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***APPENDICES***

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## A.1 MEMBER LIST OF THE STUDY TEAM

### Field Survey

Name	Affiliation	Position
OTA, Koji	Deputy Resident Representative, JICA Zambia Office, JICA	Leader
AOKI, Hidetake	Staff, First Project Management Division, Grant Aid Management Department, JICA	Coordinator
OSHIMA, Nobuhiro	Nippon Koei Co., Ltd.	Chief Consultant/ Community Development
WAKASA, Hideyuki	Nippon Koei Co., Ltd.	Groundwater Development/ Water Supply Planner
TOKURA, Masaru	Nippon Koei Co., Ltd.	Architecture Planner
WATANABE, Ko	Nippon Koei Co., Ltd.	Socio Surveyor/ Operation and Management Planner
TANAKA, Erika	Nippon Koei Co., Ltd.	Education Planner for Health and Sanitation
TAMURA, Hidehisa	Nippon Koei Co., Ltd.	Construction and Procurement Planner/ Cost Estimator

### Mission for the Explanation of Draft Basic Design Study Report

Name	Affiliation	Position
OSHIMA, Nobuhiro	Nippon Koei Co., Ltd.	Chief Consultant/ Community Development
WAKASA, Hideyuki	Nippon Koei Co., Ltd.	Groundwater Development/ Water Supply Planner

## A.2 STUDY SCHEDULE

[From March 1 to April 18, 2003]

No.	Date	Movement	Stay	Activity
1	3/1 (SAT)	Aoki/OSHIMA /WAKASA /TANAKA: Tokyo - Singapore - Johannesburg	Singapore	
2	3/2 (SUN)	Aoki/OSHIMA /WAKASA /TANAKA: Singapore – Johannesburg - Lusaka	Lusaka	Courtesy call on EOJ, JICA office, MLGH (Director of DHMT), LCC, LWSC, and MFNP
3	3/3 (MON)	Lusaka	Lusaka	Meeting with PHC project, MLGH Courtesy call on DHMT and MLGH (P/S)
4	3/4 (TUE)	Lusaka	Lusaka	Meeting with MLGH
5	3/5 (WED)	Lusaka	Lusaka	Site Survey (George and Ng'ombe compounds)
6	3/6 (THU)	Lusaka	Lusaka	Discussion on M/D with MLGH Courtesy call on CBH
		TAMURA: Tokyo - Singapore	Singapore	
7	3/7 (FRI)	Lusaka	Lusaka	Signing on M/D and Report to EOJ
		TAMURA: Singapore-Johannesburg- Lusaka	Lusaka	
8	3/8 (SAT)	Lusaka	Lusaka	Meeting with local assistants
9	3/9 (SUN)	Lusaka	Lusaka	Site Survey (Kalikiliki and Freedom compounds)
10	3/10(MON)	Lusaka	Lusaka	Report to JICA office
11	3/11 (TUE)	Lusaka	Lusaka	Field investigation
14	3/14 (FRI)	Lusaka	Lusaka	Field Investigation
15	3/15 (SAT)	Lusaka	Lusaka	Field Investigation
		Aoki: Lusaka – Johannesburg-Singapore	On board	
16	3/16 (SUN)	Lusaka	Lusaka	Field Investigation
		Aoki: Johannesburg - Singapore	Singapore	
		WATANABE: Tokyo - Singapore	Singapore	
17	3/17(MON)	Lusaka	Lusaka	Field Investigation
		Aoki: Singapore - Tokyo	Singapore	
		WATANABE: Singapore-Johannesburg- Lusaka	Lusaka	
18	3/18 (TUE)	Lusaka	Lusaka	Field Investigation
19	3/19 (WED)	Lusaka	Lusaka	Field Investigation
20	3/20 (THU)	Lusaka	Lusaka	Field Investigation
		TOKURA: Tokyo - Singapore	Singapore	
21	3/21 (FRI)	Lusaka	Lusaka	Field Investigation
		TOKURA: Singapore-Johannesburg-Lusaka	Lusaka	
22	3/22 (SAT)	Lusaka	Lusaka	Field Investigation
40	4/9 (WED)	Lusaka	Lusaka	Field Investigation
41	4/10 (THU)	Lusaka	Lusaka	Discussion with MLCH and LCC
42	4/11 (FRI)	Lusaka	Lusaka	Report to EOJ and JICA Office
43	4/12 (SAT)	Lusaka	Lusaka	Field Investigation
44	4/13 (SUN)	OSHIMA /WAKASA /TANAKA /TAMURA: Lusaka - Johannesburg	Johannesb urg	
		TOKURA /WATANABE	Lusaka	Field Investigation
45	4/14 (MON)	OSHIMA /WAKASA /TANAKA /TAMURA: Johannesburg - Singapore	On board	
		TOKURA /WATANABE	Lusaka	Field Investigation
46	4/15 (TUE)	OSHIMA /WAKASA /TANAKA /TAMURA: Singapore - Tokyo		
		Lusaka	Lusaka	Field Investigation
47	4/16 WED)	TOKURA /WATANABE: Lusaka – Johannesburg - Bangkok	On board	
48	4/17 (THU)	TOKURA /WATANABE: Johannesburg – Bangkok - Tokyo	On board	
49	4/18 (FRI)	TOKURA /WATANABE: Bangkok - Tokyo		

Note: MLGH: Ministry of Local Government and Housing, LCC: Lusaka City Council, PHC Project: Primary Health Care Project, DHMT: Lusaka District Health Management Team, CBH: Central Board of Health, MFNP: Ministry of Finance and National Planning, LWSC: Lusaka Water and Sewerage Company, DPPH: Department of Physical Planning and Housing, P/S: Permanent Secretary

[From July 12 to July 23, 2003]

