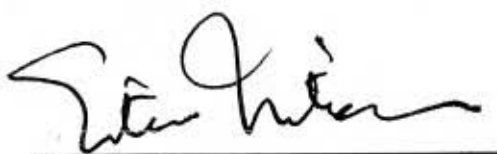


RECORD OF DISCUSSIONS BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
THE AUTHORITIES CONCERNED OF
HIS MAJESTY'S GOVERNMENT OF NEPAL
ON
JAPANESE TECHNICAL COOPERATION FOR THE
COMMUNITY-BASED ALTERNATIVE SCHOOLING PROJECT

With regard to the Minutes of Meeting between the preliminary study team and His Majesty's Government of Nepal dated 12th September 2003, Japan International Cooperation Agency (hereinafter referred to as "JICA") had a series of discussions, through the Resident Representative of JICA in the Kingdom of Nepal, with the Nepalese authorities concerned on the framework of the Project.

As a result of the discussions, and in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and His Majesty's Government of Nepal, signed in Kathmandu on September 3rd 2003 (hereinafter referred to as "the Agreement"), JICA and the Nepalese authorities concerned agreed on the matters referred to in the document attached hereto.

Kathmandu, December 26th 2003



Mr. Eitaro MITOMA
Resident Representative
Japan International Cooperation Agency
Nepal Office
Japan



Mr. Hari Bole Khanal
Director
Non-Formal Education Center
Ministry of Education and Sports
His Majesty's Government of Nepal

THE ATTACHED DOCUMENT

1. COOPERATION BETWEEN JICA and His Majesty's Government of Nepal

- 1.1. His Majesty's Government of Nepal will implement Community-based Alternative Schooling Project (hereinafter referred to as "the Project") in cooperation with JICA.
- 1.2. The project will be implemented in accordance with the Master Plan of this Japan-Nepal technical cooperation project in the form of Project Design Matrix (PDM) and a tentative Plan of Operation (PO) (hereinafter referred to as "the Project Master Plan") for the Project as of 12th September 2003 are given in ANNEX I-1 and ANNEX I-2

2. MEASURES TO BE TAKEN BY JICA

In accordance with the laws and regulations in force in Japan and the provisions of Article III of the Agreement, JICA, as the executing agency for technical cooperation by the Government of Japan will take, at its own expense, the following measures according to the normal procedures of its technical cooperation scheme.

2.1. Dispatch of Japanese Experts

JICA will provide the services of the Japanese experts as listed in ANNEX II. The provision of Article III(b) of the Agreement will be applied to the above-mentioned experts.

2.2. 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 provision of Article III(e) of the Agreement will be applied to the Equipment.

2.3. Training of Nepalese Personnel in Japan

JICA will receive the Nepalese personnel connected with the Project for

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technical training in Japan.

3. MEASURES TO BE TAKEN BY HIS MAJESTY'S GOVERNMENT OF NEPAL

- 3.1. His Majesty's Government of Nepal 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.
- 3.2. His Majesty's Government of Nepal will ensure that the technologies and knowledge acquired by the Nepalese nationals as a result of the Japanese technical cooperation will contribute to the educational, economic and social development of the Kingdom of Nepal.
- 3.3. In accordance with the provisions of Article VI of the Agreement, His Majesty's Government of Nepal will grant in the Kingdom of Nepal specific privileges, exemptions and benefits to the Japanese experts referred to in 2.1 above and their families.
- 3.4. In accordance with the provisions of Article VIII of the Agreement, His Majesty's Government of Nepal will take the measures necessary to receive and use the Equipment provided by JICA under 2.2 above and equipment, machinery and materials carried in by the Japanese experts referred to in 2.1 above.
- 3.5. His Majesty's Government of Nepal will take the necessary measures to ensure that the knowledge and experience acquired by the Nepalese personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
- 3.6. In accordance with the Provision of the Article V (b) of the Agreement, His Majesty's Government of Nepal will provide services of Nepalese counterpart personnel and administrative personnel as listed in **ANNEX IV.**

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- 3.7. In accordance with the provision of Article V(a) of the Agreement, His Majesty's Government of Nepal will provide necessary office space and facilities for the Project as listed in ANNEX V.
- 3.8. In accordance with the laws and regulations in force in the Kingdom of Nepal, His Majesty's Government of Nepal will take necessary measures to supply or replace at its own expense machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided by JICA under 2.2. above.
- 3.9. In accordance with the laws and regulations in force in the Kingdom of Nepal, His Majesty's Government of Nepal will take necessary measures to meet the running expenses necessary for the implementation of the Project.

