

## **Appendix 7**

### **Basic Plan for Software Component Program**

## **Software Component**

### **1. Background**

#### **1-1 Maintenance Situation**

During a site survey period, the following problems related to facility maintenance at each Project school were found.

- Stains and mold existed on walls due to the lack of periodical painting and / or untreated hair cracks.
- Leaving damage on roofs, floors and fixtures.
- Termite damage existed due to the lack of periodical termite proof treatment.
- Leaving damage on lighting fixtures and ceiling fans without repairing. Malfunctioning fixtures were not replaced.
- Toilet bowls were not flushed out after use and trash was scattered.
- Blackboard was wiped with wet rag and its surface was damaged.
- Water storage tanks were not filled with water and, as a result, the tanks' inside walls were cracked due to the dryness.

Same kind of problems were found at school facilities constructed by other grant aid projects of the past. Main causes of these problems can be classified into the following groups:

- 1) Insufficient amount of budgetary funds for facility maintenance
- 2) Lack of awareness of the people concerned about facility maintenance.
- 3) Matters related to facility maintenance methods, such as the contents, methods and frequency of facility inspection, preventive measures and repair.
- 4) Lack of information on appropriate facility use

In particular, as for use and maintenance of toilets, most Project schools do not have flush-type toilets. Thus, it is worried if appropriate toilet use and periodical septic tank cleaning would be practiced when flush-type toilet facilities are constructed by the Project.

## **1-2 Present Facility Maintenance System**

Maintenance of school facilities and equipment is carried out under the responsibility of the school management committee. The school management committee is organized by the school principal, vice principal, and representatives of teachers, parents of students and area residents under the supervision of BOET. Facility maintenance activities conducted mainly by the school management committee are as follows:

### **a) Repair School Facilities**

A relatively large-scale repair of school facilities is at first examined by the school management committee if it is actually required. If it is necessary to repair, the school management committee requests the people's committee for authorizing the necessary amount of funds to finance repair work with the reserved funds that are collected from the parents of students. During the site survey period the Study Team observed replacement work of roof trusses and tiles, floor re-coating, window and door replacement work that was accomplished during the summer vacation period at many Project schools.

### **b) Furniture and Equipment Repair**

Relatively small-scale repair work, such as the repair of chairs and desks and the repainting of walls, are carried out either by volunteers who are recruited by the school management committee or contracted to outside contractors using school funds.

### **c) Daily Cleaning Activities**

Daily cleaning of school facilities is carried out by students at most schools under the supervision of the school principal. However, some schools farm out cleaning work to outside contractors. Cleaning work is conducted once or twice a day. In most cases, classrooms, toilets and courtyards are cleaned.

## **1-3 Necessity of Introducing Software Components**

During the site survey period, it was confirmed that the above-mentioned school facility maintenance activities were conducted at many Project schools.

As described in Section 1-1, there are various problems related to facility maintenance at each school. It is considered that these problems related to facility maintenance and equipment use methods are mainly caused by low consciousness of people concerned with and the lack of knowledge on sufficient facility maintenance methods and equipment use methods.

Under inappropriate facility maintenance and equipment use, the service life of these facilities and equipment become short and additional maintenance and repair costs, that was not initially needed, become necessary. It is not deniable that poor sanitary conditions caused by foul odors and spreading of various germs are adversely affecting the students' learning environment. As approximately one half of Project schools do not have flush-type toilets, it is anxious about that toilet facilities to be constructed by the Project may not be properly used.

In view of the above-mentioned situations, the introduction of software components is proposed in order to make school facilities and equipment units that are to be provided by the Project effectively and continuously be used. It is intended to provide the members of the school management committee with the following: 1) workshops to analyze existing problems and present school facility maintenance situations at each Project school and upgrade the awareness of the people concerned, 2) preparation of guidelines for using and maintaining school facilities and equipment units and 3) training on how to use the said guidelines.

## **2. Goal**

The program goal is to continuously implement and maintain the effective use, maintenance and management of facilities at each Project schools.

## **3. Effect**

In order to achieve the above mentioned goal, the effect of the program will result in improving the capability to properly use, maintain and manage the facilities; and to accomplish this, the design of the program and its activities shall be developed and implemented to get the best possible results.

Improvement in the Capability to Use, Maintain and Manage the Facilities	Understanding the current situation and examining the problems regarding the proper use, maintenance and management of facilities
	Developing the correct techniques for the proper use, maintenance and management of facilities
	Acquiring the correct techniques for the proper use, maintenance and management of facilities

## 4. Activities

### 4-1 Target members

In this component target members are members of the school management committee which is responsible for school maintenance activities.

### 4-2 Activity Plans

The following three activities are carried out in the Project for the purpose of raising awareness and learning appropriate usage and maintenance of the facilities.

Understanding the current situation and examining the problems regarding the proper use, maintenance and management of facilities:

Holding workshops (during the Detailed Design Phase)

During Detailed Design period, workshops regarding situation and problem analyses will be held for the purpose of raising awareness of the school committee members at the Project schools. In this workshop, problems related to maintenance activities will be analyzed among the school management committee members. Through the analyses, participants will realize the present problems and at the same time, participants will consider the effective way of doing maintenance activities. Ideas presented at the workshop will be summarized as an action plan and encouraged to practice at each Project school. Problems discussed in the workshop will be reflected to the Guideline with appropriate solutions. Considering the access to and from each Project school, this workshop will be held in three to four different Project schools in each province.

### **Program of the Workshop (Tentative)**

- 1. Self introduction of the participants**
- 2. Explanation of the Software component and the whole program (Person in charge of DOET/BOET\*)**
- 3. Workshop in small group**  
Exchange information on maintenance activities, situation and problem analyses
- 4. Plenary Workshop**  
Presentation of the results of group work, introduction of maintenance activities in each school, discussion on effective way of maintenance and decide an action plan.
- 5. Explanation on Maintenance Guideline and construction schedule (DOET/BOET and consultants)**

**\*DOET: Department of Education and Training  
BOET: Bureau of Education and Training**

At each Project site, the progress and conditions of implementing the activity plans developed in      will be monitored on a monthly basis by the DOET and BOET personnel in charge of construction site inspections who will also send progress reports to MOET; then finally, everything will be reviewed during the training sessions as described in      .

**Developing the correct techniques for the proper use, maintenance and management of facilities: Making of the Maintenance Guidelines (Work in Japan)**

**Consultants will make a Maintenance Guideline which includes solutions of the problems which were indicated from school level during the workshop and minimum necessary maintaining know-how.**

### **Contents of a Maintenance Guideline (Tentative)\***

- 1. What is maintenance?**
- 2. Why is it necessary?**
- 3. How to maintain the school facilities?**
- 4. How to use the facilities and furniture appropriately?**

**\*Details will be decided after discussion during explanation of draft basic design**

**The Guideline will be written in Vietnamese in order to be used by as many people concerned as possible. The Guideline will also have many figures and charts so that everyone can understand them easily.**

**Acquiring the correct techniques for the proper use, maintenance and management of facilities: Training on how to use the Guidelines (at the Completion of Construction)**

**After the completion of the Project, training on how to use the facility appropriately will be done by using the Guideline.**

### Program of the Training (Tentative)

1. Self introduction of the participants
2. Observation and explanation of the new school facility  
(led by consultants)
3. Briefing on maintenance  
Construction engineers will explain participants, how to use the facility, how to maintain and give them cautions in using
4. Explanation on how to use the Guideline  
Training on how to utilize the Guideline
5. Workshop  
Presentation of the results of school activities after practicing action plans. Group discussion on making a “teaching plan” on maintenance activities and present them in front of the other participants.
6. Explanation of schedule  
Inspection schedule will be explained.

### Details of the Activities

Activities	Type of Activities	Days of Work	Outcomes
1. Holding Workshops	<ul style="list-style-type: none"> <li>• MOET Pre-Meeting</li> <li>• DOET, BOET Pre-Meeting</li> <li>• Workshop at Project Schools</li> <li>• DOET, BOET Post-Workshop Meeting</li> <li>• MOET Post-Workshop Meeting</li> </ul>	1 <sup>st</sup> Stage: 12 days 2 <sup>nd</sup> Stage: 12 days 3 <sup>rd</sup> Stage: 17 days	Report
2. Making a Guideline	<ul style="list-style-type: none"> <li>• Guideline Production</li> <li>• Guideline Translation</li> </ul>	1 <sup>st</sup> Stage: 14 days 2 <sup>nd</sup> Stage: 4 days 3 <sup>rd</sup> Stage: 4 days	Guideline
3. Training of the maintenance activities and the use of the Guideline	<ul style="list-style-type: none"> <li>• MOET Pre-Meeting</li> <li>• DOET, BOET Pre-Meeting</li> <li>• Training at Project Schools</li> <li>• DOET, BOET Post-Training Meeting</li> <li>• MOET Post-Workshop Meeting</li> </ul>	1 <sup>st</sup> Stage: 12 days 2 <sup>nd</sup> Stage: 12 days 3 <sup>rd</sup> Stage: 17 days	Report



### **4-3 Implementation Form**

This component is designed to assist the school management committees.

### **5. Use of Consultant**

In terms of efficiency, this component will be provided basically by the Japanese consultants. In addition, local consultants who will also act as interpreters will be employed and gone into partnership with the Japanese consultants.

### **6. Work borne by the Vietnamese Side**

#### **(1) MOET**

Attend all training and workshop pre-meetings and post-meetings;  
Requesting of the program and arranging its implementation in conjunction with DOET and BOET level personnel;  
Assist and approve the guidelines and its production;  
Explain and promote the understanding of the guidelines to DOET and BOET level personnel;  
Supervise and monitor the total implementation of the program and provide the necessary technical assistance and support; and,  
Oversee and perform all monitoring in the use, maintenance and management of school facilities after the completion of the program as well as the program itself.

#### **(2) DOET · BOET**

Attend all pre-meetings and post-meetings of the training and workshops;  
Arrange for the training and school workshops as well as their implementation, and communicating all the details and arrangements to the related personnel in schools;  
Implement and attend all the training and school workshops; and,  
Confirm and report on the implementation, conditions and progress of the activities, based on the activity plan (approx. once a month).

**(3) School Management Committee**

**Promote the active participation of related people (from the community, for instance) to the school training and workshops;**

**Arrange for the school training and workshops (includes securing and preparing the places for the activities and the communicating thereof, etc.);**

**Develop the activity plan and schedules, etc;**

**Implement the maintenance and management activities based on the activity plan and secure the necessary budget funds, labor, equipment and materials needed for the activities; and,**

**Develop and send all the necessary activity reports.**

**Role assignment for the related personnel is shown in the following table.**

### Role Assignment of Related Personnel's

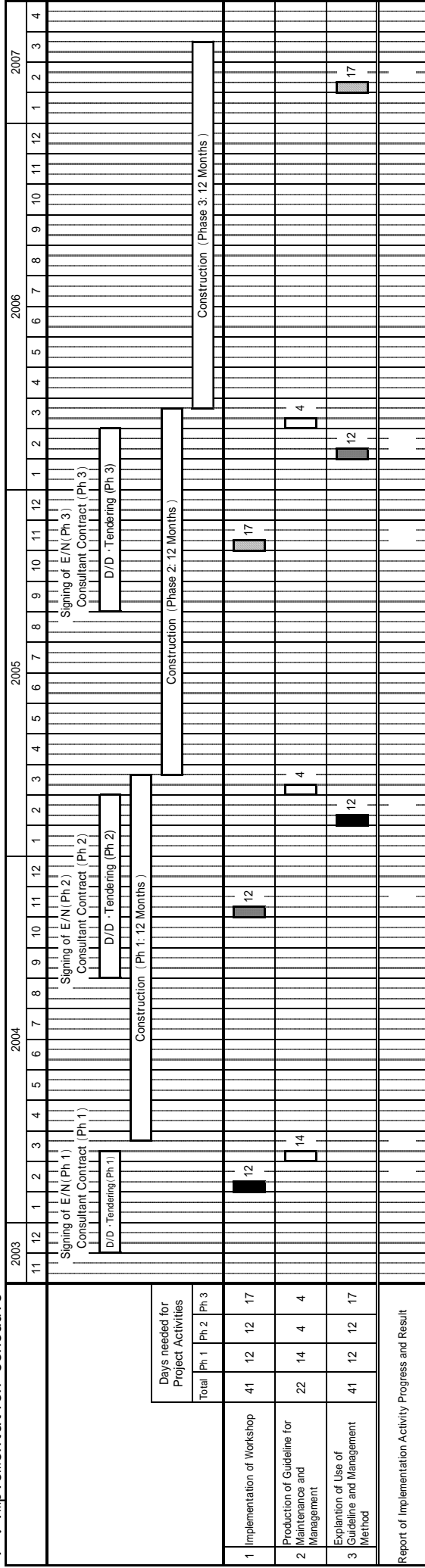
Activities	Japanese Consultant	Local Consultant	MOET	DOET BOET	Member of School Management Committee					
					Principal	Assistant Principal	Represent. of Teachers	Represent. of P.T.A.	Represent. of Community	
1 Implementation Pre-Workshop Meeting 1 (MOET)										
2 Implementation Pre-Workshop Meeting 2 (DOET, BOET)										
3 Implementation of Workshop (School level)										
4 Post-Workshop Meeting 1 (DOET, BOET)										
5 Post-Workshop meeting 2 (MOET)										
1 Production of Guideline for Use, Maintenance and Management of Facilities										
2 Translation of Guideline for Use, Maintenance and Management of Facilities										
1 Pre-Training Meeting 1 (MOET) regarding the Use of Guideline for Use, Maintenance and Management of Facilities										
2 Pre-Training Meeting 2 (DOET, BOET) regarding the Use of Guideline for Use, Maintenance and Management of Facilities										
3 Implementation of Training (School level) regarding the Use of Guideline for Use, Maintenance and Management of Facilities										
4 Post-Training Meeting 1 (DOET, BOET) regarding the Use of Guideline for Use, Maintenance and Management of Facilities										
5 Post-Training Meeting 2 (MOET) regarding the Use of Guideline for Use, Maintenance and Management of Facilities										
Monitoring of the Program and its effect afterward										

: **Implementation and Supervision**

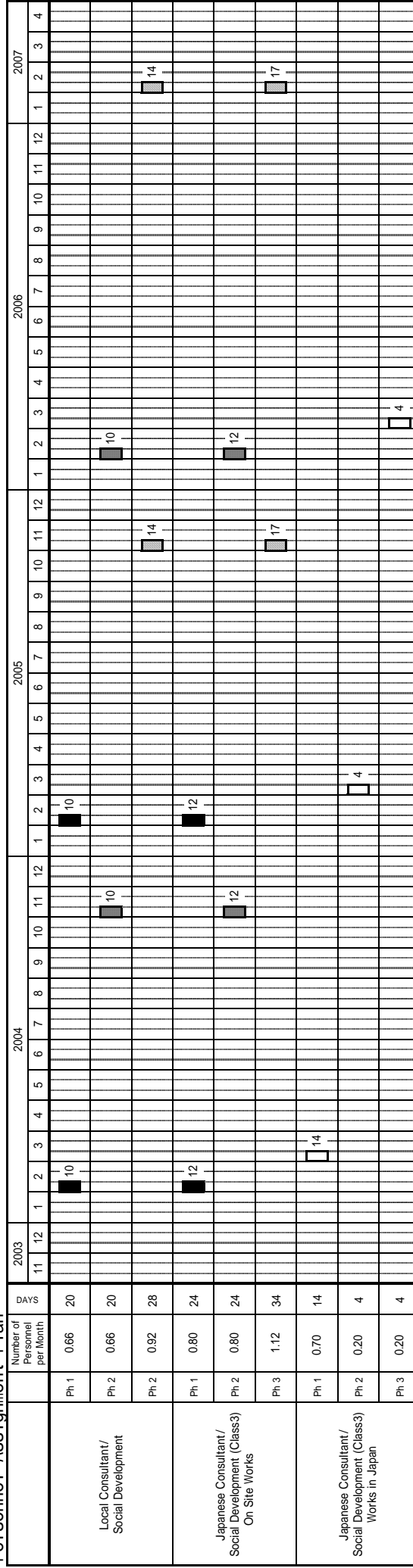
: **Implementation Support**

: **Implementation Subject**

## 7 . Implementation Schedule



## Personnel Assignment Plan



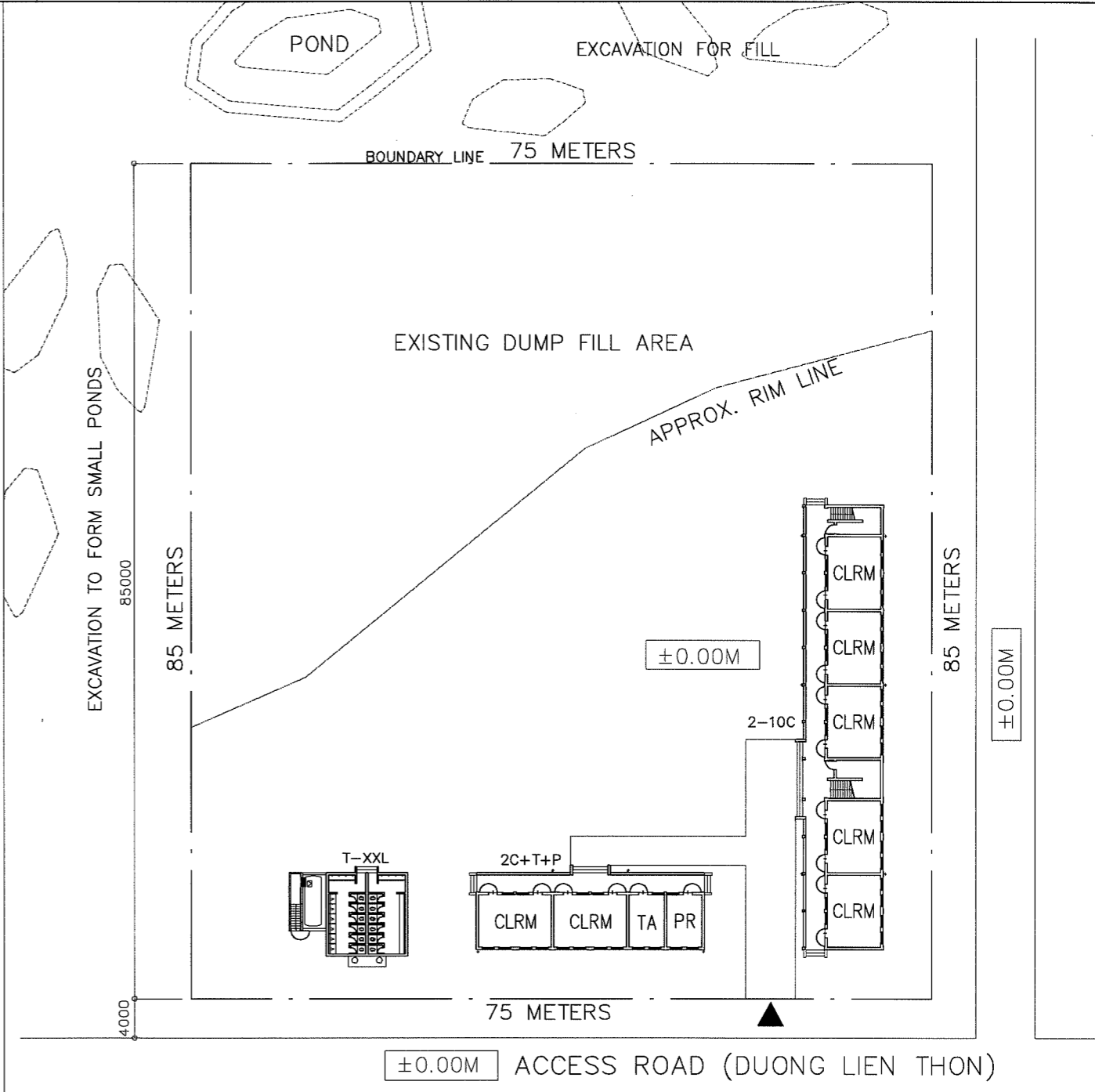
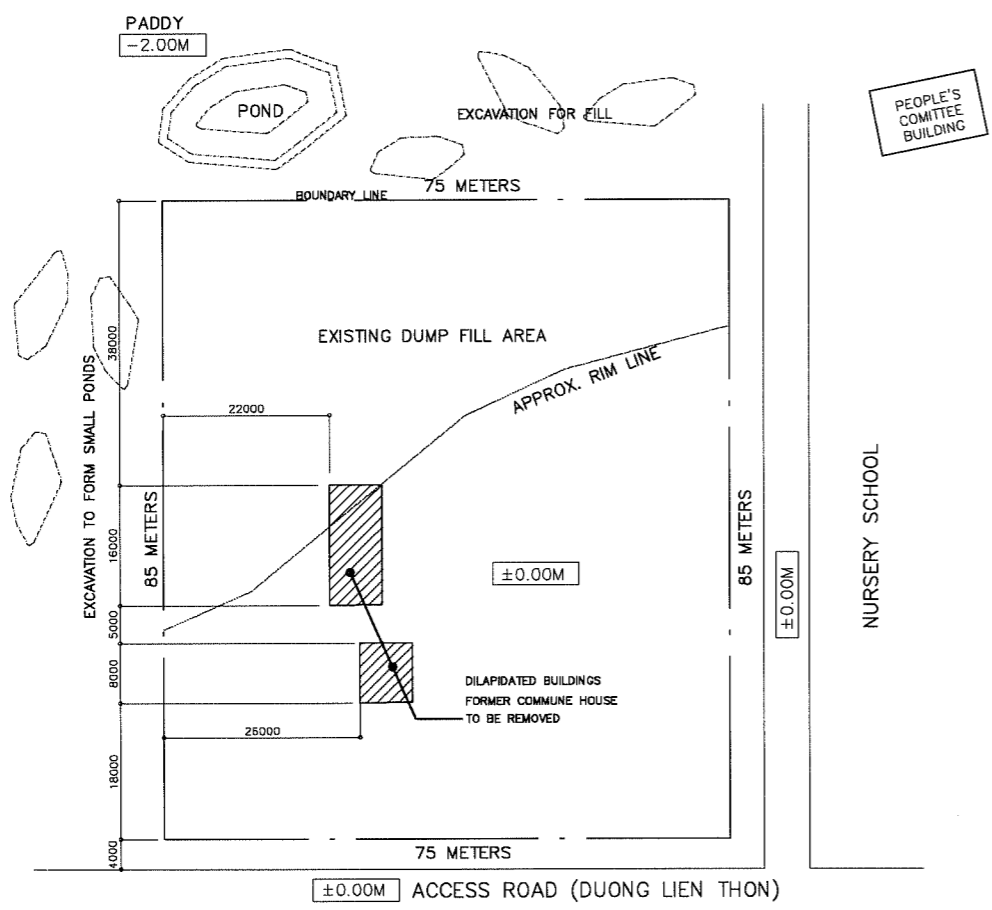
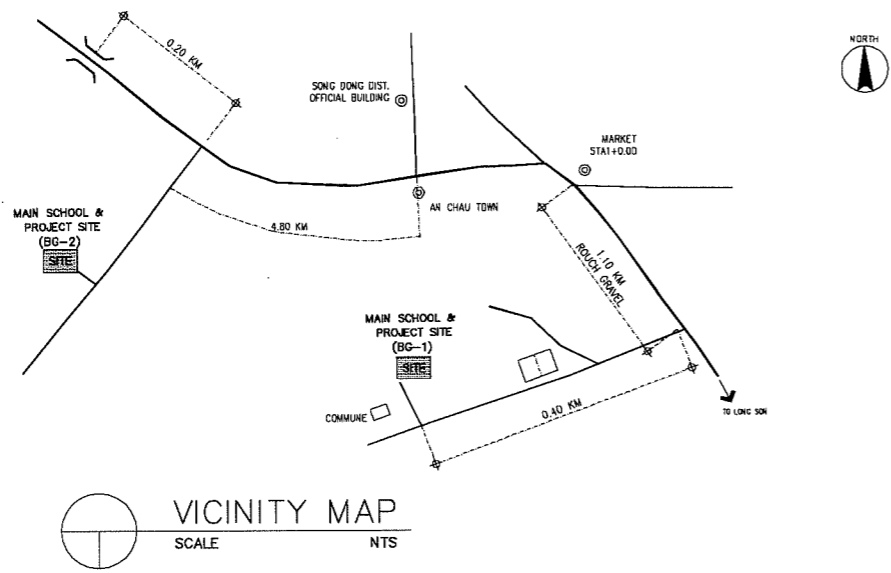
The number of Project days needed for the Project activities at all the sites by the Japanese consultant includes the basic survey time, travel time (one day for each flight each way, total 2 days), preparation and land transportation (1 day), courtesy calls to the related agencies in Hanoi as well as meetings and reports (1 day each), and one weekend off.

