

ANNEXES

ANNEX A
PROJECT DESIGN MATRIX
FOR EVALUATION (PDM_e)

ANNEX A

Project Title

: Third Country Training Program on the Principles and Practices of Appropriate Technology Development

Name of Implementing Organization: Alliance of Appropriate Technology Practitioners, Inc. (Approtech Asia)

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>Overall Goal Enhanced level of awareness and knowledge of development workers in the Asian region on the principles and practices of ATD contribute to productivity and well-being of their societies/citizens</p>	<ul style="list-style-type: none"> o Increase in the level of awareness and knowledge of development workers o New projects/activities initiated by participants o Description of ATD activities with involvement of participants o Benefits (quantitative and qualitative) of ATD activities to people/environment 	<p>"Back-home" project plans FGD/Survey Most recent Performance Evaluation of the participants Activities'/Projects' Reports</p>	<p>Gov't policy remains supportive of ATD efforts.</p>
<p>Project Purpose 1. To deepen the understanding of participants from developing countries on appropriate technology as a strategy for development</p> <p>2. To improve the techniques and methods used by trainers in development work of Asian NGOs engaged in appropriate technology development through provision of multi-skills training as a response to the Asian crisis</p>	<ul style="list-style-type: none"> o Greater degree of understanding of participants on the course/topic o Number of courses conducted between JFY 2000 to JFY 2003 o Number of participants completed courses o Number of ex-participants able to apply learning directly in jobs o Types of continuing AT (sustained) o Number of continuing AT (sustained) o Number of ex-participants able to introduce, train or transfer learnings formally, or indirectly o Projects, techniques and methodologies on appropriate technology introduced by participants in their organization/country o Number and types of ATD activities adopted after training o Other skills development by ex-participants 	<p>Course Reports Post training survey and regular performance evaluation in participants' organization Annual reports/year-end reports of the participants' organization</p> <p>"Back-home" project plans Ex-Participant's Performance Evaluation in Participants' Organizations Other reports on ATD activities initiated</p>	<p>Course participants must be engaged in NGO development work.</p> <p>Course participants must have practical experience of at least 2 years in appropriate technology development.</p> <p>Participants are assigned to jobs related to AT development.</p> <p>Performance assessment is practiced in their respective agencies/countries.</p> <p>Organization remains supportive of ATD efforts</p>

<p>Outputs</p> <p>At the end of the course, participants are expected to:</p> <p>a) be able to understand the basic principles and practices of appropriate technology development, assessment, transfer, adaptation and evaluation;</p> <p>b) be able to integrate and share learnings and insights with their own knowledge and experience; and</p> <p>c) be able to assess and evaluate their own work based on their learnings from the course for the planning and implementation of appropriate technology programs in their respective areas of operations</p>	<ul style="list-style-type: none"> o Active participation and attendance in all modules of the training courses o Increased level of understanding on various aspects of appropriate technology o Ex-participants satisfactorily completed the course o Projects that integrate ATD principles, technologies and techniques introduced in training course o Plan of activities to be conducted in participants' countries after the training course o Description of participants involvement in any project related to the course o Ex-participants shared their own experiences on ATD projects/activities o Types and number of ATD activities/ projects conducted in ex-participants' countries immediately after the training 	<p>Conduct of pre-training test/evaluation</p> <p>"Back-home" project plans</p> <p>Evaluation forms at the end of each training course</p> <p>'Back-home" plans</p> <p>Annual reports/year-end reports of the participants' organization</p> <p>Conduct of post-training evaluation (at least one year after the training)</p>	<p>Integration of new knowledge techniques gained in the participant's back-home plan</p> <p>Evaluation form is designed to assess the level of knowledge and skills gained.</p> <p>AT development is a priority concern of the participating agency/organization.</p> <p>Participants' organizations prepare annual/year-end reports.</p>
<p>Activities</p> <ol style="list-style-type: none"> 1. Setting up training/management office 2. Course planning and coordination 3. Preparation/ finalize training curriculum 4. Preparation of General Information Brochure 5. Review/Selection of Lecturers/Resource Persons 6. Allocation of budget and facilities 7. Invitation/Selection of participants 8. Preparation/packaging of course/training materials 9. Administer Pre-test 10. Conduct of training Course 11. Administer Post-Test 12. Evaluation of training 13. Preparation of Course/ Completion report 14. Submit Statement o Expenses 15. Administer Follow-Up Activities 	<p>Inputs</p> <p><u>Japanese Side</u></p> <ol style="list-style-type: none"> 1 Dispatch short-term expert(s) to deliver some of the lectures, subject to the availability of JICA budget and the number of suitable experts in Japan 2 Bear the following expenses through JICA <ul style="list-style-type: none"> (a) International economy class airfare, accommodation, per diems and medical insurance premiums of participants from invited countries (b) Expenses relevant to APPROTECH ASIA such as study tours, texts, teaching aids, expendable supplies, copies, honoraria for external lecturer(s) and opening and closing ceremonies 	<p>Duties/Job Description of Experts (A2 Forms)</p> <p>Lecture/Presentation materials</p> <p>Copies of receipts or records of expenses</p> <p>Copies of receipts or records of expenses</p>	<p>Sufficient time prior to actual conduct of training is provided for invitation of participants, for the formulation and finalization of training curriculum and materials, for booking accommodation of participants, for arrangement/coordination of study tours/visits to Philippine NGOs.</p> <p>Close coordination among JICA, APPROTECH ASIA, NEDA and DFA is observed to facilitate participants' selection, travel and completion of the Course.</p> <p>Adequate and timely funds are provided.</p> <p>APPROTECH ASIA assumes full responsibility for overall coordination work and management of the training Course.</p>

	<p><u>Philippine Government</u></p> <p>1 APPROTECH ASIA</p> <p>(a) To formulate the curriculum, draft and print the General Information brochures, assign adequate number of staff members as lecturers/facilitators for the Course; provide training facilities and equipment; arrange accommodation, international air tickets, welcome/send-off parties, and arrange domestic study tours within Philippine NGOs</p> <p>(b) To forward GI brochures to the invited NGOs from Asian Countries, receive application forms, select participants in the Course, and notify the respective NGOs, JICA, NEDA of the results the selection process</p> <p>(c) To take budgetary measures to bear the expenses for conducting the Course, excluding the expenses financed by GOJ</p> <p>(d) To issue the certificates to the participants who have completed the Course</p> <p>(e) To submit the Course Report and a Statement of Expenditure to JICA Philippine Office</p> <p>(f) To coordinate any matter related to the Course</p> <p>2 NEDA/DFA</p> <p>(a) Participate in the selection of participants for the Course</p> <p>(b) Facilitate the application procedure through diplomatic channels</p> <p>(c) Participate in the post-training activities</p>	<p>Copies of training curriculum, list of lecturers/facilitators, documentation reports</p> <p>Copies of GI brochures</p> <p>APPROTECH ASIA Financial reports</p> <p>Course Evaluation and Completion reports</p> <p>Course Completion report</p> <p>Relevant communications, Office memos</p> <p>Attendance to Meetings/Training Course activities</p>	
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ANNEX B
EVALUATION GRID

EVALUATION GRID

THIRD COUNTRY TRAINING PROGRAM ON THE PRINCIPLES AND PRACTICES OF APPROPRIATE TECHNOLOGY DEVELOPMENT

Evaluation Criteria	Main Study Questions	Sub-Questions	Necessary Information/ Data	Information/ Data Source	Data Collection Methods									
					Questionnaires			Interview			FGD			
					Approtech Asia	Ex-participants	NEDA DFA	Approtech Asia	Ex-participants	NEDA DFA	Approtech Asia	Ex-participants	NEDA DFA	
RELEVANCE	1. Are the established objectives (overall goal, training program purposes) still in agreement/consistent with the development policy of the recipient country at the time of evaluation?	<p>Do the training program objectives complement the recipient country's development policy/ strategy/ programs addressing ATD? Were the selected participants in the training course considered appropriate?</p> <p>Were the choice of courses offered each year considered appropriate?</p> <p>Are the project effects and costs equally shared between APPROTECH ASIA and JICA?</p>	<p>ATD remains responsive to national development goals and objectives</p> <p>Selection criteria and process/training needs assessment</p> <p>Process of preparation/submission and approval of the tentative course curriculum</p> <p>Evaluation results and financial data</p>	<p>Medium Term Philippine Development Plan of the recipient country/ Communications on Invitations and Proceedings of meetings on the selection of participants Training Needs assessment reports</p> <p>Record of Discussions/ Request to and approval of JICA</p> <p>Progress Reports/ Evaluation Reports/ Financial Reports</p>	X	X	X	X	X	X	X	X	X	X
	2. Are the established objectives (overall goal, training program purposes) still in agreement with the policies/priorities of the implementing agency of the recipient country at the time of evaluation?	<p>Is the training program consistent with the policies of APPROTECH ASIA?</p>	<p>Mandate of APPROTECH ASIA</p>	<p>APPROTECH ASIA company brochures and annual reports</p>	X			X				X		

	3. Do the established objectives (overall goal, training program purposes, outputs) still meet the needs of the end-beneficiaries at the time of evaluation?	Was there a training needs assessment conducted prior to the conduct of the training program? Were there follow-up surveys conducted on the participants? Were participants' needs considered in the design of future training programs?	Results of training needs assessments and follow-up surveys	Training Needs Assessments and Follow-up Surveys	X		X	X		X	X		X
	4. Are the established objectives consistent with the development priorities of the donor agency?	Is the training program consistent with Japan's Country Assistance Program?	ATD training program remains a priority area of technical cooperation under Japan ODA	Japan's Country Assistance Program	X		X	X		X	X		X
EFFICIENCY	1. Were there excessive delays in the training program preparation (identification, formulation and appraisal)?	Were there delays encountered in the preparation and approval of the training program/courses?	Schedule of Course Operation/ Timetable of Activities	Target and Actual Dates of Training Courses	X	X							
	2. Do the outputs justify the amount of inputs invested?	Are the target number of participants reached?	Selected/Invited participants attended and completed the training courses	Training Completion Reports	X	X				X			X
	3. Were the benefits and cost effectiveness appropriate?	Were all the participants able to successfully complete the training courses?	Selected/Invited participants attended and completed the training courses	Post-Training Evaluation Reports									
	4. Were the quality and quantity of inputs invested in the training program appropriate?	Were all the required inputs delivered as planned (in terms of quality and quantity)?	Physical and Financial Accomplishments	Progress Reports, Training Completion Reports, Post-Training Evaluation Reports	X	X	X				X		X

