

Support to an Efficient Lao National Assembly (SELNA) Joint Programme Final Evaluation – September 2012



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Executive summary:

Since the late-1990s, UN Agencies have provided technical support to the National Assembly (NA). In 2007 the National Assembly undertook a strategic assessment of its own development priorities for the period 2008-2020. The findings were developed by the National Assembly into a concept note for coordinated international development cooperation. The United Nations responded to this request by proposing a Joint Programme of support to the National Assembly (SELNA JP). The Joint Programme approach presents a unified work plan and budget, which coordinates inputs from all development partners under a common management arrangement. It seeks to increase aid effectiveness by improving coordination in the delivery of resources, while avoiding duplication and gaps. It also supports national ownership by explicitly aligning development assistance to national priorities.

The SELNA JP seeks to strengthen the capacities of the National Assembly and its staff to improve the quality of services provided to the NA Members and their constituents, as well as building the capacities of the Members to exercise the oversight function and to influence policy making in order to enable the Institution to fully contribute to a truly participatory and representative democracy. The National Assembly as Implementing Partner is responsible and accountable for managing the Programme, including the monitoring and evaluation of Programme interventions, achieving Programme outputs, and for the effective use of donor resources.

The purpose of the evaluation, as requested by the National Assembly was to:

- A. Conduct a final evaluation of the SELNA JP: to assess progress towards achieving expected outcomes.
- B. Development of a Concept Note: Using the lessons learned and information gathered in (A) above devise a Concept Note which seeks to identify the vision, possible outcomes, outputs, activities, timelines and budgetary implications associated with any future support to the National Assembly post 2012.

The evaluation team followed an inclusive approach to conduct the SELNA JP final evaluation. A five-step approach was developed to structure the evaluation:

- 1) Desk review of relevant documents provided by the CO and SELNA JP staff;
- 2) structured interviews with key stakeholders in Vientiane;
- 3) Field visit to a Constituency Office;
- 4) Debriefing and open discussion on the basis of the preliminary findings at the National Assembly;

5) Data compilation and analysis on the basis of targeted questionnaires for Members, staff, civil society and development partners.

While promoting an inclusive approach, the team could not meet with all Members of the NA and NA staff over such a limited time. However, the sample of face-to-face meetings and the return rate of questionnaires are to an extent representative of the NA, both at the level of Members and administrative support.

Below are listed the most important findings and recommendations:

Finding 1: The National Assembly has benefited from the SELNA JP and has been exposed to best practices and capacity development activities and is moving slowly towards becoming a more efficient, effective and accountable parliament. SELNA has helped to improve the NA's core functions. Over the past years, encouraging signs have been noted and shared by all stakeholders: the length of the session has been extended to 3-4 weeks, the number of MPs has increased, the quality of the debates has improved, amendments to laws are discussed, citizens better understand the role and responsibilities of the NA thanks to useful tools such as the petition system, NA Magazine, the NA Hotline and the NA website. Newspapers cover more frequently the deliberations of the NA. The NA is seen as a critical institution in Laos. Nevertheless, the NA is still a young institution maneuvering in a complex and unique political environment where MPs are not working fulltime, and can perform at the same time both legislative and executive functions or work full time in the private or public sectors.

Finding 2: Stakeholders recognized that the successful implementation of the SELNA JP can be attributed to the engagement of the National Assembly and the dedication of the SELNA project staff. The renewed leadership of the NA and strategic positioning of the NA in Laos are also important factors affecting the success of SELNA: the NA is recognized as a critical institution, and its staff has been empowered to take reforms forward.

Finding 3: Improvements in capacity of both members and secretariat were clearly noted due to the SELNA JP: skills and capacities of both Members and staffers have been increased to review policy, legislative and budgetary issues and more effectively oversee their implementation. Nevertheless, the National Assembly still lacks adequate mechanisms and processes to ensure that laws are being promulgated and implemented as intended. While oversight has increased and Members have become more vocal over the last couple of years, a more thorough accountability and follow-up role should be played by the NA Members. Similarly, the budget process still lacks a comprehensive approach in order for the National Assembly to play its critical role in the process. The turn-over of Members at the last election further points to new demands in terms of capacity building.

Finding 4: The team noted that several factors contributed to the achievement of the expected outputs and outcomes. First, the political environment and ability for the National Assembly to play a greater role in the Laos political life should be noted together with the commitment of government staff, and government line agencies. The fact that the National Assembly is the Implementing Partner of the SELNA JP should also be highlighted as a factor contributing to the success. Finally, the project staff was dedicated to deliver timely activities and explore innovative solutions to respond to emerging needs and

demands. Funds availability and technical assistance delivered over the course of the Programme were also reasons for success. Nevertheless, the planning of the SELNA JP was not always aligned with national priorities and political development such as the 2011 legislative elections that saw an important turnover of members (mostly new comers to parliamentary life).

Finding 5: The team further notes that all stakeholders indicated their satisfaction with the SELNA programme (100 % response rate), but further indicated the need for the next phase of support to be more inclusive in terms of planning, more strategic and focused with regards to what such a Programme could offer to the National Assembly, more responsive to the needs of the moment, and fully embedded in the NA Strategic Plan and located within the NA Department.

Finding 6: Human rights and gender equality were integrated to some degree in the design and implementation of the SELNA JP interventions, including the design of dedicated gender-related activities each year but the project document lacked clear baselines, targets and indicators for gender. Nevertheless, the SELNA JP managed to achieve some notable results with regards to gender equality. Particularly, the legal assessment of the proposed GBV/DV legislation was the first step towards helping the National Assembly to develop its capacities and establishing a formal mechanism to assess new and amended laws to ensure compliance with gender equality and women's human rights standards enshrined in CEDAW to which the Lao PDR Government is signatory. While only 33 out of the 47 women parliamentarians were elected in April 2011 (25 % of the total NA membership), the highest position in the NA is now held by a women, and 8 female parliamentarians are holding positions either as President or Vice-president of Committees and other senior level positions in Committees and department. Finally, women Members of the NA have been increasingly asking questions and providing comments in Inter-session programmes and other learning opportunities. This indicates a growing confidence amongst the Women Members.

Finding 6: As a Joint programme, SELNA has provided strategic entry points for development partners to engage with the National Assembly: The Joint Programme promoted collaboration, and avoided duplication while at the same time providing a common entry-point for UN Agencies to work with the NA – such access was facilitated by the SELNA team, and therefore established a framework for better coordination of assistance by the UN Agencies.

Finding 7: Looking at civil society (NPAs /INGOs): SELNA could have more strategically engaged INGO and NPAs: iNGOs can greatly contribute to the work of the NA with regards to providing baseline research relevant for both legal drafting and the oversight function of the NA. Both NA and civil society need to strengthen their relationship, and make the best out of each other with regards to representing citizen's interests and promoting the development of laws responding to the demands of citizens.

Finding 8: On the management side, stakeholders recognized the dedication and strength of the SELNA JP team in terms of providing one entry point to the NA, facilitating communication, ensuring timely follow-up to demands, but most and foremost, stakeholders noted the trust shared by the SELNA team, the NA and the PAG members as a clear sign of responsiveness of the management structure. However, SELNA started with a complex management structure: unclear reporting lines, different contracting

modalities, and creation of a Project Implementation Unit both managerially and physically outside the NA structure. Despite corrections and rectifications provided after the Mid-Term Review, it is obvious that any support to the NA should be aligned with and integrated within existing NA departments

Main recommendations:

Recommendation 1: Assistance to the NA by all development partners should be informed by the newly developed Strategic Plan of the NA, aligned with national priorities and flexible to accommodate political developments. Such support should be coordinated under one NA department to ensure proper cohesion and strategic support.

Recommendation 2: Any future support should be more inclusive in terms of planning, more strategic and focused with regards to what such programme can offer. An exit strategy should further be identified.

Recommendation 3: Human rights and gender equality should be further integrated in the design and implementation of any future support to the NA. Clear baselines and indicators should be part of the needs assessment, and integrated in the Result framework to promote more impact oriented activities.

Recommendation 4: Strategic partnerships - More strategic partnership should be promoted with INGO and NPAs: INGOs can greatly contribute to the work of the NA with regards to providing baseline research relevant for both legal drafting and the oversight function of the NA.

Recommendation 5: Any future engagement using the One UN Joint programme approach should more systematically promote coherence in advocacy and policy dialogue with the National Assembly and better harness the energy and expertise of the different UN Agencies.

Recommendation 6: There must be clearly defined management structures, reporting lines with designated lines of accountability between the project staff and UNDP. First, all Terms of Reference for staff should be drafted to respond to both technical and managerial demands. Any future staffing should be well integrated into the NA including all contracted staff such as CTAs and M&E officers. The designation of counterparts to avoid the creation of a mini PIU is important and in this regard the appointment of the Director of the Committee, and the Director and Deputy Director of the training center are critical.

Recommendation 7: Accountability and engagement with development partners: UNDP should proactively communicate and engage development partners in the implementation of activities, and play an important bridging role between the NA and development partners.

Recommendation 8: The project must be developed in the context of the broader governance framework and the reforms (PSI¹/RoL²/PP³) therein within Lao PDR so that strong links can be built between NA and other agencies supporting good governance leading to sustainability.

¹ PSI: Public Service Improvement

² RoL: Rule of Law

Introduction:

The Constitution of Lao PDR, adopted in 1991 and amended in 2003, assigns the National Assembly as the highest organ of the State, vested with representative, legislative and oversight functions. As such, the National Assembly has a pivotal role in the national policy with wide ranging duties and responsibilities. The capacity of the National Assembly to fulfill its constitutional mandate has increased over the years. Despite these significant achievements, the National Assembly is still a young institution.

Since the late-1990s, UN Agencies have provided technical support to the National Assembly. In 2007 the National Assembly undertook a strategic assessment of its own development priorities for the period 2008-2020. The findings were developed by the National Assembly into a concept note for coordinated international development cooperation. The United Nations responded to this request by proposing a Joint Programme of support to the National Assembly. The Joint Programme approach presents a unified work plan and budget, which coordinates inputs from all development partners under a common management arrangement. It seeks to increase aid effectiveness by improving coordination in the delivery of resources, while avoiding duplication and gaps. It also supports national ownership by explicitly aligning development assistance to national priorities.

The Programme seeks to strengthen the capacities of the National Assembly and its staff to improve the quality of services provided to the NA Members and their constituents, as well as building the capacities of the Members to exercise the oversight function and to influence policy making in order to enable the Institution to fully contribute to a truly participatory and representative democracy. The National Assembly as Implementing Partner is responsible and accountable for managing the Programme, including the monitoring and evaluation of Programme interventions, achieving Programme outputs, and for the effective use of donor resources.

1. SELNA Joint Programme summary:

The Joint Programme seeks to strengthen the capacities of the National Assembly and its staff as well as building the capacities of the NA Members to exercise the oversight function and to influence policy making in order to enable the Institution of the National Assembly to fully contribute to a truly participatory and representative democracy.

As a foundation for legislative appraisal and oversight functions, the Programme provides Members and technical staff in Committee Departments with improved knowledge and awareness of relevant sectoral issues. Key activities include awareness-raising workshops on national and international policy and development issues, assisting Committees to access national and international expertise, gender sensitization, harnessing internet technology to promote information exchange between Members dispersed across the country.

³ PP: People's Participation

To increase representation of its citizens, the Programme has sought to provide capacity building for Members and Staff of Constituency offices about their representative role; promote public access to the National Assembly building; strengthen the processing, monitoring and reporting of public petitions; and strengthening the processing, monitoring and reporting of public complaints.

As part of the Joint Programme, there was explicit recognition about the importance of strengthening the Institution of the National Assembly to ensure that National Assembly is able to more efficiently and effectively discharge its political responsibilities. Capacity gaps in the Office of the National Assembly were identified and addressed through the introduction of a performance-based human resource development system, and the establishment of annual training plans. Information services have been strengthened through the development of ICT infrastructure and skills, as well as through improvements in existing research, reference and archiving facilities, and through development of the parliamentary library. Finally, training and other capacity building related to planning, coordination, monitoring and reporting have been delivered to National Assembly staff members acting as focal points for Programme activities in each department.

The expected results included:

- Output 1: Members of the NA and Committee Departments have the necessary skills and capacities to review policy, legislative and budgetary issues and more effectively oversee their implementation
- Output 2: The National Assembly effectively and accurately represents constituents' interests, needs and expectations.
- Output 3: The National Assembly has Upgraded Parliamentary Support Services.
- Output 4: Technical Assistance and Programme Support Services operational

2. Content and Scope of the Final Evaluation

A Mid-term review evaluation was conducted in April 2011. That exercise identified a set of findings and recommendations⁴.

As stated in the Terms of Reference (Annex 6), the purpose of this Mission as requested by the National Assembly was to:

- A. Conduct a final evaluation of the SELNA JP: to assess progress towards achieving expected outcomes. This segment will consider the key benefits, achievements and possible gaps in the current Joint Programme.
- B. Development of a Concept Note: Using the lessons learned and information gathered in (A) above devise a Concept Note which seeks to identify the vision, possible outcomes, outputs,

⁴ See SELNA Mid-Term Review Report available at erc.undp.org/evaluation/admin/downloadaddocument.html?docid=4979

activities, timelines and budgetary implications associated with any future support to the National Assembly post 2012.

Methodology

The evaluation team followed an inclusive approach to conduct the SELNA JP final evaluation. A five-step approach was developed to structure the evaluation: 1) Desk review of relevant documents provided by the CO and SELNA JP staff; 2) structured interviews with key stakeholders in Vientiane; 3) Field visit to a Constituency Office; 4) Debriefing and open discussion on the basis of the preliminary findings at the National Assembly; 5) Data compilation and analysis on the basis of targeted questionnaires.

The following documents were consulted:

- Constitution of Laos PDR
- Project Document (original and revised versions), all annual workplans, annual progress reports; staff Terms of reference and signed Coordination Principles, and financial reports. Minutes from steering committees meetings, Mid-term review, UNDP's Management response, Monitoring report from the European Commission, Contribution Agreements, a report from the outreach mission to Sepon, and the Operational Close out Plan and related annexes. PPT presentation plus speaking notes prepared for the Director General of the NA Law Department to present at a recent Public Service Improvement Sub Sector Working group meeting
- UNDAF, CPAP, Country Analysis Report Analysis to inform the selection of priorities for the next UN Development Assistance Framework (UNDAF) 2012-2015, UNDAF Action Plan 2012-2015, Strategic Framework on Governance (unofficial translation November 2011), Vientiane Declaration, 7th NSEDP 2011-2015, Five Year Plan on Law-Making & Amendment of the National Assembly, VII th Legislature
- Concept note outlining the World Bank proposed assistance to be directed towards the NA Economy, Finance & Planning Committee.
- UNFPA's Country Programme Framework – Output 6

Targeted questionnaires were drafted for National Assembly Members, National Assembly staff, civil society organizations and development partners. The questionnaires were used to frame the face-to-face interviews, and were then translated and distributed to all stakeholders as listed above.

While in Laos (31 July to August 10, 2012), the team organized face-to-face meetings with key stakeholders: the Chef de Cabinet of the NA, various heads of NA departments, Members of the NA, Women's Caucus, Development Partners (DPs), Civil Society (both iNGOS and NPAs) and UN Agencies. The team further visited a NA Constituency Office in Bolikhamxay Province. A list of the meetings is attached as Annex 1.

A debriefing was organized at the National Assembly to discuss the preliminary findings and the outline of the future support to the National Assembly with around 65 representatives from the NA,

development partners, UN Agencies representatives, , INGOs' and NPAs. The debriefing provided a useful opportunity for the team to gather additional suggestions for the concept note and engage in a vibrant discussion. Participants were enthusiastic with the proposed approach, and agreed with the preliminary findings.

The Evaluation team comprised of UNDP staff together with a member from the National Assembly: Team Leader, Thusitha Pilapitiya Policy Adviser Democratic Governance (UNDP – Regional Centre Bangkok); Khampasong Ratsachak (Deputy Director General Research & Reference Department – NA) and Diane Sheinberg (UNDP Programme Specialist on Parliamentary Development).

The following criteria were used to assess the level and success of the project implementation:

Relevance: Evaluate the logics and unity of the process in planning and designing the activities for supporting the National Assembly.

Efficiency: Evaluate the efficiency of the Programme implementation, the quality of the results achieved and the time/political constraints.

Effectiveness: Conduct an assessment of management decisions vis-a-vis the cost effectiveness; and to which extend the Programme outputs have been effectively achieved.

