

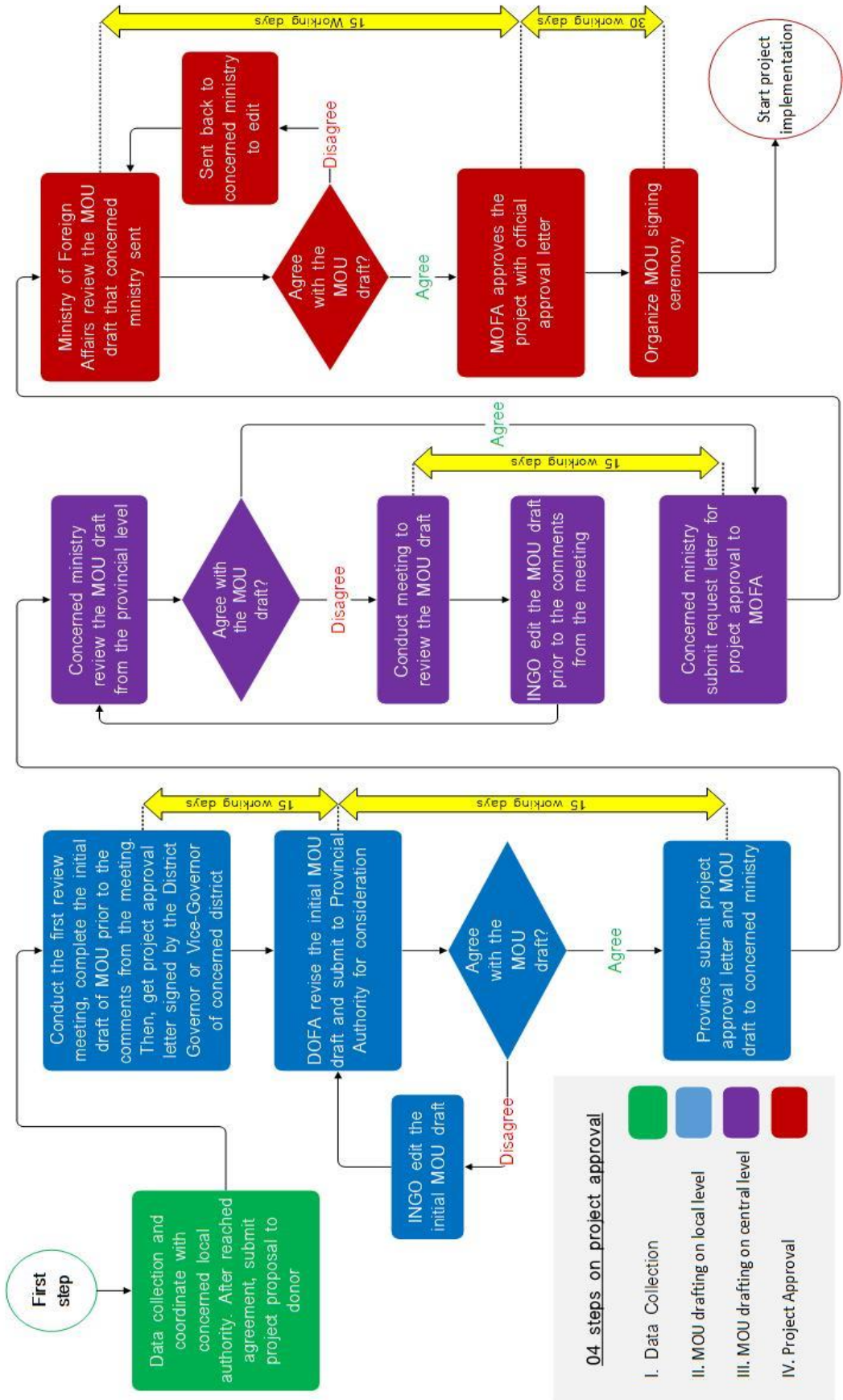
I. Operation Permit (OP) Approval and Renewal

| | Operation Permit |
|---|-----------------------------|
| Request Letter for OP in Lao PDR from the Headquarter Office addressed to MOFA | ✓ |
| Copy of the Legal status from the origin country | ✓ |
| Copy of Law and Regulations of the INGOs | ✓ |
| Ensured sound financial status and legal source of income | ✓ |
| An objective to assist Lao PDR in development and humanitarian aides | ✓ |
| Information on INGOs previous activities | ✓ |
| Period of Consideration | Within 60 working days |
| Validity of OP | 01 year, renewable annually |

