

5. Minutes of Discussions (Explanation on Draft Report)

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 (Explanation on Draft Report)

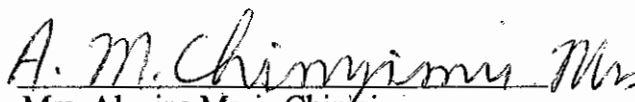
In February 2003, the Japan International Cooperation Agency (JICA) dispatched a Basic Design Study Team on the Project for Secondary School Teacher Training Facility Improvement at Domasi College of Education (hereinafter referred to as "the Project") to the Government of the Republic of Malawi (hereinafter referred to as "Malawi") and through a series of discussions, site surveys and technical examination of the results in Japan, JICA prepared a draft report of the study.

In order to explain and to consult the Malawian side on the components of the draft report, JICA sent to Malawi the Draft Report Explanation Team (hereinafter referred to as "the Team"), which is headed by Mr. Takashi Kato, Resident Representative, JICA Malawi Office, with a survey period from June 23 to 26, 2003.


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

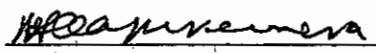
Lilongwe, 25th June, 2003


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Draft Report Explanation Team,
JICA


Mrs. Alexina Marie Chinzimu
For: Secretary for Education, Science
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with the Witness of;


Mr. Ambrose Mzoma
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Mr. N.T. Kaperemera
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ATTACHMENT

1. Contents of the draft report

The Malawian side agreed and accepted in principle the contents of the draft report proposed by the Team. The Malawian side understood that the cost estimate in the draft report is provisional and would be further examined by the Japanese side.

2. Japan's Grant Aid Scheme

The Malawian side understood the Japan's Grant Aid Scheme and the necessary measures to be taken by the Malawian side as described in Annex-4 and Appendix-1 of the Minutes of Discussions signed by both parties on 10th February, 2003.



3. Final Report

JICA will complete the final report in accordance with the result of discussions and forward it to the Malawian side around September 2003.

4. Other Relevant Issues

4-1. Demonstration Secondary School

- 1) By the time of the registration of new pupils at the opening of the Demonstration Secondary School scheduled in 2006, the Malawian side agreed to take necessary measures to transfer Form 2, Form 3 and Form 4 pupils from the catchment area together with the enrolment of Form 1 pupils for the maximum usage of the facilities. The Malawian side also agreed to inform the Japanese side of the concrete plan for transferring the pupils and its progress before the completion of the construction work.
- 2) The Malawian side agreed to secure 20 qualified teachers and 6 administrative personnel for the Demonstration Secondary School by the time the school opens.
- 3) The Malawian side agreed to provide necessary instructional materials such as textbooks or to the library attached to the demonstration secondary school by the time the school opens.
- 4) The Malawian side agreed to provide furniture for the teachers' houses to be constructed under the Project by the time of completion of the construction work.



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- 5) The Malawian side agreed to complete connection works of electricity and water supply to the teachers' houses before the completion of the construction work.

4-2. Female Hostel

The Malawian side agreed to enroll a total number of 270 female students for the full capacity of the female hostels covered by the Project.

4-3. Computer Room

- 1) The Malawian side agreed to take necessary measures to allocate at least one instructor for computer literacy and one system engineer for the proper use and maintenance of the computers.
- 2) The Malawian side agreed to provide 20 computers by the time of completion of the construction work and agreed to maintain them periodically.

4-4. Water Supply/Drainage

- 1) As the quality of water extracted from the test borehole is unsuitable for drinking, both sides agreed that the water should not be used.
- 2) Both sides agreed that the Domasi Water Supply Project should ensure constant water supply to all the facilities and equipment covered by the Project. The Malawian side agreed to take necessary measures to complete the Domasi Water Supply Project in collaboration with the relevant authorities.
- 3) The Malawian side agreed to undertake necessary repair of leakage on the existing drainage pipeline and sludge removal of the oxidization pond for the proper operation and maintenance of the drainage system.

4-5. Proper Use and Maintenance

Both sides understood that proper use and maintenance of the facilities and equipment should be indispensable for their long use. The Japanese side requested the Malawian side to recruit qualified staff with technical capability for maintenance and inspection of plumbing and electrical equipment. The Japanese side also requested appointment of senior administrative staff responsible for the management of the facilities and equipment covered by the Project. The Malawian side agreed to the Japanese request and confirmed to recruit and appoint suitable personnel by the time the construction work is completed.


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4-6. Allocation of necessary budget

The Malawian side agreed to include in their budget for the work of the Malawian side for the Project from 2004 to 2006. The Malawian side also agreed to secure the necessary budget for the recurrent cost after the completion of the Project.

4-7. Exemption of tax

The Malawian side agreed that all the facilities and equipment covered by the Project are exempted from import tax, surtax and other fiscal levies.

Both sides agreed that the Japanese side should follow the necessary procedures for tax exemption before the procurement of the products under the Project.