Impact: Evaluate the overall impact of the Programme and its contribution to the development of the National Assembly of Lao PDR.

Sustainability: Assess the sustainability of results with specific focus on national capacity and ownership over the process.

A rating has been provided for each of these criteria to analyze the outputs level of achievement (1 to 5, 5 being the maximum score).

The content of all meetings and the answers provided to the questionnaires are and will be kept confidential while the information has been used as appropriate in the evaluation findings and to inform the development of the Concept Note for the next phase.

Key limitations

While promoting an inclusive approach, the team wishes to stress that it could not meet with all Members of the NA and NA staff over such a limited time. However, the sample of face-to-face meetings and the return rate of questionnaires are to an extent representative of the NA, both at the level of Members and administrative support.

3. Findings

Overall results achievements

The National Assembly has benefited from the SELNA JP and has been exposed to best practices and capacity development activities and is moving slowly towards becoming a more efficient, effective and accountable parliament. SELNA has helped to improve the NA's core functions. Over the past years, encouraging signs have been noted and shared by all stakeholders: the length of the session has been extended to 3-4 weeks, the number of MPs has increased, the quality of the debates has improved, amendments to laws are discussed, citizens better understand the role and responsibilities of the NA thanks to useful tools such as the petition system, NA Magazine, the NA Hotline and the NA website. Newspapers cover more frequently the deliberations of the NA. The NA is seen as a critical institution in Laos. Nevertheless, the NA is still a young institution maneuvering in a complex and unique political environment where MPs are not working fulltime, and can perform at the same time both legislative and executive functions or work full time in the private or public sectors.

Stakeholders recognized that the successful implementation of the SELNA JP can be attributed to the engagement of the National Assembly and the dedication of the SELNA project staff. The renewed leadership of the NA and strategic positioning of the NA in Laos are also important factors affecting the success of SELNA: the NA is recognized as a critical institution, and its staff has been empowered to take reforms forward.

During our meetings, improvements in capacity of both members and secretariat were clearly noted due to the SELNA JP: skills and capacities of both Members and staffers have been increased to review policy, legislative and budgetary issues and more effectively oversee their implementation. Exposure to regional and global parliamentary meetings further supported the development of the Institution. The translation of Lao Laws into English further linked the NA to the global community of parliaments. The Legal Assessment of the proposed GBV/DV legislation was the first step towards helping the National Assembly to develop its capacities and establishing a formal mechanism to assess new and amended laws to ensure compliance with gender equality and women's human rights standards enshrined in CEDAW to which the Lao PDR Government is a signatory. Nevertheless, the National Assembly still lacks adequate mechanisms and processes to ensure that laws are being promulgated and implemented as intended. While oversight has increased and Members have become more vocal over the last couple of years, a more thorough accountability and follow-up role should be played by the NA Members. Similarly, the budget process still lacks a comprehensive approach in order for the National Assembly to play its critical role in the process. The turn-over of Members at the last election further points to new demands in terms of capacity building.

The team noted that several factors contributed to the achievement of the expected outputs and outcomes. First, the political environment and ability for the National Assembly to play a greater role in the Laos political life should be noted together with the commitment of government staff, and government line agencies. Both Members and staff of the NA have been very keen and enthusiastic about the proposed activities, and were committed to participate. The fact that the National Assembly is the Implementing Partner of the SELNA JP should also be highlighted as a factor contributing to the

success. Finally, the project staff was dedicated to deliver timely activities and explore innovative solutions to respond to emerging needs and demands. Funds availability and technical assistance delivered over the course of the Programme were also reasons for success. Nevertheless, the planning of the SELNA JP was not always aligned with national priorities and political development such as the 2011 legislative elections that saw an important turnover of members (mostly new comers to parliamentary life⁵).

The team further notes that all stakeholders indicated their satisfaction with the SELNA programme (100 % response rate), but further indicated the need for the next phase of support to be more inclusive in terms of planning, more strategic and focused with regards to what such a Programme could offer to the National Assembly, more responsive to the needs of the moment, and fully embedded in the NA Strategic Plan and located within the NA Department.

In terms of cost-effectiveness, the team reviewed the project expenditures on a yearly basis, and noted that while the annual workplans were not always on-track in terms of adequate planning, a better anticipation of costs was slowly introduced. The team identified that the Workshops for Members and staff on topical development-related issues (Two Intersession Programmes per year) were delivered at high cost and without clear sustainability: such workshops could have been delivered closer to the Ordinary Session period, in order to reduce travel and DSA costs. At the same time, this would have increased and helped to create greater and clearer linkages with the theme of the Session.

The programme activities have enhanced a sustainable improvement in the working of the NA but it is clear that the NA is still a young institution manoeuvring in a complex political environment. The fact that the National Assembly is the Implementing Partner is a strong asset, and any future support should look at pursuing a similar relationship. However from the outset any new structure must be more closely integrated within the existing structures of the NA Administration.

Human rights and gender equality were integrated to some degree in the design and implementation of the SELNA JP interventions, including the design of dedicated gender-related activities each year but the project document lacked clear baselines, targets and indicators for gender. Nevertheless, the SELNA JP managed to achieve some notable results with regards to gender equality. Particularly, the legal assessment of the proposed GBV/DV legislation was the first step towards helping the National Assembly to develop its capacities and establishing a formal mechanism to assess new and amended laws to ensure compliance with gender equality and women's human rights standards enshrined in CEDAW to which the Lao PDR Government is signatory. The NA organized a validation workshop with all stakeholders working on GBV/DV issues in Lao PDR – NA Committees, line ministries, development partners, INGOs. Findings and recommendations on the proposed GBV/DV legislation for Lao PDR prepared and presented by Ms. Asmita Basu, UN Women Expert in March 2012. After the workshop, a final report including PowerPoint presentation was submitted to the NA GBV/DV Steering Committee for their review and approval. The work associated with the development of the GBV legislation will be the responsibility of the Ministry of Justice but the NA, through SELNA, is now fully cognizant and engaged in that law drafting process. While only 33 out of the 47 women parliamentarians were elected in April

⁵ 68 % of the 132 elected members are new parliamentarians.

2011 (25 % of the total NA membership), the highest position in the NA is now held by a women, and 8 female parliamentarians are holding positions either as President or Vice-president of Committees and other senior level positions in Committees and department. Finally, women Members of the NA have been increasingly asking questions and providing comments in Inter-session programmes and other learning opportunities. This indicates a growing confidence amongst the Women Members.

The Programme has effective monitoring mechanisms: Results framework have been used for both planning and reporting, with clear objectives, outputs, outcomes, and measurable results indicators. Annual reports have been produced on a timely basis, including some sex-disaggregated data, and are aligned with professional standards, despite some discrepancies in the financial reports. The presence of a monitoring and evaluation manager highly contributes to such positive result, but has not translated into a systematic transfer of knowledge and ownership to the NA staff. As noted in the Mid-Term evaluation, serious reporting issues had to be addressed to ensure reporting and monitoring to the donor was effective, and in line with the signed cost-sharing agreement. A clear division of duties and responsibilities between the SELNA project team and UNDP's team should be clarified from the onset of any future support to the NA, particularly with regards donor relations, and implementation of activities in the framework of agreed outputs and activities.

The April 2011 Mid Term Evaluation exercise identified a set of twelve recommendations. While some recommendations (REC) have been fully implemented, some others have not been completed, or only to some extent. For example, recommendations 9 and 12 were fully implemented: the project document has been revised to reflect the actual funding situation (REC9a) and the cost-sharing agreement with the EU has been revised (REC9b). UNDP and UN Agencies took all steps to plan for a smooth transition out of SELNA JP, including a final evaluation, and development of a concept note to reflect the new phase of support (REC12). No support was provided to strengthen the Local Assemblies as recommended in the Mid-Term evaluation (REC11) nor was the Organizational / Technical Unit Implementation Unit at the NA established (REC4). Local capacities were more effectively utilized in line with REC3 to deliver programme activities. With regards to reporting lines, it is clear that while ToRs for SELNA JP Staff were amended with the hiring of the new CTA and rules of engagement have been agreed upon, it is obvious that the steps taken to improve the relationship and coordination with CIM Technical Advisors were not sufficient to establish clear reporting lines. Such an unclear structure still causes a lot of hurdles to the effective management and implementation of SELNA JP (REC2). The improvement of the petition system has been discussed, and options were proposed to support the process of change, but the NA is still to develop and approve an effective land use and development plan, and land dispute resolution model (REC5). Donors still express concerns with regards to visibility hinting to an approximate implementation of REC6.

4. Lessons learned:

As a Joint programme, SELNA has provided strategic entry points for development partners to engage with the National Assembly: The Joint Programme promoted collaboration, and avoided duplication while at the same time providing a common entry-point for UN Agencies to work with the NA – such

access was facilitated by the SELNA team, and therefore established a framework for better coordination of assistance by the UN Agencies. While some positive results have been noted by development partners (such as the avenues offered during the Intersessions), all partners clearly indicated that SELNA should have promoted more avenues of dialogue and technical engagement from the planning exercise to more visibility and engagement in policy development issues so that different Agencies' expertise could have been more fully utilized. Nevertheless, under the existing management arrangements, some of these expectations were not realistic in terms of SELNA's position to respond to such demands and the general political climate of the time.

Looking at civil society (NPAs /INGOs): SELNA could have more strategically engaged INGO and NPAs: INGOs can greatly contribute to the work of the NA with regards to providing baseline research relevant for both legal drafting and the oversight function of the NA. Both NA and civil society need to strengthen their relationship, and make the best out of each other with regards to representing citizen's interests and promoting the development of laws responding to the demands of citizens.

In 2011, the NA organized two "open-day" visits for law students and faculty from Vientiane Capital to observe the NA inaugural session and 2nd NA Ordinary Session (December 2011). Around 600 students and faculty observed the NA plenary discussions and also had the opportunity to meet with NA Members. In the same line, NA broadcasted 70% of its proceedings through TV and radio. Further, newspaper coverage of the NA sessions is featured daily during the course of the sessions. Such opportunities had positive results with regards to opening and bringing awareness about the role and responsibilities of the NA, but should be expanded more broadly to ensure that all Lao citizens are aware of the role and responsibilities of the NA, and meaningfully engage citizens in building up and articulating political demands.

On the management side, stakeholders recognized the dedication and strength of the SELNA JP team in terms of providing one entry point to the NA, facilitating communication, ensuring timely follow-up to demands, but most and foremost, stakeholders noted the trust shared by the SELNA team, the NA and the PAG members as a clear sign of responsiveness of the management structure. However, SELNA started with a complex management structure: unclear reporting lines, different contracting modalities, and creation of a Project Implementation Unit both managerially and physically outside the NA structure. Despite corrections and rectifications provided after the Mid-Term Review, it is obvious that any support to the NA should be aligned with and integrated within existing NA departments.

Due to budget restrictions and lack of inclusive planning, SELNA has not been able to respond to emerging demands. Any future support to the NA should therefore be more flexible to respond to strategic emerging opportunities, and have a more thorough and consultative planning and monitoring process. This could neatly align with the broader Flexible Fund arrangements already in place with UNDP and the MPI.

While SELNA introduced a successful mechanism with the creation of the Intersessions, this is not sustainable, and should be discontinued without clear financial engagement of the NA, or reconnection with the NA Ordinary Sessions. Stakeholders recognized being exposed to important technical

knowledge that is relevant to perform their duties is important, but sometimes, it was felt that the focus of the Intersessions was not demand-driven and lacked clear linkages with the legislative priorities that were to be discussed during the Session.

SELNA JP was ambitious in its scope and original budget in light of the realities on the ground, demands, and absorptive capacity within the NA. Similarly, setting up from the beginning realistic expectations and managing those expectations throughout the delivery of the Programme should be grounded in any future support to the NA.

Working with a new political institution requires a long-term approach that goes beyond one project cycle. Flexibility in the approach and adaptation to the political environment is key to support such an institution.

SELNA has leveraged to some degree the expertise available with UN Agencies and development partners in the context of the JP: expertise was identified and provided to the NA during the intersessions; partnerships were created with regional training institutes (National University of Singapore). When analysing the one UN JP in the light of the criteria discussed in the SG Final report on Delivering as one,⁶ the evaluators noted that while providing a unified budgetary framework, SELNA has not marketed itself as a Joint Programme, and more strategic visibility and engagement could have been promoted, particularly with regard to partner's expertise. Working as one UN to support SELNA provided one channel of communication with the National Assembly, and recognized the crucial partnership with the NA. In the same vein, working and delivering as ONE UN further allowed for increased leadership role for the UNDP Resident Representative with the National Assembly. Despite these significant achievements, such a programme approach did not allow for greater coherence in advocacy and policy dialogue with the National Assembly. SELNA JP should have better harnessed the energy and expertise of the different UN Agencies. Looking at other One UN joint programmes on parliamentary development, evaluations have noted that the added-value of such joint programme laid in joint assessment, pool funding, combining both technical expertise and policy dialogue, in line with country programmes outputs. The important management role played by UNDP was not clearly recognized by some UN Agencies, as seen when the funding situation became complicated: UNDP was the sole Agency who used its own resources to bridge financial gaps in the implementation of activities listed in the project document.

While it is necessary for UN Agencies to coordinate activities, this could be done effectively by working through the new NA capacity building committee, ensuring coordination at the technical level, and not through a pooling of funds as was done with SELNA.

⁶ UN Secretary General Final Main Report on System-wide coherence - independent evaluation of lessons learned from Delivering as One (July 2012) <http://www.un.org/en/ga/deliveringasone/>

5. Overall Results achievement at the output and outcome level

The expected programme outcome *“An efficient, effective and accountable parliament supporting development and poverty reduction for the citizens of the Lao PDR”* has been achieved to some extent: the capacities of the National Assembly have improved and citizens better understand the role and responsibilities of the NA thanks to useful tools such as the petition system, NA magazine, the NA hotline and the NA website. Members and technical staff in Committee departments have benefited from awareness-raising workshops on national and international policy and development issues. The quality of the discussions held during the Sessions and in Committee work, analyses, studies and the improvement of the quality and quantity of laws confirm this analysis. Several SELNA JP activities have successfully encouraged more open discussions and interactions between NA Members, line agencies and citizens. There was agreement among the stakeholders interviewed, in particular the members of the secretariat and government counterparts that capacities of staff to perform their roles and responsibilities have increased. Despite this successful achievement, progress still needs to be made for effective policy-making and greater impact for the citizens of the Lao PDR.

The delivery of the SELNA JP further needs to be put in the context of its Organizational structure, managerial support, lines of accountability, the National Implementation Modality (NIM) and coordination mechanism. A quick look at the organizational chart of the SELNA staff quickly identifies issues with regard to coordination and reporting lines between the SELNA JP staff, the CTA, the NPD and CIM advisors (and the absence of any dotted line back to UNDP). The Mid-Term evaluation already identified challenges with regards the establishment of coherent reporting lines, in line with good programme management principles, and in terms of ensuring an effective implementation of the SELNA JP. The Mid-Term evaluation recommended the TOR for the CTA to be amended to include provisions for supporting the NPD in the management of the programme, and clearly stating that the CTA should have a role in providing technical capacity strengthening to the NPD. Although the NPD is the Manager of the Project, the CTA is a co-manager in the technical area. The CTA also has a role in ensuring technical compliance with the ProDoc and with UN guidelines. Similarly, the Mid-Term evaluation recommended that all SELNA JP Staff, including the CTA, should be required to enter into a Protocol with the UNDP (as the managing agency) designed to guide them in the performance of their roles, and in communications, in a manner that will give the national and international counterparts a clear and consistent image of the UN delivering as ONE.

With regards to the CIM Technical Advisors and their reporting lines to the German Technical Cooperation, as members of the SELNA JP their reporting line under the programme should be to the UNDP as the managing agency and to the CTA, who has the coordinating role of technical support to the NA (under the SELNA JP), and anchored within the Capacity Development Committee of the NA. While a negotiated MOU has been discussed and signed to respond to the recommendation identified by the Mid-Term evaluation, it is clear that having technical advisors outside of the advisory team should not be further promoted in any future support to the NA. Even with such MOU being signed, the SELNA structure results in weak accountability of the CIM Advisors to the programme. Therefore, in-kind contribution from donors should be accommodated in line with the national priorities identified in the

project document, and should be aligned with a coherent managerial approach. All Terms of Reference for staff should be drafted to respond to both technical and managerial demands. Finally, any future staffing should be well integrated into the NA including all contracted staff such as CTAs and M&E officers.

The table below provides a quick review of the evaluation criteria's at the outcome level.

