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付属資料 1. 事前評価調査議事録 (M/M)

MINUTES OF MEETING  
BETWEEN  
THE JAPANESE PREPARATORY STUDY TEAM AND  
THE AUTHORITIES CONCERNED OF  
THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA  
ON JAPANESE TECHNICAL COOPERATION  
FOR  
REHABILITATION AND RECONSTRUCTION OF  
RESETTLEMENT COMMUNITY IN THE MANNAR DISTRICT

The Japanese Preparatory Study Team (hereinafter referred to as "the Team") organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA"), headed by Mr. Y. ARATSU, visited the Democratic Socialist Republic of Sri Lanka from 1 December to 23 December 2003 for the purpose of preparatory study of the technical cooperation project concerning Rehabilitation and Reconstruction of Resettlement Community in the Mannar District (hereinafter referred to as "the Project").

During its stay in the Democratic Socialist Republic of Sri Lanka, the Team exchanged their views and had a series of meetings with the Office of Commissioner General for Relief, Rehabilitation and Reconciliation, Ministry of Assisting Vanni Rehabilitation, North-East Provincial Council, Mannar District Secretariat, Sub-committee on Immediate Humanitarian and Reconstruction Needs and other authorities concerned.

As a result of meetings, the both sides agreed upon the matters referred to in the document attached hereto

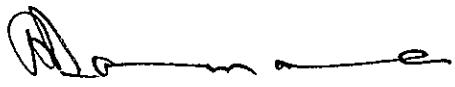
Colombo, Sri Lanka,

23 December 2003



Mr. Y. ARATSU

Team Leader  
The Japanese Preparatory Study Team  
Japan International Cooperation Agency  
Japan



Mr. R. Tharmakunasingam

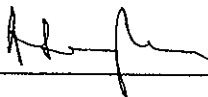
Secretary  
Ministry of Assisting Vanni Rehabilitation  
Sri Lanka



Mr. V. Visuvalingam

District Secretary  
Mannar District Secretariat  
Sri Lanka

Witness



Dr. A.S. Kunasingham

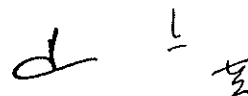
Senior Advisor  
Office of the Commissioner General for  
Relief, Rehabilitation and Reconciliation  
Sri Lanka

Witness



Ms. Asoka Fernando

Acting Director  
Department of External Resources/ MPDI  
Sri Lanka



## **ATTACHED DOCUMENT**

The Sri Lanka side and the Team agreed on the following articles.

### **I. Purpose of the Study**

The purpose of the Study is to collect basic information and data on the situation of the Mannar DS Division and Manthai West AGA Division in the Mannar District, to make the framework of the Project through workshops and discussions with relevant authorities, and to evaluate the expected achievement of the Project from the viewpoints of relevance, effectiveness, efficiency, impact, and sustainability.

### **II. PCM Workshop**

For the purpose of identifying and clarifying the objectives of the Project, the Team and the Sri Lankan side held a Project Cycle Management (hereinafter referred to as "PCM") workshop at the Mannar District Secretariat on 18 December 2003. Through the workshop, the participants identified the means of achieving the project purpose and designed the framework of the Project. Attendees of the workshop are shown in Annex I.

#### **1. Finding of the Workshop**

The analysis of the problem was conducted, in which contents of the future technical cooperation for the project are examined. Draft of the Project Design Matrix was formed by the Team based on the result of the workshop, and confirmed it with main participants.

#### **2. Draft of the Project Design Matrix**

A draft of the Project Design Matrix (hereinafter referred to as "PDM") is shown in Annex II. The PDM indicates the entire Project components, such as the Project purpose, the outputs, the activities and the necessary inputs, as well as the overall goal, the important assumptions and the pre-conditions of the Project. Tentative Plan of Operation, shown in the Annex III is proposed by the Team based on the PDM.

### **III. The Framework of the Project**

#### **1. The Title of the Project**

MANRECAP: "Mannar District Rehabilitation and Reconstruction through Community Approach Project"

#### **2. Target Group**

Target group of the Project is resettlement communities in the Mannar DS Division and the



Manthai West AGA Division.

**3. Overall Goal**

- (1) Regional gap of socio-economic condition is alleviated.
- (2) Reconciliation of community is strengthened.

**4. Project Purpose**

Reconstruction of living condition in resettlement community is accelerated by Community Based Organisations (CBOs).

**5. Expected Outputs**

- (1) Community Action Plan (CAP) is formulated in participatory method.
- (2) Basic community infrastructures are rehabilitated and managed by CBOs.
- (3) CBOs acquire necessary capacity for supporting socio-economic activities in the resettlement community.
- (4) Government staffs related to regional development acquire necessary ability to adopt participatory development approach.

**IV. Relevance**

During the preparatory study, the Team confirmed relevancy of the Project in line with the following points:

1. The Project is in line with Sri Lankan 3R Policy.
2. Need for rehabilitation of basic infrastructure is very high according to the result of Needs Survey carried out by the Team.
3. Importance of adopting community capacity building approach is confirmed at PCM workshop.

**V. Duration of the Project**

The Duration of the Project will be four (4) years from 2004. The date of the project's commencement is to be clarified in the Record of Discussions, which will be signed between JICA and the Government of Sri Lanka in the future.

**VI. Site of the Project**

**1. Selection of Cluster as a short list of Project sites**

In order to make a short list of the Project sites, Grama Niladhari Divisions in the Mannar and the



Manthai West Divisions are divided in 6 Clusters, which had been proposed by JICA. The Proposal was agreed at the meeting with officials of Mannar District Secretariat, shown in the Annex IV.

As a result of the Meeting, Cluster 1 was selected as the short-list of the Manthai West AGA Division and Cluster 5 was of the Mannar DS Division. In addition, Cluster 2 was also selected as the second priority cluster in the Manthai West AGA Division. Name of Grama Niladharis Divisions in the Cluster 1, 2, and 5 are listed in the Annex V.

## **2. Selection Process**

Selecting the Clusters was done at the Nomination Stage in the Selection Process, shown in the Annex VI. After the commencement of the Project, Project sites will be selected from the selected Clusters within approximately a thousand (1,000) households, according to the Project Sites Selection Criteria.

## **VII. Measures to be taken by both sides**

### **1. Japanese side**

The Japanese side will take the following measures at its own expenses

- (1) Dispatch of expert(s): Tentative Terms of Reference of Japanese Experts is attached in Annex VII.

#### **A. Long-term Experts**

- (1) Chief Advisor having expertise in Agriculture
- (2) Expert in Social Development
- (3) Project Coordinator

#### **B. Short-term Experts**

Short-term experts, such as Rural Development and Community Development, will be dispatched depending on the necessity for the effective implementation of the Project.

- (2) Counterpart Training

Some Sri Lankan counterpart personnel involved in the Project will be given counterpart training in foreign countries.

- (3) Provision of the Equipment

The necessary equipment for the effective implementation of the Project will be provided within the budget.



## **2. The Sri Lankan side**

The Sri Lankan side will take the following measures:

### **(1) Counterpart personnel**

- a. Mannar District Secretary,
- b. Mannar DS Divisional Secretary,
- c. Manthai West AGA Divisional Secretary.

According to the progress of activities, counterpart will be selected as necessary.

### **(2) Allocation of Budget**

- a. Salaries and other allowances for the Sri Lankan counterpart personnel
- b. Expenses such as electricity, water, and fuel for Sri Lankan side
- c. Operational expenses for customs clearance, local taxes, storage and domestic transportation for the equipment provided by the Japanese side.
- d. Regarding to vehicles required for the Project, Sri Lankan consult with Ministry of Policy Development and Implementation.
- e. Other contingency expenses related to the Project

### **(3) Land, buildings and facilities**

- a. Ministry of Assisting Vanni Rehabilitation will provide office space and facilities for the Project in the Ministry in Colombo.
- b. Ministry of Assisting Vanni Rehabilitation will provide office space and facilities for the Project in the Mannar District Secretariat
- c. Mannar and Manthai West Divisional Secretaries will provide working space for the Project in their Secretariats.

## **VIII. Administration of the Project**

### **1. The Tentative Organisation Structure**

The tentative organisation structure of the Project is given in ANNEX VIII.

### **2. National Level Supervisor**

Secretary of the Ministry of Assisting Vanni Rehabilitation will bear overall responsibilities of the administration and implementation of the Project as National Level Supervisor.



**3. District Level Supervisor**

Mannar District Secretary will bear overall responsibilities for the managerial matters of the Project.

**4. Project Director**

Project Director who is appointed by Mannar District Secretary, as necessary, will be responsible for the implementation and technical matters of the Project according to the annual plan.

**5. Joint Coordinating Committee**

**1) Functions**

The Joint Coordinating Committee (hereinafter referred to as 'JCC') will be established for the effective and successful implementation of technical cooperation for the Project. JCC will meet at least once a year or whenever necessity arises, in order to fulfil the following functions.

- a. To confirm the annual plan of operation of the Project
- b. To review the overall progress of the Project as well as the achievements of the above-mentioned annual plan
- c. To review and exchange views on major issues arising from or in connection with the Project activities

**2) Composition**

The members of JCC are given in ANNEX IX.

**6. Project Implementation Committee**

**1) Functions**

The Project Implementation Committee (hereinafter referred to as 'PIC') will be established for the effective and successful implementation of technical cooperation for the Project in the Mannar District. PIC will meet at least once a month or whenever necessity arises, in order to fulfil the following functions.

- a. To develop and formulate implementation plan and approaches with closer cooperation of relevant institutions in the Project sites
- b. To review the progress of each programme monthly in order to take appropriate activities with relevant institutions in the Project sites
- c. To exchange opinions and information to adopt the project effectively for the





community rehabilitation works

**2) Composition**

The members of PIC are given in ANNEX X.

**IX. Tentative schedule for the Project implementation**

- (1) The Sri Lankan side and JICA Sri Lanka Office will finalize the contents of the technical cooperation and record it in the form of the Record of Discussions (R/D), hopefully around February, 2004. The draft of R/D proposed by the Team, attached in Annex XI, will be examined by both JICA and Sri Lanka sides.
- (2) The Project will be commenced in March 2003, hopefully.
- (3) The first Joint Coordinating Committee will be held immediately after the commencement of the Project.
- (4) There is a presumption that JICA may suspend/ terminate the Project because of volatile security situation in Sri Lanka, after an ad hoc JCC is held.

**ANNEX**

- I. List of the Participants of the PCM Workshop
- II. Project Design Matrix (PDM)
- III. Tentative Plan of Operation
- IV. Map of Clusters
- V. List of Grama Niladharis Divisions in Cluster 1, 2 and 5
- VI. Selection Criteria of Project Sites
- VII. Tentative Terms of Reference of Japanese Experts
- VIII. Organisation Chart of the Project
- IX. Joint Coordinating Committee
- X. Project Implementation Committee
- XI. Draft of Record of Discussions

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**ANNEX I: List of the Participants of the PCM Workshop**

|    | Name                  | Organization/Designation   | Remarks               |
|----|-----------------------|--|-----------------------|
| 1  | V. Swaminathan        | Deputy Chief Secretary, Planning, NEPC                           |                       |
| 2  | A. C. M. Razik        | Additional Secretary, Ministry of Assisting Vanni Rehabilitation | Attend in the Morning |
| 3  | A. Nicholaspillai     | Additional GA  |                       |
| 4  | A. A. Edward          | Assistant Project Director, DRRS                                 |                       |
| 5  | P. M. Croos           | Representative NGO Consortium                                    |                       |
| 6  | V. Sachithananthan    | Deputy. Director Planning  |                       |
| 7  | M. Paramathasan       | AGA, Manthai West Division                                       |                       |
| 8  | R. Varatheeswaran     | DS, Mannar Division  |                       |
| 9  | Ms. S. Nicholaspillai | Asst. Director Planning, DPS                                     |                       |
| 10 | S. Yogananthan        | Asst. Director Planning, Manthai West                            |                       |
| 11 | Ms. R. Jeyaraj        | Asst. Director Planning, Mannar DS                               |                       |
| 12 | K. Rajaratnam         | District Deputy Project Director, NECORD                         |                       |
| 13 | K. Raga Shankar       | Representative, UNHCR, Mannar                                    | Attend in the Morning |
| 14 | T. Saisho             | JICA Mission   |                       |
| 15 | K. Shimizu            | JICA Mission   |                       |
| 16 | S. Nishimaru          | JICA Mission   |                       |
| 17 | Ms. I. Imazato        | JICA Mission   |                       |
| 18 | S. Kikuchi            | JICA Mission   |                       |
| 19 | R. Murata             | JICA Expert, OCG   |                       |
| 20 | H. Kobayashi          | JICA Assistant Resident Representative                           |                       |

