

**PROJECT PREPARATION GRANT (PPG)
APPLICATION FORM**

1. PPG title	LaoGAP Project Preparation Grant
2. Theme 1, 2 and/or 3	<p>This PPG and the resulting project will primarily relate to Theme 2 (Capacity building for public and private organizations). Some of the activities undertaken will include the creation of domestic legislation in line with international standards, training of staff in GAP (food safety) systems, and creating the “institutional infrastructure” needed to ensure market access for Lao agricultural products.</p> <p>In order to achieve the goals listed above, the PPG will also contribute to Theme 1 (SPS capacity evaluation... including the need for and implications of international standards and their application.) Activities under this theme will include a country specific survey of the need for GAP agriculture services and capacity evaluation at the Lao Department of Agriculture.</p>
3. Starting date	July 1 st , 2008. (Tentative starting date, subject to timing of PPG funding approval.)
4. Completion date	November 30 th , 2009 (Tentative ending date, subject to timing of PPG funding approval.)
5. Requesting organization(s)	<p>The primary contact organization for this project will be the LaoGAP Project Team at the Lao Clean Agriculture Development Centre (CADC). This center is an operating unit of the Lao Department of Agriculture, a department of the Lao Ministry of Agriculture and Forestry.</p> <p>The LaoGAP Project team leader will be Mr. Thanongsinh Vongsiprasom, Deputy Director of the Clean Agriculture Development Centre. The other members of the project team will include Mr. Sisalong Kinnavong and Ms. Souphatsone Voravong, employees of the Clean Agriculture Development Centre.</p> <p>The LaoGAP Project team can be contacted at: Ministry of Agriculture and Forestry Department of Agriculture P.O. Box 811 Vientiane Capital, Lao PDR Tel/Fax: 21 780042 Mobile: 020 777 7889</p> <p>This project is supported by other Lao Government departments, including the Department of Fisheries and Livestock (Ministry of Agriculture and Forestry) and the Food and Drugs Department (Ministry of Health). Letters of support from these departments are attached in Appendix 1.</p>
6. Proposed consultant(s)	The proposed consultant is Mr. Andrew Wilson, a Canadian citizen who is currently working with the Lao Department of Agriculture as a Marketing Advisor to the PROFIL project in Vientiane. For

	<p>more information about Mr. Wilson, please see Appendix 2, attached below.</p>
<p>7. PPG background and rationale</p>	<p>Despite rapid growth in other parts of the economy, agriculture remains the most important economic sector in the Lao PDR. Modernization of the agriculture is the top priority for the Lao Department of Agriculture, and this process is guided by the <i>Lao Clean Agriculture Policy</i>. This policy framework encourages economically and environmentally sustainable agricultural production, based on a range of approaches (organic agriculture, pesticide free agriculture, certification of Good Agricultural Practices and standard conventional agriculture.)</p> <p>While donor support for organic agriculture has allowed the DOA to create a legal and institutional framework for organic agriculture, GAP agriculture has not received the same amount of support or attention. This project will assess the need for a local regulatory and institutional system for GAP agriculture, while helping to clarify the roles and responsibilities of various actors in the Lao food safety system. For more details about the project's background and rationale, please see Appendix 3 attached below.</p>
<p>8. Resultant project objectives</p>	<p>Over the past decade, a very limited amount of work has been done to create an enabling environment for GAP or to implement GAP production in Laos. Given the two year time-frame for this project and the institutional challenges that must be overcome, the scope of the project will be narrowly focused to ensure success in its main areas of intervention.</p> <p>The over-all goals of this project will be:</p> <ol style="list-style-type: none"> 1. to contribute to poverty alleviation through improved international market access for Lao agricultural products, and; 2. to improve human health in Lao PDR through better control of hazards in the primary production system. <p>These goals will be achieved through three main objectives:</p> <ol style="list-style-type: none"> 1. To contribute to the development of the national food safety strategy by clarifying the roles, responsibilities and jurisdiction of the Department of Agriculture for GAP in relation to other government departments. On completion of this project, all government departments involved in food safety regulation, monitoring and certification will be able to work effectively to integrate GAP production with other aspects of the food safety chain. 2. To help complete the overall SPS legislative scheme by creating the legislation needed to support GAP in Lao PDR. This effort will be guided by the need to harmonize with regional and international norms (ASEANGAP and GLOBALGAP) as much as possible. On completion of the project, Lao PDR will have legislation clearly defining all aspects of GAP- including creation of institutions with clearly defined roles, adoption of national standards based on international norms and other topics as determined by the project

