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SCOPE OF WORK
FOR
THE STUDY
ON
IMPROVEMENT OF ROADS
IN
THE SOUTHERN REGION
IN
LAO PEOPLE'S DEMOCRATIC REPUBLIC

AGREED UPON BETWEEN

DEPARTMENT OF ROADS,
MINISTRY OF COMMUNICATION, TRANSPORT, POST AND CONSTRUCTION

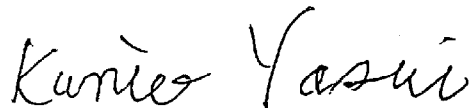
AND

JAPAN INTERNATIONAL COOPERATION AGENCY

Vientiane, 20th, August, 2001



Mr. Sommad PHOLSENA
Director General,
Department of Roads,
Ministry of Communication,
Transport, Post and Construction



Mr. Kunio YASUI
Preparatory Study Team,
Japan International
Cooperation Agency (JICA)

I .INTRODUCTION

In response to a request from the Government of Lao People's Democratic Republic (hereinafter referred to as "the Government of Lao P.D.R."), the Government of Japan decided to conduct the Study on Improvement of Road in the Southern Region in Lao P.D.R. (hereinafter referred to as "the Study"), in accordance with the relevant laws and regulations in force in Japan.

Accordingly, the Japan International Cooperation Agency (hereinafter referred to as "JICA"), the official agency responsible for the implementation of the technical cooperation programmes of the Government of Japan, will undertake the Study, in close cooperation with the authorities concerned of the Government of Lao P.D.R.

The present document sets forth the scope of work with regard to the Study.

II .OBJECTIVES OF THE STUDY

The objectives of the Study are:

1. To establish the Master Plan of the road improvement in the southern region of the Lao P.D.R. and to conduct a feasibility study on the priority projects.
2. To pursue technology transfer to the counterpart personnel in the course of the Study.

III . STUDY AREA

The area of the Study shall include five provinces in the southern region of Lao P.D.R., namely Champasak, Savannakhet, Saravan, Sekong and Attapeu.

IV .SCOPE OF THE STUDY

In order to achieve the objectives mentioned above, the study shall cover following items:

1. Master Plan Study
 - (1) Review of the related development plans, socio-economic data, transport sector data and natural conditions
 - (2) Analysis of socio-economic framework and identification of development potential in the region
 - (3) Conduct of supplementary surveys and analyses (e.g. road inventory, bridge inventory, and traffic survey)

- (4) Formulation of the basic road network
- (5) Forecast of the future traffic demand
- (6) Establishment of rural road improvement/construction criteria and engineering standards
- (7) Cost estimation of road improvement, construction and maintenance
- (8) Initial environment examination
- (9) Evaluation of road links of proposed road network
- (10) Establishment of the road improvement/construction/maintenance plan
- (11) Economic analysis
- (12) Selection of road links for feasibility study

2. Feasibility Studies of the high priority projects

- (1) Natural condition survey
- (2) Alternative study
- (3) Design standards and criteria (geometry, structure, pavement, etc.)
- (4) Preliminary engineering design
- (5) Environment impact assessment
- (6) Project implementation plan
- (7) Maintenance and rehabilitation plan
- (8) Cost estimation
- (9) Economic analysis and evaluation

3. Overall Evaluation and Recommendations

V. STUDY SCHEDULE

The Study will be carried out in accordance with attached tentative schedule shown in the APPENDIX.

VI. REPORTS


JICA shall prepare and submit the following reports in English to Government of Lao P.D.R.

1. Inception Report:

Twenty (20) copies, at the commencement of the Study.

2. Progress Report 1

Twenty (20) copies, within three (3) months after the commencement of the Study



3. Interim Report

Twenty (20) copies, within six (6) months after the commencement of the Study.

4. Progress Report 2

Twenty (20) copies, within nine (9) months after the commencement of the Study.

5. Draft Final Report:

Twenty (20) copies, within twelve (12) months after the commencement of the Study.

6. Final Report:

Twenty (20) copies, within one (1) month after the receipt of the written comments on the Draft Final Report from the Government of Lao P.D.R., while these comments are expected to be delivered to JICA within one (1) month after the receipt of the Draft Final Report.

VII. UNDERTAKING OF GOVERNMENT OF LAO P.D.R.

1. To facilitate smooth conduct of the Study, Government of Lao P.D.R. shall take following necessary measures:

- (1) To secure the safety of the Japanese study team (hereinafter referred to as "the Team") in Lao P.D.R.;
- (2) To permit the members of the Team to enter, leave and sojourn in Lao P.D.R. for the duration of their assignments therein and exempt them from foreign registration requirements and consular fees;
- (3) To exempt the members of the Team from taxes, duties and any other charges on equipment, machinery, and other materials brought into Lao P.D.R. for the implementation of the Study;
- (4) To exempt the members of the Team from income tax and charges of any kind imposed on or in connection with any emoluments or allowances paid to the members of the Team for their services in connection with the implementation of the Study;
- (5) To provide necessary facilities to the Team for the remittance as well as utilisation of the funds introduced into Lao P.D.R. from Japan in connection with the implementation of the Study;
- (6) To secure permission for the Team to enter the private properties or restricted areas for the conduct of the Study;
- (7) To secure permission for the Team to take all data and documents (including maps and photographs) related to the Study out of Lao P.D.R. to Japan; and
- (8) To provide medical services as needed. Its expenses will be chargeable on the members of the Team.

