SCOPE OF WORK FOR THE MASTER PLAN STUDY ON AQUACULTURE DEVELOPMENT IN MALAWI

AGREED UPON BETWEEN MINISTRY OF NATURAL RESOURCES AND ENVIRONMENTAL AFFAIRS AND JAPAN INTERNATIONAL COOPERATION AGENCY

LILONGWE, SEPTEMBER 16, 2002

Mr. George C. Mkondiwa

Principal Secretary

Ministry of Natural Resources and

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MALAWI

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Team Leader

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MALAWI

I. INTRODUCTION

In response to the request of the Government of Malawi, the Government of Japan has decided to conduct the Master Plan Study on Aquaculture Development in Malawi (hereinafter referred to as "the Study") together with the Government of Malawi 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 programs of the Government of Japan, will undertake the Study in close cooperation with the authorities concerned of the Government of Malawi.

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 formulate a national aquaculture development plan (master plan) for sustainable development of fisheries in Malawi; and
- 2. To transfer relevant technology to the Malawi counterpart personnel through on-the-job training in the course of the Study.

III. OUTLINE OF THE STUDY

1. Study Area

All water bodies in Malawi; namely Lake Malawi, Lake Malombe, Lake Chiuta, Lake Chilwa and all rivers, dams and small water bodies, and inland areas.

2. Scope of the Study

In order to achieve the objectives above, the Study shall consist of the following activities.

- (1) To clarify the situation of aquaculture by reviewing fisheries in Malawi Main activities are as follows:
 - 1) Data collection and analysis, and extensive field survey on the following aspects:
 - (a) General situation:
 - a) Natural conditions (topology and geography, meteorology, water resources, soil condition, vegetation, etc.)
 - b) Social and economic conditions (population, education, health, transport and communications, energy provision, economic structure, etc.)
 - c) Agriculture and animal husbandry (production, technology, and



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management)

- d) Fisheries sector (production, processing and marketing, etc.)
- (b) Situation of fisheries resources management:
 - a) Communities and organizations in resources management
 - b) Fishing gear and fishing methods
 - c) Technology and method of resources management
 - d) Fishing data (fishing conditions, information collecting system, etc.)
 - e) Legislation and institution (regulations, etc.)
- (c) Situation of aquaculture:
 - a) Management and technology (fish farmers' organization, marketing, capacity building, farming technique, stock enhancement, etc.)
 - b) Economic
 - c) Training and extension programmes
 - d) Legislation and institution (regulations, by-laws, land tenure, etc.)
 - e) Environmental issues (natural conditions, IEE/EIA procedure, etc.)
- 2) Review of projects

Review of previous fisheries projects in general as well as aquaculture development projects

- (2) Survey of target groups for aquaculture's practice and extension
- (3) Identification of appropriate technologies and methods for target groups such as in small-holder fish farming, stock enhancement, fish preservation and floating net cage
- (4) Formulation of strategy on aquaculture development
- (5) Preparation of pilot projects
- (6) Implementation of pilot projects
- (7) Formulation of aquaculture development plan (master plan) by target groups, appropriate technologies, institutional arrangement, extension/training system, marketing, financial aspects, and environmental aspects
- (8) Selection of priority project(s)
- (9) Preparation of implementation plan of the priority project(s)

IV. STUDY SCHEDULE

The Study will be carried out during a period of approximately thirty-two (32) months, in accordance with the attached tentative work schedule (ANNEX).

V. REPORTS

JICA shall prepare and submit the following reports to the Government of Malawi:



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- 1 Inception Report
 Thirty (30) copies at the beginning of the second field work.
- 2 Progress Report
 Twenty (20) copies at the end of the second field work.
- 3 Interim Report Thirty (30) copies.
- 4 Field Report (1) Twenty (20) copies.
- 5 Field Report (2) Twenty (20) copies.
- 6 Draft Final Report
 Fifty (50) copies. The government of Malawi will provide JICA
 with its comments on Draft Final Report within one (1) month after
 receipt of the Draft Final Report.
- 7 Final Report
 Fifty (50) copies within two (2) months after receipt of the comments from the Government of Malawi on the Draft Final Report.