	<p>preparation process.</p> <p>3. To create a competent authority to deal with GAP inspection, certification and related issues in Lao PDR. Special attention will be given to creating a self-sustaining business model for GAP accreditation, certification and inspection body(s), including training of core staff. By the end of the project, functional accreditation, certification and inspection body(s) should exist with adequately trained staff ready to deliver services to the private sector. The Department of Agriculture will also have a core group of knowledgeable policy staff capable of guiding the GAP system in the future, and contributing to further development of the Lao SPS system.</p> <p>While completion of this project will substantially improve the regulatory and institutional environment for GAP in Lao PDR, a great deal of work will still need to be done to promote and implement GAP production. Successful completion of this project will allow the Lao government, the private sector and other donors to continue to spread GAP and related SPS systems in after the resulting project is completed.</p>
<p>9. PPG outputs</p>	<p><u>Output #1</u> Preparation of a fieldwork report based on research done in the project preparation process. This field report will include</p> <ol style="list-style-type: none"> a) An analysis of the Lao agriculture sector's need for GAP, including current experience with international GAP systems and other types of food safety system. b) An overview of the existing roles and capacities of government, regulatory and international bodies dealing with GAP and food safety issues in Lao PDR. This will also include preferred options for further development during the resulting project. c) A summary of relevant international and regional norms which will guide development of Lao legislation in the main project. This may include pre-selection of one or more specific schemes (such as ASEANGAP or GlobalGAP) that will serve as the model for Lao standards. d) Preferred options for institutional development for further consideration during the resulting project. <p><u>Output #2</u> A project steering committee will be created to guide the resulting project. Parameters for the committee will be set during the project preparation phase, but it can be expected to include representation from government, the private sector, international donors and other actors identified in the project preparation process. If possible, this steering committee will be connected to an existing working group, such as the Inter-Ministerial Pesticide Residue Advisory Board to avoid unnecessary duplication of efforts.</p> <p><u>Output #3</u> A stakeholder consultation and review meeting will be held after the completion of the first draft of the consultant's fieldwork report. Input from this meeting (as recorded in meeting minutes) will be used to modify the consultant's report and to guide the creation of</p>

	<p>the proposal for the resulting project.</p> <p><u>Output #4</u> The final output for the PPG will be a project proposal, which will use input collected in the consultant’s fieldwork report and the stakeholder consultation meetings.</p>
10. PPG activities	<p><u>Activity #1- Creation of Field Work Study and Report</u> This activity will involve a field work study and the creation of a report based on this study. The report will guide the creation of the resulting project proposal and will also select preferred options for further development during the resulting project</p> <p><u>Activity #2- Policy Maker and Donor Forums</u> Two Policy Maker/Donor Forums will be held during the project preparation phase. The first of these meetings will take place early in the project development phase and will focus on clarifying roles and responsibilities of government, NGO and multilateral organizations involved in food safety issues. The second forum will take place later in the project preparation process and will focus on possible contributions to the resulting project.</p> <p><u>Activity #3- Consultation and Review Meeting</u> This meeting will seek stakeholder input into the findings of the Field Study Report, and feedback on the draft LaoGAP project proposal. Stakeholders participating in the meeting will come from the Lao private and public sectors, NGOs operating in Lao PDR and international organizations such as the FAO and WHO.</p> <p><u>Activity #4- Project Proposal Preparation</u> The final activity in the project preparation process will be to prepare a proposal for the resulting LaoGAP project. The proposal will be follow the format outlined by the STDF Application form.</p> <p>Please see the spreadsheet attached as Appendix 4 for further details about the project preparation activities.</p>
11. Timetable	<p>The project will take place over a total of 5 months, with all major project activities outputs completed in the first four months of the project. (The 5th month is reserved for follow-up on the resulting project application). Please see the spreadsheet attached as Appendix 5 for more information about the timing of activities.</p>
12. Private/public sector co-operation	<p>The private and public sectors will both be heavily involved in the project preparation process. Both sectors will participate in the field study, the field study review meeting, and the project steering committee that will guide the resulting project.</p> <p>In the resulting project, extensive collaboration is expected between the private sector, the Lao government, NGOs and international organizations. This collaboration may include involvement with SPS training and service delivery being done by the private sector on behalf of the government of Lao PDR. There may also be a role for cooperation between the project and NGOs and ODA donors who are currently doing PPP work in Lao PDR. (Examples</p>

	<p>Helvetas, JICA etc.)</p> <p>During all phases of the project preparation grant and the resulting project, the goal will be to create an enabling legal and institutional environment for the private sector to adopt GAP agriculture. Additional information about options for private/public sector collaboration will be developed as part of project preparation activities.</p>
13. Budget	<p>The total amount of funding requested for the PPG is \$18,410.00. (The total cost of the project is \$21,240, including an in-kind contribution of \$2,830 by the Lao Department of Agriculture.) The relationship between financial inputs and the respective PPG activities is shown in Appendix 6, which includes a <i>project activity budget</i> and a <i>budget summary</i>.</p> <p><u>Personnel services</u>: The total personnel cost for the consultant will be \$9,900, based on a total of 33 days of work at \$300 per day. TOR for the proposed consultant are listed in Appendix 7. The Lao Department of Agriculture will also supply \$2,280 of staff time as an <i>in-kind contribution</i> to the project, based on 76 person days of work at \$30 per day.</p> <p><u>Travel</u>: Total travel costs are \$4,960.00. This cost includes in-country travel for the consultant and DOA staff, plus travel costs for a limited number of stakeholders to attend the field study review meeting.</p> <p><u>Workshops</u>: The total cost for workshops \$2,950, which includes two half day workshops for SPS policy makers and donors, and a one day meeting to present the results of the fieldwork report, consult with stakeholders and select a steering committee for the resulting project.</p> <p><u>General operating expenses</u>: These expenses total \$600, including costs for printing and copying, telephone and fax, internet service and stationary and office supplies. These expenses have been aggregated and assigned to activities based on each activity's estimated operating costs.</p> <p><u>Overhead</u>: Project overhead costs such as office space, office equipment and use of computers will be contributed by the Lao Department of Agriculture. This <i>in-kind contribution</i> has a total estimated value of \$550, and they are assigned to specific activities based on each activity's estimated use of overhead.</p>
14. Non STDF contributions	<p>Non STDF contributions will be provided as <i>in-kind contributions</i> of Department of Agriculture staff time, office space, office equipment and other overhead costs. The total in-kind contribution by the DOA is \$2,830.00. A detailed description of these contributions is listed in Appendix 6, along with the other budget details.</p> <p>Additional non-STDF contributions are anticipated as part of the resulting project, pending discussions with NGO and multilateral donors.</p>

