

LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

MEKONG-INTERGRATED WATER RESOURCES MANAGEMENT PROJECT

COMPONENT 3.2: FISHERIES MANAGEMENT

**GUIDELINES ON THE IMPLEMENTATION
OF ALTERNATIVE LIVELIHOOD SUPPORT ACTIVITIES**

March 9, 2017

TABLE OF CONTENT

Abbreviations and Acronyms	2
I. Introduction and Overview	3
II. Activity Eligibility and In-eligibility	3
III. Implementation	6
3.1 Planning and Activity Selection Phase	6
3.2 Implementation Phase	7
3.3 Monitoring and Accountability	8
3.4 Consultation	9
IV. Fiduciary	9
4.1 Financial Management and Procedures	9
4.2 Procurement	12
V. Environmental and Social Safeguards	15
5.1. Safeguard Screening and Mitigation Measures	15
5.2 Consultation with Ethnic Groups	16
5.3 Information Dissemination and Disclosure	16
C3.2 Annex 1: Procurement Plan for 2016	17
C3.2 Annex 2: Guidelines for Documentation of Consultation Meetings	18
C3.2 Annex 3: Consultation Guidelines and Documentation	24
C3.2 Annex 3: Safeguards	27
C3.2 Annex 4: Simplified Pest Management Plan	33
C3.2 Annex 5: Manager Clearance Form	36
C3.2 Annex 6 – Financial Management Supporting Documents for Alternative Livelihood support (ALS)	37
Attachment	1: Procurement Documents and Forms

Abbreviations and Acronyms

C3.2	Component 3.2
CRPF	Compensation and Resettlement Policy Framework
DAFO	District Agriculture and Forestry Office
DONRE	District Office of Natural Resources and Environment
DLF	Department of Livestock and Fisheries
EG	Ethnic Groups
EGDF	Ethnic Groups Development Framework
EGDP	Ethnic Group Development Plan
ESMF	Environment and Social Management Framework
FCZ	Fishery Conservation Zone
FMC	Fishery Management Committee
FMP	Fishery Management Plan
FRIC	Free, prior, and informed consultation
IIP	Investment Implementation Plan
IWRM	Integrated Water Resources Management
KPC	Kum ban Procurement Committee
LFNC	Lao Font for National Construction
LWU	Lao Women Union
M&E	Monitoring and Evaluation
M-IWRM	Mekong Integrated Water Resources Management
MoNRE	Ministry of Natural Resources and Environment
O&M	Operation and Maintenance
OP/BP	Operation policy/Bank Procedure (of WB)
PAD	Project Appraisal Document
PDO	Project Development Objective
PMU	Project Management Unit
PONRE	Provincial Office of Natural Resources and Environment
RAP	Resettlement Action Plan
UXO	Unexploded Ordnance
WB	World Bank

I. Introduction and Overview

The Fishery Management Component (C3.2) is aligned with the Mekong Integrated Water Resources Management Phase 1 (M-IWRMP APL1) Project Development Objective (PDO) *to improve the integration of Water Resources Management in the Lower Mekong Basin at the local level, both for institutions (central and provincial agencies) and communities, considering its downstream benefits and impacts*. In particular, the goal of **C3.2** is to support the sustainable management of aquatic resources in the pilot areas in order to achieve regional environmental and social benefits in the Lower Mekong Basin. The **C3.2** will establish effective community-based fisheries management by:

- Supporting fishing communities in selected kum banhs to establish Fisheries Management Committees (FMCs) and prepare fishery management plans,
- Supporting **alternative livelihoods and rural infrastructure investments**, and
- Strengthening the capacity of the public sector, particularly in the Provincial Agriculture and Forestry Office (PAFO) and the District Agriculture and Forestry Office (DAFO), to support community based fisheries management and to supply fingerlings for wild stock enhancement and aquaculture in the project area.

This document contains guidelines identifying and administering support for **alternative livelihoods** that comply with the World Bank's procurement, financial management, and social and environmental safeguards procedures.

Section II below describes types and scope of alternative/supplementary livelihood activities that are eligible for funding by **C3.2**. Section III describes the planning, consultation and implementation process while Section IV describes financial management and procurement. Section V describes safeguard requirements. The Annexes contain proformas and additional relevant information.

II. Scope and Eligibility

Geographic Scope: **C3.2** will support the establishment of fisheries co-management in the mainstream Mekong and the Sekong River, which is part of the international tributaries system, Sekong-Sesan-Srepok, shared with Cambodia and Vietnam. The areas covered by this project are selected clusters of villages known as kum banhs in the following districts: Khong, Sanasomboun, and Pathoumpone (Champasak Province), Sanamsai (Attapeu Province), and Lamam (Sekong Province).

Livelihood type and scope: Alternative livelihoods (AL) that are eligible for support include livestock raising, aquaculture, agriculture...etc. (see Table 1). The identification of AL support activities begins during the initial stages of fisheries management planning as described in companion guidelines developed for C3.2 entitled: *Guidelines for Establishing Co-Managed Fisheries in Lao PDR* when the initial engagement and consultation with kum banh members begins.

Safeguards: Note that as a result of the screening process, if ethnic groups (EG) are present in the kum banh, the ethnic groups planning framework (EGPF) will have already been applied to guide this engagement in a culturally appropriate manner and consultation process as described in the fisheries management Guidelines.

This process will have identified “a list of proposed alternative livelihoods” that will benefit the ethnic groups located in the project area. .

The fisheries management planning process may have also identified the need for alternative livelihood support for Ethnic Groups within the kum banh that may be adversely affected by the implementation of fisheries management plan. These compensatory livelihood support activities might form the basis of an Ethnic Groups ‘Action Plan’ following the EGPF. The fisheries management plan document will contain details of any Action Plan.

This document provides the necessary guidance to proceed with further consideration, selection and implementation of alternative livelihoods support proposed during the initial engagement and consultation process for FMC establishment and fisheries management planning, and for the implementation of compensatory livelihood support activities for ethnic groups following the preparation of the fisheries management plan and application of the principles of an Action Plan during this process (OP4.10 Annex B and OP4.12 Process Framework).

Note that consultation is considered an integral part of the planning and decision-making process. Consultation with, and active participation of, women is an important element of IWRM process while free prior and informed consultation with ethnic groups in the proposed project area in a culturally appropriate manner is a requirement from WB social safeguard policy (OP/BP4.10).

Therefore when performing any consultation activities, the C3.2 team will ensure that the most vulnerable groups of the community including single-headed households, ethnic groups, households with disabled people, landless households, and adolescents are consulted and have an opportunity to fully engage in the AL planning and implementation process. For each consultation, the C3.2 will promote and enable active participation of local authorities and community representatives including women and other vulnerable groups; for the case of ethnic groups, as is mentioned before, free prior and informed consultation will be a requirement. With these, the consultation process will ensure that all the voices and/or concerns expressed by the participants especially women and the vulnerable groups will be incorporated into the proposed village livelihood activities plans and design to ensure that the livelihood activities will also benefit and accessible to all community members. Consultation guidelines and meeting record forms are provided in Annex 2. Consultation guidelines, specifically with ethnic groups follow procedures established by the Lao Front for National Construction in 2013 as well as the World Bank’s Ethnic Groups Planning Framework (EGPF).

Table 1: Alternative livelihood activity types eligible for support under the project

Alternative livelihood	Livelihood Activities	Activities Not Eligible
Fish culture (Aquaculture)	Fish farming (grow-out) using fingerlings of either indigenous and exotic species from hatcheries renovated or constructed by C3.2 but also from neighboring provinces of Laos and Thailand subject to approval by PAFO and DAFO.	Equipment or tools used for illegal fishing.
Livestock Raising	Large livestock preferably cattle raising (indigenous or mixed species locally available are recommended). Poultry raising (chicken and ducks of which indigenous species locally available are highly recommended). Pig raising (either hybrid or indigenous and mixed species are acceptable). Goat raising (both local species and those from neighboring provinces are acceptable due to their relatively strong resistance and ability to adapt to new environment). Seeds for the plantation of Stylosanthes grass as part of pig raising system will be promoted and eligible.	Raising of wild animals/ endangered species
Agriculture and cropping	Rice seed production (to be managed through Phone Gnam Rice Seed Research and Production Center in Pakse). High value crop growing (local species of seeds and saplings available in 3 Southern Provinces as well as those from neighboring provinces of Laos and Thailand or Vietnam are acceptable).	Purchase of banned and large quantities of pesticides, insecticides, herbicides and other dangerous chemicals; asbestos and other agricultural inputs detrimental to the environment. Equipment or tools used for illegal logging (e.g. chain saws).
Agriculture and livestock production supporting inputs	Agriculture inputs (organic fertilizers, non-chemical pesticides, basic agricultural tools/equipment and veterinarian kits and forage seeds) Production materials for handicraft (sticky rice box, bamboo furniture, weaving and textile “cotton or silk” materials)	Electrical, gasoline or diesel generators or pumps; Use of banned pesticides and toxic chemicals not registered under Lao PDR. Use of unauthorized vaccines not cleared by DAFO/PAFO. Payments of salaries to government servants or the salaries of the staff of government subsidized organizations. Acquisition of land (purchase or lease), under any conditions.

During this initial stage of management planning, the community may generate “a list of proposed alternative livelihoods”. However, this document contains the main guidance to further refine this initial selection and to administer the AL support.

