

Public Administration Reform & Roll out of Comprehensive Poverty Reduction  
& Growth Strategy (CPRGS) in Hau Giang Province

VIE 004 03 01

Funded by the Government of Belgium

# PRE-INCEPTION REPORT

Project Steering Committee - 1<sup>st</sup> Meeting

11<sup>th</sup> December 2007

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### 1.1 Purpose of the report

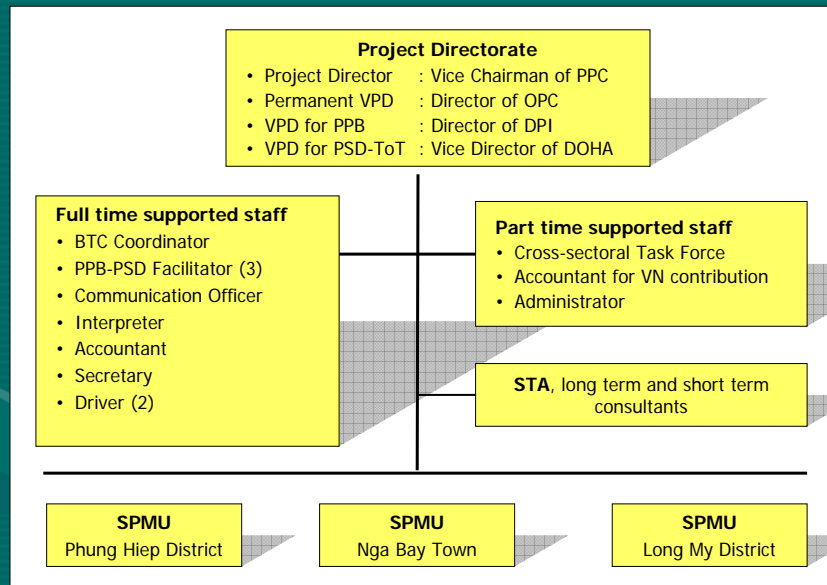
According to the TFF, an Inception Report shall be prepared by the STA to be submitted for approval by the Project Steering Committee. However the Inception Report is not expected to be presented for approval until the meeting of the 2nd. Steering Committee (May/June 2008), at the conclusion of the Inception Phase. It is, however, considered expedient to draw up a "Pre-Inception Report" for presentation and approval by the 1st. Steering Committee on the 11th. December 2007.

The report focuses on:

- Preparatory practical activities.
- External contextual changes.
- Overall Action Plan
- Work Plan for the Inception Phase

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## 2.1.1 Project Management Unit



## 2.1.2 Project Steering Committee

1. Chairman of Provincial People's Committee (chairman).
  2. Vice Secretary of Provincial Party Committee.
  3. Vice Chairman of Provincial People's Council.
  4. Representative of Ministry of Planning and Investment.
  5. Representative of Ministry of Home Affairs.
  6. Resident Representative of Belgium Technical Cooperation (co-chairman).
  7. **Non voting members:**
    - Permanent member of Provincial Poverty Reduction Steering Committee (DOLISA).
    - Department of Finance, Department of Home Affairs, ...
    - Representative of DGDC – Belgian Embassy.
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### 2.1.3 Cross-sectoral Task Force

The Cross-Sectoral Task Force (TF) was set up by the Decision No.1772/QĐ-UBND dated 8/10/2007 and consists of 15 members from the following provincial departments:

- DOHA
- DPI
- DOF
- DARD
- DOLISA
- Political School
- OPC

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### 2.2.1 Office Space

The PMU has been located in the campus of the Hau Giang PPC. The official office is being refurbished and expected to be available by the 1st. PSC Meeting. While waiting for the construction completion the PMU is still using the temporary office.

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## 2.2.2 Equipment

Most of the office equipment, including a car and computers transferred from the Project - Phase I in Can Tho has been well used for Phase II.

The procurement procedures of the 2 vehicles (a sedan and a minibus) were started in August 2007 and are expected to be completed by the end of 2007. According to the TFF, the 2 project vehicles are a 4WD and a minibus. However, it is suggested by the PMU to buy a sedan instead of a 4WD for cost effectiveness.

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## 4. Overall Action Plan

The Overall Action Plan has been drafted mainly based on the format of Phase I of the Project and in accordance with the TFF of Phase II.

The TFF does not indicate in depth the activities or the time frame of the Sub-project Management Units and the information is inadequate for them to commence work. Therefore the PMU suggest that these activities be developed step by step by the SPMUs themselves, together with the Task Force at a training/workshop on LFA and Team Building which is planned to take place in January 2008. It is intended that the participants will, as part of the learning by doing process, develop their own action plans.

