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Annex I Five Basic Evaluation Components

1 Five Basic Evaluation Components

The five (5) basic evaluation components defined by JICA as mentioned below are in line with those used for the evaluation works by DAC and other international assistance organization. Introduction of these components has enabled a consistent, well-balanced evaluation, which minimizes evaluator bias. Further, it allows us to share the results, knowledge and lessons with other aid organizations, since we are using common components and can discuss with them from the same viewpoints.

(1) Efficiency

Evaluate the method, procedure, term and cost of the project with a view to productivity.

(2) Effectiveness

Evaluate the results in comparison with the goals (or revised ones) defined at the initial or intermediate stage, and evaluate the attributes (factors and conditions) of the results.

(3) Impact

Evaluate the positive and negative effects of the project, extent of the effect and beneficiaries.

(4) Relevance

Preliminary evaluate whether the needs in the country have been correctly identified, and whether the design is consistent with the national and/or master plan.

(5) Sustainability

Evaluate the autonomy and sustainability of the project after the termination of cooperation, from the perspectives of operation, management, economy, finance and technology.

2 Relation between Five Basic Components and PDM

The following five (5) components are used for the evaluation and a selection of a project.

(1) Efficiency

(2) Effectiveness

(3) Impact

(4) Relevance

(5) Sustainability

These components are directly connected to the elements of PDM as shown in the Figure in the following page.

The component "Efficiency" is a measure to qualitatively and quantitatively compare all resource (input) to the results (output)

of the project in order to evaluate the economic efficiency of conversion from input to output.

The parameter "Effectiveness" is a measure to evaluate whether the purpose has been achieved or not, or to evaluate how likely it is to be achieved. In other words, it is to evaluate how much the outputs contributed to the achievement of the purpose, or to evaluate whether or not the characteristics of the outputs were as expected.

The parameter "Impact" is a foreseeable or unforeseeable, and a favorable or adverse effect of the project upon society. To evaluate impact, both the goal and project purpose should be referred to in the beginning of the evaluation. Evaluation with this component could require comprehensive surveys in many cases.

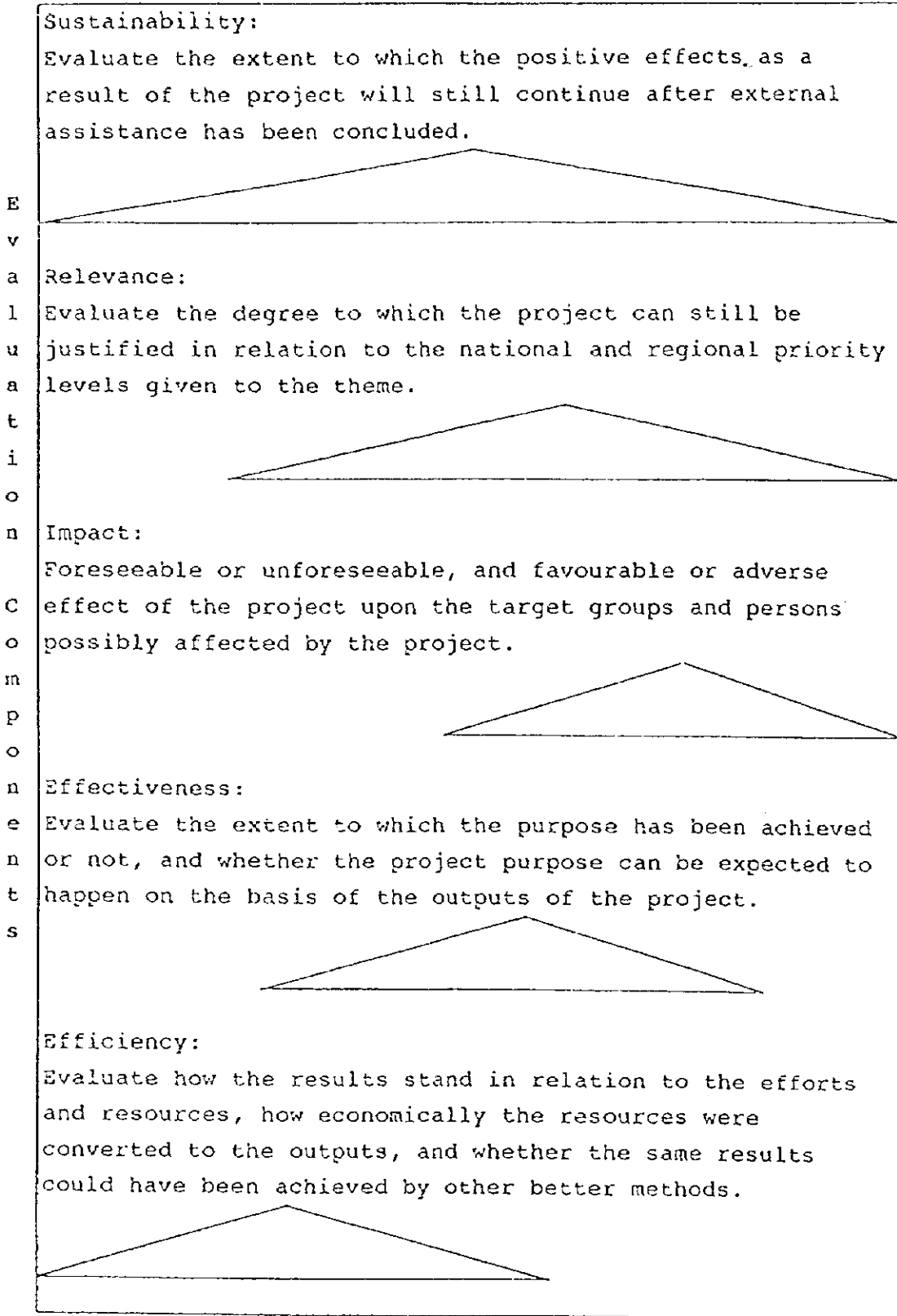
The parameter "Relevance" is to comprehensively evaluate whether or not the project meets the overall goals, politics of both the donor and recipient, local needs and given priority levels, in order to decide whether the project should be continued, reformulated or terminated.

The component "Sustainability" is to comprehensively evaluate how long the favorable effect as a result of the project can continue after the project has been terminated. Evaluation with this component is required to decide how much the local resources should continue to be used for the project, and to evaluate how much the country receiving the assistance has been considering the project important. According to OECD (1989), "Sustainability" is a component to be used for the final test of the success of a development project.

All five components are essential for any of the projects or programs. The five components give necessary information to the decision maker so that he/she can decide how to approach the next step. Since each of the five components build on the elements of the intervention strategy, they also lay foundation for standardization in monitoring and information handling within and among organizations and agencies.

In practice, each of the five parameters should also contain project-specific information.

Five Components vs Goal Hierarchy



Inputs	Outputs	Project Purpose	Overall Goal
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Goal Hierarchy

Annex 2 Monitoring and Evaluation Plan

Monitoring and Evaluation Plan(Draft)

Name of the Project: Project On Vietnam Information Technology Training
Project Period: March 24, 1997 to March 23, 2002

I. Plan for the Project

1. Project Design Matrix (PDM)

The PDM for the Project is as attached.

2. Plan of Operation (PO)

The PO for the Project is as attached.

3. Technical Cooperation Program (TCP)

The TCP for the Project is as attached

II. Responsible Parties for Monitoring and Evaluation

1. Monitoring

Vietnamese Party:

- responsible person: Prof. Guyen Huu Xy
- person responsible for monitoring: Prof. Ho Si Dam
- person in charge of monitoring: Dr. Do Trung Tuan

Japanese Party:

- responsible person: Mr. Akihiro Mitarai
- person responsible for monitoring: Mr.Hideyuki Adachi
- person in charge of monitoring: Mr. Masamichi Iwamoto
Mr. Yoshio Niizeki
Mr.Kunitaka Shirahama

2. Evaluation

Final evaluation will be carried out by the joint evaluation team composed of the JICA mission members and members from Vietnamese authorities concerned. Members from Vietnamese authorities concerned will be selected mainly from the members of the Joint Coordinating Committee.

III: Schedule for Monitoring and Evaluation

Timing	Activities	Implemented by	Means of Reporting
December 1996	Signing of M/D	Implementation Study Team	M/D(R/D draft) PDM,PO,APO,TCP,TSI
March 1997	Signing of R/D	JICA Vietnam Office	R/D
March 1997	Commencement of the Cooperation		
December 1997	Revising PO, TSI, TCP	Japanese Consultation Team Experts & C/P 1 st Joint Coordinating Committee	Minute of Meeting Report at Joint Coordinating Committee
December 1998	Schedule for Monitoring & Evaluation Mid-term Evaluation	Japanese Advisory Team Experts & C/P 2 nd Joint Coordinating Committee	Minute of Meeting (Scope of Evaluation) Report at Joint Coordinating Committee
April 1999	Monitoring 1	Experts & C/P	Monitoring Report 1
October 1999	Monitoring 2 (Revising TCP)	Experts & C/P 3 rd Joint Coordinating Committee	Monitoring Report 2 Report at Joint Coordinating Committee
April 2000	Monitoring 3	Experts & C/P	Monitoring Report 3
October 2000	Monitoring 4 (Revising TCP)	Experts & C/P 4 th Joint Coordinating Committee	Monitoring Report 4
April 2001	Monitoring 5	Experts & C/P	Monitoring Report 5
October 2001	Final Evaluation	Joint Evaluation Team Experts & C/P 5 th Joint Coordinating Committee	Final Evaluation Report at Joint Coordinating Committee
March 2002	Completion of the Project		

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4/2

Annex 3 Scope of Evaluation

A . Achievement of the Project

A-1 Achievement of Input

- Inputs from Japanese side

- Dispatch of long-term experts and short-term experts (refer to Experts list ANNEX-15).
- Training of counterpart personnel in Japan (refer to C/P training in Japan ANNEX-16).
- Provision of equipment (refer to List of machinery and equipment by Japanese side ANNEX-17)
- Local cost (refer to "Attached document Special program for IT instructor in 1998)

- Inputs from Vietnamese side

- Building (refer to Layout of building ANNEX- 20)
- Facilities and equipment (refer to Provision of machinery and equipment by Vietnamese side ANNEX- 21)
- Number of staff (refer to Assignment of C/P and staff ANNEX-23)
- Allocation of budget (refer to Allocation of budget ANNEX-22)

A-2 Achievement of Activities

-Progress of activities scheduled in the Plan of Operation (PO)

-Discrepancies between plan and actual implementation, and its major reasons

1) Plan of Operation in 1997 (refer to ANNEX -10 in M/D in 1997)

2) Revised Plan of Operation in 1998 (refer to ANNEX - 9)

0-1 Allocate necessary personnel

- Refer to Assignment of C/P and staff (ANNEX-23) and Plan of assignment of C/P and staff (ANNEX - 24)

0-2 Make plans of activities

- Refer to (TSI, ANNEX -7 in M/D in 1997) and (ANNEX- 26)
Expert (Application engineering) was dispatched 4 month behind the schedule due to difficulty of recruitment.
Internet/Intranet (Developer course) is behind the schedule as a result of the arrangement of timetable for the Special program for IT instructors.