No.	Date	Movement	Stay	Activity
1	7/12 (SAT)	OSHIMA: Tokyo - Singapore WAKASA: Tokyo - Hanoi	Singapore	
2	7/13 (SUN)	OSHIMA /WAKASA: Singapore – Johannesburg - Lusaka	Lusaka	
3	7/14(MON)	Lusaka	Lusaka	Courtesy call on JICA office, MLGH (P/S), LCC(town clerk), LWSC(DG), MOF, and EOJ
4	7/15 (TUE)	Lusaka	Lusaka	Explanation of the Report to MLGH, LCC, MOF, and LWSC
5	7/16(WED)	Lusaka	Lusaka	Meeting with PHC Project Preparation of M/D with MLGH
6	7/17(THU)	Lusaka	Lusaka	Courtesy call on Lusaka City Mayor Signing ceremony with MLGH(P/S) Meeting with local NGO
7	7/18(FRI)	Lusaka	Lusaka	Report to JICA office and EOJ
8	7/19(SAT)	Lusaka	Lusaka	Site reconnaissance
9	7/20(SUN)	Lusaka	Lusaka	Site reconnaissance
10	7/21(MON)	OSHIMA/ WAKASA: Lusaka – Johannesburg - Bangkok	On board	
11	7/22 (TUE)	OSHIMA/ WAKASA: Johannesburg – Bangkok - Tokyo	On board	
12	7/23(WED)	OSHIMA/ WAKASA: Bangkok - Tokyo		

### **A.3 LIST OF PARTIES CONCERNED IN THE RECIPIENT COUNTRY**

#### **Ministry of Local Government and Housing (MLGH)**

Josephine MAPOMA	Permanent Secretary
Glynn A. C. KKHONJE	Director, Department of Physical Planning and Housing (DPPH)
Matilda OKPARA	Assistant Director, DPPH
Frederick B. MUKOZOMBA	Acting Assistant Director (Principal Planner), DPPH
Peter LUBAMBO	Director, Department of Infrastructure Support Service (DISS)
Bruno HAMUSONDE	Assistant Director, DISS
N. CHUNI	Administration Officer
Hope C. NICOLOMA	National Coordinator, Rural Water Supply and Sanitation

#### **Lusaka City Council (LCC)**

Bornwell MATAWE	Assistant Director
Irene N. MULUNDIKA	Director, Public Health and Social Services
Misheck ZYUULU	Assistant Director, Public Health Department
Mavis KALUMBA	Senior Health Education Officer
Kapuamba MBANGA	Senior Community Development Officer
Noel KALIMAMUKWENJ	Senior Health Officer
Dick ShAWA	Head Officer

#### **Lusaka Water and Sewerage Company (LWSC)**

Charles CHIPULU	Managing Director
Daniel SICHOMBO	Director, Administration and Secretarial Services
Cleaver MULUNDU	Assistant Director, Finance
Mid MABBOLOBBOLO	Director, Marketing and Customer Services
Henry MTINE	Director, Engineering
Simasiku MALUMO	Deputy Director, Engineering Services
Astrid CHOONGO-BANDA	Head, Peri-urban Section

#### **Ministry of Finance and National Planning (MFNP)**

Agnes M. MUSUNGA	Chief Economist
Chasiya KAZEMBE	Principal Economist
Tsuneno TSURUSAKI	Advisor, JICA Expert, Economic and Technical Cooperation Department

#### **Central Board of Health (CBH)**

B. U. Chirwa	Director General
Chrispin Melele	Health Promotion Specialist

#### **Lusaka District Health Management Team (LDHMT)**

Mpundu Makasa CHIKOYA	Manager, Planning and Development
Phillip Mulenga	Environmental Health Expert
Kumiko IGARASHI	Expert in Community Health, JICA Primary Health Care Project

#### **Ng'ombe Resident Development Committee (N'gombe RDC)**

\*Symbol (○) indicates contacted persons during the basic design study.

○Chibelo R SIKALONGA	Chairperson
Waluzani PHIRI	Vice Chairperson
○Peter O TEMBO	Secretary
○Robson NYANGA	Vice Secretary

<input type="radio"/> Dorothy NANJA	Treasurer
<input type="radio"/> Maureen NYAMBE	Vice Treasurer
<input type="radio"/> Edwin MWANZA	Publicity Secretary
<input type="radio"/> Elijah M SANDO	Committee Member
<input type="radio"/> Besnart NJOBVU	Committee Member
<input type="radio"/> Justinal MALI	Committee Member
<input type="radio"/> Brown MKUNSHYA	Committee Member

#### **Ng'obmbe Water Committee**

Godfridah MWILA	Zone 1
Janet NJOBVU	Zone 2
Agrippa GWENDE	Zone 3
Mary PHIRI	Zone 4
Laika PHIRI	Zone 5
Grace MUKUKA	Zone 6
Criscent SIALYAINDA	Zone 7
Christina MWALUSAKA	Zone 8
Benson MWALE	Zone 9
Friday MBAFUTI	Zone 10
Christine SHUMBA	Zone 11
Eric M KUNDA	Zone 12

#### **Freedom Resident Development Committee (Freedom RDC)**

\*Symbol (○) indicates contacted persons during the basic design study.

<input type="radio"/> Benson BANDA	Chairperson
<input type="radio"/> Esnart TEMBO	Vice Chairperson
<input type="radio"/> Lazarus CHULABANTU	Secretary
<input type="radio"/> Sylvia NDOPU	Vice Secretary
<input type="radio"/> Frank KUSSANI	Treasurer
<input type="radio"/> Dailesi MUMBA	Vice Treasurer
<input type="radio"/> Falo KAIPA	Committee Member
<input type="radio"/> Theresa SHUMBA	Committee Member
<input type="radio"/> Charles CHIMKWAYA	Committee Member

#### **Kalikiliki Resident Development Committee (Kalikiliki RDC)**

\*Symbol (○) indicates contacted persons during the basic design study.

