

Committees are generally considered the “backbone” and “laboratory” of a parliament with regard to the exercise of legislature’s essential functions, in particular law-making and oversight of the executive, in close collaboration with the Supreme People’s Prosecutor, State Audit Institution and other anti-corruption bodies. Strengthening the committee system is key to strengthening the NA and its role in the implementation of the NSEDP and SDGs. Since the most laborious part of both legislative and oversight work of the NA takes place in committees, the vast majority of activities and key results linked to this output will target committees. However, the NSEDP as well as the SDGs concern the whole legislature and require the involvement of all NA members and staff.

Proposed key activity results pertaining to Output 2 are provided below:

2.1. NA members and staff’s full awareness of the NSEDP and SDGs and of the need for, and existing methodologies and good practice on SDG localization, mainstreaming, acceleration and policy and other available support, developed

Achieving this result will entail conducting a series of training workshops and seminars on the process of SDG localization at national and subnational levels, sharing examples of good practice and issues that may be encountered and how they could be addressed, and methodologies and tools available for mainstreaming Agenda 2030’s principles and the SDGs into development planning at all levels as well as

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38 E.g. Solomon Islands and Somalia
into policies, legislation and programmes. This type of knowledge will enable NA members to understand their role vis-à-vis the SDGs, on the one hand, and to properly oversee Government’s and public administration’s actions on the other hand. It will also enable those NA members who are also members of a PPA to share the knowledge with their PPA peers, and will help NA staff to provide better support to the NA and its committees. In addition, it will help all NA actors in dealing with citizens.

2.2. NA members and staff’s full awareness of the role of the NA vis-à-vis the NSEDP and the SDGs developed and concrete plans for mainstreaming the NSEDP and Agenda 2030’s principles in the work of the NA developed
Achieving this result entails finalizing the translation into Lao and publishing of the parliamentary handbook on Parliament’s Role in Implementing the Sustainable Development Goals and of the complementary Self-Assessment Toolkit on Parliament and the SDGs and facilitating a self-assessment exercise by the NA to ascertain legislature’s level of preparedness for NSEDP and SDGs implementation and reflect on what could be changed to increase the level of preparedness. This exercise will inform future strategic and institutional reform plans that the project could help develop and/or update. Subsequently, the project will provide support to the implementation of the plans.

2.3. Selected NA committees supported to mainstream NSEDP/SDGs into their work and align policies and legislation with the NSEDP and SDGs
Achieving this result will involve a Steering Board/management decision on selection of pilot committees. Subsequently it will entail including the leadership, members and staff of the respective committees in the training workshops referred to above; support revising committees’ work plans to incorporate NSEDP/SDGs; support selected committees to review Government policies relevant to their portfolios to ensure that they are aligned with the NSEDP and SDGs; and support selected committees to properly review and make informed decisions on draft legislation submitted by the Government. The last point entails ascertaining that the policy that the respective legislation is intended to implement is clear and compliant with the NSEDP and the SDGs/Agenda 2030’s principles (including ‘leaving no one behind’ and ‘reaching the furthest behind first’, and mainstreaming anti-corruption, gender equality, environment and climate change consideration into committee work); ascertaining the quality of the law and compliance with law making standards; assessing/discussing the likely impact of draft laws; and preparing/proposing amendments as necessary. To enable committees to make informed policy-legislative decisions, the project will facilitate policy dialogues and thematic workshops on sustainable development topics relevant to the selected committees. These forums will involve multiple stakeholders (including representatives from all parts of society and interested citizens, including NPAs and representatives of the traditionally disadvantaged groups) and will enable consideration of diverse views and comparative international experiences and good practice by the legislators. The project will facilitate channeling of relevant expertise from other UNDP projects and UN agencies into the work of selected committees through such policy dialogues/thematic workshops. Selected committees will further be supported to conduct public hearings/committee consultations with the public on important pieces of legislation before them and to reach out to and seek input from women, youth, the elderly, ethnic groups, poor people, people living with disabilities and remote populations. In addition, if there is interest, support will be provided to a selected committee to enable it to propose to the Standing Committee a draft law in their area of responsibility.

The project will further facilitate policy analysis skills development for Committee members and staff via training workshops, on the job on training, coaching and mentoring.

39 NA portfolio committees and members do not appear to have the right to legislative initiative. However, it should be practically possible for a Committee that identifies the need for a new law in their area of responsibility, after studying the matter in detail and consulting with stakeholders to initiate internally a legislative proposal. The legislative proposal will, however, have to be approved by the Standing Committee for inclusion in the updated law-making plan. If this condition is met, the project could usefully support an interested portfolio Committee to draft a new law and submit it to the Standing Committee, which has the right to officially introduce it in parliamentary procedure. Jointly with UNDP’s Rule of Law project, training on law drafting for members and staff of selected NA committees (those who have not yet attended such training or require more advanced training) will be provided based on the law-making manual developed with UNDP support.
2.4 Selected NA Committees supported to meaningfully engage in the budget process pertaining to their areas of responsibility and ensure that budget and public expenditures meet NSEDP and SDGs priorities

Select committees will be supported to discuss budget projections with the executive agencies that they oversee; analyze the proposed budget allocations in their areas of responsibility to ascertain that budgets meet national sustainable development priorities; monitor related budget expenditures to ensure funds are spent as planned and with the envisaged results; liaise with the Audit Office; review the audit reports of the overseen executive agencies, and follow up on the implementation of reports’ recommendations.

2.5. Selected NA Committees supported to monitor the implementation of the policies, legislation and programmes related to the achievement of the NSEDP and SDGs

Achieving this result will entail supporting the selected committees to undertake post-legislative scrutiny to assess how the enacted legislation is implemented and with what impact (including the impact on women, youth, the poor, remote communities, ethnic communities and other disadvantaged groups); to assess the implementation and impact of government policies related to the NSEDP and SDGs in their areas of responsibility; undertake field visits to discuss the above with stakeholders and citizens and collect feedback on public services; prepare questions to the relevant ministers/heads of agencies and conduct inquiries. The project will also support selected committees to improve the exercising of their oversight functions by devising detailed annual oversight plans (based on the previous year annual activity and financial reports of the ministries and agencies included in their portfolio) and to implement the oversight plans. Selected committees will further be supported to adopt a clearly established procedure for reviewing annual reports submitted by Government ministries and agencies to assess their performance and provide recommendations and other measures to improve this performance. The NA will be encouraged to adopt the respective procedure for implementation by all NA committees. The use of evaluations as a valuable instrument for parliamentary oversight will be encouraged and facilitated. In that regard the project will support developing members and staff’s capacities on RBM and the use of evaluation to enhance committees’ oversight performance.

2.6. Relevant NA Committees supported to participate in the NSEDP reporting, UPR process and SDG reporting

The project will support undertaking a study on the legal obligations deriving from Lao PDR’s adherence to international human rights treaties and conventions and will support the relevant committees of the NA to review the study and to get involved in the UPR process -- for example by reviewing the draft report prepared by the Government before it is submitted to the Human Rights Council, reviewing the UPR recommendations and monitoring Government actions on them, etc. Similarly, involvement of NA committees in the preparation of progress reports on the NSEDP and SDG voluntary report to the High Level Political Forum on Sustainable Development will be supported. The project will also support participation of interested NA committee members and staff in a training course on Lao PDR’s human rights obligations under the international treaties and conventions to which it is a party and how to reflect these obligations in the legal documents and policies that they are developing and/or reviewing. The training course will be developed and delivered with the support of the UNDP Strategic Support to Strengthen the Rule of Law Project. In addition, the project will help selected committees to stimulate the production of better statistical data relevant for the NSEDP and SDGs (by the NA itself, however, the NA can also contribute to the allocation of resources and demand strengthening national and sub-national statistics offices).

2.7. Development opportunities for selected NA Committees maximized through thematic knowledge exchanges and seminars

The project will aim to facilitate bilateral, regional and/or international thematic knowledge exchanges that will benefit selected NA Committee members and staff and will enable them to share good practice regionally and internationally. Peer-to-peer exchanges on sustainable development issues and evidence-based policy making will be a priority.
Output 3: Coordination and communication mechanisms (between the NA and PPAs, between representative bodies and the executive branch of Government/OSPP/State Audit Office, and between PPAs) for increased responsiveness to people’s needs established

Increased accountability, better representation of citizens’ needs and interests and improved services delivery were the major drivers for establishing a second tier of elected bodies in Lao PDR. Given PPAs’ strong ties and structural and operational intersection with the NA, setting up systematic communication and coordination mechanisms is crucial to ensuring both responsiveness to people’s needs and effective oversight of the administration at provincial and lower levels. Because of their proximity to citizens, many of the activities and activity results concerning interactions with citizens discussed in Output 1 are relevant to PPAs and will not be repeated here. Additional proposed key activity results pertaining to Output 3 are provided below:

3.1. Procedural guidance and practical arrangements for effective reception and processing of citizens’ feedback on public services developed

Once developed, the procedures will be piloted in 2-3 provinces, evaluated and revised/fine-tuned accordingly before being recommended for implementation on a larger scale. ‘Citizens’ feedback on public services’ refers to both feedback provided at their own initiative as well as feedback proactively sought out/collected by PPA members or committees. At the same time it refers to both feedback provided by individual citizens, communities, or associations of people. ‘Processing’ includes transmission to the relevant PPA committee and to the competent executive authority that can address the issues raised by citizens.

3.2. Procedural guidance and practical arrangement for transmission of citizens’ feedback toward the relevant NA support service and relevant NA Committee established

The aim of transmitting the public feedback to the NA is to inform NA policy, law-making and oversight decision making and to help address the issues that cannot be, or have not been, addressed at sub-national level.

3.3. PPA’s actions taken in pilot provinces in response to citizens’ feedback on public services informed by a detailed mapping of public services and responsible authorities in the province

The mapping of public services and responsible institutions/authorities will be prepared with the support of the UNDP-UNCDF Governance for Inclusive Development Programme within the National Governance and Public Administration Reform Programme.

3.4. Implementation of the Law on Petitions facilitated via piloting of a Manual on Processing Petitions

Implementation of the Law on Petitions concerns equally the NA and PPAs. This key result has been linked to Output 3 because many petitions are submitted via the former NACOs/current PPA Secretariats and issues of proper communication and coordination are involved. The manual on processing petitions will include relevant information and guidelines from the key activity results 3.1 - 3.3. If upon developing and piloting the manual on petitions changes to the Petition Law would appear as necessary, the project will support the law amendment process (in collaboration with other relevant UNDP projects).

Output 4: Selected People’s Provincial Assemblies capacitated to fulfil their representative and oversight mandate and contribute to the NSEDP and SDGs’ achievement

PPAs are expected to utilize their representative mandate for enhancing government accountability at the local level and promoting better governance. Amongst the ways in which PPAs could make a difference are: (i) enabling more meaningful public engagement with representative institutions and participation of all sectors of society (including disadvantaged population groups and people who are often neglected), and (ii) using their oversight powers to enhance policy and administrative decision-making coherence and establish better vertical and horizontal coordination. PPAs’ good coordination with the NA is crucial in this regard as is establishing a regular flow of information at horizontal level -- from different provincial and local authorities (that may report to either line ministries and governors’ offices) to the respective PPA and its structures. Given the integrated and integrative nature of the NSEDP and the SDGs and their focus on reaching everyone, the project can promote them also at the PPA level as an excellent drive for bridging sectoral silos, enhancing policy and administrative decision-making coherence, enhancing both public and
parliamentary accountability, and increasing governance effectiveness and quality of public services. To help achieve the above, the following key activity results pertaining to Output 4 are proposed:

4.1. Members and staff of selected PPAs’ awareness of the NSEDP and the SDGs and of the need for, and existing methodologies and good practice on, SDG localization, mainstreaming, acceleration and policy and other available support, developed

The methods for achieving this result will be similar to those described in Output 2.1. The Lao version of the handbook referred to in Output 2.2 will be utilized as an awareness raising instrument also at the PPA level. The possibility of training a small group of Lao officials who would be capable to conduct further trainings on the NSEDP and the SDGs for PPAs and civil servants will be explored in cooperation with another UNDP project. (Establishing a partnership with a university could be an alternative solution).

4.2. Capacity development and skills transfer on law and regulation making process and legal drafting techniques for PPA members and staff in selected provinces facilitated

Training on the above will be provided in collaboration with and drawing upon expertise from the UNDP Strategic Support to Strengthen the Rule of Law Project. The same project will support updating the earlier developed legislative drafting manual to include provincial-level legal documents. Once updated, the manual will form the basis for future training and capacity development in this field. Developing legal drafting capacities at the PPA level is urgently needed in order to enable PPAs to properly exercise their legally mandated oversight functions – which entails issuing a number of regulations and instructions.

4.3. PPA members and staff in selected provinces capacitated to assess legal documents’ constitutionality and law compliance

As the PPAs are empowered by the law to contribute to the development of, and consider and approve, important regulations at the sub-national/local level as well as to terminate such legal documents (e.g. orders, regulations, instructions) that contradict the constitution and/or the laws, special emphasis will be placed on training (drawing on the expertise of UNDP’s Strategic Support to Strengthen the Rule of Law Project) provincial members and officials on how to assess legal documents’ constitutionality and law compliance.

4.4. PPA members and staff in selected provinces capacitated to assess and ensure legal documents’ compliance with Lao PDR’s human rights obligations

The project will facilitate participation of PPA members and staff in selected provinces in the training course referred to in Output 2.6 to enable them to fully comprehend State’s obligations under the human rights instruments to which Lao PDR is a party and how to reflect these obligations in the legal documents and policies that they are developing and/or reviewing. This training will also be rolled out jointly with UNDP’s Strategic Support to Strengthen the Rule of Law Project.

4.5. Development of internal operating procedures for PPAs supported

The NA has taken the lead in developing regulations for the operationalization of PPAs. In collaboration with UNDP’s Strategic Support to Strengthen the Rule of Law project, support will be provided to complete the required internal operating procedures for the PPAs.

4.6. PPA members and staff in provinces capacitated and supported to undertake effective oversight of the administration at provincial level, better respond to people’s needs and reflect citizens (including the disadvantaged and marginalized) and communities’ aspirations in development plans, policies and legislation

To achieve this result the project will organize training workshops for selected PPAs and will support PPAs to devise and start implementing annual oversight work plans (including law implementation/enforcement oversight). PPAs’ annual work plans should also include citizen outreach activities (including to discuss with stakeholders across the society policy and legislative initiatives related to the implementation of the NSEDP and the SDGs and/or to identify issues related to the implementation of various development programmes and propose practical ways of addressing them) and following up with executive authorities on citizens’ feedback (see Output 3.1). Based on their knowledge of local issues and citizens’ input, PPAs are also expected to conduct law dissemination activities in their areas of responsibility and advise the NA Law and
other Committees on the topics and pieces of legislation for which NA’s law dissemination activities should be conducted. Selected PPAs will be encouraged to work collaboratively with local actors including NPAs through developing joint platforms for linking the NSEDP and SDGs to local priorities and monitoring NSEDP and SDGs’ implementation.

