

07/10/2000

Minutes of Discussions
on
the Basic Design Study on the Second Project for Construction
of Primary and Junior Secondary Schools in the Eastern Cape Province
in
the Republic of South Africa

In response to a request from the Government of the Republic of South Africa (hereinafter referred to as "the South Africa"), the Government of Japan has decided to conduct a Basic Design Study on the Second Project for Construction of Primary and Junior Secondary Schools in the Eastern Cape Province (hereinafter referred to as "the Project"), and entrusted the study to Japan International Cooperation Agency (JICA).

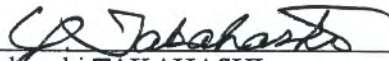
JICA sent to the South Africa the Basic Design Study Team headed by Mr. Yoshiyuki Takahashi, Resident Representative, JICA South Africa Office, with a field survey period between the 1st of October and the 6th of November, 2000.

The team held a series of discussions on the Project with the officials concerned from the National Department of Education and Department of Education Eastern Cape Province. The discussions were followed up with a field survey of 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.

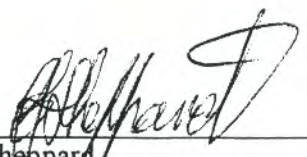
East London, the 10th October, 2000



Yoshiyuki TAKAHASHI
Leader
Basic Design Study Team
Japan International Cooperation Agency



P. G. Qokweni
Acting Superintendent General
Department of Education
Eastern Cape Province



C. J. Sheppard
Director of Planning Support
National Department of Education
The Government of the Republic of
South Africa

ATTACHMENT

1. Objective of the Project

The objective of the Project is to improve the educational environment of primary and junior secondary schools in the North Eastern Region of Eastern Cape Province by reconstructing and expanding school buildings, thus contributing to human resources development in disadvantaged areas.

2. Project Area

The Project area is located in North Eastern Region as shown in ANNEX 1.

3. Responsible and Executing Organization

The responsible and executing organization of the Project is the Department of Education Eastern Cape Province (DoEEC). The Department of Public Works (DPW) will support the implementation of the Project.

The Regional Director and the Regional Coordinator will organize the project in consultation with the relevant communities. District Coordinators and Education Development Officers will support them at district and circuit level respectively.

Upon the completion of the Project, the community and DoEEC will be responsible for the maintenance of the schools granted under the Japan's Grant Aid.

4. Items requested by South Africa

After a series of discussions, the DoEEC requested the items attached as per Annex-3 & 4. JICA will assess the appropriateness of the request and will make a recommendation to the Government of Japan for approval.

5. Japan's Grant Aid Scheme

- 5-1. The South African side understood the Japan's Grant Aid Scheme as explained by the Team and described in Annex-6.
- 5-2. The South African side will take the necessary measures, described in ANNEX 7, for the smooth implementation of the Project, as a condition under which Japan's grant aid is extended to the Project.

6. Schedule of the Study

- 6-1. A consultant team will proceed to do further studies in South Africa until the 6th of November 2000.
- 6-2. JICA will prepare a draft report in English and dispatch a mission in order to explain its contents approximately by the end of January 2001.
- 6-3. In the event of the draft report being acceptable in principle by the Government of South Africa, JICA will complete the final report and forward it to the Government of the South Africa approximately by the end of March 2001.



7. Other Relevant Items

7-1. The Name of the Project

The name of the Project was changed to “the Second Project for Construction of Primary and Junior Secondary Schools in the Eastern Cape Province“ from “The project for construction of Primary and Secondary Schools in the Eastern Cape Province phase III”

7-2. Proposed Sites

- (1) The proposed sites were selected as per Annex 3 attached while taking the Regional Priority list supplied by the provincial office into considerations. The list of proposed sites was drawn up in consultation with all the stakeholders in the North Eastern Region and Districts concerned.
- (2) The sites should be examined in accordance with the criteria attached as Annex-5 in order to justify the appropriateness of schools to be finally selected.
- (3) The DoEEC proposed the followings;
 - Districts that have been neglected during previous Building Programme should receive priority.
 - Special attention should be given to schools in remote areas.

7-3. Building Design

- (1) Building should satisfy functions to comply with the curriculum for basic education at present and in a near future.
- (2) The number of classrooms and other rooms of a building should accommodate the needs necessary to comply with circumstances at present and in a near future, such as the educational system, school age population in a school district, etc.
- (3) The specification of buildings shall follow the building standards in accordance with National Building Regulation in consultation with DPW.
- (4) Buildings should secure durability against climate and predictable natural disasters, such as tornadoes, heavy rains and strong winds.
- (5) Building materials should be procured locally ensuring cost effectiveness.
- (6) Buildings should be maintained locally and cost effectively under the responsibility of community and DoEEC

7-4. Proper and Effective Operation

The executing organization will secure proper and effective operation and maintenance of the buildings to be constructed under the Project.