Appendix 1: Supporting letters



Lao People Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Agriculture and Forestry
Department of Livestock and Fisheries

No: 0825 DLF
Date: 22 APR 2008

From: Director General
Department of Livestock and Fisheries

To: STDF Secretary
World Trade Organization
Centre William Rappard,
Rue de Lausanne 154,
CH-1211 Geneva,
Switzerland

Subject: Support of the proposed Developing a GAP System for the Lao PDR project

To Whom It May Concern:

This letter is being submitted in support of the proposed *Developing a GAP System for the Lao PDR* project. The Lao Department of Livestock and Fisheries (DLF) believes that this project is very important for the Department of Agriculture (DOA) and concerned Technical Departments, and its success will lead to health, social and economic benefits for the people of the Lao PDR.

As one of the main departments responsible for SPS issues in Lao PDR, the Department of Livestock and Fisheries will be an active participant and contributor to this project. We are very interested to work with other departments of the Ministry of Agriculture and Forestry and the Ministry of Agriculture and other international partner organizations to create a functional, integrated food safety system in Laos.

On behalf of the Department of Livestock and Fisheries, I would once again like to express our full support for this important project. I would also be pleased to deal with any questions, concerns or comments you have related to this project, or to SPS issues in the Lao PDR.

Your consideration would be highly appreciated.

Best regards,



Bounkhouang Khambounheuang
Director General
Department of Livestock and Fisheries

April 17 April 2008...

To: Standards and Trade Development Facility

To whom it may concern:

This letter is being submitted from Food and Drug Department(FDD), Ministry of Health in support of the proposed project on Developing a GAP system for the Lao PDR. Food and Drug Department believes that this project is an important step by the Lao Department of Agriculture (DOA), which will have important benefits for Food Safety and for the Social Economic Development of Lao PDR. We also believe that it will make an important impact for Food Safety which followed by Food Safety from Farm to Folk approach. Therefore we are strongly support this effort to improve Food Safety system for Lao Agricultural producers.

Food and Drug Department is one of the key institution responsible for implementation SPS measurement in assuring Human Health protection and we will actively participate and contribute to this project for future improving Food Safety management in Food processing, distribution, services and consumption especially in the areas of GHP, GMP and HACCP.

On behalf of Food and Drug Department, I would like to express our full support for this important project and I would also pleased to deal with any questions, concerns or comments you have related to this project or to SPS issues in Lao PDR



Dr Somthavy CHANGVISOMMID
Director General of FDD
Ministry of Health
Lao PDR
Tel: 214013-4
Fax 214015
Email: drug@laotel.com

Appendix 2: Curriculum Vitae and record of achievements

ANDREW WILSON B.A., MBA, LLB

WORK EXPERIENCE

Lao Department of Agriculture/Helvetas/CUSO (2007-2008)

- Provided support to the Promoting Organic Farming and Marketing in Lao PDR (PROFIL Phase I) project prior to its completion in December 2007, with a focus on marketing analysis, marketing training and associated activities
- Currently assisting in the transition from PROFIL Phase I to PROFIL Phase II; primarily responsible for project planning and management responsibilities along with technical advice on production and marketing of organic agriculture products
- Provide occasional assistance to Lao Department of Agriculture on agricultural marketing, SPS and other issues as required

Ontario Produce Marketing Association (2005-2007)

- Associate VP and acting manager of not-for-profit food industry association and lobby group
- Led government relations activities at the provincial level and contributed to national government relations efforts in coordination with other provincial marketing associations
- Organized and led producer/government/industry committees dealing with fruit and vegetable marketing issues
- Also designated 50% of my time to the *Fresh Produce Alliance*, a collaborative industry group working to modernize regulations governing the fruit and vegetable industry (**See Accomplishments below**)

Canadian Horticultural Council (2003-2004)

- Worked as a project manager with Canada's national fruit and vegetable producers' organization
- Designed and implemented projects for the benefit of Canadian farmers with a focus on international trade, commercial arbitration and risk management issues for fruit and vegetable producers
- Acted as a horticulture industry representative at North American Plant Protection Organization (NAPPO) and primary contact person for the Canadian Plant Protection Advisory Committee (CPPAC)

EDUCATION

1999 – 2002

Dalhousie University, Faculty of Management/Law School

- **MBA/LLB**, an accelerated program combining a masters degree in business administration and a law degree

- Dalhousie Scholarship recipient for academic performance in first year of MBA program
- Mr. Justice Vincent C. MacDonald Prize

1993 – 1998

University of Guelph, Faculty of Arts

- **BA (Hons)**, Rural and Agricultural Development Studies
- Spent 5 months studying Russian language and transformation of Soviet and post-Soviet agricultural systems at Lomonosov Moscow State University, Moscow, Russia.