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Name of the Project: The Project on Rehabilitation and Reconstruction of Living Condition through Community Approach in the Resettlement Community in Mannar District

Duration: 48 months (X month 2004 - X month, 2008)

Target Group: Resettlement Communities in Mannar Division and Muthai West Division

Date: December 22, 2003

Project Area: Mannar Division and Muthai West Division in Mannar District

| Narrative Summary   | Objectively Verifiable Indicators  | Means of Verification  | Important Assumptions  |
|---|--|--|--|
| <b>Overall Goal</b> <ul style="list-style-type: none"> <li>Regional gap of socio-economic condition is alleviated</li> <li>Reconciliation of community is strengthened.</li> </ul>  | <ul style="list-style-type: none"> <li>Socio-economic indicators (household income, agriculture/fishery production, school attendance) are reached to the national average within X years after project completion.</li> <li>Mobility of people (distance, frequency, inter-district movement)</li> </ul>  | <ul style="list-style-type: none"> <li>Socio-economic statistics</li> <li>Household Survey</li> </ul>  |  |
| <b>Project Purpose</b> <ul style="list-style-type: none"> <li>Reconstruction of living condition in resettlement community is accelerated by Community Based Organizations (CBOs).</li> </ul>   | <ul style="list-style-type: none"> <li>Number of household with self-sufficient living condition is increased from XXX to YYY by the end of project.</li> <li>Satisfaction level of community people for living condition (food sufficiency, number / variety of durable goods and purchasing plan, income generation plan, in- and out- migration plan)</li> </ul>  | <ul style="list-style-type: none"> <li>Household survey, Record of life support programmes at Divisional Secretariat Office</li> <li>Household Survey</li> </ul>   | Reconstruction programmes by Sri Lanka Government are carried out on schedule  |
| <b>Outputs</b> <ol style="list-style-type: none"> <li>Community Action Plan (CAP) is formulated in participatory method.</li> </ol>   | <ul style="list-style-type: none"> <li>Community Profile is developed in all potential project sites within 6 months after project commencement.</li> <li>CAP workshops are carried out at project sites within 1 year after project commencement.</li> <li>CAP is formulated and obtained approval from related organizations within 1 year after project commencement.</li> </ul>  | <ul style="list-style-type: none"> <li>Project Report</li> <li>Project Report, CBO records</li> <li>Project Report, CBO records</li> </ul>   | Trained staffs of CBOs and public officers stay at the target community.   |
| <ol style="list-style-type: none"> <li>Basic community infrastructures are rehabilitated and managed by CBOs</li> </ol>   | <ul style="list-style-type: none"> <li>All planned basic infrastructure in CAP is rehabilitated by community contract by the end of project.</li> <li>Necessary budget, human resource and organization for operation and management of rehabilitated infrastructure are secured by the end of construction.</li> </ul>  | <ul style="list-style-type: none"> <li>Project Report, CBO records</li> <li>Project Report, CBO records</li> </ul>   | Price of agriculture / fishery products and commodity is stable.   |
| <ol style="list-style-type: none"> <li>CBOs acquire necessary capacity for supporting socio-economic activities in the resettlement community.</li> </ol>   | <ul style="list-style-type: none"> <li>Accumulated amount of Community Fund (Rs. XXXXXX) at the time of 2 years after commencement of the project.</li> <li>Number of CBO personnel taking part in income generation activities (micro-finance, agriculture, fishery, animal husbandry etc.) are increased to X, Y, Z respectively by the end of project.</li> <li>Range of CBOs activities is widened (set target against present activities).</li> <li>Number and quality of community monitoring and self-evaluation activity.</li> </ul> | <ul style="list-style-type: none"> <li>Project Report, CBO records</li> <li>Project Report, CBO records</li> <li>Project Report, CBO records</li> <li>Project Report, CBO records</li> </ul>             |  |
| <ol style="list-style-type: none"> <li>Government staffs related to regional development acquire necessary ability to adopt participatory development approach.</li> </ol>  | <ul style="list-style-type: none"> <li>Number of meeting between CBOs and public officer is increased to XX % compared to the level of project commencement.</li> <li>More than XXX% of community people satisfy the performance of public officer in participatory development.</li> </ul>  | <ul style="list-style-type: none"> <li>CBO records</li> <li>Household Survey</li> </ul>  |  |
| <b>Activities</b> <ol style="list-style-type: none"> <li> <ol style="list-style-type: none"> <li>Develop the Community Profiles in the selected cluster.</li> <li>Select project sites from the selected cluster.</li> <li>Conduct Community Action Plan (CAP) Workshops in the project sites.</li> </ol> </li> <li> <ol style="list-style-type: none"> <li>Prepare plans of construction work for rehabilitation of basic infrastructures by CBOs with community contract system based on CAP.</li> <li>Set up construction committee.</li> <li>Provide trainings for carrying out community contract system to CBOs and public officer.</li> <li>Implement construction work with community contract.</li> <li>Construct necessary operation and management framework for rehabilitated basic infrastructure.</li> </ol> </li> <li> <ol style="list-style-type: none"> <li>Provide necessary training to manage community fund.</li> <li>Support network building of CBOs with external organization for strengthen community fund.</li> <li>Introduce and provide necessary training for micro-finance programme</li> <li>Support income-generation activities (agriculture, fishery, animal husbandry etc.) carried out by CBOs.</li> <li>Support group activities (sports, social welfare, culture, peace education etc.) carried out by CBOs.</li> <li>Formulate community monitoring and self-evaluation system by CBOs</li> </ol> </li> <li> <ol style="list-style-type: none"> <li>Provide training for public officers for participatory development method</li> <li>Carry out study tour for public officers and other related officers</li> </ol> </li> </ol> | <b>Inputs</b> <p><u>Japanese Side</u></p> <ol style="list-style-type: none"> <li>Training in Japan or third countries</li> <li>Equipment</li> <li>Sharing of running expenses</li> <li>Experts</li> </ol> <p><u>Long term</u></p> <ul style="list-style-type: none"> <li>Chief Advisor / Agriculturist (1)</li> <li>Community Development Expert (1)</li> <li>Project Coordinator (1)</li> </ul> <p><u>Short term</u></p> <p>as required</p>   | <p><u>Sri Lanka Side</u></p> <ol style="list-style-type: none"> <li>Counterparts</li> <li>Other supporting staff</li> <li>Land, buildings and facilities</li> <li>Sharing of running expenses</li> </ol> | <p>Trade contract will not become more severe.</p> <p>The cease fire is continued</p> <p>There is no objection on implementation of the project from organizations related</p> |

# Tentative Plan of Operation

as of Dec 19,2003

| Name of the Project The Project on Rehabilitation and Reconstruction of Resettlement Community in the Mannar District |     |  |       |  | Target Group: Communities in the conflict affected areas in Mannar Division and Manthai West Division |   |   |   |          |   |   |   |          |   |   |   |          |   |   |   |
|---|-----|--|-------|--|---|---|---|---|----------|---|---|---|----------|---|---|---|----------|---|---|---|
| Project Area Mannar Division and Manthai West Division in the Mannar District   |     |  |       |  |   |   |   |   |          |   |   |   |          |   |   |   |          |   |   |   |
| Project Duration 48 months (X month 2004 - X month. 2008)   |     |  |       |  |   |   |   |   |          |   |   |   |          |   |   |   |          |   |   |   |
|   |     |  |       |  | 1st year  |   |   |   | 2nd year |   |   |   | 3rd year |   |   |   | 4th year |   |   |   |
| Output  |     | Activities   |       | Operation  | 1   | 2 | 3 | 4 | 1        | 2 | 3 | 4 | 1        | 2 | 3 | 4 | 1        | 2 | 3 | 4 |
| Community Action Plan(CAP) is formulated in participatory method  | 1.1 | Develop the Community Profiles in the selected cluster             | 1.1.1 | Prepare questionnaire of survey for Community Profile  | **  |   |   |   |          |   |   |   |          |   |   |   |          |   |   |   |
|   |     |  | 1.1.2 | Conduct the survey for Community Profile in collaboration with GN and other related officers.  | **  |   |   |   |          |   |   |   |          |   |   |   |          |   |   |   |
|   |     |  | 1.1.4 | Collect the other necessary information of the community   | **  |   |   |   |          |   |   |   |          |   |   |   |          |   |   |   |
|   |     |  | 1.1.5 | Make the Community Profile   | **  |   |   |   |          |   |   |   |          |   |   |   |          |   |   |   |
|   |     |  | 1.1.6 | Distribute developed Community Profile to GN, other related officers and CBOs  | **  |   |   |   |          |   |   |   |          |   |   |   |          |   |   |   |
|   |     |  | 1.2.1 | Discuss the selection of the project sites at the Project Implementation Committee (PIC) meeting based on the result of developed Community Profile. | **  |   |   |   |          |   |   |   |          |   |   |   |          |   |   |   |
|   | 1.2 | Select project sites from the selected cluster                     | 1.2.2 | Report result of selection of project sites to Project Director  | **  |   |   |   |          |   |   |   |          |   |   |   |          |   |   |   |
|   |     |  | 1.3.1 | Coordinate among the stakeholders  | ***   |   |   |   | ***      |   |   |   |          |   |   |   |          |   |   |   |
|   | 1.3 | Conduct Community Action Plan(CAP) workshops in the project sites. | 1.3.2 | Conduct CAP workshop in the project sites.   | ***   |   |   |   | ***      |   |   |   |          |   |   |   |          |   |   |   |
|   |     |  | 1.3.3 | Confirm consensus on CAP with CBOs and stakeholders  | ***   |   |   |   | ***      |   |   |   |          |   |   |   |          |   |   |   |

Handwritten signatures and initials.

| Output   |     | Activities  |       | Operation  | 1st year |     |     |     | 2nd year |     |     |     | 3rd year |   |   |   | 4th year |   |   |   |
|--|-----|---|-------|--|----------|-----|-----|-----|----------|-----|-----|-----|----------|---|---|---|----------|---|---|---|
|  |     |   |       |  | 1        | 2   | 3   | 4   | 1        | 2   | 3   | 4   | 1        | 2 | 3 | 4 | 1        | 2 | 3 | 4 |
| Basic community infrastructures are rehabilitated and managed by Community Based Organization (CBOs) | 2.1 | Prepare plans of construction work for rehabilitation of basic infrastructures by CBOs with community contract system based on CAP. | 2.1.1 | Survey on existing resources in the communities that will be utilized for construction work with community contract system                   | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.1.2 | Prepare Estimation and Drawing of construction work  | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.1.3 | Finalize Estimation and Drawing of construction work   | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  | 2.2 | Set up construction committee   | 2.2.1 | Ensure the registration of CBOs with appropriate government agencies.  | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.2.2 | Explain construction work for rehabilitation of basic infrastructures by CBOs with community contract system to community at meeting of CBOs | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.2.3 | Explain and discuss the construction committee at the CBOs members   | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.2.4 | Select the committee members from CBOs members   | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.3.1 | Conduct awareness programme about Community Contract to Construction Committees, CBOs and related public officers                            | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.3.2 | Training programme in the legal matter in connection with community contract to Construction Committees, CBOs and related public officers    | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  | 2.3 | Provide training for carrying out community contract system to CBOs and public officers   | 2.3.3 | Training programme in the management of the account to Construction Committees   | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.3.4 | Training programme in the engineering matter to the Construction Committee   | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.3.5 | Conduct other training needed for implement community contract   | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.4.1 | Make the contract between Project Unit and CBOs  | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.4.2 | Commence the construction work   | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  | 2.4 | Implement the construction work with community contract   | 2.4.3 | Prepare the payment  | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.4.4 | Pay the Bills  | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.4.5 | Conduct joint monitoring of construction work  | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.4.6 | Support the CBOs to implement the work as needed   | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.5.1 | Issue certificate of completion of construction work to CBOs   | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.5.2 | Conduct training in maintenance of infrastructures constructed by CBOs   | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  | 2.5 | Build the Capacity of CBOs for sustainable Management of common facilities and resources  | 2.5.3 | Coordinate between CBOs and organization related to Maintenance and Operation of constructed infrastructure                                  | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.5.4 | Set up the system of O&M in the CBOs   | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |
|  |     |   | 2.5.5 | Conduct joint evaluation by Community and stakeholders   | ...      | ... | ... | ... | ...      | ... | ... | ... |          |   |   |   |          |   |   |   |

