

4. Minutes of Discussions (Basic Design Study)

Minutes of Discussions
on
**the Basic Design Study on the Project for Secondary School Teacher Training Facility
Improvement at Domasi College of Education**
in
the Republic of MALAWI

In response to a request from the Government of the Republic of Malawi (hereinafter referred to as "Malawi"), the Government of Japan has decided to conduct a Basic Design Study on the Project for Secondary School Teacher Training Facility Improvement at Domasi College of Education (hereinafter referred to as "the Project"), and entrusted the study to Japan International Cooperation Agency (JICA).

JICA sent to Malawi the Basic Design Study Mission (hereinafter referred to as "the Mission") headed by Mr. Tetsuo Yabe, Senior Assistant to the Managing Director of Grant Aid Management Department, JICA, with a field survey period between the 2nd of February and the 27th of February, 2003.

The Mission held a series of discussions on the Project with the officials concerned with the Ministry of Education, Science and Technology and Domasi College of Education. The discussions were followed up with a field survey of the study area.

In the course of discussions and field survey, both parties confirmed the main items described on the attached sheets.

The Mission will proceed to further work and prepare the Basic Design Study Report.

Lilongwe, 10th February, 2003

Mr. Tetsuo Yabe
Leader,
Basic Design Study Mission,
Japan International Cooperation Agency,
Japan

Mrs. Alexina Marie Chimzimu
For: Secretary for Education,
Science and Technology, Malawi

with the Witness of;

Mr. Ambrose Mzoma
Deputy Director,
Debt & Aid Management Dept.
Ministry of Finance, Malawi

Mr. N. T. Kaperemera
Principal,
Domasi College of Education,
Ministry of Education,
Science and Technology, Malawi

ATTACHMENT

1. Objective of the Project

The objective of the Project is to contribute to the qualitative improvement of Domasi College of Education, the main training institution for secondary school teachers in Malawi, through strengthening of its functions, qualitative improvement of the teaching methods and improvement of the learning environment with the overall goal of improving the quality of secondary education in Malawi. To achieve this purpose, the Project plans a new construction of a demonstration school for secondary education, female hostel, computer laboratory, gymnasium, water tanks together with the provision of the necessary facilities, plumbing facilities and educational equipment required for these facilities.

2. Project Areas

The project areas are located in Domasi, Zomba district .

3. Responsible and Implementing Organization

3.1 The organization responsible for the Project is the Ministry of Education, Science and Technology.

3.2 The implementing organization of the Project is Domasi College of Education.

3.3 The organization chart of the Ministry of Education, Science and Technology and Domasi College of Education is attached as Annex 1-1 and Annex 1-2.

4. Project Sites

The project site is Domasi College of Education in Domasi, Zomba district.

5. Items requested by the Republic of Malawi

After discussions with the Mission, the items described in Annex-2 and the layout plan of each facilities in Annex-3 were finally requested by the Malawian side. The priority list of the requested items presented by the Malawian side is attached in Annex-2.

JICA will assess the appropriateness of the request and will recommend to the Government of Japan for approval.

6. Japan's Grant Aid Scheme

6-1. The Malawian side understood the Japan's Grant Aid Scheme explained by the Mission, as described in Annex-4.

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6-2. The Malawian side will take the necessary measures, described in Annex-4, Appendix-1, for the smooth implementation of the Project on condition that the Japan's grant aid is extended to the Project.

7. Schedule of the Study

- 7-1. A consultant team will continue with further studies in Malawi until the 27th of February, 2003.
- 7-2. Based on the result of the field survey and analysis, JICA will prepare a Draft Report in English and dispatch a mission in order to explain the outline of the Basic Design approximately in and around June, 2003.
- 7-3. In the event of the draft report being acceptable in principle by the Government of Malawi, JICA will complete the final report and forward it to the Government of Malawi approximately by the end of September, 2003.

8. Other Relevant Issues

8-1. Budget for operation and maintenance of schools

The Malawian side shall secure the budget for the smooth and effective operation and maintenance of Domasi College of Education and the demonstration secondary school under Japan's Grant Aid.

8-2. Allocation of teaching and administration staff

The Malawian side shall assign a sufficient number of teaching and administrative staff to Domasi College of Education, currently understaffed, and the demonstration secondary school.

8-3. Collaboration with the Domasi project(s) supported by CIDA

The Malawian side has agreed to facilitate further collaboration with CIDA in enhancing the effectiveness of the Project in order to strengthen the training capacity for pre-service and in-service for secondary education teachers.