SPEAKING ENGAGEMENTS

- *Trade and Agricultural Commodities: Canadian, U.S. and International Trading Standards Forums and Dispute Resolution Rules*, American Bar Association, International Law Section Meeting, Miami, Florida, USA
- *A Year-Round Canada-South Florida Supply Chain: Vision Compliance and Ensuring Payment*, Florida Foreign Trade Association, Canada/USA Foreign Trade Mission, Miami, Florida, USA
- *Agricultural Ecology: International Trade in Fruits and Vegetables*, Queens University Guest Lecturer, Queens University, Kingston, Ontario, Canada

RECORD OF ACHIEVEMENTS

- Delivered a project to study expansion of an international dispute resolution mechanism set up under the North American Free Trade Agreement (NAFTA). *Feasibility Study for Seed Potatoes to Join DRC*, Canadian Adaptation and Rural Development Fund contribution: \$245,550
- Designed *National Bacterial Ring Rot (BRR) Insurance Feasibility Study*, Private Sector Risk Management Partnerships Fund, Contribution: Phase I: \$190,000, Phase II: \$440,000 (170-PSRMP-2004). This project was the first to be approved under the PSRMP program.
- Collaborated with industry stakeholders to design and manage *Fresh Produce Alliance* projects to improve the business environment for produce sales in Canada. These projects included the revision of fruit and vegetable grading standards (*Advancing Canadian Agriculture and Agri-Food Fund (ACAAF)* contribution: \$1,250,000); an improved system for third party “destination inspection” of produce quality (ACAAF contribution: \$711,738); changes to Canada’s *Licensing and Arbitration* regulations (ACAAF contribution: \$183,100) and; prevention of fraudulent bankruptcies and insolvencies in the fresh produce industry (ACAAF contribution \$200,000). Further information about these completed and ongoing projects is available at www.freshproducealliance.com.
- Worked on delivery of *Promoting Organic Farming and Marketing in Lao PDR* (PROFIL Phase I) and on the design and management of PROFIL Phase II, with Lao Department of Agriculture. These projects are funded by the Swiss Association or International Cooperation (Helvetas), contribution to Phase II: 900,000 CHF

Appendix 3: Description of PPG background and rationale

RELEVANT SECTOR

The sector focus for this project is commercial agriculture, especially the commercial fruit and vegetable sub-sectors, and the export oriented high value agriculture sub-sector. Agriculture employs a majority of the Lao workforce, but commercial agriculture remains underdeveloped compared to other countries in the region.

Lao PDR has immense natural potential for high value horticultural production and export oriented agriculture. The country has diverse agro-ecological regions with fertile soils, good access to water and suitable weather for growing high value crops. Improvements to infrastructure, trade and border policies and economic reforms in Lao PDR make access to large, rapidly growing markets in neighbouring countries increasingly attractive.

OBSTACLES AND CONSTRAINTS

While Lao PDR has great potential for export oriented agriculture, this potential is undercut by Lao producers' inability to meet food safety requirements such as GAP (but also with HACCP, GMP and other standards.) There is a general lack of awareness about GAP and other SPS issues by producers, government and the Lao private sector. In addition to the lack of awareness, there is a widespread lack of skills and capacity related to GAP in Lao PDR, with a very small pool of trained and experienced personnel in the private and public sectors.

The Lao government does not have appropriate legislation to back up a local GAP system based on international norms, nor do they have the institutional capacity to certify producers. The lack of a functional Sanitary and Phyto-Sanitary (SPS) system was identified a constraint to trade growth by the Diagnostic Trade Integration Survey (DTIS) for Lao PDR. The DTIS recommended that work should begin immediately to improve SPS capacity in Lao PDR.

EFFECTS OF OBSTACLES AND CONSTRAINTS

The lack of a legal framework for GAP and institutions capable of fostering the use of GAP programs has negative consequences for Lao PDR. Most importantly, this situation makes it more difficult for Lao producers to export agricultural products. Access to developed markets and large, modern trade networks is increasingly difficult as food safety becomes an increasingly important concern for traders, retailers and consumers.

The lack of a GAP system also slows the adoption of food safety practices within Lao PDR. In many cases, Lao PDR must import products to meet demand for safe products from the tourist industry and high quality food retailers. Demand in these areas is expected to grow in the future, but without access to GAP and other SPS systems, Lao producers are likely to miss out on benefits from this growth.

IMPACTS OF THE PROJECT ON OBSTACLES AND CONSTRAINTS

The resulting project will allow the Lao government to set up the legal and institutional basis for GAP production in Lao PDR. This will complement previous and ongoing work to promote good SPS practices in the country, including work being done by the FAO. While this project will not work directly with producers to implement GAP, it will enable the Lao government, business, NGOs and international organizations to do so in the future, leading to increased usage of GAP production.

The end result of this process will be improved market access for Lao agricultural goods, especially for high value horticultural products. This should allow the expansion of commercial agriculture in many areas of Lao PDR, and increased investment in agricultural production by both foreign and domestic companies and individuals.

Increased exports of GAP certified agricultural products will have a positive impact on rural economic development, poverty alleviation in rural areas and creation of associated industries to serve the export agriculture industry. Domestic industries that require “safe” food products such as restaurants, hotels and tourism, and retail, should experience indirect benefits from the successful completion of this project, as will other sectors such as transportation and business services. Lao consumers should also benefit from the increased availability of safe and healthy agricultural products and improved environmental management.

LINKAGES AND COORDINATION

Responsibility for SPS issues is split between many different government departments in Lao PDR. These departments also work with a number of different NGOs and international organizations on different SPS issues. As a result, this project will have linkages with many other organizations and programs.

One of the linkages expected for this project will be with the Lao Certification Body set up by the DOA as part of the PROFIL organic project. This body is currently planned as the accreditation body and the main service provider for organic certification in Lao PDR, and it may also be able to deliver GAP certification services. This link will be relatively easy to maintain, as the organic certification body is also part of the Clean Agriculture Development Centre which will be responsible for the LaoGAP project.

