



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

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; (c) fits into either the PICE or CBI EPF funding windows; (d) excludes activities from the negative check-list in the PIM, and (e) 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:

1. Sub-project delivery agency (SDA)(name/address)	Luang Phabang Provincial Forest Resources Management Section (PFRM) of the Provincial Office of Natural Resources and Environment (PONRE) Kaison Phomvihian Road, That Luang village, Luang Phabang Tel: 071 254365, Fax: 071 252970 E-mail: DNRE_LP@yahoo.com
2. SDA focal point (name/function/contact details)	Vilaphong Kanyasone, Provincial Office of Forest Resource Management (PFRM) of Luang Prabang Province. Tel: 071 254365, Fax: 071 252970 Mobile:020 28654 222 ,E-mail : vila.k@hotmail.com
3. Geographic scope (can be more than one option)	<input type="checkbox"/> International level <input type="checkbox"/> Central/national level <input checked="" type="checkbox"/> Provincial/district level. Please indicate target provinces: Luang Prabang <input type="checkbox"/> Protected area. Please indicate (NPA, protection forest, conservation forest and name):
4. Sub-project title	Strengthening protected area and protection forest management in Luang Prabang Province

5. Amount requested (US\$)(estimation)	\$ 283,000
6. EPF's eligible funding window (please check only one window)	<input type="checkbox"/> Policy Implementation and Capacity Enhancement (PICE) <input checked="" type="checkbox"/> Community Biodiversity Investment (CBI) please check if CEF applies ¹
7. Revised LENS2 Project development objective²	To help strengthen selected environmental protection management systems, specifically for protected areas conservation, enforcement of wildlife laws and environmental assessment management <input checked="" type="checkbox"/> Proposed sub-project for LENS2
8. Sub-project related sectoral and institutional context, challenges and priorities (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).	<p>Overview of Luang Prabang Province: The Luang Prabang Province is located in northern country, it has 12 districts with a total population of about 463,485 people in 2014, and share borders with Vietnam. There is one National Protected Area as Nam Et-Phou Loey (NEPL). Three districts of Luang Prabang Province (Phonsai, Phonthong and Viengkham) have borders with NEPL NPA covering 11% (35,200 ha) of the NPA. Still, there are some other provincial protected areas and protection forests such as Phou Fa PPA (52,000ha) Pha Pheung PF (See location map). Phoupherng, Phouphatoon and Tad Kuangxee national protected forest. NPF is considered priority for biodiversity conservation watershed protected and management due to its location in Luang Prabang district and up stream of existing Tad Kuangxee water fall (66,400 ha). PFRM of PONRE is responsible for management of PAs in Luang prabang province. The protected area management capacity is considered good mainly due to technical assistance and financial support provided by the World Bank through the Wildlife Conservation Society (WCS) for NEPL NPA. These projects provided opportunity for the provincial and district staff to plan and implement the work themselves and there are key staff who have knowledge and experience in planning, awareness raising, and implementation of projects including ways to engage local community in management of protected areas. PFRM has not any aid funding support project to improve its capacity.</p> <p>Current Capacity: Provincial Office of Forest Resource Management has implemented its protected areas based on financial potentials. The protected area management approach is mainly to build local communities' ownership in the management as well as forest resource management through giving assistance in livelihood development. In this regard, it needs to have but conservation agreements to be made for villagers to respond for patrolling and managing within their village administrative areas. At present, there are 16 staff working in the province as 10 at PFRM, of which 3 volunteers. PFRM has 1 Pick-Up vehicles that were granted by Japanese Government but they are used by PoNRE, and only 1 motorbike.</p> <p>Funding support is also limited and depending on budget available from projects. This project covers an area of 66,400 ha in the upper watershed of phou pheung tad kuangxee area covering 25 villages. Phou Pheung tad kuangxee management approach is mainly to build local communities' ownership in the management of forest resource by building awareness and knowledge as well as giving assistance for livelihood development through the development of conservation agreements with villagers covering patrolling and managing forest resources in their village administrative areas. Current activities and budget remain limited given</p>

¹ 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).

