

Japan International Cooperation Agency (JICA)

Guidelines
for
Identification and Formulation
of
Agriculture and Rural Development Projects
in
the Republic of the Philippines

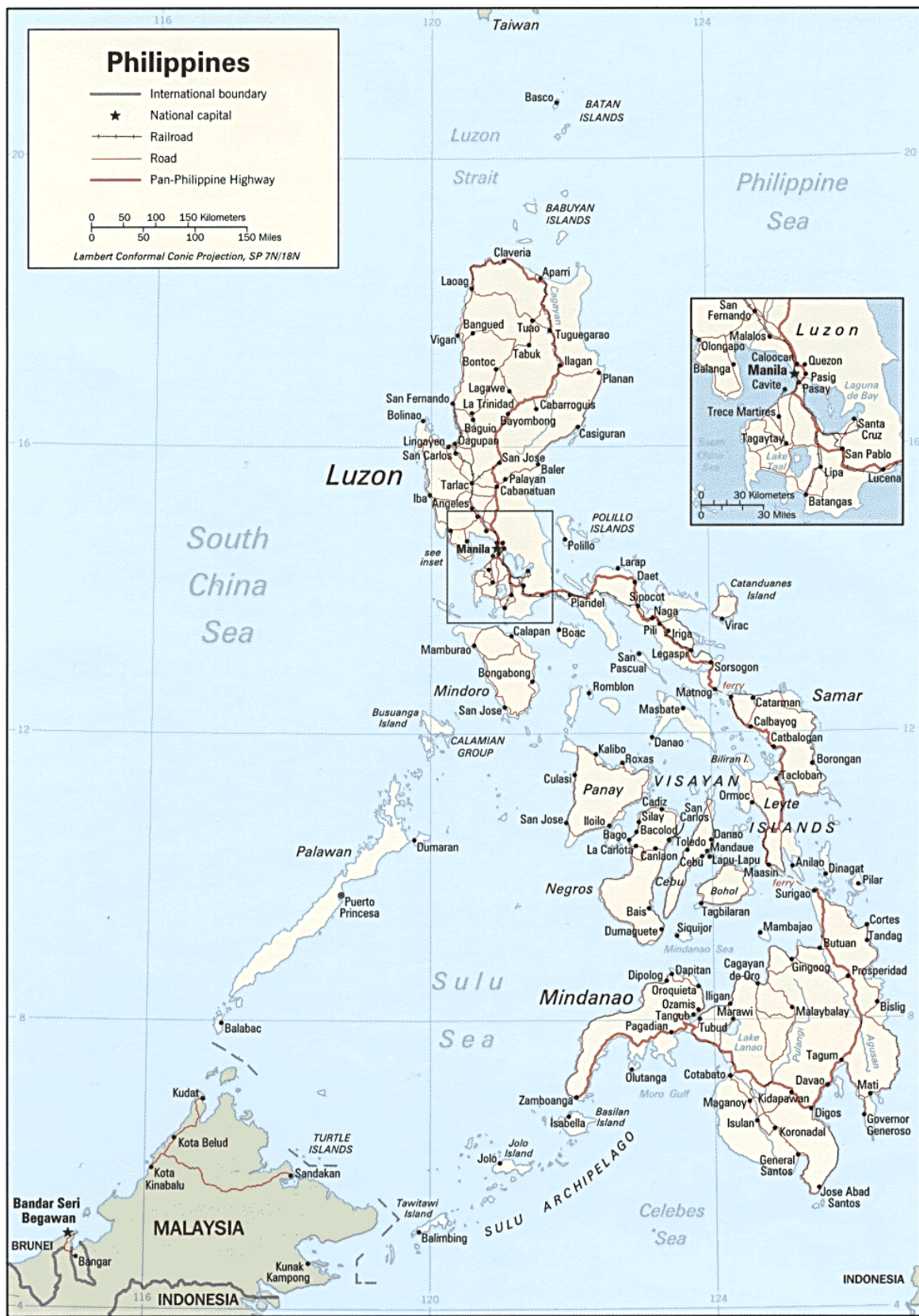
Final Report

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Map of the Philippines



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Introduction

Level of “Guidelines” as “Reference Material for Development Assistance Work”

Depending on the specific circumstances of each country, the demand for “guidelines” as “a reference material for identification and formulation of agriculture and rural development projects” required by overseas JICA offices varies from one office to another. The target countries for the preparation of such guidelines are largely classified into the following four levels based on their specific circumstances. The Philippines fall under Level B.

Table 1 Proposal for Weighting of Target Countries for Formulation of Guidelines

Level	Basis for Level Classification
A	Despite a strong need for assistance in agriculture and rural development, the field ODA task force is not active because of constraints on human resources of the embassy and the JICA office. Countries that require the renewal or review of assistance policies in this field.
B	Although the field ODA task force is working to formulate assistance policies and projects, the formulation of the guidelines in collaboration with the JICA headquarters should prove to be highly significant for the formulation of concrete projects.
C-1	Although the field ODA task force is involved in the formulation of individual projects and a high approval rate of these projects is achieved, the preparation of the guidelines as basic information to diversify assistance should prove to be highly significant.
C-2	Despite a strong need for assistance in the agriculture and rural development, the immediate needs are to conduct macroscopic analysis of the current situation based on the examination of existing information and to indicate the general direction for agriculture and rural development.

Note: It is assumed that the inputs by the JICA headquarters increase from Level C-2 to Level A.

Source: Reference material for the Second Meeting of the Advisory Committee for the Guidelines for the Identification and Formulation of Agriculture and Rural Development Projects by Country.

Assumed Beneficiaries of the Guidelines

“The poor whose main livelihood is agriculture and who live in a rural area (not an urbanized area)” are basically assumed to be the main beneficiaries of agriculture and rural development projects assisted by JICA. The present guidelines (hereinafter referred to as the Guidelines) are not primarily designed to examine the possibility of assistance limited to landless people as well as the urban unemployed among whom the ratio of the poor is said to be generally high, even though the importance of assistance for them is fully recognized and, therefore, such assistance may be considered depending on the circumstances of individual target areas.

How to Use the Guidelines

- The Guidelines constitute a guidebook to provide viewpoints and methods for staff members of the overseas JICA office who are responsible for identifying, formulating and implementing projects to identify and formulate agriculture and rural development projects.
- These staff members are expected to formulate realistic projects based on an understanding of the present situation of the target areas through field visits to the target areas to exchange opinions and information with related persons while making full use of their work experience in the overseas office.
- Once projects have been approved, the Guidelines should be used to examine whether or not these projects are being implemented as intended at their formulation stage so that they

can contribute to the sustaining and improvement of the livelihoods of people in the target area as well as in surrounding areas.

- The Guidelines should be revised at appropriate times to reflect the knowledge and experience accumulated by the overseas JICA office during the process of project formulation and implementation so that it becomes more practical to suit the specific circumstances of each country.

Valid Period of the Guidelines

In view of Japan's assistance policies (the Country Assistance Programs, the assistance policies formulated by the field ODA task forces, the JICA Country Program, etc.), the valid period is basically assumed to be approximately five years. However, the strengthening of measures (methods) to sustain and improve the livelihoods of people in the target areas often requires more than five years for completion. Accordingly, careful attention must be paid to the possible impacts of projects on the children's and/or grandchildren's generations in the target areas when efforts are made to identify and formulate cooperation projects.

About the Guidelines

Background and Objectives

In many developing countries, agriculture is the principal industry and the governments of these countries place special emphasis on agriculture for their economic development. As the rural population still accounts for a major proportion of the total population, the governments of many developing countries consider agriculture and rural development to be an important means for poverty reduction. Meanwhile, JICA also considers agriculture and rural development to be an important means of "eradicating extreme poverty and hunger", which is one of the Millennium Development Goals (MDGs) adopted by the United Nations in September 2000.

JICA has been intensifying its efforts by integrating the country/area-specific approach and the issue-oriented approach in view of the characteristics of agriculture and rural development that is considerably affected by the local natural conditions and socioeconomic conditions. As part of its efforts, JICA formulated the Approaches for Systematic Planning of Development Projects <Agricultural Development and Rural Development> (hereinafter referred to as the "Approaches for Systematic Planning") in August 2004, presenting comprehensive assistance policies for various issues as well as a general framework for development methods.

At the same time, JICA is now in the process of transferring the functions hitherto performed by the regional departments of the headquarters to the overseas offices for the purpose of swiftly implementing cooperation projects that are appropriate for the reality of each recipient country. Therefore, the overseas offices are expected to play increasingly a central role in the formulation and implementation of individual cooperation projects in the agriculture and rural development sector in the coming years. This situation has led to a need for concrete guidelines for development assistance work that should prove useful for the identification and formulation of projects fully based on the specific circumstances of individual recipient

countries. The efforts of each overseas office should also be based on the Approaches for Systematic Planning and the JICA Country Program.

Under the circumstances described above, the Guidelines have been compiled to arrange the basic information necessary for the JICA office to identify and formulate agriculture and rural development projects in Pakistan in the future and also to provide viewpoints and methods for project identification and formulation.

Definition of “Agricultural Development” and “Rural Development”

In the Guidelines, “agricultural development” is broadly defined as development aimed at improving the production and income of the entire spectrum of the livelihoods, including small-scale fish culture using inland water bodies, social forestry, etc., of farming households instead of the narrow definition that only applies to farming activities. Equally, “rural development” is broadly defined as development aimed at improving the quality of life in rural areas, including improved access to basic education, health and medical care, drinking water, etc. for people (especially the poor) living in rural areas.

Aim of the Guidelines

Under the goals of “building and development of a sustainable society,” Japan’s Country Assistance Program for Pakistan (Draft) announced in August 2004 by the Ministry of Foreign Affairs stipulates “development of the agriculture and rural sector for expansion of labor absorption capacity and poverty reduction” as the direction of assistance strategy for agriculture and rural development. With this direction in mind, the Guidelines are based on the perception that all types of JICA’s cooperation in agriculture and rural development should adopt poverty reduction as the ultimate goal. Poverty is a problem that must be tackled from not only the economic aspect but also from the social, psychological and other various aspects. The Guidelines have been prepared based on the assumption that a comprehensive approach is necessary to reduce poverty.

The Guidelines, therefore, narrow down the development objectives and issues in a concrete manner while a number of issues in the agriculture and rural development sector in Pakistan are presented from various aspects. The Guidelines also propose draft programs and important points to be considered with a view to identifying and formulating agriculture and rural development projects that could effectively deal with the development objectives and issues.

Flow of Work to Establish the Direction to Respond to the Development Issues

The following chart shows the flow of work up to the examination of a desirable direction to respond to the identified development tasks. It should be noted that Step 7, i.e. examination of the important points to be considered in project formulation, and Step 8, i.e. examination of the monitoring and evaluation procedures and the establishment of indicators, should be carried out in parallel in the process of establishing the direction for cooperation.

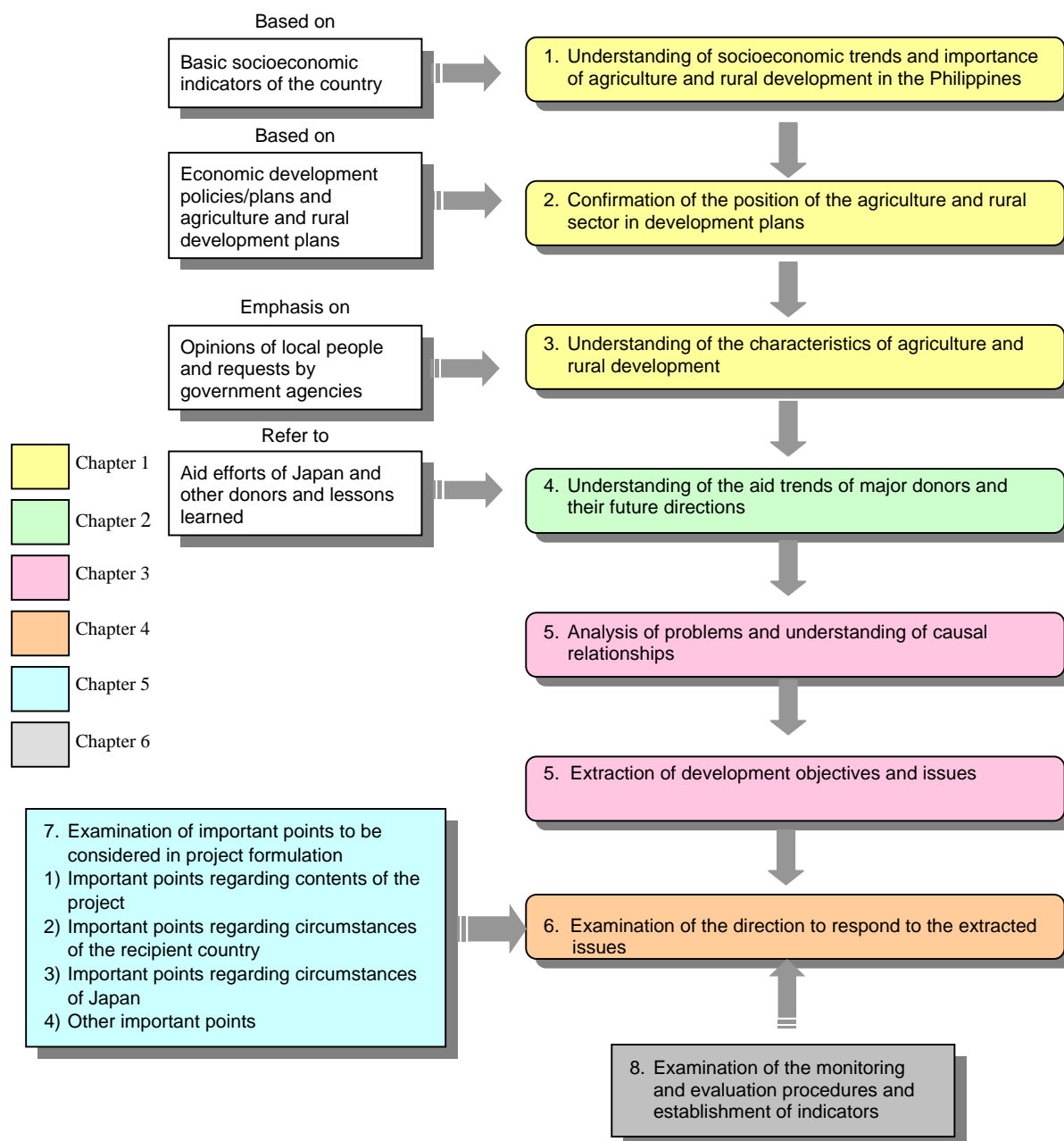


Table of Contents

Map of the Philippines	
Introduction	i
About the Guidelines	iii
Flow of Work to Develop the Direction to Respond to the Development Tasks	iv
Table of Contents	v
1. Importance of Agriculture and Rural Development and Characteristics	PHI-1
1.1 Position of Agriculture and Rural Development in Development Policies	PHI-1
1.2 Trends of Macroeconomy and Importance of Agriculture and Rural Development	PHI-1
1.3 Characteristics of Agriculture and Rural Development	PHI-2
2. Trends of Assistance of Major Donors and Future Direction	PHI-7
2.1 Japan	PHI-7
2.2 Other Donors	PHI-8
3. Issues for Agriculture and Rural Development	PHI-9
3.1 Major Problems and Development Objectives of Agriculture and Rural Development	PHI-9
3.2 Agriculture and Rural Development Issues	PHI-9
4. Directions to Tackle with Development Issues	PHI-16
5. Important Points to be Considered in Project Formulation	PHI-18
5.1 Important Points Regarding Contents of the Project	PHI-18
5.2 Important Points Regarding Circumstances of the Recipient Country	PHI-19
5.3 Important Points Regarding Circumstances of Japan	PHI-20
5.4 Other Important Points	PHI-20
6. Monitoring and Evaluation Procedures and Indicators	PHI-21
6.1 Monitoring and Evaluation Procedures	PHI-21
6.2 Setting Up and Application of Indicators	PHI-22
6.3 Examples of Indicators	PHI-23
6.4 Examination of Availability of Indicator Data	PHI-25
Annex 1 Study on JICA's Approach to Formulation of Agriculture and Rural Development Projects in the People's Republic of Bangladesh and Its Applicability to Other Overseas JICA Offices: Summary	
Annex 2 Checklists for Preparation of Requested Project Information Sheets and Gathering Information Required for Project Formulation (by Need)	
Annex 3 Approaches for Systematic Planning of Development Projects <Agricultural Development and Rural Development>: Development Objectives Charts	

1. Importance of Agriculture and Rural Development and Characteristics

1.1 Position of Agriculture and Rural Development in Development Policies

The Medium-Term Development Plan (MTDP 2001-2004) aimed at eliminating poverty within a 10 year period adopted “rural development to alleviate poverty and to rectify the regional imbalances and to improve the standard of living of the rural poor” as important development goals.

Agriculture and rural development is included in “the modernization of agriculture and fisheries accompanied by poverty alleviation and social equity” of MTDP. Two basic acts, i.e. the Agriculture and Fisheries Modernization Act (AFMA) of 1997 and the Comprehensive Agrarian Reform Program (CARP), are being enforced.

(1) Medium Term Development Plan (MTDP)¹

Following the re-election of President Aroyo in May 2004, the Medium Term Development Plan (MTDP), which is currently being revised states that agriculture has two aspects, i.e. (i) agriculture (increased production of food with international competitiveness) and (ii) agribusiness (from the viewpoint of agrarian reform and the creation of employment). Of these two aspects, agribusiness involves many ministries and agencies and it is necessary for the Department of Agrarian Reform and the Department of Environment and Natural Resources under the leadership of the Department of Agriculture to facilitate the entry of the private sector in the future.

(2) Agriculture and Fisheries Modernisation Act (AFMA)

Taking the participation in the WTO (1995) as an opportunity, the Agriculture and Fisheries Modernization Act (AFMA) was enacted in 1997 in order to strengthen competitiveness in the international market. This act is a blueprint for the modernization of agriculture and rural development² with the intention of shifting from the traditional reliance on rice to market-oriented agriculture.

(3) Comprehensive Agrarian Reform Program (CARP)

The Comprehensive Agrarian Reform Program (CARP) was introduced in 1988 to integrate all agrarian reforms up to that year for the purposes of improving the landowner-sharecropper relationship dating from the period of Spanish colonial rule and of promoting social fairness. The goals of the CARP are the creation of self-reliant independent farmers through the fair distribution of farmland to sharecroppers and landless agricultural workers and the establishment of various services to enable farming households benefiting from agrarian reform to conduct economic agricultural production through the cultivation of crops on suitable land in a suitable manner.

1.2 Trends of Macro Economy and Importance of Agriculture and Rural Development

From the 1960's to the 1980's, the Philippines proceeded with import-substitution industrialization. While large-scale capital-intensive industries were fostered in urban areas as a result of the industrialization process, the fostering of small-scale labor-intensive industries using local resources in local areas was not sufficiently developed. Consequently, the share of the agricultural sector in the macro economy of the Philippines has been gradually declining

¹ Based on the results of interviews with the Department of Agriculture and the NEDA in September 2004.

² Department of Agriculture: Philippine Agriculture and Fisheries Modernization Plan 2001-2004, p. 5.

over the last 40 years or so for all indicators, including the GDP, employed population and imports/exports (Table 1-1).

Participation in the WTO in 1995 necessitated the opening of the domestic agricultural product market, requiring all activities³ to be in line with WTO rules.

It is anticipated that the Philippines will face harsher international competition following the practical elimination of intra-regional tariffs within the ASEAN free trade zone and the expected expansion of liberalization in the next round of WTO negotiations.

The total external debt of the Philippines doubled from US\$ 24.4 billion in 1984 when a debt crisis was experienced to US\$ 50.1 billion in 2000 while the ratio of external debt to the GDP was 70% in 2001. At present, some 30% of the total expenditure goes to debt repayment, constraining the development budget of the country. The government finance has persistently showed a deficit since 1998 and the fiscal deficit of P. 134.2 billion in 2000 far exceeded the target of P. 62.5 billion agreed with the IMF.

Table1-1 Position of Agriculture in Macro economy (1965-1999)

	(%)				
	1965	1975	1985	1995	1999
GDP	31.5	26.9	26.6	21.8	17.9
Employment	58.6	56.7	48.9	43.5	39.8
Imports	22.2	13.6	12.4	9.8	9.3
Exports	85.6	66.2	36.8	13.6	7.3
Ratio of Imports to Exports (Agricultural Products)	26.8	27.6	38.0	114.0	142.1

Source: Asenio M. Balisacan, "Pathway of Poverty Reduction: Rural Development and Transmission: Mechanism in the Philippines", p. 4 (<http://www.adb.org/Poverty/Forum/pdf/Balisacan.pdf>).

1.3 Characteristics of Agriculture and Rural Development

1.3.1 Modes of Agriculture

Diverse and Disaster-Prone Natural Environment

- (1) Existence of landless agricultural workers and a small number of large landowners originating from the large land holding system
- (2) Production leaning towards unique tropical products for export which has developed since the period of US colonial rule
- (3) Maintenance of life by diverse methods as the rural poor cannot maintain their lives solely by agriculture

(1) Diverse and Disaster-Prone Natural Environment

The Philippines is one of the world's prominent disaster-prone areas and is frequently hit by such natural disasters as typhoons, El Niño, earthquakes and volcanic eruptions, damaging agricultural production and deteriorating the production conditions. Table 1-2 shows part of the picture of the country's deteriorating resources.

³ In addition to the prohibition of additional non-tariff barriers for agricultural products, import restrictions on agricultural products were changed from those based on quantity, i.e. a quota system, to tariffs excluding rice for which a grace period of 10 years was given. As a result, such measures as an average cut of the tariffs by 30% and the standardization of quarantine, etc. have been introduced.

Table1-2 Environmental Loads

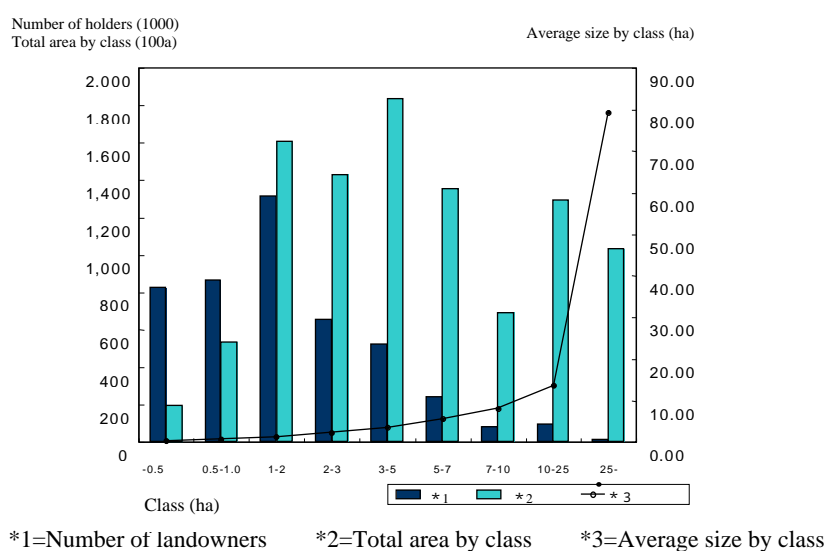
Country	Average Annual Decrease Rate of Forest Area (1990-2001) (%)	Net Forest Consumption Rate in GNI (2001) (%)	Population Density in Rural Areas (persons/km ²)	Ratio of Annual Water Consumption (Agricultural, Industrial and Household Water) to Renewable Volume of Water (2000) (%)
Indonesia	1.2	0.0	549	2.6
Malaysia	1.2	0.3	544	2.2
Philippines	1.4	0.8	572	11.6
Thailand	0.7	0.2	331	8.1

Source: World Bank, *World Development Indicators*, 2002 and 2003.

(2) Modes of Farmland Ownership

In the Philippines there exists an unequal land ownership system originating from the large land ownership system inherited from the period of Spanish colonial rule. The distribution of land has progressed under the CARP since 1988 and some 70% (5.69 million ha) of the planned area has been distributed to some 3.37 million farmers⁴ as of 2001.

Although the number of small farmland owners has been increasing due to the progress of farmland distribution, the total area of farmland owned by such farmers is still smaller than the total area of farmland owned by large landowners. As shown in Figure 1-1, the average land ownership size by class progressively increases with the larger land ownership classes.



Source: Philippines Agricultural Census.

Figure 1-1 Size of Farmland Ownership

(3) Agricultural Production

Farmland accounts for 40% of the total land area of 30 million ha in the Philippines. 5.66 million ha or 19% of the total land area is cultivated while 5 million ha or 17% is planted with perennial crops. Crop production and livestock account for some 80% of the agricultural production while fisheries account for the remaining some 20%. Livestock production accounts for slightly more than 10% of the total agricultural production. Six products, i.e.

⁴ This figure includes 1.11 million leasehold farmers (sharecroppers paying a set amount). The number of beneficiaries of farmland controlled by the DAR, the number of leasehold farmers and the number of beneficiaries of farmland controlled by the DENR are added together, JBIC, *Final Report for Sector Study on Agricultural Sector in the Republic of the Philippines* (entrusted to the PADECO and Nihon Giken), March, 2003, p. 71 and p. 72. As the two tables compared do not have the same time frame, the number of beneficiaries of land distribution indicated here should be treated as a rough estimate.

rice, coconuts (by large landowners), maize, sugarcane, bananas and pineapples, cover 90% of the entire planted area. In terms of the production volume, sugarcane is the largest, followed by coconuts, rice, maize and bananas in that order.

(4) Diverse Livelihoods in Rural Areas

Three-quarters of the rural poor are engaged in agriculture or agriculture-related industries. Table 1-3 shows the assumed livelihoods based on the characteristics of farming and rainfall by region. More than half of the main agricultural products in the Philippines for export are produced in Mindanao and these products are often produced by plantation type businesses, including multi-nationals which conduct wide-ranging activities from R & D to export. Small-scale farmers who are the majority in terms of the number mainly rely on rice as the income source while they are also engaged in the small-scale raising of water buffalos, pigs and poultry as a source of cash income to maintain their lives.

Table 1-3 Livelihoods

Rainfall Type	Topography	Farming Modes (Livelihoods)	Geographical Area
Type I Clear distinction between the rainy and dry season	Lowland Mountain area	Paddy rice + dry field farming + livestock: compound farming (own consumption + marketing) Perennial crop + dry field farming + livestock: dry field farming (mainly for own consumption)	Northern Luzon; western Visaya
Type II Rainy season only	Lowland Mountain area	Paddy rice + dry field farming + livestock: annual crop farming (own consumption + marketing) Perennial crop+ livestock: export crop farming (mainly for marketing)	Bicol; eastern Visaya; southern Luzon; southern Mindanao
Type III Blurred distinction between the rainy and dry seasons	Lowland Mountain area	Paddy rice + dry field farming + livestock: annual crop farming (own consumption + marketing) Perennial crop + livestock: export crop farming (mainly for marketing)	Northern Luzon; western Mindanao (Zamboanga); northern Mindanao
Type IV Current rainfall every month	Lowland Lowland Mountain area	Paddy rice + dry field farming + vegetables: suburban farming Paddy rice + livestock: compound farming (own consumption + marketing) Dry field farming + vegetables and livestock: compound farming (own consumption + marketing)	Central Luzon; southern Luzon; northern Luzon (Cagayan Valley); southern Mindanao

However, only a limited number of farming households can sustain their lives solely by agriculture. Table 1-4 shows the income sources of farming households. Agricultural income accounts for only some 30% of the total income in rural areas as most income comes from non-agricultural sources such as non-agricultural wages and the remittance from abroad.

Table 1-4 Income Sources (Nationwide, Urban and Rural)

(Unit: %)

Year	Nationwide				Urban Areas				Rural Areas			
	1988	1991	1994	1997	1988	1991	1994	1997	1988	1991	1994	1997
Wages/salaries	43.3	41.7	44.0	45.6	48.6	45.4	47.3	48.9	36.3	33.5	35.9	28.5
Agricultural	5.0	4.0	4.0	3.2	1.6	2.2	2.0	1.3	9.4	8.0	8.1	7.4
Non-agricultural	38.3	37.6	40.0	42.2	47.1	43.3	45.3	47.6	26.9	25.5	28.8	31.1
Entrepreneurial activities	29.8	30.5	27.2	26.2	23.0	25.8	23.0	22.0	38.7	40.6	37.6	35.4
Cultivation of crops and vegetables	9.9	8.9	8.6	7.0	2.0	3.2	2.9	1.7	20.2	21.2	20.6	18.6
Stock and poultry raising	1.1	1.1	1.1	0.9	0.5	0.6	0.6	0.4	1.9	2.2	2.1	2.0
Wholesaling/retailing	9.7	9.7	9.1	8.7	11.5	11.1	10.8	9.8	7.4	6.9	5.8	6.3
Manufacturing	2.1	1.8	2.0	2.0	2.3	1.9	2.2	2.2	1.8	1.7	1.6	1.6
Others	7.0	9.0	6.9	7.6	6.7	9.0	6.5	7.9	7.4	8.6	7.5	6.9
Others	26.9	27.8	28.3	28.2	28.4	28.8	29.7	29.1	25.0	25.9	25.5	26.1
Crop share	1.5	1.5	11.1	0.9	0.9	1.1	0.8	0.6	2.2	2.1	1.8	1.6
Remittance from abroad	7.5	8.4	8.0	6.8	9.1	9.4	9.0	7.2	5.5	6.2	5.8	5.9
Rent for exclusive DU	7.9	8.4	9.4	10.3	9.8	9.7	10.8	11.1	5.4	5.6	6.3	7.1
Supplementary work by family members	2.2	1.9	1.8	1.3	0.5	0.8	0.7	0.4	4.3	4.3	4.0	3.3
Others	7.8	7.6	8.0	8.9	8.1	7.8	8.4	9.2	7.6	7.7	7.6	8.2

Source: Prepared by the Study team using data from <http://www.census.gov.ph/data/sectordata/dataincome.html>.