The resulting project will also coordinate with international organizations that have past, current or planned projects to implement food safety in Lao PDR, including the WTO, the FAO, the Ministry of Health and various NGOs. These linkages will be encouraged by including these organizations along with interested private sector actors in the resulting project Steering Committee.

SUSTAINABILITY OF THE PROJECT

Because this project is primarily focused on legal and institutional development, its sustainability will depend on the relevance of the legal framework and on the viability of the institutions that are created. New institutions created by the project should be financially self sustaining, and should require minimal oversight from the Lao Department of Agriculture.

ADDED VALUE AND LESSONS FOR OTHER PROJECTS

This project will provide lessons for other projects, especially if it is able to help the Lao government clarify and rationalize the roles and responsibilities of government departments for SPS issues. This should make it easier for other departments, especially the Food and Drugs Department to make progress on other food safety programs such as HACCP and GMP.

Appendix 4: Work Plan

Activities		Activity Description	Responsibility
1	Field Study and Report		
1.1	Field Study Planning	This sub-activity will identify relevant geographic areas, industries and actors for data collection. Department of Agriculture staff will assist the consultant to arrange consultation meetings with the private sector in the three main Lao agricultural regions (Southern, Central and Northern) along with appropriate Provincial and District officials. This will result in a detailed plan for field data collection.	DOA Team Leader and Staff, with input by Consultant
1.2	Field Data Collection	This activity will include travel by the consultant and representative(s) of the Lao Department of Agriculture to collect data needed for the fieldwork report. The activity will require travel to major agricultural production areas in Lao PDR for consultation meetings with the public and private sectors, and any NGOs or international organizations working on GAP or other relevant SPS issues.	Consultant and DOA Team Leader
1.3	Creation of Draft Field Work Report	Based on the data collected during the field study and from the policy maker forum, a draft fieldwork report will be created. The field work report will include an assessment of public and private sector requirements and capacity for GAP agriculture. Special attention will be given to identifying priority options for further development in the resulting project. (Examples include selection of international norms (ASEANGAP, GlobalGAP) to use as a base for Lao standards, and possible service delivery models for GAP inspection and certification.)	Consultant with assistance of DOA Team Leader
1.4	Revision of Fieldwork Report	Based on input collected at the review and project planning meeting, the fieldwork report will be revised. The final fieldwork document will guide the preparation of the resulting project, and will set parameters for work done in the resulting project.	Consultant with assistance of DOA Team Leader
2	Policy Maker/Donor Forums		
2.1	Planning Of Policy Maker/Donor Forums	Two Policy Maker/Donor forums will be arranged to clarify institutional responsibilities, coordinate between government, NGOs and multi-lateral organizations operating in Lao PDR. This activity will include identification of participants and meeting logistics.	DOA Team Leader and Staff with input from Consultant
2.2	Policy Maker Forum 1 Clarification of Roles and Responsibilities	The first policy maker forum will bring together representatives from Departments of the Lao PDR government involved in SPS issues to clarify roles and responsibilities regarding GAP and food safety generally. Non-state actors such as NGOs and multilateral donors will also be involved, including FAO and WHO. This will involve one 1/2 day meeting	DOA Team Leader, Participants, Consultant as Facilitator

2.3	Policy Maker/Donor Forum 2 Identification of Donor and Other Partnerships	The second policy maker/donor forums will examine possible donor and working partnerships that will complement the resulting project. Meeting minutes discussing this topic will be used as an input into the resulting project proposal. This will involve a 1/2 day meeting	Policy Maker and Donor Participants, Consultant as Facilitator
3	Field Report Review and Project Planning Meeting		
3.1	Meeting Planning	The Field Report Review and Project Planning Meeting will be planned as a public meeting, and will include important stakeholders from all regions of Lao PDR (as identified in the Draft Fieldwork Report). Meeting planning will include logistics, agenda setting, and arranging travel for out-of-town stakeholders.	DOA Team Leader and Staff with input by Consultant
3.2	Field Report Review and Project Planning Meeting	The Field Report Review and Project Planning Meeting will: a) present the results of the Draft Field Study Report; b) solicit comments for improvements to the Field Report; c) present the Draft Project Proposal; d) solicit comments for improvements to the Project Proposal; e) select a Steering Committee (as described in 3.3)	DOA Team Leader, Consultant as Facilitator
3.3	Selection of Steering Committee for Resulting Project	The Field Report Review and Project Planning Meeting will also set basic parameters for a Steering Committee to guide the resulting project. If appropriate, steering committee members will also be selected at the meeting, with representation from the Government of Lao PDR, the private sector and possibly from NGOs and/or multilateral donors	Meeting Participants, Consultant as Facilitator
4	Creation of Project Proposal		
4.1	Creation of Draft Project Proposal	Based on the findings of the Fieldwork Report and the Policy Maker/Donor forums, a draft project proposal will be created for the resulting project.	DOA Team Leader and Staff, Facilitated by Consultant
4.2	Revision of Project Proposal	Comments on the Draft Project Proposal will be solicited at the Field Work Review and Project Planning Meeting. These comments will be incorporated into a final copy of the project proposal, which will be submitted to the STDF.	DOA Team Leader and Staff, Facilitated by Consultant
4.3	Submission of Project Proposal and Follow Up	The DOA Team Leader will be responsible to submit the project proposal to the STDF, and to follow up on issues arising from the proposal	DOA Team Leader