The Kum Ban Fishery Management Committees (KFMCs) will receive a maximum of US\$20,000 to support to AL. Each village within the kum banh can receive a maximum of US 2,000. The Kum Ban/Fishery Management Committees (KFMCs) can choose to allocate the funds to the commune as a whole, to specific villages, or to individual households belonging to the FMC in accordance with the guidance described below. Therefore AL support might take the form of aquaculture in a village pond that will benefit the whole village or Kum Ban, as well as agriculture, livestock and other eligible activities pursued by individual households. For kum banhs where ethnic minorities are present, an Ethnic Minorities Plan should be prepared.

III. Planning, consultation and implementation

The planning, consultation and implementation activities to support AL follow a six-step process (Figure 1).

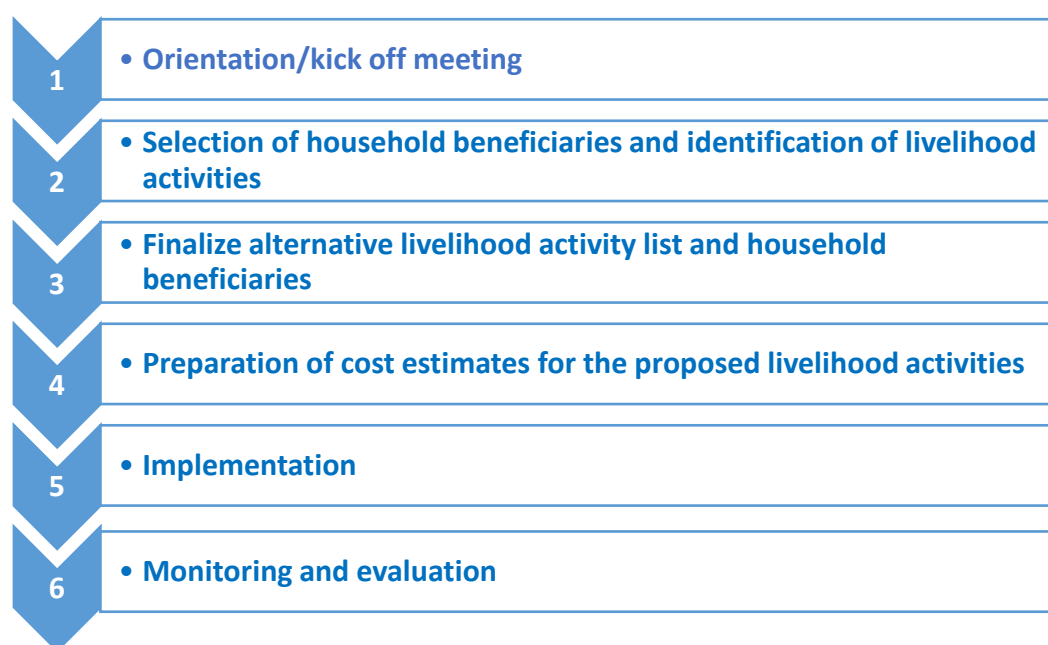


Figure 1 : The overall view of the planning process

3.1 Planning and Activity Selection Phase

The main objective of this Phase is to identify priority and appropriate livelihood support and select the household to receive support based on a combination of: (a) the list of livelihood support activities proposed during the initial consultation and engagement activities with the community under this fisheries management planning activities including ethnic groups for targeted livelihood support; (b) livelihood support proposed as compensation for any adverse effects of the fisheries management plan on community participants, including

ethnic groups (that effectively constitute an EG Action Plan); (c) consultation with **PAFO and DAFO**; and (d) an assessment of village and household level commitment and capacity.

Step 1: Orientation/kick-off meeting: As part of initial community engagement and consultation activities with the kum banh members, a meeting will be organized by C3.2 Livelihood consultant hosted by PAFO and attended by DAFO; Kum Ban and village leaders and ethnic village chiefs (if applicable). The objective of the meeting is to inform members of the community, including ethnic groups, of the support available for alternative livelihood activities; identify priority recipients of the available support, and to explain the process of selection and implementation. The main output of Step 1 is a list of proposed alternative livelihoods for each village and minutes of the meeting.

Step 2: Screening and Selection of communities/households for identification of livelihood activities: The C3.2 Livelihood consultant will work with PAFO and DAFO, and other related government agencies, to organize village meetings in order to screen for eligible activities (Table 1) and to select priority recipient households; also the screening will include the identification of presence of ethnic groups in the proposed area. Priority will be given to those households that might be adversely affected by the implementation of the fisheries management plan including those of ethnic groups targeted for compensation following the principles of an Action Plan. Other development project activities, and the guidance received from village leaders and community members will also be used to steer the final selection of recipients. Proformas to document these processes are provided in Annex 2.

Step 3: Conduct Consultations at the community level. Free prior and informed consultation will be conducted to: (a) identify and validate priority alternative livelihood support e.g. “preference list” to be funded under C3.2, (b) ensure participation of local communities including women and ethnic minority members into investment selection and design, and (c) to inform local communities about relevant social and environmental safeguard procedures and requirements

Step 4: Finalize alternative livelihood activity list and community/household beneficiaries: The C3.2 Livelihood consultant and PAFO/DAFO will obtain approval for selected activities and households from the C3.2 manager. The C3.2 manager will send a memo to inform the Director General of the Department of Livestock and Fisheries (DLF) and the C3.2 Coordinator on the proposed alternative livelihood support using the clearance form in Annex 5.

Step 5: Preparation of cost estimates for the proposed livelihood activities: The C3.2 Livelihood consultant, with PAFO/DAFO, and the Kum Ban Procurement Committee (see below) will prepare cost estimates for the alternative livelihood support.

3.2 Implementation Phase

Step 5: Implementation: DLF and C3.2 team will lead the implementation. Procurement will be carried out by C3.2 based on the approved procurement plan (see Annex 1 for example) with the support of PAFO and DAFO and Kum Ban Procurement Committee as observers.

Before any implementation of the livelihood activities by the community/household beneficiaries, the C3.2 Management and DAFO/PAFO should require and agree with the beneficiaries the following:

- Availability and/or preparation of cultivated land and/or facilities before livelihood distribution of goods and input delivery;
- Labor and production tools/equipment are organized and made available for livelihood activity implementation;
- Completion of building animal shelters or main parts of the structure to possible extend (for livestock production groups);
- Grievance Redress Mechanism to address any possible dispute or conflicts such as dispute over land and natural resources within the household, village or with surrounding communities have to be settled prior to distribution of goods and implementation.

Training will be provided by C3.2 with the technical support from PAFO/DAFO to the household beneficiaries based on their selected alternative/supplementary livelihood.

3.3 Monitoring and Accountability

Step 6: Monitoring and follow-up

It is noted that for each mission in the field conducted by the C3.2 team for each stage, formal documents and/or records of livelihood activities will be prepared and approved (in Lao) and they are available in the project files (see Table 2 below).

Table 2 List of outputs and documents to be prepared during the process

Stages	Require Documentation
Refer Annual Work Plan	<ul style="list-style-type: none"> • Details PIP
1. Orientation/kick off meeting	<ul style="list-style-type: none"> • Minutes of the meeting • Kum Ban/FMCs Plan
2. Selection of Communities and household beneficiaries and identification of livelihood activities	<ul style="list-style-type: none"> • Community selection • Community Screening (Ethnic and non-Ethnic Community) • Household Selection and Screening checklist • Minutes of the meeting • Consultation form (Annex 2) • Agreed and proposed livelihood list
3. Finalize alternative livelihood activity list and household beneficiaries	<ul style="list-style-type: none"> • Livelihood clearance form (Annex 5) • Minutes of the meeting • Consultation form (Annex 2)
4. Preparation of cost estimates for the proposed livelihood activities	<ul style="list-style-type: none"> • Procurement Plan (Annex 1) • Minutes of the meeting • Consultation form (Annex 2)
5. Implementation	<ul style="list-style-type: none"> • Procurement plan (Annex 1) • Training plan
6. Monitoring and follow-up	<ul style="list-style-type: none"> • Minutes of the meeting • Consultation form (Annex 2)

Further guidance for these planning, consultation and implementation activities is provided in Annex 3.

IV. Fiduciary

4.1 Financial Management and Procedures

Overview of FM System and Operations for **Alternative Livelihood Support (ALS)** are described below. Invoices where multi-payments are involved (if applicable).