<input type="radio"/> Clement NONDE	Chairperson
<input type="radio"/> Patricia NYIRENDA	Vice Chairperson
<input type="radio"/> Zuli NG'ANDU	Secretary
<input type="radio"/> Emelina PHIRI	Vice Secretary
<input type="radio"/> Matthew NYIRONGO	Treasurer
<input type="radio"/> Dickson PHIRI	Vice Treasurer
<input type="radio"/> Graham SOKOTWE	Committee Member
<input type="radio"/> Johon KUFUKA	Committee Member
<input type="radio"/> Doreen JAMBA	Committee Member
<input type="radio"/> Monica MAKASA	Committee Member

**George Unplanned Urban Settelement**

Amos BESA                      Acting Community Development Officer, George Water Supply Project  
Humphrey MULUMBA            Acting Community Development Officer, George Water Supply Project  
Moses KASONGO                Data Controller, George Water Supply Project

**Kafue District Health Management Board (KDHMB)**

Charles Yekha MSISKA        District Director of Health  
Leins MWILA                  Manager, Planning & Development

**JICA Primary Health Care Project**

Takashi NAGAKURA        Chief Advisor  
Satoshi SASAKI              Project Coordinator  
Kumiko IGARASHI          Expert in Community Health

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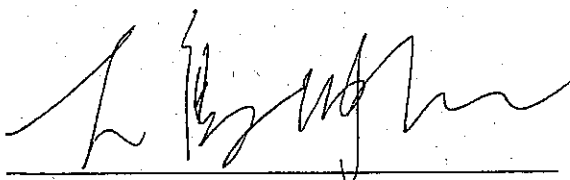
**MINUTES OF DISCUSSIONS  
ON  
THE BASIC DESIGN STUDY  
ON  
LIVING ENVIRONMENTAL IMPROVEMENT PROJECT FOR UNPLANNED  
URBAN SETTLEMENTS IN LUSAKA  
IN THE REPUBLIC OF ZAMBIA  
(EXPLANATION ON DRAFT FINAL REPORT)**

In March 2003, the Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched the Basic Design Study Team on LIVING ENVIRONMENTAL IMPROVEMENT PROJECT FOR UNPLANNED URBAN SETTLEMENTS IN LUSAKA (hereinafter referred to as "the Project") to the Republic of Zambia (hereinafter referred to as "Zambia"), and through discussion, field survey, and technical examination of the results in Japan, JICA prepared a draft final report of the Study.

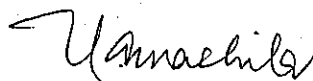
In order to explain and to consult with the Zambian side on the components of the draft final report, JICA sent to Zambia the Draft Final Report Explanation Team (hereinafter referred to as "the Team"), which is headed by Mr. Nobuhiro OSHIMA, the Leader of the Team, from July 13, 2003 to July 21, 2003.

As a result of discussions, both parties confirmed the main items described on the attached sheets.

Lusaka, July 17, 2003



Mr. Nobuhiro Oshima  
Leader,  
Draft Final Report Explanation Team



Mr. Bernard Namachila  
Permanent Secretary,  
Ministry of Local Government and  
Housing (MLGH),  
The Republic of Zambia

Witness



Mr. Richard Chizyuka  
Acting-Permanent Secretary (Budget and  
Planning),  
Ministry of Finance and National  
Planning (MFNP),  
The Republic of Zambia



## ATTACHMENT

### 1. Components of the Draft Final Report

The Government of the Republic of Zambia (hereinafter referred to as "GRZ") agreed and accepted in principle the components of the draft final report of the Basic Design Study on Living Environmental Improvement Project for Unplanned Urban Settlements in Lusaka explained by the Team.

### 2. Japan's Grant Aid Scheme

The Zambian side understands the Japan's Grant Aid Scheme and the necessary measures to be taken by GRZ as explained by the Team and described in Annex-II and Annex-III of the Minutes of Discussions signed by both parties on March 7, 2003.

### 3. Schedule of the Study

JICA will complete the final report in accordance with the confirmed items and send it to the Government of Zambia by August 2003.

### 4. Other Relevant Issues

#### (1) Project Sites

Both sides confirmed the Project sites are N'gombe, Kalikiliki and Freedom.

#### (2) Facilities to be Constructed under the Project

Both sides confirmed that the Japanese side constructs the following facilities in each settlement.

##### A. Water Supply Facilities (Level-2)

Deep well borehole

Transmission pipeline

Elevated tank

Chlorine injection equipment

Distribution pipeline

Public water stands

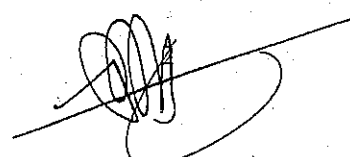
##### B. Community Center

Type B as Annex-1

#### (3) Sub Health Center

Both sides confirmed that the sub health center function should be excluded from the community center to be constructed in the Project, following a request from Ministry of Health and Central Board of Health.

Both sides confirmed that Chibolya should be excluded from the Project site,



because only a sub health center was requested in Chibolya.

(4) Equipment for the Community Center

The Team selected the items as the occasion demands for the soft component program in the Project as Annex-2. The Zambian side confirmed the items.

(5) Community Hall

Both sides confirmed that the community hall should be excluded from the Project.

(6) VIP Toilet

The Zambian side understood that the VIP toilet should be excluded from the Project, because the VIP toilet is not essential for the soft component program, and a public toilet in each Project site would be difficult to maintain because of lack of ownership of residents.

(7) Soft Component Program

The Zambian side requested soft component, in order to continue sustainable hygiene education and O&M activities after completion of the Project. The following soft components are executed under the Project;

- Awareness enlightenment for resident's participation,
- Planning of O&M and technical training, and
- Health and hygiene education program in cooperation with Lusaka District Primary Health Care Project II by JICA.

(8) Construction Works by the Zambian Side

The Zambian side confirmed to construct a gate and a fence for each community center and to distribute power line to the sites.

(9) Permits and for the Project Implementation

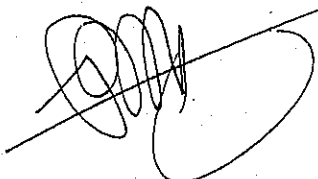
The Zambian side promised to obtain necessary permits to construct the facilities prior to commencement of the Project.

(10) Land for the Project

The Zambian side promised to prepare land for the Project. The Zambian side also confirmed to allocate a budget to clear, level and reclaim the sites for the Project prior to commencement of the work in accordance with the Japanese Grant Aid Assistance by the Government of Japan.