1.3.2 Social Structure in Rural Areas

(1) Institutional Framework for Rural Areas: Local Government Code (LGC)

The Local Government Code (LGC) enacted in 1991 is designed to enhance the roles of local governments for the implementation of agriculture and rural development policies and promotes the participato the central government, local governments and local people, etc.⁵

In the case of each strategic agricultural and fishery development zone (SAFDZ), the provincial government and the local government unit (LGU) concerned jointly formulate a plan using a log frame and the involvement of the Planning and Service Bureau of the Department of Agriculture, the provincial agricultural bureau and the LGU from the plan formulation stage is aimed at.

(2) Bipolarised Socio-economic Structure

The Philippines has a bipolarized socio-economic structure of a small number of elite and the masses who have hardly any land or other means of production. The social structure of the Philippines is characterized by the convergence of the economic elite and the political elite and it is difficult for the opinions of the poor to be reflected on government policies.

(3) Rural Communities with Low Level of Cohesion

Unlike Thailand and Indonesia where rural communities have a certain level of cohesion based on such common features/resources as temples, mosques and/or common land, intra-communal links in rural areas of the Philippines are weak. Rural communities have hardly any core and people are strongly tied to absent landowners. The cohesion among villagers beyond kinship is being rapidly lost.

(4) Regional Gap of Wealth and Unfair Distribution of Income

Although the number of poor households nationwide decreased, poor households in rural areas increased from 2.9 million in 1991 to 3.3 million in 1997. The regional gap in terms of wealth is enormous and the income gap between different classes is also substantial.

1.3.3 Life in Rural Areas

(1) Present Conditions of Health and Education

Access to both clean water and sanitation services dramatically improved in the 1990's and, by international standards, the rural populace of the Philippines enjoys relatively good access to sanitation services. In general, both the infant mortality rate and the maternal mortality rate have fallen while the average life expectancy has increased. However, the actual progress varies depending on the economic class, gender and province.

The literacy rate in the Philippines of an average of 93% is relatively high and exceeds 90% even in rural areas. There is no noticeable gender gap in the literacy rate. As 89% of the population nationwide receives primary education, the level of basic education can be described as high. The ratio of pupils reaching the final year of primary education, however, is 66%. The ratio of people receiving higher education is stagnant at the 2% level. In the Autonomous Region in Muslim Mindanao, although the ratio of people receiving primary education is 79%, the ratio of people receiving secondary education of 15% is extremely low compared to other areas.

⁵ First phase of the Second Pilot Testing of Participatory Agricultural Planning Systems (PPAPS) Project.

(2) Poverty and Low Level of Nutrition

Among the four original member countries of the ASEAN⁶, the level of economic development of the Philippines is in the middle while the ratio of the poor is the highest. The level of nutrition is also low (Table 1-5).

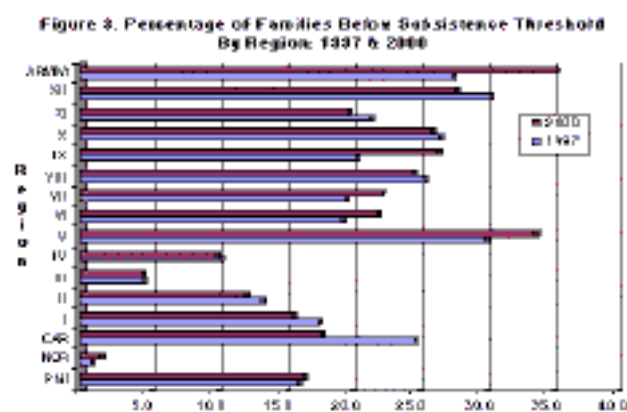
Table 1-5 Comparison of Level of Poverty and Nutrition Among Original ASEAN Members

Country	GNI per Capita Based on PPP (US\$) (2001)	Ratio of Poor (Ratio of Households with Daily Income of US\$1 or Lower Based on PPP) (%)	Ratio of People Suffering from Malnutrition (%) (1998/00)	Share of Agriculture, Fisheries and Forestry in GDP (%) (2000)	Ratio of Agricultural Population in Working Population (%) (2001)
Indonesia	2,940	7.2	6.0	17	47.7
Malaysia	8,340	<2.0	-	11	17.9
Philippines	4,360	14.6	23.0	16	38.9
Thailand	6,550	<2.0	18.0	10	55.7

Note: The year for the ratio of the poor is 1997 for Malaysia and 2000 for others.

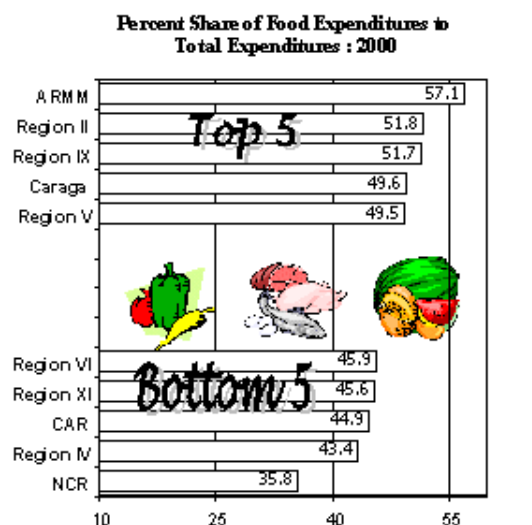
Source: World Bank, *World Development Indicator* (2003).

The ratio of households below the subsistence threshold is high in those regions with low income (Fig. 1-2) and where the percentage share of food expenditure to the total expenditure is high (Fig. 1-3). Rice provides 42% of the required calorific intake of people of small farming households and, unlike other Asian countries; the rice consumption per capital has been increasing annually. However, there have been signs of changes of the diet in recent years, particularly in urban areas, and the consumption of such livestock products as beef, pork, chicken, eggs and milk has been increasing to replace marine products.



Source: <http://www.census.gov.ph/data/sectordata/2000/ie00pftx.html>.

Figure 1-2 Percentage of Families Below Subsistence Threshold by Region: 1997 and 2000



Source: <http://www.census.gov.ph/data/sectordata/2000/ie00provtx.html>.

Figure 1-3 Percentage Share of Food Expenditure in Total Expenditure (by Region, %)

⁶ Original members: Indonesia, Malaysia, Philippines and Thailand (and Singapore).

2. Trends of Assistance of Major Donors and Future Direction

2.1 Japan

Assistance for the Philippines by donor/aid organization is shown in Table 2-1 and Japan is the top donor, providing more than half of the assistance.

Among ASEAN countries, the Philippines is the third priority for Japanese assistance after Indonesia and Thailand because of the relatively low level of agricultural technology, the serious problem of poverty in rural areas and the existence of many unique problems, including the coexistence of plantations and small/landless farmers and agrarian reform. Both the average amount of technical cooperation of ¥159.2 billion and the number of technical cooperation projects of 59 for the Philippines in the period from 1977 to 2002 were ranked third on the list of Japan's ODA. Meanwhile, the number of development studies of 221 in the same period put the Philippines second on the global list of Japan's ODA.

Table 2-1 Major Donors for the Philippines

	Donor/Aid Organization	Amount (US\$ million)
1	Japan	666
2	USA	98
3	Australia	32
4	Germany	30
5	EC/EU	27
6	ADB	26
7	Netherlands	23
8	Spain	16
9	Canada	15
10	Belgium	7

Note: Average for 2001-2002.

Source: OECD Home Page.

Japanese cooperation for "agriculture and rural development" in the Philippines aims at "rectifying regional imbalances" by selecting priority sectors, which reflect the existing Country Assistance Program and recent ODA initiatives of the Government of Japan.

The Philippines has been selected as a target country for revision of the Country Assistance Program to establish a firm direction for future cooperation based on assistance provided in the past. Following the establishment of a Task Force in Tokyo, the local ODA Task Force for the agricultural sector has prepared reference materials for the said sector for consultation with the Task Force based in Tokyo. Box 2 shows the direction for cooperation for agriculture and rural development as identified by the local ODA Task Force.

Box2 Direction for Cooperation for Agriculture and rural development in the Philippines as Identified by Local ODA Task Force (as of September, 2004)

(1) Development of modern agricultural and rural areas

Agriculture and rural development is considered to follow the sequence from a stable food supply to improvement of the standard of living of farmers, the development of rural areas and, finally, conservation of the national land and the environment. Given the present situation in the Philippines, the adoption of "improvement of the standard of living of farmers" as the immediate goal is judged to be appropriate.

(2) Improvement of the standard of living of farmers

The relevant development issues are "an increase of income" and "improvement of the living conditions". Income in the case of the former consists of agricultural income and non-agricultural income. However, it is difficult to genuinely address the question of non-agricultural income within the scope of cooperation for the agricultural sector. Regarding the increase of agricultural income, improvement of the profitability through increase if the productivity and cost reduction is required. The living conditions can be dealt with in terms of the hardware types (roads, electricity, water, health care and education) and the software types cooperation (definition of villages or communities).

(3) Stable food supply improvement of the standard of living of farmers development of rural areas conservation of the national land and the environment

The local ODA Task Force assumed the development sequence from a stable food supply to conservation of the national land and the environment, which represents a universal idea while the peace and self-reliance of the Philippines constitute higher goals. The "rectifying regional imbalances" is placed in-between as a priority issue and agriculture and rural development is given the status of a higher development issue corresponding to this priority issue. The target farmers are those with cultivation rights (i.e. landowners and tenants) and those working for private agribusinesses are excluded from the scope of assistance.

(4) Modes of agriculture

The appropriate target mode of agriculture for assistance is single cropping compound farming based on rice and/or corn. There are two types of priority areas: (i) areas where the relatively favorable conditions for development have not yet been fully exploited, providing scope for improvement with cooperation, and (ii) areas where the unfavorable conditions for

development require external cooperation for their improvement. Examples of the former are areas with a state-run or communal irrigation system while examples of the latter are marginal ARCs, remote islands and disaster-prone areas.

Source: Materials prepared by the local ODA task Force.

2.2 Other Donors

Table 2-2 lists the main strategies and development issues, etc. adopted by other donors for agriculture and rural development in the Philippines.

Table 2-2 Assistance Trends of Major Donors

Aid Organization	Priority Sectors and Strategy	Priority Issues in Agricultural and Rural Development Sector	Priority Areas for Assistance
ADB	Good governance Environment and natural resources Infrastructure (involvement of the private sector; energy; transportation) Gender and development Social protection (informal sector) Intra-regional cooperation Development by the private sector	Decentralization of service delivery Natural resources management Assistance for communities undergoing agrarian reform (including social development) Improvement of the irrigation system Improvement of the productivity of highland agriculture Rural infrastructure Micro credit Stabilization of production Commodity crops and post-harvest technologies to increase income opportunities	Nationwide
IDA	Promotion of growth Involvement of the poor in development	Development of human resources (including health and education) Rural roads, electrification and small-scale irrigation Improvement of the agricultural productivity Community-driven development: development of social infrastructure Natural resources management Diversification of agriculture Strengthening of agricultural cooperatives and micro credit providers	Nationwide
UNDP	Assistance for human development (governance; involvement of citizens in politics) Empowerment of the poor (communities undergoing agrarian reform; original inhabitants) Sustainable use of the environment Consolidation of the basis for peace and development Gender	Assistance for communities undergoing agrarian reform (including social development) Micro credit Improved access to services and livelihoods Organizational reform/capacity building	Nationwide
FAO	Central government (food aid/assistance for agricultural policies) Local governments (direct assistance for project implementation) Communities (various types of technical assistance via LGUs)	Improvement of the productivity and creation of income opportunities (farming, marketing, cost reduction and management of organizations, etc.)	Nationwide
EC/EU	Regional development Rebuilding/rehabilitation of disaster-hit areas Collaboration with NGOs Humanitarian assistance	Assistance for communities undergoing agrarian reform (including social development) Agriculture (farming techniques/ extension; rehabilitation of irrigation systems; construction of rural roads; natural resources management) Micro credit Strengthening of organizations Marketing Integration of social development in regional development	Nationwide (Palawan/Aurora; central Cordillera; southern Mindanao; western Samar; Visayas; Calvajok; southern Cordillera)
USA	Economic reform and governance Solving of the conflict in Mindanao Family planning; health of pregnant women and children; HIV/AIDS and infectious diseases control Environmental governance and energy Access to high quality education	Creation of economic opportunities in Mindanao (market links; improved planting; assistance for commercial organizations; small and medium-scale infrastructure; governance; educational opportunities, etc.) Natural resources management and rural electrification	Nationwide Mindanao

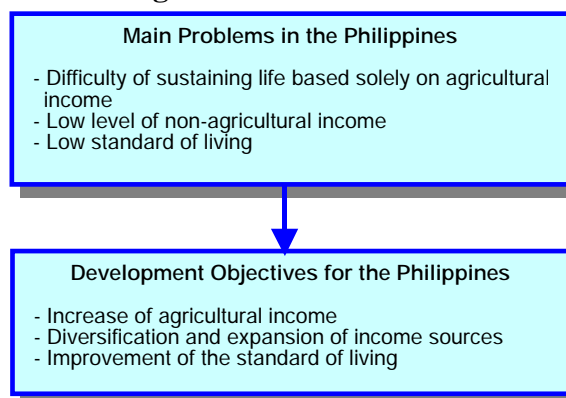
	Humanitarian assistance; rehabilitation of disaster-hit areas		
Canada	Governance Development of the private sector Social development	Capacity building of organizations Sustainable agricultural development Improvement of livelihoods/life Assistance for communities undergoing agrarian reform (including social development)	Visayas Mindanao
Germany	Conservation of the environment/natural resources Economic growth Health Economic reform/market system development Water resources management/sanitation Cross-sectoral issues (prevention of conflict; poverty reduction; decentralization; governance; public-private partnerships)	Agricultural development as natural resources management Assistance for communities undergoing agrarian reform (including social development, particularly health and sanitation)	Visayas
Australia	Strong economic governance (public finance; macro economy; development of the conditions to allow the growth of the private sector) Decentralization Improved security and stability (anti-terrorism; peace-building in Mindanao) Improved standard of living in rural areas (education; income; local governments; human resources development)	Improvement of livelihoods/lives in rural areas (including social development) Service delivery in rural areas Improvement of the financial capacity of organizations (LGUs, NGOs and people's organizations) Assistance for communities undergoing agrarian reform (including social development)	Southern Visayas Mindanao

Source: Prepared by the Study Team based on the home pages of donors and the results of interviews conducted during the field survey.

3. Issues for Agriculture and Rural Development

3.1 Major Problems and Development Objectives of Agriculture and Rural Development

The three main problems shown on the right have been identified by analysis of the problems regarding agriculture and rural development (Figure 3-1) in the Philippines. Firstly, people living in rural areas find it difficult to sustain their lives based solely on agricultural income. Meanwhile, the level of non-agricultural income is low. As a result, poverty is prominent in rural areas in the Philippines and is, in fact, worsening.



The development objectives to enable people to escape from poverty and to rectify regional imbalances, therefore, are: an increase of the income from agriculture that is the main livelihood in rural areas: the diversification and expansion of income sources: and improvement of the standard of living.

3.2 Agriculture and Rural Development Issues

There are several issues to be tackled with to achieve the three development objectives.

Issue 1: Increase of Agricultural Income

Increase and stabilization of the productivity of agricultural, forestry and fisheries products, increase of the profitability of agriculture, promotion of the marketing of products, and improvement of the arable land utilization rate

(1) Increase and Stabilization of Productivity of Agricultural, Forestry and Fisheries Products

Strengthening of those production systems, which are vulnerable to frequent disasters, is essential for the Philippines. For this reason, resources, which are closely linked to the activities of the people to sustain their lives, must be conserved. In addition, the technological capability of producers should be improved through the development of agricultural technologies to deal with such uncertainties as rainfall fluctuations, breaking out of diseases and/or harmful insects, degradation of seeds and decline of the soil fertility and the development of an extension system. The successful extension of such technologies/techniques to farmers requires an agricultural research and development system, which corresponds to the characteristics of specific local areas and also a network to disseminate the developed results to the front line. The existing irrigation facilities should be repaired if necessary and the operation and maintenance system must be improved through an accurate understanding of the usable water volume among users in view of the use of irrigation water in a planned manner. People's organizations, which are established for facility operation and maintenance, must properly function to achieve the effective and efficient use of irrigation water as well as the facilities.

(2) Improvement of Profitability of Agriculture

Improvement of the profitability of agriculture requires the diversification of farming household management, dissemination of low cost technologies, improvement of the product quality and improvement of the planting system. Improvement of the quality in particular requires measures to secure funding for agricultural extension in order to improve the agricultural extension service for which LGUs are now responsible. There is also networking between local research institutions and agricultural extension workers of LGUs. Reduction of the production cost and improvement of the profitability should also be achieved by means of improving the ratio of the post-harvest losses which are said to be 10-37% for rice, 30% for maize and 40% for vegetables and fruits at present. Furthermore, technical problems, which run through production, distribution, processing and marketing, must be dealt with in steps.

(3) Promotion of Marketing of Agricultural Products

The issues to improve the access of farmers to local markets for agricultural products are the development of infrastructure such as farm to market roads (FMRs), processing, storage and marketing facilities, which are incorporated in the Agriculture and Fisheries Modernization Plan, and institutional development, including an agricultural extension service. One problem here is to secure the necessary budget to improve FMRs and warehouses that have been progressively deteriorating due to the insufficient budgetary allocation by LGUs. Another important issue is improvement of the access of poor farmers to markets by means of establishing a joint shipment system to rectify the absence of a reliable shipment system for agricultural products and also the absence of farmers' organizations.

(4) Improvement of Arable land Utilization Rate

Hardly any region in the Philippines experiences constant starvation, which is the case in some parts of Africa. However, it is often the case that farmers with small land obtained through agrarian reform or landless farmers cannot grow a sufficient volume of food to support their families. According to the 2000 Census, 2.5 million households were unable to procure sufficient food and this figure represents an 11% increase on 1997.¹ This situation illustrates the importance and necessity to effectively utilize arable land through the

¹ <http://www.census.gov.ph/data/sectordata/2000/ie00pftx.html>.

improvement and stabilization of agricultural production and improvement of the profitability.

Issue 2: Diversification and Expansion of Income Sources

Increase of employment opportunities in non-agricultural sectors, including the small-scale processing of agricultural products, and improved access to rural credit

(1) Increase of Employment Opportunities in Non-Agricultural Sectors

As already shown in Table 1-3, activities in non-agricultural sectors and working abroad, etc. provide additional sources of income to supplement the insufficient income of farming households in rural areas where agriculture is the principal livelihood. As non-agricultural economic activities are being developed in rural areas of the Philippines, it is feasible that individual households supplement income by taking up various employment opportunities in non-agricultural sectors. The biggest challenge for the expansion of employment opportunities in non-agricultural sectors is to access to funds for starting a business. Fund raising is quite difficult for many small and poor farming households of which the land ownership rights are not clearly established and who have nothing else, which can be used as collaterals for a loan. Another challenge is for farmers and their families to learn the required skills to start non-agricultural activities. One idea for desirable assistance is the introduction of activities which require little new technical guidance (chicken raising, pig raising and confectionary making, etc.) with assistance concentrated on marketing.

(2) Improvement of Access to Credit in Rural Areas

Improvement of the access to capital and credit poses another challenge, as these are essential for farmers to be able to trade their products in the market.

Issue 3: Improvement of Standard of Living and Diversification of Nutrition Sources

Diversification of the nutrition sources that are currently over-dependent on rice poses a challenge. In principle, it is essential to effectively use the available nutrition sources nearby to improve the standard of nutrition and also the standard of living. A major issue here is to raise people's awareness of their "diet". Once they are aware, it is expected that agricultural products with a higher nutritional value will be produced and the improvement of cooking methods to obtain better nutrition from the same products.

The development issues for the Philippines and past Japanese assistance are compiled in Table 3-1.

Guidelines for Agriculture and Rural Development in the Philippines

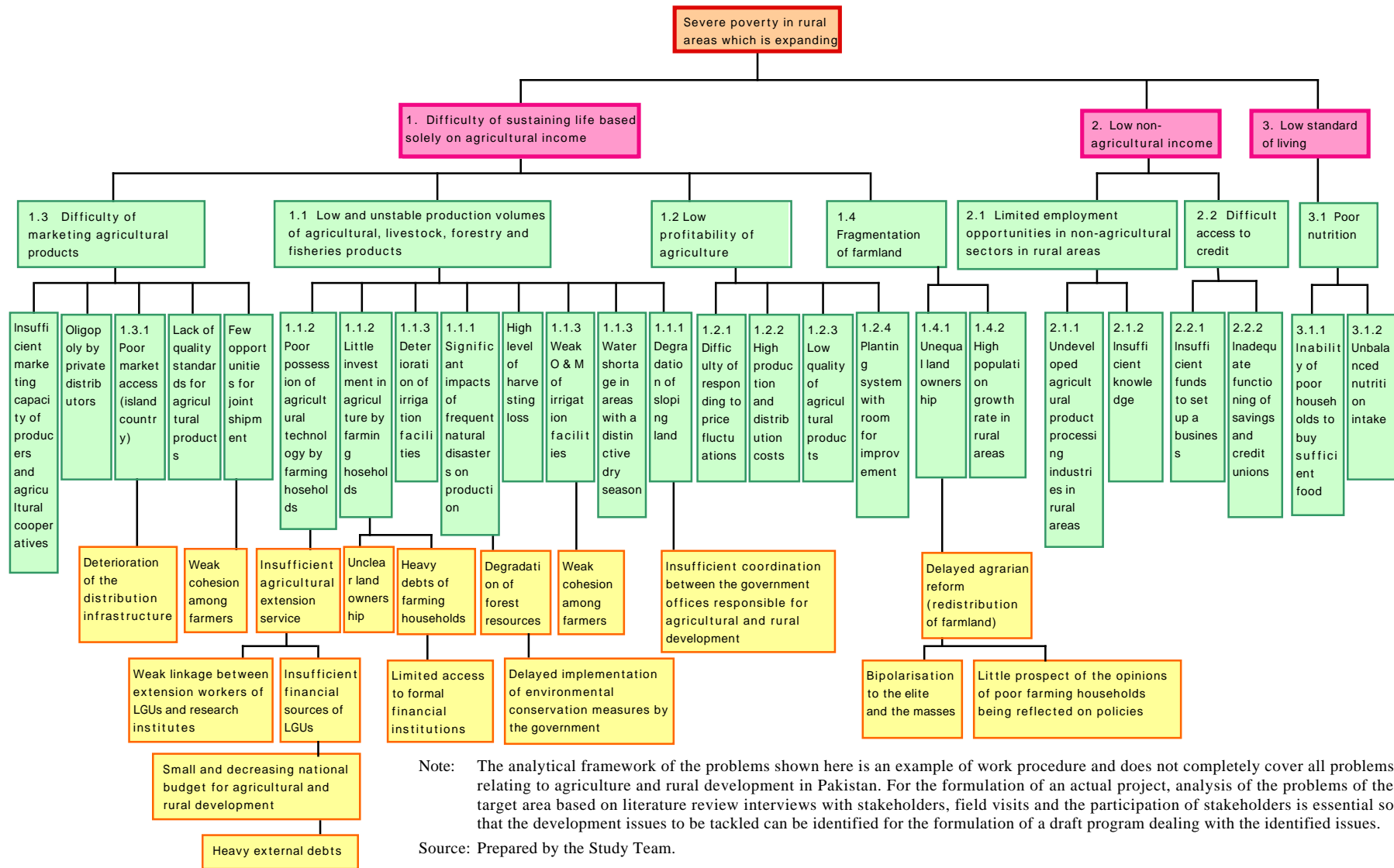


Figure 3-1 Problems of Agriculture and Rural Development in the Philippines and Their Causal Relationship

Table 3-1 Development Objectives and Issues for the Philippines and Past Japanese Assistance

Objectives	Primary Issues	Secondary Issues	Japanese Assistance up to the Present				Inter-Sectoral
			(Loans)	(Grant Aid)	(Technical Cooperation)	(Grassroots Grant Aid)	
1. Increase of Agricultural Income	1.1 Increase of Productivity and Stabilization	1.1.1 Natural Disaster Control	<p>Program Loan for the Forestry Sector*</p> <p>Environment and Natural Resources Sector Adjustment Plan*</p> <p>Program For Forest Sector Projects*</p> <p>Sustainable Environmental Management Project</p>	<p>The Flood-Forecasting and Warning Systems</p> <p>The Soils Research and Development Center Project</p> <p>Training Center for Forest Conservation Forest Fire Equipment Improvement Project*</p>	<p>Enhancement of Capabilities in Flood Control and Sabo Engineering</p>	<p>Biodiversity Conservation Project for Saba*</p> <p>Social Forestry Project to Assist Ethnic Minorities*</p>	<p>Agricultural Development and Promotion</p> <p>Highland Rural Infrastructure Development Plan*</p>
		1.1.2 Strengthening of Agricultural Extension Technologies	<p>High Yield Seed Production and Distribution *</p> <p>Program Loan for the Fisheries Sector*</p>	<p>Fisheries Survey Technique Training and Expansion*</p> <p>Establish Education and Research Institute for Freshwater Culture*</p> <p>The Establishment of the Agricultural Promotion Complex</p> <p>Construct Center For Dry Field Irrigation Technology*</p> <p>Improvement of the Central Experiment Station of the Philippines Rice Research Institute</p> <p>Strengthening the Agricultural Training Institute (ATI), National and Regional Training Centers</p> <p>Improvement of Seed Production, Distribution, and Storage System</p> <p>Improvement of the National Monitoring Program on Pesticide Residue</p> <p>Provide Equipment For Alternative Fertilizer Research Institute*</p> <p>The Crocodile Farming Institute Project</p> <p>The Project For Establishment Of Laboratory Facilities For Advanced Aquaculture</p>	<p>Strengthening of NIA's Management System</p> <p>Improvement of Farmer's Income through the Strengthening of Agricultural Cooperatives</p> <p>Pilot Rice Farm (Minderol) *</p> <p>The Crocodile Farming Institute Project</p> <p>R&D Project on High Productivity Rice Technology</p> <p>The Philippines Rice Research Institute Project</p> <p>Diversified Crops Irrigation Engineering Project</p>	<p>Establish Agricultural Technology Center in Bacolod, Negros Occidental Province*</p>	<p>The Integrated Data Base Support to the Agrarian Reform Program</p> <p>Integrated Agricultural Development Project</p> <p>Rural Development Afforestation</p> <p>Integrated Rural/Agricultural Development</p> <p>Project for Development of Agrarian Reform Communities in Marginal Areas</p>

Guidelines for Agriculture and Rural Development in the Philippines

		1.1.3 Promotion of Water Use in Areas in Dry Season	Agrarian Reform Infrastructure Support Rural Development Groundwater-Based Irrigation* The Project of Maintenance of Irrigation Systems The Operation and Maintenance of Irrigation Systems	Rehabilitation of the Irrigation System Agricultural Development Plan for Irrigated Areas* Rehabilitation of Regulator Dam Rehabilitation of Irrigation Facilities Construction of Irrigation Facilities Impounding Irrigation	The Irrigation and Rural Development Irrigation Systems and Rural Area Development Diversified Crops Irrigation Engineering	Small-Scale Irrigation Rehabilitation *	Development of Agrarian Reform Communities in Marginal Areas Water Resources Management Development of Agrarian Reform Communities Afforestation Rural Development	
		1.1.4 Strengthening and Fostering of Farmers' Organizations				Cooperatives Education for Sustainable Development of Rural Areas in Northern Luzon*	Agricultural Development and Promotion	
	1.2 Improvement Of Agricultural Profitability	1.2.1 Diversification of Activities 1.2.2 Extension of Low Cost Technologies 1.2.3 Quality Improvement	Fisheries Resource Management Project	Rice Polishing Facility Construction Plan*	Improvement of Farmer's Income through Strengthening of Agricultural Cooperatives Water Buffalo and Beef Cattle Improvement Environmental and Productivity Management of Marginal Soils			
	1.3 Improvement Of Marketing Of Agricultural Products	1.3.1 Improved Access to Markets	Agrarian Reform Infrastructure Support Project	The Construction Project for the Food Development Center Upgrading of Agro-Industrial Chemicals Research and Development Equipment Food and Drugs Laboratories	Food and Drugs Laboratories	Health Plan for Settlements Undergoing Agrarian Reform* Improve Post-Harvest by Agricultural Cooperatives Benefiting from Agrarian Reform* Rice Polishing Facility and Agricultural Trading Center Construction * Tractors for Communities Undergoing Agrarian Reform* Rice Polishing Station		
1.4 **	1.4.1	(Improvement Is Possible Through The Implementation Of 1.1 And 1.2)						

Guidelines for Agriculture and Rural Development in the Philippines

	1.5 ***					Provide Seed Fund for Micro Credit*	
2. Diversification and Expansion of Income Sources	2.1 Expansion of Employment Opportunities in Non-Agricultural Sectors	2.1.1 Promotion of Leases for Business Set Up				Construct Grain Processing Center for Ethnic Group*	
		2.1.2 Promotion of Small-Scale Processing Of Agricultural Products				Assist Highland Farmers Trading Center In Northern Mindanao*	
		2.1.3 Vocational Training				Supporting Equipment for Infrastructure, Agricultural Processing Machinery and Means of Transportation*	
						A Multi-Purpose Hall for Women	
2. Diversification and Expansion of Income Sources	2.2 Improved Access to Credit in Rural Areas	2.2.1 Fostering and Strengthening of Savings and Credit Unions	Finance Policies to Assist Rural Areas and Agrarian Reform *				
		2.2.2 Promotion of Leases for Business Set Up					
3. Improvement of Standard of Living	3.1 Improvement of Nutrition	3.1.1 Diversification of Nutrition Sources	Rural Electrification Project Agrarian Reform Infrastructure Support Project	Food Assistance Nutrition Improvement Program *	Training Services Enhancement Project For Rural Life (Project Type)	Health Plan for ARC Settlement* High Quality Care *	Balangai Nutrition Center Construction *
						Peace and Development in Mindanao:	Water Supply Project

Note: Grant aid and loan projects are those implemented in the period from 1970 to 2001 while development studies are those implemented in the period from 1995 to 2001. Project type technical cooperation is that listed in the ODA White Paper 2002. Grassroots grant aid projects are those implemented in the period from 1995 to 2001.

