

3.0 THE PROJECT IMPLEMENTATION PLAN

3.1 Provision of JICA Experts

Three Long-term JICA experts will be provided for the implementation of the project in the fields of:

- 1) Institutional Development (1 expert)
- 2) Human Resource Management (Training) (1 expert)
- 3) Community Development (1 expert)

In addition, JICA short-term experts will be assigned whenever necessary for the smooth implementation of the project.

3.2 Assignment of Counterpart staff

Full time counterparts will be assigned to the project.

3.3 Equipment and Materials

The equipment and facilities to be provided for the project are summarised in table 4.

Table 4: Equipment and facilities

Item	GOK	JICA	Total
1 Office rooms	9	0	9
2 Vehicles	3	4	7
3 Motor cycles	0	8	8
4 Telephone lines	3	3	6
5 E-Mail facilities	4	2	6
6 Desktop Computers	0	6	6
7 Laptop computers	0	2	2
8 Photocopiers	0	2	2
9 Survey Kits	0	2	2
10 Drawing kits	0	4	4
11 Ammonia printers	1	1	1
12 Overhead projectors	0	1	1
13 Power generators	0	2	2
14 Video cameras	0	1	1
15 Compact Cameras	0	6	6
16 Slide projectors	0	1	1
17 Furniture	0	0	0

3.4 Plan of Operation

The plan of operation is presented in table 5.

Table 5 Plan of operation

Activities	Schedule												Remarks		
	1st year				2nd year				3rd year						
	I	II	III	IV	I	II	III	IV	I	II	III	IV			
1. Smallholder Irrigation Guideline															
1-1. Review of existing guideline															
1-1-1. Collect and analyze regional data															
1-1-2. Review current national programs															
1-1-3. Study participatory approach in SHIDD															
1-1-4. Study on cost-sharing															
1-1-5. Convene consultative meeting															
1-2. Circulate updated guideline to stakeholders															
1-2-1. Publish new guideline															
1-2-2. Dispatch updated guideline															
1-2-3. Convene explanatory meeting for stakeholders															
2. Co-ordination of SHIDD stakeholders															
2-1. Identify all SHIDD stakeholder															
2-1-1. Develop criteria for identifying SHIDD stakeholders															
2-1-2. Prepare an inventory for SHIDD stakeholders															
2-2. Establish an appropriate communication system among SHIDD stakeholders															
2-2-1. Develop communication system															
2-2-2. Convene meeting/workshop for SHIDD stakeholders at national and regional levels															
2-3. IDB to regularly monitor activities of SHIDD stakeholders															
2-3-1. Convene regular meetings for SHIDD stakeholders															
2-3-2. Undertake site visits															
2-3-3. Circulate monitoring records to stakeholders															
3. Delivery of Irrigation extension services to farmers															
3-1. Develop appropriate irrigation extension packages															
3-1-1. Review existing irrigation extension packages															
3-1-2. Update/revise training manuals															
3-1-3. Convene explanatory meetings for stakeholders															
3-2. Implement extension packages															
3-2-1. Select experimental area/scheme															
3-2-2. Conduct farmers training															
3-2-3. Monitor training activities															
3-2-4. Evaluate training programs															
3-3. Disseminate technical information to farmers															
3-3-1. Prepare technical handouts for farmers															
3-3-2. Publish and distribute handouts to farmers															
3-4. Involve other technical staff in irrigation activities															
3-4-1. Convene workshop for technical staff															
3-4-2. Identify needy areas															
3-4-3. Hold a irrigation project proposal contests															
3-4-4. Identify relevant staff															

Table 5 Plan of operation (continued)

Activities	Schedule												Remarks	
	1st year				2nd year				3rd year					
	I	II	III	IV	I	II	III	IV	I	II	III	IV		
3-5. Facilitate linkages between farmers and exporters														
3-5-1. Promote farmers marketing groups														
3-5-2. Promote contract farming														
3-5-3. Convene meetings for farmers and marketing institutions														
3-5-4. Facilitate excursions for farmers														
3-6. Co-ordinate marketing players														
3-6-1. Undertake regular market surveys														
3-6-2. Prepare appropriate cropping calendars														
3-7. Formulate an appropriate micro-credit proposal for SHIDD														
3-7-1. Data collection on micro-credit														
3-7-2. Conduct study on micro-credit system														
3-7-3. Co-ordinate implementation of JICA welfare support program														
4. Improvement of IDB personnel capability														
4-1. Conduct training needs assessment survey														
4-1-1. Update personal training records														
4-1-2. Interview with IDB personnel														
4-1-3. Review on past training programs														
4-2. Develop an appropriate training program														
4-2-1. Develop training programs														
4-1-3. Develop training materials														
4-3. Implement training programs														
4-3-1. Prioritize training programs														
4-3-2. Conduct training														
5. Improvement of farmers self-organizing capability														
5-1. Empower farmers organization														
5-1-1. Assist farmers group activities														
5-1-2. Facilitate excursions for farmers														
5-2. Encourage farmers to implement simpler and achievable projects colle														
5-2-1. Establish demonstration plots														
5-2-2. Assist farmers field school														