Legend: Phase 1: [Black Box] Phase 2: [Grey Box] Phase 3: [White Box] in Japan: [White Box] Ph: Phase

## **Appendix 8**

### **Site Plan**

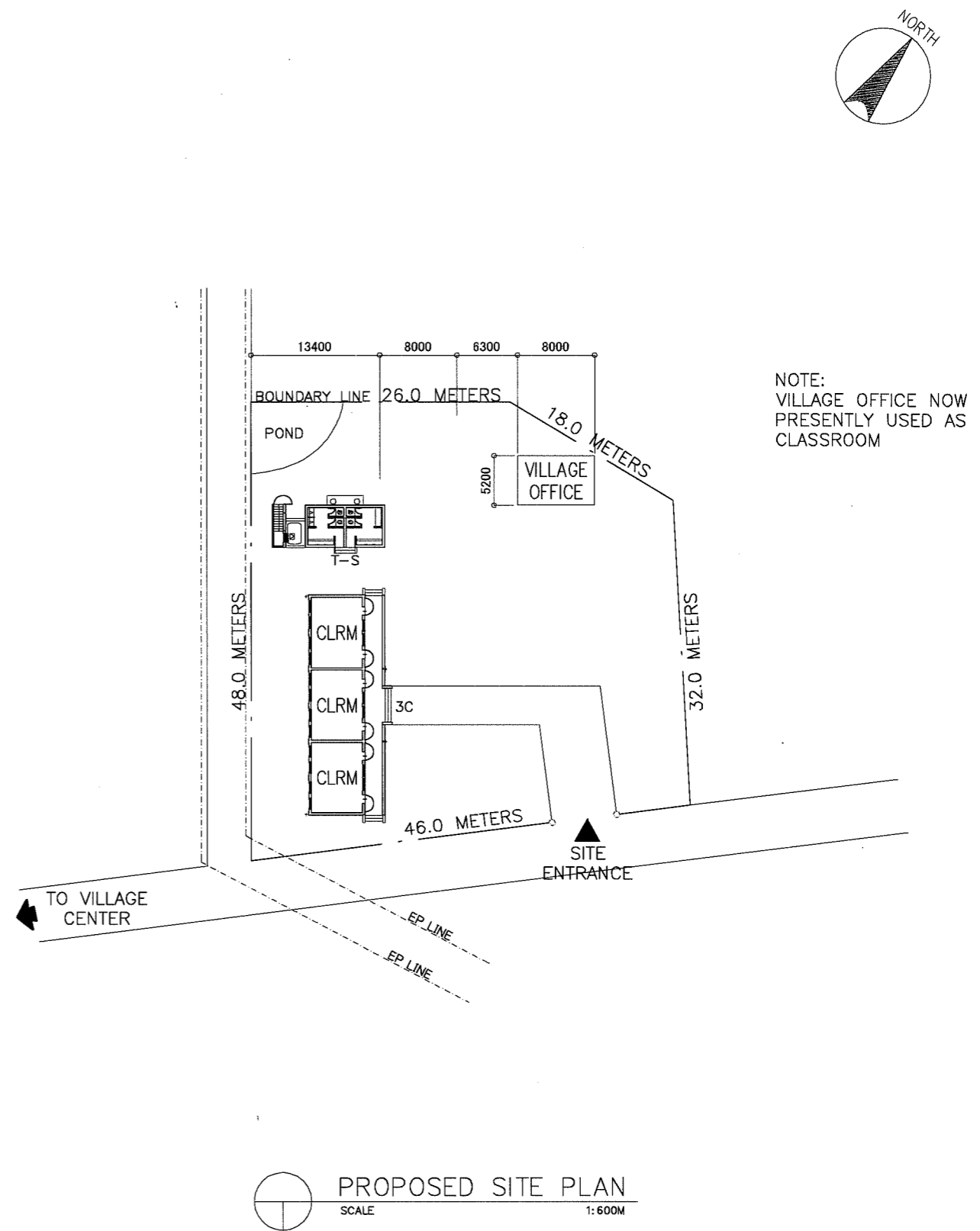
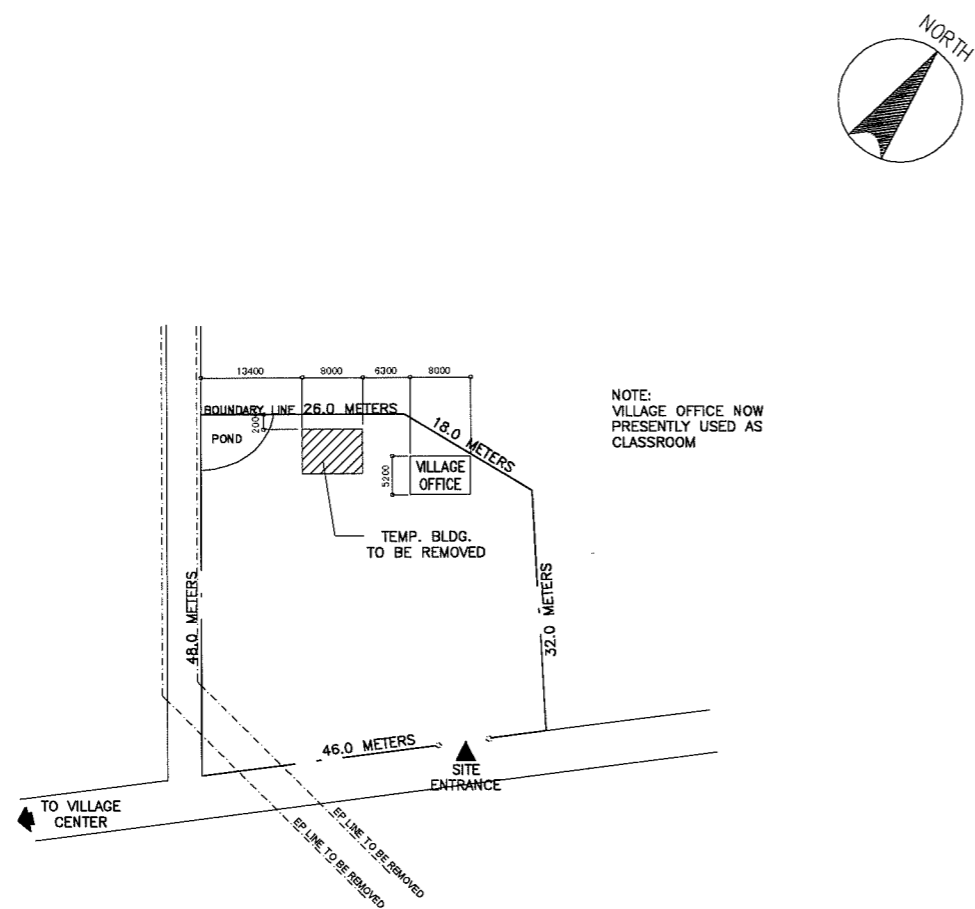
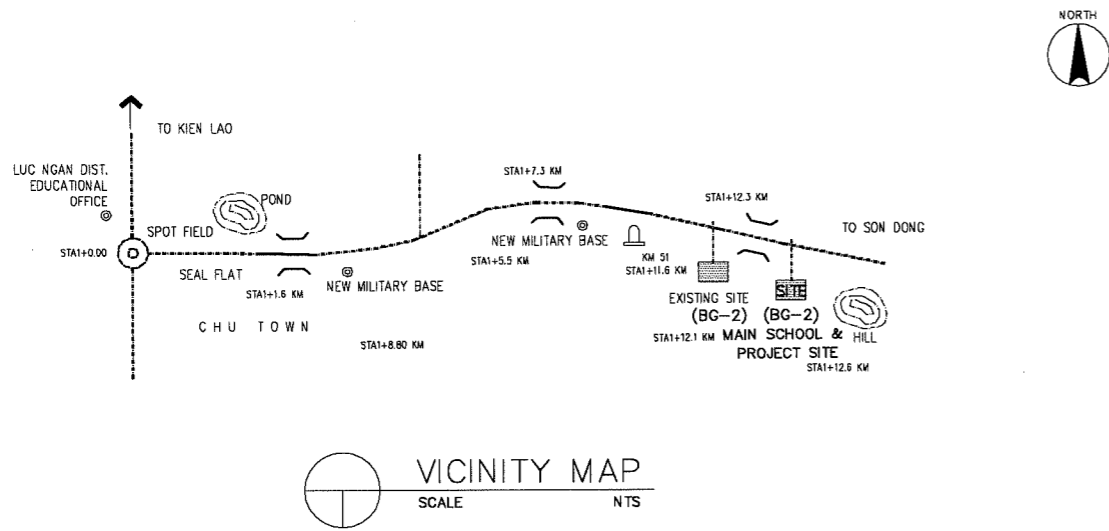
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DIVISION	PROVINCE OF BAC GIANG	DISTRICT	SONGDONG	DATE OF SURVEY	



LEGEND:

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O	Office	TR	Teacher's Room	ST	Septic Tank	□	EWT
L	Library	WT	Water Tank	⊙ W	Well		
K	Kitchen	AD	Administration Office	⊙ EP	Electric Post		
CONF	Conference Room	TH	Teacher's House				
MP	Multi Purpose Room	TA	Teaching Aid Room				
PR	Principal's Room	T	Toilet				
VPR	Vice Principal's Room	S	Storage				

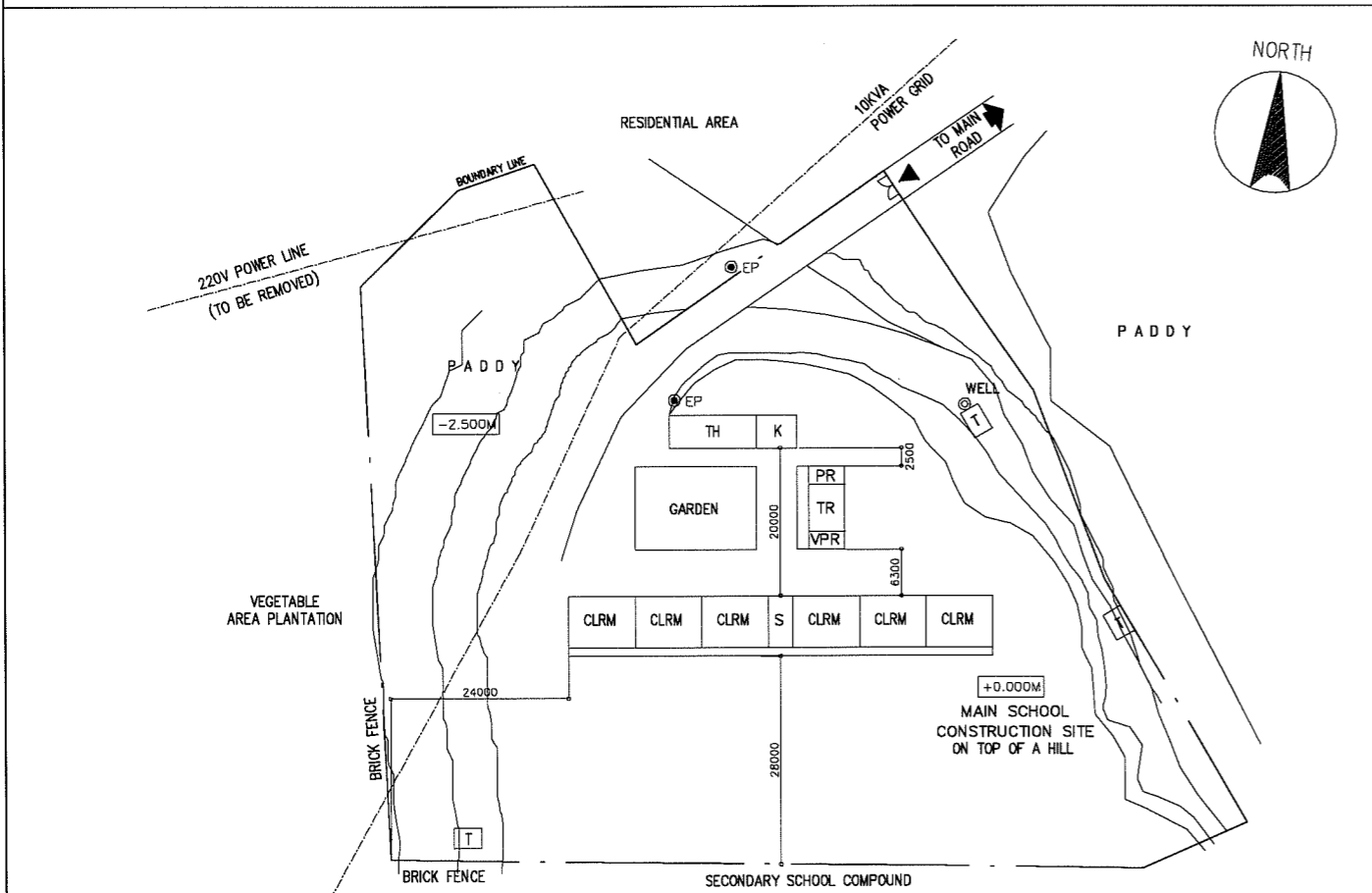
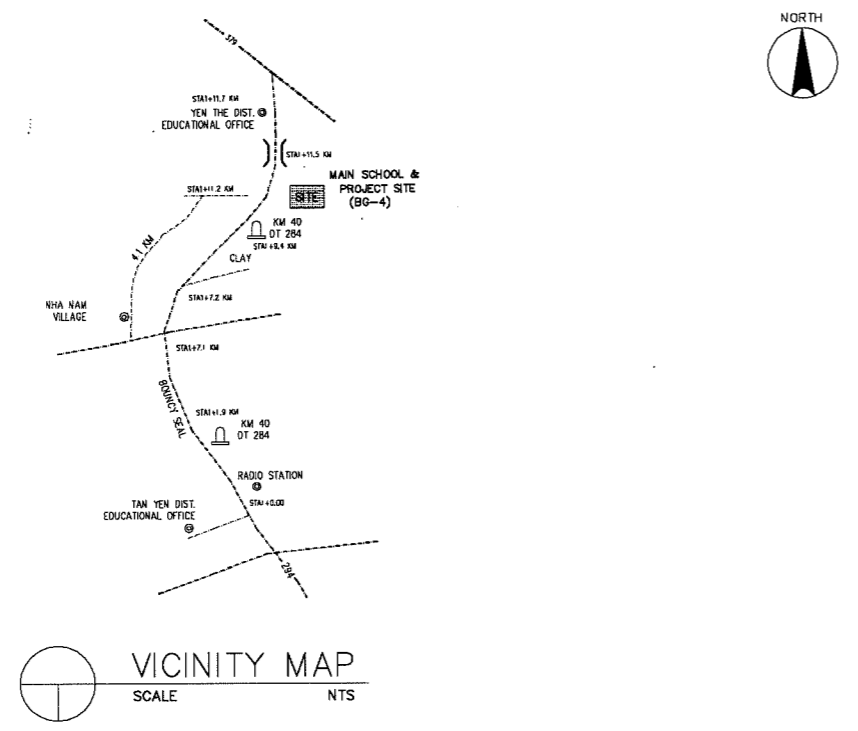
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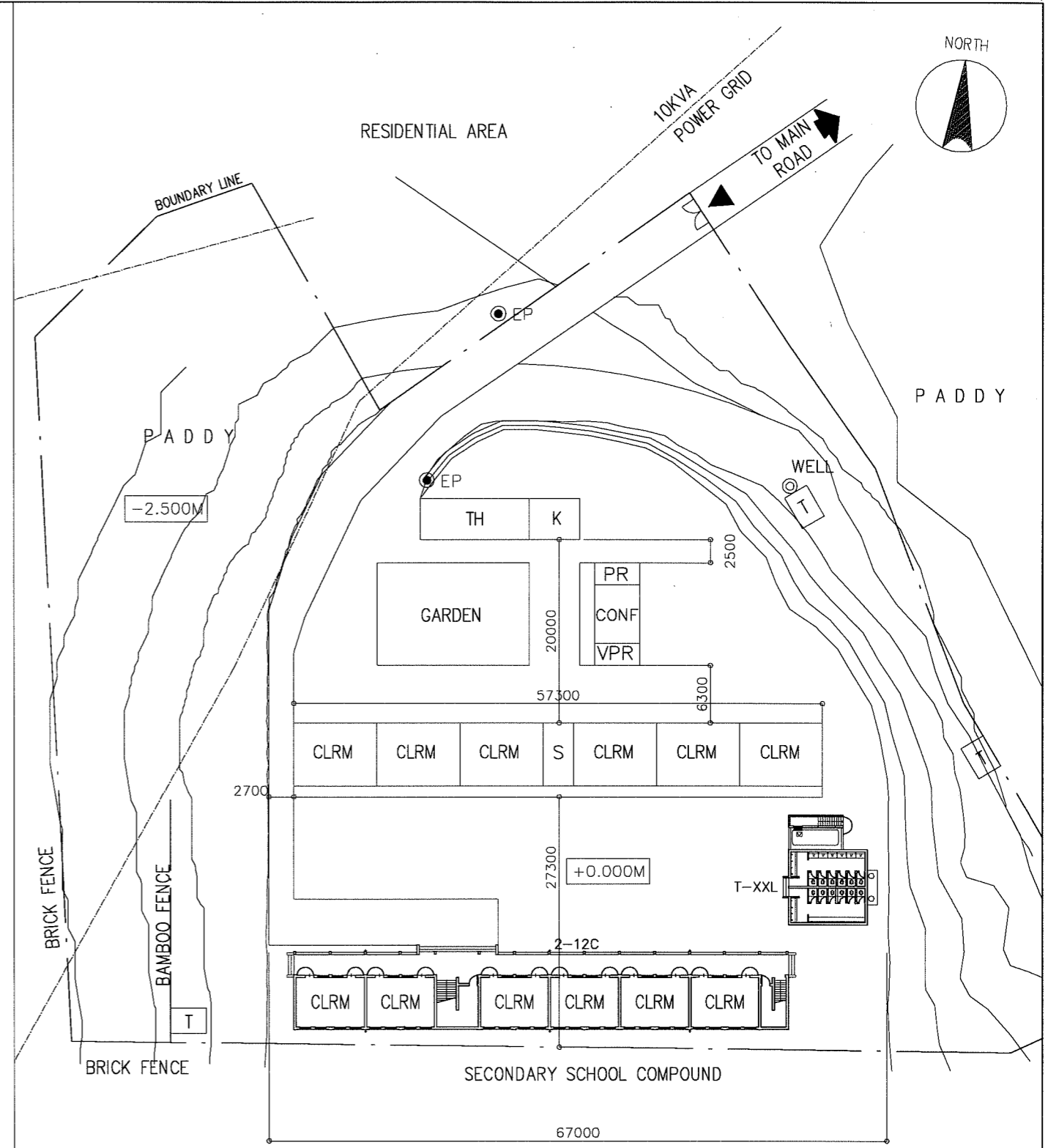
LEGEND:

