

Chapter 3 Implementation Plan



Chapter 3 Implementation Plan

3-1 Implementation Plan

3-1-1 Implementation Concept

1) Procedure for Japan's Grant Aid

In case the Project is extended to the Japan's Grant Aid, an Exchange of Notes is to be signed by the two governments. Then, the works to be covered by the Japanese side will be carried out by a Japanese consultant and a Japanese supplier, with each making an agreement or a contract with H.M.G. of Nepal. The agreement and the contract are to be effective upon verification by the Government of Japan.

2) Executing Agency at Nepalese Side

The Project will be executed by Department of Education (DOE) of Ministry of Education (MOE), with assistance from Basic and Primary Education Development Unit (BPEDU). The Director of DOE will take full responsibility for implementing the Project. The Ministry of Foreign Affairs is to take the procedure for the Exchange of Notes and other bilateral arrangements, and the Ministry of Finance is to handle the Banking Arrangement.

In each of the districts where the Project is to be implemented, the District Education Officer (DEO) is to issue certificates and other documents upon receipt and delivery of materials and/or equipment. The DEO will also be responsible for managing logistics support up to the delivery of the materials to local communities.

District overseers/engineers, who are to be recruited and posted by DOE may act on behalf of the DEO regarding the procedures stated

above, depending on the situation around each construction site.

Construction work shall be done by the Nepalese side within the framework of the construction of primary schools by community participation under BPEP-II. The local communities, normally School Management Committees (SMC), are to enter into construction contracts with DEO.

3) Japanese Consultant

Soon after the Exchange of Notes between the two countries, the DOE shall enter into an agreement for the consulting services regarding the review of the detailed design and supervision with the consultant recommended by JICA, and shall obtain verification of the agreement by the Government of Japan.

After making the agreement, the consultant, in accordance with the Basic Design Report on the Project, as well as consultation with DOE, shall review the detailed design of the Project and prepare tender documents. Then, upon approval of the tender documents by DOE, the consultant will initiate the tendering procedure for procurement on behalf of DOE. Furthermore, the consultant shall supervise procurement and delivery to depots of the materials.

4) Japanese Supplier

Procurement and delivery to the Nepalese side of materials and equipment covered by the Project shall be executed by a Japanese supplier, who will be selected among qualified Japanese merchandise companies or Japanese general contractors by tendering. The contract will be made with the lowest price tenderer, and shall be effective upon

verification by the Government of Japan.

5) Utilisation of Local Consultant and Sub-contractors

Since the facilities are to be constructed with local materials and method of construction, local technical manpower, consultants, and sub-contractors for procurement should be fully utilised, thus contributing to lowering the entire project cost.

3-1-2 Implementation Conditions

1) Material Depot Centres

Material depot centres, where construction materials procured by the Japanese side are to be delivered, are to be established in the district centres. All depot centres shall be accessible by truck. For some materials which can be manufactured near the construction sites—for instance bricks—delivery at each site might be more appropriate. This matter is to be reviewed at the detailed design stage, and the decided location of each depot centre shall be clearly shown on a map with the locations of schools and clusters, which should be submitted to the Japanese side.

2) Storage of Materials at the Depot Centres

DOE will prepare necessary facilities at depot centres such as warehouses, and stock yards. Where the tent warehouses procured under the previous Japan's projects are utilised, such work as transportation and re-installation shall be done by DOE.

3) Transportation of Materials from the Depot Centres to the Construction

Sites

From the depot centres to each construction site, the materials are to be transported by DOE to the nearest points accessible by truck, where the materials are to be handed over to the SMCs, who will transport them to the construction sites either by wagon, donkey, or porter depending on the situation.

4) Storage of Materials at the Construction Sites

Care should be taken to synchronise deliveries of materials with the construction program, so that the materials will not be stored at construction sites for an unnecessarily long time.

3-1-3 Scope of Works

The Project is to be implemented in co-operation with the Government of Japan, H. M. G. of Nepal and the communities concerned in accordance with the Grant Aid System of Japan. The scope of the works covered by each of the parties are as follows:

1) Works Covered by the Japanese Side

A Japanese consultant and a Japanese Supplier are to do the works listed in a-1) and a-2) below respectively:

a) Works by the Consultant

- Review of site selection (schools, RCs, depots), types, and numbers of the facilities of each site
- Review of the detailed standard design of the facilities
- Review of the specification and quantities of the materials

- Support for tendering procedure for procurement by DOE
- Supervision of procurement, transportation to depots, and delivery at depots of the materials covered by the Project

b) Works by the Supplier

- Procurement of the materials and the equipment covered by the Project
- Transportation of the materials to depot centres
- Delivery of the materials at depot centres
- Delivery of the equipment at DOE

c) Works Covered by the Government of Nepal

DOE and its local staff members together with DEOs are to do the following works:

- Confirmation of the types and the numbers of the facilities to be constructed in each of the schools
- Making construction contracts with SMCs
- Installation of depots
- Receipt and storing the materials at depots
- Transportation of the materials to the vicinity accessible by vehicles of sites
- Supervision, technical advises, and monitoring of the construction work by communities
- Guidance to the communities on the maintenance of the facilities
- Provision of fund for skilled labour to the communities
- Provision of fund for local transportation of materials to the communities as necessary

2) Works Covered by the Communities

SMCs/ RCMCs are to do the following works:

- Discussion with DOE on the standard design of the facilities applied.
- Making construction contract with DEO
- Receipt of materials at the vicinity of each site (school/RC), transportation to site, and storage of the materials at the site.
- Procurement of local materials and unskilled labour
- Construction of the facilities
- Maintenance of the facilities

3-1-4 Supervision and Monitoring Plan

In case the Project is implemented under the Grant Aid system of Japan, the Japanese consultant will supervise work for procurement up to delivery at the depot centres of the materials. Then, DOE will supervise and monitor storage and local transportation of the materials to the sites and the construction work. The Project shall be monitored through the monthly meetings attended by DOE, Consultant, Supplier, and JICA so that utilisation of materials and equipment can be identified separately from the other construction project under BPEP-II.

1) Supervision on Procurement by the Japanese consultant

While the head office in Japan will be responsible for controlling overall project implementation, overseers/engineers posted in each target district will handle routine work.

A chief local engineer posted in the Kathmandu office will be responsible for controlling all local staff members of the consultant and for co-ordinating with the contractor, as well as with DOE. The

Project Manager posted in Tokyo and/or his assistant will visit sites from time to time to attend site meetings and site inspections as necessary. The main services provided by the consultant are as follows:

- a) Assisting in making procurement contract
- b) Checking and approving shop drawings, samples, etc.
- c) Giving guidance on procurement by the supplier
- d) Reporting on the progress of procurement
- e) Assisting in making payments
- f) Inspecting the materials

2) Supervision and Monitoring of Construction by the Nepalese Side

While DOE will be responsible for controlling overall project implementation, overseers posted in each of the project clusters will handle routine work, supported by DEO for clerical procedures and by District Engineers for technical matters, who will report to DOE.

DOE will report on the progress of the delivery of the procured materials to communities from each depot and the progress of construction work for the school facilities at the monthly meeting whose members are to consist of DOE, consultant firm, procurement firm, and JICA.

DOE shall prepare and present to the Government of Japan reports on how the materials provided under the project have been utilised as follows:

a) Detailed Design Phase

- (1) Report on negotiations with SMCs/ RCMCs with a list of schools attached.
- (2) List of Depots with location maps

b) Material Procurement Phase

- (1) Report on making construction contracts with SMCs/ RCMCs with the finalised list of schools and copies of the construction contracts attached.
- (2) Monthly reports on delivery of the construction materials to the depots with copies of record books attached.
- (3) Monthly reports on the delivery of the construction materials to the schools with copies of record books attached.
- (4) Monthly reports on progress of construction works at schools

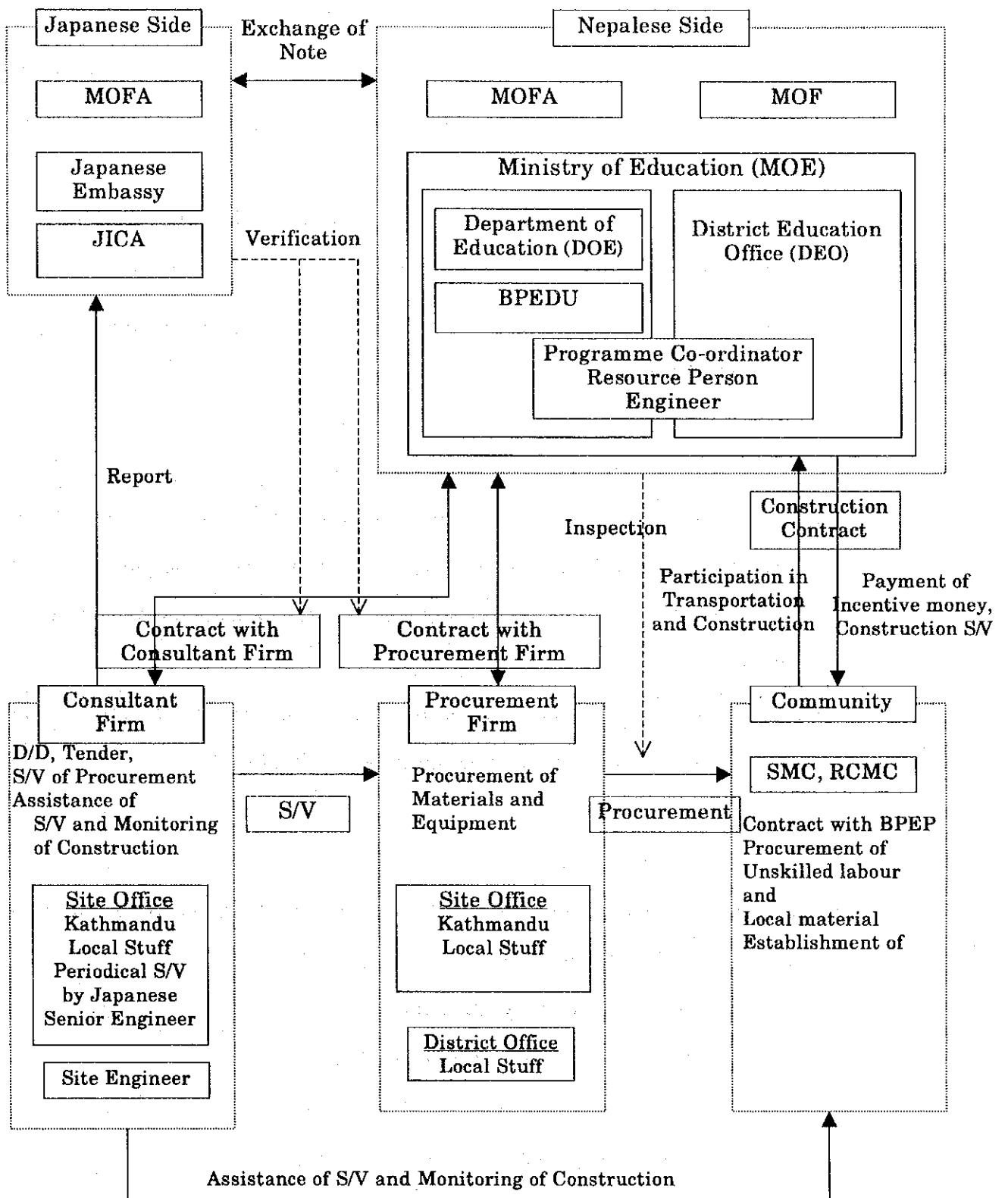
c) Upon Project Completion

- (1) Report on completion of the facilities within three (3) months from the completion of most of the facilities with a list of the schools and RCs, facilities constructed, completion dates, copies of completion certificates, etc.

3) Confirmation on the Completed Facilities

The Japanese consultant will confirm the facilities completed under the first phase during supervising the execution of the second phase, and for the facilities completed under the second phase during supervising the execution of the third phase of the Project. Local engineers of the consultant will visit all concerned sites to make reports on the performance of construction and utilisation of them thereafter. A Japanese executive of the consultant will examine the reports and will visit some of the sites as necessary.

The organisation for the management for the Project is shown on Fig. 3-1.



S/V... Supervision
D/D... Detailed Design

Fig.3-1 Management System for Procurement and Construction

3-1-5 Procurement Plan

1) Procurement Contract

Procurement Contract shall be given to Japanese Merchandise Company or Japanese General Construction Company selected through tendering.

As a supplier of the Project, tenderer should have appropriate knowledge and experience of procurement of local construction materials, as well as in handling local merchandise companies and manufacturer's agents.

2) Place of Procurement

In principle, all materials and equipment are to be procured locally in Nepal. In case the local market for a material(s) is tight, however, the possibility of procurement from Japan or third countries should be accepted.