* : Project title translated by the author.

** : 1.4 Increase of Arable Land Utilization Rate

***: 1.5 Improved Access To Credit In Rural Areas

Source: ODA White Paper 2002.

4. Directions to Tackle with Development Issues

People in rural areas of the Philippines sustain their lives in many ways and an increase of non-agricultural employment opportunities is an important key for them to free themselves from poverty together with the development of agriculture, which is the main livelihood for most rural people. What is required is the implementation of both “assistance for production activities” and “assistance for improvement of the living conditions” from the viewpoint of the comprehensive development of rural areas as shown in the “human security” perspective in the *Approaches for Systematic Planning of Development Projects <Agricultural Development and Rural Development>* (hereinafter referred to as the Approaches for Systematic Planning).

In this chapter, the desirable directions to tackle with the issues identified in the previous chapter are compiled. Table 4-1 shows the responses to the issues discussed in Chapter 3 Issues for Agriculture and Rural Development, and the corresponding Mid-term Objectives and Sub-targets of the Approaches for Systematic Planning.

Table 4-1 Development Objectives and Issues

Objectives	Major Issues	Sub Issues	Direction to Tackle with Development Issues	Approaches for Systematic Planning Mid-term Objectives Sub-targets
1. Increase of agricultural income	1.1 Increase of productivity and stabilization	Natural disaster control	<ul style="list-style-type: none"> - Strengthening of the production system which is vulnerable to frequent natural disasters - Conservation of resources to sustain livelihoods - Agricultural cooperation with care for environmental conservation 	1.4 Improvement of environmental care 3.5 Conservation of the rural environment
		Strengthening of the extension of agricultural technology	<ul style="list-style-type: none"> - Technical response to such uncertainties of agriculture as rainfall fluctuation, distribution, outbreaks of diseases and harmful insects, degradation of seeds and decline of the soil fertility - Development of an agricultural research system corresponding to the characteristics of local agriculture and a network to disseminate the results 	1.2.2 Strengthening of research and technological development 1.2.3 Intensification of agricultural extension 1.5 Enhancement of agriculture-related higher education
		Promotion of water use in areas with a distinctive dry season	<ul style="list-style-type: none"> - Promotion of the efficient use of water through the improved operation and maintenance of facilities, including the use of water in a planned manner by beneficiaries based on their understanding of the consumable water - Development of a water supply system in areas where much fallow land exists due to difficult access to water - Implementation and extension of all year round cropping through a stable supply of irrigation water 	1.2 Expansion of agricultural production and improvement of the productivity
		Strengthening and fostering of farmers' organizations	<ul style="list-style-type: none"> - Joint maintenance of irrigation and other facilities, joint purchase of agricultural inputs and joint marketing of agricultural products - Strengthening capacity of local people through the process of their organization to urge the government(s) and politicians to promote rural development - Utilization of existing people's organizations 	1.2.1 Development and maintenance of production infrastructure 3.7 Promotion of communal activities
	1.2 Improvement of agricultural profitability	Diversification of activities	<ul style="list-style-type: none"> - Advancement of planting through the development of infrastructure relating to production and distribution while upholding rice as the principal crop - Introduction of dry field products, mainly vegetables, for rotational cropping together with the double cropping of rice - Promotion of livestock production for which an urban demand can be anticipated 	1.2.4 Improvement of farming household management

Guidelines for Agriculture and Rural Development in the Philippines

	Extension of low cost technologies	<ul style="list-style-type: none"> - Reduction of the production cost and improvement of the profitability through improvement of the yield by irrigation, improvement of the management of fertilizer application and reduction of the post-harvest loss by the improvement of harvesting, collection, storage and rice polishing techniques and the improvement of farm roads for transportation, etc. - Adequate response to the technical problems which run through production, distribution, processing and marketing 	<p>1.2.4 Improvement of farming household management</p> <p>1.2.5 Improvement of the securing/Utilization of materials for agricultural production</p>	
	Quality improvement	<ul style="list-style-type: none"> - Networking of local research institutions and agricultural extension workers of LGUs 	<p>1.2.2 Strengthening of testing, research and technological development</p> <p>1.2.3 Intensification of agricultural extension</p> <p>1.5 Enhancement of agriculture-related higher education</p>	
	Improvement of planting system	<ul style="list-style-type: none"> - Strengthening of farming based on rice in the short-term; assistance for food supply self-sufficiency at the farming household level - In the medium to long-term, development of a flexible farming system involving maize which can be used as an animal feed and vegetables, etc. in response to consumer demands and the processing trends of agricultural products 	<p>1.2.2 Strengthening of testing, research and technological development</p> <p>1.2.3 Intensification of agricultural extension</p>	
	1.3 Improvement of marketing of agricultural products	Improved access to markets	<ul style="list-style-type: none"> - Development of infrastructure (FMRs, processing, storage and marketing facilities) and hard facilities and institutional development, including an agricultural extension service 	<p>1.2.5 Improvement of the securing/ utilization of materials for agricultural production</p> <p>3.3 Promotion of the agricultural product processing industry</p> <p>3.4 Improvement of rural infrastructure</p>
	1.4 Increase of the cultivable land utilization rate	Improvement is possible through the implementation of 1.1 and 1.2		1.2 Expansion of agricultural production and improvement of the productivity
2. Diversification and expansion of income sources	2.1 Expansion of employment opportunities in non-agricultural sectors	Promotion of leases for business set up	<ul style="list-style-type: none"> - Supply of the necessary equipment through lease agreements for those who cannot use land as collateral - Diversification of the income sources, including dress-making (simple clothing for factory workers, children's clothes and uniforms, etc.), pig raising, chicken raising, sari sari stores, peddling and stalls, etc. 	3.3 Promotion of the agricultural product processing industry
		Promotion of the small-scale processing of agricultural products	<ul style="list-style-type: none"> - Primary processing of local agricultural products - Assistance for the processing of agricultural products by farmers groups and expansion of their marketing prospects 	<p>3.2 Increase of agricultural income</p> <p>3.3 Promotion of the agricultural product processing industry</p>
		Vocational training	<ul style="list-style-type: none"> - Learning of the skills required to start non-agricultural activities - Introduction of activities which require little new technical guidance (chicken raising, pig raising and confectionary-making, etc.) with assistance concentrated on marketing 	1.2.3 Intensification of agricultural extension
	2.2 Improved access to credit in rural areas	Fostering and strengthening of savings and credit unions	<ul style="list-style-type: none"> - Assistance for existing healthy micro finance institutions, etc. 	
		Promotion of leases for business set up	<ul style="list-style-type: none"> - Supply of the goods required for small-scale trading through lease agreements for those who cannot use land as security 	

3. Improvement of the standard of living	3.1 Diversification of the sources of nutrition	Improvement of nutrition (social services are dealt with in their respective sectors)	<ul style="list-style-type: none"> - Diversification of the nutrition sources instead of the current over-dependence on rice - Production of agricultural products with a higher nutritional value (diversification of crops and improvement of the varieties) - Higher nutritional intake through improvement of the cooking methods 	<p>3.6 Promotion of the improvement of rural life</p> <p>3.8 Improvement of the health standard of people</p> <p>3.9 Improvement of the educational standard of people</p>
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5. Important Points to be Considered in Project Formulation

This chapter describes important points to be considered in the formulation of an agriculture and rural development project in four categories: contents of the project, circumstances of the recipient country, circumstances of Japan and others (those which cannot be classified in any of the three preceding categories). The related items on the Requested Project Information Sheets are also shown to provide references for the preparation of the sheets.

5.1 Important Points Regarding Contents of the Project

Item	Related Item on the Requested Project Information Sheets	Important Points to be considered in Project Formulation
Background of Project and Problems	Present Situation and Problems	No special remarks. Refer to Annex 2: Checklist for Preparation of Requested Project Information Sheets.
Project Purposes (Why)	Project Outline: 1) Overall Goals, 2) Project Purposes and 3) Outcomes	No special remarks. Refer to Annex 2: Checklist for Preparation of Requested Project Information Sheets.
Target Area (Where): Beneficiaries (For Whom)	<p>Present Situation and Problems; Project Outline: 1) Overall Goals, 2) Project Purposes and 3) Outcomes; Gender Consideration; Mode of Screening Based on the Guidelines for Environmental and Social Considerations</p> <p>Present Situation and Problems; Project Outline: 1) Overall Goals, 2) Project Purposes and 3) Outcomes; Gender Consideration; Types and Size of Beneficiary Groups; Mode of Screening Based on the Guidelines for Environmental and Social Considerations</p>	<p>Rural Development Utilizing the Existing People's Organizations It is more desirable to utilize existing organizations rather than to create new ones. It is worth considering collaborating with NGO, which is familiar with the target area when donors provide carefully planned cooperation which responds to community needs. This approach has already been adopted by JBIC's ARISP.</p> <p>The Use of Local Experts And Others Who Are Familiar with the Socioeconomic Structure of the Area Compared to neighboring Asian countries, the Philippines is said to have a low level of cohesiveness in rural areas. Because of this, when the project requires some kind of joint work by people, it is necessary to carefully examine the feasibility of the project activities taking into account of the target area referring to local experts as well.</p> <p>Examination of Assistance for Those Supporting the Direct Beneficiaries The CCWA, a NGO, adopts the method of "guiding the implementation agency for the purpose of making it capable of using the available field services provided by government ministries and agencies as much as possible". The Program to Strengthen Training for Improvement of Rural Life of JICA offers another measure, which a project is planned with the creation of a planning, implementation and monitoring system for extension as part of the project objectives.</p>
Contents of Assistance (What)	Project Outline: 4) Activities, 5) Inputs and 6) Important Assumptions	<p>Formulation of Projects Contributing to the Sustaining and Improvement of the Rural Livelihoods and Matching the Local Characteristics A suitable cooperation approach must be selected depending on the specific situation of the area. In an area where an increase of production is difficult because of severe deterioration of the natural resources, an approach to increase employment opportunities in the non-agricultural sector may be more appropriate. Conversely, assistance for the strengthening of the existing mode of farming may be more feasible for an area where assistance for agricultural production can lead to a continuous income increase for people of the target.</p> <p>Consideration of the Demand Side In order to implement comprehensive rural development project designed to sustain and improve the livelihoods of people by</p>

Guidelines for Agriculture and Rural Development in the Philippines

		providing technologies for the poor, a participatory development approach could be adopted taking into account of its limitation as well. When there is a strong demand for a specific activity, it is desirable to formulate a project based on the activity. It should also be kept in mind that the project should be designed in a level and scale, which beneficiaries can manage to handle. Link with other sub-sectors should be taken into consideration.
Lessons from Similar Projects	Related Assistance Activities; Feedback from Similar Projects	New projects should be identified and formulated taking lessons learned from existing cooperation for agriculture and rural development into account.
Duplication or Collaboration with Other Donors	Related Assistance Activities; Feedback from Similar Projects	In the Philippines, donors cooperate with one another in the same geographical area, providing assistance in their fields beyond the boundaries of individual sectors. USAID and EU, etc. have introduced agriculture and rural development projects where the scope of cooperation covers not only production but marketing by working with private enterprises specializing in the processing of agricultural products and other activities. It is important to examine the possibility to collaborate with the private sector (enterprises, financial institutions and NGOs, etc.), universities, research institutes, other donors and NGOs, etc. for the purposes of increasing the income of farming households and effectively utilizing the limited resources.
Mutual Consent of Stakeholders (Related Ministries and Local People, etc.) of Recipient Country	“Priority Ranking (Priority Ranking by Recipient Government)”; “Mode of Screening Based on Guidelines for Environmental and Social Considerations”	No special remarks. Refer to Annex 2: Checklist for Preparation of Requested Project Information Sheets.

5.2 Important Points Regarding Circumstances of the Recipient Country

Item	Related Item on the Requested Project Information Sheets	Important Points to be considered in Project Formulation
Development Policies and Programs	Present Situation and Problems (or Background)	No special remarks. Refer to Annex 2: Checklist for Preparation of Requested Project Information Sheets.
Counterpart Agency (With Whom)	Implementation System	Regarding counterpart, various possibilities should be considered, including staff members of the government ministry/agency with jurisdiction for the central activity, local government unit-level administrators who are able to be involved in field activities in more than one sector, and staff members of a NGO who are familiar with the local situation and who can provide support for government officials. The basic policies and stance of the counterpart organization for the requested project should be taken into full consideration.
Fiscal Situation	Present Situation and Problems” (or Background)	To avoid suspension of project activities due to insufficient funds, system and manpower after the termination of the project, a project should be formulated to match the financial and other capacities of the beneficiaries and the implementation agency of the recipient country. For example, the following points should be taken into consideration. <ul style="list-style-type: none"> - When a project encourages cost shearing (i.e. beneficiaries bear certain amount of the project costs) to finance activities, it should also be kept in mind that the debts to middlemen and other economic conditions of rural people might affect the payment. - Efforts to secure the project budget and manpower, taking the transfer of power from the central government to local government unit into consideration under the decentralization - Promotion of the transfer of technologies/techniques (including the monitoring of activities) during the project implementation period to enable the beneficiaries and the implementation body to manage the new facilities by themselves and of the enhancement of awareness.
Project Approval Process of Government of the Philippines	Present Situation and Problems (or Background)	In a society where the political elite converge with the economic elite such as the Philippines, the possibility of a project primarily benefiting a small number of elite cannot be denied. Careful attention must be paid to “whose” voices the requested project reflects so that cooperation for agriculture and rural development truly leads to poverty reduction or rectification of the regional gap.

5.3 Important Points Regarding Circumstances of Japan

Item	Related Item on the Requested Project Information Sheets	Important Points to be considered in Project Formulation
Assistance Policies	Consistency with Japan's Assistance Policies; Relationship with Millennium Development Goals; Relationship with Japan's Important Development Issues	Direction for agriculture and rural development set by the "Country Assistance Program" of the Japanese government, the revision of which is currently in progress, and that of the local ODA task force should be considered.
JICA Budget	Estimated Amount of Assistance	Combination of Technical Cooperation and Loan In the case of rural development projects, which include various activities, a collection of small-scale projects may be insufficient to achieve the intended objectives. For this reason, the FAO and the World Bank combine technical cooperation with a loan type assistance where necessary. Given the importance of providing both technical and financial assistance in a packaged agriculture and rural development projects, the possibility of providing such a package should be considered, taking the discussions of the local ODA task force into consideration.

5.4 Other Important Points

Item	Related Item on the Requested Project Information Sheets	Important Points to be considered in Project Formulation
Examination of Suitable Response to Social Sector		The indicators for the social sector in rural areas in the Philippines have improved in recent years due to the efforts of the government and donors except for some areas with extremely poor transport access and areas of extreme poverty. Meanwhile, social sector-related activities under small-scale development projects of the main donors for the Philippines primarily focus on the improvement of the hard facilities at health centers and primary schools. In most cases, the soft aspect following the construction/improvement of hard facilities is left to the local government unit. With the conventional approach of improving educational and health facilities through projects and trusting the local government unit to provide the necessary services, it may be difficult to achieve tangible results in areas where the development situation of the social sector is problematic or in extremely poor areas where hardly any social services are provided by the administration. For these sectors, the establishment of sustainable systems in such target sectors as health and education is likely to be more effective.

6. Monitoring and Evaluation Procedures and Indicators

6.1 Monitoring and Evaluation Procedures

Starting in April 2004, JICA is devolving responsibility for project management from its headquarters to overseas offices as part of the organizational reform aimed at developing a faster and more efficient decision-making system. While the headquarters has been the principal body in planning, procurement, management and supervision prior, the overseas offices are increasingly performing these functions. Monitoring and evaluation are two of the most important activities of the overseas offices together with the formulation of the JICA Country Program and project identification and formulation to ensure consistent project management. Figure 6-1 shows the assumed roles of overseas offices at each stage of project management after the transfer of the various functions mentioned above.

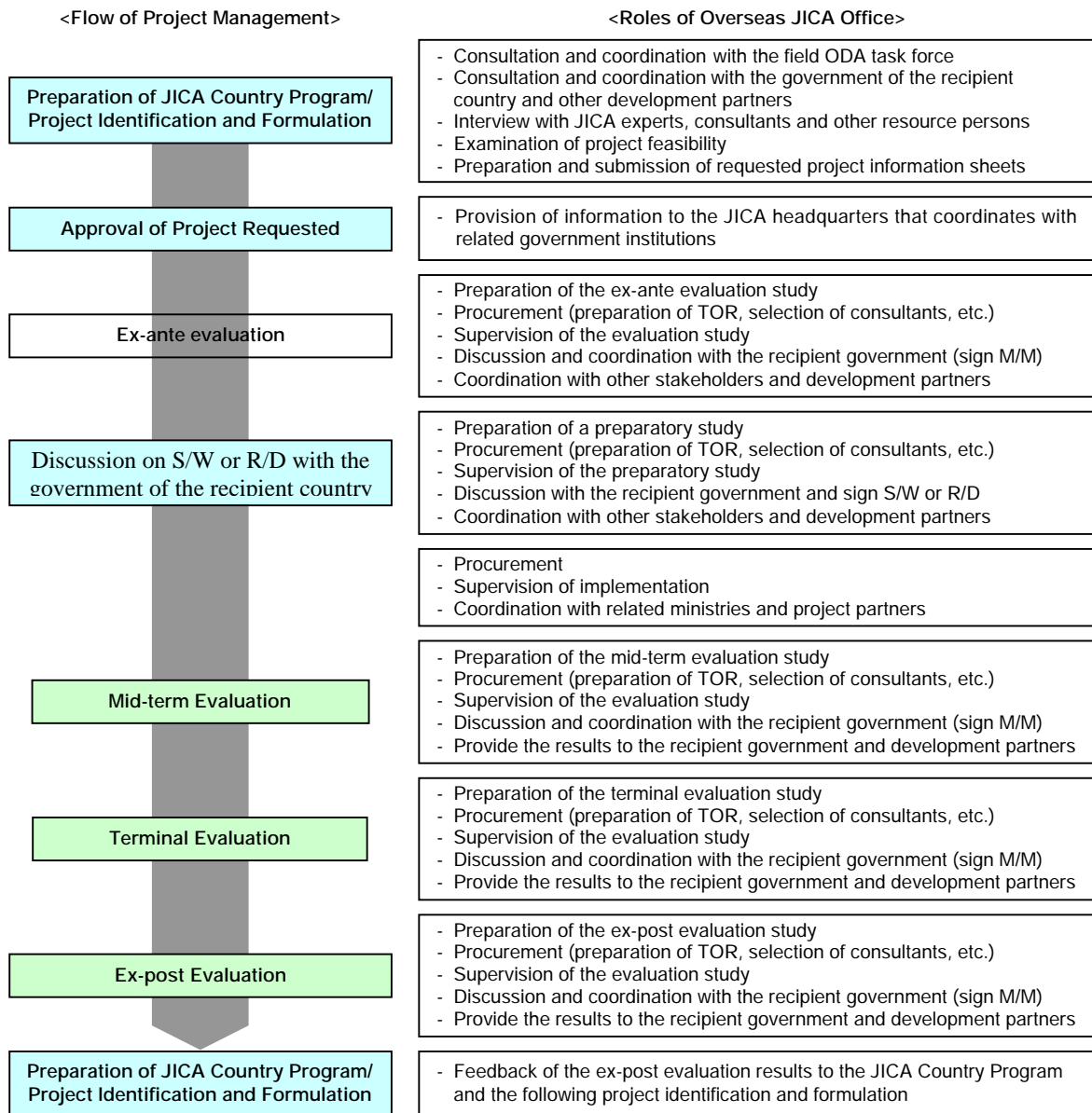


Figure 6-1 Project Management Flow and Roles of Each Overseas JICA Office

Source: Prepared by the Study Team based on JICA, Planning and Coordination Department, *JICA Guideline for Project Evaluation: Practical Methods for Project Evaluation*, September 2004. See this document for detailed important points to be considered in conducting the work at each stage.

6.2 Setting Up and Application of Indicators

Indicators are required to set up the goals to be achieved by a project and to measure the achievement toward the overall goal, the project purpose and the outputs during and after project implementation. In other words, indicators are set up to confirm the “effectiveness” of the project and are required to provide baselines prior to project implementation and to check subsequent changes from the baselines during and after project implementation. As indicators are used to compare the ex-ante and ex-post state of the target issues, the same indicators must be used throughout. For the selection of indicators, Annex 2: Checklist for Gathering Information Required for Project Formulation (by Need) should also be referred to.

Among the various stages of project management, indicators are mainly applicable at the project formulation stage as well as at the ex-ante, mid-term, terminal and ex-post evaluation stages. Figure 6-2 shows evaluation tools at each stage, the subjects to which indicators are applied and the person(s) applying the indicators.

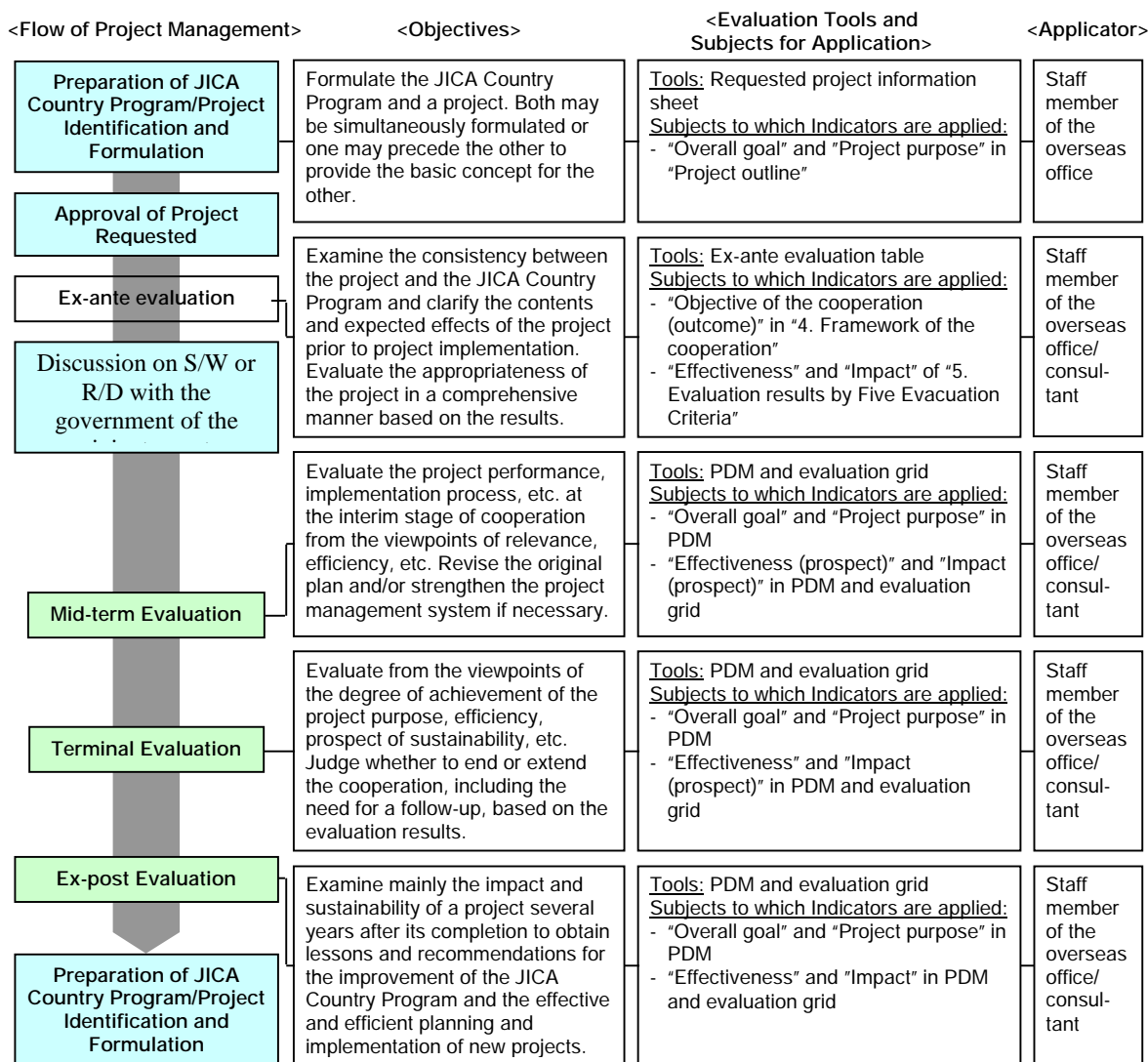


Figure 6-2 Application of Indicators in Project Management Flow

Notes: 1) The objectives of ex-ante, mid-term, terminal and ex-post evaluation are cited from JICA, Planning and Coordination Department, *JICA Guideline for Project Evaluation: Practical Methods for Project Evaluation*, September 2004.

2) For a detailed explanation of the ex-ante evaluation table, PDM and evaluation grid, see the publication under Note 1) above.

Source: Prepared by the Study Team based on JICA, Planning and Coordination Department, *JICA Guideline for Project Evaluation: Practical Methods for Project Evaluation*, September 2004.

6.3 Examples of Indicators

Table6-1 shows examples of the principal indicators regarding the sub-issues for agriculture and rural development in the Philippines which are mentioned in Chapter 3 as priority tasks.