(11) Cost Estimate

The Zambian side understood the cost estimate is provisional and would be further examined by the Government of Japan for the approval of the Grant.

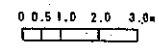
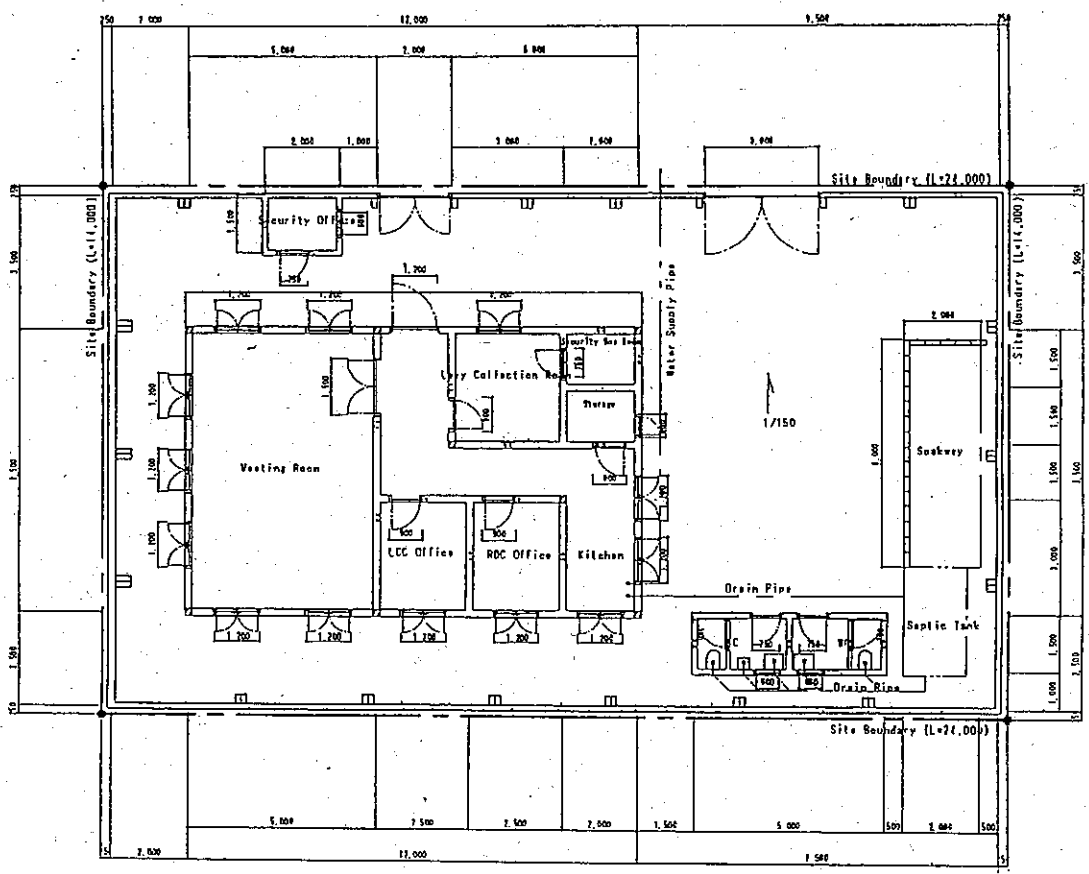


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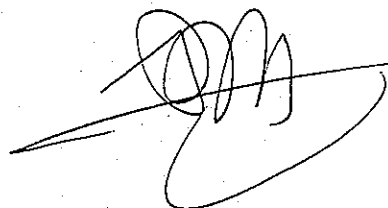
THE BASIC DESIGN STUDY ON  
LIVING ENVIRONMENTAL IMPROVEMENT PROJECT FOR  
UNPLANNED SETTLEMENTS  
IN LUSAKA IN THE REPUBLIC OF ZAMBIA

COMMUNITY CENTER (PLAN)

Annex-1

## Office Equipment of Community Center to be Provided by the Project

Room	Equipment and Furniture	UUS	Total
1. LCC Office	1) Office Table and Chair	1 set	3 sets
2. RDC Office	1) Office Table and Chair	1 set	3 sets
3. Water Levy Collection Room	1) Personal Computer (with Monitor)	1 set	3 sets
	2) Printer (A4 size)	1 set	3 sets
	3) Computer Rack	1 set	3 sets
	4) UPS	1 set	3 sets
	5) Office Table and Chair	1 set	3 sets
	6) Book Shelf	1 set	3 sets
	7) Safety Box	1 unit	3 units
4. Meeting Room	1) Desk and Long Chair	1 set	3 sets
	2) Book Shelf	1 set	3 sets
	3) Blackboard	1 set	3 sets





MINUTES OF DISCUSSIONS  
ON  
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IN THE REPUBLIC OF ZAMBIA

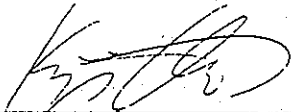
In response to a request from the Government of the Republic of Zambia (hereinafter referred to as "GRZ"), the Government of Japan decided to conduct a Basic Design Study on LIVING ENVIRONMENTAL IMPROVEMENT PROJECT FOR UNPLANNED URBAN SETTLEMENTS IN LUSAKA (hereinafter referred to as "the Project") and entrusted the study to the Japan International Cooperation Agency (hereinafter referred to as "JICA").

JICA sent to Zambia the Basic Design Study Team (hereinafter referred to as "the Team"), which was headed by Mr. Koji OTA, Deputy Resident Representative, JICA Zambia Office. The Team is scheduled to stay in the country from March 2, 2003 to April 17, 2003.

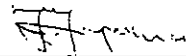
From March 3rd to 7th, the Team held discussions with the GRZ officials and conducted field surveys in the study areas. In the course of discussions, both parties confirmed the main items described on the Attachment.

The Team will now proceed to prepare the Basic Design Study Report.