	5. Were the outputs achieved within the planned timeframe?	Were the training courses conducted in a timely manner?	Timetable of Activities Physical Accomplishments	Progress Reports, Training Completion Reports, Post-Training Evaluation Reports	X	X	X			X			X
	6. Was the timeframe established for the inputs appropriate?	Were there inputs that were delivered late?	Timetable of Activities Physical Accomplishments	Progress Reports, Training Completion Reports, Post-Training Evaluation Reports	X	X	X				X		
	7. In cases where there are discrepancies between the training program plan and the actual realized outputs, are the type and degree of the obtained outputs justifiable?	Were there discrepancies between the training program plan and the actual realized outputs? If yes, are the types and degree of the obtained outputs justifiable?	Project targets and actual accomplishments	Progress Reports, Training Completion Reports, Post-Training Evaluation Reports	X		X	X			X		X
	8. Did any of the "important assumptions" have any effect on the obtained inputs?	What "important assumptions" supported/contributed to, or have constrained delivery of intended outputs?	Check if "important assumptions" in the PDMe occurred/happened or not	PDMe, Progress/Completion, /Evaluation Reports	X	X							
EFFECTIVENESS	1. To what degree were the training program purposes achieved?	To what extent did the training program deepen the participants' understanding of ATD, and improved the techniques/methods used by trainers in development work for Asian NGOs engaged in ATD?	Post-training assessment of participants, Performance Evaluation of Participants by their Organizations	Post-Training Assessment/ Follow-Up Surveys / Participants' Performance Evaluation	X	X	X	X		X			X
	2. Was the degree appropriate to which the training purposes was achieved through the outputs?	Were the participants adequately equipped with the required ATD skills through the training?	Post-Training Activities/ ATD Involvement	Post-Training Assessment Reports/Follow-Up Surveys	X	X	X			X			X

	3. In cases where the training program purposes has not been achieved, when can achievement be expected?	In how many year's time (1, 2, 3, 4, or unlikely) can achievement of the training program purposes be likely achieved?	Likely timing of achievement of Training Program Purposes	Filled-Up Questionnaire/ Interview results	X		X			X			X
	4. To what degree has the target group (the group designated to receive the benefits obtained through implementation of the training program) benefited from the training? Were these benefits envisaged at the beginning of the training program? Have the problems faced by the target group been solved or alleviated?	To what extent have the participants benefited from the training? Were these benefits foreseen at the beginning of the training program? Have the training needs identified by the participants and other target groups been addressed, alleviated, or solved?	Nature/types of benefits	Filled-Up Questionnaire/ Interview results	X	X	X			X			X
	5. Did any of the "important assumptions" have any effect on the achievement of the training program purposes?	Did any of the "important assumptions" supported/contributed to, or constrained the achievement of the training program purposes?	Check if "important assumptions in the PDMe occurred/happened or not	PDMe, Progress/ Completion/ Evaluation Reports	X	X	X						
SUSTAINABILITY	1. Are the facilities, equipment and human resources invested in the training program being maintained? Were funds procured to cover the effective operation of the training program?	Was APPROTECH ASIA able to continue on with the conduct of ATD-related training courses after the completion of the JICA technical cooperation? What are the sources of outside assistance? Has there been changes in the ATD policy after completion of the tra	Business Plan and Report on APPROTECH ASIA Operations	Annual Reports of APPROTECH ASIA, Other Publications	X	X		X			X		

<p>2. Does the implementing agency in the partner country have sufficient capacity to manage the training program?</p>	<p>Does APPROTECH ASIA maintain its pool of lecturers/resource persons, and its active linkages with partner organizations engaged in ATD? What is the current staffing of APPROTECH ASIA?</p>	<p>Organizational Chart of APPROTECH ASIA, Reports on Collaborative Activities/Involvement by APPROTECH ASIA</p>	<p>Published Reports, Information Brochures, Manuals</p>	<p>X</p>		<p>X</p>	<p>X</p>		<p>X</p>	<p>X</p>		<p>X</p>
<p>3. Have the counterparts that received technical transfer been assigned to relevant positions? Has the transferred technology been extended to neighboring areas, and the secondary transfer taking place?</p>	<p>Were the participants able to update their knowledge and skills on ATD after the training? Were they able to apply what they have learned in their jobs? Were they able to share their learnings/transfer such skills by training others? By being involved in AT</p>	<p>Job Description of Ex-Participants, Involvement in ATD and related activities Results of Follow-up Surveys</p>	<p>Filled-up Survey Questionnaires Follow-up Surveys</p>	<p>X</p>		<p>X</p>	<p>X</p>		<p>X</p>			
<p>4. Are the activities of the training program being continued?</p>	<p>Does APPROTECH ASIA continue on with the ATD training courses? Does APPROTECH ASIA modify, update, or improve upon their training curricula for the training courses already conducted? Does it have sufficient resources to continue on with the conduct of ATD training courses?</p>	<p>List of projects/activities of APPROTECH ASIA, Budget for and Sources of Funding for training, Training Plans/Manuals</p>	<p>Detailed Work and Financial Plans, Training Manuals and Plans</p>	<p>X</p>			<p>X</p>	<p>X</p>				
<p>5. Is the partner government providing sufficient support towards achievement of the overall goal?</p>	<p>Do the concerned government entities provide the necessary advice, coordination and technical assistance?</p>	<p>Participation to Meetings, Coordination of Implementing Agency and Donor Institutions</p>	<p>Minutes of Meetings, Record of Discussions, Project Reports</p>	<p>X</p>	<p>X</p>		<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>		

	6. Are the people trained by the program still working in the partner organization?	Are the participants still working for the same organizations? Are they actually applying the principles, techniques and skills learned from the training program?	Job Description and ATD Activities with involvement of the ex-participants	Filled-up Questionnaires, Results of Interviews with Ex-Participants			X			X			X
IMPACT	1.To what degree was the overall goal attained through achievement of the training program purpose?	What is the extent of involvement of the ex-participants in ATD efforts/activities in their organizational/countries?	Ex-participants account of their ATD activities' involvement in their organizations/ countries	Filled-up Questionnaires/ FGDs/ Interview Results	X		X	X		X	X		X
	2.What positive and negative effects arose from outputs not anticipated at the training program's inception?	Did the participants apply the action plans (formulated during the training) upon return to their countries? How soon were these plans undertaken? What have been the resulting effects of such undertaking, positive and negative? If not undertaken what are the reasons for not applying them?	Planned ATD Activities of Ex-Participants, Activities that were pursued according to the Back Home Plans	Participants' Back Home Plans, ATD Activity Reports of Ex-participants	X		X	X		X	X		X
	3. What effects and contributions did the training program have on such development issues as gender and environment?	What effects and contributions did the training program have on gender (e.g. empowerment)? on environment (e.g. conservation)?	Extent of women participation and their roles in ATD activities of the ex-participants, implication of ATD activities on environment	ATD Activity Reports, Filled-up Questionnaires, Interview/FGD Results	X		X			X			

	4. What effects did the training program have on targeted society, economy, institution, organization, related technology, etc?	Was there an increase or spread of ATD activities in region/neighboring localities of the ex-participants, or partner institutions using ATD technologies transferred by the ex-participants?	Number and types of ATD activities, Number of institutions applying ATD technologies, Number of people accessing ATD technologies	Organizations Reports, Other local publications/Brochures on ATD Application Filled-Up Ex-Participants' Questionnaires/ Results of Interviews	X		X			X			X
	5. Did any of the "important assumptions" have any effect on the achievement of the overall goal?	Did any of the "important assumptions" supported, or constrained the achievement of the overall goal?	Check if "important assumptions" occurred/happened or not	PDMe, Evaluation Reports, Results of Interviews/FGDs, Filled-up Questionnaires	X	X		X	X		X	X	

ANNEX B.1
SURVEY QUESTIONNAIRE
FOR EX-PARTICIPANTS

Survey Questionnaire No. 1 (For Ex-Participants)

Terminal Evaluation Study of the Third Country Training Program on the Principles and Practices of Appropriate Technology Development

The Government of Japan through JICA commissioned the services of the Center for Local Development Studies (CLDS) to undertake the *Terminal Evaluation Study of the Third Country Training Program on the Principles and Practices of Appropriate Technology Development* (hereinafter referred to as “the *Study*”).

The objectives of the Study are:

(1) to determine the relevance, effectiveness, efficiency, sustainability and impact of the Third Country Training Program on the Principles and Practices of Appropriate Technology Development (hereinafter referred to as “Training Program”); and

(2) to secure a recommendation which will be utilized for the improvement of: (a) JICA’s planning and management of similar projects in the future; and (b) The Asian Alliance of Appropriate Technology Practitioners, Inc.’s (APPROTECH ASIA) capacity to carry out projects of similar nature.

Part of the Study is the conduct of a survey of ex-participants of the Training Program (2000 -2004) through this questionnaire in two parts: Part I. Assessment of the Training Course, and Part 2. Evaluation of the Training Program based on the Project Design Matrix (PDM) Approach of JICA. Kindly answer all questions to the best of your ability.

Thank you for your cooperation.

PART 1. Assessment of the Training Course

Country _____ Date : _____

Name _____ Sex Male
Female

Year of participation: _____

Course Focus/Theme _____
(Choose from: Livelihood Technologies & Micro-Enterprise Development (2000); Water Supply & Environmental Sanitation (2001); Alternative Housing Technologies & Sustainable Cities (2002); and Organic Farming Technologies & Healthy Lifestyle (2003))

Email Address _____@_____

Current Company/Office _____
/Address _____

Website Address www._____.

1. What was your job/work/occupation when you attended the Third Country Training Program (TCTP) on the Principles and Practices of Appropriate Technology Development (ATD)?

Please describe your job/work/occupation at that time

2. What is your job/work/occupation now?

Please describe your "current" job/work/occupation

3. Do you think the information specified in the General Information Brochure was sufficient enough for you to consider your participation in the Training Course?

4. Do you think the participants in the training course were selected appropriately?

Scale	Description
1	Strongly Disagree
2	Disagree
3	Neutral
4	Agree
5	Strongly Agree

Please encircle your answer

5	4	3	2	1
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Please specify reason:

5. Was there an assessment of your training needs in your country “prior” to your participation in the Training Program? Yes _____ No _____

6. Design of the Training Program

Scale	Description
1	Poor
2	Not adequate
3	Adequate
4	More than adequate
5	Too much/excessive

- a. Objective. During the training, were you provided with an opportunity to improve your knowledge and techniques in the focus/theme for training?

5	4	3	2	1
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- b. Curriculum Design. Was the design of the curriculum adequate in terms of:

- i. coverage of subject matter ?

5	4	3	2	1
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- ii. scheduling of subjects (was it systematical) ?

5	4	3	2	1
---	---	---	---	---

- iii. time allocation for lectures, discussions, exercises, observations ?

5	4	3	2	1
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- iv. intensity in the delivery of the Training Program?

