

Additional English Course

For Department of Rural Development,
Ministry of Agriculture and Forestry

June 29, 2022

1. Basic English
2. English words for MAF
3. Project Proposal
4. Basic words in Monitoring & Evaluation

BY DR.HATTHACHAN

ENGLISH FOR LOGISTICS ARRANGEMENT

- Self-introduction (name/surname/work/ ...)
- Basic form and passport
- Time and venue
- Direction
- Appointment
- Booking air ticket/hotel
- Reserving hotel/accommodation/restaurant
- Seminar arrangement
- Cancellation

ENGLISH FOR COORDINATING & FOR COMMUNICATION

- Enquiry = ສະເໜີຂໍຮ້ອງ
- Acknowledgement of enquiry
- Refusing the request
- Counter offer
- Complaint and reply to complains
- Confirmation
- Objection/No objection
- Invitation
- Apology
- Asking for interview/consultation
- Announcement
- Initiation
- Master of ceremony matters (ຄະນະຈັດຕັ້ງພິທີ)
- Presentation/presenter
- Negotiation & bargain
- Welcoming speaker
- Opening speech
- Closing speech

SAMPLE OF SPEECH

Remarks by Nicola Pontara, World Bank Country Manager

Regional Seminar on Community Driven Development

Friday, November 22, 2019

At Landmark Riverside Hotel

- Thank you for inviting me to join this important regional gathering of community-driven development specialists. This event offers an excellent opportunity for self-reflection and knowledge sharing among the key
- Once again, thank you for inviting me to join you today and I wish you all the best in your exchanges over the next two days.

WORDS OF MAF

- ✘ Ministry of Agriculture and Forestry
 - ✘ Department of Rural Development
 - ✘ Department of Forestry
 - ✘ Department of Agriculture
 - ✘ Department of Irrigation
 - ✘ Department of Forestry Inspection
 - ✘ Department of Livestock and Fisheries
 - ✘ Department of Policy and Legal
 - ✘ Department of Organization and Personnel
 - ✘ Department of Land
 - ✘ Department of Planning and Finance
 - ✘ Department of Technical Extension and Agro-Processing
 - ✘ Permanent Secretary Office
-
- + Reducing Rural Poverty and Malnutrition Project (RRPMP)
 - + Poverty Reduction Fund (PRF)

WORDS OF MAF

- ✘ Agriculture Development Strategies focus on four programmes:
 - + Food Security,
 - + Agriculture Commercialization,
 - + Sustainable Forest and Forest Resources Management, and
 - + Rural Development and Poverty Eradication.
- ✘ The order 097 of Politburo Party,
- ✘ The decree 348 on well-being and development community.
- ✘ MAF will continue to promote the growth with the focus on Rural Development and Poverty Reduction, and implement the Law on resettlement and vocational management.

6 CRITERIA FOR GRADUATION OF FAMILIES FROM POVERTY

1. Have safe and strong housing
2. Have assets and equipment necessary for their livelihoods and income generation;
3. Have labour, stable income or employment;
4. School age family members receive lower secondary school education;
5. Have access to clean water and stable sources of energy;
6. Have access to primary public health services

8 CRITERIA OF VILLAGES GRADUATION FROM POVERTY:

1. Own or have access to Primary or lower secondary school;
2. Own or have access to health centre or primary health care service;
3. Own or have access to a clean water source;
4. Have Road that can be used all year around;
5. Have access to communication and transportation service;
6. Have access to markets to buy/sell/exchange products;
7. Have access to electricity from the national grid;
8. Over 70% of the total families in the village have graduated from poverty

9 CRITERIA OF DISTRICTS GRADUATION FROM POVERTY

1. Own secondary school
2. Own district hospital or access to provincial or central hospital services;
3. District urban centre has community running water or piped water system;
4. District urban centre has implemented urban plan (ເທດສະບານເມືອງໄດ້ຈັດຕັ້ງປະຕິບັດຕາມແຜນຜັງ)
5. Has road access all year round and connects all villages in the district
6. Own telecommunication, transportation and information system;
7. Own market to sell and buy products regularly;
8. Natural resources and the environment are managed, protected and used effectively;
9. Over 70% (seventy percent) of the total villages in the district have graduated from poverty

FOCAL POINTS OF GOVERNMENT

- ✘ Focus on rural development and poverty eradication.
- ✘ Resettlement and suitable job creation
- ✘ Focus on turning big villages into small towns.