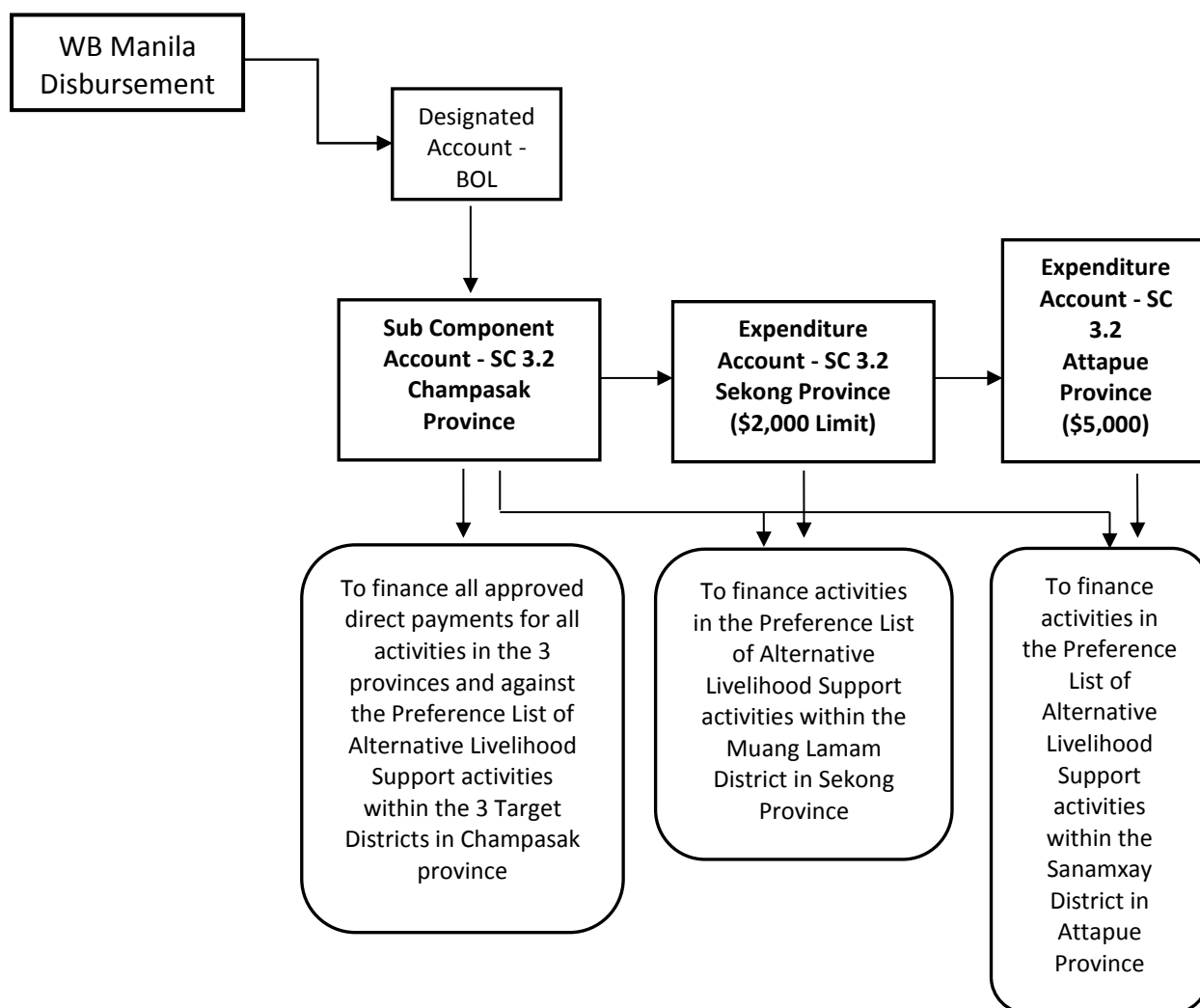
Overview of FM System and Operations for the Alternative Livelihood Support (ALS)

A. The budget identification for ALS is as follows:

<i>Target Province</i>	<i>Target Districts</i>	<i>Kum Banh Fisheries Management Committee ("KFMC")</i>	<i>Target Villages</i>	<i>Total Budget per village ALS</i>	<i>TOTAL Budget for ALS</i>
		<i>I</i>	<i>II</i>	<i>III</i>	<i>II*III=IV</i>
		No	No	USD	USD
Champasak	Khong	3	30		
	Xana Soumboun	3	23	2,000	162,000
	Pathumphone	3	27		
Xekong	Muang Lamam	3	18	2,000	36,000
Attapue	Sanamxay	3	22	2,000	44,000
Initial Total Budget Requested (Target AREA)					242,000
Families outside target area – approximate budget					83,000
Revised Total Available			(Note 1)		325,000

Note 1: The original Budget for Alternative Livelihood Support ("ALS") is in the Project agreement Document (PAD) which amounts to an equivalent **USD 212,000**. The revised budget is calculated for LD as depicted in the table above which amounts to a total of **US\$325,000** which includes a maximum of \$20,000 per village with an additional amount of **US\$83,000** to cater for the families outside the target area as suggested by the Bank.

B. Funds Flow Overview



- Financial Management developed for the SC3.2 - alternative livelihood support (AL), in consultation with the WB FM Specialist, mainly focuses on channeling funds initially allocated to the Sub Component 3.2 to finance alternative livelihood support projects within its jurisdiction and the approved annual work-plan specifically directed towards targeted districts and villages.
- World Bank account in Manila replenishes the Project's main Designated Account ("DA") in the Bank of Lao PDR (BOL) and in turn replenishes the Component Account ("CA") of SC 3.2 in BCEL Champasak.
- Funds will be allocated from this CA to finance all the alternative livelihood support in the three target provinces of Champasak, Sekong and Attapue.
- All procurement decisions will be carried out in Champasak Project office and upon approval of funds will be withdrawn from the Component account in Champasak and paid directly to suppliers in Champasak, Sekong and Attapue. If need be, some of the procurement meetings can be also held in Sekong & Attapue with close supervision from procurement/management team in Champasak.
- In some instances, funds may be also transferred to Sekong & Attapue Project Offices expenditure account to pay smaller payments to suppliers who are engaged there.

- All purchases will be made in the designated Project offices in Champasak or in Sekong & Attapue (if deemed appropriate and manageable) and the villages will be the recipient of the actual alternative livelihood items purchased in accordance to the approved Preference List (PL). Community members participating in the project will **not** be entitled to receive funds directly to purchase items for their alternative livelihoods (chicks, goslings...etc.).
- The total investment amount allocated to the Rural Infrastructure Investment is estimated to be around US\$ 325,000 where each of the 121 villages is allocated a sum of \$2,000 per village. The balance of US\$83,000 would be used sparingly to support the villages just outside the target areas.

C. Funds Flow - Operations

Before funds can be channeled to the target alternative livelihood support activities the following must be completed as follows:

- A copy of all the minutes of meeting in finalizing the Preference List (PL) to be submitted to the Sub Component Financial Management Unit (SCFMU);
- A final signed copy of the Preference List (PL) categorized by provinces and districts to be submitted to the SCFMU for recording and obtaining SC Manager approval;
- If quotations (3 minimum) are submitted, then these quotations are matched with the general prevailing prices of that item/goods to ensure that the quotations are reasonable and if the KFMC does not select the quotation with the lowest cost, a written explanation is needed as to why a particular supplier is chosen and to be approved by the SC Manager.
- Upon receiving the official invoice from the desired supplier, funds will be transmitted either directly to the suppliers' bank account or given to supplier via cheque payments.
- Upon payment, the supplier should issue an official receipt. A distribution list (to ensure the goods/items has reached its desired destination should be received by the SCFMU submitted either by the supplier or the designated KFMC member.

D. Funds Flow – Required Supporting Documentation

As follows:

- Minutes of meeting finalizing the proposed livelihood support and other matters
- Budgets and other documents (like supplier quotations) for the goods in the proposed livelihood.
- Official Invoice and official receipt.
- Distribution list.
- Progress reports on invoices where multi-payments are involved (if applicable).

4.2 Procurement

Given the nature and the type of projects that the C3.2 intends to support, the value of the individual projects will not exceed \$2,000 per village and joint projects will not exceed \$20,000 per *Kum ban*. The application of International Competitive Bidding and National Competitive Bidding procedures are not anticipated due to the size and scope of the procurement. The government standard request for quotations for shopping of works and goods and the standard bidding documents included in of the Government Procurement of Goods, Construction, Maintenance and Services, 03/PM dated January 9, 2004, and the Implementing Rules and Regulations on Government Procurement of Goods, Works, Maintenance and Services dated March 12, 2004, as well as the amendment No. 0861/MOF, dated 05 May 2009 will be used.

Three main principles apply to the procurement process:

- Procurement of works, goods and services is carried out in the most transparent, efficient and most economical way possible;
- Suppliers and contractors are given adequate opportunity to participate in the procurement process under conditions of fairness and equality;
- The result of the procurement is made public.

Transparency is very important in the procurement process. Transparency means not only that correct procedures are followed, but that everybody can see and know for sure that correct procedures are followed.

The C3.2 Procurement team and Kum ban Procurement Committee (KPC) must:

- Solicit proposals from as many qualified bidders as possible (five to six in general), in order to ensure they receive at least three proposals from which to choose from, and in addition,
- make a public announcement inviting any other interested contractors/suppliers to participate and submit proposals. This public announcement will be posted in at least three prominent places, in the community, district and province to ensure that information inviting proposals is widely disseminated. Where this is not expensive, the C3.2 Procurement team and KPC can also advertise in other media available in the province. The evaluation report should include the details on places where the announcement was posted. At least 15 days from the date of invitation for quotations (or the date of advertisement quotations if applicable) shall be provided to prospective bidders to prepare their quotations.
- Open quotations in public immediately after the closing date of submission of quotations and in the presence of community members and bidders who chose to attend the quotations opening meeting ceremony. As a general rule, the supplier or contractor who offers the lowest price and meet the required specifications and qualification requirement specified in the bidding documents will be awarded the contract. The award and amount of the contract should be announced to all bidders and public in where and if the advertisements/ invitations for quotations were posted.

Methods of Procurement

Procurement of goods: The Local Shopping method available for procurement of goods below is also customized from the World Bank Procurement Guidelines (Article 3.15) for C3.2 support activities. The Local Shopping will be procured on the basis of comparing price quotations obtained from at least three (3) suppliers. The procurement process will follow the detailed steps and maintain the documentation as required.