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

	<p>large area of Phoupherng,Phouphatoon andTad Kuangxee NPF and it's important.</p> <p>Challenges and priority needs: the staff working on protected area management have not been trained specifically in protected areas management related.Stakeholder participation including villagers as well as government sector in being ownership on protected area management is limited including annual budget is very limited as only some available for administration. Luang Prabang PFRM has limited both quality and quantity of man-power as well as budget for protected area management, also lack of opportunity for training. Apart from this, stakeholder participation including villagers as well as government sector in being ownership on protected area management is limited. In addition, the local issue such as shifting cultivation practice is main occupation of residents, other subsistent activity that impact on protected areas including illegal logging ,hunting and extending agricultural area in PAs. The cooperation with neighbouring provinces particularly with Huaphan and Xieng Khouang regarding NEPL NPA management has some limited coordination. As so far, having only participated in some meetings of NEPL NPA management. This is really challenging for the needs of protected area management especially for managing the areas of NEPL NPA that belong to Luang Prabang. Right now, in the Luang Prabang side there has no boundary demarcation and outreach has not been yet carried out.In addition, there is even slow progress in protection forests management than protected areas as their management initiatives from planning have not been undertaken yet.</p> <p>Therefore, the priority needs are (1) training to improve knowledge and capacity of PFRM and district staff/volunteers that are newly recruited and lack of basic knowledge on conservation principles and protected area management including patrolling, outreach, zoning, as well as establishing regulations and implement law enforcement and (2) development of manuals/guidelines on developing a management plan, planning and reporting for the provincial team including improving mechanisms for coordination within the province and support to the organization responsible for protected area management such as WCS and other supporting tools such as database and necessary manuals/guidelines. At the same time, effort will be made to strengthen PFRM capacity to conduct management initiative for protection forests in Phoupherng,Phouphatoon and Tad kuangxee NPF.</p> <p>Implementing Approach: Most of the activities will be carried out in close coordination and cooperation with and supervision of the Department of Forest Resources Management (DFRM) especially on training and development of manuals/guidelines. The training activities will be conducted through a series of training that may be facilitated by DFRM and NUoL for provincial level where appropriate. A series of workshops within the province specifically for key partners of PFRM managing PAs and PFAs such as POFI, PAFO, WCS, and other international organization such as JICA. Also, training in specific topics related to policy and some field practice by the province is necessary. It is expected that DFRM will provide guidance on necessary tools (guidelines and manuals) to support management of protected areas and protection forests. The provincial trainer team will provide necessary training for the district team with assistance from short-term experts to be hired from time to time during the planning. The expert will also advise on project implementation and monitoring as well as preparation of subproject progress reports as required by the provinces, EPF, and/or WB.</p>
<p>9. Sub-project objective <i>(only one)</i></p>	<p>To Strengthen the capacity of PFRM staff to manage protected areas (PAs) and protection forest (PFs) in Luang Prabang Province.</p>

sentence)	
<p>10. GoL Policy/Plan/Strategy supported by Sub-project (including provincial if applicable)</p>	<p>Forestry Strategy to the Year 2020, by mainly protecting forest cover and not to converting protected areas - to increase forest cover at 70% by 2020.</p> <p>National Environment Strategy for the year 2020 – to have good environment.</p> <p>The subproject supports important national and regional strategies as below:</p> <p>National Biodiversity and Action Plan to the year 2020, by mainly protecting richness of biodiversity in protected areas</p> <p>Tiger National Action Plan, by mainly prohibition a trade of tiger's parts</p> <p>Poverty Reduction Strategy for the year 2020 by maintaining food sources and incomes through sustainable use of forest products.</p>
<p>11. Sub-project Regional or global outcomes (for protected area and wildlife related sub-projects only: e.g. cross border cooperation, knowledge transfer, prevention of regional illegal wildlife trade)</p>	<p>With the subproject interventions to make availability of the improved system, mechanism and increase knowledge or capacity of government staff through trainings, knowledge exchange and enhance a relationship of cooperation in the region especially with Vietnam as to prevent illegal poaching of forest resources crossing the border. This subproject will improve effectiveness of protected area management. Therefore, improvement of this work will contribute to the implementation of international conventions and regional agreements such as Convention on Biological Diversity (CBD), Convention on International Trade in Endangered Species (CITES), Lao-WEN and Mekong Biodiversity and Forestry Programme as well as the Lao-Vietnam Cooperation.</p>
<p>12. Sub-project Outcome Indicators</p> <p>Select and list the related outcome and intermediary outcome indicators from the PAW/LENS2 Results Framework and describe additional sub-project specific outcome indicators.</p> <p>Outcome/impact is the longer-term benefit of particular goods or services to a target group.</p>	<p>Sub-Project Outcome Indicators:</p> <ol style="list-style-type: none"> 1) Score of functional capacity of LPB-PFRM (annual) (also LENS2 Outcome indicator 3). 2) Lessons learned from regional travel, workshop with Vietnam and Thailand, interaction with international NGOs that are effectively incorporated in provincial planning or management of protected areas 3) Approved second LENS2 subproject for LPB province with focus on Phoupherng, Phouphatoon and Tad Kuang Xee NPF 4) Direct project beneficiary of which (20%) is a women as measured by additional staff of public and partner institutions having completed basic adaptive training (short courses) and study tours (also LENS2 IO indicator 1.1)
<p>13. Sub-project main outputs (Goods or services provided by the sub-project's intervention (supply-driven) e.g. x staff trained; guidelines on x developed)</p>	<p>Component 1. Capacity building and coordination for PA and PF management</p> <ol style="list-style-type: none"> 1.1 Technical staff will be trained in practice of protected area management (50 staff). 1.2 Technical staff and decision-makers will be participated in study tour abroad on protected area management (2 times, 30 persons). <p>Component 2. Support for PA and PF management</p> <ol style="list-style-type: none"> 2.1. Stakeholder workshops toward better protected area management will be held for 4 times (as 2 for provincial and 2 for district). 2.2. Key partner workshops toward better protected area management will be held in the province (2 times). 2.3. Seminar workshops with neighboring province of Vietnam and Thailand on PA cooperation (2 times). 2.4. Conduct conservation awareness raising and dissemination on relevant laws at markets (8 times) and international days to public event (4 times). 2.5. Support the protected area work at district level – District Office of Natural Resource and Environment of Phonsai (2times), Phonthong (2 times) and Viengkham Districts (2 times) .