Criteria	Score (1 to5, 5 = max)
Relevance	4
Efficiency	3
Effectiveness	3
Impact	3
Sustainability	3

Output 1: Members of the NA and Committee departments have the necessary skills and capacities to review policy, legislative and budgetary issues and more effectively oversee their implementation

Since 2009, capacity development activities to improve legislative functions have contributed to the increase of legislative activities by the NA, as shown by the increasing number of laws drafted and adopted (from an average of 3-5 laws in the 6th legislature to 5-8 laws in the 7th Legislature). Legislative Session days per year have also steadily increased during the period 2006-2011. NA Committees conduct regular meetings with Line Ministries wherein Ministries are required to report on the status of draft laws and other issues. The role of the NA in law review has significantly improved and the bills passed are substantially amended from the original drafts prepared by the Line Ministries. For the next five years, the NA will have to approve a total of 90 laws, which includes 48 laws to be elaborated and 42 laws to be amended.

As a result of support by SELNA JP, a proposal for a reform of the lawmaking process, including a draft law on the making and promulgation of legal normative statutes and regulations and for submitting laws to the Government and the National Assembly ("Law on Laws") enabled members of the NA to explore avenues for streamlining the law review and lawmaking process in the NA and its Committees, and get the NA involved in law making at an early stage in policy development (the Law on Laws is expected to be adopted in 2012 – MoJ will be leading the implementation steps including the re-introduction of the Official Gazette in 2013). Such activities have further improved the perception of the NA as the people representatives and facilitated the flow of information to remote areas about political and social issues.

Similarly, such activities have facilitated the integration of peoples' concerns and opinions in the work of the NA.

Strong and in-depth scrutiny and deliberations of draft laws has been further enabled through the provision of platforms such as the Inter-session and Law-Review workshops. Success has been noted with regards to the increase of amendments provided to draft laws as well as a better overview of the State budget.

Inter-session programmes proved to be a good opportunity for strengthening the roles and skills of NA Members and Committees in terms of legislative appraisal and oversight by increasing their awareness of significant national development issues and enabling them to engage in the legislative drafting process at an earlier stage. The practice of public consultations on draft laws has been increased, and integrated in the text presented at the NA Ordinary Session (i.e. tax law, HIV/AIDS, consumer protection and statistics laws debated in the 9th Session). Public consultations on draft laws are being institutionalized as part of the lawmaking and appraisal process.

Criteria	Score (1 to 5, 5 = max)
Relevance	4
Efficiency	3
Effectiveness	3
Impact	3
Sustainability	2

Output 2: The NA effectively and accurately represents constituents' interest, needs and expectations

Under this Output, significant progress has been noted by all stakeholders with the launch and implementation of the petition, hotline, and parliamentary newsletter. The NA broadcasted 70 % of its proceedings through TV and radio.

Field visits and outreach missions were successfully conducted in remote areas and have contributed to the development of the capacity of NA Members and Committees to monitor public policy implementation at the grass-roots level, and promote the image of the NA among the general public. Such outreach missions were prepared with more attention in order to ensure the quality of the discussion, and engagement of both men and women. The number of women participating in such meetings has increased over the years as it provided important information on service delivery. Such missions could be expanded, and include representatives from civil society to provide more technical information on selected social development issues that are at heart of Lao' citizens.

Petitions from citizens are better handled especially during NA Sessions. The NA is being supported to become an efficient mediator on a number of issues of public interests. In 2011, a total of 446 petitions were received. While most petitions received by the NA are documented, sorted and then forwarded to the respective government agencies for their response and action, there is no systematic follow-up and

oversight of the response provided by the Government, therefore significantly reducing the impact of such positive mechanisms.

Looking at the perception of the collaboration between Committees and Civil Society in policy development, stakeholders noted a level of medium collaboration, with some signs of improvements. Similarly, the communication from the NA to the public is rated as medium. In rural areas, it is estimated that the NA is still perceived as very a closed institution.

The NA Hotline opened during the Ordinary Sessions for citizens to raise concerns and give feedback, has been a success as shown by the increase in the number of phone calls received (2010: 326 calls). The handling of complaints and related responses should be nevertheless more result-oriented, and bring more visibility and transparency about the solutions applied to matters submitted through such a system, otherwise its relevance will erode and delayed responses to complaints raised will also impact adversely on the trust the citizens have in the system.

The radio has been rated as a good venue to raise awareness of the NA achievements and plans, particularly in remote areas where such programmes have been broadcasted in Lao, Khmu and Hmong.

The radio and TV programmes are followed by citizens, and provide a good exposure to the role of the NA in Lao PDR. Such tools were evaluated as slowly contributing to creating a participatory dialogue between NA members and citizens. Diversifying the tools and ensuring the impact of such tools while increasing relations between citizens and NA Members should be further promoted in the future.

Criteria	Score (1 to5, 5 = max)
Relevance	5
Efficiency	4
Effectiveness	4
Impact	4
Sustainability	4

Output 3: The NA has upgraded parliamentary support services

Criteria	Score (1 to5, 5 = max)
Relevance	5
Efficiency	4
Effectiveness	4
Impact	3
Sustainability	3

Most of the NA staff has improved knowledge and skills in coordination, desk-research, note-taking, protocol, and reporting techniques. The organizational restructuring of the NA Committees and Departments after the inaugural Sessions of the 7th Legislature contributed to its smooth transition and

effective implementation. Committees and Departments have approved mandates and each is now headed by Presidents and Vice-Presidents. Similarly, regular orientation programmes for incoming staff and IT programs for NA members and staffs have been noted as a success.

Selected senior staff and departments (Research and Reference Department) were identified to attend capacity building development activities, such as leadership skills, Inventory Management, Protocol Skills, English classes. While such trainings and workshops provided interesting professional development opportunities for NA staff, it is clear that such an approach was not developed in a coherent and strategic manner. Furthermore, issues of attendance and participation were noted in the Annual Progress Reports. The list, variety and scale of capacity development activities conducted over the years indicate how SELNA has tried to respond to demands from a young institution, but at the same time, missed an opportunity of providing a unified and sustainable framework of support. A learning centre should have been established, with the support of SELNA from the beginning and could have been the anchor for all learning activities for both Members and staffers within the Institution. Such an approach would have reduced travel, costs, and supported the establishment of a permanent structure within the NA and thus been the nexus for SELNA to engage more systematically in the institutional strengthening and professionalization of the NA staff. Additionally, there is no trace of any follow-up mechanisms post-training, such as a debriefing with peers, external peer reviews, and yearly evaluation linked to performance appraisal and related learning plans.

Output 4: TA and Programme Support services operational

The review of the SELNA JP Annual Progress Reports and inputs from face-to-face meetings show that the Programme was successful with regards to the programme monitoring and coordination. The frequency and regularity of the monthly, quarterly, steering committees and annual programme review meetings with UN Agencies and Development Partners second this analysis. However it should be noted that the actual attendance by NA Members at such events as the Annual Review meeting and Programme Board reduced post-election 2011.

The Programme proved to be able to provide timely support the NA in terms of administration, logistical and technical assistance. Under the SELNA JP, the project staff provided administrative and financial support with regards to the implementation of the programme (from planning, to reporting, monitoring and evaluation), using UNDP's Results-based management approach. One can see that the NA is promoting a stronger Results-based management approach with regards to its activities (each department needs to have annual workplans; there is an overreaching strategic plan). Nevertheless, at this stage, such transfer of skills and knowledge has not been sufficient to handle, manage and implement complex donor's contributions and related implementation in the absence of SELNA. Any future support should While some issues with donor reporting were flagged during the Mid-term Review, the SELNA JP took the appropriate measures to correct this, and donors have been pleased with regular reports. The advisory services provided by a Chief Technical Advisor proved to be a valid investment from the project.

It is clear that the SELNA JP team could not accommodate all the last minute requests, and the Annual Work Plans should have been drafted in a more flexible and participatory manner with an emphasis on being able to adapt to emerging demands. Post 2011 election, a needs assessment of the newly elected Members should have been conducted and that would have guided and provided the focus for the framework of support to be provided over the final year of the Programme.

Finally, the planning process should be more closely linked to a number of external influencing factors since these all to some degree frame how effective the targeted support is likely to be: the political life and environmental constraints in Lao PDR; the absorptive capacity of the NA both Members and staffers; and the availability of Members given that the Whole House is only together for two Ordinary Sessions a year.

Criteria	Score (1 to5, 5 = max)
Relevance	5
Efficiency	4
Effectiveness	4
Impact	4
Sustainability	2

6. Conclusions

At the outcome level of 'An efficient, effective and accountable parliament supporting development and poverty reduction for the citizens of the Lao PDR', the findings of the brief evaluation confirms that the National Assembly is making progress in performing its mandate under the Constitution. Despite being in a one-party system where members do not organize within the legislature on a party basis, members of the Lao NA have a record of vibrant discussions on a number of laws that were passed by the House. The time is now appropriate to develop internal caucuses based on shared interests, not to compete in a partisan manner, but enrich the laws that are passed by the legislature as Lao works towards a common purpose. In general, a one-party system tends to promote executive domination of the legislature and reduce its autonomy and the Lao NA is well on its way to establishing itself as a separate arm of the government and increasingly hold the executive accountable.

The role played by the President of the National Assembly is becoming stronger and the UNDP and the international community needs to provide support to the President to perform her role to maximum effect in performing the traditional role of a Speaker such as appointing members of the legislative committee that sets the legislative agenda for the entire chamber, chairing the committee that appoints committee members and chairs; chairing the sittings of the legislature to ensure rules of procedure are followed; and, to act as the administrative head of the legislature.

The discussion on the four outputs for the SELNA project shows that all four outputs have made significant progress. Members of the NA and Committee Departments have improved their skills and

capacities to review policy, legislative and budgetary issues and more effectively oversee their implementation as evidenced through a number of critical laws that were passed. A number of mechanisms have been introduced to effectively and accurately represent constituents' interests, needs and expectations. Capacity of the Secretariat has been improved to ensure parliamentary Support Services.

However, the time has arrived to improve technical Assistance and Programme Support Services by embedding them within the National Assembly and creating an office within the NA to anchor programme support and thereby build capacity of the NA training center, library, website and the newly formed Capacity Building Committee (the Committee). Consolidating assistance within the NA in one department overseen by the President will enable all activities to receive the highest level attention and support and lead to better sustainability. At present assistance is provided by various donors, to various communities, often resulting in a fragmented and uncoordinated way of assisting members and secretariat. Planning and providing all assistance through the Committee will lead to better management and follow up, more effective monitoring and evaluation, and better use of financial and human resources. A strong Committee within the NA can lead the support programme, coordinate consultants and all donors, and ensure that activities are demand driven.

In a country where there is no decentralized system of government, the provincial offices of the NA are critical to enable participation in governance by people in provinces and villages. The popularity of visits to the provinces was evident during the evaluation and the visit to one province. Working together with INGOs, NPAs and especially CSOs at the local level are critical to enable local voices to be heard in national debates.

During the evaluation, resource mobilization was identified as a serious challenge. Problems with funding led to problems in programme implementation and in relationships between implementation agencies. The NA must be closely involved in mobilizing and allocating resources for various activities. In this regard, building confidence within current donors is a key objective for the NA. Under the SELNA project, the translation of laws is one such activity which has been stalled and NA must be encouraged to expedite such activities for which funding has already been provided to increase confidence and mobilize more resources. NA must also assume a leadership role so that the agenda for assistance is led by the NA and not the donors. In this regard, monitoring and evaluation are also critical and the NA must introduce transparent systems for monitoring and evaluation to increase donor confidence.

During the evaluation, it was reported by partners that the project board meetings were neither meaningful nor participatory. Project boards with ample notice to all members, and an opportunity to participate and articulate their views are critical. Since the project boards can be formal affairs, technical committees for various issues need to be formed so that technical experts can come together with the NA officers and have more vibrant discussions.

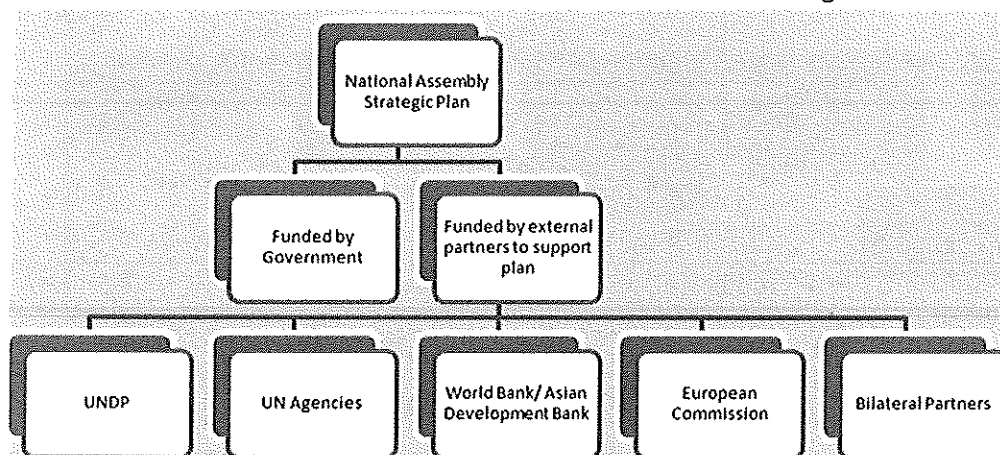
7. Recommendations

The evaluation team recommends that the project be informed by the following guiding principles:

- The National Assembly Strategic Plan (the 2011 Directives document) , and the leadership of the President of the Assembly
- Current international context and the post 2015 agenda, Paris Principles
- Collective coordination, and linkages to the programmatic eco-system of UNDP in the Governance and other units
- Ownership and leadership of the Assembly to coordinate all international assistance to the Assembly to avoid overlap and maximize synergies
- Prioritization and aligning of ambitions with resources
- Inclusiveness, participation and dialogue, continuing consultative process especially with other UN Agencies for technical assistance in specific areas such as gender, children, etc.
- Highlighting gender and youth to ensure leadership and participation by women, youth, and disadvantaged groups
- Response to demands, narrow down the focus, reach down to the systems and work with only a few committees

These can be condensed to four main recommendations as follows:

Recommendation 1: Assistance to the NA by all development partners should be informed by the newly developed Strategic Plan of the NA, aligned with national priorities and flexible to accommodate political developments. Such support should be coordinated under one NA department to ensure proper cohesion and strategic support.

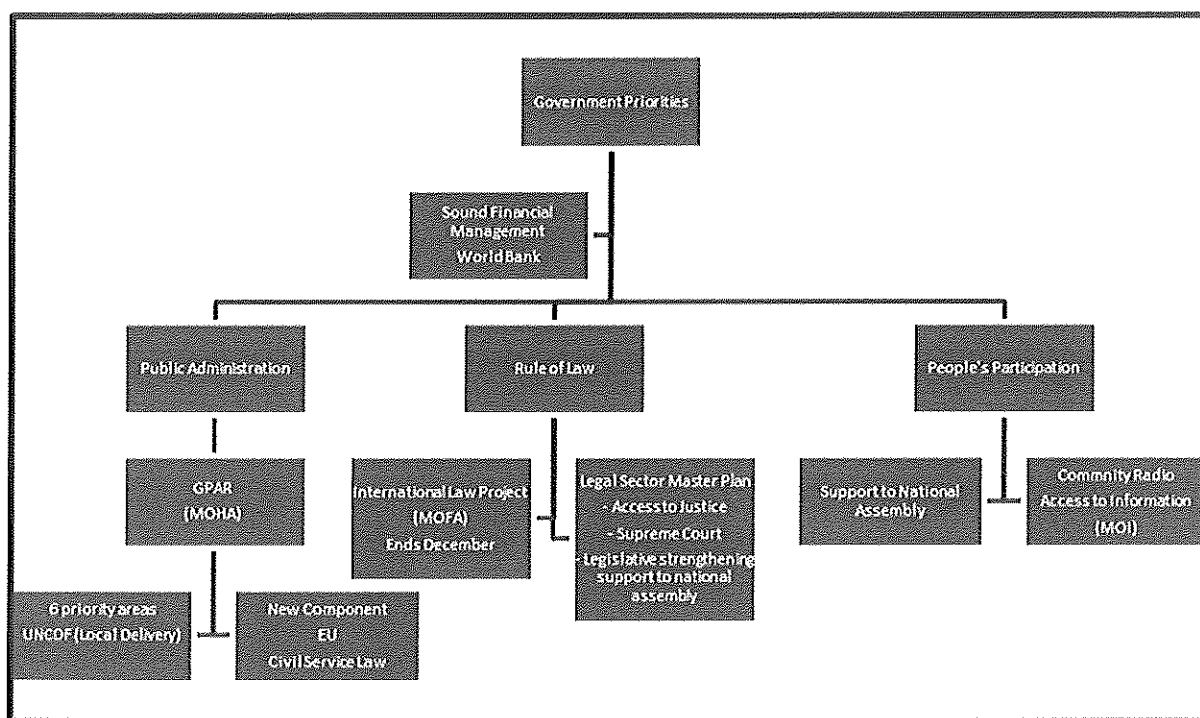


Recommendation 2: Any future support should be more inclusive in terms of planning, more strategic and focused with regards to what such programme can offer. An exit strategy should further be identified.