Direct contracting: Direct contracting enables a supplier or a contractor to be chosen without applying the competitive methods described above. This method is used when there is only one source available. Other justifications for direct contracting include urgency, the need to adopt certain technology or a repeat order. To the extent possible, the contract price agreed upon should be within local market rates or established estimates as indicated in a Unit Cost Database. Under this method, the contract price can be negotiated. Direct contracting should require prior approval of National Project Management Unit (NPMU). Direct Contracting for works is exceptionally authorized for e.g. the use of the state enterprise established by the Ministry of Health (Provincial Nam-sa-ath Office) which drills wells in remote areas of Laos and for electrification works by the Electricite du Lao (EDL).

Eligible Bidders for Civil Works and Goods

The eligible or qualified bidders must have the following documents:

1. Bidder's Legal Name, Address,
2. Copy of Business Licenses,
3. Tax payment Certificate

Procurement Process

The Bidder shall prepare one original of the documents comprising the Quotation and marked "Original". In addition, the Bidder shall also submit (2) Copies. In the event of any discrepancy between the original and the copies, the original shall prevail. The original and each copy of the Quotation shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Bidder. The name and position held by each person signing the authorisation must be typed or printed below the signature. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person(s) signing the Quotation.

The Quotation shall be delivered no later than the date and time indicated in the Request for Quotation. Late quotation shall be considered as non-responsive quotation and shall be returned unopened to the bidder. The Bidder may withdraw its Quotation after submission, provided that written notice of the withdrawal is received by the Employer prior to the deadline for submission. No Quotations shall be modified after the deadline for submission of Quotations. Withdrawal of a Quotation between the deadline for submission and expiration of the validity shall result in ineligibility of the bidder.

The Bidder name, modification or withdrawals, Quotation price, discounts will be announced at the opening. The Employer shall provide all attendees with written minutes of the quotation opening. No bids shall be rejected at the bid Opening, except for late quotations.

Immediately after completion of the opening proceedings, a copy of the opening record shall be posted at a prominent location, accessible to the public, outside the office of the Employer and shall be retained at the same location until the award of contract has been notified. A copy of the bid opening record shall be provided to all bidders who submitted bids.

After the opening of Quotations, information relating to the examination, clarification, and evaluation of Quotations and recommendations for award shall not be disclosed to Bidders or other persons not officially concerned with the evaluation process until after the award of the Contract is announced.

The Component 3.2 Management will award the contract to the Bidder whose quotation has been determined to be substantially responsive to the Request for Quotations and who has offered the lowest evaluated price. In evaluating the Quotations, the Employer will determine for each Quotation the evaluated price by adjusting the Quotation by making any correction for any arithmetic errors as follows:

- (a) Where there is a discrepancy between amount in figures and in words, the amount in word will govern;
- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern

The Component 3.2 management unit reserves the right to accept or reject any Quotations, and to cancel the process of the competition and reject all Quotations, at any time prior to the award of the contract, without thereby incurring any liability to affected Bidders or any obligation to inform the affected Bidders of grounds.

Prior to expiration of the Bid validity period, the Component 3.2 will award the contract to the Bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated price. The Bidder whose Bid is accepted shall sign the contract within a period of 15 days from the date of issue of the draft contract.

The signed Contract Agreement should be registered by the contractor, in accordance with the Decree No. 52/PM, dated 13 March 1993.

Inspection: The Component 3.2 Management Unit shall inspect of the delivery of goods to inspect them and to reject and refuse acceptance of goods not conforming to contract. Payment for the goods pursuant to this contract shall not be deemed and acceptance of the goods.

V. Environmental and Social Safeguards

5.1. Safeguard Screening and Mitigation Measures

For the MIWRM project, an Environment and Social Management Framework (ESMF), the Compensation and Resettlement Framework (CRPF), and the Ethnic Groups Development Framework (EGPF) have been prepared and applied. The ESMF requires safeguard screening, identification of issues, and take actions to avoid, minimize; mitigate and compensate any potential adverse impacts (see Annex 3). Given that the activities to be carried under C3.2 for the Alternative Livelihoods it is expected that positive environmental impacts will be generated; any adverse impact will be managed with the ECOPs, the issues and process will be carried out as part of the planning and implementation process described above. The DAFO Representative; SC3.2 Livelihood Consultant and C3.2 Safeguard team will be responsible for ensuring compliance with the Environmental and Social Safeguards instruments such as the ESMF, CRPF, and the EGPF including keeping proper documentation in the project file for possible review by the WB. Any safeguard mitigation cost will be included as part of the proposed activity cost.

WB safeguard clearance: WB prior review for the alternative livelihood support will not be required. However safeguard reviews should be conducted during WB implementation support missions to ensure compliance of safeguards application under the livelihood activities. All records related to safeguard issues, and consultation with women and ethnic groups and/or other aspects will be kept in the project file for WB review.

Key safeguard issues and mitigation measures: Efforts will be made to address any potential environmental and social risk associated to the proposed activities. Below highlight key issues and actions to be considered and/or carried out during the planning and implementation process (Sections II and III).

- To ensure that the safeguard issues have been properly screened as is indicated in Annex 2 of the ESMF; this should be considered during the planning stage, additionally, all proposals must include completed environmental and social checklists. During the implementation and operation of the livelihood activities, the safeguard issues should be well prepared with clear responsibilities, costs assignments and need to be monitored to make sure that all of the raised issues are well managed and recorded properly. All the safeguard clearance forms will be signed off by the C3.2 manager or the C3.2 Livelihood Consultant or Implementation Support Consultant of MIWRMP.
- As part of the planning and design stage, an environmental and social review will be undertaken by the C3.2 team for all proposed livelihood activities considered to create potential negative impacts (see Annex 3). It is not expected that voluntary or involuntary land acquisition will be required, but if is required, the provisions included in the CRPF will be applied. Note: Voluntary Land Donation requires an early special approval from district authority forums, prior to any decision in the Village meeting. Restriction of access could be identified during

the planning process, mitigation measures should be applied by following the CRPF (if any).

- ***Provide more knowledge on IWRM and safeguards:*** In various meetings with local authorities and communities, the C3.2 team will take an opportunity to provide basic knowledge on IWRM process and various safeguard measures that could contribute to better management of water quantity, water quality, and protection and conservation of fisheries, and other critical natural habitats in target areas. If possible, effort should be made to identify local actions that could be made to address these issues. Special attention will be given to ensure sustainability of the investments as well as the proposed mitigation measures by local authority and local communities using their own budget.

5.2 Consultation with Ethnic Groups

It is expected that the proposed livelihood activities will generate positive impacts as a result of the supported activities proposed to be financed under SC3.2. To ensure this, the DAFO and C3.2 team, in consultation with the local coordinators, will ensure the provisions of the EGPF will be applied. Specifically, culturally appropriately methodologies will be developed that will ensure free prior and informed consultation with local communities; specifically during the planning and implementation of the alternative livelihood activities through the consultation process and ensure that the ethnic groups (if located in the proposed area) will not have any objection to the proposed activities; consultation and participation with broad community support should be well documented. Due attention will be given to ensuring that minority ethnic groups, vulnerable groups, disabled, and women will participate actively during the planning process and receive benefits from the proposed activities.

5.3 Information Dissemination and Disclosure

As required by WB, all safeguard related documents will be made available to the public through DWR website. The C3.2 Component Manager, the technical team, and the DAFO local coordinators are responsible for disseminating this information to the public and key stakeholders and/or villagers at an early stage through meetings, consultation, media, etc.

To make sure that the information related to the livelihood activities are well informed, the C3.2 team (Component manager, coordinators, etc.) will also prepare an annual report for the C3.2 and disclosed them in DLF website. The report will cover a list of village and household activities, a brief of C3.2 activity, budget approved, implementation plan and/or schedule, etc. Other information regarding the C3.2 activities (brochure, booklet, presentations... as handouts and use as the support tools during the meetings and or consultation, etc.) could be made available upon request as well.

Annex 1: Procurement Plan for 2016

Detailed Sub-Procurement Plan for Alternative Livelihood Activities of Component 3.2

As of 22 July 2016

I. General

1. Project information:
 - Country: Lao PDR
 - Project Implementing Agency:
 1. Department of Water Resource Management, Ministry of Natural Resources and Environment (MoNRE)
 2. Department of Livestock and Fisheries (DLF)
2. Bank's approval Date of the procurement Plan
 - Original Plan : 22 July 2016
3. Period covered by this procurement plan:
 - Until the year 2016 implementation of the project.

II. Goods and Works and non-consulting services.

1. Prior Review Threshold: Procurement Decisions subject to Prior Review by the Component 3.1.1 Management as

Expenditure Category	Contract Value Threshold (US\$'000)	Procurement Method
Goods	< 100	Shopping
Works	< 200	Shopping

2. Prequalification. Not expected for the works/goods packages.
3. Any Other Special Procurement Arrangements: Advance contracting may be applied for some items as specified in the Procurement Plan.
4. Procurement Packages for Works & Goods (prior & post reviews) with Methods and Time Schedule

1	2	3	4	5	6	7	8	9
No.	Contract (Description)	Estimated Cost USD	Procurement Method	PQ (yes/no)	Domestic Preference (yes/no)	Review by CMU (Prior / Post)	Expected Bid/Quotation Opening Date	Remarks
C3.2-AL-G-O1	Rice Seed for Livelihood Support	5,000	SS	No	No	Prior	June 2015	Completed Phongnam Rice Research and Produce Station
C3.2-AL-G-O2	Supply Medical Equipment for Vaccination and Livestock Materials	25,000	Shopping	No	No	Post	June 2015	Completed Laoyongcharoen Trading Import-Export Company
C3.2-AL-G-O3	Chickens-Saphay	9,500	Simple Shopping	No	Yes	Prior	Aug 2016	Completed August 2016
C3.2-AL-G-O4	Chickens Pathoumphone	18,500	Simple Shopping	No	Yes	Prior	Aug 2016	Completed October 2016
C3.2-AL-G-O5	Chickens DoneSom	17,000	Simple Shopping	No	Yes	Prior	Aug 2016	Completed September 2016
C3.2-AL-G-O6	Chickens DoneChan	12,000	Simple Shopping	No	Yes	Prior	Aug 2016	Completed Nov 2016
C3.2-AL-G-O7	Chickens Hinlard	9,500	Simple Shopping	No	Yes	Prior	Aug 2016	Completed Dec 2016
C3.2-AL-G-O8	Chickens BanThae	5,500	Simple Shopping	No	Yes	Prior	Aug 2016	Completed Dec 2016

C3.2 Annex 2: Guidelines for Documentation of Consultation Meetings

KPF Form

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

District:

Village:.....

