



**LAO PEOPLE'S DEMOCRATIC REPUBLIC**

**PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY**

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**Ministry of Education and Sports  
Technical and Vocational Education Department**

ADB GRANT 0503-LAO: Second Strengthening Technical and Vocational Education and Training Project (SSTVETP)



**QUARTERLY PROGRESS REPORT**

**FOR Q2 2018**

**APRIL – JUNE 2018**

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## LIST OF ACRONYMS

ADB	=	Asian Development Bank
ADB LRM	=	Asian Development Bank Lao PDR Resident Mission
CBT	=	Competency Based Training
CBA	=	Competency Based Assessment
CEMP	=	Contractor Environmental Management Plan
DTL	=	Deputy Team Leader
EA	=	Executing Agency
EMIS	=	Education Management Information System
EMP	=	Environmental Management Plan
GAP	=	Gender Action Plan
GFIS	=	Grant Financial Information Services
GMS	=	Greater Mekong Sub-region
HIV/AIDS	=	Human Immunodeficiency Virus/Acute
ICB	=	International Competitive Bidding
IEE	=	Acquired Immune Deficiency Syndrome
IU	=	Implementation Unit
LATM	=	Learning Account Type Mechanisms
LFIS	=	Loan Financial Information Services
LMNA	=	Labor Market Need Assessment
LMIS	=	Labor Market Information System
LNQF	=	Lao PDR National Qualification Framework
MfDR	=	Management for Development Results
MOES	=	Ministry of Education and Sports
MOLSW	=	Ministry of Labor and Social Welfare
MWP	=	Master Work Plan
NCB	=	National Competitive Bidding
NTC-PO	=	National Training Council Permanent Office
NQF	=	National Qualification Framework
NVSDC	=	National Vocational Standard Development Committee
PAM	=	Project Administration Manual
PIU	=	Project Implementation Unit
PPP	=	Public and Private Partnership
PSC	=	Project Steering Committee
PMU	=	Project Management Unit
RPL	=	Recognition of Prior Learning
RQF	=	Regional Qualification Framework
SCP	=	Skill Contracting Program
SSCP	=	Special Skill Contracting Program
SSCTT	=	Skills Standard, Curricula and Teacher Training

SSTVETP	=	Second Strengthening Technical and Vocational Education and Training Project
TA	=	Technical Assistance
TAVS	=	Training Assistance Voucher Scheme
TAVSC	=	Training Assistance Voucher Steering Committee
TAVP	=	Training Assistance Voucher Program
TDS	=	Training Development Specialist
TL	=	Team Leader
TVET	=	Technical and Vocational Education and Training
TVED	=	Technical and Vocational Education Department
TWG	=	Technical Working Groups
VEDC	=	Vocational Education Development Center
VEDI	=	Vocational Education Development Institution

## A. INTRODUCTION AND BASIC DATE

### 1. Introduction

1. This report covers the period from 01 April to 30 June 2018 or Quarter 2 of 2018. It presents the progress of the Second Strengthening Technical and Vocational Education and Training Project (SSTVET Project) made during the reporting period.

### 2. Background

2. On 18 October 2016, the Asian Development Bank (ADB) approved a grant of US\$ 25 million (94.3% of the project cost) from ADB's Special Funds resources to the Government of the Lao People's Democratic Republic for the SSTVET Project. The Contribution to the SSTVET Project by the Government of Lao (GOL), together with cash and in-kind contribution, is estimated at 1.5 million (5.7% of the project cost). The Grant Agreement was signed on 8 November 2016, and the project became effective on 3 January 2017. Grant closing is scheduled on 30 June 2022.

### 3. Project Basic Data

3. ADB Grant No.: 0503-LAO (SF)  
Project Title: Second Strengthening Technical and Vocational Education and Training Project  
Recipient: The Lao People's Democratic Republic (LAO PDR)  
Executing Agency: Ministry of Education and Sports  
Implementation Agency: Technical and Vocational Education Department

#### Total estimated project cost and financing plan:

Source	Amount (\$ million)	Share of total (%)
Asian Development Bank	25.0	94.3
Government	1.5	5.7
<b>Total</b>	<b>26.5</b>	<b>100.0</b>

Source: *Project Administration Manual (PAM)*

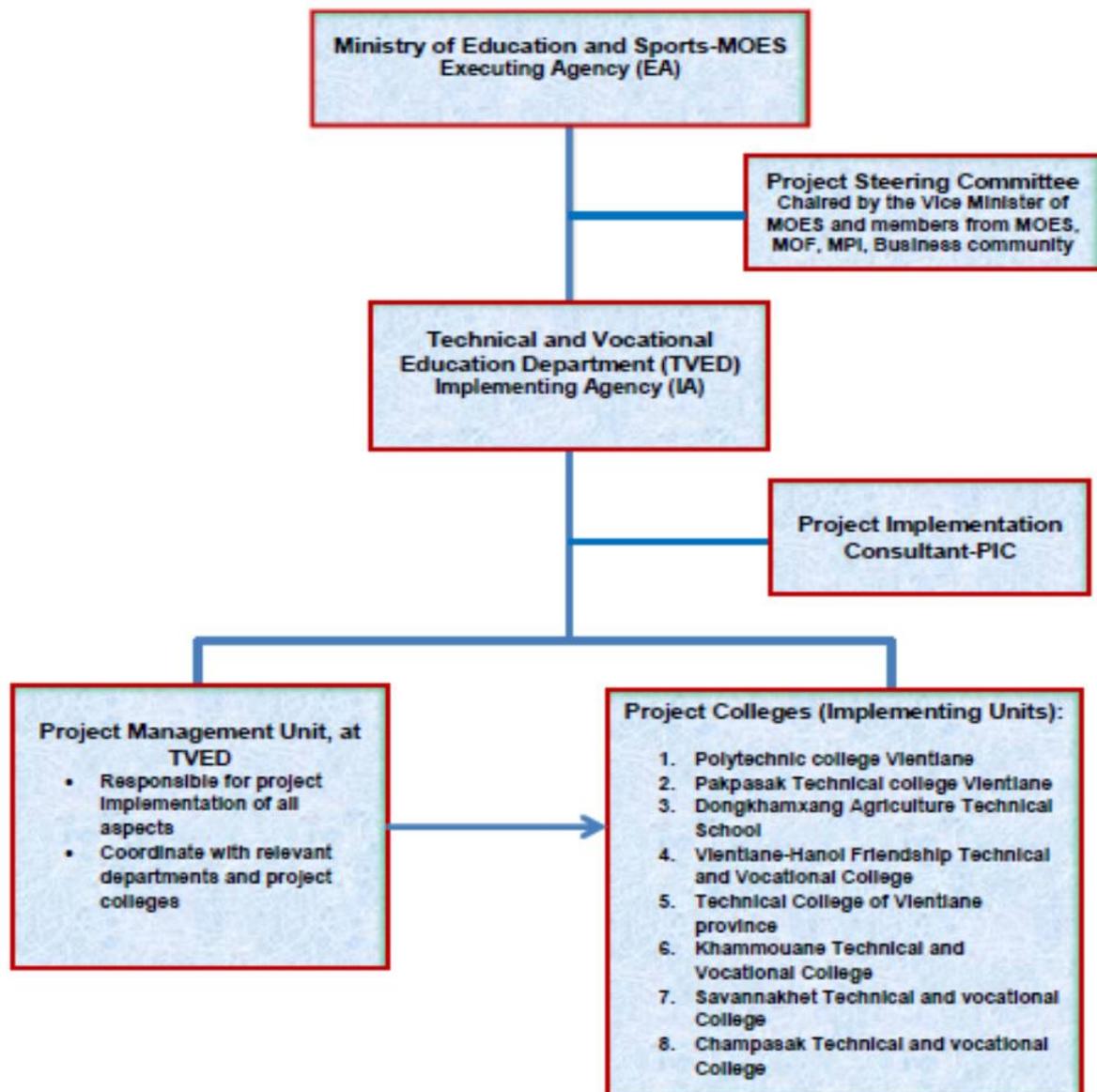
- **Date of completion:**  
The SSTVET Project will be implemented during the period from 2017 to 2021 and is expected to be completed by 31 December 2021.
- **Date of last ADB review mission**  
The first ADB Grant Review Mission (Inception Mission) was conducted jointly with ADB-Lao PDR Resident Mission on 3-12 May 2017 and the second ADB Review Mission was conducted on 15-19 January 2018.

### 4. Project Implementation Arrangements

4. Based on the implementation arrangements established under the first TVET project, the project is working through the same management structures, having MOES as the executing agency (EA) and the Technical and Vocational Education Department as the implementing agency (IA).

5. The project management unit (PMU) is established under the TVED to facilitate and supervise day-to-day implementation of project activities. The PMU consists of 3 government officials and is being supported by the project implementation consultants. Each project college will establish a project implementation unit (PIU) headed by the college director.
6. A project steering committee will provide overall project guidance and will support cross-agency policy dialogue. The MOES vice minister for TVET will chair the committee, with the director general, TVED, as committee secretary. Committee members will be senior representatives from MOES, the Ministry of Finance (MOF), the Ministry of Planning and Investment (MPI), and representatives from business communities. Please see project organization structure per below:

### Project Organization Structure



## B. PROJECT FINANCING PLAN

### 1. Financial Overview

7. Please see Project costing overview by category and sorted between ADB and GOL financing (in USD):

Category	Item	ADB		GOL		Total	
		Amount	% of cost category	Amount	% of cost category	Amount	% of total project cost
<b>A</b>	<b>Investment Costs</b>						
<b>1</b>	<b>Civil Works</b>	<b>5,000,000</b>	100%			<b>5,000,000</b>	18,8%
<b>2</b>	<b>Training Equipment and Consumables</b>	<b>6,000,000</b>	100%			<b>6,000,000</b>	22,64%
<b>3</b>	<b>Consultants</b>	<b>3,800,000</b>	100%			<b>3,800,000</b>	14,34%
3A	International Consultants	630,000	100%			630,000	2,38%
3B	National Consultants	1,470,000	100%			1,470,000	5,55%
3C	Consulting firm contracts	1,700,000	100%			1,700,000	5,42%
<b>4</b>	<b>Capacity upgrading for teachers and college management</b>	<b>2,250,000</b>				<b>2,250,000</b>	8,49%
4A	Upgrade Academic teacher qualification	1,600,000	100%			1,600,000	6,04%
4B	Facilitation of Capacity Development Measures for Teacher and School Management	650,000	100%			650,000	2,25%
<b>5</b>	<b>Teaching Material</b>	300,000	100%			300,000	1,13%
<b>6</b>	<b>Stipend Scheme</b>	4,000,000	100%			4,000,000	15,09%
<b>7</b>	<b>Project Management and Operation</b>	1,150,000	100%			1,150,000	4,34%
7A	PMU operation and project supervision	550,000	100%			550,000	2,08%
7B	Conduct Career Counselling, Job Fairs and TVET Promotion	450,000	100%			450,000	1,70%
7C	Study, Workshop and Conferences	150,000	100%			150,000	0,57%
	<b>Subtotal A</b>	<b>22,500,000</b>	100%			<b>22,500,000</b>	84,91%
<b>B</b>	<b>Recurrent Costs</b>						
	Salaries for staff at TVET colleges and TVED			900,000	100%	900,000	3,40%
	Operation and maintenance of facilities and equipment			600,000	100%	600,000	2,26%
	<b>Subtotal B</b>			1,500,000	100%	1,500,000	5,66%
<b>C</b>	<b>Contingencies</b>	<b>2,500,000</b>	100%			2,500,000	9,43%
	<b>Total</b>	<b>25,000,000</b>	100%	<b>1,500,000</b>	100%	<b>26,500,000</b>	<b>100,00%</b>

Source: Project Administration Manual (PAM)

### 2. Contract Awards and Disbursement Projections (CAD)

8. Contract awards and disbursement projections are as shown below. Grant status as of June 2018 is as shown in the following table:

Original CAD Projections per PAM

Original Contract Awards and Disbursement Baseline Projection in PAM										
	Contract Awards					Disbursement				
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
<b>2017</b>		0.50	1.50	2.50	4.50		0.50	1.00	1.00	2.50
<b>2018</b>	1.00	3.00	3.00	2.50	9.50	1.60	2.50	3.00	0.90	8.00
<b>2019</b>	1.00	2.50	2.50	2.00	8.00	1.50	2.50	3.00	1.50	8.50
<b>2020</b>	0.50	1.00	1.00	0.50	3.00	0.50	2.00	2.50	0.50	5.50
<b>2021</b>						0.50				0.50
<b>Total Grant</b>					<b>25.00</b>					<b>25.00</b>

Source: Project Administration Manual (PAM)

Regarding the contract awards and disbursements projections, its baseline projections were revised due to the shortfall which occurred in the year of 2017 and the revised CAD baseline projections are as shown in the table below.