4-8. Location of planned facilities

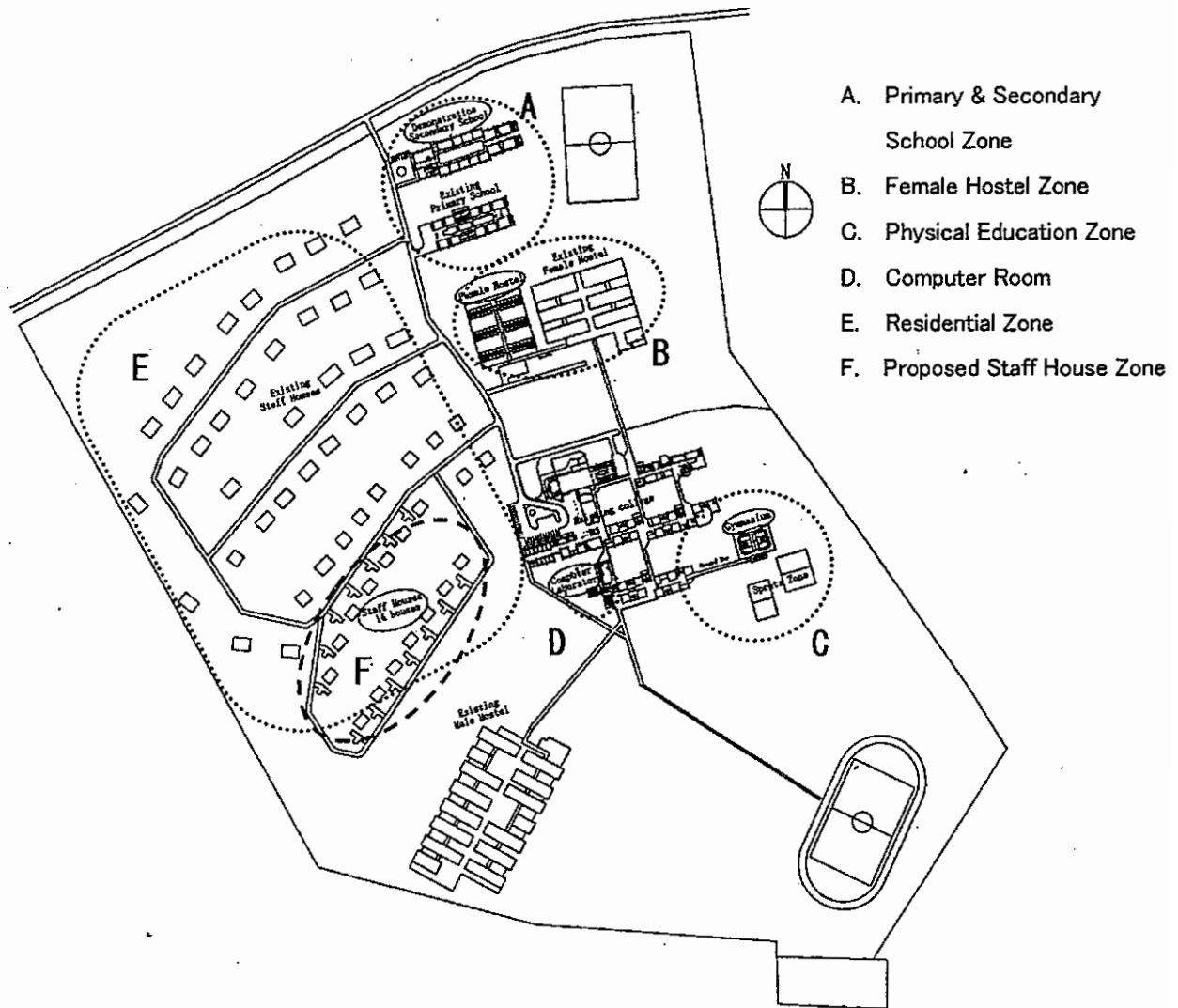
Both sides agreed that the layout plan agreed on the Minutes of Discussions of Basic Design study in February, 2003 was modified based upon the further examination shown as in the Annex-1.



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Location of Planned Facilities



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6. Cost Estimation Borne by the Recipient Country

Appendix 6 Cost Estimation Born by the Recipient Country

Required Funding by Government of Malawi

| Cost Item | Cost (MK) | | Cost (¥ million) |
|---|-----------|-------------|---------------------|
| | 2004 | 2005 | |
| 1) Work-Related Cost | | | |
| Felling of Trees | 100,000 | - | 0.14 |
| Electrical Power Connection (Teachers' House)* ¹ | - | 125,000 | 0.17 |
| Water Supply Connection* ² | - | 120,000 | 0.16 |
| Cleaning of Oxidization Pond (Teachers' House) | 600,000 | - | 0.81 |
| Planting | - | 30,000 | 0.04 |
| 2) BA. AP Fees (0.1% of EN Amount) | 461,000 | - | 0.63 |
| 3) Procurement of General Furniture and Fixtures | - | 100,000 | 0.14 |
| 4) Procurement of Furniture and Fixtures for Teachers' Houses | - | (1,400,000) | (1.90) |
| Sub Total | 1,161,000 | 375,000 | 2.09 |
| Grand Total | 1,536,000 | | |

Note: The cost of furniture for teachers' houses shown in parenthesis is to be paid by the occupants.

Exchange rate: 1US\$ = ¥122.22

*1. Water connection charge :

(Southern Region Water Board, Ministry of Water Development)

Application should be made 3 months before the commencement of the construction work.