Recommendation 3: Human rights and gender equality should be further integrated in the design and implementation of any future support to the NA. Clear baselines and indicators should be part of the needs assessment, and integrated in the Result framework to promote more impact oriented activities.

Recommendation 4: Strategic partnerships - More strategic partnership should be promoted with iNGO and NPAs: iNGOs can greatly contribute to the work of the NA with regards to providing baseline research relevant for both legal drafting and the oversight function of the NA.

Recommendation 5: Any future engagement using the One UN Joint programme approach should more systematically promote coherence in advocacy and policy dialogue with the National Assembly and better harness the energy and expertise of the different UN Agencies.



Recommendation 6: There must be clearly defined management structures, reporting lines with designated lines of accountability between the project staff and UNDP. First, all Terms of Reference for staff should be drafted to respond to both technical and managerial demands. Any future staffing should be well integrated into the NA including all contracted staff such as CTAs and M&E officers. The designation of counterparts to avoid the creation of a mini PIU is important and in this regard the appointment of the Director of the Committee, and the Director and Deputy Director of the training center are critical.

Recommendation 7: Accountability and engagement with development partners: UNDP should proactively communicate and engage development partners in the implementation of activities, and play an important bridging role between the NA and development partners.

Recommendation 8: The project must be developed in the context of the broader governance framework and the reforms (PSI/RoL/PP) therein within Lao PDR so that strong links can be built between NA and other agencies supporting good governance leading to sustainability.

Annexes

Annex 1: Agenda of the mission

Date/Time	Description	Venue	Responsible Party	Status/Remarks
Tuesday 31 July 2012				
11.00am	Arrival of Ms. Diane Sheinberg at Wattay International Airport, (Flight AF 3314 from Hanoi)	<i>* Confirmed: Hotel will provide transportation from the airport</i>	UNDP	Confirmed
21.00pm	Arrival of Ms. Thusitha Pilapitiya at Wattay International Airport, (Flight TG 574 from Bangkok)	<i>* Confirmed: Hotel will provide transportation from the airport</i>	UNDP	Confirmed
Wednesday 1 August 2012				
8.30	Project Car to pick up the mission at the Hotel		SELNA team	Project Driver:
9.00 – 10.30	Briefing with Ms. Sudha Gooty, UNDP Assistant Res. Rep. and Head of Governance Unit, Ms. Donna Bugby, CTA for SELNA JP, Mr. Khampasong Ratsachak, Deputy Director General, Research and Reference Dept. and Ms. Jennifer Navarro, SELNA Management & Monitoring Specialist.	UNDP, Patuxay Conference Room 3 rd floor	UNDP	Confirmed

Date/Time	Description	Venue	Responsible Party	Status/Remarks
10.30 – 12.00	<p>Meeting with UNDP All Programme Staff</p> <p>1. Ms. Phanchinda Lengsavad, ARR and Chief of Poverty Reduction Unit</p> <p>2. Ms. Sudha Gooty, ARR and Chief of Governance Unit</p> <p>3. Mr. Vilaykham Lasasimma, Programme Analyst, Governance Unit</p> <p>4. Mr. Thilaphong Oudomsine, Programme Specialist, UNCDF, Governance Unit</p> <p>5. Mr. Michel Rivollier, Legal Programme Advisor, Governance Unit</p> <p>6. Mr. Vichit Sayavongkhamdy, Programme Analyst, Environment Unit</p> <p>7. Ms. Silavanh Vongphosy, Programme Analyst, Poverty Reduction Unit</p> <p>8. Mr. Bruno Cammaert, Chief of Environment Unit</p> <p>9. Ms. Donna Bugby, Chief Technical Advisor, SELNA JP</p> <p>10. Ms. Vatlana Boupcha, Programme Analyst, Governance Unit</p>	UNDP, Lane Xang Conference Room	UNDP	Confirmed
12.15 – 14.00	Lunch with Ms. Kyoko Yokosuka, UNDP Deputy Res. Rep. (Programme) and Ms. Sudha Gooty, UNDP Assistant Res. Rep.			

Date/Time	Description	Venue	Responsible Party	Status/Remarks
14.00 – 15.00	<p>Meeting with Heads of agency on the purpose of final evaluation mission and to seek initial feedbacks on SELNA JP</p> <p>[Confirmed] with Mr. Khampasong</p> <ul style="list-style-type: none"> - [Confirmed] Mr. Manivong, Khamlay UNAIDS National Country Programme Advisor - Kyoko Yosuka, UNDP RR a.i. - Timothy Schaffter, UNICEF Rep. - [Confirmed] Esther Muia, UNFPA Rep. - [Apology] Leik Boonwaat, UNODC Rep. - [Meeting to be organized in Bangkok] Sara De La Pena Espin, UN Women Country Programme Manager 	UNDP, Patuxay Conference Room 3 rd floor	UNDP	TBC
15.30	Debriefing with Ms. Sudha Gooty, UNDP Assistant Res. Rep. and Head of Governance Unit, and CTA			
Thursday 2 August 2012				
8.00	Project Car to pick up the mission at the Hotel		SELNA team	
8:30 – 9:30	Meeting with Hon. Dr. Ounkeo Vouthilath, NA Chief of Cabinet	National Assembly	SELNA team	Confirmed
9:30 – 10:30	Meeting with Mr. Viseth Svengsuksa, NA Deputy Chief of Cabinet and Advisor to Mass Media Dept.	National Assembly	SELNA team	Confirmed
10:30 – 11:30	Meeting with Mr. Khamkong Shihapanya, Deputy Director General, NA Law Dept.	National Assembly	SELNA team	Confirmed
11:30 – 13:30	Lunch meeting with Mdm. Sousada Phoummasack, SELNA National Programme Director and Mr. Khampasong Ratsachak, Senior Programme Coordinator	Patuxay Café	SELNA Team	Confirmed
13:30 – 14:30	Meeting with Mdm. Manivanh Vongsamoraphoum, Director General, NA Education &	National Assembly	SELNA Team	Confirmed

[illegible]

Date/Time	Description	Venue	Responsible Party	Status/Remarks
Weekend 4-5 August				
	<ul style="list-style-type: none"> • Review of questionnaire and desk review • Preparation of workshop with all stakeholders 			

Annex 2: Activities, budget and expenditure analysis for 2011

Outputs with Targets, Indicators and Baselines	ID No.	Activity	Outputs	Budget	Expenditures	% Financial Delivery	% Completion	Status of Progress
1.1.1. Members and Committee Department staff have improved knowledge and awareness of relevant sectoral and technical issues.								
<p>Target: Members and staff have increased knowledge and awareness of sectoral and policy issues.</p> <p>Indicators:</p> <ul style="list-style-type: none"> > At least 40 members and 40 parliamentary staff participate in each of three awareness-raising workshops during 2008-2009. > At least 4 committee workshops held on relevant national policy issues. > 75% of participants report that workshops were relevant and provided useful information. 	1.1.1.a	Workshops for Members and staff on topical development-related issues (Two Intersession Programmes)	1 Intersession programme with a total of 180 pax (70% of pax are NA members) and Training Workshop for Female NA Candidates on Campaigning Techniques	60,000	59,367	0.99	100%	Implemented
	1.1.1.b	Awareness-raising workshops for individual Committees on relevant national policy issues	Economic Law Review Conference (total of 85 pax); Workshops on Budget structure and procedures and the Role of the National Assembly for NA Members, Staff and constituency offices (with a session on gender budgeting) (total of 115 pax) and Economic law review workshop on taxation, customs, telecommunications and SMEs (total of 60 pax).	65,850	22,302	0.34	100%	Implemented
	1.1.2.b	Internship programme at the National Assembly for Lao university students/graduates	4 students completed internship program at NA	4,800	4,800	1.00	100%	Implemented

1.1.2.c	International exchanges by Members and staff to gain experience of parliamentary best practice.	International study visit to South Korea on legal research and planning (1 MNA plus 5 senior staff)	24,000	23,582	0.98	100%	Implemented
1.1.4.a	Training Orientation for Members' of the VII legislature (elected in 2011)	89 newly elected NA Members participated in induction training (99% of new Members)	28,700	28,638	1.00	100%	Implemented
1.2. The National Assembly's capacity for formal and substantive involvement in law making and monitoring is improved and procedurally institutionalized							
Target: Committees are enabled to undertake detailed appraisals of draft laws. indicators: > 4 authoritative assessments of proposed legislation are produced by Committee Departments each year. > 2 audits completed of existing	1.2.3.a	On-desk support by CIM experts to Committees in drafting/reviewing bills.	-	-	#DIV/0!	100%	Implemented
	1.2.3.b	Support revisions of existing legislation- Law Review Workshops (review of 8 laws and 10 amendments)	25,500	24,801	0.97	100%	Implemented

policy/legislation during 2008 and 2009.	1.2.4.d	Assist Committees in monitoring the implementation of legislation	Legal assessment of the proposed GBV/DV legislation is the first step towards helping the National Assembly to develop its capacities and establishing a formal mechanism to assess new and amended laws to ensure compliance with gender equality and women's human rights standards enshrined in CEDAW to which the Lao PDR Government is signatory. An assessment report by an international expert has been completed last March 2012.	-	-	#DIV/0!	100%	Implemented
			To assist the NA in its monitoring and advocacy of the HIV/AIDS law, a roadmap was drafted by the NA Socio Cultural Affairs Committee together with line ministries to serve as guide towards the implementation and monitoring of the HIV/AIDS law in Lao PDR.					
	1.3. The National Assembly's capacity for budgetary appraisal and oversight is substantially enhanced.							
Target: Members and staff of relevant committees develop skills in budget appraisal and monitoring.	1.3.1.a	Identify options for greater NA involvement in the budgetary process-analysis, consultations and report	Draft NA Budget Handbook on State Budget and the Role of Parliaments	-		#DIV/0!	100%	Implemented

<p>indicators:</p> <ul style="list-style-type: none"> >15 Members and 15 staff participate in training on procedures and methods for budgetary review by the end of 2009. 	1.3.1.b	Draft instructions for NA Members and Staff on budgetary procedures incorporating relevant laws and resolutions of the standing committee and procedural practices.	Draft NA Budget Handbook on State Budget and the Role of Parliaments	-	#DIV/0!	100%	Implemented
	1.3.3.a	On-desk support and mentoring to the Economics, Planning & Finance Committee in reviewing annual State budget	1 CIM Expert assigned to EPF Committee	-	#DIV/0!	100%	Implemented
	1.4 The National Assembly is consulted in preparations for accession to international treaties and actively monitors their implementation.						
<p>Target: Procedures and mechanisms for monitoring international treaty commitments established and institutionalized.</p> <p>indicators:</p> <ul style="list-style-type: none"> Quarterly working group meetings with participation from legislature, executive and judiciary to review treaty agenda take place, 2008-2009. A monitoring system is established to track international treaties and conventions under review, and the accession process by 2009. Detailed annual reports are presented to the Standing Committee on conventions/treaties pending negotiation, accession and ratification. 	1.4.1.a	Working group meetings (including representatives of the NA and the Executive) to review the agenda for signing, ratifying and acceding to international conventions and treaties	Series of meetings were convened between the SELNA and International Law Project to plan and discuss the inclusion of a whole day session on international convention and treaties during the November Intersession Programme. However, regular working group meeting every quarter has yet to be convened by the International Law Project in 2012.	-	#DIV/0!	80%	Partially Implemented

<p>Target: The National Assembly scrutinizes the implementation of international treaty commitments.</p> <p>Indicators:</p> <p>Recommendations are submitted by the NA to the executive for alignments & transpositions relating to 2 international treaties or conventions by 2012.</p>	1.4.2.a	Seminars to review the implementation of selected international conventions and treaties for MNAs and Dept. Staff	A special session focusing on the ratified international treaties was organized during the November Intersession Programme (please refer to 1.1.1a). A briefing was provided by H.E. Mr. Alounkeo Kittkhoun, Vice Minister of Ministry of Foreign Affairs to Members of the National Assembly on the progress and results of the General Assembly Meeting and latest updates on the ratification process of the pending international conventions.	-	-	#DIV/0!	100%	Implemented
	1.4.2.b	Review the consistency of national legislation with relevant treaties and conventions ratified or signed, pending accession in one selected area	The Economic Law Review Conference held 29-30 March 2011 (please refer to 1.1.2b) has reviewed issues and concerns in the implementation of the 7th NSEDP and identified legislative priorities including a main discussion on the WTO accession of Lao PDR in the near future.	-	-	#DIV/0!	100%	Implemented
		Technical Advisory Support of Senior Technical Advisor	STA costs/salaries	60,000	60,000	1.00	100%	STA resigned as of 30 May 2011.
OUTPUT 2: The National Assembly effectively and accurately represents constituents' interests, needs and expectations.								
1.1. Members of the NA function as a two-way interface between the citizens and the government, and actively interact with civil society on policy and development issues.								

<p>Target: Increased opportunities for interaction between members and their constituents.</p> <p>Indicators:</p> <ul style="list-style-type: none"> > 4 constituency-level consultations conducted on policy/legislation during 2008-2009. > Outreach activities in 2 provinces per year by Members to advocate on key development issues during 2008-2009. 	2.1.2.a	Provincial workshop and outreach mission for NA Members to advocate on e.g. : Nutrition Situation; CRC; Vulnerabilities, Disparities and Social Protection and Early Childhood Development Policy, reproductive/maternal health, GBV/DV and other gender issues	Deferred to early 2012 due to busy schedule of the NA.	17,900	-	0.00	0%	Not implemented. Deferred to 2012.
	2.1.2.b	Provincial workshops and outreach activities led by the Members to advocate on HIV/AIDS, GBV/DV and other development issues	Deferred to early 2012 due to busy schedule of the NA and Sepon Mining. The NA Cabinet has agreed that the NA Ethnic Affairs Committee will be implementing this activity in 2012.	15,200	-	0.00	0%	Not implemented. Deferred to 2012.
2.2. Improved mechanisms for handling petitions and complaints by the National Assembly								

<p>Target: An efficient system for receiving, processing, monitoring and reporting on petitions to the National Assembly.</p> <p>Indicators:</p> <ul style="list-style-type: none"> > Guidelines for monitoring, analyzing and reporting on petitions received by the National Assembly are produced in 2009. > 30 constituency-based members and staff are trained on processing petitions during 2009. > Quarterly consultative meetings to follow-up on petitions are held, beginning 2008. 	<p>2.2.1.a</p> <p>Training for constituency-based Members and Staff on receiving, handling, reporting and monitoring petitions and complaints</p>	<p>The NA People's Petitions Department organized a training workshop for constituency-based Members and Staff on receiving, handling, reporting and monitoring petition and complaints between 9-12 August 2011 in Thalat, Vientiane Province for 8 Northern provinces (Phonsaly, Xiengkhouang, LuangPrabang, Bokeo, LuangNamptha, Xayaboury, Huaphan, and Oudumxay). A total of 48 participants (with 14 female participants) participated composed of representatives from each Committee/Department of the NA, and constituency office staff from the 8 provinces.</p>	<p>10,900</p>	<p>11,063</p>	<p>1.01</p>	<p>100%</p>	<p>Implemented</p>
<p>2.2.3. Laws are publicly debated and expeditiously made accessible to the public</p>							

<p>Target: New and amended laws are made publicly available.</p> <p>indicator:</p> <ul style="list-style-type: none"> > All laws adopted in 2008 are translated into English and posted on the NA website by the end of 2009. > 5000 sets of user-friendly law summaries covering in three sectors are produced and disseminated during 2009. > An action plan and timeline for re-establishing an official gazette is approved by the end of 2009. 	2.3.2.a	Disseminate copies of newly promulgated laws to NA Members and Staff, Line Ministries etc - Workshop on the 49 Ethnic Groups for Central Provinces	The NA Ethnic Affairs Committee organized a dissemination workshop on the 49 Ethnic Group NA Resolution between 9-11 February 2011 in Thalat, Vientiane Province. A total of 69 participants (13 female participants) from 6 provinces: Vientiane Capital, Savannakhet, Khammouan, Bolikhamxay, Xayaboury and Luang Prabang participated in the knowledge-sharing workshop.	10,900	10,878	1.00	100%	Implemented
2.4. Enhanced public awareness of the NA, its role, function and proceedings.								
<p>Target: Improved public understanding of the National Assembly's role and functions.</p> <p>indicators:</p> <ul style="list-style-type: none"> > An increased number of visitors to the public gallery during sessions (baseline to be established). > Members visit 1 primary school in xx province each year, 2008-2012. > Constituency office open days are held in [xx] provinces per year, 2009-2012. 	2.4.1.b	Develop and disseminate communication materials on the role and function of the NA (e.g. NA handbook- 2000 copies)	The NA booklet is already in its final stages of completion but will be presented after the NA Inaugural session since there is a need to update the new set of NA Members. The NA booklet is currently being edited by UNDP with assistance from the NA Magazine Unit. Proposed launching of the booklet is scheduled for early 2012.	6,000	-	0.00	0%	Not Implemented

2.4.1.c	Develop, promote and disseminate a handbook for parliamentarians on HIV-AIDS	The finalization of the handbook for parliamentarians on HIV/AIDS has been deferred due to request from Center for HIV/AIDS and STI for an official request from the NA for their expert inputs. Section on the role of parliamentarians in addressing HIV/AIDS has been completed and will be translated into Lao. While CHAS (Center for HIV/AIDS and STI (CHAS) is assigned to share its expert knowledge on HIV/AIDS, risks, symptoms and stigmatization	15,500	-	0.00	0%	Not implemented
2.4.1.d	Annual 'open-days' and other events to promote public awareness of the	The NA organized two "open-day" visits for law	6,000	5,998	1.00	100%	Implemented

<p>Target: Improved national capacity for media reporting on parliamentary affairs.</p> <p>Indicators:</p> <p>> 20 NA staff and are trained in parliamentary media relations in 2009.</p>	2.4.3.c	In-country media mission in northern and southern provinces	The NA Mass Media Dept. (formerly NA Magazine Unit) organized a media training event in support of the upcoming NA campaign and elections. This was held from 23-25 March 2011 in Thalat, Vientiane Province and was attended by 60 participants mostly NA media and information staff from Central office and constituency offices.	10,000	10,986	1.10	100%	Implemented
2.5. Support to the introduction of Local Councils.								