0-3 Make budget plan and execute properly

- Refer to Plan of local cost(ANNEX -14 in M/D in 1997) and Allocation of budget for 1998, 1999 (ANNEX- 22).

1-1 Make facilities refurbishment plan and implement as planned

- Refer to Layout of the building (ANNEX-20) and Relocation plan of VITTI (ANNEX-21).

1-2 Provide and install machinery and equipment

- Refer to List of machinery and equipment provided (ANNEX-17) and Provision of machinery and equipment by Vietnamese side(ANNEX- 21).
- Provision of equipment for JFY 1998/99 is 2 month behind the schedule due to difficulty of arranging latest equipment in locally.

1-3 Operate and maintain machinery and equipment properly

- Refer to "Training course and participants".

Equipment is operated and maintained good enough for above mentioned training courses.

- 2-1 Make Technical Cooperation Program
 - Refer to TCP (ANNEX-8 in M/D in 1997) and TCP (ANNEX-14).
- 2-2 Implement technology transfer to the C/P
 - Refer to Technology transfer items in TCP (ANNEX-14).
Dispatching of short term expert for multimedia is behind the schedule due to delaying of equipment provision.
- 2-3 Monitor and evaluate the technology transfer to the C/P
 - Refer to C/P achieved level in TCP (ANNEX-14).
- 3-1 Implement needs study for IT in industry
 - Needs study was conducted by C/P under the guidance of the short term expert, Mr. Nagaya (1998/3/2 ~ 3/22) and Mr. Tsunoda (1998/6/15 ~ 8/2).
- 3-2 Make implementation plans of training courses
 - Refer to Plan and actual of seminar and training courses (ANNEX-10).
Internet/Intranet (Developer course) is behind the schedule as a result of the arrangement of timetable for the Special program for IT instructors.
- 3-3 Prepare IT training curriculum and teaching materials
 - Refer to "List of documents for Special course for IT instructors" and "List of document for the special course for leaders"
- 4-1 Make implementation plans of seminars and publications
 - Refer to Seminar and training courses (ANNEX-10).
- 4-2 Prepare seminars and publications
 - 2000 copies of bilingual (English and Vietnamese) VITTI brochure were prepared on the occasion of the establishment of VITTI.
 - 500 copies of pamphlet of Internet training course for the purpose of participants enrolment.
- 4-3 Implement / monitor / evaluate the seminars and mailing of publications
 - In the occasion of VITTI opening seminar " Latest tendency on Internet and Multimedia" by Mr. K. Tsurui (Industrial electronics Div., MITD) and "Latest situation on IT' in ASEAN Countries " by Mr. M. Komurasaki (Director, CICC Singapore Office) were held on 1997/12/9
 - The seminar on "Latest technology of distance learning" was held by the short-term expert, Prof. Takefuji (1998/6/4 ~ 6/6). Refer to Program of the seminar and List of participants.

A-3 Achievement of Outputs

- The extent to which the outputs planned in the PDM is/will be achieved.

0 Institute operation system will be established

(1) Number of staff

Refer to Assignment of C/P and staff (ANNEX 23).

(2) Plan of Local Cost

Refer to Allocation budget for 1998, 1999 (ANNEX 22).

(3) Consulting Council of VITTI

Refer to "Decision on promulgating regulation on the organization and operation of the Vietnam Information Technology Training Institute by the President of Vietnam national university, Hanoi"(English translation)

(4) Publicity

Hanoi TV covered the second Internet training course (held from 1998/7/27 to 7/31) and all the contents of the course of lectures were put on the air for 30 minutes in five series program titled "IT Highway express" on Sundays in August and September 1998. Besides, that TV program was repeated twice.

1 Institute facilities and IT equipment will be provided / installed / operated and maintained properly

(1) Institute facilities

Refer to Layout of building (ANNEX 20).

(2) IT equipment

- IT equipment shown in ANNEX 15 has been provided and the installation was completed in May 1998.

2 Technical Capability of counterpart will be upgraded as IT instructor and planner

Refer to C/P achieved level in TCP (ANNEX 14)

3 Training Courses will be implemented based on the needs of industry

Refer to "Training course and participants"

4 New skills and technology will be introduced to IT industry

- In the occasion of VITTI opening seminar " Latest tendency on Internet and Multimedia" by Mr. K. Tsurui (Industrial electronics Div., MITI) and "Latest situation on IT in ASEAN Countries " by Mr. M. Komurasaki (Director, CICC Singapore Office) were held on 1997/12/9
- The seminar on "Latest technology of distance learning" was held by the short-term expert, Prof. Takefuji (1998/6/4 ~ 6/6). Refer to Program of the seminar and List of participants.

A-4 Achievement of the Project Purpose

- The extent to which the Project purpose planned in the PDM is / will be achieved.

Project Purpose – VITTI will be able to operate and manage the services related to IT industry based on the needs of industry.

(1) Level of satisfaction of present and former service beneficiaries

Result of questionnaire (Answers were given by 71% of the participants)

Question	Positive(Good)	Moderate	Negative
The course applicable to Job	35	55	1
Length of the course	39	55	0
Level of the course	3	63	17
Depth of the subject	4	78	17
The curriculum	29	60	11

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Balance of the time		48	41	4
Presentation of the Instructor		84	7	0
The text books and materials		86	8	0
The training environment		90	4	0
The equipment		87	5	0
Useful subjects	E-mail	Searching Information	Web site / Internet set up	Internet connecting
	71	76	62	17

(2) Level of satisfaction of enterprises

Questionnaire to and interviews with enterprises will be implemented soon.

(3) Number of newly improved services and kinds of beneficiaries

The 1st VITTI annual report will be issued soon.

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Training Course and Participants

JICA-VITTI

Course	Participants	Day time Course	Evening Course	Total
1 st Internet Course 7/06-7/10	Ordinary	1 5	6	2 1
	VNU	1 2		1 2
2 nd Internet Course 7/27-7/31	Ordinary	3 2	1 1	4 3
	VNU	3 1		3 1
3 rd Internet Course 8/10-8/13	Ordinary	5	5	1 0
	VNU	—	—	
4 th Internet Course 9/30-10/3	Ordinary	—	1 6	1 6
	VNU	—	3 8	3 8
5 th Course(VIP. VNU) 10/14-10/17				
	VNU	30		30
6 th Internet Course 11/18-11/21	Ordinary	16		16
	VNU	11		11
7 th Internet Course 11/25-11/28	Ordinary	6		6
	VNU	7		7
Total		165	76	241 VNU(129)
1 st Special IT Instructor course 8/17-8/22	People's Committee	12		12
	Min.of Education	13		13
	Min.of Science	10		10
	Universities	30		30
2 nd Special IT Instructor course 10/26-10/31	Universities	71		71
	Total	136		377

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B. Analysis based on the Five Evaluation Components

B - 1. Effectiveness

At this mid-term evaluation point the satisfactory level of the project purpose was achieved.

In the Internet related field, VITTI can operate and manage the one week long training courses using the provided machinery and equipment with the suggestions of the Japanese experts regarding the curriculum design, teaching material preparation, recruiting the participants, implementation of the courses and the evaluation.

In the other technical fields, necessary technology transfer is now undertaken for targeting the corresponding training courses by the Japanese experts to the allocated CPs using the provided machinery.

For the next fiscal year another main training courses are scheduled to commence.

In order to achieve the project objective properly the following measures should be taken properly.

- a. Proper allocation of CPs as planned
- b. Proper liaison with the IT related industry in the process of curriculum preparation and participant recruiting

B - 2. Impact

This evaluation component is not applicable this time of evaluation.

B - 3. Efficiency

Input of both Japanese side and Vietnam side for the achievement of this project up to this point can be evaluated as appropriate in terms of amount and timing.

B - 4. Relevance

The Vietnamese government considers IT an important industry. From this point of view a national program for IT development by 2000 called IT 2000 plan where the number of 20,000 IT personnel will be trained by 2000 was issued.



According to the survey conducted by IDC - the world's prestigious IT market research group out the growth rate of the Vietnamese IT market at over 30% per annum and even the most cautious predictions also put the country's average IT market growth rate at 20 %.

The current political situation in Vietnam is so stable that the Vietnamese government will host the ASEAN summit in Hanoi this December 1998.

Under these circumstances it is very reasonable to continue this project whose plan is to promote the market economy through the VITTI activities which are to operate and manage the services related IT sustainably based on the needs of industry.

B - 5. Sustainability

For the sustainability of the project in the IT field, the countermeasures for the machinery obsolescence, conducting the attractive training courses and recruiting and keeping the qualified CPs are very important. In this period, preparing the attractive course contents is specially required. To do so, therefore, finding and training the skillful CPs are essential. It requires financial measures to give them the incentive to keep working in VITTI.

Since the Vietnam government considers IT an important industry, the budget allocation to VITTI project, which is the ODA project, may have a higher priority than the other projects. Besides that, VITTI can use its course fee after reporting it to VNU.

So enough budgets should be prepared for the qualified CP recruitment and keeping them in VITTI.

In order to make the training course contents attractive it is essential to pick up the requirement for the IT training course properly by much closer cooperation with the industrial field.