Table 6-1 Examples of Indicators Regarding Agriculture and Rural Development Issues for

Major Issues	Sub Issues	Direction to Tackle with Development Issues	Examples of Indicators
1.1 Increase of productivity and stabilization	Natural disaster control	<ul style="list-style-type: none"> Strengthening of the production system which is vulnerable to frequent natural disasters Conservation of resources to sustain livelihoods 	Expenditure for natural disaster control (government) Expenditure for natural disaster control (farming households) Amount of disaster damage
	Strengthening of the extension of agricultural technology	<ul style="list-style-type: none"> Technical response to such uncertainties of agriculture as rainfall fluctuation, distribution, outbreaks of diseases and harmful insects, degradation of seeds and decline of the soil fertility Development of an agricultural testing and research system corresponding to the characteristics of local agriculture and a network to spread the testing and research results 	Access rate of the agricultural extension service Degree of infiltration of extended technologies/techniques Stabilization of the planting system
	Promotion of water use in areas with a distinctive dry season	<ul style="list-style-type: none"> Promotion of the efficient use of water through the improved operation and maintenance of facilities, including the use of water in a planned manner by beneficiaries based on their understanding of the feasible water consumption volume Development of a water supply system in areas where much fallow land exists due to difficult access to water Implementation and extension of all year round cropping through a stable supply of irrigation water 	Agricultural water shortage rate in the dry season Irrigation rate Ratio of unrepaired irrigation facilities Reservoir possession rate
	Strengthening and fostering of farmers' organizations	<ul style="list-style-type: none"> Joint maintenance of irrigation and other facilities, joint purchase of agricultural input goods and joint marketing of agricultural products Improvement of the ability of local people through the process of their organization to urge the government(s) and politicians to promote rural development Utilization of existing people's organizations 	Number of members of farmers' organizations Income per member of farmers' organizations Savings rate per member of farmers' organizations Number of irrigation associations Collection rate of the irrigation charge
1.2 Improvement of agricultural profitability	Diversification of activities	<ul style="list-style-type: none"> Advancement of planting through the development of infrastructure relating to production and distribution while upholding rice as the principal crop Introduction of dry field products, mainly vegetables, for multiple cropping together with the double cropping of rice Promotion of stock raising for which an urban demand can be anticipated 	Stability of agricultural income Number of cash crops Ratio between self-consumption and cash sales
	Extension of low cost technologies	<ul style="list-style-type: none"> Reduction of the production cost and improvement of the profitability through improvement of the yield by irrigation, improvement of the management of fertilizer application and reduction of the post-harvest loss (due to the improvement of harvesting, collection, storage and rice polishing techniques and the improvement of farm roads for transportation, etc.) Adequate response to the technical problems which run through production, distribution, processing and marketing 	Production volume per unit input Expenditure for input goods per unit farmland area (seeds, fertilizer, agrochemicals and agricultural machinery) Use of input goods per unit farmland area (seeds, fertilizer, agrochemicals and number of agricultural machines)
	Quality improvement	<ul style="list-style-type: none"> Networking of local research institutions and agricultural extension workers of LGUs 	Stability of agricultural income Shipment volumes of agricultural products Shipment values of agricultural

Guidelines for Agriculture and Rural Development in The Philippines

			products
	Improvement of planting system	<ul style="list-style-type: none"> Strengthening of farming based on rice in the short-term; assistance for food supply self-sufficiency at the farming household level In the medium to long-term, development of a flexible farming system involving maize which can be used as an animal feed and vegetables, etc. in response to consumer demands and the processing trends of agricultural products 	<p>Soil fertility</p> <p>Agricultural production volume</p> <p>Shipment volume of agricultural products</p>
1.3 Improvement of marketing of agricultural products	Improved access to markets	<ul style="list-style-type: none"> Development of infrastructure (FMRs, processing, storage and marketing facilities) and hard facilities and institutional development, including an agricultural extension service 	<p>Access rate to market price information on agricultural products</p> <p>Shipment volumes of agricultural products</p> <p>Shipment values of agricultural products</p>
1.4 Increase of the cultivable land utilization rate	Improvement is possible through the implementation of 1.1 and 1.2		
2.1 Expansion of employment opportunities in non-agricultural sectors	Promotion of leases for business set up	<ul style="list-style-type: none"> Supply of the necessary equipment through lease agreements for those who cannot use land as security Diversification of the income sources, including dress-making (simple clothing for factory workers, children's clothes and uniforms, etc.), pig raising, chicken raising, sari sari stores, peddling and stalls, etc. 	<p>Number of private companies using the lease system</p> <p>Number of rural processing unions using private sector lease facilities</p> <p>Non-payment rate of lease charges</p>
	Promotion of the small-scale processing of agricultural products	<ul style="list-style-type: none"> Primary processing of local agricultural products Assistance for the processing of agricultural products by farmers groups and expansion of their marketing prospects 	<p>Sales of processed agricultural products</p> <p>Net profits of agricultural product processing businesses</p> <p>Number of organizations engaged in the processing of agricultural products</p>
	Vocational training	<ul style="list-style-type: none"> Learning of the skills required to start non-agricultural activities Introduction of activities which require little new technical guidance (chicken raising, pig raising and confectionary-making, etc.) with assistance concentrated on marketing 	<p>Non-agricultural income</p> <p>Vocational training courses and their capacity (formal/informal)</p> <p>Successful employment ratio of those completing vocational training courses</p>
2.2 Improved access to credit in rural areas	Fostering and strengthening of savings and credit unions	<ul style="list-style-type: none"> Assistance for existing healthy micro finance institutions, etc. 	<p>Amount of lending in rural areas</p> <p>Amount of savings in rural areas</p> <p>Number of unions (cooperatives) with savings and loan facilities</p>
	Promotion of leases for business set up	<ul style="list-style-type: none"> Supply of the goods required for small-scale trading through lease agreements for those who cannot use land as security 	<p>Number of private companies using the lease system</p> <p>Number of rural processing unions using private sector lease facilities</p> <p>Non-payment rate of lease charges</p>
3.1 Diversification of the sources of nutrition	Improvement of nutrition (social services are dealt with in their respective sectors)	<ul style="list-style-type: none"> Diversification of the nutrition sources instead of the current over-dependence on rice Production of agricultural products with a higher nutritional value (diversification of crops and improvement of the varieties) Higher nutritional intake through improvement of the cooking methods 	<p>Calorie intake</p> <p>Under-weight ratio</p> <p>Malnutrition rate</p>

Source: Prepared by the Study Team.

6.4 Examination of Availability of Indicator Data

There are two methods to gather data: i) use of secondary data provided by the government, international organizations, etc.; and ii) gathering of primary data through the project implementation process from the baseline onwards in a consistent manner. While the first method can contain the data gathering cost at a low level, verification of the data reliability may be difficult in some cases in addition to the limited availability of appropriately and continually gathered data. The second method allows the application of a sustainable data gathering method for a particular project, but the data gathering cost is relatively high. For this reason, it is essential to examine the suitability of paying a high cost in view of the importance of measuring the effectiveness of the project in question.

Figure 6-3 shows a flow of the examination and establishment (finalization) of the indicators, taking the availability of indicator data into consideration. Following this flow, the indicators are finally established after the examination of such matters as whether a qualitative or quantitative approach is suitable to measure the effectiveness of the project, the availability of suitable data, the size of obtainable budget and suitable data gathering methods.

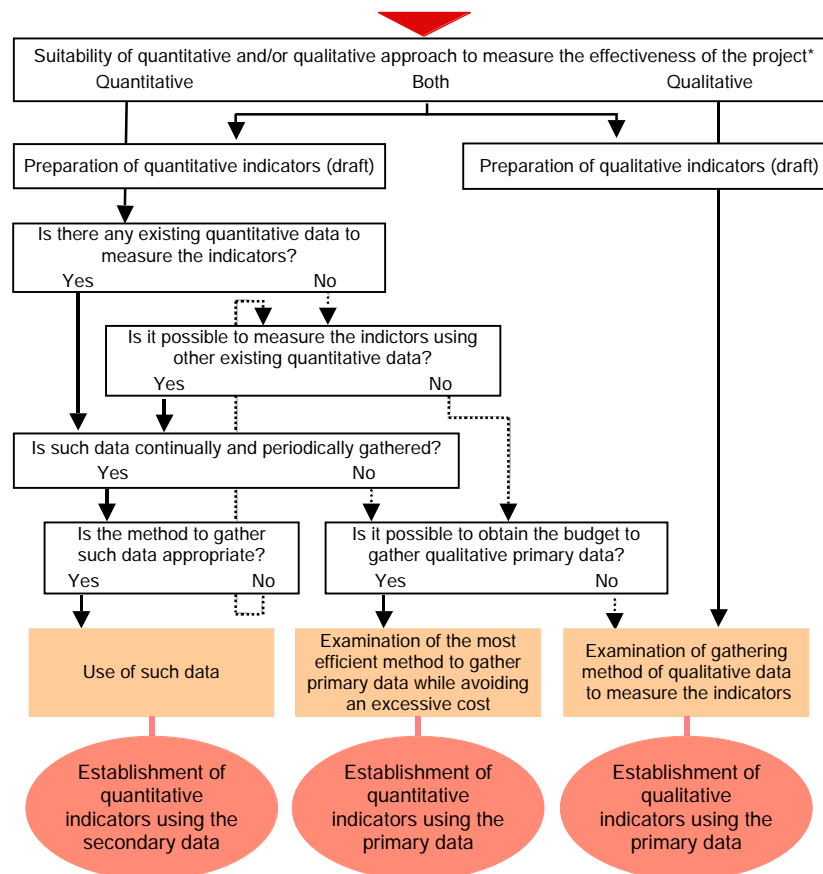


Figure 6-3 Chart to Examine Indicators (for Reference)

- Notes*: 1) This is determined depending on whether the objective (“development issues” in the present guidelines) is quantitative or qualitative. For example, if the objective is quantitative such as “increase of yield,” quantitative approach is suitable. If the objective is qualitative such as “improved awareness of rural people,” qualitative approach is suitable.
- 2) Even when quantitative approach is considered suitable, qualitative approach is taken if appropriate quantitative data is not available.
- 3) If available quantitative data is insufficient, qualitative data is also used to complement it. For example, if the objective is “improvement of nutrition,” it is desirable to gather not only necessary quantitative data such as underweight rate and malnutrition rate, but also qualitative data such as changes in awareness of mothers regarding improvement of nutrition.

Source: Prepared by the Study Team.

Annex 1

**Study on JICA's Approach to Formulation of Agriculture and Rural
Development Projects in the People's Republic of Bangladesh and
Its Applicability to Other Overseas JICA Offices**

Summary

Table of Contents

1. Background and Purpose of the Study	A1-1
2. Roles of Overseas JICA Offices in Project Formulation and Approval Process	A1-2
3. Points of View of JICA Headquarters Officers for Project Appraisal	A1-2
4. Bangladesh Model and Its Significance for Project Formulation	A1-5
5. Lessons of the Bangladesh Model and Recommendations for Effective Formulation of Agriculture and Rural Development Projects.....	A1-7

**Annex 1: Study on JICA’s Approach to Formulation of
Agriculture and Rural Development Projects in the People’s Republic of Bangladesh
and Its Applicability to Other Overseas JICA Offices**

<Summary>

1. Background and Objective of the Study

- (1) In Bangladesh, the Embassy of Japan and the overseas offices of the Japan International Cooperation Agency (JICA) and the Japan Bank for International Cooperation (JBIC) have been attempting to establish an approach called “the Bangladesh Model” and its practical application since 2001. The approach, characterized as “selection, concentration and collaboration”, was adopted to realize more unified and coherent planning and implementation of ODA through the effective utilization of the limited resources of the ODA-related organizations. JICA’s Rural Development Department has taken note of the fact that the project approval rate (the percentage of projects evaluated as A or B) has improved as shown below, attributing the increased rate to the application of this model.

Table 1-1 Historical Changes of Project Approval Rate in Bangladesh^(*)

Fiscal Year		Total No.	A/B	C	D	% of A/B
2003	Entire JICA	51	10	6	35	20
	Rural Development Department	10	2	3	5	20
2004	Entire JICA	43	20	3	20	47
	Rural Development Department	6	2	0	4	33
2005	Entire JICA	43	26	2	15	60
	Rural Development Department	4	3	0	1	75

Note (*): See Chapter 4 for more details. Projects of which the evaluation results fall in category O (A/B) have been approved (those informed of their approval).

Source: Prepared by the Rural Development Department based on the requested project information database.

- (2) Meanwhile, the Rural Development Department has conducted a study to prepare the Guidelines for Identification and Formulation of Agriculture and Rural Development Projects (hereinafter referred to as “the Guidelines”) for some selected countries since April 2004. The Guidelines are to be used as a desktop reference material for the overseas JICA offices to identify and formulate highly feasible projects.
- (3) As part of the work to formulate the Guidelines, this Study aims at obtaining lessons for identification and formulation of agriculture and rural development projects by overseas JICA offices and the Rural Development Department by means of analyzing the approach and process adopted by the Bangladesh Model which is recognized as a pioneering case led by a local ODA task force (hereinafter referred to as “the ODA-TF”) to identify and formulate projects.
- (4) This report consists of: 1) presentation of the assumed roles of overseas JICA offices in project identification and formulation and the approval process for requested projects in view of the current shift to field-oriented management (Chapter 2); 2) presentation of various points of view as conceived by the JICA headquarters staff to examine requested projects (Chapter 3); 3) analysis of the significance and roles of the Bangladesh Model for project identification and formulation and presentation of its information collection methods (Chapter 4); and 4) discussion of the lessons learned from the model and recommendations for effect project identification and formulation in the field of agricultural and rural development (Chapter 5).

2. Roles of Overseas JICA Offices in Project Formulation and Approval Process

- (1) Following the move to strengthen the capacity of overseas JICA offices that commenced in FY 2004, the program/project management function is now being transferred from the headquarters to individual overseas offices. In this shift, the assumed roles of the overseas offices in the project identification and formulation stage are largely classified into five categories: 1) consultation and coordination with the ODA-TF; 2) consultation and coordination with the government of the recipient country and other development partners; 3) interviews with JICA experts, consultants and other resource persons to obtain information and their ideas; 4) examination of project feasibility; and 5) preparation and submission of requested project information sheets.
- (2) The projects identified and formulated based on the activities described in (1) above are compiled in requested project information sheets, which are then submitted to the headquarters. The requested projects are sorted into individual sectors by the relevant regional department. Meanwhile, the relevant department for the proposed development themes (the Rural Development Department in the present context) examines and evaluates them from sectoral and technical points of view, taking into consideration JICA's policies for agriculture and rural development indicated in the JICA Thematic Guidelines and the Approaches for Systematic Planning of Development Projects.

3. Points of View of JICA Headquarters Officers for Project Appraisal

- (1) In FY 2004, the evaluation of requested project information sheets was changed from the previous "O, and X" system to the "A, B, C and D" system as explained in Table 3-1.

Table 3-1 Evaluation of Requested Project Information Sheets and their Definitions

Evaluation Grade	Definition	Remarks
A (Approved)	To be implemented in the following fiscal year.	<ul style="list-style-type: none"> • Equivalent to the previous "O" grade (i.e., approved) • Relevance and feasibility of the project are judged high. • More information may be required for efficient implementation.
B (Subject to further examination)	To be implemented in the following fiscal year or later if funds are available.	<ul style="list-style-type: none"> • First introduced in JFY 2004. • Relevance and feasibility of the project are as high as A-projects. • Implementation depends on the availability of funds (budget). • More information may be required for efficient implementation.
C (Subject to further examination)	To be further examined based on additional information provided by the overseas office.	<ul style="list-style-type: none"> • Equivalent to the previous " " grade (i.e., to be further examined) • Information on critical issues, e.g., institutional setup and capacity of the government of the recipient country, is inadequate. • May be approved in the middle of the following fiscal year, depending on the availability of funds and additional information to be provided by the overseas office.
D (Not Approved)	Not to be implemented.	<ul style="list-style-type: none"> • Equivalent to the previous "X" grade (i.e., not approved) • Information necessary for the examination is inadequate. • Low priority by the overseas office and the recipient government.

Note: The definitions and remarks were provided by the Rural Development Department and are not necessarily unified views of the JICA headquarters.

Source: Prepared by the Study Team based on information obtained from the Rural Development Department.

- (2) The Study Team conducted interviews with the directors and officers of the Rural Development Department and the relevant regional departments with the intention of verifying a hypothesis that projects formulated by the Bangladesh Model fit their appraisal criteria. At the JICA headquarters, however, there exist no definite or unified criteria for selecting projects to be implemented with a view to allowing a flexible response to field-level needs. Nevertheless, the headquarters directors and officers

examine requested project information sheets from certain points of view that are largely classified into six categories as shown in Table 3-2.

Table 3-2 Points of View of JICA Headquarters Officers for Examination of Requested Project Information Sheets (Summary)

Category	Points of View expressed by JICA Headquarters Officers
(1) What is the problem to be tackled? – The problem and its background	It is important for the information sheet to include a concrete description of the problem. Description of the background is equally important so that the status of the problem in view of the economic development and/or agricultural and rural development of the country concerned can be determined.
(2) What should be achieved? – The objective/goal and expected outcomes	It is important for the goals of the project and the (expected) outcomes of its implementation to be clearly described. It is desirable for any program/project to focus on “people”.
(3) How can the objective/goal be achieved? – Activities and implementation methods	It is important to present clearly the steps to achieve the objective/goal, i.e., concrete activities, level of inputs (including the selection of a scheme), technical feasibility and planned procedures/methods, etc.
(4) Is the project feasible? – Technical, financial and institutional feasibility	For a requested project to be evaluated as a Grade A or Grade B project, it is essential to convince the evaluator at the headquarters of the feasibility of its implementation in accordance with the indicated steps. Understanding of the situation of the target area and the scope of jurisdiction as well as institutional and financial capacity of the expected implementing agency is important in addition to verification of the technical feasibility of the project.
(5) Is the project consistent with Japan's ODA policy?	First, the requested project must be consistent with: 1) poverty reduction and human security which are the principle policies for JICA's assistance (though points of view for examination may differ depending on the project objective); 2) the priority area established by the Country Assistance Program and the JICA Country Program and; 3) the sector program and assistance policies prepared by the ODA-TF. Moreover, the Rural Development Department emphasizes the dual viewpoints of agricultural development and rural development in line with the JICA Thematic Guidelines and the Approaches for Systematic Planning of Development Projects. For the implementation of an agricultural development project, the expected improvement of the life of rural people must be clearly indicated as in the case of a rural development project. It is also important to refer to a rough estimate of the budget allocation for the region and/or country prepared by each regional department of JICA in conformity with the ODA policies of the Ministry of Foreign Affairs.
(6) Is the project consistent with the development policy of the recipient country?	Consistency with the policies and development plans of the recipient country is also important. In some cases, the consistency of not only the project goals but also the implementation methods and inputs with the policies of the recipient country are examined.

Source: Prepared by the Study Team based on the results of interviews at the JICA headquarters.

- (3) Table 3-3 classifies the replies of the headquarters directors and officers to the question of “What is an excellent project?” asked by the Study Team. When a requested project information sheet is prepared by taking these definitions into consideration, the contents of the sheet could become clear enough to those evaluating the sheet.

Table 3-3 Definitions of “Excellent Project” provided by JICA Headquarters Officers

Category	Definition of “Excellent Project”
Project framework	<ul style="list-style-type: none"> • A project whose background, problem, objective and steps to achieve the objective are clearly defined. • A project formulated by taking into account various conditions of the recipient country, e.g., the development stage, fiscal situation and decentralization.
Policies and development plans	<ul style="list-style-type: none"> • A project that cope with major issues such as human security and poverty reduction. • A project consistent with the ODA-TF assistance policies and the JICA Country Program based on the Country Assistance Program of the Japanese government. • A project whose alignment with the program goal and relationship with other projects in the program are clearly indicated.

Approaches to achieve the project objective	<ul style="list-style-type: none"> • A project that focuses on rural people. For example, a project that aids primarily at improvement of the life of rural people rather than productivity increase. • A project that links the central government, local governments and rural communities. For a country where decentralization is in progress, for example, a project in which the central government plays a role in monitoring and disseminating the impact, local governments in implementation and rural communities as proactive beneficiaries.
Impacts and outcomes	<ul style="list-style-type: none"> • A sustainable project, i.e., a project that balances software (policy support, institution building, etc.) with hardware (improvement of infrastructure and facilities) so that its impacts will be sustained after completion. • A sustainable project, i.e., a project whose activities can be continued by using locally available resources (including human resources and institutions) in the target area. • A project whose impacts will be disseminated as a model outside the target area. • A project that requires less input but is expected to bring about a positive impact. • A project that can be completed without subsequent phases or follow-ups.
Project formulation process	<ul style="list-style-type: none"> • A project based on lessons learned from previous projects. • A project formulated through transparent discussions with the parties concerned from various points of view. • A project formulated through day-to-day contact with the government officials and stakeholders of the recipient country.

Note: These are not JICA's official views but personal views of the headquarters officers interviewed by the Study Team.
Source: Prepared by the Study Team based on interviews conducted at the JICA headquarters.

- (4) The series of interviews conducted at the JICA headquarters have established that the headquarters officers who are responsible for the examination of requested project information sheets need information as listed in Table 3-4. The required information is largely classified into three types relating to: 1) the project framework; 2) the situation of the recipient country and; 3) the situation of Japan. The information here may include the type of information to be obtained during the ex-ante evaluation study that follows project approval. However, it is desirable for the overseas offices to collect a wide range of information using consultants and national staff so that the information can be stored as reference materials therein to answer quickly enquiries made by the headquarters.

Table 3-4 Information Required for Project Appraisal at the JICA Headquarters

1. Project Framework	Types of Information Required by the Headquarters
The problem and its background	<ul style="list-style-type: none"> • The roles of agriculture and rural development in social and economic development of the recipient country • Complementarities among projects in the sector program • Problem analysis from the point of view of the farm economy (management) • The possibility of obtaining information necessary for formulation and appraisal of the project such as statistics, maps and references
Activities and implementation methods	<ul style="list-style-type: none"> • Examination results of activities and methods of widely benefiting the people of the target area
Target area	<ul style="list-style-type: none"> • Appropriateness of the target area (For example, it is advisable not to include several provinces in a federal state.)
Lessons learned from previous projects	<ul style="list-style-type: none"> • Existence of similar projects, completed and/or on-going, assisted by other donors and by JICA itself within the target area or the country • Lessons learned from those projects
Duplication or collaboration with other donors	<ul style="list-style-type: none"> • Significance of JICA's assistance if some other donor is assisting a similar projects • The possibility of collaboration with the donor assisting a similar project • The possibility of JICA's assistance for the project in a country with SWAp.
Consensus with the recipient government	<ul style="list-style-type: none"> • Consensus with the recipient government and the prospective implementing agency on the project objective, activities, input, methods, timing, etc.
2. Situation of the Recipient Country	Types of Information Required by the Headquarters
Policies and development plans	<ul style="list-style-type: none"> • Consistency with the national policy and development plan of the recipient country • Alignment of activities and input with the policy framework of the recipient country
Implementing agency (counterpart agency)	<ul style="list-style-type: none"> • Appropriateness of the prospective implementing agency in terms of its jurisdiction and capacity as compared to other possible institutions of the recipient country • Effects of the market economy, privatization and decentralization on the roles of the prospective implementing agency

	<ul style="list-style-type: none"> Priority issues of the implementing agency that may not be explicitly explained with the national policy and development plan of the recipient country The capacity (potential) of the implementing agency to disseminate the impacts of the project outside the target area
Fiscal situation	<ul style="list-style-type: none"> Appropriateness of the project scale with respect to the fiscal situation of the recipient country, i.e., can the government provide counterpart funds to the project? The amount of budget, recurrent costs in particular, to be allocated to the project
Project formulation and approval process	<ul style="list-style-type: none"> The process of project formulation, i.e., is it done through day-to-day contact with the government officials and stakeholders of the recipient country? Procedures for the project implementation after approval Conditions that could affect the project implementation, e.g., laws and public finance
Situation of the target area and beneficiaries	<ul style="list-style-type: none"> The socio-economic, cultural and political situation of the prospective beneficiaries (including the definition of "the poor" if necessary) Principal means of living in the target area Needs of the target area and beneficiaries and relevance of the project to the needs The perception of the prospective beneficiaries about the project and possible collaboration with them in the project implementation The natural and socio-economic conditions and security situation of the target area
3. Situation of Japan	Types of Information Required by the Headquarters
ODA Policy	<ul style="list-style-type: none"> Conformity with the Country Assistance Program and the JICA Country Program Consistency with JICA's policy, especially poverty reduction and human security Alignment with the assistance policy and sector program formulated by the ODA-TF Conformity with the priority areas set by the overseas office Utilization of the JICA Thematic Guidelines and the Approaches for Systematic Planning of Development Projects
JICA's budget	<ul style="list-style-type: none"> Incorporation of the budget information provided by the Regional Department Prioritization according to the budget constraints set by the headquarters
Other policies	<ul style="list-style-type: none"> Consideration of any boomerang effect on Japan's agriculture

Note: These are not JICA's official views but personal views of the headquarters officers interviewed by the Study Team.
Source: Prepared by the Study Team based on interviews conducted at the JICA headquarters.

4. The Bangladesh Model and Its Significance for Project Formulation

- (1) In the particular aid environment of Bangladesh where a large number of bilateral and multilateral donors provide various kinds of assistance, the Bangladesh Model aims at overcoming the constraints on planning and implementation of Japan's ODA and at providing assistance in a more unified and coherent manner by means of "selection, concentration and collaboration". The basic policies adopted by the Bangladesh Model are explained in Table 4-1.

Table 4-1 "Selection, Concentration and Collaboration" under the Bangladesh Model

Selection	<ul style="list-style-type: none"> Selection of high priority sectors and priority sectors for Japan's ODA taking into account the Country Assistance Program for Bangladesh, ongoing and past Japan's ODA to Bangladesh, the development strategies and plans of the Bangladesh government and the situation of assistance by other donors.
Concentration	<ul style="list-style-type: none"> In order to enhance the effectiveness and efficiency of ODA, the available aid resources for input, staff deployment and aid coordination, etc. are concentrated in the high priority and priority sectors. A sector working group (SWG) is established for each high priority or priority sector for the purpose of sharing and systematically building vital knowledge.
Collaboration	<ul style="list-style-type: none"> The Embassy of Japan, the JICA Office and the JBIC Office in Bangladesh assign personnel to each SWG cross-organizationally. The three organizations jointly participate in discussions with the Bangladesh government and aid coordination and share the obtained information among the organizations. Collaboration and communication with Japanese NGOs and private enterprises are strengthened through the Study Group on Development Assistance to Bangladesh. Efforts are made to share information with other members of the donor community through the website of the Embassy of Japan, mailing lists, study meetings, etc.

Source: Embassy of Japan in Bangladesh (<http://www.bd.emb-japan.go.jp/collab1.htm>).

- (2) The primary characteristic of activities under the Bangladesh Model is information sharing and the exchange of ideas with other Japanese people engaged in aid efforts in addition to collaboration involving the Embassy of Japan, JICA, JBIC and JETRO. Second, high priority and priority sectors have been selected in line with the development plan (I-PRSP) of Bangladesh. Third, a sector working group (SWG) is set up for each high priority or priority sector and a sector program is formulated for each high priority sector. Fourth, a correlation diagram for the ongoing and planned projects in each sector is prepared to establish the mutual relationship between projects while work is in progress to clarify the timing of introducing new projects and the prospective budgets for these projects through the formulation of a rolling plan.
- (3) Table 4-2 shows the major achievements of the Bangladesh Model in the agricultural and rural development sector up to March 2005.

Table 4-2 Achievements of the Bangladesh Model in the Agriculture and Rural Development Sector

Selection	<p>Narrowing down of the main components</p> <ul style="list-style-type: none"> • "Increase in income and productivity", "provision of rural infrastructure" and "empowerment of local government institutions and the poor" are set as the main components (priority areas within the sector) based on such development issues as "low agriculture productivity and poverty in rural areas", "insufficient rural infrastructure" and "weak local governance and participation" identified by the Agriculture and Rural Development SWG • Ongoing projects are reviewed to examine the relevance of Japanese assistance hitherto.
Concentration	<p>Concentration of resources in the components mentioned above</p> <ul style="list-style-type: none"> • The linkage among ongoing projects has been checked and ongoing and planned projects in the next five years have been examined for each of the main components for the unified and coherent implementation of assistance in the sector as a whole. • The preparation of a rolling plan is in progress as of March 2005 based on the sector program to determine the desirable timing for the introduction of new projects and their likely budgets.
Collaboration	<p>Collaboration between the Embassy of Japan, JICA and JBIC, discussion with the Bangladesh government and coordination with other donors</p> <ul style="list-style-type: none"> • All the three organizations have assigned representatives to the SWG to stimulate cross-organizational discussions. • Coordination between the main components has been promoted through the dispatch of a rural development (infrastructure) advisor to LGED and the assignment of a rural development program coordinator to the JICA office. • The Study Group on Development Assistance to Bangladesh has been formed to share and exchange information with other Japanese engaged in aid efforts. (The agriculture and rural development sector has been particularly active in cross-organizational discussions and study meetings on development assistance.) • An English version of the sector program has been prepared (a revised version is being prepared as of March 2005) to indicate the direction of Japanese assistance in the sector to the Bangladesh government and other donors. • The sharing of information is promoted by using websites, mailing lists, etc.

Source: Prepared by the Study Team based on the field study results and the Draft Agricultural and Rural Development Sector Programme (the final draft for FY 2004 published on January 19, 2005) prepared by the Embassy of Japan in Bangladesh, the JICA Bangladesh Office and the JBIC Representative Office in Dhaka.

- (4) Coordination between different organizations is vital for the implementation and promotion of the basic policies described above. What is particularly important for smooth coordination is for the parties involved to find sufficient advantages to justify the cost and for the incentives for coordination to be clearly recognized. Coordination between the participating members of the Bangladesh Model is believed to have progressed well because of the following advantages and incentives.

<ul style="list-style-type: none"> • As members discuss various issues with people of different organizations, they develop the ability to formulate and design projects from diverse points of view. • The emphasis on discussions on equal ground makes them both useful and pleasant. • "Better outcomes" and "higher evaluation results" can be achieved through coordination among projects.
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- Many members are aware of the importance of the Japanese government's policy of promoting field-oriented/led assistance.
- As the Bangladesh Model is attracting much attention from those engaged in Japan's ODA, participation in the model gives the members a sense of social satisfaction.

- (5) The present situation of the Bangladesh Model and the SWG for agriculture and rural development is that various associated activities are gradually taking root. These activities range from the reflection of the JICA's experience and knowledge on the formulation of assistance policies by the ODA-TF and the presentation of such policies to the Bangladesh government and other donors through JICA's activities to study meetings on development and the seeking of opinions from a much wider scope.
- (6) As reported in Chapter 3, the importance of gathering information (making it available upon the request of the JICA headquarters) required for the appraisal of requested projects was repeatedly stated during the interviews conducted at the headquarters. In the Bangladesh Model, the requirements of the headquarters for requested projected information sheets are met by the group effort of active information sharing and the exchange of views among the SWG members and with resource persons in Bangladesh and elsewhere, which is often beyond the capacity of individual officers.