Output 5: Members of representative bodies’ (i.e.: NA and PPAs) capacities to shape policy, legislation, planning and budgetary decisions to enable women’s economic and social empowerment, protect women’s rights and advance gender equality strengthened

Parliaments have a central role to play in promoting gender equality by mainstreaming gender into all parliamentary processes (from the allocation of leadership positions and employing staff to the processes of law making, budgeting and oversight of Government -- including public spending oversight). Gender mainstreaming involves asking questions about the impact that Government policies, programmes, budgetary allocations and expenditures will or have had on women and girls as well as on men and boys. It assesses whether gender-blind or gender-biased assumptions have been made about the beneficiaries of a process or policy, who the process or policy target is, and whether all gender groups will benefit equitably. In this way, gender mainstreaming is a key tool not only for advancing gender equality but also for effective oversight, for which both men and women elected representatives bear responsibility. Gender mainstreaming can help to identify areas where affirmative action or other measures are required to rectify the ongoing impacts of historical and present-day gender-based discrimination.

The project plans to achieve, in cooperation with UN Women and/or other UN agencies and interested partners, the following key activity results pertaining to Output 5:

5.1. New members and staff of the NA Women Caucus as well as at least 1-2 members and staff of each NA committee provided training on gender analysis and gender mainstreaming

5.2. Members of women caucuses/working groups as well as at least 1-2 members and staff of each committee of the selected PPAs provided training on gender analysis and gender mainstreaming

5.3. Toolkit on scrutinising policy and legislation from a gender perspective developed for the use of the NA and PPAs

The toolkit could be developed based on the translation and adaptation to Lao context of similar toolkits that UNDP supported in other countries.

5.4. The NA Women Caucus and Law Committee supported to contribute to the development, debate and amendment of a draft Law on Gender Equality

5.5. Following the enactment of the Law on Gender Equality, NA Women Caucus, Law, Ethnic Affairs, and Social and Cultural Affairs Committees, as well as selected PPAs, supported to conduct law dissemination activities

5.6. The NA Women Caucus supported to update, print and disseminate information leaflets and educational material developed with the support of earlier UNDP projects

PPAs will also receive and be encouraged to disseminate this information and educational materials.

5.7. Advice provided and advocacy facilitated on methods and measures towards increasing the percentage of women candidates for elected office and promotion of women to executive office and other senior positions

Achieving this result may require conducting an initial study to uncover the main obstacles to women’s advancement/promotion in Lao PDR and discussing how measures that led to successes in other countries could be applied in the Lao context.

41 E.g. in Fiji
Output 6: Institutional processes, procedures and capacities for effective support to the NA and its decision-making bodies strengthened

A strong, effective and efficient parliament entails underpinning its constitutional powers by clear legal and procedural frameworks, adequate and adequately managed resources, well-established internal processes and appropriate capacities. The importance of having precise rules and regulations for the conduct of parliamentary business that address all parliamentary functions, are clear to all members and staff as well as to any third party that may be involved, are properly applied in practice and publicly available, is undisputed. The key elements of parliamentary capacity are an independent source of funding, the support of a professional, impartial and capable secretariat, and unfettered access to quality information and analysis. Access to an independent, professional cadre of NA staff is perhaps the most valuable resource that a parliamentarian or a committee can have. Adequate ICT resource is another pre-requisite to an effective and efficient parliament. Guided by these assumptions and the needs of the NA, the project plans to achieve the following key activity results pertaining to Output 6:

6.1. Advice and support on compiling and publishing unified Rules of Procedure of the NA and consolidated Regulations on the structure and functioning of the NA support services provided

The organic Law on the NA provides the basic foundation for the structure and operation of the national legislature while the Law on NA Oversight and the Law on Laws provide more detailed guidance to NA’s oversight and law making functions, respectively. NA committees and each NA structure led by an MP develop their own regulations, which are approved by the Standing Committee. NA departments (that are organizational structures attached to committees) also develop their own internal regulations (that are submitted for approval to the Secretary General). There are separate regulations for the operation of the Standing Committee and of the NA plenary sessions. The lack of consolidated rules of procedure for the entire NA results in the absence of institutional guidance on the operational relationships between committees (that may share certain responsibilities and/or are required to cooperate in performing specific tasks). In addition, internal regulations developed separately by each committee risk lacking harmony. The same is the case for the NA support services that need consolidated operational guidelines that would also provide guidance on how the various services and departments should collaborate in the performance of their duties and responsibilities. The project will provide support in analysing the existing internal rules and regulations, consolidating and harmonizing them, identifying and filling the gaps and issuing 1) a set of unified Rules of Procedure (pertaining to the performance of the NA’s constitutional functions) and 2) unified Regulations on the structure and functioning of the NA support services.

6.2. Pilot Committee supported to develop model internal operating guidelines

Ahead of the implementation of 6.1, the project will extend support to a NA Committee to develop internal operating guidelines as well as guidelines on structured interaction with the ministries and other executive agencies that it supervises, with PPAs, and with other stakeholders with which the committee can establish useful partnerships. This work will inform the development of the unified rules and regulations mentioned above.

6.3. Capacity building and guidance provided to the staff of a NA Committee to develop a model annual work plan

This result will be achieved through targeted and on-the-job training on strategic planning and project management and hands-on support provided to a certain Committee who has specifically requested this type of support.

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42 These NA structures led by MPs, although they do not perform law making, oversight and representational functions but have a supporting role, are also referred to as “committees” in the Lao language and legislative system.

43 The Committee that indicated such interest is the Committee on Economy, Technology and Environment.

44 The NA needs timely access to information and data from Government and should regularise the process of reviewing that information. Parliamentary access to information should be clearly established in law and parliamentary rules, and the NA should be able to enforce the rules when they are not respected.

45 Specifically, the Committee on Foreign Affairs.
6.4. NA policy and legislative research services strengthened via strategy and specialised capacity development support and partnerships

Committees and members’ institutionalized access to up-to-date information, top-notch knowledge, high quality legislative-legal and research and policy analysis services independent from the executive is crucial to any Parliament. A strong in-house research service is a cornerstone of parliament’s ability to obtain information and provide independent, neutral analysis to committees and members. Committees and members must have access to independent research and analysis in order to conduct evidence-based oversight and objectively assess the work of government. To support the NA achieve this objective the project will assist the Research Centre to devise its vision, mission and strategic development plan and start implementing it. The strategic development plan may entail targeted capacity development and skills transfer for the current and future staff; merit-based recruitment of skilled researchers; mentoring and exposure to international standards of good practice; establishing efficient internal processes and workflows and consistent professional practice; strengthening coordination between committee staff and NA’s research centre; and establishing strong partnerships with universities, specialised CSOs, research services of other parliaments and parliamentary research networks.

The feasibility of establishing within the central NA research service of a specialized unit that will provide services on national budget issues with qualitative and analytical research as well as economic policy analyses will be explored in consultation with the NA and other development partners that provide assistance to the NA. The alternative would be establishing a NA budget office as a separate entity or attached to the Committee on Finance, Planning and Audit. The project will stimulate the discussion and contribute comparative examples from other parliaments that the NA could usefully consider.

6.5. Legal drafting support services to NA members and Committees strengthened

In addition to the related activities envisaged under Outputs 2 and 4 the project will facilitate exploring options for strengthening legislative drafting support services within the NA (possibly by establishing a legal drafting unit within the Institute for Legislative Studies) and will provide related support, including through capacity development and legal drafting skills enhancement for the staff of the Law Committee to enable continued upgrading of the quality of legislation passed by the NA and reduce the number of requests for legal interpretation that burden this committee.46

6.6. Sustainability of training programmes for NA members and staff increased through training of trainers and development of standard training curricula

As discussed in the Strategy section, the project will facilitate and, in cooperation with other UN(DP) projects and development partners, provide support to the NA Learning Centre for devising standard curricula on the most specialized topics on which it is required to deliver training on a regular basis and for conducting training of trainers programmes.

6.7. Formation of a strong cadre of professional parliamentary staff supported via targeted capacity development programmes that include relevant training, mentoring and international exchanges of experience

The training and capacity development needs and requests concerning PPA staff and NA committee and other staff are broad and cover a large variety of topics from written and oral communication skills, computer skills (like power point presentation), English language skills, project management, to more specialised parliamentary knowledge and skills as discussed in previous outputs. The project will advise and, in cooperation with other UN(DP) projects and development partners, support the preparation and delivery of selected capacity development programmes for NA and PPA committee and other staff. Furthermore, targeted bilateral and regional exchanges will be facilitated for senior NA and PPA staff to enhance their capacity to guide provision of better procedural, research, writing and advisory services to committees and NA/PPA members.

46 Furthermore, enhancing the quality and precision of legislation further strengthens the legislature vis-à-vis the government as it reduces the authority of the executive to interpret legislature’s intend.
6.8. Innovative ICT and electronic archiving and document management system supported in the NA

The project will support the introduction of electronic archiving and document management system as this is a basic logistic requirement for a modern legislature. The Project will also provide innovative and modern ICT tools and mechanisms that help connect the NA and PPAs with citizens.

6.9. NA’s proceedings, procedural development, internal capacities and other forms of institutional strengthening informed by relevant legislative research and other useful parliamentary products and tools

To enable achieving this result the project will set aside a flexible fund for translation.

2. Resources Required to Achieve the Expected Results

NA’s growing legislative, oversight and representational responsibilities mean that all Lao citizens have a vital stake in the institution. There is a genuine desire on the part of many NA actors and stakeholders to develop their capacities in response to the growing expectations of the people for more efficient and effective service from their representatives. PPAs are in their first term and the important and multifold challenges they face, doubled by a range of new opportunities, commitment and enthusiasm, call for broad and sustained collaboration with Development Partners. Over the years, the NA – in partnership with DPs, has made many changes and enhanced its structure and operation. It has also made plans for continued improvements and allocated some of its own limited resources to institutional strengthening and capacity development. However, the NA faces competing demands on its time and resources, and the pace of change may not always be the one that Development Partners would expect. In addition, like any parliament, the NA is not a stand-alone institution, but rather intrinsic part of wider institutional, political, economic, social and cultural contexts. This situation re-enforces the call for sustained, long-term collaboration with DPs and for pacing activities at a realistic rate.

Strengthening the NA entails engaging in all areas of parliamentary activity in order to achieve the central institutional strengthening objective. Therefore, a significant number of activity results are proposed in this project document for the four-year duration of the project. However, the actual implementation of project activities and achieving the envisaged results will depend on their prioritization by the project board/national coordinator/NA management, and on availability of resources. UNDP will contribute limited TRAC funds essentially as a seed-fund, and aims to mobilize additional resources. The project aims to maintain flexibility and donor friendly arrangements for resource mobilization. Each potential development partner can choose to provide funds to engage with the NA to support a specific output, key results areas, NA committee and/or PPA, according to the sector in which the respective development partner has interest and/or might already be involved. Activity results and project interventions will be implemented in accordance with the priorities set through project management decision. Priorities and work plans will be updated periodically according to the emerging needs and availability of resources. A continued resource mobilization strategy will be pursued jointly by UNDP and the NA.

It is envisaged that the project management team, suitably adopted – and that has been implementing NASSP, will also undertake the implementation of the new phase of UNDP’s Strategic Support Project to the NA and PPAs. In addition, short and/or long-term consultants will be engaged to undertake specific project tasks. They will be recruited jointly by the NA and UNDP. In addition to hosting the project implementation team in the NA building and covering related office costs, the NA will share project management team’s cost via seconding the project manager position and providing the national project director. Furthermore, the NA will contribute to the costs pertaining to the achievement of certain key results. Subject to the corporate direct project costing policy, UNDP will assist the project management team by providing capacity development and quality assurance. The Regional Governance Adviser specialised in parliamentary development will support the project through guidance and technical expertise in the implementation phase. Other UN(DP) programmes and projects will contribute to the implementation of this project, particularly by channelling technical expertise to specific capacity development interventions and knowledge products.
3. Partnerships

A trustful, open, and inclusive relationship between the NA and the development partners is a prerequisite for the successful implementation of the project. This project will further strengthen a decade’s long partnership between the NA and UNDP and will entail establishing new partnerships, particularly with the PPAs that will be selected jointly by the project board and UNDP to receive pilot support. Strong partnerships will also be established with selected Committees (e.g. the Committee on Ethnic Affairs, the Committee on Economy, Technology and Finance, the Law Committee and Women Caucus) as well as with certain NA support services such as the Research Centre and Petitions Department. UNDP will also work in partnership with other UN agencies (such as UNFPA, UN Women and UNICEF) that also engage with the NA, and will aim to better coordinate in particular the UN’s work with the NA toward the implementation of NA’s law making and amendment plan.

The project further aims to work in partnership with the other DPs (such as GIZ, WfD, SDC and the EU) that have ongoing projects with the NA and PPAs and/or plan to initiate new programmes. Establishing close collaboration with the EU/SDC funded programmes will be extremely important. Such close collaboration may result in the adoption of a joint results and resources framework. As highlighted earlier in the document, the project will engage with the NA to update its own development plans and coordinate DPs’ collaboration with the NA and PPAs.

The project will also facilitate improved exchanges of information between the NA and DPs with the aim to establish a strong National Assembly partnership in Lao PDR to further enhance mutual trust and understanding, and secure long-term collaboration. An important step in this direction could be adopting the parliamentary partnership forum model that UNDP and the National Assembly of Vietnam have initiated47. The project can usefully establish further partnerships with INGOs involved in NA and/or PPA work as well as with Lao NPAs.

4. Risks and Assumptions

Please refer to the attached risk log.

5. Stakeholder Engagement

The project was developed and will be implemented with full ownership of the main stakeholders, i.e. the NA and PPAs. During the project formulation mission the Secretaries General and other members of all 18 PPAs have been consulted, both in person and through a survey, to ascertain their interests and needs. Meetings with Chairpersons, Vice-Chairpersons and staff of all NA Committees have also been conducted as well as discussions with the leadership of the Secretariat and other NA support services. Consultations with development partners took place, both bilaterally and as a group, as well as consultations with UN agencies, INGOs, NPAs and mass organizations. At the same time a discussion with MPI representatives was held.

The project will support the implementation of NA-driven priorities and strategy – in alignment with the 5-year plan of the 8th Legislature. The main target groups are NA Committees, NA members, NA staff/support services, the institution of the NA as a whole and PPA members and staff. Citizens from all

47 In Vietnam the Parliamentary Partnership Forum was initiated back in 2005 to enhance dialogue, facilitate resource mobilization and support coordination between the National Assembly and the donor community. The Forum was organised twice a year, after each session of the NA to keep the donor community informed on the session’s milestones and other key developments at the NA. The Forum provided a unique opportunity for the heads of diplomatic missions and other senior members of the international community to participate in the debriefing, interact with NA Deputies and discuss in particular about important pieces of (draft) legislation reviewed and/or adopted by the respective NA session. Initially the NA was hosting the forums. From 2013 on UNDP started hosting them. The Forums were co-chaired by the UN RC/UNDP RR and a senior NA official (either the Secretary General or the President of ILS).
sectors of society (including both women and men, youth, the elderly, ethnic groups, poor people, people with disabilities or living in remote areas or otherwise disadvantaged), as well as mass organisations and NPAs, are the ultimate project beneficiaries. The project’s framework, NA’s coordination role and UNDP’s convening role will also provide interesting opportunities for development partners.

