

## Final Project Report

This report is to be completed by the Implementer within 1 month upon the end of the project. All Sections should be completed, and this form returned to the Project Coordinator in both soft and hard copies.

The final 20% disbursement cannot be made until the Project Completion Report has been submitted and reviewed by ACN. ACN's Review shall be completed within 1 month after submission of the Final Report.

Project Title	Capacity building for Small and Medium Enterprises in Fair Trade and Corporate Social Responsibility business practices		
Countries Covered	Laos		
Implementer	Fair Trade Laos		
Planned Start date	March, 2016	Actual start date	April, 2016
Planned End date	September, 2016	Actual end date	Extend to December
Explain any variance in start/end dates	The development of the CSR guideline involves more stakeholders than the plan regarding to guideline commenting and approval process for further cooperation with potential partners: UNDP, World Fair Trade Organization, advisers and private sectors who has experiences on the area.		

### **Project Purpose (use the exact wording from the approved Project Proposal Form)**

To increase Small and Medium Enterprises (SMEs)' knowledge of Fair Trade ( FT) and Corporate Social Responsibility (CSR) in order to build their capacities to implement social and environmentally accountable principles into the management of their business practices.

### **Was the Purpose achieved? If not, give reasons. Please state your sources of information.**

70% completed.

1. Time frame: FTL develops the guideline based on participatory principle which required more time to implement/get feedback from SMEs, advisers and other relevant stakeholders. Moreover, it requires time to address the feedback. Please find the enclosed report for the result of feedback workshop.
2. Language: The guideline has developed in English and Lao versions which require more time for translation. Moreover, the writing language needs to be improving to be simpler, brief and easier to understand by Local SMEs.
3. Prove of the system by International Organization: This is a long term aim of FTL after issue the guide as a pilot. However, after feedback workshop and meeting with stakeholders, FTL sees the need in getting proved from International organization like World Fair Trade Organization.
4. Limited resource and expertize on guideline development, therefore the materials development use more time than planned.

### **Were there any significant changes made to the project design after the commencement of the project (outputs, activities, budget, duration etc.)? Please describe the changes.**

The plan missed the feedback process. FTL Changed:

- Activity 5: Train SMEs on the new Certification system/ Guideline into conducted Certification feedback workshop, some over expenditure charged in the budget line of Activity 4. Two workshops have been organized: one in Vientiane Capital and one in Luangprabang because there are the two major two that has a growth of social enterprises.
- Activity 4 did not implement because incomplete of guideline and assessment tools.
- Regarding to the change of organizational structure, FTL recruit the new certification officer. Therefore the planned budget has partly spent on technical support and capacity building of certification officer who will take a lead on guideline distribution and advisory. For more detail, please find the attachment of financial report.

**Did any external factors contribute to the achievement of the Purpose? Please describe.**

Yes, Feedback and the requirement of guideline approval before the distribution. The late response and distance from input providers.

**Please describe any unplanned consequences from the project.**

The guideline needs more time to develop than the plan. However, the guideline is being considered to be promoted/ distribute by UNDP incorporate with the CSR reporting guideline that UNDP is drafting for big cooperation. Once the guideline has done, UNDP will make e a link with government partner in order to consider SMEs that implement CSR based on the guideline to be priority shortlist in National SME Award.

Furthermore, Wold Fair Trade Organization – Asia committed to support on review the guideline and coordinate to approve the guideline ( Cert system and standards) by global office for FTL Cert credibility.

**Were all the Milestones / Indicators of Success met or achieved as planned, with the planned results? If yes, please note the results. If not, please explain.**

Add more lines as required

Milestone Number <sup>1</sup>	Result <i>Achieved / Not achieved</i>	R/A/G
Publish final draft of FTL certification standards and procedures ( Participatory Guarantee System) including replace of new certification system	Achieve 70% The standards and procedure are finalized but it is in the process of improving the language to be easier to understand for SMEs. After that the system need to be approve by the World Fair Trade Organization  Attached certification guideline for a references	

<sup>1</sup> List all milestones as stated on the approved Project Proposal Form

Recruit new certification committee and train Certification committee member	20%, FTL has nomination list of volunteers (external) who willing to become a member of Cert committee. But the training has not conducted due to an uncomplete certification guideline.	
At least 10 SMEs trained on new Certification system	70% achieved There were 11 companies/organizations joined the feedback workshop on the new certification system. Even the new guideline is not yet issue but SMEs has basic understanding on the standards and the new certification system.  Please find the attachment of the workshop report for more information.	
<b>Were all the Outputs delivered as planned, with the planned results? If yes, please note the result. If not, please explain.</b> <a href="#">Add more lines as required</a>		
<b>Output Number<sup>2</sup></b>	<b>Result</b> <i>Delivered / Not delivered</i>	<b>R/A/G</b>
Please refer to above information on the indicator		
<b>Were all the Activities completed as planned? If not, please explain.</b>		
<b>Planned Activities<sup>3</sup></b>	<b>Progress</b> <i>Delivered / On track / Not delivered / Not on track</i>	<b>R/A/G</b>
Coach SMEs on the development participatory guarantee system	On track	
Support SMEs on standards improvement	Delivered	
Support SMEs on FTL Cert handout development	Delivered	
Train certification committee members participatory guarantee system management	On track	

<sup>2</sup> List all the Outputs as stated on the approved Project Proposal Form

<sup>3</sup> Only list the activities (from the approved Project Proposal Form) which were not delivered as planned

Train SMEs on new FTL Cert	On track	
<b>Was the project completed on Budget?</b>		
<b>Planned total Cost</b>	<b>Actual Total Cost</b>	<b>Variance</b> <i>(difference between planned and actual costs)</i>
10,000 SGD	13,000SGD	3000 SGD
<b>Please explain any variance in planned and actual expenditure, where the difference is greater than 5%.</b>		
The project take longer timeframe on implementation		

<b>What evidence do you have that the benefits of the project will be sustained? Please describe.</b>
Second phase project and collaboration with UNDP and World Fair Trade Organization towards with the same goal of scaling up the number of accountable businesses
<b>What were the three main lessons identified that could be applicable to running this type of project again?</b>
<ul style="list-style-type: none"> <li>- Better planning ( activities and budget)</li> <li>- Leave more time for unplanned issues</li> </ul>

<b>We would welcome your feedback and comments on ACN procedures and systems in relation to the project</b>
If ACN can also provide feedback on the guideline, making a link to resources or provide technical support.

<b>Report by Signature</b>	
<b>Name</b>	Anousone Phimmachanh
<b>Position</b>	Project manager
<b>Date</b>	November 2, 2016

<b>Approved by Signature</b>	
<b>Name</b>	Vorasone Dengkayaphichit
<b>Position</b>	President
<b>Date</b>	November 2, 2016

Please now pass this to the Project Coordinator

Project Coordinator	
Are you satisfied that this report is fair and accurate?	Yes / No ( <i>delete as appropriate</i> )
Is there a key lesson that ACN has learned from this Project? Please describe	
Following completion of the project, what are the next steps?	

Signature	
Name	
Position	
Post	
Date	

ACN Program Director: Please add your assessment of the effectiveness of the project