Revised Contract Awards and Disbursement (CAD) Baseline Projection in ADB System											
	Contract Awards					Disbursement					
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	
2017		0.524000	0.260788	1.037675	1.822463		1.095000		0.244336	1.339336	
2018	3.677537	3.000000	3.000000	2.500000	12.177537	2.760664	2.500000	3.000000	0.900000	9.160664	
2019	1.000000	2.000000	2.500000	2.500000	8.000000	1.500000	2.500000	3.000000	1.500000	8.500000	
2020	0.500000	1.000000	1.000000	0.500000	3.000000	0.500000	2.000000	2.500000	0.500000	5.500000	
2021						0.500000				0.500000	
<b>Total Grant</b>					<b>25.000000</b>	<b>Total Grant</b>					<b>25.000000</b>

Source: Asian Development Bank - GFIS

## Grant Status Per LFIS

Amount in US\$ as of 22 Jun 2018

Cat. Code	Cat. No.	Category Name	Allocation	Contracts 30 June 2018	Disbursed Contracts	Undisbursed Contracts	Uncommitted Amount	Undisbursed Amount
3101	3A	CONSULTANT SERVICES-INTERNATIONAL	630,000.00	720,000.00	238,037.12	481,962.88	-90,000.00	391,962.88
3102	3B	CONSULTANT SERVICES-NATIONAL	1,470,000.00	579,400.00	265,800.00	313,600.00	890,600.00	1,204,200.00
3103	3C	CONSULTANT SERVICES-FIRMS	1,700,000.00	0	0	0	1,700,000.00	1,700,000.00
3201	1	CIVIL WORKS	5,000,000.00	3,373,564.00	94,940.08	3,278,623.92	1,626,436.00	4,905,059.92
3501	4A	UPGRDING OF ACDMIC TEACHER QUALIFICAT	1,600,000.00	398,172.00	0	398,172.00	1,201,828.00	1,600,000.00
3502	4B	FACILITATION OF CAPACITY DEV'T	650,000.00	0	0	0	650,000.00	650,000.00
3701	5	TEACHING MATERIAL	300,000.00	0	0	0	300,000.00	300,000.00
3801	2	TRAINING EQUIPMENT & CONSUMABLES	6,000,000.00	0	0	0	6,000,000.00	6,000,000.00
3901	6	STIPEND SCHEME	4,000,000.00	776,654.04	299,764.24	476,889.80	3,223,345.96	3,700,235.76
3902	7A	PMU OPERATION & PRJ SUPERVISION	550,000.00	196,011.18	141,772.12	54,239.06	353,988.82	408,227.88
3903		CONDUCT CAREER COUNSELING, JOB FAIRS	450,000.00	4,726.94	4,726.94	0	445,273.06	445,273.06
3904	7B	STUDY, WORKSHOP CONFERENCES	150,000.00	89,936.62	89,936.62	0	60,063.38	60,063.38
4901	8	UNALLOCATED	2,500,000.00	0	0	0	2,500,000.00	2,500,000.00
<b>Sub-Total</b>			<b>25,000,000.00</b>	<b>6,138,464.78</b>	<b>1,134,977.12</b>	<b>5,003,487.66</b>	<b>18,861,535.22</b>	<b>23,865,022.88</b>
<b>Pending Claims</b>								
<b>O/S Advances</b>						4,095,000.00	-4,095,000.00	-4,095,000.00
<b>Pending Variation</b>								
<b>TOTAL</b>			<b>25,000,000.00</b>	<b>6,138,464.78</b>	<b>5,229,977.12</b>	<b>908,487.66</b>	<b>18,861,535.22</b>	<b>19,770,022.88</b>

- 9 To realign technical and vocational education and training (TVET) with current and future labor market needs by (i) upgrading teaching and learning environments in eight vocational colleges, (ii) strengthening teachers' competencies to deliver student-centered practical training in skill areas that are in demand, and (iii) improving the management of colleges and fostering an environment that demonstrates the principles of entrepreneurship and promotes involvement of companies and communities in TVET. The project will increase poor and disadvantaged students' access to TVET through targeted direct stipends and more dormitory spaces at colleges. The project will also undertake TVET promotion measures to improve the public image of TVET and enhance understanding of TVET products and services among youth, their parents, and communities.
- 10 Based on the Eighth National Socio-Economic Development Plan 2016–2020 and the TVET Development Plan for 2016–2020, the *expected impact* of the project is aligned with a sufficient skilled labor available to maintain inclusive and sustainable development in Lao PDR. The expected outcome is an expanded TVET system aligned with evolving labor market needs.

### 3. Project Scope

11. The project has three outputs: (i) *upgraded teaching and learning environments at eight TVET colleges*; (ii) *improved quality and relevance of demand-driven programs*; and (iii) *increased access to TVET institutions for disadvantaged students*.
12. The project will adopt a demand-driven approach to upgrade eight TVET colleges.

The Ministry of Education and Sports (MOES) has selected eight colleges that do not receive substantial support from other development partners. Colleges were requested to prepare initial development plans jointly with local industry representatives. The plans described challenges and opportunities of the individual college and included information on enrollment and teaching force, current training programs, quality and quantity of the current facilities, budgets, collaboration with communities and companies, brief assessments of the local labor market and the expected impact and outcomes of the proposed investments. The following eight colleges will be supported under the project: (i) Polytechnic College Vientiane; (ii) Savannakhet Technical and Vocational College; (iii) Pakpasak Technical College (Vientiane Capital); (iv) Dongkhamxang Agriculture Technical School (Vientiane); (v) Technical College of Vientiane Province; (vi) Champasak Technical and Vocational College (Champasak Province); (vii) Khammouane Technical and Vocational College; (viii) Vientiane-Hanoi Friendship Technical and Vocational College.

## C. PROJECT IMPLEMENTATION STATUS

### 1. Overall Project Implementation

13. The project implementation consultant was mobilized on 4 May 2017 to support the project management unit (PMU) in implementing the project. The overall project completion rate (physical progress) as of 30 June 2018 was 36.08%. Cumulative contract awards and disbursements were \$6,222,542.68 (24% of grant amount) and \$1,137,977.12 (4.0% of grant amount), respectively. If the \$4,095,000 cash advance for the imprest account is considered, total disbursement is \$5,229,977.12 which is 20% of total budget.<sup>1</sup>
14. The project implementation plan has been revised due to delay in the project start-up of 4 months from the effective date caused by delay in mobilizing the project implementation consultants. The detailed completion rate is estimated in **Annex 1** and the revised plan is shown in **Annex 2**. The detailed progress of each activity is as follows:

### **Output 1: Upgraded teaching and learning environments at eight TVET colleges**

15. **Output 1** will provide resources to improve teaching and learning environments at the eight TVET colleges: \$4.6 million are earmarked for civil works, and \$6.0 million are allocated for the procurement of training equipment and initial consumables to start training programs. Funding provided to each project college will vary depending on the actual situation and needs of the respective college.

#### Civil Works

16. **Scope.** To address urgent infrastructure needs, \$4.6 million will be earmarked for civil works at (i) Pakpasak Technical College in Vientiane; (ii) Savannakhet Technical and Vocational College; (iii) Vientiane-Hanoi Friendship Technical and Vocational College; and (iv) the agriculture campus at the Khammouane Technical and Vocational College. These four colleges will prepare detailed proposals for civil works to upgrade their facilities, which may include: (i) constructing or renovating existing workshops; (ii) constructing and expanding dormitories; (iii) improving water and sanitation facilities; (iv) constructing or rehabilitating school kitchens and

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<sup>1</sup> As of July 3, 2018.

- canteens; and (v) improving the overall environment of college campuses towards creating a green and student-friendly atmosphere. The proposals have to (i) indicate the availability of adequate funding and competent capacity to effectively manage and maintain upgraded facilities; (ii) include a plan for maintenance of upgraded facilities indicating roles and responsibilities and funding for maintenance tasks; and (iii) provide a sound rationale on the planned utilization of new and upgraded facilities based on future student enrollment estimates and training programs that are in demand by local companies and communities. In addition to upgrading the four colleges, the Polytechnic College of Vientiane may access up to \$400,000 for rehabilitating and building workshops and classrooms.
17. **Status.** The project became effective on 3 January 2017 and the recruitment of individual consultants to support the project management unit (PMU) commenced in March 2017. The first batch of consultant team<sup>2</sup> was mobilized on 4 May 2017 to join the ADB inception mission during 3-12 May 2017<sup>3</sup>. Regarding the civil works contract preparation, 2 architects and 1 civil engineer were recruited to prepare detailed engineering design for 5 civil works contracts; the same people were hired to supervise civil works construction.
  18. For **Khamouane TVC**, the contract was awarded on 23 November 2017 to SOMSAVANH CHALEUN Construction Co., Limited, amounting to LAK4,821,348,952.42. Actual work commenced on 19 December 2017 after the kick-off meeting with the contractor held on 11 December 2017 with the SSTVET Team. As of the end of reporting period, overall implementation progress was 70.00%. Still in progress are the following: finishing works and furnishing for all buildings (dormitories, kitchens, and toilets for male and female students; and workshop) with access road, water storage tank and necessary equipment. The first payment was made (IPC No. 01) by SSTVET amounting to LAK1,491,234,614.32. IPC No. 2 is also to be prepared by the SSTVET Team for the 70% completion of work per inspection conducted on 22 June 2018. The payment by will be made by the SSTVET Team in Q3.
  19. For civil works of **Polytechnic College**, ADB approved the BER on 20 November 2017 and the contract was signed on 30 November 2017 with VANNAVONG Construction Co., Limited; in the amount of LAK3,061,526,022. The work commenced on 26 December 2017. Overall implementation progress as of the end of reporting period, was 50% against the elapsed implementation period of 75%. Majority of concrete structure works are completed including wall masonry and plastering. Roofing works and windows/doors will be installed very soon. The contractor expects to conduct inspection at 60% completion for the second payment by mid of July 2018.
  20. For civil works of **Savannakhet Technical and Vocational College**, the BER was submitted to ADB for review and approval on 20 December 2017 and ADB approved it on 22 December 2017. The contract was signed on 12 January 2018 with LUANGVILAY Construction Co., Ltd., with a total cost of LAK7,231,649,216. The works commenced on 26 January 2018. All 4 buildings have been finished. Main structure such as footing, column and floor slab of both first and second floor are finished. Overall implementation progress, as of 8 June 2018, was 31% against the elapsed implementation period of 33 %. The site condition is ready for inspection for 30% work completion. Payment is targeted for mid July 2018.
  21. For civil works of **Vientiane-Hanoi friendship Technical and Vocational College**, the conceptual design was approved by the MOES Vice Minister on 6 October 2017,

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<sup>2</sup> Deputy Team Leader, Procurement, Architects, Finance, Stipends and Administration Assistant

<sup>3</sup> Team Leader was fielded in June 2017

and its detailed design drawings and the bill of quantities were completed in mid-December 2017. The bid documents were submitted to ADB on 8 January 2018. The bid document was approved on 24 January 2018. The bid opening was held on 7 March 2018 and the BER was submitted on 28 March 2018 to ADB for review and approval. The construction commenced on 7 June 2018.

22. For civil works of **Pakpasak Technical College**, the conceptual design was approved by the MOES Vice Minister in December 2017 and the detailed design drawings including Bill of Quantities was completed end of January 2018. The bidding documents were submitted to ADB on 01 February 2018 for review and ADB approved it on 12 February 2018. Finally, bid opening was held on 22 March 2018 and the BER was prepared by the procurement committee with the support of the project procurement consultant. BER was submitted to ADB in mid-April 2018. The construction commenced on 14 May 2018.
23. Below is the target civil works construction completion schedule:

No.	College	Cost (USD)	Status
1	Khamouane TVC	587,969.38	– Contracted – Building to be completed in August 2018
2	Polytechnic College	373,356.83	– Contracted – Building to be completed in August 2018
3	Savannaket TVC	881,908.44	– Contracted – Building to be completed in April 2019
4	Vientiane Hanoi TVC	754,719.86	– Contracted – Building to be completed in 13 October 2019
5	Pakpasak TVC	861,634.41	– Contracted – Building to be completed in 5 November 2019

#### Procurement of Training Equipment

24. **Scope.** \$6.0 million were earmarked for purchase of training equipment. The proposals have to be based on current and future training programs which shall reflect labor market and community needs, and enrollment forecasts. College leaderships have to demonstrate that (i) proposed equipment requests are in line with new and ongoing training programs, which are supported by local employers and communities; (ii) new training equipment will be integrated in training programs to support student-centered teaching approaches and increase hands-on training opportunities for students; (iii) sufficient budget is available for consumables to sustain training programs; and (iv) teachers are able or will be trained to operate new training equipment. The final amount for training equipment for each college will vary and depend on the actual situation and needs of the respective college.
25. **Status.** The lists of training equipment were submitted by 8 colleges based on current and future training programs. The details of technical specifications and cost

estimates were completed by Consultants, colleges and procurement officer for the four trade areas: (i) IT electronic for Champasak Technical and Vocational College, (ii) Veterinary for Dongkhamxang and (iii) Agro-agriculture for Dongkhamxang Agriculture Technical and Vocational College, and (iv) Survey Mapping for Polytechnic and (v) Environmental Equipment for Polytechnic. The bidding document for the first contract was sent to ADB for review and approval on 2 May 2018, currently pending approval.