5	4	3	2	1
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- c. Course Management. Please rate the management of the course attended in terms of:

Scale	Description
1	Poor
2	Average
3	Good
4	Very Good
5	Excellent

- i. lecturers/resource persons capability to train

5	4	3	2	1
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- ii. teaching methods

5	4	3	2	1
---	---	---	---	---

- iii. applicability

5	4	3	2	1
---	---	---	---	---

- iv. hand-outs

5	4	3	2	1
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- d. Administration and Management. Please rate the administration and management of the training program in terms of:(coordination, brochures, arrangement of tours, accommodation/ food, allowance/per diem, transportation, social programs and communication among participants)

Scale	Description
1	Unsatisfactory
2	Moderate/Fair
3	Satisfactory
4	Very Satisfactory
5	Outstanding

Please encircle your answer:

- a. coordination:

5	4	3	2	1
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- b. brochures:

5	4	3	2	1
---	---	---	---	---

- c. arrangement of tours:

5	4	3	2	1
---	---	---	---	---

- e. accommodation/food

5	4	3	2	1
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- f. allowance/per diem:

5	4	3	2	1
---	---	---	---	---

- g. transportation:

5	4	3	2	1
---	---	---	---	---

- h. social programs:

5	4	3	2	1
---	---	---	---	---

- i. Communication among participants:

5	4	3	2	1
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7. Were there follow-up surveys or monitoring activities conducted by JICA and/or APPROTECH ASIA in your country after the Training Program?
 Yes _____ No _____ by: JICA _____ APPROTECH ASIA _____

8. To what extent have you benefited from the training?

Scale	Description
1	None
2	Little
3	Moderate
4	Much
5	Very much

Please encircle your answer

5	4	3	2	1
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9. Have you foreseen these benefits at the beginning of the training program?

Yes _____ No _____

Can you please enumerate these benefits.

10. Are you currently using the knowledge and techniques acquired in the field ATD?

Yes _____ No _____

11. If yes, in what field/sector? What products/services are being produced/provided?

Sector	Product(s)/Service(s) produced/provided
Agriculture/ Environment	
Manufacturing	
Electricity, Gas and Water	
Construction	
Hotels and Restaurants	
Housing	
Transport/Storage/Communications	
Others, please specify	

How are you able to apply the ATD knowledge and techniques in the above-cited selected sector?

If no, why? Please cite factors or situations which affected non- or minimal - application of knowledge and techniques acquired in the Training Program

12. After the Training Program, do you regularly update your knowledge and skills on the Principles and Practices of ATD? Yes _____ No _____

If yes, how? Please explain

If no, why?

13. Part of the Training Program includes the formulation of an Action Plan. Can you please enumerate and discuss the activities you have stated in the Action Plan? Pls. use additional lines/page(s) if necessary.

14. Do you still have a copy of the Action Plan you have formulated during the Training Program? Yes _____ No _____

Can you please :

Email a copy to : babotcorpus@b...; spiknspek02@yahoo.com
Or fax to : Ms. Violeta S. Corpus at 632-7875046
Or mail to : Ms. Violeta S. Corpus
8 Pisces St., Phase 3 Moonwalk Village
Paranaque, Philippines

15. Upon return to your country, were you able to apply the Action Plan formulated during the Training Program? Yes_____ No_____

If yes, How soon?

- a. immediately upon return
- b. within the year of Training Program
- c. a year after the Training Program
- d. 2 years after the Training Program
- e. 3 years after the Training Program

Please discuss how you were able to accomplish the Action Plan you have formulated.

If no, please enumerate the factors which delayed implementation of the Action Plan you have formulated

PART 2. Evaluation of the Training Program Based on PDM Approach

A. RELEVANCE of the Training Program

A.1. Does the *Overall Goal* of “to enhance the level of awareness and knowledge of development workers in the Asian region on the principles and practices of ATD contribute to productivity and well-being of their societies/citizenries”, and *Purposes* of “to deepen the understanding of participants from developing countries on appropriate technology as a strategy for development, and to improve the techniques and methods used by trainers in development work for Asian NGOs engaged in ATD through provision of multi-skills training as a response to the Asian crisis” conform to your national development policies, and to your own organization’s development policies? How? Pls. describe or explain.

A.2. What do you think of the relative importance of continuing the conduct of training of Asian development workers on ATD?

- Becomes more important now than before
- Remains as important as before
- Becomes less important than before

B. EFFECTIVENESS of the Training Program

B.1. **Outputs.** When the Training Program was developed, the following outputs were expected. Do you think such outputs contributed to the achievement of the Training Program purposes (see A.1.)?

(a) participants able to understand basic principles & practices of ATD, assessment, transfer, adaptation and evaluation	Yes	No	If no, why?
(b) participants able to integrate and share learnings and insights with their own knowledge and experience	Yes	No	If no, why?
(c) participants able to assess and evaluate their own work based on course learnings for the planning & implementation of ATD programs in their respective areas of operations	Yes	No	If no, why?

B.2. Do you think that the stated Purposes (in A.1.) were achieved immediately after your training? (Yes_____ No_____)

If yes, in what particular/specific way?

The current degree of achievement :

- () reached a higher level than I expected
- () reached the level as I expected (scheduled)
- () not reached the level as I expected for some parts
- () not reached to the level as I expected at all

If no, what are the reasons?

When do you think achievement of set purposes can be expected?

- a. In a year's time?
- b. In two years?
- c. Three years?
- d. Four years?
- e. Unlikely

What do you think are the necessary conditions to be put in place to achieve the *Training Program* purpose in the above-selected timeframe?

B.3. Are the training activities well planned, organized and conducted for the achievement of the Purpose?

- () Yes, activities are well designed, planned, organized, implemented to contribute to the Purpose
- () Some activities had not contributed effectively to the Purpose
State which:

- () Some additional activities are necessary to achieve the Purpose
State which:

B.4. From your recollection, what are the good points of the training program which contributed to the achievement of the Purpose?

B.5. What points should be improved in the training program?

C. **EFFICIENCY** of the Training Program.

(How efficiently the inputs and the activities of the training program were utilized for the achievement of the *Outputs*, namely: *better participants' understanding of the basic principles and practices of ATD, assessment, transfer, adaptation and evaluation; participants' integration and sharing of learnings and insights with their own knowledge and experiences; and participants able to assess and evaluate their own work based on learnings from the course for the planning and implementation of ATD programs in their respective areas of operations.*”)

C.1. **Inputs.** Are the inputs well planned (necessary and enough) for the training activities?

- Yes, all inputs are well planned and well utilized
 some inputs are not well planned and not well utilized
 Some important items necessary for the training activities are not included in the plan and the activities are not implemented efficiently and effectively

Comments:

C.2. **Activities.** Are the activities well planned (necessary and enough) for the achievement of training Purposes?

- Yes, they are appropriate
 There are better method(s) to obtain higher outputs with the same level of inputs
 There are better Method(s) to obtain same outputs with less inputs

D. IMPACT of the Training Program

D.1. What are the social, economic, technical, environmental, and other effects on individuals, communities, institutions as a result of the training program, if any?
(refers to Overall Goal level)

D.2. What are the “intended” and “unintended”, positive and negative, macro and micro impacts of the training program?

D.3. Attainability of the Overall Goal

When do you think the Overall Goal will be attained?

- one –two years immediately after the training course
- 3-4 years after the training
- 5 years after the training
- will not be attained within 5 years but in ____ years after the training program

Comments:

D.4. Trained participants are able to extend training or assistance in ATD
attained/will be attained

- within 1 - 2 years after the training course
- within 3 -4 years after the training course
- within 5 years
- will not be attained at all

Comments:

D.5. What are then the necessary factors that will contribute to the achievement of the Overall Goal?

D.6. How do you think the training program would impact (big, some, or little/nil) on the following:

- Poverty alleviation -
- Productivity -
- Gender development issues -
- Environment -
- Participatory development issues-
- ATD policy(ies) of your government and organization -
- Organizational efficiency of your organization, in terms of role in national/regional development, mandate, budget, personnel, etc -
- Your own workload, motivation, confidence, morale, way of thinking -
- Life and mind of beneficiaries, affected people and stakeholders –of AID activities you had been/are involved with, and/or you initiated -
- Others -

Comments:

E.SUSTAINABILITY of the Training Program (Are the training activities likely to be sustained after termination of JICA assistance?)

E.1. Do you think that political support for the training program can be expected in the future?

- Yes, can be expected very much
- Can be expected to some extent
- No, cannot be expected

Comments:

E.2. Do you think that you are able to, or can utilize knowledge and skills obtained through the training program in the following areas:

For planning and implementing and evaluating ATD activities/projects?

- can plan, implement and evaluate with confidence
- may be able to do so to some extent, but not so sure
- learning has not reached the level that would allow me to do so

For training, research and extension of ATD activities/projects?

- can train, do research and extension with confidence
- may be able to do so to some extent, but not sure
- learning has not reached the level that would allow me to do so

In being able to mobilize resources, source funding assistance for ATD activities/projects?

- can mobilize resources/source funding with confidence
- may be able to do so to some extent, but not sure
- learning has not reached the level that would allow me to do so

Comments, if

any: _____

ANNEX B.2
SURVEY QUESTIONNAIRE
FOR APPROTECH ASIA

Survey Questionnaire No. 2 (For the Implementing Agency)

Terminal Evaluation Study of the Third Country Program on the Principles and Practices of Appropriate Technology Development

The Government of Japan through JICA commissioned the services of the Center for Local Development Studies (CLDS) to undertake the *Terminal Evaluation Study of the Third Country Training Program on the Principles and Practices of Appropriate Technology Development* (hereinafter referred to as "the Study").

The objectives of the Study are:

(1) to determine the relevance, effectiveness, efficiency, sustainability and impact of the Third Country Training Program on the Principles and Practices of Appropriate Technology Development (hereinafter referred to as "Training Program"); and

(2) to secure a recommendation which will be utilized for the improvement of: (a) JICA's planning and management of similar projects in the future; and (b) the Asian Alliance of Appropriate Technology Practitioners, Inc.'s (APPROTECH ASIA) capacity to carry out projects of similar nature.

Part of the Study is the conduct of a survey of the implementing institution, through its training program organizers, which implemented the Training Program through this questionnaire. Kindly answer all questions to the best of your knowledge.

Thank you for your cooperation.

Date : _____

Implementing Agency : _____

Name : _____ Sex Male Female

1. What was your job/work/occupation during the Third Country Training Program on the Principles and Practices of Appropriate Technology Development?

Title of Post: _____

Please describe your job/work/occupation:

2. What is your job/work/occupation now?

Title of Post: _____

Please describe your current job/work/occupation:

3. What is the Goal/Vision/Mission statement of your implementing agency?

4. What were the policies of your agency on Appropriate Technology Development during the time the JICA-assisted TCTP on ATD is being implemented?

5. Have these policies changed already?

Yes _____ No _____

If yes, what are the changes?

