


## 付 属 資 料

SCOPE OF WORK  
FOR  
THE STUDY ON THE DEVELOPMENT OF  
INDUSTRIAL STATISTICS  
IN VIETNAM

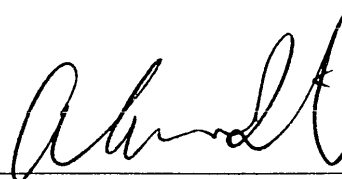
AGREED UPON BETWEEN  
GENERAL STATISTICS OFFICE  
AND  
JAPAN INTERNATIONAL COOPERATION AGENCY

Hanoi, December 16, 2003



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Mr. Le Manh Hung  
Director General  
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Team,  
Japan International Cooperation  
Agency

## **I. INTRODUCTION**

In response to the request of the Government of the Socialist Republic of Vietnam (hereinafter referred to as "GOV"), the Government of Japan (hereinafter referred to as "GOJ") has decided to conduct a study on the development of industrial statistics in Vietnam (hereinafter referred to as "the Study") in accordance with the relevant laws and regulations in force in Japan.

Accordingly, Japan International Cooperation Agency (hereinafter referred to as "JICA"), the official agency responsible for the implementation of the technical cooperation programs of GOJ, will undertake the Study in close cooperation with the relevant authorities concerned of GOV.

On behalf of GOV, the General Statistics Office (hereinafter referred to as "GSO") shall act as the counterpart agency to the Japanese Study Team (hereinafter referred to as "the Team") and also as the coordinating and responsible body for the steering committee and the working group that will be established later for the smooth and effective implementation of the Study.

The present document sets forth the scope of work for the Study.

## **II. OBJECTIVE OF THE STUDY**

The objective of the Study is to support the GSO to develop a current survey of industrial activities and the indices of industrial production (the survey and the indices are called hereinafter as "the Industrial Statistics") by conducting a study and trial surveys, formulating a development plan, and implementing necessary technical transferring activities including workshops.

## **III. SCOPE OF THE STUDY**

In order to achieve the above objective, the Study shall be conducted through the following activities:

### **1. Basic Study**

-To conduct a basic study on the current conditions of the statistics, such as below, for the further development of the Industrial Statistics.

- the current conditions of censuses, monthly or quarterly surveys
- classification of industries, commodities
- method of surveys, etc

### **2. Basic Design**



-To design the basic system of the Industrial Statistics, such as below, based on the results of the basic study.

- development of survey sheets, selection of sectors and commodities, selection of business enterprises/establishments
- method of survey (mail or enumerator, distribution and collection), etc

### 3. Trial Survey 1

- To plan and prepare the 1<sup>st</sup> trial survey (formulating manuals, training enumerators, etc.)
- To support the survey conducting.
- To evaluate the survey and make necessary modifications.
- To determine the necessary computer system for the Industrial Statistics and to assist in its development.

### 4. Development of the indices

- To support the development of the indices for the Study as follows.
  - selection of the commodities for the indices
  - calculation of the weight for the indices, etc

### 5. Trial Survey 2 and the formulation of a development plan

- To plan, prepare, support, and evaluate the 2<sup>nd</sup> trial survey using the system developed.
- To formulate a development plan, which will include: reports of the above activities and proposed action plans for the GSO for the institutionalization of the Industrial Statistics in the future.

In order for the capacity development of the GSO to be developed and to support the institutionalization of the Industrial Statistics after the Study, the Team shall work closely with the Vietnamese side throughout all of the above activities. Also, the Team shall implement necessary technical transferring activities including workshops in the Study.

## IV. WORK SCHEDULE

The Study will be carried out with the attached tentative work schedule.

## V. REPORTS

JICA shall prepare and submit the following reports in English as official ones and in Vietnamese as references to the GOV in accordance with the attached tentative work schedule.



1. Twenty (20) copies of Inception Report.
2. Twenty (20) copies of Interim Report with a summary.
3. Thirty (30) copies of Draft Final Report with a summary.
4. Thirty (30) copies of Final Report with a summary.

## **VI. UNDERTAKING OF THE GOVERNMENT OF VIETNAM**

1. The GOV shall accord privileges, exemptions, and other benefits to the Team in accordance with the Agreement on Technical Cooperation between the GOJ and the GOV signed on October 20, 1998.

2. The GOV shall bear claims, if any arises, against the members of the Team resulting from, occurring in the course of, or otherwise connected with the discharge of their duties in the implementation of the Study, except when such claims arise from gross negligence or willful misconduct on the part of the Team members.

3. The GSO shall, at its own expense, provide the Team with the following in cooperation with other organizations concerned;

3-1 Security-related information in cooperation on as well as measures to ensure the safety of the Team;

3-2 Information on as well as support in obtaining medical service;

3-3 Available data and information related to the Study;

3-4 Counterpart personnel;

3-5 Suitable office space with necessary equipment; and

3-6 Credential or identification cards.

## **VII. CONSULTATIONS**

JICA and GSO shall consult with each other in respect of any matter that may arise from or in connection with the Study.

A handwritten signature in black ink, consisting of a stylized first name followed by a last name and a small mark at the end.

TENTATIVE SCHEDULE

Year	2004												2005												2006											
	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6										
Activity in Vietnam	[Bar chart showing activity in Vietnam from month 5 to 12]												[Bar chart showing activity in Vietnam from month 1 to 12]												[Bar chart showing activity in Vietnam from month 1 to 6]											
main activity	basic study												basic design, trial survey1												development of indices, trial survey2											
Activity in Japan	□												□												□											
Report	△ IC/R												△ IT/R												△ DF/R						△ F/R					

IC/R: Inception Report

IT/R: Interim Report

DF/R: Draft Final Report

F/R: Final Report