8-4. Reply to the questionnaire

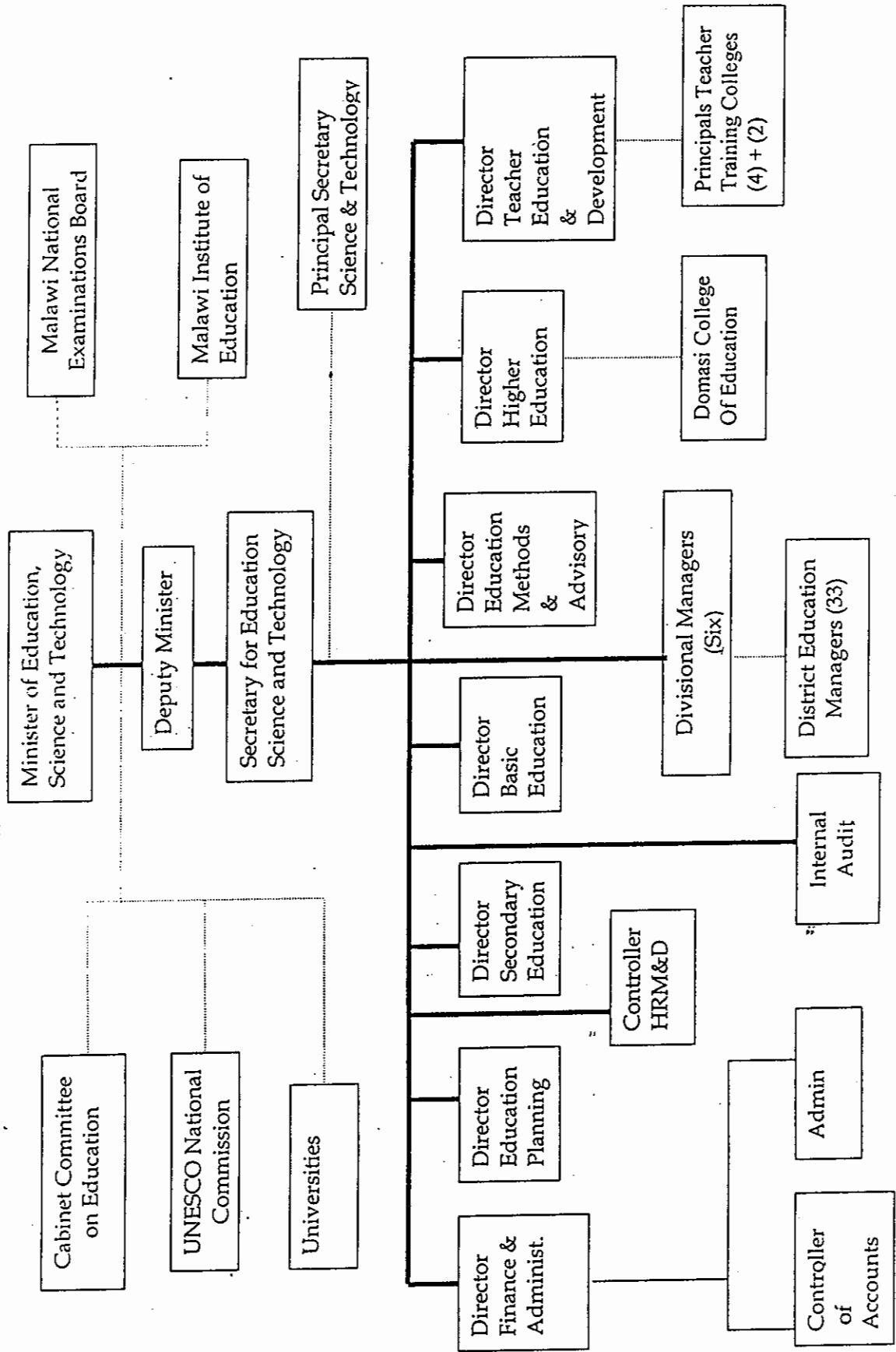
The Malawian side shall reply to the questionnaire and submit the requested documents concerned to the Mission by the 20th of February, 2003.