3.5 PROJECT ORGANIZATION AND MANAGEMENT

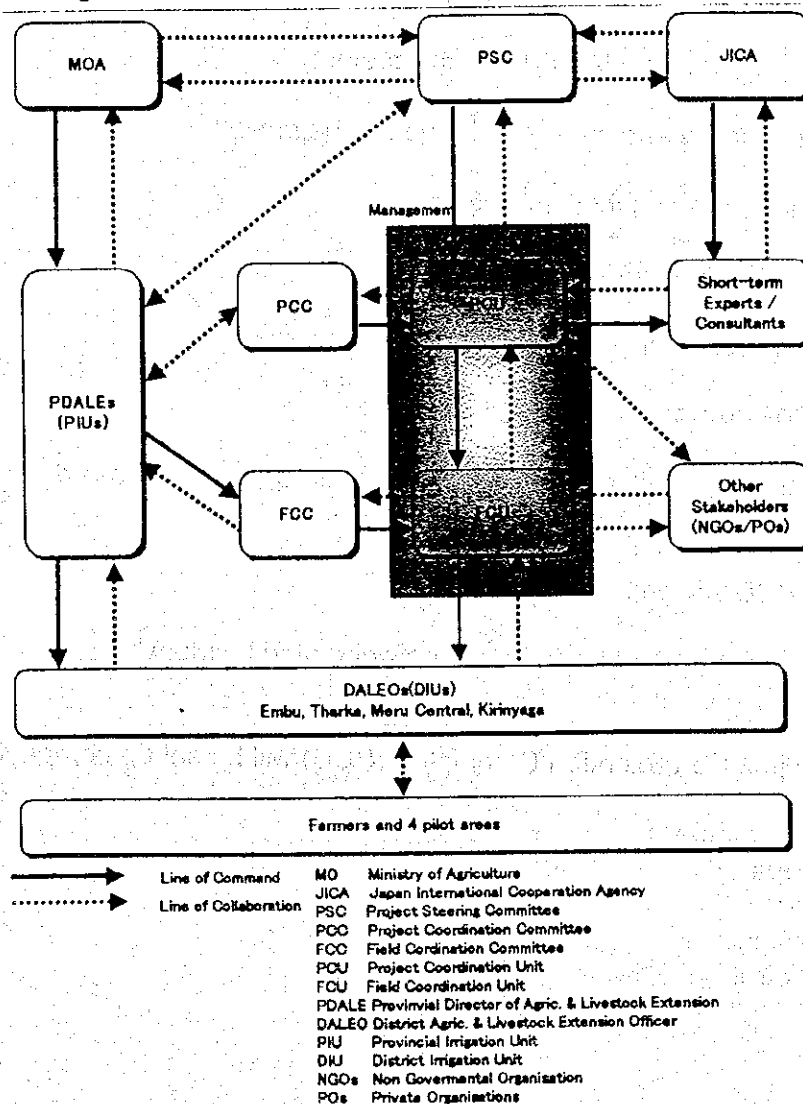
3.5.1 Executing Agency

The implementing agency of the project will be the Ministry of Agriculture through the Irrigation and Drainage Branch. A project co-ordinating unit will be established at Nairobi to co-ordinate project activities at the headquarters and backstop the FCU.

For effective management and timely implementation of the project, the management function will be decentralised to the field where a Field Co-ordination Unit (FCU) will be established in Embu. The respective District Agricultural and Livestock Extension Officers (DALEO) will be responsible for the implementation of the day to day activities of the project. The respective Provincial Agricultural and Livestock Extension Officers (PDALE) will offer backstopping services to the to the Field Co-ordination Unit (FCU). The IDB headquarters will play advisory and supervisory roles.

The Project Organisation is shown in Fig. 3.

Fig. 3: Project Organization Chart



3.5 PROJECT ORGANIZATION AND MANAGEMENT

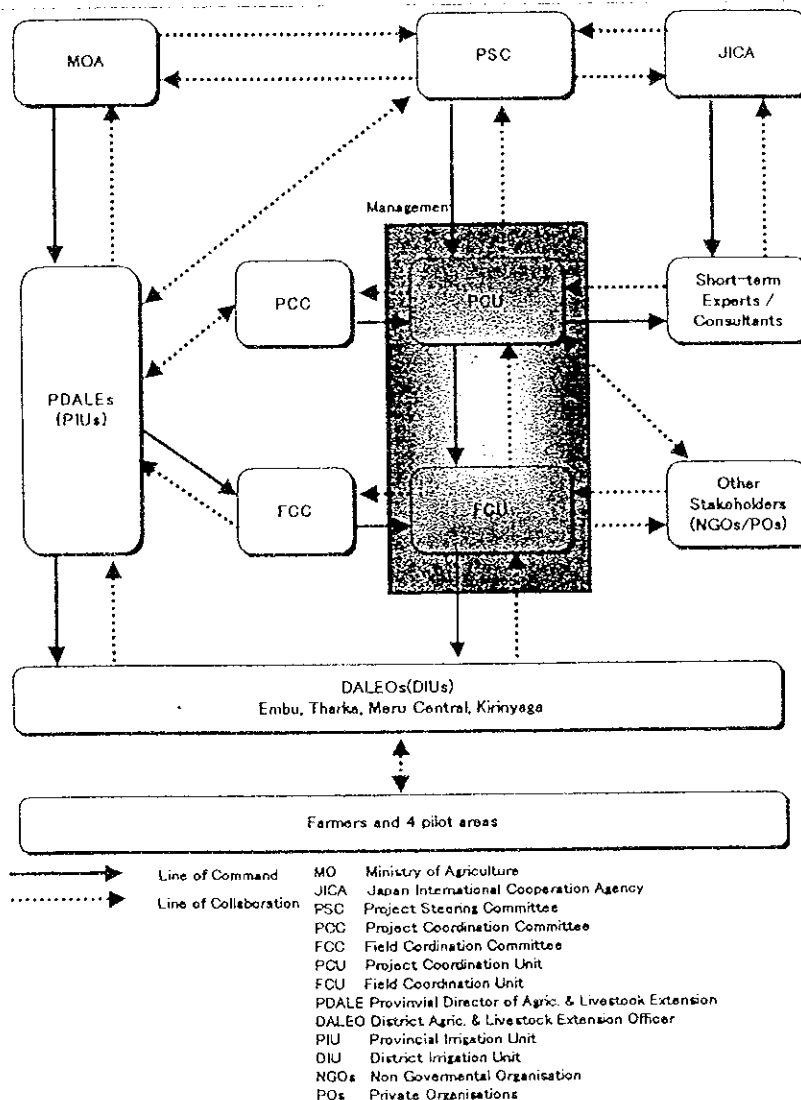
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The Project Organisation is shown in Fig. 3.

