

Attachment-1


Scope of Works (S/W) and
Minute of Meeting (M/M)

**Scope of Work
for
The Study on
The Capacity Building Programs for
Community-based Irrigation Development
in Central Oromia Region of Ethiopia
agreed upon between
Oromia Irrigation Development Authority,
The Government of the Oromia Regional State
and
Japan International Cooperation Agency**

Addis Ababa, December 17, 2002

	
 _____ Mr. Teshome Atnafie Guyo General Manager Oromia Irrigation Development Authority (OIDA) The Government of the Oromia Regional State	 _____ Mr. Mitsuhiro Ota Leader Preparatory Study Team Japan International Cooperation Agency (JICA)

Witnessed by



Mr. Hailemichael Kinfu
Head of Bilateral Cooperation Department
Ministry of Finance and Economic Development
(MOFED)

I. INTRODUCTION

In response to the request of the Government of the Federal Republic of Ethiopia (hereinafter referred to as "GOE"), the Government of Japan decided to conduct the Study on the Capacity Building Programs for Community-based Irrigation Development in Central Oromia Region of Ethiopia (hereinafter referred to as "the Study") in accordance with the relevant laws and regulations in force in Japan.

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

The present document sets forth the scope of work with regard to the Study.

II. OBJECTIVES OF THE STUDY

The overall goal of the Study is to increase food security and income for smallholders in Central Oromia region by developing irrigated agriculture.

The objectives of the Study are as follows:

- (1) To enhance the capacity of Oromia Irrigation Development Authority (hereinafter referred to as "OIDA") through small-scale irrigation development and rehabilitation of model irrigation schemes.
- (2) To standardize small-scale irrigation development and rehabilitation of irrigation schemes.

III. STUDY AREA

The Study shall cover Meki and the Central Oromia Region consisting of four (4) zones namely East Shewa, North Shewa, West Shewa and Arsi.

IV. SCOPE OF THE STUDY

In order to achieve the objectives above, the Study shall consist of the following items.

1. Training program for the OIDA staff
 - 1.1 Training of participatory development (PRA, PCM)
 - 1.2 Training of irrigation engineering
 - 1.3 Workshop on project benefit monitoring and evaluation (PBME)
2. WUAs support program in Meki area
 - 2.1 Capacity Building in WUAs formulation
 - (1) Monitoring and evaluation of existing pump irrigation schemes
 - (2) Overall guidance on the guideline to the OIDA staff
 - (3) Selection of candidate WUAs
 - (4) Planning and design
 - (5) Construction of schemes
 - (6) O&M training to WUAs
 - (7) Monitoring and evaluation
 - 2.2 Capacity building in environmental monitoring
 - (1) Hydrological and metrological survey

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(2) Survey on water utilization in Meki-Ziway catchments

3. Rehabilitation of existing schemes

- 3.1 Review and updating of OIDA's database
- 3.2 Preparation of planning and design criteria
- 3.3 Selection of priority areas
- 3.4 Detailed inventory of project facilities and defects
- 3.5 Plan formulation for rehabilitation works
- 3.6 Detailed design and cost estimates
- 3.7 Selection of contractors
- 3.8 Rehabilitation works
- 3.9 O&M training to WUAs
- 3.10 Monitoring and evaluation

V. STUDY SCHEDULE

The Study shall be carried out in accordance with the tentative work schedule attached as Annex.

VI. REPORTS

JICA shall prepare and submit the following reports in English to GOE:

Inception Report : Twenty (20) copies at the commencement of the Study.

Interim Report : Twenty (20) copies at the middle of the Study.

Draft Final Report : Twenty (20) copies at the end of the Study.

GOE side shall submit written comments on the Draft Final Report to JICA in one (1) month after the receipt of the report.

Final Report : Forty (40) copies in two (2) months after the receipt of comments on the Draft Final Report from GOE.

VII. UNDERTAKING OF GOE

1. To facilitate the smooth conduct of the Study, GOE shall take following necessary measures:

- (1) To secure the safety of the Japanese study team.
- (2) To permit the members of the Japanese study team to enter, leave and sojourn in Ethiopia for the duration of their assignment therein, and exempt them from alien registration requirements and consular fees.
- (3) To exempt the members of the Japanese study team from taxes, duties and other charges on equipment, machinery and other materials brought into and out of Ethiopia for the conduct of the Study.
- (4) To exempt the members of the Japanese study team from income tax and charges of any kind imposed on or in connection with any emoluments or allowances paid to the members of the Japanese study team for their services in connection with the implementation of the Study.
- (5) To provide necessary facilities to the Japanese study team for remittance as well as utilization of the funds introduced into Ethiopia from Japan in connection with the implementation of the Study.
- (6) To secure permission for the Japanese study team to enter private properties or restricted areas for the conduct of the Study.
- (7) To secure permission for the Japanese study team to take all data and documents, including photographs and maps related to the Study out of

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Ethiopia to Japan.

- (8) To provide medical services as needed. Its expenses will be chargeable on members of the Japanese study team.
2. GOE shall bear claims, if any arises, against members of the Japanese study team resulting from, occurring in the course of, or otherwise connected with the discharge of their duties in the implementation of the Study, except when such claims arise from gross negligence or willful misconduct on the part of the members of the Japanese study team.
3. OIDA shall act as the counterpart agency to the Japanese study team and also as the coordinating body in relations with other governmental and non-governmental organizations for the smooth implementation of the Study.
4. OIDA shall, at its own expense and in cooperation with other organizations concerned, provide the Japanese study team with the following:
 - (1) Available data and information related to the Study.
 - (2) Counterpart personnel.
 - (3) Suitable office space and necessary equipment in Addis Ababa and the Study area.
 - (4) Credentials or identification cards.

VIII. UNDERTAKING OF JICA

For the implementation of the study, JICA shall take the following measures:

- (1) To dispatch, at its own expense, study teams to Ethiopia.
- (2) To pursue technology transfer to the Ethiopian counterpart personnel in the course of the Study.