Appendix 5: Timetable

Activity #	Activity Description	Gantt Chart By Month					DOA Staff Time (Person Days)	Consultant Time
		1	2	3	4	5		
1	Field Study and Report						30	18
1.1	Field Study Planning	■					5	1
1.2	Field Data Collection	■	■				20	10
1.3	Creation of Draft Field Work Report		■				3	5
1.4	Revision of Fieldwork Report				■		2	2
2	Policy Maker/Donor Forums						18	4
2.1	Planning Of Policy Maker/Donor Forms	■					12	2
2.2	Policy Maker/Donor Forum 1		■				3	1
2.3	Policy Maker/Donor Forum 2				■		3	1
3	Field Report Review and Project Planning Meeting						13	3
3.1	Meeting Planning		■				9	2
3.2	Field Report Review and Project Planning Meeting			■			3	1
3.3	Selection of Steering Committee for Resulting Project			■			1	
4	Creation of Project Proposal						15	8
4.1	Creation of Draft Project Proposal		■	■			6	6
4.2	Revision of Project Proposal			■	■		6	2
4.3	Submission of Project Proposal and Follow Up					■	3	
							76	33

Appendix 6: Budget

6a Project Activity Budget

	Activity Description	Cost Type	Units	Unit Price (Dollars)	Cost
1	Field Study and Report				\$9,160.00
1.1	Field Study Planning				\$585.00
1.1.1	Consultant Time	Cash	1	\$300.00	\$300.00
1.1.2	DOA Staff Time	In Kind	5	\$30.00	\$150.00
1.1.3	Operating Expenses	Cash	3	\$20.00	\$60.00
1.1.4	Assigned Overhead	In Kind	3	\$25.00	\$75.00
1.2	Field Data Collection				\$6,080.00
1.2.1	Field Study Travel Costs (Flight/Car)	Cash	1	\$1,900.00	\$1,900.00
1.2.2	Consultant DSA	Cash	10	\$18.00	\$180.00
1.2.3	Consultant Time	Cash	10	\$300.00	\$3,000.00
1.2.4	DOA Staff DSA	Cash	20	\$18.00	\$360.00
1.2.5	DOA Staff Time	In Kind	20	\$30.00	\$600.00
1.2.6	Operating Expenses	Cash	2	\$20.00	\$40.00
1.3	Creation of Draft Field Work Report				\$1,720.00
1.3.1	Consultant Time	Cash	5	\$300.00	\$1,500.00
1.3.2	DOA Staff Time	In Kind	3	\$30.00	\$90.00
1.3.3	Operating Expenses	Cash	4	\$20.00	\$80.00
1.3.4	Assigned Overhead	In Kind	2	\$25.00	\$50.00
1.4	Revision of Fieldwork Report				\$775.00
1.4.1	Consultant Time	Cash	2	\$300.00	\$600.00
1.4.2	DOA Staff Time	In Kind	2	\$30.00	\$60.00
1.4.3	Operating Expenses	Cash	2	\$20.00	\$40.00
1.4.4	Assigned Overhead	In Kind	3	\$25.00	\$75.00

2	Policy Maker/Donor Forums				\$3,585.00
2.1	Planning Of Policy Maker/Donor Forums				\$1,075.00
2.1.1	Consultant Time	Cash	2	\$300.00	\$600.00
2.1.2	DOA Staff Time	In Kind	12	\$30.00	\$360.00
2.1.3	Operating Expenses	Cash	2	\$20.00	\$40.00
2.1.4	Assigned Overhead	In Kind	3	\$25.00	\$75.00
					\$0.00
2.2	Policy Maker/Donor Forum 1				\$1,055.00
2.2.1	Consultant Time	Cash	1	\$300.00	\$300.00
2.2.2	DOA Staff Time	In Kind	3	\$30.00	\$90.00
2.2.3	Refreshments	Cash	15	\$5.00	\$75.00
2.2.4	Facilities (Room, Data Projector)	Cash	1	\$150.00	\$150.00
2.2.5	Document Translation	Cash	1	\$200.00	\$200.00
2.2.6	Meeting Translation	Cash	1	\$200.00	\$200.00
2.2.7	Operating Expenses	Cash	2	\$20.00	\$40.00
					\$0.00
2.3	Policy Maker/Donor Forum 2				\$1,455.00
2.3.1	Consultant Time	Cash	1	\$300.00	\$300.00
2.3.2	DOA Staff Time	In Kind	3	\$30.00	\$90.00
2.3.3	Refreshments	Cash	15	\$5.00	\$75.00
2.3.4	Facilities (Room, Data Projector)	Cash	1	\$150.00	\$150.00
2.3.5	Document Translation	Cash	3	\$200.00	\$600.00
2.3.6	Meeting Translation	Cash	1	\$200.00	\$200.00
2.3.7	Operating Expenses	Cash	2	\$20.00	\$40.00
					\$0.00
3	Field Report Review and Project Planning Meeting				\$5,350.00
3.1	Meeting Planning				\$1,005.00
3.1.1	Consultant Time	Cash	2	\$300.00	\$600.00
3.1.2	DOA Staff Time	In Kind	9	\$30.00	\$270.00
3.1.2	Operating Expenses	Cash	3	\$20.00	\$60.00
3.1.1	Assigned Overhead	In Kind	3	\$25.00	\$75.00
					\$0.00
3.2	Field Report Review and Project Planning Meeting				\$4,290.00
3.2.1	Consultant Time	Cash	1	\$300.00	\$300.00
3.2.2	DOA Staff Time	In Kind	3	\$30.00	\$90.00