26. Technical specifications will be finished in early Q3 for the other packages to be procured in Q3 and Q4 2018. The SSTVET Team strategy is to procure equipment for TVET colleges which have available buildings to house them in Q3 2018. Some equipment will have to be procured as soon as the SSTVET-financed buildings are completed and ready to house them, but not later than July 2018. Meanwhile, civil works construction for Khammouane TVC and Polytechnic College are expected to be completed in July 2018 as originally planned. The first submission NOL for procurement of IT equipment for Champasak Technical-Vocational College on 23 May 2018 to LRM but it is recommended to be sent directly to ADB headquarters.
27. The Road and Bridge international expert for curriculum development was recruited and commenced work on 25 June 2018, to replace the previous international consultant who had resigned from the project due to health problem. The new Deputy Team Leader commenced work on June 11, 2018 to replace the previous DTL who resigned in May 2018.

## **Output 2: Improved quality and relevance of demand-driven programs**

28. Under Output 2, the project will provide resources for all eight project colleges to improve (i) technical and pedagogy skills and knowledge of teachers; and (ii) management capacity of current and future college leaders and administrators. During the first six months from effectivity date of the project, project colleges will conduct rapid training need assessments with the support of consultants to identify and confirm the training needs towards promoting student-centered teaching approaches and practical-oriented training for students and establishing an entrepreneurial approach in managing the college.

### **Improvement of Technical and Pedagogy Skills, and Knowledge of Teachers**

29. **Scope.** Areas to improve the capacity of teachers may include: (i) updating pedagogical and technical knowledge to teach the specific courses; (ii) preparing the technical equipment for teaching sessions; (iii) planning consumables needed to operate the technical equipment in teaching sessions; (iv) operating the technical equipment in teaching situations; (v) maintaining the technical equipment; (vi) developing training plans per year, month, week, or day; (vii) preparing training sessions along the existing curricula; (viii) preparing teaching materials; (ix) selecting the appropriate methods related to the target group and the content of the lecture; and (x) preparing and conducting evaluations, self-evaluation and assessment.
30. **Status.** The consultant was recruited and deployed in November 2017. The teachers' and managers' training needs assessment (TNA) validation form was completed in December 2017. The survey was conducted by the consultant in close collaboration with EMIS/TVED on 23 January 2018 and was completed on 30 March 2018. The study report on TNA validation was completed in March 2018<sup>4</sup>. The teacher and

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<sup>4</sup> As of the end of reporting period, the recruitment of consultant who will be supporting the improvement of technical and pedagogical skills and knowledge of teachers commenced work in June 2017 and the no objection letter was issued by ADB in mid-July 2017. The recruited consultant was not available to work for the project

management capacity plan was approved by Ministry of Education and Sports. The capacity building plan is included in the approved SSTVET work plan for 2018.

### Improvement of Management Capacity of Current and Future College Leaders and Administrators

31. **Scope.** Areas to strengthen the management capacity of principals and administrators towards promoting an entrepreneurial culture to managing colleges and program delivery could include: (i) refining responsibilities and reporting structures; (ii) financial planning, asset management, budget preparation and expenditure monitoring; (iii) preparation of development plans including human resources development planning; (iv) maintenance of school infrastructure; (v) implementing strategies to collaborate with the local industry; (vi) conducting tracer studies; and (vii) increasing income generation through marketing short-term skills training courses for out-of-school youth and adults, selling services, and producing basic goods.
32. **Status.** The training needs assessment (TNA) proposal including the methodology was completed in December 2017. Survey was conducted by the Consultant in close collaboration with EMIS/TVED and the draft report on TNA has been completed. Ongoing planning of activities. Plan will be finalized as soon as the Firm for Capacity Building is put in place.

### Capacity-Building Measures

33. The project will engage individual consultants and a firm to facilitate capacity-strengthening measures. Support for teachers, managers, and administrators could include short technical and management training, coaching by senior teachers or industry trainers, improved inspection and guidance at the workplace, training workshops, establishing teacher self-help groups, and apprenticeship schemes at companies. Teachers will also receive training to ensure that new equipment purchased under the project will be used effectively and will be integrated in the teaching process and suitably maintained. A firm will design and facilitate a capacity-building strategy and provide support to the project colleges throughout the project implementation with the objective of improving the overall performance of the project colleges. Training strategies for teachers will be coordinated with the Vocational Education Development Institute (VEDI) and other development partners who are supporting teacher training programs. Lessons learned at the project colleges will be integrated in the national teacher training strategy.
34. **Status.** The individual consultant who will be supporting the management capacity of current and future college leaders and administrators was deployed in November 2017. Please see paras. 30 and 32.
35. Further, a consulting firm will be recruited to design and implement capacity-building/strengthening measures at TVET colleges. The capacity building firm has been submitted to ADB for NOL on the results of technical evaluation with reference number 1368/TVED, dated 11 June 2018.

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because of another commitment. SSTVET, therefore, has to re-recruit another consultant following the ADB recruitment guidelines. The consultant was recruited and proposed to ADB on 19 September 2017 for approval. In final, ADB has not accepted the proposed consultant because of an identified conflict of interest hence a new consultant is required.

### Upgrading of Academic Qualification of TVET Teachers

36. **Scope.** In addition to supporting teachers at the eight project colleges, the project will also be providing \$1.6 million to upgrade the academic qualification of TVET teachers from public colleges to gain bachelor's or master's degrees in the field of their specialization. Teachers will be selected by the Technical and Vocational Education Department (TVED) and teachers selected for this promotion scheme have to sign a binding agreement committing that they will return to their vocational college after graduation and work for at least five years at a TVET college of MOES. Otherwise, they have to return the entire scholarship amount. TVED will prepare a contract template for ADB review and endorsement prior to the commencement of the scheme.
37. **Status.** In August 2017, the consultant for academic upgrading program (AUG) for TVET teachers from public colleges to gain bachelor's or master's degrees in the field of their specialization was deployed after a no objection letter was issued by ADB in mid-July 2017.
38. The AUG guidelines was drafted and discussed with the management of 8 project colleges on 16-18 October 2017. The updated version was submitted to ADB for review and approval in December 2017. The consultant closely coordinated with relevant departments in MOES and the project and public colleges for the preparation of the selection and operation manual.
39. The SSTVET team in close collaboration with TVED implemented the academic upgrading program in March 2018 after receiving the NOL from ADB on 2 February 2018. There were 45 teachers including 4 female teachers selected to pursue master's degrees in the field of their specialization forming the first batch of academic upgrading program in 2018. Currently in progress is payment processing of course fees to service providers.
40. The second batch of 70 candidates of teachers and managers from TVED institutes are currently being selected. This batch aims for bachelor's degrees rather than master's degrees giving higher priority to female beneficiaries.

### Promotion and Rolling out of Short-Term Skills Training Courses

41. **Scope.** Considering the successful outcome of the promotion of short skills courses under the first ADB-financed TVET project (STVET), the project will assist project colleges to develop and roll out short-term skills training courses for out-of-school youths and adults and promote entrepreneurial and multi-skilled approaches to help youths and adults in the informal sector to upgrade their skills to find better paying jobs or start self-employment. With the help of consultants, course content and delivery methods will be prepared by each project college based on the local demand.
42. To introduce new training programs responding to industry and community demand, the project will provide resources for technical assistance to TVED to develop competency-based standards, new competency-based curriculum modules and training materials.
43. To help graduates at the project colleges find employment or become self-employed, the project will establish career guidance services. Career guidance units will closely link with the local business community, provide advice on job opportunities and salary expectations, facilitate internships at companies, and provide entrepreneurship guidance for those interested in self-employment.
44. **Status.** Competency-based skills standards and curriculum development consultants were hired under the Project to work on nine trade areas to include development of short-term courses. 15 TORs were approved by ADB in July 2017 including 6 and 9

international and national consultants, respectively. Consultants were deployed from mid-October 2017 up to early November 2017 to support development of trade courses including: (i) reviewing and confirming the list of training equipment; (ii) developing competency-based standards, new competency-based curriculum modules and learning materials; and (iii) coaching and mentoring in 8 project colleges. Regarding competency-based curriculum development, the industry partnership specialist/curriculum development coordinator was recruited by end of March 2018 after receiving the NOL from ADB on 12 March 2018. She is working closely with both international and national experts on the review and finalization of competency-based curriculum development in VEDI Office.

45. Currently, the SSTVET Consultants completely drafted 29 jobs out of 9 trade areas (ICT, Logistics, Road and Bridge Construction, Auto Mechanical, Building Construction, Food Processing, Bio-agriculture, Veterinary and Electrical) identified in the PAM. There are 10 competency-based standards (CBS) and competency-based curriculum (CBC) in level 1; 9 competencies in level 2 and 9 competencies in level 3. There is only 1 job in level 5 which has been transformed from subject matter to competency-based structure. All of these are in the English language. The translation into Lao by the national consultants are in the progress, and is expected to be completed by Q4 2018.
46. Determination of TVET courses to be offered for levels 1 and 2 was discussed during the 20 to 22 December 2018 workshop conducted by the SSTVET Stipend Team, where another set of short-term courses to be offered by colleges with stipends support was identified and agreed upon among the different colleges. Identification of courses was based on current market demand and existing competencies of the 8 colleges.
47. Based on this, the colleges were asked to develop the curricula for identified short courses. The first workshop was conducted from March 7 to 15, 2018 for the development of curricula for short term courses.
48. Short term course delivery under the stipends program was approved by ADB on April 27, 2018, including consumable costs, bank charges, and monitoring budget.

### **Output 3: Increased access to TVET institutions for disadvantaged students**

#### **Stipend Program**

49. **Scope.** Output 3 will increase poor and disadvantaged students' access to TVET through (i) a program of targeted direct stipends; and (ii) the development and refinement of TVET promotion strategies, including support to career guidance for prospective students. \$4.0 million are earmarked for the stipend scheme. The streamlined stipend program will enable disadvantaged youth from poor families to enroll in vocational colleges. The grant amount has been set in consultation with MOES and other development partners implementing stipend programs. The principle is to cover all associated costs of attending TVET in order to minimize the risk of students dropping out for financial reasons. To be eligible to receive stipend support, a student (i) must be poor or disadvantaged; (ii) must enroll in a certificate or diploma program at one of the eight project colleges; and (iii) must be at least 16 years old. MOES will select the stipend recipients using a transparent process, and at least 50% of the stipend recipients will be women. Following the approach used by other existing stipend programs in Lao PDR, payment will be made directly to students' bank accounts on a monthly basis, and will be accessible via ATM cards. The total number of students supported will depend on the duration

of the courses they select, but may be as high as 4,600.

50. **Status.** The stipend program will enable disadvantaged youth from poor families to enroll in vocational colleges. The project stipend team leader was recruited and mobilized in June 2017 to support the implementation of the stipend program. Another consultant was recruited and mobilized in August 2017 to assist the stipend team leader.
51. The first workshop for the preparation of the stipend implementation manual was conducted in July 2017. The stipend implementation manual was approved by ADB on 20 September 2017 and was sent to the project colleges for implementation.
52. A total of 584 students (183 female students - 31.34%) registered for C3 at 6 colleges<sup>5</sup>; At the end of Quarter 1 report, there were 576 students (98.63%) who continued with their studies. 8 students (1.37%) dropped out of college. In Q2, the last payment for Stipend and Consumable for June 2018 was transferred to the students' bank accounts on 18 June 2018. As of 20 June 2018, there are 533 students (171 females) who are still studying while 51 already dropped out (12 females).
53. A workshop on consultation for developing new learning courses for C1 & C2 (short courses) in 2018 was arranged during 20-22 December 2017. The first batch of short-term course of C1 for Cosmetology started in late May 2018 with 40 students (38 females-95%).
54. The SSTVET stipend team allocated and targeted a total of USD1.5M to support the stipends program in 2018 in which there are 40 stipend students enrolled in cosmetology in Champasak Technical-Vocational College (NOL dated 21 June 2018). Contract awards and disbursements for stipends as of 30 June 2018 were USD776,654.04 and USD299,764.24, respectively.

#### TVET promotion strategies

55. **Scope.** Output 3 will help refine and implement TVET promotion strategies to improve the public image of TVET and promote enhanced understanding of TVET products and services among youth, their parents, and communities. The goal is to increase TVET enrollment. The TVET promotion strategy will test and adopt a range of modern communication for development tools with the aim of developing a common brand for TVET and providing better information to a diverse range of stakeholders on the potential jobs that skilled workers are able to access. To help graduates at the project colleges find employment or become self-employed, the TVET promotion strategy will include the establishment of career guidance services. Career guidance units will closely link with the local business community, provide advice on job opportunities and salary expectations, facilitate internships at companies, and provide entrepreneurship guidance for self-employment. The TVET promotion strategy will also include promotion of the stipend program among eligible disadvantaged students. The TVET promotion strategy will build on social marketing plans and products created previously by MOES and expand through (i) national level media and branding activities to promote positive perceptions and build awareness, trust and credibility of TVET; and (ii) the roll out of social marketing activities in the communities in the geographic area of each project college.
56. A firm with sound experience in social marketing will support MOES to design and

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<sup>5</sup> There are 6 project colleges including (i) Pakpasak technical college, (ii) Dongkhamxang Agriculture Technical School, (iii) Vientiane Technical College, (iv) Khammouane Technical and Vocational College, (v) Savannakhet Technical and Vocational College, and (vi) Champasak Technical and Vocational College.