IX. CONSULTATION

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



TENTATIVE WORK SCHEDULE

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work in Ethiopia																		
Work in Japan	□															□		
Reports	△ IC/R						△ It/R									△ DF/R		◎ △ F/R

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(Remarks)

Ic / R
It / R
Df / R
F / R
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: Inception Report
: Interim Report
: Draft Final Report
: Final Report
: Comments on Df / R by GOI

**Minutes of Meetings on the Scope of Work
for
The Study on
The Capacity Building Programs for
Community-based Irrigation Development
in Central Oromia Region of Ethiopia
agreed upon between
Oromia Irrigation Development Authority
The Government of the Oromia Regional State
and
Japan International Cooperation Agency**

Addis Ababa, December 17, 2002



Mr. Teshome Atnafie Guyo
General Manager
Oromia Irrigation Development Authority
(OIDA)
The Government of the Oromia Regional
State



Mr. Mitsuhiro OTA
Leader
Preparatory Study Team
Japan International Cooperation Agency
(JICA)

In response to the request of the Government of Federal Republic of Ethiopia (hereinafter referred to as "GOE"), the Preparatory Study Team headed by Mr. Mitsuhiro OTA (hereinafter referred to as "the Team"), was sent to Ethiopia by the Government of Japan through the Japan International Cooperation Agency (hereinafter referred to as "JICA"), from December 10 to December 18, 2002 for the purpose of discussing and confirming the Scope of Work for the study on the Capacity Building Programs for Community-based Irrigation Development in Central Oromia Region of Ethiopia (hereinafter referred to as "the Study") . The Team held a series of discussions with representatives of Oromia Irrigation Development Authority (hereinafter referred to as "OIDA") and other relevant authorities.

As a result of the discussions, the Ethiopian side and the Team agreed on the Scope of Work for the Study. The followings are the main issues discussed and agreed upon by both sides in relation to the Scope of Work for the Study. The list of participants and resource persons in a series of meetings is attached as Annex.

1. Concept of the Study

OIDA emphasized that the Study should be understood as the implementation stage following the Study on Meki Irrigation and Rural Development Project in Oromia Region (hereinafter referred to as "the Former Study") since the country has faced a massive famine worse than that of 1984. The Team acknowledged it true in a sense as well as stressed that project implementation in the course of the Study should be regarded as a tool for capacity building of the OIDA staff. Finally, both sides agreed that capacity building should come first as the objective of the Study because it could be essential for realizing any projects to increase food security and income for destitute households in Central Oromia Region.

2. Training Program for the OIDA staff

Regarding item 1, "IV.SCOPE OF THE STUDY" of the Scope of the Work for the Study, the training program mainly consists of lectures, seminars and workshops on specific topics such as economic analysis, hydrology, Design and so on. Both sides agreed that the training program should be opened to any stakeholders concerned, in particular to staff of Oromia Agricultural Development Bureau.

3. WUAs support program in the Meki area

Regarding "IV.SCOPE OF THE STUDY" of the Scope of the Work for the Study,



both sides confirmed that objectives of the item 2 are elaboration of the guideline prepared by the Former Study as well as capacity building of the OIDA staff through on the job training (OJT). OIDA requested at least five (5) sites should be newly developed in order to get necessary data for elaboration of the guideline applying to a variety of small-scale pump irrigation schemes. The team understood its necessity and promised to convey the request to JICA headquarters. In addition, both sides agreed with importance of environmental monitoring with much concern about disordered water use by emerging small-scale pump irrigation schemes along the Meki River.

4. Rehabilitation of existing schemes

Regarding item 3, "IV.SCOPE OF THE STUDY" of the Scope of the Work for the Study, both sides confirmed that social rehabilitation should be a part of rehabilitation work, which means reorganizing WUAs and so on. Both sides agreed that three (3) typical schemes would be selected for rehabilitation in view of accessibility, number of beneficiaries and so on.

5. Consideration of decentralization process

It is noted that the current decentralization program implemented by GOE will help to enhance rapid rural development program and capa city building of the OIDA staff and irrigation development beneficiaries found at lower level of organization structure.

6. Technical cooperation by JICA

OIDA mentioned that another proposal of technical cooperation on irrigation farming improvement would be submitted to the Embassy of Japan soon after signing and exchanging of the Scope of the Work for the Study.

7. Possible Cooperation with the Special Program for Food Security by FAO

FAO-JICA joint preparatory mission dispatched in November last year selected Dugda Bora Wareda as one of the project sites in order to make it available future cooperation between the Special Program for Food Security (SPFS) by FAO and the Study. OIDA welcomed cooperation between JICA and FAO on the Study.

Possible contents of cooperation are as follows:

- (a) Utilization of the integrated master plan formulated by the Former Study.
- (b) Co-implementation of activities such as mutual participation to the training and so on.



The Details should be discussed and determined among OIDA, JICA, and FAO staff members in charge after commencement of SPFS, which is expected to be June 2003.

8. Report

Both sides agreed that the final report should be opened to the public.

9. Equipment, facilities and others necessary for the Study

OIDA promised to provide office space with desks, chairs, power outlet and an exclusive use of one international telephone line in Addis Ababa. OIDA also promised to arrange office space in the study area, equipped in the same manner with the one in Addis Ababa. However, OIDA requested office facilities such as personal computer(s), a photocopier, a facsimile and telephone bills would be provided and paid by JICA. The team promised to convey the request to JICA headquarters.

10. Vehicles

OIDA requested the vehicles used for the Former Study should be fully utilized for the Study. The team promised to convey the request to JICA headquarters.

11. Per diem for field trips

Regarding field trips from Addis Ababa to the sites, OIDA will pay per diem in accordance with the regulation of GOE to counterpart personnel(s) and driver(s). However, OIDA strongly requested that JICA would bear it for this fiscal year because the request time for budget has already passed. The team promised to convey the request to JICA headquarters.

12. Steering committee

Both sides agreed with necessity of establishment of the Steering Committee for the smooth and efficient implementation of the Study. OIDA would chair and be responsible to convene the committee prior to the commencement of the Study. The representatives of following institutions are assumed as the members.