Members of the main target groups, representing both the NA and selected PPAs, are expected to be part of the steering board and will be engaged in the main aspects of project decision-making. The project will be implemented directly by the NA through the national implementation modality. Stakeholder representatives will be engaged in project’s monitoring and evaluation via surveys, interviews, and focus groups. The project aspires to create a positive social impact and aims to a minimal environmental footprint.

6. South-South and Triangular Cooperation (SSC/TrC)

The project will promote mutual learning between the NA and other parliaments in the region and exchanges of experience and good practice, both between legislatures with similar political systems such as Viet Nam and with different political systems. Peer-to-peer learning between NA and PPA members and staff and their peers from other southern contexts will be promoted both in-country and, resources permitting, in neighbouring countries or further in the region, and within the inter-parliamentary group of ASEAN. Thematic seminars and capacity building workshops organized by the project will offer presentation of comparative international experiences, good practice and lessons learned (including from southern contexts). Study Exchanges, and sharing of Lessons Learned and Good Practice – will apply both ways – from Lao PDR to South Partner countries and from South Partner countries to Lao PDR. The project will also aim to engage short and long term experts from southern/developing countries. Working with 1 in 3 parliaments in the world, UNDP is well placed to promote SSC and TrC opportunities. Similar UNDP projects that engage parliaments in the SDGs implementation have recently started in places like Pakistan, Kosovo, Georgia, Moldova or Lebanon. In addition, UNDP has been engaging with sub-national/provincial elected bodies in an increasing number of countries (including Viet Nam, India and Pakistan). The project will be able to study these experiences and build on the lessons learned in the respective contexts.

7. Knowledge

As described in section III, the project will develop a number of manuals, guidelines, promotional and educational materials and other knowledge products and will translate into Lao global and context specific knowledge products. Details on the knowledge products that will be produced and/or utilized by the project and their impact will be captured in regular project reports and featured on NA websites and UNDP and newsletters. Lessons learned from the implementation of this project will be captured by and inform future UNDP and Inter-Parliamentary Union (IPU) publications on the role of parliament in enhancing national development and in the implementation of SDGs. Members of the NA participating in regional and international inter-parliamentary events will have the opportunity to create additional visibility by referring to the work and results of the project.

8. Sustainability and Scaling Up

The use of national implementation modality has led to increasing national self-reliance through effective use, and strengthening of management capabilities and technical expertise, of Lao national institutions including the NA and of individual NA staff through learning by doing. It has also enhanced ownership and commitment to development interventions and their impact as well as integration with institutional strategies and programmes, as described earlier in the document. As already discussed, the project will make use of piloting methodology and will encourage and support scaling up as appropriate and feasible. While achieving impact will always be the ultimate goal, the level of ambition with regard to project outputs and key activity results will have to be adjusted accordingly in the event in which it will not be possible to mobilize sufficient resources. UNDP will encourage other DPs to step in and contribute to the implementation of project’s results and resources framework.
An actionable exit plan will be produced jointly with the NA to encourage senior management to continue to apply management practices that are evaluated as relevant and effective. There will also be a phased reduction in external support (and a corresponding reduction in overhead costs of this programme) as more skills and responsibilities are transferred to NA staff.

IV. PROJECT MANAGEMENT

1. Cost Efficiency and Effectiveness

As explained in previous sections, the project aims to achieve cost efficiency and effectiveness and deliver maximum results with available resources through: building in synergies with other UNDP projects, making good use of subject matter expertise available in other projects and reduce the need for employing short term consultants; avoiding additional hiring costs by keeping in place the project management unit (PMU) of the last UNDP project; co-locating the PMU with the NA; encouraging the NA to second staff to the PMU and contribute to operational costs; encouraging the NA and selected PPAs to assume full ownership of the project (including via engaging the project in support of the objectives of NA’s own strategic development plans and annual and medium-term action plans, and via encouraging the NA to endorse the project’s results and resources framework); encouraging other development partners to contribute to this results and resources framework; facilitating good coordination and collaboration with the other major programmes, including through a division of responsibilities (e.g. with regard to selecting target NA committees and PPAs) and avoidance of duplication; utilizing the available in-house UNDP technical expertise at regional and global level in the development and implementation of the project; using global tools and other knowledge products developed by UNDP; tapping into the UNDP global repository of good practices and lessons learned in the implementation of similar projects; working with the PPAs in provinces where UNDP implements other projects to achieve a greater impact; and working closer with other UN agencies as “one UN”. (Please refer to the previous chapter for more details and concrete examples).

2. Project Management

The project will be implemented in Vientiane and several provinces that will be selected by the Project Board on the NA’s and UNDP’s proposal. The project will be institutionally housed in the NA. Operational links to selected PPAs may be added at a later stage. There will be only one project office and it will be located in the NA building in Vientiane. The potential sources of funding for this project include funding from UNDP regular and other resources, Government co-financing and other externally mobilized resources. The project will be executed through the National Implementation Modality (NIM) under the UNDP CPD 2017-2021. NIM structures and processes are institutionalized within Government structures in Lao PDR and have been successfully executed through past initiatives including NASSP. The project management unit will guide and support NA and PPA staff to implement project activities at the central and local levels. The structure and functions of the Project Board and PMU are described in section VIII. As an immediate activity upon the inception of the project, the PMU will be responsible to devise a detailed and costed annual work plan. It will be the responsibility of the Project Manager to liaise with the UNDP Governance Unit and Programme Support Unit (PSU) to prepare progress and consolidated financial reports, in the required format, and provide it to the Project Board at regular and necessary intervals.
V. RESULTS FRAMEWORK

UNPF (2017-2021) Outcome 7: Institutions and policies at national and local level support the delivery of quality services that better respond to people’s needs / Outcome 8: People enjoy improved access to justice and fulfilment of their human rights

UNDP CPD (2017-2021) Outcome 3: Institutions and policies at national and local level support the delivery of quality services that better respond to people’s needs.

Output 3.4: “People’s institutions (NA/PPAs) better able to fulfil their legislative, oversight and representation mandates”

UNDP Strategic Plan (2014-2017):

Outcome 2: Citizens’ expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance

Output 2.1: Parliaments, constitution making bodies and electoral institutions enabled to perform core functions for improved accountability, participation and representation, including for peaceful transitions

Output 2.4: Frameworks and dialogue processes engaged for effective and transparent engagement of civil society in national development

Outcome 3: Countries have strengthened institutions to progressively deliver universal access to basic services

Output 3.2: Functions, financing and capacity of sub-national level institutions enabled to deliver improved basic services and respond to priorities voiced by the public

Project title and Atlas number: Strategic Support to enhancing the Role of the NA and PPAs in achieving the NSEDP objectives and SDGs in Lao PDR

<table>
<thead>
<tr>
<th>Expected outputs</th>
<th>Output indicators</th>
<th>Data source</th>
<th>Baseline Value</th>
<th>Targets Year 1</th>
<th>Targets Year 2</th>
<th>Targets Year 3</th>
<th>Targets Year 4</th>
<th>FINAL</th>
<th>Data collection methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output 1 Interactions between the National Assembly and citizens including on national development issues strengthened</td>
<td>1.1 Number of outreach missions / public consultations conducted 48</td>
<td>-Reports of missions/public consultations</td>
<td>0</td>
<td>2016</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>16 Minutes of Annual Progress Reviews Annual Progress Reports</td>
</tr>
<tr>
<td></td>
<td>1.2 Percentage of people’s feedback (disaggregated by -Promulgated NA decisions and)</td>
<td>-Promulgated NA decisions and</td>
<td>0</td>
<td>2016</td>
<td>10%</td>
<td>25%</td>
<td>50%</td>
<td>60%</td>
<td>60% Minutes of Annual</td>
</tr>
</tbody>
</table>

48 This includes activities under 2.2.
<table>
<thead>
<tr>
<th>Output 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The National Assembly capacitated to align policies and legislation with the NSEDP and SDGs and monitor implementation</strong></td>
</tr>
</tbody>
</table>

| 1.3. Roadmap on public input seeking and partnership building developed and at least three key steps implemented | - Roadmap on public input seeking and partnership building | 0 | 2016 | 0 | 1 | 1 | 1 | 1 | Minutes of Annual Progress Reports |

<table>
<thead>
<tr>
<th>Output 2</th>
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<tbody>
<tr>
<td><strong>Output 2</strong></td>
</tr>
</tbody>
</table>

| 2.1 Percentage of amended/new laws that are aligned with NSEDP and SDGs per Session | - Amended and new laws | 0 | 2016 | 20% | 40% | 60% | 80% | 80% | Minutes of Annual Progress Reports |

| 2.2 Number of outreach missions and public consultations conducted to oversee/monitor the implementation of NSESP/SDGs and related laws | - Reports of outreach missions and public consultations | 0 | 2016 | 4 | 4 | 4 | 4 | 16 | Minutes of Annual Progress Reports |

| 2.3. Percentage of government policies, plans and budgets reviewed through NSEDP/SDG lens | - Reports of NA debates | 0 | 2016 | 20% | 40% | 60% | 80% | 80% | Minutes of Annual Progress Reports |

<table>
<thead>
<tr>
<th>Output 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coordination and communication mechanisms (between the NA and</strong></td>
</tr>
</tbody>
</table>

| 3.1 Percentage of petitions (disaggregated by petitioners’ sex, ethnicity and age) that has been addressed in PPA | - PPA decisions and actions | 0 | 2016 | 10% | 20% | 40% | 60% | 60% | Minutes of Annual Progress Reports |
PPAs, between representative bodies and the Executive Branch of Government/OSPP/State audit Office, and between PPAs) for increased responsiveness to people’s needs established

<table>
<thead>
<tr>
<th>Output 4</th>
<th>Selected People’s Provincial Assemblies capacitated to fulfil their representative and oversight mandate and contribute to the NSEDP and SDGs’ achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.</td>
<td>Percentage of PPA members and staff with enhanced understanding of the NSEDP and Agenda 2030/the SDGs and capacities to prepare legal documents and conduct oversight</td>
</tr>
<tr>
<td></td>
<td>- Surveys on awareness of NSEDP/SDPs - PPA legal documents - PPA oversight reports</td>
</tr>
<tr>
<td></td>
<td>0 2016 10% 30% 60% 90% 90% Minutes of Annual Progress Reviews Annual Progress Reports</td>
</tr>
<tr>
<td>4.2.</td>
<td>Percentage of oversight reports prepared by PPAs and submitted to higher and/or executive authorities that are informed by citizens’ feedback on public services and other citizens’ concerns</td>
</tr>
<tr>
<td></td>
<td>- PPA oversight reports</td>
</tr>
<tr>
<td></td>
<td>0 2016 10% 35% 60% 85% 85% Minutes of Annual Progress Reviews Annual Progress Reports</td>
</tr>
</tbody>
</table>

Output 5
Members of representative bodies’ (i.e.: NA and PPAs) capacities to shape policy, legislation, planning and budgetary decisions to enable women’s economic and social empowerment, protect women’s rights and advance gender equality strengthened

<table>
<thead>
<tr>
<th>Output 5</th>
<th>Members of representative bodies’ (i.e.: NA and PPAs) capacities to shape policy, legislation, planning and budgetary decisions to enable women’s economic and social empowerment, protect women’s rights and advance gender equality strengthened</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1.</td>
<td>Percentage of draft laws reviewed/analyzed from a gender perspective</td>
</tr>
<tr>
<td></td>
<td>- Draft laws - NA/PPA debate reports</td>
</tr>
<tr>
<td></td>
<td>0 2016 10% 35% 65% 95% 95% Minutes of Annual Progress Reviews Annual Progress Reports</td>
</tr>
<tr>
<td>5.2.</td>
<td>Percentage of NA and PPA committee members and staff capacitated on gender analysis and gender mainstreaming</td>
</tr>
<tr>
<td></td>
<td>- Training reports/ evaluation analysis</td>
</tr>
<tr>
<td></td>
<td>0 2016 15% 30% 45% 60% 60% Minutes of Annual Progress Reviews Annual Progress Reports</td>
</tr>
</tbody>
</table>
### Output 6

**Institutional processes, procedures and capacities for effective support to the NA and its decision-making bodies strengthened**

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6.1</strong> Strategic plan on development of NA research services developed and under implementation</td>
<td>- Strategic plan on development of NA research services</td>
<td>0</td>
<td>2016</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>6.2</strong> Number of training of trainers conducted</td>
<td>- Training reports</td>
<td>0</td>
<td>2016</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>6.3</strong> Number of capacity development activities for NA staff and committees delivered</td>
<td>- Capacity-building workshop reports</td>
<td>0</td>
<td>2016</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td><strong>6.4</strong> Model internal operating guidelines developed by the pilot committee</td>
<td>- Model internal operating guidelines</td>
<td>0</td>
<td>2016</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
VI. **MONITORING AND EVALUATION**

In accordance with UNDP’s programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

### Monitoring Plan

<table>
<thead>
<tr>
<th>Monitoring Activity</th>
<th>Purpose</th>
<th>Frequency</th>
<th>Expected Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Track results progress</strong></td>
<td>Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.</td>
<td>Quarterly, or in the frequency required for each indicator.</td>
<td>Slower than expected progress will be addressed by project management.</td>
</tr>
<tr>
<td><strong>Monitor and Manage Risk</strong></td>
<td>Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP’s Social and Environmental Standards. Audits will be conducted in accordance with UNDP’s audit policy to manage financial risk.</td>
<td>Quarterly</td>
<td>Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.</td>
</tr>
<tr>
<td><strong>Learn</strong></td>
<td>Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.</td>
<td>At least annually</td>
<td>Relevant lessons are captured by the project team and used to inform management decisions.</td>
</tr>
<tr>
<td><strong>Annual Project Quality Assurance</strong></td>
<td>The quality of the project will be assessed against UNDP’s quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.</td>
<td>Annually</td>
<td>Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.</td>
</tr>
<tr>
<td><strong>Review and Make Course Corrections</strong></td>
<td>Internal review of data and evidence from all monitoring actions to inform decision making.</td>
<td>At least annually</td>
<td>Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.</td>
</tr>
<tr>
<td><strong>Project Report</strong></td>
<td>A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.</td>
<td>Annually, and at the end of the project (final report)</td>
<td>Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.</td>
</tr>
<tr>
<td><strong>Project Review (Project Board)</strong></td>
<td>The project’s governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project’s final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.</td>
<td>Annually</td>
<td></td>
</tr>
</tbody>
</table>
## Evaluation Plan