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MP	Multi Purpose Room	TA	Teaching Aid Room				
PR	Principal's Room	T	Toilet				
VPR	Vice Principal's Room	S	Storage				

NAME OF SCHOOL	CAU GO PRIMARY SCHOOL		SCHOOL ID	BG-4
DIVISION	PROVINCE OF BAC GIANG	DISTRICT	YEN THE	DATE OF SURVEY



EXISTING SITE DEVELOPMENT PLAN  
SCALE 1:1000M



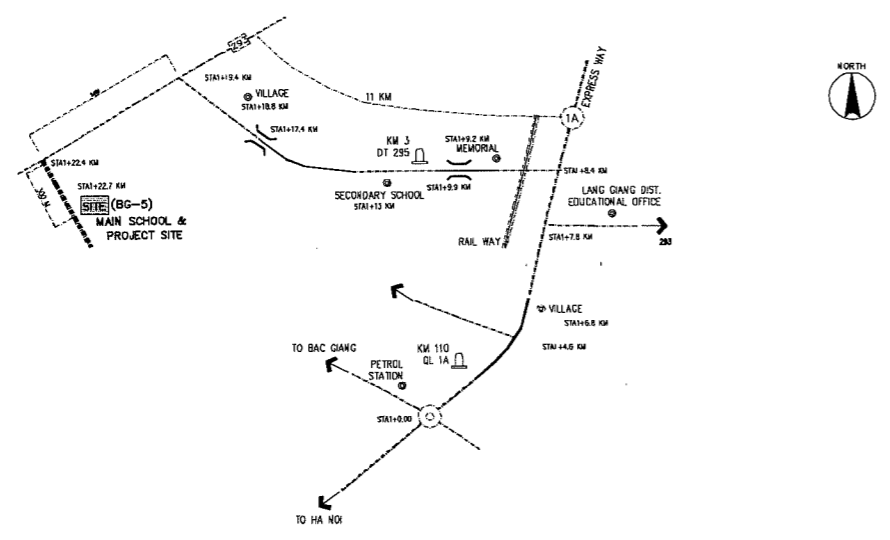
PROPOSED SITE PLAN  
SCALE 1:600M

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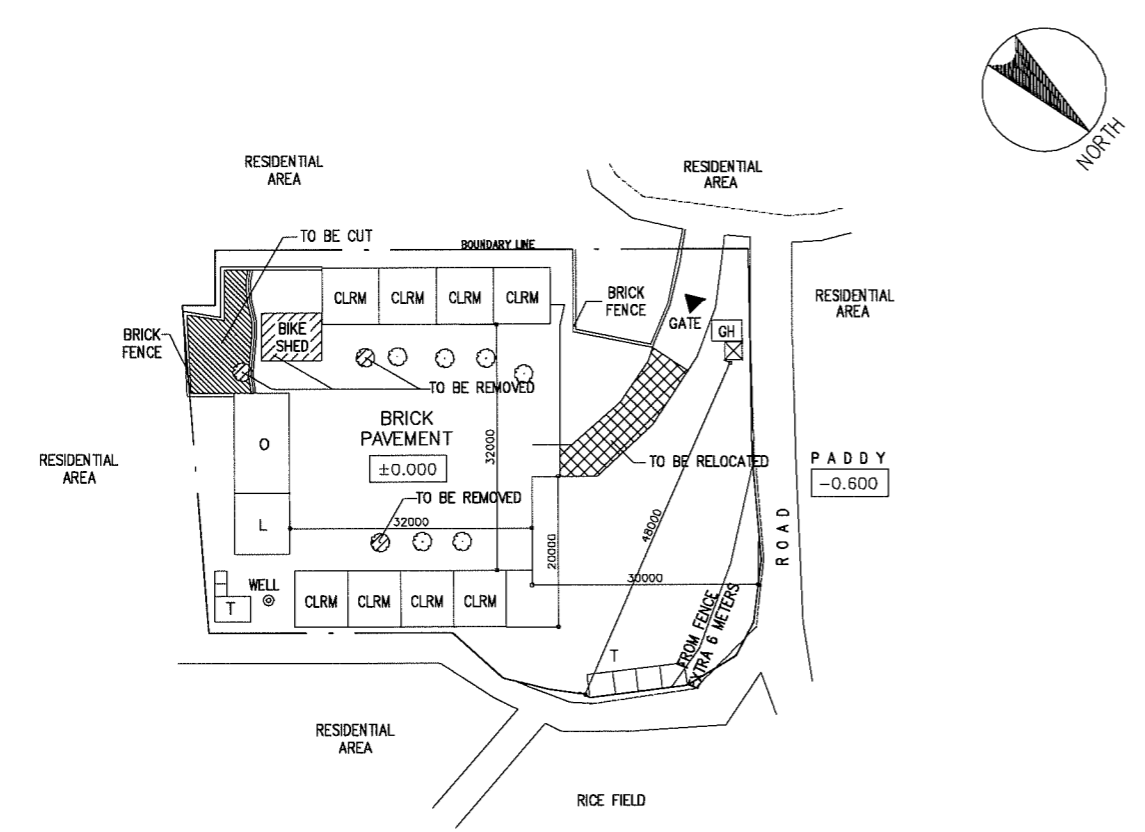
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L	Library	WT	Water Tank	⊙ W	Well	⊗	EWT
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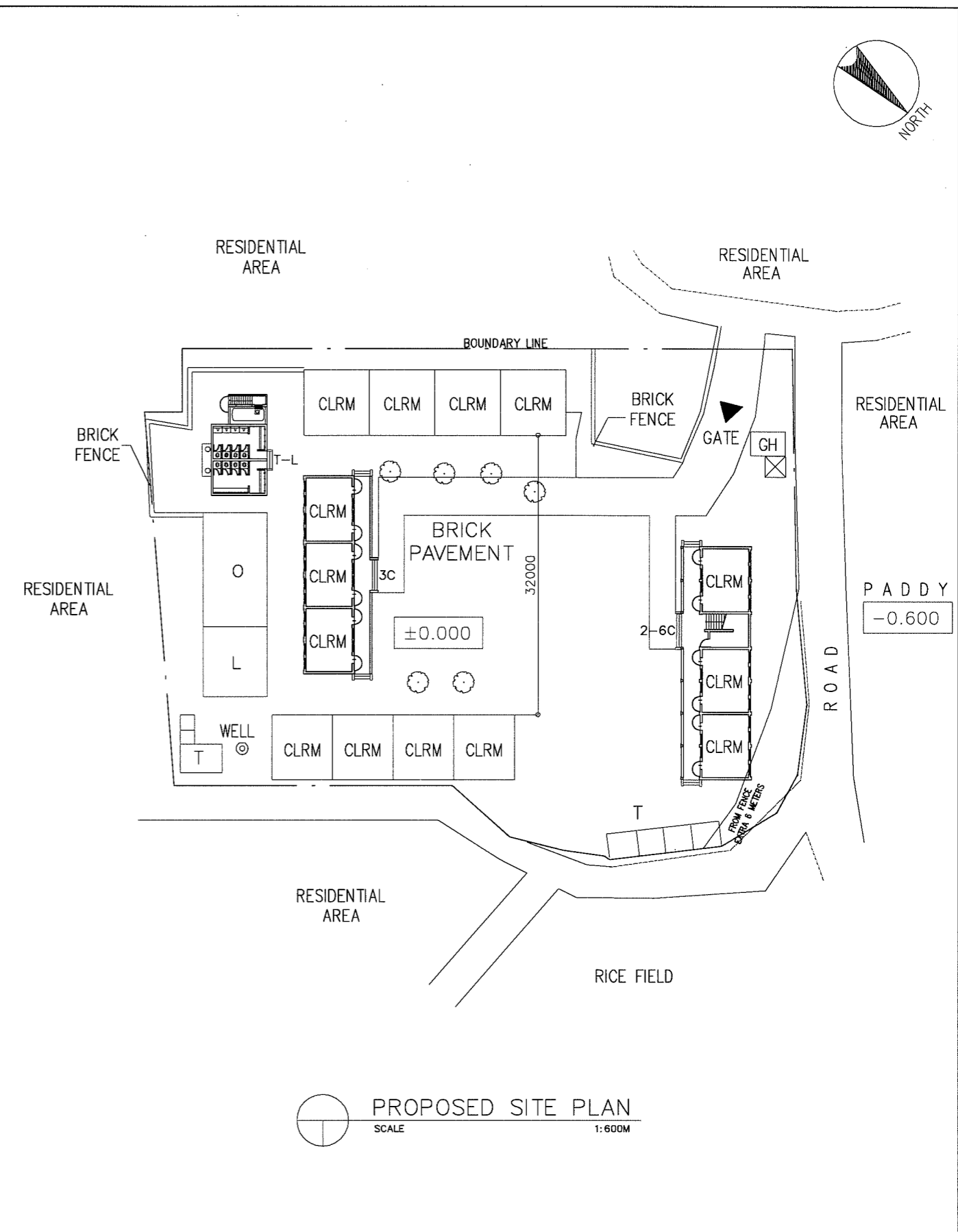
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DIVISION	PROVINCE OF BAC GIANG	DISTRICT	LANG GIANG
		DATE OF SURVEY	



VICINITY MAP  
SCALE NTS



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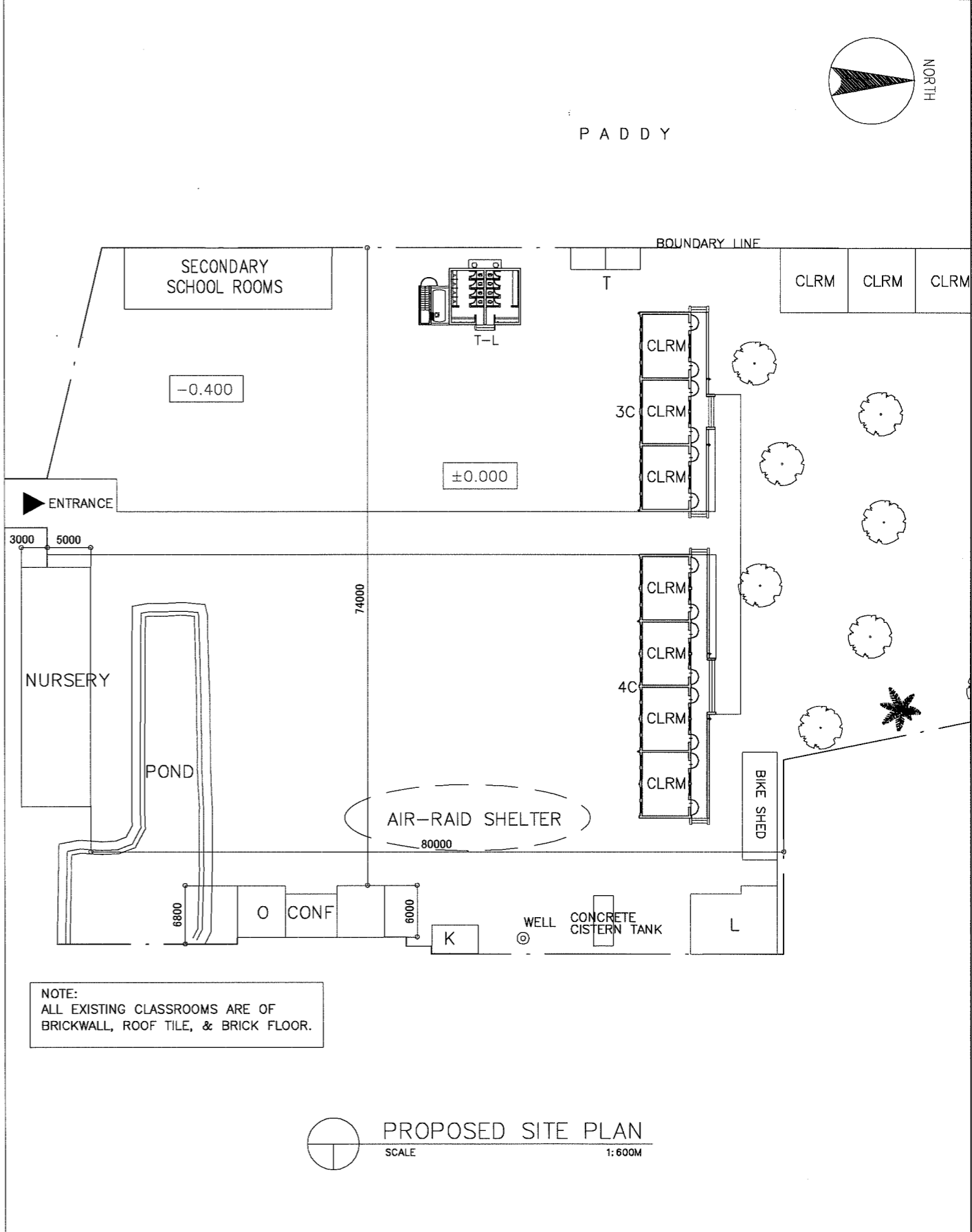
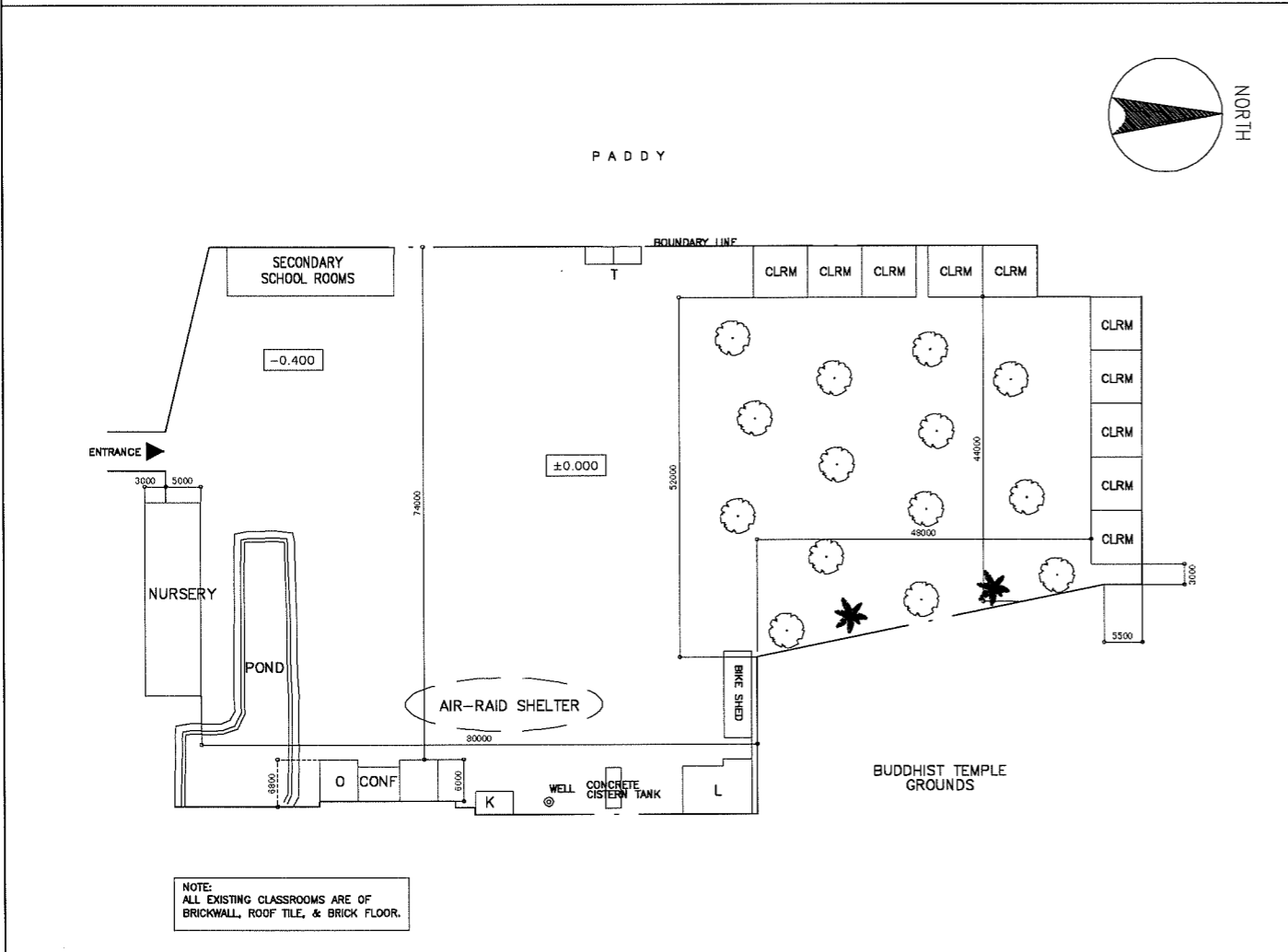
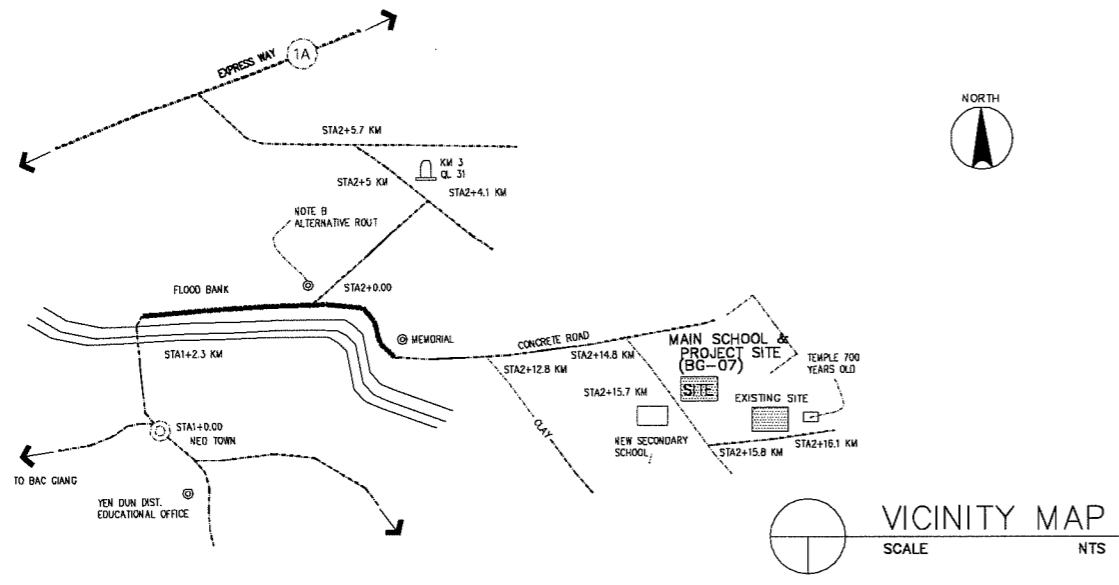


PROPOSED SITE PLAN  
SCALE 1:600M

LEGEND:

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PR	Principal's Room	T	Toilet				
VPR	Vice Principal's Room	S	Storage				

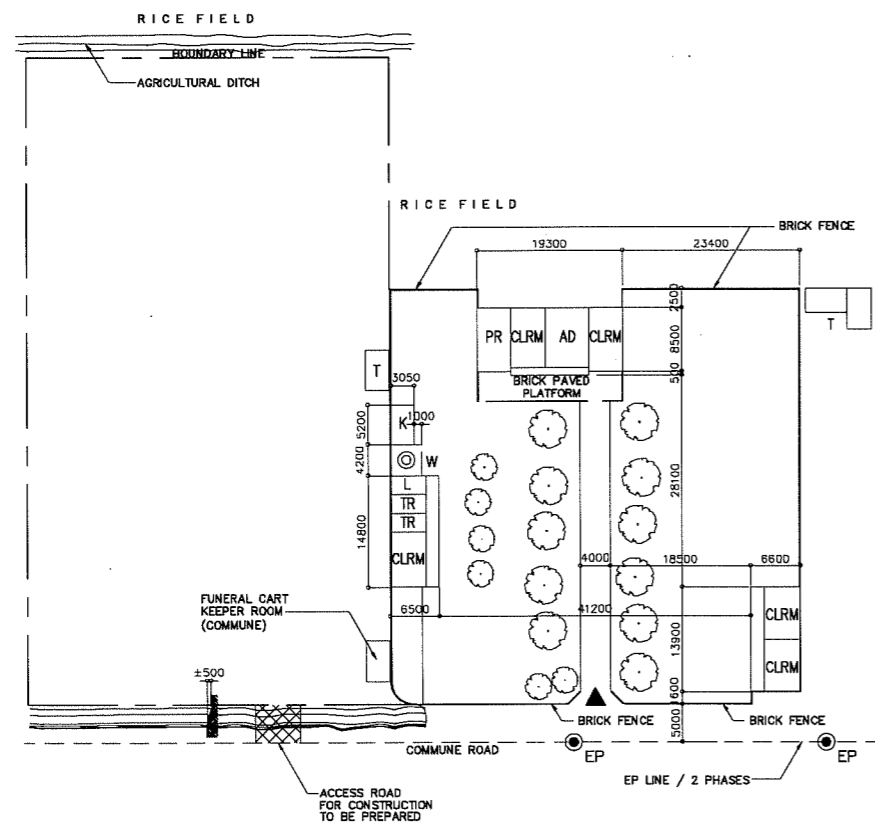
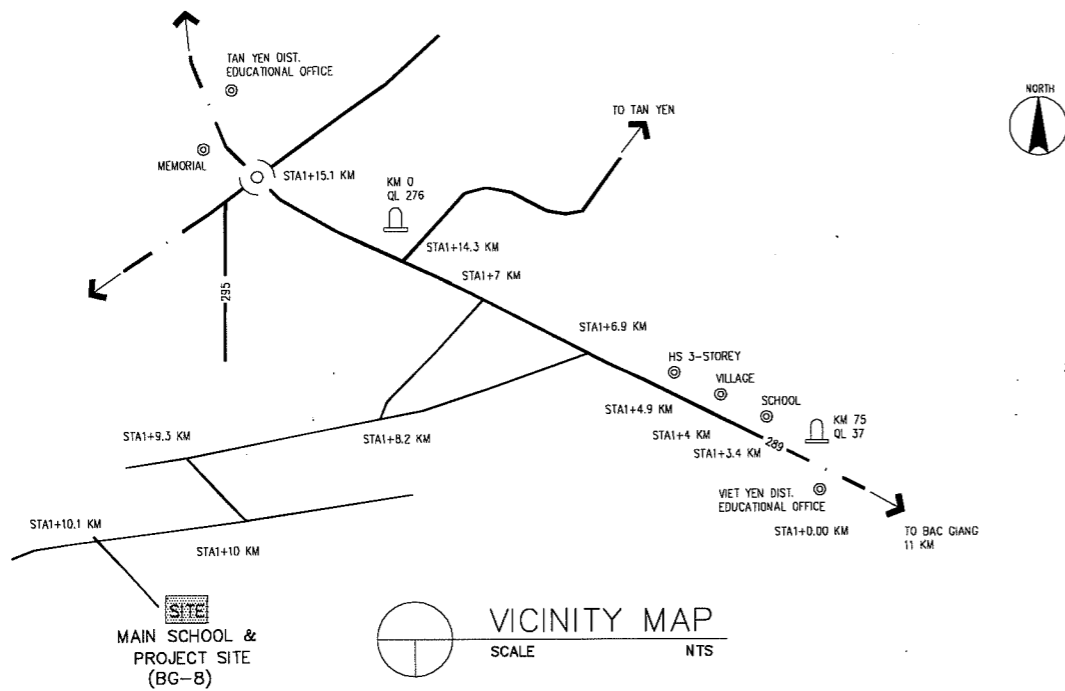
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DIVISION	PROVINCE OF BAC GIANG	DISTRICT	YEN DUNG	DATE OF SURVEY	