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Organization Chart

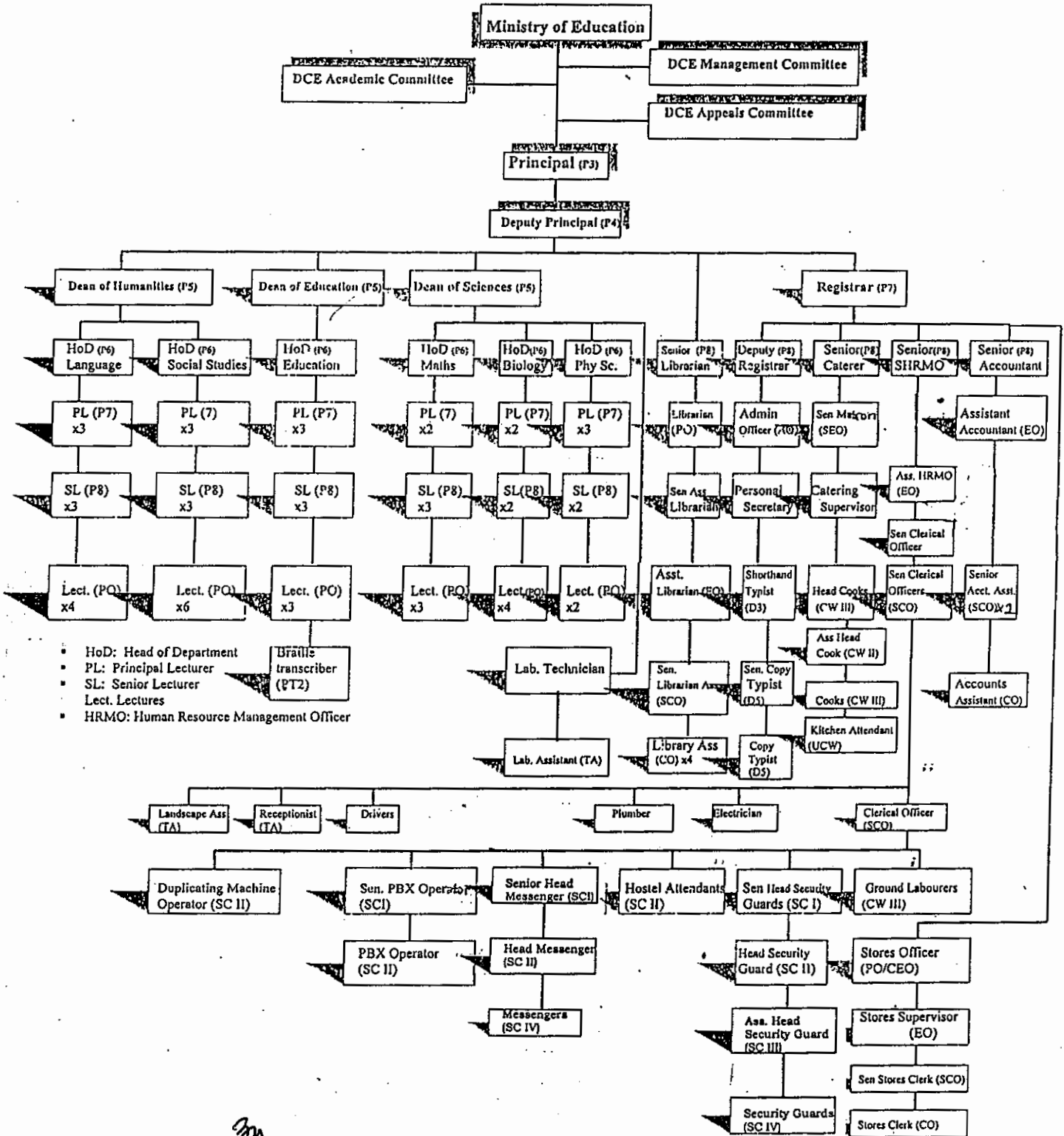
Annex- 1-1

1. The Ministry of Education, Science and Technology



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2. Domasi College of Education.



- HoD: Head of Department
- PL: Principal Lecturer
- SL: Senior Lecturer
- Lect. Lectures
- HRMO: Human Resource Management Officer

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Items Requested by the Malawian Side

Annex-2

Priority	Objectives	Requested Facilities	Requested Equipment
1	To get teacher trainees and upgrading teachers to have clinical supervision, micro teaching to develop teaching methods and research	Demonstration Secondary School - Administration block - Classroom block (8 classrooms) - Laboratory block (3 Labs: physical science, biology, human ecology with kitchen facilities) - Library block - Assembly hall and others - Workshop (design, craft and technology) - Staff houses (20 senior, 6 junior)	- Furniture for the facilities - Photocopier - Standard lab equipment - Library equipment - Audio visual set - Standard workshop furniture and equipment - Furniture
2	To intake more female teacher trainees for equity access	Female Hostel - 144 bed rooms (144 beds) six storey building - WC, shower, laundry and others	- Furniture for the facilities
3	To familiarise teacher trainees with the new curriculum of computer education	Computer Laboratory - Computer Lab for 20 students - Storage and others	- Furniture for the Facilities
4	To carry out physical education during rainy season.	Gymnasium - Gym for Basketball/Volleyball - Fitness room - Shower, WC, Storage and others	- Basketball/Volleyball equipment - Fitness equipment
5	To ease water shortage during dry season	Water Supply - Drilling one borehole - Renovation of water system for existing facilities	To be included in facility work