Fig. 3: Project Organization Chart



3.5.2 Project Steering Committee (PSC)

A project steering committee will be established at the headquarters to provide administrative and technical advisory services to the Project Co-ordination Unit (PCU). The members of the PSC will be:

1. Deputy Director of Agriculture/Land Development Division (DDA/LDD) – Chairman
2. JICA Kenya Office representative
3. Head/ Irrigation and Drainage Branch (H/IDB) - Secretary
4. JICA Expert
5. PDALE/Eastern
6. PDALE/Central

The PSC will be responsible to the Director of Agriculture and Livestock Production and the JICA Resident representative for implementation of the project.

Specific roles will include:

- 1) Signing of various agreements on the project
- 2) Appointment of personnel/experts for the project
- 3) Provision of financial and other resources for the project
- 4) Backstopping of the project activities
- 5) Commissioning of consultancies
- 6) Commissioning of external project evaluation missions

3.5.3 Project Co-ordination Unit (PCU)

A project co-ordinating unit will be established at Nairobi to co-ordinate project activities at the headquarters and also backstop the FCU.

Members of the PCU will be:

1. National project co-ordinator (NPC) to be appointed by MOA
2. JICA Expert(s)

In addition, a Project Co-ordination Committee (PCC) will be set up comprising of:

1. Head IDB (Chairman)
2. NPC (Secretary)
3. JICA Expert
4. PDALE Eastern
5. PDALE Central

Specific duties of the PCU will include:

- 1) Appraisal and approval of work plans and budgets of FCU
- 2) Recruitment of nominees for counterpart training
- 3) Co-ordination of formulation and implementation of training programmes for technical staff
- 4) Recruitment of Short-term experts and local consultants in consultation with the PSC
- 5) Co-ordination of activities of stakeholders at national level
- 6) Convening meetings/workshops of stakeholders at national level
- 7) Management of project resources at national level
- 8) Preparation of project progress and financial reports
- 9) Internal project monitoring and evaluation

The PCU will be responsible to the PSC for the implementation of the project.

3.5.4 Field Co-ordination Unit (FCU)

A project Field Coordination Unit will be established at Embu for co-ordination of implementation activities by the respective DALEOs. The FCU will comprise:

1. Field Co-ordination Officer (FCO) - oic/PIU Eastern
2. One (1) JICA expert

In addition, a Field Coordination Committee (FCC) will be set up comprising:

1. PDALE Central and Eastern (Chairman)
2. FCO (Secretary)
3. JICA expert
4. DALEO Embu
5. DALEO Meru central
6. DALEO Tharaka
7. DALEO Kirinyaga

The FCC will be convening monthly meetings to review the implementation of project activities and offer advisory services to the FCU.

The FCU will be responsible to the PCU and the PDALE/Eastern for the implementation of the project.

Specific duties of the FCU will include:

- 1) Compilation of work plans and budgets
- 2) Training needs assessment for technical staff and farmers within the project area
- 3) Recruitment of nominees for staff and farmers training programs
- 4) Implementation of training programs for Field Extension Workers (FEWs) and farmers
- 5) Identification of technical staff in other sections of MOA to be assigned irrigation duties
- 6) Convening of regional meetings/workshops for stakeholders
- 7) Co-ordinating irrigation extension services
- 8) Networking with other stakeholders at the regional and district levels
- 9) Co-ordinating and monitoring of activities of stakeholders at the field level
- 10) Establishment and management of field demonstration plots
- 11) Management of project resources at the field level
- 12) Reporting on project activities at field level

4.0 PROJECT MONITORING AND EVALUATION

4.1 FCU

Provincial Irrigation Engineers (PIEs) will make bi-weekly supervision field visits to the districts.

FCU will prepare monthly, Quarterly, Half-yearly and annual project progress reports.

4.2 PCU

1. These will make at least monthly supervision field visits
2. Quarterly consultation meetings with FCU will be convened
3. These will prepare quarterly, Half-yearly and annual reports
4. Annual financial reports will be prepared
5. Mid-term project evaluation will be undertaken

4.3 PSC

1. Quarterly supervision field visits
2. Half-yearly consultation meetings
3. Annual project progress report to respective governments
4. Mid-term internal Evaluation
5. Mid-term External Evaluation
6. End of project External Evaluation

4.4 PCC

Quarterly meetings to review progress in project implementation.

4.5 FCC

Monthly meetings to review progress in project implementation.

5.0 PROJECT COST AND FINANCING ARRANGEMENTS

5.1 Financing Arrangements

The project will be co-financed by the GOK and JICA.

5.2 Summary of costs and inputs

The summary of costs and costs estimation are shown in Table 6 and Table 7.