Computers and facsimile machines are to be those for which maintenance services can be obtained locally in Nepal.

3-1-6 Implementation Schedule

This Project shall commence upon the Exchange of Notes (E/N) by the two countries, and will proceed as follows:

- 1) Conclusion of consultancy contract
- 2) Its verification by the government of Japan
- 3) Detail Design of the materials and equipment
- 4) Selection of the supplier
- 5) Conclusion of procurement contract for materials and equipment
- 6) Its verification by the government of Japan

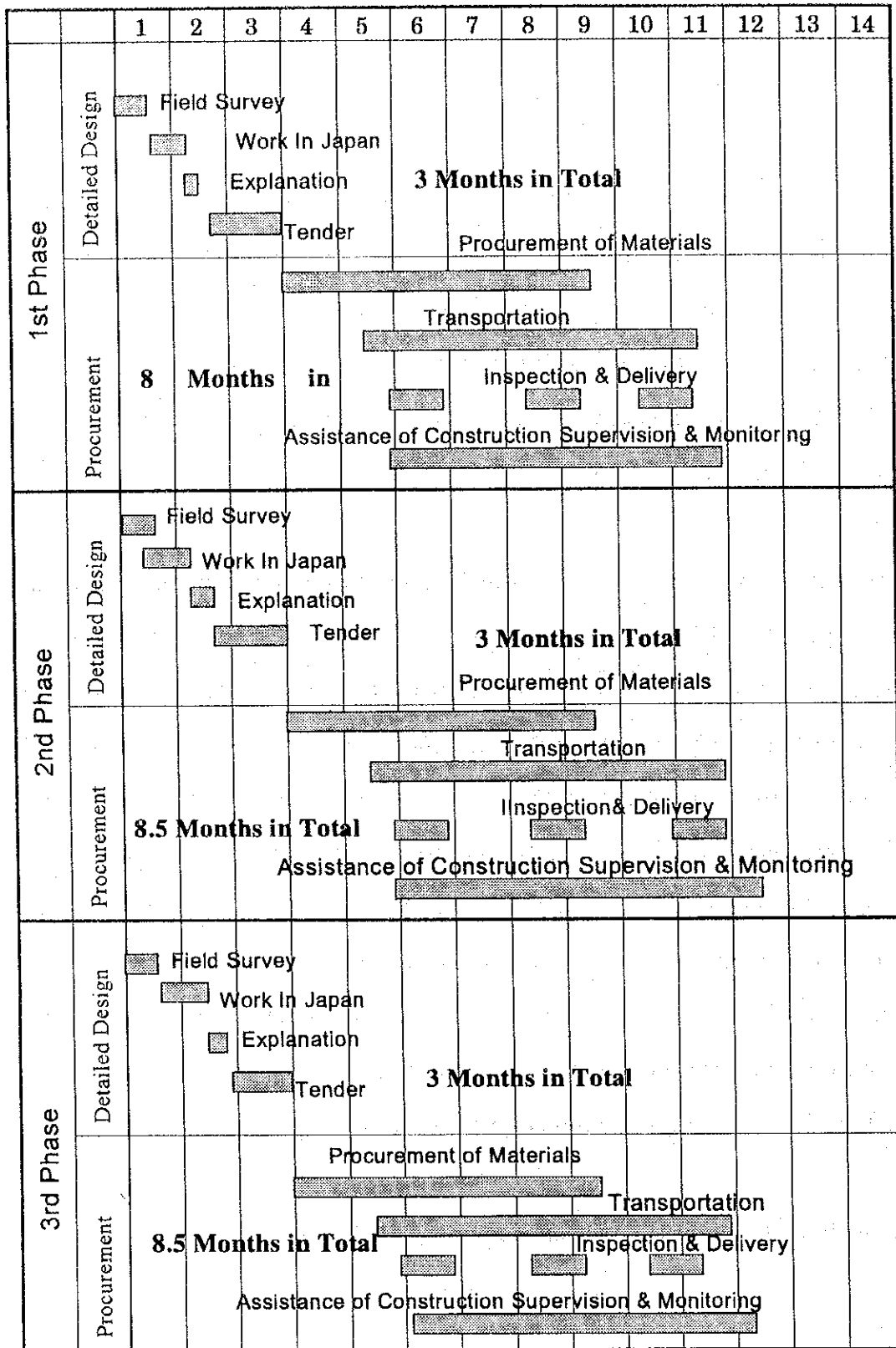
- 7) Procurement and delivery of materials and equipment
- 8) Providing engineering services regarding the utilisation of materials and equipment until their installation.

The schools to be covered by the Project are to be finalised through a full physical survey of the proposed schools, discussions, and conclusion of agreements with the local communities carried out under the Action Plan of BPEP for the fiscal year, which starts in the middle of July. It is advisable, therefore, that the Exchange of Notes between the two countries be done by the middle of June.

In Nepal, the four months from June to September are the rainy season, during which transportation of construction materials to sites is hardly practical. Furthermore, in rural areas, bricks are normally manufactured after harvesting crops in the autumn. Accordingly, the procurement of materials should be planned so that delivery of materials and most of the construction work may be completed before the next rainy season. On the basis of the experience obtained from the previous Project, the construction period for each school is estimated to be about three to four months, and the entire work period for the construction of the schools including delivery and local transportation of materials from depot centres to construction sites will be about eight and a half months.

The overall schedule of the process is shown in Fig. 3-2

Fig.3-2 Implementation Schedule (Japanese Side) (Phases 1, 2, and 3)



3-1-7 Obligations of Recipient Country

The following measures need to be taken by the Nepalese side on the condition that the Grant Aid by the Government of Japan is extended to the Project:

- 1) Ensure proper construction management including the appointment of engineers, overseers and depot managers in order that efficiency of management of the Project is realised;
- 2) Bear the cost of skilled labour and local transportation of materials necessary for the construction of the primary schools under the Project;
- 3) Generate community participation including supplies of unskilled labour, local building materials and local transportation in order that materials and equipment procured are utilised properly;
- 4) Provide proper depots for the Project area;
- 5) Ensure prompt unloading and customs clearance of products purchased from outside Nepal under the Grant Aid, if any;
- 6) Bear commissions to the Japanese bank for banking services such as advising the Authorisation to Pay based upon the Banking Arrangement;
- 7) Exempt Japanese nationals from customs duties, internal taxes including VAT and fiscal levies, which may be imposed in Nepal with

respect to supplies of products and services under the verified contracts.

- 8) Accord Japanese nationals whose services may be required in connection with supplies of the products and services under the verified contracts such facilities as may be necessary for their entry into Nepal and stay therein for the performance of their work;
- 9) Provide necessary permissions, licenses and other authorisations for the implementation of the Project,
- 10) Bear all expenses other than those to be borne by the Grant Aid within the scope of the Project; and,
- 11) Ensure the facilities concerned are used properly for the planned purposes.
- 12) Present to the Government of Japan reports on how the materials provided under the project have been utilised as stated in 3-1-4 Supervision and Monitoring Plan, (2) Nepalese Side.

3-2 Operation and Maintenance Plan

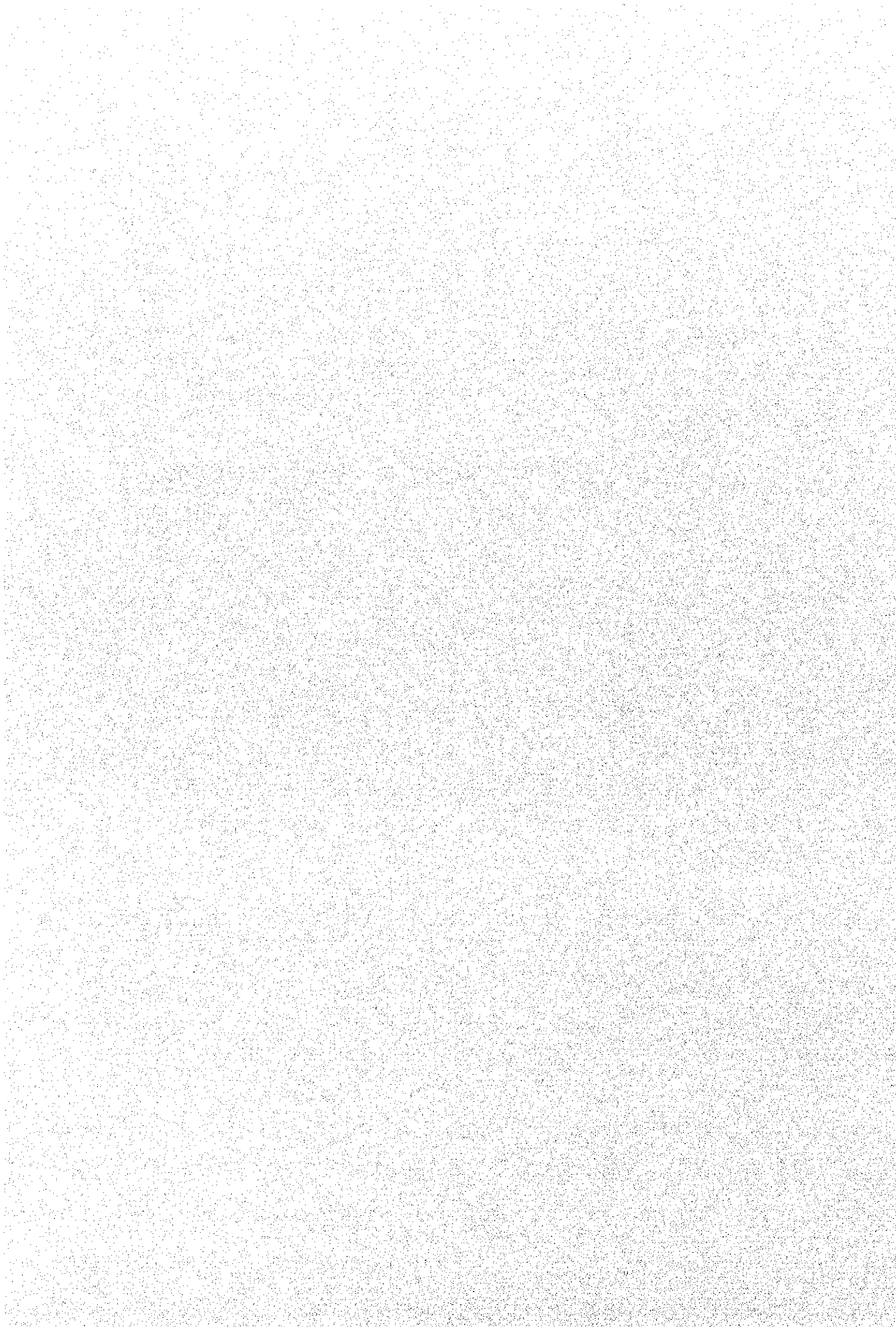
Operation and maintenance of the facilities concerned of the Project are to be provided by the communities-- SMCs or RCMCs. Since most of the schools covered by the Project are located in remote agricultural firm areas, where no city water nor electricity is supplied, very limited maintenance expenditure is required for the maintenance of the buildings only.

To improve the quality of maintenance activities in schools, BPEP is supporting the communities through a maintenance program by providing maintenance tools and training necessary for maintenance. PPSMU is developing a pool of trained overseers who in turn will provide school maintenance training to the School Management Committee, Head Master, and /or Cluster School Maintenance Teachers (CSMT), who are to be appointed to take the following responsibilities:

- 1) Initiate the process of introducing the concept of school building routine maintenance to the community.
- 2) Organise and execute routine maintenance of community school buildings, compounds, furniture, and toilets.
- 3) With assistance from DOE, cluster overseers train teachers and community members in practical building maintenance.
- 4) Report to and co-ordinate with RC Headmaster on maintenance activities in the school.

The average cost of routine maintenance is estimated to be NRs. 5,200 per year including repainting in every three years, replacement of roofing every 25 years, and replacement of timber members every 50 years.

Chapter 4 Project Evaluation and Recommendation



Chapter 4 Project Evaluation and Recommendation

4-1 Project Effect

It is appropriate to implement the Project under Japan's Grant Aid Assistance, because the Project will have the following effects:

- 1) Of the 9,400 classrooms planned to be constructed under BPEP-II, the Project will contribute to achieving 27% of the target, and to increase the opportunities of Nepalese nationals for access to basic and primary education.

The Project will benefit the broad population of primary school age in Nepal (6 to 10 years old), a total of 138,100 per year.