7-5. Allocation of Teaching and Administration Staff

DoEEC will allocate enough teaching and administration staff to run schools.



DEPARTMENT OF EDUCATION: NOVEMBER 1999

PURPOSE: TO PROMOTE EDUCATION IN THE PROVINCE

FUNCTIONS:

1. The rendering of education services
2. The rendering of corporate services

1 SUPERINTENDENT GENERAL

- MEC STAFF**
- 1 Deputy Director
 - 1 Appointment Secretary
 - 1 Secretary/Receptionist
 - 1 Registration Clerk
 - 1 Driver/Messenger

- 1 Deputy Director (Strategic Management & Coordination)
- 1 Transformation
- 2 Secretary (SG, SPU)
- 1 CES PL5 (Donor Co-ordination & Partnership)
- 2 FES (PL3)
- 1 Deputy Director (SPU)
- 3 Assistant Director (1SG OFFICE, 2 SPU)

BRANCH: EDUCATION SERVICES
PURPOSE: TO RENDER EDUCATION SERVICES

- FUNCTIONS:**
1. The determination and formulation of policy regarding education provision
 2. The co-ordination of district development services and the formulation of policy development regarding education support and improvement

1 DEPUTY DIRECTOR GENERAL
1 SECRETARY

BRANCH: CORPORATE SERVICES
PURPOSE: TO RENDER CORPORATE SERVICES

- FUNCTIONS:**
1. The rendering of human resources administration
 2. The managing of corporate performance
 3. The rendering of financial and provisioning services
 4. The rendering of communication and liaison services

1 DEPUTY DIRECTOR GENERAL
1 SECRETARY

1 Senior Legal Advisor
31 Senior Administrative Officer
1111 Senior Clerk (B2/P3)

CHIEF DIRECTORATE: EDUCATION PROVISIONING

(See Page 2)

CHIEF DIRECTORATE: DISTRICT DEVELOPMENT SUPPORT

(Page 3)

CHIEF DIRECTORATE: HUMAN RESOURCES ADMINISTRATION

(Page 4)

DIRECTORATE: QUALITY ASSURANCE

(Page 5)

C/DIRECTORATE: FINANCE & PROVISIONING ADMIN

(Page 6)

DIRECTORATE: COMM. & LIAISON

(Page 7)

Annex-2 Responsible and Executing Organization

Annex-3 List of Proposed Sites for Schools to be Surveyed for the Project

District	School Name	Type
Mt Ayliff	Sigagane	J.S.S
	Gillespie	J.S.S
	Sipolweni	J.S.S
	Sikhemane	J.S.S
Tabankulu	Mbomba	J.S.S
	Lower Mnceba	J.S.S
	Siyaya	J.S.S
	Ngqane	J.S.S
Mt Frere	Hlane	J.S.S
	Empendla	J.S.S
	Qaqa	J.S.S
	Ntibane	J.S.S
Maluti	Mnceba	J.S.S
	Lameka	J.S.S
	Thabang	J.S.S
	Thokozani	J.S.S
Mt Fletcher	Jongisizwe	S.P.S
	Ulundi	J.S.S
	Fletcherville	J.S.S
	Mahlake	J.S.S
Bizana	Bonda	S.P.S
	Makhosonke	J.S.S
	Patekile	J.S.S
	Majazi	J.S.S
Flag Staff	Mali	J.S.S
	Buttville	J.S.S
	Gcinilifu	J.S.S
	Camagu	J.P.S
Lusikisikl	Hlabathini	J.S.S
	Cetywayo	J.S.S
	Mdingi	J.S.S
	Mkumbeni	J.S.S
Umzimkulu	Vumazonke	S.P.S
	Stranger Rest	J.S.S
	Amawushe	J.S.S
	Keswas	J.S.S

J.S.S Junior Secondary School

S.P.S Senior Primary School

Notes. Inclusion of Umzimkulu into the List of Proposed Sites will be further discussed within the DoEEC and the Team will be notified at a later stage. Once Umzimkulu is included in the List of Proposed Sites, and then Lusikisikl would be excluded from the List of Proposed Sites.