<table>
<thead>
<tr>
<th>Evaluation Title</th>
<th>Related Strategic Plan Output</th>
<th>UNPF/CPD Outcome</th>
<th>Planned Completion Date</th>
<th>Key Evaluation Stakeholders</th>
<th>Cost and Source of Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-Term Evaluation or final evaluation</td>
<td>Outcome 2: “Citizens’ expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance” Output 2.1.: “Parliaments, constitution making bodies and electoral institutions enabled to perform core functions for improved accountability, participation and representation, including for peaceful transitions” Output 2.4: “Frameworks and dialogue processes engaged for effective and transparent engagement of civil society in national development”</td>
<td>UNPF Outcome 7: “Institutions and policies at national and local level support the delivery of quality services that better respond to people’s needs” and Outcome 8: “People enjoy improved access to justice and fulfilment of their human rights” CPD Outcome 3 “Institutions and policies at national and local level support the delivery of quality services that better respond to people’s needs” and Output 3.4: “People’s institutions (NA/PPAs) better able to fulfil their legislative, oversight and representation mandates”</td>
<td>June 2019</td>
<td>NA, PPAs</td>
<td>US $ 20,000</td>
</tr>
</tbody>
</table>
# VII. **Multi-Year Work Plan**

<table>
<thead>
<tr>
<th>EXPECTED OUTPUTS</th>
<th>PLANNED ACTIVITIES RESULTS</th>
<th>Planned Budget by Year</th>
<th>RESPONSIBLE PARTY</th>
<th>PLANNED BUDGET49</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Y1</td>
<td>Y2</td>
<td>Y3</td>
</tr>
<tr>
<td>Output 1:</td>
<td>1.1 Regular public input into the legislative and oversight processes pertaining to national development, the NSEDP and the SDGs enabled and supported</td>
<td>0</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>1.2 Enhanced public understanding of the roles, structures and operations of NA and PPAs as well as of the NSEDP and the SDGs</td>
<td>0</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>1.3 Youth's engagement with the NA and PPA institutionalized</td>
<td>1,000</td>
<td>8,000</td>
<td>8,000</td>
</tr>
<tr>
<td></td>
<td>Senior Technical Specialist</td>
<td>2,500</td>
<td>4,000</td>
<td>4,000</td>
</tr>
<tr>
<td></td>
<td>Project Coordinator</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td></td>
<td>UNDP Programme and Development Effectiveness Support</td>
<td>2,104</td>
<td>12,626</td>
<td>13,328</td>
</tr>
<tr>
<td></td>
<td>M&amp;E</td>
<td>0</td>
<td>4,575</td>
<td>5,000</td>
</tr>
<tr>
<td></td>
<td>Sub-Total for Output 1</td>
<td>7,104</td>
<td>70,701</td>
<td>71,828</td>
</tr>
<tr>
<td>Output 2:</td>
<td>2.1 NA members and staff's full awareness of the NSEDP and the SDGs and of the need for, and existing methodologies and good practice on SDG localization, mainstreaming, acceleration and policy and other available support developed</td>
<td>5,000</td>
<td>15,000</td>
<td>20,000</td>
</tr>
</tbody>
</table>

---

49 The planned budget is indicative. It will be finalized by the NA and PPAs and the final decision will be made and approved by the project board. Joint efforts for resource mobilization need to be carried out in order to secure additional funds, in addition to the core resources from UNDP.
### The National Assembly

capacitated to align policies and legislation with the NSEDP and SDGs and monitor implementation

<table>
<thead>
<tr>
<th>Output</th>
<th>Description</th>
<th>NA Members</th>
<th>Project Coordinator</th>
<th>UNDP Programme and Development Effectiveness Support</th>
<th>M&amp;E</th>
<th>Sub-Total for Output 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2</td>
<td>NA members and staff’s full awareness of the role of the NA vis-à-vis the NSEDP and the SDGs developed and concrete plans for mainstreaming the NSEDP and Agenda 2030’s principles in the work of the NA developed</td>
<td>5,000</td>
<td>0</td>
<td>2,104</td>
<td>0</td>
<td>25,104</td>
</tr>
<tr>
<td>2.3</td>
<td>Selected NA committees supported to mainstream NSEDP/SDGs into their work and align policies and legislation with the NSEDP and SDGs</td>
<td>15,000</td>
<td>10,000</td>
<td>12,626</td>
<td>5,000</td>
<td>127,626</td>
</tr>
<tr>
<td>2.4</td>
<td>Selected NA Committees supported to meaningfully engage in the budget process pertaining to their areas of responsibility and ensure that budget and public expenditures meet NSEDP and SDGs priorities</td>
<td>20,000</td>
<td>20,000</td>
<td>13,328</td>
<td>5,000</td>
<td>168,328</td>
</tr>
<tr>
<td>2.5</td>
<td>Selected NA Committees supported to monitor the implementation of the policies, legislation and programmes related to the achievement of the NSEDP and SDGs</td>
<td>20,000</td>
<td>20,000</td>
<td>14,029</td>
<td>5,000</td>
<td>177,780</td>
</tr>
<tr>
<td>2.6</td>
<td>Relevant NA Committees supported to participate in the NSEDP reporting, UPR process and SDG reporting</td>
<td>0</td>
<td>15,000</td>
<td>2,104</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td>2.7</td>
<td>Development opportunities for selected NA Committees maximized through thematic knowledge exchanges and seminars</td>
<td>20,000</td>
<td>20,000</td>
<td>18,751</td>
<td>0</td>
<td>53,751</td>
</tr>
</tbody>
</table>

### Senior Technical Specialist

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Technical Specialist</td>
<td>5,000</td>
</tr>
<tr>
<td>Project Coordinator</td>
<td>3,000</td>
</tr>
<tr>
<td>UNDP Programme and Development Effectiveness Support</td>
<td>2,104</td>
</tr>
<tr>
<td>M&amp;E</td>
<td>0</td>
</tr>
</tbody>
</table>

### Sub-Total for Output 2

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total for Output 2</td>
<td>25,104</td>
</tr>
<tr>
<td>UNDP Programme and Development Effectiveness Support</td>
<td>127,626</td>
</tr>
<tr>
<td>M&amp;E</td>
<td>168,328</td>
</tr>
<tr>
<td>Sub-Total for Output 2</td>
<td>177,780</td>
</tr>
</tbody>
</table>

### Total

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>498,838</td>
</tr>
</tbody>
</table>
### Output 3:

**Coordination and communication mechanisms between the NA and PPAs, between representative bodies and the Executive Branch of Government/OSPP/State Audit Office, and between PPAs for increased responsiveness to people’s needs established**

<table>
<thead>
<tr>
<th>3.1 Procedural guidance and practical arrangements for effective reception and processing of citizens’ feedback on public services developed</th>
<th>5,000</th>
<th>15,000</th>
<th>20,000</th>
<th>20,000</th>
<th>NA, PPAs</th>
<th>60,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2 Procedural guidance and practical arrangement for transmission of citizens’ feedback toward the relevant NA support service and relevant NA Committee established</td>
<td>5,000</td>
<td>15,000</td>
<td>20,000</td>
<td>20,000</td>
<td>NA, PPAs</td>
<td>60,000</td>
</tr>
<tr>
<td>3.3 PA’s actions taken in pilot provinces in response to citizens’ feedback on public services informed by a detailed mapping of public services and responsible authorities in the province</td>
<td>0</td>
<td>15,000</td>
<td>15,000</td>
<td>20,000</td>
<td>NA, PPAs</td>
<td>50,000</td>
</tr>
<tr>
<td>3.4 Implementation of the Law on Petitions facilitated via piloting of a Manual on Processing Petitions</td>
<td>0</td>
<td>20,000</td>
<td>20,000</td>
<td>25,000</td>
<td>NA, PPAs</td>
<td>65,000</td>
</tr>
</tbody>
</table>

- **Senior Technical Specialist**: 5,000 12,000 12,000 12,000 NA, PPAs 41,000
- **Project Coordinator**: 3,000 3,000 3,000 3,000 NA, PPAs 12,000
- **UNDP Programme and Development Effectiveness Support**: 2,104 12,626 13,328 14,029 NA, PPAs 42,087
- **M&E**: 0 5,000 5,000 5,000 NA, PPAs 15,000

**Sub-total Output 3**  20,104 97,626 108,328 119,029 345,087

### Output 4:

**Selected People’s Provincial Assemblies capacitated to fulfil their representative and**

<table>
<thead>
<tr>
<th>4.1 Members and staff of selected PPAs’ awareness of the NSEDP the SDGs and the need for, and existing methodologies and good practice on, SDG localization, mainstreaming, acceleration and policy and other available support developed</th>
<th>5,000</th>
<th>15,000</th>
<th>20,000</th>
<th>20,000</th>
<th>NA, PPAs</th>
<th>60,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2 Capacity development and skills transfer on law and regulation making process and legal drafting techniques for PPA members and</td>
<td>5,000</td>
<td>15,000</td>
<td>20,000</td>
<td>20,000</td>
<td>NA, PPAs</td>
<td>60,000</td>
</tr>
<tr>
<td>Output 4:</td>
<td>5.1 New members and staff of the NA Women Caucus as well as at least 1-2 members and staff of each NA committee provided training on gender analysis and gender mainstreaming</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>NA, PPAs</td>
<td>35,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.3 PPA members and staff in selected provinces capacitated to assess legal documents’ constitutionality and law compliance</th>
<th>0</th>
<th>25,000</th>
<th>25,000</th>
<th>25,000</th>
<th>NA, PPAs</th>
<th>75,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4 PPA members and staff in selected provinces capacitated to assess and ensure legal documents’ compliance with Lao PDR's human rights obligations</td>
<td>0</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>NA, PPAs</td>
<td>75,000</td>
</tr>
<tr>
<td>4.5 Development of internal operating procedures for PPAs supported</td>
<td>0</td>
<td>20,000</td>
<td>25,000</td>
<td>30,000</td>
<td>NA, PPAs</td>
<td>75,000</td>
</tr>
<tr>
<td>4.6 PPA members and staff in provinces capacitated and supported to undertake effective oversight of the administration at provincial level, better respond to people's needs and reflect citizens (including the disadvantaged and marginalized) and communities’ aspirations in development plans, policies and legislation</td>
<td>0</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>NA, PPAs</td>
<td>75,000</td>
</tr>
</tbody>
</table>

**Senior Technical Specialist**

| | 5,000 | 12,000 | 12,000 | 12,000 | NA, PPAs | 41,000 |

**Project Coordinator**

| | 3,000 | 3,000 | 3,000 | 3,000 | NA, PPAs | 12,000 |

**UNDP Programme and Development Effectiveness Support**

| | 2,104 | 12,626 | 13,328 | 14,029 | NA, PPAs | 42,087 |

**M&E**

| | 0 | 5,000 | 5,000 | 5,000 | NA, PPAs | 15,000 |

**Sub-total Output 4**

| | 20,104 | 157,626 | 173,328 | 179,029 | NA, PPAs | 530,087 |

**Output 5:**

| 5.1 New members and staff of the NA Women Caucus as well as at least 1-2 members and staff of each NA committee provided training on gender analysis and gender mainstreaming | 5,000 | 10,000 | 10,000 | 10,000 | NA, PPAs | 35,000 |
Members of representative bodies’ (i.e.: NA and PPAs) capacities to shape policy, legislation, planning and budgetary decisions to enable women’s economic and social empowerment, protect women’s rights and advance gender equality strengthened

<table>
<thead>
<tr>
<th>5.2 Members of women caucuses/working groups as well as at least 1-2 members and staff of each committee of the selected PPAs provided training on gender analysis and gender mainstreaming</th>
<th>5,000</th>
<th>10,000</th>
<th>10,000</th>
<th>10,000</th>
<th>NA, PPAs</th>
<th>35,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.3 Toolkit on scrutinising policy and legislation from a gender perspective developed for the use of the NA and PPAs</td>
<td>5,000</td>
<td>15,000</td>
<td>15,000</td>
<td>20,000</td>
<td>NA, PPAs</td>
<td>55,000</td>
</tr>
<tr>
<td>5.4 The NA Women Caucus and Law Committee supported to contribute to the development, debate and amendment of a draft Law on Gender Equality</td>
<td>5,000</td>
<td>10,000</td>
<td>10,000</td>
<td>5,000</td>
<td>NA, PPAs</td>
<td>30,000</td>
</tr>
<tr>
<td>5.5 Following the enactment of the Law on Gender Equality, NA Women Caucus, Law, Ethnic Affairs, and Social and Cultural Affairs Committees, as well as selected PPAs, supported to conduct law dissemination activities</td>
<td>0</td>
<td>20,000</td>
<td>25,000</td>
<td>30,000</td>
<td>NA, PPAs</td>
<td>75,000</td>
</tr>
<tr>
<td>5.6 The NA Women Caucus supported to update, print and disseminate information leaflets and educational material developed with the support of earlier UNDP projects</td>
<td>0</td>
<td>20,000</td>
<td>25,000</td>
<td>30,000</td>
<td>NA, PPAs</td>
<td>75,000</td>
</tr>
<tr>
<td>5.7 Advice provided and advocacy facilitated on methods and measures towards increasing the percentage of women candidates for elected office and promotion of women to executive office and other senior positions</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>NA, PPAs</td>
<td>40,000</td>
</tr>
</tbody>
</table>

Senior Technical Specialist | 5,000 | 12,000 | 12,000 | 12,000 | NA, PPAs |
Project Coordinator | 3,000 | 3,000 | 3,000 | 3,000 | NA, PPAs | 12,000 |
<table>
<thead>
<tr>
<th>UNDP Programme and Development Effectiveness Support</th>
<th>2,104</th>
<th>12,626</th>
<th>13,328</th>
<th>14,029</th>
<th>NA, PPAs</th>
<th>42,087</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&amp;E</td>
<td>0</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>NA, PPAs</td>
<td>15,000</td>
</tr>
<tr>
<td><strong>Sub-total Output 5</strong></td>
<td><strong>40,104</strong></td>
<td><strong>127,626</strong></td>
<td><strong>138,328</strong></td>
<td><strong>149,029</strong></td>
<td><strong>455,087</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Output 6:**

| 6.1 Advice and support on compiling and publishing unified Rules of Procedure of the NA and consolidated Regulations on the structure and functioning of the NA support services provided | 5,000 | 10,000 | 10,000 | 10,000 | NA | 35,000 |
| 6.2 Pilot Committee supported to develop model internal operating guidelines | 5,000 | 10,000 | 10,000 | 15,000 | NA | 40,000 |
| 6.3 Capacity building and guidance provided to the staff of a NA Committee to develop a model annual work plan | 0 | 10,000 | 10,000 | 15,000 | NA | 35,000 |
| 6.4 NA policy and legislative research services strengthened via strategy and specialised capacity development support and partnerships | 0 | 10,000 | 10,000 | 10,000 | NA | 30,000 |
| 6.5 Legal drafting support services to NA members and Committees strengthened | 0 | 10,000 | 15,000 | 15,000 | NA | 40,000 |
| 6.6 Sustainability of training programmes for NA members and staff increased through training of trainers, development of standard training curricula | 0 | 20,000 | 20,000 | 20,000 | NA | 60,000 |
| 6.7 Formation of a strong cadre of professional parliamentary staff supported via targeted capacity development programmes that include relevant training, mentoring and international exchanges of experience | 0 | 20,000 | 20,000 | 20,000 | NA | 60,000 |
### 6.8 Innovative ICT and electronic archiving and document management system supported in the NA