M ✓

|  |     |  |       |   | 1st year |   |     |     | 2nd year |   |   |   | 3rd year |   |   |   | 4th year |   |   |   |
|--|-----|--|-------|---|----------|---|-----|-----|----------|---|---|---|----------|---|---|---|----------|---|---|---|
| Output   |     | Activities   |       | Operation   | 1        | 2 | 3   | 4   | 1        | 2 | 3 | 4 | 1        | 2 | 3 | 4 | 1        | 2 | 3 | 4 |
| CBOs acquire necessary capacity for supporting socio-economic activities in the resettlement community | 3.1 | Provide necessary training to manage community fund.   | 3.1.1 | Conduct Self-Evaluation of existing community   |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.1.2 | Conduct the necessary training to manage and utilize community fund   |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.2.1 | Discuss commencement of micro-finance project in the project site with stakeholders who provide the credit to CBOs                                  |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.2.2 | Organize meeting between CBOs and stakeholders who provide the credit to CBOs   |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  | 3.2 | Support network building of CBOs with external organization for strengthen community fund.                 | 3.2.3 | Provide necessary awareness programme for CBOs and stakeholders   |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.2.4 | Prepare necessary documents to start micro-finance programme in collaboration with stakeholders.  |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.3.1 | Conduct the seminar to introduce the micro-finance programme to CBOs  |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.3.2 | Ex-change programme between the CBOs and outside groups related to micro-finance programme  |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  | 3.3 | Introduce and provide necessary training for CBOs for managing micro-finance                               | 3.3.3 | Conduct training in book-keeping and group management to CBOs   |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.3.4 | Monitor the micro finance activities of CBOs and conduct other training as the need arises  |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.4.1 | Discuss with CBOs necessary training programme for income generation  |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.4.2 | Support the marketing research by CBOs and stakeholders   |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  | 3.4 | Support income-generation, (agriculture, fishery and animal husbandry activities etc) carried out by CBOs. | 3.4.3 | Prepare 'Cultivation Calendar' and other training manual (guideline)  |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.4.4 | Conduct necessary skill development programmes for income generation  |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.4.5 | Coordinate between CBOs and stakeholders who provide vocational training programmes   |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.4.6 | Promote the group sales and purchases   |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  | 3.5 | Support group activities, sport culture, social welfare, peace education activities in the community       | 3.4.7 | Provide information to CBOs for further improvement of income-generation activities   |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.5.1 | Conduct workshop to formulate necessary group activities, such as sport, culture, social welfare and peace education activities                     |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.5.2 | Support to implement group activities, such as sport, culture, social welfare and peace education programme (Through pre-school, Sunday school etc) |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.5.3 | Develop linkage with outside service providers where needs  |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  | 3.6 | Formulate Community Monitoring and Self Evaluation framework by CBOs.                                      | 3.5.4 | Review and feedback progress of peace education programme to stakeholders   |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.6.1 | Conduct benchmark survey with CBOs (Household survey)   |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.6.2 | Conduct training in community participatory monitoring and evaluation to CBOs   |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |
|  |     |  | 3.6.3 | Conduct joint evaluation (by Community and stakeholders)  |          |   | ... | ... |          |   |   |   |          |   |   |   |          |   |   |   |

|   |     |  |       |   | 1st year |   |     |     | 2nd year |   |     |     | 3rd year |   |     |   | 4th year |   |     |   |
|---|-----|--|-------|---|----------|---|-----|-----|----------|---|-----|-----|----------|---|-----|---|----------|---|-----|---|
| Output  |     | Activities   |       | Operation   | 1        | 2 | 3   | 4   | 1        | 2 | 3   | 4   | 1        | 2 | 3   | 4 | 1        | 2 | 3   | 4 |
| Government staffs related to regional development acquire necessary ability to adopt participatory development approach | 4.1 | Provide training for public officers for participatory development method.                 | 4.1.1 | Conduct training programme in Community Action Plan and Management (CAP&M) method for public officers and other related officers. |          |   | --- | --- | ---      |   |     |     |          |   |     |   |          |   |     |   |
|   |     |  | 4.1.2 | Conduct seminar on legal matter related to participatory development programme for public officers and other related officers.    |          |   | --- | --- | ---      |   |     |     |          |   |     |   |          |   |     |   |
|   |     |  | 4.2.1 | Discuss the needs of training for development programme with public officers and other related officers                           |          |   | --- | --- | ---      |   |     |     |          |   |     |   |          |   |     |   |
|   | 4.2 | Conduct the study tour (exchange programme) for public officers and other related officers | 4.2.2 | Coordinate with potential organization(GO, NGO, CBO) that implement the participatory programme for study tour                    |          |   |     |     | ---      |   |     | --- |          |   |     |   |          |   |     |   |
|   |     |  | 4.2.3 | Conduct study tour  |          |   |     |     | ---      |   |     | --- |          |   | --- |   |          |   | --- |   |
|   |     |  | 4.2.4 | Feedback about the result of study tour to relevant organizations   |          |   |     |     |          |   | --- |     |          |   | --- |   |          |   | --- |   |
|   |     |  |       |   |          |   |     |     |          |   |     |     |          |   |     |   |          |   |     |   |

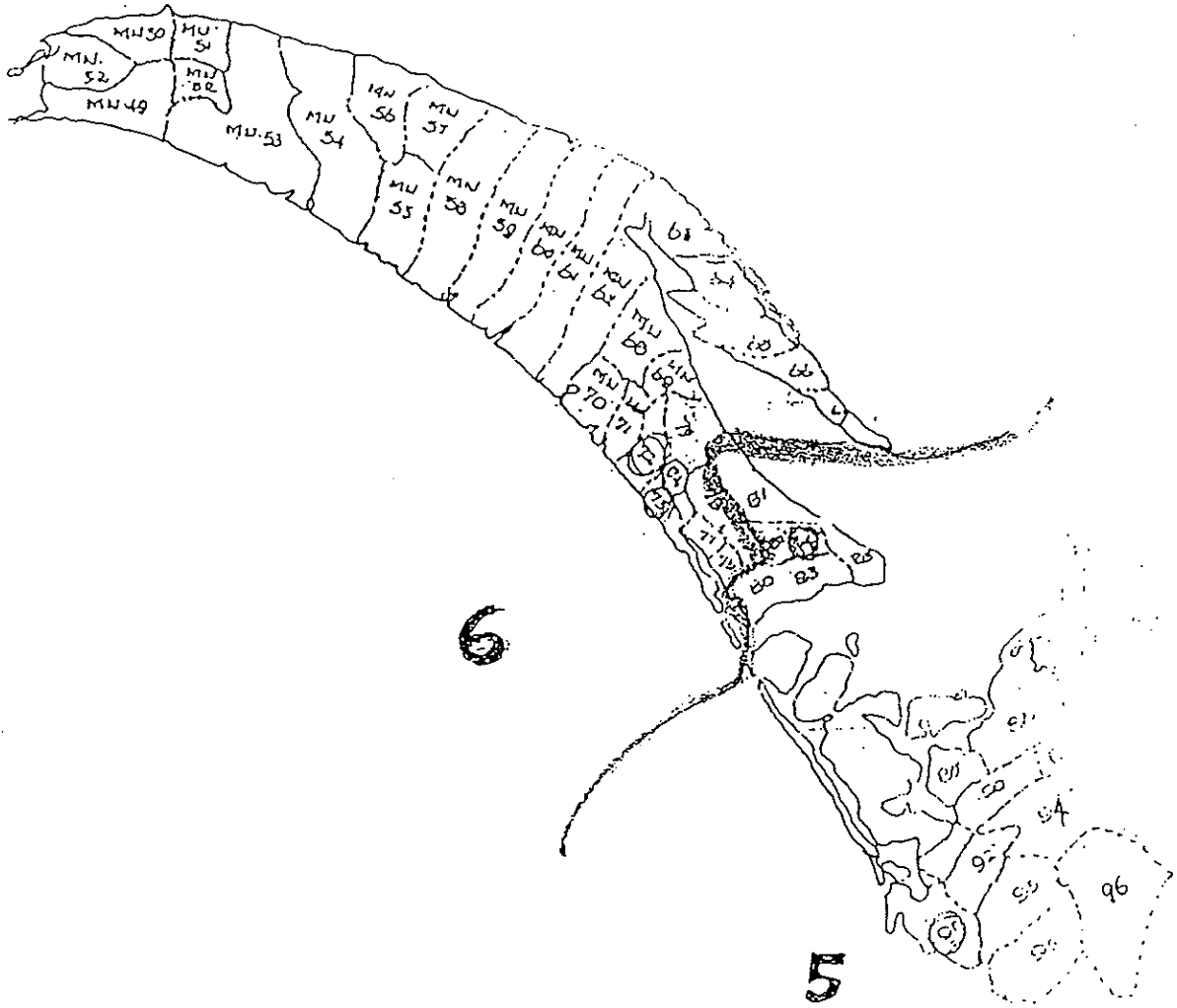
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பொதுநிலை

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மன்னார் பிர



கரமம் அலுவலர் பிரவுதர்-  
அட்டவணை - 1 - திருகோணமலை

6 5



ManTha: West

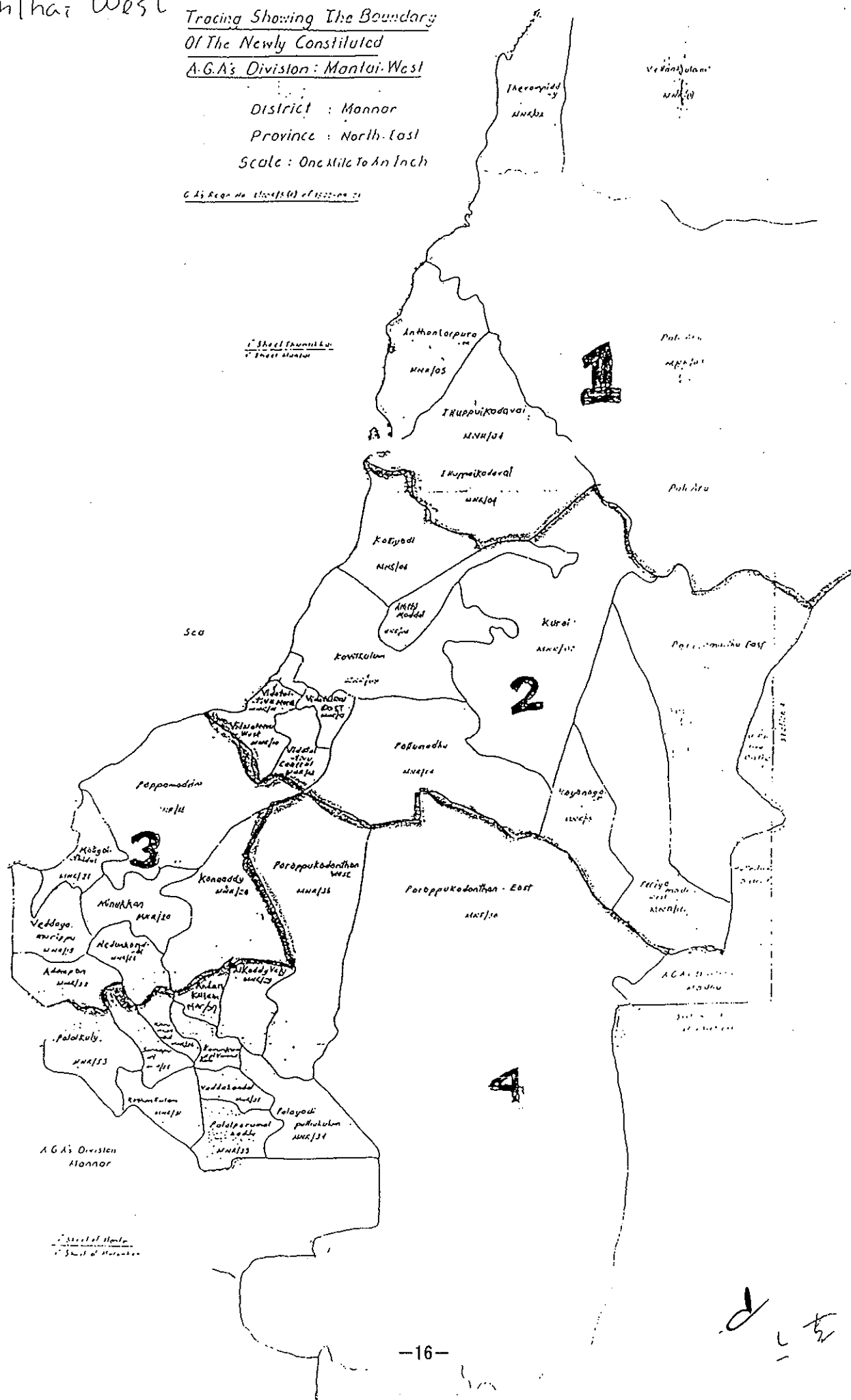
Tracing Showing The Boundary  
Of The Newly Constituted  
A.G.A's Division: Mantui West