Item	Verification	Information/indicator	Data source												
			Ministry/ Agency	Inple- menting organization	C/P	Benefi- cialaries	Experts	External organiza- tions	Japan- ese experts	Project records	Annual reports	Staff lists	Post-projects survey sheets	Others	
2-1 How did the project contribute to the development of the sectors assisted?	1) How much did the project contribute to the social and/or economic performance of the sector? How much did the project contribute to the development of the external organizations? 2) What favorable or adverse factors affecting the development of the sector did the project give?	1) Social and economic status of the target group 1) Amount of goods and services from the sector to the external organizations 2) List of favorable/adverse factors affecting the project progression (use the standard form of the list, also describe actual cases)	<input type="radio"/>	<input type="radio"/>					<input type="radio"/>						
2-2 How much did the project contribute to the development of the project area (and its surrounding)?	1) How much improvement in the social and/or economic performance of the area? How much did the recipient organization cooperate with external organizations? 2) What favorable or adverse effects did the project have on the development of the area?	1) Social and economic status of the target Group 1) Amount of goods and services given to the external organizations 2) List of favorable/adverse effects on project progression (use the standard form of the list, also describe actual cases)	<input type="radio"/>												
2-3 How much additional on Spin-off benefits provided by the project?	1) Did the project lead to spin-off (e.g. in terms of technology, institution and environment)?	1) List of favorable/adverse effects on project progression (use the standard form of the list, also describe actual cases)	<input type="radio"/>												

3. Sustainability

Item	Verification	Information/indicator	Data source														
			Ministry/Agency	Implementing organization	C/P	Beneficiaries	Experts	External organizations	Japan-ese experts	Project records	Annual reports	Staff lists	Post-project survey sheets	Others			
3-1 Is sustainability of the organization expected?	1) Does the policy support organizational development? 2) Is the recipient organization well-organized for the operation and management of the project? 3) Is the recipient organization well-organized for the implementation of the project? 4) Has the recipient organization been supported by external organizations?	1) Installation related regulations 1) Recent restructuring 2) Organization chart 3) Operation record	<input type="checkbox"/>														
3-2 Is financial sustainability expected?	1) Is funding (operation and management cost) adequate? 2) Are the public subsidiaries stable? 3) Has his owned capital, if available, been appropriated to the project?	1) Funding (operation and management cost) sources 1) Accounting (fund use) status 2) Funding (operation and management cost) sources 2) Accounting (fund use) status 3) Funding (operation and management cost) sources 3) Accounting (fund use) status							<input type="checkbox"/>				<input type="checkbox"/>				
3-3 Is material/technical sustainability expected?	1) Have the given technologies been used? 2) Have domestic human resources been allocated appropriately? 3) Have the facilities, equipment and material been stored correctly?	1) Status of the business using the technologies 2) Staff member lists of the recipient organization during and after the assistance 3) Maintenance of facilities, equipment and materials 3) Equipment failure rates 3) Arrangement for maintenance and replacement											<input type="checkbox"/>		<input type="checkbox"/>		
3-4 Others																	

Item	Verification	Information/Indicator	Data source													
			Ministry/Agency	Implementing organization	C/P	Beneficiaries	Experts	External organizations	Japanese experts	Project records	Annual reports	Staff lists	Post-project survey sheets	Others		
4-1 Was the agreement with the country (and R/D) adequate?	1) Was the project purpose in R/D stated adequately?	1) List of favorable/adverse factors affecting the project progression (use the standard form of the list, also describe actual cases)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>											
4-2 Did JICA identify needs correctly?	1) How well did JICA identify the favorable/adverse factors affecting the project progression at the stage of preliminary survey? 2) Did JICA identify the agency and priority levels of the project at the stage of preliminary survey? 3) Was the decision of giving assistance adequate?	1) List of favorable/adverse factors affecting the project progression (use the standard form of the list, also describe actual cases) 2) Project implementation plan (as a background of the project) defined by the country, and its change 3) List of favorable/adverse factors affecting the project progression (use the standard form of the list, also describe actual cases)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>											<input type="radio"/> Preliminary survey reports
4-3 Was the process for designing the assistance scheme adequate?	1) Was the output goal adequate? 2) Was the project purpose adequate? 3) Were the project details (development items, project purposes, correlation between input and output) adequate? 4) Were the input items (kind, quantity, quality and function) adequate? 5) Has JICA identified the cooperation system/organization of the recipient country?	1) Number of trained C/Ps transferred to C/Ps 2) Status of the activities of the recipient organization 3) List of favorable/adverse factors affecting the project progression (use the standard form of the list, also describe actual cases) 4) Same as (1) through (5) in the table 5. Efficiency 5) List of favorable/adverse factors affecting the project progression (use the standard form of the list, also describe actual cases)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>											
4-4 Was the time schedule of the project adequate?	1) Was the time schedule of the project adequate?	1) Time schedule 1) List of favorable/adverse factors affecting the project progression (use the standard form of the list, also describe actual cases)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>											

Item	Verification	Information/Indicator	Data source																	
			Ministry/ Agency	Implementing organization	C/P	Beneficiaries	Experts	External organizations	Japanese experts	Project records	Annual reports	Staff lists	Post-project survey sheets	Others						
S-1 Was the extent of assistance adequate to the development items and project purposes?	1) How many experts were dispatched? How long did they provide assistance at the site?	1) Number of experts and period of assistance																		
	2) List, quantity, cost and maintenance status of the supplied equipment	2) List, quantity, cost and maintenance of the supplied equipment																		
	3) Number of trainees, and training period	3) Number of trainees, and training period																		
	4) Was the project completed satisfactorily?	4) Number of discussion meetings and itinerating lectures																		
	5) What is the total budget of the project?	5) Project funds																		
S-2 Was the assistance implemented timely?	1) Was the expert dispatch implemented timely?	1) Time schedule of dispatch																		
	2) Was the equipment and material supplied timely?	2) Time schedule of supply																		
	3) Was the training (receiving trainees) implemented timely?	3) Time schedule of training																		
	4) Were the meetings and itinerating lectures implemented timely?	4) Time schedule and number of meetings and itinerating lectures																		
	5) Was the project implemented timely as a whole?	5) Master schedule of the project																		
S-3 Was JICA's assistance for the project adequate?	1) Did the joint committee function properly?	1) Number of joint committee meetings 1) Authority given to the joint committee																		
	2) Was the project supported by external organizations?	2) Same as 1(4) in the table 3. Autonomous Development																		

Item	Verification	Information/indicator	Data source												
			Ministry/ Agency	Imple- menting organiza- tion	C/P	Bene- ficiaries	Experts	External organiza- tions	Japan- ese experts	Project records	Annual reports	Staff lists	Post-project survey sheets	Others	
5-4 Was the linkage to assistance ac- tivities by other bodies adequate?	1) Was the cooperation with other grant assistance agencies, OECF, other countries and international organizations adequate?	1) Assistance for the project by other grant assistance agencies, OECF, other countries and/or international organizations	<input type="radio"/>	<input type="radio"/>											
5-5 Were inter- mediate, at- completion and post-project evaluation results used effectively?	1) Were intermediate and at- completion evaluation results used effectively in designing additional or follow-up assistance? 2) Were the results of the post-project status survey used effectively in designing the after care plan?	1) Results and recommendations obtained by intermediate and at- completion evaluation, and items to be covered by follow-up assistance 2) Results and recommendations obtained by post-project status survey, and items to be covered by the after care plan	<input type="radio"/>	<input type="radio"/>									Intermediate and at-completion evaluation reports	<input type="radio"/>	

Yes

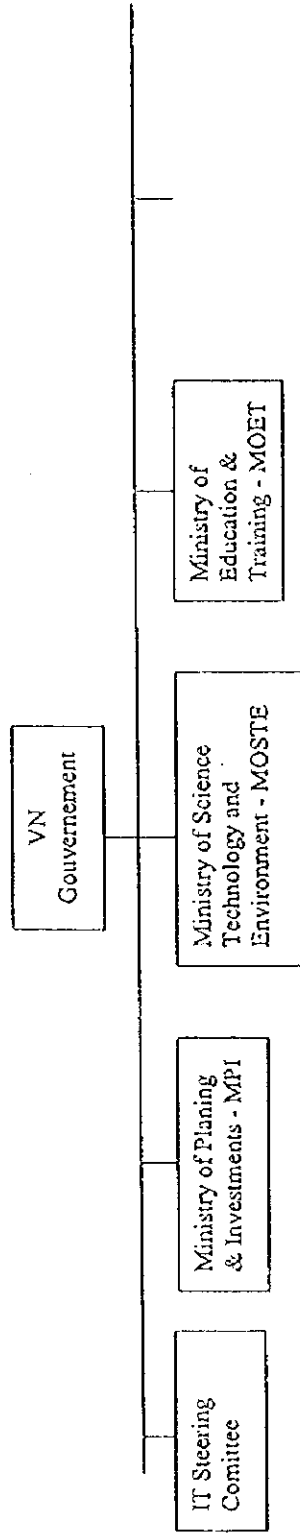
Yes

6. RESULTS OF EVALUATION RESULTS

Item	Verification	Information/indicator	Data source											
			Ministry/ Agency	Imple- menting organization	C/P	Bene- ficiaries	Experts	External organizations	Japan- ese experts	Project records	Annual reports	Staff lists	Post-project survey sheets	Others
6-1 Is the after-care necessary?	1) What fields require after-care? 2) What type of after-care (e.g. training, expert dispatch and supply of equipment) is necessary? 3) Application schedule of after-care	1) List of after-care required items 2) List of training needs whose transfer has not been satisfactory 2) List of equipment to be repaired	<input type="checkbox"/>	<input type="checkbox"/>										<input type="checkbox"/>
6-2 What should be improved to ensure satisfactory assistance?	1) What should be improved or corrected to ensure satisfactory assistance for the project? 2) What system or process (e.g. organization, authority and funds) of JICA or other Japanese organizations should be improved or corrected?	1) List of favorable/adverse factors affecting the project progression (use the standard form of the list, also describe actual cases) 1) List of corrective measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
6-3 What system or process should be improved or corrected?	1) What system or process (e.g. organization, authority and funds) of JICA or other Japanese organizations should be improved or corrected? 2) What system or process (e.g. organization and funds) of the government, implementer and/or external organizations in the assistance-receiving country should be improved or corrected?	1) List of favorable/adverse factors affecting the project progression (use the standard form of the list, also describe actual cases) 1) List of corrective measures against adverse factors 2) List of favorable/adverse factors affecting the project progression (use the standard form of the list, also describe actual cases) 2) List of corrective measures against adverse factors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
6-4 What lessons were obtained?	1) What were the favorable/adverse factors affecting the achievement of the project purposes? 1) What should be taken into consideration in the next assistance for the same field or region?	1) Same as 2(3) in the table 6. Achievement level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
6-5 What recommendations were obtained?	1) What should be taken into consideration in the next assistance for the same field or region?	1) List of recommendations made based on 4(1) in the table 6. Feedback of Evaluation Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									