4. ADMINISTRATION OF THE PROJECT

- 4.1 The Director of Non-formal Education Center (hereafter referred as "NFEC") under the Ministry of Education and Sports (hereinafter referred to as "MOES"), as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
- 4.2 The Dhading District and Siraha District Education Officers (hereafter referred as "DEO") as the Project Managers, will be responsible for the managerial and technical matters of the Project in the district level.
- 4.3 The Chief Advisor, as a leader of the Japanese Project team, will provide necessary recommendations and advice to the Project Director and the Project Managers on any matters pertaining to the implementation of the Project.
- 4.4 The Japanese experts will give necessary technical guidance and advice to

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Nepalese counterpart personnel on technical matters pertaining to the implementation of the Project.

- 4.5 For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee (hereafter referred as "JCC") will be established whose functions and composition are described in ANNEX VI.

5. JOINT EVALUATION

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

6. CLAIMS AGAINST JAPANESE EXPERTS

In accordance with the provision of Article VII of Agreement, His Majesty's Government of Nepal 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 the Kingdom of Nepal except for those arising from the willful misconduct or gross negligence of the Japanese experts.

7. MUTUAL CONSULTATION

There will be mutual consultation between JICA and His Majesty's Government of Nepal on any major issues arising from, or in connection with this Attached Document.

8. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT

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FOR THE PROJECT

For the purpose of promoting support for the Project among the people of the Kingdom of Nepal, His Majesty's Government of Nepal will take appropriate measures to make the Project widely known to the people of the Kingdom of Nepal.

9. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be five (5) years from January 19th 2004.

ANNEX I-1	PROJECT DESIGN MATRIX (PDM)
ANNEX I-2	PLAN OF OPERATION (PO)
ANNEX II	LIST OF JAPANESE EXPERTS
ANNEX III	LIST OF MACHINERY AND EQUIPMENT
ANNEX IV	LIST OF NEPALESE COUNTERPART AND ADMINISTRATIVE PERSONNEL
ANNEX V	LIST OF OFFICE SPACE AND FACILITIES
ANNEX VI	JOINT COORDINATING COMMITTEE

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Project Design Matrix (PDM) of Community-based Alternative Schooling Project (CASP)