(a) Ethiopian side:

Supreme Office for Rural Development and Agriculture of Oromia Regional State

OIDA

Oromia Agricultural Development Bureau

Water Resource Bureau

Food Security Office



Land Administration and Natural Resource Development Authority
Ministry of Finance and Economic Development (MOFED)

(b) Japanese side:

Study team
Advisory study team
JICA Ethiopia office
Embassy of Japan

13. Training of counterpart personnel

OIDA requested the counterpart training in Japan and other similar countries for effective technology transfer. The Team promised to convey the request to the JICA headquarters.



LIST OF PARTICIPANTS

Ethiopian side

**Supreme Office for Rural Development and Agriculture of Oromia
Regional State**

Dr. Mohammed Hussien Head

Oromia Irrigation Development Authority

Mr. Teshome Atnafie Guyo General Manager

Japanese side

Preparatory Study Team

Mr. Mitsuhiro OTA	Leader / Agricultural and Rural Development
Mr. Shigeru MAEDA	Irrigation / Agricultural Infrastructure
Mr. Junichi HANA	Project Formulation / Evaluation

JICA Ethiopia Office

Mr. Yoshinori EBATA	Resident Representative
Mr. Hiroshi SUMIYOSHI	Assistant Resident Representative
Mr. Minoru Homma	Assistant Resident Representative
Mr. Yeshitela Amare	Staff



Attachment-2

Minutes of Meeting (M/M) on
Inception Report

Minutes of Meeting
on
Inception Report
for
The Study on
Capacity Building Programs for
Community-based Irrigation Development
Central Oromia Region, Ethiopia

Addis Ababa, 29th April 2003



Mr. Teshome Atnafie Guyo
General Manager
Oromia Irrigation Development
Authority (OIDA)
The Government of the Oromia
Regional State



Mr. Masayuki Koyama
Leader
The Study Team
Japan International Cooperation Agency
(JICA)

Witnessed by



Mr. Hailemichael Kinfu
Head of Bilateral Cooperation Department
Ministry of Finance and Economic
Development (MoFED)



Mr. Ryuzo Nishimaki
Leader
Advisory Team
Japan International Cooperation Agency
(JICA)

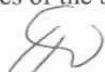
In accordance with the Scope of Work (hereinafter referred as “S/W”) for the Study on Capacity Building Programs for Community-based Irrigation Development in Central Oromia Region, Ethiopia (hereinafter referred as “the Study”), the Government of Japan dispatched through Japan International Cooperation Agency (JICA) the Study Team headed by Mr. Masayuki Koyama for the implementation of the Study, to the Federal Democratic Republic of Ethiopia. At the commencement of the Study, the Study Team officially submitted thirty (30) copies of Inception Report to the Oromia Irrigation Development Authority (hereinafter referred as OIDA) and explained the contents of Inception Report to the steering committee meeting on 29th April 2003. The participants of the meeting are listed as per ANNEX. The followings are important issues discussed and agreed upon in the meeting.

(1) The Ethiopian side confirmed that the contents of Inception Report were prepared in compliance with the conditions set forth in the S/W and agreed to proceed to the next stage of the Study in accordance with the methodology and schedule stipulated in Inception Report.

(2) The Ethiopian side stated that two (2) more agencies of Oromia Regional State, namely Oromia Environmental Protection Authority and Women’s Affairs Office, would additionally take part in the steering committee. It was confirmed that the steering committee would consist of the following agencies in order to provide necessary advice from time to time and official approvals on the reports to be submitted by the Study Team.

Supreme Office for Rural Development and Agriculture
Oromia Irrigation Development Authority (OIDA)
Oromia Agricultural Development Bureau (OADB)
Oromia Water Resource Bureau
Food Security Program Coordination Office
Land Administration and National Development Authority
Oromia Environmental Protection Authority
Women’s Affairs Office
Ministry of Finance and Economic Development (MoFED)

(3) In response to the request by the Japanese side, the Ethiopian side confirmed to assign local counterparts for each member of the Study Team. The counterparts would participate in the daily activities of the Study according to the work schedule agreed by the Study Team and OIDA.



List of ParticipantsEthiopian side:**Oromia Irrigation Development Authority (OIDA)**

Mr. Teshome Atnafie Guyo	General Manager
Mr. Hassen Nur	Head of Design Department
Mr. Tadewos Adaba	Head of Community Participation Service
Mr. Admasu Kelkaela	Acting Head, Construction Department
Mr. Godana Daba	Manager, Central Branch Office
Mr. Retta Weldemichael	Acting Head, Administration and Finance Department
Mr. Abera Chala	Team Leader, Construction Management
Mr. Ermias Bissu	Team Leader, Study and Design
Mr. Tesfaye Habtamu	Construction Department
Mr. Kefale Gebreyes	Agronomist
Mr. Jemal Kuru	Agronomist
Mr. Fayera Abdissa	Economist
Mr. Ketema Legese	Public Relation
Mr. Woldemariam Shoa	Design Engineer
Mr. Mohammedzein Siraj	Community Organization Expert

Supreme Office for Rural Development and Agriculture of Oromia Regional State

Mr. Begashaw Wukaw Advisor

Oromia Agriculture Development Bureau (OADB)

Mr. Damenu Tulu Head, Coffee, Tea and Horticulture Department

Oromia Water Resource Bureau

Mr. Dereje Wako Water Management Team Leader

Oromia Regional Land Administration and Natural Resource Authority

Mr. Yadesso Dinse Department Head





Food Security Program Coordination Office (FSPCO)

Mr. Berhanu Some

Ministry of Finance and Economic Department (MoFED)

Mr. Gebremedhine Birega Expert (Japanese Desk), Asia and Australia-Asian
Countries, Bilateral Cooperation Department

Japanese side:

The Study Team

Mr. Masayuki Koyama Leader

Mr. Zetsugaku Kurita Monitoring and Evaluation Expert

JICA Ethiopia Office

Mr. Yoshinori Ebata Resident Representative

Mr. Geremew Getahu Advisor

Observer:

Food Agriculture Organization (FAO)







Mr. Sintayehu Gebre Mariam National Program Officer, Liaison Unit AU & ECA



Participants in Inception Report Meeting
The Study on Capacity Building Programs for
Community-based Irrigation Development
Central Oromia, Ethiopia