Primary schools: 55 / classroom x 2,380 = 130,900

45/ classroom x 160 = 7,200

Total 138,100

- 2) By replacing deteriorated classrooms with new ones of better quality , the Project will contribute to improving of the education environment, which will be effective for improving internal efficiency. Furthermore, provision of toilets and water-supply systems will greatly encourage the attendance of female teachers and students.
- 3) Community participation in overall primary school management activities will be enhanced through participation in this construction project and by receiving guidance various educational matters from the government.

4-2 Recommendations

For the effective implementation of the project, it is recommended that HMG of Nepal take the following actions:

- 1) The MOE should establish DOE and BPUDU at the time and in the way proposed in PIP, and in a manner that the manpower accumulated in BPEP-I can be retained as much as possible so that implementation of the Project will enjoy the benefits of past experience in BPEP-I.
- 2) As and when necessary for the effective implementation of the Project, the DOE should ensure effective co-ordination with other CIP donors in terms of other CIP components including the allocation of target districts.
- 3) The DOE should negotiate with the SMCs to make agreement on the scope and programme of work covered by the SMCs regarding the school construction so that the work may be commenced soon after the verification of the procurement contract of the materials by the Government of Japan.

Appendices

Appendices

1. Member List of the Survey Team.....	1
2. Survey Schedule	3
3. List of Party Concerned in the Kingdom of Nepal.....	7
4. Minutes of Discussions.....	11
5. Cost Estimate Borne by the Nepalese Side.....	45
6. List of the Target Schools and Resource Centres	48
7. Standard Design Drawings.....	81
8. References.....	114

1. Member List of the Survey Team

1-1 Basic Design Study Team

Mr. Masashi KINOSHITA	Team Leader, Deputy Director, Second Project Management Division, Grant Aid Project Management Department, Japan International Cooperation Agency (JICA)
Mr. Fumitomi FUJITA	Chief Consultant/Architectural Project Planning, Director, Fukuwatari & Architectural Consultants Ltd.
Mr. Hideaki KITAJIMA	Construction Materials & Equipment Planning I Architect/Engineer Fukuwatari & Architectural Consultants Ltd.
Mr. Kenichiro FUKUSHIMA	Construction Materials & Equipment Planning II Architect Fukuwatari & Architectural Consultants Ltd.
Mr. Tadashi OGAWA	Construction Materials & Equipment Planning III Architect, Fukuwatari & Architectural Consultants Ltd.
Mr. Tadahiro SUZUKI	Procurement Planning & Cost Estimation Architect Fukuwatari & Architectural Consultants Ltd.

1-2 Explanation on Draft Team

- Mr. Ken HASEGAWA Leader,
Resident Representative, JICA Nepal Office
Japan International Cooperation Agency (JICA)
- Mr. Tatsuya IMAI Coordinator,
Second Project Study Division,
Grant Aid Project Study Department,
Japan International Cooperation Agency (JICA)
- Mr. Fumitomi FUJITA Chief Consultant/Architectural Project Planning,
Director, Fukuwatari & Architectural Consultants Ltd.
- Mr. Hideaki KITAJIMA Construction Materials & Equipment Planning I
Architect/Engineer,
Fukuwatari & Architectural Consultants Ltd.
- Mr. Tadashi OGAWA Construction Materials & Equipment Planning III
Architect, Fukuwatari & Architectural Consultants Ltd.

1-3 Explanation on Draft Final Team

- Mr. Mitsuru HAGINO Leader,
Development Specialist,
Japan International Cooperation Agency (JICA)
- Mr. Tatsuya IMAI Coordinator,
Second Project Study Division,
Grant Aid Project Study Department,
Japan International Cooperation Agency (JICA)
- Mr. Fumitomi FUJITA Chief Consultant/Architectural Project Planning,
Director, Fukuwatari & Architectural Consultants Ltd.
- Mr. Tadashi OGAWA Construction Materials & Equipment Planning III
Architect, Fukuwatari & Architectural Consultants Ltd.

2. Survey Schedule

2-1. Basic Design Study

No.	Date	Itinerary					
		JICA Official	Consultants				
		Chief Consultant	Material & Equipment Planning III	Material & Equipment Planning I	Material & Equipment Planning II	Procurement Planning & Cost Estimation	
Team Leader	West / Central	West Part	East Part				
1	11/12 (Thu)	Kinoshita	Fujita	Ogawa	Kibajima	Fukushima	Suzuki
2	11/13 (Fri)		Tokyo 10:30(TG641)→Bangkok15:30 Bangkok10:30(TG319)→Kathmandu12:45 Courtesy Call and Meeting with Embassy of Japan, JICA Office				
3	11/14 (Sat)		Inner Meeting				
4	11/15 (Sun)		Courtesy Call on MOE, DANIDA, Meeting with BPEP				
5	11/16 (Mon)		Meeting with UNICEF, IDA, BPEP				
6	11/17 (Tue)		Field Survey				
7	11/18 (Wed)		Field Survey				Tokyo 10:30(TG641) →Bangkok 15:30
8	11/19 (Thu)		Courtesy Call on MOF, Meeting with BPEP on Minutes				Bangkok10:30(TG319)→Kathmandu Prepare for Field Survey
9	11/20 (Fri)		Meeting with BPEP and Signing on Minutes Report to Embassy of Japan and JICA Office				Meeting · Prepare for Field Survey Signing on Minutes of Discussions · Prepare for Field Survey
10	11/21 (Sat)		Kathmandu →Bangkok →Tokyo 16:00				Inner Meeting · Preparation of Field Survey
11	11/22 (Sun)						Field Survey →Pokhala (Kaski)
12	11/23 (Mon)		Field Survey				Field Survey by whole team, Inner Meeting) Shangja
13	11/24 (Tue)		Field Survey				Field Survey by whole team, Inner Meeting) Shangja
14	11/25 (Wed)		Field Survey				Field Survey Kaski to Janakpur (Dhanusha)
15	11/26 (Thu)		to Nepalganj (Banke)				Field Survey Mahottari
16	11/27 (Fri)		Field Survey				Field Survey Siraha
17	11/28 (Sat)		Meeting with DEO to Kathmandu				Inner Meeting
18	11/29 (Sun)		Data Collection				Field Survey Sarlahi
19	11/30 (Mon)		Data Collection				Field Survey Rautahat
20	12/ 1 (Tue)		Data Collection				Field Survey Dhanusha

No.	Date	JICA Official		Consultants				
		Team Leader	Chief Consultant	Material & Equipment Planning III	Material & Equipment Planning I	Material & Equipment Planning II	Procurement Planning & Cost Estimation	
		Kinoshita	Fujita	Ogawa	Kitajima	Fukushima	Suzuki	
21	12/2 (Wed)		Meeting Local office	to Nepalganj (Banke)		Field Survey	Saptari	
22	12/3 (Thu)		Data Collection	to Rupandehi, Meeting with DEO		Field Survey	Sunsari	
23	12/4 (Fri)		Meeting with BPEP	Field Survey Rupandehi		Field Survey	Jhapa	
24	12/5 (Sat)		Data Collection	Inner Meeting		to Ilam, Inner Meeting		
25	12/6 (Sun)		Meeting with BPEP	Field Survey Nawalparasi		Field Survey	Ilam	
26	12/7 (Mon)		Meeting Local office	Field Survey Rupandehi		Inner Meeting		
27	12/8 (Tue)		Meeting with BPEP	Field Survey Parsa		Field Survey	Factory Visit in Morang	
28	12/9 (Wed)		Meeting with BPEP	Field Survey Parsa		Field Survey	Dhankuta	
29	12/10 (Thu)		Data Collection	Field Survey Chitwan		Field Survey	Factory Visit in Morang	
30	12/11 (Fri)		Visit Supplier	Field Survey Chitwan		Field Survey	Morang	
31	12/12 (Sat)		Data Collection	Factory Visit in Parsa, Inner Meeting, to Chitwan				
32	12/13 (Sun)		Meeting Local office	Inner Meeting, move to Kathmandu				
33	12/14 (Mon)		Data Collection	Data Collection		Data Collection	Data Collection	
34	12/15 (Tue)		Meeting DANIDA	Ditto		Ditto	Ditto	
35	12/16 (Wed)		Data Collection	Ditto		Ditto	Ditto	
36	12/17 (Thu)		Ditto	Ditto		Ditto	Ditto	
37	12/18 (Fri)		Ditto	Ditto		Ditto	Ditto	
38	12/19 (Sat)			Data Collection, Inner Meeting				
39	12/20 (Sun)		Meeting with BPEP	Data Collection		Data Collection	Data Collection	
40	12/21 (Mon)		Ditto	Ditto	Kathmandu→Bangkok		Ditto	
41	12/22 (Tue)		Ditto	Ditto	Data Collection		Ditto	
42	12/23 (Wed)		Ditto	Ditto	Data Collection		Ditto	
43	12/24 (Thu)		Report to Embassy of Japan and JICA Office	Factory Visit		Report to Embassy of Japan and JICA Office		
44	12/25 (Fri)		Kathmandu→Bangkok	Data Collection		Kathmandu→Bangkok		
45	12/26 (Sat)			Bangkok(TG640)→Tokyo				

2-2. Explanation of the Draft Report

No	Date April	JICA Officials (A: Leader Hasegawa, B: Co-ordinator Imai)	Chief Consultant (Fujita)	Material & Equipment Planning I (Kitajima)	Material & Equipment Planning III (Ogawa)
1	3 (Sat)	/	Tokyo 11:00 (CX501)→Hong Kong 14:30 →17:05 (RA410) → Kathmandu 19:35		Tokyo 19:10 (SQ01)→ Singapore 01:00
2	4 (Sun)		Meeting with BPEP (15:00)		SINGAPORE 09:00 (SQ414→Kathmandu 11:25 Meeting with BPEP
3	5 (Mon)		Meeting with JICA Office (17:30) Meeting with BPEP (12:15)		
4	6 (Tue)		Meeting with BPEP (13:00) Data Collection		
5	7 (Wed)		Meeting with UNICEF(11:00) Meeting with BPEP (13:00), Data Collection		
6	8 (Thu)	Tokyo11:00 (TG641)→Bangkok 15:30 (Imai)	Meeting with JICA Office Data Collection		
7	9 (Fri)	Bangkok 10:30(TG319) →Kathmandu 12:45 (Imai) Meeting with JICA Office (15:00)	a.m. : Data Collection p.m. : Same as Officials		
8	10 (Sat)	Inner Meeting			
9	11 (Sun)	Courtesy Call and Meeting with BPEP, MOE Meeting with BPEP (13:00)			
10	12 (Mon)	Inner Meeting Meeting with BPEP on Minutes of Discussions (13:00)			
11	13. (Tue)	Meetings with UNICEF, IDA, and DANIDA Meeting with BPEP on Minutes of Discussions (13:00)			
12	14 (Wed)	Inner Meeting			Kathmandu 12:45→ Singapore 19:30 (SQ413)
13	15. (Thu)	Signing on Minutes of Discussions Report to Embassy of Japan & JICA Office (15:00) Data Collection			Singapore 09:50 (SQ012)→ Tokyo 17:35
14	16 (Fri)	Kathmandu 13:00(TG320)→ Bangkok 18:10	Kathmandu 08:10(RA407)→ Bangkok 12:35		/
15	17 (Sat)	Bangkok 10:50 (TG640)→ Tokyo 19:00	Bangkok 8:45 (JL708)→ Tokyo 16:35		

2-3. Explanation of the Draft Final Report

No	Date June	Leader (Hagino)	Coordinator (Imai)	Chief Consultant (Fujita)	Material & Equipment Planning III (Ogawa)
1	5 (Sat)	Tokyo 11:00 (TG641)→Bangkok 15:30			
2	6 (Sun)	Bangkok 10:30 (TG319) →Kathmandu 12:35 Inner Meeting			
3	7 (Mon)	Meeting with JICA Office(11:30) Meeting with IDA (14:30) / Meeting with DANIDA (16:00)			
4	8 (Tue)	Inner Meeting Data Collection			
5	9 (Wed)	Meeting with MOE(14:00) MEETING WITH BPEP, Data Collection(17:00)			
6	10 (Thu)	Meeting With BPEP on Minutes Report to Embassy of Japan & JICA Office (15:00)		Meeting With BPEP on Minutes of Discussions Data Collection	
7	11 (Fri)	Signing on Minutes of Discussions Kathmandu 13:00(TG320)→ Bangkok 18:10			
8	12 (Sat)	Bangkok 1050 (TG640)→ Tokyo 19:00			

3. List of Party Concerned in the Kingdom of Nepal

Basic Design Study

Ministry of Finance	Joint Secretary	M. P. Ghimire
Ministry of Education (MOE)	Secretary	S. K. Bhattarai
	Joint Secretary for Planning Div.	C. H. Basnyat
	Director of BPEP	A. B. Bista
	Chief of PPSMU, BPEP	G. R. Devkota
	Task Coordinator, BPEP-JGF	V. Karki
	Chief Adviser of BPEP/DANIDA	E. Winter-Schmidt
	Adviser of BPEP/DANIDA	M. Ian Arnbjerg
	Programme Officer of BPEP/DANIDA	J. B. Thapa
	Director of PEDP	L. N. Shrestha
World Bank	Education Specialist	B. Panth
	Education Specialist	N. Kunwar
UNICEF	Chief, Education Section	C. Meyers
	Project Officer	Raghvendra Upadhyay
	Project Officer	A. J. Rana
Embassy of Japan	Second Secretary	Hideyuki ONISHI
JICA Office	Resident Representative	Ken Hasegawa
	Deputy Resident Representative	Takashi KATO
	Assistant Resident Representative	Hiroyasu TONOKAWA
	Project Formulation Advisor	Kouji TAKAHASHI
	Officer	Keshab Shrestha

Basic Design Study (Thailand)

EDF(The Education for Development Foundation)

Mr. Sunphet Nilrat	General Manager
Ms. Khantha Sukjaimit	Project Development Coordinator

TISTR(Thailand Institute of Scientific And Technological Research)

Dr. Kovith Yantasath	Project Director, Office Of Project Management
Prof. Noi Plyphue	Industrial Materials Research Department
Mr. Somkiat Soontornchai	Officer Level 9, Industrial Materials Research Department
Mr. Chatsiri Tanmarom	Architect, Industrial Materials Research Department
Mr. Suddhisakdi Samrejprasong	Director, Engineering Materials Laboratory

Nam—Heng (Nam Heng Construction Equipment Co., Ltd.)