District : Mannor

Province : North-Cast

Scale : One mile to An Inch

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**ANNEX V: List of Grama Niladharis Divisions in Cluster 1, 2 and 5**

**Mannar Divisional Secretariat Area: Cluster 5**

| No. | GN Number | Name of GN Division |
|-----|-----------|---------------------|
| 1   | MNR/80    | Periyakadai         |
| 2   | MNR/81    | Moor Street         |
| 3   | MNR/82    | Uppukulam North     |
| 4   | MNR/83    | Uppukulam South     |
| 5   | MNR/84    | Pallimunai West     |
| 6   | MNR/85    | Pallimunai East     |
| 7   | MNR/86    | Thirukketheeswaram  |
| 8   | MNR/89    | Neelasenai          |
| 9   | MNR/90    | Kallikaddaikkadu    |
| 10  | MNR/91    | Puthukkamam         |
| 11  | MNR/92    | Uyilankulam         |
| 12  | MNR/93    | Mathoddam           |
| 13  | MNR/94    | Vannamoddai         |
| 14  | MNR/95    | Uyirtharasankulam   |
| 15  | MNR/96    | Parappankandal      |

**Manthai West Divisional Secretariat Area**

**Cluster 1: the first priority**

| No. | GN Number | Name of GN Division |
|-----|-----------|---------------------|
| 1   | MNR/1     | Vellankulam         |
| 2   | MNR/2     | Thevanpidy          |
| 3   | MNR/3     | Pali Aru            |
| 4   | MNR/4     | Illuppaikadavai     |
| 5   | MNR/5     | Anthoniarpuram      |

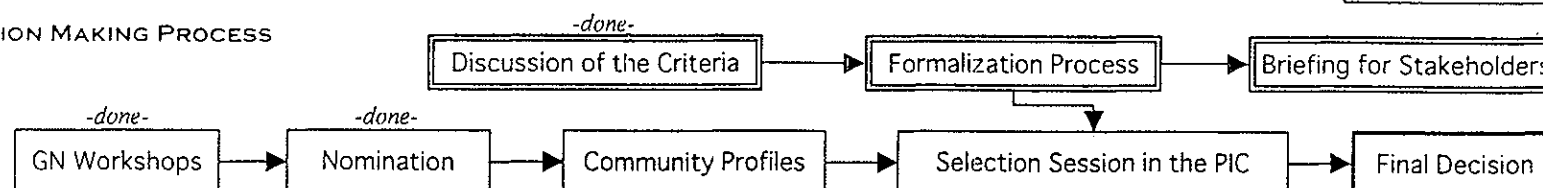
**Cluster 2: the second priority**

|    |        |                    |
|----|--------|--------------------|
| 6  | MNR/6  | Kalliyadi          |
| 7  | MNR/7  | Kurai              |
| 8  | MNR/8  | Aththimoddai       |
| 9  | MNR/9  | Kovitkulam         |
| 10 | MNR/10 | Vidataltivu West   |
| 11 | MNR/11 | Vidaataltivu North |
| 12 | MNR/12 | Vidataltivu Centre |
| 13 | MNR/13 | Vidataltivu East   |
| 14 | MNR/14 | Pallamadhu         |
| 15 | MNR/15 | Kaya Nagar         |
| 16 | MNR/16 | Periyamadhu West   |
| 17 | MNR/17 | Periyamadhu East   |

# Project Sites Selection Criteria

Revised

## DECISION MAKING PROCESS



**Objectives of Criteria** :To secure the security of the project and the transparency in prioritising project sites.

**Process of formalization of Criteria** :District Secretary will bring it up the draft at the PIC(Project Implementation Committee) meeting and seek approval of the Chairperson of JCC,the Secretary of Ministry of Assisting Vanni Rehabilitation.  
:After the formalization, the project shall take the responsibility for explaining stakeholders the Criteria. Amendment arrangement shall follow this procedure.

**Process of Project Sites Selection** :Based on the Community Profiles and the results of the different type of workshops, the PIC nominates the area and select the project sites through discussion of Divisional and District level in line with these criteria under the responsibility of the District Secretary. He shall report to the JCC chairperson.

- At the stage of Nomination, a cluster should be selected for further sites selection steps in each Divisional Secretary Area.
- At all stage, the ethnic balance should be taken into consideration very carefully
- At the stage of Selection Session, following items should be given as criteria:

| No | Items   | Criteria   | Remarks   |
|----|---|--|---|
| 1  | Security<br>[Prerequisite]                        | 1. No mines risk(cleared of mines or 100% marked of mined areas with undergoing de-mining)<br>2. Rare possibility of disruption due to local ethnic conflict.<br>3. Low tension between peoples in project site<br>4. Low tension between project site and neighbourhood.  | 1. There must be the evacuation routes in case.<br>2. There must not be serious incidents in the past.<br>3. Serious incident in the past should be checked to assess the present tension.  |
| 2  | Poverty level &<br>Situation of vulnerable groups | 1. Villagers' living standard is below the average of before-conflict or poverty line(e.g. less income Rs. 3,000/Month).<br>2. Areas include any vulnerable people in bad living condition or social environment. For instance situations of disabled persons, widows and orphan children.   | 1. Number of the SAMURUDI scheme could be referred. Number of Unions, mutual aid society, wealthy farmer also should be referred.   |
| 3  | Coordination with other projects                  | 1. NEIAP, NECORD, or other major Community Rehabilitation project should make clear in order to avoid duplication or improve the situation.<br>2. Area should be prioritized by the government 3R programme, for instance UAS scheme will be given the priority.<br>3. If there is possibilities of collaboration with other infrastructure scheme and resettlement scheme of the UNHCR, for instance, Irrigation rehabilitation, NGO's housing scheme, etc. the areas should be given the priority. | 1. If duplication does not harm the community, it can be overlooked.<br>2. UAS scheme should or will be implemented in the past or within the year.<br>3. JBIC irrigation rehabilitation scheme is one of candidates of the projects.<br>4. For wider collaboration with UNHCR. |

## **ANNEX VII: TENTATIVE TERMS OF REFERENCE OF JAPANESE EXPERTS**

### **Long-term Expert 1:**

#### **Chief Adviser / Agriculturist**

##### Job Description

1) Location / office: Mannar District

2) Period: Four (4) years.

\* The assignment period will be confirmed through mutual consultations between Sri Lanka and Japanese sides.

3) Activity Details:

3)-1 The expert will work in cooperation with relevant organizations in the project areas.

3)-2 He/she will manage overall implementation programmes of the project in cooperation with the Project Manager and the Project Director of the Project.

3)-3 He/she will plan and coordinate the project implementation on development of agriculture & fisheries, and rehabilitation of infrastructures.

3)-4 He/she will monitor project progress and present progress reports both in English and Japanese to the responsible authorities.

### **Long-term Expert 2: Project Coordinator**

##### Job Description

1) Location / office: Mannar District

2) Period: Four (4) years.

\* The assignment period will be confirmed through mutual consultations between Sri Lanka and Japanese sides.

3) Activity Details:

3)-1 The expert will help the Chief Adviser to implement the Project effectively.

3)-2 He/she will coordinate various activities related to the Project.

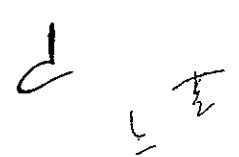
3)-3 He/she will assist each expert in consultation and collaboration with the Chief Advisor.

3)-4 He/she will assist administrative management to implement the Project.

### **Long-term Expert 3: Social Development**

##### Job Description

1) Location / office: Mannar District



2) Period: Four (4) years.

\* The assignment period will be confirmed through mutual consultations between Sri Lanka and Japanese sides.

3) Activity Details:

- 3)-1 The expert will work in cooperation with the Chief Adviser.
- 3)-2 He/she will plan and coordinate the project implementation on social development aspect in the project with the instruction of the Chief Advisor.
- 3)-3 He/she will assist the implementation of action plan for communities, rehabilitation of social infrastructures, micro credits, women's participation in public affair, empowerment of vulnerable groups etc.
- 3)-4 He/she will assist the implementation of study tour to advanced areas in the country in collaboration with the Chief Advisor.
- 3)-5 He/ she will monitor the community based implementation programmes, community based organizations (including O&M of rehabilitated infrastructures, group loan, group activities, social & cultural programmes, etc.), activities of women's and youths' groups.
- 3)-6 He/she will give guidance and training to the officers concerning to the Project accordingly.

### **Short-term Experts**

Following short-term experts are expected:

- 1. Community development expert
- 2. Rural development expert

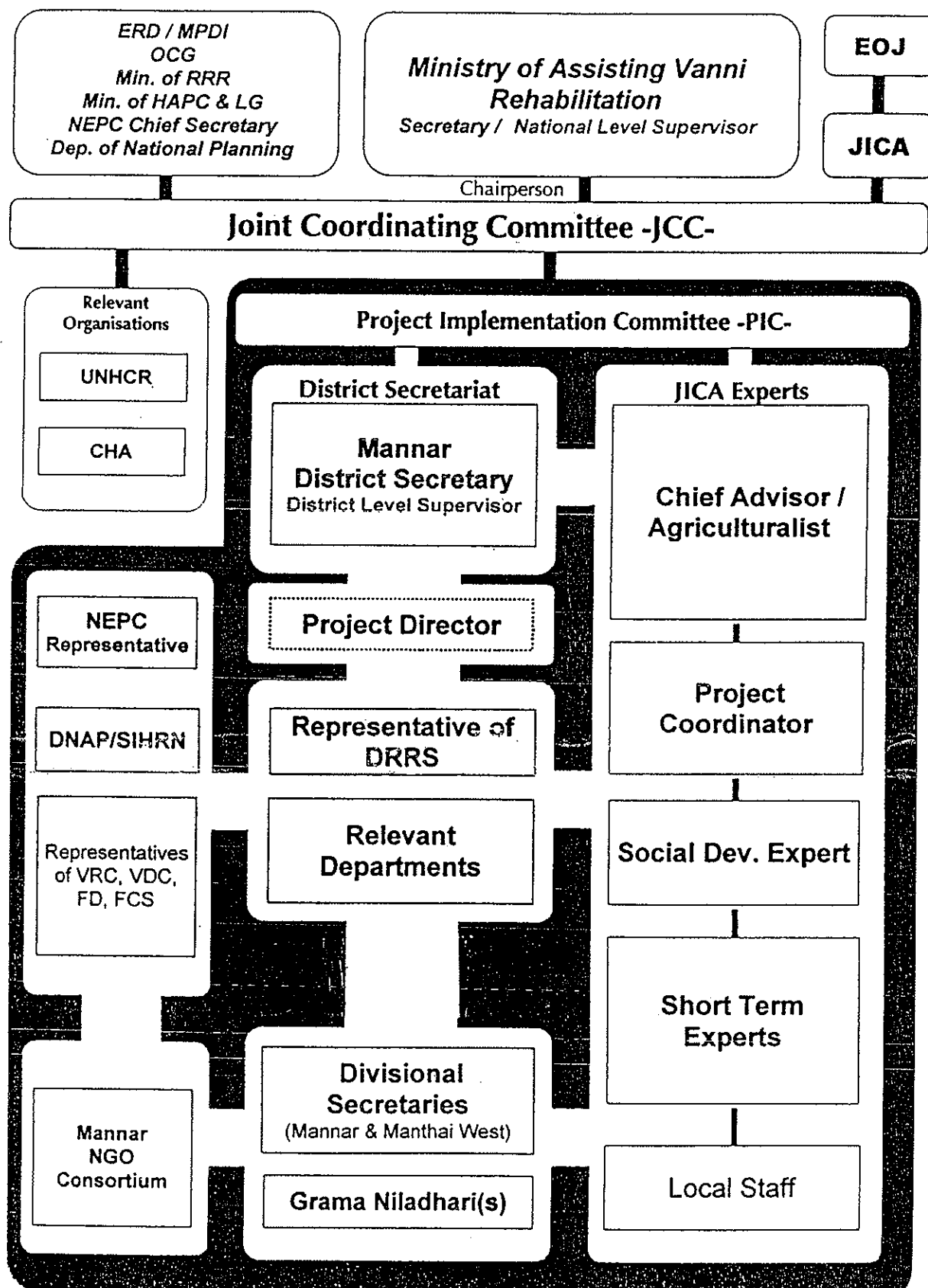
Other short-term experts will be dispatched when Japanese and Sri Lanka project personnel find it necessary for the Project under the supervision of JCC. The terms of reference for each short-term expert will be elaborated through mutual consultation between Sri Lanka and Japanese persons concerned.



