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**Laos People's Democratic Republic**  
**Peace Independence Democracy Unity and Prosperity**

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**Environment Protection Fund**

**PAW/LENS2 Sub-project Application**

**General Instructions:** Please refer to the Project Implementation Manual (PIM) Volumes 1 to 5 for subproject design, implementation and monitoring/evaluation (M&E). In summary:

- Applications should be submitted in both Lao and English to EPF Office. Translating the application is SDA's responsibility. It can be financed by the subproject preparation facility, if such facility has been mobilized, or pre-financed by EPF.
- Applications must demonstrate that the subproject meets the following eligibility criteria: (a) supports a Government of Lao PDR policy, strategy and/or an official plan; (b) contributes to at least one outcome indicator and at least one intermediate outcome indicator from the LENS2 results framework; (d) fits into either the PICE or CBI EPF funding windows; (e) excludes activities from the negative check-list in the PIM, and (f) aligns with project's geographical scope which includes the national/central level and the following provinces: Bolikhamxay, Khammouane, Houaphan, Xiengkhouang, Luang Prabang, Savannakhet, Vientiane and Xaysomboun.
- Applications for protected area and wildlife sub-projects must demonstrate that the subproject meets an additional eligibility criteria: contributes to a regional or global outcome such as cross-border cooperation, knowledge transfer or prevention of illegal wildlife trade.
- Sub-projects are approved for their proposed duration. However, implementation requires the prior annual approval of an Annual Work Plan and Budget (AWPB). EPF has the possibility to cancel an approved subproject if the annual performance is consistently unsatisfactory and the achievement of its objective has become unlikely.
- An SDA can only implement one subproject at a time although additional financing is possible.

EPFO Sub-project number:

<b>1. Sub-project delivery agency (SDA) (name/address)</b>	
<b>2. SDA focal point (name/function/contact details)</b>	
<b>3. Geographic scope</b> <i>(can be more than one option)</i>	<input type="checkbox"/> International level <input type="checkbox"/> Central/national level <input checked="" type="checkbox"/> Provincial/district level. Please indicate target provinces: Bolikhamxay <input type="checkbox"/> Protected area. Please indicate (NPA, protection forest, conservation forest and name).
<b>4. Sub-project title</b>	
<b>5. Amount requested (US\$)</b>	
<b>6. EPF's eligible funding window</b>	<input type="checkbox"/> Policy Implementation and Capacity Enhancement (PICE) <input checked="" type="checkbox"/> Community Biodiversity Investment (CBI)

<sup>1</sup> PICE Policy Implementation and Capacity Enhancement; CBI Community and Biodiversity Investment

<i>(please check only one window)</i>	
<b>7. Project Development Objective<sup>2</sup></b>	
<b>8. Sub-project related sectoral and institutional context, challenges and priorities</b> <i>(Describe role of SDA, current capacity and activities related to PA/wildlife/env. and social safeguards, challenges and priority needs and approach proposed to address priority needs/gaps).</i>	
<b>9. Sub-project objective</b> <i>(only one sentence)</i>	
<b>10. GoL Policy/Plan/Strategy supported by Sub-project</b> <i>(including provincial if applicable)</i>	
<b>11. Sub-project Regional or global outcomes</b> <i>(for protected area and wildlife related sub-projects only: e.g. cross border cooperation, knowledge transfer, prevention of regional illegal wildlife trade)</i>	
<b>12. Sub-project Outcome Indicators</b>  <i>Select and list the related outcome and intermediary outcome indicators from the PAW/LENS2 Results Framework and describe additional sub-project specific outcome indicators. Outcome/impact is the longer-term benefit of particular goods or services to a target group.</i>	
<b>13. Sub-project main outputs</b> <i>(Goods or services provided by the sub-project's intervention (supply-driven) e.g. x staff trained; guidelines on x developed)</i>	

<sup>2</sup> This is the proposed LENS2 PDO. Until LENS2 project becomes effective, sub-projects for LENS2 will not be processed for approval.