Water consumption meter : for residence 15mm, others 50mm

Connection charge : in case of 15mm (residence)

 within 24m Mk 2,000

 more than 24m Mk 100/m

 + Water Deposit Mk 300/facility

 water consumption meter is free of charge

Total estimation : total piping length 1,200m

Mk 100 × 1,200 = Mk 120,000 + Mk 300 × 14houses Mk 120,300 (Deposit)

Mk 120,300 (Mk 120,000)

*2 Electrical connection charge :

(ESCOM Zomba)

Residence (incoming by low tension)

Application should be made 2 months before the commencement of the construction work.

Charge for watt hour meter (including installation fee) : single phase

Mk 1,750 × 14 houses = Mk 24,500

Connection charge Mk 100,000 (Pre meeting with ESCOM Zomba is necessary)

Mk 124,500 (Mk 125,000)

7. Result of PCM Work Shop

BACKGROUND

The Malawi Government set its Policy that education is one of the key sectors for poverty alleviation and country development. After free primary education implemented in 1994, secondary teacher education has been pressurised to increase access to improve quality and build capacity in management.

In response to the request from the government of the Republic of Malawi, a study mission on the project for Secondary Teacher Training facility Improvement at Domasi College of Education was despatched from 1st February to March 3rd, 2003 for a fact-finding mission.

Following this identification the mission seeks to clarify the current situation related to Domasi College of Education through a series of consultations. In this respect, a workshop was organised to focus on: problem identification, institution analysis, develop an action plan and recommendations for addressing the problems.

PROCEEDINGS AND COMMENTS FOR THE WORKSHOP

This was a 2day workshop with only 25 Participants from the Education secto (Government departments and Private) and Community representatives.

The Acting Vice Principal of Domasi College Mr Mwanza opened the workshop with emphasis that:

- ◆ It was a fact finding workhop
- ◆ Landmark for establishing the project at Domasi
- ◆ Cementing of relationships in the education sector

After introductions by participants, welcome remarks were made and participants were asked to put down at least two expectations to the workshop. The following is the summary of Participants expectations:

- ◆ Improvement of the quality of education in relaton to science subjects
- ◆ Sharing problems/issues relating to the education system
- ◆ Improvement of teachers training and infrastructure.

Then the facilitator introduced the workshop objectives and expected outputs:

Workshop Objectives

- ◆ To assess the current situation/issues /problems of the Domasi College of Education, Secondary teacher Education and Secondary Education
- ◆ To understand the perception of staffs and students of Domasi.
- ◆ To provide recommendations for addressing existing problems/issues.

Workshop outputs

- ◆ Problem trees developed
- ◆ Institution analysis matrixes filled in
- ◆ Action plan detailing activities for addressing the problems developed.

PROBLEM ANALYSIS

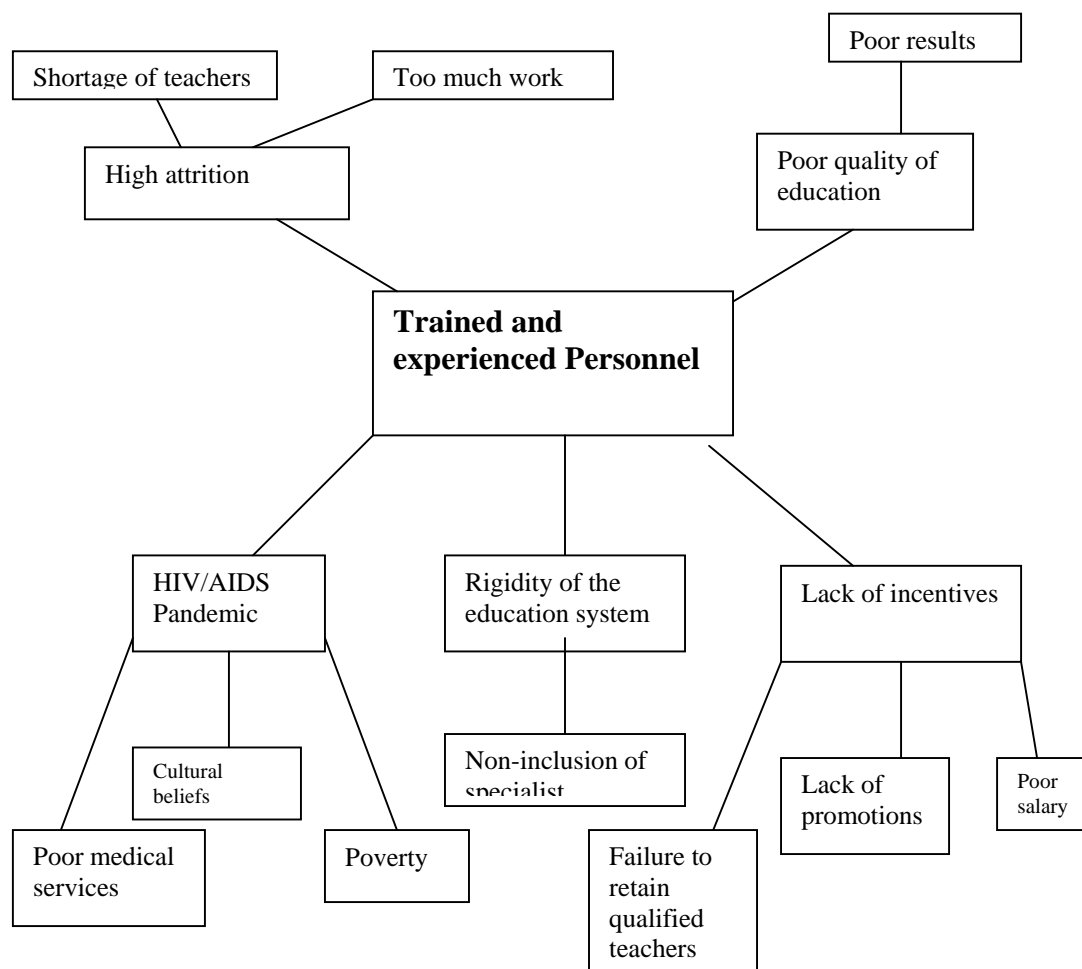
This session defined the problem analysis concept, how problem tree is constructed; brainstorm on the core problems, causes, effects and recommendations to the problem faced at Domasi (See presentation in the appendix 1).