6. Do you think the participants in the training course were selected appropriately?

Scale	Description
1	Strongly Disagree
2	Disagree

3	Neutral
4	Agree
5	Strongly Agree

Please encircle your answer

5	4	3	2	1
---	---	---	---	---

7. Are you aware of a Training Needs Assessment (TNA) conducted in the participants country prior to the actual conduct of the Training Program?
Yes _____ No _____

8. Are you aware of the Country Reports submitted by each participant for each of the four (4) Training Courses conducted between JFY 2000 to JFY 2003?
Yes _____ No _____

9. Were participants' needs based on issues/problems raised in Country Reports considered in the design of the Training Program?
Yes _____ No _____

If no, what are the important considerations used as basis in the formulation or curriculum design of appropriate topics for the Training Program? Please elaborate:

10. Were there follow-up surveys conducted after Training Program?
Yes _____ No _____

If yes, how were the survey results been used? Please describe:

11. Do you think that the choices of topics/themes (which varied every year) were made appropriately, or were the topics indeed relevant and timely during the years conducted?
Yes _____ No _____

If no, please cite reasons why?

12. Design of the Training Program

Scale	Description
1	Poor
2	Not adequate

3	Adequate
4	More than adequate
5	Too much/excessive

- a. Objective. Were the participants provided with an opportunity to improve their knowledge and techniques in the field of Appropriate Technology Development (ATD)?

5	4	3	2	1
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- b. Curriculum Design. Based on your opinion, was the design of the curriculum adequate in terms of:

- i. coverage of subjects?

5	4	3	2	1
---	---	---	---	---

- ii. scheduling of subjects (systematical)?

5	4	3	2	1
---	---	---	---	---

- iii. time allocation for lectures, discussions, exercises, observations?

5	4	3	2	1
---	---	---	---	---

- iv. intensity in the delivery of Training Program

5	4	3	2	1
---	---	---	---	---

- c. Course Management. Please rate the management of the Training Program based on :

Scale	Description
1	Poor
2	Average
3	Good
4	Very Good
5	Excellent

- i. lecturers/resource persons capability to train?

5	4	3	2	1
---	---	---	---	---

- ii. teaching methods

5	4	3	2	1
---	---	---	---	---

- iii. applicability

5	4	3	2	1
---	---	---	---	---

13. Are the facilities and equipment being used for the training being maintained and properly operated?

Yes _____ No _____

If no, please elaborate:

14. Do you think that the following outputs of the Training Program sufficiently contributed to the achievement of the Training Program purpose towards improving the knowledge and techniques in the field of ATD?

(a) participants able to understand basic principles & practices of ATD, assessment, transfer, adaptation and evaluation	Yes	No	If no, why?
(b) participants able to integrate and share learnings and insights with their own knowledge and experience	Yes	No	If no, why?
(c) participants able to assess and evaluate their own work based on course learnings for the planning & implementation of ATD programs in their respective areas of cooperation	Yes	No	If no, why?

15. Are you aware of cases where the Training Program “purpose(s)” (i.e., to deepen the understanding of participants on ATD as strategy for development, and to improve the techniques and methods used by trainers in development work of Asian NGOs engaged in ATD through provision of multi-skills training as response to the Asian crisis) has not yet been achieved?

Yes _____ No _____ When do you think can achievement be expected?

- a. In a year’s time?
- b. In two years?
- c. Three years?
- d. Four years?
- e. Unlikely

What do you think are the prerequisites to achievement of the Training Program purposes in the above-selected timeframe?

16. Do you think the problems/issues identified prior to the conduct of the Training Program currently being addressed or have improved?

Issues/Problems	Bangladesh	Bhutan	Cambodia	China	India	Indonesia	Kyrgyzstan	Lao PDR	Malaysia	Maldives	Myanmar	Mongolia	Nepal	Pakistan	Philippines	Sri Lanka	Thailand	Vietnam
<p>A. Livelihood Technologies & Micro-Enterprise Development (2000)</p> <p>1 (Refer to Country Reports for Issues/Problems)</p>																		
<p>B. Water Supply & Environmental Sanitation</p> <p>1 (Refer to Country Papers for Issues/Problems)</p>																		
<p>C. Alternative Housing Technologies and Sustainable Cities (2002)</p> <p>1 Screening & Selection of Housing Beneficiaries (Yes/No)</p> <p>2 Working Capital Requirement (Yes/No)</p> <p>3 Housing Density (Yes/No)</p> <p>4 Building Restrictions (Yes/No)</p> <p>5 Community Involvement (Yes/No)</p> <p>6 Attitude towards Beneficiaries/Clients/Customers (Yes/No)</p> <p>7 Support Programs for Livelihood Activities (Yes/No)</p> <p>8 Varying Applicability of Technologies Across Communities & Countries (Yes/No)</p>																		
<p>C Organic Farming Technologies & Healthy Lifestyle</p> <p>1</p> <p>(Refer to Country Reports for Issues/Problems)</p>																		

17. What steps did APPROTECH ASIA undertake to ensure sustainability of the Training Program (in terms of continuing the training program, funds sourcing, network/collaboration activities with other NGOs, etc...)? Please explain briefly

18. Where there attempts by APPROTECH ASIA to monitor the Action Plan formulated by the participants? Yes _____ No _____

If yes, please elaborate

If no, why?

19. Are you aware of any increase in the number of development workers in the participating countries applying the principles and practices of ATD as a result of the training ? Yes _____ No _____ How much?

Scale	Description
1	None
2	Little
3	Moderate
4	Much
5	Very much

Bangladesh

5	4	3	2	1
---	---	---	---	---

Bhutan

5	4	3	2	1
---	---	---	---	---

Cambodia

5	4	3	2	1
---	---	---	---	---

China

5	4	3	2	1
---	---	---	---	---

India

5	4	3	2	1
---	---	---	---	---

Indonesia

5	4	3	2	1
---	---	---	---	---

Kyrgyzstan

5	4	3	2	1
---	---	---	---	---

Lao PDR	5	4	3	2	1
Malaysia	5	4	3	2	1
Maldives	5	4	3	2	1
Myanmar	5	4	3	2	1
Mongolia	5	4	3	2	1
Nepal	5	4	3	2	1
Pakistan	5	4	3	2	1
Philippines	5	4	3	2	1
Sri Lanka	5	4	3	2	1
Thailand	5	4	3	2	1
Vietnam	5	4	3	2	1

Please cite specific details on any involvement of these development workers in spreading appropriate technology development initiatives/activities:

20. What effects/impact/contribution do these training program and “spread effects” to other development workers (if any) have on societies, institutions, environment, gender, technologies, productivity, etc?

21.. Other Comments, if any:

ANNEX C
**LIST OF PERSONS MET/
INTERVIEWED**

List of Persons Met/Interviewed

Name/Designation	Office/Country
1. Ms. Feri G. Lumamapao Executive Director	Approtech Asia, Philippines
2. Mr. Arai Akio Resident Representative	JICA, Bangladesh (Dhaka)
3. Mr. Taro Naotsuka Deputy Resident Representative	JICA, Bangladesh (Dhaka)
4. Ms. Fiona Mirza Assistant Director	JICA, Bangladesh (Dhaka)
5. Mr. Syed Estem Dadul Islam NGO Help Desk Assistant	JICA, Bangladesh (Dhaka)
6. Mr. Paritoush Barua Senior Programme Officer	JICA, Bangladesh (Dhaka)
7. Mr. Shaikh H. Halim Executive Director	VERC, Bangladesh (Savar)
8. Mr. Md. Rezaul Huda Area Coordinator, WatSan & Technology	VERC, Bangladesh (Savar)
9. Mr. Md. Robiul Islam Project Engineer, WatSan & Technology	VERC, Bangladesh (Savar)
10. Mr. Md. Nasir Uddin Sikder Assistant Coordinator, HRD Section	VERC, Bangladesh (Savar)
11. Mr. Rana Prasad Saha Coordinator, Research Evaluation & Documentation	VERC, Bangladesh (Savar)
12. Mr. Md. Refatul Islam Associate Programme Engineer	NGO Forum for Drinking Water Supply & Sanitation, Bangladesh (Dhaka)
13. Mr. Muhammed Khairat Hossain Executive Director	GKAP, Bangladesh (Dinajpur)
14. Mr. Nazrul Islam Coordinator, Training & HRD	CDA, Bangladesh (Dinajpur)
15. Mr. Shih Mobin Jinnah Director	CDA, Bangladesh (Dinajpur)
16. Mr. Md. Khorsed Alam Deputy Director	TMSS, Bangladesh (Bogra)
17. Mr. Abdur Rouf Senior Project Coordinator	TMSS, Bangladesh (Bogra)
18. Mr. Santosh Narayanan Chief Coordinator	FOOD, India (Chennai)
19. Ms. Nisha Dwivedi Coordinator, Urban Resource Center	VIKAS, India (Ahmedabad)
20. Mr. Kalubhai Dangar Coordinator, Rural Programme	VIKAS, India (Ahmedabad)
21. Mr. Thomas Vergis	VIKAS, India (Ahmedabad)

ANNEX D
LIST OF PARTICIPANTS

LIST OF PARTICIPANTS
BATCH 2000 (27 September-26 October)

	NAME	COUNTRY
1	Quaid-E-Azam	Bangladesh
2	Norbu Tenzin	Bhutan
3	Tien Soun	Cambodia
4	Thy Or	Cambodia
5	Suresh Bhagavatula	India
6	Kalubhai Dangar	India
7	Stella Mary	India
8		Indonesia
9	Elly Wisanti	Indonesia
10	Putu Indrayani	Indonesia
11	Aida Jamangulova	Kyrgyztan
12	Phouvang Siliphanethong	Lao PDR
13	Win Win May	Myanmar
14	Swe Swe Myint	Myanmar
15	Ser-Od Tsetsgee	Mongolia
16	Amrit Bahadur Bohora	Nepal
17	Khalid Nazir	Pakistan
18	Shirley Fabros	Philippines
19	Malony Cruz	Philippines
20	Glenda Bulahan	Philippines
21	Irene Lavilla	Philippines
22	Rannulu Amara Jayathna	Sri Lanka
23	Terrance Keliduwa W.	Thailand
24	Pongsthon Doungkaew	Thailand
25	Songla Thepchaowona	Thailand
26	Pham Tan Cung	Vietnam
27	Vu Phuong Anh	Vietnam

LIST OF PARTICIPANTS
BATCH 2001 (4 September - 3 October)