5. Lessons of the Bangladesh Model and Recommendations for Effective Formulation of Agriculture and Rural Development Projects

- (1) The lessons learned from the Bangladesh Model in connection with project identification and formulation in the field of agriculture and rural development are compiled in Table 5-1. It is believed that these lessons will contribute to an increased approval rate of agricultural and rural development projects for other recipient countries. Among these lessons, the formulation of a sector program can be considered a key to effective project identification and formulation.

Table 5-1 Lessons of the Bangladesh Model Applicable to Other Overseas JICA Offices

5.1.1 Select high priority sectors and formulate sector programs
<ul style="list-style-type: none"> • The Bangladesh Model has set high priority sectors and priority sectors, taking into consideration the size of the aid resources available on the Japanese side and overall development needs. For the high priority sectors, the SWGs have formulated a sector program for their respective sectors ("selection and concentration"). Work is in progress to prepare a correlation diagram as well as a rolling plan of projects based on the sector programs. • The identification and formulation of projects based on such a sector program, correlation diagram and rolling plan will secure "the logical consistency of projects" possible, the preparation of requested project information sheets that are backed by rich background information and are, therefore, highly persuasive.
5.1.2 Collaborate with ODA-related Japanese and have transparent discussions
<ul style="list-style-type: none"> • A project that conforms to the policies set forth by the ODA-TF is highly persuasive vis-à-vis the JICA headquarters and is, therefore, likely to be evaluated as a Grade A or Grade B project. Discussions within the ODA-TF based on a strong awareness of the problems that face individual members of the task force not only signify the diversification of viewpoints but also create a sense of unity among the participants and the feeling that they are part of the efforts of "Japan as a nation" to develop valuable projects for the recipient country. • The positive effects described above can be achieved only through transparent discussions and a sense of trust and equality among the participants disregarding their official positions. The contents of the discussions at ODA-TF meetings should be disclosed as much as possible to ensure logical consistency without undue emphasis on the opinions of certain members.
5.1.3 Utilize rich knowledge of the socioeconomic situation of rural areas of the recipient country
<ul style="list-style-type: none"> • One reason for the successful formulation of the agriculture and rural development sector program by the ODA-TF in Bangladesh is the existence of rich knowledge of the socioeconomic situation and administrative mechanisms of rural areas of Bangladesh which has been accumulated through long-standing efforts such as the Joint Study on Agricultural and Rural Development (JSARD), the Joint Study on Rural Development Experiment (JSRDE) and the Participatory Rural Development Project (PRDP), all assisted by JICA.

<ul style="list-style-type: none"> For the effective utilization of field experience and knowledge for the formulation of a sector program, a significant factor is the involvement of knowledgeable persons of which a typical example is the expert assigned to the Bangladesh Rural Development Board (BRDB) as an advisor on participatory rural development administration. JICA's rural development program coordinator is also playing an important role in facilitating smooth coordination and transparent discussions of the Agriculture and Rural Development SWG.
5.1.4 Grasp clearly the jurisdiction and capacity of the implementation agency and establish of a good relationship with them
<ul style="list-style-type: none"> The jurisdiction and capacity of a government agency generally change when the policies, the organizational structure and/or the person in charge changes. In recent years, many governments have been making reform efforts, particularly in the field of agriculture and rural development, due to the shift towards a market economy, privatization and decentralization and attention must be paid to these changes. Constant information gathering from the relevant government officials in the recipient country is vital to understand properly the nature and extent of these changes. There are some cases in which the sustainability of a project is jeopardized due to the limited capacity of the implementing agency in terms of finance and personnel. When the capacity of the assumed implementing agency is questionable or uncertain, it is necessary to alter the purpose of the project to the establishment of a viable project implementation system and/or strengthening of the capacity of the implementing agency and its staff, or to re-examine the project framework, including reselection of the implementation agency and scaling-down of the project. In other words, project formulation through consultation with the prospective implementing agency can be considered to constitute a foundation for finding measures, or even a step itself, to strengthen the capacity of the agency. It is essential to note that there are needs for diverse areas in the field of agriculture and rural development. Accordingly, clarification of the responsibilities of the implementation agency is essential to determine how far the agency can implement the project.
5.1.5 Share continually information with other donors
<ul style="list-style-type: none"> Under the situation where donors are coordinating with each other to achieve unified goals, it is essential to express continually what Japan can do not only to the government of the recipient country but also to other donors in order to obtain their understanding and support so that assistance activities can be efficiently and effectively carried out. Clarification of the roles to be played by Japan/JICA in the donor community will lead to the identification and formulation of projects that can adapt to recent changes in the aid environment.

Source: Prepared by the Study Team based on the study results

- (2) Based on the above-mentioned points of view for the examination of requested project information sheets and the lessons learned from the Bangladesh Model, the Study Team proposes the four points shown in Table 5-2 by which other overseas JICA offices would be able to identify and formulate agriculture and rural development projects more effectively in collaboration with the headquarters.

Table 5-2 Recommendations for Effective Project Identification and Formulation in the Field of Agriculture and Rural Development

Recommendations	Relevant Lessons from the Bangladesh Model	Key Points
Recommendations regarding policy formulation		
5.2.1 Redefine "an excellent project" in the field of agricultural and rural development	5.1.1 Select high priority sectors and formulate sector programs 5.1.2 Collaborate with ODA-related Japanese and have transparent discussions	<ul style="list-style-type: none"> Present the definition of "an excellent project" as conceived by the Rural Development Department to the overseas offices Clarify the area to be dealt with by the Rural Development Department
5.2.2 Enhance the logical consistency of requested projects	5.1.1 Select high priority sectors and formulate sector programs 5.1.2 Collaborate with ODA-related Japanese and have transparent discussions 5.1.3 Utilize rich knowledge of the socioeconomic situation of rural areas of the recipient country 5.1.4 Grasp clearly the jurisdiction and capacity of the	<ul style="list-style-type: none"> Optimize projects by the overseas offices based on the definition of "an excellent project" by the headquarters Identify the needs of the target area Understand the intended direction for development of the recipient country Grasp needs that can be fulfilled based on the jurisdiction and capacity of the implementing agency Clarify the strategic position of each project in the aid trends (for example, donor coordination and SWAp) in the

	<p>implementation agency and establish of a good relationship with them</p> <p>5.1.5 Share continually information with other donors</p>	<p>recipient country</p> <ul style="list-style-type: none"> • Promote information sharing and exchange of views regarding the above points with other Japanese ODA-related institutions, the implementing agency of the government of the recipient country, other donors, etc.
Recommendations regarding the system and institution		
5.2.3 Strengthen the headquarters' support to the overseas offices	<p>5.1.2 Collaborate with ODA-related Japanese and have transparent discussions</p> <p>5.1.4 Grasp clearly the jurisdiction and capacity of the implementation agency and establish of a good relationship with them</p>	<ul style="list-style-type: none"> • Provide constantly the overseas offices with information and support by the headquarters • Describe "a good or bad requested project information sheet" and provide a checklist for preparing information sheets to the overseas office
5.2.4 Utilize external expertise and promote project formulation integrated with implementation	<p>5.1.2 Collaborate with ODA-related Japanese and have transparent discussions</p> <p>5.1.3 Utilize rich knowledge of the socioeconomic situation of rural areas of the recipient country</p> <p>5.1.4 Grasp clearly the jurisdiction and capacity of the implementation agency and establish of a good relationship with them</p>	<ul style="list-style-type: none"> • Select priority sectors and development issues compatible with the size of the specific overseas office • Utilize external expertise (i.e., non-JICA staff and experts) more effectively • Ensure consistency from program formulation to implementation and reduce the time and cost of these two stages (improvement of the cost performance by means of the consistent utilization of external human resources)

Source: Prepared by the Study Team based on the study results.

Annex 2

Checklists

- **How to use the Checklists/Questionnaire**
- **Checklist for Preparation of Requested Project Information Sheets**
- **Checklist for Gathering Information Required for Project Formulation (by Need)**
- **Example of Questionnaire to Understand the Target (Rural) Area**



How to Use the Checklists/Questionnaire

1. Purposes and Outline of the Checklists

(1) Purposes and Use of the Checklists

- To present the important points for routine information gathering and completing the information sheets for the purpose of making a “Requested Project Information Sheets” more likely to be approved.
- To check a letter of request by the government of a recipient country which addresses the actual needs of the country in question so that the checked contents of the letter can be written on the “Requested Project Information Sheets”
- Each checklist offers an exhaustive list of development items so that it can be used for any type of project. Therefore, some items may be irrelevant to a specific project and only the relevant items should be used for the purpose of checking the contents of a requested project.

(2) Composition of the Checklists

There are two types of checklists: “1. Checklist for Preparation of Requested Project Information Sheets” and “2. Checklist for Gathering Information Required for Project Formulation (by Need)”.

- 1) The *1. Checklist for Preparation of Requested Project Information Sheets* (hereinafter referred to as the “**Checklist for Information Sheets**”) lists the general items to be checked¹ for the purpose of completing the Requested Project Information Sheets.
- 2) The *2. Checklist for Gathering Information Required for Project Formulation (by Need)* (hereinafter referred to as the “**Checklist for Information Gathering**”) lists examples of the study items for each specific objectives (for example, Improvement of the Food Distribution System) in the agriculture and rural development sector. These objectives (items) have been set based on the “Mid-term Objectives” and “Sub-targets of Mid-term Objectives) of the Development Objectives Charts² of the *Approaches for the Systematic Planning of Development Projects <Agricultural Development and Rural Development>* with the addition of some other items.

¹ The check items have been extracted from the “Important Points for Project Formulation” of the present guidelines of 8 pilot countries and various types of information obtained by the Study on the Bangladesh Model such as “Points of View of JICA Headquarters Officers for Examination of Requested Project Information Sheets”, “Definitions of “Excellent Project” and “Information Required for Project Appraisal at the JICA Headquarters”.

² See the Institute for International Cooperation, JICA: *Approaches for Systematic Planning of Development Projects <Agricultural Development and Rural Development>*, August, 2004.

(3) Relationship Between the Checklists and the Guidelines (*Only Applicable to the Pilot Countries for the Study)

Of these two checklists, the **Checklist for Information Sheets** are used when the Requested Project Information Sheets are prepared for submission to the JICA Headquarters. Meanwhile, information gathering through regular interviews and field visits, etc. is essential for the formulation of an excellent project and the **Checklist for Information Gathering** is used for this purpose.

It is important to discuss the contents of a requested project with the various stakeholders in the recipient country and others based on the gathered information. The unique points of individual countries which must always be taken into consideration for the purpose of the said discussions are described in Chapter 5 “Important Points for Project Formulation” in the Guidelines. These points should be referred to along with the checklists when the Requested Project Information Sheets are prepared.

2. Use of the Checklists³

When a request for a project is made by a counterpart organization of a recipient country, whether or not certain conditions (A1)-(A3) are met must firstly be checked. If the conditions are met, the Requested Project Information Sheets are then prepared using B. the Checklist for Information Sheets and C. the Checklist for Information Gathering. It should be stressed here again that gathering information regularly is very important. If the conditions are not met, the government of the recipient country should be informed of the fact and requested for re-examination of the contents of the requested project.

A. Conditions

- (A1) Consistency of the contents of the request of the recipient country with the policies set forth by the local ODA-TF and the priority sector for Japanese assistance: If not, this should be explained to the government officials of the recipient country so that a project which is consistent with Japan’s aid policies can be submitted.
- (A2) Non-competition with past or ongoing projects of other donors and the JBIC, etc.: Information regarding existing JICA projects in the recipient country should also be checked: If there is an overlapping project(s), the government of the recipient country should be informed of the decline of the requested project or the need to formulate a different project (for example, a different approach to achieving the original purpose of the request).
- (A3) Relevance to JICA schemes: If not, the government of the recipient country should be advised to make a request to another donor or to modify the project to make it relevant to a JICA scheme (for example, when a request is made for financial assistance for credit unions run by farmers’ groups, the government of the recipient country will be informed that technology transfer regarding the capacity building of these unions and

³ Although these checklists are used by staff members of the JICA’s overseas offices to find and formulate projects, the actual approach to the government of a recipient country is jointly made by a team representing all of the relevant Japanese (aid) agencies/organizations (all-Japan approach).

the provision of equipment associated with such technology transfer may be arranged while the financial assistance is not provided by JICA).

After confirming that the preconditions (A1) through (A3) are met, the checklists are used in the manner described below to prepare the Requested Project Information Sheets.

B. Checklist for Information Sheets

- (B1) To classify the contents of the request made by the recipient country in accordance with the items of the Requested Project Information Sheets.
- (B2) Following the above classification, to complete each information sheet with reference to the “Subject Check Item For Description” of the Checklist for Information Sheets. It should be noted that it is not necessary to gather information regarding all items on the list. Rather, only items that are relevant and/or necessary to the country’s situation and the content of the project should be selected. In the case of items for which the information is insufficient, the necessary information should be obtained using information in the Guidelines and/or the Corresponding Information Gathering Method/Information Handling Methods of the checklist. If the code numbers of related items on the Checklist for Information Gathering are given in the column of “Corresponding Items on the Checklist for Gathering Information Required for Project formulation (by Needs)”, such items should also be referred to for information gathering. Another check item at the information gathering stage is if there are any differences regarding the concept and perception of the requested project, etc. between the counterpart persons of the recipient country and Japanese officials. If there are any differences regarding the concept, etc., the two sides should hold discussions to solve such differences with reference to the “Routine Information Gathering Method/Information Handling Method”
- (B3) O is marked for items, which JICA Headquarters requires for project appraisal. It is also desirable to collect information in advance regarding items, which O is not marked, in order to respond to JICA Headquarters’ further request after the submission of the Requested Project Information Sheets.

C. Checklist for Information Gathering/Questionnaire

- (C1) The Checklist for Information Gathering is used to gather information on the request made by a recipient country for the purpose of describing project-related activities in a more concrete manner. It is not necessary to collect all the information of the list, but those items, which are relevant to the request (i.e. needs), should be selected. It is assumed that information is collected both at the central government level as well as the target area level where project activities are conducted. In the target areas, related actors such as people, local government unit and village councils, etc. are assumed interviewees.
- (C2) Firstly, from the list of “1. Check Item”, items related to the needs of the recipient country are extracted from the Checklist for Information Gathering. The necessity of each of these items should be checked with reference to “2. Purpose of Confirmation”. When it is uncertain how to select the check items or when no concrete image emerges

after reading the Purpose of Confirmation, the main text of the *Approaches for Systematic Planning of Development Projects <Agricultural Development and Rural Development>* should be read to enhance understanding of the check items and the purpose of confirmation.

- (C3) It should be checked what kind of information needs to be gathered for the preparation of a Requested Project Information Sheet based on the “Study Item (Central)” and the “Study Item (Target Region)”.
- (C4) Information should be gathered from those organizations listed under “Source”. The Checklist for Information Gathering gives the Ministry of Agriculture and the Ministry of Finance as examples but each overseas JICA office should list the names of likely organizations from which information can be gathered to suit the specific circumstances of the country. By means of selecting those organizations appropriate for the gathering and checking of information for each study items with an O, new staff members will be able to use the same list. The Checklist for Information Gathering is to be distributed in a CD ROM. The preparation/use of a questionnaire relating to information gathering and checking for each source should, therefore, be possible by sorting the selected study items for each source using electronic data.
- (C5) For the gathering of information, which the necessity has been ascertained through the work described above, the preparation of a questionnaire is necessary. The contents of this question may vary from one project to another and it may be necessary to add new study items in addition to those core items shown on the Checklist for Information Gathering. If additional study items (or questions) are necessary, they should be determined with reference to existing projects of a similar type, etc. If there is any uncertainty regarding supplementary items, the Technical Advisor Committee of the Rural Development Department of JICA Headquarters may be able to provide useful advice. Examples of Questionnaire to Understand the Target (Rural) Area are attached for reference purposes.
- (C6) The Requested Project Information Sheets should be filled in based on the relevant items with the information gathered above.
- (C7) The Study Item of the Checklist for Information Gathering lists all types of information, which are believed to be necessary for the formulation of individual projects. However, even if projects share the same purposes, the types of information to be gathered differ depending on the specific target areas and the conditions of the beneficiaries of individual projects. The Study Item listed here is therefore, neither exhaustive nor permanent and are shown to evoke an image of the study to be conducted. It is essential for the person filling in the Requested Project Information Sheets to visit the target area to gather the information required for the implementation of the assumed activities.

3. Expected Merits of the Checklists

- (1) As the checklists provided here identify the types of information which must be checked for identification and formulation of projects and for the completion of the Requested Project Information Sheets, it is hoped that their repeated use will equip users with the

skill of writing the Requested Project Information Sheets which lead to approval of the project in question. As the overseas offices of the JICA will build up both experience and information through work involving these checklists, it is hoped that the work to prepare the said information sheets will incrementally become efficient.

- (2) CD ROM version of checklist is expected to have following merits.
- The distribution of the checklists to the target persons for information gathering and the processing of data after the collection of replies will be easier. The cost of obtaining information may, therefore, be reduced depending on the types of data.
 - The improved preservability and searchability of data should make the transfer of business at the time of personnel changes easier.
 - As one can retrieve the data, which is required for use, it will be easier to extract questions corresponding to the characteristics of the study target(s).
 - As the checklists are translated into English, French and Spanish, they can be used to create a TOR for field surveys to be conducted by local consultants, NGOs and universities, etc., making it easier to entrust local specialists to conduct field surveys.

4. Important Points for Use of the Checklists

- (1) The checklists indicate the viewpoints and methods to be referred to by the staff members of overseas JICA offices responsible for identification and formulation of agriculture and rural development projects.
- (2) When using these checklists, each staff member is requested to fully utilise his/her experience in the country of assignment and to visit the target area to promote greater understanding of the present situation in order to formulate feasible projects through interviews and exchanges of opinions with stakeholders.
- (3) Following project approval, the checklists should be used to examine whether or not the project is being implemented as planned at the formulation stage and also whether or not the project is contributing to the maintenance and improvement of the lives of people in the target area as well as the surrounding area. For example, the data for “1-2-1 Development and Maintenance of Production Infrastructure” on the Checklist for Information Gathering collected at the stage of examining a request may be used as baseline data. By gathering data on the same item after the commencement of the project and comparing it with pre-project data, such data can be used for quantitative monitoring, analysis and evaluation.
- (4) The items on the checklists should be revised as necessary to reflect the knowledge and experience accumulated by each overseas JICA office in the course of formulating and implementing many projects so that the checklists become more practical in line with the actual conditions of the country concerned.

5. Others

- (1) National level data, which can be obtained from the FAOSTAT and World Development Indicators, is listed under “Existing Source of Information” of the Checklist for Information Gathering. Other types of data should be gathered from the Ministry of Agriculture, Ministry of Finance and Ministry of Decentralisation, etc. at the central level and from local government unit, local offices of central ministries, people’s (farmers’) organizations and individual farmers, etc. at the local level.
- (2) For the purpose of the information gathering, the basic terms must be clearly defined to avoid any misunderstanding between the questioner and respondents. As these checklists are based on the Approaches for Systematic Planning of Development Projects <Agricultural Development and Rural Development>, the definitions of the basic terms given in the Approach (pp 5-6 and 176-182) should be referred to.
- (3) Reference Materials Used for Compilation of the Checklists
 - Institute for International Cooperation, JICA: *the Approaches for Systematic Planning of Development Projects <Agricultural Development and Rural Development>*, August 2004.
 - Institute for International Cooperation, JICA: *The Approaches for Systematic Planning of Development Projects <Rural Development>*, May 2002.
 - Hideyuki Kanamori, Institute for International Cooperation, JICA, *Study Methods and Project Formulation Study (First Manuscript)*, 2004.
 - Agricultural Development Cooperation Department, JICA: *Guidebook for Rural Studies: For Finding and Diagnosis of Problems in Agricultural Projects Combining Research and Extension (in Japanese)*, 2004.
 - JICA: *The Guidelines for Rural Development Methods for Africa, Main for a project-type study entitled “Preparation of Rural Development Methods for Africa”*, October 2001.

**Process of Preparation and Examination of Requested Project Information Sheets
(Mainly in the Case of Technical Cooperation Project*)**

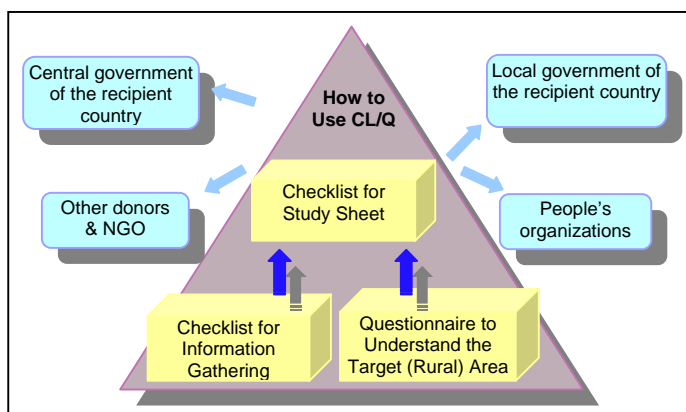
Month	Tasks		Remarks
	Headquarters	Overseas Offices	
Throughout the year		Collect Information and request project proposals from the recipient government.	<ul style="list-style-type: none"> - Information is constantly collected from various sources. - Informal project proposals prepared with assistance of JICA experts and consultants are submitted to the overseas office. - Prospective proposals are promptly examined by the JICA headquarters and the Ministry of Foreign Affairs of Japan. - Preparation of the Application Forms for Japan's Technical Cooperation and the information sheets is started.
June - July	Send forms of and instructions on requested project information sheets.		<ul style="list-style-type: none"> - The Ministry of Foreign Affairs sends forms of and instructions on the information sheets to the Embassy of Japan in June. - The instructions include points of consideration on procedures (e.g., explanation on new schemes) and operational policies.
		Request officially the recipient government to prepare the Application Form for Japan's Technical Cooperation.	<ul style="list-style-type: none"> - The ODA-TF explains the application procedures to the government of the recipient country (This is done apart from the annual policy conference.).
		Receive the Application Form from the recipient government.	<ul style="list-style-type: none"> - The government of the recipient country submits the Application Form for Japan's Technical Cooperation to the Embassy of Japan.
August		Examine and screen the projects requested.	<ul style="list-style-type: none"> - The ODA-TF examines, screens and prioritizes the projects requested by the government of the recipient country.
		Prepare and submit requested project information sheets.	<ul style="list-style-type: none"> - The Embassy of Japan sends requested project information sheets to the Ministry of Foreign Affairs in Tokyo. - The deadline is August 31.
Sep. - Oct.	Examine the requested project information sheets submitted by the overseas offices.		<ul style="list-style-type: none"> - At the JICA headquarters, the Regional Departments and the Planning and Coordination Department make a database of the requested projects and request the respective issue-based departments to examine each project. - The issue-based departments discuss and decide which department will take charge if the project is cross-sectoral. - The JICA headquarters presents the results of the examination to the Ministry of Foreign Affairs.
November	First inter-ministerial appraisal meeting		<ul style="list-style-type: none"> - The Ministry of Foreign Affairs appraises the requested projects individually in consultation with the concerned Ministry. - JICA's Regional Departments and Planning and Coordination Department participate in the inter-ministerial meeting if necessary. The issue-based Departments participate therein as an observer if necessary.
Nov. - Dec.	Early notification of the approval		<ul style="list-style-type: none"> - The Ministry of Foreign Affairs notifies the Embassy of Japan of the results of the appraisal.
		Early notification of the approval	<ul style="list-style-type: none"> - The Embassy of Japan notifies the recipient government of the results of the appraisal. - The Embassy of Japan starts to prepare the R/D.
December	Prepare a budget plan for the next fiscal year.		<ul style="list-style-type: none"> - The issue-based departments prepare a budget plan based on the regional budget allocated by the Regional Departments in December - February.
January	Second inter-ministerial appraisal meeting		<ul style="list-style-type: none"> - The Ministry of Foreign Affairs formally appraises the requested projects individually in consultation with the concerned Ministry. - JICA's Regional Departments and Planning and Coordination Department participate in the inter-ministerial meeting if necessary. The issue-based Departments participate therein as an observer if necessary. - Pending projects are re-examined at the meeting.
Jan. - Feb.	General notification of the approval		<ul style="list-style-type: none"> - The Ministry of Foreign Affairs notifies the Embassy of Japan of the results of the appraisal.
		General notification of the approval	<ul style="list-style-type: none"> - The Embassy of Japan notifies the recipient government of the results of the appraisal. - The Embassy of Japan starts to prepare the R/D.
February	Finalize the budget plan for the next fiscal year.		<ul style="list-style-type: none"> - Each Department at the JICA headquarters finalizes the budget plan for the next fiscal year based on the project approval.

Note (*): There are different application forms for development study programs, grant aid (general and fisheries) and dispatch of experts, but the appraisal procedures for these schemes are basically the same as those for technical cooperation.

Source: Prepared by the Study Team based on information obtained from the Rural Development Department.

Composition of the Methods of Study and Analysis for Agriculture and Rural Development (Checklists)

“1. Checklist for Preparation of Requested Project Information Sheets” can be used as the basis for preparing the Requested Project Information Sheets, together with relevant items in “2. Checklist for Gathering Information Required for Project Formulation (by Need)” and “3. Examples of Questionnaire to Understand the Target (Rural) Area” as reference. These checklists can also be utilized for daily information



collection and discussion with stakeholders (i.e. the central government and those in target areas) with a view to identify and formulate future projects.

The composition of the two checklists and the questionnaire is shown below.

- 1. Checklist for Preparation of Requested Project Study Sheets**

Requested Project Study Sheet 1

 - I. Present Situation and Problems
 - II. Compatibility with the Aid Policies of Japan
 - III. Project Outline
 - 1) Higher Goals
 - 2) Project Goals

Requested Project Study Sheet 2

 - 3) Outputs
 - 4) Activities
 - 5) Inputs
 - 6) Preconditions
 - 7) Cooperation period
 - 8) Implementation system

Requested Project Study Sheet 3

 - Related Aid Activities
 - Relationship with the Millennium Development Goals
 - Relationship with Important Development Themes of Japan
 - Gender Consideration
 - Feedback from Similar Projects
 - Types and Sizes of Benefiting groups
 - Security Situation

2. Checklist for Gathering Information Required for Project Formulation (by Need)

0. Basic Items

1. Sustainable Agricultural Production

- 1-1 Improvement of planning and implementation capacity of agricultural policies at macroscopic level
- 1-2 Expansion of agricultural production and improvement of the productivity
- 1-3 Strengthening of export promotion measures
- 1-4 Improvement of environmental care
- 1-5 Enhancement of agriculture-related higher education

2. Stable Food Supply

- 2-1 Formulation of food supply and demand policies
- 2-2 Improvement of the food distribution function
- 2-3 Improvement of the import system
- 2-4 Appropriate use of food provided as aid

3. Promotion of Vigorous Rural Areas

- 3-1 Promotion of policies related to rural development
- 3-2 Increase of non-agricultural income
- 3-3 Promotion of agricultural product processing industry
- 3-4 Improvement of rural infrastructure
- 3-5 Conservation of rural environment
- 3-6 Promotion of improvement of rural life
- 3-7 Promotion of communal activities
- 3-8 Improvement of health standard of people
- 3-9 Improvement of educational standard of rural people

3. Examples of Questionnaire to Understand the Target (Rural) Area

- 1) Natural Capital
- 2) Social Capital
- 3) Human Capital
- 4) Physical Capital
- 5) Financial Capital

1. Checklist for Preparation of Requested Project Information Sheets

It should be noted that it is not necessary to gather information regarding all items on the list. Rather, only items that are relevant and/or necessary to the country's situation and the content of the project should be selected.

O is marked for items, which JICA Headquarters requires for project appraisal. It is also desirable to collect information in advance regarding items, which O is not marked, in order to respond to JICA Headquarters' further request after the submission of the Requested Project Information Sheets.