Lusaka, March 7, 2003



Mr. Koji OTA  
Leader  
Basic Design Study Team  
Japan International Cooperation Agency  
Japan



Ms. Josephine Mapoma  
Permanent Secretary,  
Ministry of Local Government and  
Housing (MLGH),  
The Republic of Zambia

Witness



Mr. Richard Chizyuka  
Acting-Permanent Secretary (Budget and  
Planning),  
Ministry of Finance and National  
Planning (MFNP)  
The Republic of Zambia

## ATTACHMENT

### 1. Objective of the Project

The objective of the Project is to improve the living standard in unplanned urban settlements by means of construction of drinking water supply facilities and capacity building for the communities.

### 2. Project sites

The sites of the Project are Freedom, Kalikiliki and Ng'ombe Compounds in Lusaka.

### 3. Responsible and Implementing Agency

The responsible agency is the Ministry of Local Government and Housing (MLGH), and implementing agencies are Lusaka City Council (LCC) and Lusaka Water and Sewerage Company (LWSC).

Central Board of Health (CBOH) will support the community-based health and hygiene education components of the Project in partnership with other stakeholders.

### 4. Items requested by GRZ

- 1) GRZ requested technical transfer in the "soft component" program for Community Capacity Building for Operation and Maintenance (O/M) training, and Community-Based Health and Hygiene Education programs. The components requested by GRZ are listed in Annex-I.
- 2) The Team informed GRZ that JICA will assess the appropriateness of the request and will recommend it to the Government of Japan for approval. The final decision on the components of the Project shall be made by the Government of Japan after the Basic Design Study by JICA.
- 3) Both sides agreed that the construction of a community center in Chibolya Compound, as proposed in the original request, should be excluded so as to concentrate on the package program of construction and software support in the Project sites only.
- 4) Both sides agreed that the design of the community centers will be reviewed to take into consideration their utilization.
- 5) Both sides agreed with the following mutual cost effective measures for the Project;
  - i) The target year is tentatively set as 2008, five (5) years after the completion of the Basic Design Study instead of 2010 set in the development study.
  - ii) All building materials for construction of Community centers will be provided by the Project. The actual construction of all the centers will be responsibility of GRZ.

## 5. Japan's Grant Aid Scheme

GRZ understood Japan's Grant Aid Scheme and the necessary measures to be taken by GRZ contained in **Annex-II** and **Annex-III** as presented by the Team.

## 6. Schedule of the Study

- 1) The Team will proceed with the study in Zambia until April 17, 2003.
- 2) JICA will prepare the Draft Final Report of the Basic Design Study in English and dispatch a mission to explain its contents to GRZ in June 2003.
- 3) GRZ will consider the Draft Final Report submitted by JICA. Once GRZ accepts the report, JICA will complete the Final Report and send it to GRZ by the end of August 2003.

## 7. Operation and Maintenance (O/M)

- 1) In George Compound, LWSC initially assisted communities in collecting and depositing in a bank account water tariff for O/M. Currently the community performs most of the above roles.
- 2) GRZ informed the Team on the process involved in O/M in the Project sites as follows:
  - i) The consumers of water are responsible for paying for water tariff and the costs of O/M of the water facilities are covered by the collected levy. In principle, the communities are responsible for daily operation and maintenance for water supply systems and community centers.
  - ii) LCC is involved in community empowerment by supporting the formation of water sub-committees and supervising O/M. LWSC also provides technical support for O/M.
  - iii) MLGH is responsible for coordination and supervision of related stakeholders for sustainable O/M.
- 3) The Team explained that the capacity building program, including O/M in the community, will be partially supported under the Project, but it is important that the communities are responsible for sustainable maintenance of water supply systems in coordination with other Zambian authorities.

## 8. Coordination of the donors

- 1) GRZ explained the involvement of other donors and NGOs in the water supply and health sectors such as Care Prospect, HUZA (Human Settlement of Zambia), World Vision, Irish Aid, AMDA, Africare, DANIDA, ZAMSIF (Zambian Social Investment Fund).
- 2) GRZ will submit to the Team the detailed information of the involvement of donors and NGOs in water and health sectors.
- 3) GRZ informed to the Team that there is no duplication of the projects by donors in the Project sites.

## 9. Other relevant issues

- 1) Both sides agreed to adopt the Zambian water quality standard and to consider WHO guidelines for items which have high health risks, such as arsenic, fluorine, heavy metals, etc.
- 2) The Team explained that the migrating population into Ng'ombe Compound is undetermined, therefore, the water supply facility in the compound will not be expanded to cater for any population outside the current boundary as shown in the Inception Report.
- 3) GRZ explained that the existing shallow wells, which are seriously contaminated, will be closed after the construction of the new water supply facilities.
- 4) Public Health Department of LCC and District Health Management Team (DHMT), supervised by CBOH, support Capacity Building of Neighborhood Health Committees (NHCs) in community-based health and hygiene education program under Lusaka Primary Health Care Project Phase II (PHC) by JICA.
- 5) At the meeting with CBOH, the Team was advised by the Director-General that the proposed sub-health centers and the proposed community centers should be detached from each other. Consequently, both GRZ and the Team agreed that the Project should only focus on the construction of the community centers.



**PROJECT COMPONENTS REQUESTED BY THE GOVERNMENT OF ZAMBIA**

**1. Water supply facilities in each settlement**

- Deep well borehole(s)
- Transmission pipeline
- Elevated tank(s)
- Chlorine injection equipment
- Distribution pipeline
- Public water stands

**2. Community center**

- Revenue office (Levy collection)
- RDC office
- LCC site office
- Meeting/ Training Hall
- Kitchen
- Water-borne toilets

**3. Soft component program**

- Health and hygiene education program
- Community capacity building

## JAPAN'S GRANT AID SCHEME

### 1. Grant Aid Procedures

(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 (the 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 (Japan International Cooperation Agency) to conduct a study on the request.

Secondly, JICA conducts the study (Basic Design Study), using (a) Japanese consulting firm(s).

Thirdly, the Government of Japan appraises the project to see whether or not it is suitable for Japan's Grant Aid Program, 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 Japanese Government. The contents of the Study are as follows:

- 1) Confirmation of the background, objectives, and benefits of the requested project and also institutional capacity of agencies concerned of the recipient country necessary for the Project's implementation.