The Participants summarised the problems identified in order of their priority:

1. Shortage of trained and experienced teachers.
2. Inadequate infrastructure which included teachers houses, library and water problem.
3. Poor government funding.
4. Inadequate managerial skills.
5. Lack of further education
6. Stakeholder consultation

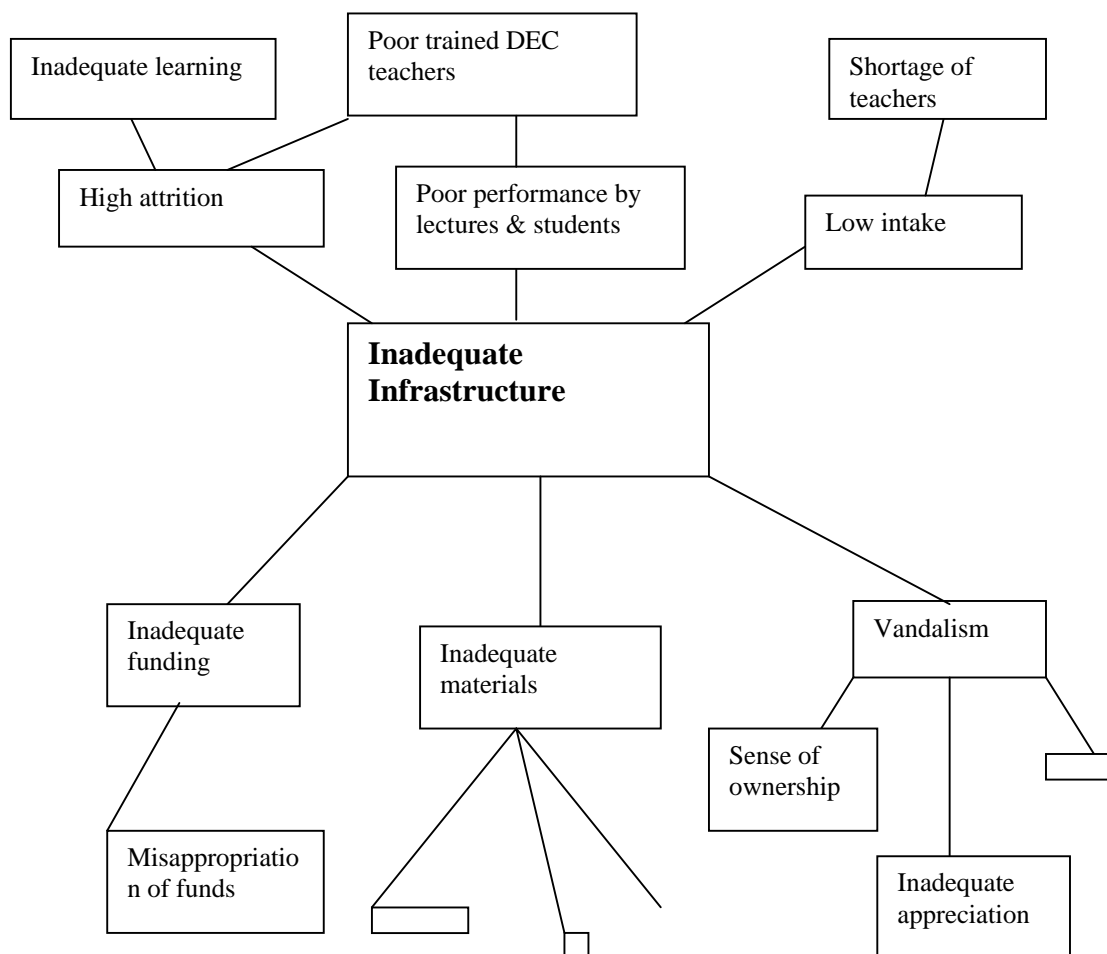
GROUP WORK 1

Following the problems identified the participants were divided into three groups in order to come up with problem trees.