Mr. Sakchai Piyasatukit	President, Nam Heng Construction Equipment Co., Ltd.
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AIT(Asian Institute of Technology, School of Environment),

Resources And Development Human Settlement Development Program

Prof., Bernard G. Lefebvre	Director, AIT HABITECH Center
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Basic Design Study (District Education Offices)

District: SIRAHA 1 Mr. Keshab Prasad Dahal	1st Dec. 1998 10:15 Programme Coordinator
District: SAPTARI 1 Mr. Sunder Kumar Shakya 2 Mr. Ram Aashis Thakur 3 Mr. Lekh Nath Luentel 4 Mr. Bharat Badhur Karki	2nd Dec. 1998 9:25 DEO chief Section Officer School Supervisor Section Officer
District: SUNSARI 1 Mr. Shobha Chandra Mishra 2 Mr. Janardan Nepal	3rd Dec. 1998 9:15 DEO chief Programme Coordinator
District: DHANUSA 1 Mr. Akhileswor Prasad Mijhar 2 Mr. Yam Bahadur Khadka	27th Nov. 1998 8:30 DEO chief Programme Coordinator
District: MAHOTTARI 1 Mr. Dil Raj Upadhaya 2 Mr. Om Bahadur Katuwal	26th Nov. 1998 9:15 DEO chief Programme Coordinator
District: SARLAHI 1 Mr. Surendra Parajuli	29th Nov. 1998 9:52 Programme Coordinator
District: RAUTAHAT 1 Mr Jibachha Mishra 2 Mr. Rajendra Prasad Thakur 3 Mr. Binda Shahani	30th Nov. 1998 10:58 DEO chief Programme Coordinator R.P. (Gaur RC)
District: JHAPA 1 Mr. Dilli Raman Rimal 2 Mr. Tanka Prasad Gautam	4th Dec 1998 20:05 DEO chief Programme Coordinator
District: ILAM 1 Mr. Ram Prasad Shrestha 2 Mr. Arjun Thapa	7th Dec. 1998 9:00 DEO chief Programme Coordinator
District: DHANKUTA 1 Mr. Ram Narayan Chaudhari 2 Mr. Ram Bahadur Shrestha 3 Mr. Dilli Ram Pokhrel 4 Mr. Giri Raj Dawadi	9th Dec. 1998 10:00 Programme Coordinator R.P. (Golkhadi R.C.) R.P. (Sinduwa R.C.) R.P. (Hile R.C.)
District: MORANG 1 Mr Mukti Nath Dahal 2 Mr. Chaitanya Niraula 3 Mr. Gopal Bhattarai	10th Dec. 1998 15:50 DEO chief Programme Coordinator Section Officer

District: SYANGJA 1 Baliram Pd. Shingh 2 Bhagawan Paudel	23rd Nov. 1998 10:30 DEO chief Programme Coordinator
District: KASKI 1 Nova Raj Sharma 2 Prakash Sapkota	25th Nov. 1998 9:00 DEO chief Programme Coordinator
District: SURKHET 1 Dipa Hamal Lok Pd. Dhakol	27th Nov. 1998 11:45 Section Officer Resource Person
District: BANKE 1 Kapil Der Upadhya 2 Dhruva Raj Regmi	28th Nov. 1998 9:00 Acting DEO chief Programme Coordinator
District: RUPANDEHI 1 Yam Bahadur K.C. 2 Gulah Chandhary 3 Hum Nath Sharma 4 Uma Nath Ghimere	3rd Dec. 1998 13:45 Section Officer (Acting DEO Chief) Overseer School Supervisor School Supervisor
District: NAWALPARASI 1 Dol Raj Paudey 2 Mukti Pd. Gyanwali	6th Dec 1998 9:00 Programme Coordinator DEO chief
District: PARSA 1 Harischandra Yadav 2 Sunil Yadav	8th Dec. 1998 9:00 DEO chief Overseer
District: CHITWAN 1 Mohamad Alam Khan 2 Ram Chandra Khamiya 3 Narayan Shrestha	10th Dec. 1998 11:40 DEO Chief P.C Engineer
District: KANCHANPUR 1 Indramani Dhakal 2 Hariraj Bista 3 Surendra Keshi 4 Niels Moller	30th Nov. 1998 16:45 DEO chief Resource Person Accountant DANIDA Volunteer (Furniture)

Explanation of the Draft Report

BPEP	Director of BPEP Chief of PPSMU, BPEP Architect Architect Architect	A. B. Bista G. R. Devkota Bishhahr Lal Shrestha Dbeudra Prasad Sah Pradip Shrestha
MOE	Joint Secretary, MOE Secretary, MOE Architect, Consultant Under Secretary UNESCO Section	C. S. Basnyat, S. K. Bhattarai Narayan Bhattarai Usha Dixit
UNICEF	Chief, Education Section Sanitary Section	Clifford Meyers Hans D. Spruijt
World Bank	Education Specialist Education Specialist	B. Panth N. Kunwar
DANIDA	Chief Adviser of BPEP Adviser of BPEP	E. Winter-Schmidt M. Ian Arnbjerg
Embassy of Japan	Second Secretary	Hideyuki ONISHI
JICA Office	Deputy Resident Representative Assistant Resident Representative Officer	Takashi KATO Hiroyasu TONOKAWA Keshab Shrestha

Explanation of the Draft Final Report

BPEP	Chief of PPSMU, BPEP	G. R. Devkota
MOE	Acting Secretary, MOE Joint Secretary, MOE Consultant, BPEP-II Consultant, BPEP-II	Chandra B. Khadka Chuman S. Basnyat, Shiva R. Lohani Narayan P. Bhattarai
World Bank	Education Specialist	B. Panth
DANIDA	Chief Adviser of BPEP/DANIDA Adviser of BPEP/DANIDA	E. Winter-Schmidt Ian Arnbjerg
Embassy of Japan	Second Secretary	Hideyuki ONISHI
JICA Office	Resident Representative Assistant Resident Representative Officer	Ken Hasegawa Hiroyasu TONOKAWA Keshab Shrestha

4. Minutes of Discussions

Minutes of Discussions
on
The Basic Design Study
on
the Project for Providing Materials and Equipment
for the Construction of Primary Schools (III)
in
The Kingdom of Nepal

In response to a request from the Kingdom of Nepal, the Government of Japan has decided to conduct a Basic Design Study on the Project for Providing Materials and Equipment for the Construction of Primary Schools (III) in the Kingdom of Nepal (hereinafter referred to as "the Project"), and entrusted the study to Japan International Cooperation Agency (JICA). JICA sent the Basic Design Study Team (hereinafter referred to as "the Team") headed by Mr. Masashi Kinoshita, Deputy Director, Second Project Management Division, Grant Aid Project Management Department, JICA. to Nepal from 13 November to 25 December, 1998.

The Team held a series of discussions on the Project with the officials concerned of Nepal and conducted a field survey at the study area.

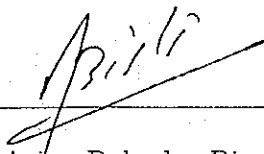
As a result of discussions and field survey, both parties confirmed the main items described on the attached sheets.

The Team will proceed to further work and prepare the Basic Design Study Report.

Kathmandu, 20 November, 1998



Mr. Masashi Kinoshita
Leader
Basic Design Study Team
Japan International Cooperation Agency



Mr. Arjun Bahadur Bista
Director
Basic and Primary Education Project
Ministry of Education

ATTACHMENT

1. Objective of the Project

The objective of the Project is to support the implementation of the 'School Physical Facilities' component in the 'Expanding Access and Improving Retention related Components' of BPEP(Basic and Primary Education Programme) II by supplying the materials and equipment for the construction of primary schools, resource centres and its logistics.

2. Responsible and Executing Organization

The responsible organisation of the Project is the Ministry of Education (MoE).

Executing Organization is Basic and Primary Education Project (BPEP) or Basic and Primary Education Development Unit (BPEDU) or, after its establishment and taking over the relevant functions of BPEP, Physical Planning Section (PPS) of Department of Primary Education.

BPEP (BPEDU) or PPS is responsible for the selection on each construction site, supervision of construction, and monitoring the Project.

After implementation, each community and District Education Office will be responsible for the maintenance of the building and equipment granted under the Japan's Grant Aid.

3. Project Sites

(1) The twenty (20) districts listed in Annex-1 have been confirmed as the candidate districts for the Project, and be surveyed for the Project. The location of the each district is shown in Annex-2.

(2) All the candidate districts will be justified and examined by its priority and feasibility with the following criteria.

- 1) Demand for the school construction, including enrolment ratio, esp. girls enrolment,
- 2) Access to depot centres, and to each site,
- 3) Level of community's participation for construction as well as financial capability,
- 4) Compliance with Master Plan / Project Implementation Plan of BPEP-II for primary schools construction based on the school mapping, physical survey, etc,
- 5) Safety in the project area, esp. storing and transportation of materials,
- 6) Other criteria recognised through the Basic Design Study.

(3) BPEP will soon conduct physical surveys at the schools in the candidate districts and provide the results to the Team, at least in the Priority-I Districts by the end of December 1998.

(4) Should a circumstance arise at any stage of the implementation that condition of (a) site(s) is heavily against the criteria stated in (2) above, such (a) site(s) may be excluded at the final discretion of Japanese side. In such a case, the number(s) of the facilities allocated to such district(s) may be adjusted subject to the agreement between the both sides.

4. Contents of the Request by MoE

- (1) After a series of discussions, MoE requested the items attached as Annex-3.
- (2) Both Sides have agreed on the criteria for the basic design of the requested items as follows.

(a) Construction Materials

- 1) The specifications and quantity of building materials for each facility will be assessed complying with the standard drawing issued by MoE; nevertheless, some improvement may be considered if necessary.
- 2) The quantity of schools and resource centres covered by the Project will be examined by the Master Plan and Project Implementation Plan of BPEP II as well as the necessity, and the capacity of construction in each district.
- 3) The necessity and quantities of the toilets and water supply facilities covered by the Project will be assessed by the actual results of the former Grant Aid Projects, and capacity of construction in each district.
- 4) Building materials should secure the enough durability against climate and predictable natural disasters.
- 5) Building materials should be able to be procured easily and cost effectively in Nepal. The materials should also be able to be utilised and maintained with locally procurable techniques.
- 6) Should other criteria be recognised through the Basic Design Study, they should be applied to the procurement design.

(b) Equipment

- 1) The necessity of each equipment should satisfy the minimum requirements complied with basic activities of the central department of education and district education offices regarding the Project.
- 2) The specifications and quantity of each equipment should satisfy the minimum requirements based on the plan explained exactly and clearly.
- 3) The equipment already procured by the former Grant Aid Project and still utilised or not has been utilised should be excluded.
- 4) The specification of each equipment should have enough durability against the climate and under proper using conditions.
- 5) Equipment should be procured and maintained in Nepal as much as possible.
- 6) The maintenance of equipment should be easy and inexpensive, and consumables and spare parts must be supplied continuously by the MoE; thus, the equipment which is rarely utilised locally should be excluded.
- 7) Should other criteria be recognised through the Basic Design Study, they should be applied to the equipment selection.