2. Government of Lao P.D.R. shall bear claims, if any arises against the members of the Team resulting from, occurring in the course of or otherwise connected with the discharges of their duties in the

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implementation of the Study, except when such claims arises from gross negligence or wilful misconduct on the part of members of the Team.

3. The Department of Roads in the Ministry of Communication, Transport, Post and Construction (hereinafter referred to as "MCTPC") shall act as the counterpart agency to the Japanese Study Team and also act as the co-ordinating body with the other relevant organisations for the smooth implementation of the Study on behalf of the Government of Lao P.D.R.

4. The Department of Roads shall, at its own expense, provide the Team with the following, in co-operation with relevant organisations:

- (1) Available data and information related to the Study, including aerial photographs and maps;
- (2) Counterpart personnel;
- (3) Suitable air-conditioned office space with necessary equipment in Vientiane and Pakse;
- (4) Credentials or identification cards; and
- (5) Appropriate number of vehicles with drivers.

VIII. UNDERTAKING OF JICA

For the implementation of the study, JICA shall take the following measures:

1. To dispatch, at its own expenses, the Team to Lao P.D.R.; and
2. To pursue technology transfer to Lao P.D.R. counterpart personnel in the course of the Study.

IX. CONSULTATION

JICA and Road Department shall consult with each other in respect of any matter that may arise from or in connection with the Study.



APPENDIX

Tentative Schedule

Month	1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	17	
Year	2002											2003					
Month of the year	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	
Work in Lao P.D.R.	[REDACTED]																
Work in Japan	<input type="checkbox"/>											<input type="checkbox"/>					
Reports	△ IC/R	△ P/R1	△ IT/R	△ P/R2					△ DF/R	△ F/R							

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MINUTES OF MEETING
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Vientiane, 20th, August, 2001



Mr. Sommad PHOLSENA
Director General,
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Mr. Kunio YASUI
Preparatory Study Team,
Japan International
Cooperation Agency (JICA)

In response to the request of the Government of the Lao People's Democratic Republic (hereinafter referred to as "the Government of the Lao P.D.R."), the Government of Japan decided to conduct the Study on the Improvement of Roads in the Southern Region in Lao People's Democratic Republic (hereinafter referred to as "the Study") through the Japan International Cooperation Agency (hereinafter referred to as "JICA").

The Preparatory Study Team (hereinafter referred to as "the Team") organised by JICA and headed by Mr. Kunio YASUI visited Lao People's Democratic Republic from August 12 through 22, 2001, where field reconnaissance were carried out a-series of meetings were held to discuss the Scope of Work for the Study with relevant authorities of the Government of the Lao P.D.R.

The meetings were held between officials of the Department of Roads, Ministry of Communication, Transport, Post and Communication (hereinafter referred to as "MCTPC"). The list of participants in the meeting appears in the appendix.

Through the discussions, both sides agreed to the Scope of Work which defines the terms and conditions of this bilateral cooperation for the Study and in addition to the Scope of Work, the Team and the Government of the Lao P.D.R. confirmed the following:

1. Study Title

Both sides agreed to use "The Study on the Improvement of Roads in the Southern Region in Lao People's Democratic Republic" as the name of the Study.

2. Study Area

Both sides agreed that the study area covers four provinces, namely Champasak, Sekong, Saravan, and Attapeu, in the South region of Lao P.D.R., and a part of Savanakhet in the central region, due to Route 1G, which runs through Savanakhet to meet Route 9.

3. Steering Committee

Both sides agreed that the Steering Committee would be set up to conduct the Study efficiently under the initiative of Department of Roads. The committee will be comprised of the following ministries and organisations mainly, and the other ministries and organisations could be included if Department of Roads recognises the necessity.

- (1) Ministry of Communication, Transport, Post and Construction,
- (2) Departments of Communication, Transport, Post and Construction in Champasak, Sekong, Saravan, Attapeu, and Savanakhet,
- (3) Provincial Offices of Champasak, Sekong, Saravan, Attapeu, and Savanakhet,
- (4) Committee of Planning and Cooperation,
- (5) Ministry of Agriculture and Forestry,
- (6) Science, Technology and Environment Agency
- (7) Ministry of Industry and Handicrafts

4. Counterpart Personnel

The Team requested the Government of the Lao P.D.R. to allocate necessary number of counterpart personnel throughout the Study, and the Government of the Lao P.D.R. agreed to allocate necessary number of counterpart personnel based upon the composition of JICA Study Team.