	NAME	COUNTRY
1	Nazrul Islam	Bangladesh
2	Durul Huda	Bangladesh
3	Robiul Islam	Bangladesh
4	Phuntsho Wangdi	Bhutan
5	Hang Bunnak	Cambodia
6	Ouch Ngak	Cambodia
7	Yuping Yu	China
8	Lijun Yang	China
9	Maroti Champati Shinde	India
10	Suresh Babu	India
11	Nisha Dwivedi	India
12	Sajan Pallithazhath Bahuleyan	India
13	Budiprastiyo Doelrachman	Indonesia
14	Mia Surtiati	Indonesia
15	Khonetip Phouangphet	Lao PDR
16	Somphone Sisingfa	Lao PDR
17	Baldan Dashnyam	Mongolia
18	Khaing Zaw Win	Myanmar
19	Dharma Raj Poudel	Nepal
20	Ronaldo Lingahan	Philippines
21	Loida Bernabe-Simacon	Philippines
22	Joshua Rizaldy Colinco	Philippines
23	Reycardo Maximales	Philippines
24	Indrani Wijewardana	Sri Lanka
25	Moreena Gayanthika Sam.	Sri Lanka
26	H.P. Sumithra Nandani	Sri Lanka
27	Vicha Vudhisen	Thailand
28	Duong Kim Dung	Vietnam
29	Nguyen Xuan Khuong	Vietnam

LIST OF PARTICIPANTS
BATCH 2003 (17 September to 16 October)

	NAME	COUNTRY
1	MD Abdul Hakim	Bangladesh
2	Kankana Chakma	Bangladesh
3	MD Nasir Uddin Sikder	Bangladesh
4	Muhammed Khairat Hossain	Bangladesh
5	Kin Mengse	Cambodia
6	Guochao Liao	China
7	Shi Yi Luo	China
8	Uma Maheswara Rao Dadi	India
9	Bhaskar Babasaheb Padul	India
10	Shailendra Nath Pandey	India
11	Geetha Kumari Thankamani	India
12	Sri Murminari	Indonesia
13	Muhtar Sijabat	Indonesia
14	Anara Sartmanbetova	Kyrgyztan
15	Ulan Raimbekov	Kyrgyztan
16	Viphongxay Vanxay	Lao PDR
17	Erdenechimeg Jambaldorj	Mongolia
18	Suvd Duvjir	Mongolia
19	Moon Shrestha	Nepal
20	Maia Tita Butz	Philippines
21	Winifredo Gulaoan	Philippines
22	Joe Loise Montano	Philippines
23	Albert Luis Garduque	Philippines
24	Kehelelle Herath Mudiyangselaga	Sri Lanka
25	Aruna Parakrama Heenkende	Sri Lanka
26	Wisat Sang-A-Roon	Thailand
27	Tran Vi Xuan	Vietnam
28	Thuymai Nguyen Thi	Vietnam

ANNEX E
THE MANILA STATEMENT

Manila Statement On Water, Environmental Sanitation and Hygiene

We, the participants of the Regional Training Orientation Course on the Principles and Practices of Appropriate Technology Development focused on Water Supply and Environmental Sanitation, organized by Approtech Asia with the technical cooperation from the Government of Japan, held from 29 August to 27 September 2001 in Manila, Philippines.

- **Recognize that safe water is a fundamental human right and basic need, a pre-requisite for survival and for a life of dignity and well-being;**
- **Are deeply concerned that approximately 1.1 billion of the world's men, women and children, 63% of whom are in Asia, lack safe drinking water and about 2.4 billion, 80% of whom are Asians have inadequate sanitation;**
- **Believe that poor access to or unavailability of safe water compounds the conditions brought about by poverty such as unsanitary environment, poor hygiene, and diseases;**
- **Acknowledge that sufficient and safe water supply, sanitation and hygiene are necessary requirements for pursuing social and economic development;**
- **Realize that environmental conservation is necessary to guarantee sufficient supply of safe water for future generations.**

Recognizing the need for collaborative and coordinated efforts among our respective countries, especially with whom we share common boundaries, we, therefore, make this statement to.

- **Affirm the shared vision embodied in the Vision 21: A Vision for Water, Sanitation and Hygiene in the 21st Century for *"A clean and healthy world in which every person has a safe and adequate water and sanitation and lives in a hygienic environment"*;**
- **Likewise affirm the vision for Asian societies in the Year 2015 for *"the people of Asia, living in harmony with our environment and as one earth community, interconnected with one another, upholding the principles of ethics and human rights, individually and collectively own and take responsibility to ensure an equitable and good quality of life through adequate hygiene, sanitation and safe domestic water supply with equity for all"*.**
- **Urge our respective governments to come up with a national translation of the Asian Vision 21, if there is none yet;**
- **Further urge our respective governments to prioritize the formulation and adoption of a comprehensive policy, program and processes for water supply, basin management, waste water analysis/management, environmental sanitation and hygiene, within an integrated approach to reduce poverty;**

- Call on our respective governments to mobilize resources to sufficiently finance the implementation of policies on water supply, environmental sanitation and hygiene, adopting such schemes as providing for counterparts, financial or otherwise, among concerned sectors;
- Likewise call on international donor agencies and the private sector to further support efforts on water supply, sanitation and hygiene with increased financial and technical assistance;
- Support the development and monitoring of indicators for measuring the progress towards the national vision for safe water supply, environmental sanitation and hygiene, employing, among others, a strategy for joint monitoring and analysis of water quality among countries that share common boundaries;
- Call for the creation of an environment supportive of research, innovation and production of new appropriate technologies on water supply, sanitation and hygiene, considering different geohydrological areas, and for making possible the exchange/sharing of these facilities around the world;
- Agree to initiate the creation of a network within the water, sanitation and hygiene sector, among water professionals, scientists, academicians, non-government organizations, users and other sectors of civil society to facilitate and support information exchange and capability building efforts;
- Ensure community participation and gender mainstreaming in all aspects of safe water supply, sanitation and hygiene, particularly utilizing the Household-Centered Environmental Sanitation Approach (HCES);
- Influence men, women and the young from non-government and people's organizations to actively participate in capability building activities, consultations, information exchange, dissemination, thus, ensuring sustainability of efforts and empowering them to eventually address water supply, sanitation and hygiene issues by themselves

As we believe that safe water is a fundamental human right and basic need, we do commit and take responsibility in our respective countries, organizations and households, and as individuals to ensure that this fundamental human right is not violated and that this basic need is met, and to further promote sanitation and hygiene as a priority in sustainable development efforts

Signed this 27th day of September 2001 at the Atrium Hotel, Manila, Philippines

BANGLADESH

MD REFATUL ISLAM

MD REZAUL HUDA

CAMBODIA

OU KHUNA VATH

SOK TYATH

CHINA

YU WEN HAI

FANG YE

INDIA

PRAVIN BHIKADIYA

INDONESIA

ISMU TRIBOWO

ANGELA IKA

KYRGYSTAN

ESENBEC TURUSBEKOV

LAOS

THEVARACK PHONEKEO

KEOUDOM NAMSENA

MONGOLIA

JAVSAN CHOJULSUREN

MYANMAR

U THAN MYINT

THANT ZIN OO

NEPAL

DEEPAK PURI

DIL BAHADUR THAPA

PHILIPPINES

MARYOLA ADA DARATINAO

ROSARIEL CASTRO

PEDRO MACOROL

DELIA R GENOBATEN

NESTOR G CUBANGAY

ROSA M MONTEVIRGEN

SRI LANKA

AMA RAFEEL

KPRS SAMARASINGHE

THAILAND

KRAILERT TAWEEKUL

VIETNAM

NGO VAN NHUAN

NGUYEN HUONG TRA

ANNEX F
COURSE MODULES AND TOPICS

Regional Training Orientation Course on
 The Principles and Practices of Appropriate Technology Development
 Focused on
Organic Farming Technologies and Healthy Life Style
 17 September - 16 October 2003
 Philippines

Topics/Activities	Methodology
Orientation/Briefing by Sponsoring Organizations (JICA/Approtech Asia/SCS-NEDA)	Multimedia Presentation
International Federation of Organic Agricultural Movement (IFOAM)	Lecture Discussion Power Point Presentation
Gender in Agriculture	Lecture Discussion
Organic Food/Personal Care Products: Accreditation and certification	Lecture Discussion
Organic Personal Care Products September 19-20	Interactive Presentation
The Health Belief Model: Asian Perspective	Lecture Discussion/Case Study
Personal hygiene & sanitation awareness	Workshop
Alternative health care practices in Asia region	Lecture Workshop
Integral Health Awareness for Living and Alternative Health Care: Philippine Experience Macrobiotics & Nutraceuticals	Lecture Demonstration
Introduction to Internal Art of Healing: Qi Gong	Lecture and Hands-on Experience
The Science & Art of Aromatherapy	Lecture & Sensory Evaluation Testing
Organic personal care product and Healthy Lifestyle Basic Course on	

Topics/Activities	Methodology
1. Herbal Medicine	Hands-on Experience
2. Organic Personal Care Products: Handmade Herbal Soap	Power Point Presentation
3. Organic Hair and Body Shampoo Continuation of Reporting	Power Point Presentation
4. Body Scrubs and Massage Oil	Power Point Presentation
5. Herbal Hand Sanitizer & Herbal teas and Supplements	Lecture - Discussion Power Point Presentation Hands-on experience
International Night	Party in National Costume
Organic Farming: Global and Asia Region Scenario	Lecture Discussion
Organic Farming Technologies	Lecture Discussion
Country Reports	
Travel to MC-ARI Training Center, Bacolod (September 25-30):	
1. SALT (Sloping Agricultural Land Technology)	
2. Faith (Food Always in the Home)	
3. Integrated farming	
4. Sustainable Agriculture Related Technologies	Lecture Hands-on
5. Basic Principles of Renewable Energy and Connectedness to Nature	Lecture Discussion
6. Family health through clean, green and safe environment, use of traditional and alternative healthcare practice: herbal medicine and acupressure; hands-on experience in the preparation of herbal tropical ointment and syrup	Lecture Discussion

Topics/Activities	Methodology
7. Organic Farming Technologies	Lecture Discussion
8. Organic sugar or "muscovado production" by Alter Trade	
9. Group Farm Work & Evaluation	
Travel to GEO FARM, Pangsinan October 1-4:	
1. Herbal Medicine	
2. Energy System, Health and Natural Healing	
Trip to Earth Haven (San Mateo, Rizal) Orientation/Field Visit to Earth Haven	
Travel to Ecological Earth Planners, Batangas (October 6-10)	
Ecological Farm of Mr. Goodi Eala Darasa, Tanauan, Batangas:	Lecture-Participatory Discussion/Workshop
1. Orientation about the Ecological Earth Planner and Organic Agriculture	
2. Sustainable Agriculture/Organic Farming Technologies Ecological Farm Darasa, Tanauan, Batangas	Lecture - Discussion
3. Sustainable Agriculture/Organic Farming Technologies	Lecture - Discussion
Field Visit to Herbana Farm (Calamba, Laguna) Leisure Farm (Lemery, Batangas) Tagaytay Highlands (Tagaytay City)	
CRTD Orientation (Laguna)	Lecture - Discussion
Farm Scanning	
Planning Theory and Practice Organic Farm/Processing Plant	Lecture - Discussion