Agriculture Development Strategy to the year 2025 and Vision to 2030

Sectoral Vision and Aims

“Ensuring food security, producing comparative and competitive agricultural commodities, developing clean, safe and sustainable agriculture and shift gradually to the modernization of a resilient and productive agriculture economy linking with rural development contributing to the national economic basis”

GREEN AND SUSTAINABLE AGRICULTURE (GSA)

- ✘ GSA development is a policy priority of the Government of Lao PDR
- ✘ GSA has articulated in the National Green Growth Strategy (NGGS) to 2030.
- ✘ Guidance for the development and implementation of green and sustainable agriculture programmes and activities in Lao PDR.

SOME KEY WORDS UNDER MAF

- ✘ **The Three Builds (Sam Sangs)** directive aims to build up:
 1. Developing provinces to be the strategic units,
 2. Districts to be comprehensively strengthened units,
 3. Villages to be development units”
- ✘ “Samsang” is the process of realization of the IX party congress resolution through implementation and concrete actions.
- ✘ **4 break thoughts:** 1). In imagination, 2) in human resource development, 3).improving management and governance regulations, and 4). In poverty reduction.

Project Proposal

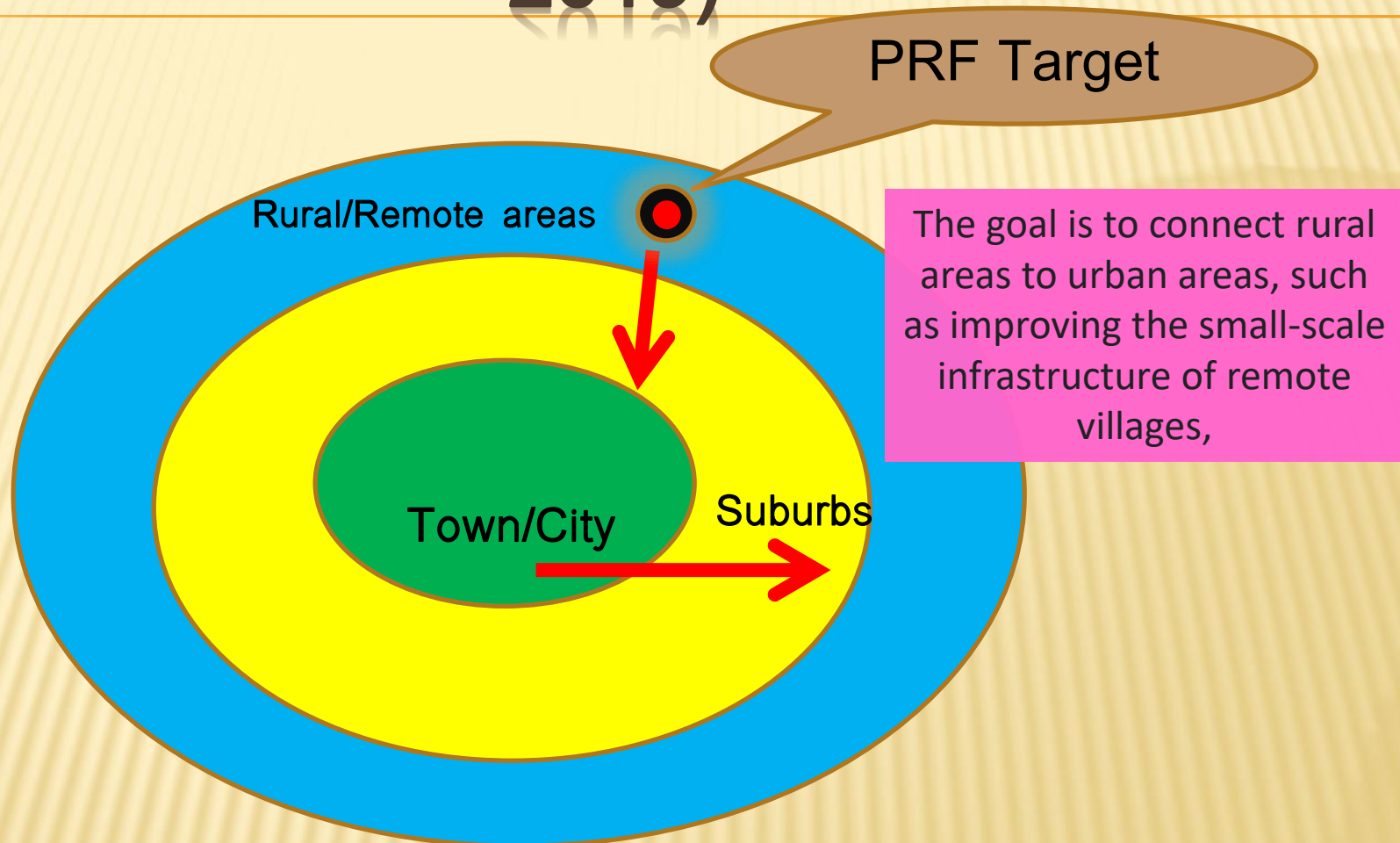
List of work	Description
Project Title:	<i>to reflect the main purpose of the project</i>
Country:	
Proponent (<i>Ministerial Level</i>):	
Implementing Agency:	Tel: _____ fax: _____ Email: _____ Address: _____
Participating LMC States:	<i>The member states that are involved in the project</i>
Project type: <i>multiple choice</i>	Technical Exchange <input type="checkbox"/> Personnel Training <input type="checkbox"/> Seminar <input type="checkbox"/> Joint Research <input type="checkbox"/> Platform Building <input type="checkbox"/> Others(Brief Description: _____)
Project Duration:	<i>how long will the project last.</i>