Table 6: Summary of project cost (Million KES)

Item	Year 1	Year 2	Year 3	Total	GOK	JICA
1. Staff Salaries	0.72	0.72	0.72	2.16	2.16	-
2. Office accommo.	0.60	0.60	0.60	1.80	1.80	-
3. Vehicles						
3.1 Purchase	8.00	-	-	8.00	-	8.00
3.2 Maintenance	0.42	0.42	0.42	1.26	1.26	-
4. Motor cycles						
4.1 Purchase	1.20	1.20	-	2.40	-	2.40
4.2 Maintenance	0.09	0.09	0.11	0.29	0.29	-
5. Field allowances	0.696	0.696	0.696	2.088	2.088	-
6. Stationery	0.13	0.13	0.13	0.39	0.39	-
7. Maintenance of offices	0.11	0.11	0.12	0.34	0.34	-
8. Training						
8.1 Senior staff	0.30	0.30	0.30	0.90	-	0.90
8.2 FEWs	0.60	0.60	0.60	1.80	-	1.80
8.3 Farmers	0.60	0.60	0.60	1.80	-	1.80
9. Meetings	0.52	0.52	0.52	1.56	0.54	1.02
10. Equipment						
10.1 Telephone						
Installation	0.02	-	-	0.02	0.02	-
Running cost	0.21	0.21	0.23	0.65	0.65	-
10.2 E-mail	0.21	0.21	0.23	0.65	0.65	-
10.3 Desktop computers	0.45	0.45	-	0.90	-	0.90
10.4 Laptop computers	0.16	0.16	-	0.32	-	0.32
10.5 Photocopiers	0.20	0.20	-	0.40	-	0.40
10.6 Survey kits	0.10	0.10	-	0.20	-	0.20
10.7 Drawing Kits	0.20	0.10	0.10	0.40	-	0.40
10.8 Ammonia Printer	0.15	-	0.15	0.30	0.15	0.15
10.9 Overhead projector	0.15	-	-	0.15	-	0.15
10.10 Generator	0.10	0.10	-	0.20	-	0.20
10.11 Video camera	-	0.10	-	0.10	-	0.10
10.12 Compact cameras	0.18	-	-	0.18	-	0.18
10.13 Slide projector	0.15	-	-	0.15	-	0.15
11. Consultancy	2.00	-	-	2.00	-	2.00
12. Demo Plots	0.40	0.40	0.40	1.20	0.60	0.60
13. Excursions	0.48	0.48	0.48	1.44	0.72	0.72
14. Fuel	0.82	0.82	0.83	2.47	2.47	-
15. Newsletter	0.24	0.24	0.24	0.72	-	0.72
Total	20.206	9.556	7.476	37.238		
GOK contribution					14.128 (38%)	
JICA contribution						23.110 (62%)

Table 7: Project Cost Estimation

	Item	Quantity	Period	Unit Cost(Ksh)	unit	Sub-total	Total cost	Remarks	
1	Staff Salaries	3 senior staff	3 years	20,000	per month	2,160,000	2,160,000		
2	Office accommodation	3 offices in Nairobi	3 years	15,000	per month	1,620,000	1,600,000		
		1 office in the field	3 years	5,000	per month	160,000			
3	Vehicles	3 vehicles (Existing)							
		4 vehicles		2,000,000		8,000,000	8,280,000		
3.2	Maintenance	7 vehicles	3 years	20,000	per vehicle	1,260,000			
4	Motor cycles								
4.1	Purchase	8 motor cycles		300,000	per motor cycle	2,400,000	2,688,000		
4.2	Maintenance	8 motor cycles	3 years	1,000	monthly	288,000			
5	Field allowances	2 staffs from HQ	3 years	2,000	per day	432,000	2,088,000		
		2 staff from PIU	3 years	2,000	per day	576,000			
		6 staffs from DAO	3 years	1,000	per day	1,080,000			
6	Stationary	HQ	3 years	5,000	per month	180,000	396,000		
		PIUs	3 years	1,000	per month	72,000			
		DIUs	3 years	1,000	per month	144,000			
7	Maintenance of offices	HQ	3 years	3,000	per month	324,000	342,000		
		PIU (FCU)	3 years	500	per month	18,000			
8	Training	10 Senior staffs	3 years	3,000	participant/day	900,000	4,500,000		
		15 FEWs	3 years	2,000	participant/day	1,800,000			
		20 Farmers	3 years	2,000	participant/day	1,800,000			
9	Meetings	Stakeholders at HQ	3 years	2,000	per person	360,000	1,560,000		
		Stakeholders at Field level	3 years	1,000	per person	180,000			
		Internal FGU meetings	3 years	1,000	per person	360,000			
		Meeting for PCU	3 years	2,000	per person	240,000			
		Meeting for PSC	3 years	2,000	per person	420,000			
10	Equipment								
		10.1 Telephone							
		Installation	6 lines		3,000	per line	18,000	4,614,000	
		Running cost	6 lines	3 years	3,000	per month	648,000		
		10.2 E-mail	6 lines	3 years	3,000	per month	648,000		
		10.3 Desktop computers	6 computers with printer		150,000	per computer	900,000		
		10.4 Laptop computers	2 computers with printer		160,000	per computer	320,000		
		10.5 Photocopiers	2 photocopiers		200,000	per photocopier	400,000		
		10.6 Survey kits	2 sets		100,000	per kit	200,000		
		10.7 Drawing kits	4 sets		100,000	per set	400,000		
		10.8 Ammonia Printer	2 sets		150,000	per printer	300,000		
		10.9 Overhead projector	1 unit		150,000	unit	150,000		
		10.11 Generator	2 units		100,000	unit	200,000		
		10.12 Video camera	1 set		100,000	set	100,000		
10.13 Compact cameras	6 cameras		30,000	per camera	180,000				
10.14 Slide projector	1 set		150,000	set	150,000				
11	Consultancy	1 service		2,000,000		2,000,000	2,000,000		
12	Demo Plots	1 demo. Plots/pilot scheme	4 demo. Plots	3 years	100,000	per year	1,200,000	1,200,000	
13	Excursions	30 farmers	3 years	2,000	per farmer	1,080,000	1,440,000		
		Transport(1 Bus)	3 years	20,000	per day	360,000			
14	Fuel	3 vehicles at HQ	3 years	5	per km	810,000	2,470,000		
		2 vehicle at PIUs	3 years	5	per km	360,000			
		4 vehicles at DIUs	3 years	5	per km	720,000			
		8 motor cycles	3 years	2	per km	580,000			
15	Newsletter	200 copies	12 times per year	3 years	100	per copy	720,000	720,000	
	Grand total					37,238,000	37,238,000		