(c) Classroom Furniture

- 1) The specifications and unit quantity of classroom furniture will be assessed complying with the standard drawing issued by MoE; nevertheless, some improvement may be considered if necessary.
- 2) The necessity and quantity of the furniture covered by the Project will be assessed by the actual results of the former Grant Aid Projects, and capacity of procurement in each district.
- 3) Furniture should be able to be procured easily and cost effectively in Nepal.
The materials should also be able to be utilised and maintained with locally procurable techniques.
- 4) Should other criteria be recognised through the Basic Design Study, they should be applied to the procurement design.

(3) The final contents of the Project will be decided by the Japanese side at its discretion in consultation with the Nepalese side.

5. Japan's Grant Aid Programme

The Nepalese side has understood the system and characteristics of Japan's Grant Aid Programme explained in Annex-4 by the Team.

6. Necessary Measures to be Taken by the Nepalese Side

(1) On condition that the Grant Aid Programme by the Government of Japan is extended to the Project, the Nepalese side will take the necessary measures described in Annex-5 for smooth implementation of the Project.

Moreover, the implementing agency will secure the proper and effective operation and maintenance of the buildings and equipment provided under the Project.

- (2) BPEP (BPEDU) or PPS assigns (a) staff member(s), who is in charge of the Project and responsible to supervise the construction and maintenance of the building, to accompany the Team surveying the project site.
- (3) Each districts assigns (a) officer(s), who is in charge of the Project and responsible for operation and maintenance of the equipment, to accompany the Team surveying the project site.
- (4) For the smooth operation while surveying the existing facilities, the BPEP (BPEDU) or PPS shall secure that concerned teaching and administration staffs to assist the survey.
- (5) BPEP (BPEDU) or PPS shall submit information on security conditions of each project site.

7. Further Schedule of the Study

- (1) JICA will prepare a draft report of the Study, and dispatch a mission in order to explain the contents to the Nepalese side around March, 1999.
- (2) In case that the contents of the report is accepted in principle by the Nepalese side, JICA will complete the final report of the Study and will send it to Nepal around May, 1999.

Annex-1 List of candidate districts to be surveyed for the Project

Priority-I Districts

Jhapa, Ilam, Chitwan, Nawalparasi, Kaski, Syangja, Surkhet, Banke, Kanchampur
Morang,

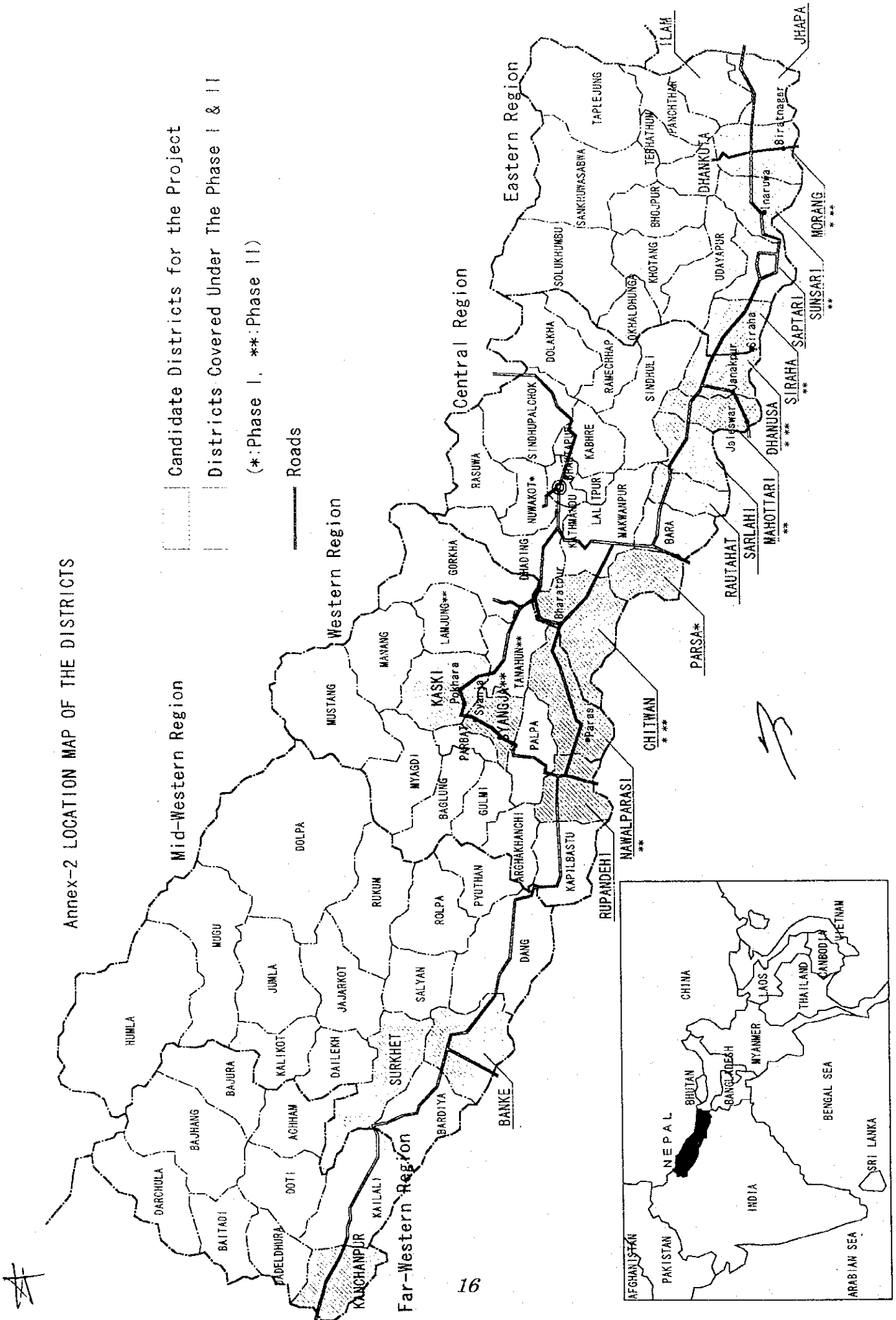
Priority-II Districts

Sunsari, Dhankuta, Parsa, Siraha, Dhanusha, Sarlahi, Mahottari, Rautahat, Saptari,
Rupandehi

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Annex-2 LOCATION MAP OF THE DISTRICTS



Annex-3 Items Requested by MoE

1. Materials for the construction of primary schools including :

1-1 Roofing materials

(CGI sheets, GI sheets, CPVC sheets, cement tiles, and/or others including fitting materials for fixing)

1-2 Vertical wall bracings and Roof trusses (Timber and / or Steel including fittings)

1-3 Cement

1-4 Reinforcing steel bars

1-5 Bricks / Concrete blocks

1-6 Wood

1-7 Door and window frames

1-8 Door and window shutters

1-9 Hardware for doors and windows

1-10 White wash lime

1-11 Paint

2. Materials for the construction of resource centres including :

2-1 Roofing materials

(CGI sheets, GI sheets, CPVC sheets, cement tiles, and/or others including fitting materials for fixing)

2-2 Vertical wall bracings and Roof trusses (Timber and / or steel including fittings)

2-3 Cement

2-4 Reinforcing steel bars

2-5 Bricks / Concrete Blocks

2-6 Wood

2-7 Door and window frames

2-8 Door and window shutters

2-9 Hardware for doors and windows

2-10 White wash lime

2-11 Paint

3. Materials for the construction of toilets including:

3-1 Roofing materials

(CGI sheets, GI sheets, CPVC sheets, cement tiles, and/or others including fitting materials for fixing)

3-2 Roof frames (Timber and / or steel including fittings)

3-3 Cement

3-4 Reinforcing steel bars

3-5 Bricks / Concrete Blocks

3-6 Door and window frames

3-7 Door and window shutters

3-8 Hardware for doors and windows

3-9 Sanitary ware

3-10 HDP pipes and PVC pipes

4. Materials for the construction of water supply systems including:

4-1 Hand pump sets including GI pipes

4-2 HDP pipes

5. Equipment for logistics support

5-1 Tent warehouses, trucks and tractors for transportation of materials, motorbikes for overseers, and 4WD diesel engine jeep for BPEP head office that have been procured under previous phases of the project shall be fully utilised for the Project III, and therefore, no addition of these items will be necessary unless otherwise concluded through further study in detail.

5-2 Several personal computers

5-3 Fax machines for district offices

One each for the newly introduced districts.

6. Classroom Furniture

Annex-4 Japan's Grant Aid Programme

1. Grant Aid Procedures

1) Japan's Grant Aid Program is executed through the following procedures.

- Application (A request made by the recipient country)
- Study (Basic Design Study conducted by JICA)
- Appraisal & Approval (Appraisal by the Government of Japan and Approval by the Cabinet of Japan)
- Determination of Implementation (Exchange of Notes between the Governments of Japan and the recipient country)

2) Firstly, the application or request for a Grant Aid project submitted by a recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs) to determine whether or not it is eligible for Grant Aid. If the request is deemed appropriate, the Government of Japan assigns JICA (Japan International Cooperation Agency) to conduct a study on the request.

Secondly, JICA conducts the study (Basic Design Study) using (a) Japanese consulting firm(s).

Thirdly, the Government of Japan appraises the project to see whether or not it is suitable for Japan's Grant Aid Programme, based on the Basic Design Study Report prepared by JICA, and the results are then submitted to the Cabinet for an approval.

Fourthly, the project, once approved by the Cabinet, becomes official with the Exchange of Notes signed by the Governments of Japan and recipient country.

Finally, for the implementation of the project, JICA will assist the recipient country in such matters as preparing tenders, contract and so on.

2. Basic Design Study

1) Contents of the study

The aim of the Basic Design Study (hereafter referred to as "the Study") conducted by JICA on a requested project (hereafter referred to as "the Project") is to provide a basic document necessary for the appraisal of the Project by the Government of Japan. The contents of the Study are as follows :

- a) Confirmation of the background, objectives, and benefits of the Project and also institutional capacity of agencies concerned of the recipient country necessary for the Project's implementation.
- b) Evaluation of the appropriateness of the Project to be implemented under the Grant Aid Scheme from a technical, social and economic point of view.

- c) Confirmation of items agreed on by both parties concerning the basic concept of the Project.
- d) Preparation of a basic design of the Project.
- e) Estimation of costs of the Project.

The contents of the original request are not necessarily approved in their initial form as the contents of the Grant Aid project. The Basic Design of the Project is confirmed considering the guidelines of the Japan's Grant Aid Scheme.

The Government of Japan requests the Government of the recipient country to take whether measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even though they may fall outside of the jurisdiction of the organization in the recipient country actually implementing the Project.

Therefore, the implementation of the Project is confirmed by all relevant organisations of the recipient country through the Minutes of Discussions.

2) Selection of Consultants

For smooth implementation of the Study, JICA uses (a) registered consultant firm(s). JICA select (a) firm(s) based on proposals submitted by interested firms. The firm(s) selected carry(ies) out a Basic Design Study and write(s) a report, based upon terms of reference set by JICA.

The consultant firm(s) used for the Study is(are) recommended by JICA to the recipient country to also work on the Project's implementation after the Exchange of Notes, in order to maintain technical consistency.

3. Japan's Grant Aid Scheme

1) Grant Aid

The Grant Aid Programme provides a recipient country with non-reimbursable funds to procure the facilities, equipment and services (engineering services and transportation of the products, etc.) for economic and social development of the country under principles in accordance with the relevant laws and regulations of Japan. Grant Aid is not supplied through the donation of materials as such.

2) Exchange of Notes (E/N)

Japan's Grant Aid is extended in accordance with the Notes exchanged by the two Governments concerned, in which the objectives of the Project, period of execution, conditions and amount of the Grant Aid, etc., are confirmed.

3) Period

"The period of the Grant Aid" means the one fiscal year which the Cabinet approves the

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Project for. Within the fiscal year, all procedures such as exchanging of the Notes, concluding contracts with (a) consultant firm(s) and (a) contractor(s) and final payment to them must be completed.

However, in case of delays in delivery, installation or construction due to unforeseen factors such as weather, the period of the Grant Aid can be further extended for a maximum of one fiscal year at most by mutual agreement between the two Governments.

4) Purchase of the Products and or Services

Under the Grant Aid, in principle, Japanese products and services including transport or those of the recipient country are to be purchased.

When the two Governments deem it necessary, the Grant Aid may be used for the purchase of the products or services of a third country.

However, the prime contractors, namely, consulting constructing and procurement firms, are limited to "Japanese nationals". (The term "Japanese nationals" means persons of Japanese nationality or Japanese corporations controlled by persons of Japanese nationality.)