1. Renewal of OP

| | OP Renewal (For INGOs that is preparing a new project) | OP Renewal (For INGOs that are implementing projects) |
|---|--|---|
| Requested sector | Related line ministry | INGOs' Office in the Lao PDR |
| Copy of Project Approval from MOFA in the Lao PDR | | ✓ |
| Assistance plan in the Lao PDR | ✓ | |
| Copy of previous OP | ✓ | ✓ |
| OP Validity | 01 year, renewable annually | 01 year, renewable annually |
| Period of Consideration | Within 10 working days | Within 10 working days |

Flow chart of steps for project approval



II. Office Approval for INGOs in the Lao PDR.

| | Project Office | Country Representative Office | Regional Representative Office |
|---|--|--|--------------------------------|
| Requested Sector | INGO's Headquarter Office or Regional Office | INGO's Headquarter Office or Regional Office | INGO's Headquarter Office |
| Copy of OP | ✓ | ✓ | ✓ |
| Copy of Office Approval in the Lao PDR | | | ✓ |
| Copy of Project Approval | ✓ | | |
| Report on development assistance in the Lao PDR for the past 05 years | | ✓ | ✓ |
| Future development assistance plan in the Lao PDR | | ✓ | ✓ |
| Report on the development assistance of other countries in the region | | | ✓ |
| Financial resources | | ✓ | ✓ |
| Office address, telephone number and other information | ✓ | ✓ | ✓ |
| Copy of lease agreement | ✓ | ✓ | ✓ |
| Indicate clear | ✓ | ✓ | ✓ |

| | | | |
|---|------------------------|------------------------|------------------------|
| mandate, roles, responsibilities and organizational structure | | | |
| Period of Consideration | Within 15 working days | Within 15 working days | Within 15 working days |

III. Work Permit for Country Representative Office.

| | Project Manager | Country Representative/ Director | Regional Representative |
|---------------------------------|----------------------------|--|---------------------------|
| Requested Sector | Related line ministry(ies) | INGO's Headquarter Office or Regional Office | INGO's Headquarter Office |
| Copy of Office Approval | ✓ | ✓ | ✓ |
| Copy of Project Approval | ✓ | | |
| Copy of Passport | ✓ | ✓ | ✓ |
| CV | ✓ | ✓ | ✓ |
| Copy of Academic Certifications | ✓ | ✓ | ✓ |
| Process of consideration | Within 30 working days | Within 30 working days | Within 30 working days |

IV. Work Permit Approval.

| | INGOs with new OP | Renewal project or new phase |
|------------------|---------------------------------------|------------------------------|
| Requested Sector | INGOs' Headquarter or Regional Office | INGOs' Office in the Lao PDR |
| Copy of OP | ✓ | |
| Copy of Passport | ✓ | ✓ |
| CV | ✓ | ✓ |
| Copy of Academic | ✓ | ✓ |

| | | |
|--------------------------|---|---|
| certifications | | |
| Duration | 03 months (renewable for another 03 months) | 03 months (renewable for another 03 months) |
| Process of consideration | Within 15 working days | Within 15 working days |

| | Project staff or Volunteer | Country Representative Office | Office staff |
|---|----------------------------|---------------------------------------|-------------------------------|
| Requested sector | Concerned ministry | INGOs' Headquarter or Regional Office | Country Representative Office |
| Passport | ✓ | ✓ | ✓ |
| CV | ✓ | ✓ | ✓ |
| Copy of MOU that has been signed/approved | ✓ | | |
| Copy of academic certifications | ✓ | ✓ | ✓ |
| Copy of Office approval | | ✓ | ✓ |
| Duration | In accordance of MOU | 01 year and renewable | 01 year and renewable |
| Process of consideration | Within 30 working days | Within 30 working days | Within 30 working days |

V. Entry Visa Approval.

| | Short term staff for MOU drafting | Expert or Intern for Project | Country Representative Office | Office Staff |
|------------------|-----------------------------------|----------------------------------|--|----------------------------------|
| Requested sector | INGO's Headquarter Office | INGO's Country Office in Lao PDR | INGO's Headquarter Office or Regional Office | INGO's Country Office in Lao PDR |

| | | | | |
|-------------------------|------------------------|------------------------|------------------------|------------------------|
| Copy of Work Permit | ✓ | ✓ | ✓ | ✓ |
| Copy of Passport | ✓ | ✓ | ✓ | ✓ |
| Period of Consideration | Within 07 working days | Within 07 working days | Within 07 working days | Within 07 working days |