<table>
<thead>
<tr>
<th></th>
<th>5,000</th>
<th>15,000</th>
<th>15,000</th>
<th>20,000</th>
<th>NA</th>
<th>55,000</th>
</tr>
</thead>
</table>

### 6.9 NA’s proceedings, procedural development, internal capacities and other forms of institutional strengthening informed by relevant legislative research and other useful parliamentary products and tools; sustainability ensured by the development of an exit plan

<table>
<thead>
<tr>
<th></th>
<th>5,000</th>
<th>15,000</th>
<th>15,000</th>
<th>20,000</th>
<th>NA</th>
<th>55,000</th>
</tr>
</thead>
</table>

| Senior Technical Specialist | 5,000 | 12,000 | 12,000 | 12,000 | NA  | 41,000 |
| Project Coordinator       | 3,000 | 3,000  | 3,000  | 3,000  | NA  | 12,000 |
| UNDP Programme and Development Effectiveness Support | 2,104 | 12,626 | 13,328 | 14,032 | NA  | 42,090 |
| M&E                      | 0     | 5,000  | 5,000  | 5,000  | NA  | 15,000 |
| **Sub-total Output 6**   | 30,104| 152,626| 158,328| 179,032| NA  | 520,090|

| **General Management Support** | 46,327 | 47,500 | 47,500 | 47,500 | NA  | 188,827 |
| Audit                      | 1,900  | 1,900  | 1,900  | 1,900  | NA  | 7,600   |
| GMS**                      | 11,111 | 66,667 | 70,370 | 74,074 | NA  | 222,222 |
| **Sub-total**              | 59,338 | 116,067| 119,770| 123,474| NA  | 418,649 |

| **TOTAL**                  | 201,962| 849,898| 938,238| 1,009,902| NA  | 3,000,000|

* The MYWP is tentative and indicative. It can be revised according to the future funding situation upon approval of the project board

** GMS will be adjusted according to the future funding situation
VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

1. Project Coordination

The project will be overall and strategically directed by a Project Steering Board (PSB), comprising of senior representative from the “Executive” (i.e. Chief of Cabinet or National Project Director), senior representatives of the “UNDP/Development Partners”, and representatives of the “Government Partners” (i.e. senior representatives of the NA, PPA, and MPI). The PSB will meet at least twice a year to review progress and take decisions as required to facilitate the implementation of the project.

Most importantly, the PSB will approve the Annual Work Plans prepared by the project and take decisions on mid-year changes in project activities or financial allocations, if any. The PSB ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the project and external bodies. Specifically, the PSB will provide guidance and agree on possible countermeasures/management actions to address, manage and mitigate any risks found during the life of the project. In addition, it approves the appointment and responsibilities of the part-time National Project Director and any delegation of its project assurance responsibilities. In summary:

- The Project Steering Board will oversee all aspects of the Implementing Partner (IP) execution.
- The Executive/National Project Director (PSB Chair) representing the national ownership of the project is ultimately responsible for the project, supported by the UNDP/Development Partners.
- The UNDP/Development Partners represent the interests of the partners, which provide funding and/or technical expertise to the project to provide guidance about the technical feasibility and implementation of the project.
- The Government Partners represent the interest of the stakeholders who will ultimately benefit from the products and services delivered by the project and are responsible to ensure that the realisation of project is beneficial to their work.

2. Implementation arrangement

The project will be implemented through the National Implementation Modality (NIM) as agreed by the Government of Lao PDR and UNDP with the National Assembly as the Implementing Partner (IP). It will operate in accordance with the relevant NIM Guidelines agreed by UNDP and GoL. The National Assembly is responsible and accountable for managing the project, including the monitoring and evaluation of project interventions, achieving project outputs, and for the effective use of donor resources. UNDP will design a range of support specifically targeted to enable the National Assembly to acquire the requisite skills to accomplish these tasks.

The project will be based on a capacity development approach, aiming at supporting the capacity building of individual actors and bodies within the NA and PPAs or interacting with the NA. On site, a Project Management Unit (PMU) will work together with technical specialists and experts, both international and national, on planning and implementing the activities. It is foreseen, that activities will be undertaken in partnership and coordination with counterparts from within the NA and will involve PPA representatives in the activities relevant to them. This includes both NA and PPA members and support staff. Special attention will be given to guaranteeing the sustainability of outcomes and empowering of actors and systems to continue and replicate and improve project activities after the project has concluded. The partnership approach will also include the development of activities -aiming to bring together inside knowledge of the institution with societal demands and outside experiences and understanding of international best practices.
3. Staffing and management

The NA will appoint a National Project Director (NPD) to be accountable for 1) the proper use of all funding resources, 2) the quality and efficiency of project results, 3) the timely implementation of approved activities, 4) the efficient use of resources, 5) properly coordinating the participation of related project partners. The NA should consider appointing an NPD who holds a position equal or higher than Director-General level.

In accordance with existing GoL-UNDP NIM Guidelines, a Project Management Team will be established. Brief descriptions of the positions follow:

The NA will appoint a full-time Project Manager (PM) to be responsible for the overall operational management of the project on a day-to-day basis on behalf of the IP within the constraints laid down by the PSB. The PM will be responsible for the ongoing liaison with UNDP, the National Project Director, and the Project Steering Board. Given the size and scope of the project, it is essential that the PM possesses both strong relationships with members and staff at the NA, as well as solid programmatic, personnel, and financial management experience. He/she is responsible for the development of the Annual Work Plans, annual financial reports as well as quarterly and annual progress reports. She / He will work under the direct supervision of the NPD. The PM is a full-time position.

In order to provide additional technical and administrative expertise, as well as to assure quality during project implementation, the team will comprise of an experienced Senior Technical Specialist (STS). The STS should have a thorough understanding of the organisation and operation of legislatures and an in-depth knowledge of planning and executing parliamentary strengthening projects because the project requires ongoing access to technical expertise on parliamentary development. S/he will be based in the NA. In addition to technical advice, the STS will be involved in assuring that the quality of implementation (e.g., technical assistance, training, manuals) fulfils the standard requirement of UNDP. In addition to the direct provision of technical expertise the technical specialist is also responsible for accessing external technical expertise where needed in the form of trainers and consultants. S/he will provide advice and guidance to consultants and implementing partners. The STS should be familiar and have contact with organisations that play a role in parliamentary development on the global, regional and national level. In particular, it will be critical for the Technical Specialist to ensure active liaison with UNDP’s Global Programme for Parliamentary Strengthening and the Regional Governance Adviser on Parliamentary Strengthening in Bangkok Regional Hub. The STS is also responsible for liaison with UNDP’s iKNOW Politics Programme, IPU, and other agencies and initiatives for parliamentary development. In coordination with the Team Leader and Programme Manager of the UNDP CO’s Governance Unit, the STS will also have responsibility for liaison with Development Partners on technical issues relating to the project. S/he will also assist in mobilising and coordinating short-term specialists on substantive issues of the project as required.

The size and political complexity of the project requires significant financial, administrative and communication support. The project staff will include one full-time Accountant/Finance Officer (FO) under the direction of the Project Manager and the overall supervision of the Project Steering Board. He/she will have responsibility for ensuring that all project expenses are properly accounted for and conducted in accordance with UNDP regulations and procedures.

The Project Management Team will include one full-time Project Coordinator/Interpreter (PC). The project requires a capable Coordinator with responsibility for maintaining administrative records, scheduling project meetings and events, organising project travel, processing contracts for consultants or for rental of event venues. The Project Coordinator would also liaise closely with UNDP in ensuring that administrative requirements relating to the project are met. S/he will also support the NPD and PM in fulfilling project reporting requirements.
Summary of key Project Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Requirements</th>
<th>Estimated annual cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Project Director</td>
<td>National, part-time</td>
<td>Counterpart contribution</td>
</tr>
<tr>
<td>Project Manager</td>
<td>National, full-time</td>
<td>Counterpart contribution</td>
</tr>
<tr>
<td>Senior Technical Specialist</td>
<td>International, full-time</td>
<td>Project contribution</td>
</tr>
<tr>
<td>Senior Accountant/Finance Officer</td>
<td>National, full-time</td>
<td>Project contribution</td>
</tr>
<tr>
<td>Project Coordinator/Interpreter</td>
<td>National, full-time</td>
<td>Project contribution</td>
</tr>
<tr>
<td>M&amp;E Specialist</td>
<td>National, full-time</td>
<td>Project contribution</td>
</tr>
<tr>
<td>Project Assistant</td>
<td>National, full-time</td>
<td>Project contribution</td>
</tr>
<tr>
<td>Driver</td>
<td>National, full-time</td>
<td>Project contribution</td>
</tr>
</tbody>
</table>

The Project Organisation chart below illustrates the above-mentioned arrangements:

Rationale for this minimal structure:
Given the size and complexity of the project, it is critical that the management team is equipped with adequate human resources. Without having each one of the positions described above, this project may suffer from not producing sufficient meaningful results/impact with regard to supporting the National Assembly and the People’s Provincial Assemblies of Lao PDR. The project design strives to keep a good balance between the human resources cost and activity cost, in order to provide comprehensive support for the implementation of the NSEDP, the 5 year plan of the 8th Legislature (2016-2020) and the SDGs. Additional short-term national and international expertise will be mobilised based on the needs of project activities. The permanent international post will actively contribute to the capacity development of the national posts and NA focal points and other stakeholders through a series of training on technical,
management and implementation mechanism, including the reporting and M&E framework. Permanent international staff will have to be guided by the principles of sustainability and aid effectiveness.

IX. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Lao PDR and UNDP, signed on 10 October 1988. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by the National Assembly (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

X. RISK MANAGEMENT

1. Consistent with the Article III of the SBAA [or the Supplemental Provisions to the Project Document], the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP’s property in the Implementing Partner’s custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
   a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
   b) assume all risks and liabilities related to the Implementing Partner’s security, and the full implementation of the security plan.

2. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner’s obligations under this Project Document.

3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml.


5. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

6. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental
Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

7. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.

8. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

9. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner’s (and its consultants’, responsible parties’, subcontractors’ and sub-recipients’) premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.

10. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP’s Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

11. UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement.

Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term “Project Document” as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

12. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.
13. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.

14. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled “Risk Management” are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled “Risk Management Standard Clauses” are included, mutatis mutandis, in all sub-contracts or sub-agreements entered into further to this Project Document.
XI. ANNEXES

A. Contributing Outcomes

5-year plan of the 8th legislature

8th NSEDP Outcome 2: Human resources developed, public/private workforce capacity upgraded, poverty in all ethnic groups reduced, equal access by female/male/all ethnic groups to quality education and health services, the unique Lao culture promoted, protected and developed, political stability maintained with social peace and order, justice and transparency.

UNDP CPD (2017-2021) Outcome 3: Institutions and policies at national and local level support the delivery of quality services that better respond to people’s needs
Output 3.4. People’s institutions (NA/PPAs) better able to fulfil their legislative, oversight and representation mandates

UNPF (2017-2021) Outcome 7: Institutions and policies at national and local level support the delivery of quality services that better respond to people’s needs
UNPF (2017-2021) Outcome 8: People enjoy improved access to justice and fulfilment of their human rights

UNDP Strategic Plan (2014-2017):
Outcome 2: Citizens’ expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance
Output 2.1: Parliaments (...) enabled to perform core functions for improved accountability, participation and representation, including for peaceful transitions
Output 2.4: Frameworks and dialogue processes engaged for effective and transparent engagement of civil society in national development
Outcome 3: Countries have strengthened institutions to progressively deliver universal access to basic services
Output 3.2: Functions, financing and capacity of sub-national level institutions enabled to deliver improved basic services and respond to priorities voiced by the public

Indicative Output(s) with gender marker: GEN 2

1) Interactions between the National Assembly and citizens including on national development issues strengthened (GEN2)
2) The National Assembly capacitated to align policies and legislation with the NSEDP and SDGs and monitor implementation (GEN2)
3) Coordination and communication mechanisms (between the NA and PPAs, between representative bodies and the executive branch of Government/OSPP/State Audit Office, and between PPAs) for increased responsiveness to peoples’ needs established (GEN2)
4) Selected People’s Provincial Assemblies capacitated to fulfil their representative and oversight mandate and contribute to the NSEDP’s and SDGs achievement (GEN2)
5) Members of representative bodies’ (i.e.: NA and PPAs) capacities to shape policy, legislation, planning and budgetary decisions to enable women’s economic and social empowerment, protect women’s rights and advance gender equality strengthened (GEN3)
6) Institutional processes, procedures and capacities for effective support to the NA and its decision-making bodies strengthened (GEN2)

50 The Gender Marker measures how much a project invests in gender equality and women’s empowerment. Select one for each output: GEN3 (Gender equality as a principle objective); GEN2 (Gender equality as a significant objective); GEN1 (Limited contribution to gender equality); GEN0 (No contribution to gender quality)
1. Agenda 2030/SDGs and the role of Parliament

The 2030 Agenda for Sustainable Development that world leaders adopted in September 2015 tied together the different strands of development into a suite of 17 goals and 169 specific, time-bound targets that capture the three main pillars of sustainable development – economic, social and environmental – and range from eradicating absolute poverty to reversing climate change, and from achieving gender equality to changing consumption and production patterns. Goals 5 and 16 in particular make a clear commitment to diversity and inclusion in public institutions demonstrating their centrality to sustainable development and sustaining peace.

By any means the SDGs are not an end in themselves but a stimulus and amplifier to each country’s national development. They are intended to help focus and coordinate national policies (including existing ones) toward a common vision for humanity. The importance of local ownership is crucial. It is the responsibility of each country to connect its national development planning to the international framework, identify its own development priorities, and localize targets and indicators to guide its national implementation.

In September 2015, the UN General Assembly explicitly called for an active parliamentary role in the 2030 Agenda, including in ensuring accountability for the effective implementation of the SDGs. The 2030 Agenda itself acknowledges the key role that parliaments play in achieving the SDGs\(^{51}\). Indeed, based on their core functions, parliaments represent a key actor in the achievement of the SDGs. They have the ability to: adopt a national legal and policy framework that reflects and domesticates the international commitments of the 2030 Agenda; hold the government to account for the implementation of the 2030 Agenda and its SDGs; ensure, through annual parliamentary review and approval of proposed government expenditures, that adequate funding is allocated for the achievement of the SDGs objectives, and subsequently ensure that funds are implemented with the intended results; ascertain that people’s interests and voices are reflected in the policy and legislation related to sustainable development, reduction of inequalities and elimination of poverty.

In the context of a global tendency of growing people’s mistrust in governance institutions (including parliaments and legislatures), Agenda 2030 and the SDGs, based on their comprehensiveness, universality and transformative potential, represent a unique opportunity for parliaments to establish their relevance in the life of citizens by helping to connect the SDGs to their people’s national development requirements and to address context specific development challenges. In that regard, parliaments need to mainstream the SDGs into their work over the entire core business flow. That is to first ensure that the relevant goals are included in the country’s national development plan. Then they should take systematic and continuous action on the legislative, budget, oversight and representational fronts to turn the aspirations into reality. This might involve: consulting with civil society organizations and other stakeholders on appropriate legislation or amendments; making the necessary funding available; and conducting regular oversight of government, especially by means of parliamentary questions, debate, and detailed committee work to scrutinize progress and challenges.