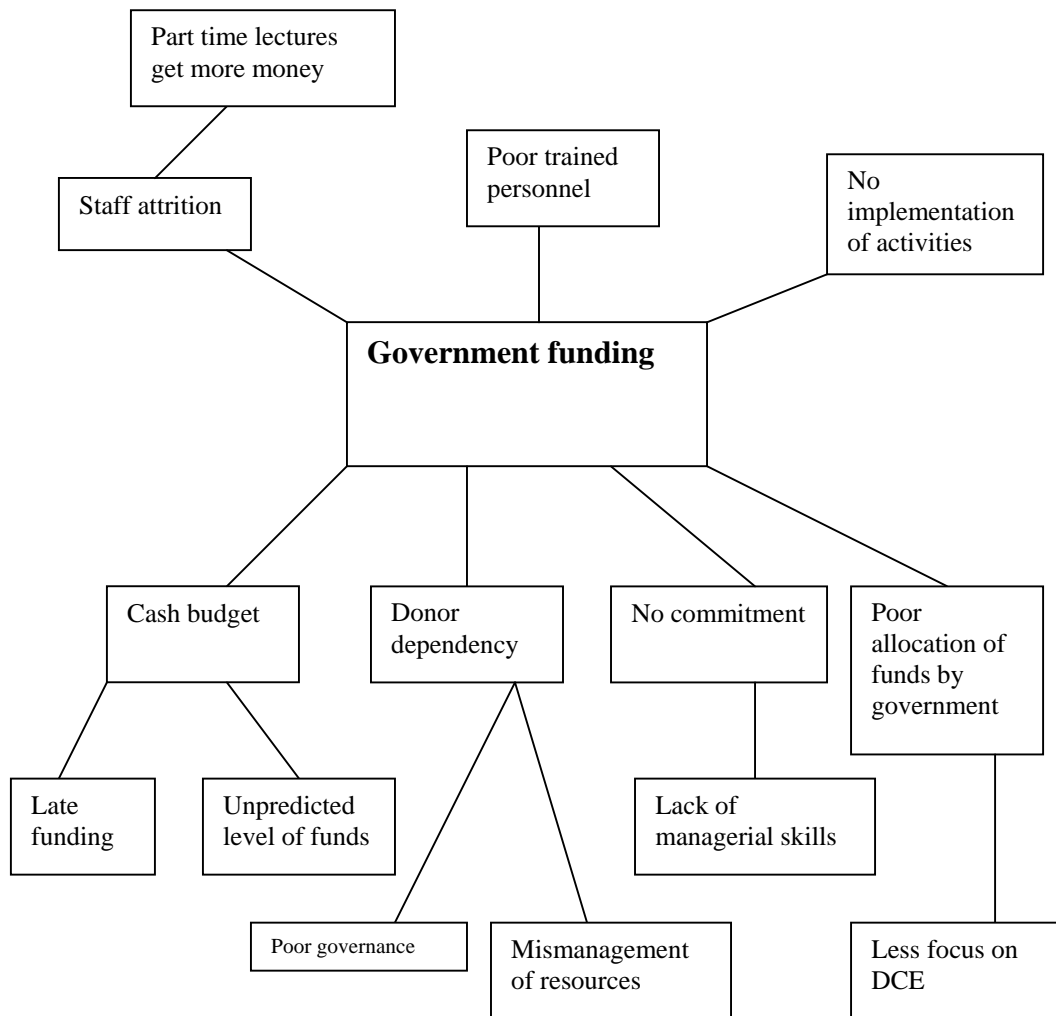
Suggested recommendations to the problem:

- ◆ Better salaries
- ◆ Restructuring of recruitment system
- ◆ Clear policies should be on merit in terms of promotion