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Annex-4 Items Requested by the South African side

- **School Buildings**
 - Classrooms (50sqm / classroom)
 - An office with store (37sqm)
 - Toilets (pit latrines, 1.5 - 2.0 pit / classroom)
 - Rainwater tanks (2 x 4,500 liters / 3 classrooms, 4 x 4,500 liters / 6 classrooms)
- **Water supply facility (Inside the site)**
- **Electric Facility (Inside the site)**
- **Drainage Facility (Inside the site)**
- **Material for fencing**
- **Furniture**
 - Desks (for pupils and teachers)
 - Chairs (for pupils and teachers)
 - Cabinets
 - Black Board



Annex-5 Criteria for the Site Selection

1. Physical condition of the existing schools
2. Shortage of classrooms
3. Letter of approval: school sites
4. Pupil enrollment in the existing school and its school district
5. Approved Plan for school construction by the DoEEC / DPW
6. Ability of communities and schools to carry out day to day maintenance
7. Proper access road to carry construction material and equipment
8. Topographical appropriateness for construction

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ANNEX-6 Japan's Grant Aid Scheme

1. Grant Aid Procedure

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

Application	Request made by a recipient country
Study	Basic Design Study conducted by JICA
Appraisal & Approval	Appraisal by the Government of Japan and Approval by Cabinet
Determination of Implementation	The Notes exchanged 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 (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 to conduct a study on the request. If necessary, JICA send a Preliminary Study Team to the recipient country to confirm the contents of the request.

Secondly, JICA conducts the study (Basic Design Study), using Japanese consulting firms.

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 approval.

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

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

2. Basic Design Study

1) Contents of the Study

The aim of the Basic Design Study (hereinafter referred to as "the Study"), conducted by JICA on a requested project (hereinafter 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 the technical, social and economic points 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; and
 - 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 Japan's Grant Aid Scheme.

The Government of Japan requests the Government of the recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even through 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 organizations of the recipient country through the Minutes of Discussions.

2) Selection of Consultants

For the smooth implementation of the Study, JICA uses a consulting firm selected through its own procedure (competitive proposal). The selected firm participates the Study and prepares a report based upon the terms of reference set by JICA. At the beginning of implementation after the Exchange of Notes, for the services of the Detailed Design and Construction Supervision of the Project, JICA recommends the same consulting firm which participated in the Study to the recipient country, in order to maintain the technical consistency between the Basic Design and Detailed Design.

3. Japan's Grant Aid Scheme

1) What is Grant Aid?

The Grant Aid Program 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) "The period of the Grant" means the one fiscal year which the Cabinet approves the project for. Within the fiscal year, all procedure such as exchanging of the Notes, concluding contracts with consulting firms and contractors 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) Under the Grant, 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, contracting 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 the 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 of Japanese taxpayers.

- 6) Undertakings required to the Government of the recipient country

- a) to secure a lot of land necessary for the construction of the Project and to clear the site;
- b) to provide facilities for distribution of electricity, water supply and drainage and other incidental facilities outside the site;
- c) to ensure prompt unloading and customs clearance at ports of disembarkation in the recipient country and internal transportation therein of the products purchased under the Grant Aid;
- d) to exempt Japanese nationals from customs duties, internal taxes and fiscal levies which may be imposed in the recipient country with respect to the supply of the products and services under the verified contracts;
- e) to accord Japanese nationals whose services may be required in connection with

the supply of the products and services under the verified contracts such as facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work;

- f) to ensure that the facilities constructed and products purchased under the Grant Aid be maintained and used properly and effectively for the Project; and
- g) to bear all the expenses, other than those covered by the Grant Aid, necessary for the Project.

7) "Proper Use"

The recipient country is required to maintain and use the facilities constructed and equipment purchased under the Grant Aid properly and effectively and to assign the necessary staff for operation and maintenance of them 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 shall not be re-exported from the recipient country.

9) Banking Arrangement (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 Authorization to Pay (A/P) issued by the Government of recipient country or its designated authority.

ANNEX-7 Major Undertakings by Each Government

No	Items	To be covered by Grant Aid	To be covered by Recipient side
1	To secure land		●
2	To clear, level and reclaim the site when needed		●
3	To construct gates and fences in and around the site		●
4	To construct the parking lot	●	
5	To construct roads	●	
	1) Within the site		●
	2) Outside the site		
6	To construct the building	●	
7	To provide facilities for the distribution of electricity, water supply, drainage and other incidental facilities		
	1) Electricity		
	a. The distributing line to the site		●
	b. The drop wiring and internal wiring within the site	●	
	c. The main circuit breaker and transformer	●	
	2) Water Supply		
	a. The city water distribution main to the site		●
	b. The supply system within the site (receiving and/or elevated tanks)	●	
	3) Drainage		
	a. The city drainage main (for storm, sewer and others) to the site		●
	b. The drainage system (for toilet sewer, ordinary waste, storm drainage and others) within the site	●	
	4) Gas Supply		
	a. The city gas main to the site		●
	b. The gas supply system within the site	●	
	5) Telephone System		
	a. The telephone trunk line to the main distribution frame / panel (MDF) of the building		●
	b. The MDF and the extension after the frame / panel	●	
	6) Furniture and Equipment		
	a. General furniture		●
	b. Project equipment	●	
8	To bear the following commissions to a bank of Japan for the banking services based upon the B/A		
	1) Advising commission of A/P		●
	2) Payment commission		●
9	To ensure prompt unloading and customs clearance at the port of disembarkation in recipient country		
	1) Marine(Air) transportation of the products from Japan to the recipient country	●	
	2) Tax exemption and customs clearance of the products at the port of disembarkation		●
	3) Internal transportation from the port of disembarkation to the project site	(●)	(●)