VI. Stay Permit Approval.

| | Regional Office | Country Representative Office | Project Manager | Office Staff | Project Expert or Intern |
|--------------------------|-------------------------|---------------------------------------|---------------------------------------|-------------------------------|-------------------------------|
| Requested sector | Headquarter Office | Headquarter Office or Regional Office | Headquarter Office or Regional Office | Country Office in the Lao PDR | Country Office in the Lao PDR |
| Copy of Work Permit | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copy of Passport | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copy of Entry Visa | ✓ | ✓ | ✓ | ✓ | ✓ |
| Validity of Stay Permit | In prior to work permit | In prior to work permit | In prior to work permit | In prior to work permit | In prior to work permit |
| Process of Consideration | Within 07 working days | Within 07 working days | Within 07 working days | Within 07 working days | Within 07 working days |

VII. Multiple Visa Approval.

| | Regional Representative Office | Country Representative Office in the Lao PDR | Project Manager | Office Staff | Project Expert or Intern |
|--------------------------|--|--|--|--|--|
| Requested sector | INGO's Headquarter | INGO's Headquarter or Regional Office | INGO's Headquarter or Regional Office | Country Office in the Lao PDR | Country Office in the Lao PDR |
| Copy of Work Permit | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copy of Passport | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copy of Entry Visa | ✓ | ✓ | ✓ | ✓ | ✓ |
| Copy of Stay Permit | ✓ | ✓ | ✓ | ✓ | ✓ |
| Maximum Visa Duration | In prior of work permit and or stay permit | In prior of work permit and or stay permit | In prior of work permit and or stay permit | In prior of work permit and or stay permit | In prior of work permit and or stay permit |
| Process of Consideration | Within 07 working days | Within 07 working days | Within 07 working days | Within 07 working days | Within 07 working days |

VIII. Approval for Donors or staff from the INGO’s Headquarter to visit.

| | Donors or staffs from the INGO’s Headquarter to visit office | Donors or staffs from the INGO’s Headquarter to visit project |
|--------------------------|--|---|
| Request sector | INGO’s Country Office in the Lao PDR | Concerned Ministry |
| Copy of Passport | ✓ | ✓ |
| Process of Consideration | Within 7 working days | Within 7 working days |

LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity Prosperity

Memorandum of Understanding

Between

The Ministry of.....

Represented by.....

And

INGO.....

Concerning

Project name.....

For the period of: starting date to ending date

Funded by:

PROJECT SUMMARY SHEET

| | |
|------------------------------|--|
| Project name | |
| Main partner or organization | |
| NGO name And address | Implementation office House number: Unit number: Village....., District, Province, Tel:....., Fax..... Email: Contact person: |
| Project location: | Province, District and Village |
| Project duration | Year (s)Month (s). From: to |
| Summary main activities | 1..... 2..... 3..... 4..... |
| Project budget | (USD or Euro); |
| Support Donors | |
| Staffs | Number of foreign staff: long term person(s), short term..... person(s). Number of local staff:person(s) |
| Vehicle & Equipments | Car: Motorbike:Computer: and other equipments listed in annex..... (Equipment details listed in annex) |

| | Page |
|--|------|
| 1. General information | |
| 2. Project name..... | |
| 3. Objective | |
| The Specific objectives: | |
| • Specific objectives or outcome..... | |
| • Activity 1 | |
| • Activity 2 | |
| • Activity..... | |
| 4. Project location | |
| 5. Project duration..... | |
| 6. Total Project Budget..... | |
| 7. Beneficiaries | |
| 8 Establish Implementation Management Committee (IMC) | |
| 9. Roles and Responsibilities / Management Arrangement..... | |
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| 10. Human Resources for the Project | |
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| 10.2 Foreign staff | |
| 11. Equipments / Materials to be used in the Project | |
| 12. Distribution of equipments / Materials at the end of project | |
| 13. Reports, monitoring and evaluation | |
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| 16. Annexes..... | |
| 17. Conclusion | |

1. General information

1.1 Background of project (General Introduction, Rational)

1.2 Information about implementing agency Lao and INGO sides

2. Project name

Short, easy to understand and reflect the main activity of the project

3. Objective

The general objective is to contribute to overall socio-economic development of the Lao PDR.

.....

Specific objectives of the project are:

Specific objective 1 or outcome 1:will be achieved through:

- Activity 1

.....

Specific objective 2 or outcome 2: will be achieved through:

- Activity 2

.....

Specific objective ... or outcome....: will be achieved through :

- Activity...

.....

4. Project location

The project will implement/work with villages in..... District(s) of.....Province.

Activities will start in nine villages in year one and expand to a further eleven villages over years two and three. Table 1 below lists the target villages, District and seasonal target area (Wet or Dry Season Target Area). (Please provide full list of target village below or as an annex document to attach to the MoU).