Project Duration:	<i>How long will the project last.</i>
Proposed Commencement Date:	
Project Budget:	<i>whole budget of the project, should be the sum of amount funded by LMCSF and self-financing.</i>
Funded by LMCSF:	<i>amount that is funded by LMCSF.</i>
Project Description 1. Current problem	<i>Briefly describe the issues or problems in the region or sector that the project seeks to address. Explain causes of these issues or problems. And it should be clearly linked to the project's objectives.</i>
2. Brief Description	<i>Briefly describe the proposed project, especially its key output and activities. It should be succinct but contain enough information so that the approving bodies can understand how the project achieves its final objective.</i>
3. Project History	<i>If the project is a recurring project, which means that there are other projects with the same or similar objectives, outputs and activities being currently implemented or having been completed, describe those projects briefly and illustrate how this new project will complement them.</i>
4. Beneficiaries	<i>Who will directly or indirectly benefit from this project</i>

Project Objective	<i>Vision and mission of the project. If applicable, the project could have more than one objective.</i>
Expected outcome and Project sustainability:	<i>How will the project contribute to LMC, and how the contributions are sustained after the completion.</i>
Project Feasibility	
1. Personnel	<i>Introduce the team that participates in the project implementation, especially the team leader.</i> Implementing
2. Implementing agency's qualification	<i>Introduce the IA briefly, and state the qualification of IA for undertaking the project.</i>
3. Indicative work plan	<i>Make a work plan diagram by organizing the information on what will be done in a hierarchical sequenced fashion</i>
Potential Risks	<i>what kind of risks the project may face and how to deal with them.</i>
Annex	Budget Proposal
Legal Representative of the Project	Implementing Agency
Recommendation of the Project proponent Agency	Seal of the project proponent agency

Item	Project Description
1	Project name:
	Target Provinces
	Target Districts
	Target Villages
	Direct Beneficiaries
	Budget Request
	International Development partners
	Project duration
2	Background of the Project
	In 2002, the Government of Lao PDR (GoL)
	Due to budget constraint of the GoL
3	Rationale of the Project
	To overcome above situation
	We propose the project.....
4	Project Development Objective
	To provide opportunity for the poor people in rural areas
	Policy: Participatory, empowerment, poor community, women, ethnicity,
5	Implementation Mechanism
	This project will apply
	In terms of basic infrastructure improvement, ----
6	Proposed Approach
7	Project outcomes
	✓ For infrastructure, it will improve quality of public facility such rural road improvement,
8	Project impacts
	Enhancing income earning opportunity for the poor people

TARGET AREAS OF PRF (2003-2019)



Roles of PRF: 1) Encourage the community to participate in the implementation of comprehensive projects, 2) Improve the infrastructure to meet the needs of the people, 3) Build the capacity of the people and local authorities, and 4) Consult with local government to continue following up the work after the PRF is completed.










Overall Objectives of The M&E System

Monitoring provides information on where a policy, program or project is at, at any time relative to respective targets and outcomes. A comprehensive monitoring and evaluation system has been set up to track whether PRF is proceeding according to its principles and procedures, and whether it is meeting its stated objectives

MIS/Database

Ministry of Agriculture and Forestry
Poverty Reduction Fund (PRF)

Dashboard

-  **Meeting**
Meeting and Training
-  **Plan**
Community development
-  **Technical**
About technical work
-  **Finance**
About finance work
-  **DRM**
DRM and Training
-  **FRM**
About frm work
-  **Livelihood and Nutri...**
About livelihood work
-  **PG**
Production Group
-  **Nutrition**
Nutrition

<https://prfmis.org>

Monitoring & Reporting

Weekly Report (Lao)

Monthly Report (Lao)

Quarterly Report (Lao)

Semi Report (Lao & Eng.)