*Project on Rehabilitation and Reconstruction of Resettlement Community  
in the Mannar District*

**ORGANISATION CHART OF THE PROJECT**

22nd December 2003



## Member and Roles of the Joint Coordination Committee (JCC)

JCC meeting(s) will be held at least once a year and whenever necessity arises, and works:

Revised

1. To confirm the annual plan of operation of the Project
2. To review the overall progress of the Project as well as the achievements of the above-mentioned annual plan
3. To review and exchange views on major issues arising from or in connection with the Project activities

| Member   | Main Role  |
|--|--|
| Secretary,<br>Ministry of Assisting<br>Vanni Rehabilitation<br><br>- Chairperson - | 1) Overall responsibility for the administration and implementation of the Project as National Level supervisor<br>2) To take a responsibility for counterpart budget as chief accounting officer of executing agency of the project<br>3) To set up and take the chair of Joint Coordinating Committees<br>4) To approve and coordinate annual plan of operation<br>5) To approve annual progress and monitoring report<br>7) To coordinate effectively with government and donor agencies<br>8) To provide office space and facilities at the District level as well as at Colombo   |
| Secretary, Ministry of<br>RRR  | 1) To make necessary arrangement for effective implementation of the Project<br>2) To monitor the Project implementation within the routine work   |
| Ministry of Home Affairs,<br>Provincial Council and<br>Local Government            | 1) To advice appropriate implementation of the Project regarding cooperation with North and East Provincial Council  |
| NEPC Chief Secretary   | 1) To make necessary arrangement for effective implementation of the Project through the coordinating committees in NEPC<br>2) To monitor the Project implementation within the routine work   |
| Mannar<br>District Secretary   | 1) Overall responsibility for the managerial matters of the Project as District level supervisor<br>2) To report the Project progress to Ministry of Vanni<br>3) To finalize annual progress and monitoring report and submit to Ministry of Vanni<br>4) To coordinate, negotiate and mobilize for the Project with institutions concerned in the Project area with Divisional Secretaries<br>5) To set up district Project Implementation Committee (PIC) and hold periodical meeting in the Mannar Secretariat<br>6) To recommend/approve divisional based project program to the relevant institutions with proper coordination |

| Member  | Main Role  |
|---|--|
| Project Director *  | 1) Responsibility for the implementation and technical matters of the Project according to the annual plan |
|   | 2) To report the Project progress to relevant person or organisations                                      |
|   | 3) To coordinate, negotiate and mobilize for the Project with institutions concerned in the Project area   |
| ERD/ MPDI   | 1) To make proper arrangement to obtain Government approval for commencing and implementing the Project    |
|   | 2) To coordinate, negotiate and mobilize for the Project with line Ministries                              |
|   | 3) To monitor JCC with proper action   |
|   | 4) To provide appropriate bilateral aid procedures   |
| Representative of OCG   | 1) To suggest ensuring the uniform policies and equitable standards for RRR activities                     |
|   | 2) To provide collected and disseminated information related to RRR activities to the JCC                  |
| Department of National Planning                               | 1) To monitor JCC with proper action   |
|   | 2) To provide appropriate bilateral aid procedures   |
| Chief Advisor of JICA Experts                                 | 1) To advise on the Project implementation   |
| Representative of JICA Office                                 | 1) To monitor JCC with proper action   |
|   | 2) To provide appropriate bilateral aid procedures   |
| Observer  |  |
| UNHCR   | 1) To advise proper resettlement approaches for the Project and necessary information                      |
|   | 2) To coordinate implementing joint operation for the resettlement programs if necessary                   |
| CHA   | 1) To advise appropriate implementation of the Project regarding cooperation with NGOs                     |
| Mannar District NGO Consortium                                | 1) To advise appropriate implementation of the Project regarding cooperation with NGOs                     |
|   | 2) To assist coordination with NGOs' activities and the Project in Mannar                                  |
| Representative of Embassy of Japan                            | 1) To monitor JCC with proper action   |
| JCC can invite any related person to discuss specific issues. |  |

\* Project Director would be appointed by the District Secretary as appropriate according to needs

ERD : External Resources Department

MPDI : Ministry of Policy Development and Implementation

Min. of HA, PC&LG : Ministry of Home Affairs, Provincial Councils & Local Government

Min. of RRR : Ministry of Rehabilitation, Resettlement and Refugees

Min. of Vanni : Ministry Assisting Vanni Rehabilitation

NEPC : North East Provincial Council

OCG : The Office of the Commissioner-General for Relief, Rehabilitation and Reconciliation

CHA : Consortium of Humanitarian Agencies

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# Member and Roles of the Project Implementation Committee (PIC)

■ PIC meeting will be held monthly and the main purposes are;

Rivised

1. To develop and formulate implementation plan and approaches with closer cooperation of relevant institutions in the project areas.
2. To review the progress of each programme monthly in order to take appropriate activities with relevant institutions in the project areas.
3. To exchange opinions and information to adopt the project effectively for the community rehabilitation works.

| Member                                       | Main Role  |
|--|--|
| Mannar District Secretary<br>- Chairperson - | 1) Overall responsibilities for the managerial matters of the Project as District level supervisor                           |
|  | 2) To set up and take the chair of monthly PIC meeting   |
|  | 3) To submit divisional monthly progress report to the Ministry of Assisting Vanni Rehabilitation                            |
|  | 4) To submit divisional annual plan of operation to the Ministry of Assisting Vanni Rehabilitation                           |
|  | 5) To submit divisional annual progress report and to the Ministry of Assisting Vanni Rehabilitation                         |
|  | 6) To coordinate relevant institutions for the Project with Divisional Secretaries   |
|  | 7) To approve divisional project programme and recommend it to the relevant institutions with proper coordination            |
|  | 8) To invite relevant institutions to the PIC accordingly to facilitate cooperative relationship with the Project            |
|  | 9) To make necessary arrangement for the office spaces and facilities to the Project based on coordination with the Ministry |
|  | 10) To provide necessary resources as far as possible.   |
| Project Director *                           | 1) Responsibility for the implementation and technical matters of the Project according to annual plan                       |
|  | 2) To report the Project progress to relevant person or organisations  |
|  | 3) To coordinate, negotiate and mobilize for the Project with institutions concerned in the Project areas                    |
| NEPC Representative                          | 1) To assist the Project Director and Project Manager in the implementation and coordination of the Project                  |
|  | 2) To maintaining a database on monitoring of the Project in NEPC  |
|  | 3) To provide appropriate information and cooperation to the PIC   |
|  | 4) To monitor the PIC  |
|  | 5) To ensure effective utilization of the aid by other Donors  |

| Member   | Main Role  |
|--|--|
| Divisional Secretaries of Target Areas   | 1) To hold monthly progress and review meeting for the Project at Divisional Agriculture Committee, and submit progress report (monthly and annual) to the Mannar District Secretary             |
|  | 2) To draft an annual plan of operation with Grama Niladharis, discuss it at regular Divisional Agriculture Committee, and submit to Mannar District Secretary                                   |
|  | 3) To coordinate the Project activities with District Secretary  |
|  | 4) To provide proper administrative arrangement to facilitate the project in the division  |
|  | 5) To provide necessary resources for the Project Implementation in the Division as far as possible  |
| Representative of DRRS   | 1) To coordinate the Project activities in line with its mandates  |
|  | 2) To advise for proper project implementation and give necessary information  |
| Agrarian Dev. Department   | 1) To provide proper instruction to Divisional officials of Agrarian Development Centres (ASC) to proceed the joint programme effectively in the community level                                 |
|  | 2) To provide necessary information on Agrarian Development (Act, agricultural land, tenant farmers, FOs etc.) to take necessary and effective actions at the suitable time for the communities. |
| Dept. of Fisheries & Aquatic, District Office  | 1) To provide proper instruction to front line staff of the Department to proceed the joint programme effectively in the community level   |
|  | 2) To provide necessary information and advices from the aspect of Fisheries and Aquatic Act to take necessary and proper actions to the fisheries communities.                                  |
| Representatives of VRC, VDC, FO, FCS of Target Areas   | 1) To provide definite information and proper suggestion as representatives of CBOs.   |
|  | 2) To provide close communication and cooperation for implementation of the Project  |
|  | 3) To report progress of the community contract and community driven activities to the project with monitoring sheet of the Project.   |
| Coordinator of the District Needs Assessment Panel(DNAP)   | 1) To provide necessary information for selecting project sites and work plans   |
|  | 2) To correspond with SIHRN about the project progress   |
|  | 3) To disseminate project information to relevant institutions   |
| Mannar District NGO Consortium   | 1) To provide appropriate advice for the sustainable development   |
|  | 2) To assist coordination with NGOs' activities regarding the Project  |
| JICA Chief Advisor & JICA Experts  | 1) To advise on the Project implementation   |
| Observer   |  |
| UNHCR  | 1) To advise proper resettlement approaches for the Project and necessary information  |
| PIC can invite any related person to discuss specific issues, such as Representatives from NEIAP, NECORD, CAARP and SLMM |  |

\* Project Director and Project Manager would be appointed by the District Secretary as appropriate according to needs

NEPC : North East Provincial Council DRRS: District Rehabilitation and Reconstruction Secretariat VRC: Village Rehabilitation Committee

VDC : Village Development Committee (or Village Development Society FO: Farmers Organization

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RECORD OF DISCUSSIONS BETWEEN  
JAPANESE INTERNATIONAL COOPERATION AGENCY AND  
THE AUTHORITIES CONCERNED OF  
THE GOVERNMENT OF SRI LANKA  
ON JAPANESE TECHNICAL COOPERATION FOR  
THE PROJECT ON REHABILITATION AND RECONSTRUCTION OF  
LIVING CONDITION THROUGH COMMUNITY APPROACH  
IN THE RESETTLEMENT COMMUNITY IN THE MANNAR DISTRICT

The Japan International Cooperation Agency (hereinafter referred to as "JICA") through its Resident Representative in Sri Lanka exchanged views and had a series of discussions with the Sri Lanka authorities concerned for the purpose of working out the details of the technical cooperation programme concerning the Project on **Rehabilitation and Reconstruction of Living Condition through Community Approach in the Resettlement Community in the Mannar District, Sri Lanka.**

As a result of the discussions, JICA and the Sri Lankan authorities concerned agreed on the matters referred to in the document attached hereto.

Colombo,     Day Month 2004

(Signature by JICA) \_\_\_\_\_

Mr. T. Sugihara

Resident Representative  
Japan International Cooperation Agency  
Japan

(Signature by Sri Lanka Side) \_\_\_\_\_

Mr. R. Tharmakunasingam

Secretary  
Ministry Assisting Vanni Rehabilitation  
Sri Lanka

(Signature by Mannar GA) \_\_\_\_\_

Mr. V. Visuvalingam

District Secretary  
Mannar District Secretariat  
Sri Lanka

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[Witness]

(Signature by OCG)

Dr. A.S. Kunasingham

Senior Advisor

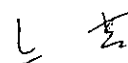
Office of the Commissioner General for  
Relief, Rehabilitation and Reconstruction  
Sri Lanka

(Signature by ERD)

Ms. Asoka Fernando

Acting Director

Department of External Resources/ MPDI  
Sri Lanka



THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN JICA and the Government of Sri Lanka

1. The Government of Sri Lanka will implement the Project on Rehabilitation and Reconstruction of Living Condition through Community Approach in the Resettlement Community in the Mannar District (hereinafter referred to as "the Project") in cooperation with JICA.
2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

II. MEASURES TO BE TAKEN BY THE GOVERNMENT OF JAPAN

In accordance with the laws and regulations in force in Japan, JICA will take, at its own expense, the following measures according to the normal procedures under the Colombo Plan Technical Cooperation Scheme.

1. DISPATCH OF JAPANESE EXPERTS


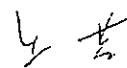
JICA will provide the services of the Japanese experts as listed in Annex II.