VI. UNDERTAKING OF THE GOVERNMENT OF MALAWI

- 1. To facilitate the smooth conduct of the Study; the Government of Malawi shall take necessary measures:
 - (1) To permit the members of the Japanese Study Team to enter, leave and sojourn in Malawi for the duration of their assignments therein and exempt them from foreign registration requirements and consular fees;
 - (2) To exempt the members of the Japanese Study Team from taxes, duties and any other charges on equipment, machinery and other material brought into Malawi for the implementation of the Study;
 - (3) To exempt the members of the Japanese Study 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;
 - (4) To provide necessary facilities to the Japanese Study Team for the remittance as well as utilization of the funds introduced into Malawi from Japan in connection with the implementation of the Study;



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- 2. The Government of Malawi shall bear claims, if any arises, against the members of the Japanese Study Team resulting from, occurring in the course of, or otherwise connected with, the discharge of their duties in the implementation of the Study, except when such claims arise from gross negligence or willful misconduct on the part of the Japanese Study Team.
- 3. Department of Fisheries shall, at its own expense, provide the Japanese Study Team with the following, in cooperation with other organizations concerned:
 - (1) Security-related information on as well as measures to ensure the safety of the Japanese Study Team;
 - (2) Information on as well as support in obtaining medical services;
 - (3) Available data and information related to the Study;
 - (4) Counterpart personnel;
 - (5) Suitable office space with necessary office equipment and furniture in Lilongwe;
 - (6) Credentials or identification cards.

VII. CONSULTATION

JICA and Department of Fisheries shall maintain constant communication and consult with each other in respect of any matters that may arise from or in connection with the Study.

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TENTATIVE SCHEDULE

Months	1	2	3	4	5	6	7 8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
The Study in Malawi															·																·
The Study in Japan						:		i																		<u> </u>					
		Pilot Project																													
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(Remarks)

Ic/R : Inception Report

Pr/R : Progress Report It/R : Interim Report

Fd/R : Field Report
Df/R : Draft Final Report

© : Comments on Df/R by the Government of Malawi

F/R : Final Report



MINUTES OF THE MEETINGS
ON
SCOPE OF WORK
FOR
THE MASTER PLAN STUDY
ON
AQUACULTURE DEVELOPMENT
IN MALAWI

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Ministry of Natural Resources and

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Ministry of Finance and

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MALAWI

1. Introduction

In response to the request of the Government of Malawi, the Preparatory Study Team (hereinafter referred to as "the Team") organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA"), and headed by Mr. Takashi MIZUNO, visited Malawi from 9 September to 17 September 2002 for the purpose of discussing and confirming the Scope of Work for the Master Plan Study on Aquaculture Development in Malawi (hereinafter referred to as "the Study")

The Team had a series of discussions with the Malawian officials concerned of the Ministry of Natural Resources and Environmental Affairs on the Scope of Work for the Study. The list of participants in a series of meetings is attached in the ANNEX.

As a result of discussions, the Ministry of Natural Resources and Environmental Affairs and the Team agreed on the Scope of Work for the Study.

This document sets forth the main issues discussed and agreed upon by both sides in relation to the Scope of Work for the Study.

2. Title of the Study

Both sides agreed that the title of the Study should be changed from "The Study on Fisheries Projects Review and Aquaculture Development in Malawi" to "The Master Plan Study on Aquaculture Development in Malawi".

3. Objective of the Study

The Malawian side requested that the study should develop a Master Plan for the fisheries sector to act as a framework which can guide the department on future activities for the development of fisheries industry. The Team explained that instead of developing a Master Plan for the whole fisheries sector, the Team will only develop an Aquaculture Master Plan because it has vast experience in aquaculture than capture fisheries. Both sides agreed that the objective of the Study is to formulate an aquaculture development plan.