MINUTES CONCERNING
MINI-PROJECT-TYPE TECHNICAL COOPERATION
FOR PROMOTION OF SUSTAINABLE COMMUNITY-BASED
SMALLHOLDER IRRIGATION DEVELOPMENT IN KENYA

In response to the request by the Government of the Republic of Kenya concerning the mini-project-type technical cooperation for the promotion of sustainable community-based smallholder irrigation development (hereinafter referred to as "the Project"), the Preliminary Study Team of the Japan International Cooperation Agency (hereinafter referred to as "JICA") in the Republic of Kenya had a series of discussions on the Project with the officials concerned of the Government of the Republic of Kenya for the purpose of working out the details of the technical cooperation program.

As a result of the discussions, both parties have agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

Nairobi, 14th March 2000

Mr. Yukio ABE

Team Leader

Japanese Preliminary Study Team

Japan International

Cooperation Agency (JICA)

Prof. Wilfred M. MWANGI

Deputy Permanent Secretary and

Director of Agriculture and Livestock Production

For Permanent Secretary

Ministry of Agriculture and Rural Development

In witness _____

For Permanent Secretary

Ministry of Finance and Planning

ATTACHMENT

1. PROJECT TITLE: Mini-Project-Type Technical Cooperation on the promotion of sustainable community-based smallholder irrigation development in the Republic of Kenya

2. PERIOD OF COOPERATION: Three (3) years from 30th March 2000 to 29th March 2003

3. PROJECT SITE: Irrigation and Drainage Branch (hereinafter referred to as "IDB"),
Land Development Division, Ministry of Agriculture and Rural Development

4. OBJECTIVES OF THE PROJECT:

(1) Overall Goal

Overall Goal is to promote smallholder irrigation and drainage development effectively in line with ASIP concept.

(2) Objective

Objective of the project is to strengthen the capacity of IDB to effectively promote sustainable smallholder irrigation and drainage development.

5. BACKGROUND AND JUSTIFICATION OF THE PROJECT

(1) The past Kenyan government efforts in irrigation development had focused on large-scale centrally managed settlement schemes. Accordingly the operation and maintenance thereof had to depend on government subsidy. A shift in policy towards farmers managed small-holder irrigation development was initiated in order to come up with self sustaining irrigation systems with appropriate guidelines for staff and implementing agencies.

(2) The current guidelines, which have been in operation since 1986 and reviewed in 1993, have not yet been accepted by all stakeholders participating in smallholder irrigation development. In this context, the past smallholder irrigation development approach has been improperly coordinated.

(3) Sustainable irrigation development can be achieved only if the farmers can reap enough benefits against the labour and other inputs. There is need therefore to improve the capacity and skills of the farmers in self-

organising capacity and crop production skills for sustainable irrigation development.

(4) In order to fully develop the irrigation potential and ensure sustainability, it is necessary to improve the capacity of IDB to effectively play its primary role of coordinating other stakeholders in the sub-sector.

(5) Through various workshops, studies and recent JICA-funded "Study in Community-based Irrigation Development for Promotion of Horticultural Production in the Foothills of Mt. Kenya", the following major constraints have been identified:

- Inappropriate small holder irrigation guidelines
- Weak farmers organization
- Inadequate experience, knowledge and skills on irrigation development on the part of irrigation personnel as well as other agricultural technical staff involved in smallholder irrigation development
- Lack of appropriate agricultural credit for the provision of irrigation infrastructure and farm inputs
- Low funding for irrigation development
- Poor marketing arrangements for irrigated agricultural produce
- Inadequate knowledge and skills in irrigation on the part of farmers
- Poor water management in existing schemes

(6) In a nutshell, poor performance of the smallholder irrigation sub-sector is attributable to inappropriate guidelines, weak farmers organization and inadequate technical capacity of the IDB personnel.

6. SCOPE OF TECHNICAL COOPERATION:

(1) Outputs

The outputs of the technical cooperation will be as follows;

- appropriate smallholder irrigation and drainage development (SHIDD) guidelines are formulated for all the stakeholders
- appropriate training master plan for IDB personnel is developed
- framework for farmers organization is formulated

(2) Activities

The activities of the technical cooperation will be as follows;

a) Smallholder irrigation guidelines

to review agricultural background for SHIDD

to identify the shortcomings of the current guidelines

to update the current guidelines

to finalize updated draft guidelines

*to revise new guidelines

*to legalize the guidelines

b) Development of training master plan for IDB personnel

to conduct training needs assessment

to develop training master plan

*to authorize training master plan

*to implement training programs

c) Formulation of framework for farmers organization

to review current status of Water Users Associations (WUAs)

to develop the procedures for formulating WUAs

to define roles and functions of IDB and other stakeholders in strengthening WUAs

*Activities will be done by IDB outside the project

7. MEASURES TO BE TAKEN BY THE GOVERNMENT OF JAPAN:

In accordance with the laws and regulations in force in Japan and through the normal procedures under its Technical Cooperation Scheme, the Government of Japan will take the following measures, through JICA.