- run the TVET promotion strategy. Within the first three months after project effectivity, MOES will invite interested firms to prepare a detailed proposal describing how they plan to deliver TVET promotion activities and campaigns.
57. **Status.** The goal is to increase TVET enrollment with specific objectives to: (i) improve the public image of TVET; and (ii) promote understanding of TVET products and services among youth, their parents, and communities. As such, a consulting firm will be recruited to undertake this activity. The recruitment was advertised in December 2017 and the call for EOI was completed in January 2018. RFP submission is being reviewed by ADB targeting completion by mid-July 2018.
58. Regarding the TVET promotion, an additional consulting firm will be recruited through Single Source Selection to develop the Youth Work Platform to promote technical and vocational education programs, employment opportunities (through job matching) and online learning programs. The terms of reference of the consulting firm and the Project Coordinator were drafted and submitted to ADB in July 2017. The project coordinator was deployed on 19 November 2017 while the recruitment of consulting firm (Servyouth) is still being processed and is expected to be completed by the end of April 2018. There are some activities being undertaken by the project coordinator and Servyouth while waiting for the finalization of recruitment of consulting firm; mainly to building a network of key contributing partners and meeting with those potential partners, adapting and customizing the platform to meet the users in the Lao context.
59. TVED requested that the 8 colleges submit their TVET promotion plans so that they can use the SSTVET budget for this purpose. SSTVET is currently reviewing their plans.
60. There were six colleges under the Project which submitted the stipend promotion plan to TVED/SSTVET. The other two colleges are not ready to accommodate students for short term courses due to lack of dormitory in Vientiane-Hanoi and Pakpasak TVC. Meanwhile, Dongkhamxang Agriculture Technical College has signed MOU with youth union to provide courses for disadvantaged students on top of the college promotion activities.

## **2. Utilization of Funds**

61. Please see below:

### Cumulative Amounts of Contract Awards and Disbursements (USD) of ADB funds

Amount in US\$ as of 22 Jun 2018

Cat. No.	Category Name	Cat. Code	Allocation	Contracts 30 June 2018	Disbursed Contracts	Undisbursed Contracts	Uncommitted Amount	Undisbursed Amount
3A	CONSULTANT SERVICES-INTERNATIONAL	3101	630,000.00	720,000.00	238,037.12	481,962.88	-90,000.00	391,962.88
3B	CONSULTANT SERVICES-NATIONAL	3102	1,470,000.00	579,400.00	265,800.00	313,600.00	890,600.00	1,204,200.00
3C	CONSULTANT SERVICES-FIRMS	3103	1,700,000.00	0	0	0	1,700,000.00	1,700,000.00
1	CIVIL WORKS	3201	5,000,000.00	3,373,564.00	94,940.08	3,278,623.92	1,626,436.00	4,905,059.92
4A	UPGRDING OF ACDMIC TEACHER QUALIFICAT	3501	1,600,000.00	398,172.00	0	398,172.00	1,201,828.00	1,600,000.00
4B	FACILITATION OF CAPACITY DEV'T	3502	650,000.00	0	0	0	650,000.00	650,000.00
5	TEACHING MATERIAL	3701	300,000.00	0	0	0	300,000.00	300,000.00
2	TRAINING EQUIPMENT & CONSUMABLES	3801	6,000,000.00	0	0	0	6,000,000.00	6,000,000.00
6	STIPEND SCHEME	3901	4,000,000.00	776,654.04	299,764.24	476,889.80	3,223,345.96	3,700,235.76
7A	PMU OPERATION & PRJ SUPERVISION	3902	550,000.00	196,011.18	141,772.12	54,239.06	353,988.82	408,227.88
	CONDUCT CAREER COUNSELING, JOB FAIRS	3903	450,000.00	4,726.94	4,726.94	0	445,273.06	445,273.06
7B	STUDY, WORKSHOP CONFERENCES	3904	150,000.00	89,936.62	89,936.62	0	60,063.38	60,063.38
8	UNALLOCATED	4901	2,500,000.00	0	0	0	2,500,000.00	2,500,000.00
	<b>25,000,000.00</b>	<b>6,138,464.78</b>	<b>1,134,977.12</b>	<b>5,003,487.66</b>	<b>18,861,535.22</b>	<b>23,865,022.88</b>		
	<b>Pending Claims</b>							
	<b>O/S Advances</b>				4,095,000.00	-4,095,000.00		-4,095,000.00
	<b>25,000,000.00</b>	<b>6,138,464.78</b>	<b>5,229,977.12</b>	<b>908,487.66</b>	<b>18,861,535.22</b>	<b>19,770,022.88</b>		

Source: ADB GFIS Website as of 30 June 2018

### Contract Awards and Disbursement Achievements for Q2/2018

Revised Contract Awards and Disbursement (CAD) Achievements, As of 30 June 2018										
	Contract Awards					Disbursement				
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
2017		0.524000	0.260788	1.037675	1.822463		1.095000		0.244336	1.339336
2018	1.870000	1.883811								
2019										
2020										
2021										
	<b>Total Grant</b>				<b>25.000000</b>	<b>Total Grant</b>				<b>25.000000</b>

## D. PROJECT ACHIEVEMENT

### 1. Project Design and Monitoring framework

62. Please see below:

Results Chain	Performance Indicators with Targets and Baselines	Progress up to end of Q1, 2018
<b>Outcome:</b> TVET system expanded and aligned with evolving labor market needs	a. By 2020, 90% of both female and male TVET college graduates find employment or start their own business in areas where they have been trained within 6 months of graduation. Sex-disaggregated data	a. EMIS has finished designing the guideline and questionnaire of tracer study and trained 65 staff (deputy directors and EMIS division) from all TVET colleges, especially the 8 project colleges on how to conduct the follow up on students who have graduated.

	<p>(2015 baseline: 80%)</p> <p>b. Enrollment in project colleges increase from 16,300 in 2015 to 25,500 in 2020; 45% of students are girls (2015 baseline for women at project colleges: 41%)</p> <p>c. Companies and business associations express satisfaction with graduates from project colleges (baseline: not applicable)</p>	<p>b. M&amp;E Consultant is currently collecting statistics to monitor this indicator. Baseline data was collected by the end of March 2018, indicating that there is 23,485 students enrolled in school year 2017-2018 (10,945 are Females 47%).  <i>Source: EMIS, TVED</i></p> <p>c. This part is also incorporated in the tracer study questionnaire and guideline mentioned above.</p>
<p><b>Outputs:</b></p> <p>1. Upgraded teaching and learning environments at eight TVET colleges</p>	<p>1a. Facilities are upgraded, based on approved proposals within the first 2 years of the project (baseline: not applicable)</p> <p>1b. New equipment is integrated in ongoing training programs by 2018 (baseline: not applicable)</p> <p>1c. Dormitories are well-maintained and provide healthy and student-friendly living environments. 50% of new dormitory spaces are reserved for female students (baseline: 0)</p>	<p>1a. Civil works for 5 ((i) Khammouane Technical and Vocational College; (ii) Polytechnic college; (iii) Savannakhet Technical and Vocational College (iv) Vientiane-Hanoi Technical and Vocational College; and (v) Pakpasak Technical College ) colleges have completely signed contract.</p> <p>1b. The list of equipment was reviewed by the relevant officials of 8 project colleges and the curriculum development experts. The list was finalized in mid-January 2018.</p> <p>1c. Only Khammoaune has constructed new dormitory for male and female where 50% space for female has been awarded by engineer during technical design.</p>
<p>2. Improved quality and relevance of demand-driven programs</p>	<p>2a. 1,000 TVET teachers and managers participate in training measures during the implementation phase of the project; all female managers and teachers at the project colleges will participate in pedagogy, technical, and management training (baseline: 0)</p> <p>2b. 50% of trained teachers adopt</p>	<p>2a. Two management training was conducted so far on electrical workshop management with 25 teachers attending (1 female) and the other on tracer study with 65 teachers (5 female) while consulting firm for implementing the capacity-building is waiting for NOL. Training needs assessment (TNA) for verification topics has been identified in PAM. Survey was conducted starting in December 2017 and completed in March 2018. The capacity development plan has been sent to ADB for approval, currently waiting for NOL.</p> <p>2b. The proposal and material on student-centered teaching methods has been</p>

	<p>student-centered teaching methods in 2018. Sex-disaggregated data (2015 baseline: 10%)</p> <p>2c. At least 80% of the lesson plans confirm integrated theory and practical training approaches. (2015 baseline: 10%)</p> <p>2d. At least 50 teachers (20 women) should have commenced academic upgrading programs by 2018 (baseline: 0)</p> <p>2e. Increased number of students in apprenticeship schemes in companies. 50% are women (baseline: 0)</p>	<p>prepared by team leader in collaboration with DTL and capacity building consultant in Q2/2018. The material has been translated into local language.</p> <p>2c. According to the curriculum standard set, 20% theory and 80% practice for level 3 but for level 1-2 the proportion between theory and practice will be 10% theory, 90% practice.</p> <p>2d. Guidelines completed and submitted to ADB in December 2017. Selection of beneficiaries has started and receiving colleges have started in October 2017; there were 45 teachers including 4 female teachers selected to gain master's degrees in the field of their specialization as the first batch of academic upgrading program in 2018. The second batch is in the process of selection with 70 candidates.</p> <p>2e. No progress was made in Q2 2018 since students for C3 course were still studying in Q4 2017. However, the Apprenticeship programs will be designed to send all students for practice in company in order to complete their learning program and will target at least 5 boys and 5 girls in apprenticeship program per year from 8 beneficiary colleges.</p>
<p>3. Increased access to TVET institutions for disadvantaged students</p>	<p>3a. Criteria and mechanism for selecting poor students for stipends is in place within the first 6 months of the project; 50% of the applicants are women (baseline: not applicable)</p>	<p>3a. The project stipend consultant was mobilized in June 2017 and the project stipend implementation manual was approved by ADB and is already being delivered to the project colleges. The revised manual with consumable cost updated was approved in April 2018 and distributed to all project schools. The first M&amp;E started in June 2018.</p> <p>To provide short course for stipend in more areas, C1-C2 curriculum development meeting was held in June 2018; the job analysis for 9 subjects has been completed and the deadline to submit the details module is end of July 2018.</p> <p>There are 584 students (183 female students-31.34%) registered for C3 at 6 colleges in Q1. In Q2, the last payment for Stipend and Consumable of June 2018 was transferred on 18 June 2018. As of 20 June 2018, there</p>

	<p>3b. At least 1,000 students from low-income families to receive stipends from the project and enroll in vocational schools (50% women) by 2018 (baseline: 0)</p> <p>3c. Awareness campaigns have contributed to enhancing the reputation of TVET and the understanding of job opportunities for skilled workers. Surveys collected and report sex-disaggregated data (baseline: not applicable)</p>	<p>are 533 students (171 females) studying and 51 students (12 females) dropped out from colleges.</p> <p>3b. The selection of eligible disadvantaged students is being implemented by the project colleges. For short-term course of L1 &amp; L2 40 students (majority are female) are enrolled in cosmetology. NOL approved from ADB on the proposed new rate of consumable cost and monitoring budget on 27 April 2018 and approved for disbursement from ADB on 21 June 2018.</p> <p>3c. There are six project colleges (except Vientiane Hanoi Technical Vocational College and Dongkhamxang Agriculture Technical College) who have submitted their promotion plan and budget to SSTVET. Recruitment of firm in the process of evaluation. RFP and Consultants are expected to start work in August 2018. Project Coordinator for the Youthworks Platform was recruited in Q4 2017 and is currently working towards building a network of sound contributing producers and users and meeting with those potential partners, adapting and customizing the platform to meet the users' as well as Lao's context. The progress of Youthworks platform is attached in annex 4.</p>
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## E. PROJECT-SPECIFIC ASSURANCES AND SAFEGUARD ASPECTS

### 1. *Compliance with Grant Covenants*

63. The project activities were being implemented in May 2017 after the mobilization of the project implementation consultant and most of grant covenants are not yet due. The status of compliance with grant covenants is presented in the table below.

#### COMPLIANCE WITH GRANT COVENANTS

Schedule	Para	Description	Progress as of Q1, 2018
4	2	Environment:  The Recipient shall ensure that the preparation, design, construction, implementation, operation and decommissioning of the Project comply with	Being complied with  The approved IEEs were published in the ADB website.