<p>Target: The National Assembly takes a lead role in the establishment of local councils.</p> <p>Indicators:</p> <ul style="list-style-type: none"> > The NA contributes to analysis and consultations on models for local councils during 2008 and 2009. > The NA participates in drafting the legal framework for local councils during 2009. 	2.5.1a	Support to strengthening constituency offices	Staff from 17 constituency offices participated in several capacity development programs being organized by the National Assembly as well as important consultations and meetings. They were included in SELNA activities such as: Intersession Programme (Act. 1.1.1. a); Workshops on Budget structure and procedures and the Role of the National Assembly (Act. 1.1.1. b2); training for constituency-based Members and Staff on receiving, handling, reporting and monitoring petition and complaints (Act. 2.2.1. a); Performance Assessment Workshop and Training Orientation for incoming NA Staff (Act. 3.1.1.a); and Review Workshop of senior level and organizational department's mandates (Act. 3.1.1.b).	18,500	18,675	1.01	100%	Implemented
		Technical Advisory Support of Senior Technical Advisor		60,000	34,092	0.57	100%	STA resigned as of 30 May 2011.
Output 3: The National Assembly has Upgraded Parliamentary Support Services.								
3.1. Capacity gaps in the NA Secretariat are identified and addressed								

<p>Target: A performance-based HR management/development system is established</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Job descriptions for all NA staff in Vientiane are revised and approved by end 2009. 	3.1.1.a	<p>Review workshop of senior level and organizational department's ToRs; including rules of procedures</p>	<p>The NA Cabinet organized an Assessment and Planning Workshop for senior level officers and staff from 4-8 July 2011 in Savannakhet Province to review and amend the terms of reference and job descriptions of senior level officers including office mandates and rules of procedures of each Committee/Department.</p> <p>A total of 93 participants (with 20 female participants) composed of senior staff from the 17 provinces and NA central office. This activity was co-sponsored with the NA.</p>	13,950	13,546	0.97	100%	Implemented
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3.1.1.b	NA Performance Assessment Workshop and Training Orientation for incoming NA Staff (for Central, Northern & Southern Provinces)	The NA Cabinet organized two Performance Assessment Workshops and Training Orientation for incoming NA Staff after the NA elections. The NA Cabinet together with Committee and Department staff, and staff from constituency offices assessed their performance in serving the 6th legislature including their challenges and achievements. A representative from PACSA also made a presentation on the organizational development and job descriptions to assist the NA in its current restructuring plans.	22,500	21,986	0.98	100%	Implemented
3.1.1.c	Intensive language courses for selected senior staff	Continuing education of selected senior staff to improve their English language skills at the Vientiane College for 4 selected senior staff. Two NA staff have deferred their English courses until next year due to their current masters' workload and work assignments.	6,000	4,000	0.67	100%	Partially Implemented
3.2. The Office of the National Assembly provides improved information services.					#DIV/0!		

<p>Target: Information technology services are strengthened.</p> <p>Indicators:</p> <ul style="list-style-type: none"> > An ICT development plan is drafted in 2009 > An intranet is established in 2009. > Annual IT training is delivered to all constituency offices and departments in 2009. 	3.2.1.a	Conduct on-site IT training for NA Members and Staff in NA Office and in Constituency offices	Conducted IT trainings in 5 provinces - Champassak, Sekong, Attapeu, Oudumxay and Xayaboury Provinces from 12 July – 2 September 2011 in Q3 and from 14-25 November 2011 in Q4. Around 20-30 participants from each province, which include NA Members, staff from constituency offices, and staff from the Governor's office. They were trained on basic IT skills, use of email, internet and NA intranet.	9,850	9,523	0.97	100%	Implemented
<p>Target: Research, reference and archiving services are strengthened.</p> <p>Indicators:</p> <ul style="list-style-type: none"> > 20 staff participate in 3 trainings on research skills during 2009. > The research and reference department is augmented by a team of 2 archivists during 2009. 	3.2.2.a	Conduct a workshop to recommend improvements in the coordination between NA research and reference dept., the library, the public information dept and committee departments.	Postponed to 2012 due to busy schedule of NA. The CTA until May 2011 may not have wanted to provide the inputs on this activity	11,200	-	0.00	0%	Not implemented
	3.2.2.b	3.2.2.b. Develop database in support of the election and scrutiny over legislation implementation	The NA Information Department requested 3 prospective bidders to represent their proposals for this activity. However, their submissions exceeded the available budget. There was a recommendation	3,000	-	0.00	50%	Partially Implemented

3.2.2.c	3.2.2.c. Set up 2 databases to assist follow up of elections and secondary legislation adoption; Conduct training of staff in department.	from the NA to implement a phased approach to the activity. The first phase based upon the available budget and phase two would require further resource mobilization efforts directed towards SELNA or others donors.	2,000	-	0.00	50%	Partially Implemented
Target: The parliamentary library provides a high quality information service. Indicators: > Library user-surveys conducted during 2009. > A library service strategy is produced by end of 2009.	3.2.3.b	Translate documents on parliamentary best practice and disseminate to Members and Staff through print, internet and intranet as appropriate.	6,000	4,578	0.76	100%	Implemented
3.3. Programme monitoring and coordination capacity is strengthened							
Target: Regular planning and review meetings are held to monitor programme delivery. Indicators: > Monthly & quarterly planning and coordination meetings take place and the agreed quorum is achieved. > 2 Steering Committee Meetings are held in 2009. > A programme review meetings held in 2009.	3.3.1.a	Monthly planning and review meetings	600	396	0.66	100%	Implemented
	3.3.1.b	Quarterly planning and review meetings	400	289	0.72	100%	Implemented
	3.3.1.c	Twice yearly Steering Committee Meetings	300	257	0.86	100%	Implemented
	3.3.1.d	Annual Programme Review Meetings	1,000	988	0.99	100%	Implemented

<p>Target: Department focal points effectively coordinate programme activities.</p> <p>Indicators:</p> <ul style="list-style-type: none"> > All NA Dept focal points participate in management training during 2009. > Annual review meetings conducted in 2008-2012 	3.3.2.b	Midterm evaluation	A Mid-Term Review of the SELNA Joint Programme was conducted by an independent consultant (Mr. Carl de Faria) last April 2011. Recommendations from the MTE Report were presented in the June PB Meeting in July 2011.	20,850	19,564	0.94	100%	Implemented
	3.3.2.c	External audit	1 external audit conducted by KPMG.	6,000	-	0.00	100%	Implemented
	3.3.3.a	Baseline monitoring surveys.	Project baselines identified and finalized for each activity.	-	-	#DIV/0!	100%	Implemented
	3.3.3.d	Management, Monitoring and Reporting Specialist.	UNV MMS costs	36,400	36,400	1.00	100%	Implemented
		Technical Advisory Support of Senior Technical Advisor		56,000	-	0.00	0%	STA resigned as of 30 May 2011.
Output 4. Technical Assistance and Programme Support Services operational.								
4.1. A programme support team effectively manages and coordinates assistance to the National Assembly								
<p>Target: A programme support team is operational.</p>	4.1.1.z	Programme and technical personnel costs	6 project staff including IT expert and cleaner costs	41,400	41,400	1.00	100%	Implemented
	4.1.2.x	GMS EC Funds	7% of total budget	32,000	20,433	0.64	100%	Implemented
	4.1.2.y	ISS fees	UNDP fees	20,000	5,863			
	4.1.2.z	Programme administration (office admin: to be elaborated)	Operational costs for 12 months	22,800	15,710	0.69	100%	Implemented
	4.1.3.a	Office IT and other equipment		8,407	8,401	1.00	100%	Implemented

GRAND TOTAL					760,407	518,516	0.68		
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Annex 3: Activities, budget and expenditure analysis for 2012 (first semester)

Outputs with Targets, Indicators and Baselines	ID No.	Activity	Outputs	Budget	Expenditures	% Financial Delivery	% Completion	Status of Progress
Members and Committee Department staff have improved knowledge and awareness of relevant sectoral and technical issues.								
<p>Target: Members and staff have increased knowledge and awareness of relevant sectoral and technical issues.</p> <p>Indicators:</p> <ul style="list-style-type: none"> At least 40 members and 40 parliamentary staff participate in each three awareness-raising workshops during 2010. At least 4 committee workshops held relevant national policy issues. 5% of participants report that workshops were relevant and provided useful information. 	1.1.1.a	Workshops for Members and staff on topical development-related issues.	The NA Inter-session Programme and Law review Seminar were held from 7-10 May 2012 in Thalat, Vientiane Province. This meeting gathered all 132 NA Members including NA Staff and staff from constituency offices. More than 200 participants including and officials and representatives from line ministries, international development partners and other stakeholders were invited to participate as resource speakers and observers in this important meeting.	33,133	34,006	1.03	100%	Implemented
	1.1.1.b	National conference with NA and civil society to discuss and disseminate HIV/AIDS handbook and political declaration	Deferred to November 2012 due to busy schedule of NA SCA Committee.	12,333	-	#DIV/0!	0%	Not Implemented

<p>get: Committees and departments ve increased access to national & ernational expertise.</p> <p>icators: policy/technical/analytical papers fted during 2010. internships of 2 months each mpleted Members and 8 staff participate in ernational exchange visits staff completes a month-long ernational training attachment</p>	1.1.2.b	Internship programme at the National Assembly for Lao university students/graduates	4 students completed internship program at NA	3,600	3,600	1.00	100%	Implementec
	1.1.2.c	Participate in an international study mission to capacitate NA secretariat in the upcoming Asia Europe Parliamentarians for Partnerships (ASEP) Meeting 2012 (Brussels, Belgium)	Deferred to July 2012 due to busy schedule of NA and EU.	24,084	-	0.00	0%	Implementec
	1.1.2.e	Training for senior NA staff on international parliamentary best practice.	One senior NA staff (Mr. Thanta Kongpaly, Director General of the NA Economic, Finance & Planning Department) participated in the two-week Inter-Parliamentary Study Program organized by the Australian Parliament in Canberra, Australia from 5-15 March 2012.	1,500	1,500	1.00	100%	Implementec
i. The National Assembly's capacity for formal and substantive involvement in law making and monitoring is improved and procedurally institutionalized								

<p>get: Committees are enabled to undertake detailed appraisals of draft /s.</p> <p>icators:</p> <p>authoritative assessments of proposed legislation are produced by committee Departments each year.</p> <p>audits completed of existing policy/legislation during 2010.</p>		Undertake a review to evaluate current practices in setting the legislative agenda including an assessment of the proposed "law on laws" due to be tabled in June 2012	The May 2012 Inter-session & Law review event saw the tabling of "Law on Laws". The Making [Law on Laws]". The draft legislation is very different to that prepared previously by SELNA for consideration by the National Assembly. Indications are that the work to formally agree the draft legislation remains on-going.	-				0%	English translation of final Bill not yet available September 20:
		Present review findings in light of "law on laws" draft legislation to establish the mechanics of reviewing draft legislation: Initiate interaction with the MoI and other stakeholders who is charge of this new legislation.	Deferred to Q4. NA Standing Committee assessing the implications of the new draft Law on Laws legislation and how these will impact on the work of the NA Committees.	-				0%	CTA input - Implementec
		Develop a manual which sets out the methodologies for conducting Bill Review & the opportunities for cross sectoral Committee working and collaborations (to be presented for approval or consideration by NA Law Committee).	Deferred to Q4. NA Standing Committee assessing the implications of the new draft Law on Laws legislation and how these will impact on the work of the NA Committees.	-				0%	CTA input - implemented
	1.2.3.a	On-desk support by CIM experts to Committees in drafting/reviewing bills.	2 CIM Experts assisting 2 committees CIM Integrated Advisor for EPFC arrived March 2012	-				100%	Implementec

1.2.3.b	Legal assessment of the proposed GBV/DV legislation for Lao PDR	<p>The NA organized a validation workshop with all stakeholders working on GBV/DV issues in Lao PDR – NA Committees, line ministries, development partners, INGOs. Findings and recommendations on the proposed GBV/DV legislation for Lao PDR prepared and presented by Ms. Asmita Basu, UN Women Expert in March 2012. After the workshop, a final report including PowerPoint presentation was submitted to the NA GBV/DV Steering Committee for their review and approval.</p>	-	-	#DIV/0!	100%	Implementec (and costs shouldered by t Women)
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1.2.3.c	Law Review Seminars to discuss laws to be deliberated during 3rd Ordinary Sessions	Since the main aim of the May 2012 Intersession programme was to focus on reviewing a number of proposed bills and amendments due to be tabled at the 3rd Ordinary Session, it was decided by the NA Cabinet to merge the planned Law Review Seminar with the NA Intersession Programme. The first two & a half days focused on review and deliberation by NA Members of the 8 laws namely, criminal procedures, civil procedures, law on laws, extradition, audit, state assets, agriculture, and sports and gymnastics.	18,561	18,452	1.01	100%	Implementec
1.2.4.a	Strengthened oversight of policy effectiveness and law implementation/enforcement. Indicators: - Assessment of the implementation of enforcement of 1 piece of legislation during 2010. - Committee inquiries on policy effectiveness and law implementation conducted during 2010.	Knowledge Dissemination Seminar on Case Handling for Legal Protection Agencies, Vientiane Capital	7,500	-	0.00	0%	Not implemented
The National Assembly is consulted in preparations for accession to international treaties and actively monitors their implementation							

<p>get: Procedures and mechanisms monitoring international treaty commitments established and institutionalized.</p> <p>icators:</p> <p>Quarterly working group meetings with participation from legislature, executive and judiciary to review treaty agenda during 2010.</p> <p>A monitoring system is established track international treaties and interventions under review, and the session process by 2009.</p> <p>Detailed annual reports are presented to the Standing Committee conventions/treaties pending negotiation, accession and ratification.</p>	1.4.1.a	Working group meetings (including representatives of the NA and the Executive) to review the agenda for signing, ratifying and acceding to international conventions and treaties	Ongoing discussions with the International Law Project about the best means to coordinate the work between Ministry of Foreign Affairs and the NA. SELNA JP is now considering how and when to provide briefing to the NA. Most likely that the activity will take place in Q4	-	#DIV/0!	50%	Partially Implemented
		Technical Advisory Support of Senior Technical Advisor	STA costs/salaries	27,500	27,500	100%	Implemented (STA on board Feb 2012)
OUTPUT 2: The National Assembly effectively and accurately represents constituents' interests, needs and expectations.							
<p>Members of the NA function as a two-way interface between the citizens and the government, and actively interact with civil society on policy and development issues.</p>							