Subject Check Item for Description		Routine Information Gathering Method and Information Handling Method	Corresponding Items on "Checklist for Gathering Information Required for Project Formulation (by Need)"
Requested Project Information Sheet 1			
I. Present Situation and Problems			
(1)	O Are the roles of agriculture and rural development in the socio-economic development of the recipient country described?	To identify local resource persons and to interview them as part of the project identification and formulation exercise	A2 - A4
(2)	O Is the background of the problems clearly established in relation to the development plans/policies of the recipient country?	To check the relevance of the project from the broad viewpoint of local ODA-TF members and other related persons	A4 B1 O1 - O2
	• How are the problems to be tackled by the project located in the higher plans of the recipient country, including the national development plan?	To agree on the desirable direction for and approach to development through regular meetings with the government of the recipient country	
	• How are the problems considered in the agreements with international aid organizations such as the PRSP?	To participate in discussions designed to formulate a sector program based on the PRSP and other major policies of the recipient country	
	• Relationship between the problems and such changes of the political and economic environment as market liberalisation, privatisation, decentralization and free trade agreement	To check the relevance of the project from the broad viewpoint of local ODA-TF members and other related persons	
(3)	O Are the problems properly understood from the viewpoint of both men and women in the target area?	To check the relevance of the project from a broad viewpoint by widely publicising the activities under a JICA project	• A1 - A3 • P3 • Use of the Questionnaire to Understand the Target (Rural) Area
	• Understanding of the problems from the viewpoint of the social structure and systems of the rural community in the target area (*This information needs to be collected once the proposed project decides target areas in order not to waste time of local people whose areas are not selected as a project target, and not to make them expect so much.)	To understand the structure and systems of the rural community using tools like PCM and PRA, etc.	
	• Understanding of the problems, taking the conservation/management methods for natural resources (land, forests, grassland and water, etc.) adopted by the community and people' groups in the target area into consideration (*This information needs to be collected once the proposed project decides target areas in order not to waste time of local people whose areas are not selected as a project target, and not to make them expect so much.)	To interview aid organizations which are already active in the target area To incorporate the outputs of a study, if any, which has been conducting participatory observation, etc. for a long time in the target area	
	• Understanding of the economic and social linkage between direct beneficiaries and other rural people (*This information needs to be collected once the proposed project decides target areas in order not to waste time of local people whose areas are not selected as a project target, and not to make them expect so much.)	To interview aid organizations which are already active in the target area To incorporate the outputs of a study, if any, which has been conducting participatory observation, etc. for a long time in the target area	
	• Understanding of the problems, taking accessible administrative services into consideration (*This information needs to be collected once the proposed project decides target areas in order not to waste time of local people whose areas are not selected as a project target, and not to make them expect so much.)	To interview the local government unit and people in the target area	
(4)	Are the urgency and priority of the problems indicated (are the priority issues narrowed down)?	To check the priority of the target area by the government of the recipient country and to analyse the problems using PCM and PRA, etc. in the area	(Gathering of the relevant information based on the project contents)
(5)	Are important concepts, such as the poor, defined in the context of the recipient country?		

Subject Check Item for Description		Routine Information Gathering Method and Information Handling Method	Corresponding Items on "Checklist for Gathering Information Required for Project Formulation (by Need)"
II. Consistency with the Aid Policies of Japan			
(1)	<input type="radio"/> Is the project consistent with the aid policies of Japan: i.e.; the Country Assistance Program of the Ministry of Foreign Affairs; and the JICA Country Program?	To enhance the understanding of the priority ranking by logically presenting the aid policies of Japan (project selection criteria based on the sector program) of the people concerned in the recipient country. Consistency with JICA's policy, especially poverty reduction and human security	A5
(2)	<input type="radio"/> Is the project mutually complementary to other projects/activities of the agriculture and rural development program formulated by the ODA-TF or JICA if such a program exists?	To discuss the issue within the ODA-TF (so that the issue is checked with the opinions of many people rather than a single person) To actively share information with the Headquarters at the responsible desk level	
(3)	<input type="radio"/> Is the project consistent with JICA Issue-oriented approach and the "Approaches for Systematic Planning of Development Projects <agriculture and rural development>"?		
(4)	<input type="radio"/> Is the selected scheme (e.g., technical cooperation, development study, dispatch of experts, grant aid, etc.) appropriate for meeting with recipient country's needs?		
(5)	<input type="radio"/> Does the project have a boomerang effect on Japanese agriculture?		
III. Project Outline			
1) Overall Goals: Goals of which the achievement is expected after the completion of cooperation			
(1)	<input type="radio"/> Are higher goals achievable by achieving the project goals?	To agree on the desirable direction for and approach to development through regular meetings with the government of the recipient country	B1
(2)	<input type="radio"/> Are these goals consistent with the national development plan and other higher plans of the recipient country?	Understanding of the main policies and higher plans, such as the PRSP, of the recipient country	B1, A4
(3)	<input type="radio"/> Are the goals consistent with the PRSP and sector program, etc. agreed with international aid organizations?	To discuss the issue at a donor meeting	B1 A5
(4)	<input type="radio"/> Are these goals consistent with the progress situation of market liberalisation, privatisation, decentralisation and free trade agreement of the recipient country?	To interview the relevant ministries To understand the current situation through interviews with other donors and NGOs, etc.	H1 ~ H4, L1 ~ L5 O1 ~ O2
(5)	<input type="radio"/> Are these goals comprehensive as well as universal in connection with poverty reduction and environmental conservation?	Understanding of the main policies and higher plans, such as the PRSP, of the recipient country	A5
(6)	<input type="radio"/> Are these goals determined to act as models for further dissemination to other areas?	Understanding of the main policies and higher plans, such as the PRSP, of the recipient country	E1 ~ E3, B4, B1
2) Project Goals: Outcomes at the end of the project: How has the present situation changed with the implementation of the project?			
(1)	<input type="radio"/> Are the background of the project, problems, outcomes and logic to achieve the outcomes clear?	To obtain the understanding of the priority ranking by logically presenting the aid policies of Japan (project selection criteria based on the sector program) of the people concerned in the recipient country	
(2)	<input type="radio"/> Are the contents (purposes) of the request consistent with the needs of people?	To interview the administrative organization and people in the target area	(Depends on the project contents) Use of the Questionnaire to Understand the Target (Rural) Area
(3)	<input type="radio"/> Are the beneficiaries clearly defined?	To interview the administrative organization and people in the target area	(Depends on the project contents) Use of the Questionnaire to Understand the Target (Rural) Area
(4)	<input type="radio"/> Are the assumed dissemination impacts feasible based on the capacity and roles of the implementation body within the period of cooperation?	To interview the relevant ministries To understand the current situation through interviews with other donors and NGOs, etc.	A4, B1 ~ B4, E1 ~ E3
(5)	<input type="radio"/> Is the use of the outcomes following the end of the project clearly indicated?	Agreement on the direction for development by both the Japanese side and the recipient country side through regular meetings with the government of the recipient country	
Requested Project Information Sheet 2			
3) Outputs: Short-term goals to be realised to achieve the project outcomes (activity results/outputs)			
(1)	<input type="radio"/> Are the project outcomes achievable after a series of project activity results/outputs?		

Subject Check Item for Description		Routine Information Gathering Method and Information Handling Method	Corresponding Items on "Checklist for Gathering Information Required for Project Formulation (by Need)"
(2)	<input type="radio"/> Are the project activities rationally considered to continue even after the the end of the cooperation period? Are the activity results set out without assuming a phase 2 project or follow-up activities?		B1 ~ W3
(3)	<input type="radio"/> Are outputs consistent with the capacity, functions and roles of the implementation body set out?	To apply the lessons learned from excellent projects (including the projects of NGOs and people' groups)	A4、 B1 ~ B4、 E1 ~ E3
(4)	<input type="radio"/> Does the project have a boomerang effect on Japanese agriculture?		
(5)	Is there a balance between software, i.e., institution that links the central government (dissemination of the model), local governments (implementation) and rural areas (beneficiaries), and hardware, i.e., infrastructure and facilities?		B1 ~ W3 (Depends on the project contents)
(6)	Are activity results/outputs consistent with the inputs set out?		
4) Activities: Clear indication of the JICA's tasks to create links between the higher/overall goals (policies) and the beneficiaries (improvement of people's standard of living)			
(1)	<input type="radio"/> Is the logical consistency among the identified issues and needs, the objectives and methods to achieving the objectives in requested project clearly demonstrated?	To learn lessons from existing (past) cooperation and accumulated study results	
(2)	<input type="radio"/> Is the significance of the implementation of the requested project for Japan's ODA clearly demonstrated?	To check the existence of the spatial dissemination impacts on the surrounding area and also of the working on various stakeholders (including the local administration and distributors, etc.) To clearly indicate the status of the target area in the country (for example, a poor area) To use existing (past) cooperation and accumulated study results To check whether the project activities would alienate/croud out/harm the private sector To check whether the project activities are managed by the implementation body	A4、 E1 ~ F3、 L1 ~ L5 A2
(3)	<input type="radio"/> Do the contents of the cooperation consider the stage of development of the recipient country?		
	Selection of an appropriate C/P: Selection of an appropriate C/P for the project taking the conditions of the recipient country, such as: the existence of administrative organizations (central and local) with good manpower and funding; and the availability of private sectors' or people' organizations' services in lieu of public services into full consideration	To compare with other similar organizations To check the implementation capacity and system of the candidate C/P with more than one donor and/or NGO	B1、 B2、 B4 E1 ~ E3 F1 ~ F3 O1、 O2
	Decentralisation Advancement: Has a local government unit instead of a central government office been considered as a possible C/P in a country with advanced decentralisation? Is a component for the capacity building of such a local government unit included in the project?		A4
	Examination of the project scale taking the income level into consideration: Has a project scale which is consistent with the JICA's budget size and cost-sharing ability of the recipient country been examined?		A2 ~ A3
	Industrial structure: In an advanced industrial country, has a special field of agriculture or a special technology been properly examined?	To analyse macroeconomic data	A2 D1 ~ D2
	Openness of the market: If the market is highly open, has the introduction of highly competitive crops in the international market been examined?	To analyse macroeconomic data To understand the marketing system	H1 ~ H4
	Mode of cooperation: Does JICA cooperate alone or search for collaboration potential with other donors within the framework of the sector program? In a country with a strong private sector, has the collaboration potential with the private sector been examined?	To interview related ministries To understand the current situation through interviews with other donors and NGOs	A5
	Duplication to neighboring countries: For a middle income country, has the duplication possibility of the project impact to neighbouring countries considered? Also has it consider the possibility of wide area cooperation and the dispatch of experts to third countries?		
(4)	<input type="radio"/> Are the planned activities technically feasible? (In the case of equipment supply, is equipment maintenance in the post-project period possible and will an activity enabling the establishment of a reliable maintenance system be included in the project?)		

Subject Check Item for Description		Routine Information Gathering Method and Information Handling Method	Corresponding Items on "Checklist for Gathering Information Required for Project Formulation (by Need)"
(5)	<input type="radio"/> In a country where aid collaboration among donors is proceeded, are the activities in line with the contents of the agricultural sector program for the recipient country?		A5
(6)	<input type="radio"/> Has a suitable cooperation scheme for the allocation of manpower and budget in line with the activity schedule been selected?		
(7)	Do the activities clearly produce an image of how the project will be ended?		
(8)	Has the project examined the suitability for filling the needs of the beneficiaries such as education and health care in addition to livelihoods and occupations?	To understand the structure and systems of the rural community using PCM and PRA, etc.	(Depends on the project contents) Use of the Questionnaire to Understand the Target (Rural) Area
(9)	Does the adopted approach benefit the entire population in the rural area?	To understand the economic and social linkage between the direct beneficiaries and other rural people	Use of the Questionnaire to Understand the Target (Rural) Area
(10)	Do the activities clearly indicate how to disseminate the development technologies/techniques to farmers?		E1 ~ E3
(11)	Is there a conscious attempt to promote collaboration between the implementing agency and other government institutions in the recipient country?		
(12)	Can the same outcomes be expected with fewer inputs?		
(13)	Are the activities based on the social structure and systems of the rural community in the target area?		E1 ~ 3 • Use of the Questionnaire to
(14)	Do the activities consider the conservation/management methods for natural resources (land, forests, grassland and water, etc.) adopted by the community and people' groups in the target area?		P3、O2、G5、c2 • Use of the Questionnaire to Understand the Target (Rural) Area
(15)	Do the activities consider the accessible administrative services for the target people?		12 ~ 3
5) Inputs: Required manpower, equipment, materials, facilities and funding to implement individual activities			
Japanese Side			
(1)	<input type="radio"/> Are such matters as "priority sector or not", "recruitment possibility of experts", "any significance for implementation by Japan" and "locations (places of assignment)" clearly demonstrated?		• the JICA Country Program
(2)	<input type="radio"/> Is an appropriate size of assistance examined? Are the rationale for the input amounts clearly indicated? (Compared to similar projects, is the planned budget size far too large? If so, are there any special rationale to justify such a large budget?)		A4、B1 ~ B2
(3)	<input type="radio"/> For a country proceeding with aid coordination, are the inputs aligned with the modalities agreed by the recipient country and donors?	To try to use knowledge and views originating from sources other than the ODA-TF by means of widely publicising the activities under JICA projects To gather information at meetings of donors	A5
(4)	<input type="radio"/> Is the selected scheme appropriate for a JICA project?	To discuss the JICA schemes and available assistance with the implementing agency of the recipient country	
(5)	<input type="radio"/> Are the inputs consistent with the activities, cooperation period, number of beneficiaries and project scale?	To examine the required inputs utilising the lessons learned from existing/past cooperation efforts of Japan and other donors/NGOs	
(6)	<input type="radio"/> Are the inputs examined based on next year's budget (estimate)?	To check the JICA's budget to be allocated to the agriculture and rural development sector in the recipient country from the next year onwards	
(7)	<input type="radio"/> Is Japan's provision of technical cooperation significant?	To compare with and examine existing/past technical cooperation (of Japan and other donors/NGOs, etc.) in the recipient country and neighbouring countries	

Subject Check Item for Description		Routine Information Gathering Method and Information Handling Method	Corresponding Items on "Checklist for Gathering Information Required for Project Formulation (by Need)"	
Recipient Side				
(1)	Are the purposes, activities, inputs, implementation method and implementation timing agreed with the government and the implementing agency of the recipient country?	To organize regular meetings To understand the process from project approval to implementation and the annual schedule in the recipient country (to check with national staff who are familiar with the circumstances of the recipient country)	B1 ~ B2	
(2)	Has the budget of the recipient government been secured for the project?	To check the project approval (prioritisation) criteria of the recipient country To check the budgetary arrangements of the Ministry of Finance In a country with a sector program, to establish the internal budget plan for the sector to check the availability of the budget applicable to the requested project	A4, A5, B1 ~ B2	
(3)	Relevance of the implementing Agency (Thorough checking must be conducted at the identification and formulation stage of the requested project as it will be difficult to change the implementing agency after project approval.)	To compare with other similar organizations To check the implementation capacity and system of the candidate implementing agency with other donors/NGOs To check the possibility of entrusting NGO to implement project activities if the recipient government requires approval in prior To check whether the prospective counterpart is motivated To check whether the government of the recipient country assign counterpart personnel and allocate recurrent budget to the project	B1	
6) Preconditions: Conditions which cannot be controlled by the project even if they have a decisive impact on the project				
Local Business Environment	Economy	Possibility of price fluctuations and feasibility of changes of the distribution system, etc when the project assumes economic activities	To obtain price information from government organizations and those involved in the market and distribution business, etc. to identify trends	K4, K5
	Policies/Regulations	Laws, political system, fiscal condition and government policies which could affect the implementation of the project	To check the current policies/systems and their planned changes, etc. through the C/P organization	B1
	(International)	Possibility of affecting free trade agreements (WTO and FTA, etc.), signing and progress of international agreements on the environment and activities/outcomes of the project	To understand likely future trends and reality of other ongoing projects through interviews with related international organizations (World Bank and WTO, etc.)	H1-H4
	(Domestic)	Impacts of the shift towards a market economy, privatisation and decentralisation on the project outcomes and assumed roles of the implementation body. What is the progress situation of decentralisation, etc.?		A4
	(Personnel changes)	Possibility of staff members of the C/P organization being moved to other positions or resigning	To check past examples regarding the stability of personnel	B4
	Other Projects	Existence of other related projects		
	Natural Environment	Are there any natural conditions which will affect the outcomes of the project?		
7) Cooperation period				
(1)	Is the cooperation period appropriate for the budget size, project scale and selected scheme?			
8) Implementation system				
(1)	Are the implementation method and implementation timing agreed with the government and the implementing agency of the recipient country?	To clearly establish who (which ministry, department, division, C/P, position and number) of the central government is responsible for what To check the essential C/Ps in the target area (local government unit and people' organizations, etc.)	B1 ~ B2, B4, O1 ~ O2	
(2)	Examination of the impacts of decentralisation on the implementation of agriculture and rural development projects	To request the implementation body to indicate the availability of budget allocated for the proposed project, manpower and office space which can be secured for the project and to try to enhance the ownership of the recipient side from the project finding and formulation stages	A4 O1 ~ O2	
	when the priority areas differ between related ministry (ministries) of the central government and local government levels: 1) Identification of the decision maker; and 2) examination of the implementation method are important.			

Subject Check Item for Description		Routine Information Gathering Method and Information Handling Method	Corresponding Items on "Checklist for Gathering Information Required for Project Formulation (by Need)"
	Identification of the organization which decides the distribution of resources (land and other natural resources) and examination of the project implementation method taking into account of the decision making process		
(3)	○ Check items relating to budget		B2
	Breakdown of the government expenditure relating to agriculture and rural development in the development budget and current budget	To obtain revenue and expenditure data from the Ministry of Finance To interview administrative organizations (those in charge of finance) in the target area	
	Total amount of grant for the target area from the central government (development budget and current budget), if any	To obtain revenue and expenditure data from the Ministry of Finance	
	Checking of the mechanism to formulate the budget for the target area (statutory system and its enforcement)	To understand the scope of jurisdiction of the implementation body To interview administrative organizations (those in charge of finance) in the target area	
	Understanding of the tax collection situation and expenditure for agriculture and rural development in the target area	To clearly understand the budget amount allocated for agriculture and rural development activities out of the total local government expenditure. When it is not available at the central government level, check at the local government unit level.	
(4)	In a country with advanced aid coordination, is the implementation system aligned with the method agreed by the government of the recipient country and donors?	To participate in discussions for the formulation of a sector program	A5
(5)	Does the implementation system incorporate a mechanism which can promote geographical dissemination of the project activities to the surrounding areas and co-working with various stakeholders?		E1 ~ E3
Requested Project Information Sheet 3			
Related Aid Activities			
(1)	○ Has any other donor formulated and implemented a project in the same area? If so, is there any competition between the projects or are they complementary?	To check the related activities within the ODA-TF To check at meetings with donors	
(2)	○ Checking of similar JICA projects (if a similar approach was made in a different country, the lessons learned from that project should be used for the formulation of the present project)	To interview other donors To interview the government organization in charge of aid in the recipient country	
Relationship with the Millennium Development Goals			
	* Selective input using a pop-up menu		
Relationship with Important Development issues of Japan			
	* Selective input using a pop-up menu		
Gender Consideration			
(1)	Is there any chance that the project will have a negative effect on such socially weak as women, children and the elderly?	To use the PCM technique as well as the lessons learned from completed projects (including those of other donors)	U1-U3
(2)	Consideration of possible changes of and impacts on the gender aspect due to the introduction of a new technology		Use of the Questionnaire to Understand the Target (Rural) Area
(3)	Is it necessary to pay attention to "whose voices" are reflected in the case of the formulation of the project by the participatory method?		Use of the Questionnaire to Understand the Target (Rural) Area
Feedback from Similar Projects			
(1)	Has a similar project been implemented by the JICA or another donor?	To develop a database of projects for the purpose of using knowledge acquired from past JICA projects	
(2)	Use of knowledge provided by projects of international organizations and the JBIC	To have the lessons (good or bad points) of preceding or existing projects been described? To have the analysis results of similar projects which did not reach the implementation stage or which failed to achieve the expected outcomes or impacts been reflected?	
Types and Sizes of Beneficiaries' Groups (Number of Groups and Population)			
(1)	○ Is basic information on the beneficiaries given (name of group, number of members, age profile, sex, educational background, organization(s) to which they belong, social and cultural characteristics, economic aspect and technical strength, etc.)?	To obtain information through government offices, farmers' organizations, primary and secondary schools and clinics, etc.	A1-A3 Use of the Questionnaire to Understand the Target (Rural) Area

Subject Check Item for Description			Routine Information Gathering Method and Information Handling Method	Corresponding Items on "Checklist for Gathering Information Required for Project Formulation (by Need)"
			To directly interview the beneficiaries. If the number of beneficiaries is too large, a statistical technique, such as random sampling (*1), should be used.	
Security Situation				
(1)	<input type="radio"/>	How do international organizations, other donors and embassies of other countries regard the security situation?	To exchange information with various related organizations	
(2)	<input type="radio"/>	Has there been any worrying situation regarding security in recent years?	To improve measures with reference to examples of other donors which are more advanced in regard to security measures	
(3)		Are any measures in place to deal with actual security problems?		
Others				
(1)	<input type="radio"/>	Has the project been formulated from diverse viewpoints through frank discussions with related people in the recipient country (central and target areas), those of the Embassy for Japan and the JBIC, Japanese project-related personnel and staff members of other donors and NGOs, etc.?		
(2)	<input type="radio"/>	Have efforts been made to make the government of the recipient country understand Japan's aid policies as much as possible?		
(3)		Has the project been formulated through routine working on the related people in the recipient country?		

*1 Refer to the following web address for random sampling: <http://www.oricom.co.jp/research/re2.1.html>

2. Checklist for Gathering Information Required for Project Formulation (by Need)

(1) Check Item	(2) Purpose of Confirmation	Study Item (Central)	Min. of Agriculture	Min. of Finance	Other Ministries	Existing Source of Information	Study Item (Target Region)	Local Office of Central Gov.	Local Government Unit	People's Organization	Individual Farmer	Others
0. Basic Items												
A1	Macroscopic Socio-economic Conditions	- Overview of the target country	A1-1	GDP				a1-1	Regional GDP			
			A1-2	GDP per capita				a1-2	Regional GDP per capita			
			A1-3	GDP growth rate				a1-3	Regional GDP growth rate			
			A1-4	GDP growth rate per capita				a1-4	Regional GDP growth rate per capita			
			A1-5	Area				a1-5	Area			
			A1-6	Population				a1-6	Population			
			A1-7	Population density				a1-7	Population density			
			A1-8	Population growth rate				a1-8	Population growth rate			
			A1-9	Gini Coefficient				a1-9	Regional Gini Coefficient			
			A1-10	Urbanization ratio								
			A1-11	Price inflation rate								
A2	Position of Agriculture and Rural Areas	- Confirmation of the significance of cooperation for agriculture and rural development in the country concerned	A2-1	Agricultural population/total working population			FAOSTAT	a2-1	Agricultural population/total working population			
			A2-2	Export value of agricultural products/total export value				a2-2	Export value of agricultural products/total export value			
			A2-3	GDP share of agriculture				a2-3	Agricultural share in RGDP			
A3	Characteristics of Agriculture	- Use of these characteristics for examination of the direction for cooperation - Understanding of the main livelihoods in rural areas	A3-1	Topography and geographical map				a3-1	Topography and geological map			
			A3-2	Agricultural population (by sex)			FAOSTAT	a3-2	Agricultural population (by sex)			
			A3-3	Agricultural GDP			FAOSTAT	a3-3	Agricultural Regional GDP			
			A3-4	Agricultural GDP growth rate			FAOSTAT	a3-4	Agricultural Regional GDP growth rate			
			A3-5	Land use			FAOSTAT	a3-5	Land use			
			A3-6	Number of households with own land /size of farmland				a3-6	Number of households with own land or not and by size of farmland			
			A3-7	Number of households by type of farmland ownership (own land and share cropping, etc.)				a3-7	Number of households by type of farmland ownership (own land and share cropping, etc.)			
			A3-8	Export and import values of agricultural products			FAOSTAT	a3-8	Export and import values of agricultural products			
			A3-9	Price index of agricultural products				a3-9	Price index of agricultural products			
			A3-10	Mean annual rainfall				a3-10	Mean annual rainfall			
			A3-11	Food self-sufficiency rate			FAOSTAT	a3-11	Food self-sufficiency rate			
A4	Reforms Affecting Agriculture and Rural Development	- Understanding of moves towards administrative, political and financial reforms	A4-1	Progress of decentralization				a4-1	Progress of decentralization			
			A4-2	Progress of other administrative, political and financial reforms				a4-2	Progress of other administrative, political and financial reforms			
A5	Understanding of Japan's Aid Stance	- Understanding of the power relationship between the recipient government and donors	A4-1	Degree of dependence on aid (total aid amount/total revenues)				a5-1	Activities of donors and NGOs in the region			
			A4-2	Aid coordination (status of the implementation of financial aid and the sector program)								
1. Sustainable Agricultural Production												
1-1 Improvement of Planning and Implementation Capacity of Agricultural Policies at Macroscopic Level												
B1	Agricultural Policy Planning and Implementation Capacity	- Judgement on the capacity to act as a C/P organization - Judgement on the feasibility of policies	B1-1	Outline and mutual links of existing agriculture and rural development policies and programs				b1-1	Outline and mutual links of existing regional development programs and agricultural development programs			
			B1-2	Evaluation of past agriculture and rural development policies and programs (achievement of numerical goals)								
			B1-3	Procedure and timing of formulation of agriculture and rural development policies and responsible offices								
			B1-4	Outline of the legal framework governing agriculture								

(1) Check Item	(2) Purpose of Confirmation	Study Item (Central)	Min. of Agriculture	Min. of Finance	Other Ministries	Existing Source of Information	Study Item (Target Region)	Local Government Unit	Local Office of Central Gov.	People's Organization	Individual Farmer	Others
		B1-5 State of observation and enforcement regime of agriculture-related laws and regulations										
		B1-6 Number, educational background and practical experience of those in charge of formulating policies/programs										
B2	Planning Capacity of Agricultural Fiscal Policies - Understanding of the mechanism to provide public funds for agriculture - Understanding of the extent of public intervention regarding the price control of agricultural products	B2-1 Agriculture and food-related budget (by type and amount) B2-2 Subsidies (type, criteria and amount) B2-3 Revenues (subjects of taxation, type and amount) B2-4 Outline of the price policy (procurement price, selling over price, and stock price) and its performance B2-5 Difference between official prices and market prices B2-6 Procedure and timing of budget formulation B2-7 Capacity to forecast the domestic supply and demand (accuracy of past forecasts) B2-8 Capacity to forecast trends of the international market (accuracy of past forecasts)					b2-1 Revenues (subjects of taxation, type and amount) b2-2 Procedure and timing of budget formulation					
B3	Planning Capacity of Policies Relating to Agricultural Statistics - Examination of the possibility of gathering data which forms the basis for a project	B3-1 Agricultural statistics (type, subject and publishing body) B3-2 Method to arrange statistics B3-3 Timing (period of publication)					b3-1 Types of statistics relating to individual regions (areas) and possessing bodies b3-2 Compilation method and processing of statistics for the region as part of the national statistics					
B4	Capacity Development of Administrative Personnel - Understanding of measures designed to improve the implementation capacity of administrators	B4-1 Human resource development system (pre-service, in-service and OJT, etc.)					b4-1 Human resource development system (pre-service, in-service and OJT, etc.)					
1-2 Expansion of Agricultural Production and Improvement of the Productivity												
1-2-1 Development and Maintenance of Production Infrastructure												
C1	Farmland Development/Improvement - Has there been an adequate response to the need for land reclamation and development, changes of the land titles and crops and expansion of the irrigated area?	C1-1 Changes of land use and farmland use C1-2 Land system (legal system relating to ownership and leasing) C1-3 Historical changes of the demand for agricultural products C1-4 Planting area by crop C1-5 Irrigation and reclamation plans (potential area suitable for cultivation) C1-6 Irrigated cultivation area C1-7 Average cultivation area by household C1-8 Presence and contents of a system to allocate size of cultivation area and production volume					c1-1 Changes of land use and farmland use c1-2 Traditional land system in the region c1-3 Historical changes of the demand for agricultural products c1-4 Planted area by crop c1-5 Irrigation and reclamation plans (potential area suitable for cultivation) c1-6 Irrigated cultivation area c1-7 Average cultivation area by household c1-8 Presence and contents of system to allocate size of cultivation area and production volume					
C2	Farmland Conservation - Has a decline of the soil fertility and yield, etc. been taking place due to soil erosion and salinization? Have they been prevented?	C2-1 Policy, strategy and measures for farmland conservation C2-2 Laws and regulations relating to farmland conservation					c2-1 Changes of land use c2-2 Historical changes of the yield					