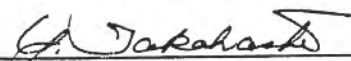
10	To accord Japanese nationals whose services may be required in connection with the supply of the products and the service under the verified contract such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work		●
11	To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which may be imposed in the recipient country with respect to the supply of the products and service under the verified contract		●
12	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid		●
13	To bear all the expense, other than those to be borne by the Grant Aid, necessary for construction of the facilities as well as the transportation and installation of the equipment		●

Minutes of Discussions
on
the Basic Design Study on the Second Project for Construction
of Primary and Junior Secondary Schools in the Eastern Cape Province
in
the Republic of South Africa
(CONSULTATION ON DRAFT REPORT)

In October 2000, the Japan International Cooperation Agency (JICA) dispatched a Basic Design Study Team on the Second Project for Construction of Primary and Junior Secondary Schools in the Eastern Cape Province (hereinafter referred to as "the Project") to the Republic of South Africa (hereinafter referred to as "South Africa"), and through discussions, site surveys, and technical examination of the results in Japan, JICA prepared the draft report of the study.

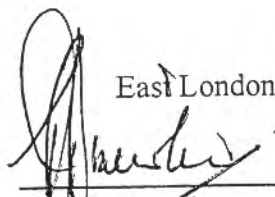
In order to explain and to consult the South African side on the components of the draft report, JICA sent to South Africa the Draft Report Explanation Team (hereinafter referred to as "the Team"), which is headed by Mr. Yoshiyuki Takahashi, Resident Representative, JICA South Africa Office, from 13th February to 22nd February, 2001.

As a result of discussions, both sides have confirmed the main items described on the attached sheet.



Yoshiyuki Takahashi
Leader
Basic Design Study Team
Japan International Cooperation Agency

East London, 19th February, 2001



P.G. Qokweni
Acting Superintendent General
Department of Education
Eastern Cape Province



C. J. Sheppard
Director of Physical Planning
National Department of Education
The Government of the Republic of the
South Africa

ATTACHMENT

1. Components of the Draft Report

The Government of South Africa agreed and accepted in principle the components of the draft report explained by the Team. The selected schools as agreed upon are listed in Annex 1.

2. Japan's Grant Aid System

The South African side understood the Japan's Grant Aid Scheme and the necessary measures to be taken by the Government of South Africa as explained by the Team and described in Annex 6-7 of the Minutes of Discussions signed by both parties on 10th October, 2000.

3. Schedule of the Study

JICA will complete the final report in accordance with the discussed items and forward it to the Government of South Africa around April 2001.

On condition that the Japanese Government approves the final report submitted by JICA, the expected schedule of the implementation of the Project would be as follows:-

1. Exchange of Notes(E/N) : June, 2001
2. Contract of the Consultant : July, 2001
3. Tendering(in Japan) : November, 2001
4. Site preparation : December, 2001

4. Other Relevant Issues

4-1 The National Department of Education(NDoE)

NDoE will take the necessary measures for smooth implementation of the Project.

4-2 Allocation of teaching staff

Provincial Department of Education(PDoE) should allocate sufficient teaching staffs to functionally operate classes by the completion of the Project.

4-3 Access- roads

PDoE should make necessary arrangement to improve access-roads before the commencement of construction.

4-4 Land Preparation

PDoE should ensure that all sites are readily secured for construction.

4-5 School fencing

Each recipient School Governing Body(SGB) is responsible for the erection of the school fence with supervision by the PDoE.

4-6 Maintenance of the school

PDoE should support all SGBs with the maintenance of schools after the completion of the Project.

4-7 Additional school

PDoE requested JICA to consider including one additional school(C-4 Ngqame, Tabankulu District).

Annex1

The List of selected schools as agreed upon

No.	Name of School	District
1	Sigagane	Mt.Ayliff
2	Gillespie	Mt.Ayliff
3	Sipolweni	Mt.Ayliff
4	Sikhemane	Mt.Ayliff
5	Lower Mnceba	Tabankulu
6	Hlane	Mt.Frere
7	Empendia	Mt.Frere
8	Qoqa	Mt.Frere
9	Ntibane	Mt.Frere
10	Mnceba	Maluti
11	Lameka	Maluti
12	Thabang	Maluti
13	Thokozani	Maluti
14	Jongisizwe	Mt.Fletcher
15	Fletchervill	Mt.Fletcher
16	Bonda	Bizana
17	Majazi	Bizana
18	Camagu	Flagstaff
19	Hlabathini	Lasikisiki

※The number doesn't indicate the priority.