Annex 5 Chart of IT Steering Committee

Organization Chart of relating IT Steering Committee



Now, Mr Chu Tuan Nha, Minister of MOSTE is the Chairman of IT Steering Committee
In the future IT Steering Committee will be a department in MOSTE

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Annex 6 Current situation of IT industry, and other related information

Table 1 : IT organizations in VN

range	Ratio %	Average turn over	Market share
Over 100 persons	4,40	93.900 ^{7.632} _{7.176}	35,13
50 - 99 persons	9,43	19.253	15,43
20-49 persons	32,08	12.460	33,96
10-20 persons	23,90	6.236	12,66
Below 10 persons	30,19	1.098	2,82
total	159	11.769	100,00

↑
organization

Table 2 : Software production business of IT organizations

Business category	quantity	Ratio %
Installation and users training	99	62,3
Software development by order	25	15,6
Foreign software transfert to VN users	10	6,2
Software pakage developement	10	6,2

Table 3 - structure of IT market in VN

domain	Vietnam	Other countries in the region	USA, Japan and EU
Hardware (%)	83,4	50-60	30-40
Software (%)	5	20-35	30-35
Service (%)	11,6	10-20	30-40

7 major IT faculties supported by IT 2000 program

- IT faculty in Hanoi Univ. of Science, VNU
- IT faculty in Hanoi Technical Univ.
- IT faculty in HCM city Univ. of Science
- IT faculty in HCM city Technical Univ.
- IT faculty in Hue Univ. of Science
- IT faculty in Danang Univ.
- IT faculty in Cantho Univ.

IT Training achievements

- about 7,000 IT engineers and BS has graduated from universities in the last 4 years
- the number of IT personnels increase about 3,500 yearly from all sources (self-education, re-trained ...)

Then, the goal of 20,000 IT personnels in year 2000 will be surely reached.

With the actual growth rate, in the year 2005 we will have

- 21,000 of IT engineers and BS
- 41,000 of IT personnels in total, in which 10.000 person in direct software production and development

Reference:

Statistic of Training achievements in Universities and Colleges

	1991	1992	1993	1994	1995	96-97	97-98
Universities	101,360	130,685	140,695	199,007	315,694	465,564	565,685
Colleges	21,124	21,116	22,153	27,405	38,409	84,419	105,435
Total	124,484	151,981	162,848	226,412	354,103	354,103	671,120

(Source : Ministry of Educations and Training)

Draft of the Project on Development Software Industry in Vietnam up to 2005

the concrete goals for the year 2005 are proposed as following:

- the production is about \$US 500-800 million on the year 2005
in which : 2/3 domestic,
1/3 export
- with the stable, high rate of growing;
- up to the year 2005, staff in software increase to 30,000- 40,000 persons (including management, marketing and developers, in which about 10,000 persons in direct software production and development) with the productivity per person about US\$ 15,000- 20,000 / year.

the market

In 1997 Vietnam IT market reach the total of turn over is 434 million \$US with 56% growth rate, in which spend on hardware about 215 mil \$US.

1. The annual growth of total expense to IT in 1997-2005 is 20% / year.
This maybe reach to 40-50%
2. The ratio of software and service is estimated about 47,5% of total
(Now is about 16,6% to 23,6%) .
3. The ratio of software and service domestic is now 35 %. It need to be increase about 2-5% per year in 1997 -2005 to reach 60%.

Forecast of IT development in VN

(Base on estimations of the National Steering Committee on IT)

year	Total Expense for IT (increase 20%/year)	Spend to software and software service (47,5%)	Total of software and software service	The fact spend software and software service	Total of software and software service domestic produce	The worth of software domestic	Total cost of and service software export	Total production use in country and export
	\$million	\$million	%	\$million	%	\$million	\$million	\$million
1997	434	206	16,6	72	35	27,3	2,5	29,8
1998	512	247,5	20	104	37	38,5	5	43,5
1999	625	297	22	138	39	54	10	64
2000	750	356	25	188	41	77	20	97
2001	900	527,5	27	243	43	104,5	40	144,5
2002	1080	513	30	324	50	162	60	222
2003	1296	616	33	428	55	235	90	325
2004	1555	739	37	575	57	328	135	463
2005	1866	886	40	746	60	447,6	203	650,6

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Annex 7 Revised PDM (Draft)

Project Design Matrix : Project on Vietnam Information Technology Training

Narrative Summary	Indicators	Means of verifications	Important Assumptions
<p>Overall Goal IT specialists are fostered for promoting market economy.</p>	<p>1. Level of usage of IT in enterprises 2. Assessment of technical capability of enterprises</p>	<p>1. Report of Vietnam IT Steering committee 2. Questionnaire to and interviews with enterprises</p>	<p>a. IT 2000 will continue to be highly prioritized b. Market economy is growing c. There is no drastic change in political situation in Viet Nam</p>
<p>Project Purpose VITTI will be able to operate and manage IT training courses and seminar sustainably based on the needs of industry.</p>	<p>1. Level of satisfaction of present and former service beneficiaries 2. Level of satisfaction of enterprises 3. Number of newly improved services and kinds of beneficiaries</p>	<p>1. Questionnaire to and interviews with present and former service beneficiaries 2. Questionnaire to and interview with enterprises 3. VITTI record</p>	<p>a. IT specialists are highly demanded by enterprises</p>
<p>Outputs</p> <p>0. Institute operation system will be established.</p> <p>1. Institute facilities and IT equipment will be provided / installed / operated and maintained properly.</p> <p>2. Technical capability of counterpart: will be upgraded as IT instructor and planner .</p> <p>3. Training courses will be implemented based on the needs of industry.</p> <p>4. New skills and technology will be introduced to IT industry through seminars and publications.</p>	<p>0. Number of staff, budget and settlement account, capability of managerial staff, number of committee and meeting, number of publicity 1. Contents and condition of facility and equipment 2. Achieved level of "Technology Transfer Goal" 3-1. Number of training courses implemented 3-2. Number of participants of training courses 3-3. Curricula, manuals and training materials 4-1. Number of seminars implemented 4-2. Number of participants of seminars</p>	<p>0. Organisation chart, Administration record, Accounting record, Personnel record 1. Property record, operation and maintenance record of machinery and equipment 2. List of "Technology Transfer Goal" 3-1. List of training courses implemented 3-2. List of participants of training courses 3-3. List of curricula, manuals and training materials 4-1. List of seminars implemented 4-2. List of participants of seminars</p>	<p>a. Trained C/P will remain at VITTI</p>

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		INPUT		
		Viet Nam	Japan	a. C/P will remain at VITTI
<p>Activities</p> <p>0-1. <u>Allocate necessary personnel.</u></p> <p>0-2. <u>Make plans of activities.</u></p> <p>0-3. <u>Make budget plan and execute properly.</u></p> <p>0-4. <u>Establish and operate management system.</u></p> <p>1-1. <u>Make facilities refurbishment plan and implement as planned.</u></p> <p>1-2. <u>Provide and install machinery and equipment.</u></p> <p>1-3. <u>Operate and maintain machinery and equipment properly.</u></p> <p>2-1. <u>Make Technical Cooperation Programme.</u></p> <p>2-2. <u>Implement technology transfer to the C/P.</u></p> <p>2-3. <u>Monitor and evaluate the technology transfer to the C/P.</u></p> <p>3-1. <u>Implement needs study for IT in industry.</u></p> <p>3-2. <u>Make implementation plans of training courses.</u></p> <p>3-3. <u>Prepare IT training curriculum and teaching materials.</u></p> <p>3-4. <u>Implement/monitor/evaluate the training courses.</u></p> <p>4-1. <u>Make implementation plans of seminars and publications.</u></p> <p>4-2. <u>Prepare the seminars and publications</u></p> <p>4-3. <u>Implement/monitor/evaluate the seminars and mailing of publications.</u></p>	<p>1. Provision and maintenance of Building and facilities</p> <p>2. Allocation of C/P and Administrative personnel</p> <p>(1) Administrative C/P (3)</p> <p>(2) Technical C/P (32) at the commencement</p> <p>(3) Supporting staff</p> <p>a. Clerk (3)</p> <p>b. Training courses Development and Administration (2)</p> <p>3. Provision of machinery, equipment and their maintenance</p> <p>4. Local cost</p>	<p>1. Dispatch of Japanese Experts</p> <p>(1) Long term Experts</p> <p>(a) Chief Advisor</p> <p>(b) Coordinator</p> <p>(c) Network Engineering</p> <p>(d) Application</p> <p>(e) Project Management</p> <p>(2) Short term Experts</p> <p>Appropriate number of Short term Experts will be dispatched as necessity arises</p> <p>2. Vietnamese C/P training in Japan</p> <p>A certain number (about 2 persons) of the C/P yearly</p> <p>3. Provision of Machinery and Equipment</p> <p>4. Supporting Local Cost</p>	<p>Pre-Conditions</p> <p>Utilities of the Project site will be provided</p>	

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Annex 8 Revised R/D (Draft)

AMENDMENT TO THE RECORD OF DISCUSSIONS
ON JAPANESE TECHNICAL COOPERATION
FOR THE PROJECT OF VIETNAM INFORMATION TECHNOLOGY TRAINING

Mr. Takanori JIBIKI, Resident Representative of Japan International Cooperation Agency (hereinafter referred to as "JICA") in the Socialist Republic of Vietnam, held a series of discussions with the Vietnamese authorities concerned with regard to amendment of the master plan of the Project of the Vietnam Information Technology Training Institute Project (hereinafter referred to as "the Project").

As a result of the discussions, both sides confirmed that the Master Plan in the Record of the Discussions signed in Hanoi on March 21, 1997 (hereinafter referred to as "R/D") was to be amended, and agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

Hanoi, Date of Signing

(Signature by the Japanese side)

(Signature by the Vietnamese side)

Takanori JIBIKI
Resident Representative
Viet Nam Office
Japan International Cooperation Agency

The Socialist Republic
of Viet Nam



ATTACHED DOCUMENT

The provisions of Annex-I in the R/D will be amended as follows:

ANNEX-I. Master Plan

1. Objectives of the Project

(1) Overall goal

Technical capability and production capacity of information technology training will be improved.

(2) Project Purpose

Project Joint Coordinating Committee (hereinafter referred to as "the Committee") will be able to provide appropriate technical service for information technology training.