Continued involvement of all segments of the society is particularly important because national development is the concern of each citizen as an equal stakeholder in the country’s future. In addition, parliaments should work with government and other stakeholders to establish early national targets and a plan of action to achieve the SDG targets that relate directly to the effectiveness of governance institutions, i.e. target 16.6 (“Develop effective, accountable and transparent institutions at all levels”) and target 16.7 (“Ensure responsive, inclusive, participatory and representative decision-making at all levels”).

\(^{51}\) Extracts from the 2030 Agenda: “We acknowledge also the essential role of national parliaments through their enactment of legislation and adoption of budgets and their role in ensuring accountability for the effective implementation of our commitments. ... Our journey will involve governments as well as parliaments, the United Nations system and other international institutions, local authorities, indigenous peoples, civil society, business and the private sector, the scientific and academic community – and all people”. 
This is because good governance underpins all other strides in achieving Agenda 2030 and the SDGs as a whole, and because in order to credibly exercise its broad oversight powers, Parliament should be a model governance institution.

2. **Project Quality Assurance Report (Project Design and Appraisal)**

See attachment.
3. Social and Environmental Screening

Project Information

<table>
<thead>
<tr>
<th>Project Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project Title</td>
</tr>
<tr>
<td>2. Project Number</td>
</tr>
<tr>
<td>3. Location (Global/Region/Country)</td>
</tr>
</tbody>
</table>

Part A. Integrating Overarching Principles to Strengthen Social and Environmental Sustainability

**QUESTION 1: How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?**

**Briefly describe in the space below how the Project mainstreams the human-rights based approach**

The project will support undertaking a study on the legal obligations deriving from Lao PDR’s adherence to international human rights treaties and conventions and will support the relevant committees of the NA to review the study and to get involved in the UPR process -- for example by reviewing the draft report prepared by the Government before it is submitted to the Human Rights Council, reviewing the UPR recommendations and monitoring Government actions on them, etc. Similarly, involvement of NA committees in the preparation of the SDG voluntary report to the High Level Political Forum on Sustainable Development will be supported. The project will also support participation of interested NA committee members and staff in a training course on Lao PDR’s human rights obligations under the international treaties and conventions to which it is a party and how to reflect these obligations in the legal documents and policies that they are developing and/or reviewing. The training course will be developed and delivered with the support of the UNDP Strategic Support to Strengthen the Rule of Law in Lao PDR Project. In addition, the project will help selected committees to stimulate the production of better statistical data relevant for SDGs (by the NA itself, however, the NA can also influence the allocation of resources and demand strengthening national and sub-national statistics offices). The project uses a Human Rights based approach since it seeks to empower people (right holders) to realize their rights of accessing basic public services at the provincial level, while supporting the Government (duty bearer) to strengthen its capacity.

**Briefly describe in the space below how the Project is likely to improve gender equality and women’s empowerment**

Gender will be mainstreamed into the project. Gender issues are fully integrated into training/capacity development for decision makers and accountable sex disaggregated data will be collected and used for all output indicators. In addition, there is a gender specific output - Output 5. Members of representative bodies’ (i.e.: NA and PPAs) capacities to influence policy, legislation, planning and budgetary decisions to enable women’s economic and social empowerment, protect women’s rights and advance gender equality strengthened.

**Briefly describe in the space below how the Project mainstreams environmental sustainability**

All activities of the programme will adhere to the objectives and requirements of the UNDP Social and Environmental Standards (SES).
### QUESTION 2: What are the Potential Social and Environmental Risks?

*Note: Describe briefly potential social and environmental risks identified in Attachment 1 – Risk Screening Checklist (based on any “Yes” responses). If no risks have been identified in Attachment 1 then note “No Risks Identified” and skip to Question 4 and Select “Low Risk”. Questions 5 and 6 not required for Low Risk Projects.*

### QUESTION 3: What is the level of significance of the potential social and environmental risks?

*Note: Respond to Questions 4 and 5 below before proceeding to Question 6*

<table>
<thead>
<tr>
<th>Risk Description</th>
<th>Impact and Probability (1-5)</th>
<th>Significance (Low, Moderate High)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk 1: Duty-bearers do not have the capacity to meet their obligations in the programme</td>
<td>I = 4, P = 4</td>
<td>H</td>
<td>Learning by doing support given to GoL officials, coaching provided by technical adviser</td>
</tr>
<tr>
<td>Risk 2: Rights-holders do not have the capacity to claim their rights</td>
<td>I = 4, P = 4</td>
<td>H</td>
<td>Right holders have to be aware of rights in policy and law making through structured, institutionalized processes and procedures that are adequately communicated to the public</td>
</tr>
<tr>
<td>Risk 3: Reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits</td>
<td>I = 4, P = 3</td>
<td>M</td>
<td>Laos is a patriarchal society and differences in role and status of women in rural areas is present.</td>
</tr>
</tbody>
</table>

### QUESTION 4: What is the overall Project risk categorization?

Select one (see SESP for guidance) | Comments |

**Description of assessment and management measures as reflected in the Project design. If ESIA or SESA is required note that the assessment should consider potential impacts and risks.**

- In the course of the implementation of the project, capacity of the duty-bearers will be developed and strengthened. There is a specific output dedicated to this – Output 6. Institutional processes, procedures and capacities for effective support to the NA and its decision-making bodies strengthened.
- The project design aims to strengthen interactions between the National Assembly and citizens on national development issues through
  - supporting and enabling regular public input into the legislative and oversight processes pertaining to national development and the SDGs
  - enhancing public understanding of the roles, structures and operations of NA and PPAs as well as of the SDGs
  - institutionalising youth’s engagement with the NA and PPA

- There is a specific output dedicated to gender - Output 5. Members of representative bodies’ (i.e.: NA and PPAs) capacities to influence policy, legislation, planning and budgetary decisions to enable women's economic and social empowerment, protect women’s rights and advance gender equality strengthened. Data will be collected to reveal whether disparities exist during the implementation period and will serve as evidence for the Project Steering Board (PSB) to institute corrective action either in terms of allocating more human resources for outreach work.
<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Risk</td>
<td>Related to social impact, not negative environmental impact</td>
</tr>
<tr>
<td>Moderate Risk</td>
<td>v</td>
</tr>
<tr>
<td>High Risk</td>
<td></td>
</tr>
</tbody>
</table>

**QUESTION 5:** Based on the identified risks and risk categorization, what requirements of the SES are relevant? Check all that apply.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principle 1: Human Rights</td>
<td>Mitigation measures incorporated into the project design</td>
</tr>
<tr>
<td>Principle 2: Gender Equality and Women’s Empowerment</td>
<td>Mitigation measures incorporated into the project design</td>
</tr>
<tr>
<td>1. Biodiversity Conservation and Natural Resource Management</td>
<td>No risk</td>
</tr>
<tr>
<td>2. Climate Change Mitigation and Adaptation</td>
<td>No risk</td>
</tr>
<tr>
<td>3. Community Health, Safety and Working Conditions</td>
<td>No risk</td>
</tr>
<tr>
<td>4. Cultural Heritage</td>
<td>No risk</td>
</tr>
<tr>
<td>5. Displacement and Resettlement</td>
<td>No risk</td>
</tr>
<tr>
<td>6. Indigenous Peoples</td>
<td>No risk</td>
</tr>
<tr>
<td>7. Pollution Prevention and Resource Efficiency</td>
<td>No risk</td>
</tr>
</tbody>
</table>

**Final Sign Off**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>QA Assessor</td>
<td></td>
<td>UNDP staff member responsible for the Project, typically a UNDP Programme Officer. Final signature confirms they have “checked” to ensure that the SESP is adequately conducted.</td>
</tr>
<tr>
<td>QA Approver</td>
<td></td>
<td>UNDP senior manager, typically the UNDP Deputy Country Director (DCD), Country Director (CD), Deputy Resident Representative (DRR), or Resident Representative (RR). The QA Approver cannot also be the QA Assessor. Final signature confirms they have “cleared” the SESP prior to submittal to the PAC.</td>
</tr>
<tr>
<td>PAC Chair</td>
<td></td>
<td>UNDP chair of the PAC. In some cases, PAC Chair may also be the QA Approver. Final signature confirms that the SESP was considered as part of the project appraisal and considered in recommendations of the PAC.</td>
</tr>
</tbody>
</table>
## Checklist Potential Social and Environmental Risks

<table>
<thead>
<tr>
<th>Principles 1: Human Rights</th>
<th>Answer (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?</td>
<td>No</td>
</tr>
<tr>
<td>2. Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups?</td>
<td>No</td>
</tr>
<tr>
<td>3. Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?</td>
<td>No</td>
</tr>
<tr>
<td>4. Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?</td>
<td>No</td>
</tr>
<tr>
<td>5. Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Is there a risk that rights-holders do not have the capacity to claim their rights?</td>
<td>Yes</td>
</tr>
<tr>
<td>7. Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?</td>
<td>No</td>
</tr>
<tr>
<td>8. Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?</td>
<td>No</td>
</tr>
</tbody>
</table>

### Principle 2: Gender Equality and Women's Empowerment

| 1. Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls? | No |
| 2. Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits? | Yes |
| 3. Have women’s groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment? | No |
| 4. Would the Project potentially limit women’s ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? | No |

**For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being.**

### Principle 3: Environmental Sustainability: Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below

### Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management

| 1.1 Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and/or ecosystems and/or ecosystem services? | No |

**For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes.**

| 1.2 Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities? | No |
| 1.3 Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5) | No |
| 1.4 Would Project activities pose risks to endangered species? | No |
| 1.5 Would the Project pose a risk of introducing invasive alien species? | No |

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52 Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to “women and men” or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.
1.6 Does the Project involve harvesting of natural forests, plantation development, or reforestation?  
No

1.7 Does the Project involve the production and/or harvesting of fish populations or other aquatic species?  
No

1.8 Does the Project involve significant extraction, diversion or containment of surface or ground water?  
No
   For example, construction of dams, reservoirs, river basin developments, groundwater extraction

1.9 Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)  
No

1.10 Would the Project generate potential adverse transboundary or global environmental concerns?  
No

1.11 Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area?  
No
   For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.

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### Standard 2: Climate Change Mitigation and Adaptation

2.1 Will the proposed Project result in significant\(^\text{53}\) greenhouse gas emissions or may exacerbate climate change?  
No

2.2 Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?  
No

2.3 Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)?  
No
   For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population’s vulnerability to climate change, specifically flooding

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### Standard 3: Community Health, Safety and Working Conditions

3.1 Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?  
No

3.2 Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?  
No

3.3 Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?  
No

3.4 Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)  
No

3.5 Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?  
No

3.6 Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?  
No

3.7 Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?  
No

3.8 Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?  
No

3.9 Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?  
No

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### Standard 4: Cultural Heritage

4.1 Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)  
No

4.2 Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?  
No

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\(^{53}\) In regards to CO\(_2\) ‘significant emissions’ corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]
<table>
<thead>
<tr>
<th>Standard 5: Displacement and Resettlement</th>
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</tr>
</thead>
<tbody>
<tr>
<td>5.1 Would the Project potentially involve temporary or permanent and full or partial physical displacement?</td>
<td>No</td>
</tr>
<tr>
<td>5.2 Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?</td>
<td>No</td>
</tr>
<tr>
<td>5.3 Is there a risk that the Project would lead to forced evictions?</td>
<td>No</td>
</tr>
<tr>
<td>5.4 Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?</td>
<td>No</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Standard 6: Indigenous Peoples</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1 Are indigenous peoples present in the Project area (including Project area of influence)?</td>
<td>Yes</td>
</tr>
<tr>
<td>6.2 Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?</td>
<td>No</td>
</tr>
<tr>
<td>6.3 Would the proposed Project potentially affect the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the Project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)?</td>
<td>No</td>
</tr>
<tr>
<td>6.4 Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?</td>
<td>No</td>
</tr>
<tr>
<td>6.5 Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?</td>
<td>No</td>
</tr>
<tr>
<td>6.6 Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?</td>
<td>No</td>
</tr>
<tr>
<td>6.7 Would the Project adversely affect the development priorities of indigenous peoples as defined by them?</td>
<td>No</td>
</tr>
<tr>
<td>6.8 Would the Project potentially affect the physical and cultural survival of indigenous peoples?</td>
<td>No</td>
</tr>
<tr>
<td>6.9 Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standard 7: Pollution Prevention and Resource Efficiency</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1 Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?</td>
<td>No</td>
</tr>
<tr>
<td>7.2 Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?</td>
<td>No</td>
</tr>
<tr>
<td>7.3 Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs?</td>
<td>No</td>
</tr>
<tr>
<td>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol</td>
<td></td>
</tr>
<tr>
<td>7.4 Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?</td>
<td>No</td>
</tr>
<tr>
<td>7.5 Does the Project include activities that require significant consumption of raw materials, energy, and/or water?</td>
<td>No</td>
</tr>
</tbody>
</table>

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54 Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.
<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Date Identified</th>
<th>Type</th>
<th>Impact &amp; Probability</th>
<th>Countermeasures / Mngt response</th>
<th>Owner</th>
</tr>
</thead>
</table>
| 1  | Slow decision-making by the NA                                               | Project Design  | Organizational                 | P = 3  
I = 3             | Regular coordination meetings will be scheduled to review and set targets to ensure delivery of project outputs. The Project Steering Board will be responsible for the overall monitoring of the delivery rate and addressing bottlenecks or other delays in decision-making. | NA, PSB                |
| 2  | Lack of financial resources                                                   | Project Start date  | Financial                     | P = 4  
I = 4             | The NA with support from UNDP will devise a robust resource mobilization strategy which will be in operation throughout the life of the project. In addition, the Project Steering Board will also advocate for additional donor’s funds. | GoL, NA.  
PSB, UNDP             |
| 3  | Duplications of activities due to similarities between this project and other support e.g. CEGGA | Project Design  | Strategic                      | P = 4  
I = 3             | Coordination between different existing projects must take place through constant dialogue to make sure that meaningful activities are implemented and that there is no overlap. Projects may, however, decide to cooperate in the implementation of certain actions to ensure more efficiency and effectiveness. The recommended option is the reactivation of the ICPMS coordination mechanism and organizing NA-DPs meetings on a regular basis. Regarding the PPAs, one of the possibilities to avoid duplications would be to define geographical areas where each of the projects would provide preferential support. | GoL, NA                |
| 4  | Insubstantial ownership to implement some activities                         | Project Start date  | Political                      | P = 2  
I = 5             | Throughout the whole project formulation phase, emphasis has been put on the alignment of the project with both the national agenda (8th NSEDP) as well as the global goals (SDGs) in order to support Government’s priorities, particularly to graduate from the LDC status by 2020. In addition, the project will specifically contribute to the implementation of the NA’s own strategic development and law making and oversight plans. Furthermore, the project has been developed through extensive consultation meetings with PPAs and NA’s main committees. The Project Steering Board will be responsible for ensuring that agreed activities receive support from all sectors concerned. | GoL, NA                |
| 5  | Over-expectations from the NA Members and staffers about the scope of the new project | Project Design  | Political/Strategic             | P = 3  
I = 4             | During the formulation process, it has been highlighted that only selected NA Committees and PPAs in specific provinces would receive direct support from the project, due to financial and capacity limitations. Regarding the support to be provided to the PPAs, coordination processes should be put in place with the CEGGA Project to define geographical areas where each of the project would provide support, thus enabling both projects to cover 100% of the territory. In compliance with its convening role, UNDP will encourage other DPs to fill the gaps. | NA                    |
| 6  | Delays / difficulties in setting a project team                              | Project Design  | Organizational/Operational      | P = 3  
I = 4             | Both the current NASSP Project Team and UNDP will ensure that the project is able to start right after the NASSP ends in order to keep the same project team and to avoid any gaps. Regarding the current Project Coordinator – who may not be available beyond June 2017 – the recruitment process should be initiated by the current NPD / PM as soon as possible). | GoL, NA                |
5. **Capacity Assessment**

5.1. **HACT Assessment**
See attachment.