<p>get: Increased opportunities for eraction between members and air constituents.</p> <p>icators:</p> <p>constituency-level consultations ducted on policy/legislation during 10.</p> <p>utreach activities in 2 provinces per ar by Members to advocate on key velopment issues during 2010.</p>	2.1.2.a	Conduct outreach activities to Sepon Mining and 2 districts in Savannakhet Province on the social and economic impact of mines and HIV/AIDs	A delegation of members of different NA committees and constituency 13 led by Hon. Dr. Xaisomphone Phomvihane, Vice President of the NA and Hon. Douangdy Outhachak, President of the Ethnic Affairs and Poverty Reduction Committee conducted an outreach to Sepon and Vilabouly Districts in Savannakhet from 5-12 February 2012.	-	#DIV/0!	100%	Implementec
	Improved mechanisms for handling petitions and complaints by the National Assembly						
<p>get: An efficient system for eiving, processing, monitoring and orting on petitions to the National embly.</p> <p>icators:</p> <p>uidelines for monitoring, analyzing d reporting on petitions received by e National Assembly are produced in 10.</p> <p>0 constituency-based members and ff are trained on processing itions during 2010.</p> <p>uarterly consultative meetings to low-up on petitions are held, ginning 2010.</p>	2.2.2.a	a Develop a concept paper which seeks to establish a National Assembly hotline service in 6 provinces opening one month before the NA session. This paper will need to consider the operational, fiscal and sustainability implications for consideration by the NA.	Deferred to Q3. NA Standing Committee has instructed the NA Management to devise new Regulations about such topics as: People's Participation in the NA context: petitions and hotline management: Standing Orders: and the NA coordination mechanisms.	-	#DIV/0!	0%	CTA Input
	2.2.2.b	Develop a concept paper on costings and sustainability on establishing a regular hotline at the National Assembly in Vientiane, which can be opened one month before each Ordinary Session	Deferred to Q3. NA Standing Committee has instructed the NA Management to devise new Regulations about such topics as: People's Participation in the NA context: petitions and hotline management: Standing Orders: and the NA coordination mechanisms.	-	#DIV/0!	0%	Implemented CTA input

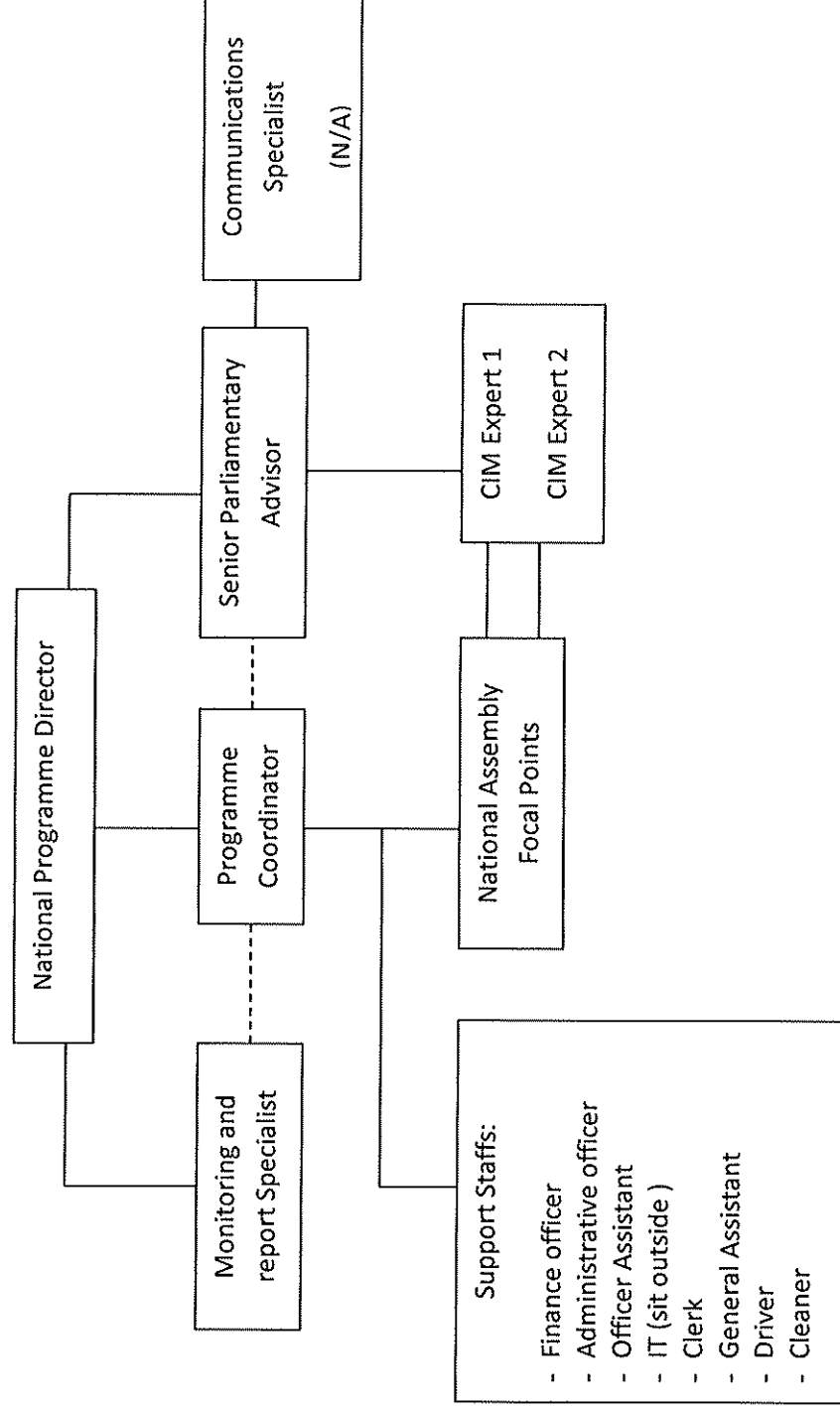
Laws are publicly debated and expeditiously made accessible to the public									
<p>Laws are publicly debated and expeditiously made accessible to the public</p> <p>Indicator: All laws adopted in 2008 are translated into English and posted on the NA website by the end of 2010. 1000 sets of user-friendly law summaries covering in three sectors produced and disseminated during 2010. An action plan and timeline for establishing an official gazette is approved by the end of 2010.</p>	2.3.2.b	Produce official English translations of new and amended laws on an annual basis.	Postponed to next NA project due to limited number of laws to be proofread and busy schedule of NA and NUS team this year.	34,500	-	0.00	0%	Not Implemented	
	2.3.2.c	Disseminate copies of HIV/AIDS political declaration among NA Members and Staff	Deferred to Q3	8,523	-	0.00	0%	Not Implemented	
	2.3.2.d	Development of HIV/AIDS handbook for parliamentarians	Deferred to Q3	8,321	-	0.00	0%	Not Implemented	
	Enhanced public awareness of the NA, its role, function and proceedings.								
<p>Indicator: Improved public understanding of the National Assembly's role and functions.</p> <p>Indicator: Increased number of visitors to public gallery during sessions (baseline to be established). Members visit 1 primary school in xx province each year, 2010. Constituency office open days are held in [xx] provinces per year, 2010.</p>	2.4.1.b	NA Handbook for Parliamentarians	Deferred to Q4	2,000	-	#DIV/0!	0%	Not Implemented	
	2.4.1.d	Annual 'open-days' and other events to promote public awareness of the National Assembly.	2 student visits with a total of 600 students	5,641	4,986	0.88	100%	Implemented	
	2.4.1.e	Conduct of NA-EU Seminar for law students and faculty	The NA organized an orientation seminar for 150 law students and faculty on 7 June 2011 at the Vientiane Law College. Presentations included: (1) Role of the NA and State in promoting the "rule of law"; (2) NA foreign affairs policy and role of NA and international forums; and (3) EU-Lao relation and cooperation.	750	722	1.04	100%	Implemented	

Support to the introduction of Local Councils.						
<p>Get: The National Assembly takes a role in the establishment of local councils.</p> <p>Indicators:</p> <p>The NA contributes to analysis and consultations on models for local councils during 2010.</p> <p>The NA participates in drafting the legal framework for local councils during 2009.</p>	2.5.1a	Planning workshop on coordination and regulation among 17 constituency offices	An annual planning workshop was organized by the NA Cabinet from 13-16 February 2012 in Champasak Province, which was attended by 120 participants from NA and 17 constituency offices. During the workshop, the NA presented and discussed the annual work plan and budget for 2012. Revisions to office mandates and regulations of 17 constituency offices were made along with review of roles and responsibilities of constituency-based NA Members. This activity was co-supported by the NA.	12,301	12,258	1.00
						100%
		Technical Advisory Support of Senior Technical Advisor	STA costs/salaries	27,500	27,500	1.00
Total: 3: The National Assembly has Upgraded Parliamentary Support Services.						
Capacity-gaps in the NA Secretariat are identified and addressed						
<p>Get: A performance-based HR management/development system is established</p> <p>Indicators:</p> <p>Job descriptions for all NA staff in Vientiane are revised and approved by end 2010.</p>	3.1.1.d1	Planning workshop towards improving job descriptions of NA offices and staff	Deferred to Q3	12,333	-	0.00
	3.1.1.d	Improve language skills in English	English language course at Vientiane College was put on hold for IELTS and TOEFL preparations by 4 NA senior staff.	1,008	1,008	1.00
						100%
						Not implemented
						Implemented (STA on board Feb 2012)

<p>get: The parliamentary library provides a high quality information vice.</p> <p>icators: library user-surveys conducted in 2010. library service strategy is produced end of 2010.</p>	3.2.3.b	Translate documents on parliamentary best practice and disseminate to Members and Staff through print, internet and intranet as appropriate.	Translation of documents for NA use	1,000	954	0.95	100%	Implementec
	3. Programme monitoring and coordination capacity is strengthened							
	3.3.1.a	Monthly planning and review meetings	6 monthly meetings	450	450	1.00	100%	Implementec
	3.3.1.b	Quarterly planning and review meetings	2 PAG meetings	126	126	1.00	100%	Implementec
<p>icators: Monthly & quarterly planning and coordination meetings take place and agreed quorum is achieved. Steering Committee Meetings are held in 2010. programme review meetings is held in 2010.</p>	3.3.1.c	Twice yearly Steering Committee Meetings	1 PB meeting	100	100	1.00	100%	Implementec
	3.3.3.d	Management, Monitoring and Reporting Specialist.	1 UNV MMS	16,200	16,200	1.00	100%	Implementec
	3.3.3.e	Annual External Financial Audit	1 annual audit	6,000	6,000	1.00	100%	Implementec
		Technical Advisory Support of Senior Technical Advisor	STA costs/salaries	27,500	27,500	1.00	100%	Implementec (STA on board Feb 2012)
Input 4. Technical Assistance and Programme Support Services operational.								
<i>elines: First joint programme operational team set-up; No operational manual for joint programming developed for Implementing Partners</i>								
A programme support team effectively manages and coordinates assistance to the National Assembly								

get: A programme support team is erational.	4.1.1.z	Programme and technical personnel costs	6 project staff including IT expert and cleaner costs	20,700	20,700	1.00	100%	Implementec
	4.1.2.x	GMS EC Funds	7% of total budget	12,000	11,500	0.96	100%	Implementec
	4.1.2.y	ISS fees	UNDP fees	7,000	6,544			
	4.1.2.z	Programme administration (office admin: to be elaborated)	Operational costs for 12 months	11,400	11,416	1.00	100%	Implementec
		Technical Advisory Support of Senior Technical Advisor	STA costs/salaries	39,000	38,859	1.00	100%	Implemented S on board Feb 2012
AND TOTAL				382,564	271,881	0.71		

SELNA Organization Chart



Annex 5: Questionnaire used for the SELNA Evaluation

Questionnaire: SELNA Evaluation

Background:

A final evaluation of the SELNA Joint Programme is under-way to assess progress towards achieving expected outcomes. At the same time, the team has been requested to develop a concept note using the lessons learned and information gathered during the evaluation to identify the vision, possible outcomes, outputs, activities, timelines and budgetary implications associated with any future support to the National Assembly post 2012. Whilst the evaluation team met with a series of National Assembly representatives (Members of the National Assembly and National Assembly administration) both in Vientiane and Bolikhamxay, key development partners and civil society organizations, we would like to ensure a comprehensive approach is promoted to gather as much views and opinions in the process. Therefore, the evaluation team has prepared a questionnaire that will be distributed to all National Assembly Members /all National Assembly staff / civil society organizations / development partners (please select appropriate term according to the questionnaire).

We would like to kindly ask for your support in taking the time to answer the following questions. The information and suggestions collected through this questionnaire will be an important programmatic basis for the needs assessment and the development of the next support phase.

We would appreciate if you could return your answer by August 20 to the SELNA Project (National Assembly)

We thank you in advance for your time and valid inputs.

I. Questionnaire for MPs:

1. Are you a newly elected National Assembly Member?
 - a. Yes
 - b. No

2. Are you a full-time National Assembly Member?
 - a. Yes
 - b. No

3. What is your highest education level?
 - a. High school degree
 - b. Secondary education
 - c. University degree
 - d. Master's degree
 - e. No formal education

4. Are you a man or a woman?
 - a. Man
 - b. Woman

5. Have you participated in an activity organized by SELNA?
 - a. Yes
 - b. No

6. How many?
 - a. 0
 - b. 1
 - c. 2-3
 - d. More than 4

7. Were the workshops relevant and provided useful information?
 - a. Yes
 - b. No

8. What was the most relevant activity you attended?
 - a. Intersession activity
 - b. Capacity development workshop
 - c. Study tour
 - d. Other – please describe:

9. How have you used the information provided during the workshop in your daily work?

10. What is your overall level of satisfaction with the programme?
 - a. Very satisfied
 - b. Satisfied

- c. Some level of satisfaction
- d. Not satisfied

Please provide a short comment explaining your answer:

11. Were the workshops themes aligned with the NA legislative priorities?
 - a. Yes
 - b. No
12. Was the subject or theme of the workshop selected in response to a request by a member/s or a committee?
13. Have committee's procedures for scrutinizing and amending draft legislation been improved?
 - a. Big improvement
 - b. To some extent improvement
 - c. Some improvement
 - d. No improvement

For Members of Committee(s) only:

14. Have you drafted / reviewed legislation?
 - a. Yes
 - b. No
15. Have you seen an improvement with regards to the numbers of laws reviewed, amended, revised, or drafted?
 - a. Yes
 - b. No
16. Please rate the improvement in committee's abilities to draft and review legislation
 - a. No improvement
 - b. Not sure
 - c. Some improvement
 - d. Big improvement
17. Are you satisfied with the organization of the standing committees with regards to reviewing draft laws?
 - a. Yes
 - b. No
18. What are the key challenges when working in your respective parliamentary committees?
Please explain:

19. What would you suggest to improve this situation? Please explain

20. Are you aware of the National budget process and related procedures?

- a. Yes
- b. No

21. Could you please explain the process for review and approval of the annual budget?

22. Have you seen a greater involvement of the National Assembly in the budgetary process analysis, consultation and reporting?

- a. Yes
- b. No

23. Has there been an improvement in committee's ability to evaluate budget, public spending & accounts, and to review the National Socio-economic Development Plan?

- a. No improvement
- b. Some improvement
- c. Big improvement

For all National Assembly Members:

24. What has been the impact of suggestions by the National Assembly on budget amendments?
Please explain:

25. Does the Executive submit the draft budget well in advance to allow a meaningful discussion by the NA?

- a. Yes
- b. No
- c. I do not know

26. Are you aware of the system and procedures to track preparations for accession to international treaties and conventions?

- a. Yes
- b. No

27. Are you regularly informed about treaties / conventions at the level of the Standing Committee?

- a. Yes
- b. No

28. After laws are adopted, do you easily receive a copy of the promulgated law?

- a. Yes
- b. No

29. Have you seen an increased engagement and / or consultation of the NA in preparation for accession to international treaties?