Date:.....

Summary of Village's Prioritized Livelihood Form

<u>Location</u>	
Province	
District	
Village	

Total number of attendants: _____ persons, women : _____ persons

Facilitator (**Consultants/PAFO Coordinator**):

1. _____
2. _____
3. _____
4. _____

Village development perspective

Recommendations : **Staff of C3.2 and District Coordinator (DAFO)** will fill in this Form after village development planning meeting complete

Level of prioritization need to be developed in future:

Rank of prioritized livelihood required for village development		Dimension/Scale				Proposed by		
		Unit	QTY	Size	Unit	Men group	Women group	Ethnic group/Others
1								
2								
3								
4								
5								

Village profile:**General Information**

Total population: _____ Women: _____ No. of Household: _____

Ethnicity in the village

Name of tribe		Code	Population	No. of women
1				
2				
3				
4				
5				
6				
7				

Sign and Stamp by
Head of Village

Recorded by

Province.....

District.....

Village:.....

Date:.....

Agreement on the Selection of Village Representative

Referred to the Village's Development Planning Meeting held on _____

The _____ villagers _____ of _____ village,

District.....Province.....agreed to selectrepresentatives

(women.....person(s) as detailed list below:

Sn.	Full name	Age	Ethnic	Responsibility in the village
1				
2				
3				
4				
5				
6				

The objective is to involve them in the village planning meeting, which held at

_____ from ____/____/____

Date ____/____/____
Verified by Head of Village
(Sign and Stamp)

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



Date:.....

List of Families Prioritized for Alternative Livelihood Support

Location	
Province	
District	
Kum Ban	

Name of Beneficiaries for Alternative Livelihood	Village Location	Proposed Alternative Livelihood				Estimated beneficiaries			Estimated budget required for investment (Lao KIP)
		Unit	QTY	Size	Unit	Men	Women	Ethnic	
1.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Sign by Chief of Kum Ban Or Village Leader

Recorded by

Registration Form for meeting participants

[illegible]

Date: ____/____/____

Sign by Chief of Kum Ban Or Village Leader

Annex 3: Consultation Guidelines and Documentation

1. The objectives of the consultations are to (a) identify and validate priority alternative livelihood support e.g. “preference list” to be funded under **C3.2**, (b) ensure participation of local communities including women and ethnic minority members into investment selection and design, and (c) to inform local communities about relevant social and environmental safeguard procedures and requirements.

2. Consultations will be led and facilitated by PAFO and DAFO, and will engage with stakeholders such as government line agencies, district government, kum ban, and local communities. The C3.2 technical team will prepare and distribute relevant material and agenda in Lao language to the stakeholders at least three days prior to the consultation. The C3.2 technical team will also be responsible for proper documentation of the consultation. Participants’ background information may include male/female, ethnicity, role and responsibility, contact information (if available), issues raised and discussed, and how they may be addressed. Consultation will take place at least once during Step 1 (Orientation/kick-off meeting) and Step 2 (Initial technical survey and validation). If needed, follow-up consultations will be arranged. The structure of consultation at each level is outlined below, while forms for proper documentation can be found in Annex 2.

3. Below is the overview of the consultations/meetings at each level:

Kum ban/community meeting

Location: Village hall or Wat (temple or school).

Chairman: Village leader assisted by the District coordinator (DAFO), or both

Participants: District coordinator, C3.2 technical team, community members, ethnic groups, mass-based organizations in charge, and village leaders.

Objectives:

- Ensure understanding of the M-IWRMP objectives and activities, specifically Component 3.2
- Explain the concept of alternative livelihood activities under C3.2, and the process to screen and select villages and households to implement activities on the preference list
- Identify and validate the preference list with kum ban and village leaders, and community members, including EM
- Discuss level of expected community and ethnic groups involvement for livelihood activities to be financed
- Discuss social and environmental safeguards procedures

Expected outcomes:

- All villagers/kum ban stakeholders are aware of and understand C3.2 objectives, principles, rules, procedures, and process
- Confirmed the preference list and solicit feedback from villagers
- Identify the roles of Kum ban /stakeholders in activity implementation

Output:

- Consultation meeting minutes including [what forms or outline, what are you documenting specifically]
- Completed stakeholder engagement form (Annex 2)
- List of participants including their role and responsibility in the villages (Annex 2). Signature or thumb print will be collected.

Duration: half day to 1 day

Follow-up: The district coordinator/C3.2 technical team ensures that there is proper follow-up with the key actors as per agreement on the consultation minutes.

District /provincial consultation meeting

Location: Government District Meeting Hall

Chairman: Provincial \district governor, provincial\district coordinators or assigned person

Participants: Provincial\District line departments, DLF, C3.2 technical team, provincial and district technical staff, other organization, NGOs if any

Objectives:

- Presentation of C3.2 and alternative livelihood support objectives, principles, rules, and procedures
- Explain the concept of alternative livelihood activities, and the process to screen and select investment on the preference list
- Identify and validate the preference list
- Presentation of IIP
- If there are significant presence of Ethnic Minorities; the investment plans should include also the relevant activities highlighted that benefits the respective ethnic groups

Expected outcomes:

- All stakeholders are aware of and understand subcomponent objectives, principles, rules, and procedures (including rights and responsibilities of district)
- Better understanding and coordination with all concerned departments, NGOs and other projects working in the district (including the private sector)
- Feedback and resolution of the IIP

Output:

- Consultation meeting minutes including [what forms or outline, what are you documenting specifically]
- List of participants including their role and responsibility (Annex 2)
- Endorsement of IPP and implementation arrangement
- Endorsement of priority list of alternative livelihood

Duration: 1-2 days (depending on the agenda)

Follow-up: The provincial\district coordinators ensure that there is proper follow-up with the key actors based on the meeting minutes.

4. **Women participation:** This is an important part for IWRM practices. In general, women are part of the communities and can play an important part in water resources management and wellbeing of community. Therefore women participation should be enhanced where/when ever there is an opportunity. In each stage of the planning process, the **C3.2** team will encourage women to participate during the planning and selection of the alternative livelihood as well as actively participate during the implementation and/or monitoring and evaluation and in general access to natural resources like water and land and training opportunity. It is important to acknowledge the traditional roles and functions of men and women in the community however it should not be necessarily limited to these roles because women's traditional roles at present may not fully allow them to participate in decision-making process or to be empowered. In order to assess the level of women participation, records will be made through out the investment planning and implementation process as well as in any consultation meeting, or workshop. To ensure that women will be invited to participate in all of the stage from beginning to the end of project and also benefit from the proposed alternative livelihood, the following actions will be applied:

- If possible, women participation should not be less than 20% of the participants.
- At the beginning planning process, before the meeting, the community will be advised by the **C3.2** technical team, provincial and or district coordinators to invite and encourage women to participate and the number and voice of women will be record in the minute.
- During the consultation meeting, women will be formed in different specific groups (If more women participate) and to encourage them provide inputs and making their voices, if the meeting are about to vote for any alternative livelihood activities, then specific number of women will have to be mention. All of the women comments and or suggestion, issues raised will be record properly so that later on all of the issues raised by them have to be address.
- During the implementation, women will be part of the key actors and will be assigned the appropriate tasks to suit them. They will also be part of the monitoring and evaluation too.

Annex 4: Safeguards

1. This annex highlights key safeguard requirements that are applicable to the expected alternative livelihood activities to be carried out with funding support from **Component 3.2 (C3.2)** while the full requirements are available in the project website under the following topics: The Environment and Social Safeguard Framework (ESMF), the Compensation and Resettlement Policy Framework (CRPF), and the Ethnic Groups Planning Framework (EGPF). *It is noted that this annex (A5.4) provides guideline under 4.1 of the EGDF which is likely to be applied to the C3.2 investment while the team is encouraged to review the details on Sections 4.2 and 4.8 of the EGDF if social assessment will be necessary. For investment where natural resources restrictions may be involved (OP/BP 4.12), review of the CRPF and consultation with WB safeguard specialist is recommended.*

(A3.1) The “Negative List” (not eligible for M-IWRM project fund)

2. The “Negative List” as defined in the ESMF is as follows:

- (i) Relocation, and/or structural demolition of any houses or business.
- (ii) Land acquisition that affect more than 200 persons or 40 households.
- (iii) New settlements or expansion of existing settlements inside natural habitats and existing or proposed protected areas.
- (iv) Likely to create adverse impacts on ethnic groups within the village and/or in neighboring villages or unacceptable to ethnic groups living in a village of mixed ethnic composition.
- (v) Loss or damage to cultural property, including sites having archeological (prehistoric), paleontological, historical, religious, cultural and unique natural values.
- (vi) New roads, road rehabilitation, road-surfacing, or track upgrading of any kind inside natural habitats and existing or proposed protected areas.
- (vii) Purchase of gasoline or diesel generators and pumps; guns; chain saws; large amount of pesticides, insecticides, herbicides and other dangerous chemicals; asbestos and other investments detrimental to the environment; if pest invasion occurs, small amount of eligible and registered pesticides in Lao PDR could be allowed.
- (viii) Forestry operations, including logging, harvesting or processing of timber products; however support to sustainable harvesting and processing of NTFPs are allowed if accompanied with a management plan for the sustainable use of the resources.
- (ix) Introduction of non-native species, unless these are already present in the vicinity or known from similar settings to be non-invasive.
- (x) Significant conversion or degradation of natural habitat or where the conservation and/or environmental gains do not clearly outweigh any potential losses.
- (xi) Large scale construction or small/medium scale construction expected to lead to significant negative environmental impacts. Large project that requires full EIA will not be funded.