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## OVERALL ACTION PLAN<sup>1</sup>

Based on the Specific Agreement and TFF signed on June 18<sup>th</sup> 2007

<p><b>General objective:</b></p> <p>To promote pro-poor socio-economic development and poverty reduction through public administration reform at provincial, district and communal levels.</p>	<p><b>Key indicators:</b></p> <p><u>Macro:</u></p> <p>a. Per capita income increases b. Poverty rate reduction</p> <p><u>Sectoral level:</u></p> <p>c. Investment/ business growth d. Agricultural output e. Employment f. Tax receipts</p>	<p><b>Monitoring &amp; evaluation:</b></p> <p>Sectoral Reports:</p> <ul style="list-style-type: none"> <li>▪ MDG/VDG/CSRGP</li> <li>▪ UNDP HDR</li> <li>▪ WDR Income Tables</li> <li>▪ UNCTAD Global Investment</li> </ul>
<p><b>Specific objective:</b></p> <p>To improve the institutional and human capacities, the organisational set-up and the performances of local governments in the fields of development planning and public service delivery.</p>	<p><b>Key indicators:</b></p> <p>a. Local governments' ability to integrate poverty reduction and growth into planning and budgeting and to deliver services efficiently and effectively in that connection</p> <p>b. To do this in a broad based participatory manner and with a focus on outcomes and <u>monitorable</u> results involving the users and especially the poor</p>	<p><b>Monitoring &amp; evaluation:</b></p> <ul style="list-style-type: none"> <li>▪ Mid term evaluation</li> <li>▪ Final evaluation</li> </ul> <p><b>Time frame:</b></p> <p>1/7/2007 – 30/06/2011</p> <p><b>Overall responsibility:</b></p> <ul style="list-style-type: none"> <li>▪ PSC</li> </ul>

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<p><b>General supported means:</b></p> <p>PMU established and functional</p>	<p><b>Key indicators:</b></p> <p>a. Timely PMU set up and staff recruited.</p> <p>b. Timely submission of the inception report, project management manual to the PSC.</p> <p>c. Start up workshop and PSC held as per work plan</p> <p>d. PMU offices prepared and equipment procured as per work plan.</p> <p>e. Training courses on project management, LFA, teambuilding, etc. organised.</p> <p>f. Cross-sectoral TF established and operated.</p> <p>g. Sub-PMUs established and operated.</p>	<p><b>Overall responsibility:</b></p> <ul style="list-style-type: none"> <li>▪ PSC</li> <li>▪ PMU</li> </ul>		
<b>Key activities</b>	<b>No.</b>	<b>Time frame</b>	<b>Specific responsibility</b>	
		<b>Start</b>	<b>End</b>	
To establish the PMU and appoint local staff for key positions in the PMU	P.1	20-6 2007	30-6 2007	Hau Giang PPC

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## 5. Monitoring and Evaluation

As the monitoring system used by Phase I was considered a success by internal and external evaluations it is recommended that the same system be used for the duration of Phase II of the Project. Over and above the evaluation measures that are recommended in the TFF it is considered that a systematic system for measuring the impact and relevance of the PPB and the PSD systems at grassroot levels will be of great benefit not only to the Project evaluation, but to officials at all levels, when replicating the systems in other local authority areas or improving their own PSD system.

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## 6. Work Plan and Budget for the Inception Phase

Work Plan to be presented by the STA.

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## Budget for the Inception Phase (Q1+Q2/2008)

Budget Code	Description	Budget Plan
		(EUR)
<b>Part A</b>	<b>Improve capacities and performances of local gov.</b>	<b>162,500.00</b>
<b>Result 1</b>	<b>Improve planning system</b>	<b>73,000.00</b>
<b>Result 2</b>	<b>Improve the service of delivery system</b>	<b>66,000.00</b>
<b>Result 3</b>	<b>Improving capacity of training institutions</b>	<b>8,500.00</b>
<b>Result 4</b>	<b>Lesson dissemination</b>	<b>15,000.00</b>
<b>Part Z</b>	<b>General means</b>	<b>186,705.00</b>
<b>Result 1</b>	<b>Staff &amp; running cost</b>	<b>141,705.00</b>
<b>Result 2</b>	<b>PMU office equipment</b>	<b>42,000.00</b>
<b>Result 3</b>	<b>M&amp;E, formulation &amp; contingencies</b>	<b>3,000.00</b>
<b>Sub-Total</b>	<b>REG</b>	<b>93,000.00</b>
	<b>COG</b>	<b>256,205.00</b>
<b>Total</b>		<b>349,205.00</b>

## 7. Recommendation

It is suggested that the Pre-inception Report is approved by the PSC including the following particular issues:

- *The PMU personnel and its organisational and operation regulations.*
- *Agreed for the PMU to purchase a sedan and a minibus in stead of a 4WD and a minibus as stated in the TFF.*
- *The overall action plan in principle.*
- *The work plan for the Inception Phase.*
- *The principles for the Project Monitoring and Evaluation System.*
- *The recruitment of a national planning consultant to replace the international planning consultant.*