4. Review of Fisheries in Malawi

Both sides agreed that the review process should be consultative involving exchange of opinions and experiences as well as holding seminars/workshops between the Study Team and Malawian counterparts so that the pertinent issues can be ironed out. In addition, it was recognized that although aquaculture contributes a small



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proportion to total national fish production, it is nevertheless, important at rural household level in terms of food security and income. Consequently, both sides agreed that the review will cover not only aquaculture but also whole fisheries sector, and clarify the importance and necessity of aquaculture development.

5. Counterpart Agency for the Study

The Department of Fisheries shall act as counterpart agency to the Study Team during the implementation of the Study and also as a coordinating body in relation with other governmental and non-governmental organizations concerned for the smooth implementation of the Study.

6. Pilot Projects

The pilot projects will be identified through consultations and analysis of information to define the needs, and shall be decided through the discussions between both sides.

7. Assignment of Counterpart Personnel

The Malawian side will assign the counterpart personnel to the Study Team in the following fields:

- 1) Aquaculture
- 2) Fisheries Economics
- 3) Fisheries Biology
- 4) Administration and Management
- 5) Sociology
- 6) Policy and Legislation

8. Counterpart Training in Japan

The Malawian side requested that the counterpart personnel be trained in Japan as one of the activities to achieve technology transfer.

9. Office Accommodation

The Malawian side promised to provide the Study Team with a suitable office space within the buildings of Ministry of Natural Resources and Environmental Affairs and to make its best effort to provide desks, chairs, the use of internet services and one

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telephone with facsimile function in the office as required, except internet/telephone bills.

10. Equipment for the Study

The Malawian side requested that the following equipment and materials for the Study be provided by JICA. The Team promised to convey the request to the JICA headquarters.

- 1) Four wheel drive vehicle
- 2) Personal Computer
- 3) Fax Machine
- 4) Photocopy Machine

11. Final Report

The Malawian side agreed that the Final Report would be open to the public.

12. Financial Support on Travel Expenses for Counterpart Personnel

The Malawian side requested that JICA consider providing financial support on travel expenses for the counterpart personnel. The Team will convey the request to JICA headquarters for consideration.



List of Participants in a series of meetings

Malawi Side

Ministry of Natural Resources and Environmental Affairs

Mr. George C. Mkondiwa Principal Secretary

Department of Fisheries

Mr. S. A. Mapila Director of Fisheries

Mr. S. Chimatiro

Deputy Director of Fisheries (Administration)

Mr. A. Bulirani

Deputy Director of Fisheries (Technical Services)

Mr. O. M. Kachinjika Chief Fisheries Officer (Extension and Training)

Ms. C. L. Pasani Fisheries Officer
Mr. P. G. Ngoma Fisheries Economist

Ministry of Finance and Economic Planning

Mr. A. Mzoma Deputy Director (Debt and Aid Management)

Mr. D. Y. C. Wirima Assistant Director

Japan Side

Preparatory Study Team

Mr. Takashi Mizuno Leader
Mr. Takayuki Nishizaki Member

JICA Malawi Office

Mr. Hiroshi Murakami Resident Representative

Mr. Kenichi Matsumoto Assistant Resident Representative
Mr. Keiichi Okitsu Assistant Resident Representative

Mr. Vincent A.L.Mkandawire Aid Coordinator

JICA Expert

Dr. Hiroki Eda NAC, Domasi Mr. Hiroshi Omizo NAC, Domasi Mr. Hiromasa Suzuki NAC, Domasi

Dr. Shinsuke Morioka Bunda College of Agriculture

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5. 収集資料リスト

	マラウイ国養殖開発マスタープラン調査(事前調査)収集資料!		- 		Adm #E II. A		105.61		سينا	
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	Fisheries Action Plan 1999-2004 Towards Responsible Development of the Fisheries Sector in Malawi, March2000	DOF S.A.Mapila	25 41	DOF		., ,		•		
	Baseline Information for the JICA Preparatory Study Team on Fisheries and Aquaculture Development and Resource	DOF	8					•		
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