(A3.2) Safeguard screening and ESMF process

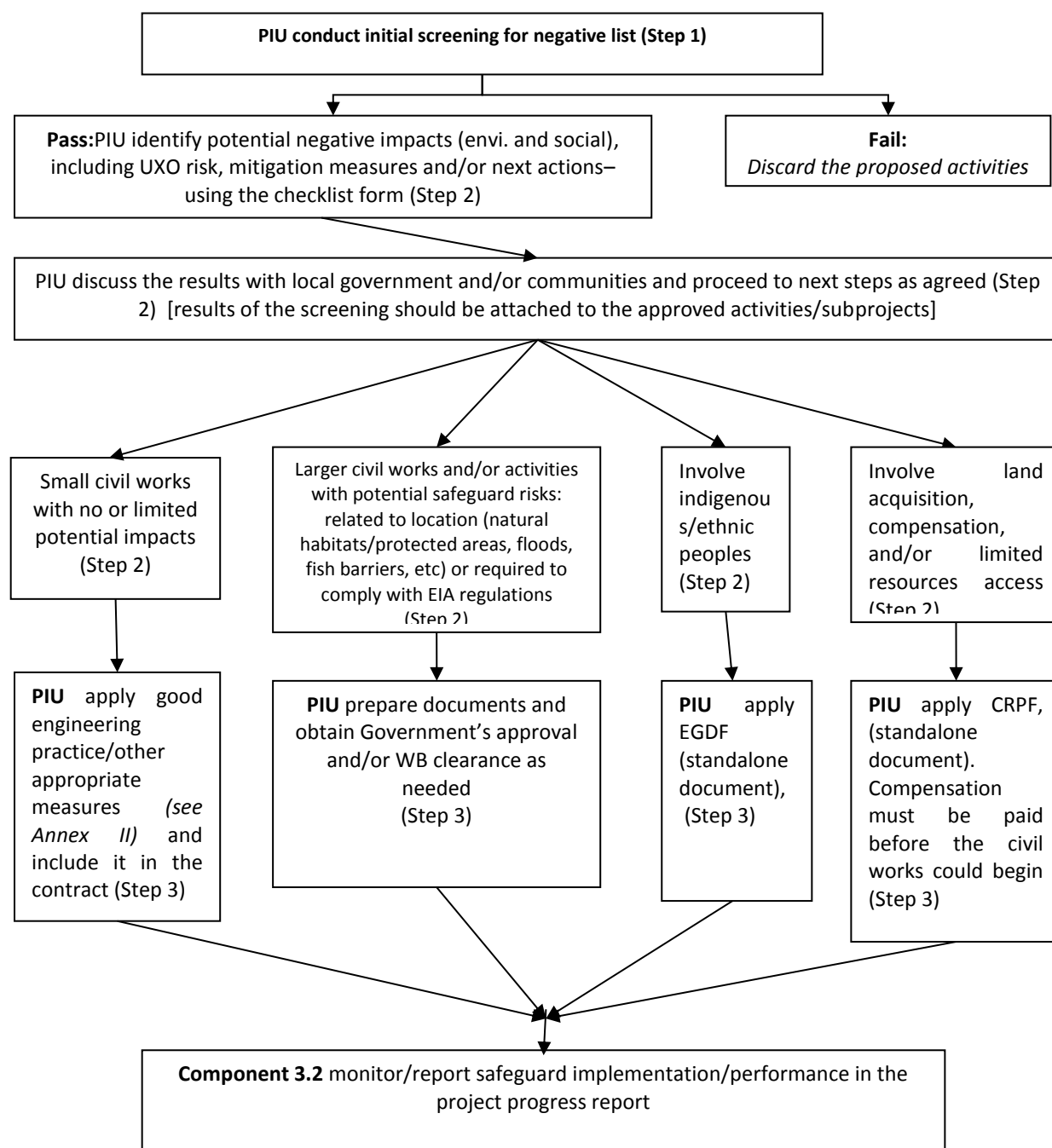
3. Safeguard issues and ESMF process as defined in ESMF are as follows: (Table A5.1 and Figure A5.1.

Table A5.1. Guidance on safeguard issues and actions (as described in the ESMF)

Potential negative impacts	Required mitigation actions	Remarks
(1) Permanent or temporary loss of land or resources for any families, including restriction of access to natural resources and/or impediments to movement of people and animals (Includes patrolling activities)	<p>Identify the amount and nature of land required, owner, and/or other issues and prepare a Resettlement Action Plan (RAP) to provide compensation and/or assistance following the Compensation and Resettlement Policy Framework (CRPF) for Lao PDR.</p> <p>The project will support increasing awareness of PAPs about the Grievance Redress mechanism, and build capacity of those involved in existing <u>Grievance Redress mechanism on the required tasks, including dealing with or mediating complaints, recording/reporting and monitoring proposed resolutions.</u></p>	Prior consultation with WB, proper documentation, and Post review by WB may be necessary.
(2) Potential social conflicts arising from land tenure and land use issues and/or in water supply rights or related social conflicts	<p>Develop mitigation measures for conflict resolution through close consultation with stakeholders and placed within Project processes, inherently community-based and collectively managed, not precluding the involvement of third-party/external mediators.</p> <p>Develop Village Resources Use Agreement;</p> <p>Using existing local Conflict Management mechanisms, that most likely led by senior/elderly respected persons, or leaders of Ethnic Groups.</p>	If the conflicts may deteriorate livelihoods or living conditions of women or the poorest families in the sub-project area or involve political influence, or likely to be escalated to higher level, inform WB
(3) Likely to adversely affect ethnic groups	<p>Carry out social assessment process through free, prior, and informed consultations and, if necessary, prepare an Ethnic Groups Development Plan (EGDP) in accordance with guidance in the Ethnic Groups Development Framework (EGDF) for Lao PDR.</p> <p>The project will support increasing awareness of PAPs, in respective languages of ethnic groups, about the Grievance Redress mechanisms, and building capacity of those involved in the existing <u>Grievance Redress mechanism on the required tasks, including dealing with or mediating complaints from individual and/or ethnic groups, recording/reporting, and monitoring proposed resolutions.</u></p>	Prior consultation with WB, proper documentation, and Post review by WB may be necessary.

(4) Likely to increase the use of pesticides and/or toxic chemicals that could affect soil quality, water quality, and/or water users downstream	Prohibit the use of large amount of pesticides and toxic chemicals; Apply the simplified pest management plan (Annex 4) and provides training to farmers/fishers.	
(5) Investment to be carried out in a Protected Area, Wildlife Reserve, Buffer Zone, Wetlands, or other conservation area or investment involve civil works that may cause significant air, noise, and/or water pollution, soil erosion, and/or create public health risks, wildlife hunting, or impacts on downstream water uses.	<ul style="list-style-type: none"> • Prepare an Environmental Management Plan (EMP) to mitigate the potential negative impacts and/or to reduce safeguard risks; some guidance on the mitigation measures would be provided in the safeguard operation manual. • Conduct consultation with local authority and communities. • Carry out the investment in the Ramsar site in line with the Ramsar site management plan and in close consultation with the management authority. 	<p>The project implementation unit (PIU) and/or the project management unit (PMU) will ensure that the investment are compliance with the government regulations.</p> <p>Prior consultation with WB, proper documentation, and Post review by WB may be necessary.</p>
(6) Unsustainable forestry utilization, including non-timber forest products (NTFPs); introduction of non-native species; causing flood to nearby area; and/or blockage of fish migration, including unsustainable use of other aquatic animals (OAAs).	Consult with local community to reach an agreement on how to avoid/mitigate the potential negative impacts and when possible increase sustainable use of forestry products, fisheries, and other aquatic animals. If a new species is involved making sure that the new species is already present in the vicinity or is known from similar setting to be non-invasive. If restriction of natural resources, social conflict, and/or ethnic groups as indicated in (1), (2), (3) follow the mitigation measures identified in (1), (2), (3).	<p>Excluding logging, harvesting or processing of timber products.</p> <p>Close consultation with WB safeguard specialists is recommended.</p>
(7) Involve UXO risk?	If yes, contact responsible agency and complete the clearance before conducting project investment	PIU to take the lead in securing safety of the project area
(8) Investment involve small civil works that may cause small amount of air, noise, and/or water pollution, soil erosion, and/or create public health risks, wildlife hunting, or impacts on downstream water uses.	<ul style="list-style-type: none"> • Apply good engineering and/or good housekeeping with close monitoring and supervision, including maintaining close consultation with local population. • The contract will also include a special clause on “<i>chance find</i>”. 	PIU and PMU will ensure that the appropriate mitigation measures are included in the contract and that the contractor effectively implement them.
(9) Opportunity to enhance environmental benefits, mainstream environmental issues, and/ or synergy with other MRC activities	<ul style="list-style-type: none"> • Closely coordinate with the countries and MRC during the project implementation. 	This is to enhance positive impact of the project.