2. PROVISION OF MACHINERY AND EQUIPMENT

JICA will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The Equipment will become the property of the Government of Sri Lanka upon being delivered C.I.F. (cost, insurance and freight) to the Sri Lankan authorities concerned at the ports and/or airports of disembarkation.

3. TRAINING OF SRI LANKAN PERSONNEL IN JAPAN

JICA will receive the Sri Lankan personnel connected with the Project for technical training in Japan.

### III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF SRI LANKA

1. The Government of Sri Lanka will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, beneficiary groups and institutions.
2. The Government of Sri Lanka will ensure that the technologies and knowledge acquired by the Sri Lankan nationals as a result of Japanese technical cooperation will contribute to the economic and social development of Sri Lanka.
3. The Government of Sri Lanka will grant in Sri Lanka privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families, which are no less favourable than those accorded to experts of third countries working in Sri Lanka under the Colombo Plan Technical Cooperation Scheme.
4. The Government of Sri Lanka will ensure that the Equipment referred to in II-2 above will be utilized effectively for the implementation of the Project in consultation with the Japanese experts referred to in Annex II.
5. The Government of Sri Lanka will take necessary measures to ensure that the knowledge and experience acquired by the Sri Lankan personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the laws and regulations in force in Sri Lanka, the Government of Sri Lanka will take necessary measures to provide at its own expense:
  - (1) Services of the Sri Lankan counterpart personnel and administrative personnel as listed in Annex IV;

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- (2) Land, buildings and facilities as listed in Annex V;
  - (3) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided through JICA under II-2 above ;
  - (4) Means of transport and travel allowances for the Japanese experts for official travel within Sri Lanka; and
7. In accordance with the laws and regulations in force in Sri Lanka, the Government of Sri Lanka will take necessary measures to meet:
- (1) Expenses necessary for transportation within Sri Lanka of the Equipment referred to in II-2 above as well as for the installation, operation and maintenance thereof;
  - (2) Customs duties, internal taxes and any other charges, imposed in Sri Lanka on the Equipment referred to in II-2 above ; and
  - (3) Running expenses necessary for the implementation of the Project.

#### IV. ADMINISTRATION OF THE PROJECT

1. The Secretary of Ministry Assisting Vanni Rehabilitation will bear overall responsibility for the administration and implementation of the Project as National Level Supervisor.
2. Secretary of Mannar District Secretariat, as District Level Supervisor, will bear overall responsibilities for the managerial matters of the Project.
3. Project Director who is appointed by Mannar District Secretary will be

responsible for the implementation and technical matters of the Project according to the annual plan.

4. The Japanese Team Leader, as the Chief Advisor, will provide necessary recommendations and advice to the Project on any matters pertaining to the implementation of the Project.
5. The Japanese experts will give necessary technical guidance and advice to the Sri Lankan counterpart personnel on technical matters pertaining to the implementation of the Project.
6. For the effective and successful implementation of technical cooperation for the Project, the Joint Coordinating Committee and the Project Implementation Committee will be established whose functions and composition are described in Annex VI and VII respectively.

#### V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by JICA and the Sri Lankan authorities concerned, at the middle and during the last six months of the cooperation term in order to examine the level of achievement.

#### VI. CLAIMS AGAINST JAPANESE EXPERTS

The Government of Sri Lanka undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in Sri Lanka except for those arising from the wilful misconduct or gross negligence of the Japanese experts.

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## VII. MUTUAL CONSULTATION

There will be mutual consultation between JICA and the Sri Lankan authorities concerned on any major issues arising from, or in connection with this Attached Document.

## VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among the people of Sri Lanka, the Government of Sri Lanka will take appropriate measures to make the Project widely known to the people of Sri Lanka.

## IX. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be four (4) years from Day Month 2004.

|           |   |
|-----------|---|
| ANNEX I   | MASTER PLAN   |
| ANNEX II  | LIST OF JAPANESE EXPERTS                                    |
| ANNEX III | LIST OF MACHINERY AND EQUIPMENT                             |
| ANNEX IV  | LIST OF SRI LANKAN COUNTERPART AND ADMINISTRATIVE PERSONNEL |
| ANNEX V   | LIST OF LAND, BUILDINGS AND FACILITIES                      |
| ANNEX VI  | JOINT COORDINATING COMMITTEE                                |
| ANNEX VII | PROJECT IMPLEMENTATION COMMITTEE                            |



## ANNEX I

### MATER PLAN

#### 1. TITLE OF THE PROJECT

The title of the Project is “The Project on Rehabilitation and Reconstruction of Living Condition through Community Approach in the Resettlement Community in the Mannar District.”

#### 2. OVERALL GOAL

- (1) Regional gap of socio-economic condition is alleviated.
- (2) Reconciliation of community is strengthened.

#### 3. PROJECT PURPOSE

Reconstruction of living condition in resettlement community is accelerated by Community Based Organisations (CBOs).


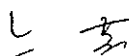
#### 4. OUTPUT OF THE PROJECT

- (1) Community Action Plan (CAP) is formulated in participatory method.
- (2) Basic community infrastructures are rehabilitated and managed by CBOs.
- (3) CBOs acquire necessary capacity for supporting socio-economic activities in the resettlement community.
- (4) Government staffs related to regional development acquire necessary ability to adopt participatory development approach.

#### 5. ACTIVITIES OF THE PROJECT

- 1.1 Develop the Community Profiles in the selected Cluster
- 1.2 Select project sites from the selected Clusters
- 1.3 Conduct Community Action Plan (CAP) Workshops in the Project sites
- 2.1 Prepare plans of construction work for rehabilitation of basic infrastructure by CBOs with community contract system based on CAP
- 2.2 Set up a construction committee

- 2.3 Provide trainings for carrying out community contract system to CBOs and public officer
- 2.4 Implement construction work with community contract
- 2.5 Construct necessary operation and management framework for rehabilitation basic infrastructure
  
- 3.1 Provide necessary training to manage community fund
- 3.2 Support network building of CBOs with external organisation for strengthen community fund
- 3.3 Introduce and provide necessary training for micro-finance programme
- 3.4 Support income-generation activities (agriculture, fishery, animal husbandry etc.) carried out by CBOs
- 3.5 Support group activities (sports, social welfare, culture, peace education etc.) carried out by CBOs
- 3.6 Formulate community monitoring and self-evaluation system by CBOs
  
- 4.1 Provide training for public officers for participatory development method
- 4.2 Carry out study tour for pubic officers and other related officers

## ANNEX II

### LIST OF JAPANESE EXPERTS

#### 1. Long-term experts

- (1) Chief Advisor having expertise in Agriculture
- (2) Expert in Social Development
- (3) Project Coordinator

#### 2. Short-term experts

Short-term experts, such as Rural Development and Community Development, will be dispatched depending on the necessity of the Project.




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### ANNEX III

#### LIST OF MACHINERY AND EQUIPMENT

1. The necessary equipment for the transfer of technology by the Japanese experts will be provided.
2. Other materials and equipment mutually agreed upon as necessary will be provided.



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#### ANNEX IV

#### LIST OF SRI LANKAN COUNTERPART AND ADMINISTRATIVE PERSONNEL (Tentative)

1. Secretary, Mannar District Secretariat
2. Secretary, Mannar Divisional Secretariat
3. AGA, Manthai AGA Office

According to the progress of activities, counterpart will be selected as necessary.

ANNEX V LIST OF LAND, BUILDINGS AND FACILITIES

1. Sufficient facilities for the implementation of the Project
2. Offices and other necessary facilities for Japanese experts
3. Facilities and services such as electricity, water supply, telephone and furniture necessary for the Project activities
4. Other facilities mutually agreed upon as necessary

## ANNEX VI JOINT COORDINATING COMMITTEE

### 1. Functions

The Joint Coordinating Committee (hereinafter referred to as 'JCC') will be established for the effective and successful implementation of technical cooperation for the Project. JCC will meet at least once a year or whenever necessity arises, in order to fulfil the following functions.

- (1) To confirm the annual plan of operation of the Project
- (2) To review the overall progress of the Project as well as the achievements of the above-mentioned annual plan
- (3) To review and exchange views on major issues arising from or in connection with the Project activities

### 2. Composition

- (1) Chairperson: Secretary, Ministry of Assisting Vanni Rehabilitation  
- National Level Supervisor

- (2) Members

Sri Lankan Side

- a. Secretary, Ministry of RRR
- b. Representative of Ministry of Home Affairs, Provincial Council and Local Government
- c. Chief Secretary, North East Provincial Council
- d. District Secretary, Mannar District Secretariat
- e. Project Director, Mannar District Secretariat (if appointed)
- f. Director, Department of External Resources, Ministry of Policy Development and Implementation
- g. Representative, Office of Commissioner General for Relief, Rehabilitation & Reconciliation
- h. Department of National Planning

Japanese Side

- a. Chief Advisor
- b. Long-term experts
- c. Resident Representative of JICA Sri Lanka Office
- d. Other personnel concerned, to be assigned by JICA, if necessary



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- (3) Observers UNHCR, Consortium of Humanitarian Agencies, Mannar District NGO Consortium
- (4) The Joint Coordinating Committee can invite any related person to discuss specific issues

Note, Representative(s) of the Embassy of Japan in Sri Lanka may attend the Joint Coordinating Committee as observer(s)

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## ANNEX VII PROJECT IMPLEMENTATION COMMITTEE

### 1. Functions

The Project Implementation Committee (hereinafter referred to as 'PIC') will be established for the effective and successful implementation of technical cooperation for the Project at the Mannar District level. PIC will meet at least monthly or whenever necessity arises, in order to fulfil the following functions.

- (1) To develop and formulate implementation plan and approaches with closer cooperation of relevant institutions in the Project sites
- (2) To review the progress of each programme monthly in order to take appropriate activities with relevant institutions in the Project sites
- (3) To exchange opinions and information to adopt the project effectively for the community rehabilitation works

### 2. Composition

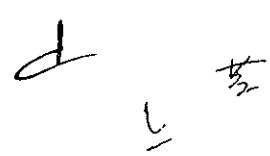
- (1) Chairperson: District Secretary, Mannar District Secretariat
- (2) Member

Sri Lanka Side:

- a. Project Director, Mannar District Secretariat (if appointed)
- b. Representative of North East Provincial Council
- c. Divisional Secretaries of the Project sites
- d. Representative of District Rehabilitation and Reconstruction Secretariat
- e. Representative of District Office, Department of Agrarian Development
- f. Representative of District Office, Department of Fisheries and Aquatic
- g. Representatives of Village level committees and community based organisations such as Village Reconstruction Committee, Village District Committee, Farmers Organisation and Fisheries Cooperative Society
- h. Coordinator of the District Needs Assessment Panel
- i. Representative of Mannar District NGO Consortium

Japan Side:

- a. JICA Chief Advisor/ Experts
  - b. Other personnel concerned, to be assigned by JICA, if necessary
- (3) The PIC can invite any related person to discuss specific issues.



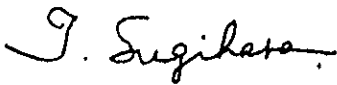
## 付属資料 2. 討議議事録 (R/D)

RECORD OF DISCUSSIONS BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF DEMOCRATIC  
SOCIALIST REPUBLIC OF SRI LANKA  
ON JAPANESE TECHNICAL COOPERATION  
FOR MANNAR DISTRICT REHABILITATION AND RECONSTRUCTION  
THROUGH COMMUNITY APPROACH PROJECT (MANRECAP)

The Japan International Cooperation Agency (hereinafter referred to as "JICA") exchanged views and had a series of discussions through JICA Sri Lanka Office with authorities concerned of the Government of Sri Lanka (hereinafter referred to as "GOSL") with respect to the details of technical cooperation programme concerning the Mannar District Rehabilitation and Reconstruction through Community Approach Project (MANRECAP) (hereinafter referred to as the Project) in Sri Lanka.

As a result of the discussions, JICA and Sri Lanka authorities concerned agreed on the matters referred to in the document attached hereto.