Addis Ababa, 29th April 2003

No.	Name	Organization	Position	Signature
1	YOSHINORI EBATA	J.I.C.A R.R of Ethiopia office		
2	Teshome Atnafie	OIDA	GM	
3	G/medhin Berega	MoFED	Desk officer	
4	Geremew Getachew	JICA	Adviser	
5	M. KOYAMA	JICA Study Team	Leader	
6	Z KURITA	JICA Study Team	Monitoring & Evaluation	
7	SINTAYEHU G/MARIAM	FAO	Asst. Rep	
8	Relta W/michael	OIDA	Acty Adm & Fin	
9	Hassen W/R	OIDA	Head of Design Dept	
10	Talewos Adaba	OIDA	Head, Community Participation Service	
11	Kefale Gebreyes	OIDA	Agronomist	
12	Damenu Tulu	OAA B	Head, coffee, tea & Hortical Department	
13	Jemal Kuru	OIDA	Agronomist	
14	Fayera Abdissa	>>	Economist	
15	Ermias Birru	OIDA	Studies & Design Team leader	
16	Godana Daba	OIDA - Central branch	Manager	
17	Begashaw Wukaw	Supreme Office for Rural Development	Advisor	
18	Andisa Kelkela	OIDA	Act. H/Const. Dep	
19	Dereje Walco	Oromia Water Res. Bureau	Water management team leader	
20	Tesfaye Habtemu	OIDA	Construction mat. En	

No.	Name	Organization	Position	Signature
21	Abera Chala	OIDA	Irrigation Cons. Team Leader	
22	Berhanu Some	FSPCD	Team Leader	
23	Yadessa Dinsa	ORLANRA	Dept Head	
24	Ketema Legese	OIDA	Public Relate.	
25	Wilmarium Shoo	OIDA	Design Engineer	
26	Mohammedem Straj	OIDA	Community Organizer	
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Attachment-3

Minutes of Meeting (M/M) on
Progress Report (1)

Minutes of Meeting
on
Progress Report (1)
for
The Study on
Capacity Building Programs for
Community-based Irrigation Development
Central Oromia Region, Ethiopia

Addis Ababa, 16th July 2003

The Study on Capacity Building Programs for Community-based Irrigation Development in Central Oromia Region, Ethiopia (hereinafter referred as "the Study") was commenced at arrival of the JICA Study Team on 26th April 2003 and is being carried out in accordance with the Scope of Work (S/W) agreed between Oromia Irrigation Development Authority (OIDA) of the Government of Oromia Regional State and Japan International Cooperation Agency (JICA) on 17th December 2002.

The JICA Study Team submitted thirty (30) copies of Progress Report (1) to OIDA on 14th July 2003 in order to report the first progress of the Study from the end of April to the middle of July. On 16th July 2003, the joint meeting was held between OIDA and the JICA Study Team to discuss the contents of Progress Report (1). The participants of the meeting are listed as per ANNEX. The main issues discussed and agreed in the meeting are as follows.

- (1) The methodology applied to the Study and the work progress mentioned in Progress Report (1) were accepted as a whole. The participants agreed to proceed to the next step of the Study as per scheduled.
- (2) Programs I and II are in good progress and substantially contribute to the capacity building of the OIDA staff in community-based irrigation development.
- (3) OIDA requested the JICA Study Team to conduct appropriate rehabilitation work for selected three (3) schemes, namely Ketar, Sadi Sadi & Lafa and Gedamso, at the earliest stage of Program III. The JICA Study Team confirmed to convey the OIDA's intention to the JICA headquarters for their approval.
- (4) OIDA agreed to integrate both social and technical rehabilitation approaches. A professional team consisting of three (3) senior staff; two (2) engineers from the OIDA headquarters and Central Branch Office, and one (1) qualified sociologist will be organized for Program III. By devoting three (3) days for each of three schemes, in-depth study will be carried out to verify physical and social constraints and set up proper approaches to the rehabilitation work. The JICA Study Team agreed to prepare a work program of the proposed site inspection.



- (5) OIDA will consult with other authorities concerned, if necessary, to take appropriate measures to solve the problems. For instance, an issue of illegal land holding exceeding more than 0.5 ha per household in command area will be subject to intervention by Land Administration and National Development Authority.
- (6) Some technical issues were discussed between both parties. The main issues arising from the meeting include (i) fluctuating water level of the Ziway lake, (ii) salinity of soils and water, (iii) inequality of decision making by domination of a few blood-shed groups, and (iv) physically insufficient capacity in machinery and equipment for rehabilitation work.
- (7) The JICA Study Team explained the proposal of an intensive PCM training workshop in the beginning of August 2003 as a part of Program I. OIDA requested to provide opportunities all the OIDA staff not only at wareda level but also at the headquarters level. The JICA Study Team fully accepted the request and agreed to prepare a program as early as possible.
- (8) The JICA Study Team explained that Team Leader will be completed his first assignment on 18th July 2003 and absent from the study activities till 3rd September 2003. Mr. Masanobu Ninomiya, the community development expert, will be appointed to be Acting Team Leader during the said period.



Mr. Teshome Atnafie Guyo
General Manager
Oromia Irrigation Development
Authority (OIDA)
The Government of the Oromia
Regional State



Mr. Masayuki Koyama
Leader
The Study Team
Japan International Cooperation Agency
(JICA)

List of Participants

Oromia Irrigation Development Authority (OIDA)

Mr. Teshome Atnafie Guyo	General Manager (Chairman of the meeting)
Mr. Godana Daba	Manager, Central Branch Office
Mr. Hassen Nur	Head of Design Department
Mr. Neme Sorie	Head of Planning Department
Mr. Tadewos Adaba	Head of Community Participation Service
Mr. Tesfaye Habtamu	Acting Head for Construction Department

The JICA Study Team

Mr. Masayuki Koyama	Team Leader / Irrigation Development
Mr. Masanobu Ninomiya	Community Development Expert
Mr. Akira Kawai	Irrigation Engineer
Ms. Sumi Hirata	Farm Economy Expert



Participants in Steering Committee Meeting on Progress Report (1)
 The Study on Capacity Building Programs for
 Community-based Irrigation Development
 Central Oromia, Ethiopia

