Attachment 1: Plan of Operations

Lao PDR JICA Project for Enhancing Capacity of PIP Management

Activity

Period		2008						2009												2010												2011							
Month		3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8
JICA Year		1st JICA Year						2nd JICA Year												3rd JICA Year												4th JICA Year							
(1) Inception Report																																											
-1	Collection and analysis of data and information																																										
-2	Completion and submission of the Inception Report																																										
(2) Baseline Survey																																											
-1	Baseline Survey and Analysis																																										
(3) Seminars																																											
-1	Kick-Off Seminar at Vientiane Capital																																										
-2	Mid-Term Seminar at 4 locations (North/Mid/South and Vientiane Capital)																																										
-3	Wrap-Up Seminar at Vientiane Capital																																										
(4) JCC(Joint Coordination Committee) Meetings																																											
(5) Activities for Training and OJT [Output 1]																																											
-1	OJT towards MPI																																										
-2	Evaluation of individual PIP projects assessment, monitoring and evaluation results																																										
-3	Feeding back OJT evaluation results to the three PCAP monitor provinces																																										
-4	Developing the next year's training curriculum																																										
-5	Training of Trainers																																										
-6	Implementing the Training PART I for ministries and provinces																																										
-7	OJT towards MPI, provinces and ministries																																										
-8	Evaluation of individual PIP projects assessment, monitoring and evaluation results																																										
-9	Feeding back OJT evaluation results to the ministries and provinces																																										
-10	Develping the next year's training curriculum																																										
-11	Training of Trainers																																										
-12	Implementing the Training PART II for ministries and provinces																																										
-13	OJT towards MPI, provinces and ministries																																										
-14	Evaluation of individual PIP projects assessment, monitoring and evaluation results																																										
-15	Feeding back OJT evaluation results towards provinces and ministries																																										
-16	Developing the next year's training curriculum																																										
-17	Training of Trainers																																										
-18	Implementing the Training PART III towards ministries and provinces																																										
-19	OJT towards MPI, provinces and ministries																																										
-20	Evaluation of individual PIP projects assessment, monitoring and evaluation results																																										
-21	Feeding back OJT evaluation results towards provinces and ministries																																										
(6) Activities for PIP Budget and Financial Management [Output 2]																																											
1) PIP Budget Allocation																																											
-1	Studies of current PIP budget allocation system																																										
-2	Analysis of curent issues in PIP budget allocation																																										
-3	Develop revised standards and reflect into manuals/handbooks																																										
-4	Develop training contents																																										
-5	Training of trainers																																										
-6	Validation of revised standard																																										
-7	Validation of training																																										
2) PIP Project Budget Disbursement and Financial Management																																											
-1)	Studies of current PIP project disbursement and financial management																																										
-2	Analysis of current issues in PIP budget disbursement																																										
-3	Develop revised standards and reflect into manuals/handbooks																																										
-4	Develop training contents																																										
-5	Training of trainers																																										
-6	Validation of revised standard																																										
-7	Validation of training																																										
(7) Activities on PIP Management Law Advisory Support [Output 3]																																											
-1	Advisory on current PIP Management Law draft																																										
-2	Thrid Country Training in Vietnam																																										
-3	Continuous advisory on current PIP Management Law drafting																																										
-4	Advisory on issuance of application decrees/regulations																																										
-5	Monitoring of PIP Management Law enforcement																																										
(8) Activities for Improvement of PIP Management Methods [Output 4]																																											
1) ODA Counterpart Fund Management																																											
-1	Studies on ODA current project management																																										
-2	Analysis of current issues in ODA counterpart fund																																										
-3	Development of methods andtheir reflection in manuals and handbooks																																										
-4	Development of training contents																																										
-5	Training of trainers																																										
-6	Validation of methods and training																																										
-7	Third Country Training in Vietnam																																										
-8	Validation of methods																																										
-9	Validation of training																																										
2) District-level PIP Management																																											
-1	Study on workflow and capacity levels in District Planning and Statistics Office																																										
-2	Analysis on appropriate division of labour betweem DPI and DPSO																																										
-3	Development of methods and tools and its relection in manuals/handbooks																																										
-4	Development of training package and TOT contents																																										
-5	Training of Trainers in MPI-DoE																																										
-6	Validation of Procedure, methods, tools and training																																										
3) Program Management																																											
-1	Review of Action Plan																																										
-2	Preparation for pilot program drafting																																										
-3	Drafting of pilot program																																										
-4	Revision of the Program Manual																																										
-5	Development of training contents																																										
-6	Training of Trainers																																										
-7	Validation of methods and training																																										
-8	Validation of methods																																										
-9	Validation of training																																										
-10	Third Country Training in Vietnam																																										