- 2) Evaluation of the appropriateness of the Project to be implemented under the Grant Aid Scheme from a technical, social and economical point of view.
- 3) Confirmation of items agreed on by both parties concerning the basic concept of the Project.
- 4) Preparation of a basic design of the Project.
- 5) 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 though 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 smooth implementation of the Study, JICA uses (a) registered consultant firm(s). JICA selects (a) firm(s) based on proposals submitted by interested firms. The firm(s) selected carry(ies) out a Basic Design Study and write(s) a report, based upon terms of reference set by JICA.

The consulting firm(s) used for the Study is (are) recommended by JICA to the recipient country to also work in the Project's implementation after the Exchange of Notes, in order to maintain technical consistency.

## 3. Japan's Grant Aid Scheme

### (1) Grant Aid

The Grant Aid Program provides a recipient country with non-reimbursable funds to procure 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 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 Aid" means the one fiscal year which the Cabinet

approves the Project for. Within the fiscal year, all procedures such as exchanging of the Notes, concluding contracts with (a) consultant firm(s) and (a) contractor(s) and a 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 by mutual agreement between the two Governments.

- (4) Under the Grant Aid, 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 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 to Japanese taxpayers.

- (6) Undertakings required of the Government of the Recipient Country

In the implementation of the Grant Aid project, the recipient country is required to undertake such necessary measures as the following:

- 1) To secure land necessary for the sites of the Project, and to clear, level and reclaim the land prior to commencement of the construction.
- 2) To provide facilities for the distribution of electricity, water supply and drainage and other incidental facilities in and around the sites.
- 3) To secure buildings prior to the procurement in case the installation of the equipment.
- 4) To ensure all the expenses and prompt execution for unloading, customs clearance at the port of disembarkation and internal transportation of the products purchased under the Grant Aid.
- 5) To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which will be imposed in the recipient country with respect to the supply of the products and services under the Verified Contracts.
- 6) To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the Verified Contracts, such facilities as may be necessary for their entry into

the recipient country and stay therein for the performance of their work.

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 staff necessary for this operation and maintenance 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 should 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 issued by the Government of the recipient country or its designated authority.

## MAJOR UNDERTAKING TO BE TAKEN 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		
	1) Gates and fences around the water supply facilities	•	
	2) Gates and fences around the community centers		•
4	To construct the parking lot		•
5	To construct roads		
	1) Within the site	•	
	2) Outside the site		•
6	To procure pipes, materials, and equipment for the project	•	
7	To construct deep wells, conveyance pipeline, elevated tanks, distribution pipeline, and related building	•	
8	To construct public taps	•	
9	To construct the community center		
	1) Procurement of materials	•	
	2) Construction work of the community center		•
10	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) Drainage		
	The drainage system (for ordinary waste, storm drainage and others within the site)	•	
	3) Furniture and Equipment		
	a. General furniture		•
	b. Project equipment	•	
11	To bear the following commissions to the Japanese foreign exchange bank for the banking services based upon the B/A		
	1) Advising commission of A/P		•
	2) Payment commission		•
12	To ensure unloading and customs clearance at port of disembarkation in recipient country		
	1) Marine (Air) transportation of the products from Japan to the recipient country	•	
	2) Tax exemption and custom clearance of the products at the port of disembarkation		•
	3) Internal transportation from the port of disembarkation to the project site	•	
13	To accord Japanese nationals whose services may be required in connection with the supply of the products and the services 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.		•
14	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 services under the verified contracts.		•
15	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant.		•
16	To bear all the expenses, other than those to be borne by the Grant, necessary for construction of the facilities as well as for the transportation and installation of the equipment.		•

(B/A: Banking Arrangement, A/P: Authorization to Pay)

## A.5 REFERENCES

### A5.1 Agreements with Resident Development Committee

March 27, 2003

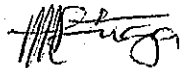
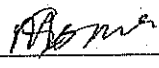
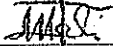
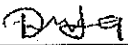

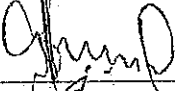

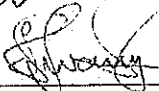
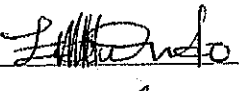

JICA Basic Design Study Team

JICA Basic Design Study Team explained the detail contents of the project planned for Ng'ombe compound.

The member of RDC, as the representatives of the Ng'ombe compound, obtained clear understanding regarding the project contents and understood that the project satisfies the needs of the compound.

The Ng'ombe compound expect the project to be implemented and is willing to participate and take necessary responsibility such as voluntary labor force, participation in O&M, payment of necessary fee (ex. water fee), in case the project is implemented.

RDC Ng'ombe

Name	Position	Signature
1) Chibelo R. SIKALONGA	CHAIRPERSON	
2) Mawesa G. Nyambi	V. Treasurer	
3) JUSTINA MALI	C. MEMBER	
4) DOROTHY NAWJA	TREASURER	
5) BESNART NIOBU	C. MEMBER	
6) BROWN. C. MKUNSHA	COM. MEMBER	
7) ROSSO NYANGA	V. SECRETARY	
8) MWANZA EDWINI	COM. MEMBER	
9) Edija M. SANDO	COM: MEMBER	
10) PETER O. TSAMBA	SECRETARY	

March 27, 2003

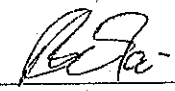
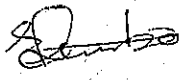
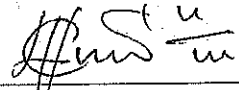


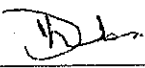
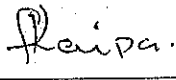
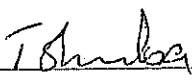
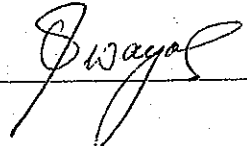
JICA Basic Design Study Team

JICA Basic Design Study Team explained the detail contents of the project planned for Freedom compound.