2. Outputs and Activities of the Project

(1) Outputs

0. Project operation unit will be enhanced.

1. Machinery and equipment related to information technology will be provided, installed, operated and maintained properly.

2. Technical capability of Vietnamese counterpart personnel (C/P) will be upgraded.

3. Training courses related to information technology will be implemented systematically.

4. New skills and technology will be introduced to the counterparts through seminars and publications.

(2) Activities

Necessary activities to achieve the above-mentioned outputs will be conducted



MINUTES OF DISCUSSIONS
ON THE AMENDMENT TO THE RECORD OF DISCUSSIONS
BETWEEN JAPAN INTERNATIONAL COOPERATION AGENCY AND THE AUTHORITIES
CONCERNED OF THE GOVERNMENT OF THE SOCIALIST REPUBLIC OF VIETNAM
ON THE JAPANESE TECHNICAL COOPERATION
FOR THE PROJECT OF THE VIETNAM INFORMATION TECHNOLOGY TRAINING

Upon signing of the Amendment to the Record of Discussion (hereinafter referred to " the Amendment to the R/D) on the technical cooperation for the Project of the Viet Nam Information Technology Training in the Socialist Republic of Viet Nam (hereinafter referred to as "the Project"), Mr. Takanori JIBIKI, Resident Representative of Japan International Cooperation Agency (hereinafter referred to as "JICA") in the Viet Nam Office held a series of discussions with the Vietnamese authorities concerned with regard to the revision of the Project Design Matrix of the Project.

As the result of discussions, both sides agreed to revise the said Matrix in the document attached hereto.

Hanoi, Date of signing

Signature by Japanese side

Signature by Vietnamese side

Takanori JIBIKI
Resident Representative
Viet Nam Office
Japan International Cooperation Agency

The Socialist Republic
of Viet Nam

ATTACHED DOCUMENT

1 Project Design Matrix

On the basis of the Amendment to the R/D, both sides agreed that the Project Design Matrix (hereinafter referred to as "PDM") was revised as shown in Appendix 1.

Both sides further agreed that the PDM would be subject to change in accordance with implementation of the Project.



Appendix 1

Project Design Matrix : Project on Vietnam Information Technology Training

Narrative Summary	Indicators	Means of verifications	Important Assumptions
<p><u>Overall Goal</u></p> <p>IT specialists are fostered for promoting market economy</p>	<p>1. <u>Level of usage to IT in enterprises</u></p> <p>2. <u>Assessment of technical capability of enterprises</u></p>	<p>1. <u>Report of Vietnam IT Steering committee</u></p> <p>2. <u>Questionnaire to and interviews with enterprises</u></p>	<p>a. <u>IT 2000 will continue to be highly prioritized</u></p> <p>b. <u>Market economy is growing</u></p> <p>c. <u>There is no drastic change in political situation in Viet Nam</u></p>
<p><u>Project Purpose</u></p> <p>VTTI will be able to operate and manage IT training courses and seminar sustainably based on the needs of industry</p>	<p>1. <u>Level of satisfaction of present and former service beneficiaries</u></p> <p>2. <u>Level of satisfaction of enterprises</u></p> <p>3. <u>Number of newly improved services and kinds of beneficiaries</u></p>	<p>1. <u>Questionnaire to and interviews with present and former service beneficiaries</u></p> <p>2. <u>Questionnaire to and interview with enterprises</u></p> <p>3. <u>VTTI record</u></p>	<p>a. <u>IT specialists are highly demanded by enterprises</u></p>
<p><u>Outputs</u></p> <p>0. <u>Institute operation system will be established.</u></p> <p>1. <u>Institute facilities and IT equipment will be provided / installed / operated and maintained properly.</u></p> <p>2. <u>Technical capability of counterparts will be upgraded as IT (instructor and planner)</u></p> <p>3. <u>Training courses will be implemented based on the needs of industry</u></p> <p>4. <u>New skills and technology will be introduced to IT industry through seminars and publications</u></p>	<p>0. <u>Number of staff, budget and settlement account, capability of managerial staff, number of committee and meeting, number of publicity</u></p> <p>1. <u>Contents and condition of facility and equipment</u></p> <p>2. <u>Achieved level of "Technology Transfer Goal"</u></p> <p>3-1. <u>Number of training courses implemented</u></p> <p>3-2. <u>Number of participants of training courses</u></p> <p>3-3. <u>Curricula, manuals and training materials</u></p> <p>4-1. <u>Number of seminars implemented</u></p> <p>4-2. <u>Number of participants of seminars</u></p>	<p>0. <u>Organisation chart, Administration record, Accounting record, Personnel record</u></p> <p>1. <u>Property record, operation and maintenance record of machinery and equipment</u></p> <p>2. <u>List of "Technology Transfer Goal"</u></p> <p>3-1. <u>List of training courses implemented</u></p> <p>3-2. <u>List of participants of training courses</u></p> <p>3-3. <u>List of curricula, manuals and training materials</u></p> <p>4-1. <u>List of seminars implemented</u></p> <p>4-2. <u>List of participants of seminars</u></p>	<p>a. <u>Trained C/P will remain at VTTI</u></p>

The revised part is shown by the underline

Activities	Viet Nam	Japan	4. C/P will remain at VITI
<p>0-1. <u>Allocate necessary personnel.</u></p> <p>0-2. <u>Make plans of activities</u></p> <p>0-3. <u>Make budget plan and execute properly</u></p> <p>0-4. <u>Establish and operate management system</u></p> <p>1-1. <u>Make facilities refurbishment plan and implement as planned.</u></p> <p>1-2. <u>Provide and install machinery and equipment</u></p> <p>1-3. <u>Operate and maintain machinery and equipment properly.</u></p> <p>2-1. <u>Make Technical Cooperation Programme</u></p> <p>2-2. <u>Implement technology transfer to the C/P</u></p> <p>2-3. <u>Monitor and evaluate the technology transfer to the C/P</u></p> <p>3-1. <u>Implement needs study for IT in industry.</u></p> <p>3-2. <u>Make implementation plans of training courses</u></p> <p>3-3. <u>Prepare IT training curriculum and teaching materials</u></p> <p>3-4. <u>Implement / monitor / evaluate the training courses</u></p> <p>4-1. <u>Make implementation plans of seminars and publications</u></p> <p>4-2. <u>Prepare the seminars and publications</u></p> <p>4-3. <u>Implement / monitor / evaluate the seminars and mailing of publications</u></p>	<p>1. Provision and maintenance of Building and facilities</p> <p>2. Allocation of C/P and Administrative personnel</p> <p>(1) Administrative C/P (3)</p> <p>(2) Technical C/P (32) at the commencement</p> <p>(3) Supporting staff</p> <p>a. Clerk (3)</p> <p>b. Training courses Development and Administration (2)</p> <p>3. Provision of machinery, equipment and their maintenance</p> <p>4. Local cost</p>	<p>1. Dispatch of Japanese Experts</p> <p>(1) Long term Experts</p> <p>(a) Chief Advisor</p> <p>(b) Coordinator</p> <p>(c) Network Engineering</p> <p>(d) Application</p> <p>(e) Project Management</p> <p>(2) Short term Experts</p> <p>Appropriate number of Short term Experts will be dispatched as necessity arises</p> <p>2. Vietnamese C/P training in Japan</p> <p>A certain number (about 2 persons) of the C/P yearly</p> <p>3. Provision of Machinery and Equipment</p> <p>4. Supporting Local Cost</p>	<p>Pre-Conditions Utilities of the Project site will be provided</p>

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Annex 9 Revised PO (Draft)

PO

Plan of Operation	Japanese FY97		Japanese FY98		Japanese FY99		Japanese FY00		Japanese FY01			
	I	II	III	IV	I	II	III	IV	I	II	III	IV
<p>Term of Technical Cooperation</p> <p>0 Institute operation system will be established.</p> <p>0-1 Allocate necessary personnel.</p> <p>0-2 Make plans of activities.</p> <p>0-3 Make budget plan and execute properly.</p> <p>0-4 Establish and operate management system.</p> <p>1 Institute facilities and IT equipment will be provided / installed / operated and maintained properly.</p> <p>1-1 Make facilities refurbishment plan and implement as planned.</p> <p>1-2 Provide and install machinery and equipment</p> <p>1-3 Operate and maintain machinery and equipment properly.</p> <p>2 Technical capability of counterpart will be upgraded as IT instructor and planner.</p> <p>2-1 Make Technical Cooperation Program.</p> <p>2-2 Implement technology transfer to the C/P.</p> <p>2-3 Monitor and evaluate the technology transfer to the C/P.</p> <p>3 Training courses will be implemented based on the needs of industry.</p> <p>3-1 Implement needs study for IT in industry.</p> <p>3-2 Make implementation plans of training courses.</p> <p>3-3 Prepare IT training curriculum and teaching materials.</p> <p>3-4 Implement / monitor / evaluate the training courses.</p> <p>4 New skills and technology will be introduced to IT industry through seminars and publications.</p> <p>4-1 Make implementation plan of seminars and publications.</p> <p>4-2 Prepare the seminars and publications.</p> <p>4-3 Implement / monitor / evaluate the seminars and mailing of publications.</p>												

Annex 10 Seminar and Training Courses

2-(1)-2 Plan and Actual of Seminar and Training courses

	1997				1998				1999				2000				2001			
	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
Training courses																				
0. Needs Study & Course Planning																				
1. IT Instructor Course																				
2. Client-Server System Engineering																				
3. Information System Project Manager																				
4. Multimedia System Developer																				
5. Internet/Intranet for User																				
6. Internet for Developer																				
7. Special Program for IT Instructor																				
Seminars																				
1. Opening seminar																				
2. Internet seminar																				
3. IT seminar																				
4. IT seminar																				
5. IT seminar																				

Annex 11 Tentative Plan of Special Program for IT Instructor in 1999

TENTATIVE PLAN OF SPECIAL PROGRAM FOR IT INSTRUCTOR IN 1999

1. Out-line of the program:

One of the main tasks of Vietnam Information Technology Training Institute is to carry out the development and technology transfer to socio-economic organizations in the field of IT.

As one of approaching ways to achieve the above mentioned task, VITTI has a plan to organize its special program for IT instructors from other Universities or institutions not only in Hanoi but also all-over the country which have already been involved in the task for nation-wide computerization but still lack qualified IT instructors and training materials. It is organized for the purpose of extending and sharing Information Technology which is transferred by the JICA experts to those IT instructors so that they can upgrade their IT training capability

2. Targeted persons and Number of persons:

IT instructor who is already involved in IT training in University or Institution all-over Vietnam.