Figure A5.1 – Schematic flowchart to determined safeguard measures (as described in the ESMF)



(A3.4) Consultation with ethnic groups

7. The Component 3.2, in close consultation with the DAFO/PAFO and the Lao Front for National Construction (LFNC), is responsible for supervision and monitoring of ethnic groups related issues, including documentation and reporting. Results will be included in the Project progress report. The Bank supervision missions will periodically review the progress to ensure that the investments affecting indigenous peoples afford benefits to, and mitigate any adverse impacts on, them.

8. ***Consultation Framework with Ethnic Groups present in the project area.*** The consultation framework aims to ensure that ethnic groups are well informed, consulted and mobilized to participate in the investments to be supported by a project (in line with the EGDF). When Ethnic Groups are present in the project area an Ethnic Groups Action Plan (EGAP) should be prepared that should ensure benefits with more certainty, or ensure participation any risk associated to the AL activities resulted from the proposed investments to be financed by the project. The main features/process of the consultation framework includes: (i) ethnic groups identification process (screening), (ii) social assessment, to determine the social organization and measures for ensuring participation with free prior and informed consultation and to identify any potential risk associated to each subproject to be supported by the project, and (iii) an action plan will be developed with clear activities to be financed that resulted from the consultation process; including roles and responsibilities of the implementing agencies. Consultations with and participation of ethnic groups, their leaders and local government officials will be an integral part of the preparation of the overall Ethnic Group Plan (EGDP), which should be prepared along with the project feasibility report. Key elements of the guidelines are discussed in more details in Subsections 4.1-4.8 of the EGDF. Nonetheless, given a small nature of works only the preliminary identification guideline is provided in this annex.

9. A series of training to all implementers and local agencies preparing and implementing EGDs will be included. The Lao Front for National Construction (LFNC) will be invited as a resource person to provide training and perspectives of the GoL on ethnic policy in Laos.

4.1 Identification Process

10. To determine if ethnic groups reside in the project area, the preliminary identification process may include a social assessment and/or consultation that provide a comprehensive baseline data on social, economic and technical aspects of each investment. This includes also participatory mapping of community access to road and other key services. If the social assessment confirms that no ethnic group communities reside in the project areas, no further action is necessary. If the social assessment indicates that there are potential social issues on indigenous populations because of the investments, the responsible project sponsor will undertake specific measures to consult with, and give opportunity for indigenous populations in participating decision making related to the investments, should they so desire. The social assessment process itself is often the method by which such consultations are undertaken however they can be undertaken as a separate exercise.

11. All investments areas which have ethnic group communities and are candidates for project support will be visited (at the time of first consultation with communities) by project implementers and relevant local authorities, including personnel with appropriate social science training or experience. Prior to the visit, respective project sponsor will send notice to the communities informing their leaders that they will be visited by the respective project sponsor and local authorities and consultation will be conducted on the investments. The notice will request that the communities invite to the meeting representatives of farmers, fishermen, women associations and village leaders for discussion on the investments. During the visit, the community leaders and other participants will present their views with regards to the investments.

12. At this visit, personnel with social science training or experience will undertake a screening for ethnic group population with the help of ethnic group leaders and local authorities. The screening will check for the following:

- (a) names of ethnic groups in the affected village

- (b) total number of ethnic groups in the affected villages
- (c) percentage of ethnic people in affected villages
- (d) number and percentage of ethnic households within a described zone of influence of the proposed investments. (The zone of influence should include all areas in which investments-related benefits and adverse impacts are likely to be relevant.)

13. If the results show that there are ethnic group communities in the zone of influence of the proposed investments, a social assessment will be planned for those areas.

C3.2 Annex 4: Simplified Pest Management Plan

1. This plan will be applied to the project activities involve rehabilitation of or development of a small community irrigation scheme that may increase the use of pesticides. The plan comprises the following 3 aspects: application of government regulation on pesticide control, training of integrated pesticides concept and/or other approach and safe use of pesticides, and monitoring. It is anticipated that under M-IWRM, Component 3.2, some family-beneficiaries would engage in some agricultural activities that would involve procurement or utilize pesticides in the implementation of their alternative livelihood activities. Key activities to be carried out are described below:

(A) *Application of Government regulations*

2. Government regulation related to pesticide control exists and it has been recently updated (2860/MAF). The regulation defines the principles, rules and measures for controlling activities involved with pesticide in Lao PDR with an aim to protect human health, animal plant and environment, and to be consistent with the international agreements/regulations. It requires that all pesticides sell/distributed in Lao PDR must be registered with the Department of Agriculture (DOA) of the Ministry of Agriculture and Forestry (MAF) and describes specific measures regarding transportation, storage, usage, and disposal. PIU will carry out the following activities in line with the regulation as follow:

3. *Procurement, transportation, storage, uses, and disposal:* Component 3.2 Management Unit will procure only pesticides that are registered in Lao PDR and not listed as the banned pesticides (see below). Qualified distributors should be limited only to those who are compliance with the regulation regarding the knowledge and proper services regarding transportation and storage. C3.2 will also strictly follow the regulation regarding transportation and storage and also provide training to farmers as well. Below provides information regarding transportation, storage, use, and disposal of pesticides as required in the 2860/MAF regulation:

Transportation (art 20): Transporters/ carriers of pesticide shall adhere to the following rules:

- 1) For consignment of Pesticides, either of same or different groups, exceeding 100 litres (fluids) or 1000 kg (solids), separate documentation has to be issued and be kept with the driver. The documentation shall have the following content:
 - Name, address, phone number of owner and shipper
 - Trade name or common name of transported Plant Protection Products
 - Formulation types and concentrations of Plant Protection Products transported
 - Volume of Plant Protection Products
 - Emergency procedures, in the case of breakage or spill
 - A safety data sheet for each of the materials transported
- 2) For consignments greater than 1000 litres or 1000 kg the transport route must be declared in advance.

- 3) Plant Protection Products carried by means of public transport, shall not exceed 20 l for liquids or 20 kg for solids. However, they shall be wrapped properly and kept separately from the passengers and other goods.
- 4) The drivers of vehicles carrying Plant Protection Products shall be selected properly – they shall be reliable and competent.
- 5) Prohibit to transport pesticides with living organism and others goods.

Storage (art 21): If pesticides are store more than 10 litres/kilogram the following requirement should be met:

- 1) A pesticide storage facility should be located in an area where flooding is unlikely and far from people and domestic animal farm at least 100 m;
- 2) All pesticides must be kept in a facility that can be locked and posted as a pesticide storage area;
- 3) Kept pesticide far from sources of heat or directly in the sun
- 4) Separate pesticide from others goods;
- 5) Lay out pesticide by group and hazard classification;
- 6) Kept pesticide in original containers with label;
- 7) Absorbed substances such as charcoal, sawdust, sand;
- 8) Take care floor clean and dry, clean up when spillage of pesticide occurred, leaking from container;
- 9) Soap and water are available for washing when contact with pesticide;
- 10) Use stand or pallets for placing pesticide and avoid direct on floor;
- 11) Kept empty containers in safety place prior to disposal.

Use of pesticide: A person intending to use pesticide shall recognize its characteristic and pay attention to following matters:

1. Use Integrated Pest Management especially controlling pest by using natural enemies;
2. Use pesticide in proper way and implement as described on the label;
3. Wear protective equipments whenever apply pesticide employers should provide proper equipments including training on pesticide application for employees.
4. ensure preventing dangerous effects of pesticide to human health, animal and environment;
5. Any accident involving pesticides that requires specialist assistance or poses a threat to human health or the environment should immediately be reported to the relevant authority.

Disposal of pesticides: Substandard pesticide, counterfeit, expired products, pesticide waste including empty containers shall be properly disposed or buried in an approved landfill without effecting to environment, the location is on flat ground, far from water resource and well or underground water and follows technical guideline as specified by the Ministry of Natural Resource and Environment (MoNRE).

List of banned pesticides are as follows:

- *Insecticides and acaricides:* Aldrin, BHC, Chlordane, Chlordimeform, Chlorfenvinphos, Chlorthiophos, Cyhexatine, DDT, Dieldrin, Dimefox, Dinitrocresol, Demeton, Endrin, Endosulfan, Ethyl Parathion, EPN, Heptachlor, Hexachloro cyclohexane, Leptophos, Lindane, Methamidophos, Methomyl, Methyl parathion, Monocrotophos, Pholychlorocamphene, Phorate, Schradan, TEPP, Toxaphene
- *Fungicides:* Binapacryl, Captafol, Cycloheximide, Mercury and mercury compounds, MEMC, PMA, Selenium compound
- *Rodenticides:* Chlorobenzilate, Sodium fluoasetate
- *Herbicides:* 2,4,5 -T; Dinoseb; Dinoterb acetate / Dinitrobutyphenol; Paraquat; Sodium chlorate
- *Fumigants:* EDB, Ethylene oxide, Methyl bromide
- *Others:* Arsenic compound, Calcium arsenate (Herbicide, rodenticide, molluscicide, insecticide); DBCP (Nematocidide); Daminozide (Plant growth regulators); Fluoroacetamide (Insecticide, rodenticide); Oxamyl (Insecticide, acaricide, termiticide); Phosphamidon (Insecticide, nematocidide); Sodium Arsenite (Insecticide, fungicide, herbicide, rodenticide); Thallium (I) sulfate (Rodenticide, insecticide)

(B) Safeguard Training

6. The Component 3.2 would provide safeguard training that will be carried out by the Department of Livestock and Fisheries; DAFO/PAFO staff to ensure that they are fully understand safeguard requirements and process. The training will also include this simplified pest management plan, especially the 2860/MAF regulation which will be trained by a qualified staff from DAFO/PAFO. The Component 3.2 Management Unit and provincial and district officers (PAFO/DAFO) will organize a safeguard training, focusing on the implementation of this simplified pest management plan for those families who would select agriculture activities as their alternative livelihood. The training will include but not limited to all key aspect of the GOL regulations, especially those related to eligible pesticide to be procured, how to store them and the best practice on pesticide use. The training will include immediate action required incase misuse of the pesticide by staff or farmer.