(1) Dispatch of Japanese experts

To provide at its own expense services of the Japanese experts for the purpose of technical cooperation in the fields referred to in Paragraph 9.

(2) Provision of machinery, equipment, and other materials

To provide at its own expense such machinery, equipment, and other material necessary for implementation of the Project as listed in ANNEX III. Machinery, equipment, and other materials referred to above will become the property of the Government of the Republic of Kenya upon being delivered to the Republic of Kenya authorities concerned at the port(s) and/or airport(s) of disembarkation, and will be utilized exclusively for implementation of the Project in consultation

with the Japanese experts referred to in Paragraph 9.

(3) Training of counterpart staff in Japan

To receive at its own expense the Republic of Kenya staff of the Project for technical training in Japan.

8. MEASURES TO BE TAKEN BY THE GOVERNMENT OF THE REPUBLIC OF KENYA :

In accordance with the laws and regulations in force in the Republic of Kenya, the Government of Kenya will take the following measures at its own expense.

(1) Provision of land and facilities

To provide land and facilities as indicated in ANNEX II.

(2) Provision of equipment

To supply or replace machinery, equipment, instruments, vehicles, tools, spare parts, and other materials necessary for implementation of the Project other than those provided through JICA under Paragraph 7 (2) above.

(3) Exemption from taxes and other charges concerning machinery, equipment, and other materials supplied by the Government of Japan

To meet customs duties, internal taxes and any other charges, imposed in the Republic of Kenya on the machinery, equipment and other material referred to Paragraph 7 (2) above,

To meet expenses necessary for the transportation within the Republic of Kenya of the machinery, equipment and other material as well as for the installation, operation and maintenance thereof,

To provide facilities necessary for the maintenance and protection of the articles referred to in Paragraph 7 (2) above.

(4) Running expenses

To meet running expenses necessary for implementation of the Project.

(5) Assignment of counterparts

To assign at least one counterpart staff to each Japanese expert.

(6) Provision of urban transportation facilities

To provide urban transportation facilities for the Japanese experts.

(7) Privileges and exemption

To grant the Japanese experts and their families the privileges, exemptions and benefits no less favorable than those granted to the experts of third countries or international organizations performing similar missions in Kenya.

9. THE FIELDS TO WHICH JAPANESE EXPERTS ARE TO BE ASSIGNED:

- | | |
|---|---------|
| (1) Promotion of smallholder irrigation development (long term) | one (1) |
| (2) Human resource development (long term) | one (1) |
| (3) Community organization (long term) | one (1) |

Note:

- (1) A team leader will be designated among the above experts.
- (2) Short-term experts may also be additionally assigned when necessary for the smooth implementation of the Project.

10. ASSIGNMENT OF KENYAN COUNTERPART STAFF:

- | | |
|--------------------------------|---------|
| (1) Project Coordinator | one (1) |
| (2) Irrigation development | one (1) |
| (3) Human resource development | one(1) |
| (4) Farmers organization | one(1) |

Note:

Administrative and supporting staff will be additionally assigned by the Kenyan side.

11. ADMINISTRATION OF THE PROJECT:

- (1) Deputy Permanent Secretary/ Director of Agriculture will bear overall responsibility for the implementation of the Project.
- (2) The Resident Representative of JICA in the Republic of Kenya will undertake the role of an advisor for the successful implementation of the Project.
- (3) The Project Manager will be responsible for the administration and day to day management of the Project.
- (4) The Japanese experts will give necessary technical advice to the Kenyan counterpart staff on matters relating to the Project.

12. CLAIMS AGAINST JAPANESE EXPERTS:

The Government of the Republic of Kenya will undertake to bear claims, if any, which may arise against the Japanese experts in the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in the Republic of Kenya except for those which may arise from the willful misconduct or gross negligence of the Japanese experts.

13. MUTUAL CONSULTATION:

There will be mutual consultation between both sides on any major issues arising from, or in connection with this document.

ANNEX I: TENTATIVE PROJECT IMPLEMENTATION SCHEDULE

ANNEX II: PROJECT INPUTS

ANNEX III: LIST OF MACHINERY, EQUIPMENT, AND MATERIALS

WORK PLAN

Project Period March, 2000~March, 2003	1st year	2nd year	3rd year
PROJECT ACTIVITIES			
1. Smallholder irrigation guidelines			
1-1 Review of agricultural background for smallholder irrigation and drainage development (SHIDD)			
(1) Study on present policy and future direction in irrigation sub-sector			
(2) Identification of all SHIDD stakeholders			
(3) Survey and evaluation of sample SHIDD schemes that have implemented under the present guidelines			
1-2 Identification of the shortcomings of the current guidelines			
(1) Review of the present guidelines			
(2) Convening consultative workshops			
(3) Literature review on guidelines from other countries			
1-3 Updating the current guidelines			
(1) Review of participatory approach in SHIDD			
(2) Review of existing financing arrangements			
(3) Review of the role of stakeholders			
(4) Review of current credit systems in SHIDD			
(5) Formulation of appropriate credit strategy for SHIDD			
(6) Preparation of draft guidelines			
1-4 Finalization of updated draft guidelines			
(1) Printing new guidelines			
(2) Development of a Q and A manual on guidelines			
(3) Convening explanatory meetings for stakeholders			

