



ASEAN CSR Vision 2020 Small Grants Fund

Final Project Report

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

The final 20% disbursement cannot be made until the Final Project Report has been submitted and received by the Project Coordinator.

This Report must be accompanied by a Financial Report which shall be prepared in accordance with the submitted Budget and includes all original receipts/financial records.

A. Implementing Agency <i>Please spell out in full as the name has been registered and where relevant, only include acronyms after that</i>	<i>Fair Trade Laos</i>
B. Full Address / Country	<i>292/22 Saphangmor Village, Saysettha District, Vientiane Capital, Laos</i>
C. Contact Person & Details <i>Insert full name, designation and contact details here (include phone number & email). It is also recommended to provide an alternative contact point.</i>	<i>Anousone Phimmachanh</i> anousone@laosfairtrade.org <i>a-lar@hotmail.com</i> <i>+85620 233 77 684</i>
D. Authorised representative/signatory	<i>Signature over Printed Name</i> <i>Anousone Phimmachanh</i> <i>Designation: Project manager</i> <i>Date : 13/7/2017</i>

Part 2: Project Summary

A. Project Title	Second phase of awareness creation and capacity building of SMEs* in Fair Trade and Corporate Social Responsibility		
B. Areas (country, city, town etc.) covered	Vientiane Capital, Luangprabang Province and Champasack Province		
C. Planned Start Date	December, 2016	Actual Start Date	December, 2016
Planned Completion Date	May, 2017	Actual Completion Date	May, 2017
D. Explain any variance in Start/End dates	None		

E. Short Project Summary
<p>FTL received fund from CSR ASEAN network in 2015 to implement the first phase project to develop a guideline and procedure for SMEs on FT and CSR integration, as well as capacity building of SMEs. The results of the first workshop proved that the internal control system (ICS) need to be developed to ensure SMEs remain committed to ownership and implementation of FT and CSR. Beside the company representatives, all employees and producers need to understand the concepts and the standards in order to run the ICS. On the other hands, SMEs see the benefits of peer-peer system and commit to involve in the process. But currently there is a small number of SMEs that understand and have an interested in practise FT and CSR because the limited access to information and guideline.</p> <p>Therefore FTL aims to support the development of internal control system (ICS) by coaching the representatives of SMEs to have capacity to transfer the knowledge on FT and CSR to their staffs, producers and able to peer other SMEs within or new member of the network. The peer-peer and ICS systems will be establish to become a model/resource for other company. SMEs will have an access resources and able to involve in peer to peer network through (distribution) workshop on how to practice FT and CSR in their business. The proposal will be contribute to the long term goal to become a model of 'best practice' in FT and CSR integration, influencing economic policy improvement and supporting the ASEAN CSR vision 2020.</p>
F. Project Purpose (use the exact wording from the approved Project Proposal Form)
To provide coaching to SMEs and building awareness on FT and CSR integration through resources/information distribution and capacity building.
Was the Purpose achieved? If not, give reasons. Please state your sources of information.
Yes

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

Yes since Fair Trade Laos is a member based organization, its required collective action especially on decision making. Moreover since this project have a goal of awareness creation for SMEs and SMEs' staffs so external factors are mainly contribute to achieve the project purpose.

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.

Yes, FTL has added more activity to finalize the guideline by invite all the members to attend FTL annual meeting to finalize guideline, approve the standards, agree on internal control system and introduce members of certification committee.

G. Please describe any unplanned consequences from the project.

- By bringing FTL members from Luangprabang and Vientiane at the same time help to save time to finalize the guideline and move the next step
- Through inviting representative of another network is helping to spread more information and make a connection to outreach to their members in the future

Part 3 : Implementation

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.

Not all of indicators of success are all achieve because of external and time management factor.