Number of Targeted persons:

- 1st Program ----- 70 Persons
- 2nd Program ----- 70persons
- 3rd Program ----- 70persons

3. Time and duration:

- 1st Program ---- August, 1999. 6days
- 2nd Program ---- October, 1999. 6days
- 3rd Program --- February, 2000. 6days

4. Program:

- 1st day Opening Ceremony
 - Lecture " Latest situation of IT in Vietnam"
 - Lecture " Function and role of VITTI"
 - Lecture " World wide tendency of Information Technology"
 - Lecture " Application Technology in Industrial sector in Vietnam"
- 2nd day Lecture and Practice " Methodology for IT Training of Curriculum and Course ware"
 - Observation " Training Facilities in VITTI"
- 3rd day Lecture and Practice " Internet / Intranet No1"
- 4th day Lecture and Practice " Internet / Intranet No 2 "
- 5th day Lecture and Practice " Internet / Intranet No 3 "
- 6th day Examination
 - Certificate conferring Ceremony

1/2

[Signature]

* Lecturers will be from VITTI ,MOET,MOSTE and IT Steering committee

5. Cost (US\$)

1) Travel allowance		
Transportation	$67.62 \times 70\text{persons} \times 3\text{times} =$	14,200\$
Accommodation allowance	$21.43 \times 70\text{persons} \times 6\text{days} \times 3\text{times} =$	27,000\$
2) Training materials		
Textbooks in Vietnamese	$5 \times 250\text{pages} =$	1,250\$
Photo Copy Toner	$350 \times 5\text{Box} =$	1,750\$
Photo Copy Paper	$5 \times 70\text{Bundles} =$	350\$
3) Training equipment		
Software	$945 \times 5\text{kinds} =$	4,725\$
4) Fee for lecturers		
Fee for lecturers	$30 \times 6\text{h} \times 5\text{days} \times 3\text{times} =$	2,700\$
Fee for translators	$20 \times 3\text{h} \times 2\text{persons} \times 2\text{days} \times 3\text{times} =$	360\$
	<hr/>	
	TOTAL	52,335\$

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Annex 12 Needs Survey Plan 1999 (Draft)

J.F. Year	Item	period
1 st Year	• Needs Study and Curriculum Development	1998/3/2~1998/3/22
2 nd Year(Plan)	• As a course establishment preparation Multimedia Course	1998/3 rd Quarter
3 rd Year(Plan)	• As a course establishment preparation IT instructor, Client/Server System Course	1999/1 st Quarter
4 th Year(Plan)	• Needs Study and Curriculum Development for Internet/Intranet for user, Internet/Intranet for developer, Multimedia System developer, IT instructor, C/S System, IT Project management, Special Program for IT Instructor course	2000/1 st Quarter
5 th year(Plan)	• Needs Study and Curriculum Development for Internet/Intranet for user, Internet/Intranet for developer, Multimedia System developer, IT instructor, C/S System, IT Project management, Special Program for IT Instructor course	2001/1 st Quarter

Method idea

- Visit of company (FPT, etc.)
- Program developer's needs and current research (Interview & questionnaire)
- Questionnaire to Internet/Intranet course participant

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Annex 13 Publicity Plan 1999 (Draft)

- Prepare and distribute the publicity booklets for the courses:
 - Internet/ Internet for developers
 - Multimedia System Developmets

- Cooperate with Hanoi TV company in production and broacasting the IT courses for users on the weekly programme "Science and Knowledge"

- preparation the VITTI's chapter in the handbook on Science and Technology organizations , institutions in Vietnam (will be published by MOSTE)

- Take part in Vietnam National Week of IT, which to be held yearly in Hanoi and HCM city alternatively.

- To set up relationship with Vietnam Electronics General Company , with other IT company and entepriees to find the demand of IT training in industry.

- To Invite IT engineers from provinces to enrolle in the training courses in VITTI
- To set up the relation with the regional, provincial IT departments for organizing the training courses at site and in the VITTI.



Annex 14 TCP and Target Technical level of C/P

Calendar Year	1997												1998												1999												2000												2001												Counter Part Achieved Level (Aimed Level)(*)	
	Japanese Fiscal Year																																																													
Term of Technical Cooperation																																																													Part-time	Full-time
Schedule of Training Courses																																																														
0 Needs Study & Course Planning																																																														
1 IT Instructor																																																														
2 C/S System Engineer																																																														
3 Information System Project Manager																																																														
4 Multimedia System Developer																																																														
5 Internet/Intranet (for User)																																																														
6 Internet/Intranet (for Developer)																																																														
7 Special Program for IT Instructor																																																														
Technology Transfer Item																																																														
A Needs Study & Course Planning																																																														
1 Needs Study Method																																																														
2 Course Planning																																																														
3 Follow up																																																														
B Curriculum Development Methodology																																																														
1 Course Design																																																														
2 Curriculum Development																																																														
3 Course-ware Development																																																														
4 Course-ware Development Workshop																																																														
5 Instruction Technique																																																														
6 Follow up																																																														
C Application Engineering																																																														
1 Business Analysis																																																														
2 Structured SA/SD																																																														
3 Case Study (SA)																																																														
4 4GL Usage																																																														
5 Programming																																																														
6 User Interface Design																																																														
7 Client-Server System Design																																																														
8 Database System Design																																																														
9 PC Database Usage, Operation, Administration																																																														
10 UNIX Database Usage, Operation, Administration																																																														
11 Distributed Database Introduction																																																														
12 System Development Workshop (CS-PC)																																																														
13 System Development Workshop (CS-UNIX)																																																														
14 Follow up																																																														
D Project Management																																																														
1 System Auditing																																																														
2 Project Management Fundamentals																																																														
3 Case Study (PM)																																																														
4 Test Planning																																																														
5 Reliability Design																																																														
6 System Performance Design																																																														
7 PM Simulation																																																														
8 Evaluation & maintenance																																																														
E Network Engineering																																																														
1 Data Communication Fundamentals																																																														
2 PC Networking Fundamentals																																																														
3 UNIX Networking Fundamentals																																																														
4 UNIX/PC Networking Functions																																																														
5 Network Management																																																														
6 LAN Design																																																														
7 WAN Design																																																														
8 UNIX OS Introduction																																																														
9 Internet Fundamentals																																																														
10 Internet & C/S																																																														
11 Intranet System Design																																																														
12 HTML																																																														
13 CGI																																																														
14 Java																																																														
15 E-mail System Development																																																														
16 WWW System Development																																																														
17 FTP System Development																																																														
18 E-mail Usage																																																														
19 FTP Usage																																																														
20 Telnet Usage																																																														
21 WWW Usage																																																														
22 Intranet Workshop																																																														
23 Special Lecture of Internet																																																														
24 Follow up																																																														
F Multimedia																																																														
1 Multimedia Tools																																																														
2 Multimedia Title Development																																																														
3 Multimedia Workshop																																																														
4 Evaluation & maintenance																																																														
G Technology regarding to Special Program for IT Instructor																																																														

———— Achieved
 Schedule
 (*) Achieved Level/Aimed Level
 Level 0: Technology Transfer's not started
 Level 1: C/Ps can instruct partially according to expert's instruction
 Level 2: C/Ps can instruct with expert's advise
 Level 3: C/Ps can instruct almost by themselves
 Level 4: C/Ps have understood and can instruct by themselves

Annex 15 Experts List

1) Long term expert - actual

	Guidance field	Name	Dispatch period	Demand item
1	Chief adviser	Mr. Akihiro Mitarai	1997/6/30~1999/6/29	Successor hope
2	Coordinator	Mr. Hideyuki Adachi	1997/4/24~1999/4/23	Extension hope
3	Network engineering	Mr. Masamichi Iwamoto	1997/4/24~1999/4/23	Successor hope
4	IT project control	Mr. Yoshio Niizeki	1998/4/5~2000/4/4	
5	Application engineering	Mr. Kunitaka Shirahama	1998/8/11~2000/8/10	

2) Long term expert - plan(Draft)

	Guidance field	Name	Dispatch period
1	Chief adviser	Undecided	1999/6 ~ 2001/6
2	Network engineering	Undecided	1999/4 ~ 2001/4

3) Short-term expert - actual

	Guidance field	Name	Dispatch period
1	Lecture of Opening Seminar	Mr. Kazutomo Tsurui	1997/12/7~1997/12/10
2	Supervising the Installation of Machinery	Mr. Kuniaki Akiyoshi	1997/12/22~1997/12/27
3	Needs Study and Curriculum Development	Mr. Haruhiko Nagaya	1998/3/2~1998/3/22
4	Curriculum Development	Mr. Kazuhiro Tsunoda	1998/4/13~1998/4/26
5	Internet	Mr. Yoshiyasu Takefuji	1998/6/4~1998/6/7
	Courseware Development and Presentation	Mr. Kazuhiro Tsunoda	1998/6/15~1998/8/2

4) Short-term expert - plan(Draft)

	Guidance field	Name	Dispatch period
1	Multimedia	Undecided	Three months from 1999/August to 1999/October
2	Systems analysis	Undecided	Two months from 1999/April to 1999/May
3	UNIX server system	Undecided	Three months from 1999/June to 1999/August
4	Network technology	Undecided	One month from 1999/September
5	Conception method	Undecided	One month from 1999/November
6	System audit	Undecided	2 weeks in 2000/January
7	IT seminar	Undecided	1 week in 1999/October

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Annex 16 CP Training in Japan

1) Technical field - actual

	Technical field	Name	period
1	Management of IT training institute	Prof. Dr. Nguyen Huu Xy	1997/3/30~1997/4/11
2	Management of IT training institute	Prof. Dr. Ho Si Dam	1997/11/10~1997/11/30
3	Management of IT training institute	Prof. Dr. Dao Trong Thi	1998/3/1~1998/3/14
4	PC Server System Designer	Dr. Do Trung Tuan	1998/4/16~1998/8/26
5	BP Division Manager	Dr. Nguyen Dinh Hoa	1998/8/27~1998/11/11
6	Network Engineering	Mr. Nguyen Quac Tuan	1998/10/22~1999/3/7
7	System Analysis	Mr. Nguyen Nam Hai	1998/11/26~1999/3/20

2) Technical field - plan(Draft)