5) Necessity of "Verification"

The Government of recipient country or its designated authority will conclude contracts denominated in Japanese yen with Japanese nationals. Those contracts shall be verified by the Government of Japan. This "Verification" is deemed necessary to secure accountability to Japanese taxpayers.

6) Undertakings required of the Government of the Recipient Country
(As described in Annex-5)

7) Proper Use

The recipient country is required to maintain and use the facilities constructed and the equipment purchased under the Grant Aid properly and effectively and to assign staff necessary for this operation and maintenance as well as to bear all the expenses other than those covered by the Grant Aid.

8) Re-export

The products purchased under the Grant Aid should not be re-exported from the recipient country.

9) Banking Arrangements (B/A)

a) The Government of the recipient country or its designated authority should open an account in the name of the Government of the recipient country in a bank in Japan (hereinafter referred to as "the Bank"). The Government of Japan will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by the Government of the recipient country or its designated authority under the Verified Contracts.

b) The payments will be made when payment requests are presented by the Bank to the Government of Japan under an authorisation to pay issued by the Government of the recipient country or its designated authority.

Annex-5 Necessary Measures to be taken by the Nepalese Side

Following necessary measures should be taken by the Nepalese side on condition that the Grant Aid by the Government of Japan is extended to the Project:

1. To provide data and information necessary for the Project including for safety conditions in each of the districts periodically.
2. Following items should be secured for the Project.
 - a) To prepare standard designs of facilities concerned of the Project.
 - b) To prepare the land for the depots, and secure the rights to use.
 - c) To provide proper access road to the depots and build a storage to keep the materials.
 - d) To undertake proper procedure for site selection for schools and resource centres.
 - e) To allocate appropriate budget and human resources for transportation of materials and construction in cooperation with communities.
 - f) To establish a system for the supervision and monitoring of construction, to utilise all the construction materials.
3. Following items should be secured for equipment installation.
 - a) To complete the relocation of the existing equipment, facilities and civil works required prior to the installation of the equipment.
 - b) To provide facilities for distribution of electricity, water supply, telephone, drainage, sewage and other incidental items required for the installation of equipment.
4. To allocate appropriate budget and teaching and administrative staff members for proper and effective operation and maintenance of buildings provided under the Grant Aid.
5. To bear commissions to the Japanese bank for its banking services based upon the Banking Arrangement, namely the advising commission of the "Authorisation to Pay" and payment commission.
6. To ensure prompt unloading, tax exemption, customs clearance at the port of disembarkation and prompt internal transportation therein of the materials and equipment for the Project purchased under the Grant Aid.
7. To exempt Japanese juridical and physical nationals engaged in the Project from customs duties, internal taxes and other fiscal levies which may be imposed in Nepal with respect to the supply of the products and services under the verified contracts.
8. To accord Japanese nationals whose services may be required in connection with the supply of the products and the services under the verified contract such facilities as may be necessary for their entry into the Kingdom of Nepal and stay therein for the performance of their work in accordance with the relevant laws and regulations of the Kingdom of Nepal.

9. To provide necessary permissions, licenses and other authorisations for implementing the Project, if necessary.
10. To maintain and use properly and effectively the facilities constructed under the Project in responsibility of each community and MoE.
11. To bear all the expenses, other than those to be borne by the Japan's Grant Aid within the scope of the Project.



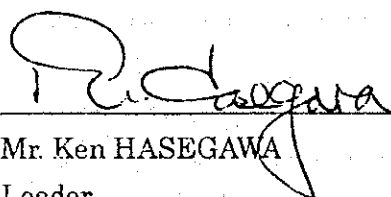
Minutes of Discussions
on
The Basic Design Study
on
the Project for the Construction of Primary Schools (III)
in
The Kingdom of Nepal
(Consultation on Draft Report)

In November 1998, the Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched the Basic Design Study Team on the Project for the Construction of Primary Schools (III) (hereinafter referred to as "the Project") to the Kingdom of Nepal (hereinafter referred to as "Nepal"), and through discussions, a field survey, and technical examination of the results in Japan, JICA prepared a draft report of the study.

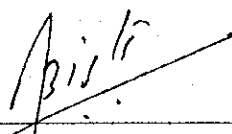
In order to consult with the Ministry of Education on the components of the draft report, JICA sent to Nepal the Draft Report Consultation Team (hereinafter referred to as "the Team"), which is headed by Mr. Ken HASEGAWA, Resident Representative, JICA Nepal Office from 3 April to 16 April, 1999.

As a result of discussions, both parties confirmed the main items described on the attached sheets.

Kathmandu, 15 April, 1999



Mr. Ken HASEGAWA
Leader
Draft Report Consultation Team
Japan International Cooperation Agency



Mr. Arjun Bahadur Bista
Director
Basic and Primary Education Project
Ministry of Education

ATTACHMENT

1. Project title

For the purpose of understanding between both parties, the previous project title has been amended and a new one adopted as follows;

The previous title: The Project for Providing Materials and Equipment for the Construction of Primary Schools (III)

The new title: The Project for the Construction of Primary Schools (III)

2. Components of the Project

(1) The Project will be implemented in three (3) phases.

(2) The Nepalese side agreed and accepted in principle the contents of the draft report explained by the Team. However, following items are to be discussed further:

a) Candidate districts are the following 16 districts:

- 1) Ilam 2) Chitwan 3) Syangja 4) Surkhet 5) Kanchanpur 6) Jhapa
- 7) Morang 8) Nawalparasi 9) Banke 10) Sunsari 11) Siraha 12) Dhanusha
- 13) Mahottari 14) Sarlahi 15) Rautahat 16) Parsa

The location of each district is shown in Annex-1.

Rupandehi and Saptari were confirmed as requested project districts in the minutes of discussions dated 20 November, 1998. However, the Nepalese side has withdrawn two districts above because of budget allocation under BPEP-II.

The Nepalese side requested the following five districts, Ilam, Chitwan, Syangja, Surkhet and Kanchanpur, because they are target districts of CPE(Compulsory Primary Education).

As a result of data analysis based on the BPEP-II Preparation Group Report 1998, number of classrooms in Ilam, Syangja and Surkhet already satisfy the capacity necessary to accommodate expected school-age population in 2002 with target gross enrolment ratio 106%. Thus, the Japanese side has proposed to exclude those three districts from the target districts.

The Nepalese side clarified that the net enrolment ratio as well as the gross enrolment ratio increased after the introduction of CPE Programme and explained the importance to include all CPE districts in the Project, and requested to review the newest data to confirm the necessity of the construction classrooms in those three districts.

The Japanese side will examine the data presented by the Nepalese side, and inform the conclusion on the Target Districts and number of Target Schools of the Japanese

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side through JICA Nepal office by the end of April 1999.

In case that the 3 CPE districts are included, the number of target classrooms of the first phase will be around 960 classrooms. In case those districts are excluded, the number of target classrooms will be around 840 classrooms for the first phase.

b) Target Schools

After the Target Districts and number of Target Schools are decided by the Japanese side, BPEP (BPEDU) will prepare a list of target schools for each of the 3 phases of the Project identifying the types and numbers of the facilities for each of the target schools, which shall be selected from the candidate schools, and will present the list to the Japanese side by the end of May 1999.

c) Toilet and Water Supply System in Hill Area Schools

For a target school that has neither a toilet nor a water supply system, the Japanese side will study further on the following three alternatives:

- 1) The water supply system is to be covered by the Nepalese side and a toilet block is to be provided by Japanese side.
- 2) By the 20 of June 1999, BPEP (BPEDU) will prepare a list of the distances between such target schools and water sources. On the basis of the distances assessed, a water supply system will be provided by the Japanese side as well as a toilet block to each of the target schools.
- 3) Both water supply systems and toilet blocks are to be provided by Nepalese side.

The Japanese side will inform the Nepalese side of the conclusion on which of the alternatives be taken by the end of April 1999.

d) Monitoring of the Project

Upon the request by the Team, BPEP presented various documents regarding the monitoring of the Project used in the previous phases of the Project, which will be reviewed further by the Japanese side.

- (3) Materials and equipment to be procured by the Japanese Grant Aid are listed in Annex-2.

3. Responsible and Executing Organisation

- (1) The responsible organisation of the Project is the Ministry of Education (MoE).
- (2) Executing Organisation is Basic and Primary Education Project (BPEP) or Basic and Primary Education Development Unit (BPEDU).

BPEP (BPEDU) , through District Education Offices (DEOs), is responsible for the co-

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ordination with School Management Committee (SMC) of each school and supervision of construction works of the Project.

- (3) After completion of the Project, each SMC and DEO will be responsible for the maintenance of the facilities granted under the Japan's Grant Aid.

The organisation charts are as shown in Annex-3.

4. Japan's Grant Aid Programme

The Nepalese side understands the system and characteristics of Japan's Grant Aid Programme as explained by the Team and described in Annex-4 of the Minutes of Discussions signed by both parties on 20 November, 1998.

5. Necessary Measures to be Taken by the Nepalese Side

- (1) On condition that the Grant Aid Programme by the Government of Japan is extended to the Project, the Nepalese side will take the necessary measures described in Annex-5 of the Minutes of Discussions signed by both parties on 20 November, 1998 for smooth implementation of the Project.
- (2) BPEP (BPEDU) will assign (a) staff member(s) who is in charge of the Project and responsible to supervise the construction and maintenance of the buildings.
- (3) For the smooth and steady implementation of the Project, each DEO assigns necessary staff members such as (a) engineer(s), overseers, and (a) store keeper(s).
- (4) BPEP (BPEDU) will report the progress of the delivery of the procured materials to communities from each depot and the progress of construction work for the school facilities at the monthly meeting whose members are consist of BPEP (BPEDU), consultant firm, procurement firm and JICA.
- (5) If any disturbances occur or are likely to occur at the project site(s), BPEP (BPEDU) shall provide the information to JICA promptly.

6. Further Schedule of the Study

- (1) JICA will prepare a draft final report of the Study, and will present it to the Nepalese side in early June, 1999.
- (2) After the acceptance of the contents of the draft final report in principle by the Nepalese side, JICA will complete the final report of the Study and will send it to Nepal in late July, 1999.



Annex-2 List of Materials and equipment procured by the Japanese Grant Aid

1. Materials for the construction of primary schools including :

- 1-1 Roofing materials
(CGI sheets, GI sheets, and/or others including fitting materials for fixing)
- 1-2 Steel roof trusses
- 1-3 Cement
- 1-4 Reinforcing steel bars
- 1-5 Bricks
- 1-6 Wood
- 1-7 Door and window frames
- 1-8 Door and window shutters
- 1-9 Hardware for doors and windows
- 1-10 White wash lime
- 1-11 Paint

2. Materials for the construction of resource centres including :

- 2-1 Roofing materials
(CGI sheets, GI sheets, and/or others including fitting materials for fixing)
- 2-2 Steel roof trusses
- 2-3 Cement
- 2-4 Reinforcing steel bars
- 2-5 Bricks
- 2-6 Wood
- 2-7 Door and window frames
- 2-8 Door and window shutters
- 2-9 Hardware for doors and windows
- 2-10 White wash lime
- 2-11 Paint

3. Materials for the construction of toilets including:-

- 3-1 Roofing materials
(CGI sheets, GI sheets, and/or others including fitting materials for fixing)
- 3-2 Roof frame(Timber and/or steel including fittings)
- 3-3 Cement
- 3-4 Reinforcing steel bars
- 3-5 Bricks
- 3-6 Wood
- 3-7 Door and window frames
- 3-8 Door and window shutters

3-9 Hardware for doors and windows

3-10 White wash lime

3-11 Paint

4. Materials for the construction of water supply systems including:

Hand pump sets including GI pipes

HDP pipe (In case of the Attachment 2. (2) c) 2). is applicable.)