Colombo, 2 March 2004

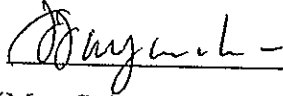


Mr. Toshio Sugihara  
Resident Representative  
JICA Sri Lanka Office  
Japan International Cooperation Agency



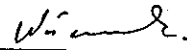
Mr. R. Tharmakulasingam  
Secretary  
Ministry Assisting Vanni Rehabilitation  
Sri Lanka

[Witnessed by]



for Mrs. Sujatha Cooray  
Director General  
Department of External Resources  
Ministry of Policy Development and  
Implementation  
Sri Lanka

[Witnessed by]



Mr. V. Visuvalingam  
District Secretary  
Mannar District Secretariat  
Sri Lanka

[Witnessed by]



Dr. A.S. Kunasingham  
Senior Advisor  
Office of the Commissioner General for  
Relief, Rehabilitation and Reconciliation  
Sri Lanka

## THE ATTACHED DOCUMENT

## I. COOPERATION BETWEEN JICA and GOSL

1. GOSL will implement Mannar District Rehabilitation and Reconstruction through Community Approach Project (hereinafter referred to as "the Project") in cooperation with JICA.
2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

## II. MEASURES TO BE TAKEN BY JICA

In accordance with the laws and regulations in force in Japan, JICA will take, at its own expense, the following measures according to the normal procedures under the Colombo Plan Technical Cooperation Scheme.

## 1. DISPATCH OF JAPANESE EXPERTS

JICA will provide the services of the Japanese experts as listed in Annex II.

## 2. PROVISION OF MACHINERY AND EQUIPMENT

JICA will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The Equipment will become the property of GOSL upon being delivered C.I.F. (cost, insurance and freight) to the Sri Lankan authorities concerned at the ports and/or airports of disembarkation.

## 3. TRAINING OF SRI LANKAN PERSONNEL IN JAPAN

JICA will receive the Sri Lankan personnel connected with the Project for technical training in Japan.

### III. MEASURES TO BE TAKEN BY GOSL

1. GOSL will provide security-related information on the Project and measures to secure the safety of the personnel concerned to the Project.
2. GOSL will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, beneficiary groups and institutions.
3. GOSL will ensure that the technologies and knowledge acquired by the Sri Lankan nationals as a result of Japanese technical cooperation will contribute to the economic and social development of Sri Lanka.
4. GOSL will grant in Sri Lanka privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families, which are no less favourable than those accorded to experts of third countries working in Sri Lanka under the Colombo Plan Technical Cooperation Scheme.
5. GOSL will ensure that the Equipment referred to in II-2 above will be utilized effectively for the implementation of the Project in consultation with the Japanese experts referred to in Annex II.
6. GOSL will take necessary measures to ensure that the knowledge and experience acquired by the Sri Lankan personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
7. In accordance with the laws and regulations in force in Sri Lanka, GOSL will take necessary measures to provide at its own expense:
  - (1) Services of the Sri Lankan counterpart personnel and administrative personnel as listed in Annex IV;

- (2) Land, buildings and facilities as listed in Annex V; and
  - (3) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided through JICA under II-2 above.
8. In accordance with the laws and regulations in force in Sri Lanka, GOSL will take necessary measures to meet:
- (1) Expenses necessary for transportation within Sri Lanka of the Equipment referred to in II-2 above as well as for the installation, operation and maintenance thereof;
  - (2) Customs duties, internal taxes, fees, levies and other impositions, imposed in Sri Lanka on the Equipment referred to in II-2 above;
  - (3) Any taxes, duties, fees, levies and other impositions, imposed in Sri Lanka on rehabilitation works of community infrastructures under the Project; and
  - (4) Running expenses necessary for the implementation of the Project.

#### IV. ADMINISTRATION OF THE PROJECT

1. The Secretary of Ministry Assisting Vanni Rehabilitation will bear overall responsibility for the administration and implementation of the Project.
2. Secretary of Mannar District Secretariat will bear overall responsibilities for the managerial matters of the Project.
3. The Japanese Team Leader will provide necessary recommendations and advice to the Project on any matters pertaining to the implementation of the Project.
4. The Japanese experts will give necessary technical guidance and advice to the Sri Lankan counterpart personnel on technical matters pertaining to the

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implementation of the Project.

5. For the effective and successful implementation of technical cooperation for the Project, the Joint Coordinating Committee will be established whose functions and composition are described in Annex VI.

## V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by JICA and the Sri Lankan authorities concerned, at the middle and during the last six months of the cooperation term in order to examine the level of achievement.

## VI. CLAIMS AGAINST JAPANESE EXPERTS

GOSL undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in Sri Lanka except for those arising from the wilful misconduct or gross negligence of the Japanese experts.

## VII. MUTUAL CONSULTATION

There will be mutual consultation between JICA and GOSL on any major issues arising from, or in connection with this Attached Document.

## VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among the people of Sri



Lanka, GOSL will take appropriate measures to make the Project widely known to the people of Sri Lanka.

#### IX. FIELD LEVEL MATTERS

The field level matters such as Project Design Matrix, Plan of Operation, Structure of Project Implementation, detail List of Machinery and equipment will be referred and shown in Minutes of Meeting between both parties on Japanese technical cooperation for the Project.

#### X. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be four (4) years from 2 March 2004.

|           |   |
|-----------|---|
| ANNEX I   | MASTER PLAN   |
| ANNEX II  | LIST OF JAPANESE EXPERTS                                    |
| ANNEX III | LIST OF MACHINERY AND EQUIPMENT                             |
| ANNEX IV  | LIST OF SRI LANKAN COUNTERPART AND ADMINISTRATIVE PERSONNEL |
| ANNEX V   | LIST OF LAND, BUILDINGS AND FACILITIES                      |
| ANNEX VI  | JOINT COORDINATING COMMITTEE                                |

## ANNEX I

### MASTER PLAN

#### 1. TITLE OF THE PROJECT

"Mannar District Rehabilitation and Reconstruction through Community Approach Project"

#### 2. OVERALL GOAL

- (1) Socio-economic conditions are improved more than the average in the cleared area of the Mannar District.
- (2) Reconciliation within the Project sites and their vicinity is strengthened.

#### 3. PROJECT PURPOSE

People in the Project sites are able to act sustainably in order for their livelihood improvement and community development.

#### 4. OUTPUT OF THE PROJECT

- (1) Community Action Plan (CAP) is formulated with the participatory method.
- (2) Basic community infrastructures are rehabilitated.
- (3) Community Based Organisations (CBOs) acquire necessary abilities for socio-economic activities mainly utilising the infrastructures rehabilitated by the Project.
- (4) Government officers engaged in regional development are strengthened in line with their abilities to support participatory development approach.

## ANNEX II

### LIST OF JAPANESE EXPERTS

- (1) Chief Advisor cum Rural Development
- (2) Social Development and Gender
- (3) Project Coordinator cum Local Resource Management
- (4) Communal Infrastructure Development
- (5) Participatory Development Planning
- (6) Monitoring and Evaluation
- (7) Other experts mutually agreed upon as necessary

### ANNEX III

#### LIST OF MACHINERY AND EQUIPMENT

1. The necessary equipment for the transfer of technology by the Japanese experts will be provided.
2. Other materials and equipment mutually agreed upon as necessary will be provided.

#### ANNEX IV

#### LIST OF SRI LANKAN COUNTERPART AND ADMINISTRATIVE PERSONNEL

(Tentative)

1. Secretary, Mannar District Secretariat
2. Secretary, Mannar Divisional Secretariat
3. AGA, Manthai West AGA Office
4. Others

According to the progress of activities, counterpart will be selected as necessary.

## ANNEX V LIST OF LAND, BUILDINGS AND FACILITIES

1. Sufficient facilities for the implementation of the Project
2. Offices and other necessary facilities for Japanese experts
3. Provision of services such as electricity, water supply, telephone and furniture necessary for the Project activities

## ANNEX VI JOINT COORDINATING COMMITTEE

### 1. Functions

The Joint Coordinating Committee (hereinafter referred to as 'JCC') will be established for the effective and successful implementation of technical cooperation for the Project. JCC will meet at least once a year or whenever necessity arises, in order to fulfil the following functions.

- (1) To confirm the annual plan of operation of the Project
- (2) To review the overall progress of the Project as well as the achievements of the above-mentioned annual plan
- (3) To review and exchange views on major issues arising from or in connection with the Project activities

Note 1: Project Implementation Committee at the Mannar District level will be established for smooth daily activities of the Project and confirmed on Minutes of Meeting of the Project.

### 2. Composition

(1) Chairperson: Secretary, Ministry Assisting Vanni Rehabilitation

(2) Members

Sri Lankan Side:

- a. Secretary, Ministry of Rehabilitation, Resettlement and Refugees
- b. Representative, Ministry of Home Affairs, Provincial Councils and Local Government
- c. Chief Secretary, North East Provincial Council
- d. District Secretary, Mannar District Secretariat
- e. Project Director, Mannar District Secretariat (if appointed)
- f. Director, Department of External Resources, Ministry of Policy Development and Implementation
- g. Representative, Office of Commissioner General for Relief, Rehabilitation & Reconciliation
- h. Representative, Department of National Planning, Ministry of Policy Development and Implementation

Japanese Side:

- a. Chief Advisor
- b. Long-term experts
- c. Resident Representative of JICA Sri Lanka Office
- d. Other personnel concerned, to be assigned by JICA, if necessary

(3) Observers: UNHCR, Consortium of Humanitarian Agencies, Mannar District NGO Consortium

(4) The Joint Coordinating Committee can invite any related person to discuss specific issues.

Note 2: Representative(s) of the Embassy of Japan in Sri Lanka may attend the Joint Coordinating Committee as observer(s).

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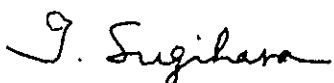
付属資料 3. 実施協議議事録 (M/M)

MINUTES OF MEETING BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY AND  
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA  
ON JAPANESE TECHNICAL COOPERATION  
FOR MANNAR DISTRICT REHABILITATION AND RECONSTRUCTION  
THROUGH COMMUNITY APPROACH PROJECT (MANRECAP)

The Resident Representative of the Japan International Cooperation Agency (hereinafter referred to as "JICA") in Sri Lanka had a series of discussions with the Sri Lankan authorities concerned about implementation of Mannar District Rehabilitation and Reconstruction through Community Approach Project (MANRECAP) (hereinafter referred to as "the Project") based upon the Record of Discussions between both parties on Japanese technical cooperation for the Project.

As a result of the discussions, both parties agreed on the matters referred to in the document attached hereto.

Colombo, 2 March 2004



Mr. Toshio Sugihara  
Resident Representative  
JICA Sri Lanka Office  
Japan International Cooperation Agency



Mr. R. Tharmakulasingam  
Secretary  
Ministry Assisting Vanni Rehabilitation  
Sri Lanka

## THE ATTACHED DOCUMENT

## I. PROJECT DESIGN MATRIX

As a result of discussions, both sides agreed to apply the Project Design Matrix (hereinafter referred to as "PDM") as shown in ANNEX I to the Project with the following understanding.

1. The PDM is a logically designed matrix that defines the initial understanding of the framework of technical cooperation for the Project and indicates the logical steps towards the achievement of the Project purpose.
2. The PDM is to be flexibly revised according to the progress and achievements of the Project, upon agreement on the Joint Coordinating Committee.

## II. PLAN OF OPERATION

The Plan of Operation has been tentatively formulated according to the Record of Discussions. The Plan of Operation for the whole cooperation period is shown in ANNEX II.

## III. STRUCTURE OF PROJECT IMPLEMENTATION

The structure of project implementation is shown in ANNEX III. The detail of the Project Implementation Committee at the Mannar District level is shown in ANNEX IV.