	<p>2.6. Participate in management planning and monitoring of NEPL NPA (4 times).</p> <p>2.7. Prepare subproject proposal of improved coordination and cooperation for Phoupherng, phouphatoon and Tad Kuangxee with completed safeguard process and Capacity building of PONRE need.</p> <p>Component 3. Subproject administration and monitoring</p> <p>3.1 Reports of subproject administration and monitoring (annuals)</p> <p>3.2 Capacity to deliver outputs defined in the AWPB</p>
<p>14. Sub-project Components and Activities: <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></p>	
<p>Component 1. Capacity building and coordination for PA and PF management</p>	<p>Main activities</p> <p>.</p> <p>TA, training and workshop for PFRM capacity building</p> <p>Activity 1.1 Staff training in priority topics of protected area management The central level (Department of Forest Resource Management) and National University of Laos (NUOL) is responsible for training of provincial staff focusing on training of trainers for other staff especially at district level as well as protected area staff. Training at provincial level should focus on knowhow in practice such as monitoring, planning and reporting, basic field technique, outreach and planning for land use including zoning for management. The preferred training will be training on-the-job as training in class for young staff does not support applying the knowledge gained to real situations. In addition, handbook/guides to support this work should be developed by central level (DFRM) but must match the local needs and conditions. Anyway, provincial staff may be able to organize training themselves from year 2 onward.</p> <p>Activity 1.2 Study tour of staff and decision-makers Study tours for lesson exchange with best practice projects on protected area management, co-management and cooperation will be held in the country and also abroad. The study tour aim to improve performance and to obtain new lessons and also for decision-makers on lessons exchange with best practice project on protected area management. By selecting well performing staff it works as an incentive and will encourage them to work actively and competitively. This study tour arrangement needs to be developed jointly with DFRM. Prior to the study tour PFRM will prepare the topics of interest and indicate how they will use the lessons for their work afterwards.</p> <p>The central level (Department of Forest Resource Management) and National University of Laos (NUoL) responsible for training for some provincial staff focusing on building training of trainers that be able to train other staff especially at district level as well as protected area staff. Training in general theory or principle of protected area management should be conducted by central level but training knowhow in practice should be the provincial team such as in monitoring practice, planning and reporting, basic field technique, outreach and planning for land use including zoning for management. The training on-the-job training as training at class only for young staff cannot apply the knowledge gained completely to real practice. In addition, handbook/guides to support this work should be developed by central level (DFRM) but must be appropriated with the local needs and conditions. Anyway, provincial staff may be able to organize training themselves in year 2 onward.</p>