5. Seminar and Workshops on Technology Transfer

The Government of the Lao P.D.R. requested the Team to hold technical seminars and/or workshops whenever the reports are submitted. The Team promised to convey this request to JICA Headquarters.

6. Vehicles

The Government of the Lao P.D.R. expressed that due to budgetary and administrative constraints, it would be difficult to provide appropriate number of vehicles. The Team recognised the situation and agreed to convey this issue to JICA Headquarters for consideration.

7. Office Space and Equipment

The Government of the Lao P.D.R. shall provide necessary office space with air-conditioner, furniture (desks, chairs, etc.) and telephone lines.

However, the Government of the Lao P.D.R. expressed that due to budgetary and administrative constraints, it would be difficult to provide appropriate number of computers and photocopy machine for the Study. The Team promised to convey this issue to JICA Headquarters for consideration.

8. Reports

The Team expressed the request to the Government of the Lao P.D.R. to make the reports available to the public in order to achieve maximum use of the Study result, and Departments of Roads agreed.

The Government of the Lao P.D.R. requested for the final report to be prepared in electronic data, and the Team agreed.

9. Counterpart Training

The Government of the Lao P.D.R. requested that JICA conduct counterpart training in Japan as well as on the job training for the purpose of the smooth transfer of technology during the Study. The Team promised to convey this issue to JICA Headquarters for consideration.



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Appendix

The List of Participants

1. Lao People's Democratic Republic Side:

<Ministry of Foreign Affairs>

Mr. Vichit XINDAVONG Director General, Department of Asia-Pacific & Africa

<Committee of Planning and Cooperation>

Mr. Latsmey KEOMANY Deputy Director General, Department of International Cooperation

Mr. Hajime WATANABE JICA Expert

<Ministry of Communication, Transport, Post and Construction (MCTPC)>

Mr. Math SOUNMALA Director General of Cabinet Office

<Departments of Roads, MCTPC>

Mr. Sommad PHOLSENA Director General

Mrs. Keoviengsanh KHAMKHOSY Director of Disbursement Division

Mrs. Phogeun SOUVANNAVONG Deputy Director of Project Monitoring Division

Mr. Aloun KHOUNNAVONG Engineer, Project Monitoring Division

Mr. Khamphet INTHIDETH Director of Planning and Technical Division

Mr. Sisomphanh PHIMSIPASOM Deputy Director of Road Administration Division

Mr. Khamphou DUANGTHANOME Director of Personnel and Administration Division

Mr. Yoshiaki KON JICA Expert

<Provincial Office of Champasak >

Mr. Onenua PHOMMACHANH Governor

<Champasak DCTPC >

Dr. Kung SOUK-ALOUN Director

Mr. SaVeng PHOUNSAVAD Deputy Director

Mr. Me THONGMANY Deputy Director

Mr. Lienthong Transport office

Mr. Somrak Lao Airport Authority, Pakse office

Mr. Khamphong Engineer

<Provincial Office of Saravan>

Mr. Thongvang SIHACHACK Governor

Mr. Ramphy Director of Governor's Office

Mr. Vannasouk Vice Director of Governor's Office

Mr. Khanxay Director of Foreign Relation Department

<Saravan DCTPC>

Mr. Bounmy Director

Mr. Khamchanh Chief of Road Administration Project

Mr. Kham CHANK Project Manager

Mr. Bounleuang ALLANGSY Deputy Director of Communication Department

Ms. Veomani Engineer of Planning

<Provincial Office of Sekong>

Mr. Boualeuy CHANHLAKHAM Vice Governor

Mr. Somsanook Foreign Relation Department

<Sekong DCTPC >

Mr. Thongthep Director
Mr. Soutsana SITHAVONG Deputy Director
Mr. Bounvilay SENMANYSAY Communication Office
Mr. Phengsy SYLAVY

<Provincial Office of Attapeu>

Mr. Khamkeut VEUNKHAM Governor

<Attapeu DCTPC>

Mr. Alomdeth BOUTHICHACK Director

2. Japan Side:

<The Preparatory Study Team>

Mr. Kunio YASUI Leader/ Road Planning
Mr. Koichiro FUMOTO Bridge Planning
Ms. Rinko JOGO Study Planning
Mr. Toshihiro HOTTA Road & Bridge Design / Pre-evaluation
Mr. Takanori HAYASHIDA Natural Condition / Environment

<Embassy of Japan>

Mr. Hiroshi MANABE Counsellor
Mr. Kazunori KAWADA First Secretary
Mr. Shusaku HIRAYAMA Second Secretary

<JICA Laos Office>

Mr. Makoto AOKI Resident Representative
Mr. Hiroshi HIDAKA Assistant Resident Representative
Mr. Masatoshi KAIMASU Project Formulation Advisor
Ms. Sachiyo YAMATO Staff
Ms. Nilaphay SOUVONG Assistant Programme Officer
Mr. Chansada SOUVANLASY Interpreter

3. Other Attendants:

<Asian Development Bank Laos Office>

Mr. Paul V. TURNER Resident Representative