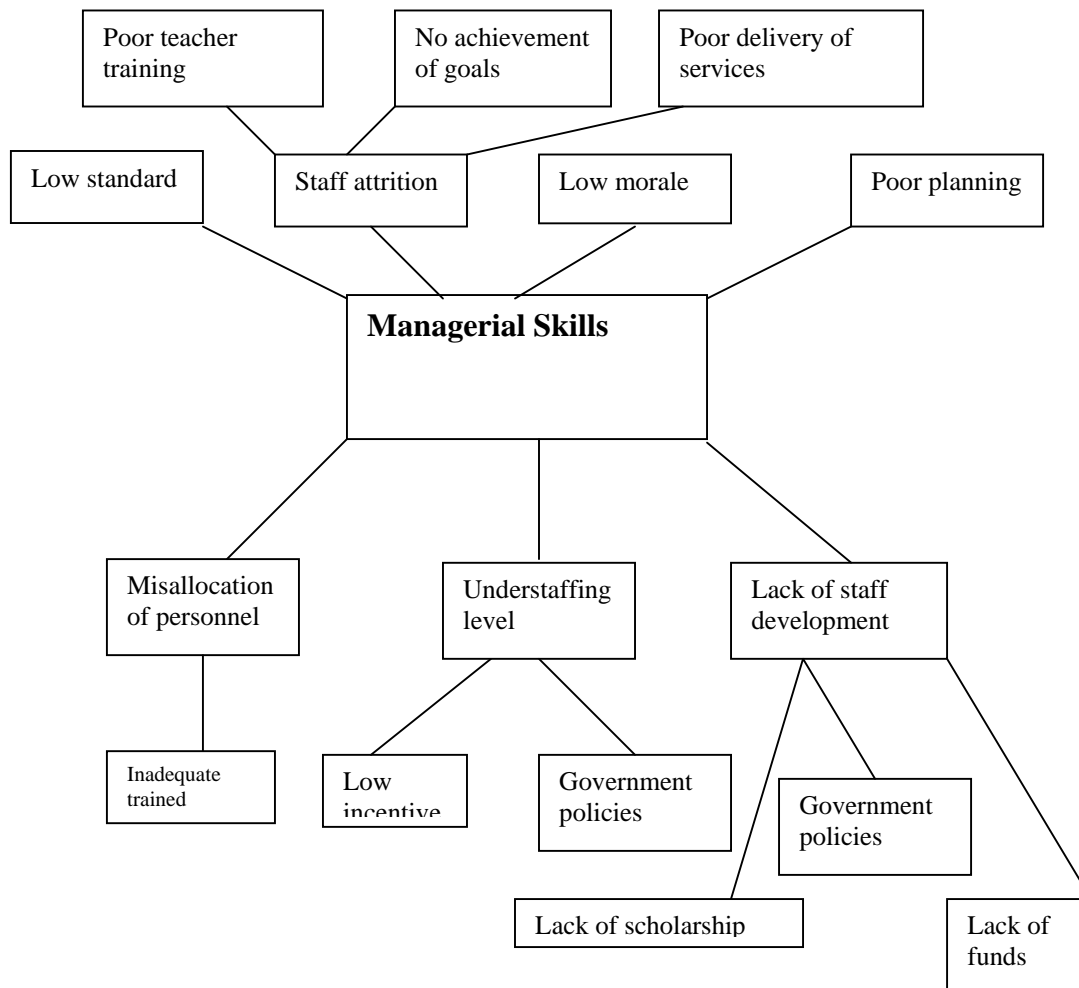
Suggested recommendations to the problem

- ◆ Government should provide adequate funding
- ◆ Monitoring and accountability of funds should be improved.
- ◆ Early monitoring system for maintenance mechanisms should be installed
- ◆ Security system for facilities should be improved
- ◆ Donors should be consulted on development projects



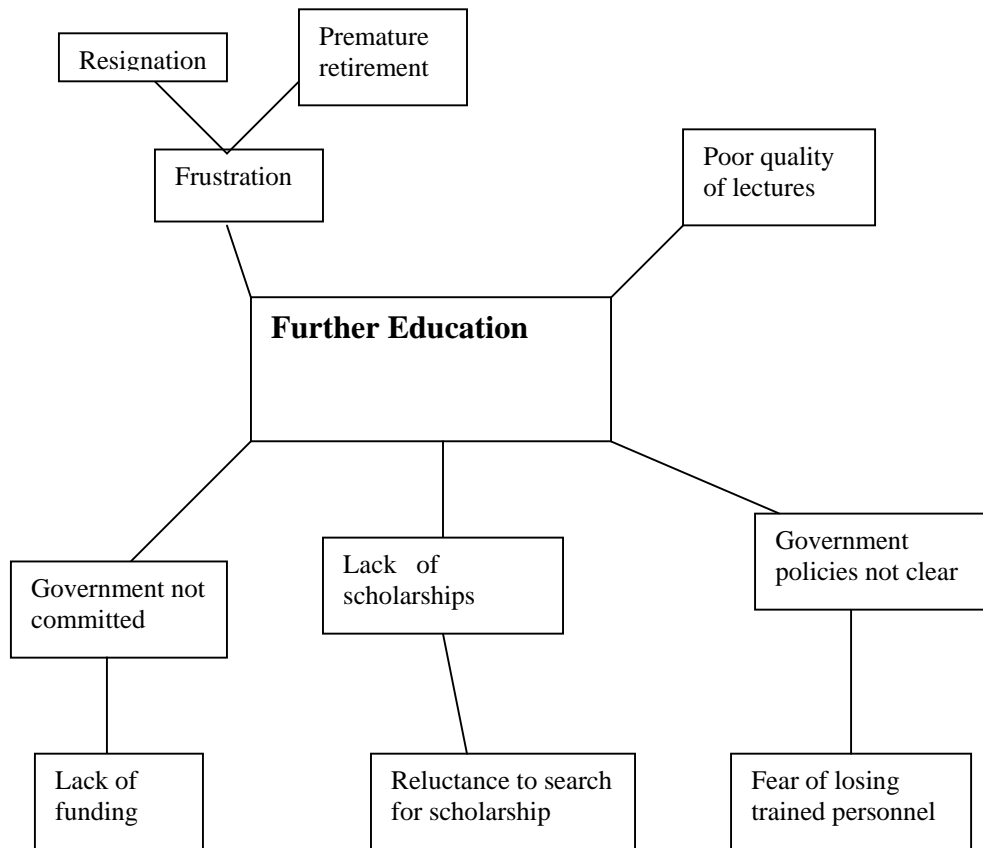
Suggested recommendations to the problem:

- ◆ Adequate and timely funding
- ◆ Proper management of funds



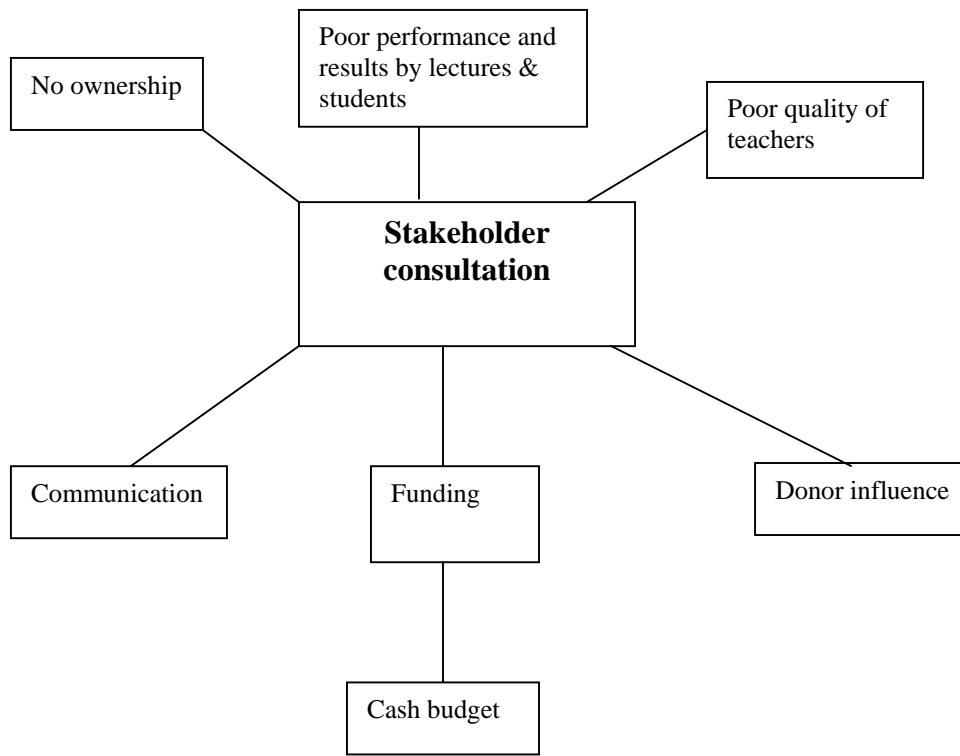
Suggested recommendations to the problem

- ◆ Provision of well structured career path for DCE
- ◆ Regularising staff development and training
- ◆ Floating of positions
- ◆ Improve conditions of service
 - Salary package
 - Competitive allowances
- ◆ Education system has be reformed



Suggested recommendations to the problem

- ◆ Government should search scholarships for DCE lecturers
- ◆ Sponsorship for scholarships
- ◆ Clear policies should be formulated



Suggested recommendations to the problem

- ◆ Proper and timely consultation
- ◆ Development of implementation plans should involve all stakeholders

Below are the summarised recommendations for the Domasi College of Education:

1. Restructuring of Domasi College of Education
 - ◆ Positions and floating
 - ◆ Salary packages
 - ◆ Recruitment
 - ◆ Scholarships
2. Government should provide adequate funds
3. Government should provide timely funds
4. Monitoring and accountability of funds should be improved.
5. Early monitoring system for maintenance mechanisms should be installed
6. Donors should be consulted on development projects
7. Development of implementation plans should involve all stakeholders
8. Security system for facilities should be improved

INSTITUTION ANALYSIS

The facilitator introduced the institution analysis concept for participants to identify the institutions or interest groups that may affect the sector. This enabled the group to pinpoint strengths and weaknesses of the interest groups as well as their conflicting interests (See Appedix 8).

In the plenary, the participants identified the following interest group or institutions:

- ◆ Malawi Institute of Education
- ◆ Ministry of Education, Science and Technology
- ◆ Chancellor College
- ◆ Secondary Schools
- ◆ Education Division offices
- ◆ Donors – JICA, CIDA and USAID
- ◆ Other departments – Hospitals and Police
- ◆ Local Communities

GROUP WORK 2

Following the identification of the institutions and interest groups, the participants were divided into three groups to fill in the matrix. The Matrix was comparing the identified institution with Domasi College of Education on the problems that might arise, interest, potential (Strength and weakness) and its impact (See Appendix 2).

| INSTITUTION NAME | PROBLEM | INTEREST | POTENTIAL | IMPACT |
|--|---|---|--|---|
| Malawi Institute of Education | Lecturers at DCE who are pursuing Masters Degree programme at MIE attend their classes at the expense of DCE students | Cirriculum development and staff development | Well equipped library | Well developed staff. Well stocked library and qualified teachers. |
| Chancellor College | Drain DCE Staff. Part time lecturing services charges by CHANCO lecturers are very expensive. | Training of teachers Offer wide range of courses | Inter-library loan Offers high education level | Well stocked library. Well trained teachers. Draining of financial resources. Attainment of high education standards by DCE. |
| CIDA | Lack of sustainability. Conditions attached are very difficult. | Train teachers. Supply of text books Supply of equipment | Provisional of text books. | Improve quality of education. |
| JICA | Language. Conditions attached are very difficult. Restrictive policies | Infrastructure development | Dependent on a political environment. Sustainability conscious. Have political will. Have funds and technical expertise | Improve teacher education. Improve quality of education. Improved infrastructure. Improved bilateral relationships. |
| Ministry of Educaton, Science and Technology | Failure to implement recommendations made by DCE. Inadequate funding. | Production of more secondary school teachers. Implementation of education goals. Exercise control on the running of DCE | Failure to sustain projects. Limited funds due to dependence on donors. Control activities of DCE. | Determine on number of students to be enrolled. Provide employment to graduates pf DCE. |
| Secondary Schools | Lack of teachers that exert pressure on DCE. Indiscipline of students | Absorb more qualified teachers. | Provide market. Provide facility for teaching practices. | Influence teacher education at DEC. Influence curriculum change at DCE |