Milestone Number ¹	Result <i>Achieved / Not achieved</i>
1. Finalize guideline and train certification committee member	
Published guideline and assessment tools	Achieved, please find attached document
Registration form and signed TOR of committee member	Achieved, please find attached document
Certification system reviewed by WFTO-Asia	Not achieve Because the registration process take longer than expected. Furthermore FTL is in the period of determining a partnership opportunity as a country network with World Fair Organization therefore it take more time than expected
2. Organize the distribution/awareness creation workshop (Vientiane Capital and Luangprabang)	

¹ List all milestones as stated on the approved Project Proposal Form

At least 50 companies + relevant organization attend the workshop (prove by report and registration form)	<p>Not fully achieve only 80% achieved because of limited timeframe and availability time of the company to attend the workshop</p> <p>Vientiane: 12 companies which include representative of Lao handicraft association that have 68 members in Laos and FTL will take further step to present the guideline through their yearly member meeting.</p> <p>In VTE, FTL has also presented the new guideline to 5 preventatives of Responsible Agriculture Investment group that have more than 20 members of development organizations.</p> <p>Luangprabang: 11 companies</p>
50% of participate commit to implement the guideline and require follow up from FTL after the workshop (List of committed participants)	Achieved because 80% of attendance (22 companies) asked for assistant to for FTL certified.
2. Coaching SMEs to set up internal control system (Vientiane and Luangprabang)	
At least 10 SMEs place the system in the company	Yes, achieved
At least 88 SMEs' staffs and producers trained on Fair Trade and understand their role in the internal control system	<p>Not achieve because of short project timeframe, some companies is not available to have their staff joining the workshop.</p> <p>39 employees are trained : VTE (25), LPB (14) from 5 companies</p>
Were all the Outputs delivered as planned, with the planned results? If yes, please note the result. If not, please explain. Yes	
Output Number²	Result <i>Delivered / Not delivered</i>
Finalization of FTL guideline and assessment tool	Delivered
SMEs have access and understand FLT certification guideline and standards with an interest to join the network	Delivered
Internal control system (ICS) of SMEs is set and trained SMEs on the ICS	Delivered

² List all the Outputs as stated on the approved Project Proposal Form

Were all the Activities completed as planned? If not, please explain.			
Planned Activities ³		Progress <i>Delivered / On track / Not delivered / Not on track</i>	
1. Finalize guideline and train certification committee member			
Finalize guideline		Delivered	
Training the certification committee		Delivered	
Registered to be a member of WFTO-Asia		On track	
2. Organize the distribution/awareness creation workshop (Vientiane Capital and Luangprabang)			
2.1 Outreach/meeting with target participants		Delivered	
2.2 Content and document preparation		Delivered	
2.3 Outreach to potential panellists/guest speakers		Delivered	
2.4 Send out the invitation (beginning of Feb)		Delivered	
2.5 Organize the workshop (End of Feb)		Delivered	
3. Coaching SMEs to set up internal control system (Vientiane and Luangprabang)			
3.1 Support the representative on preparation		Delivered	
3.2 Coach the representatives on conducting the training to staffs and producers		Delivered	
Was the project completed on Budget?			
Planned Total Cost of Project	Planned Total Cost to ACN	Actual Total Cost to ACN	Variance <i>(difference between planned and actual costs to ACN)</i>
10,000	10,000	9,791	209
Please explain any variance in planned and actual expenditure, where the difference is greater than 5%.			
The budget is greater because FTL add more activity to the project in order to fulfil the outputs, the travel cost is greater than the project plan			

Part 4: Sustainability, Risk Assessment & Stakeholder Analysis

What evidence do you have that the benefits of the project will be sustained? Please describe.
<ul style="list-style-type: none"> - Certification is one of the main works of Fair Trade Laos; the certification guideline is the tool for FTL to build awareness in order to increase more members. - All of the activities in this project is directly link to FTL's main activities and building capacity SMEs to apply for FTL certification and maintain the standards.

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

What were the three main lessons identified that could be applicable to running this type of project again?

- SMEs need capacity building
- Outreach to more SMEs
- Improvement of the system

We would welcome your feedback and comments on ACN procedures and systems in relation to the project

If CAN could provide longer timeframe, also partnering to organize workshop in order to provide more credit to FTL certification and link to the right supportive government partner.

The budget of the project is quite tiny to generate sustainable outcome, the contribution from applicant is necessary. For small organization, it might not be able to make project sustain if it's not integrated in organizational strategy

Signature	
Full Name	Anousone Phimmachanh
Designation	Project manager
Date	13/7/2017

Photos (if any) Please also refer to attached report



For Official Use

Programme Manager	
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 learnt from this Project? Please describe	
Following completion of the project, what are the next steps?	

Signature	
Full Name / Designation	
Date	
Other Remarks	
CEO Comments: Please add your assessment of the effectiveness of the project	