Addis Ababa, 16th July 2003

No.	Name	Organization	Position	Signature
1	NEME SORIE	OIDA	Planning Head	<i>[Signature]</i>
2	GODANA DABA	OIDA-CB	CB-Manager	<i>[Signature]</i>
3	TADEWOS ADABA	OIDA-HO	Head, EP service	<i>[Signature]</i>
4	Hassen NUR	OIDA-	Head of design dept.	<i>[Signature]</i>
5	Tesfaye Habtomu	OIDA	Asst Head construction dep	<i>[Signature]</i>
6	Teshome Anafsa	OIDA	GM	<i>[Signature]</i>
7	M. KOUYAMA	JICA	T/C	<i>[Signature]</i>
8	Masanobu Ninomiya	JICA	Expert, Community Development	<i>[Signature]</i>
9	Akira Kawai	JICA	Irrigation/Agriculture Infrastructure	<i>[Signature]</i>
10	Sumi Hirata	JICA	Farm Economy	<i>[Signature]</i>
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Attachment-4

Minutes of Meeting (M/M) on
Interim Report

Minutes of Meeting
on
Interim Report
for
The Study on
Capacity Building Programs for
Community-based Irrigation Development in
Central Oromia Region of Ethiopia

Addis Ababa, 24th September 2003



Mr. Teshome Atnafie Guyo
General Manager
Oromia Irrigation Development
Authority (OIDA)
The Government of the Oromia
Regional State

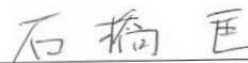


Mr. Masayuki Koyama
Leader
The Study Team
Japan International Cooperation Agency
(JICA)

Witnessed by



Mr. Hailemichael Kinfu
Head of Bilateral Cooperation Department
Ministry of Finance and Economic
Development (MoFED)



Mr. Tasuku Ishibashi
Monitoring Team Member, Agriculture
Development Study Division
Japan International Cooperation Agency
(JICA)

In accordance with the Scope of Work (hereinafter referred as “S/W”) for the Study on Capacity Building Programs for Community-based Irrigation Development in Central Oromia Region of Ethiopia (hereinafter referred as “the Study”), the JICA Study Team officially submitted thirty (30) copies of Interim Report to OIDA and explained the contents of Interim Report to the steering committee meeting held on 23rd September 2003. The participants of the meeting are listed as per ANNEX. The followings are important issues discussed and agreed upon in the meeting.

(1) The Interim Report was prepared in compliance with the conditions set forth in the S/W and in principle accepted.

(2) The procedure of small-scale irrigation development standardized under the Study is appropriate and meets the implementation strategy of OIDA. Participatory Rural Appraisal (PRA) as methodology applied in the Study will be incorporated into the implementation modality of OIDA.

(3) An approach formulated in the Study combining engineering and sociological aspects into rehabilitation work of existing irrigation schemes are recognized to be significant in order to enhance managerial capacity of water users associations (WUA) for attainment of sustained operation and maintenance of the scheme.

(4) The capacity building program under the Study is extremely important for OIDA staff to enable them to identify prevailing constraints in irrigation schemes and make logical analyses to set up necessary approaches and appropriate countermeasures. In this regard, the Project Cycle Management (PCM) introduced by the Study is a useful tool to analyze problems and share analytical results among stakeholders.

(5) Close coordination between OIDA and other agencies is essential in order to ensure necessary services to WUAs, which require a wide range of technical and management supports especially for land arrangement and credit facilities. The agencies concerned include Oromia Cooperative Promotion Bureau (OCPB), Oromia Agricultural Development Bureau (OADB) and Rural Land Administration and Natural Resources Development Authority (RLANRDA).

(6) Construction of project access roads is basically under the responsibility of OIDA although their maintenance is to be followed by efforts of local administration and peoples, who benefit from access roads through their daily activities. OIDA confirmed to make a clarification with Wareda Administration office and PAs concerned



confirmed to make a clarification with Wareda Administration office and PAs concerned about future maintenance program of access roads to Sadi Sadi and Lafa schemes. Supreme Office for Rural Development and Agriculture (SORDA) advised OIDA to involve Oromia Rural Road Authority (ORRA) in the Study so as to obtain necessary technical supports when said road rehabilitation works will be implemented.

(7) The Steering Committee agreed to proceed to the next stage of the Study in accordance with the methodology and schedule stipulated in Interim Report.



List of Participants**Ethiopian side:****Oromia Irrigation Development Authority (OIDA)****Headquarters**

Mr. Teshome Atnafie Guyo	General Manager
Mr. Name Soorii	Head of Planning Department
Mr. Tadevos Adaba	Head of Community Participation Service
Mr. Tesfaye Habtamu	Acting Head, Construction Department
Mr. Teshome Lemma	Engineer, Study and Design Department
Mr. Abera Shiferaw	Hydrologist, Study and Design Department
Mr. Negetu Bekele	Irrigation Agronomist, Study and Design Department
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Central Branch Office

Mr. Godana Daba	Manager, Central Branch Office
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Mr. Admasu Dabale	Coordinator
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Mr. Mengistu Bosie	Acting Head
Mr. Ahamed Abdulahi	Agronomist

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Mr. Begashaw Wukaw	Advisor
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Oromia Water Resource Bureau

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Mr. Yadesso Dinse Department Head

Ministry of Finance and Economic Department (MoFED)

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Mr. Masanobu Ninomiya Community Development / Organization

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JICA Head Office

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JICA Ethiopia Office

Mr. Kimiaki Jin Deputy Resident Representative

Mr. Minoru Honma Assistant Resident Representative

Mr. Geremew Getahu Advisor for Technical Cooperation

Observer:

Food Agriculture Organization (FAO)

Mr. Sintayehu Gebre Mariam National Program Officer, Liaison Unit AU & ECA



Participants in Steering Committee Meeting on Interimu Report
The Study on Capacity Building Programs for
Community-based Irrigation Development
Central Oromia, Ethiopia