5. Equipment for logistics support

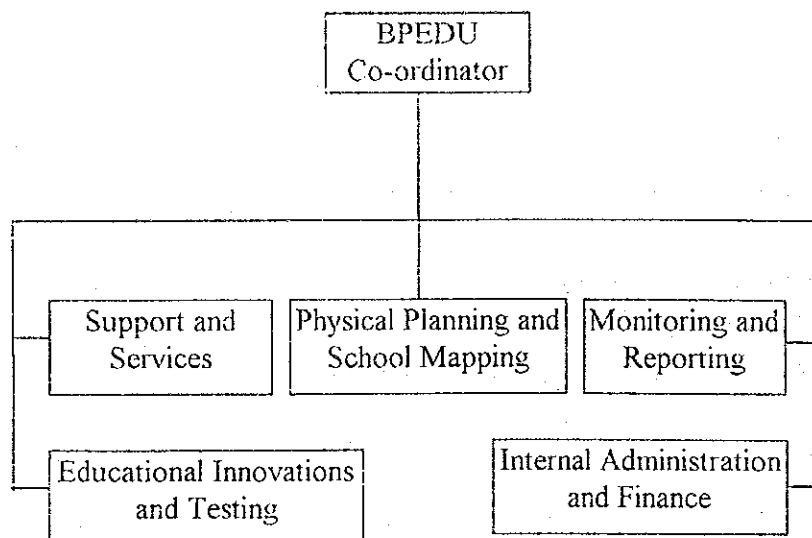
5-1 Two personal computers

5-2 Fax machines for district offices (One each for the newly introduced districts)

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Organisation Structure of BPEDU



Staff Positions		
Rank	Post	Number
Gazetted 1st Class	Co-ordinator	1
Gazetted 2nd Class	Sr. Engineer	1
Gazetted 3rd Class	Engineers	3
Gazetted 3rd Class	Monitoring Officers	4
Gazetted 3rd Class	Section Officers	1
Gazetted 3rd Class	Accounts Officer	1
Gazetted 3rd Class	Specilists	3
Non Gazetted	Accountants	2
Non Gazetted	Overseers/Draftpersons	4
Non Gazetted	Office Assistants	5
Non Gazetted	Computer Operators	4
Non Gazetted	Store Keeper	1
Non Gazetted	Plumber	1
Non Gazetted	Drivers	3
Non Gazetted	Support Staffs	5
Total		39

Minutes of Discussions
on
the Basic Design Study
on
the Project for the Construction of Primary Schools III (BPEP-II)
in
the Kingdom of Nepal
(Explanation on Draft Final Report)

In April 1999, the Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched the Draft Report Explanation Team on the Project for the Construction of Primary Schools III (BPEP-II) (hereinafter referred to as "the Project") to the Kingdom of Nepal (hereinafter referred to as "Nepal"), and through discussion and technical examination of the results in Japan, JICA prepared a draft final report of the study.

In order to explain the Ministry of Education on the components of the draft final report, JICA sent to Nepal the Draft Final Report Explanation Team (hereinafter referred to as "the Team"), which is headed by Mr. Mitsuru HAGINO, JICA Development Specialist, from 6 June to 11 June, 1999.

As a result of discussions, both parties confirmed the main items described on the attached sheets.

Kathmandu, 11 June, 1999



Mr. Mitsuru HAGINO
Leader
Draft Final Report Explanation Team
Japan International Cooperation Agency



Mr. Chandra Bahadur Khadka
Acting Secretary
Ministry of Education

ATTACHMENT

1. Objective of the Project

The objective of the Project is to support the implementation of the 'School Physical Facilities' component in the 'Expanding Access and Improving Retention related Components' of BPEP(Basic and Primary Education Programme) II by supplying the materials and equipment for the construction of primary schools, resource centres and its logistics.

2. Responsible and Executing Organization

- (1) The responsible organization of the Project is the Ministry of Education(MOE).
- (2) Executing Organization is the Department of Education (DOE) which is provided with technical support and services by Basic and Primary Education Development Unit (BPEDU).
- (3) DOE, through District Education Offices(DEOs), is responsible for the coordination with School Management Committee(SMC) of each school and supervision of construction works of the Project.
- (4) After completion of the Project, each SMC and Resource Center Management Committee(RCMC) will be responsible for the maintenance of the facilities granted under the Japan's Grant Aid.

The Organization charts are as shown in Annex-1.

3. Components of the Project

- (1) The Project will be implemented in three(3) phases.
 - (2) The Nepalese side agreed and accepted, in principle, the contents of the draft final report explained by the Team.
 - (3) The target districts are the following 13 districts.
 - 1) Chitwan 2) Kanchanpur 3) Jhapa 4) Morang 5) Nawalparasi 6) Banke 7) Sunsari
 - 8) Siraha 9) Dhanusha 10) Mahottari 11) Sarlahi 12) Rautahat and 13) Parsa
- The location of the districts is shown in Annex-2.
- (4) The Nepalese side has presented the list of candidate schools and resource centres through BPEDU in the 13 target districts, and presented to the Japanese side. Both sides have agreed to review the list of candidate schools and resource centres for first phase 7 districts. District-wise numbers of facilities in each phase are shown in Annex-3.
 - (5) Materials and equipment to be procured by the Japanese Grant Aid Fund are listed in Annex-4.

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4. Japan's Grant Aid Programme

The Nepalese side understands the system and characteristics of Japan's Grant Aid Programme as explained by the Team and described in Annex-4 of the Minutes of Discussions signed by both parties on 20 November, 1998.

5. Necessary Measures to be Taken by the Nepalese Side

- (1) The Nepalese side will take the necessary measures described in Annex-5 of the Minutes of Discussions signed between both parties on 20 November 1998 for smooth implementation of the Project provided that the Government of Japan extends its Grant Aid Programme to His Majesty's Government of Nepal.
- (2) The Nepalese side is responsible to allocate the seed money from its budget for the smooth implementation of the Project provided that no budget is made available from the basket fund of the BPEP-II. The Japanese Government will support only for the supply of the materials and equipment necessary for primary schools, resource centres and their logistics.
- (3) Since the effective implementation of the Project depends on better coordination among the concerned donors, the Nepalese side shall be responsible for the effective implementation of the Project by coordinating other CIP components, as and when necessary, for avoiding delay in the implementation of the Project.
- (4) The Nepalese side shall prepare basic district education plan for each seven(7) target districts identifying the list of target schools and submit them to the Japanese side by the end of June 1999 including the criteria of the selection of the target schools.
- (5) The Nepalese Side will prepare basic district education plan for the second and third phases of the Project and present them to the Japanese side four months before the commencement of Nepalese fiscal year.
- (6) The Nepalese side shall complete the installation of water supply systems in the schools of Hilly area by the end of March 2000. where toilet blocks to be provided by the Japanese side under the second phase of the Project. In case the Nepalese side fails to complete the installation of water supply systems in the schools of Hilly area, toilet blocks for such schools will be excluded.
- (7) Required technical manpower for supervising construction and maintenance of school buildings will be deputed through BPEDU and coordinated by Physical Planning Unit of DOE.
- (8) Each DEO shall be responsible for managing steady implementation of the Project.
- (9) DOE will report to MOE and JICA about the progress of the delivery of the procured materials to communities from each depot and the progress of construction work of the school facilities at the monthly meeting comprising of members representing DOE, BPEDU, consulting firm, procurement firm and JICA.
- (10) If any disturbances occur or are likely to occur at the Project site(s), DOE shall provide the information to JICA immediately.
- (11) If the target schools or standard design of facilities of BPEP-II are altered, the Nepalese side will immediately report such alteration to the Japanese side. Upon receiving the information, the

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Japanese side will examine the possibility of applying the alteration to the Project.

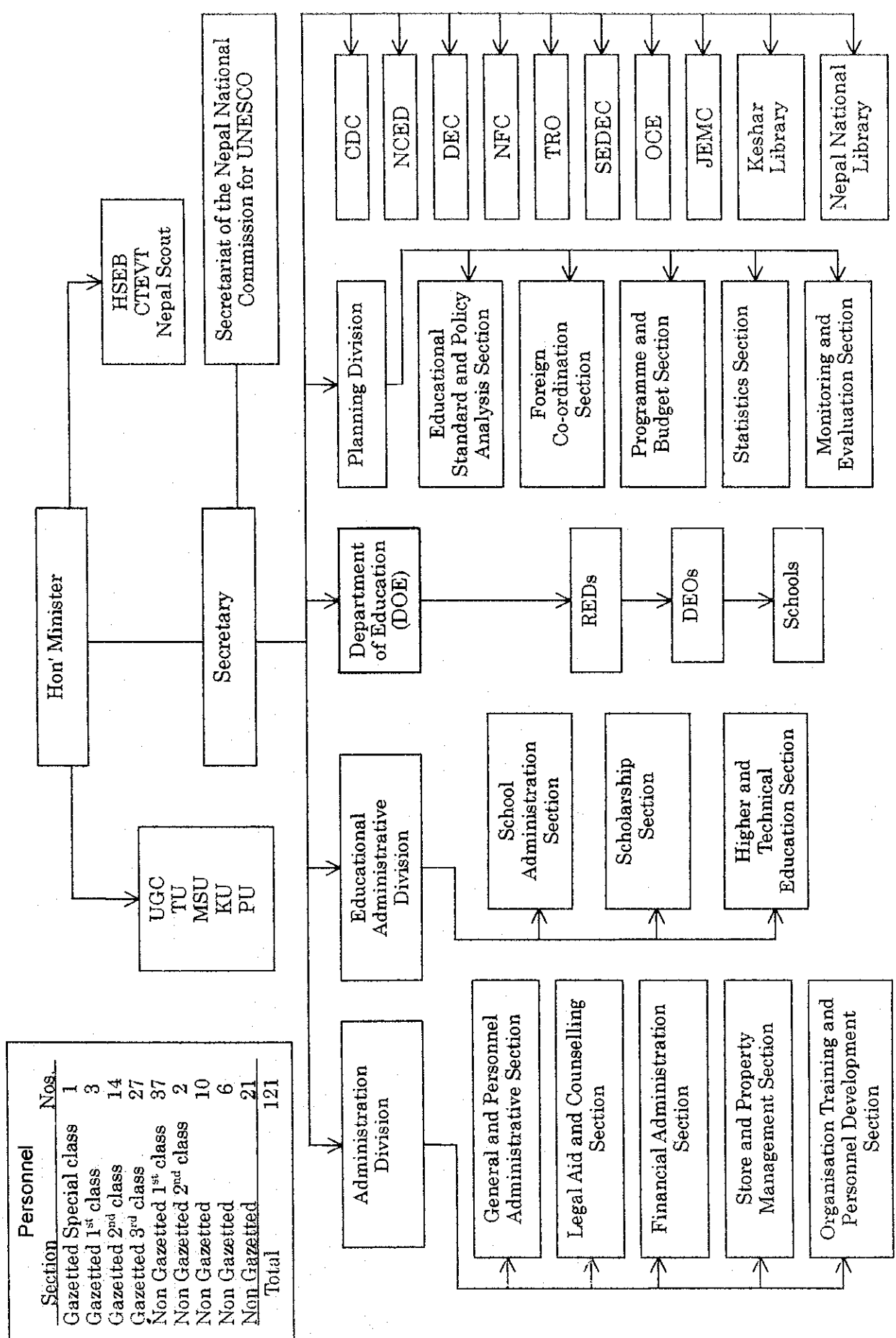
6. Schedule of the Study

JICA will complete the final report in accordance with the confirmed items and send it to the Nepalese side in late July, 1999.

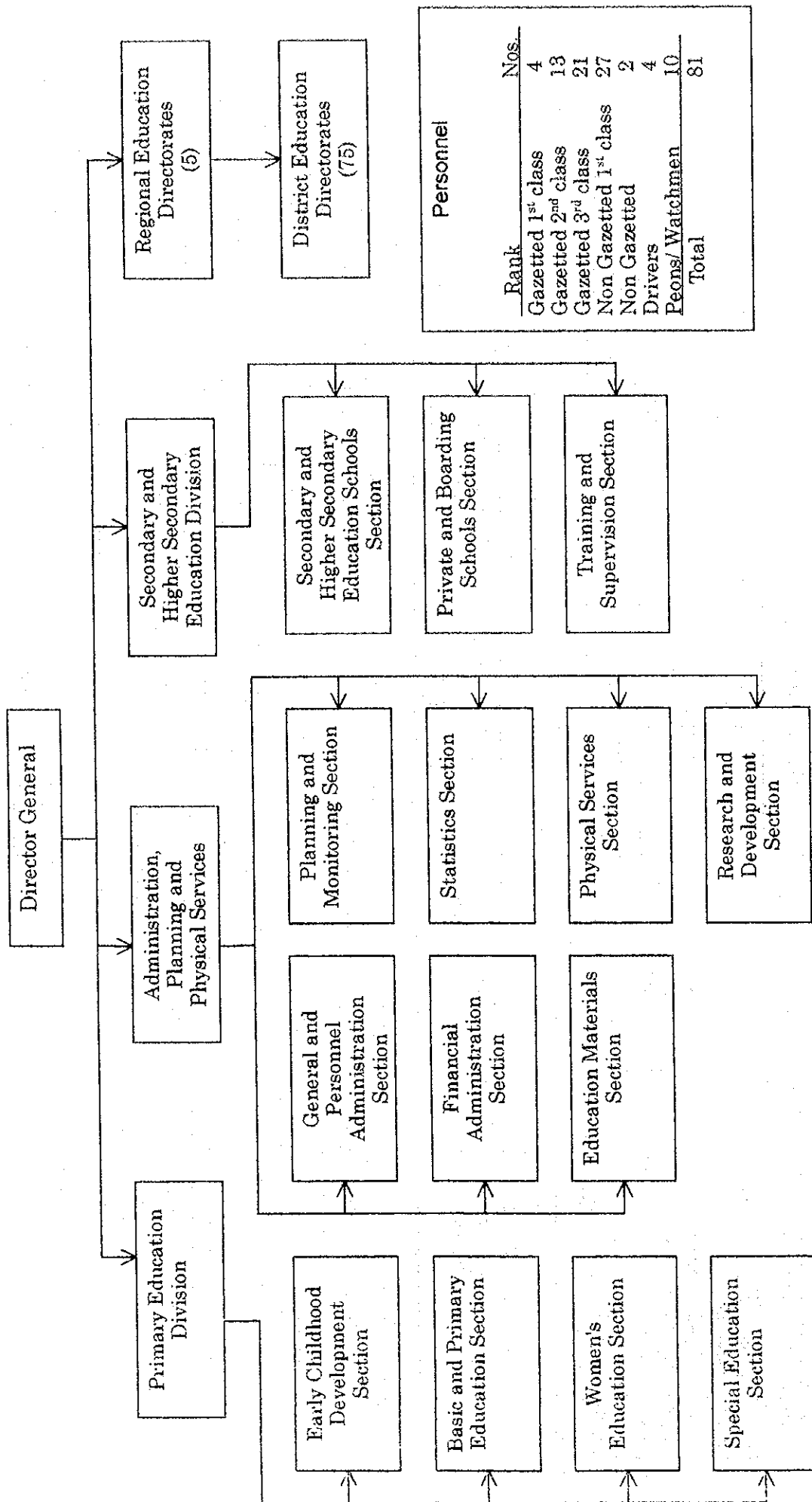


Annex-1 1. Organisation of Ministry of Education (MOE)