(C) Monitoring

7. The project implementation units of the Component 3.2 in close consultation with the provincial and district staff responsible for monitoring the use of pesticides will periodically visit the target areas and monitor the use of pesticides and the result should be recorded in the project file. If pest invasion occurs and it is necessary to use pesticides, PIUs will ensure that the famers can properly and safely use them. If needed additional training will be provided to the farmers.

C3.2 Annex 5: Manager Clearance Form



ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ
ສັນຕິພາບ ເອກກະລາດ ປະຊາທິປະໄຕ ເອກກະພາບ ວັດທະນາຖາວອນ

ກະຊວງຊັບພະຍາກອນທຳມະຊາດ ແລະ ສິ່ງແວດລ້ອມ
 ກົມຊັບພະຍາກອນນ້ຳ

ໂຄງການ M-IWRM ອົງປະກອບ 3.2

ແບບຟອມເອກກະສານສະສາງ ແລະ ຮັບຮອງເອົາແຜນກິດຈະກຳ ການລົງທຶນຂະຫນາດນ້ອຍ
INVESTMENT CLEARANCE AND ENDORSE FORM

ການກວດຜ່ານເອກະສານຂອງຫົວຫນ້າທີມວິຊາການ ແລະ ຫົວຫນ້າ ອົງປະກອບ
3.1.1 ໃນການຮັບຮອງແຜນ

CERTIFY AND ENDORSE BY TECHNICAL LEADER AND MANAGER CLEARANCE'S SIGN OFF

ຄຳຢືນຢັນຂອງຫົວຫນ້າ ທີມວິຊາການ ຫລືຜູ້ຮັບຜິດຊອບໃນການລວບລວມແລະ ກວດກາເອກກະສານ
Technical Team leader or in charge person on Investigator Signature Statement:

ອີງຕາມ ຜົນໄດ້ຮັບຈາກກອງປະຊຸມຄະນະປະສານງານ ຄັ້ງວັນທີ.....
 ທີ່..... ພ້ອມດ້ວຍບົດບັນທຶກກອງປະຊຸມ ແລະ
 ໃບສະເໜີຈາກພາກສ່ວນກ່ຽວຂ້ອງຂອງເມືອງ/ແຂວງທີ່ຄັດຕິດມາພ້ອມນີ້, ຂ້າພະເຈົ້າ ໄດ້ກວດກາ
 ອ່ານຜ່ານເອກກະສານທັງຫມົດ ທີ່ຄັດແນບມານີ້ ແລ້ວ ແລະ ຍັງຢືນຢັນວ່າ,
 ໂດຍການຮັບຮູ້ຂະບວນການທີ່ຜ່ານມາຈາກພາກສ່ວນກ່ຽວຂ້ອງ ແລະ
 ຂໍ້ມູນພ້ອມທັງເອກກະສານປະກອບຈາກຝ່າຍວິຊາການທີ່ດຳເນີນການຕາມຂັ້ນຕອນກັບກິດຈະກຳທີ່ສະເໜີໂດຍຄະນະ
 ຮັບຜິດຊອບຂັ້ນເມືອງ ແລະ ແຂວງ ມານີ້ຮ່ວມກັບພາກສ່ວນຕ່າງໆໃນທຸກລະດັບ ແລະ ເຫັນວ່າມີຄວາມຖືກຕ້ອງ
 ຕາມຜົນຈາກການສຶກສາຄວາມເປັນໄປຕາມຄວາມເປັນຈິງທາງວິຊາການ
 ທີ່ຂ້າພະເຈົ້າໄດ້ຮັບຮູ້ມາລວມທັງເອກກະສານ ທີ່ສະນັບສະຫນູນ ກິດຈະກຳນີ້ເຫັນວ່າມີຄວາມຄົບຖ້ວນ
 ຕາມເອກກະສານແນະນຳຂອງໂຄງການ ແລະ ທະນາຄານໂລກ ຈຶ່ງໄດ້ ເຊັນຢັ້ງຢືນເປັນຫລັກຖານໄວ້.

ທີ່.....ວັນທີ.....ລາຍເຊັນ.....

ຊື່ແລະນາມສະກຸນ.....

ລາຍເຊັນຮັບຮອງ ຂອງຫົວຫນ້າອົງປະກອບ 3.2 ເຫຼົ່າ: ຮັບຮອງ ບໍ່ເຫຼົ່າຮັບຮອງ

ທີ່.....ວັນທີ..... ລາຍເຊັນ.....

ຊື່ແລະນາມສະກຸນ.....

ຄຳເຫັນເພີ່ມເຕີມ.....

ເມື່ອເຊັນແລ້ວ, ບໍ່ສາມາດປ່ຽນແປງໃດໆ
 ຈົນກວ່າຈະໄດ້ມີຫນັງສືສະເໜີຂໍຄວາມເຫັນປັບປ່ຽນເພີ່ມເຕີມຈາກພາກສ່ວນກ່ຽວຂ້ອງຢ່າງເປັນທາງການ
1.1. ONCE SIGNED, NO FURTHER CHANGES CAN BE MADE TO THIS CRF WITHOUT A SIGNED DATA QUERY FORM

C3.2 Annex 6 – Financial Management Supporting Documents for Alternative Livelihood support (ALS)

The List of documents is detailed below with samples

1. The final and approved Preference List clearly detailing all alternative livelihood activities to be executed and the destination of execution
2. Minutes of meeting for approving the PL by the Committee
3. Detailed breakdown of the budgets associated with the activity that needs to be executed (Individual list per activity in the PL).
 - a. The detailed budget is needed by the FM Unit to firstly verify that the activity which is budgeted for is actually in the PL and
 - b. To check the arithmetic accuracy and the completeness of the budget. Also other relevant expenditure like transportation costs associated to delivering the goods to its final destination will also be reviewed
 - c. To send the reviewed budgets for approval
4. In certain cases three quotations are requested and the budget is clarified / confirmed upon the choosing of the desired supplier. In this case copies of the three quotations are needed as supporting documentations from which the least cost will be automatically selected as the supplier. Should there be a discrepancy in this least cost selection criteria there must be a written explanation as to the selection of an alternative supplier signed by the appropriate personnel in the KFMC / Committee
5. Authorized Invoice by the Supplier signed and other suppliers' letterhead.
6. Distribution List
 - a. This represents the list of all the recipients of the goods/livestock. A list is prepared with the family head's name , telephone number and signature and is counter signed by the Village Head and the appointed KFMC / Committee members and evidence of receipt and delivery
7. Progress Reports on invoices where multiple payments are involved
 - a. In some small civil work the invoice for the total amount may be paid in two installments which are directly related to the percentage of completion of the work. Usually two installments where the first installment during the commencement of the work and the final upon the satisfactory completion of the work which is certified by the KFMC/engineers/committee members
8. Official Payment Receipt. Upon payment the recipient should either give an official payment receipt or alternatively stamp on the official invoice as paid, dated and signature of the recipient as evidence of payment & receipt.

Form I: Summary by Province / Period of PREFERENCE LIST

KPF Form

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



Province:

District:

Kum Ban:

Date:.....

Summary of KFMC's List of Proposed Alternative Livelihood

List of proposed livelihood required for _____ Villages		Dimension/Scale					
		Unit	QTY	Size	Description	Budget	Approval
1							
2							
3							
4							
5							
	Total Budget						

Prepared By	:	
Verified By	:	
Approved By	:	

Form II: SAMPLE QUOTATION**Sample Quotation on Supplier Letterhead**

Item	Description	Unit Price	Quantity	Quality Verified	Total Amount
		TOTAL AMOUNT			

Signed By (Authorized Seller)

Form IV: SAMPLE SUPPLIERS INVOICE

SUPPLIERS" LETTERHEAD

OFFICIAL INVOICE

Reference No. _____

TO: _____

Date: ____/____/____

No.	Description	Quantity	Price per Unit	Total Cost (KIP/US\$)
Total Invoice US\$/KIP Exchange Rate USD to KIP:				

Signed and dated by authorized Vendor

Form V: SUMMARY DISTRIBUTION LIST

KPF Form

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

Village:

District:

Province:

Date:.....

Summary of Distribution List

[illegible]

Form VI: OFFICIAL PAYMENT RECEIPT

SUPPLIERS" LETTERHEAD

OFFICIAL PAYMENT RECEIPT

Reference No. _____

TO: _____

Date: ____/____/____

No.	Name of Supplier	Quantity	Price per Unit	Payment Received By
Total Invoice US\$/KIP Exchange Rate USD to KIP:				

DATE PAID:

PAYMENT METHOD:

Signed and dated by DAFO
Village Head
FMC