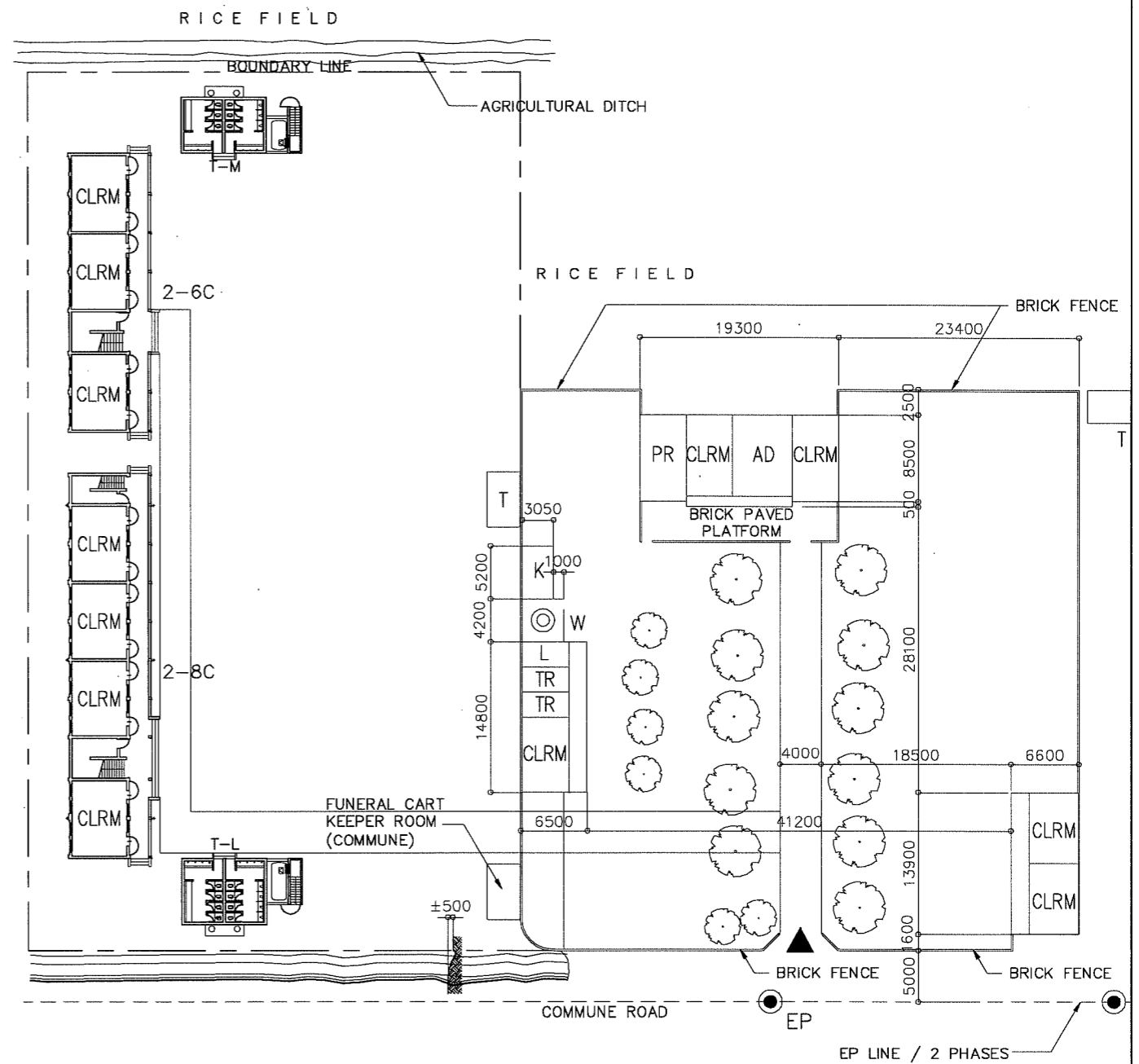
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PR	Principal's Room	T	Toilet				
VPR	Vice Principal's Room	S	Storage				

NAME OF SCHOOL	DONG LO 2 PRIMARY SCHOOL		SCHOOL ID	BG-8
DIVISION	PROVINCE OF BAC GIANG	DISTRICT	HIEP HOA	DATE OF SURVEY



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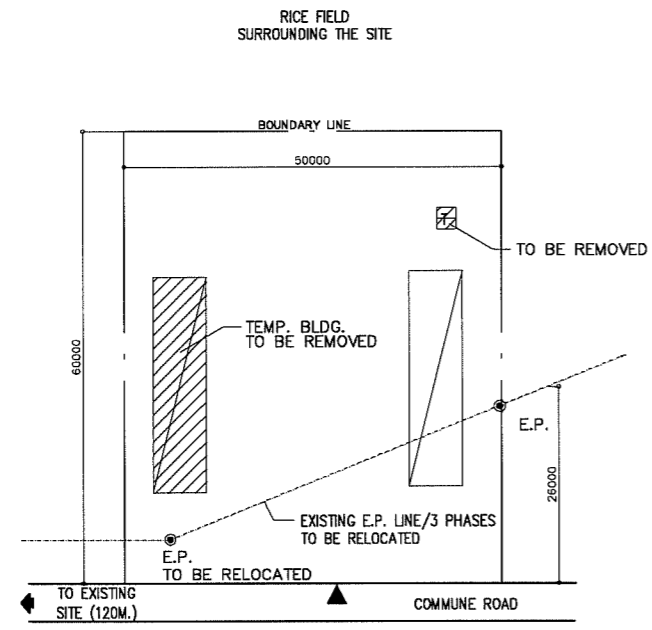
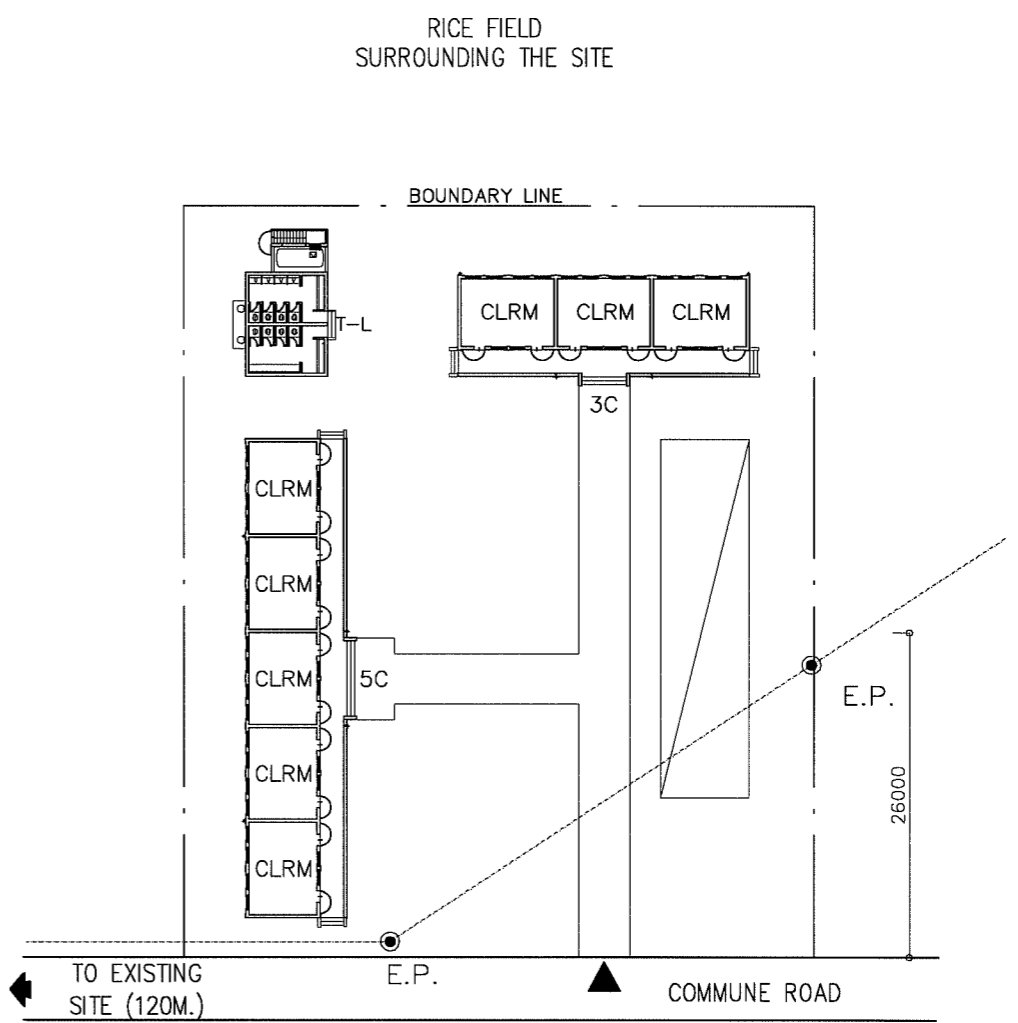
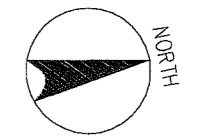
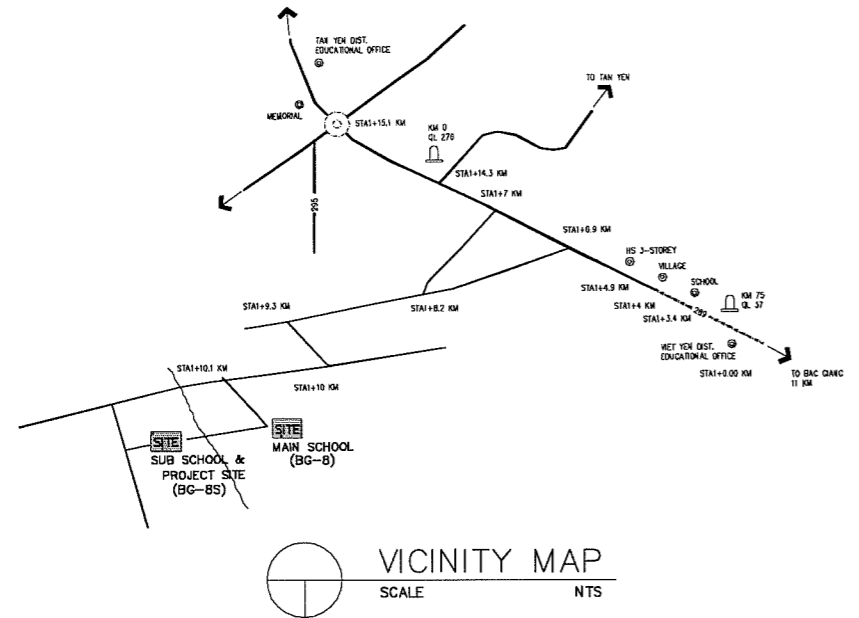


PROPOSED SITE PLAN  
SCALE 1:600M

LEGEND:

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DIVISION	PROVINCE OF BAC GIANG	DISTRICT	HIEP HOA	DATE OF SURVEY	



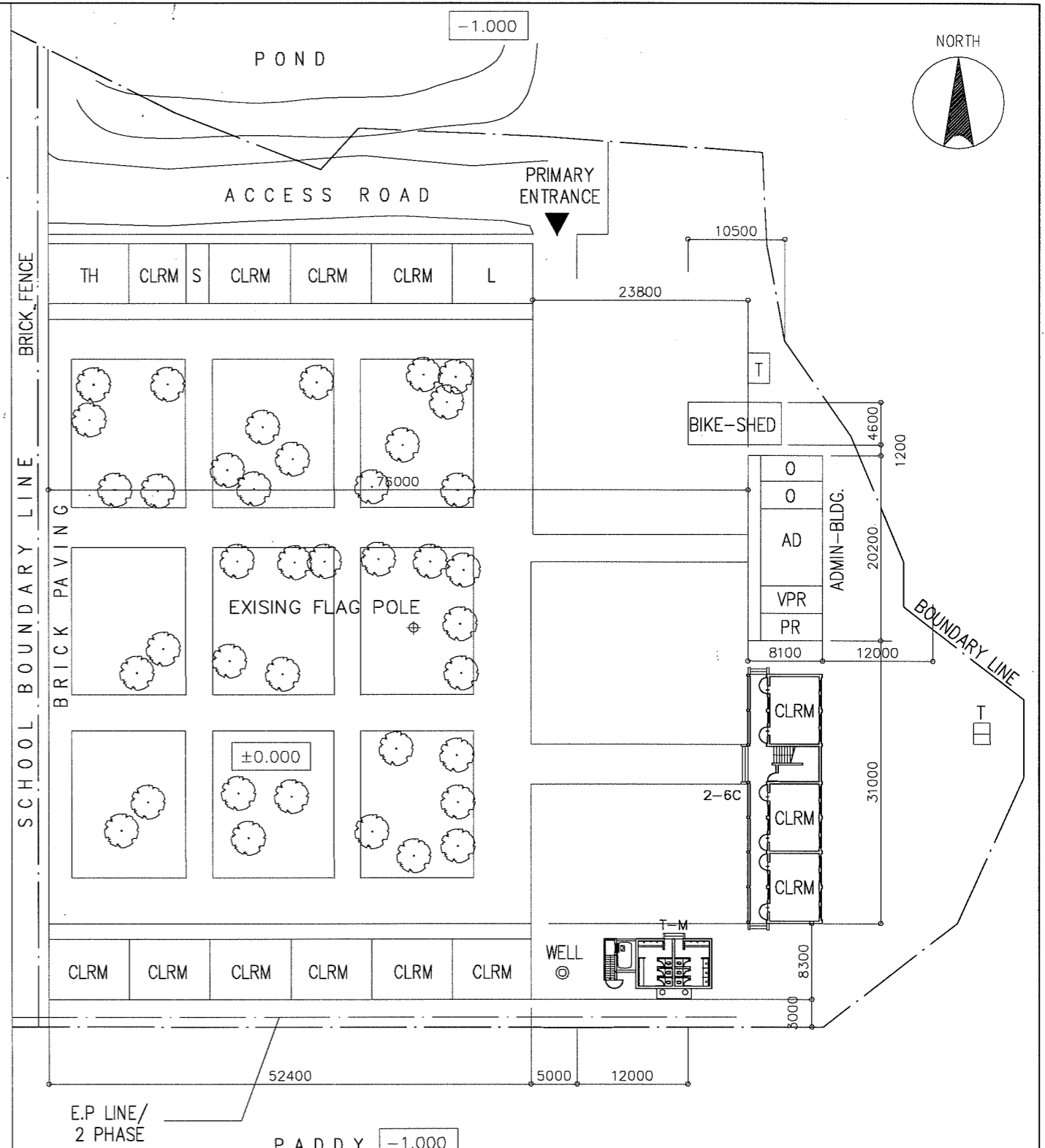
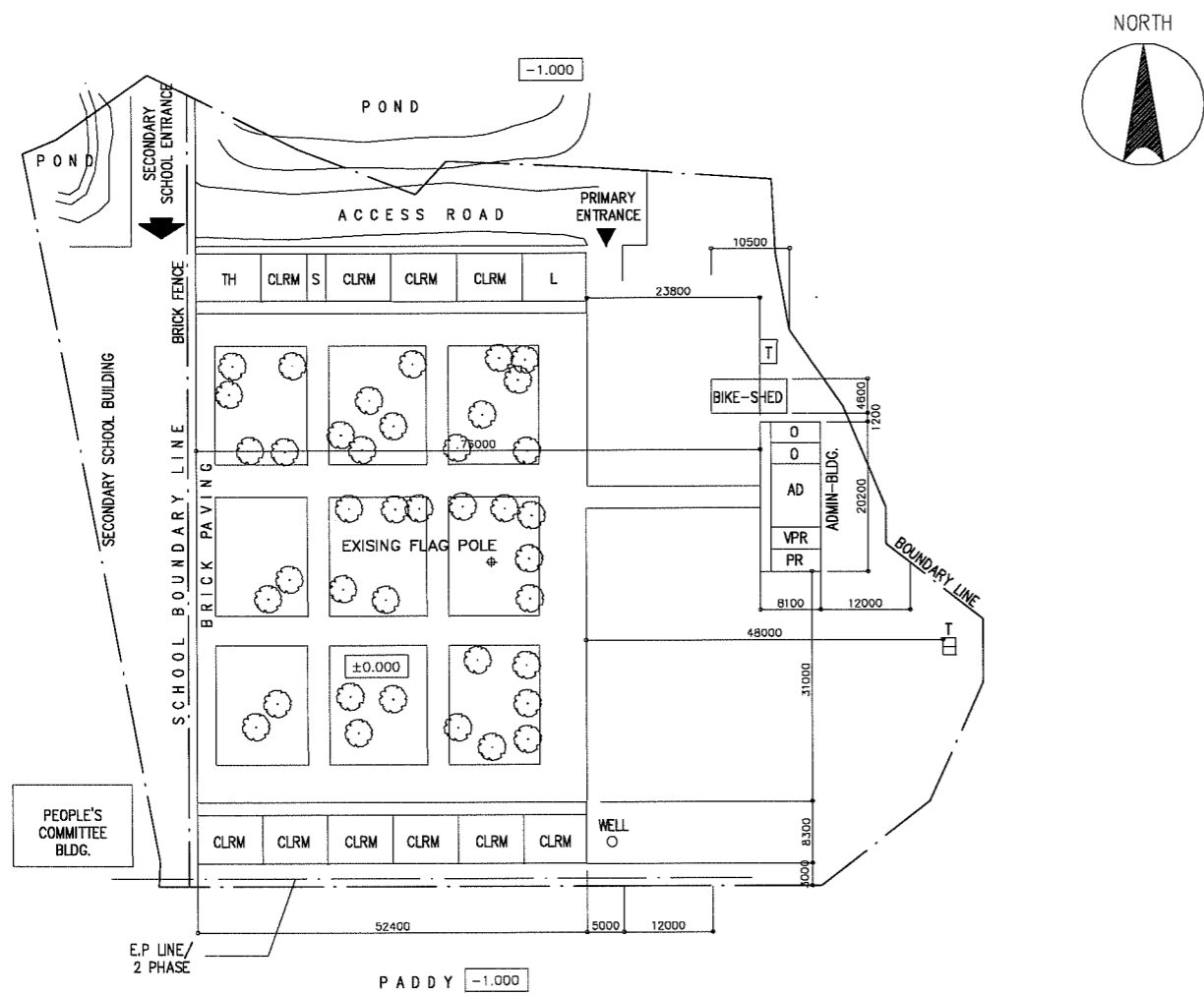
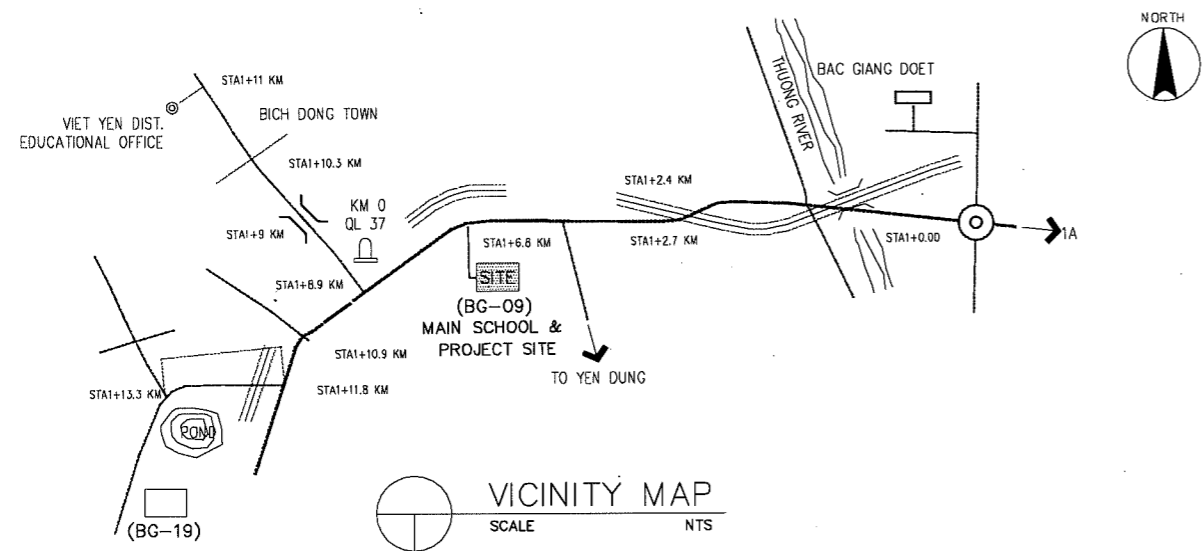
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SCALE 1:1000M