<b>14. Sub-project Components and Activities:</b> <i>List the components and main activities to produce outputs above. Do not use more than 5 components. Details will be in Annual Work Plan and Budget (AWPB) annex attached.</i>	
<b>Component</b>	<b>Main activities –can't edit/change with this format</b>
<b>Component 1. Capacity building and coordination for PA and PF management</b>	
<b>Component 2. Support for PA and PF planning and management</b>	
<b>Component 3 Subproject administration and monitoring</b>	
<b>15. Sub-project direct beneficiaries</b>	<input checked="" type="checkbox"/> Governmental staff Total number ( ) of which women ( ) <i>Central level ( ) of which women ( )</i> <i>Provincial level ( ) of which women ( )</i> <i>District level ( ) of which women ( )</i> <input type="checkbox"/> Rural communities ( ) Number of people ( ) of which women ( ) <input type="checkbox"/> Students ( ) of which women ( ) <input type="checkbox"/> General public <input type="checkbox"/> Private sector ( )
<b>16. Proposed Start Date</b>	
<b>17. Proposed End Date</b> <i>(duration in years)</i>	
<b>18. Co-financiers</b> <i>(source and amount (US\$) including in-kind contribution; per component if possible)</i>	
<b>19. Complementary ongoing or planned projects/programs/initiatives</b> <i>(name/source of funding/linkage)</i>	

## 20. Implementation Arrangements

a. Describe the project management structure.

b. What additional staffing or technical assistance is needed to successfully complete the proposed project (e.g. M&E officer, accountant, ...)?

a. Project Management Structure/sub-project implementation team
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b. Additional Staffing/Technical Assistance (TA)

c. PFRM / PONRE partners

## 21. Summary Budget

Detailed activity plan and budget for total period and year one must be attached in annex. Provide a summary of the budget as part of the proposal. Note that the sub-project will be approved for the entire duration but the sub-grant agreement will be signed on a yearly basis based on previous year performance (and agreed triggers as defined in section 24). For approved sub-projects, a procurement plan will be developed by EPFO.

Components (not more than 5 components including project management)	Total US\$	GoL-in kind US\$	LENS2 US\$
(1) Capacity building and coordination for PA and PF management			
(2) Support for PA and PF Management			
(3) Subproject administration and monitoring			
Base cost			
Contingency (10%)			
Total			

## 22. Sustainability

Please explain how the benefits of the project will continue or be maintained once the sub-project is complete.

## 23. Environment and Social Management Plan (ESMP)

Check if an Environmental and Social Management Plan (ESMP) needs to be prepared (see guidelines in the Environment and Social Management Framework (ESMF) to be obtained from EPF website).

Please check if CEF applies<sup>3</sup>

## 24. Community Engagement including gender issues at community level

Check if compliance with the Community Engagement Framework (CEF) is needed and follow guidelines on steps to be obtained from EPF website.

Please check if CEF applies<sup>4</sup>

## 25. Gender issues (mainstreaming)

Please explain how the sub-project is compliant with GoL commitment to gender issues under the project.

Planning on arrangement of staff for any project activity should take account of gender issue which at least 20% of the participants must be a woman. The project activities which to identify participants for training, study tour and a meeting require to check a proportion of women's participation.

<sup>3</sup> Please follow the procedures outlined in the CEF document and ensure that details related to sub-project CEF implementation including implementation arrangements, activities, indicators and budget are correctly included in the related sub-project application sections (RF, budget, activities, M&E)).

<sup>4</sup> Please follow the procedures outlined in the CEF document and ensure that details related to sub-project CEF implementation including implementation arrangements, activities, indicators and budget are correctly included in the related sub-project application sections (RF, budget, activities, M&E)).

**26. Agreed Annual Performance Triggers**

*For information find below the list of agreed targets that must be achieved to trigger approval of next year's funds:*

Agreed triggers:

- Compliance with fiduciary and safeguard requirements (at least Moderately Satisfactory in year 1 and Satisfactory in subsequent years)
- Compliance with reporting requirement (number, quality and timeliness) (at least Moderately Satisfactory in year 1 and Satisfactory in subsequent years)
- Year 1, at least 50 % of activities in AWPB completed. Year 2 and after, at least 75 % of activities in AWPB completed
- All outcome targets for current year are measured, evaluated and show progress toward target
- AWPB produced for the new fiscal year cleared by WB and approved by EPF Board

**27. Document Checklist**

*Please ensure to attach the following based on templates (excel file) provided:*

- Sub-project results framework (entire period)
- Sub-project detailed budget entire period (2a. per component and 2b. per category)
- Sub-project detailed activity work plan per component year 1
- Sub-project Environmental and Social Management Plan (ESMP) if applicable

**Signature**

Date:.....

Approved by:

Submitted by:

*(Head/DG of SDA or equivalent)*

Edits to a submitted application prior approval not requiring-submission, accepted by SDA and EPF, are summarized below: *(Please list application form reference number (e.g. #20) or annexes and date of EPFO communication on accepted changes to SDA).*