3.2.3	Meeting Package (Food etc.)	Cash	40	\$20.00	\$800.00
3.2.4	Meeting Room and Facilities	Cash	1	\$300.00	\$300.00
3.2.3	Participant Travel Cost	Cash	12	\$150.00	\$1,800.00
3.2.4	Participant DSA	Cash	40	\$18.00	\$720.00
3.2.5	Meeting Translation	Cash	1	\$200.00	\$200.00
3.2.6	Operating Expenses	Cash	4	\$20.00	\$80.00
					\$0.00
3.3	Selection of Steering Committee for Resulting Project				\$55.00
3.3.1	DOA Staff Time	In Kind	1	\$30.00	\$30.00
3.3.2	Assigned Overhead	In Kind	1	\$25.00	\$25.00
4	Creation of Project Proposal				\$3,145.00
4.1	Creation of Draft Project Proposal				\$2,095.00
4.1.1	Consultant Time	Cash	6	\$300.00	\$1,800.00
4.1.2	DOA Staff Time	In Kind	6	\$30.00	\$180.00
4.1.3	Operating Expenses	Cash	2	\$20.00	\$40.00
4.1.4	Assigned Overhead	In Kind	3	\$25.00	\$75.00
4.2	Revision of Project Proposal				\$870.00
4.2.1	Consultant Time	Cash	2	\$300.00	\$600.00
4.2.2	DOA Staff Time	In Kind	6	\$30.00	\$180.00
4.2.3	Operating Expenses	Cash	2	\$20.00	\$40.00
4.2.4	Assigned Overhead	In Kind	2	\$25.00	\$50.00
					\$0.00
4.3	Submission of Project Proposal and Follow Up				\$180.00
4.3.1	DOA Staff Time	In Kind	3	\$30.00	\$90.00
4.3.2	Operating Expenses	Cash	2	\$20.00	\$40.00
4.3.2	Assigned Overhead	In Kind	2	\$25.00	\$50.00
	TOTAL COST				\$21,240.00
	TOTAL CASH COST				\$18,410.00
	TOTAL IN KIND COST				\$2,830.00

6b Budget Categorized by Expense Type

	Cost Category	Cost	Details	Activity Assignment
a	Personnel Services	\$12,180.00		
a1	Consultant Fees	\$9,900.00	Calculated at \$300 per day	1, 2, 3.1, 3.2, 4.1, 4.2
a2	DOA Staff Time	\$2,280.00	Calculated at \$30 per day	1, 2, 3, 4
b	Travel Costs	\$4,960.00		
b1	Consultant Air Travel for Field Study	\$300.00	Air travel in country (Vientiane, Luang Prabang/Pakse)	1.2.1
b2	DOA Staff Air Travel for Field Study	\$600.00	Air travel in country (Vientiane, Luang Prabang/Pakse)	1.2.1
b3	Car Rental for Field Study	\$1,000.00	Car rental with driver, 10 days @ \$100 per day	1.2.1
b4	Consultant DSA for Field Study	\$180.00	10 days @ \$18 per day	1.2.2
b5	DOA Staff DSA for Field Study	\$360.00	20 days @ \$18 per day	1.2.4
b6	Participant Travel for Review Meeting	\$1,800.00	\$150 per person	3.2.3
b7	Participant DSA for Review Meeting	\$720.00	40 people @ \$18 per person	3.2.4
c	Workshops	\$2,950.00		
c1	Policy/Donor Forum 1	\$625.00	Includes all costs in sub-activities	2.2
c2	Policy/Donor Forum 2	\$1,025.00	Includes all costs in sub-activities	2.3
c3	Field Study Review Meeting	\$1,300.00	Includes all costs in sub-activities	3.2
d	Operating Expenses	\$600.00	Aggregate amount assigned to activities in 30 increments of \$20	1.1 to 1.4, 2.1 to 2.3, 3.1 to 3.3, 4.1 to 4.3
d1	Printing and copying	\$100.00	5 months @ \$20 per month	
d2	Telephone and fax	\$50.00	5 months @ \$10 per month	
d3	Internet service	\$350.00	5 months @ \$70 per month	
d4	Stationary and office supplies	\$100.00	5 months @ \$20 per month	

e	Overhead (In-kind contribution)	\$550.00	Aggregate amount assigned to activities in 22 increments of \$25	1.1, 1.3, 2.1, 3.1, 3.3, 4.1, 4.2., 4.3
e1	Use of furnished office space, including utilities	\$300.00	40 % use of office space for 5 months at \$150 per month	
e2	Use of computer	\$125.00	Use of 1 computer for 5 months @ \$25 per month (\$1500 computer with 5 year lifespan, straight line depreciation)	
e3	Use of office equipment	\$125.00	Use of 1 photocopier and 1 fax machine for 5 months @ \$25 per month (assumes total purchase price of \$1500 with 5 year lifespan, straight line depreciation)	
	TOTAL	\$21,240.00		
	Cash	\$18,410.00		
	In-Kind	\$2,830.00		

Notes on budget formats

The budget formats above describe project spending based on different categories. In section 6a, the expenses are assigned to specific activities. In section 6b, the budget is assigned to different cost types. In both cases the total budgeted cost is \$21,240, of which \$18,410 will be cash costs covered by the STDF contribution and \$2,830 of in-kind contribution from the Lao Department of Agriculture.

Appendix 7: TOR for consultant

Terms of Reference for a Consultant to Lead LAOGAP Project Preparation (Version 2)

1. Background

As part of its *Clean Agriculture Policy*, the Lao Department of Agriculture (DOA) has identified Good Agricultural Practices (GAP) as a development priority. The Lao PDR currently lacks the legal and institutional framework required for agricultural production to GAP standards, and a project to develop this legal and institutional framework is planned with financial support from the Standards and Trade Development Facility (STDF). In anticipation of this STDF supported project, a project preparation grant has been requested to plan a two year project.