The indicative target villages are identified through a process of consultation with communities, District and Provincial authorities and MoFA

Table 1: Target Villages

.....

5. Project duration

This project agreement (MoU) shall commence on..... and conclude activities on

.....

6. Total project budget

The total project budget is..... (Approximately equivalent to USD at the exchange rate of) Donate by..... (Address of the main donor)

.....

.....

Budget detail

| No. | Description | (Kip) (USD) | % |
|-------------|--|-------------|---|
| 1 | Activities | | |
| | Activity 1 | | |
| | Activity 2 | | |
| | Activity.... | | |
| | Total (%) | | |
| 2 | Personnel | | |
| | Local staff | | |
| | International staff | | |
| | International Short-Term Technical Support | | |
| | Total (%) | | |
| 3 | Vehicles and Equipments | | |
| 4 | Administration | | |
| | Office | | |
| | Other operational cost | | |
| | Total (%) | | |
| 5 | Monitoring and Evaluation Cost | | |
| Sub – total | | | |

- The budget for activities section is not transferable to other section.
- Budget report must be submitted to authorities concerned including MoFA in comparative format between above - proposed budget detail and all expenditures in the implementation for easy assessment of project progress. (Example format will be provided by MoFA)
- Budget report must be endorsed by Implementation Management Committee (IMC)

7. Beneficiaries

The project directly targets atvillages inand Districts with an estimated total population of.....peoples.

8. Establish Implementation Management Committee (IMC)

In order to manage all activities of the project, the Implementation Management Committee (IMC) will be established at local level. The members of IMC are a representative of

- Ministry concerned
- Concerned authorities at local level
- INGO

ເພື່ອຮັບປະກັນໃຫ້ແກ່ການຈັດຕັ້ງປະຕິບັດໂຄງການໃຫ້ໄດ້ຮັບຜົນດີ ຈະຕ້ອງມີການສ້າງຕັ້ງຄະນະກຳມະການ ຊຶ່ງນຳໂຄງການໜຶ່ງຂຶ້ນ ໂດຍມີຜູ້ຕາງໜ້າຈາກກະຊວງຂະແໜງການ, ຜູ້ຕາງໜ້າຈາກຂະແໜງການຂອງແຂວງ, ຜູ້ຕາງໜ້າຈາກເມືອງເປົ້າໝາຍ ແລະ ຜູ້ຕາງໜ້າຈາກອົງການຮ່ວມຢູ່ໃນຄະນະດັ່ງກ່າວ.

9. Roles and Responsibilities / Management Arrangement

1. Implementation Management Committee (IMC)

- Approve action plan in according to MoU.
- Approve detail budget in according to MoU.
- Approve any contact with third party.
- Ensure full participation of IMC member in the implementation of the project.
- Endorse reports including financial reports of the project.
- Participate in Monitoring and Evaluation Meeting.

ຄະນະກຳມະການຊຶ່ງນຳໂຄງການມີໜ້າທີ່ຮັບຮອງເອົາແຜນການປະຕິບັດງານຕົວຈິງ, ແຜນງົບປະມານຂອງ ໂຄງການໃນແຕ່ລະໄລຍະ, ຕິດຕາມກວດກາການຈັດຕັ້ງປະຕິບັດໂຄງການ, ການສະຫຼຸບລາຍງານ ລວມທັງການສະຫຼຸບດ້ານງົບປະມານຂອງໂຄງການ ແລະ ການປະເມີນຜົນຕົວຈິງຂອງການຈັດຕັ້ງປະຕິບັດໂຄງການ.

9.2 Ministerial level

9.2.1 The Ministry of

The Ministry of is the main partner at the national level. The roles and responsibilities of the Ministry of is outlined below

- To designate one member of staff to be responsible for coordination/administrative activities for the project;
- To assist in the identification of appropriate staff to participate in training and project activities;
- To provide necessary administrative support in order to facilitate the effective implementation of the project, such as visa approval, stay permit, tax exemption, permission, the prompt, duty and tax free importation of all necessary equipment and materials for the project as mentioned in MoU/the Program Design Document (Annex A) and in accordance with the laws of the Lao PDR
- To provide policy and technical advice to the project team, if necessary
- To visit the project sites and participate in annual monitoring and evaluation meeting.