	<p>Activity 1.2 Study tour of staff and decision-makers Study tour and for lesson exchange with best practice projects on protected area management, co-management and cooperation will be held in the country and also abroad. The study tour will be arranged for whom having good performance as to obtain new lessons and also for decision-makers on lessons exchange with best practice project on protected area management. By selecting good performance staff is some sort of incentive and will encourage them to work actively and competitively. This study tour arrangement needs to work out with DFRM. Prior to the study tour it needs to prepare advance regarding the topics of interest and how to use the lessons into their work afterward.</p>
<p>Component 2. Support for PA and PF management</p>	<p>Activity 2.1 Stakeholder workshops of province and district The stakeholder workshops on protected area at provincial and district level have not been held regularly. These workshops consultations aim to achieve better protected area management and to avoid or mitigate any development projects that might impact on the PAs. Any existing or planned projects of provincial departments or sectors which would impact on PAs have to be raised for discussion and solutions as to mitigate negative impacts on biodiversity identified. Both provincial and district workshops need Provincial or Vice Provincial Governor to give a speech on dissemination the roles and responsibilities of FRFM/PONRE and DONRE, to call for relevant departments to participate in protected area management. In collaboration with the new JICA project (SFM&REDD+ Project), the PONRE will lead the development of a provincial level REDD+ plan from early 2016. Activity 2.1 and this REDD+ planning process will be coordinated in order to ensure the vision and issued discussed in the stakeholder workshop are reflected into the provincial level REDD+ plan.</p> <p>Activity 2.2 Key partner workshops The key partner workshops are a small technical workshop or working group of key partners who have mandates on conservation working in the province and include the participation of DFRM and related international organizations to develop a better coordination for managing protected areas and protection forests in the province. These workshops are to identify key issues, gaps of coordination within the province and at national or district level. From the workshops the group may develop joint principles or an agreement for better coordination and also cooperation as to report to the provincial stakeholder workshops.</p> <p>Activity 2.3 Seminar workshops with the neighboring province of Vietnam on transboundary PA cooperation. The coordination and cooperation with neighboring province of Vietnam as both technical and decision-makers has not been undertaken on the ground. Therefore, a technical seminar workshop will identify particular cross-border activities for cooperation between these provinces to detect, prevent /reduce and monitor trespassers crossing the border illegally into NPAs of Laos for illegal harvest of forest products.</p> <p>Activity 2.4 Conservation awareness raising and dissemination of laws and regulations on protected area and wildlife. Conservation awareness raising for the greater public, officials, soldiers, police and traders is very important. This activity needs to include dissemination of laws and regulations related to protected area and to raise conservation awareness of target groups including at markets. The awareness raising at markets is more about regulation dissemination and about communication and cooperation with market's owners and managers of restaurants to understand and obtain their cooperation for prevention of illegal wildlife trading. Signboards may be renovated or newly established</p>

where necessary pending authorization and commitment of village authority and market managers. Conservation awareness raising of the general public is a need for the government department or sectors to be aware;. This may be held through appropriate provincial meetings/workshops and any celebration of international and national important days. Also, through radio program to encourage any organizations to obtain the importance and necessity of cooperation for prevention any impact or encroaching to protected areas.

Support NPA planning and management

Activity 2.5 Strengthening capacity for District Office of Natural Resource and Environment (DONRE)

Forest and water management unit of DoNRE especially the districts are involved in NEPL NPA management has not had full roles and responsibilities to participate in planning and implementing their mandates as necessary. Thus, activity plan should be supported by PFRM by providing necessary training and guiding some tasks from time to time as to meeting ability in carrying out their work in the future. Particularly, the participation and contribution to the management of the **NPA** to be better effective. The DoNRE has to be regularly backed up by PFRM/PoNRE and even Provincial Governor.

Activity 2.6 Participation in NEPL NPA Management Planning

So far, the planning and management of NEPL NPA has not yet well cooperated with other relevant government departments as necessary. It is only some staff assigned to work with them. Thus, the management planning of the NPA with relevant key departments or sectors is necessary as to ensure the protected area management work is part of priority importance of the district as well as the province. Ownership of the district is foreseen when agreements are made from on planning to budgeting and having regular meeting event including some decision-making. Phonsai,phonthong and Viengkham DoNRE with under supervision of provincial committee will work with other DoNREs relevant to NEPL by considering that NEPL Head Quarter Office is the center for planning on cooperation and coordination.

Activity 2.7. Preparation of Phoupherng, Phouphatoon and Tad Kuang Xee NPA SP proposal

The PONRE will prepare the additional sub-project proposal for the Phoupherng-Phouphatoon and Tad Kuang Xee NPA as the second phase of project. It includes the social-environment and building the capacity for the PONRE staff. It expected to complete the initiative project proposal in the first year and submitted the full set of completed version in second year (2017).