The project preparation process will be led by a consultant, who will work with the newly appointed LaoGAP Development Project team at the Clean Agriculture Development Centre, an operating unit of the Lao Department of Agriculture.

2. Tasks of the Consultant

The consultant will have four main tasks over the course of the project preparation period. The tasks will include:

- a) Contribute to planning of project preparation activities: This task will require the consultant to work with the LaoGAP project team from the Clean Agriculture Development Centre to plan a field study, two Policy Maker/Donor Forums and one Field Report Review Meeting. During planning of the field study, the major responsibility of the consultant will be to guide the project team in selecting appropriate meetings and developing the parameters for the field study. The consultant will also design the agendas for the Policy Maker/Donor Forums and the Field Report Meeting. In all planning activities, the consultant will provide additional planning assistance to the project team as required.
- b) Lead a field data collection mission and prepare a fieldwork report: The consultant will lead a field study mission to relevant areas of Lao PDR, as identified during the planning process. The consultant's primary role during the field mission will be to collect data needed for the fieldwork report, as determined during the planning process. The consultant will also lead meetings and/or focus groups arranged as part of the fieldwork study.
- c) Facilitate all meetings during the project preparation process: In addition to leading meetings during the field data collection mission, the consultant will act as a facilitator for project preparation meetings, including both Policy Maker/Donor Forums and the Field Report Review Meeting.
- d) Lead the creation of the resulting project proposal: The consultant will take the lead role in designing the resulting project and for writing up the resulting project proposal in collaboration with the GAP project team. Sub-components of this task will include preparing a draft version of the resulting project proposal based on the results of the Field Study and the Policy Maker/Donor Forums, soliciting comments on the draft

proposal at the Field Report Review Meeting and revising the resulting project proposal to incorporate feedback received at the Field Report Review Meeting.

3. Objectives and expected results

The objectives of the consultancy will include:

1. Clarifying the understanding of GAP as part of the Lao food safety system, and the roles and responsibilities of government, the private sector, NGOs and international organizations.
2. To determine the best options to set up the legal and institutional framework for GAP agriculture can be created in Lao PDR
3. To plan an effective and efficient resulting project (LaoGAP Project) that meets the needs identified by the project preparation grant and fulfils the requirements of the STDF's project application form.

The expected results of the consultancy will be:

1. The place of GAP agriculture in Lao PDR will be clearly described, and the roles and responsibilities of government, private sector, NGO and international organizations will be described (in the field study report.)
2. Best options for creating a new legal and institutional framework will be identified for further development in the resulting project.
3. A comprehensive work plan and STDF project application will be prepared, based on findings from a field study, feedback obtained at Policy Maker/Donor Forums and the Field Study Review meeting.

4. Time Frame and Place

Project preparation activities will take place over a period of 5 months, with the most intense activities concentrated in months 2-3 and minimal involvement during month 5. The planned starting date for project preparation activities is tentatively scheduled for July 1st, 2008, contingent on timely project approval. The tentative completion date for the project is November 30th, 2008, but the project consultant's main tasks should be completed by October 31st, 2008.

The consultancy will be based in the Vientiane Capital region of Lao PDR, with some travel outside the capital region. Travel outside of Vientiane Capital region will be for a period of approximately 10 days, and may include visits to Champasak, Savannahkhet, Luang Prabang and other provinces as identified in the planning process. The consultant will be based in Vientiane, and there will be no provision for international travel to Lao PDR, or DSA provided for the consultant while he/she is working in Vientiane.

5. Budget

The total budget for this project is \$21, 240 (all numbers refer to US Dollars)

Cash contributions to the budget by STDF total \$18,410.

In-kind contributions to the budget by the Lao Department of Agriculture total \$2,830

The total budget available for consultant pay is \$9,900, based on 33 days of work at \$300 per day.

The total budgeted amount for consultant travel and DSA is \$180 dollars, based on 10 days of travel at \$18 per day.

6. Logistics

Logistics for travel, field study work and meetings during the project will primarily be the responsibility of the LaoGAP project team. The consultant will be expected to participate in and guide the planning of logistics for these activities.

Project preparation activities will be primarily centred in Vientiane, the capital of Lao PDR, with some travel to other provinces. Logistical arrangements for this travel will be organized by the LaoGAP project team, with input from the consultant.

7. Outputs and Reporting

The project consultant will be required to prepare the following outputs:

1. A field study report describing findings from the field study and outlining preferred options for further development during the resulting project. This document will describe Results 1 and 2, as listed in the *Objectives and Expected Results* section above. The consultant's responsibilities will include revision of the Field Study document following the Field Study Review Meeting.
2. English language meeting summaries of both Policy Maker/Donor Forums and for the Field Study Review meeting. These meeting summaries will serve as a record of decisions at these meetings, and will be used to revise the Field Study Report and the Resulting Project Proposal.
3. Creating and revising the resulting project proposal, in co-operation with the LaoGAP Project team. This proposal will meet the requirements described in the STDF Application form.

The project consultant will report to the LaoGAP Project team leader. As representatives of the Lao Department of Agriculture's Clean Agriculture Development Centre, the LaoGAP project team will be responsible for all STDF reporting requirements. The consultant will assist the LaoGAP project team leader in reporting to the STDF as required.