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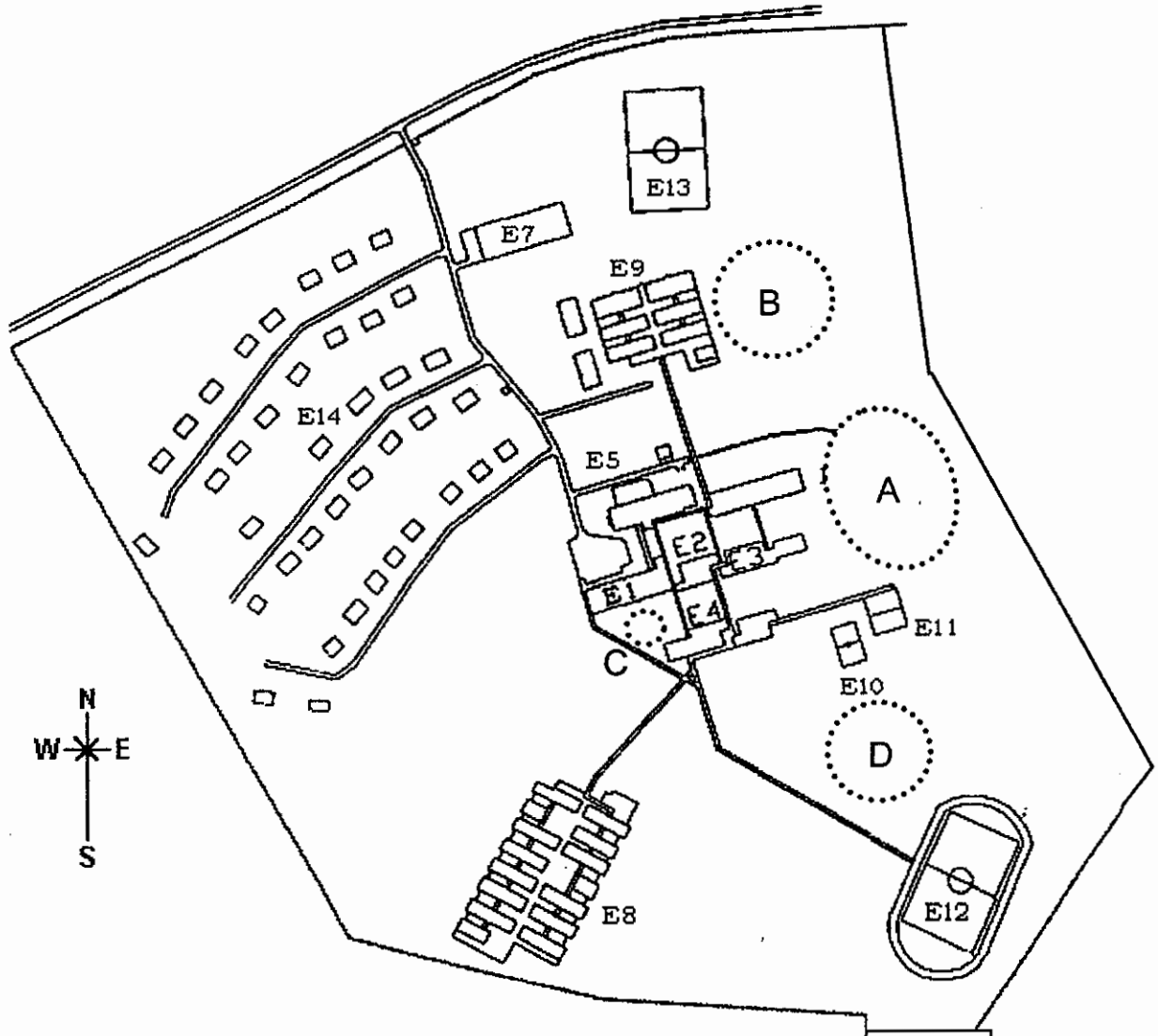
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The layout plans of each facilities

Annex-3

- A. Demonstration Secondary School
- B. Female Hostel
- C. Computer Laboratory
- D. Gymnasium
- E. Borehole



Existing Facilities

- E1 Administration
- E2 Library
- E3 Classroom
- E4 Classroom
- E5 Hall and Kitchen
- E6 Classroom and Laboratories
- E7 Demonstration Primary School
- E8 Male Hostels
- E9 Female Hostels
- E10 Basketball Court
- E11 Tennis Court
- E12 Sports Ground
- E13 Football Field
- E14 Staff Housing

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The Japan's Grant Aid Scheme

Annex-4

1. Japan's Grant Aid System

(1) Grant Aid Procedure

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 (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 to conduct a study on the request. If necessary, JICA send a Preliminary Study Mission to the recipient country to confirm the contents of the request.