PROPOSED SITE PLAN  
SCALE 1:600M

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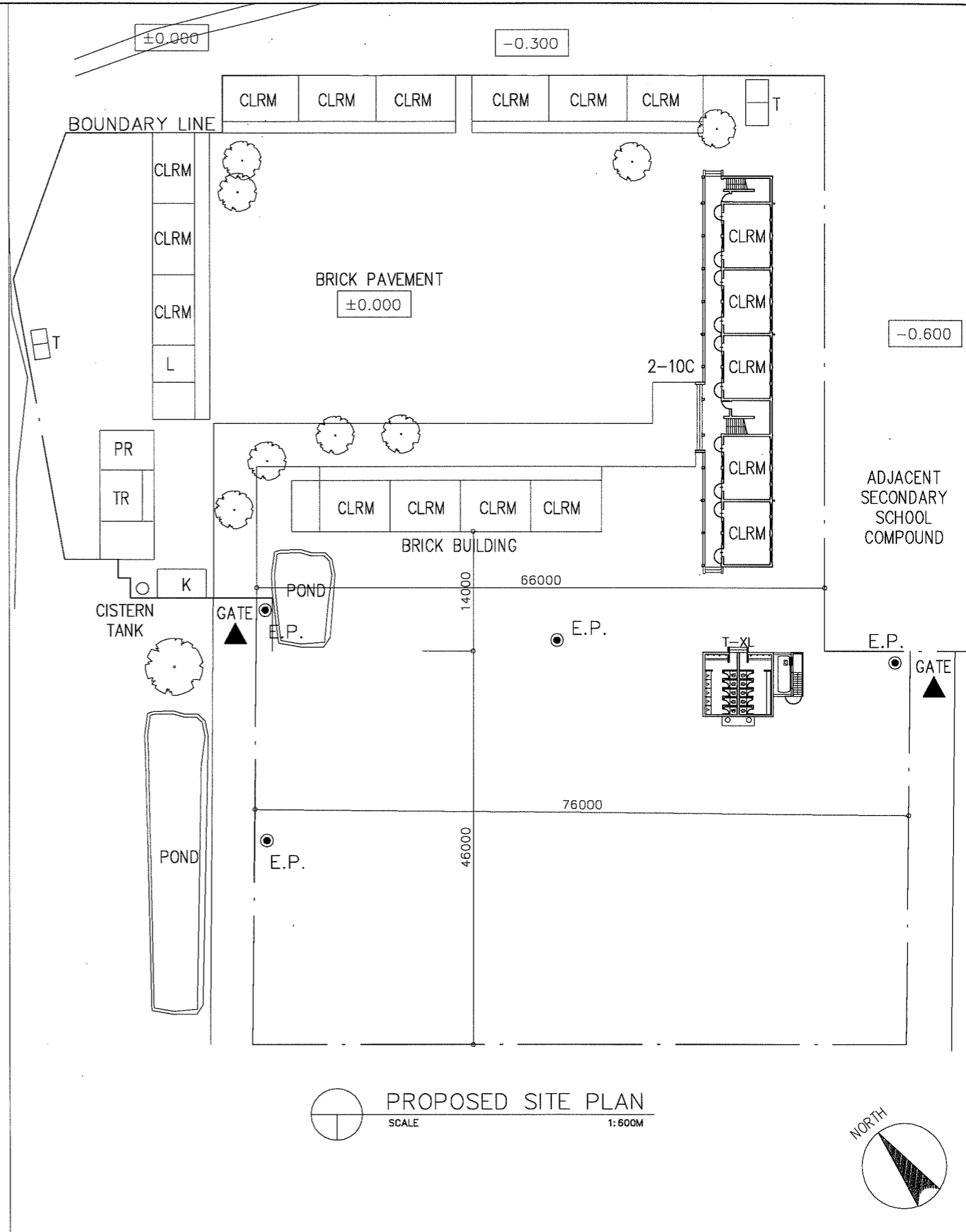
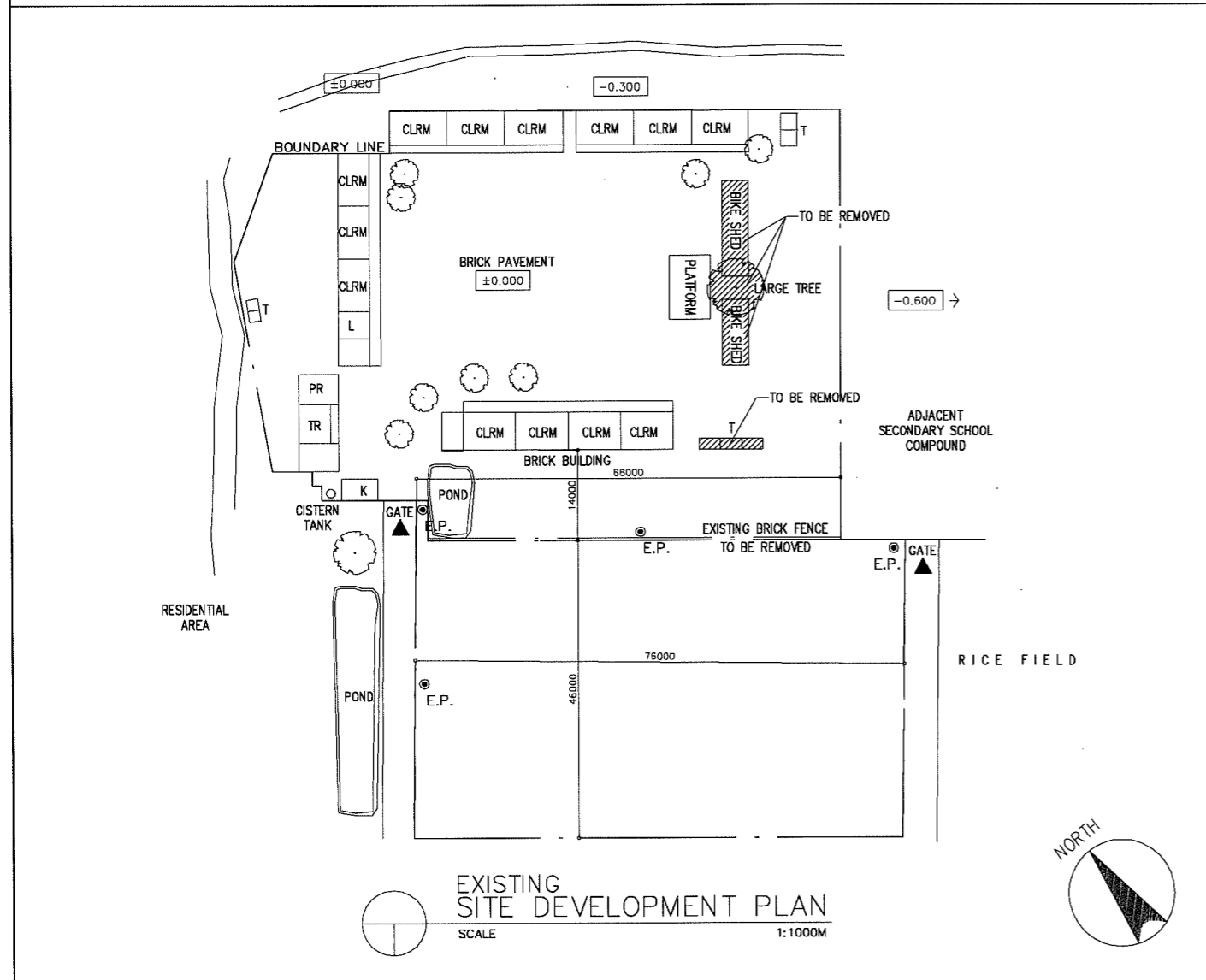
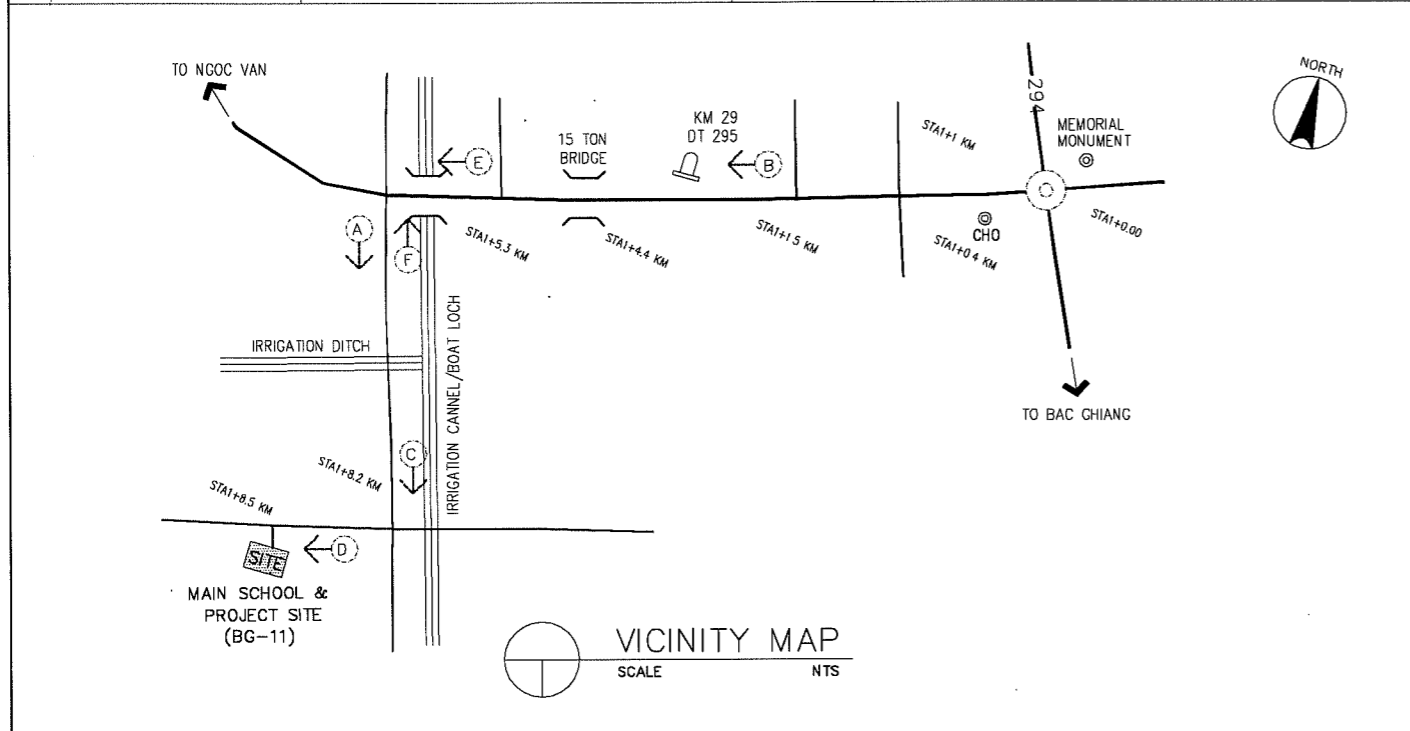
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DIVISION	PROVINCE OF BAC GIANG	DISTRICT	VIET YEN	DATE OF SURVEY	



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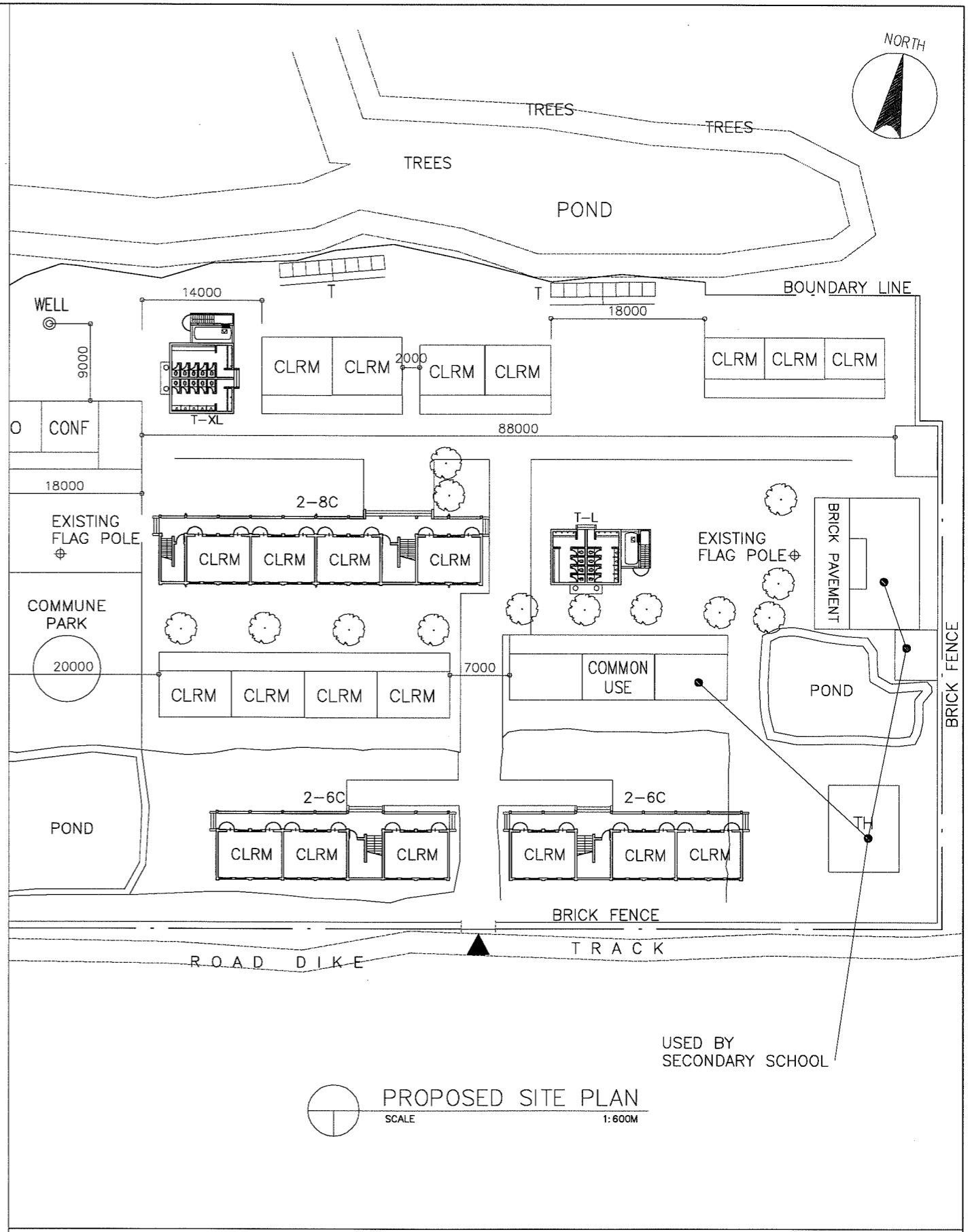
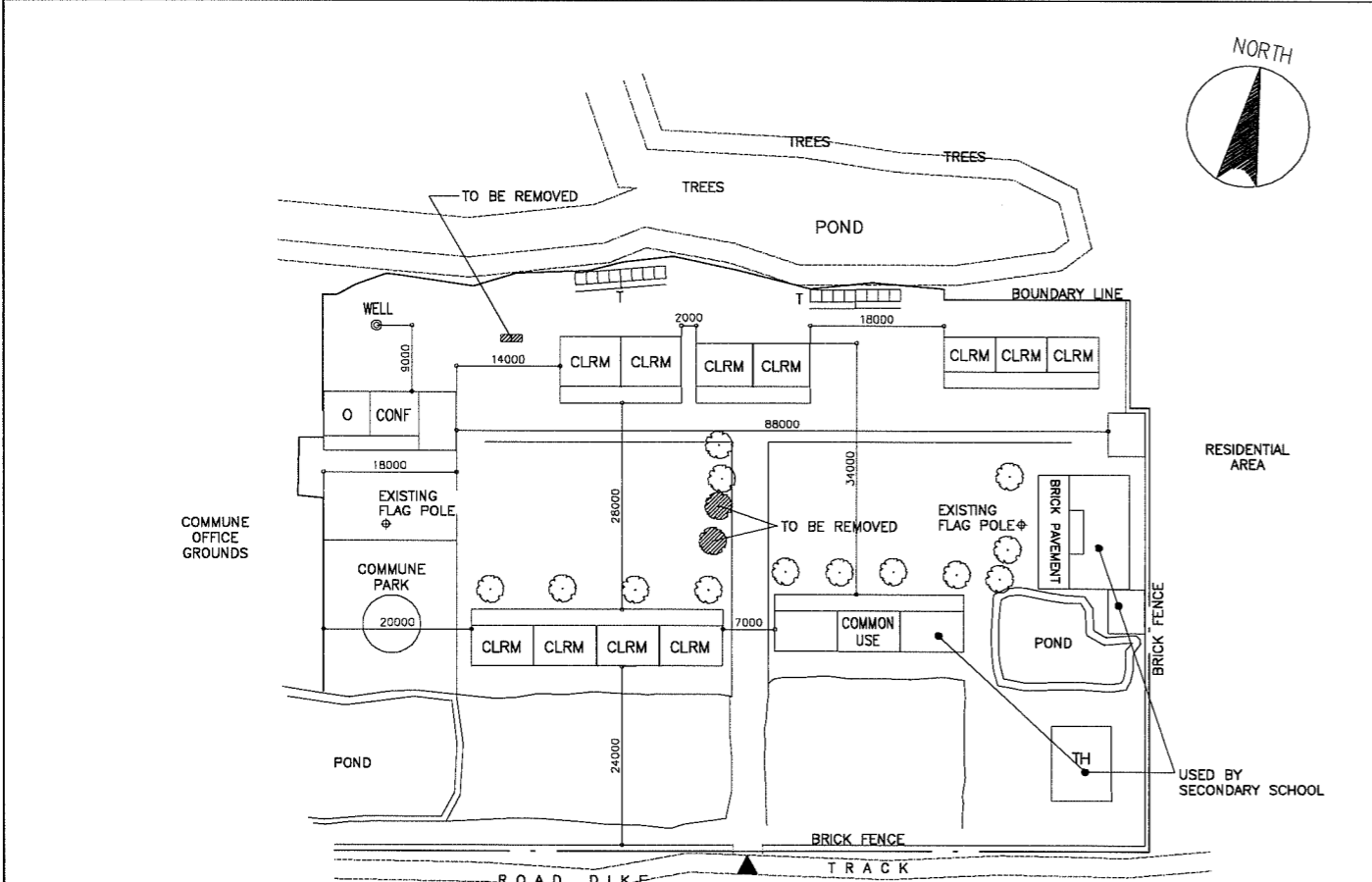
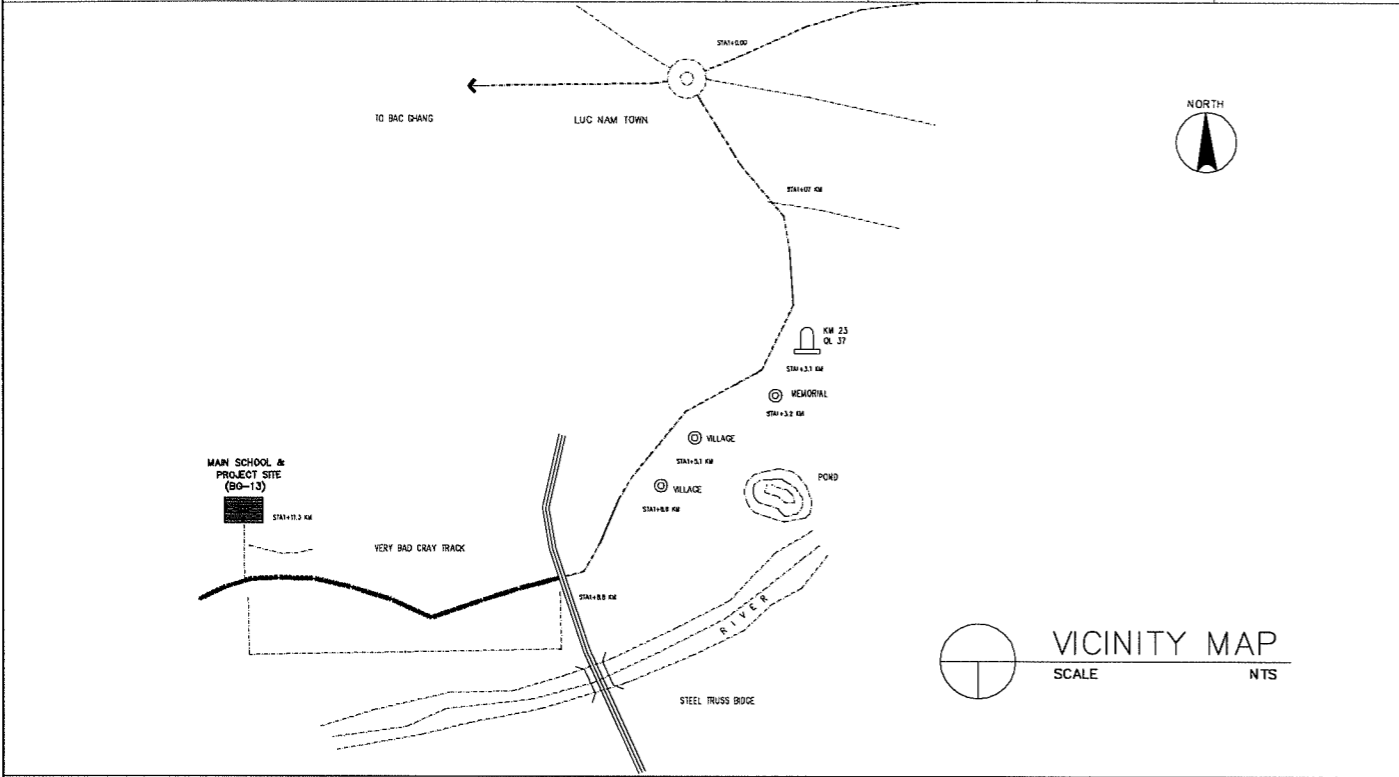
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DIVISION	PROVINCE OF BAC GIANG	DISTRICT	TAN YEN	DATE OF SURVEY	