Section	Personnel	Nos.
Gazetted Special class		1
Gazetted 1 st class		3
Gazetted 2 nd class		14
Gazetted 3 rd class		27
Non Gazetted 1 st class		37
Non Gazetted 2 nd class		2
Non Gazetted		10
Non Gazetted		6
Non Gazetted		21
Total		121

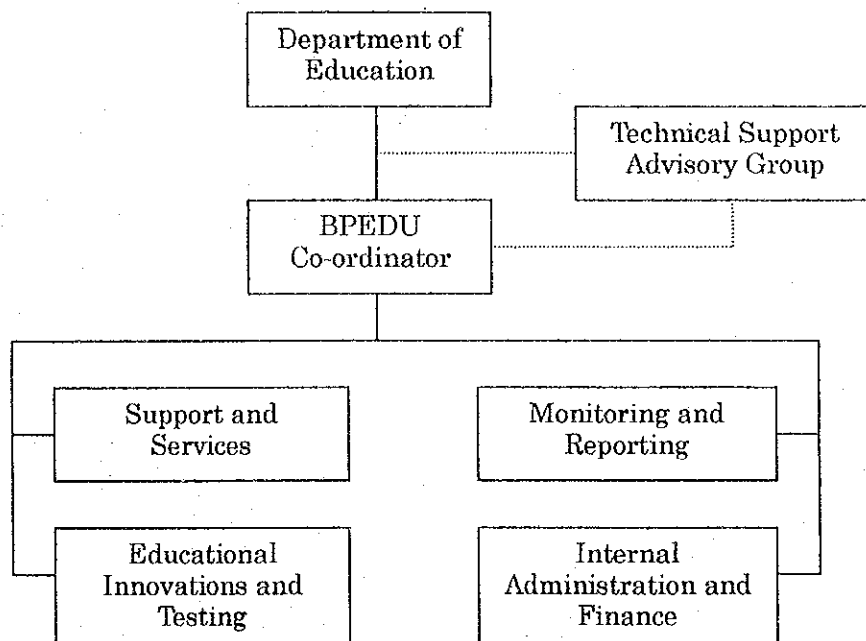


2. Organisation of the Department of Education (DOE)



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Annex-1 3. Organisation of Basic and Primary Education Development Unit (BPEDU)

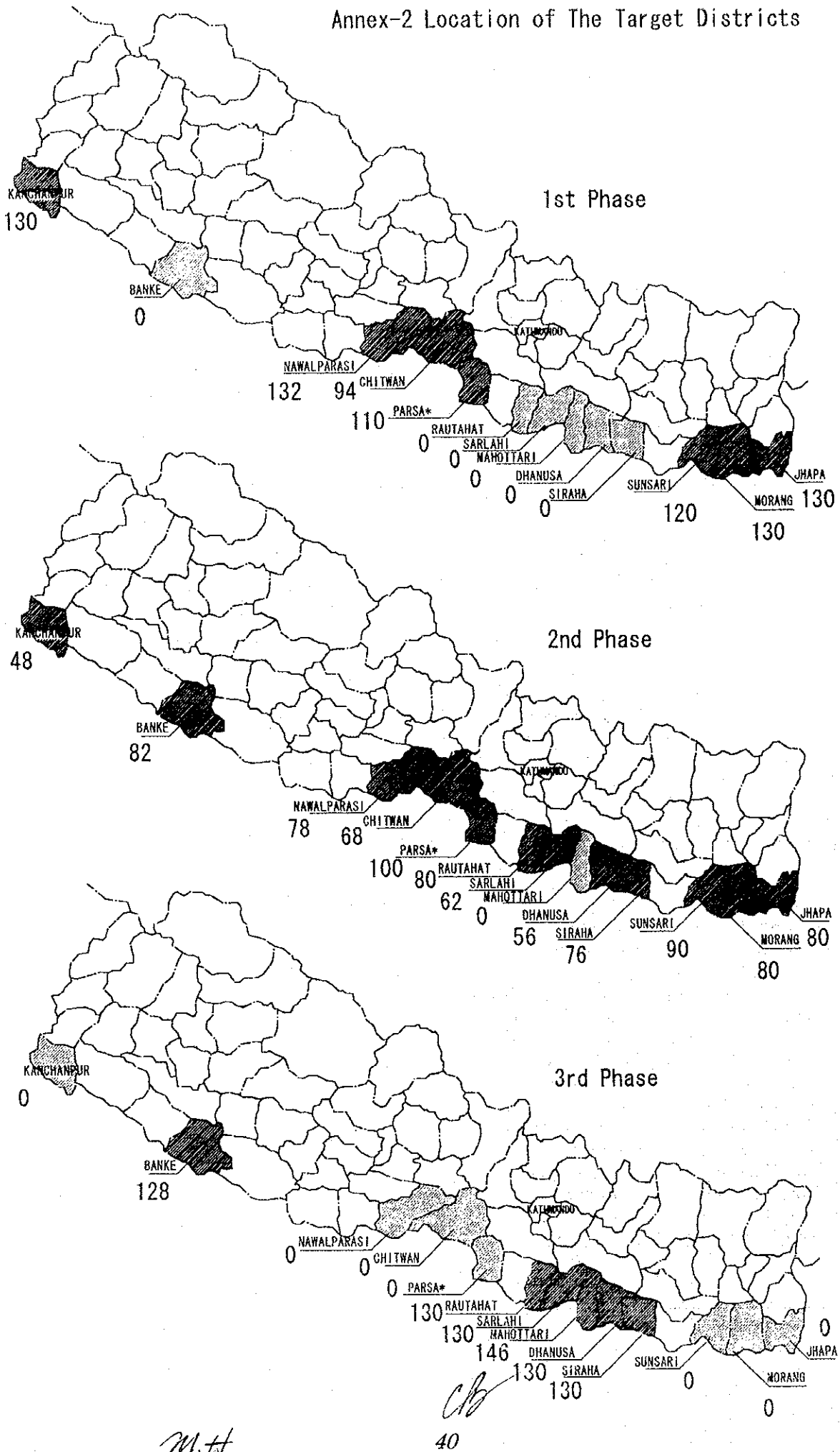


Staff Positions		
Rank	Post	Number
Gazetted 1 st class	Co-ordinator	1
Gazetted 2 nd class	Senior Engineer	1
Gazetted 3 rd class	Engineers	3
Gazetted 3 rd class	Monitoring Officers	4
Gazetted 3 rd class	Section Officers	1
Gazetted 3 rd class	Accountants Officer	1
Gazetted 3 rd class	Specialists	3
Non Gazetted	Accountant	2
Non Gazetted	Overseers/Draftspersons	4
Non Gazetted	Office Assistants	5
Non Gazetted	Computer Operator	4
Non Gazetted	Store Keeper	1
Non Gazetted	Plumber	1
Non Gazetted	Driver	3
Non Gazetted	Support Staff	5
Total		39

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Annex-2 Location of The Target Districts



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Annex-3 District-wise Numbers of Facilities in each Phase

First Phase

	District	Classrooms Terai Type (Room)	Classrooms Hill Type (Room)	Resource Centres Terai Type	Resource Centres Hill Type	Toilet Terai Type (Block)	Toilet Hill Type (Block)	Water Supply Systems Terai Type(set)
1	Jhapa	130	—	—	—	51	—	38
2	Morang	130	—	3	—	43	—	37
3	Sunsari	120	—	2	—	45	—	38
4	Siraha	—	—	—	—	—	—	—
5	Dhanusha	—	—	—	—	—	—	—
6	Mahottari	—	—	—	—	—	—	—
7	Sarlahi	—	—	—	—	—	—	—
8	Rautahat	—	—	—	—	—	—	—
9	Parsa	110	—	—	—	30	—	15
10	Chitwan	94	—	—	—	12	—	11
11	Nawalparasi	98	34	6	1	35	15	11
12	Banke	—	—	—	—	—	—	—
13	Kanchanpur	130	—	2	—	38	—	9
	Total	812	34	13	1	254	15	159

Second Phase

	District	Classrooms Terai Type (Room)	Classrooms Hill Type (Room)	Resource Centres Terai Type	Resource Centres Hill Type	Toilet Terai Type (Block)	Toilet Hill Type (Block)	Water Supply Systems Terai Type(set)
1	Jhapa	80	—	—	—	41	—	32
2	Morang	50	30	1	2	19	12	17
3	Sunsari	80	10	3	—	28	5	16
4	Siraha	76	—	2	—	32	—	24
5	Dhanusha	56	—	1	—	14	—	10
6	Mahottari	—	—	—	—	—	—	—
7	Sarlahi	62	—	2	—	18	—	9
8	Rautahat	80	—	1	—	19	—	6
9	Parsa	100	—	2	—	25	—	15
10	Chitwan	—	68	—	—	—	24	—
11	Nawalparasi	78	—	3	—	31	—	12
12	Banke	82	—	—	—	34	—	12
13	Kanchanpur	48	—	1	—	8	—	2
	Total	792	108	16	2	269	41	155

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Third Phase

District	Classrooms Terai Type (Room)	Classrooms Hill Type (Room)	Resource Centres Terai Type	Resource Centres Hill Type	Toilet Terai Type (Block)	Toilet Hill Type (Block)	Water Supply Systems Terai Type(set)
1 Jhapa	—	—	—	—	—	—	—
2 Morang	—	—	—	—	—	—	—
3 Sunsari	—	—	—	—	—	—	—
4 Siraha	130	—	2	—	41	—	33
5 Dhanusha	130	—	3	—	40	—	20
6 Mahottari	136	10	4	—	39	4	31
7 Sarlahi	122	8	3	—	41	3	26
8 Rautahat	130	—	—	—	33	—	13
9 Parsa	—	—	—	—	—	—	—
10 Chitwan	—	—	—	—	—	—	—
11 Nawalparasi	—	—	—	—	—	—	—
12 Banke	128	—	—	—	47	—	25
13 Kanchanpur	—	—	—	—	—	—	—
Total	776	18	12	—	241	7	148

Total

District	Classrooms Terai Type (Room)	Classrooms Hill Type (Room)	Resource Centres Terai Type	Resource Centres Hill Type	Toilet Terai Type (Block)	Toilet Hill Type (Block)	Water Supply Systems Terai Type(set)
1 Jhapa	210	—	—	—	92	—	70
2 Morang	180	30	4	2	62	12	54
3 Sunsari	200	10	5	—	73	5	54
4 Siraha	206	—	4	—	73	—	57
5 Dhanusha	186	—	4	—	54	—	30
6 Mahottari	136	10	4	—	39	4	31
7 Sarlahi	184	8	5	—	59	3	35
8 Rautahat	210	—	1	—	52	—	19
9 Parsa	210	—	2	—	55	—	30
10 Chitwan	94	68	—	—	12	24	11
11 Nawalparasi	176	34	9	1	66	15	23
12 Banke	210	—	—	—	81	—	37
13 Kanchanpur	178	—	3	—	46	—	11
Total	2380	160	41	3	764	63	462

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