The member of RDC, as the representatives of the Freedom compound, obtained clear understanding regarding the project contents and understood that the project satisfies the needs of the compound.

The Freedom compound expect the project to be implemented and is willing to participate and take necessary responsibility such as voluntary labor force, participation in O&M, payment of necessary fee (ex. water fee), in case the project is implemented.

RDC Freedom

Name	Position	Signature
1) BENSON BANDA	CHAIR-MAN	
2) ESNART TEMBO	<sup>vice</sup> CHAIR PERSON	
3) LAZARDUS CHULABANTU	SECRETARY	
4) SYLVIA NDOPU	VICE SECRETARY	
5) FRANK RUSMAN	TREASURER	
6) DAILESI MUNBA	VICE TREAZA	
7) FALO KAIPA	MEMBER / C	
8) Theresa Shumba	MEMBER	
9) CHARLES CHIMKWAYA	MEMBER/committee	
10)		



March 28, 2003

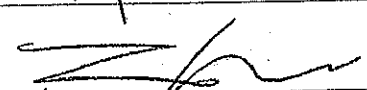
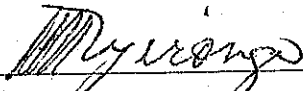

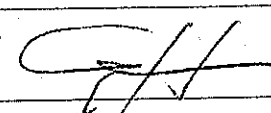
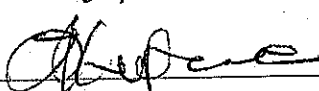
JICA Basic Design Study Team

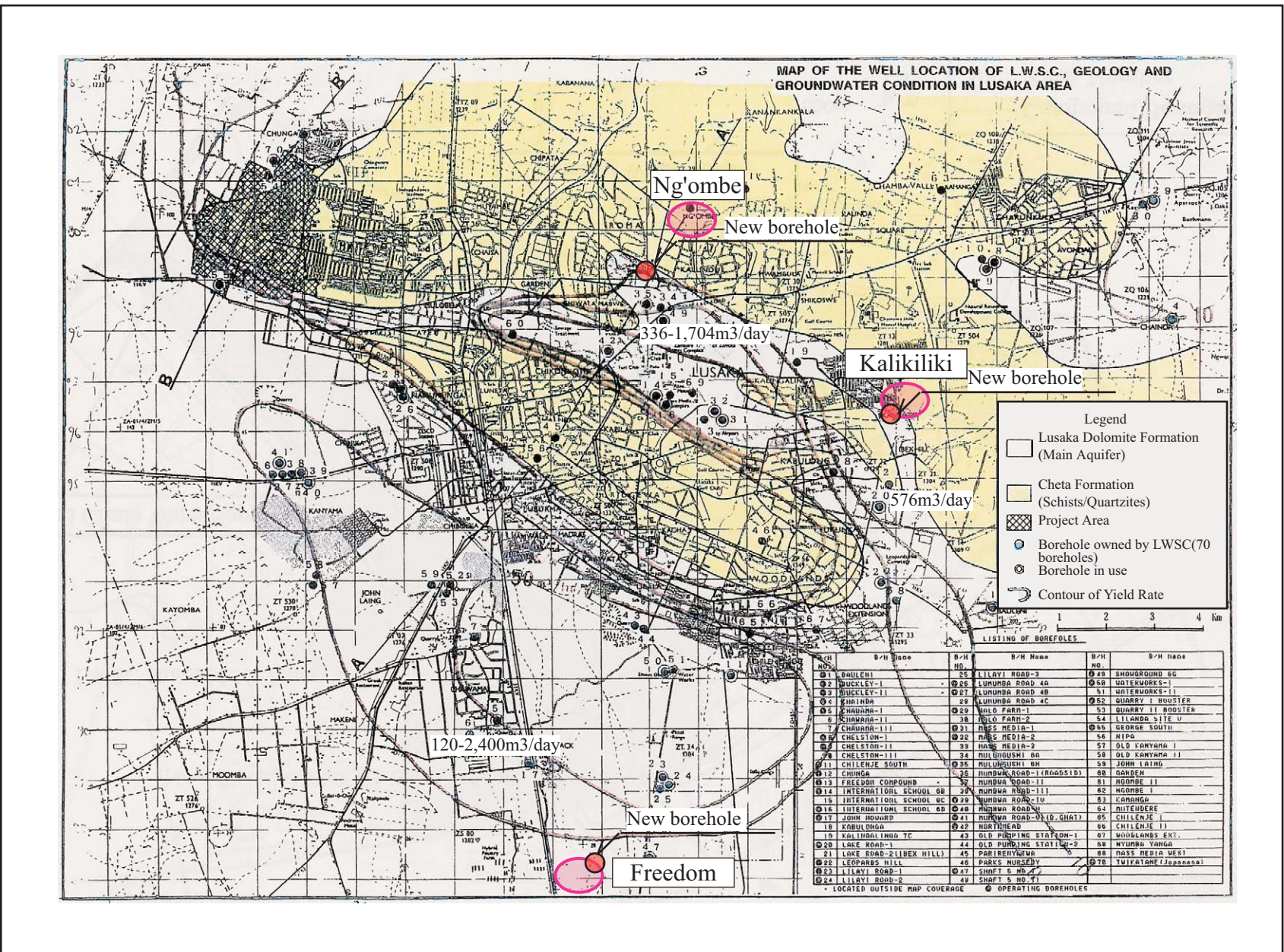
JICA Basic Design Study Team explained the detail contents of the project planned for Kalikiliki compound.

The member of RDC, as the representatives of the Kalikiliki compound, obtained clear understanding regarding the project contents and understood that the project satisfies the needs of the compound.

The Kalikiliki compound expect the project to be implemented and is willing to participate and take necessary responsibility such as voluntary labor force, participation in O&M, payment of necessary fee (ex. water fee), in case the project is implemented.