LEGEND:

CLRM	Class Room	MTG	Meeting Room	GH	Guard House	▲	Entrance
O	Office	TR	Teacher's Room	ST	Septic Tank	⊠	PUMP
L	Library	WT	Water Tank	⊙ W	Well	⊠	EWT
K	Kitchen	AD	Administration Office	● EP	Electric Post		
CONF	Conference Room	TH	Teacher's House				
MP	Multi Purpose Room	TA	Teaching Aid Room				
PR	Principal's Room	T	Toilet				
VPR	Vice Principal's Room	S	Storage				

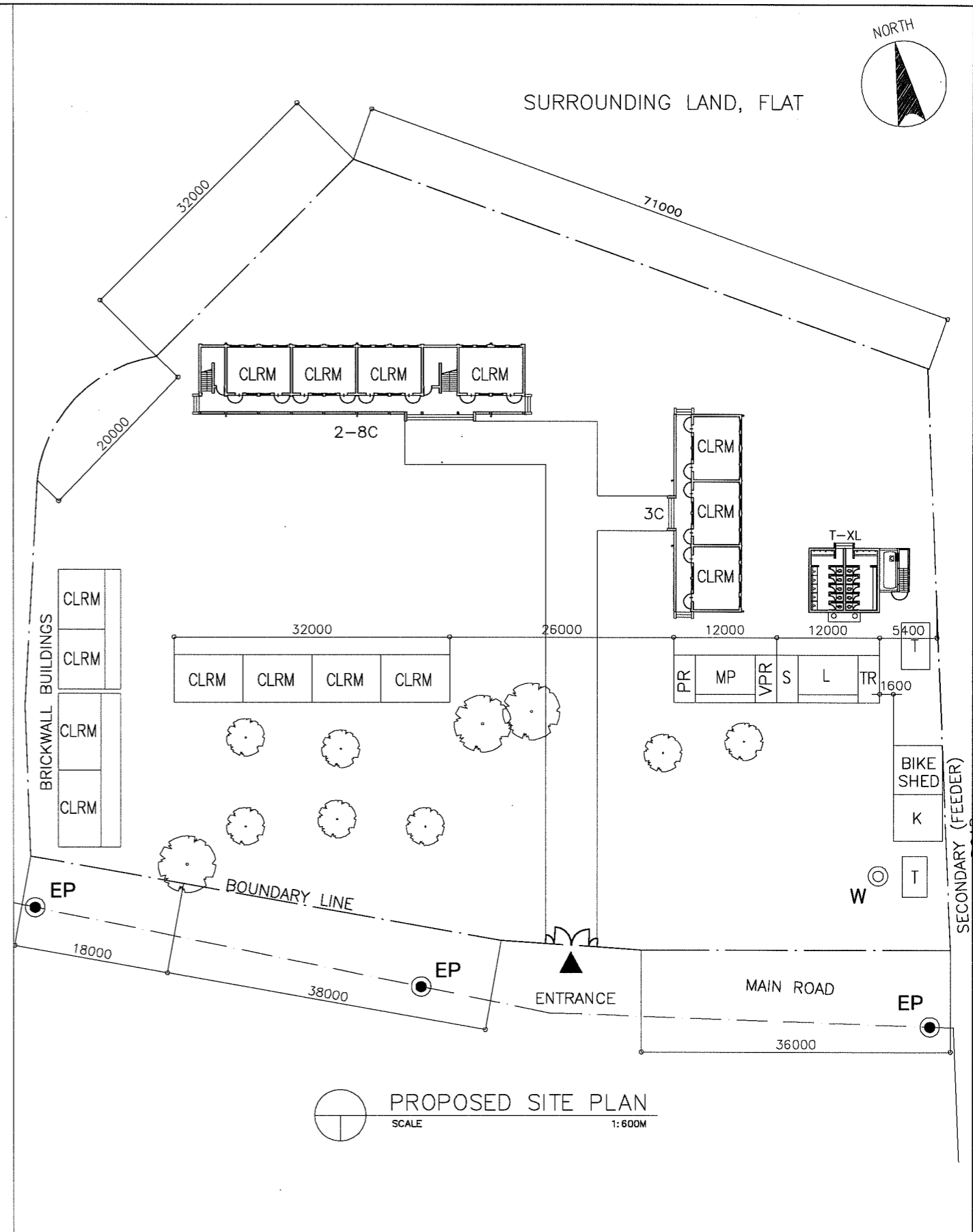
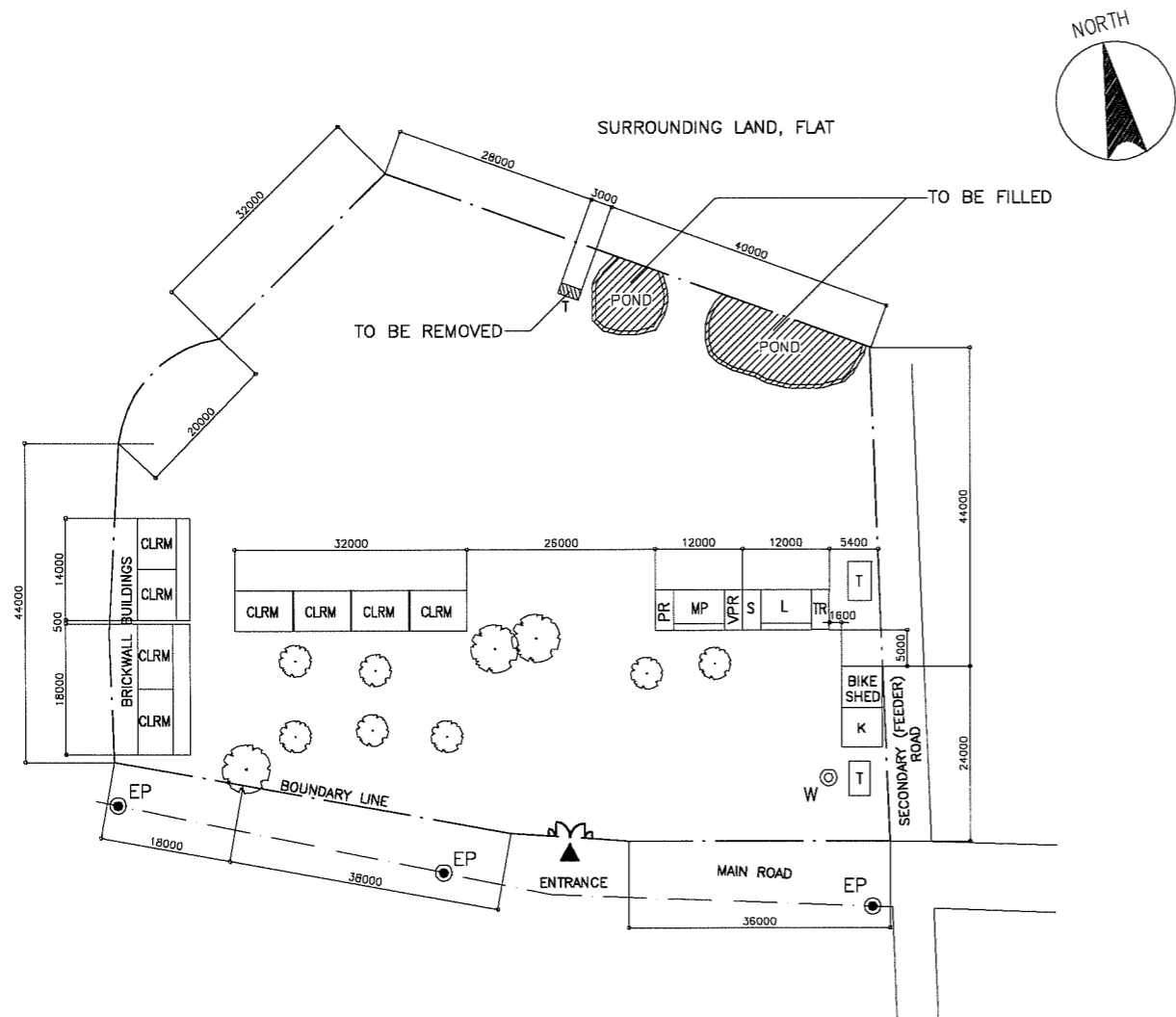
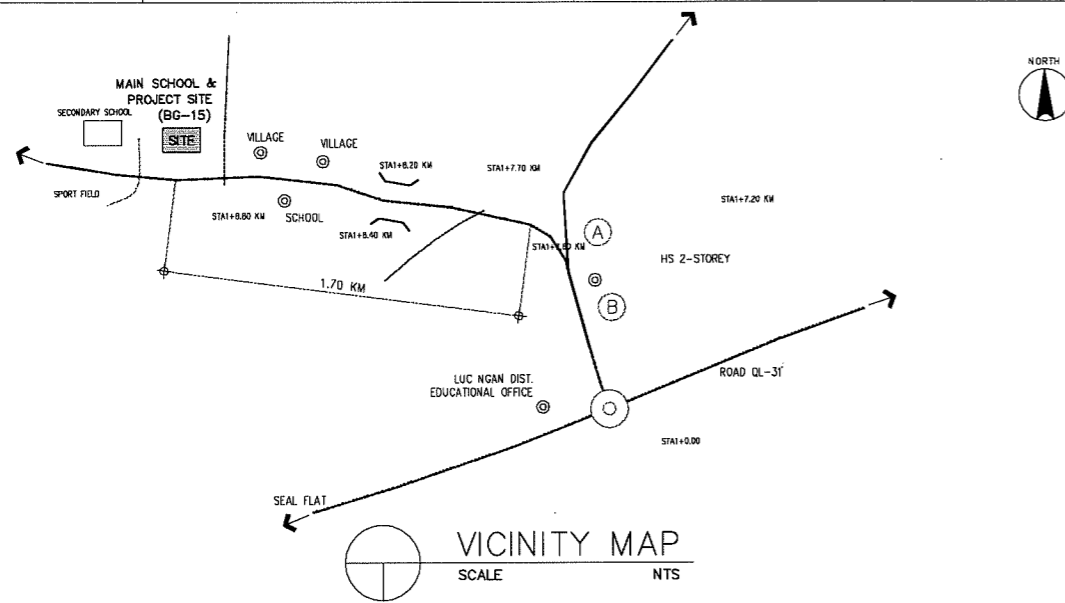
NAME OF SCHOOL	YEN SON PRIMARY SCHOOL			SCHOOL ID	BG-13
DIVISION	PROVINCE OF BAC GIANG	DISTRICT	LUC NGAN	DATE OF SURVEY	



LEGEND:

CLRM	Class Room	MTG	Meeting Room	GH	Guard House	▲	Entrance
O	Office	TR	Teacher's Room	ST	Septic Tank	⊠	PUMP
L	Library	WT	Water Tank	⊙ W	Well	⊠	EWT
K	Kitchen	AD	Administration Office	⊙ EP	Electric Post		
CONF	Conference Room	TH	Teacher's House				
MP	Multi Purpose Room	TA	Teaching Aid Room				
PR	Principal's Room	T	Toilet				
VPR	Vice Principal's Room	S	Storage				

NAME OF SCHOOL	KIEN LAO PRIMARY SCHOOL	SCHOOL ID	BG-15
DIVISION	PROVINCE OF BAC GIANG	DISTRICT	LUC NGAN
		DATE OF SURVEY	

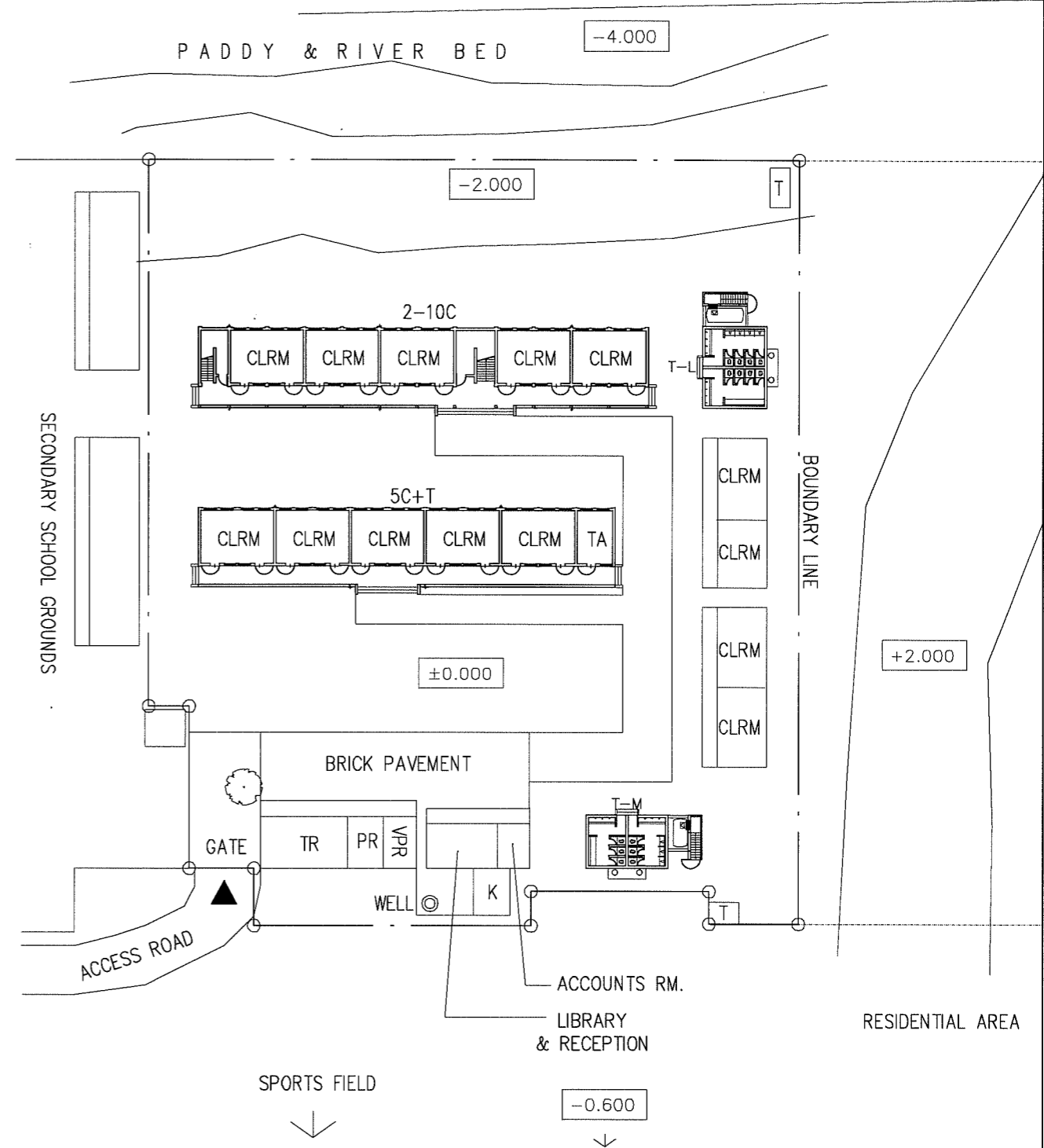
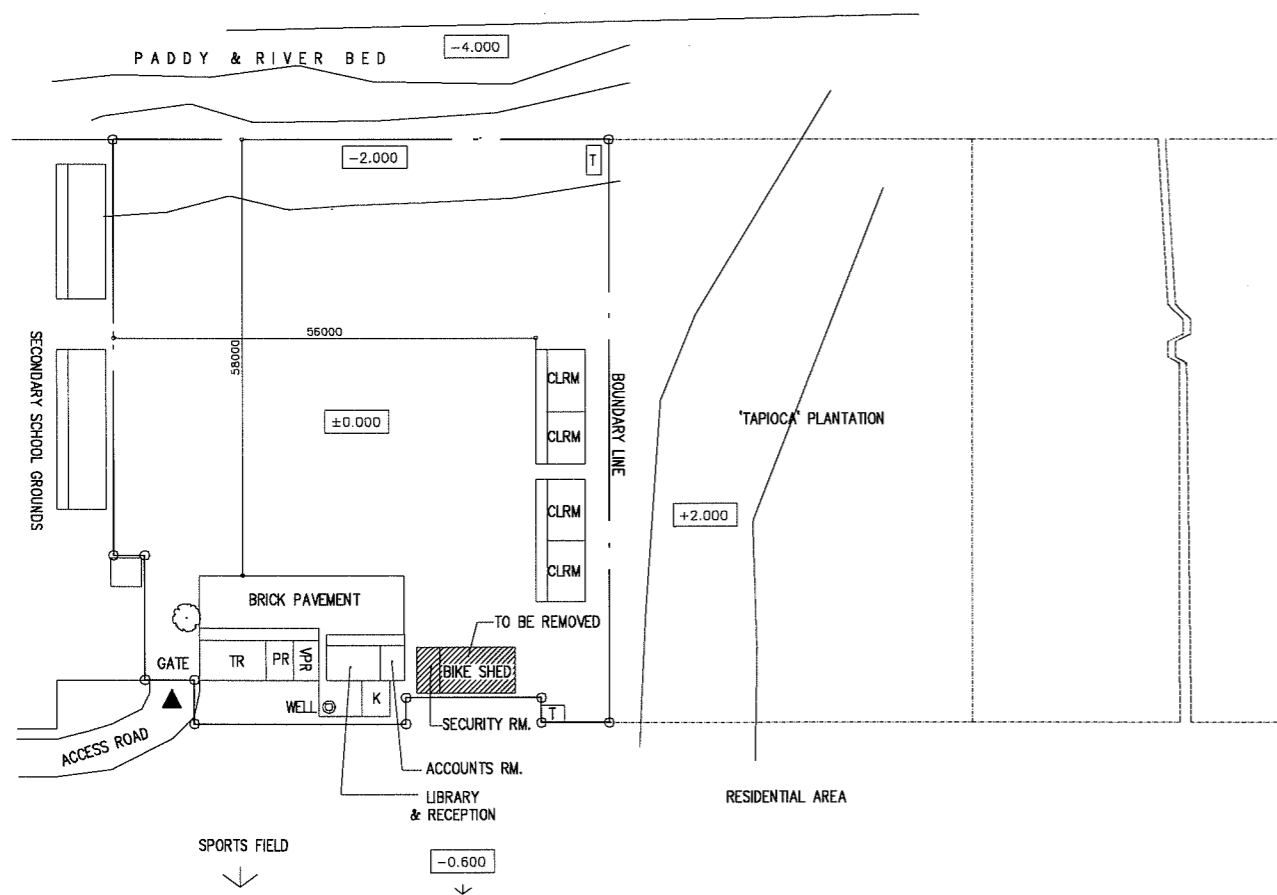
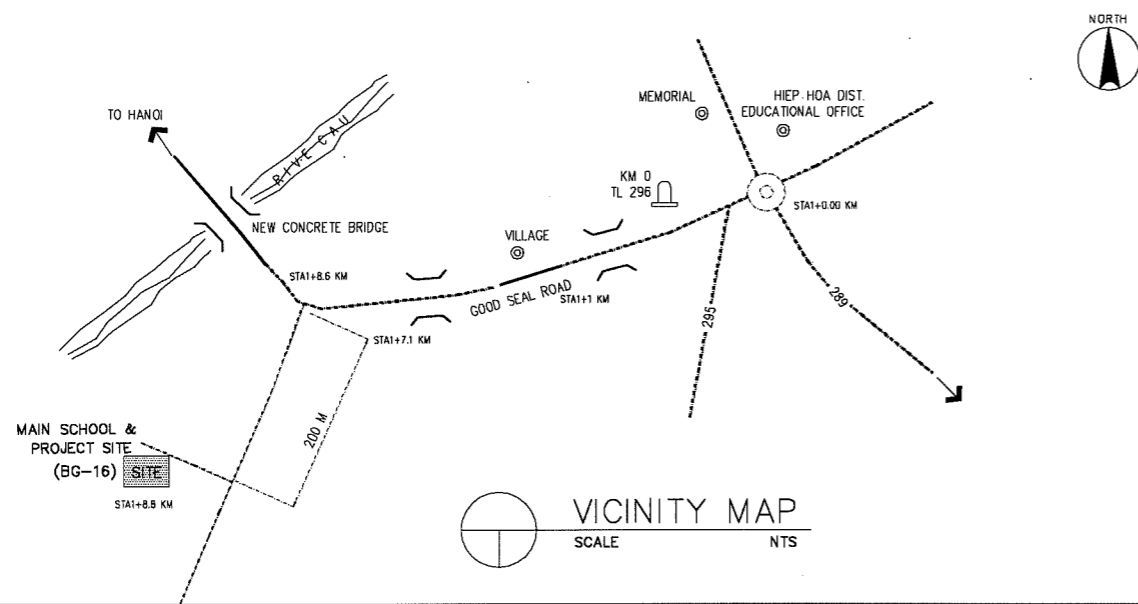