Topics/Activities	Methodology
Travel to Lacto Asia (Paranaque City, Metro Manila)	
Waste Management in Relation to Healthy Lifestyle	Lecture - Discussion
Visit to a Village Material Recovery Facility	Demonstration - Discussion
Virgin Coconut Oil: Production, Utilization and Processing	Lecture - Discussion Demonstration
The Health Benefits of Coconut Oil	Lecture - Discussion
Sharing of Kerala Ghandi's Experience	Lecture - Discussion
Evaluation of Field Visits	Workshop
Concept Paper and Back Home Plan Preparation	Workshop
Presentation of Back Home Plan	Workshop
Solidarity Night & Farewell Well	Workshop
Closing Program Awarding Ceremonies	

Regional Training Orientation Course on
 The Principles and Practices of Appropriate Technology Development
 Focused on
Low-Cost Housing and Sustainable Cities
 04 September - 03 October 2002
 Philippines

Topics/Activities	Methodology
Orientation	
Presentation of Buhayin ang Maynila Program and Pillars of Development	AV Presentation Open Forum
Cultural Tour of Manila City Hall	
Orientation for Study Visit - Guidelines - Expectations	
Orientation of Murang Pabahay Program Baseco Community	Study Visit
WASH Project Isla Puting Bato, Port Area, Tondo, Manila	
Briefing: Sponsoring Organizations - JICA - Approtech Asia	PowerPoint Presentation/ A-V Aids
Perspectives: City Planning towards Sustainable Urban Centers	Interactive Learning Open Forum
Philippine Program on Low-Cost Housing	
Processing of Study Visit Results - Identification of Solid Wastes and Proposed Plan of Action	Workshop Learning Discussion
Synthesis of Learnings - What is appropriate technology? - What is sustainable community	Small group discussion
Community Solid Waste Management (Brainstorming & Introduction of Technologies)	Lecture A-V Aids

Topics/Activities	Methodology
<p>Communities: Gawad Kalinga Programs and Approaches</p>	<p>Gawad Kalinga Community Eversley Childs Sanitarium, Jagobiao, Mandaue</p> <p>Interaction with the local residents and beneficiaries</p>
<p>Study Visit Renewable Energy - Mini-Hydro Project</p>	<p>Study Visit CEBECO Plant Matutinao, Cebu</p>
<p>Processing of Community Visit Learnings</p>	<p>Focus Group Discussion Workshop</p>
<p>Habitat low-cost housing technologies: - Compressed Earth Block (CEB) - Interlocking Concrete Earth Blocks (ICEB)</p>	<p>Study Visit Lecture/Hands-on</p>
<p>Processing of study visit results</p>	<p>Focus Group Discussion Workshop</p>
<p>Enterprise Development for Sustainable Cities: Sky Irrigation Technology</p>	<p>Lecture A/V Presentation</p>
<p>Enterprise Development for Sustainable Cities: - Hydroponics (Soil-less Gardening Technology)</p>	<p>Lecture A/V Presentation</p>
<p>Community Mapping</p>	<p>Visit and interview with two (2) communities - Barangay Tisa - Barangay Sambag</p>
<p>Site Visit Cebu Pottery Crafts and Trade Center Carcar, Cebu</p>	<p>Study Visit to Carcar, Cebu</p>
<p>Community Enterprise Models in Thailand</p>	<p>Video Showing</p>
<p>Visit to Silang, Cavite and Tagaytay</p>	<p>Study Visit</p>
<p>Urban Agriculture Commercial Hydroponics Farms</p>	<p>Plastro-Angara Farms (Tagaytay) Boyet Hydroponics (Silang, Cavite)</p>

Topics/Activities	Methodology
Socialization and Cultural Night	
Site Visit to: <ul style="list-style-type: none"> - Sun Valley Ecological Waste Management Project - Bacoor Material Recovery Facility (MRF) - Carmona Municipal Solid Waste Management Project 	Study Visit Interview with local community
Processing of Study Visit Learnings	Workshop/Group Analysis and Reporting
Community Solid Waste Management <ul style="list-style-type: none"> - Organic Farming and Composting 	Lecture/Hands-on Discussion
Community Solid Waste Management <ul style="list-style-type: none"> - Input to individual plans - Evaluation/Synthesis 	Small Group/Per Country Discussion
Solid Waste Management Act (R.A. 9003) Happy Soil Composting Technology	Lecture Open Forum
Presentation of Country Reports	Individual Reporting Group Interaction Photo Gallery
Orientation on National Program on Non-Conventional Energy	Lecture Discussion
Orientation: Cebu City Program on Low Cost Housing and other Service Delivery Programs	A-V Aids Discussion
Formulation of Questionnaires for Community Interview	Workshop
Technologies on Low-Cost Housing Project <ul style="list-style-type: none"> - Compressed Earth Block Technology 	Study Visit Orientation Pagtambayayong Training Center
	Calasanasan, Cebu Interaction with Community
Processing of community visit	Focus Group Discussion
Approaches to Building Sustainable	Study Visit

Topics/Activities	Methodology
Private Sector Experience on Low Cost Housing	Discussion Open Forum
Project Development Process: Inputs on Back Home Plan Preparation	Lecture
International Night (Cultural Presentations)	Workshop
City of Marikina-Towards Sustainable Development	Lecture/Discussion Open Forum
Disaster Risk Management Towards Sustainable Cities	Lecture
Presentation of Community Mapping - Development Plan for Barangay Sambag and Tisa	Group Presentations
Presentation of Back Home Action Plans	Selected Plans for the Day
Integration of Learning Post-training Evaluation:	Individual & Group Written/ Thematic Apperception Test (TAT)
Closing Program Awarding Ceremonies	
Solidarity Night	

ANNEX G
LIST OF LECTURERS AND
RESOURCE PERSONS

LIST OF LECTURERS AND TOPICS DISCUSSED

Organic Farming Technologies and Health Lifestyle

Name of Lecturers	Subject Areas
Mr. Manny Yap Executive Director MASIPAG	International Federation of Organic Agriculture Movement (IFOAM)
Mr. Patrick Belisario Executive Director Organic Certification Center in the Philippines	Organic Food/Personal Care Products: Accreditation and Certification
Ms. Zenaida Toquero, Ph D. Head and Gender Consultant SEAMEO - SEARCA	Gender in Agriculture
Angelo Juan O. Ramos, MD Intergrated Medical Practitioner President, VEDA Health & Home Products, Co. Project Director WASH - Manila	Organic Personal Care Products Personal Hygiene & Sanitation Awareness Alternative Health Care Practices in Asia Region The Science and Art of Aroma Therapy
Ma. Eufenia Collao, MD Family and Community Medicine	The Health Belief Model: Asian Perspective Organic Hair & Body Shampoo
Jennifer Madamba, MD & Team Integrative Medicine for Alternative Health Care System	Integral Health Awareness for Living and Alternative Healthcare: Philippine Experience Macrobiotics & Nutraceuticals
Mr. Dino Subingsubing Training Coordinator Integrative Medicine for Alternative Healthcare System	Introduction to Internal Art of Healing: Qi Gong
Mrs. Adelina I. Ranga Livelihood Skills Consultant United Laboratories, Inc. Supervisor, NFE Services	Organic Personal Care Products: Handmade herbal soap

<p>Ms. Adelina I. Ranga Livelihood Skills Consultant United Laboratories, Inc. Supervisor, NFE Services</p>	<p>Organic Personal Care Products: Handmade herbal soap</p>
<p>Ms. Carlita Rex-Doran President Women Investors Association of the Phil., Inc. Proprietor, CRD Herbal Products</p> <p>Mr. Roel Ravanera Executive Director, PDAP</p>	<p>Herbal Hand Sanitizer & Herbal Teas & Supplement</p> <p>Organic Farming: Global and Asia Region Scenario</p>
<p>Dr. Rodel G. Maghirang Chairman, National Program on Organic Vegetable Production in the Philippines</p>	<p>Organic Farming Technologies</p>
<p>Sr. Virginia Cervantes Director MC-ARI Training Center</p> <p>Mr. Muneo Ishikawa Liason MC-ARI Japan</p>	<p>MC-ARI History, Programs & Services</p> <p>SALT (Sloping Agricultural Land Technology)</p> <p>FAITH (Food Always in the Home Integrated Farming)</p>
<p>Ms. Marcelina Alipis Organizer/Agriculturist</p>	<p>Sustainable Agriculture Related Technologies</p>
<p>Mr. Auke Idzenga Research and Development Coordinator Alternative Indigenous Development Foundation, Inc.</p>	<p>Basic Principles of Renewable Energy and Connectedness to Nature</p>
<p>Sr. Leonida Delgado OSA - MC ARI Nurse</p>	<p>Family health through clean, green and safe environment, use of traditional and alternative health care practices: hands- on experience in the preparation of herbal tropical ointment and syrup</p>
<p>Mr. Joel Alapar Deputy Executive Director Tuburan Technology and Research Center, Inc.</p>	<p>Organic Farming Technologies</p>

<p>Ms. Norma Mugar General Manager Alter Trade Corporation</p>	<p>Organic Sugar or "Muscovado" Production by Alter Trade</p>
<p>Mr. Ed and Yvonne Guevarra Proprietor GEO Farm</p>	<p>GEO Farm Module Energy System, Health and Natural Healing, Hebal Medicine</p>
<p>Mr. Ralph Perez Senior Technical Officer CRTD Calauan, Laguna</p> <p>JICA Participant, 1991 Agro-Forestry</p>	<p>Planning Theory and Practice (Organic Plan/Processing Plan)</p>
<p>Ms. Divina Bawalan Scientist Product Development Division Philippine Coconut Authority</p>	<p>Virgin Coconut Oil: Production, Processing and Utilization</p>
<p>Dr. Conrado Dayrit Consultant United Laboratories</p>	<p>The Health Benefits of Virgin Coconut Oil</p>
<p>Mr. Ajith Venniyoor Secretary General, Kerala Gandhi Smarak Nidhi India LEAD International Fellow</p> <p>JICA Participant, 1993 Rural Sanitation and Water Supply</p>	<p>Kerala Gandhi Experience Eco-Harmonic and economic Management of Natural Resources, with Focus on Water and Soil</p> <p>Panelist: Back Home Plan</p>
<p>Mr. Aurelio dela Cruz Project Coordinator Sibol ng Agham at Teknolohiya</p> <p>JICA Training Participant, 1991 Sustainable Agriculture</p>	<p>Panelist: Back Home Plan</p>