Addis Ababa, 23rd September 2003

No.	Name	Organization	Position	Signature
1	Mengistu Bosie	OIDA Meji	Acting Head project	
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5	ISHIBASHI TASUKU	JICA - HQT	PROJECT OFFICER	
6	Fekadu Wondimu	OIDA - CB	Engineer	
7	Teshome Lemma	OIDA ^{Head office}	Expert.	
8	Begashaw Wukaw	RADSO	Advisor	
9	Godaanna Dharbaa	OIDA - CB	Branch-Manager	
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12	Namie Soori	" H.O	Head planning	
13	Teshome Atnafie	OIDA	G.M	
14	Minoru Homma	JICA Ethiopia	A.R.R	
15	Geremew Getachew	"	"	
16	Dessalegn Hairu	O.A.D.B	Team leader (host)	
17	Nigatu Bekele	OIDA	Expert	
18	Tesfaye Habtamu	OIDA	Acting Cons. Head	
19	Abera Shiferaw	OIDA	Hydrologist	
20	Berhanu Hirpo	OIDA	Economist	

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25	YADESSA DINSA	ORLANRA	Dept. Head	
26	KIMIYAKI JIN	JICA ETHIOPIA	D. R. R.	
27	Masayuki KOYAMA	JICA Study Team	Team Leader	
28	Manabu NINOMIYA	JICA Study Team	Community Develop	
29	Tadewos Adasa	OIDA	Head, CP Service	
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Attachment-5

Minutes of Meeting (M/M) on
Progress Report (2)

Minutes of Meeting
on
Progress Report (2)
for
The Study on
Capacity Building Programs for
Community-based Irrigation Development
Central Oromia Region, Ethiopia

Addis Ababa, 1st March 2004

In accordance with the Scope of Work (hereinafter referred as "S/W") for the Study on Capacity Building Programs for Community-based Irrigation Development in Central Oromia Region of Ethiopia (hereinafter referred as "the Study"), the Study Team of Japan International Cooperation Agency (JICA) officially submitted thirty (30) copies of Progress Report (2) to Oromia Irrigation Development Authority (OIDA) and explained the contents of Progress Report (2) to the steering committee meeting held on 1st March 2004.

At commencement of the meeting, Mr. Naoki Saito, Resident Representative of JICA Ethiopia Office, officially handed over the Guideline for Establishment and Management of Water Users Associations (WUAs) to Mr. Biffa Bedada, General Manager of OIDA.

The participants of the meeting are listed as per ANNEX. The followings are major issues discussed and confirmed in the meeting.

- (1) The Progress Report (2) was prepared in compliance with the conditions set forth in the S/W and in principle accepted.
- (2) The applied irrigation research is essential in the Meki area. The research will focus on (i) water saving irrigation, (ii) water harvesting and (iii) crop diversification. Under coordination of Research Extension Advisory Council (REAC), integrated endeavor will be required with Ethiopian Agricultural Research Organization (EARO), which is responsible more for basic research.
- (3) Low performance of the existing irrigation schemes should be improved by continuing the rehabilitation program in line with Program III of the Study. OIDA stated a necessity of additional resources especially heavy equipment for successful operation of the program and cost of construction materials.
- (4) The institutional set-up for the community-based irrigation development is urgently required. For its smooth execution, new office should be established within the OIDA headquarters. The unit will be specialized for promotion of community-based

irrigation development by ensuring efficient project coordination.

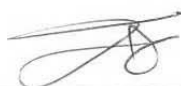
(5) Under the current decentralization policy, the responsibilities of the OIDA wareda offices are expanded. The Guideline for Establishment and Management of Water Users Associations (WUA) should be translated into Oromiffa language and distributed to the OIDA branch offices and all the waredas of Oromia Region. The JICA Study Team took notes.

(6) It is important for the Study to quantify the project impacts to poverty alleviation of the target groups as well as the rural communities, and capacity building of the OIDA staff. In this regard, the project monitoring and evaluation program should be prepared through the Study and continued by OIDA.

(7) The Meki Irrigation and Rural Development Project (August 2000 - February 2002) proposed the Master Plan consisting of 21 projects. Apart from six (6) priority projects already taken up, the remaining 15 projects should also be implemented under close coordination between OIDA and other agencies. In this regard, Supreme Office for Rural Development and Agriculture of Oromia Regional State will be responsible for necessary coordination and advises for those activities beyond the mandate of OIDA.

(8) The development approaches and methodologies standardized through the Study should be transferred to other Regions, where development needs of the community-based irrigation are expanded. Therefore, MoFED asked the JICA Study Team to explain experiences and results obtained through the Study to representatives of other Regions and Federal organizations at the final stage of the Study.

(9) The Steering Committee agreed to proceed to the next stage of the Study in accordance with the methodology and schedule stipulated in Progress Report (2).



Mr. Biffa Bedada
General Manager
Oromia Irrigation Development
Authority (OIDA)
The Government of the Oromia
Regional State



Mr. Masayuki Koyama
Leader
The Study Team
Japan International Cooperation Agency
(JICA)

List of Participants**Ethiopian side:****Oromia Irrigation Development Authority (OIDA)**

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Mr. Tesfaye Habtamu	Acting Head, Construction Department
Mr. Abate Mengesha	Acting Head, Irrigation Extension Department
Mr. Teshome Atnafie Guyo	Team Leader, Construction Department (Coordinator)
Mr. Ermias Birru	Team Leader, Study and Design Department
Mr. Etafa Emama	Team Leader, Watershed Management
Mr. Zerhun Haile	Legal Advisor
Mr. Teshome Jobir	Senior Technician, Research and Laboratory Team

Supreme Office for Rural Development and Agriculture of Oromia Regional State

Mr. Begashaw Wukaw	Advisor
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Oromia Agriculture Development Bureau (OADB)

Mr. Damenu Tulu	Head, Coffee and Horticulture Development Department
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Oromia Water Resource Bureau

Mr. Chaka Bayisa	Team Leader
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Japanese side:**JICA Ethiopia Office**

Mr. Naoki Saito	Resident Representative
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The Study Team

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Mr. Zetsugaku Kurita	Monitoring and Evaluation
Mr. Akira Kawai	Irrigation and Rural Infrastructure

Participants in Steering Committee Meeting on Progress Report (2)
 The Study on Capacity Building Programs for
 Community-based Irrigation Development
 Central Oromia, Ethiopia