LEGEND:

CLRM	Class Room	MTG	Meeting Room	GH	Guard House	▲	Entrance
O	Office	TR	Teacher's Room	ST	Septic Tank	□	PUMP
L	Library	WT	Water Tank	⊙ W	Well	⊗	EWT
K	Kitchen	AD	Administration Office	⊙ EP	Electric Post		
CONF	Conference Room	TH	Teacher's House				
MP	Multi Purpose Room	TA	Teaching Aid Room				
PR	Principal's Room	T	Toilet				
VPR	Vice Principal's Room	S	Storage				



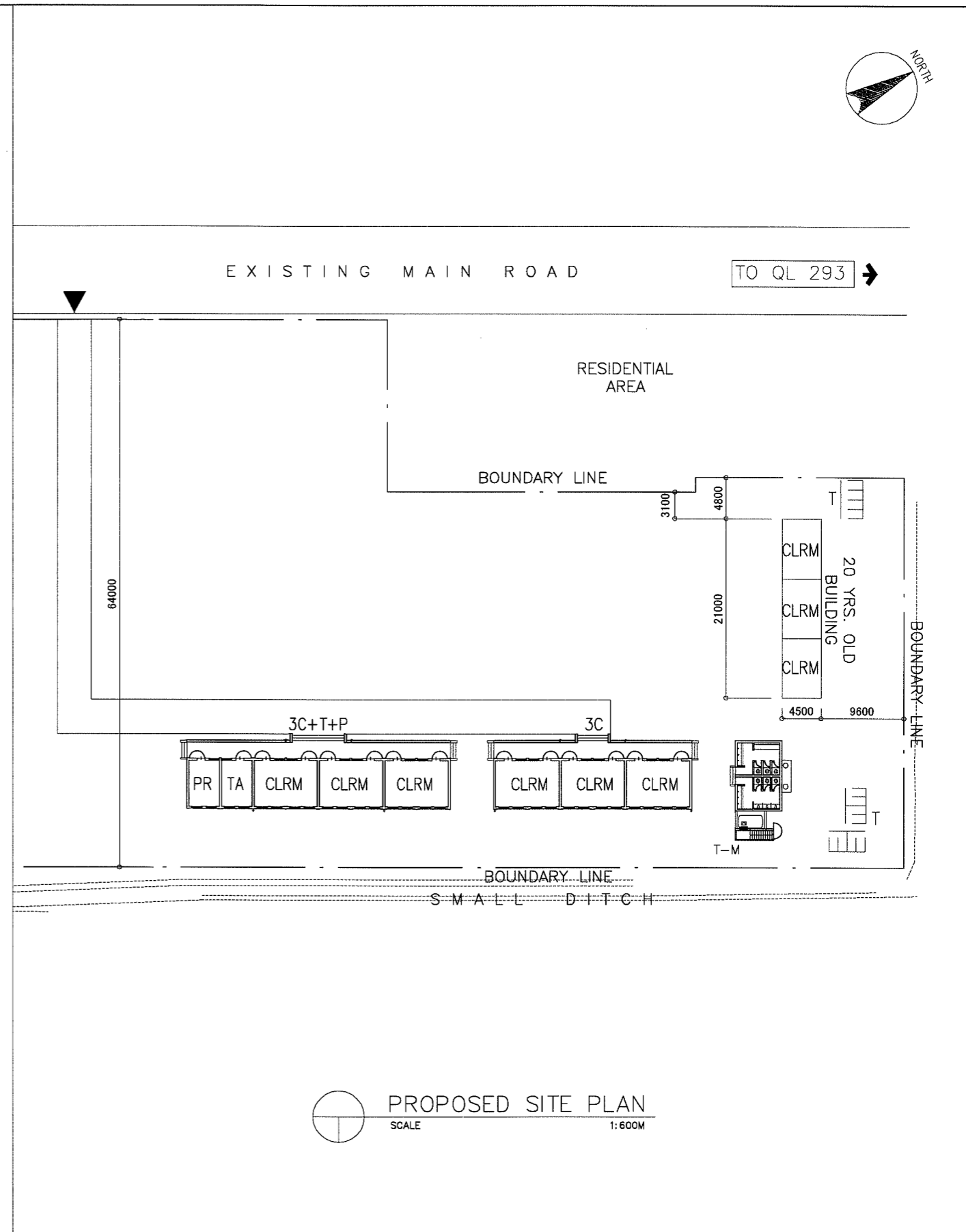
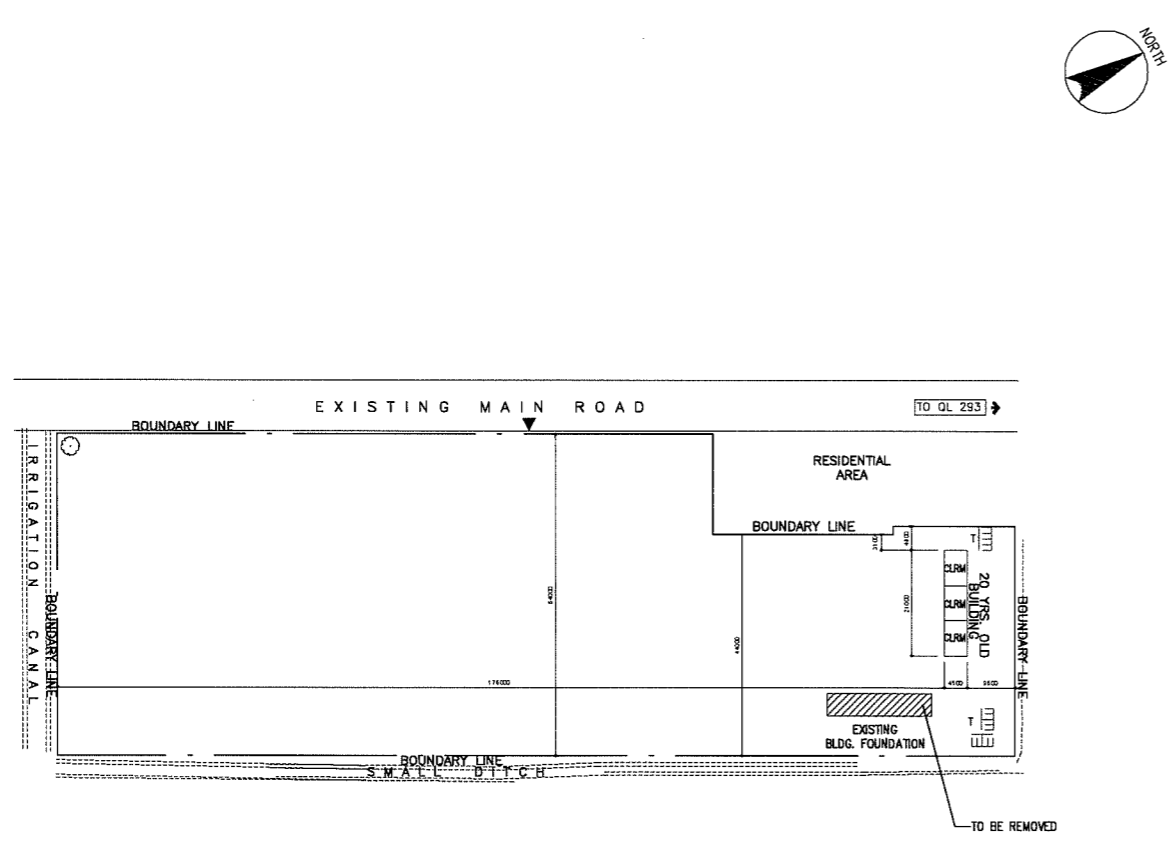
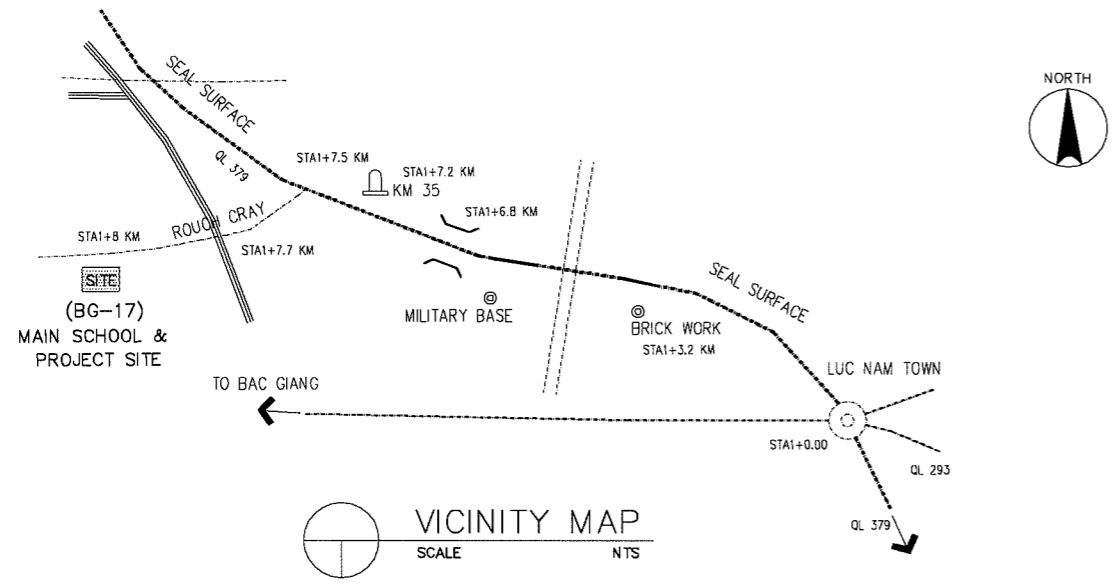
NAME OF SCHOOL	HOP THINH PRIMARY SCHOOL			SCHOOL ID	BG-16
DIVISION	PROVINCE OF BAC GIANG	DISTRICT	HIEP HOA	DATE OF SURVEY	



LEGEND:

CLRM	Class Room	MTG	Meeting Room	GH	Guard House	▲	Entrance PUMP
O	Office	TR	Teacher's Room	ST	Septic Tank	□	EWT
L	Library	WT	Water Tank	⊙ W	Well		
K	Kitchen	AD	Administration Office	⊙ EP	Electric Post		
CONF	Conference Room	TH	Teacher's House				
MP	Multi Purpose Room	TA	Teaching Aid Room				
PR	Principal's Room	T	Toilet				
VPR	Vice Principal's Room	S	Storage				

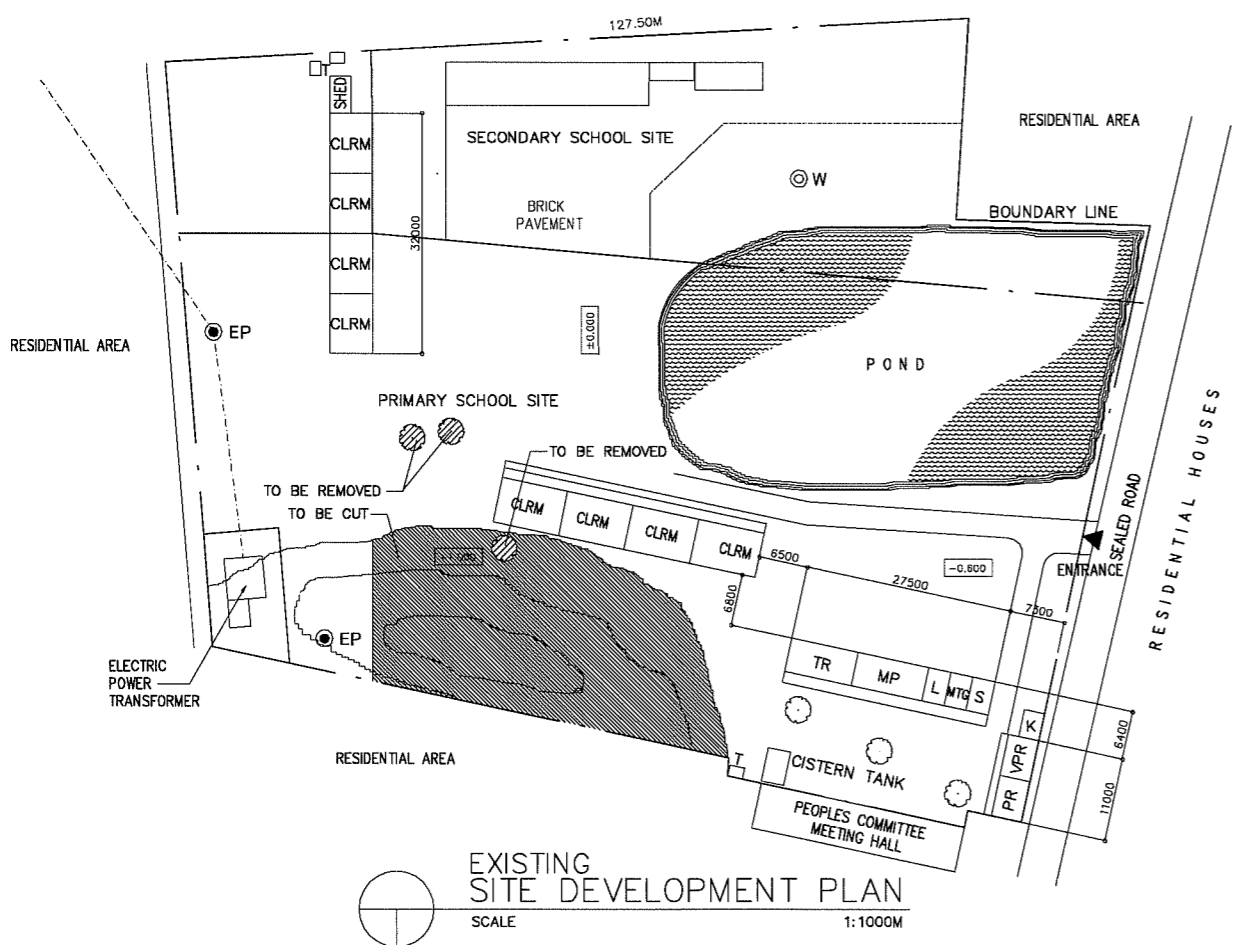
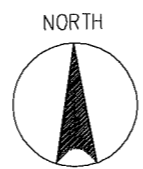
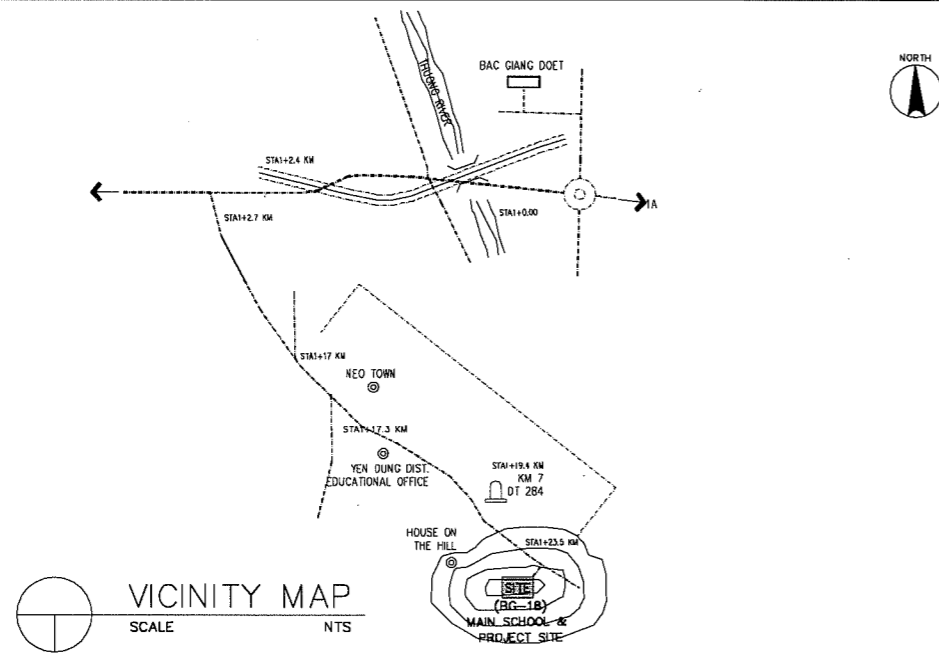
NAME OF SCHOOL	THANH LAM PRIMARY SCHOOL			SCHOOL ID	BG-17
DIVISION	PROVINCE OF BAC GIANG	DISTRICT	LUC NAM	DATE OF SURVEY	



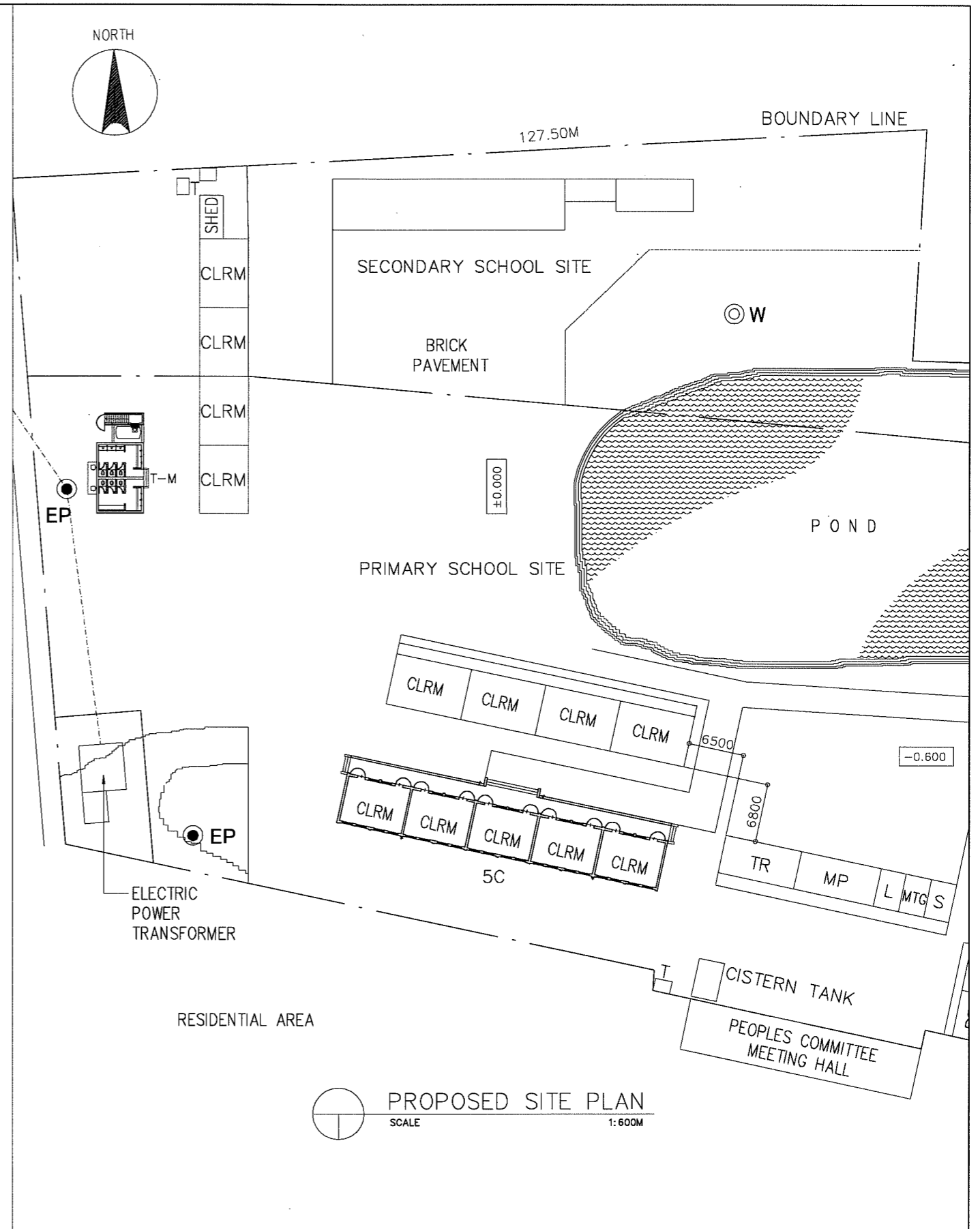
LEGEND:

CLRM	Class Room	MTG	Meeting Room	GH	Guard House	▲	Entrance
O	Office	TR	Teacher's Room	ST	Septic Tank	⊞	PUMP
L	Library	WT	Water Tank	⊙ W	Well	⊞	EWT
K	Kitchen	AD	Administration Office	⊙ EP	Electric Post		
CONF	Conference Room	TH	Teacher's House				
MP	Multi Purpose Room	TA	Teaching Aid Room				
PR	Principal's Room	T	Toilet				
VPR	Vice Principal's Room	S	Storage				

NAME OF SCHOOL	DONG VIET PRIMARY SCHOOL			SCHOOL ID	BG-18
DIVISION	PROVINCE OF BAC GIANG	DISTRICT	YEN DUNG	DATE OF SURVEY	