- a. Yes
- b. No

30. Is the National Assembly effectively scrutinizing the implementation of international treaties commitments?

- a. Yes
- b. No

31. How many of the international treaties signed by Laos have been turned into laws?

- a. 0
- b. 1 to 5
- c. 5 to 10
- d. More than 10
- e. I do not know

32. Is national legislation consistent with ratified international treaties?

- a. Yes
- b. No
- c. I do not know

33. How do you rate the executive ability to table its bills sufficiently in advance to allow enough time for their review by the legislature?

- a. Excellent
- b. Good
- c. Normal
- d. Bad

34. Have you participated in an outreach mission in provinces?

- a. YEs
- b. No

If yes, what was the greatest success of the mission?

35. How many town halls meetings, public consultation, and community outreach visit have you held in the past year?

- a) 0
- b) 1
- c) 1 -3
- d) 4 and more

36. Are you aware of the public petition system?

- a. Yes
- b. No

37. How many times did you collect and present Public petitions from your constituents to the committees in the past year?

- a. 0

- b. 1
- c. 1-3
- d. 4 and more

38. Is the petition system successful in handling or resolving complains?

a. Yes

b. No

39. What would you suggest to improve the system?

40. How often were constituencies consulted on draft laws?

41. How often were feedback and comments incorporated into the draft laws? Please provide an example:

42. What relationship do you have with constituents?

- a. Constituency visits
- b. Visit to my office
- c. Wedding, funeral, religious ceremony
- d. Other:

43. Are citizens submitting requests to you?

- a. Yes
- b. No

44. How do you deal with such demands?

45. When a demand or problem submitted by a constituent has been resolved, do you give feedback to the constituent and how?

46. Do you utilize the NA Research services?

a. Yes

B. No

If yes: What research reports have been generated?

47. How often do you use the parliamentary library services per year?

a. 0

b. 1 time

- c. 1-3 times
- d. More than 4 times

48. Do you see an improvement with the number and quality of publications offered by the NA library?

- a. Big improvement
- b. Some improvement
- c. No improvement

49. Looking forward, what are the more important types of support you need to improve your daily work as a Member of Parliament – please select from the menu below (you can select more than one):

- a. Parliamentary Rules of Procedures, Constitutions and political systems
- b. Technical expertise and background information on draft laws under discussion
- c. Legal drafting and drafting amendments to laws
- d. Report writing and analytical writing
- e. Budget analysis
- f. Public policy analysis and framework in Laos
- g. Legislative gender impact assessment and gender budgeting
- h. Oversight techniques
- i. International Law
- j. Knowledge of international relations, organizations, treaties and conventions
- k. Communication and media skills
- l. Presentation skills and public speaking
- m. Debating, negotiating and conflict resolution skills
- n. Information and Communication Technology – basic skills
- o. Information and Communication Technology – advanced skills
- p. Time management
- q. Language skills: speaking, reading and writing in different languages
- r. People's participation

50. Do you think the executive is aware of the role of the legislature?

51. Please provide your recommendations on how to strengthen the National Assembly's role in budget scrutiny.

52. Please provide your recommendations on how to strengthen the legislative function of the National Assembly.

53. Please provide your recommendations about how to strengthen the National Assembly's representative role and enhance its communication

54. Please provide your recommendations about how to strengthen the National Assembly's oversight role over the government.

II. Questionnaire for Parliamentary Administration:

1. Are you a newly recruited staff of the National Assembly administration (less than 2 years)?
 - a. Yes
 - b. No
2. Are you a man or a woman?
 - a. Man
 - b. Woman
3. Have you participated in an activity organized by SELNA?
 - a. Yes
 - b. No
4. How many?
 - a. 0
 - b. 1
 - c. 2-3
 - d. More than 4
5. Were the workshops relevant and provided useful information?
 - a. Yes
 - b. No
6. What was the most relevant activity you attended?
 - a. Intersession activity
 - b. Capacity development workshop
 - c. Study tour
 - d. Other – please describe:
7. How have you used the information provided during the workshop in your daily work?
8. What is your overall level of satisfaction with the programme?
 - a. Very satisfied
 - b. Satisfied
 - c. Some level of satisfaction
 - d. Not satisfied
9. Please provide a short comment explaining your answer:
10. Were the workshops conducted in a manner compatible with the NA agenda?
 - a. Yes
 - b. No
11. Were the workshops themes aligned with the NA legislative priorities?
 - a. Yes
 - b. No
12. Have committee's procedures for scrutinizing and amending draft legislation been improved by SELNA activities?
 - a. Big improvement

- b. To some extent improvement
 - c. Some improvement
 - d. No improvement
- 13. How many laws are available in Lao and English?
- 14. How often were constituencies consulted on draft laws?
- 15. How often were feedback and comments incorporated into the draft laws?
- 16. Where are they available?
 - a. Website
 - b. Parliamentary library
- 17. How many hard copies were printed and circulated per year?
- 18. What is the distribution list (please circle as applicable)
 - a. Constituency offices
 - b. The Executive
 - c. Judiciary
 - d. Media
 - e. Mass organizations
 - f. University
 - g. Others – please specify:
- 19. What would you suggest to improve the petition system?
- 20. Do you have an annual staff training plan?
 - a. Yes
 - b. No
- 21. How has such plan supported your performance at work? Please explain:
- 22. Is the organizational chart of the NA aligned with key services to be provided?
- 23. Is your daily work aligned with your job description?
- 24. Is there a performance-based Human Resource Management System in place?
 - a. Yes
 - b. No
- 25. Do you have access to a computer at work?
 - a. Yes
 - b. No
- 26. What do you use it for?

27. Is internet a tool you have used for research?

- a. Yes
- b. Sometimes
- c. Never

28. How often do you use the parliamentary library services per year?

- a. 0
- b. 1
- c. 1-3 times
- d. 4 and more

29. Do you see an improvement with the number and quality of publications offered by the NA library?

- a. Yes
- b. No

30. Do you prefer to share information by paper or electronically?

- a. Paper
- b. Electronically

31. Chose min. 3 to max. 7 priorities for training and capacity building for parliamentary staff which will positively affect their work in 2013:

- a. Parliamentary Rules of Procedures, Constitutions and political systems
- b. Technical expertise and background information on draft laws under discussion
- c. Legal drafting and drafting amendments to laws
- d. Report writing and analytical writing
- e. Budget analysis
- f. Oversight techniques
- g. International Law
- h. Knowledge of international relations, organizations, treaties and conventions
- i. Information and Communication Technology – basic skills
- j. Information and Communication Technology – advanced skills
- k. Time management
- l. Language skills: speaking, reading and writing in different languages
- m. Human Resources management, self-evaluation and improving personal performance
- n. Change management in organizations
- o. Information and research management
- p. Public Outreach and Communication Strategy

32. Do you have a code of ethics for National Assembly staff? If not, do you think this would be useful and why?

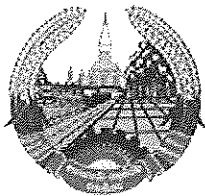
III. Questions for international agencies and development partners:

1. What are in your personal opinion the key results achieved by the SELNA programme?
2. What is your overall level of satisfaction with the programme?
 - a. Very satisfied
 - b. Satisfied
 - c. Some level of satisfaction
 - d. Not satisfied
3. Can you identify some elements that enabled the results to be achieved?
4. Can you identify a specific result related to women's political empowerment?
5. What were the main challenges during the implementation?
6. What would you do differently?
7. What are some of the lessons learned from your viewpoint in a one UN programme supporting the National Assembly?
8. Was the management structured responsive to your requests?
9. What would you suggest to improve the management structure?
10. Were annual work plan drafted in a consultative manner?
11. What would you suggest to improve this?
12. Was communication between the SELNA team and your agency relevant and effective?
13. What would you suggest to improve this?
14. What was the added-value of working as One UN? What about the key challenges?
15. Was the programme a success in terms of providing one budgetary framework to support the NA?
 - e. Yes
 - f. No
16. Did the programme allow for an increased leadership role for the Resident Representative with the National Assembly?
 - a. Yes
 - b. No
 - c. Not applicable
17. Did the ONE programme approach allow for greater coherence in advocacy and policy dialogue with the NA?
 - a. Yes
 - b. No
 - c. Not applicable

IV. Questions for civil society organizations:

1. Are you aware of the key roles and functions of the National Assembly?
2. Can you please describe them?
3. How extensive is the collaboration between Committees and civil society in policy development?
 - a. very good
 - b. good
 - c. medium
 - d. poor
 - e. very poor
4. How effective is the parliament communicating its activities to the public?
 - a. Very effective
 - b. Effective
 - c. medium
 - d. poor
 - e. very poor
5. How open and accessible is the parliament building to members of the public?
 - a. Very open & accessible
 - b. Open & accessible
 - c. medium
 - d. Rather closed
 - e. very closed
6. How regularly do you consult the NA website? What kind of information are you looking for? What would you like to see available on the website? What improvements and or upgrading would you suggest?
7. Have you watched TV broadcast of the NA session?
8. Have you listened to radio broadcast of the NA session?
9. Were these tools successful to create a participatory dialogue between NA members and citizens?
10. What would you suggest to improve the relationship between the NA and civil society organizations?
11. Have you or anyone associated with you used the petition or calling system and what was the result?

Annex 6: Terms of reference of the mission



TERMS OF REFERENCE FOR PREPARATION OF THE SELNA JOINT PROGRAMME FINAL EVALUATION & AN ASSESSMENT OF THE NEED FOR FURTHER SUPPORT TO THE NATIONAL ASSEMBLY OF LAO PDR 2012

Project ID and Title: 00069660

Duty Station: Vientiane, Lao PDR

1. Background:

The Constitution of Lao PDR, adopted in 1991 and amended in 2003, assigns the National Assembly as the highest organ of the State, vested with representative, legislative and oversight functions. As such, the National Assembly has a pivotal role in the national policy with wide ranging duties and responsibilities. The capacity of the National Assembly to fulfill its constitutional mandate has increased over the years. Despite these significant achievements, the NA is still a young institution.

Since the late-1990s, UN Agencies have provided technical support to the National Assembly. In 2007 the National Assembly undertook a strategic assessment of its own development priorities for the period 2008-2020. The findings were developed by the National Assembly into a concept note for coordinated international development cooperation. The United Nations responded to this request by proposing a Joint Programme of support to the National Assembly. The Joint Programme approach presents a unified work plan and budget, which coordinates inputs from all development partners under a common management arrangement. It seeks to increase aid effectiveness by improving coordination in the delivery of resources, while avoiding duplication and gaps. It also supports national ownership by explicitly aligning development assistance to national priorities.

The Programme seeks to strengthen the capacities of the National Assembly and its staff to improve the quality of services provided to the NA Members and their constituents, as well as building the capacities of the Members to exercise the oversight function and to influence policy making in order to enable the Institution to fully contribute to a truly participatory and representative democracy. The National Assembly as Implementing Partner is responsible and accountable for managing the Programme, including the monitoring and evaluation of Programme interventions, achieving Programme outputs, and for the effective use of donor resources.

2. SELNA Joint Programme summary:

The Joint Programme seeks to strengthen the capacities of the National Assembly and its staff as well as building the capacities of the NA Members to exercise the oversight function and to influence policy making in order to enable the Institution of the National Assembly to fully contribute to a truly participatory and representative democracy.

As a foundation for legislative appraisal and oversight functions, the Programme provides Members and technical staff in Committee Departments with improved knowledge and awareness of relevant sectoral issues. Key activities include awareness-raising workshops on national and international policy and development issues, assisting Committees to access national and international expertise, gender sensitization, harnessing internet technology to promote information exchange between Members dispersed across the country.

To increase representation of its citizens, the Programme has sought to provide capacity building for Members and Staff of Constituency offices about their representative role; promote public access to the National Assembly building; strengthen the processing, monitoring and reporting of public petitions; and strengthening the processing, monitoring and reporting of public complaints.

As part of the Joint Programme, there was explicit recognition about the importance of strengthening the Institution of the National Assembly to ensure that National Assembly is able to more efficiently and effectively discharge its political responsibilities. Capacity gaps in the Office of the National Assembly were identified and addressed through the introduction of a performance-based human resource development system, and the establishment of annual training plans. Information services have been strengthened through the development of ICT infrastructure and skills, as well as through improvements in existing research, reference and archiving facilities, and through development of the parliamentary library. Finally, training and other capacity building related to planning, coordination, monitoring and reporting have been delivered to National Assembly staff members acting as focal points for Programme activities in each department.

The expected results included:

- Output 1: Members of the NA and Committee Departments have the necessary skills and capacities to review policy, legislative and budgetary issues and more effectively oversee their implementation
- Output 2: The National Assembly effectively and accurately represents constituents' interests, needs and expectations.
- Output 3: The National Assembly has Upgraded Parliamentary Support Services.
- Output 4: Technical Assistance and Programme Support Services operational

3. Purpose of the proposed evaluation and programme formulation Mission:

- A. To assist the National Assembly, UN Agencies and donors in Lao PDR to assess the performance of the SELNA JP against its intended objectives as set out in the Results and Resources Framework.
- B. To assist the National Assembly and UN Agencies and donors in Lao PDR to identify the future strategy and direction of support to the National Assembly of Lao PDR after 2012.

4. Objectives of the Mission

Based on a request from the National Assembly this TOR and Mission have been formulated. The purpose of the Mission is to:

- A. *Conduct a final evaluation of the SELNA JP:* to assess progress towards achieving expected outcomes. This segment will consider the key benefits, achievements and possible gaps in the current Joint Programme.
- B. *Development of a Concept Note:* Using the lessons learned and information gathered in (A) above devise a Concept Note which seeks to identify the vision, possible outcomes, outputs, activities, timelines and budgetary implications associated with any future support to the National Assembly post 2012.

5. Scope of Work:

The Mission team will be responsible for the following activities under the overall guidance and supervision of the National Assembly and UNDP (as the Managing Agent)

- i. Conduct the Final Evaluation of the SELNA JP and compilation of the lessons learned.
- ii. Submit a first draft of the Final Report for review
- iii. Concurrently using the lessons learned portion of the Evaluation, devise a Concept Note which outlines the key thematic areas or issues, timelines and budgetary implications that need to be addressed in any future iteration of support to the National Assembly.
- iv. Present the findings of the evaluation and proposed future direction to all key stakeholders.
- v. Revise on the basis of comments received, the Final Evaluation Report and simultaneously revise the draft Concept Note to accurately reflect comments and inputs received.
- vi. An agreed Final Evaluation report of the SELNA JP
- vii. A Concept Note which captures the direction and thematic focus of future support to the National Assembly

This is further explained below:

Existing SELNA JP

1. To conduct a final evaluation of the SELNA Joint Programme using the Programme Document (Pro Doc) to compare the achievement and gaps of intended results with actual delivery.
2. To identify lessons learned which should be considered or explored further when considering designing future NA support post 2012.
3. To assess the stakeholders' level of satisfaction with the Programme's results.
4. To assess the sustainability of implemented activities and inventions in the medium and longer term.

Looking forward

- A. To assess the relevance, effectiveness and efficiency of programme design and implementation in the context of Lao PDR.
- B. To evaluate the modality of joint programme working and identification of any lessons learned.
- C. Extract lessons learned and best practices that can be considered in the planning and design of future support activities for the Lao PDR National Assembly.
- D. Develop recommendations for the future direction, strategies (including about capacity development versus policy advice) and areas of possible focus for any future iteration of NA support.

Illustrative methodology

The Mission team will review existing documentation related to the National Assembly and the SELNA Joint Programme, including the Programme Document (ProDoc), Programme work plans, Programme reports; as well as other relevant documents from other UN Agencies participating in the SELNA JP.

The Mission team will hold meetings and discussions with Programme beneficiaries and counterparts including NA Committees, relevant National Assembly Members, NA staffers, and the Government of Lao PDR leadership and supporting staff. The Mission will also meet with the National Programme Director and Programme Coordinator and other relevant actors including project management and technical staff, donors, UN personnel and strategic partners.

In addition the Mission team may wish to conduct a site visit to a location where the SELNA JP has conducted an outreach mission in order to broaden the scope of inputs at the stakeholder level. Such a site visit will need to be included into the outline indicative timelines for the evaluation included in this Terms of Reference.

In conducting the evaluation, the Mission should consider the country's context and the elected bodies' cultural and socio-political dynamics including thematic areas like poverty reduction, corruption, climate change, gender equality and decentralization.

A final meeting will be organized to discuss the mission findings. The mission is expected to take into account the comments and suggestions provided at such discussions into the final version of the report, to be submitted by October 22, 2012.

