

MINUTES OF MEETINGS  
BETWEEN  
JAPANESE MID-TERM EVALUATION MISSION  
AND  
AUTHORITIES CONCERNED OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
ON  
MINI-PROJECT-TYPE TECHNICAL COOPERATION FOR  
THE PARTICIPATORY RURAL DEVELOPMENT PROJECT

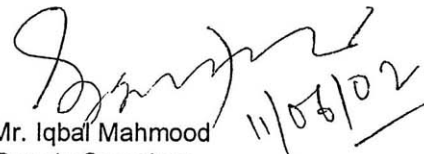
The Japanese Mid-Term Evaluation Mission (hereinafter referred to as "the Mission") organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") visited the People's Republic of Bangladesh from May 27 to June 11, 2002 for the purpose of monitoring the progress, evaluating the achievements, and reviewing the framework of the Mini-Project-Type Technical Cooperation for the Participatory Rural Development Project (hereinafter referred to as "the Project").

During its stay in the People's Republic of Bangladesh, the Mission exchanged views and had a series of meetings with the officials and counterparts concerned of the Government of the People's Republic of Bangladesh. Wrap up meeting was held on 10 June under the chairman<sup>ship</sup> of Secretary of Rural Development and Cooperatives Division, Ministry of Local Government, Rural Development and Cooperatives. As a result of the meetings, the both parties agreed to recommend to their respective Government the matters referred to in the document attached hereto.

Dhaka, June 11, 2002



Mr. Takashi Sakamoto  
Resident Representative  
Japan International Cooperation Agency  
Bangladesh Office



Mr. Iqbal Mahmood  
Deputy Secretary  
Economic Relations Division  
Ministry of Finance  
Government of Bangladesh



11. 6. 2002  
Mr. Abu Nasir Ahmed  
Director General  
Bangladesh Rural Development Board  
Government of Bangladesh

## ATTACHED DOCUMENTS

### I. Introduction

#### 1. Preface

The Project has been implemented for the period of four (4) years from April 23, 2000 to April 22, 2004 based upon the Minutes signed on April 23, 2000. At the middle of the 4-year cooperation term, the Mission dispatched by JICA Headquarters visited the People's Republic of Bangladesh for the purpose of monitoring the progress, evaluating the achievements, reviewing the framework of the Project, and making recommendations concerning the measures to be taken by the Project and its collaborators.

#### 2. Objectives of the Mission

The main objectives of the Mission are as follows:

- (1) To monitor the progress of the Project
- (2) To execute a evaluation of the present achievement in accordance with the original plan described in the Minutes mentioned above and the drafted Project Design Matrix(PDM) by the Mission
- (3) To review the framework of the Project, and jointly make the PDM based on the results of monitoring and evaluation
- (4) To make the Project plan in the second half period
- (5) To discuss the framework of the country-focused training course on 'Participatory Rural Development'
- (6) To make a joint monitoring and evaluation plan

### II. The Matters Discussed

The following matters were discussed and agreed by Bangladesh Rural Development Board (BRDB) and other authorities concerned, and the Mission:

- (1) The Mission explained that the Project Cycle Management (PCM) method has been introduced as a tool for managing the entire cycle of a development project – from planning and implementation to evaluation – by means of a project format termed the Project Design Matrix (PDM). Both sides agreed that PDM is introduced to the Project for efficient and effective management and evaluation, and jointly made the PDM, as shown in Annex I.
- (2) The Plan of Operations (PO) shows the project specifics, such as the expected results, the schedule, and persons in charge of the project's activities. The PO is an effective tool for monitoring and management, and important data for monitoring and evaluation of the project. Both sides agreed that the PO for the second half period shall be prepared by the BRDB and



JICA experts within one months, and shall be submitted to the Project Coordination Committee (PCC) and the JICA Bangladesh Office.

- (3) Both sides agreed that the Joint Monitoring Report, as shown in Annex III, is introduced for effective monitoring of the Project. The Joint Monitoring Report will be prepared by the BRDB and JICA experts, and will be submitted to the PCC and the JICA Bangladesh office every six (6) months.
- (4) Both sides confirmed that the Final Evaluation will be conducted by relevant authorities of the Government of Bangladesh and JICA.
- (5) BRDB stated, in order to institutionalize the PRDP's experiences, BRDB is now going to establish a cell for implementing the Link Model, and Assistant Rural Development Officers (ARDO) will be appointed in place of UDO in course of time.
- (6) Both sides agreed that the number of unions will be increased from two (2) to four (4) in the third year. BRDB agreed to deploy one (1) ARDO who plays a role of UDO. Another UDO will be appointed by the Project.
- (7) At wrap-up meeting, the points were raised by the Government of Bangladesh that some unions outside of Tangail District could be assisted.
- (8) Both sides agreed that the Country-Focused Group Training Course on 'Participatory Rural Development' is set up for the smooth implementation of the Link model by BRDB. The objectives, expected outcomes, and target group of the training for three years are attached as Annex IV.

### III. Summary of Evaluation

The result of the evaluation study by the Mission is summarized as follows:

#### 1. Five Criteria Evaluation

##### (1) Relevance

The Project is consistent with a national policy in Bangladesh since the rural development especially based on the Union is prioritized. It also meets the demands of local communities as a common interest through the formation of Village Committee (VC) and the implementation of small-scale rural infrastructure scheme, namely VC Scheme. As only three counterparts are allocated to the Project, on the other hand, they do not fully involve in field operations of the Project in Tangail at this moment. In this sense, more participation of counterparts particularly in direct management and coordination of Union Development Officer (UDO) are required in order to keep the relevancy of technical transfer. Overall Goal and Project Purpose are formulated during the mid-term evaluation as indicated in PDM.

##### (2) Effectiveness