5.2. **Preliminary Implementing Partner Capacity Assessment**

<table>
<thead>
<tr>
<th>AREAS FOR ASSESSMENT</th>
<th>ASSESSMENT QUESTIONS</th>
<th>Comments</th>
<th>REFERENCE DOCUMENTS AND INFORMATION SOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PART I. BACKGROUND INFORMATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Mandate and constituency</td>
<td>What is the current mandate or purpose of the organization? Who is the organization’s primary constituency?</td>
<td>The National Assembly (NA) is the representative of the rights, powers and interests of the multi-ethnic people. The National Assembly is also the legislative branch that has the right to make decisions on fundamental issues of the country, and to oversee the activities of the executive organs, the people’s courts and the Office of the Public Prosecutor.</td>
<td>Decree of the President of the Lao People’s Democratic Republic on the Promulgation of the Amended Constitution of the Lao PDR (5 May 2003, NA)</td>
</tr>
<tr>
<td>3. Legal status</td>
<td>What is the organization’s legal status? Has it met the legal requirements for operation in the programme country?</td>
<td>Legal status of NA is mandated by the Constitution of the Lao PDR</td>
<td>Decree of the President of the Lao People’s Democratic Republic on the Promulgation of the Amended Constitution of the Lao PDR (5 May 2003, NA)</td>
</tr>
<tr>
<td>4. Funding</td>
<td>What is the organization’s main source(s) of funds?</td>
<td>Public Budget</td>
<td>Annual reports</td>
</tr>
<tr>
<td>5. Certification</td>
<td>Is the organization certified in accordance with any international standards or certification procedure?</td>
<td>N/A</td>
<td></td>
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</tbody>
</table>

PART II. **PROJECT MANAGEMENT CAPACITY**

2.1 **Managerial Capacity**

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1. Leadership Commitment</td>
<td>Are leaders of the organization ready and willing to implement the proposed project?</td>
<td>YES</td>
<td>Consultations</td>
</tr>
<tr>
<td>2. Management experience and qualifications</td>
<td>2.1. Which managers in the organization would be assigned to work on the proposed project? 2.2. What are their credentials and experience that relate to the proposed project? 2.3. Do these managers have experience implementing UNDP or other donor-funded projects?</td>
<td>2.1. The Executive/National Project Director (PSB Chair) representing the national ownership of the project is ultimately responsible for the project, supported by the UNDP/Development Partners. 2.2. &amp; 2.3. They have experience working on the previous National Assembly Strategic Support Project (NASSP) supported by UNDP</td>
<td>NASSP projects reports</td>
</tr>
<tr>
<td>AREAS FOR ASSESSMENT</td>
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<td>Comments</td>
<td>REFERENCE DOCUMENTS AND INFORMATION SOURCES</td>
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</tbody>
</table>
| 3. Planning and budgeting | Does the organization apply a results-based management methodology?  
Are there measurable outputs or deliverables in the strategies, programmes and work plans?  
Are budgets commensurate with intended results?  
How do planners identify and accommodate risks? | NA has been working on applying a results-based management methodology in its work through NASSP.  
There are measurable outputs and risks identified in the project document. The work plans show the budgets commensurate with intended results. | Project documents (V. Results Framework, VII. Multi-Year Work Plan) |
| 4. Supervision, review, and reporting | How do managers supervise the implementation of work plans?  
How do they measure progress against targets?  
How does the organization document its performance, e.g., in annual or periodic reports?  
How are the organization’s plans and achievements presented to stakeholders?  
Does the organization hold regular programme or project review meetings? Are such meetings open to all stakeholders?  
Are the organization’s activities subject to external evaluation?  
How does the organization learn and adapt from its experience? | Reporting to stakeholders and monitoring activities will be organized on a regular basis | Project Document (VI. Monitoring and Evaluation Plan) |
| 5. Networking | What other organizations are critical for the successful functioning of this organization?  
How does the organization conduct relations with these organizations?  
Is the organization a party to knowledge networks, coordinating bodies, and other fora? | A trustful, open, and inclusive relationship between parliament and the support partners is a prerequisite for successful parliamentary support. Other organizations that are critical for the successful functioning of this organization include selected Committees (e.g. the Committee on Ethnic Affairs, the Committee on Economy, Technology and Finance, the Law Committee and Women Caucus) as well as with certain NA support services such as the Research Centre and Petitions Department. | Project Document (I.3. Partnerships & I.5 Stakeholder Engagement) |

### 2.2 Technical Capacity

| 1. Technical knowledge and skills | Do the skills and experience of the organization’s technical professionals match those required for the project?  
Would these professionals be available to the project?  
Does the organization have the necessary technical infrastructure (e.g., laboratories, equipment, software, technical data bases, etc.) to support the implementation of the project?  
How do staff members of the organization keep informed about the latest techniques and trends in their areas of expertise?  
What external technical contacts and networks does the organization utilize?  
What professional associations does the organization and/or its professional staff belong to? | NA has developed its technical knowledge and skills through previous NASSP supported by UNDP. Through NASSP, it has demonstrated its enhanced technical knowledge and skills in terms of data collection and analysis and network management. | NASSP reports |

### PART III. ADMINISTRATIVE AND FINANCIAL MANAGEMENT CAPACITIES

#### 3.1 Administrative capacity. Note: Answer only questions that are relevant to the proposed project.

<p>| 1. Facilities, infrastructure and | Does the organization possess sufficient administrative facilities, infrastructure, equipment and budget to carry out its activities, particularly in | NA possesses sufficient administrative facilities, infrastructure and equipment to | NASSP reports |</p>
<table>
<thead>
<tr>
<th>AREAS FOR ASSESSMENT</th>
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</tr>
</thead>
<tbody>
<tr>
<td>equipment</td>
<td>relation to the requirements of the project? Can the organization manage and maintain the administrative and technical equipment and infrastructure?</td>
<td>carry out its activities.</td>
<td></td>
</tr>
<tr>
<td>2. Recruitment and personnel management</td>
<td>Does the organization have the legal authority to enter into employment contracts with individuals? Does the organization have dedicated personnel capacity? Do recruitment personnel have skills and experience that are appropriate to the requirements of the project? Does the organization have written recruitment procedures? Is there evidence that the organization conducts recruitment objectively on the basis of competition, fairness, and transparency? Does the organization have a salary scale that would apply to project personnel? Would that scale inhibit the hiring of the best candidates? If the organization has a salary scale, how often is this salary scale revised and what would be the likely impact of these raises to the project costs? Does the organization have established rules to deal with dispute cases effectively? What is the staff well-being policy of the organization, in particular dealing with discrimination, grievances, harassment and abuse cases? In case of dispute cases with its staff working in projects does the organization undertake full responsibility to investigate and settle such cases without infringement to UNDP? Is the leave policy of the organization compatible with UNDP’s leave policies and is this policy likely to impede project implementation activities? Does the organization have personnel policies regarding death and disability? Does the organization have personnel policies on health insurance and pension arrangements?</td>
<td>NA has the legal authority to enter into employment contracts with individuals and has developed and demonstrated its personnel management capacity for many years through NASSP.</td>
<td>NASSP reports HACT Micro Assessment</td>
</tr>
<tr>
<td>3. Procurement and contracting</td>
<td>Does the organization have the legal authority to enter into contracts and agreements with other organizations? Does the organization have access to legal counsel to ensure that contracts are enforceable, meet performance standards, and protect the interests of the organization and UNDP? Does the organization have dedicated procurement capacity? Do procurement personnel have skills and experience that are appropriate to the requirements of the project? Does the organization have written procurement procedures? Number of staff involved in procurement? Is there evidence that the organization conducts procurement on the basis of best value for money, transparency, and effective international competition? Number of procurement actions and their value in the past year? Is there a procurement plan for either the current, or next year?</td>
<td>NA has the legal authority to enter into contracts and agreements with other organizations. Its capacity for procurement and contracting has been demonstrated for many years through NASSP. Further details are analysed in HACT Micro Assessment</td>
<td>NASSP reports HACT Micro Assessment</td>
</tr>
</tbody>
</table>

### 3.2 Financial Management Capacity

<p>| 1. Financial management organization and | Does the organization have written rules and regulations for financial management that are consistent with international standards? Does the organization have a dedicated finance unit? | NA has a dedicated finance unit. Further details are analysed in HACT Micro Assessment | NASSP reports HACT Micro Assessment |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>personnel</td>
<td>Do finance managers and personnel have skills and experience that are appropriate to the requirements of the project? Is the existing financial management capacity adequate to meet the additional requirements of the project? Do finance personnel have experience managing donor resources?</td>
<td></td>
<td>NASSP reports HACT Micro Assessment</td>
</tr>
<tr>
<td>2. Financial position</td>
<td>Does the organization have a sustainable financial position? What is the maximum amount of money the organization has ever managed? If the proposed project is implemented by this organization, what percentage of the organization’s total funding would the project comprise?</td>
<td>NA has a sustainable financial position as proven by NASSP. Further details are analysed in HACT Micro Assessment</td>
<td></td>
</tr>
<tr>
<td>3. Internal control</td>
<td>Does the organization maintain a bank account? Does the organization have written rules and procedures on segregation of duties for receipt, handling and custody of funds? How does the organization ensure physical security of advances, cash and records? Does the organization have clear written procedures and internal controls governing payments? How does the organization ensure that expenditures conform to their intended uses? Does the organization have a policy requiring two signatures for payments over a defined limit? Is there any evidence of non-compliance with financial rules and procedures?</td>
<td>This is analysed in HACT Micro Assessment</td>
<td>NASSP reports HACT Micro Assessment</td>
</tr>
<tr>
<td>4. Accounting and financial reporting</td>
<td>Are accounts established and maintained in accordance with national standards or requirements? When and to whom does the organization provide its financial statements? Can the organization track and report separately on the receipt and use of funds from individual donor organizations? Is there any evidence of deficiencies in accounting or financial reporting? Does the organization have a system and procedures for asset management and inventory control?</td>
<td>This is analysed in HACT Micro Assessment</td>
<td>NASSP reports HACT Micro Assessment</td>
</tr>
<tr>
<td>5. Audit</td>
<td>Is the organization subject regularly to external audit? Is audit conducted in accordance with international audit standards? Are audit findings public? If so, have the organization’s financial audits produced any significant recommendations for strengthening of financial systems and procedures? Have audits identified instances of non-compliance with rules and procedures or misuse of financial resources? What has been done to carry out audit recommendations?</td>
<td>This is analysed in HACT Micro Assessment</td>
<td>NASSP reports HACT Micro Assessment</td>
</tr>
</tbody>
</table>

* Additional assessment will be carried out, as needed or required by the Project Appraisal Committee
6. Set of Terms of References

6.1. TOR of the Project Steering Board

PROJECT STEERING BOARD

Summary

The project will be overall and strategically directed by a Project Steering Board (PSB), comprising of a senior representative from the “Executive” (National Assembly Standing Committee; Chief of Cabinet), senior representatives of “UNDP and other Development Partners”, representatives of the “Government Partners” (i.e. NA members, PPA members, MPI). The PSB will meet at least twice a year to review progress and take decisions as required to facilitate the implementation of the project. Most importantly, the PSB will approve the Annual Work Plans prepared by the project and take decisions on mid-year changes in project activities or financial allocations, if any. The PSB ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the project and external bodies. Specifically, the PSB will provide guidance and agree on possible countermeasures/management actions to address, manage and mitigate any risks found during the life of the project. In addition, it approves the appointment and responsibilities of the part-time National Project Director and any delegation of its project assurance responsibilities. In summary:

- **The Project Steering Board** will oversee all aspects of the Implementing Partner (IP) execution.
- **The Executive/National Project Director** (PSB Chair) representing the national ownership of the project is ultimately responsible for the project, supported by the UNDP/Development Partners.
- **The UNDP/Development Partners** represent the interests of the partners, which provide funding and/or technical expertise to the project to provide guidance about the technical feasibility and implementation of the project.
- **The Government Partners** represent the interest of the stakeholders who will ultimately benefit from the produces and services delivered by the project and are responsible to ensure that the realisation of project is beneficial to their work.

PSB will meet on a regular basis to review project progress; set targets of the projects and endorse project orientations. PSB will be responsible for endorsing and monitoring the quarterly work plans, quarterly progress reports, annual work plans and annual progress reports. It will supervise the overall project implementation and management. It also ensures that the required resources are available, arbitrates on any conflicts within the project and negotiates a solution to any problems between the project and external bodies. The ultimate responsibility for the delivery is with the Executive of the Project Steering Board. A National Project Director (NPD) and a Project Manager (PM) are designated by NA and approved by the PSB.

Overall responsibilities:

PSB is ultimately responsible for making sure that the project remains on course to deliver the desired results. It is responsible for making by consensus, management decisions for the project:
- at designated decision points during the implementation of the project;
- when guidance is required by NPD or PM and
- when tolerances (normally in terms of time and budget) have been exceeded;

Specific responsibilities:

When the Project is initiated
• Agree on the responsibilities of NPD and PM, as well as the responsibilities of the other members of
the Project team;
• Delegate any Project Assurance function as appropriate;
• Review and appraise detailed Project Plans and AWP, including the risk log and the monitoring and
communication plan.

**During the implementation of the project**

• Provide overall guidance and direction to the project;
• Address project issues as raised by the NPD or PM;
• Provide guidance and agree on possible management actions to address specific risks;
• Agree on NPD and PM and other project tolerances within the AWP;
• Conduct regular meetings as it may deem appropriate (e.g. to review the different Project Quarterly
Progress Report and provide direction and recommendations to ensure that the agreed deliverables
are produced satisfactorily according to plans; to review Combined Delivery Reports (CDR) prior to
certification by the Implementing Partner);
• Appraise the Project Annual Review Report, make recommendations for the next AWP;
• Provide ad-hoc direction and advice for exception situations when tolerances are exceeded; and
• Assess and decide on project changes through revisions.