5. Indicative content & scope of the Final Evaluation

Evaluation Questions for the country level assessment (additional questions may be added)

It is also important for the Consultants to provide live examples to demonstrate or support the findings which will help to enrich the Final Evaluation report.

a) Overall Results Achievement at the Final Evaluation stage

- What has been the progress made towards achievement of the expected outcomes and expected results? What are the results achieved? What are the reasons for the achievement or non-achievement?
- To what extent have beneficiaries been satisfied with the results?
- Is the Programme cost-effective, i.e. could the outcomes and expected results have been achieved at lower cost through adopting a different approach and/or using alternative delivery mechanisms?
- Have the Programme activities enhanced a sustainable improvement in the working of the National Assembly? Have they strengthened the capacities of the Implementing Partner?
- In line with the ProDoc to what degree have human rights and gender equality considerations been integrated in the design and implementation of SELNA JP interventions?
- Does the programme have effective monitoring mechanisms in place to measure progress towards results?
- What are the lessons learned?
- Following the April 2011 Mid Term Evaluation exercise, have all the recommendations been completed?
- to what extent have the recommendations contained within that MTE been addressed in the final portion of the Programme?
- What are the lessons learned?

b) Overall Results achievement at the output and outcome level

- What measures have been taken during planning and implementation to ensure that resources are efficiently and effectively used?

- Have the organizational structure, managerial support and coordination mechanisms effectively supported the delivery of the Programme?
- How does the Programme utilize existing local capacities of right-bearers and duty-holders to achieve its outcomes?

c) Factors affecting the successful implementation and overall results achievement

- What external factors have influenced the Programme implementations and results?
- Were there opportunities that the Programme explored in order to receive support for its implementation?

d) Strategic Positioning and Partnerships

- How well has the Programme coordinated and harmonized its work with other actors in the sector?
- How relevant is the SELNA JP to the National Development priorities and the achievement of the MDGs?
- What are the lessons learned in the context of UN joint programming?

e) Future direction

- What is the likelihood that the benefits from the Programme will be maintained for a reasonably long period of time after the end of the current Programme?
- Is the Programme supported by National/Local Institutions? Do these Institutions demonstrate leadership commitment and technical capacity to continue to work with any successor iteration of NA support or to replicate the SELNA JP model?
- What operational capacity of National Partners, also known as capacity resources, such as technology, finance, and staffing, has been strengthened?
- What adaptive or management capacities of National Partners, such as learning, leadership, programme and process management, networking and linkages have been supported by the Programme?
- Does the National Assembly have the financial capacity to maintain the benefits from the Programme?

The team will be responsible for submitting the following **outputs**:

1. **An inception report** which contains the description of the evaluation methodology/methodological approach, data analysis methods, key informants/agencies, issues to be studied, work plan. Note the methodological approach will be devised by the team as a stand-alone document which will set out the approach and design for the evaluation in line with the UNEG/G (2010)⁷.
2. **Executive Summary** (max 6 pages);
3. **Final Evaluation Report** including (max 20 pages but excluding annexes):
 - Executive Summary (maximum five pages)
 - Programme description
 - Evaluation purpose
 - Evaluation methodology
 - Findings
 - Lessons learnt
 - Recommendations
 - Annexes (including interview list – without identifying names for sake of confidentiality/ anonymity, data collection instruments, key documents consulted, Terms of Reference).
4. **Concept Note development:** Using the information gathered during the Final Evaluation exercise, concurrently review and assess the information specifically around lessons learned to identify the key issues confronting the National Assembly. Propose thematic and/or programmatic interventions, activities, indicative timelines and budgetary implications for a future iteration of support to the National Assembly after 2012. The Team may also want offer suggestions about the modality of future support to the National Assembly after 2012.
5. Based on comments received on the drafts, the Mission Team Leader will finalize the deliverables, with inputs from other evaluation team members, as required, and submit to UNDP as Managing Agent of the Joint Programme by the agreed date.
6. Power point presentation of preliminary findings to the key stakeholders for dissemination purposes.

The Mission team should pay particular attention to the following criteria in the Final Evaluation:

⁷ United Nations Evaluation Group Quality Checklist for Evaluation Terms of Reference & Inception Reports

- *Relevance:* Evaluate the logics and unity of the process in planning and designing the activities for supporting the National Assembly.
- *Efficiency:* Evaluate the efficiency of the Programme implementation, the quality of the results achieved and the time/political constraints.
- *Effectiveness:* Conduct an assessment of management decisions vis-a-vis the cost effectiveness; and to which extent the Programme outputs have been effectively achieved.
- *Impact:* Evaluate the overall impact of the Programme and its contribution to the development of the National Assembly of Lao PDR.
- *Sustainability:* Assess the sustainability of results with specific focus on national capacity and ownership over the process.

In this Final Evaluation, the Mission team is expected to analyze all relevant information sources, such as annual reports, programme documents, internal review reports, programme files, strategic country development documents and any other documents that may provide evidence on which to form opinions. The team is also expected to use face to face interviews as a means to collect relevant data for the Final Evaluation.

The methodology and techniques to be used in the evaluation should be described in detail in the desk study report and the final evaluation report, and should contain, at minimum, information on the instruments used for data collection and analysis, whether these be documents, interviews, field visits, questionnaires or participatory techniques.

7. Management of the Evaluation & Stakeholder engagement

This Evaluation Mission and Concept Note development is being jointly commissioned by UNDP Lao PDR and the President of the National Assembly. The final evaluation was foreshadowed in the original Programme Document 2009.

The Managing Agent (UNDP) of the Joint Programme will establish a Reference Group, who will in the initial stages, seek to validate the evaluation processes. However as the evaluation proceeds, the membership will be enlarged to broaden the range of stakeholder⁸ involvement and engagement during the evaluation.

The Reference Group's role is to act as a sounding board, facilitate and review the work of the evaluation. In addition, this group may be tasked with facilitating the dissemination and application of the results and other follow-up actions.

⁸ UNEG/2(2011)2 Integrating Human Rights & Gender Equality in Evaluation – towards UNEG Guidance Page 23

The Reference Group will include a representative from all participating UN Agencies, the National Assembly, SELNA JP team and development partners. Such a group will help to review the evaluation TOR, the inception report, and the first draft of the Final Evaluation Report and provide feedback.

Transparency and consultation with the major stakeholders are essential features of the evaluation process. This helps to improve the credibility and quality of the evaluation. It will also help build consensus especially when developing the outline concept note which will identify any future support for the National Assembly after 2012.

The roles and responsibilities of the Managing Agent and the Reference Group are as follows:

- Liaise with the Reference Group to finalize the TOR for the Final Evaluation so as to ensure that an effective evaluation is conducted that is relevant to key users and that includes a desk review, stakeholder interviews, and in-depth information gathering;
- There will be the opportunity for UNDP and the Reference Group to offer inputs into the draft methodological approach proposed by the Mission team.
- The Reference Group will also provide additional secondary data for the evaluation team desk review in order to make the evaluation as comprehensive as possible.
- Timely delivery of documentation and information requested by the Evaluation Team;
- Facilitating meetings and interviews requested by the evaluation team with internal and external parties.
- Monitor the evaluation work-plan and ensure its timely completion, including time-line and deliverables of the Evaluation Team;
- Organize debriefings with the SELNA Programme's main donors⁹ as necessary;
- Facilitate the coordination of the Evaluation Team's meetings in Lao including briefings by the Evaluation Team to present preliminary and final findings and recommendations;
- Review and technically assess the Evaluation Team's work plan, inception report, preliminary and final evaluation products to ensure Evaluation Team products reflect all requirements for a high quality evaluation;
- Circulate the Evaluation Team's products for review and compiling comments and feedback from internal and external stakeholders;
- Organize timely briefing sessions for the Reference Group in line with the indicative timelines to ensure a collaborative and participatory approach is in place throughout the evaluation.

⁹ Consider the idea of also including known possible future NA partners including SDC, WB & ADB

- The Reference Group will also help to provide quality control of the emerging findings/draft report and also to provide an independent and impartial assessment about the SELNA JP.
- Hold briefing and debriefing sessions with the Evaluation Team and maintain regular contact throughout the evaluation;
- Oversight of the Evaluation Team's inception report to fully comply with evaluation quality standards, including sending it for consultation with key stakeholders.
- Review the list of preliminary findings
- In collaboration with the Reference group, UNDP will provide oversight and technical review of the draft report and the final evaluation report to ensure a quality product.

INDICATIVE TIMELINES

Product	Responsible Party	Estimated Time Frame	Place
Develop the draft TOR and seek comments on the scope of evaluation from stakeholders involved	NA and UNDP	2 nd week of June	Vientiane, Lao PDR
Finalize TOR and source the Mission team	NA and UNDP	4 th Week of June	Vientiane, Lao PDR
Work plan with Specific dates	Evaluation Team	9 – 15 July 2012	Home based (6 work days)
Field visit #1 Lao PDR • Inception report	Evaluation Team	1 August – 10 August 2012	Lao PDR (9 work days)
List of preliminary findings	Evaluation Team to NA and UN	25 August 2012 ¹⁰	Home based (8 work days)
Provide feedback/comments to the Evaluation Team	NA and UN	14 September 2012	
Draft Report of the Final Evaluation + Outline Concept Note	Evaluation Team	24 September 2012	Home based (11 work days)
Review of draft Concept Note	UN and NA	24 September 2012	Concurrent action
Field visit #2 Lao PDR	Evaluation Team	24 September to 3 October 2012	Lao PDR (8 work days)
Concept Note refinement	UN/UNDP and NA	26 September 2012 onwards	Concurrent action
Final Report & Executive Summary	Evaluation Team	16 October 2012	Home based (8 work days)
Dissemination of Final Evaluation Report to stakeholders	NA and UN	22 October 2012 onwards	UNDP

Estimated Level of Effort 50 work days on a 6 day working week

COMPOSITION OF THE TEAM

This is an important Mission insofar as this will be an Evaluation jointly commissioned by UN and the National Assembly of Lao PDR. As such that will require a team who are both

¹⁰ NA in Session from June 20 to July 13 but in Vientiane. In August many DPs may be unavailable to review the draft documents

knowledgeable about legislative strengthening globally but with an appreciation of the unique issues that characterize the democratic processes in Lao PDR.

The Team Members will have to be able to focus on the core issues and to be able to identify the strengths, weaknesses, opportunities encountered during the current SELNA JP and with that knowledge, frame a Concept Paper which is fully informed and structured to avoid similar pitfalls in any future iteration of support to the National Assembly.

1. Team Leader: Ms Thusitha Pilapitiya Policy Adviser Democratic Governance.

The Parliamentary Development Expert will evaluate the final results, achievements and constraints in the implementation of the Support to an Effective Lao National Assembly (SELNA) Joint Programme 2009 - 2012 and provide recommendations for future strategy. The Team Leader will be responsible for delivering the Final Evaluation Report in a timely manner.

Responsibilities of the Team Leader

- Documentation review and framing of evaluation questions
- Leading the evaluation team in planning, execution and reporting
- Deciding and managing division of labor within the evaluation team
- Use of best practice evaluation methodologies in conducting the evaluation
- Hold consultations and interviews with relevant stakeholders in the National Assembly, UN Agencies, donors and other related parties.
- Evaluate the SELNA JP results, achievements and constraints
- Facilitate an internal workshop or focus group discussion about the lessons learned.
- Leading the national debriefing for programme stakeholders in Lao PDR
- Leading the drafting and finalization/quality control of the evaluation report
- Supervise the work of the other Mission Team members and distribute roles and responsibilities amongst the team.

Monitoring arrangement

The Team Leader will report to UNDP's Head of the Governance Unit

Qualifications:

- Master's degree or higher on governance specializing in democratic institutions and other relevant fields;
- At least 15 years of professional experience in governance related issues, especially in developing countries;
- Sound knowledge and experience in evaluation of development programmes/projects;
- Demonstrated project evaluation experience.
- Demonstrated experience with UNDP in similar Missions an advantage.
- Thorough understanding of key elements of results-based programme management;
- Strong capacity for data collection and analysis, as well as report writing;

- Experience/knowledge of the National Assembly in Lao PDR and/or regional experience in the area of parliamentary development;
- Sound knowledge and understanding of gender sensitivity and social inclusion;
- A good level of experience in the strategic positioning of decentralization and local development programmes in relationship to the GoL, donors/development partners and local authorities;
- Ability to assess the effectiveness and sustainability of programme structure and implementation modalities to inform UN;
- Strong task management and team leading competencies;
- Fluency in English, both in speaking and writing.

Competencies

- Strong leadership, communication and interpersonal skills
- Excellent organizational skills
- Demonstrated ability to work in a team
- Ability to work under pressure and in a highly political environment
- Demonstrated cultural sensitiveness and sound judgment
- Demonstrated experience in developing and transition legislatures.

2. Mr. Khampasong Ratsachak, Deputy Director General, Research & Reference Department of the National Assembly of Lao PDR

Responsibilities:

- Provide first-hand experience and knowledge about the working of the National Assembly in Lao PDR;
- Provide overall assistance to the team in terms of meetings and interviews with key NA stakeholders;
- To ensure that country-specific conditions and learning approaches are well understood and considered in the work conducted by the mission.
- Provide country context perspectives about the Lao PDR National Assembly;
- Sound knowledge and understanding of the Lao PDR political economy and power dimensions in Lao PDR;
- Assist with the focused group discussions at all levels;
- Attend the briefing and debriefings with UN partners and government agencies;
- Be responsible for report writing covering their areas of competence.

Qualifications:

- Bachelor's degree or higher in public administration and other relevant fields;
- Sound knowledge and understanding of Lao local/rural development & community development work;
- Strong ability for data collection and analysis, as well as report writing;
- Sound understanding of the political structures and sub-national government systems;

- Sound knowledge of institutional capacity development skills and techniques;
- knowledge and understanding of gender sensitivity and social inclusion issues;
- Strong interpersonal and communication skills;
- Fluency in English, in speaking and writing.

3. Specialist in democratic governance & capacity development specialist
Ms Diane Sheinberg:

Responsibilities:

- Provide a global perspective and insights about democratic governance and deliberative bodies;
- Provide overall assistance to the team in terms of data collection and data analysis;
- Assist with the focused group discussions at all levels;
- Identify possible capacity development/enhancement issues;
- Assist with the conduct of interviews at all levels;
- Attend the briefing and debriefings with UN partners and government agencies;
- Be responsible for report writing covering their areas of competence;
- Contribute relevant inputs to the Mission's expected outputs within the established timelines.

Qualifications:

- Bachelor's degree or higher in public administration, local development and other relevant fields;
- Strong ability for data collection and analysis, as well as report writing;
- Minimum seven years of experience in the reform and/or strengthening of legislative Institutions;
- Understanding of political structures and sub-national government systems;
- Sound knowledge of institutional capacity development skills and techniques
- Demonstrated experience in developing and transition legislatures.
- Excellent organizational skills
- Demonstrated ability to work in a team
- Demonstrated cultural sensitiveness and sound judgment
- Sound knowledge and understanding of gender sensitivity, social inclusion & human rights issues;
- Strong interpersonal and communication skills;
- Fluency in English, in speaking and writing.

4. Assistant/Interpreter/translator

The Interpreter/Translator will support the Team with interpretation services during meetings, interviews and presentations.

Qualifications

- University Degree in International Development, Business Administration, Foreign Languages or related fields;
- Experience working with a legislative body in Lao PDR would be an asset;
- Fluency in English, in speaking and writing.
- Proven experience in secretariat/administrative support functions;
- Fluent English speaking and writing skills, with focus in social sciences;
- Minimum of 2 years of interpretation experience;
- Provide translation and other assistance to the team;
- Translate Executive Summary and Recommendations of the final report into Lao language.
- Full time availability for the in-country Mission duration (x18 days)

6. DOCUMENTS (initial listing as at July 5, 2012 ongoing additions)

- 7th NSEDP 2011-2015
- Programme Document (ProDoc revised January 25, 2012 + Original ProDoc)
- Mid Term Evaluation April 2011
- MTE Management Response (inc. Statement of Coordination Principles April 2012)
- EU ROM Evaluations 2010 & 2011
- SELNA JP Annual Programme Review documents (2010 & 2011)
- Annual Workplans 2011 and 2012
- Narrative Reports submitted to EU by UNDP
- Programme Board and Programme Assurance Group papers 2011 & 2012
- SELNA JP Annual Progress Reports 2010 & 2011
- Operational Close out plan June 2012
- Strategic Framework on Governance (unofficial translation November 2011)
- Vientiane Declaration
- Country Analysis Report Lao PDR and analysis to inform the selection of the UNDAF priorities 2012-2015