*1-5 Revise of new guidelines			
(1) Interview relevant stakeholder			
(2) Correction and revision of new guidelines			
(3) Publishing guidelines			
*1-6 Legalization of new guidelines			
2 Development of training master plan for IDB personnel			
2-1 Conducting training needs assessment			
(1) Assessment of present personnel management system	—		
(2) Inventory of available training materials	—		
(3) Review of past training programs	—		
(4) Review of existing training materials	—		
(5) Inventory of available training facilities	—		
(6) Inventory of potential resource persons	—		
(7) Documentation of previous personal training records	—		
(8) Conducting interview with IDB personnel	—		
(9) Convening consultative IDB meetings	—		
2-2 Development of training master plan			
(1) Development of master plan with time frame	—		
(2) Development of annual training programmes	—	—	
(3) Preparation of implementation plan for groups/individuals	—	—	
(4) Development of training curriculum for groups/individuals	—	—	
(5) Establishment of training management systems	—	—	
(6) Convening meetings to finalize draft training master plan	—	—	—
* 2-3 Approval of training master plan			
(1) Circulation of draft training master plan			
(2) Correction and finalization of training plan			
*2-4 Implementation of training programs			

3 Formulation of framework for farmers organization			
3-1 Review of current status of Water Users Associations (WUAs)			
(1) Review of existing IDB manuals on WUAs	_____		
(2) Review of existing organizational set-ups in WUAs	_____		
(3) Carrying out comparative studies on successful and unsuccessful SHIDD schemes	_____		
(4) Study on WUAs in other relevant countries	_____	_____	_____
(5) Review of sample scheme by-laws	_____		
(6) Identification of WUAs problem areas		_____	
3-2 Development of the procedures for formulating WUAs			
(1) Selecting sample study area	_____		
(2) Conducting workshops on WUAs		_____	
(3) Analysis of workshop results		_____	
(4) Proposing the roles and functions of WUAs in SHIDD			_____
(5) Discussing the direction/roles/functions of WUAs with stakeholders			_____
(6) Development of training plans for WUAs			_____
(7) *Implementation of training programme for WUAs			
3-3 Defining of roles and functions of IDB and other stakeholders in strengthening WUAs			
(1) Preparing guidance on WUAs for IDB staff			_____
(2) Defining the involvement of other stakeholders in WUAs for SHIDD		_____	
(3) Development of WUAs management guide for all stakeholders		_____	
(4) *Implementation of management guide for IDB personnel			

*Activities will be done by IDB outside the project.

ANNEX II PROJECT INPUTS

Project Period March 2000~March 2003	1st year	2nd year	3rd year
JAPANESE CONTRIBUTION			
1. Expert Assignment Scheme (Long-term experts)			
(4) Promotion of smallholder irrigation development			
(5) Human Resource Development			
(6) Community organization			
(Short-term experts)			
Short-term experts may also be additionally assigned when necessary for the smooth implementation of the Project			
2. Equipment Provision Scheme (Equipment to be provided annually within budgetary allocation)			
3. Counterpart Training Scheme (One Kenyan counterpart to be trained in Japan annually)			

KENYAN CONTRIBUTION			
1. Provision of office accomodation			
2. Provision of facilities			
3. Staffing of Counterparts			
(1) Project Coordinator			
(2) Irrigation Development			
(3) Human Resource Development			
(4) Farmers Organization			
(5) Administrative staff			

ANNEX III LIST OF MACHINERY, EQUIPMENT, AND MATERIALS

1. Office equipment
2. Audio-visual aids
3. Survey kit
4. Other necessary machinery, equipment, and materials which may be mutually agreed upon.

Project Design Matrix

Project Title: Promotion of Sustainable Community-based Smallholder Irrigation Development
 Project Period: March 2000 to March 2003
 Target Group: IDB personnel and SHIDD stakeholders