	Technical field	Name	period
1	Management of IT training institute	Prof. Dr. Nguyen Van Mau	1999/1/10~1999/1/23
2	PC Server System Designer	Mr. Pham Van Hai	1999/4/16~1999/8/28
3	UNIX Server System Designer	Dr. Dao Kien Quoc	1999/5/16~1999/8/28
4	Online Database System Designer	Mr. Nguyen Anh Quynh	1999/5/7~1999/10/12
5	IT Instructor	Mr. Ngo Quoc Khue	1999/10/6~2000/3/31
6	High level multimedia processing technique	Undecided	three months from 1999/December
7	IT project management	Undecided	three months from 1999/August
8	Network engineering	Undecided	1999/10/22~2000/3/7
9	System Analysis	Undecided	1999/11/26~2000/3/20

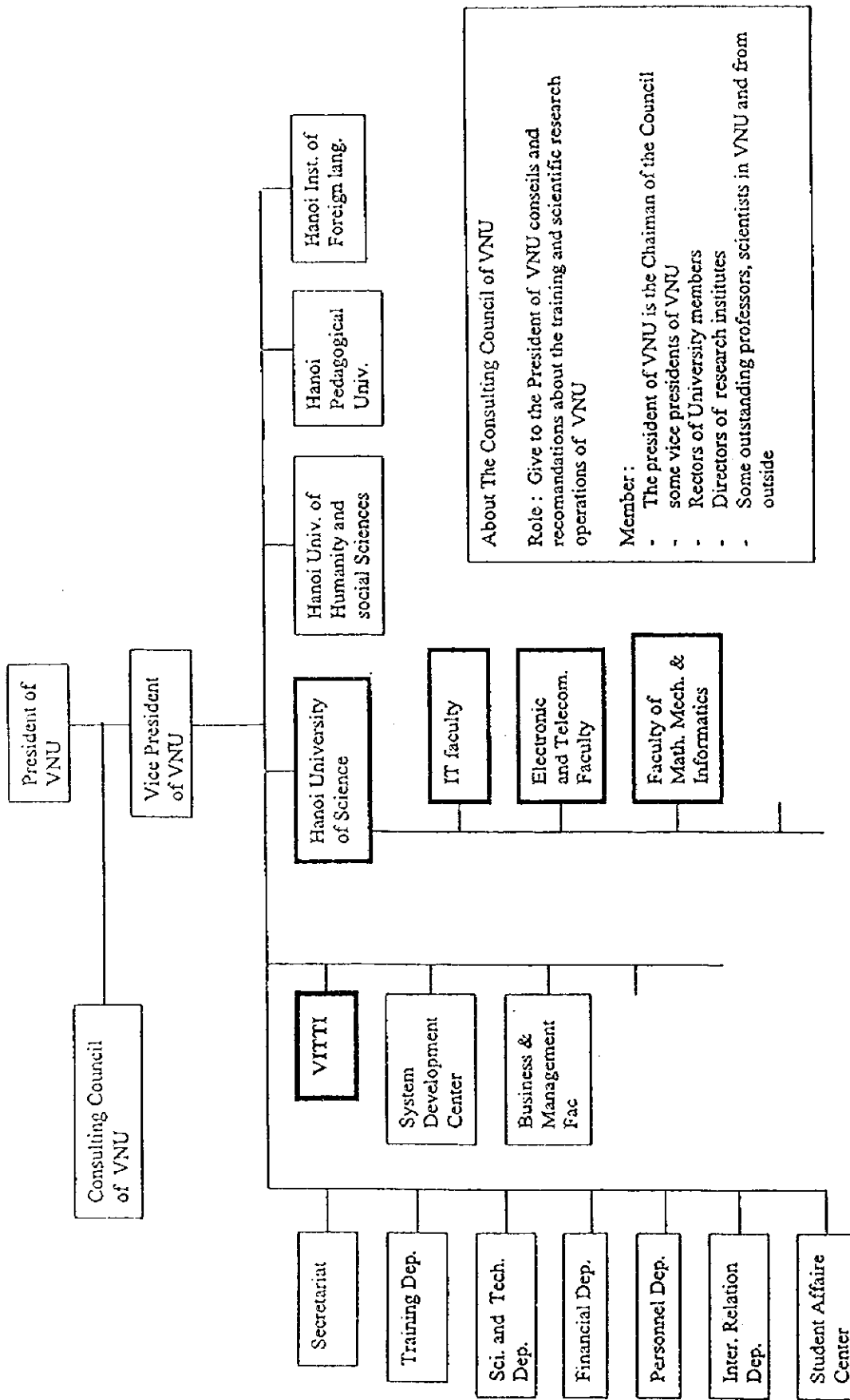
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Annex 17 List of Machinery and Equipment by Japanese side

J I C A - V I T T I

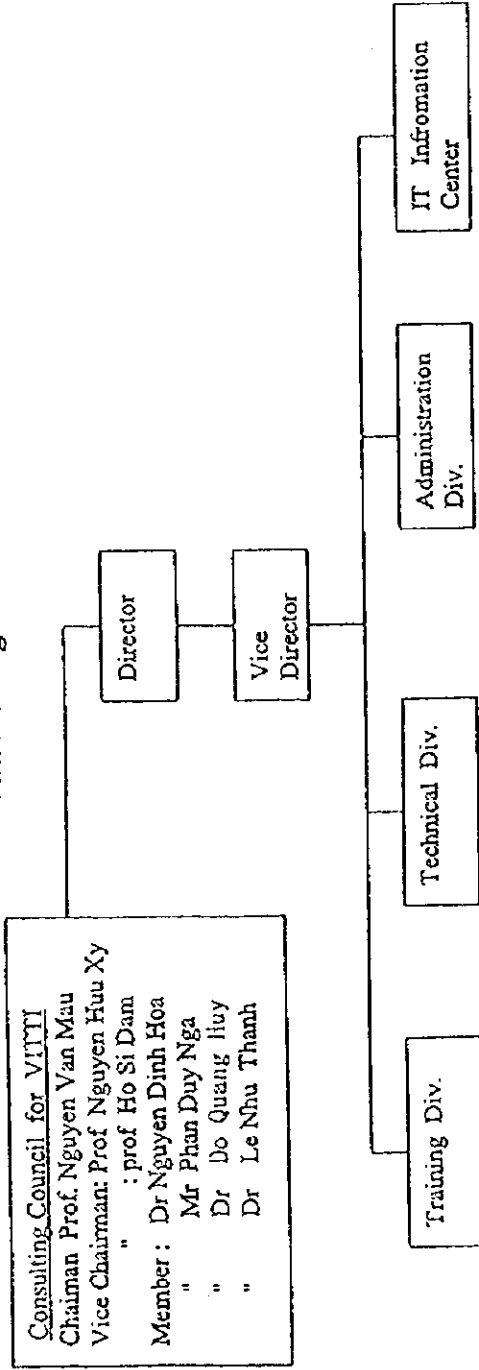
Provision of Equipment and Expenditure					
Year	1 st Year	2 nd Year	3 rd Year(Plan)	4 th Year	5 th year
Amount	57,000,000¥	68,000,000¥	12,198,000¥		
Equipment	UNIX Server PC Server Student PC Staff PC Network Apparatus Mini Bus Generator Intelligent UPS	PC Server Notebook PC Staff PC Multimedia Software Digital Video Camera	Network Management Software Project Management Simulation Electronic board Wireless LAN Device Wireless LAN / Access Point Graphics Tablet		
Expenditure	General Running Cost 7,000,000¥	General Running Cost 3,700,000¥ Special Program for IT Instructors 9,000,000¥			