Addis Ababa, 1st March 2004

No.	Name	Organization	Position	Signature
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4	A. KAWAI	do	Irrigation	
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9	Zawahun Haqile	OIDA	Legal Advisor	
10	Teshome Atnafie	OIDA	Team leader	
11	Begashaw Wukaw	RADSO	Advisor	
12	G/medhine Berega	MOFED	Japan Desk off.	
13	Biffa Bedede	OIDA	G.M.	
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16	Damenu Tulu	OARB	Department head of	
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Attachment-6

Minutes of Meeting (M/M) on
Progress Report (3)

Minutes of Meeting
on
Progress Report (3)
for
The Study on
Capacity Building Programs for
Community-based Irrigation Development
Central Oromia Region, Ethiopia

Addis Ababa, 1st July 2004

In accordance with the Scope of Work (hereinafter referred as "S/W") for the Study on Capacity Building Programs for Community-based Irrigation Development in Central Oromia Region of Ethiopia (hereinafter referred as "the Study"), the Study Team of Japan International Cooperation Agency (JICA) officially submitted thirty (30) copies of Progress Report (3) to Oromia Irrigation Development Authority (OIDA) and explained the contents of Progress Report (3) to the steering committee meeting held on 1st July 2004. The participants of the meeting are listed as per ANNEX.

The JICA Study Team focused on the work results obtained from May to June 2004. They included (i) official handing-over ceremony in the Ketar scheme on 12th June 2004, (ii) Project Benefit Monitoring and Evaluation (PBME) of Program II, (iii) lesson learnt from Program II, and (iv) new approach to rehabilitation of existing schemes under Program III. The followings are the issues discussed and confirmed in the meeting.

(1) The Progress Report (3) was prepared in compliance with the conditions set forth in the S/W and in principle accepted.

(2) The crop budget analyses, which were made through PBME, preliminarily proved the financial viability of the community-based irrigation schemes newly established under Program II. The market prices of vegetables are largely fluctuating. Crop diversification and yield improvement are urgently required to reduce the risks in small-scale vegetable production.

(3) The lesson learnt from Program II is utmost important output of the Study. In particular, even land distribution and clear demarcation of responsibilities between OIDA and WUA are crucial for sustainable development of community-based irrigation.

(4) OIDA will promote the community-based irrigation development by applying the Guideline for Establishment and Management of Water Users Associations (WUAs). Capacity building will be encouraged more to DAs and community leaders in line with the Guideline. The OIDA Meki office reported that the Guideline were accepted by some NGOs and already used for their projects.

(5) In view of limited water resources, the research of water-saving irrigation and water harvesting techniques is urgent issue especially for further development in the Meki area. OIDA should take major responsibility for pragmatic parts of the research in coordination with EARO.

(6) The on-going rehabilitation works under each of Eastern, Western and Southern Branch Offices of OIDA are planned and implemented mainly by engineers with minimum assignment of social workers. OIDA will promote further rehabilitation works by applying new approach introduced by Program III, where the problem analysis with WUA is firstly made. Capacity building for the engineers and the social workers under the branch offices is urgently required.

(7) The plot layout maps and the land ownership lists are essential tools for successful PBME following the rehabilitation works. More training and budgetary arrangement especially at wareda level are required to prepare and utilize these tools.

(8) The Steering Committee agreed with the JICA Study Team to proceed to preparation of the Draft Final Report, which will be submitted to the Ethiopian side in the middle of August 2004.

At the end of the meeting, 300 copies of the Guideline for Establishment and Management of Water Users Associations (WUAs) - Oromo Version were transferred to OIDA and its branch offices so as to enable them to distribute all the 197 waredas of the Oromia Region.



Mr. Biffa Bedada
General Manager
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The Government of the Oromia
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Mr. Masayuki Koyama
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Mr. Tadewos Adaba	Head, Community Participation Service
Mr. Ermias Birru	Team Leader, Study and Design Department
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Mr. Nigatu Bekele	Agronomist
Ms. Shitaye Lemma	Soil Expert
Ms. Mamitu Tolera	Economist

OIDA, Central Branch Office

Mr. Godana Daba	Head
Mr. Takale Mengesha	Head, Planning and Programming Service
Mr. Abdeta Natea	Agronomist
Mr. Arega Hordafa	Economist

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Mr. Feleke Gerbi	Agricultural Engineer
Mr. Ejara Tolla	Agronomist

OIDA, Duguda Bora Warada

Mr. Mengistu Bosie	Head, Irrigation Development Desk
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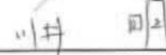

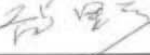



Participants in Steering Committee Meeting on Progress Report (3)
and Monitoring Workshop (4)

The Study on Capacity Building Programs for
Community-based Irrigation Development
Central Oromia, Ethiopia

Addis Ababa, 1st July 2004

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3	Abiy G/meskel	ONRLAA	SWC Expert	
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9	Tadewos Adaba	OIDA-HO	Head, CP Service	
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Attachment-7

Minutes of Meeting (M/M) on
Draft Final Report

Minutes of Meeting
on
Draft Final Report
for
The Study on
Capacity Building Programs for
Community-based Irrigation Development
Central Oromia Region, Ethiopia

Addis Ababa, 17th August 2004



Mr. Biffa Bedada
General Manager
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The Government of the Oromia
Regional State



Mr. Masayuki Koyama
Leader
The Study Team
Japan International Cooperation Agency
(JICA)

Witnessed by



Mr. Hailemichael Kinfu
Head of Bilateral Cooperation Department
Ministry of Finance and Economic
Development (MoFED)



Mr. Kazuaki Namba
Team Leader
Monitoring Team
Japan International Cooperation Agency
(JICA)

In accordance with the Scope of Work (hereinafter referred as “S/W”) for the Study on Capacity Building Programs for Community-based Irrigation Development in Central Oromia Region of Ethiopia (hereinafter referred as “the Study”), the JICA Study Team officially submitted fifty (50) copies of Draft Final Report to OIDA and explained the contents of Draft Final Report to the Steering Committee meeting held on 17th August 2004. The participants of the meeting are listed as per ANNEX. The followings are important issues discussed and confirmed in the meeting.