Narrative Summary	Objectively Verifiable Indicator	Means of Verification	Important Assumption
<p>Super Goal Enrolment ratio of formal education for children who have no access to education system aged 6-14 is improved</p>	<p>Net Enrolment Rate and Gross Enrolment Rate in primary school are increased</p>	<p>Report and statistics of DEO, DoE, MoES, Education for ALL 2004-2009</p>	<p>HMG continues to promote the policy for "Education for All"</p>
<p>Overall Goal The model developed by the Project is adopted in other areas in Nepal</p>	<p>Number of ASP classes in which the model of community involvement developed by the Project is adopted by DEO/NFEC</p>	<p>Reports and records of ASP at DEO/NFEC</p>	<p>HMG continues to promote the policy for "Education for All"</p>
<p>Project Purpose An operational model of the community-based Alternative Schooling Program is developed.</p>	<p>"Operational Guideline for the Alternative Schooling Program" based on the Pilot Activities is developed at the initiative of counterparts</p>	<p>"Operational Guideline for the Alternative Schooling Program", Process Monitoring Sheet (to be developed by the Project), Project Report</p>	<p>NFEC continues to promote the model of community involvement into ASP developed by the Project</p>
<p>Output 1. Institutional strengthening of ASP is promoted through Pilot Activities 2. Children who participated in Out of School Program and School Outreach Program in the Pilot Activities can get access to formal education through community mobilization and support 3. Network among stakeholders who are involved in NFE for children at the different levels* is strengthened *Communities, relevant organizations on ASP, donor agencies, NGOs and INGOs</p>	<p>1. Extent of institutional strengthening of ASP 2-1. Net Enrolment Rate by primary level in the catchment areas is improved 2-2. Awareness of children's schooling among parents and communities is enhanced 3-1. Number of actions NFEC and DEO take for strengthening network among stakeholders 3-2. Improvement of the quality of network among NFE stakeholders</p>	<p>1. Check list of institutional strengthening of ASP (to be developed by the Project), Project reports, Minutes of Working Group meetings, Results of ID/OS Workshop 2-1. Records of NER before and after the interventions 2-2. Results of baseline and exit KAP (Knowledge, Attitude and Practice) Survey 3-1. Plan and reports of the workshop, publication prepared by NFEC and DEO 3-2. Results of ID/OS Workshop (before and after the interventions), and Process Monitoring Sheet (to be developed by the Project)</p>	<p>Frequent transfer of counterparts personnel is not occurred NFEC continues to promote the policy and strategy of community involvement in ASP</p>
<p>Project Activities 1-1 To revise the current Programme Implementation Manual by NFEC 1-2 To conduct ID/OS Workshops targeting Siraha DEO and Dhading DEO by NFEC in order to identify the issues of ASP 1-3 To prioritize and make a checklist regarding measures to strengthen ASP in terms of its institution and operation by NFEC 1-4 To establish Working Groups to monitor Pilot Activities comprising NFEC and Siraha DEO and Dhading DEO 1-5 To make a Manual for Pilot Activities by Working Groups 1-6 To identify the target VDCs for Pilot Activities respectively by Siraha DEO and Dhading DEO 1-7 To conduct the Baseline Survey in the target areas of Pilot Activities at the initiative of Working Groups 1-8 To select partner NGO/CBO respectively by Siraha DEO and Dhading DEO 1-9 To hold orientation for the target VDCs, target communities, selected NGO/CBO, the concerned people of formal education by Siraha DEO and Dhading DEO 1-10 To revise the current TOT by NFEC 1-11 To improve the current TOT by NFEC 1-12 To strengthen the monitoring system of Pilot Activities by Siraha DEO and Dhading DEO in collaboration with the selected NGO/CBO 1-13 To hold Monthly Meetings for Pilot Activities by Working Groups 1-14 To manage information and data regarding results of monitoring and examination of ASP at Siraha DEO and Dhading DEO 1-15 To conduct Completion Survey in the target areas of Pilot Activities at the initiative of Working Groups 1-16 To hold ID/OS Workshops targeting NFEC 1-17 To compile the measures to improve each stage of the program cycle of ASP (Planning, Implementation and Monitoring, Feedback) and recommendations based on the Pilot Activities at the initiative of Working Groups in collaboration with the relevant stakeholders 2-1 To hold orientation of the Pilot Activities by Siraha DEO and Dhading DEO in collaboration with the selected NGO/CBO 2-2 To conduct KAP (Knowledge, Attitude, and Practice) Survey targeting communities, parents and children before and after the ASP (OSP and SOP) 2-3 To establish the Class Management Committee for OSP in the target communities 2-4 To implement OSP (including activities targeting parents and children, monitoring and reporting by the selected NGO) 2-5 To establish the Class Management Committee for SOP in the target communities 2-6 To implement SOP (including activities targeting parents and children, monitoring and reporting by the selected NGO/CBO) 2-7 To compile the measures to improve the community-based ASP and recommendations based on the Pilot Activities by the Working Groups 3-1 To hold workshops on relevant themes on Non-formal Education targeting relevant organizations (donor agencies, NGO and INGO) by NFEC 3-2 To compile the measures to strengthen network among stakeholders of ASP at the field levels and recommendations based on the Pilot Activities by Working Groups 3-3 To make an annual report on ASP by NFEC 3-4 To hold Sharing Workshops on Pilot Activities in nearby districts by Siraha DEO and Dhading DEO in collaboration with NFEC 3-5 To hold Sharing Workshops on Pilot Activities at the central levels by NFEC 3-6 To hold the Workshops on "Operational Guideline for the Alternative Schooling Program" at district (in nearby districts) and central levels</p>	<p>Inputs <Nepal side>HMO 1. Counterparts and administrative personnel 2. Office Space and Facilities 3. Operational costs necessary for implementation</p>	<p><Japanese Side>JICA 1. Experts (Chief Advisor, Information Education and Communication, Monitoring /Evaluation, Institutional Development/Organizational Strengthening, Community Development, Project Coordinator) 2. C/P Training 3. Equipment provision 4. Operational cost expenditure</p>	<p>Security condition in the target districts is not worsen Current government structure related to ASP and ASP itself are not dramatically changed Target communities understand and actively collaborate with the pilot activities Election for local government bodies does not greatly affect the implementation of the Pilot Activities Pre-condition Security condition in the target districts is not worsen DEO, Local bodies, CBO and community people in the target areas accept the Pilot Activities</p>