Yearly Report (Lao & Eng)

Additional Reports (Lao & Eng)

Evaluation/Assessment

Indicators evaluation/Project target

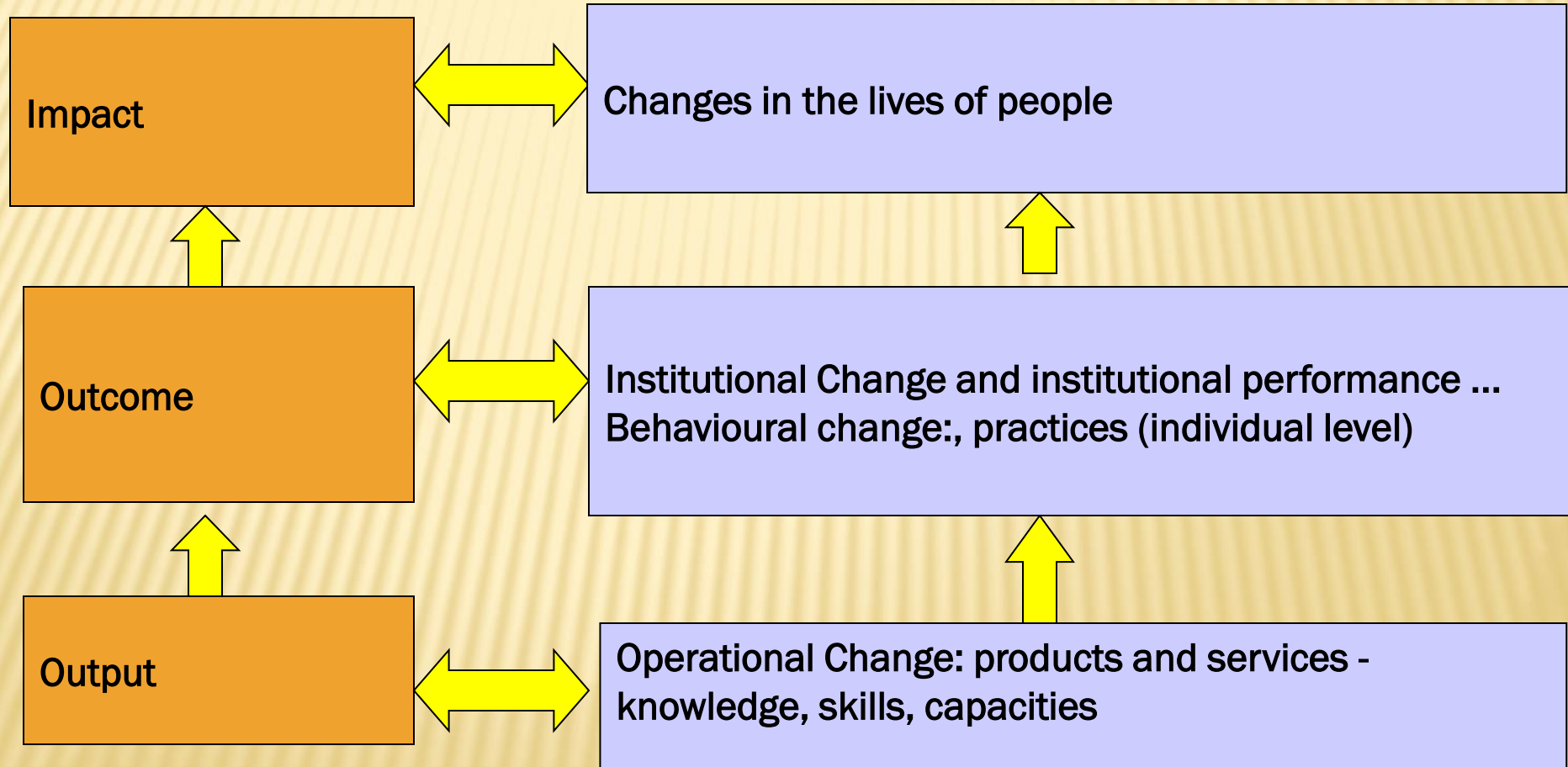
SHG Performance Assessment
(Done)

Convergence projects impact evaluation (Baseline, Mid-term, & Final Evaluation)