		(a) all applicable laws and regulations of the Recipient relating to environment, health and safety; (b) the Environmental Safeguards; and (c) all measures and requirements set forth in the IEE, the EMP, and any corrective or preventative actions set forth in a Safeguards Monitoring Report.	<p>5 colleges (PPTC, KTVC, Polytechnic College, Vientiane-Hanoi Technical College and STVC) are under construction. CEMPs are being prepared by contractors. See attached Form No. 01 CEMP template developed by Environmental Specialist.</p> <p>Compliance monitoring checklist (Form No. 02) and Monthly compliance monitoring report template (Form No. 3) are developed.</p> <p>Training for contractor to use the forms and compliance monitoring of the five colleges conducted on 30-31May 2018.</p>
4	3	<p>Human and Financial Resources to Implement Safeguards Requirements</p> <p>The Recipient shall make available necessary budgetary and human resources to fully implement the EMP.</p>	<p>Being complied with.</p> <p>Environmental specialist provided training for contractors on the implementation of EMP in May 2018. See attached Environmental Training Plan.</p>
IV	4	(a) The Recipient shall (i) maintain separate accounts and records for the Project; (ii) prepare annual financial statements for the Project in accordance with financial reporting standards acceptable to ADB; (iii) have such financial statements audited annually by independent auditors whose qualifications, experience and terms of reference are acceptable to ADB, in accordance with auditing standards acceptable to ADB; (iv) as part of each such audit, have the auditors prepare a report, which includes the auditors' opinion(s) on the financial statements and the use of the Grant proceeds, and a management letter (which sets out the deficiencies in the internal control of the Project that were identified in the course of the audit, if any); and (v) furnish to ADB, no later than 6 months after the end of each related fiscal year, copies of such audited financial statements, audit report and management letter, all in the English language, and such other information concerning these documents and the audit thereof as ADB shall from time to time reasonably request. (b) ADB shall disclose the annual audited financial statements for the Project and the opinion of the auditors on the financial statements within 14	<p>(i) Being complied with.                  (ii-v) To be complied with</p> <p>The first audited project financial statement will be submitted to ADB by June 2018, as the end of the fiscal year is December.</p>

		<p>days of the date of ADB's confirmation of their acceptability by posting them on ADB's website</p> <p>(c) The Recipient shall enable ADB, upon ADB's request, to discuss the financial statements for the Project and the Recipient's financial affairs where they relate to the Project with the auditors appointed pursuant to subsection (a)(iii) hereinabove, and shall authorize and require any representative of such auditors to participate in any such discussions requested by ADB. This is provided that such discussions shall be conducted only in the presence of an authorized officer of the Recipient, unless the Recipient shall otherwise agree.</p>	
4	4	<p>Safeguards-Related Provisions in Bidding Documents and Works Contracts:</p> <p>The Recipient shall ensure that all bidding documents and contracts for Works contain provisions that require contractors to:</p> <p>(a) comply with the measures relevant to the contractor set forth in the IEE and the EMP (to the extent they concern impacts on affected people during construction). and any corrective or preventative actions set forth in a Safeguards Monitoring Report; (b) make available a budget for all such environmental measures; and (c) provide the Recipient with a written notice of any unanticipated environmental, resettlement or indigenous peoples risks or impacts that arise during construction, implementation or operation of the Project that were not considered in the IEE.</p>	<p>Being complied with.</p> <p>All 5 contractors are required to prepare Contractor Environmental Management Plan (CEMP). Training on how to prepare the CEMP was provided by environmental specialist to all contractors.</p> <p>CEMP and Monthly Environmental Compliance Monitoring Reports are required as preconditions for each payment to contractors. STV contractor's CEMP has been submitted and reviewed and approved by environmental specialist.</p> <p>2 contractors (PC and KTVC) will submit their CEMP within June. The other 2 contractors (VHC and PTC) are required to submit their CEMP before commencement of the construction work.</p> <p>The PIU will conduct monthly compliance monitoring for all CW contracts.</p> <p>We expect that there will be no resettlement or IP issues during construction because the proposed civil work facilities will be built within the project colleges' existing premises. Should any issue arise, we will monitor and report to ADB with a proposed</p>

			resolution.
4	5	<p>Safeguards Monitoring and Reporting:</p> <p>The Recipient shall do the following:</p> <p>(a) submit annual Safeguards Monitoring Reports to ADB and disclose relevant information from such reports to affected persons promptly upon submission; (b) if any unanticipated environmental and/or social risks and impacts arise during construction, implementation or operation of the Project that were not considered in the IEE and the EMP, promptly inform ADB of the occurrence of such risks or impacts, with detailed description of the event and proposed corrective action plan; and (c) report any actual or potential breach of compliance with the measures and requirements set forth in the EMP promptly after becoming aware of the breach.</p>	<p>Being complied with.</p> <p>All contractors are required to submit monthly environmental compliance monitoring report to the PIU starting from June 2018.</p> <p>Monthly Environmental Compliance Monitoring Reports is required as precondition for each payment to contractors.</p> <p>We will submit a report in December 2018, which addresses a) to c) covering all 5 CW contracts.</p>
4	7	<p>Social Safeguards:</p> <p>The Recipient shall ensure that the Project does not have any indigenous peoples or involuntary resettlement impacts, all within the meaning of SPS. In the event that the Project does have any such impact, the Recipient shall take all steps required to ensure that the Project complies with the applicable laws and regulations of the Recipient and with SPS.</p>	<p>To be complied with.</p> <p>We will submit a report in December 2018 which will cover all 5 CW contracts. CW will be built in existing campuses. The report will include positive impacts on IPs as well.</p>
4	8	<p>Labor Standards. Health and Safety:</p> <p>The Recipient shall ensure that the core labor standards and the Recipient's applicable laws and regulations are complied with during Project implementation. The Recipient shall include specific provisions in the bidding documents and contracts financed by ADB under the Project requiring that the contractors, among other things: (a) comply with the Recipient's applicable labor law and regulations and incorporate applicable workplace occupational safety norms; (b) do not use child labor; (c) do not discriminate workers in respect of employment and occupation; (d) do not use forced labor; (e) allow freedom of association and effectively recognize the right to collective bargaining; and (f) disseminate, or engage appropriate service providers to disseminate, information on the risks of sexually transmitted diseases, including HIV/AIDS, to the employees of contractors engaged under the Project and to members of the local communities surrounding the Project area, particularly women.</p> <p>The Recipient shall strictly monitor compliance with the requirements set forth in the above paragraph and provide ADB with regular reports.</p>	<p>Being complied with.</p> <p>The SSTVET Team will ensure compliance to relevant provisions for labor standards, health and safety as spelled out in items a) to f). Contractors' compliance of said provisions will be strictly enforced and monitored, particularly the item on child labor. No child 15 years old or below will be hired for any of the civil works construction.</p> <p>The PIU will conduct monthly compliance monitoring for all CW contracts.</p>
5	10	<p>Gender and Development:</p>	<p>Being complied with.</p>

		The Recipient shall ensure that (a) the GAP is implemented in accordance with its terms; (b) the bidding documents and contracts include relevant provisions for contractors to comply with the measures set forth in the GAP; (c) adequate resources are allocated for implementation of the GAP; and (d) progress on implementation of the GAP, including progress toward achieving key gender outcome and output targets, are regularly monitored and reported to ADB.	The project engaged the gender consultant in mid-October 2017. She has prepared the GAP update and a work plan on how to comply with specific GAP provisions. She has also already delivered the first gender training to colleges. She will regularly continue to monitor the GAP and will continue to prepare quarterly GAP updates and report to ADB.
5	11	<p>Governance and Anticorruption:</p> <p>The Recipient, the Project Executing Agency, and the implementing agencies shall (a) comply with ADB's anticorruption Policy (1998, as amended to date) and acknowledge that ADB reserves the right to investigate directly, or through its agents, any alleged corrupt, fraudulent, collusive or coercive practice relating to the Project; and (b) cooperate with any such investigation and extend all necessary assistance for satisfactory completion of such investigation.</p> <p>The Recipient, the Project Executing Agency, and the implementing agencies shall ensure that the anticorruption provisions acceptable to ADB are included in all bidding documents and contracts, including provisions specifying the right of ADB to audit and examine the records and accounts of the executing and implementing agencies and all contractors, suppliers, consultants, and other service providers as they relate to the Project.</p>	<p>Being complied with.</p> <p>Anticorruption provisions are included in bid and contract documents. The project abides by and will continue to comply with ADB's anti-corruption policy in all its project-related activities, and will establish a Grievance Redress Mechanism (GRM) for the project.</p>
5	13	<p>Operation and Maintenance:</p> <p>The Recipient shall ensure that the budget allocation for the implementation of the TVET development plan is increased in accordance with its objective under the development plan, and cause MOES to ensure that the operation and maintenance costs are appropriately reflected in the college development plans to be carried out as part of the Project.</p>	<p>Being complied with.</p> <p>This was complied with per budget allocation in the latest draft work plan for 2018. PIU will monitor actual budget utilization.</p>

## 2. Safeguards

64. The project has been classified as Category B for environment and Category C for involuntary resettlement and indigenous peoples. There will be 5 civil works packages implemented and an intermittent national consultant with safeguard expertise was recruited to update the IEE and provide safeguards monitoring at the 5 project sites as agreed during the Inception Mission in May 2017. The term of reference of the environment consultant was drafted and submitted to ADB on 27 September 2017 for review and approval. As of the end of reporting period, the updated IEEs for 5 civil works contracts were approved by ADB and disclosed in the ADB website. However, the project environment consultant was monitoring the

environmental implementation on construction sites following the safeguards requirements with 5 civil works contracts but only Khammouane TVC, Polytechnic College, and Savannakhet TVC were being implemented since mid-December 2017.

### **3. Gender**

65. The principles of the GAP for the project are to: (i) ensure equality of project benefits and opportunity sharing between women and men; (ii) ensure gender sensitive approaches to reduce gender inequalities at the project colleges; (iii) collect sex-disaggregated data including benefit monitoring and evaluation; and (iv) promote an increased representation of female teachers in training and workshops. The GAP takes into consideration lessons from the first Strengthening Technical and Vocational Education and Training Project and incorporates targets to reduce gender and social or cultural disparities, move toward equal enrollment in TVET colleges, and ensure that male and female teachers and managers receive the same opportunities for training. Currently, about 23,485 students are enrolled in the 8 project colleges, 47% are women.
66. As of the end of reporting period, the gender specialist was deployed in mid-October 2017 to implement gender development in the project and there was a workshop on Gender Mainstreaming conducted during 15-16 November 2017 participated by staff from the project colleges, staff from TVED and SSTVET, and staff from other concerned line ministries/agencies in MOES. The conducted workshop was well arranged and very helpful with promoting gender awareness at TVED and the project colleges.
67. The gender action plan (GAP) monitoring table has been prepared and updated as shown in the table below.

**GENDER ACTION PLAN (GAP) MONITORING TABLE**

Date of Update: 15 June 2018

<b>Project Title:</b>	Second Strengthening Technical and Vocational Education and Training (SSTVET) Project
<b>Country:</b>	Lao PDR
<b>Project No.:</b>	42278-024
<b>Type of Project (Loan/Grant/TA):</b>	Grant No.: 0503-LAO
<b>Approval and Timeline:</b>	2017-2021
<b>Gender Category:</b>	7C
<b>Reporting Period:</b>	April – June 2018
<b>Mission Leader:</b>	
<b>Project Impact:</b>	Reduced gender and social cultural disparities, moved toward equal enrollment in TVET colleges and ensured that male and female teachers and managers receive the same opportunities for training.
<b>Project Outcome:</b>	By 2020, 90% of both female and male TVET college graduates find employment or start their own business in areas where they have been trained within 6 months of graduation. By 2020, about 25,500 students enrolled in which 45% of students are girls.

**General Progress and Achievement made during April – June 2018:**

Further to the brief assessment on Dormitory Management conducted in April 2018 (during the visit to 8 colleges from 20 March to 10 April 2018), some emergent needs were identified e.g. (i) there was no Anti-Sexual Harassment Guideline existed; (ii) need to establish the Gender Trainer team for the colleges; and (iii) need to develop the annual Gender Action Plan (GAP) and annual GAP monitoring template for each college.