EXISTING SITE DEVELOPMENT PLAN  
SCALE 1:1000M

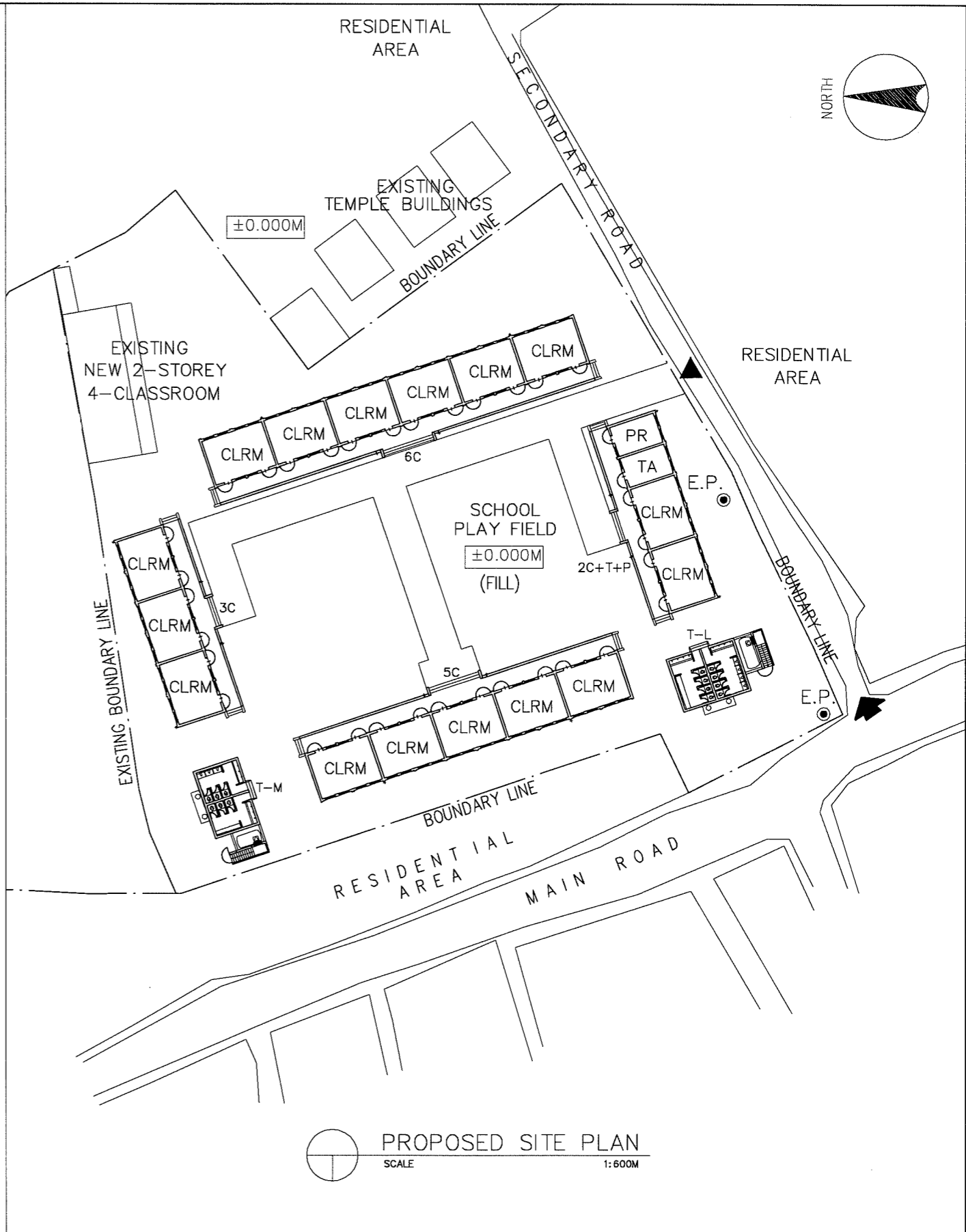
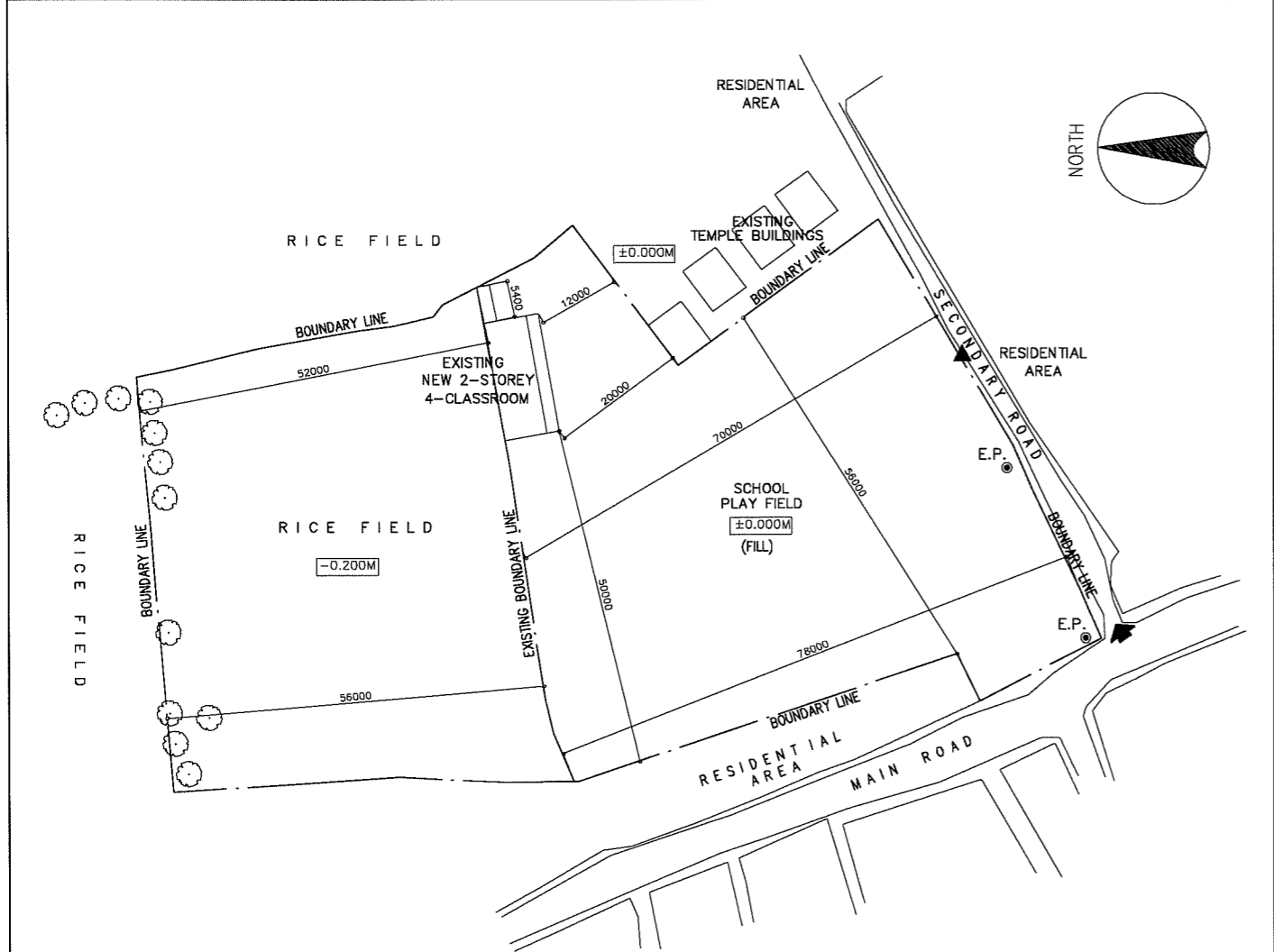
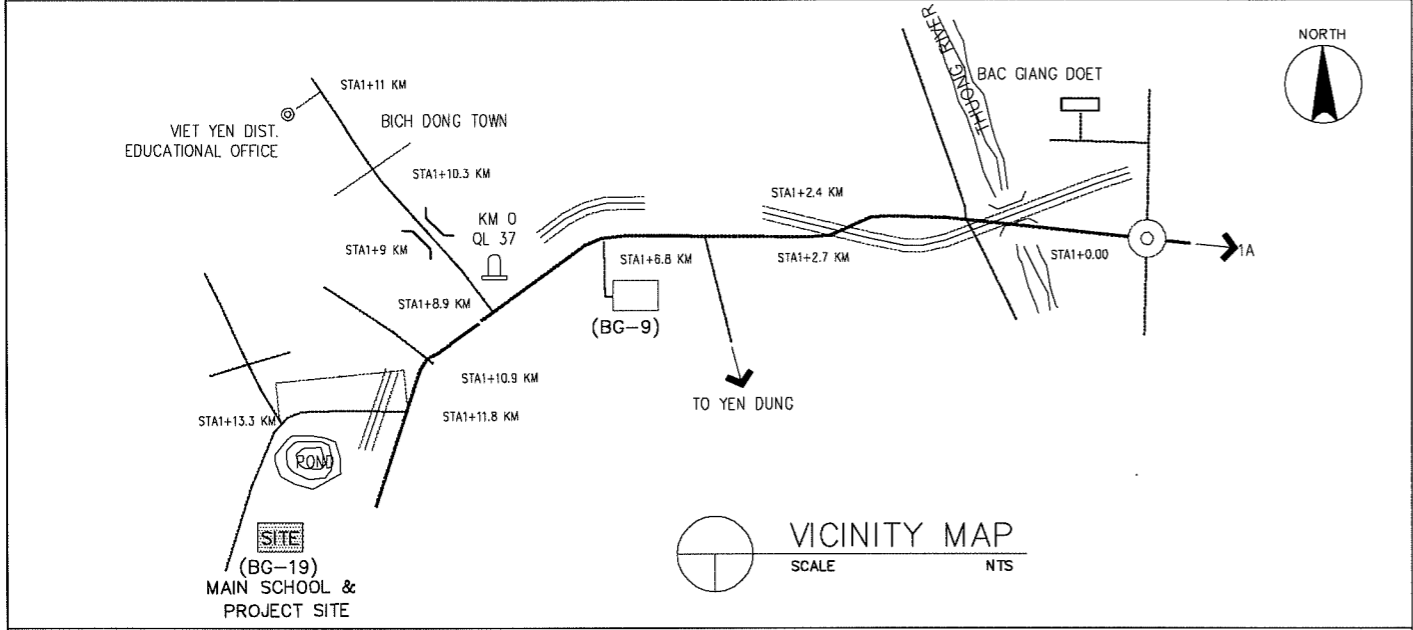


PROPOSED SITE PLAN  
SCALE 1:600M

LEGEND:

CLRM	Class Room	MTG	Meeting Room	GH	Guard House	▲	Entrance
O	Office	TR	Teacher's Room	ST	Septic Tank	□	PUMP
L	Library	WT	Water Tank	⊙ W	Well	⊗	EWT
K	Kitchen	AD	Administration Office	● EP	Electric Post		
CONF	Conference Room	TH	Teacher's House				
MP	Multi Purpose Room	TA	Teaching Aid Room				
PR	Principal's Room	T	Toilet				
VPR	Vice Principal's Room	S	Storage				

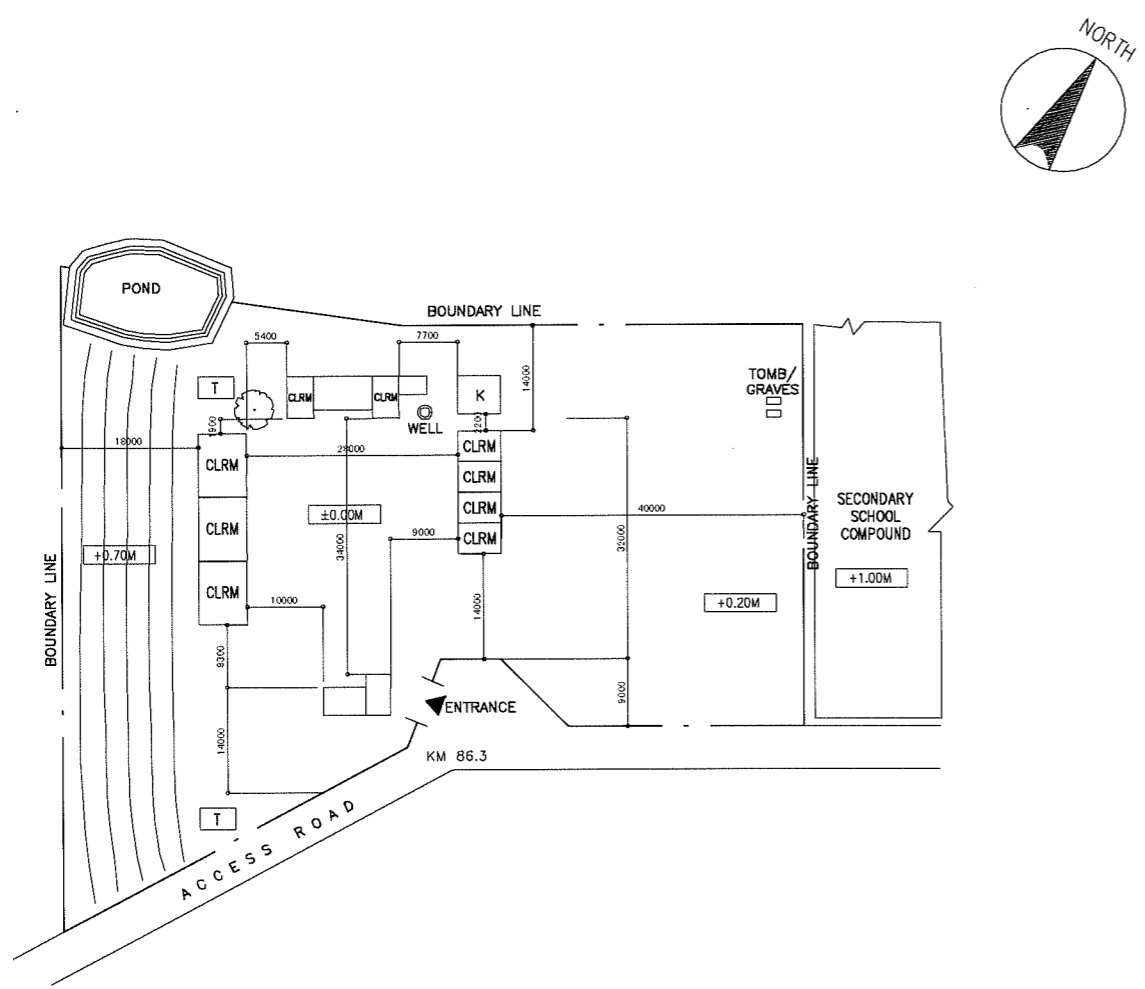
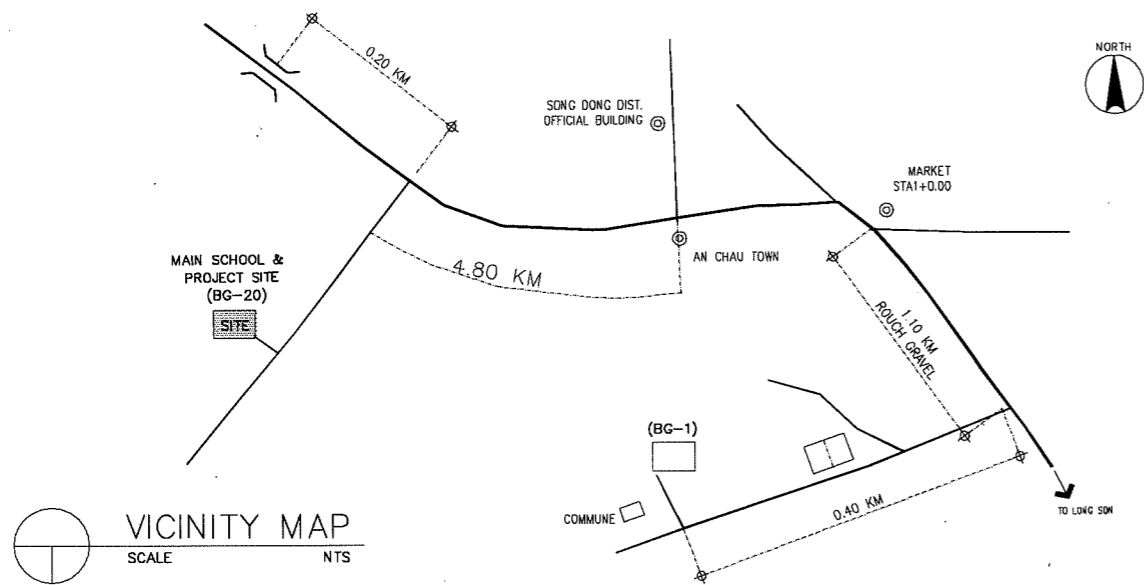
NAME OF SCHOOL	NINH SON PRIMARY SCHOOL			SCHOOL ID	BG-19
DIVISION	PROVINCE OF BAC GIANG	DISTRICT	VIET YEN	DATE OF SURVEY	



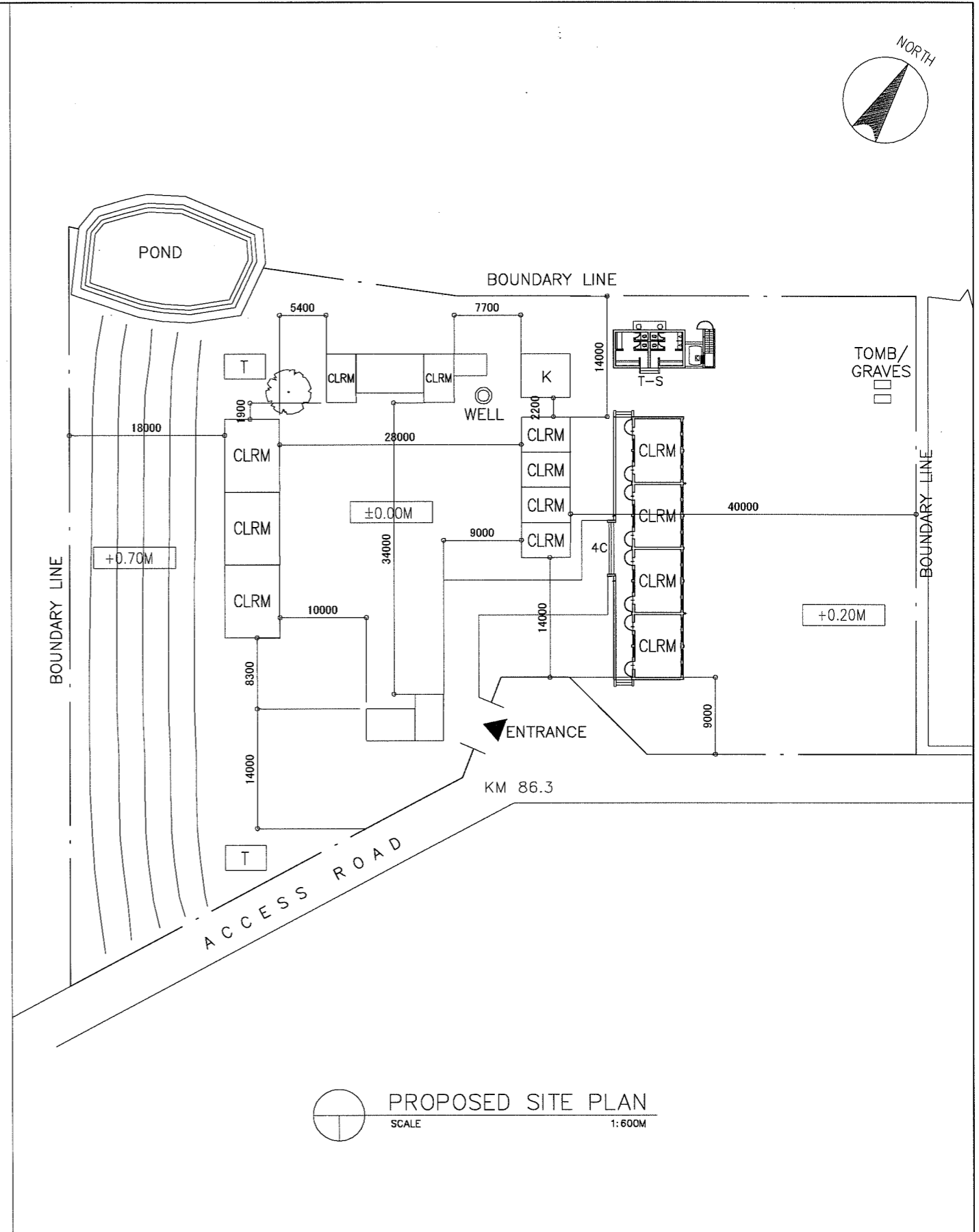
LEGEND:

CLRM	Class Room	MTG	Meeting Room	GH	Guard House	▲	Entrance
O	Office	TR	Teacher's Room	ST	Septic Tank	⊠	PUMP
L	Library	WT	Water Tank	⊙ W	Well	⊠	EWT
K	Kitchen	AD	Administration Office	⊙ EP	Electric Post		
CONF	Conference Room	TH	Teacher's House				
MP	Multi Purpose Room	TA	Teaching Aid Room				
PR	Principal's Room	T	Toilet				
VPR	Vice Principal's Room	S	Storage				

NAME OF SCHOOL	YEN DINH PRIMARY SCHOOL			SCHOOL ID	BG-20
DIVISION	PROVINCE OF BAC GIANG	DISTRICT	SONGDONG	DATE OF SURVEY	



EXISTING SITE DEVELOPMENT PLAN  
SCALE 1:1000M



PROPOSED SITE PLAN  
SCALE 1:600M

LEGEND:

CLRM	Class Room	MTG	Meeting Room	GH	Guard House	▲	Entrance
O	Office	TR	Teacher's Room	ST	Septic Tank	⊞	PUMP
L	Library	WT	Water Tank	⊙ W	Well	⊞	EWT
K	Kitchen	AD	Administration Office	⊙ EP	Electric Post		
CONF	Conference Room	TH	Teacher's House				
MP	Multi Purpose Room	TA	Teaching Aid Room				
PR	Principal's Room	T	Toilet				
VPR	Vice Principal's Room	S	Storage				