## IV. LIST OF MACHINERY AND EQUIPMENT

The list of machinery and equipment which JICA will provide based upon the request by the Sri Lankan Government is shown in ANNEX IV.

|            |                                     |
|------------|-------------------------------------|
| ANNEX I.   | Project Design Matrix               |
| ANNEX II.  | Plan of Operation                   |
| ANNEX III. | Structure of Project Implementation |
| ANNEX IV.  | Project Implementation Committee    |
| ANNEX V.   | List of Machinery and Equipment     |

# ANNEX I : PROJECT DESIGN MATRIX

Project title : Mannar District Rehabilitation and Reconstruction through Community Approach Project

Project Area: Mannar and Manthal West Divisions in Mannar District

Duration : 48 months (March, 2004 - March, 2008)

Target Group : People in the Project sites and related Government Officer

PDM-0

Date: February 20, 2004

| Narrative Summary  | Objectively Verifiable Indicator  | Means of Verification  | Important Assumption  |
|--|---|--|---|
| Overall Goal   |   |  |   |
| Socio-economic conditions are improved more than the average in the cleared area of the Mannar District.   | Socio-economic Indicators (agriculture and fishery production, school attendance, employment rate, level of Poverty)  | Socio-economic statistics<br>Record at the District and Divisional Secretariat Office  |   |
| Reconciliation within the Project sites and their vicinity is strengthened.  | Numbers of disputes related to resettlement in the Project sites and in the Divisions, and their reasons.   | Crime record and survey  |   |
| Project Purpose  |   |  |   |
| People in the Project sites are able to act sustainably in order for their livelihood improvement and community development.   | Accessibility to the safety water and other public services<br>Number of recipients of sustenance assistance, Cultivation ratio, Working days, Household Income<br>Number of spontaneous communal meetings, Quality of CBO activities<br>Frequency and contents of assistance to CBO by government officers | Record at the District and Divisional Secretariat Office, Household survey<br>Record at the District and Divisional Secretariat Office, Household survey<br>GN Report, CBO records<br>GN Report, CBO records | Reconstruction programmes of Sri Lankan Government are implemented on schedule.   |
| Output   |   |  |   |
| 1 Community Action Plan (CAP) is formulated with the participatory method.   | Number of implemented CAP workshops within the first year of the Project, Number of the participants and their composition, Number of Community Action Plans and their contents   | Project Report   | Peace process does not become worsen than the present situation.  |
| 2 Basic community infrastructures are rehabilitated.   | Number of rehabilitated infrastructures by the termination of the Project, and their usages   | Project Report, CBO records  | Reconstruction and Development Programmes (e.g. local roads) in the vicinity are not delayed.   |
| 3 CBOs acquire necessary abilities for socio-economic activities mainly utilizing the infrastructures rehabilitated by the Project.  | Number of trainings to CBO, Participant's understanding<br>CBO's understanding to the Project Cycle Management (Plan, Implementation, Monitoring and Evaluation)<br>Condition of accounting management of CBO   | Project Report, CBO records<br>Project Report, CBO records<br>Project Report, CBO records  |   |
| 4 Government officers engaged in regional development are strengthened in line with their abilities to support participatory development approach.   | Number of trainings and study tours for CAP, and understanding of the participants  | Project Report   |   |
| Activities   | Input   |  |   |
| 1.1 Select project sites from the selected clusters.<br>1.2 Make Community Action Plan (CAP) through CAP Workshops in the Project sites.   | Japanese Side<br>1) Experts<br>Chief Advisor cum Rural Development<br>Social Development and Gender<br>Project Coordinator cum Local Resource Management<br>Communal Infrastructure Development   | Sri Lankan Side<br>1) Counterparts<br>2) Other supporting staff<br>3) Land, buildings and facilities<br>4) Sharing of running expenses<br>5) Tax exemption measures, etc.                                    | Movement of persons and goods is not restricted more than the present situation.<br>Taxes are not imposed severer than the present situation. |
| 2.1 Make plans of construction work for rehabilitation of basic infrastructures by CBOs with community contract method based on the CAPs.<br>2.2 Provide trainings for carrying out community contract method to CBOs and government officers.<br>2.3 Implement construction works with community contract method.<br>2.4 Build necessary operation and management frameworks for rehabilitated basic infrastructures. | Participatory Development Planning<br>Monitoring and Evaluation<br>Training Sri Lankan personnel<br>Vehicles and equipments of project management<br>Cost for rehabilitation works of community infrastructures   |  | Pre-condition<br>The ceasefire is continued.<br>Relevant organisations agree with the implementation of the Project.                          |
| 3.1 Support economic activities (agriculture, fishery, processing, sales, etc.) carried out by CBOs.<br>3.2 Support social activities (mutual assistance, social welfare, mothers' class, youth club, traditional events, peace education, etc.) carried out by CBOs.<br>3.3 Guide CBOs in the management of the socio-economic activities as mentioned above.   |   |  |   |
| 4.1 Provide training for government officers on participatory development method.<br>4.2 Carry out study tours for government officers.  |   |  |   |

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# ANNEX II : PLAN OF OPERATION

## Project : Mannar District Rehabilitation and Reconstruction through Community Approach Project

As of 23 February 2004

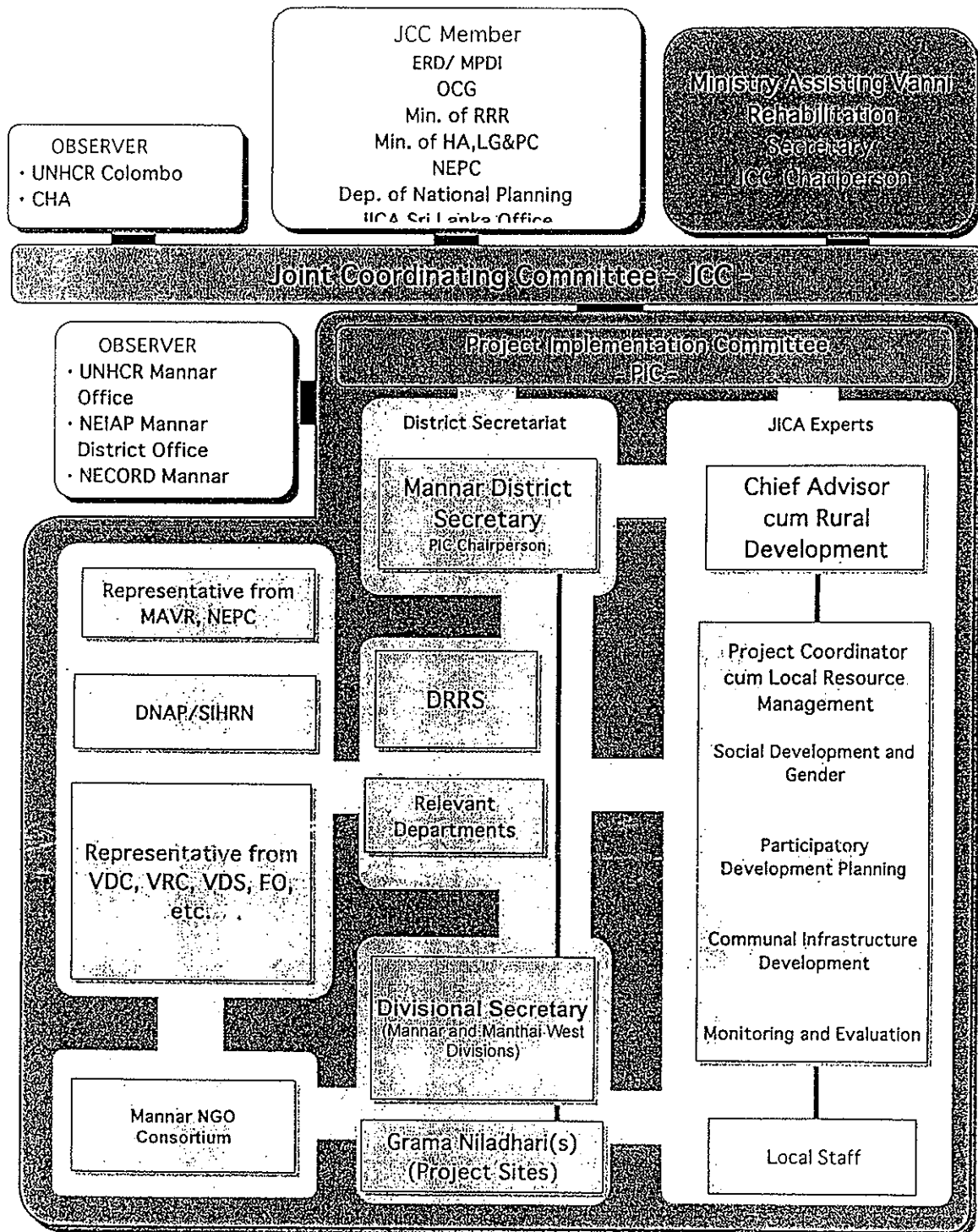
| Activities |   | First Year (*1) |    |     |    | Second Year |    |     |    | Third Year |    |     |    | Fourth Year (*2) |    |     |    |
|------------|---|-----------------|----|-----|----|-------------|----|-----|----|------------|----|-----|----|------------------|----|-----|----|
|            |   | I               | II | III | IV | I           | II | III | IV | I          | II | III | IV | I                | II | III | IV |
| Output 1   | Community Action Plan (CAP) is formulated with the participatory method.  |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |
| 1-1        | Select project sites from the selected clusters.  |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |
| 1-2        | Make Community Action Plan (CAP) through CAP Workshops in the Project sites.  |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |
| Output 2   | Basic community infrastructures are rehabilitated.  |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |
| 2-1        | Make plans of construction work for rehabilitation of basic infrastructures by CBOs with community contract method based on the CAPs.                     |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |
| 2-2        | Provide trainings for carrying out community contract method to CBOs and government officers.   |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |
| 2-3        | Implement construction works with community contract method.  |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |
| 2-4        | Build necessary operation and management frameworks for rehabilitated basic infrastructures.  |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |
| Output 3   | CBOs acquire necessary abilities for socio-economic activities mainly utilizing the infrastructures rehabilitated by the Project.                         |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |
| 3-1        | Support economic activities (agriculture, fishery, processing, sales, etc.) carried out by CBOs.  |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |
| 3-2        | Support social activities (mutual assistance, social welfare, mothers' class, youth club, traditional events, peace education, etc.) carried out by CBOs. |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |
| 3-3        | Guide CBOs in the management of the socio-economic activities as mentioned above.   |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |
| Output 4   | Government officers engaged in regional development are strengthened in line with their abilities to support participatory development approach.          |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |
| 4-1        | Provide training for government officers on participatory development method.   |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |
| 4-2        | Carry out study tours for government officers.  |                 |    |     |    |             |    |     |    |            |    |     |    |                  |    |     |    |

Note 1) I: First Quarter, II: Second Quarter, III: Third Quarter, IV: Fourth Quarter

Note 2) The Project activities will be mainly focused on monitoring of and advising on CBOs' activities in the final year.

ANNEX III : Mannar District Rehabilitation and Reconstruction through Community Approach Project (MANRECAP)

STRUCTURE OF THE PROJECT IMPLEMENTATION



- 3R: Refugee, Rehabilitation and Reconstruction  
 DNAP: District Needs Assessment Panel  
 DRRS: District Rehabilitation and Reconstruction Secretariat  
 ERD: Department of External Resources  
 FO: Farmers Organisation  
 HA, LG&PC: Home Affairs, Local Governments and Provincial Councils  
 MAVR: Ministry Assisting Vanni Rehabilitation  
 NEPC: North East Provincial Council  
 MPDI: Ministry of Planning Development and Implementation  
 VDC: Village Development Committee  
 VDS: Village Development Society  
 VRC: Village Rehabilitation Committee

## ANNEX IV PROJECT IMPLEMENTATION COMMITTEE

### 1. Functions

The Project Implementation Committee (hereinafter referred to as 'PIC') will be established for smooth daily activities of the Project and the effective and successful implementation of the Project at the Mannar District level. PIC will meet at least monthly or whenever necessity arises, in order to fulfil the following functions.

- (1) To develop and formulate an annual plan of operations and approaches with closer cooperation of relevant institutions in the Project sites
- (2) To review the progress of each programme monthly in order to take appropriate activities with relevant institutions in the Project sites
- (3) To exchange opinions and information to adopt the project effectively for the community rehabilitation works

### 2. Composition

- (1) Chairperson: District Secretary, Mannar District Secretariat

- (2) Member

Sri Lanka Side:

- a. Project Director, Mannar District Secretariat (if appointed)
- b. Representative of Ministry Assisting Vanni Rehabilitation
- c. Representative of North East Provincial Council
- d. Divisional Secretaries of the Project sites
- e. Representative of District Rehabilitation and Reconstruction Secretariat
- f. Representative of District Office, Department of Agrarian Development
- g. Representative of District Office, Department of Fisheries and Aquatic
- h. Representatives of Village level committees and community based organisations such as Village Reconstruction Committee, Village District Committee, Farmers Organisation and Fisheries Cooperative Society
- i. Coordinator of the District Needs Assessment Panel
- j. Representative of Mannar District NGO Consortium

Japan Side:

- a. JICA Chief Advisor/ Experts
- b. Other personnel concerned, to be assigned by JICA, if necessary

- (3) The PIC can invite any related person to discuss specific issues.

## ANNEX V

### LIST OF MACHINERY AND EQUIPMENT

1. The necessary equipment for the transfer of technology by the Japanese experts will be provided.

#### (1) Vehicles

- a) 3 ( three ) Pick up trucks
- b) 1 ( one ) Wagon

#### (2) Equipment for Project Management

- a) PCs
- b) Photocopy Machines
- c) Projector
- d) Printing Machine
- e) Others