Secondly, JICA conducts the study (Basic Design Study), using Japanese consulting firms.

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

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- a) confirmation of the background, objectives and benefits of the Project and also institutional capacity of agencies concerned of the recipient country necessary for the Project's implementation;
- b) evaluation of the appropriateness of the Project to be implemented under the Grant Aid Scheme from the technical, social and economic points of view;
- c) confirmation of items agreed on by both parties concerning the basic concept of the Project;
- d) preparation of a basic design of the Project; and
- e) 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 through 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 the smooth implementation of the Study, JICA uses a consulting firm selected through its own procedure (competitive proposal). The selected firm participates in the Study and prepares a report based upon the terms of reference set by JICA.

At the beginning of implementation after the Exchange of Notes, for the services of the Detailed Design and Construction Supervision of the Project, JICA recommends the same consulting firm which participated in the Study to the recipient country in order to maintain the technical consistency between the Basic Design and Detailed Design.

(3) Japan's Grant Aid Scheme

1) What is Grant Aid?

The Grant Aid Program provides a recipient country with non-reimbursable funds to procure the 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 two 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" 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 consulting firms and contractors and 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 at most by mutual agreement between the two Governments.

4) Under the Grant, 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 the 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 of Japanese taxpayers.

6) Undertakings required to the Government of the recipient country

- a) to secure the land necessary for the construction of the Project and to clear the site;
- b) to provide facilities for distribution of electricity, water supply and drainage and other incidental facilities outside the site;

- c) to ensure prompt unloading and customs clearance at ports of disembarkation in the recipient country and internal transportation therein of the products purchased under the Grant Aid;
- d) to exempt Japanese nationals from customs duties, internal taxes and fiscal levies which may be imposed in the recipient country with respect to the supply of the products and services under the verified contracts;
- e) to accord Japanese nationals whose services may be required in connection with the supply of the products and services under the verified contracts such as facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work;
- f) to ensure that the facilities constructed and products purchased under the Grant Aid be maintained and used properly and effectively for the Project; and
- g) to bear all the expenses, other than those covered by the Grant Aid, necessary for the Project.

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 the necessary staff for operation and maintenance of them 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 shall 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 (A/P) issued by the Government of recipient country or its designated authority.
- c) Commission of payment will be arranged and covered by the Government of the recipient country.

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2. Necessary measures undertaken by each government

The major undertakings to be taken by each government are shown in the Appendix-1.

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Appendix-1 Necessary measures undertaken 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 in and around the site		●	
4	To construct the parking lot	●		
5	To construct roads			
	1) Within the site	●		
	2) Outside the site		●	
6	To construct the building	●		
7	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) Water Supply			
	a.	The city water distribution main to the site		●
	b.	The supply system within the site (receiving and/or elevated tanks)	●	
	3) Drainage			
	a.	The city drainage main (for storm, sewer and others) to the site		●
	b.	The drainage system (for toilet sewer, ordinary waste, storm drainage and others) within the site	●	
	4) Gas Supply			
	a.	The city gas main to the site		●
	b.	The gas supply system within the site	●	
	5) Telephone System			
	a.	The telephone trunk line to the main distribution frame / panel (MDF) of the building		●
	b.	The MDF and the extension after the frame / panel	●	
	6) Furniture and Equipment			
	a.	General furniture		●
	b.	Project equipment	●	
	8	To bear the following commissions to a bank of Japan for the banking services based upon the B/A		
1)		Advising commission of A/P		●
2)		Payment commission		●
9	To ensure prompt unloading and customs clearance at the port of disembarkation in recipient country			
	1)	Marine(Air) transportation of the products from Japan to the recipient country	●	
	2)	Tax exemption and customs clearance of the products at the port of disembarkation		●
	3)	Internal transportation from the port of disembarkation to the project site	●	
10	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		●	
11	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		●	
12	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant		●	
13	To bear all the expenses, other than those to be borne by the Grant, necessary for construction of the facilities as well as for transportation and installation of the equipment		●	