In this connection, the actions taken and progress made during April and June 2018 for each target value in 2018 Gender Action Plan (GAP) were presented in the tables below:

<b>Gender Action Plan</b> (GAP Activities, Indicators and Targets, Time Frame and Responsibility)	<b>Progress to Date</b> (This should include information on period of actual implementation, sex-disaggregated qualitative and quantitative updates (e.g. number of participating women, women beneficiaries of services, etc.). However, some would be in process – so explain what has happened towards meeting this target)	<b>Issues and Challenges</b> (Please include reasons why an activity was not fully implemented, or if targets fall short, or reasons for delay, etc.)
<b>Outcome:</b>		
TVET system expanded and aligned with evolving labor market needs	<b>PROGRESS:</b> - Although the formal Assessment of Labor Market Needs was not in place, some colleges have made their own effort to collaborate with the business operators/companies/factories, e.g. Hotels, KOLAO (automobile) and Garment factories, to develop the skilled labor needed by the factories.	- The Labor Market Needs Assessment (LMNA) report was not available (it may not have existed). The

	<p><b>FURTHER ACTIONS TO BE TAKEN:</b> The Gender team to work with the Courses/Curriculum Designing team to ensure they refer to the LMNs on gender issues in designing their courses (Quarter 2-3 2018).</p>	<p>LMNA needs to be done as soon as possible.</p>
<p>Enrollment in project colleges increases from about 16,300 in 2015 to about 25,500 in 2020; 45% of the students are girls. (2015 Baseline for women at project colleges = 41%)</p>	<p><b>PROGRESS:</b></p> <ul style="list-style-type: none"> <li>- This target value was seriously discussed during the training on Safeguarding the Environment and Gender, held on 30-31 May 2018, in the session on Gender, when Gender Focal Points (GFPs) at all colleges reported that they work closely with the college management level in defining the quota for male and female students for enrolment, stipend, apprenticeship, etc.; and</li> <li>- GFPs of all colleges applied Sex-Disaggregated Data (SDD) system for student data to ensure their proper tracking of the SDD enrolment, stipend, etc. is made.</li> </ul> <p><b>FURTHER ACTIONS TO BE TAKEN:</b></p> <ul style="list-style-type: none"> <li>- In Q4 2018, the updated number and percentage of males and females enrolment will be tracked.</li> </ul>	
<p><b>Output 1:</b> Upgraded teaching and learning environments at selected TVET colleges</p>	<p><b>Action 1.1: 50% of new dormitory spaces are reserved for women;</b> <b>Action 1.2: Dormitories have separate spaces and facilities for women and men;</b> <b>Action 1.3: All new and upgraded colleges will have separate latrines and facilities for male and female teachers and students.</b></p> <p><b>PROGRESS:</b></p> <ul style="list-style-type: none"> <li>- It was reported by the SSTVET Civil Engineer team that, the design of 3 out of 5 new dormitories (Polytechnic, Khammouan and Savannakhet that are under construction) have divided 50% of spaces and facilities for females and 50% for male students;</li> <li>- For the other 2 dormitories that are under the bidding process such as Pakpasak and Vientiane-Hanoi colleges, the college management team including GFPs and SSTVET Civil Engineer team ensured that the design of new dormitories will also divide 50% of the spaces and facilities for female and 50% for male students and teachers.</li> </ul> <p><b>FURTHER ACTIONS TO BE TAKEN:</b></p> <ul style="list-style-type: none"> <li>- The SSTVET Gender Specialist will follow up with the Civil Engineer team for an update on the 2 dormitories to ensure that the design have divided the spaces and facilities for male and female students.</li> </ul> <p><b>Action 1.4: By 2018, all project colleges conduct training on Prevention of Sexual Harassment and Reporting mechanism (including grievances) for all students is established; and</b> <b>Action 1.5: By 2018, a training on Code of Conduct for dormitory managers, security guards and dormitory staff is conducted at all colleges.</b></p> <p><b>PROGRESS:</b></p>	

	<p>- Refer to results of a brief assessment of Dormitories Management Guideline and Code of Conduct at 8 colleges held in April 2018, SSTVET Gender Specialist, together with GFP of TVED, has developed an Anti-Sexual Harassment Guideline to supplement the Code of Conduct already existing in all colleges. This is to ensure that it covers the measures to respond to the country's commitment on CERD<sup>6</sup>, CEDAW<sup>7</sup>, CRC<sup>8</sup>, CRPWD<sup>9</sup> and the MoES' relevant framework. The 1<sup>st</sup> Draft of Guideline was completed in May 2018 and it will be sent to the TVED management level for review and approval in Q2-Q3 2018.</p> <p><b>FURTHER ACTIONS TO BE TAKEN:</b></p> <ul style="list-style-type: none"> <li>- Share the 1<sup>st</sup> Draft of Anti-Sexual Harassment Guideline with 8 colleges (the main users) to obtain their comments and inputs and finalize the 1<sup>st</sup> Draft (Q2-Q3 2018);</li> <li>- Send the Final Draft to the TVED management level for review, comments and approval in Q3 2018;</li> <li>- The SSTVET Gender team to organize a workshop to introduce the use of the above mentioned Guideline to the SSTVET coordinators at all colleges (including Directors, GFPs, teachers who are responsible for Student Affairs, Curriculum, etc. around 10 persons per college) when the Anti-Sexual Harassment Guideline is approved by the TVED (tentatively in Q3 2018).</li> </ul>	
<p><b>Output 2:</b> Improved quality and relevance of demand driven programs</p>	<p><b>Action 2.1: All female managers and teachers at the project colleges will participate in pedagogy, technical, and management training.</b></p> <p><b>PROGRESS:</b></p> <ul style="list-style-type: none"> <li>- Gender Specialist worked closely with the Teacher Capacity Building Specialist to integrate Gender Training of Trainer (Gender ToT) course for GFPs and teachers who are responsible for Student Affairs, Dormitory and Youth Union in the Teacher Capacity Building Master Plan. The mentioned Master Plan was approved at the Meeting with TVED held in April 2018 and it was further submitted to the ADB for consideration in May 2018. Upon approval of this Master Plan, the Gender ToT will be conducted.</li> </ul> <p><b>FURTHER ACTIONS TO BE TAKEN:</b></p> <ul style="list-style-type: none"> <li>- Conduct Gender ToT for the GFPs and teachers who are responsible for Student Affairs, Dormitory and Youth Union of all colleges (Tentatively in Q4, 2018).</li> <li>- Gender Specialist to follow up with GFPs at 8 colleges to update the gender aspects in target values for teacher technical training (Q4, 2018).</li> </ul> <p><b>Action 2.2: 35% of teachers of the academic upgrading program are women (35% for Bachelor's and 35% for master's programs), (in 2018, at least 50 teachers in which</b></p>	<p>- The teacher Academic</p>

<sup>6</sup> Committee for the Elimination of the Racial Discrimination (CERD)

<sup>7</sup> Convention for Elimination of all forms of Discrimination Against Women (CEDAW)

<sup>8</sup> Convention on the Rights of the Child (CRC)

<sup>9</sup> UN's Convention on the Rights of Persons with Disabilities (CRPWD)

	<p><i>20 are females attended the academic upgrading program – 35% for Bachelor’s and 35% for master’s programs).</i></p> <p><b>PROGRESS:</b></p> <ul style="list-style-type: none"> <li>- Gender Specialist worked with all colleges during the meeting in April 2018 and in the Environment and Gender workshop in May 2018, on the target value of the male/female teachers Academic Upgrading Program – the discussion focused on defining quota for male/female teachers in this program, to ensure 35% of teachers joined the academic upgrading program are women (Q2-Q3, 2018).</li> </ul> <p><b>FURTHER ACTIONS TO BE TAKEN:</b></p> <ul style="list-style-type: none"> <li>- Gender Specialist to coordinate with GFPs at 8 colleges to encourage female teachers to pursue the higher education and participate in the Teacher Academic Upgrading Program (regularly)</li> </ul> <p><b>Action 2.3: Skills standards manuals, new TVET curriculum and training programs developed under the project are gender sensitive and provide positive images of women.</b></p> <p><b>PROGRESS:</b></p> <ul style="list-style-type: none"> <li>- N/A</li> </ul> <p><b>FURTHER ACTIONS TO BE TAKEN:</b></p> <ul style="list-style-type: none"> <li>- Gender Specialist to search and provide more gender materials (photos, VDOs, etc.) to the GFPs at all colleges for their further use in teaching (Regularly).</li> </ul> <p><b>Action 2.4: 50% of students in short term training courses for out of school youth are women (2015 baseline = 30%).</b></p> <p><b>PROGRESS:</b></p> <ul style="list-style-type: none"> <li>- N/A</li> </ul> <p><b>FURTHER ACTIONS TO BE TAKEN:</b></p> <ul style="list-style-type: none"> <li>- Gender Specialist needs to work with the short course designing (C1, C2), enrollment and stipend teams in Q3, 2018 to ensure 50% of students are women; and</li> <li>- Gender Specialist to work with M&amp;E Specialist and colleges to follow up with colleges in measuring and reporting this target value (Quarterly).</li> </ul> <p><b>Action 2.5: Ensure all counselling and guidance materials target women, in particular female students are targeted with information on range of employment opportunities in lucrative industry/business sectors where female presence is low.</b></p> <p><b>Action 2.6: Ensure that 30% of those trained as career counsellors are women (Baseline 2015 = 20%).</b></p> <p><b>PROGRESS:</b></p> <ul style="list-style-type: none"> <li>- It is reported by some colleges that they have assigned</li> </ul>	<p>Upgrading Program needs to start no later than 2018 – to ensure they graduate within the SSTVET project timeframe.</p> <p>- Counselling guidance materials were not available.</p>
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	<p>female member in the career counselling team.</p> <p><b>FURTHER ACTIONS TO BE TAKEN:</b></p> <ul style="list-style-type: none"> <li>- Gender Specialist to work with colleges on the gender target value of the career counselling team to ensure that 30% of them are women.</li> <li>- Further work needs to be done to ensure the materials for counselling are made with gender consideration and target on women, particularly female students are targeted with information employment opportunities in lucrative industry/business sectors where female presence is low.</li> </ul> <p><b>Action 2.7: Increased number of students in apprenticeship schemes in companies (50% are women).</b></p> <p><b>PROGRESS:</b></p> <ul style="list-style-type: none"> <li>- It is reported by all colleges that as part of requirements for graduation, all students (males &amp; females) must participate in the apprenticeship. However, the male/female ratio of students will be depending on ratio of students in each courses. It was also reported that some courses have more females than males and vice versa.</li> </ul> <p><b>FURTHER ACTIONS TO BE TAKEN:</b></p> <ul style="list-style-type: none"> <li>- Gender Specialist to coordinate with the Promotion and Stipend teams to ensure the information of courses, stipend and dormitories opportunities provided to target women groups.</li> </ul> <p><b>Action 2.8: 50% of students enrolled in short courses offered by the project colleges are women.</b></p> <p><b>PROGRESS:</b></p> <ul style="list-style-type: none"> <li>- N/A</li> </ul> <p><b>FURTHER ACTIONS TO BE TAKEN:</b></p> <p>Gender Specialist to coordinate with the Promotion and Stipend teams to ensure the information of courses, stipend and dormitories opportunities provided to target women groups. This will help in ensuring that 50% of students enrolled in short courses offered by the project colleges are women.</p>	<ul style="list-style-type: none"> <li>- This figure links to figure of Enrolments. In order to achieve this number or percentage, it is needed to ensure achievement of the percentage of enrolment (e.g. to have at least 50% of female)</li> </ul>
<p><b>Output 3:</b> Increased access to TVET for disadvantaged students</p>	<p><b>Action 3.1: Criteria and mechanism for selecting poor students for stipends includes a quota of 50% female students; at least 50% of stipend assistance is provided to women.</b></p> <p><b>PROGRESS:</b></p> <ul style="list-style-type: none"> <li>- It is observed that the Stipend team has already developed criteria and mechanism for selecting poor students for stipend including a quota of 50% of females.</li> </ul> <p><b>FURTHER ACTIONS TO BE TAKEN:</b></p> <ul style="list-style-type: none"> <li>- Gender Specialist to work with the Stipend and Promotion</li> </ul>	

	<p>team to ensure they include gender aspects in their Promotion e.g. announcement of courses and dormitories availability and stipend opportunities at the colleges for the communities where there is a considerable number of poor jobless female residents; (this may happen in Q3 2018);</p> <ul style="list-style-type: none"> <li>- The Gender Specialist to work with Stipend and Promotion team to ensure the team consists of female members in order to communicate with young poor and ethnic girls in the target villages; the key questions for interview should also cover gender aspects, etc.); and</li> <li>- Gender Specialist will work with Stipend team to track the number of stipend receivers up to date.</li> </ul> <p><b>Action 3.2: The TVET promotion campaign: (i) promotes female participation in TVET in general and in nontraditional skills, in particular; (ii) publicizes the stipend program, dormitory facilities and training programs and strategies used by TVET institutions to promote female enrolment in non-traditional TVET areas; and (iii) mobilizes the private sector to hire more women in non-traditional trades.</b></p> <p><b>PROGRESS:</b></p> <ul style="list-style-type: none"> <li>- The promotion team was not yet in place – however, the work of Stipend team has covered some actions above.</li> </ul> <p><b>FURTHER ACTIONS TO BE TAKEN:</b></p> <p>Gender Specialist to coordinate with promotion and stipend teams, tentatively in Q3-4, 2018, to (i) promote of courses available at the colleges (ii) publicize the stipend program, dormitory facilities and training programs and strategies used by TVET institutions to promote female enrolment in non-traditional TVET areas; and (iii) mobilize the private sectors to hire more women in non-traditional trades.</p>	<p>The promotion team is not yet in place.</p>
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**General Indicators for project management:** Apart from target values in the table above, the GAP has also included the General Indicators for Project Management which include (i) gender workshops will be conducted annually at all project colleges to introduce the GAP and report on progress; (ii) all data will be disaggregated by sex; (iii) project's monitoring and evaluation includes GAP indicators; (iv) GAP performance report to ADB includes a GAP monitoring table in the quarterly reports; and (v) all enrollment data by TVET trade/sector by sex in the 8 project-supported colleges will be tracked and reported in the GAP. Detail action taken, progress made and proposed further actions for Q3, 2018 were presented in the table below:

<b>Gender Action Plan</b> (GAP Activities, Indicators and Targets, Time Frame and Responsibility)	<b>Progress to Date</b> (This should include information on period of actual implementation, sex-disaggregated qualitative and quantitative updates (e.g. number of participating women, women beneficiaries of services, etc.). However, some would be in process – so explain what has happened towards meeting this target)	<b>Issues and Challenges</b> (Please include reasons why an activity was not fully implemented, or if targets fall short, or reasons for delay, etc.)
1) Gender workshops will be conducted annually at all project colleges to introduce the GAP and report on progress	<p><b>PROGRESS:</b></p> <ul style="list-style-type: none"> <li>- During the Training on Safeguarding the Environment and Gender, held on 30-31 May 2018, the Gender Specialist had helped the GFPs from 8 colleges to complete their 2018 GAP and introduced them the template for Quarterly GAP Report. Hopefully this will soon become a routine work of the GFPs at all colleges to provide their inputs to Quarterly GAP update to the SSTVET as well as the TVED and ADB.</li> </ul> <p><b>FURTHER ACTIONS TO BE TAKEN:</b></p> <ul style="list-style-type: none"> <li>- Gender Specialist to follow up with the GFPs at 8 colleges for Quarterly updating of progress. The Annual Gender Workshop to be conducted in November 2018 (it was proposed to be organized together with SSTVET Annual Workshop) – to report the GAP progress/achievement in 2018 and identify the priorities for GAP 2019.</li> </ul>	Gender workshops will be conducted annually at all project colleges to introduce the GAP and report on progress
2) All data will be disaggregated by sex	<p><b>PROGRESS:</b></p> <ul style="list-style-type: none"> <li>- All colleges and SSTVET team members have applied Sex-Disaggregated Data (SDD) for all list of participants, students and teachers.</li> </ul> <p><b>FURTHER ACTIONS TO BE TAKEN:</b></p> <p>Gender Specialist to continue collaboration with M&amp;E specialist and colleges to ensure they continue applying the SDD in their work (Quarterly).</p>	-
3) Project's monitoring and evaluation includes	<p><b>PROGRESS:</b></p> <ul style="list-style-type: none"> <li>- Gender Specialist together with M&amp;E Specialist explained all gender-related indicators under each work/activity to the responsible staff and colleges – this will ensure that they take relevant</li> </ul>	-

GAP indicators;	<p>action in order to achieve the gender target value in their works.</p> <p><b>FURTHER ACTIONS TO BE TAKEN:</b> Gender Specialist to further collaborate with M&amp;E Specialist in measuring and reporting the achievement of gender related indicators in the DMF and GAP indicators (Quarterly).</p>	
4) GAP performance report to ADB includes a GAP monitoring table in the quarterly reports	<p><b>PROGRESS:</b> - Gender Specialist helped the 8 colleges to develop their 2018 GAP which include the GAP Quarterly Report template (GAP monitoring table) – hopefully the colleges can soon provide their inputs into the GAP Quarterly report to the ADB.</p> <p><b>FURTHER ACTIONS TO BE TAKEN:</b> Gender Specialist to collaborate with M&amp;E Specialist and SSTVET management team to integrate GAP Quarterly progress in SSTVET Quarterly reports to ADB (Quarterly).</p>	-
5) All enrollment data by TVET trade/sector segregated by sex in the 8 project-supported TVET colleges will be tracked and reported in the GAP	<p><b>PROGRESS:</b> - Gender Specialist has introduced the SDD and relevant gender indicators to all relevant teachers at 8 colleges – hopefully at the end of each year the teachers who are responsible for M&amp;E at colleges can tack the enrolment data using SDD.</p> <p><b>FURTHER ACTIONS TO BE TAKEN:</b> Gender Specialist to collaborate M&amp;E Specialists and colleges to help tracking and reporting the SDD of the enrollment data. This will be done annually, starting from end of 2018.</p>	-

Prepared by: Ms. Dr. Sengamphone Chithtalath, Gender Specialist

Reviewed by: Ms. Dr. Bernadette Gonzales, SSTVET Team Leader

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## **F. FOLLOWING-UP THE AGREED TIME-BOUND ACTIONS**

68. The Project management Unit (PMU) and the ADB Mission agreed during the grant review mission, 15 – 19 January 2018, on the following time-bound actions to be

taken and the status of such is presented in the table below:

MOU, Para.	Actions	Target time framework	Responsible Unit	Status as of Q1, 2018
57	1. Submission of signed contract for Khammouane TVC civil works	12-Feb-18	PIU	Done
	2. Submission of signed contract for Polytechnic TVC civil works	12-Feb-18	PIU	Done
	3. Submission of request to change ICB to NCB	25-Jan-18	PIU	Done
	4. Consolidated annual progress report	31-Jan-18	PIU	Done
	5. Contract award of ServYouth Company	22-Feb-18	PIU	In progress
	6. Contract award for international road and bridge consultant	27-Feb-18	PIU	Done
	7. Submit withdrawal applications 0004-0006	21-Mar-18	PIU	Done
	8. Submission of signed contract for Savannakhet TVC civil works	12-Feb-18	PIU	Done
	9. Contract award for Vientiane-Hanoi Friendship TVC	4-May-18	PIU	Done
	10. Contract award for Pakpasak TVC civil works	14-May-18	PIU	Done
	11. Contract award for TVET promotion consulting	22-May-18	PIU	In the process of open bids proposal and evaluate
	12. Contract award for capacity building consulting	6-Jun-18	PIU	Waiting for NOL for contract award from ADB
	13. Submit withdrawal applications 0007-00011	21-Jun-18	PIU	Withdraw application 0007 has been done
	14. Audit report for FY2017	28-Jun-18	PIU	To be submitted per schedule
	15. Submit withdrawal applications 0012-0016	28-Sep-18	PIU	To be submitted per schedule

	16. Contract award of food processing equipment/KTVC	3-Oct-18	PIU	Bid document preparation in progress. To be done as scheduled
	17. Contract award of survey mapping equipment/Polytechnic	12-Oct-18	PIU	Bid document preparation in progress. To be done early than scheduled
	18. Contract award of environment equipment/Polytechnic	12-Oct-18	PIU	Bid document preparation in progress To be done early than scheduled
	19. Contract award of electrical technique equipment/Champasak TVC	12-Oct-18	PIU	Bid document preparation in progress. To be done as scheduled
	20. Contract award for IT electronic equipment/Champasak TVC	29-Oct-18	PIU	Bid document preparation in progress, waiting for NOL for advertising, expect to procure in Q3
	21. Contract award for bio-agri tech equipment/Dongkhamxang TVC	29-Oct-18	PIU	Bid document preparation in progress. To be done as scheduled
	22. Contract award for veterinary equipment/Dongkhamxang TVC	12-Nov-18	PIU	Bid document preparation in progress, waiting for NOL for advertising, expect to procure in Q3
	23. Contract award for electrical control system/Vientiane TC	12-Nov-18	PIU	Bid document preparation in progress. To be done as scheduled
	24. Submit withdrawal applications 0017-0021	7-Dec-18	PIU	To be submitted per schedule

## G. CONCLUSION AND RECOMMENDATIONS

69. The project implementation was delayed by about 4 months after the grant became effective on 3 January 2017 and the first team of project implementation consultants was mobilized starting 4 May 2017 to support the project management unit. There were no major issues encountered during the project implementation in Q2, 2018. The project is rated Actual Problem caused by the low contract awards and

disbursements. However, the project's physical progress is materializing with civil works contracts for 5 civil works has been awarded contracts and under construction. Khammoaune Technical Vocational colleges conducted 70% inspection and Polytechnic College requested for 70% inspection.

70. To expedite the project implementation progress, it is recommended that (i) the recruitment of consulting firms for supporting capacity building and TVET promotion strategy shall be processed as quickly as possible; (ii) the procurement of training equipment shall be processed as soon as possible while the approval procedure from ADB shall also be expedited; (iii) the stipend program for short-term courses of C1 and C2 shall speed up implementation so that indicators may be achieved, not later than Q2 2018; and (iv) the PMU Office space needs to be sufficiently provided while many staff consultants are being engaged and mobilized to support the PMU.

## **H. APPENDICES**

Annex 1: Project completion rate (physical progress)

Annex 2: Revised project implementation plan

Annex 3: Progress report on Youth Work platform development

## Annex 1. Physical Progress

Ministry of Education and Sports  
 Technical and Vocational Education Department  
 Grant 0503-LAO(SF) - SSTVET Project  
**Tracking Physical Progress of SSTVET  
 Project Q2/2018**

As of End of June 2018

Category	Activities	Weight	Progress (%)	Weighted Progress
<b>Ouput 1: Teaching and learning environments at eight TVET colleges upgraded</b>				
<b>1.1</b>	<b>Civil Works</b>	<b>15.00</b>		<b>5.24</b>
	1) Prepare design and bid proposal for civil work of 5 colleges	1.00	100%	1.00
	2) Bidding and selection of contractors	1.00	100%	1.00
	3) Civil works construction in Khammouane TVC	1.50	70%	1.05
	4) Civil works consruction in Polytechnic College	2.00	65%	1.30
	5) Civil works consruction in Savannakhet TVC	2.50	30%	0.75
	6) Civil work Conduction in Pakpasak TC	3.50	3%	0.11
	7) Civil work Conduction in Vientiane-Hanoi TVC	3.50	1%	0.04
<b>1.2</b>	<b>Procurement of Training Equipment and Consumables</b>	<b>15.00</b>		<b>2.05</b>
	1) Prepare list of equipment according to 9 trades area	<b>1.50</b>	100%	<b>1.50</b>
	2) Cost estimation for equipment of 8 colleges	<b>1.50</b>	25%	<b>0.38</b>
	<b>3) Procure and install new equipment for Savannakhet TVC</b>	<b>1.50</b>		<b>0.00</b>
	3.1) Prepare bid proposal for equipment	0.05		0.00
	3.2) Submit NOL for advertise for bids	0.05		0.00
	3.3) Bid evaluation	0.05		0.00
	3.4) Submit NOL for awarding contract	0.05		0.00

	3.5) Delivery Equipment	1.00		0.00
	3.6) Train teachers to use new equipment	0.20		0.00
	3.7) Utilize new equipment for training course	0.10		0.00
	<b>4) Procure and install new equipment for Khammouane TVC</b>	<b>1.50</b>		<b>0.00</b>
	4.1) Prepare bid proposal for equipment	0.05		0.00
	4.2) Submit NOL for advertise for bids	0.05		0.00
	4.3) Bid evaluation	0.05		0.00
	4.4) Submit NOL for awarding contract	0.05		0.00
	4.5) Delivery Equipment	1.00		0.00
	4.6) Train teachers to use new equipment	0.20		0.00
	4.7) Utilize new equipment for training course	0.10		0.00
	<b>5) Procure and install new equipment for Pakpasak TVC</b>	<b>1.50</b>		<b>0.00</b>
	5.1) Prepare bid proposal for equipment	0.05		0.00
	5.2) Submit NOL for advertise for bids	0.05		0.00
	5.3) Bid evaluation	0.05		0.00
	5.4) Submit NOL for awarding contract	0.05		0.00
	5.5) Delivery Equipment	1.00		0.00
	5.6) Train teachers to use new equipment	0.20		0.00
	5.7) Utilize new equipment for training course	0.10		0.00
	<b>6) Procure and install new equipment for Vientiane-Hanoi Friendship TVC</b>	<b>1.50</b>		<b>0.00</b>
	6.1) Prepare proposal for equipment	0.05		0.00
	6.2) Submit NOL for advertise for bids	0.05		0.00
	6.3) Bid evaluation	0.05		0.00
	6.4) Submit NOL for awarding contract	0.05		0.00
	6.5) Delivery Equipment	1.00		0.00
	6.6) Train teachers to use new equipment	0.20		0.00
	6.7) Utilize new equipment for training course	0.10		0.00
	<b>7) Procure and install new equipment for Polytechnic College</b>	<b>1.50</b>		<b>0.05</b>

	7.1) Prepare proposal for equipment	0.05	100%	0.05
	7.2) Submit NOL for advertise for bids	0.05		0.00
	7.3) Bid evaluation	0.05		0.00
	7.4) Submit NOL for awarding contract	0.05		0.00
	7.5) Delivery Equipment	1.00		0.00
	7.6) Train teachers to use new equipment	0.20		0.00
	7.7) Utilize new equipment for training course	0.10		0.00
	<b>8) Procure and install new equipment for Champasak TVC</b>	<b>1.50</b>		<b>0.08</b>
	8.1) Prepare bid proposal for equipment	0.05	100%	0.05
	8.2) Submit NOL for advertise for bids	0.05	50%	0.03
	8.3) Bid evaluation	0.05		0.00
	8.4) Submit NOL for awarding contract	0.05		0.00
	8.5) Delivery Equipment	1.00		0.00
	8.6) Train teachers to use new equipment	0.20		0.00
	8.7) Utilize new equipment for training course	0.10		0.00
	<b>9) Procure and install new equipement for Dongkhamxang Agriculture Technical School</b>	<b>1.50</b>		<b>0.00</b>
	9.1) Prepare proposal for equipment	0.05		0.00
	9.2) Submit NOL for advertise for bids	0.05		0.00
	9.3. Bid evaluation	0.05		0.00
	9.4. Submit NOL for awarding contract	0.05		0.00
	9.5. Delivery Equipment	1.00		0.00
	9.6. Train teachers to use new equipment	0.20		0.00
	9.7. Utilize new equipment for training course	0.10		0.00
	<b>10) Procure and install new equipement for Technical college of Vientiane Province</b>	<b>1.50</b>		<b>0.05</b>
	10.1) Prepare proposal for equipment	0.05	100%	0.05
	10.2) Submit NOL for advertise for bids	0.05		0.00
	10.3) Bid evaluation	0.05		0.00
	10.4) Submit NOL for awarding contract	0.05		0.00