| | | | | |
|---------------------------|--|---|--|--|
| Education Division Office | Lack of funding. Lack of managerial skills. Negligence Role conflict in decision making with MOEST Recall of serving teacher-students for head count | Posting of students Processing salaries of students who are serving teachers. Participating in DCE activities e.g arranging transport on graduation for graduating students | Arm of government. | Promotion of welfare of students. Negligence |
| Police | Incompetence. Non professionalism | Ensure security in the college. | Directly involved in the security system. Arm of government. | Vandalism and theft on the increase |
| Hospital | Lack of medical facilities. No medical personnel | Medical services | Improved medical services | medical services availability |
| NGOs | No clear objectives and goals. Political influence. Mismanagement of funds. | Civic education. Employment opportunities. | Not directly involved in the system | Misinform the population on human rights and responsibilities |
| USAID | Scholarships offered to Lecturers to study at MIE contributes to high attrition. | Capacity building | Directly involved in the sector. | Improved status of lecturers at DCE and quality of education. Contributes to high attrition. |
| Local Communities | Poor communication | Bussiness minded. Provision of labour | Social religious interaction. Supply commodities to the students. | Vandalise DCE facilities. Promotion of socio-religious status. Provisional of food commodities |

ACTION PLAN

Following the summarised recommendations from the problem analysis session, the participants were asked to come up with detailed activities/strategies to address the problems.

The participants synthesised the recommendations which could be handled by Domasi College and developed the action plan whilst the other recommendations were seen to be beyond their level . As such the participants recommended that MOEST should take up the following issues:

1. Government should provide adequate funds
2. Restructuring of Domasi College of Education
 - ◆ Salary package
 - ◆ Positions
 - ◆ Promotions
 - ◆ Recruitment
 - ◆ Autonomous

GROUP WORK 3

Participants were divided into 3 groups to develop Action plan for DCE activities

| RECOMMENDATIONS | ACTIVITIES | RESOURCES | TIME FRAME | MEANS OF VERIFICATION | RESPONSIBLE PERSON/ IMPEMETING AGENCY |
|----------------------------|--|---|--|--|--|
| Restructuring of DCE | Establish a Task force. Review the old structure and identify shortfalls. Develop a proposal | Human, transport and financial | March to may, 2003 | Task force formed. Old structure reviewed. Proposal designed | Principal |
| Proper management of funds | Training of accounts personnel. Internal/ external Audit team. Strengthening the internal control of funds Proper sensitisation of the use of funds. Develop disciplinary measures | Human, financial Stationary,equipment, office space | Aug, 2003 April, 2004 Aug, 2003 Aug, 2003 | | Accountant Accountant Accountant/Auditor Accountant |

| | | | | | |
|--|---|--|----------------------------|---|------------------------|
| Strengthening of security system at DCE | Employ more security staff. Strengthen neighbourhood watch scheme. Erect brickwall fence for the campus. Institute burglar bars in rooms with facilities such as computers | Financial Human | July, 2003 | More security personnel. Brick wall More lights | Head of Administration |
| Improve monitoring of funds | Use of internal procurement committee to approve purchases and quotations. Discourage the use of one supplier. Verification of quotation by a third party. Involve the right concerned people to do monetary transaction. Open access to financial account upon demand. | Stationary Transport Accounting personnel | March, 2003 to April, 2004 | Minutes of internal procurement committee. Number of Audit queries | Head of Finance |
| Improve accountability of funds | Regularise external and internal auditing. Top management to undergo financial management training. Presentation of financial statements to DCE management. Install computerised financial system. | Calculators Computers Financial Transport | March 2003 to April 2004 | Regular Audit reports Minutes of meetings. | Head of Audit |
| Putting in place early monitoring system for maintenance | Establish maintenance Committee. Weekly checks for the facility | Human Stationary Financial | March 2003 onwards | Reduced maintenance Minutes from the committee | Head of Administration |

List of Participants

| NAME | TITLE | INSTITUTION | ADDRESS | PHONE NUMBER |
|-------------------|----------------------|----------------------|-----------------------|---------------------|
| B.C. Nkomba | PTA Chairman MLZ | Mulunguzi Sec School | P.o. Box 138 Zomba | 525343/217/053 |
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| P. Ndolo | HOD | Malosa Sec School | P/Bag 3 Chilema | 539205 |
| A.H. Manda | PTA Chairman | Chinamwali | P/Bag 37 Zomba | 01518232 |
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| S.M.P. Mkandawire | Lecturer DEC | Domasi College | P.o Box 49 Domasi | 01536255 |
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