LIST OF LECTURERS AND TOPICS DISCUSSED

Low-Cost Housing and Sustainable Cities

Name of Lecturers	Subject Areas
Architect Riquito Bellosillo Managing Director Urbis Philippines, Inc. Ortigas Center Pasig City, Metro Manila	Perspectives: City Planning Towards Sustainable Urban Communities
Ms. Ma. Corazon Arambulo Head, Personnel Department City of Manila	Buhayin ang Maynila Program and Pillars of Development of the City of Manila
Engr. Mariano Raner Chief National Housing Authority (NHA) Quezon City	Philippine Program on Low-Cost Housing
Ms. Belle Guinto Municipal Environment and Natural Resources Officer (MENRO) Carmona, Cavite	Municipality of Carmona's Program on Community Integrated Solid Waste Management
Mr. Roberto Guevarra Barangay Captain Sun Valley Subdivision Parañaque, Metro Manila	Sun Valley Barangay-level Waste Management Project
Ms. Miyuki Fujimura JICA Expert National Institute of Vegetable and Tea Science (NIVTS) Ano, Mie, Japan	Community Solid Waste Management * Techniques and Methodologies * Segregation and Composting * Usage/Organic Farming
Engr. Samuel Baybay Division Chief Non-Conventional Energy Division Department of Energy Fort Bonifacio, Makati City	Orientation on National Program on Non-Conventional/Renewable Energy
Mr. Ronnie Samala Manager Lacto South Metro Enterprises Parañaque City, Metro Manila	Happy Soil Composting Technology
Engr. Luis Lacerna National Coordinator-Technical Division Habitat for Humanity Philippines Mandaluyong City	Orientation and Hands-on * Compressed Earth Block (CEB) * Concrete Interlocking Blocks (CIB)
Arch. Ger Samson Assistant Coordinator-Technical Habitat for Humanity Philippines Mandaluyong City	Concepts/Orientation on * Compressed Earth Block * Concrete Interlocking Blocks (CIB)

LIST OF LECTURERS AND TOPICS DISCUSSED

Livelihood Technologies

Name of Lecturers	Subject Areas
Mr. Emmanuel Buendia	Appropriate Technology as a Strategy for Poverty Alleviation
Dr. Lydia Padernal	Livelihood Technologies and Micro-Enterprise Development
Dr. Maria V. Capanzana	Empowering the Community through Food and Nutrition and Small, Micro-Enterprise
Mr. Romulo River	Problems and Prospects of the Handmade Paper Industry and Other Paper Products
Ms. Josefina L. Diaz	Food Packaging and the Food Industry
Mr. Sean Co	Advertising, Labeling and Graphic Design in Food Packaging
Mr. Joel Jontilla	Food Stalls Project of the Office of the City Mayor of Manila: Legalizing the Hawkers
Mr. Benjamin Milano	Technological Information Promotion System Network and Its Programs and Services for Small and Micro-entrepreneurs in Asia and the Third World Countries
Ms. Lourdes Santos-Rivera	Processed Meat Industry: Problems and Prospects and Hands-on Experience in Meat Processing
Ms. Teresita Palomero	Processed Fish Industry: Technologies and Enterprise Development and Hands-on Experience in Fish Smoking

Engr. Jose Bautista III	Processed Fruits and Vegetables: Technologies and Industry and Hands-on Experience in Banana Chips and Banana catsup
Ms. Alicia V. Fontecha	Processed Coconut Industry: Technologies and Industry and Hands-on Experience
Ms. Leonida Antonio	Preparation of Food Rescue Package: "Budbod Sustansya" or Nutritious Toppings
Adelina I. Ranga	Plate Lamination
Maria Victoria M. Gaverza	Business Planning Synthesis
Dindo Nabol	Business Enterprise Simulation Game
Erlinda Rodriguez	Pili Nut Processing and Export Business
Antonio Imperial	Handmade Papermaking and Paper Craft
Imelda Reyes	Abaca Plantation and Fiber Processing
Rogelio Sandico	High Grade Abaca Fiber and Processing
Gloria M. Gonzales	The Birth and Growth of the GM Paper Company and Its Success
Rachel Saciao	Small and Micro-enterprise in Poverty Alleviation
Cecilia Rea	Abaca Industry: Prospects in the Export Market

ANNEX H
BREAKDOWN OF ESTIMATED
AND ACTUAL COSTS

Regional Training Orientation Course on
The Principles and Practices of
Appropriate Technology
Focused on
LIVELIHOOD TECHNOLOGIES
September 27 - October 26, 2000

FINANCIAL REPORT

Budget Line Item	Budget	Expended	Balance	Remarks
A. INVITATION EXPENSES				
Air Fare	1,606,500	1,355,518	250,982	
Living Expenses for Transit Stay	34,800	15,300	19,500	
Transport (pic-up/send off)	25,000	23,830	1,170	
Per Diem	640,000	581,600	58,400	
Accommodation	930,000	809,285	120,715	
Medical Insurance	100,000	78,800	21,200	
Airport Terminal fee	13,750	12,650	1,100	
Sub-Total	3,350,050	2,876,983	473,067	
B. TRAINING EXPENSES				
Honoraria	59,500	68,500	(9,000)	
Employment Fee	149,000	149,000		
Travel Expenses				
a) Local Transpo	60,000	86,650	(26,650)	
b) Air Fare	160,000	112,419	47,581	
c) Accommodation	84,000	68,300	15,700	
d) Per diem	61,600	52,800	8,800	
Expendable Supplies	160,000	94,853	65,147	
Meeting Expenses	35,000	35,000		
G1 Brochure, Certificate, Manuals	24,500	24,500		
Textbooks Printing & Purchase				
a) Textbook, Handouts	6,000	19,439	(13,439)	
b) Hands-on teaching aids	30,000	33,792	(3,792)	
c) Technology Manuals	80,000	80,000		
Communications	50,000	31,231	18,769	
Sub-Total	959,600	856,484	103,116	
GRAND TOTAL	4,309,650	3,733,467	576,183	Remaining balance

Regional Training Orientation Course on
The Principles and Practices of
Appropriate Technology
Focused on
WATER SUPPLY & ENVIRONMENTAL SANITATION
August 29 - September 27, 2001

FINANCIAL REPORT

Budget Line Item	Budget	Expended	Balance	Remarks
A. INVITATION EXPENSES				
Air Fare	1,927,800	1,358,467	569,334	3 pax did not arrive Got cheaper travel agent
Living Expenses for Transit Stay	48,000	24,672	23,328	Only a few made transit stay
Transport (pic-up/send off)	25,000	25,100	(100)	
Per Diem	640,000	561,600	78,400	3 pax did not arrive
Accommodation	1,356,250	992,900	363,350	3 pax did not arrive
Medical Insurance	87,500	78,800	8,700	Premium did not increase
Airport Terminal fee	13,750	12,100	1,650	
Sub-Total	4,098,300	3,053,639	1,044,662	
B. TRAINING EXPENSES				
Honoraria	108,000	31,500	76,500	Invited 3 Japanese experts who lectured for 13 days whose honoraria was paid by JICA
Employment Fee	75,000	75,000		
Travel Expenses				
a) Air Fare	186,000	128,751	57,249	Availed of promo fare
b) Local Transpo	100,000	109,700	(9,700)	Conducted many site visits in Roxas City
c) Accommodation	136,500	70,108	66,393	Got discounted hotel rates
d) Per diem	62,400	64,000	(1,600)	2 additional Filipino pax
Expendable Supplies	200,000	241,166	(41,166)	Increase in rates of supplies
Meeting Expenses	70,000	63,735	6,265	
G1 Brochure, Certificate, Manuals	20,000	25,500	(5,500)	
Textbooks Printing & Purchase	125,000	103,459	21,541	Some of the handouts of Japanese experts were provided by JICA
Communications	50,000	14,758	35,242	Most communications were sent thru e-mail
Sub-Total	1,132,900	927,676	205,224	
GRAND TOTAL	5,231,200	3,981,314	1,249,886	Remaining balance

Regional Training Orientation Course on
The Principles and Practices of
Appropriate Technology
Focused on
ORGANIC FARMING TECHNOLOGIES & HEALTHY LIFESTYLE
September 17 - October 16, 2003

FINANCIAL REPORT

Budget Line Item	Budget	Expended	Balance	Remarks
A. INVITATION EXPENSES				
Air Fare	1,927,145	1,973,585	(46,440)	budgeted for only 1 pax from Kyrgyztan but 2 were chosen. Air fare for each costs \$4,000
Living Expenses for Transit Stay	30,000	26,600	3,400	
Transport (pic-up/send off)	25,000	25,000		
Per Diem	640,000	616,400	23,600	One pax did not arrive
Accommodation	990,000	973,346	16,654	
Medical Insurance	80,000	77,940	2,060	
Airport Terminal fee	13,750	13,200	550	
Sub-Total	3,705,895	3,706,072	(177)	
B. TRAINING EXPENSES				
Honoraria				
a) External Lectures	70,000	79,500	(9,500)	Was able to invite Third Country Expert from India who got a sponsor for his air fare. No budget was allotted for his honoraria
Employment Fee				
a) Training Facilitator	60,000	60,000		
b) Admin. Asst./Documentor	30,000	30,000		
c) Staff Overtime	55,500	55,500		
Travel Expenses				
a) Air Fare	194,091	166,281	27,810	Availed of promo fare
b) Local Transpo	150,000	132,500	17,500	
c) Accommodation	100,800	128,500	(27,700)	
d) Per diem	72,000	72,000		
Expendable Supplies	130,500	144,863	(14,363)	
G1 Brochure. Certificate	20,000	20,000		
Meeting Expenses	40,000	40,000		
Printing Organic Farming Manuals	35,000	35,000		
Reference Materials/Teaching Aids	250,000	250,000		
Communications	80,000	54,880	25,120	
Sub-Total	1,287,891	1,269,024	18,867	
GRAND TOTAL	4,993,786	4,975,095	18,691	Remaining balance

Regional Training Orientation Course on
The Principles and Practices of
Appropriate Technology
Focused on
LOW-COST HOUSING AND SUSTAINABLE CITIES
September 4 - October 3, 2002

FINANCIAL REPORT

Budget Line Item	Budget	Expended	Balance	Remarks
A. INVITATION EXPENSES				
Air Fare	1,500,000	1,507,096	(7,096)	Payment for air fare of 3rd country expert included
Living Expenses for Transit Stay	30,000	58,500	(28,500)	Pax from Mongolia and Bhutan had to stay in Beijing & Bangkok respectively for several days to get visa from embassy & due to flight schedule
Transport (pic-up/send off)	25,000	26,000	(1,000)	
Per Diem	640,000	635,200	4,800	
Accommodation	1,180,000	1,119,112	60,888	Got discount from hotels
Medical Insurance	80,000	80,000		
Airport Terminal fee	13,750	14,300	(550)	
Third Country Training Expert	40,000	7,200	32,800	Receipt for air fare & airport fee included in items A1&A7
Sub-Total	3,508,750	3,447,408	61,342	
B. TRAINING EXPENSES				
Honoraria				
a) External Lectures	43,000	43,000		
b) Third Country Expert	24,000	24,000		
Employment Fee	129,700	129,700		
Travel Expenses				
a) Air Fare	165,850	152,029	13,821	Availed of promo fare
b) Local Transpo	63,000	71,300	(8,300)	
c) Accommodation	79,200	38,900	40,300	Got discounted hotel rates
d) Per diem	57,600	57,600		
Expendable Supplies	193,889	190,416	3,473	
Meeting Expenses	40,000	40,000		
G1 Brochure, Certificate, Manuals	20,000	20,000		
Reference Materials/Teaching Aids	87,500	67,763	19,737	Reference materials ordered from abroad did not arrive
Communications	75,000	77,033	(2,033)	
Sub-Total	978,739	911,740	66,999	
GRAND TOTAL	4,487,489	4,359,148	128,341	Remaining balance