	10.5) Delivery Equipment	1.00		0.00
	10.6) Train teachers to use new equipment	0.20		0.00
	10.7) Utilize new equipment for training course	0.10		0.00
<b>Output 2: Quality and relevance of demand-driven programs improved</b>				
<b>2.1</b>	<b>Consulting Firms:</b>	<b>10.00</b>		<b>3.75</b>
	<b>1) Firm for Capacity Building</b>	<b>4.00</b>		<b>2.25</b>
	1.1) Short listing	0.50	100%	0.50
	1.2) NOL for RFP	0.50	100%	0.50
	1.3) Open bidding documents	0.50	100%	0.50
	1.4) Evaluation technical proposal	0.50	100%	0.50
	1.5) NOL for awarding contract	0.50	50%	0.25
	1.6) Contract implementation and delivery	1.50	0%	0.00
	<b>2) Firm for TVET Promotion</b>	<b>4.00</b>		<b>1.00</b>
	2.1) Short listing	0.50	100%	0.50
	2.2) NOL for RFP	0.50	100%	0.50
	2.3) Open bidding documents	0.50	0%	0.00
	2.4) Evaluation technical proposal	0.50	0%	0.00
	2.5) NOL for awarding contract	0.50	0%	0.00
	2.6) Contract implementation and delivery	1.50	0%	0.00
	<b>3) Consulting services for supporting Youth Work Platform (Single Source Selection)</b>	<b>2.00</b>	0%	<b>0.50</b>
	3.1) Prepare bid documents	0.50	80%	0.40
	3.2) NOL for signing contract	0.50	0%	0.00
	3.3) Contract implementation and delivery	1.00	10%	0.10
<b>2.2</b>	<b>Upgrading Capacity of Teachers and School Management</b>	<b>10.00</b>		<b>1.68</b>
	1) Develop a selection guideline	0.50	100%	0.50
	2) Develop budget plan	0.50	25%	0.13
	3) Submit to ADB for no objection letter	0.50	25%	0.13
	4) Contacting university, academic providers		25%	0.13

		0.50		
	5) Send teachers for upgrading	8.00	10%	0.80
<b>2.3</b>	<b>Facilitation of Capacity Development Measures for Teacher and School Management</b>	<b>10.00</b>		<b>1.86</b>
	1) Conduct rapid verification TNA for teachers and colleges managers	0.40	100%	0.40
	2) Develop selection guideline	0.40	100%	0.40
	3) Develop budget plan	0.40	100%	0.40
	4) Submit to ADB for no objection letter	0.40	50%	0.20
	5) Contact training providers/resource person	0.40	15%	0.06
	6) Conduct training course for 1,000 teachers and managers	8.00	5%	0.40
<b>2.4</b>	<b>Develop and revise standard and curriculum</b>	<b>10.00</b>		<b>1.53</b>
	1) Conduct 3 series workshop on standard and curriculum for 9 trader areas	0.50	100%	0.50
	2) Develop 29 skills standard and curriculum in English version	1.00	80%	0.80
	3) Translate 29 skills standard and curriculum from English into Lao	0.50	20%	0.10
	4) Quality checking	0.50	25%	0.13
	5) Final workshop to fnalize 29 skills standard and curriculum	0.50	0%	0.00
	6) VEDI review and submit to TVED for approval	5.00	0%	0.00
	7) Using of new curriculum in TVET Colleges	2.00	0%	0.00
<b>Output 3: Access to TVET institutions for disadvantaged students increased</b>				
<b>3.1</b>	<b>Stipend Scheme for 8 colleges:</b>	<b>15.00</b>		<b>15.40</b>
	1) Develop selection guideline	1.25	100%	1.25
	2) Develop budget plan	1.25	100%	1.25
	3) Request no objection from ADB	1.25	100%	1.25
	4) Select student beneficiaries	1.25	100%	1.25
	5) Implement stipend	10.00	13%	1.30

<b>4. Management Activities</b>				
<b>4.1</b>	<b>Consultant Services</b>	<b>10.00</b>		<b>4.19</b>
	<b>1) International:</b>			
	1.1) Project Team Leader		41%	0.82

		2.00		
	1.2) Standards, curriculum modules and training content/programs Specialists	1.00	88%	0.88
	<b>2) National</b>			
	2.1) Project Administrator/Deputy Team Leader	1.00	30%	0.30
	2.2) DTL/Monitoring and Evaluation Specialist	1.00	25%	0.25
	2.3) Finance Specialist	0.50	30%	0.15
	2.4) Procurement Specialist	0.50	30%	0.15
	2.5) Gender Specialist	0.20	80%	0.16
	2.6) Architect 1	0.20	46%	0.09
	2.7) Architect 2	0.20	46%	0.09
	2.8) Civil Engineer	0.20	46%	0.09
	2.9) Skills standards, curriculum and training material development specialists	0.50	75%	0.38
	2.10) Specialist to facilitate academic upgrading programs for TVET teachers	0.50	33%	0.17
	2.11) Specialist 1 to support the facilitation of capacity building programs for teachers and managers at the eight project colleges.	0.20	33%	0.07
	2.12) Specialist 2 to support the facilitation of capacity building programs for teachers and managers at the eight project colleges (Industry Partnership Specialist)	0.20	37%	0.07
	2.13) Consultant 1 to manage the stipend scheme	0.50	25%	0.13
	2.14) Consultant 2 to manage the stipend scheme	0.50	25%	0.13
	2.15) National Project Coordinator to support Youth Works Platform	0.25	50%	0.13
	2.16) National Environment Specialist	0.25	30%	0.08
	2.17) Project Administration Assistant	0.20	25%	0.05
	2.18) Driver 1	0.05	25%	0.01
	2.19) Driver 2	0.05	25%	0.01
<b>4.3</b>	<b>Project Management and Operations</b>	<b>5.00</b>		<b>0.39</b>
7A	PMU Operation and Project Supervision	2.00	15%	0.30
7B	Conduct Career Counselling, Job Fairs and TVET Promotion			
	1) Prepare TVET Promotion Strategy		5%	0.03

		0.50		
	2) Conduct Career Counselling, Job Fairs and TVET Promotion	0.50	5%	0.03
7C	Study, Workshop and Conferences	2.00	2%	0.04
<b>4.4</b>	<b>Unallocated</b>			
	<b>Estimated Physical Progress</b>	<b>100.00</b>		<b>36.08</b>





### Annex 3. Progress report on Youth Work platform development

<b>Project Title:</b>	Second Strengthening Technical and Vocational Education and Training (SSTVET) Project
<b>Country:</b>	Lao PDR
<b>Project No.:</b>	42278-024
<b>Type of Project (Loan/Grant/TA):</b>	Grant No.: 0503-LAO
<b>Reporting Period:</b>	April – June 2018
<b>Report by:</b>	Phommachak Chaleunsouk, National Specialist/Project Coordinator, SSTVET project

#### 1. Activities & Outputs

##### 1.1. Summary:

By the support of MOES/ADB through the implementation of Grant 0503-LAO: Second Strengthening Technical and Vocation education and Training Project, the Lao Youth platform will be developed and will serve as a learning and information exchange tool to increase quality of TVET education and provide job opportunities via the internet. The 2<sup>nd</sup> quarter activities was mainly aiming to finalize the Youth Work roll out and budgeting plan, building a network of key contributing partners and meeting with these potential partners, adapting and customizing the platform to meet the user requirements as well as Lao's context. The main completed activities have been summarized below.

No.	Description	Results of activities	Percentage of completion
<b>Output 1</b>	<b>Key contributing partners relation with government and development partners is developed and excellently maintained.</b>		
<b>Activities</b>	1. Finalized the list of potential contributing partners	<ul style="list-style-type: none"> <li>- 5 government sectors are defined.</li> <li>- 10 large entrepreneurs are selected (3 lead entrepreneurs will be selected for pilot project)</li> <li>- 23 Technical &amp; Vocational colleges (3 pilot schools)</li> <li>- The outreach documents are being finalized.</li> </ul>	90%
	2. Conduct the meeting with Labor Marketing Information System (LMIS), Ministry of Labor and Social Welfare to discuss about the cooperation on Youthwork development for Laos, on 15 May 2018.	<ul style="list-style-type: none"> <li>- The two divisions (LMIS &amp; EMIS) agreed to cooperate in developing of Youthwork platform for Laos.</li> <li>- LMIS agreed to link their Labor Market Information website to Lao YW platform once it is developed.</li> <li>- The agreement between two divisions, two ministries will be developed as reference for further cooperation and</li> </ul>	70%

No.	Description	Results of activities	Percentage of completion
		implementation on YW's work.	
	3. Technical meeting with Mr.Ethan of ServYouth foundation, EMIS and project team with regard to revision of YW project documents, budgeting and work plan on 14 June 2018.	<ul style="list-style-type: none"> <li>- Revised Project roll out work plan</li> <li>- Revised budget plan</li> </ul>	90%
	4. Meeting with Mr. Jeffrey of Microsoft, Mr. Ethan of ServeYouth foundation, EMIS and project team in updating of YW progress and action plan on 15 June 2018.	<ul style="list-style-type: none"> <li>- Project roll out work plan</li> <li>- Action plan</li> </ul>	100%
<b>Output 2</b>	<b>Lao Youth work platform is developed and served as a learning and information exchange tool to increase quality of TVET education and provide job opportunities via the internet.</b>		
<b>Activities</b>	2.1. Finalized the budget and detailed activities for developing the Youthwork platform for Laos.	<ul style="list-style-type: none"> <li>- Total budget is USD 50,000</li> <li>- Six main tasks with 18 activities are defined</li> </ul>	100%
	2.2. The agreement between EMIS and LMIS for cooperation on YW platform development.	<ul style="list-style-type: none"> <li>- The draft agreement is being developed</li> </ul>	30%
	2.3. Designed and customized the Youth work platform to meet Laos's requirement.	<ul style="list-style-type: none"> <li>- The first page of Youth work platform for Laos is drafted.</li> <li>- The content of all pages is under construction</li> </ul>	30%
	2.4. Prepare Tripartite MoU between MoES, Entrepreneurs and Technical and Vocational colleges.	<ul style="list-style-type: none"> <li>- The Tripartite MoU is being drafted.</li> </ul>	50%
	2.5. Prepare concept note and advertisement of Youth work platform naming competition which will be participated by the Youth.	<ul style="list-style-type: none"> <li>- The criteria for Youthwork platform naming competition is defined.</li> </ul>	50%
<b>Output 3</b>	<b>Training on development of Advertisement media and E-learning curriculum and data uploading into the platform.</b>	This output 3 will be implemented after the Youth work platform is already developed	N/A
<b>Output 4</b>	<b>Rigorous monitoring, learning and evaluation system across the implementation of the</b>	This output 4 will be implemented after the Youthwork platform is already launched and being	N/A

No.	Description	Results of activities	Percentage of completion
	<b>program is conducted.</b>	implemented.	

## 2. Issues/Challenge

- To identify list of entrepreneurs and building network for YouthWork platform development for Laos was still a challenge. Because it is needed to ensure that the selected entrepreneurs are large enough and meet the requirement of the platform.
- The YW platform management and development committee is needed to work on development of the platform.
- The agreement between EMIS and LMIS should be developed as reference for future cooperation in development of YW but this may take some time for approval.
- Number of labor market information from LMIS is still required to be available in the platform.

## 3. Issue/Challenge Solution

- A good outreach plan is needed to develop for reaching and engaging the entrepreneurs into the platform.
- The G9 committee (3 large entrepreneurs, 3 T&V colleges, and 3 counsellors) will be set up to work on development of YW platform.
- The agreement on YW platform development between EMIS and LMIS will be developed and agreed between the two parties to engage in YW development.

## 4. Work program for Q2

- Continue to officially meet with all potential partners such as TVET colleges and entrepreneurs to set up the YW management and development committee.
- Work with Serve Youth foundation and other relevant partners to complete the development of Lao YouthWork platform.
- Purchase necessary equipment for developing advertisement media and developing YW promotional materials such as videos, brochures, flyers, posters and E-learning materials.
- Conduct the YW platform naming competition activities that the youth can participate in.
- Provide the training for IU (EMIS, entrepreneurs and Technical and Vocational colleges) on how to upload data into the system.

### Progress photo of work executed within Q2

Technical meeting with Mr. Ethan of ServYouth foundation, EMIS and project team with regard to revision of YW project documents, budgeting and work plan on 14 June 2018.



Meeting with Mr. Jeffrey of Microsoft, Mr. Ethan of ServeYouth foundation, EMIS and project team in updating of YW progress and action plan on 15 June 2018.