(1) Check Item	(2) Purpose of Confirmation	Study Item (Central)	Min. of Agriculture	Min. of Finance	Other Ministries	Existing Source of Information	Study Item (Target Region)	Local Government Unit	People's Organization	Individual Farmer	Others
								(3) Study Item	(4) Source	(5) Study Item	(6) Source
							c2-3 Method to use sloping land c2-4 Amount of damage due to problems (soil erosion and salinization, etc.) c2-5 Conservation approaches to deal with individual problems (terracing and check dams, etc.)				
C3	Development of Irrigation and Drainage Facilities	- Has a decline of the irrigation capacity and drainage capacity been taking place? Is the construction of new facilities necessary?	C3-1 Strategy, plan and measures to develop irrigation C3-2 Laws and regulations relating to the irrigated area C3-3 Cultivated area/irrigated area				c3-1 Cultivated area/irrigated area c3-2 Yield of irrigated area/ non-irrigated area c3-3 Area/number of farm households by irrigation system c3-4 Number of farm households benefiting from irrigation c3-5 Water volume (irrigated area and the yield) c3-6 Life expectancy (year of construction) c3-7 Damaged places c3-8 Area and amount of damage by flooding/drought				
C4	Functioning of Water Users' Associations	- Do the farmers themselves manage the irrigation facilities and water?	C4-2 Number of farmers participating in water users' associations C4-3 Number of farm households paying the water users' charge C4-4 Participation rate by type of activity C4-5 Water use facilities under the management of central government agencies C4-6 Laws and regulations relating to water use and water rights				c 4-2 Collection rate of the water users' charge and maintenance charge c 4-3 Number of farmers participating in water users' associations c 4-4 Number of farm households paying the water users' charge c 4-5 Participation rate by type of activity c 4-6 Water use facilities managed by local government unit c 4-7 Background of water users' associations and relationship with existing associations c 4-8 Water distribution (water shortage and conflict over water)				
C5	Infrastructure for Livestock Production	- Is there any infrastructure to increase production, to change animal types and to allow new species in the livestock sector?	C5-1 Government intervention and support measures for livestock (price control system, business support and technical support) C5-2 Existence and contents of the livestock technique extension system				c5-1 Types and number of animals c5-2 Number of households and animals by type of raising (grazing and use of sheds, etc.) c5-3 Livestock management by size c5-4 Place, scale and number of meat processing plants c5-5 Place, scale and number of storage warehouses for livestock products c5-6 Supply, demand, imports and exports of livestock products (type, quantity and value) c5-7 Existence of feed (types of feed; scale and area size of grassland)				

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							c5-8 Existence of livestock materials (fencing and sheds)					
1-2-2 Strengthening of Testing, Research and Technological Development												
D1	Functioning of Research and Development Organizations	- Is there a sufficient number of research organizations and personnel to develop production, processing and preservation technologies?	D1-1	Budget (central and by zone)				d1-1	Budget (research and development organizations of local government unit)			
			D1-2	Research contents (central and by zone)				d1-2	Research contents (research and development organizations of local government unit)			
			D1-3	Research organizations (central and by zone)				d1-3	Research organizations (research and development organizations of local government unit)			
			D1-4	Researchers (number, area of expertise, academic background and qualifications (central and by zone)				d1-4	Researchers (number, area of expertise, academic background and qualifications) (research and development organizations of local government unit)			
			D1-5	Typical examples of useful technologies developed in the past (central and by zone)				d1-5	Typical examples of useful technologies developed in the past (central and by zone) (research and development organizations of local government unit)			
D2	Production Technologies	- Have appropriate technologies been developed by government organizations and outstanding farmers?	D2-1	Government organizations to improve production technologies and the contents of such technologies				d2-1	Yield by crop			
			D2-2	Dissemination of technologies developed by government organizations				d2-2	Inputs of production materials (per farm household and per area)			
							d2-3	Hours using cultivation machinery per farm household				
							d2-4	labor productivity				
D3	Conservation of Plant Genetic Resources	- Are plant genetic resources conserved for the future improvement of plants?	D3-1	Government organization responsible for the conservation of genetic resources and the contents of such resources				d3-1	Number of genetic specimens held by a research organization of the target local government unit			
			D3-2	Number of cases of genetic resources conservation by government organization				d3-2	Local varieties of crops in the target region (species, quantity and distribution)			
			D3-3	Domestic varieties (species, quantity and distribution) and species subject to conservation								
D4	Post-Harvest Technologies	- Are there any technologies to prevent post-harvest loss or a qualitative decline and to increase the added-value?	D4-1	Government organization to improve post-harvest technologies and the contents of such technologies				d4-1	Quantity and causes of post-harvest loss (storage, distribution, polishing (rice) and processing, etc.)			
			D4-2	Dissemination of post-harvest technologies handled by a government organization(s)				d4-2	Quality of target primary products (inclusion rate of foreign matters and quality preservation period, etc.)			
							d4-3	Existing processing technologies and processed products				
							d4-4	Price differences between raw materials and processed products				
D5	Livestock Technologies	- Are there any technologies to facilitate increased production and changes of the animals to be raised and to increase the added-value in livestock sector?	D5-1	Government intervention and support measures for livestock (price control system, management support and technical support)				d5-1	Production volume and value of livestock (per farm household; per unit area)			

(1) Check Item	(2) Purpose of Confirmation	Study Item (Central)	Min. of Agriculture	Min. of Finance	Other Ministries	Existing Source of Information	Study Item (Target Region)	Local Government Unit	People's Organization	Local Office of Central Gov.	Individual Farmer	Others
		D5-2 Number of research organizations and researchers and budget of testing and research organizations relating to livestock					d5-2 Distribution of households engaged in livestock by management size					
							d5-3 Technologies for each type of animal (for example, milking technologies in the case of dairy farming) and their levels (differences between ordinary and outstanding farmers)					
							d5-4 Animal diseases and amount of damage					
							d5-5 Number of veterinary surgeons; availability of medicines, etc.					
1-2-3 Intensification of Agricultural Extension												
E1	Agricultural Extension System	- Is there a system to disseminate improved agricultural technologies and farm management to farm households?	E1-1 Present situation of the extension organization of the central government				e1-1 Number of extension workers (per province; per farm household)					
			E1-2 Extension budget of the central government				e1-2 Ratio of settled extension workers (service length)					
			E1-3 Extension system of the central government									
E2	Agricultural Extension Method	- Have technologies and farm management techniques been rooted at farm households?	E2-1 Extension method used by the central government				e2-1 Frequency and number of participants of workshops					
			E2-2 Contents of technologies disseminated by the central government				e2-2 Frequency of visits by extension workers to rural areas					
							e2-3 Number of users (or those who have acquired) of introduced technologies					
							e2-4 State of improvement of technologies and farm management (increase of the yield and reduction of the production cost, etc.)					
E3	Capacity Building of Extension Workers	- Has the guidance ability of extension workers been improved as a result of appropriate training?	E3-1 Distribution of extension worker training institutions and competent ministry/agency (department)				e3-1 Experience of extension workers who have undergone training					
			E3-2 Curriculum, technical guidance items, number of trainees, number of instructors, budget and tuition fee for training of extension workers				e3-2 Application of technique expertise acquired by extension workers					
			E3-3 Background of extension workers (educational career and sex)									
1-2-4 Improvement of farm household Management												
F1	Management Capacity	- Has the farm management been expanded and improved?	F1-1 Availability of measures of the central government to improve the farm management of farm households				f1-1 Farm Management scale (area, production value and profit rate)					
							f1-2 Contents of farm household management (main cash crops, processed agricultural products and distribution channels)					
F2	Finance for Agriculture	- Have the agricultural finance facilities been used to expand and improve the farming business?	F2-1 Finance systems such as agricultural finance and micro credit, etc.				f2-1 Types and scale of agricultural finance					
							f2-2 Utilization rate and number of users					
							f2-3 Amount used and interest rate					
							f2-4 Repayment rate					

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													(3) Study Item
							f2-5 Existence of a credit allocation						
F3	Farmers Organization	- Have farmers been organized to deal with problems which cannot be solved by individual farmers: Are there any measures to prevent a free ride?	F3-1	Central government system regarding farmers' organizations (agricultural cooperatives)				f3-1	Types, objectives and membership rates of organizations				
			F3-2	Laws and regulations relating to farmers' organizations (agricultural cooperatives)					f3-2	Participation rate of members in various activities			
									f3-3	Degree of satisfaction among members regarding the organization			
1-2-5 Improvement of the Securing/Utilization of Materials for Agricultural Production													
G1	Agricultural Machinery and Tools	- Do farmers easily obtain materials and equipment for agricultural production? Are they used at an appropriate level? Have there been any positive effects, such as an increase of yield, as a result of their input?	G1-1	Supply and demand condition of agricultural machinery					g1-1	Current situation of use and conditions of agricultural machinery and tools			
									g1-2	Availability and conditions of the leasing system for agricultural machinery			
G2	Stable Supply of Seeds	- Are seeds supplied in a stable manner or is there a system in place to supply seeds in a stable manner?	G2-1	Dissemination rate of improved seeds					g2-1	Types and characteristics of seeds (including traditional seeds in the region)			
			G2-2	Improved seed distribution policies (purchase of products; support/subsidy for the procurement of seeds)					g2-2	Criteria for use of seeds and quantity used by specific farmland conditions			
									g2-3	Quantity of use (per farm household and per ha) by type of seed (traditional or HYV)			
									g2-4	Yield by type of seed			
									g2-5	Price of seeds			
							g2-6	Supply sources of seeds (seed supplier, self-collection, unions and markets)					
G3	Appropriate Use of Agrochemicals	- Are agrochemicals used in an appropriate manner?	G3-1	Domestic production volumes and prices					g3-1	Frequency of outbreaks of diseases and pests and amount of damage			
			G3-2	Availability and contents of the technical extension service regarding the use of agrochemicals					g3-2	Characteristics of each agrochemical (subject diseases and pests, spraying method, timing and duration of effect, etc.)			
			G3-3	Laws and safety standards (for residuals) regarding the use of agrochemicals					g3-3	Application quantity of agrochemicals (per farm household and per ha)			
									g3-4	Prices and supply sources (suppliers, farmers' organizations and markets) of agrochemicals			
									g3-5	Efforts to reduce the use of agrochemicals (integrated pest management control and others)			
G4	Stable Supply and Appropriate Use of Fertiliser	- Is fertiliser supplied and used in an appropriate manner?	G4-1	Availability of domestically produced fertiliser; if yes, production volume and price by each type of fertiliser					g4-1	Types and inputs of fertiliser			
			G4-2	Support method and subsidies for fertiliser					g4-2	Supply sources (suppliers, home-made compost, farmers' organizations and markets) by type of fertiliser and prices			
			G4-3	International prices and import volume									

(1) Check Item	(2) Purpose of Confirmation	Study Item (Central)	Min. of Agriculture	Min. of Finance	Other Ministries	Existing Source of Information	Study Item (Target Region)	Local Government Unit	Local Office of Central Gov.	People's Organization	Individual Farmer	Others			
													(3) Study Item	(4) Source	(5) Study Item
G5	Stable Supply of Materials for livestock	- Are the materials for livestock supplied in a stable manner?	G5-1	Scale, distribution and owners (government/private) of livestock facilities											
			G5-2	Types, manufacturers and prices of livestock materials											
			G5-3	Government support for the supply of livestock materials (subsidies and others)											
			G5-4	Distribution and area of pasture and grassland											
1-3 Strengthening of Export Promotion Measures															
H1	Improvement of Planning Capacity for Export Policies	- Are there any promising agricultural products for export? Do they have international competitiveness? Is there an adequate response to trends of the international market? Is vital information gathered and analysed?	H1-1	Import and export policies for agricultural products											
			H1-2	Trade volume of agricultural products (imports and exports)											
H2	Improvement of the Export System and Regime	- Has the export system/regime been improved to constitute a factor for export promotion?	H2-1	Import duty, export tax and quota for each agricultural product											
			H2-2	Export-related government agencies and approval/permit required for export											
			H2-3	Size and number of exporters by products handled											
			H2-4	Trends after structural adjustment											
H3	Strengthening of the Export Competitiveness	- Do agricultural products have export competitiveness? Is there any potential for domestically produced agricultural products to enter the international market?	H3-1	Types and export volumes of the main agricultural products for export											
			H3-2	Differences in terms of grade and price with foreign products in the international market											
			H3-3	Export destinations and import sources (country, share and quantity)											
			H3-4	International and domestic prices											
			H3-5	Distribution cost of export products											
H4	Improvement of Information Network for International Market Trends and Marketing Capacity	- Has the capacity to respond to the international market been improved? Is there a developed distribution network?	H4-1	Trends of the international market and prices											
			H4-2	Supply and demand trends (domestic and trade partners)											
			H4-3	Information system for distribution in countries traded with											
			H4-4	Trade agreements, such as FTA, tariffs, quotas and periods of preferential treatments											
1-4 Improvement of Environmental Consideration															
I1	Treatment and Effective Use of Agricultural Waste		I1-1	Environmental control laws and regulations											
			I1-2	Contents of environmental standards											
			I1-1	Treatment and recycling methods of agricultural waste (animal waste, etc.)											
			I1-2	Observance situation of environmental standards											

(1) Check Item	(2) Purpose of Confirmation	Study Item (Central)	Min. of Agriculture	Min. of Finance	Min. of Decentralization	Other Ministries	Existing Source of Information	Study Item (Target Region)	Local Government Unit	Local Office of Central Gov.	People's Organization	Individual Farmer	Others		
														(3) Study Item	(4) Source
I2	Reduction of Environmental Load of Fertiliser and Agrochemicals	What kinds of environmental problems have been caused by agricultural production? Conversely, how has agricultural production contributed to environmental conservation? Are the standards adequate to minimise any negative impacts? Have knowledge and technologies been disseminated?	I2-1	Subject areas and contents of environmental problems (existence, contents, degree and frequency of negative impacts on the environment and people)					i2-1	Fertiliser and agrochemical inputs					
			I2-2	Input and residual standards by type of fertiliser/agrochemical						i2-2	Examples of efforts, effects and profitability of farming with reduced agrochemical inputs or organic farming				
			I2-3	Contents of guidance on environmental consideration at the time of technical extension (regarding the use of agrochemicals and fertiliser, etc.)											
I3	Maintenance/Realization of Multi-Faceted Functions and Consolidation of Environmental Education		I3-1	Types and locations of functions recognised as multi-faceted functions (paddy fields and forests, etc.)						i3-1	Existence and contents of environmental measures of local government unit				
			I3-2	Nature reserves											
			I3-3	Desertification rate											
			I3-4	Concentration of water pollutants											
			I3-5	Forest depletion rate											
			I3-6	Frequency, targets (pupils and farmers, etc.), number of participants and contents of environmental education											
1-5 Enhancement of Agriculture-Related Higher Education															
J1	Educational Activities	- Is there a link between agriculture-related educational institutions and agriculture and rural development?	J1-1	Curriculum						j1-1	Higher educational institutions for agriculture run by local government unit				
			J1-2	Number of teachers											
			J1-3	Number of higher educational institutions for agriculture, number of students and career prospects of students											
J2	Research Function		J2-1	Number of agricultural research institutions, number of researchers (types of degree) and budget						j2-1	Agricultural research institutions run by local government unit and contents of their research				
			J2-2	Technologies developed by research institutions											
J3	Management		J3-1	Management system of agriculture-related higher educational institutions and research institutions						j3-1	Agricultural research institutions run by local government unit and contents of their research				
J4	Collaboration with Related Organizations and Local Authorities/Communities		J4-1	Existence and contents of joint projects and entrusted activities between agriculture-related higher educational institutions/research institutions and other organizations						j4-1	Collaboration of agricultural research institutions run by local government unit and other research institutions				
J5	Strengthening of Function as Extension Bases		J5-1	Relationship between agriculture-related higher educational institutions/research institutions and extension system (feedback systems)						j5-1	Use of agricultural research institutions run by local government unit and their research results				
2. Stable Food Supply															
2-1 Formulation of Food Supply and Demand Policies															
K1	Nutrition of the people	- Is the food demand met? Are there adequate food security policies/systems to meet the food demand?	K1-1	Existence of food security policies, strategies and systems and their contents											
			K1-2	Calorie intake per capita											
			K1-3	Population with malnutrition and the malnutrition rate											

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		K1-4 BMI (Body Mass Index) for children and adults										
K2	Improvement of Statistics on Food Production and Distribution - Are statistics to indicate the food demand available?	K2-1 Types and targets (agricultural products, etc.) of statistics										
		K2-2 Process, manpower and budget to collect statistical samples										
K3	Understanding of Supply and Demand Situation of Main Foods - Is the food demand met? Can the future food demand be met?	K3-1 Production volume of each agricultural product (past, present and future)										
		K3-2 Import and export volumes of each agricultural product (past, present and future)										
		K3-3 Demand for each agricultural product										
		K3-4 Population growth rate K3-5 Income increase rate										
K4	State of Development of Laws and Systems Related to Distribution and Markets - Have laws and systems to respond to the food demand been developed?	K4-1 Laws, regulations and permits, etc. related to import and export					k4-1 Influence of traders and distributors in the private sector on laws and regulations					
		K4-2 Laws, regulations and permits, etc. related to food distribution										
		K4-3 Purchase and sales methods and method to determine the price level										
		K4-4 Food distribution method from the central government to local governments										
K5	Price Control Policy for Agricultural Products - Is there any government intervention in the pricing and distribution of agricultural products to meet the food demand?	K5-1 Law related to the food control system and its outline					k5-1 Response of farm households to prices (changes of the planting area, production volume and selection of crop, etc.)					
		K5-2 Purchase and sales methods and method to determine the price level										
		K5-3 Food distribution method from the central government to local governments										
		K5-4 Relationship with structural adjustment and the WTO										
K6	Availability of Food Storage program - Are measures to respond to an emergency food demand in place?	K6-1 Appropriate level of storage and its basis					k6-1 Storage volume of the private sector					
		K6-2 Volume in stock					k6-2 Storage volume of farm households					
		K6-3 Net import volume										
		K6-4 Import system										
		K6-5 Ease of food import (value of food imports, total export value of goods and services and level of foreign currency reserves)										
		K6-6 System to purchase domestically produced food										
2-2 Improvement of the Food Distribution Function												
L1	Development of Distribution Market - Are agricultural products distributed between regions based on the market mechanism, causing no surplus or shortage? Is the smooth movement of these products possible? Does a quality decline or loss occur during distribution?	L1-1 Distribution channels by main agricultural product					I1-1 Distribution channels by main agricultural product					
		L1-2 Control of the distribution industry					I1-2 Distribution methods (distributors, farmers' organizations, individual farmers and public bodies)					
		L1-3 Structure of the distribution industry (scale, share and number of distributors by distribution channel)					I1-3 Price by distribution channel					
		L1-4 Distribution methods (distributors, farmers' organizations, individual farmers and public bodies)					I1-4 Distance to markets					

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							(3) Study Item	(4) Source	(5) Study Item	(6) Source					
			L1-5	Price by distribution channel											
L2	Management and Use of Distribution Facilities and Equipment	- Do the distribution facilities and equipment function properly?	L2-1	Types and management bodies (public or private) of distribution facilities					I2-1	Types and management bodies (public, private or cooperative) of distribution facilities					
			L2-2	Number of users and user fee of each distribution facility					I2-2	Number of users, user fee and management system of each distribution facility					
L3	Development of Market Distribution System	- Is market information to make the market mechanism function shared by producers?	L3-1	Method to convey prices					I3-1	Method to convey prices					
			L3-2	Contents of support provided by public bodies to promote the conveyance of market information on agricultural products					I3-2	Contents of support provided by public bodies to promote the conveyance of market information on agricultural products					
			L3-3	Method used by private distributors to obtain information											
L4	Development of Transportation System	- Has the physical distribution system been developed?	L4-1	Development of the transportation infrastructure					I4-1	State of development by component of the transportation infrastructure					
			L4-2	Availability of a cold chain					I4-2	Availability of a cold chain					
L5	(Strategic) Reserve System	- Is a national reserve system in place?	L5-1	Adequate reserve level											
			L5-2	reserve level in the last 10 years											
			L5-3	Changes of the supply volume per capita											
			L5-4	Food supplying the most calories											
2-3 Improvement of the Import System															
M1	Quarantine System	- Are imports made based on adequate quarantine standards?	M1-1	Import volume, value and supplying countries by agricultural product											
			M1-2	Import restrictions by agricultural product (quota and tariff, etc.), importing bodies (other than private companies) and contents of the relevant permits, etc.											
			M1-3	Diseases and pests subject to control (agricultural products of which the import is prohibited for the purpose of quarantine), inspection methods, strength of inspectors and inspection equipment											
			M1-4	Diseases and pests of individual agricultural and livestock products (types and amount of damage)											
M2	Improvement of Infrastructure	- Is there adequate distribution control of imported agricultural products in the market?	M2-1	Distribution channels for imported agricultural products											
			M2-2	Infrastructure development/improvement by distribution channel (warehouses, etc.)											
2-4 Appropriate Use of Food Aid															
N1	Establishment of System to Distribute Food Aid	- Is food procurement and distribution adequately conducted at the time of an emergency? Does strategic reserve exist in preparation for an emergency? Can information on areas with a food shortage be adequately obtained?	N1-1	Volume of food aid											
			N1-2	Method and criteria for allocation of food aid to different areas											
			N1-3	Damage in the past											
			N1-4	Targeting method											
			N1-5	Food price control policy											
			N1-6	Level of reserve by region											
			N1-7	Conditions of transportation routes from nearby depots (distance, paving rate and traffic situation at the time of a disaster)											
			N2-1	Situation of damage to crops in the past					n2-1	Situation of damage to crops in the past					

(1) Check Item	(2) Purpose of Confirmation	Study Item (Central)	Min. of Agriculture	Min. of Finance	Other Ministries	Existing Source of Information	Study Item (Target Region)	Local Government Unit	Local Office of Central Gov.	People's Organization	Individual Farmer	Others		
													(3) Study Item	(4) Source
N2	State of Establishment of Monitoring System	- Has a monitoring system for food security been developed?	N2-2	Occurrence rate of starvation in the past (by region)				n2-2	Number, distribution and characteristics of households suffering from a chronic food shortage					
			N2-3	Food security indicators for vulnerable regions				n2-3	State of production of the main foods (grains)					
			N2-4	Level of strategic reserve by region				n2-4	Rainfall and other natural conditions					
			N2-5	Indicators which have been established				n2-5	Number of landless farmers					
								n2-6	Number of distribution of households which maintain their lives through the exchange of food; relative prices of food and goods exchanged for food					
3. Promotion of Vigorous Rural Areas														
3-1 Promotion of Policies Related to Rural Development														
O1	Coordination/ Implementation Capacity at National Level	- Does the central government have a function to coordinate multiple ministries/agencies engaged in rural development activities?	O1-1	Existence and contents of policies/measures to promote rural areas				o1-1	Number of staff, deployment and budget of local offices of central ministries/agencies involved in the development of rural areas					
			O1-2	Matters for which central ministries/agencies have authority and the relevant policies				o1-2	Formulation method for local (regional) agriculture and rural development plans					
			O1-3	Organizational chart and manpower strength of each ministry/agency related to rural development				o1-3	Situation of use of the training system provided by the central government for human resources development in rural areas					
			O1-4	Recruitment method and salaries for staff members of ministries/agencies				o1-4	State of central government assistance for community-driven rural development					
			O1-5	Budget system of the central government regarding rural development (existence of a priority budget allocation system for poor regions and other arrangements)										
O2	Coordination/ Implementation Capacity at Local Level	- Does the local government unit play an important role in the vitalization of rural areas?					o2-1	Authority of local government unit regarding rural development						
							o2-2	Number and deployment of staff, budget, revenue and expenditure of local government unit (recurrent budget and development budget)						
							o2-3	Formulation method for local (regional) agriculture and rural development plans						
							o2-4	Budget preparation method (those preparing the provisional budget, timing and person with the final decision-making power)						
							o2-5	Assistance of local government unit for community-driven rural development						
3-2 Increase of Non-Agricultural Income														
P1	Present Conditions of Commerce and Industries in Villages	- What are the present conditions of village-based commerce and industries?	P1-1	Distribution of village-based commerce and industries				p1-1	Distribution of village-based commerce and industries					
			P1-2	Business statistics by type of commerce and industry				p1-2	Business statistics by type of commerce and industry					
			P2-1	Availability and contents of a vocational training policy				p2-1	Number of vocational training schools, training areas covered and maximum number of trainees accepted					

(1) Check Item	(2) Purpose of Confirmation	Study Item (Central)	Min. of Agriculture	Min. of Finance	Other Ministries	Existing Source of Information	Study Item (Target Region)	Local Government Unit	Local Office of Central Gov.	People's Organization	Individual Farmer	Others				
													(3) Study Item	(4) Source	(5) Study Item	(6) Source
P2	Availability of Vocational Training Opportunities	- Is the provision of vocational training sufficient to meet the demand?	P2-2	Vocational training/education system				p2-2	Likely employment sources and employment rate after completion of vocational training courses							
			P2-3	Demand for vocational training and number of training schools					p2-3	Other vocational training opportunities						
P3	Information on Rural Employment	- Are employment opportunities in rural areas sufficient to sustain a living?	P3-1	labor statistics (urban and rural areas)					p3-1	Understanding of livelihoods (including working away from home) in the target region						
			P3-2	Unemployment rate and the reasons (urban and rural areas)						p3-2	Income sources at the household level (breakdown of agricultural sources of income and non-agricultural sources of income)					
			P3-3	Main employment opportunities in rural areas							p3-3	Share and breakdown of non-agricultural income				
			P3-4	Income of farm households by region												
P4	Present Situation of Production Activities of Unique Products	- What are unique products at the national and regional levels? Is their production based on the actual demand?	P4-1	Unique products of the country (unique products for export)						p4-1	Production volume of unique products of the region and their shipment situation					
			P4-2	Production and export volumes of unique export products							p4-2	Shares of domestic sales and exports of unique regional products				
			P4-3	Share of unique products in the total export value of the country												
P5	Improvement of Rural Finance and Supply of Information	- Is there sufficient access to rural finance? Is such finance fully utilised?	P5-1	Existence of a system and laws regarding rural finance and their contents						p5-1	Availability of access to rural finance					
			P5-2	Existence of an information supply system regarding rural finance for farmers							p5-2	Repayment rate of rural finance				
											p5-3	Situation of use of micro finance by village groups, etc.				
3-3 Promotion of Agricultural Product Processing Industry																
Q1	Degree of Introducing Processing Facilities	- Is there any government intervention to promote the introduction of processing facilities? What types of processing industries actually exist?	Q1-1	Existence of policies, plans and measures to promote the agricultural product processing industry						q1-1	Number of businesses (by processed product)					
										q1-2	Average production size					
											q1-3	Average number of employees				
											q1-4	Production equipment				
Q2	Degree of Development of Private Processing Companies	- How many private processing companies have been established and what are the incentives?	Q2-1	Existence of incentives for the private sector to invest in the processing industry						q2-1	Number of private processing companies (by headquarters, branches and factories)					
			Q2-2	Production volume, quality, price and market share of competitors							q2-2	Size of private processing companies				
Q3	State of Establishment of Safety Standards for Processed Products	- Is the quality control of processed products sufficient?	Q3-1	Existence of safety and hygiene standards for processed products						q3-1	Quality of processed products					
			Q3-2	State of application of safety and hygiene standards for processed products							q3-2	Processing technologies				
Q4	Marketing Capacity Regarding Processed Agricultural Products	- Are processed agricultural products based on the demand?	Q4-1	Related policies and systems						q4-1	Types, production volumes, shipment volumes and shipment destinations of processed agricultural products					
			Q4-2	Trends of the demand for processed agricultural products in the market							q4-2	Fund raising (amount raised, interest rate, repayment rate and repayment period)				

(1) Check Item	(2) Purpose of Confirmation	Study Item (Central)	Min. of Agriculture	Min. of Finance	Other Ministries	Existing Source of Information	Study Item (Target Region)	Local Government Unit	People's Organization	Local Office of Central Gov.	Individual Farmer	Others	
													(3) Study Item
3-4 Improvement of Rural Infrastructure													
R1	State of Improvement of Rural Roads	- Are rural roads sufficiently developed/improved?	R1-1	Total length of improved rural roads									
			R1-2	Number of vehicles using local roads									
R2	State of Improvement of Rural Electrification and Water Supply Facilities	- Do the people of rural areas have sufficient access to electricity and water?	R2-1	Electric energy generated and imported; total length of transmission and distribution lines									
			R2-2	Rural demand for electricity and water (those willing to pay)									
			R2-3	Number of participants in the maintenance union									
R3	State of Improvement of Communication Infrastructure, Including Telephone System	- Do the people of rural areas have sufficient access to information?	R3-1	Number of telephone subscribers									
			R3-2	Number of radios in possession									
			R3-3	Number of radio stations									
R4	State of Implementation of Public Works in Communities	- Is the development of rural infrastructure based on financial contributions by local people realistic?											
			r4-1	Existence of facilities built with the joint financial contribution of rural people and the state of their maintenance									
3-5 Conservation of Rural Environment													
S1	State of Environmental Conservation of Forests, Rivers and Coasts	- Do rural people understand the importance of environmental conservation? Are there incentives for them to commit to environmental conservation?	S1-1	Existence of an environmental protection law and regulations									
			S1-2	Existence of special environmental protection areas and budgetary measures									
			S1-3	Existence of subsidies for environmental protection and the state of their use									
			s1-1	Existence of an environmental protection ordinance of local government unit and the state of its enforcement									
			s1-2	Main environmental problems and efforts of rural people to solve them									
			s1-3	Incentives for rural people to commit to environmental conservation									
3-6 Improvement of Rural Livelihoods													
T1	Extension System	- Is there any potential for the extension of measures designed to improve rural livelihoods?	T1-1	Existence of a government policy designed to improve rural livelihoods									
			T1-2	Number of livelihoods improvement advisors and annual recruitment size									
			T1-3	Deployment situation of livelihoods improvement advisors									
			t1-1	Number of livelihoods improvement advisors									
			t1-2	Roles of livelihoods improvement advisors in rural areas									
			t1-3	Recognition of the importance of livelihoods improvement among rural people									
T2	Extension Method	- Are livelihoods improvement measures effectively extended?	T2-1	Training method for livelihoods improvement advisors									
			t2-1	Existence of collaboration between livelihoods improvement advisors and agricultural extension workers									
			t2-2	Frequency of visits of livelihoods improvement advisors to individual households in rural areas									