Planning for the management of PAs or PFs needs to ensure the project activities will not impact on local communities while they would have better benefit from the interventions. Phou pherng, Phou pha toon – Tad kuang xee protection forest is one priority of Luanprabang _PoNRE, the total area is 66,400 ha with covering in to three districts and 25 villages such as Luang prabang, Xiengngurn and Nan district. This PF are important to watershed area of Tad kuang xee national park and water supply for three districts, biodiversity in this area is still abundance. Currently, the land use of this PF is in transition, and rising competition by local communities. Demand for land for commercial agricultural development is strong, while markets neighboring countries put pressure such as banana production, oil

	<p>crops. As to ensure the forests are protected to maintain their functions: biodiversity, watershed for livelihood and economic support systems such as agriculture and irrigations. Therefore, to develop the subproject proposal needs to prepare with key stakeholders including local communities in order to ensure all safeguard (environment and social issues) are well consulted. Fieldworks for safeguard consultation at target sites, at district and provincial level will be conducted. The subproject will be prepared and submitted with its safeguard document.</p> <p>Meanwhile, the DFRM is developing a guideline for protection forest management planning under the Forest Preservation Program (FPP) funded by the Japanese government. The guideline could be used as a guiding document for stakeholder mapping and other exercises necessary for the development of additional sub-project proposal and implementation.</p> <p>Also, the additional sub-project will explore synergy/co-financing with the SFM&REDD+ Project in some technical aspects. For example, Phou pherng, Phou pha toon – Tad kuang xee protection forest can host the piloting of REDD+ forest monitoring, and field-level application of PAREDD approach (participatory land and forest management) can be jointly conducted by the two projects.</p>
Component 3 Subproject administration and monitoring	<p>Project administration and management will follow the Project Implementation Manual (PIM), also on Financial Management, Procurement Manual and Monitoring and Evaluation Manual (M&E). Firstly, it needs to identify a project implementation team and to build a common understanding among the project team and with project supervisor on the project concept, project implementing approach, outcome and outputs of the project/sub-project to be achieved. Some sort of training and establishing a working system of the sub-project including accounting and monitoring system is necessary. A monitoring progress report of subproject indicators as well as a financial report including procurement will be prepared and submitted to EPFO bi-annually.</p>
15. Sub-project direct beneficiaries	<p><input checked="" type="checkbox"/> Governmental staff Total number (20) of which women (7) <i>Central level () of which women ()</i> <i>Provincial level (14) of which women (6)</i> <i>District level (6) of which women (1)</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 ()</p>
16. Proposed Start Date	October 1, 2015
17. Proposed End Date (duration in years)	September 30, 2017 (2-years)
18. Co- financiers (source and amount (US\$) including in- kind contribution; per component if possible)	Parallel projects which have been working on the ground are the Wildlife Conservation Society for NEPL NPA but not any funding support PFRM Office
19. Complementary ongoing or planned projects/programs/initiatives (name/source of funding/linkage)	The Wildlife Conservation Society for NEPL NPA. JICA for Sustainable Forest Management and REDD+ Support Project (2015.10 – 2020.10): The project purpose is to strengthen SFM through incorporation of REDD+ into the sector strategy and improved forest resource information. One of the outputs is to enhance provincial REDD+ for Luang Prabang, and the PFRM is the lead of this output. Main activities under this output are 1) Establish an institutional framework for implementing REDD+ in the province; 2) Pilot priority forestry policy(s) to address the drivers of emissions and removals; 3) Pilot forest monitoring

	<p>as a part of REDD+ monitoring; 4) Promote cooperation on REDD + between the central level and provincial level; and 5) Strengthen the foundation to expand the PAREDD Approach.</p> <p>FCPF Carbon Fund (uncommitted): Lao P.D.R, under the lead of the DFRM, is developing the initial proposal (ER-PIN) to be submitted to the FCPF in September 2015. A sub-national landscape which consists of six northern provinces, including Luang Prabang, is proposed as the targeted area. If Lao P.D.R is accepted as a Carbon Fund country, and Luang Prabang produces a positive results on emission reduction and removals through forest conservation, there will be a possibility to benefit from the sales of carbon credit.</p>
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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

Project Management Structure/sub-project implementation team

The project is under the responsibility of PONRE Luangprabang. The daily implementation is entrusted to PFRM in collaboration with other sections in PONRE especially the Environment Impact section. The subproject's organization structure will be including a project supervisor, project head and technical team. The project supervisor is Deputy Director General of Department of Forest Resource Management in consultation with the Director or Deputy Director of PAFO but not involve in a day-to-day project implementation. The project head should be assigned to work mainly for this subproject and working with the project technical team. The project technical staff team will be government staff which will include a person responsible for monitoring and evaluation, planning and accounting. Finance is important which maybe a need to hire an accountant who is appropriate qualification to help.