9.3 Provincial level

9.2.1 Roles and Responsibilities of the Provincial Office of

Provincial Office ofwill be involved responsibility in assisting the coordination within the province and monitoring, planning and evaluation of project activities. Specific responsibilities of the Provincial Office of are:

- Ensuring the project activities to carry out in according to the plan and budget approved by the IMC.
- Assisting in identification of appropriate staff to participate in training and research activities
- Providing policy and technical advice, as necessary
- Monitoring the project activities
- Reporting to all authorities at relevant Provincial and National level about the project activities and its progress
- Ensuring qualified male and female District Staff to allocate the project from relevant government offices and/or mass organizations
- Coordinating the multi-sector/multi agency IMC

9.4 District level

9.4.1 District Office of

The focal point for overall District coordination will be the District Office of The District Office of will liaise with the District Governor office to ensure that the appropriate staffs are allocated and work with the project from the local authorities outlined in the PDD.

The specific roles and responsibilities of District Office of are as follows :

- To ensure that the activities of the project are carryout in according to the plan and budget approved by the IMC.
- To assist the identification of appropriate staff to participate in training and project activities;
- To prove policy and technical advice, as necessary
- To monitor project activities
- To report to Provincial authorities about the project activities and its progress.
- To coordinate the District Implementation Management Committees

9.4.2 Other District Offices

One staff member from each target District (either from the District Agriculture and Forestry Office) will be responsible for Additional technical staff from other line agencies and mass organizations namely : Information and Communication, Health, Planning and Investment, Education, Youth Union, Lao Front for National Construction will be responsible for

5. INGO

INGO is responsible for providing the following management support to the project:

- To carry out activities of the project in according to the MOU, plan and Budget approve by the IMC.
- Monitoring and evaluation support
- Recruitment and management of staff
- To coordinate with partners of the Lao government
- To direct management of the project activities
- To organize the Project Reference Group
- To organize training and workshops as described in the PDD
- To design and implement field activities with IMC
- To monitor project activities
- Financial management of project and report to the IMC

10. Human Resources for the Project

10.1 Local Staff

The Project team will include national staff positions as follows:

- Project Manager – 1 person
- Field Coordinator – 1 person
- Field Officers – 4 Peoples (2 women, 2 men who can speak ethnic language of the project target group and be based in the project site).
- Administration and Financial officer – 1 person

In all cases efforts will be made to recruit locally, however, in cases where it is not possible to recruit suitably skilled staff locally, staff will be recruited from outside the District.

10.2 Foreign Staff

The project will employ.....

Long term:.....person(s) (describe the duty)

Short term:.....person(s) (describe the duty)

11. Equipments / Vehicle to be used in the Project

Equipments / Vehicle used under this project will be managed by...

12. Distribution of equipments / materials at the end of project

At the end of project, all equipments / materials listed under paragraph 11 must be handed over to.....

13. Reports, monitoring and evaluation

Reports: INGOs shall submit its progress project report and financial report every 3 months to local authorities, for 6 month, annual report and at the end of the project there will be also a completion report to concerned authorities including the Provincial Foreign Affairs Department, the line Ministry and the Ministry of Foreign Affairs (Department of International Organization).

Monitoring: To ensure the efficiency and quality of the project implemented under this MoU, the monitoring must be done regularly and INGOs should organize a 6 month and/or annually review meeting between INGOs and the IMC including concerned local authorities and MoFA.

Evaluation: INGOs will organize an annual, a midterm and an end of project evaluation by having a representative from MoFA, line Ministry and concerned local authorities including the Provincial Foreign Affairs Department. Each project evaluation will focus on the implementation of activities, budget utilization and coordination. After the evaluation, its report must be submitted to MoFA, the line Ministry and concerned local authorities including the Provincial Foreign Affairs Department within 30 days.

For the cost of travel, accommodation and Daily Subsistence Allowance (DSA) of the Government Officer participating in the monitoring and evaluation meeting of the project must be responsible by utilization of this project’s budget. The DSA shall not be less than the Government rate on domestic traveling being enforce, in accordance to the Ministry of Finance’s Agreement N. 2066/MoF, dated on 25 June 2015.

14. Amendments

Any modification to the MOU will require an amendment and will need to be approved by the parties concerned and MoFA in writing form.

15. Disputes and Arbitration

Any dispute or difference arising between the Organization and GOL will be settled by negotiation or mediation between the parties concerned. Any dispute which cannot be settled by negotiation or mediation must be arbitrated in accordance to the laws in force in the Lao PDR.

16. Annexes

- A. Project Design Document
- B. Asset list
- C. Glossary
- D. Working Time Frame
- E. Agreement with third party (s)

17. Conclusion

The MOU has been prepared in two languages, Lao and English and both version have equal value. The MOU will be effective from the date of signature by both parties.

Signed in/at, on /..... / 20

For the Government of the Lao PDR.

For the INGO

Name :
Title :

Name :
Title :