(1) Check Item	(2) Purpose of Confirmation	Study Item (Central)	(3) Study Item	(4) Source				(5) Study Item	(6) Source							
				Min. of Agriculture	Min. of Finance	Other Ministries	Existing Source of Information		Local Government Unit	Local Office of Central Gov.	People's Organization	Individual Farmer	Others			
3-7 Promotion of Communal Activities																
U1	Village Activities	- Can the project be implemented in line with the conditions of the target area? - What are the factors impeding the implementation of the project?	U1-1	Existence of a government agency to assist communal activities					u1-1	Number and types of existing community organizations and their objectives						
			U1-2	Contents of activities of the government agency to assist communal activities						u1-2	Participation rate of people in existing community organizations					
											u1-3	Historical background of community organizations (traditional organizations formed by external intervention and endogenous formation based on rural needs, etc.)				
U2	Cultural Base	- Can the cultural base in the target area accept the project?	U2-1	Domestic religious and cultural circles and geographical area of their influence						u2-1	Traditional power structure in the area					
			U2-2	Existence of special cultural zones or cultural zones subject to protection							u2-2	Traditional culture structure in the area				
											u2-3	State of co-existence between the traditional control regime and new culture				
U3	State of Progress of Various Proposed Projects	- Are the projects proposed by villages supported by the government?	U3-1	Government support for village-driven projects (subsidies and human resources development, etc.)						u3-1	Existence of a village development program					
			U3-2	Existence of an obligation to formulate a village development plan							u3-2	Roles of local government unit in the formulation process of village development programs				
											u3-3	State of budget allocation by the central government and/or local government unit for projects proposed by villages				
3-8 Improvement of Health Standard of People																
V1	Present Situation of Health/Medical Care Services	- Is the access of rural people to health/medical care services sufficient?	V1-1	Existence of a program for the health sector						v1-1	State of health of rural people (nutrition conditions of mothers and children and infection rate by disease, etc.)					
			V1-2	Health/medical care system							v1-2	Child health (vaccination rate, etc.)				
											v1-3	Level of access to primary health care				
V2	Spread of Health Knowledge	- Is there an established extension system for health knowledge	V2-1	Existence of a national extension system						v2-1	Number of health workers and livelihoods improvement advisors					
			V2-2	Number and recruitment situation of health workers and their roles in extension work							v2-2	Access to information on primary health care				
V3	Prevention and Control of HIV/AIDS	- Is there an established system to prevent HIV/AIDS	V3-1	Government measures to prevent HIV/AIDS						v3-1	Degree of awareness of HIV/AIDS among rural people					
			V3-2	Education to prevent HIV/AIDS and situation of the use of the media							v3-2	Situation of HIV/AIDS prevention efforts				
			V3-3	Situation of cooperation of the private sector for the prevention of HIV/AIDS												
3-9 Improvement of Educational Standard of Rural People																
W1	Basic Education	- Has basic education been sufficiently extended?	W1-1	Existence of a program for the education sector						w1-1	Net enrolment rate (NER) and gross enrolment rate (GER) for basic education among school-age children					
			W1-2	Formal education system							w1-2	Literacy rate of rural people				

(1) Check Item	(2) Purpose of Confirmation	Study Item (Central)	Min. of Agriculture	Min. of Finance	Min. of Decentralization	Other Ministries	Existing Source of Information	Study Item (Target Region)	Local Government Unit	People's Organization	Local Office of Central Gov.	Individual Farmer	Others
		W1-3 Informal education system (literacy education for adults, etc.)						w1-3 State of implementation of formal education in rural areas					
W2	Expansion of Educational Services - Are the educational needs in rural areas met?	W2-1 Sufficiency rate of educational facilities (classrooms and other school facilities)						w2-1 Sufficiency rate of primary education facilities (classroom to pupil ratio)					
		W2-2 Sufficiency rate of qualified teachers (teacher to pupil ratio)						w2-2 Sufficiency rate of educational services (pupil to textbook ratio and pupil to teacher ratio, etc.)					
		W2-3 Curriculum contents						w2-3 Existence of opportunities for informal education in rural areas and the situation of their use					
		W2-4 Supply situation of informal educational services											
W3	Understanding of Education - Is the importance of education fully understood in rural areas?	W3-1 Government measures to promote the understanding of education						w3-1 Existence of school committees or PTAs and the state of their activities					
								w3-2 Ratio of educational expenditure in the total household expenditure in rural areas					

3. Examples of Questionnaire to Understand the Target (Rural) Area

Purposes:

- Information gathering to examine whether or not the planned cooperation will adversely affect the existing resources management system in the target area
- Information gathering to predict how the benefits of the planned cooperation will be managed, distributed and accumulated

	Central	Target Area	Examples of Questions and Answers (Items Not Quantifiable by Numerical Values)
(1) Natural Capital			
	• Number of casualties by disaster	• Number of casualties by disaster	Refer to "2. - Checklist for Gathering Information Required for Project Formulation"
	• Frequency of disasters (flood, drought and bird damage, etc.)	• Frequency of disasters (flood, drought and bird damage, etc.)	
	• Rain (rainfall, duration, distribution and yearly changes)	• Rain (rainfall, duration, distribution and yearly changes)	
		• Temperature (maximum, minimum and mean)	
		• Elevation	
		• Relative humidity	
		• Topography (inclination)	
		• Groundwater	
		• Rivers and lakes	
		• Soil fertility	
		• Drainage situation	
		• Fuel (firewood and cow dung, etc.)	
		• Types of natural disasters	
		• Land use (existence of uncultivated land and/or fallow land, etc.)	
		• Distance to a town (market)	
		• Pasture	
	• Agricultural crops		
	• Stock raising		
	• Fish catch		
	• Area of farmland		
	• Area of planted land		
	• Area of grassland		
	• Area of forest		
(2) Social Capital			
1) Local institutional systems	• Situation of land allocation (land register)	• (Traditional) land management/allocation system	Confirmation through participatory observation (time-consuming)
	• Number of agricultural extension and information centres	State of provision of life improvement services featuring nutrition and health, etc.	<ul style="list-style-type: none"> • Have you ever received any kind of extension service? • Who taught what and when? • How often did the extension worker visit? • Was it free or charged? • What did you learn? • What do you do when you have a problem relating to agricultural production?
	• Number of households covered by each agricultural extension worker		<ul style="list-style-type: none"> • How many farm households are visited a day? What is the means of transportation (foot or bicycle, etc.)? • How many farm households are visited a week (by season)? • Is the wage of extension workers sufficient to sustain their lives? • Existence of other alternative sources of income (for example, farming)
2) Local systems in the target area		• General mutual help system	For example, check how "food shortages, fund shortages and/or labor shortages" are dealt with Q: What do you do when food, money or labor is insufficient? A : <ul style="list-style-type: none">• Borrow labor from a group of men of a similar age• Borrow labor from a group of women• Borrow grain from the traditional cereal bank in the village• Borrow money from a friend(s)
		• Mutual help system for the socially weak	Q: What do you do when a natural disaster (use the type of disaster frequently occurring in the target area) occurs? A : <ul style="list-style-type: none">• Seek the help of the village head• Seek the help of a rich relative• Seek the help of a local leader
		• Selection method of leaders	Q : <ul style="list-style-type: none">• Who are the main (formal and informal) leaders (of the target organization for the study and the local community, etc.)?• Why were they selected?• What are the roles of the leaders of their respective organizations?
		• Formation process of existing group	When a group formed by an existing project (similar to the proposed project) exists: • How were the group members selected (characteristics of the target community may emerge when villagers freely form a group without instruction by a project implementation body)? • Who is not in the group (example: an invisible social system may lay behind non-membership)?

	Central	Target Area	Examples of Questions and Answers (Items Not Quantifiable by Numerical Values)
		• Decision-making process of the community	Q: Who has decision-making power regarding the use of resources related to the project (for example, communal land and water)?
		Existence of a final decision-maker (group) for the village	Q: Whose permission is required to conduct activities (of the planned project)?
		• Information conveyance system	Q : How are the decisions of the village conveyed? A : • The senior member of each family conveys a decision to the rest of the family. • Through a group formed by an existing project • Notice board at the primary school
3) Social structure	• Number of households by income class	Wealth ranking (checking of the definition of "wealth" in the target area and understanding of any income gap based on this definition)	Q: Who are wealthy people in the target area and why? A : Number of oxen/cows owned, area of owned land, number of date palms owned (at oasis in Mauritania) and number of enset (southern Ethiopia)
	• Gender	• Ratio of farm households with women heads	• Number of households headed by a woman , total number of households
		Working situation of women (especially when men are absent)	• Checking of the daily schedule
		• Division of work between men and women	• What types of farming activities are mainly conducted by men or women? • Who conducts men's work when they are absent due to working away from home or other reasons?
	• Dominant religion in the target area • Land system	Persons engaged in farming (existence of landowners, tenants and farm workers, etc.)	During the field survey: Q : "Who cultivates this land?"; "Does the person cultivating this land own the land?"
		• Agricultural income and non-agricultural income	} Bureau of Statistics
		• Household composition (nuclear family/extended family; polygamy)	
	• Situation of population inflow/outflow		
(3) Human Capital			
		• Population suffering from malnutrition	Q : Who is suffering from malnutrition?
		• State of nutrition (food supply and demand situation throughout the year and other matters)	Q : • How many months of the year do self-produced grains last? • What do you do when the self-produced food runs out? (A: Work away from home; protection by families and relatives; purchase from a merchant on credit)
		• Infant mortality	Q : Is there any area or household with high infant mortality?
		• Average life expectancy	Bureau of Statistics
		• Main diseases	Q : Who suffers from such diseases?
		• Average disease incidence rate	} Bureau of Statistics
		• Population (total, by sex and by generation); population growth rate	
		• Ratio of HIV positive adults	
	• Adult literacy rate (by sex)		
	• School enrolment rate		
(4) Physical Capital			
Information with potential to contribute to prediction of the distribution of project benefits	}	• Access to electricity	Q : • What is the percentage of households with access to electricity in the target area? • Which types of households tend to fail to have access to electricity? (A: households headed by women; poor households, etc.) • Has the electricity service been improving? • To whom do you pay the electricity charge?
		• Access to clean water	Q : • What is the percentage of households with access to clean water in the target area? • Which types of households tend to fail to have access to clean water: (A: households headed by women; poor households, etc.) • Has the water supply service been improving? • To whom do you pay the water charge?
		• Access to public health facilities	Q : • What is the proportion of households using public health facilities targeted by the project in the target area? • Which types of households tend to fail to use such facilities? (A: households headed by women; poor households, etc.) • Have the services (provided by the public health facilities targeted by the project) been improving? • To whom do you pay the charge for use (of the public health facilities targeted by the project)?
		• Quality of housing	• Participatory observation (for example, a tin roof is proof of "wealth" in some areas)

	Central	Target Area	Examples of Questions and Answers (Items Not Quantifiable by Numerical Values)
		• Access to means of (tele) communication (telephone and postal services)	Bureau of Statistics Combined use with the Checklist for Individual Projects
		• Conditions of village roads and trunk roads throughout the year	
		• Means of transportation (access to public services and state of ownership at the household level)	
		• Schools	
		• Health care facilities	
		• Assembly hall	
		• Agricultural infrastructure	
		• Agricultural tools	
		• Fishing gear	
	• Production equipment/materials		
(5) Financial Capital			
		Savings at the household level (including domestic animals as moveable banks)	• What do you do when you earn some money? • Do you have any livestock? What are the types and number?
		• Opportunities to obtain a loan in the community (personal lenders and group finance project, etc.)	• Existence of a system under which money can be loaned or borrowed by a group
		• Access to external loan opportunities (formal financial institutions and others)	• Past experience of using a bank and/or a post office
		• Opportunities for side jobs	• How do you earn money when there are no farming prospects during the dry season, etc.?
		• Opportunities to work away from home	• Have you ever worked away from home (citing the name of the key local city or capital, etc.)? • When did you work there (dry season; which year)?
		• Remittance from outside	• Do you regularly receive money from outside? Who sends you the money?

Annex 3

Approaches for Systematic Planning of Development Projects <Agricultural Development and Rural Development>

The Approaches for Systematic Planning of Development Projects <Agricultural Development and Rural Development>

Development Objectives Charts

Development Objectives	Mid-term Objectives		Sub-targets of Mid-term Objectives	Examples of Project Activities	
1. Sustainable agricultural production	1.1 Improvement of the planning and implementation capacity for agricultural policies at the macroscopic level		Improvement of the planning capacity for agricultural policies	<input checked="" type="radio"/> Formulation of an agricultural development plan <input type="radio"/> Development of a legal system related to agriculture <input type="radio"/> Promotion of agrarian reform	
			Improvement of the planning capacity for agricultural finance policies	<input checked="" type="radio"/> Formulation and management of an agricultural budget plan <input checked="" type="radio"/> Development of a taxation system related to agriculture	
			Improvement of the planning capacity for policies related to agricultural statistics	<input type="radio"/> Development of agricultural statistics	
			Fostering of administrative personnel	<input checked="" type="radio"/> Fostering of agricultural officers and engineers at the central and local levels	
	1.2 Expansion of agricultural production and improvement of the productivity	1.2.1 Development and maintenance of production infrastructure		Development and improvement of farmland	<input type="radio"/> Removal of gravel and other unwanted items <input type="radio"/> Improvement of farmland <input checked="" type="radio"/> Change of location
				Conservation of farmland	<input checked="" type="radio"/> Civil engineering work to ease the inclination <input checked="" type="radio"/> Implementation of contour farming
				Improvement of irrigation and drainage facilities	<input checked="" type="radio"/> Construction of agricultural dams and water channels and development of groundwater <input checked="" type="radio"/> Use of rivers and reservoirs <input checked="" type="radio"/> Repair of irrigation and drainage facilities <input checked="" type="radio"/> Removal of deposited sediment and plants in irrigation channels
				Fostering of irrigation associations	<input type="radio"/> Understanding of the incentives for farmers <input checked="" type="radio"/> Training of farmers <input type="radio"/> Formulation of guidelines
				Improvement of the production infrastructure for stock raising	<input type="radio"/> Improvement of grassland and pasture <input type="radio"/> Improvement of silos and other storage facilities for milk, etc. <input type="radio"/> Turning of unused resources into feed
		1.2.2 Strengthening of research and technological development		Strengthening of testing and research organizations	<input checked="" type="radio"/> Improvement of the facilities, equipment and human resources of testing and research organizations
				Improvement of production technologies	<input checked="" type="radio"/> Improvement of crop varieties (improvement of soybean seeds and grass seeds, etc.) <input checked="" type="radio"/> Improvement of cultivation techniques (fertiliser application, control of diseases and insect damage, weed control and rotation planting, etc.) <input checked="" type="radio"/> Improvement of agricultural machinery <input checked="" type="radio"/> Improvement of irrigation and drainage technologies <input checked="" type="radio"/> Prevention of soil loss and salt damage; study on soil improvement
				Conservation of the genetic resources of plants	<input checked="" type="radio"/> Discovery, collection, preservation, evaluation, data management and distribution of the genetic resources of plants <input checked="" type="radio"/> Study on productivity improvement using the genetic resources of plants
				Improvement of post-harvest technologies	<input checked="" type="radio"/> Improvement of grain threshing, drying and polishing technologies <input checked="" type="radio"/> Preservation of the quality and freshness of vegetables, fruit, meat and dairy products <input checked="" type="radio"/> Storage and processing of agricultural products <input type="radio"/> Study on sorting and packaging technologies <input checked="" type="radio"/> Formulation of quality standards and strengthening

Development Objectives	Mid-term Objectives		Sub-targets of Mid-term Objectives	Examples of Project Activities
			Development of stock raising techniques	<ul style="list-style-type: none"> ⊙ of the inspection regime ⊙ Study on and diagnosis of livestock resources and quarantine ⊙ Breeding of livestock by means of artificial insemination ⊙ Improvement of the management of stock raising ⊙ Improvement of breeding techniques ⊙ Improvement of the processing of livestock products
		1.2.3 Intensification of agricultural extension	Improvement of the agricultural extension system	<ul style="list-style-type: none"> ○ Extension of the extension policies and system of the central and local governments ⊙ Collaboration between agricultural extension organizations and testing and research organizations ⊙ Construction/improvement of agricultural extension centres
			Improvement of agricultural extension methods	<ul style="list-style-type: none"> ⊙ Understanding of the capacity and needs of farmers ○ Improvement of extension from farmers to farmers ○ Collaboration with NGOs and educational institutions ⊙ Development of extension manuals and materials ⊙ Arrangement of workshops and other training opportunities for farmers
			Establishment of the personal capacity of extension workers	<ul style="list-style-type: none"> X Securing of a sufficient number of agricultural extension workers ⊙ Improvement of the incentives for agricultural extension workers ⊙ Training of agricultural extension workers
		1.2.4 Improvement of farming household management	Improvement of the management capacity	<ul style="list-style-type: none"> ⊙ Improvement of the technical capability of individual farming households ○ Improvement of the management policies of individual farming households X Consolidation of various subsidy schemes and price guarantee systems
			Consolidation/strengthening of agricultural finance	<ul style="list-style-type: none"> ⊙ Consolidation of the financing schemes of public bodies ○ Consolidation of the financing schemes of informal bodies X Fostering of the capability of farmers as borrowers
			Organization of farmers	<ul style="list-style-type: none"> ⊙ Improvement of farmers' income through agricultural cooperatives, etc. ⊙ Implementation of appropriate water management by irrigation associations
		1.2.5 Improvement of the securing/ utilisation of materials for agricultural production	Agricultural machinery and tools	<ul style="list-style-type: none"> X Formulation of safety standards for agricultural machinery ○ Improvement of the agricultural machinery inspection system ⊙ Fostering of agricultural machinery maintenance engineers X Improvement of the spare parts distribution system
			Stable supply of seeds	<ul style="list-style-type: none"> ○ Improvement of the seed breeding system X Improvement of the seed distribution system
			Appropriate use of agrochemicals	<ul style="list-style-type: none"> ○ Formulation of safety standards for the use of agrochemicals ○ Implementation of education on the safe use of agrochemicals
			Stable supply and appropriate use of fertiliser	<ul style="list-style-type: none"> X Formulation of quality standards for fertiliser ○ Formulation of standards for the use of fertiliser X Improvement of the fertiliser distribution system
			Stable supply of materials for stock raising	<ul style="list-style-type: none"> X Formulation of quality standards X Formulation of standards for use X Improvement of the distribution system

Development Objectives	Mid-term Objectives	Sub-targets of Mid-term Objectives	Examples of Project Activities
	1.3 Strengthening of export promotion measures	Improvement of the planning capacity for export policies	<ul style="list-style-type: none"> ○ Assistance for the formulation of an export promotion plan and agricultural industry promotion measures, etc. ⊙ Fostering of administrators
		Improvement of the export system and regime	<ul style="list-style-type: none"> Improvement of the export-related legal system X Improvement of export-related financial organizations and financing system
		Strengthening of the export competitiveness	<ul style="list-style-type: none"> ○ Expansion of agricultural production and improvement of the productivity (see Intermediate Goal 1-2) Establishment of systematic standards, a certification system and standardisation ○ Improvement of the testing, inspection and quarantine techniques ○ Fostering of engineers and quarantine officers
		Improvement of the information network for international market trends and of the marketing capacity	<ul style="list-style-type: none"> ○ Strengthening of the functions of trade promotion organizations ○ Strengthening of the government support for the development of the private sector X Arrangement of marketing seminars, trade fairs and exhibitions ○ Gathering of information on foreign markets
	1.4 Improvement of environment care	Treatment and effective use of agricultural waste	<ul style="list-style-type: none"> ○ Projects to promote zero emission type agriculture X Increase of the environmental protection budget X Improvement of waste treatment facilities X Improvement of the awareness of farmers
		Reduction of the environmental load of fertiliser and agrochemicals	<ul style="list-style-type: none"> ○ Formulation of standards for the use of agrochemicals and fertiliser (see the relevant example under Intermediate Goal 1.2.5) ○ Guidance on appropriate use (see the relevant example under Intermediate Goal 1.2.5) ⊙ Environmental conservation type agricultural development projects (promotion of compound agriculture and others)
		Maintenance/realisation of multi-faceted functions and consolidation of environmental education	<ul style="list-style-type: none"> ⊙ Appropriate management of farmland X Promotion of environmental education
	1.5 Enhancement of agriculture-related higher education	Improvement of educational activities	<ul style="list-style-type: none"> ⊙ Technical guidance for teachers and improvement of the teaching techniques ⊙ Development/improvement of teaching materials and establishment of an appropriate curriculum ⊙ Improvement of such facilities as classrooms and laboratories and of equipment X Consolidation of the scholarship system
		Strengthening of the research function	<ul style="list-style-type: none"> ⊙ See Intermediate Target 1.2.2 – Strengthening of research and technological development ⊙ Fostering of researchers ⊙ Arrangement of seminars and workshops on the outcomes of the studies/research of universities
		Improvement of management	<ul style="list-style-type: none"> Formulation of guidelines for project implementation by higher educational institutions on agriculture X Improvement of the capability of administrative staff X Securing and deployment of the required number of teaching and administrative staff Establishment of a management/operation/maintenance system for equipment/laboratories
		Strengthening of the	○ Collaboration with the agriculture extension system

Development Objectives	Mid-term Objectives		Sub-targets of Mid-term Objectives	Examples of Project Activities	
			collaboration with related organizations and local authorities/communities		
			Strengthening of the functions as the centre of extension	X Collaboration with agricultural colleges in advanced countries and consolidation of the system to send people abroad for study purposes Strengthening of the collaboration with agricultural research institutes and the private sector Strengthening of the collaboration with local authorities/communities	
2. Stable food supply	2.1 Formulation of food supply and demand policies		Understanding of the state of nutrition of the people	Implementation of a national nutrition survey Improvement of the capability to analyse the state of nutrition Fostering and deployment of community workers	
			Improvement of statistics on food production and distribution	O See the relevant example under Intermediate Goal 1.1 – Improvement of agricultural statistics	
			Selection of staple foods	X Establishment of a food supply and demand model X Improvement of the capability to analyse statistics	
			Improvement of the laws and systems related to distribution and markets	X Assistance for the establishment/improvement of laws	
			Implementation of a price control policy for agricultural products	O Establishment of a system to stabilise the prices of agricultural products	
			Formulation of a food storage programme	O Formulation of a master plan for food storage	
	2.2 Improvement of the food distribution function			Improvement of the hard infrastructure for the distribution market	⊙ Improvement of trunk roads and railway lines O Improvement of feeder roads O Improvement of the food collection and shipment facilities and the retail as well as wholesale markets
				Management and use of distribution facilities and equipment	O Improvement of the management capacity of distribution facilities O Establishment of a maintenance system
				Improvement of the market distribution information system	X Establishment of a food inventory information gathering system O Establishment of a food price information system
				Improvement of the transportation system	X Formulation of a public transport system improvement plan X Fostering of private transporters
				Improvement of the storage system	O Improvement of storage warehouses
	2.3 Improvement of the import system			Improvement of the quarantine system	O Improvement of the testing and inspection facilities O Training of inspectors
				Improvement of infrastructure	O Improvement of coastal facilities and the road as well as railway networks Establishment of a maintenance system
	2.4 Appropriate use of food provided as aid			Establishment of a system to distribute food provided as aid	X Establishment of an emergency aid method to deal with natural disasters X Establishment of a food aid system for the relief of the poor X Establishment of distribution routes and means
Establishment of a monitoring system				X Establishment of a monitoring method	
3. Promotion of vigorous rural areas	3.1 Promotion of policies related to rural development		Improvement of the coordination/ implementation capacity at the national level	⊙ Fostering of capable administrators O Facilitation of the understanding of participatory development ⊙ Formulation of participatory village development plans	

Development Objectives	Mid-term Objectives		Sub-targets of Mid-term Objectives	Examples of Project Activities
			Improvement of the coordination/ Implementation capacity at the local level	<ul style="list-style-type: none"> ⊙ Fostering of capable local administrators ⊙ Demonstration of participatory village development
	3.2 Increase of non-agricultural income		Assistance for the fostering of village commerce and industries	<ul style="list-style-type: none"> ○ Fostering of cooperatives for each type of business X Improvement of the marketing facilities
			Provision of vocational training opportunities	○ Provision of vocational training opportunities
			Compilation and supply of information on rural employment	X Establishment of an information gathering and supply system
			Introduction and extension of the production activities of unique products	<ul style="list-style-type: none"> ○ Improvement of the production technologies of unique products ○ Introduction of the one village-one product movement Implementation of exhibitions (contests)
			Improvement of rural finance and the supply of information	○ (See the relevant example under Intermediate Goal 1.2.4)
	3.3 Promotion of the agricultural product processing industry		Introduction of processing facilities	○ Introduction/improvement of processing facilities
			Fostering of private processing companies	<ul style="list-style-type: none"> ⊙ Assistance for the development of processing technologies Training of engineers
			Establishment of safety standards for processed products	<ul style="list-style-type: none"> ○ Establishment of a safety system and standards for processed foods X Extension of the safety standards for processed foods
			Improvement of the marketing capacity of processed agricultural products	<ul style="list-style-type: none"> X Establishment of a market information supply system X Assistance for the introduction of IT at chambers of commerce and industry and their networking
	3.4 Improvement of rural infrastructure		Improvement of rural roads	<ul style="list-style-type: none"> ⊙ Design and construction of rural roads ⊙ Maintenance of rural roads
			Improvement of rural electrification and water supply facilities	<ul style="list-style-type: none"> ○ Improvement of the power supply system ⊙ Drilling of wells for service water; use of surface water as service water
			Improvement of communication infrastructure, including the telephone system	X Improvement of the telephone, postal and radio communication systems
			Implementation of public works in communities	<ul style="list-style-type: none"> ○ Improvement of health clinics and medical facilities in villages (see Intermediate Goal 3.2 under Poverty reduction) ⊙ Establishment of schools and village halls (see Intermediate Goal 3.1 under Poverty reduction) X Establishment/improvement of household waste treatment facilities
	3.5 Conservation of the rural environment		Promotion of the environmental conservation of forests, rivers and coasts	<ul style="list-style-type: none"> ○ Understanding of (survey on) the present conditions of farmland and the natural ecosystem and pursuit of sustainability (terraced field protection policy, etc.) ⊙ Incorporation of environmental protection in rural development policies X Study on the rural environment and training of researchers as a part of higher education X Enhancement of amenities and leisure opportunities (improvement of stock farmers, introduction of footpaths to enjoy nature and river improvement, etc.) ○ Rural tourism development projects

Development Objectives	Mid-term Objectives		Sub-targets of Mid-term Objectives	Examples of Project Activities
	3.6 Promotion of the improvement of rural life		Development of an extension system	<ul style="list-style-type: none"> ⊙ Improvement of awareness among agricultural extension workers ○ Training of agricultural extension workers and others
			Improvement of the extension method	<ul style="list-style-type: none"> ○ Development/improvement of manuals and teaching materials ○ Various types of participatory projects (strengthening of communities)
	3.7 Promotion of communal activities		Promotion of village activities	<ul style="list-style-type: none"> ⊙ Projects to strengthen various organizations (agricultural cooperatives, water associations and producers' unions, etc.)
			Handing down of cultural heritage	<ul style="list-style-type: none"> X Studies on traditional arts and culture in rural areas; projects to revitalise such arts and culture
			Promotion of various proposed projects	<ul style="list-style-type: none"> ○ Projects to vitalise the activities of youth groups and women's groups, etc. ○ One Village, One Product Movement ○ Micro finance and campaign to promote savings
	3.8 Improvement of the health standard of people		Consolidation of the health/medical care services	<ul style="list-style-type: none"> ○ See Intermediate Goal 3.2 under Poverty reduction
			Spread of health knowledge	<ul style="list-style-type: none"> ○ See Intermediate Goal 3.2 under Poverty reduction
			Prevention and control of HIV/AIDS	<ul style="list-style-type: none"> See the effective approach for HIV/AIDS control measures
	3.9 Improvement of the educational standard of people		Consolidation of basic education	<ul style="list-style-type: none"> ○ See the effective approach for basic education
			Expansion of educational services	<ul style="list-style-type: none"> See Intermediate Goal 3.1 under Poverty reduction
			Promotion of the understanding of education	<ul style="list-style-type: none"> See Intermediate Goal 3.1 under Poverty reduction

- ⊙ : In the case where there are at least five projects where any example of an activity is included as a project goal
In the case of the dispatch of individual experts and/or JOCV members, at least 10 experts/JOCV members have been dispatched.
- : In the case where a project incorporating any example of an activity as a project goal exists
: Although any example of an activity is not included as a project goal, it is included as an element of the project
- X : In the case where there is no precedence or only a short-term expert or project planner has been dispatched