RDC Kalikiliki

Name	Position	Signature
1) CLEMENT NONDE	R. D. C CHAIRMAN	
2) PATRICIA NYIRENDA	VICE CHAIRPERSON	P. Nyiranda
3) ZUKI NGIANDU	SECRETARY	
4) EMEKIA PHIRI	VICE SECRETARY	E. Phiri
5) MATHEW NYIRONGO	TREASURY	
6) DICKSON PHIRI	VICE TREASURY	
7) GRAHAM SOKOTWE	COMMITTEE MEMBER	
8) JOHN KUPUKA	COMMITTEE	
9) BORINI JAMBA	COMMITTEE MEMBER	D Jamba
10) MONIKA MAKASA	COMMITTEE MEMBER	M. Makasa



Hydrogeology Map in Lusaka City

\*1: Daily water supply volume is production capacity of boreholes in the Lusaka Integrated Development Plan (WB)  
 \*2: Planned water supply volume: Ng'ombe: 1,830m<sup>3</sup>/day, Kalikiliki: 420m<sup>3</sup>/day, and Freedom: 330m<sup>3</sup>/day

## A5.3 Project Design Matrix

### PROJECT DESIGN MATRIX

Project Area: Ng'ombe, Kalikiliki, Freedom

Target Group: People in each compound

Organisations: JICA, MLGH, LCC, LWSC, RDC

Prepared in June, 2003

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
<p><b>OVERALL GOAL</b></p> <p>1. Living environment of the compound will be improved.</p>	<p>1. Improvement of the life expectancy will be improved.</p> <p>2. Infant mortality will be reduced.</p> <p>3. Occurrence of vandalism will decrease.</p>	<p>1. Statistical data</p> <p>2. Record of the clinic or statistical data</p> <p>3. Interview survey</p>	<p>1. Administrative and socio-economic conditions allow supports for the projects.</p> <p>2. Zambian Government continues to support development of unplanned settlements.</p>
<p><b>PROJECT PURPOSES</b></p> <p>1. Hygienic environment of the community people will be improved.</p> <p>2. Time for water dipping will be saved.</p> <p>3. Capacity of the community in problem solution will be developed.</p>	<p>1. Morbidity of water-borne diseases (30%) will decrease.</p> <p>2a. 100% of community people can access to the public water tap within 10 minutes.</p> <p>2b. Community can get clean water with 30 lpcd at minimum.</p>	<p>1a. Record of the clinic</p> <p>1b. Interview survey</p> <p>2a. Interview survey</p> <p>2b. Minutes of meetings of RDC</p>	<p>1. The community people continue operation and maintenance of the projects.</p> <p>2. The community people continue to put into practice the health and hygiene knowledge obtained through the programmes.</p> <p>3. Co-ordination with other programmes and projects are made continuously.</p>
<p><b>OUTPUTS</b></p> <p>1. People will use the water from the newly installed facility.</p> <p>2. Safe water will be supplied.</p> <p>3. The trainers will conduct health and hygiene education programme.</p> <p>4. People utilise the community centre.</p> <p>5. The community centre will be properly operated and maintained.</p> <p>6. The water supply system will be properly operated and maintained.</p>	<p>1. More than 75% of the targeted beneficiaries will register.</p> <p>2. The supplied water satisfies the water quality standard.</p> <p>3. Number of people who practice the knowledge obtained by the health education will increase.</p> <p>4. Number of training, meeting held in the community centre.</p> <p>5. Accounting record of the centre will be prepared and the record will match with actual cash holding.</p> <p>6a. Collection rate of water charge will be more than 75%.</p> <p>6b. Accounting record of the water supply system will be prepared and the record will match with actual cash holding.</p>	<p>1. Registration record of the water supply management committee</p> <p>2. Water quality test</p> <p>3. Training record</p> <p>4. Record of community centre use</p> <p>5. The account book of RDC</p> <p>6a. Record of water fee collection</p> <p>6b. The account book of the water supply management committee</p>	<p>1. There will be no unpredictable increase of population and migration into the community.</p> <p>2. There will be no outbreak of unpredictable diseases.</p> <p>3. There will be no change in the water level and water quality in the borehole.</p> <p>4. There will be no occurrence of vandalism.</p>
<p><b>ACTIVITIES</b></p> <p>1. Construction of Water Supply System</p> <p>2. Construction of Community Center</p> <p>2. Soft Component</p> <p>a. Health &amp; Hygiene Education</p> <p>b. Capacity Building of CBO</p> <p>c. Training on O&amp;M of Community Centre</p> <p>d. Training on O&amp;M of Water Supply System</p>	<p><b>INPUTS</b></p> <p><u>Government of Japan</u></p> <p>1. Installation of fence and gate for the water supply system</p> <p>2. Construction of roads within the site</p> <p>3. Procurement of pipes, materials and equipment for the project</p> <p>4. Construction of deep wells, pipelines, and elevated tanks</p> <p>5. Construction of public taps</p> <p>6. Construction of community centre</p> <p>7. Provision of the drop wiring and internal wiring within the site</p> <p>8. Provision of the main circuit breaker and transformer</p> <p>9. Provision of project equipment</p> <p>10. Marine (air) transportation of the products from Japan to Zambia</p> <p>11. Internal transportation from the port of disembarkation to the site</p> <p><u>Government of Zambia</u></p> <p>1. Securing land, and land clearing, levelling, reclaiming if necessary</p> <p>2. Construction of fence and gate of the community centre</p> <p>3. Construction of parking lots</p> <p>4. Construction of roads outside of the project site</p> <p>5. Provision of electricity distribution line to the site</p> <p>6. Provision of general furniture</p> <p>7. Advising commission of A/P and payment commission</p> <p>8. To exempt Japanese nationals from customs duties, internal taxes, etc.</p> <p>9. To accord Japanese nationals with the support for their entry and stay</p> <p>10. Proper use and maintenance of the project facilities</p> <p>11. All the expenses other than those to be borne by the Grant</p>	<p>1. There will be no natural disasters that may damage the water supply system and the community centre.</p> <p>2. The community people continue to participate in the projects.</p>	
			<p><b>PRE-CONDITIONS</b></p> <p>1. Zambian Government will not change its development policy drastically.</p>

A/P: Authorisation to pay