Annex 18 Organization Chart of VNU

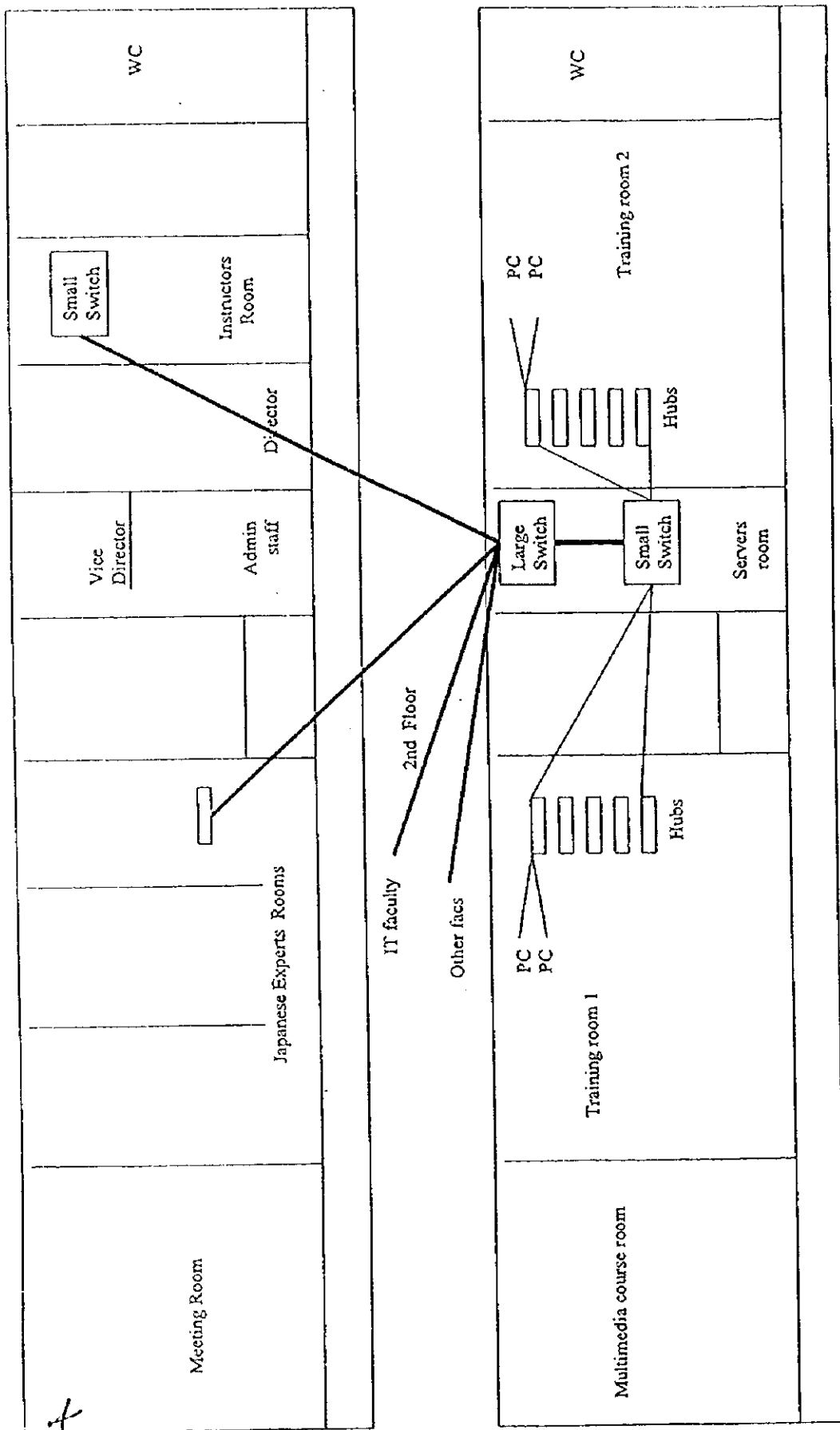


Annex 19 Organization Chart of VITTI

VITTI Organization Chart



Annex 20 Layout of Building



Annex 21 Provision of Machinery and Equipment by Vietnamese side

PROVISION OF MACHINERY, EQUIPMENT AND FURNITURE

Items	Quant.	Amount (VND)
1. Air conditioning	07	132,012,000
2. Personal portable computers	01	32,000,000
3. Telephone desk	11	2,503,000
4. HIFI equipment (Amplifier, speakers...)	-	28,000,000
5. Ceiling fans	36	24,000,000
6. Electricity network	-	38,013,000
7. Telephone switch	1	9,000,000
8. Network and security equipment	-	15,212,000
9. Computer components	-	11,000,000
10. Pagers	1	1,900,000
11. Electric hookers	3	1,140,000
12. Furniture	-	185,340,000
Total		480,120,000

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LOCAL COST

Unit 1000VND

Year	1997	1998		1999
		VNUH paid	Planned expenditure until 31/12/98	Advanced calculation
Personal salaries	58.680	78.704	38.400	180.000
Expenses for Administrative services and Professional activities (109 ÷ 116,119) (included office supplies, mission, marketing and repair cost ...)	207.114	68.800	320.000	450.000
Investment for Office Equipment and others (117÷118) (included utilities , equipments...)	97.508	46.000	46.000	65.000
Fixed assets Professional Equipment (145)	186.406	284.000	295.000	255.000
Total Expenses	549.708	650.000	847.504	950.000

- College of Natural Science paid 847.504.000 d
 - VNUH granted: 650.000.000d
 - College of Natural Science paid: 147.504.000d
 - School fees: 50.000.000d

847.504.000d

- This advance calculation not include expenses construction and replace to new location

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Annex 23 Assignment of C/P and Staff

Director Board

1. Prof. Dr Nguyen Huu Xy, Director of VITTI
2. Prof. Dr Ho Si Dam Vice Director of VITTI

Training Division

3. Dr. Do Trung Tuan Training Div.
4. Dr. Nguyen Dinh Hoa Training Div.
5. Ms. Dao Kien Quoc
6. Mr. Nguyen Nam Hai
7. Ms. Nguyen Quoc Tuan
8. Mr. Luc Du Khuong
9. Mr. Ngo Quoc Khue
10. Mr. Pham Van Hai
11. Mr. Nguyen Anh Quynh
12. Mss. Nguyen Viet Ha
13. Dr. Ngo Dien Tap

Technical Division

14. Mr. Pham Ngoc Khue
15. Mr. Ngo Van Thanh
16. Mr. Pham Ba Hung

Administration Division

17. Mr. Phan Duy Nga
18. Ms. Nguyen Thi Mui
19. Nguyen Thi Thanh Huong
20. Nguyen Nhu Quynh
21. Pham Tuyet Mail

IT Information Centrer

22. Mss. Tran Vu Ha
23. Mss. Nguyen Minh Thu



Annex 24 Plan of Assignment of C/P and Staff

<i>Year</i>	<i>1997</i>	<i>1998</i>	<i>1999</i>
Project manager	1	1	1
General office and administration service	5	5	7
Officially member			12
Full time	3	8	10
Part time	5	9	
Total	14	23	30

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Annex 25 Tentative Schedule of Implementation (TSI)

Tentative Schedule of Implementation

Activities	C. Year J. F. Year	1996	1997	1998	1999	2000	2001
		1996	1997	1998	1999	2000	2001
Term of Technical Cooperation							
A. Vietnamese side							
a) Building Preparation		[Actual]					
b) Facilities Preparation		[Actual]					
c) Budgetary Allocation		[Actual]					
d) Manpower Allocation		[Actual]					
B. Japanese side							
a) Dispatch of Survey Team							
1. Preliminary Survey		▲					
2. Expert Survey		▲	▲				
3. Implementation			▲				
4. Consultation					△	△	△
5. Management Consultation(*)							
6. Evaluation							△
b) Dispatch of Experts							
Long Term Experts							
1. Chief Advisor			[Actual]	[Actual]	[Actual]	[Actual]	[Actual]
2. Coordinator			[Actual]	[Actual]	[Actual]	[Actual]	[Actual]
3. Information Technology (Network Engineering)			[Actual]	[Actual]	[Actual]	[Actual]	[Actual]
4. Information Technology (Application Engineering)			[Actual]	[Actual]	[Actual]	[Actual]	[Actual]
5. Information Technology (Project Management)			[Actual]	[Actual]	[Actual]	[Actual]	[Actual]
Short Term Experts(**)							
c) Counterpart Training in Japan(***)			[Actual]	[Actual]	[Actual]	[Actual]	[Actual]
d) Provision of Equipment			[Actual]	[Actual]	[Actual]	[Actual]	[Actual]
C. Training Course							
Course 1 IT Instructor					[Actual]	[Actual]	[Actual]
Course 2 C/S System Engineer					[Actual]	[Actual]	[Actual]
Course 3 I/S Project Manager					[Actual]	[Actual]	[Actual]
Course 4 Multimedia System Developer					[Actual]	[Actual]	[Actual]
Course 5 Internet/Intranet (User)					[Actual]	[Actual]	[Actual]
Course 6 Internet/Intranet (Developer)					[Actual]	[Actual]	[Actual]
Course 7 Special Program for IT Instructor					[Actual]	[Actual]	[Actual]

□ Plan [Actual] Actual

Management Consultation(*) Mission will be dispatched in 1999 and 2000, if necessary

Short Term Experts(**) Short term Experts on specific fields will be dispatched, if necessary

Counterpart Training in Japan(***) Certain number of C/P will be accepted, if necessary

Annex 26 List of Participants

LIST OF ATTENDANTS AT THE JOINT COORDINATING COMMITTEE
OF THE VIETNAM INFORMATION TECHNOLOGY TRAINING PROJECT
ON DECEMBER 8, 1998

No.	Full name	Position	Office
1.	Prof. Dr. Dao Trong Thi	Vice President	Hanoi National University (VNU)
2.	Prof. Dr. Nguyen Van Mau	Rector	Hanoi College of Science (HCS)
3.	Dr. Vu Ngoc Tu	Director	Department of International Relations, VNU
4.	Mr. Phan Duy Nga	Director	International Relations Department, HCS
5.	Mr. Than Duc Hien	Director	Department of Science and Technology - MOET
6.	Ms. Tran Kim Lan	Vice- Director	Department of International Relations, - MOET
7.	Mr. Pham Kim Cung	Vice- Director	Department of Science and Education, MPI
8.	Ms. Nguyen Kim Anh	Director	Department of IT Training and Research National Steering Committee on IT
9.	Ms. Tam	Staff	Ministry of Science Technology and Environment
10.	Ms. Do Thai Thu Thuy	Interpreter	
11.	Prof. Nguyen Huu Xy	Director	Information Technology Training Institute (VITIT)
12.	Prof. Ho Si Dam	Vice- Director	VITIT
13.	Mr. Pham Ngoc Khue	Staff	VITIT
14.	Dr. Nguyen Dinh Hoa	IT Instructor	VITIT
15.	Dr. Do Trung Tuan	IT Instructor	VITIT
16.	Mr. Pham Van Hai	IT Instructor	VITIT
17.	Mrs. Nguyen Thi Nhu Quynh	Staff	VITIT
18.	Ms. Ha Minh Nguyet	Secretary	JICA Project Office

LIST OF PARTICIPANTS IN DISCUSSIONS

Japanese side:

Advisory Team

Mr. Soichi NAGAMATSU	Advisor
Mr. Kazuo TANIGAWA	Leader
Mr. Kazuyoshi UCHIDA	Member
Mr. Makoto EZAWA	Member
Mr. Mitsuru TOMITA	Member
Mr. Masaki KOMURASAKI	Observer
Mr. Masanori TSURUDA	Observer

JICA Viet Nam Office

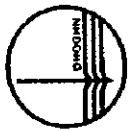
Mr. Takanori JIBIKI	Resident Representative
Mr. Hisatoshi OKUBO	Assistant Resident Representative

Embassy of Japan

Mr. Yasuyuki ITO	Second Secretary
------------------	------------------

Experts

Mr. Akihiro MITARAI	Chief Advisor
Mr. Hideyuki ADACHI	Project Coordinator
Mr. Masamichi IWAMOTO	Network Engineering
Mr. Yoshio NIIZEKI	IT Project Management
Mr. Kunitaka SHIRAHAMA	Application Engineering



ĐẠI HỌC QUỐC GIA, HÀ NỘI - TỔ CHỨC HỢP TÁC QUỐC TẾ NHẬT BẢN
Vietnam National University, Hanoi (VNUH) - Japan International Cooperation Agency (JICA)
Dự án về Đào tạo Công nghệ Thông tin - Project on Information Technology Training



**Viện Đào tạo
Công nghệ Thông tin
CHỨNG NHẬN**

**Vietnam Information
Technology Training Institute
CERTIFICATE**

Anh/chị:

đã hoàn thành khóa học

Mr/Ms:

has successfully completed

This is to certify that

tại Viện Đào tạo Công nghệ Thông tin
từ ngày đến ngày

at Vietnam Information Technology Training Institute
from to

Hà Nội, ngày
Giám đốc
Director

Hanoi, date
Cơ vấn trưởng
Chief advisor

NGUYỄN HỮU XÝ

AKIHIRO MITARAI

No: /NITU

**CHỨNG CHỈ
CERTIFICATE**



**Viện Đào tạo Công nghệ Thông tin
Vietnam Information Technology Training Institute**

JICA