Abbreviations : ASP: Alternative Schooling Program, DEO: District Education Office, KAP: Knowledge, Attitude and Practice, NFEC: Non-Formal Education Center, OSP: Out of Schooling Program, SOP: School Outreach Program, TOT: Training of Trainers, VDC: Village Development Committee

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List of Japanese Experts

1. Chief Advisor / Educational Plan
2. Expert on Information Education and Communication
3. Expert on Monitoring / Evaluation
4. Expert on Institutional Development / Organization Strengthening
5. Expert on Community Development
6. Project Coordinator
7. Other Experts (short-term) will be assigned when necessary for smooth and effective implementation of the Project.

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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.

Note:

Contents, specifications and quantity of the above-mentioned equipment will be decided through mutual consultations within the allocated budget of the Japanese fiscal year.

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**List of Nepalese Counterpart and Administrative Personnel
(Tentative)**

Central Level

1. Director, Non-Formal Education Center (NFEC)- Project Director
2. Director, Primary Education Division, Department of Education (DoE)
3. Deputy Director, NFEC
4. Section Officer, Planning Section, NFEC
5. Section Officer, Alternative Schooling Program, NFEC

District Level

1. District Education Officer, District Education Office (DEO)- Project Manager
2. Section Officer, in charge of Non-Formal Education, DEO
3. Technical Assistant, DEO
4. Resource Person, DEO
5. School Supervisor, DEO

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List of office space and facilities

The following will be prepared by His Majesty's Government of Nepal for the implementation of the Project.

1. Necessary office space and facilities for Japanese Experts
2. Other facilities mutually agreed upon as required.

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Joint Coordination Committee

A Joint Committee will be established for the responsibility of the administrative Project as a Nepal-Japan bilateral project.

1. Functions

The Joint Coordinating Committee will meet at least once a year and whenever necessity arises, and works:

- (a) To approve the Annual Plan of Operation to be formulated by the Project in accordance with the Record of Discussion
- (b) To review overall progress of the technical cooperation project, in particular, activities carried out based on the above Annual Plan of Operation
- (c) To review and exchange views on major issues arising from or in connection with the technical cooperation program
- (d) To review the status of coordination and problems if exist in networking between the Project and line-agencies at district level

2. Members

- (a) Chairperson: Joint Secretary of Planning Division, Ministry of Education and Sports (MoES)
- (b) Vice chairperson: Director General, Department of Education (DoE)
- (c) Member Secretary: Director, Non-Formal Education Center (NFEC)
- (d) Members:

Nepalese side

- Under Secretary, Foreign Aid Coordination Section of MoES
- Under Secretary, Monitoring and Evaluation Section of MoES
- Representative, National Planning Commission
- Representative, Ministry of Finance
- Representative, Ministry of Local Development
- District Education Officers in the target districts DEO, MoES

Japanese side

- Resident Representative, JICA Nepal Office
- Chief Advisor
- Two experts

* JICA and NFEC can invite other experts as needed.

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