Sub-Project Implementation Team as follow in below:

- **Project Supervisor**

Mr. Chanthavong PHONNACHIT
Tel 020 22351998

- **Project Director and Project Coordinator**

Mr. Vilaphong KANYASONE
Tel: 020 28654222

- **Assistant / Deputy Project Director and Coordinator**

Mr. Duangkham DUANGDALA
Tel: 020 98732880

- **Project Accountant**

To be recruited.

Any government staff who will be assigned to work for this subproject should have terms of reference especially the project head, M&E and Accountant. Review of performance of the project staff team members is needed from time to time as to identify whether any specific or additional training is needed as to fulfill the tasks.

b. Additional Staffing/Technical Assistance (TA)

Also, short-term experts will be hired to help design, plan and provide some training for the project team from time to time as to ensure quality of project's products. Recruiting any position will consult with DFRM and EPF to seek if that task can be identified or provided within in house capacity or any single source (head count) or necessary to make an advertisement for the post to public. Of which, a trainer for specific tasks will be the senior staff of DFRM who are qualified and its technical advisors to provide the assistance need.

This project will be hired two short-term experts and one accountant. The short-term is Technical Adviser this position is only 4 months and safeguard specialist will hire 5 months but project accountant will be full time.

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C. PFRM/PONRE Partners:

- Key Partners:

C. PFRM / PONRE partners

Key partners

- Department of Forest Resources Management (DFRM)
- Faculty of Forestry, Souphanouvong University
- Provincial of Forest Inspection (PoFI)
- NEPL_NPA
- Environment Protection Fund (EPF)
- Wildlife Conservation Society

Regular partners

- Department of Forest Inspection (DFI)
- Provincial Agriculture and Forestry (PAFO)
- Provincial of Natural Resources and Environment of Luangprabang Province
- Souphanouvong University
- Luangprabang Agriculture and Forestry Colleague
- Provincial Radio and Television
- Provincial Investment and Planning
- Provincial Rural Development
- Provincial Women Union
- Provincial Police
- Provincial Military
- District of Natural Resources and Environment (DoNRE)
- District Agriculture and Forestry Office (DAFO)
- District Forest Inspection
- District Women Union
- District Rural Development
- District Administration Office
- District Police
- District Military
- Cluster / Zone officials
- 37 Village authorities
- Village Forestry Officer in 22 villages
- Village Military in 37 villages
- Village Women Union in 37 villages.

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	LENS2	GoL-in	Total
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<i>project management</i>)	financing US\$	kind US\$	US\$
(1)Capacity building and coordination for PA and PF management	102,800	9,000	111,800
Component 2. Support for PA and PF Management	115,500	0	115,500
((3) Subproject administration and monitoring	39,000	35,000	74,000
Base cost	257,300	44,000	301,300
Contingency (10%)	25,700	-	29,700
Total	283,000	44,000	331,000

22. Sustainability

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

The sustainability of the subproject is the availability of qualified human resource, mechanism and working system and equipment which will be applied for the work. Therefore, the project implementation team should be government staff as that they will stay with the government in the province. Of which, it is a need to define some senior staff who have knowledge and experience to be more trained for as training of trainer (ToT) to then train other staff. In addition, junior staff should be arranged to work with the team as to provide them an opportunity to learn. Of course, mechanism, system or procedures and tools which will be in place to be used and improved for effective coordination and cooperation for supporting protected area management .

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).

This subproject is classified onto the project type C which has no any impact on environment and social. The project's activities are to build staff capacity, improved coordination and cooperation through workshops, planning and exercise in protected area management. With reference to the negative checklist of this project it does not have any activities that may generate impact on environment and social aspect. Therefore, this subproject has no any activity that would create or lead to subsequently impact on environment and social.

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.

Local communities will engage in participatory protected area management planning which will be conducted with DoNRE and NEPL Management Unit and that through some interviews on some points concern to them as to obtain their point of views and to increase better ownership in protected area management, also recognizing their rights and safeguard. It needs to emphasize their volunteer participation which outreach at villages will improve and bring their interest.

25. Gender issues (mainstreaming)

Please explain how the sub-project is complaint 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.

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

Approved by:
Luang Prabang PoNRE
(Head/DG of SDA or equivalent)

Date: Submitted by:
Luang Prabang PFRM

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).*