**When the Project is being closed**

• Assure that all Project deliverables have been produced satisfactorily;
• Review and approve the Final Project Review Report, including lessons-learned;
• Make recommendations for follow-on actions;
• Commission Project evaluation if it is required; and
• Notify operational completion of the Project.

**Meetings:** PSB meets:

• On a regular basis to review and approve the regular Project reports and annual workplans.
• At any other time, a meeting is requested by one of its members, NPD, PM or the Project Assurance
because guidance is required, tolerances have been exceeded, or a particular issue or risk requires the
intervention of PSB.

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### 6.2. TOR of the National Project Director

**NATIONAL PROJECT DIRECTOR**

**Duty Station:** Vientiane, Lao PDR

**Requirement:** National, the NA should consider appointing an NPD who holds a position higher than
Director-General level

**Duties and Responsibilities**

The National Project Director (NPD) will be designated by the National Assembly and approved by the
Project Steering Board.

The NPD will have the overall responsibility for the project to ensure the objectives, outputs and outcomes
of the project are achieved through efficient and effective use of the project resources. Specifically, the
NPD will:

• Supervise the operational management of the project and ensure timely implementation of the
approved project activities;
• Be accountable to the National Assembly, the PPAs, UNDP and other DPs for the proper use of all
funding resources and for the quality and efficiency of project results;
• Maintain and coordinate at high level between the project and partners, such as NA committees and departments, collaborating agencies and sub-contracts;
• Hold the ultimate authority to expend funds, disbursement from the project budget;
• Review and monitor the quarterly and annual targets and activities, originally submit quarterly and annual workplans to the Project Steering Board and UNDP for approval;
• Be responsible to the NA, PPAs and UNDP and other DPs for the use of the project’s’ funding and assets.

6.3. **TOR of the Project Manager**

**PROJECT MANAGER**

**Duty Station:** Vientiane, Lao PDR

**Requirement:** National, the NA should consider appointing a PM who holds a position at a Director-General level

**Duties and Responsibilities**

The Project Manager (PM) will be designated by the National Assembly and approved the Project Steering Board.

Under the direct supervision of the National Project Director and in close collaboration with the Senior Technical Specialist, the Project Manager (PM) is responsible for the overall operational management of the project on a day-to-day basis within the constraints laid down by the Project Steering Board. The PM will be responsible to:

• Prepare and update quarterly and annual work plans, and submit these to the NPD and UNDP for clearance;
• Ensure that all agreements with responsible parties are prepared, negotiated and agreed upon;
• Draft TORs for key inputs (i.e. personnel, sub-contracts, training, procurement) under the responsibility of the Implementing Partner, submits these to the NPD and UNDP for clearance, and administers the mobilisation of such inputs;
• With respect to external project implementing agencies:
  a) Ensure that these agencies mobilise and deliver the inputs in accordance with their letters of agreement or contracts and
  b) Provide overall supervision and/or coordination of their work to ensure the production, quality and timeliness of the expected outputs;
• Assume direct responsibility for managing the project budget by ensuring that:
  a) Project funds are made available when needed, and are disbursed properly;
  b) Expenditures are in accordance with the project document and/or existing project work plan;
  c) Accounting records and supporting documents are kept;
  d) Required financial reports are prepared;
  e) Financial operations are transparent and financial procedures and regulations for the project are properly applied; and
  f) S/he is ready to stand up to audits at any time;
• Assume direct responsibility for managing the physical resources (e.g. vehicles, office equipment, furniture, stationary) provided to the project by UNDP;
• Supervise the project staff and local or international consultants working for the project;
• Draft project progress reports of various types (e.g. quarterly report, annual report, and the Final Project report) as scheduled, and organises review meetings and evaluation missions in coordination with UNDP if required;
• Report regularly to and keeps the NPD up-to-date on project progress, implementing issues, emerging risks/problems as well as suggests to him/her necessary remedial actions.
6.4. TOR of the Senior Technical Specialist

SENIOR TECHNICAL SPECIALIST

Duty Station: Vientiane, Lao PDR

Requirement: International

Duties and Responsibilities

Under the overall supervision of the National Project Director and in close collaboration with the Project Manager, the Senior Technical Specialist (STS) is responsible to:

• Provide technical and sectoral advice and guidance to the National Assembly, its committees and departments, and the PPAs in pursuance of the project objectives;
• Access external technical expertise where needed in the form of trainers and consultants;
• Support the management, coordination, and implementation of project activities and supervises other technical advisors and consultants if required by the project;
• Assure that the quality of implementation (e.g. technical assistance, training, manuals) fulfils the standard requirements of UNDP; and
• Provide technical advice on project planning, quality assurance, monitoring and evaluation, coordination and knowledge management.

The STS is also responsible for liaison with UNDP’s iKNOW Politics Programme, IPU, and other agencies and initiatives for parliamentary development. In coordination with the UNDP Governance Unit, the STS will also have responsibility for liaison with the Development Partners’ community in Lao PDR on technical issues relating to the project.

Qualifications

• Master’s degree or equivalent in law, political sciences, public administration, or relevant areas
• Thorough understanding of the organisation and operation of legislatures and in-depth knowledge of planning and realising of parliamentary strengthening projects
• Minimum of seven years international practical working experience in coordination and facilitation of substantive parliamentary work and parliamentary development issues
• Working knowledge and experience of project management and project cycle
• Knowledge about organisations that play a role in parliamentary development at the national and international levels
• Knowledge on gender and practical experience of gender mainstreaming related to elected bodies
• Experience in conducting training and coaching on gender budgeting processes for government agencies of any South East Asian counties is an asset
• Strong presentation skills both verbal and written in English
• Strong team coordination experience
• Professional attitude and high commitment

6.5. TOR of the Programme Coordinator / Interpreter

PROGRAMME COORDINTOR / INTEPRETER

Duty Station: Vientiane, Lao PDR

Requirement: National

Duties and Responsibilities
Under the direct supervision of the Project Manager (PM) and in close collaboration with the Senior Technical Specialist, the Project Coordinator (PC) will:

- Maintain day-to-day contact with counterparts in the respective committees, departments and organisations including PPAs;
- Draft, edit, and update plans, Terms of References (TOR); coordinate and supervise the implementation of the project activities
- Be mainly responsible for periodic project progress reports; provide comments on reports/researches/publications of the project
- Prepare quarterly and annual plans based on the project budget
- Support the PM in mobilising resources and inputs for the project, including international experts, national experts, training, equipment, and sub-contractors if required;
- Prepare reports and documents related to the National Assembly and the PPA at the request of the PM;
- Provide quality and timely translation and interpretation support to the project;
- Ensure smooth correspondence exchange and information sharing between the project and stakeholders;
- Work closely with the M&E Specialist in coordinating the implementation of the project activities; and
- Participate in other activities as assigned by the PM.

Qualifications
- Bachelor’s degree in law, political sciences, public administration, or relevant areas
- At least 3 years of experience of working with government agencies, preferably experience working with the National Assembly in the field of legislation and law-making or the NA secretariat;
- At least 2 years of experience in preparing plans, producing reports, monitoring and evaluation of development projects
- Fluent in English and Lao language (speaking, reading and writing)
- Knowledge on gender and practical experience on gender mainstreaming in the elected bodies will be an asset

6.6. TOR of the Senior Accountant / Finance Officer

SENIOR ACCOUNTANT / FINANCE OFFICER

Duty Station: Vientiane, Lao PDR

Requirement: National

Duties and Responsibilities

Under the direct supervision of the National Project Director (NPD) and the monitoring of the Project Manager (PM), the Senior Accountant / Finance Officer will:

- Oversee and be in charge of the financial management and accounting of the project;
- Prepare financial statement on a quarterly (if required) and annual basis and projects’ final financial statement;
- Oversee and be in charge of cash-in and cash-out in accordance with the relevant NIM SOP agreed by UNDP and the Government of Lao PDR (GoL), assuring the availability of cash and legal disbursement;
- Oversee and be in charge of controlling and checking all the invoices and receipts and assuring they are in accordance with the guidelines and law;
- Be in charge of preparing and reporting monthly financial statement to the NPD;
- In charge of the filing system of the accounting record, invoices, receipts, etc. of the project in accordance with the regulation of record filing;
• Assure the transparency of financial activities as well as the strict obedience of financial procedure and regulation of NIM SOP; and
• Must be able to assist an audit at any time.

The Senior Accountant / Finance Officer will carry out other duties as required by the NPD and MP for the successful implementation of the project.

Qualifications

- Bachelor’s degree in accounting or finance
- At least five years of experience in project accounting in the private or public sector
- Experience with accounting software
- Priority given to candidate with experience and/or good knowledge of UNDP regulations
- Knowledge of laws of the Lao PDR is an asset
- Knowledge and experience on the government structure and procedure is an advantage
- Good IT skills, especially the MS Office (MS Word and MS Excel), etc.
- Fluent spoken and written English and Lao language
- Women are encouraged to apply for the post

6.7. TOR of the Project Administrative Assistant

PROJECT ADMINISTRATIVE ASSISTANT

Duty Station: Vientiane, Lao PDR

Requirement: National

Duties and Responsibilities

Under the direct supervision of the National Project Director (NPD) and the monitoring of the Project Manager (PM), the Project Administrative Assistant will:

• Provide necessary assistance in the overall operational and administrative management of the project according to the project document and in accordance with the NIM SOP;
• Assist in the preparation of annual and quarterly project work plans and progress reports;
• Provide assistance in preparation of project events as per approved work plans, including workshops, meetings, trainings, and study tours;
• Assist logistical and administrative arrangements; and
• Provide support to the preparation of background materials for discussion and briefing sessions on projects matters, as well as TOR sand contracts for consultants and experts for the project.

The Project Administrative Assistant will carry out other duties as required by the NPD and PM for the successful implementation of the project.

Qualifications

- Bachelor’s degree in law, public governance, public administration or related areas
- Good secretarial skills and organisational capacity
- Working Experience in project development and implementation
- Experience in government institutions and procedures is an asset
- Experience and/or familiarity with UNDP regulation is an advantage
- Proficiency in the use of information technologies and good computer skills, particularly in the use of MS Office (MS Word, MS Excel, etc.) and Lao typing software such as Unicode, Unikey and ABC.
- Fluency in both spoken and written English and Lao language.
- Knowledge of gender and practical experience of gender mainstreaming in elected bodies is an asset
6.8. TOR of the M&E Specialist

MONITORING AND EVALUATION SPECIALIST

Duty Station: Vientiane, Lao PDR

Requirement: National

Duties and Responsibilities

Under the direct supervision of the National Project Director (NPD) and the monitoring of the Project Manager (PM), the Monitoring and Evaluation Specialist will:

• Provide guidance and assistance to the development and implementation of M&E activities to ensure timely implementation of the project activities;
• Provide guidance and assistance to drafting annual and quarterly work plans and reports;
• Establish and maintain a robust system to monitor and evaluate the project delivery and results;
• Provide support to quality control of the project;
• Closely monitor the project implementation, progress and results;
• Keep abreast of the development of the governance sector in Lao PDR as well as the socio-economic status and trends that are related to the National Assembly and the PPA in close collaboration with the Senior Technical Specialist, Project Coordinator and Project Manager;
• Strengthen the management and administrative capacity of the project staff and NA project focal points through provision of advice and identifying training needs and opportunities;
• Develop and uphold effective financial, administrative and managerial procedures in accordance with NIM SOP;
• Assist the PM to maintain management logs (risks, issues, lessons learned, and monitoring) as well as in the application of result-based management tools and principles;
• Provide advice to the NPD/PM on substantive management and implementation issues;
• Coordinating preparation of the management meetings, including monthly/quarterly/bi-annual/annual project review meetings;
• Serve as a focal point for audit, the mid-term review, final evaluation, etc. and take responsibility for following up on the recommendations; and
• Collect data relevant to the project.

The M&E specialist will carry out other duties as required by NPD and the PM for the successful implementation of the project.

Qualifications

• Master’s degree in Management, Public administration, International development, political science or related field;
• At least 3 years of experience in project M&E;
• Working experience in capacity building projects with international organisations;
• Knowledge of UNDP reporting and management;
• Sound knowledge of Result-Based Management (RBM);
• Knowledge and experience related to parliamentary practice and administration is an advantage;
• Proficient in spoken and written English and Lao language.

6.9. TOR of the Driver

DRIVER

Duty Station: Vientiane, Lao PDR

Requirement: National
Duties and Responsibilities:

The Driver will organize and implement the transportation requirements of the activities of Project and assist others works assigned by Programme Manager. This position will also support needs in relation to travel organized by the Project, management of vehicles, support for staff, consultants and visitors, organizing and scheduling vehicle maintenance, managing vehicle logs and documentation, and support for procuring official documents from other offices for the project. More specifically, he/she will:

- Ensure project vehicles management
- Drive project staff to meetings and various locations
- Drive project staff in the course of implementing project activities countrywide
- Deliver mail and messages to UNDP, ministries and other locations
- Prepare plan for regular vehicle maintenance and follow up of the same
- Ensure regular cleaning of the project cars
- Ensure that the log books for all project vehicles (including analysis of petrol usage) are maintained
- Highly skilled in picking up and delivering project documents and items to their ultimate destinations
- Track record of verifying delivery information, for instance names, addresses, and contact numbers
- Competent at planning and following the most resourceful routes for delivery

Qualifications:

- Qualified driver with active license
- Certificate level qualification
- Certificate in vehicle mechanics or equivalent
- Minimum of 5 years’ experience in driving vehicles
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<tr>
<th>Acronym</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>ASEAN</td>
<td>Association of South East Asian Nations</td>
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<td>CEGGA</td>
<td>Citizen Engagement for Good Governance, Accountability and rule of law</td>
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<td>CPD</td>
<td>Country Programme Document</td>
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<td>DPs</td>
<td>Development Partners</td>
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<td>EU</td>
<td>European Union</td>
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<td>German Society for International Cooperation</td>
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<td>GOPAC</td>
<td>Global Organization of Parliamentarians Against Corruption</td>
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<td>GoL</td>
<td>Government of Lao PDR</td>
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<td>GDP</td>
<td>Gross Domestic Product</td>
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<td>GRM</td>
<td>Grievance Redress Mechanism</td>
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<td>ICPMS</td>
<td>International Cooperation and Project Management Secretariat</td>
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<td>Implementing Partner</td>
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<td>ILS</td>
<td>Institute for Legislative Studies</td>
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<td>iKNOW Politics</td>
<td>International Knowledge Network of Women in Politics</td>
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<td>INGOs</td>
<td>International Non-Governmental Organizations</td>
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<td>IPU</td>
<td>Inter-Parliamentary Union</td>
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<td>ISDB</td>
<td>Islamic Development Bank</td>
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<td>Lao PDR</td>
<td>Lao People’s Democratic Republic</td>
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<td>LDC</td>
<td>Least developed country</td>
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<td>MDGs</td>
<td>Millennium Development Goals</td>
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<td>Ministry of Planning and Investment</td>
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<td>National Implementation Modality</td>
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<td>People’s Provincial Assemblies</td>
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