In house and External Evaluation (functioning, %reduction time to access basic_

Donor Super Mission/Evaluation

TYPES OF CHANGE/THEORY OF CHANGE



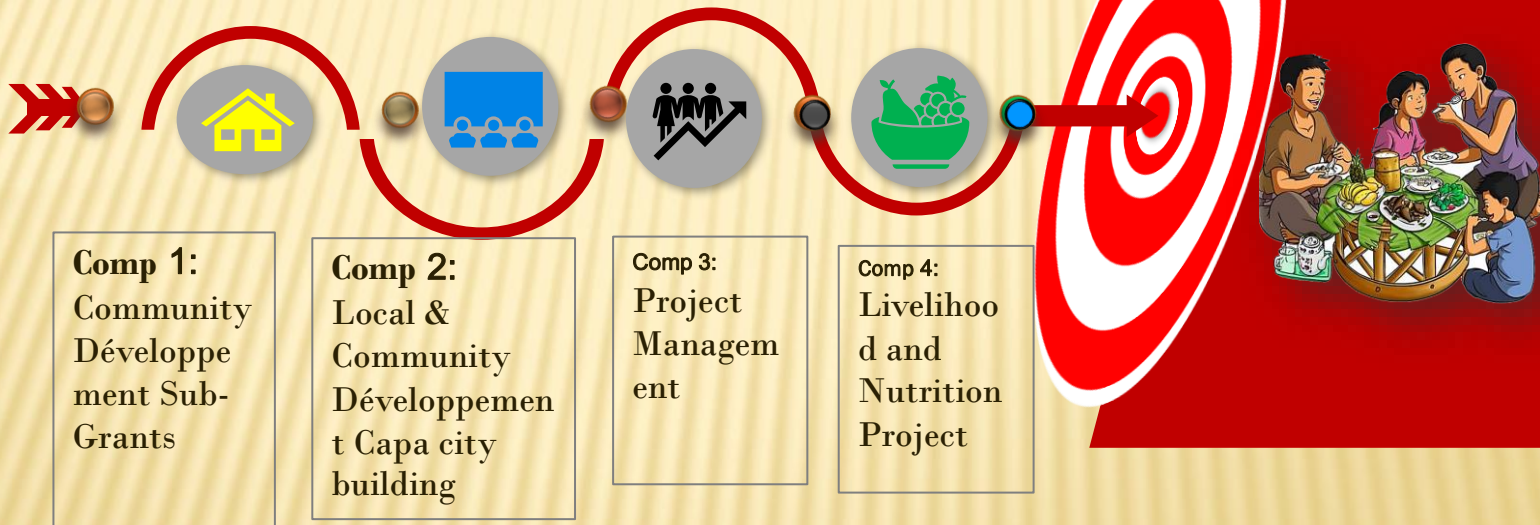
Monitor the production from livelihood that serve to or to be used for FNG's cooking activities.

4 Components of PRFIII

AF



22.500.000 ໂຕລ(2020-2024)



To improve access to prioritized basic services, as well as to support the production and consumption of nutritious foods in the Project's targeted poor communities"



Monitoring (Process evaluation)		Evaluation (Effectiveness Evaluation)	
Inputs	Outputs	Outcomes	Impacts
• Resources	• Buildings	• Beneficiaries	• Increase income
• staff	• SHGs/FNGs	• Behaviour change	• Improve living condition
• Funds	• Trainings	• ownership	• Reduces poverty
• Material	• #VDP/KDP		
• Facilities			
• supplies			
• Training			

Types of indicators

Quantitative Statistical Measures:

- Number of
- Frequency of
- Percent of
- Ratio of

Qualitative Judgments or Perceptions:

- Ability to
- Skills at
- Satisfaction with
- Quality of
- Extent of
- Level of

SMART Indicators

Box 2. Characteristics of Effective—SMART—Indicators

- *Specific.* Indicators should reflect simple information that is communicable and easily understood.
- *Measurable.* Are changes objectively verifiable?
 - Students' learning achievement
 - Value of land (number of hectares, multiplied by price per hectare)
 - Percentage of customers who are satisfied with the availability of potable water or electricity
- *Achievable.* Indicators and their measurement units must be achievable and sensitive to change during the life of the project.
- *Relevant.* Indicators should reflect information that is important and likely to be used for management or immediate analytical purposes.
- *Time bound.* Progress can be tracked at a desired frequency for a set period of time.

Source: World Bank Group.

THANK YOU VERY MUCH FOR YOUR
ATTENTION