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
<p>1. Overall Goal To promote SHIDD effectively in line with ASIP concept.</p>			<ul style="list-style-type: none"> ◆ Socio-economic condition will not deteriorate substantially ◆ National Development Plan will be followed
<p>2. Project Purpose To strengthen of capacity of IDB to effectively promote sustainable SHIDD</p>	Improved PIU and DIU work plans	Improved IDB annual work plan IDB annual report	<ul style="list-style-type: none"> ◆ ASIP concept will not change
<p>3. Outputs 3.1 Appropriate SHIDD Guidelines are formulated for all the stakeholders 3.2 Appropriate training master plan for IDB personnel is developed</p>	<p>3.1.1 Updated guidelines are available 3.2.1 No. of approved courses 3.2.2 No. of courses implemented</p>	<p>3.1.1 Published guidelines 3.2.1 Training needs assessment report 3.2.2 Master plan document 3.2.3 Training proposal 3.2.4 IDB annual work plan 3.3.1 Farmers organization plan by IDB</p>	<ul style="list-style-type: none"> ◆ Irrigation policy will be favourable ◆ GOK and JICA technical co-operation will continue
<p>3.3 Framework for farmers organization in SHIDD is formulated</p>	<p>3.3.1 Farmers organization manual for IDB staff 3.3.2 Training plan for farmers organization</p>		<ul style="list-style-type: none"> ◆ Inputs from both sides are timely and adequately provided ◆ No. of IDB staff will be retained
<p>4. Activities 4.1 Smallholder Irrigation Guidelines 4.1.1 Review of agricultural background for SHIDD 4.1.2 Identification of the shortcomings of the current guidelines 4.1.3 Updating the current guidelines 4.1.4 Finalization of updated draft guidelines 4.1.5 *Revision of new guidelines 4.1.6 *Legalization of the guidelines</p>	<p>Inputs Japanese Side 1. Experts (long-term Experts) ! Promotion of Smallholder Irrigation Development " Human Resource Development # Community organization (Short term Experts) \$ 2-3 short-term experts per year % Third country expert 2. Training of counterpart personnel in Japan 3. Provision of Equipment 4. Sharing of running expenses</p>	<p>Kenyan Side 1. Counterparts ! Project co-ordinator " Counterpart for promotion of SHIDD # Counterpart for human resource development \$ Management staff % Other staff as needed 2. Land, building & facilities ! Land and facilities for the project " Office and other facilities for Japanese experts 3. Sharing of running expenses</p>	<p>Pre-conditions ◆ All stakeholders in collaborate in this project ◆ Ex-participants of JICA training and other IDB staff will cooperate</p>
<p>4.2 Development of training master plan for IDB personnel 4.2.1 Conduct training needs assessment 4.2.2 Development of training master plan 4.2.3 *Approval of training master plan 4.2.4 *Implementation of training programs</p>			
<p>4.3 Formulation of framework for farmers organization in SHIDD 4.3.1 Review of current status of WUAs 4.3.2 Development of the procedures for formulating WUAs 4.3.3 Defining of roles and functions of IDB & other stakeholders in strengthening of WUAs</p>			
<p>*Activity will be done by IDB outside the project</p>	<p>SHIDD Smallholder Irrigation and Drainage Development ASIP Agriculture Sector Investment Program WUAs Water Users Associations DIU District Irrigation Unit JICA Japan International Cooperation Agency</p>	<p>IDB Irrigation and Drainage Branch PIU Provincial Irrigation Unit GOK Government of Kenya</p>	

4.2 Plan of Operation for Development of training master plan for IDB personnel

Output : Appropriate training master plan for IDB personnel is developed

Activities	Target/Indicators	Schedule												Responsible persons in the Project	Inputs	Remarks				
		2000				2001				2002							2003			
		I	II	III	IV	I	II	III	IV	I	II	III	IV				I	II	III	IV
4.2.1 Conduct training needs assessment 4.2.1.1 Assessment of present personnel management system 4.2.1.2 Inventory of available training materials 4.2.1.3 Review of past training programs 4.2.1.4 Review of existing training materials 4.2.1.5 Inventory of available training facilities 4.2.1.6 Inventory of potential resource persons 4.2.1.7 Documentatio of previous personal training records 4.2.1.8 Conducting Interview with IDB personnel 4.2.1.9 Convening consultative meetings 4.2.2 Development of training master plan 4.2.2.1 Development of master plan with time frame 4.2.2.2 Development of annual training programs 4.2.2.3 Preparation of implementation plan for Groups/Individual 4.2.2.4 Development of training curriculum for groups/Individual 4.2.2.5 Establishment of training management systems 4.2.2.6 Convening meetings to finalize draft training master plan 4.2.3 *Approval of training master plan 4.2.3.1 Circulation of draft training master plan 4.2.3.2 Correction and finalization of training plan 4.2.4 *Implementation of training programs	Assessment report Training materials from inside and outside Analysis report Analysis report Inventory list Inventory list IDB personnel records Summary of interview 8 meetings (one per region and HQ) Training master plan Annual training plan Implementation plan based on annual plan Training curriculum Training management document 8 meetings (one per region and HQ) Approved training master plan Training plan No. of training and No. of staff trained		C/P C/P C/P C/P C/P C/P Head, IDB C/P Head, IDB Head, IDB Head, IDB C/P C/P C/P C/P C/P Head, IDB Head, IDB Head, IDB	Questionnaire Transportation Short-term Expert Cooperation from training Training equipments	Cooperation from personnel management section Cooperation from training Implementation of training program during mini-project will be considered after mid-term evaluation															

* Activity will be done by IDB outside the project

3.3 Equipment and Materials

The equipment and facilities to be provided for the project are summarized in the following table

Item	GOK	JICA	Total	N.B.
Land, office and facilities				
1. Office room	3		3	2 rooms for JICA expert and C/P 1 room for meeting
2. Furniture	3		3	3 sets of Desk + chair
3. Telephone line	2		2	
Equipment and Materials				
1. Vehicle	1-0	2-0	3-0	1 for IDB C/Ps 2 for JICA experts
2. Plain paper facsimile		1	1	
3. E-Mail facilities		1-0	1-0	
4. Desktop Computers		3-2	3-2	With software, UPS and printer
5. Laptop computers		2	2	With software, UPS and printer
6. Photo scanner		1	1	
7. Scanner		1	1	
8. Digital camera		1	1	
9. Photocopiers (office)		1	1	Office type
10. Photocopiers (portable)		1	1	Portable type
11. Multi media projectors		1	1	
12. Power generators		1	1	Portable type
13. Video cameras		1	1	
14. Compact Cameras		1	1	
15. Overhead projector		1	1	
16. Slide projectors		1	1	
17. Hand megaphone		1	1	Battery type
18. Radio microphone with speaker		1	1	
19. Global Positioning Systems		2-3	2-3	
20. Book binding machine		1	1	Punching + Binding
21. TV with Video		0-1	0-1	
22. Theodolite		0-2	0-2	Survey kit
23. SPSS software		0-1	0-1	Statistical package