(1) The Draft Final Report was prepared in compliance with the conditions set forth in the S/W and in principle accepted.

(2) OIDA suggested that small pumps of less than 10 HP are also suited to small-scale horticulture production managed by one to three farmers in the Oromia Region. The JICA Study Team reminded that most of small pumps are owned on private basis by limited numbers of families. It was confirmed in the meeting that the Study has focused on the community-based irrigation development for empowerment of peasant groups by means of establishment and strengthening of water users associations (WUAs).

(3) The WUA members in the model schemes of Program II carefully select horticultural crops of high value. Moreover, some of members often practice a mixed cropping in order to reduce market risks taking price fluctuation of crops into consideration. To know market mechanism of horticulture crops is highly important for the WUA members. In this regard, it is crucial for WUAs to obtain more market information before conditions of contract farming are set. OIDA will raise this issue among the government agencies concerned including Horticulture Marketing Department of Ministry of Agriculture and Rural Development.

(4) The project benefit monitoring and evaluation (PBME) is extremely important as follow-up activity for the schemes supported under the Study. OIDA will continue PBME according to the recommendation by the Study. The results of PBME will also help OIDA to elaborate the Guideline of Establishment and Management of WUAs.

(5) Water charge is rarely collected in the irrigation schemes of Ethiopia although OIDA understands necessity of fund formation within WUA for their periodical maintenance works of irrigation schemes. To facilitate introduction of a water charge collection system in future, the JICA Study Team advised OIDA, as a first step, to embark on collection of basic information such as plot owner lists for identification of beneficiaries and their land holding sizes.

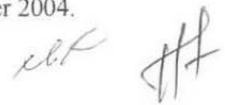
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(6) OIDA focused on three (3) important aspects to make their further efforts in line with the Study, namely (i) rehabilitation of existing schemes for improvement of low irrigation performance, (ii) research including water saving irrigation and water harvesting techniques and (iii) establishment and extension of appropriate farm management techniques including crop diversification and market operation. As for irrigation research, the Japanese side suggested OIDA to make further study about appropriate institutional set-up for effective implementation of required irrigation research taking linkage with other agencies such as Ethiopia Agricultural Research Organization (EARO) into consideration.

(7) The Ethiopian side will scrutinize Draft Final Report and officially submit further comments in written form from OIDA to JICA Ethiopia Office by 14th September 2004.



List of Participants**Ethiopian side:****Oromia Irrigation Development Authority (OIDA)****Head Office**

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Mr. Etafa Emama	Team Leader, Irrigation Extension Department
Mr. Teshome Lemma	Team Leader, Study and Design Department
Mr. Abera Shiferaw	Hydrologist
Mr. Tesfaye Daribe	Irrigation Engineer
Mr. Girma Lemma	Horticulturalist
Mr. Kefale Gebrieeyes	Agronomist
Mr. Nigatu Bekele	Agronomist
Mr. SHEMELES Tefera	Agronomist
Mr. Haji Birru	Socio-Economist
Ms. Shitaye Lemma	Soil Expert
Ms. Tigist Degefa	Draftsman

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Mr. Girma Negussie	Design Engineer
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Mr. Mesele Kassa	Construction Engineer
Mr. Solomon Endale	Construction Engineer
Mr. Tedesse Mekuria	Irrigation Agronomist
Mr. Dilbii Sheh Ali	Community Promotion
Mr. Arega Hordafa	Economist

Duguda Bora Wareda Office

Mr. Ahamad Abdulahi	Agronomist
Mr. Deresa Tafa	Community Participation

Supreme Office for Rural and Agriculture Development of Oromia Regional State

Mr. Mohammed Haji	Expert
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Ministry of Finance and Economic Department (MoFED)

Mr. Nesredin Rube	Bilateral Cooperation Expert, Asia and Australasian and the Middle East Desk, Countries, Bilateral Cooperation Department
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Japanese side:

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The Monitoring Team for the Study

Mr. Kazuaki Namba Team Leader, Irrigation
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JICA Ethiopia Office

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Mr. Minoru Homma Assistant Resident Representative

JICA Expert

Mr. Shigeo Karimata Expert for Ministry of Agriculture and Rural
Development

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Participants in Steering Committee Meeting on Draft Final Report
The Study on Capacity Building Programs for
Community-based Irrigation Development
Central Oromia, Ethiopia

Addis Ababa, 17th August 2004

No.	Name	Organization	Position	Signature
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3	Hussien Aman	OIDA - CB	Design Engineer	
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5	Salaman Endale	OIDA CD	constr. Engineer	
6	Etafa Emama	OIDA	Team leader, watershed mgmt	
7	Girma Lemma	"	Horticulturist	
8	Abera Shiferaw	"	Hydrologist	
9	Ahmad Abdulahi	>> Mexi	Agronomist	
10	Debesa Tata	>> Mexi	Community participant	
11	Kefale Gebreyes	OIDA	Agronomist	
12	Haji Biru	"	Socio economist	
13	Abera Chale	OIDA HO	Engineer	
14	Tasfaye Daviss	OIDA	Engi.	
15	Fuad Adem	OIDA	Acting Head	
16	Teshome Lemma	OIDA - Ho	Team Leader	
17	Ermasias Biru	OIDA	Team Leader	
18	Tiyist Degefa	OIDA	Draftsman	
19	Shitaye Lemma	OIDA	Soil expert	
20	Debebe Mekuria	OIDA/CB	Inv. Eng.	

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26	KAZUAKI NAMBA	MAFF	Monitoring Team	
27	TAKADA, Hiroyuki	JICA	"	
28	HOMMA Minoru	JICA	ARR	
29	Shigeo Karimata	JICA	Expert for M.O.A.R.D	
30	Masayuki Konyama	JICA Team	Team Leader	
31	Akira Kawai	JICA Team	Irrigation/Infrastructure	
32	Nesredin Rube	MOFED	Cooperation expert	
33	Mohammed Haji	ORADSO	Expert	
34	Shemeled Tefera	OIDA*	Exp. Agronomist	
35	Nipatu Bekele	OSDA	Scientific Advisor	
36	Biffa Bedada	OIDA	G.M	
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