Regional Training Orientation Course on
The Principles and Practices of
Appropriate Technology
Focused on
LIVELIHOOD TECHNOLOGIES
September 27 - October 26, 2000

FINANCIAL REPORT

Budget Line Item	Budget	Expended	Balance
A. INVITATION EXPENSES			
Air Fare	1,606,500	1,355,518	250,982
Living Expenses for Transit Stay	34,800	15,300	19,500
Transport (pic-up/send off)	25,000	23,830	1,170
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Accommodation	930,000	809,285	120,715
Medical Insurance	100,000	78,800	21,200
Airport Terminal fee	13,750	12,650	1,100
Sub-Total	3,350,050	2,876,983	473,067
B. TRAINING EXPENSES			
Honoraria	59,500	68,500	(9,000)
Employment Fee	149,000	149,000	
Travel Expenses			
a) Local Transpo	60,000	86,650	(26,650)
b) Air Fare	160,000	112,419	47,581
c) Accommodation	84,000	68,300	15,700
d) Per diem	61,600	52,800	8,800
Expendable Supplies	160,000	94,853	65,147
Meeting Expenses	35,000	35,000	
G1 Brochure, Certificate, Manuals	24,500	24,500	
Textbooks Printing & Purchase			
a) Textbook, Handouts	6,000	19,439	(13,439)
b) Hands-on teaching aids	30,000	33,792	(3,792)
c) Technology Manuals	80,000	80,000	
Communications	50,000	31,231	18,769
Sub-Total	959,600	856,484	103,116
GRAND TOTAL	4,309,650	3,733,467	576,183

ANNEX I
PHOTO-DOCUMENTATION



Four VERC ex-participants (Mr. Ranada Prasad Saha-1992, Mr. Robiul Islam-2002, Mr. Rezaul Huda-2001 and Mr. Naddin Uddin Sikder-2003) were visited in their main office in Annadapur, Savar, Bangladesh.

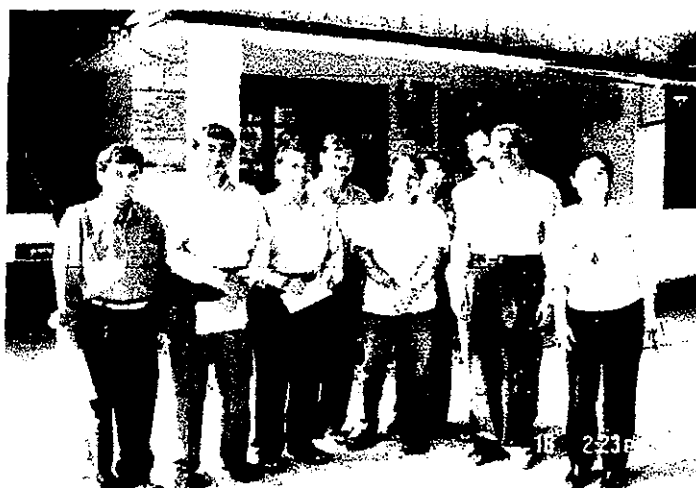


Photo opportunity with VERC Executive Director Shaikh Halim and staff in their Savar Office.



Mr. Afad Uddin, the community leader shows off one of the water supply systems built by the community



Another model of elevated communal latrine in Sakipara village, Savar Bangladesh



Interview with Ms. Manura, community catalyst of the Sakipara village: 2
VERC ex-participants accompanied the consultant



One of the communal latrine models built by the community, Sakipara Village,
Savar, Bangladesh



Various herbal and medicinal plants trees being planted in the 3-ha farm of TIMSS at Bogra (Bangladesh)



Organic manure composting, also at TIMSS, Bogra (Bangladesh)

ANNEX J
SUMMARY OF SURVEY
QUESTIONNAIRE RESPONSES

SUMMARY OF SURVEY QUESTIONNAIRE RESPONSES

Livelihood Technologies & Micro-Enterprise Development (JFY 2000)

No. of respondents : (2) – 1 Indonesia (M); 1 Thailand (F)

Job	<ul style="list-style-type: none"> • 1 promoted from Coordinator of NGO Development Program to Head of Division of Consultancy • 1 promoted from Training Program Coorganizer, Planning & Project Management to HRD, general Cooperation
Benefits from training & learning	<ul style="list-style-type: none"> • Much & foreseen at the beginning of the training; • Applied learning process in job • Learning by doing and real situation method • PDM Approach
Usefulness (Field/Sector & Services/Products)	<p>Currently using acquired knowledge and techniques on ATD:</p> <ul style="list-style-type: none"> • Program Management (offers one stop service system) • Renewable resources (taught community garbage collectors in slum areas to produce recycled paper) • Agriculture (Organic Farming system introduced & adopted by villagers/ farmers) • Economic (Microcredit for poor community)
Knowledge updating	<ul style="list-style-type: none"> • 1 - Reading of journals and attending related meetings • 1 – None
Back Home Action Plan	<ul style="list-style-type: none"> • 1 – Modified action plan from coconut oil making to recycled paper making based on community need, and executed one year after the training • 1 – Not able to apply action plan because “many jobs are selected to be done first”:
Relevance of Training Program	<ul style="list-style-type: none"> • Overall training program goal in conformity with national & organizational development policies – One Tambon One Product (Thailand); attention to grass-root communities/poor people (Indonesia) • Training becomes more important now than before
Effectiveness	<ul style="list-style-type: none"> • Outputs per PDM achieved at the level expected through participatory learning method, i.e., hands-on experience and sharing of experiences among participants • Training well designed, planned, organized, implemented and contributed to achievement of purpose
Efficiency	<ul style="list-style-type: none"> • All inputs well planned and utilized
Impact	<ul style="list-style-type: none"> • Big impact on poverty alleviation, productivity, participatory development, ATD policies of

	<ul style="list-style-type: none"> - the government and organizations • Some impact on organizational efficiency, workload, confidence, motivation, morale and way of thinking, life and mind of beneficiaries, and gender development. • Able to extend training assistance on ATD
Sustainability	<ul style="list-style-type: none"> • Can be expected to some extent, given the political support • On knowledge and skill utilization: can plan, implement and evaluate with confidence; can train, do research and extension with confidence; and can/may be able to mobilize resources/funding assistance for ATD activities/projects.
Other Comments	<ul style="list-style-type: none"> • Some participants cannot communicate in English fluently • On participant selection, need to be improved - some participants were good/active in the training, some were not. • Approtech may develop method/tool comprehensively to select participants more appropriately. • On recycled paper, problem encountered was marketing the product because not many people are interested in the technology introduced • Suggested JICA to provide award to the best/most reasonable action plan, and funding for implementation.

Water Supply & Environmental Sanitation (JFY 2001)

No. of respondents: (3) – 1 Bangladesh (M); 1 PR China (M); 1 Vietnam (F)

Job	<ul style="list-style-type: none"> • 1 promoted from Assistant Project Coordinator to Area Coordinator (WatSan & Technology Section, VERC) • 1 Project Officer is now a PhD candidate (Physical Geography) • 1 Researcher of Wat San in Rural areas is now a Domestic consultant working on 3 major/national water resources sector management projects
Benefits from training & learning	<ul style="list-style-type: none"> • Much & foreseen at the beginning of the training • Learned from experiences of experts and participants through sharing • Able to meet and make friends with participants from other countries • Participants get to know the history and culture of the host country • Able to immediately apply learning on the job after training

Usefulness (Field/Sector & Services/Products)	<p>Currently using acquired knowledge & techniques in ATD:</p> <ul style="list-style-type: none"> • Rain water collection/utilization (e.g., built water tanks for irrigation) • Water supply & sanitation projects, water quality testing and detection of water-borne diseases • Promotion of hygienic practices through construction of low-cost sustainable latrines using local resources, and proper garbage disposal • Several design options/models of affordable latrines introduced to the villagers/communities for construction, as well as water technology, and water purification. • Agriculture (Compost manure to increase agricultural production) • Prepared social assessment reports in the study or reservoir areas (water resources basins and irrigation system areas) • Participatory approach being conducted in the implementation of programs and in daily work. • Training program provided opportunities for participants to practice ATD principles & techniques in local communities both in environmental and economic activities
Knowledge updating	<ul style="list-style-type: none"> • By reading references and development related materials • Through learning by doing, or actual application in the field • Gather new knowledge from people in the communities
Back Home Action Plan	<ul style="list-style-type: none"> • 1 – Action Plan on training local people sanitation practices, pilot construction of biogas, hygienic bathrooms, wastewater systems and toilets) applied immediately upon return to an ongoing implementation of a national environmental sanitation project (VWRAP) in the rural areas • 2 – Action Plans applied within the year of the training program: 1 to an international grant cooperation measure on environment and capacity building (MRLDO); and 1 on WatSan technology community projects (community organization, latrine construction, water purification and arsenic removal, hygienic practices, etc) • Implementation of action plans largely due to: effective management support, effective community facilitation and participation, use of attractive visual aids, community innovativeness to develop different types of latrines, and availability of local resources

<p>Relevance of training program</p>	<p>Overall training program goal in conformity with national & organizational development policies:</p> <ul style="list-style-type: none"> • Bangladesh government policy set to achieve 100% sanitation by 2010 + VERC's target to cover 8 upazilas in 6 districts by 2008, hence training becomes more important now than before • Vietnam government policy and program on poverty alleviation and national strategy program on water supply & sanitation in rural areas - concerned on providing and improving water supply and sanitation, hence training becomes more important now than before
<p>Effectiveness</p>	<ul style="list-style-type: none"> • Outputs per PDM achieved at the level expected: • 1 participant applied immediately/effectively in WB & ADB projects for the social assessment of rural living conditions (agriculture, water supply, income, poverty, education, health care of beneficiaries) • 1 participant able to facilitate/mobilize communities and involve them to plan, implement, monitor and evaluate their projects, and involve LGUs in the water and sanitation projects • All respondents continuously apply and improve upon learning gained from the training in their respective jobs, communities and projects they are presently involved/engaged with
<p>Efficiency</p>	<ul style="list-style-type: none"> • All training activities well-planned, organized and implemented, specifically the facilitation process, practical demonstration session, discussions among resource persons and participants, experience exchanges among participants, field survey as opportunities for participants to understand and experience appropriate technology, and appropriate materials were used. • All inputs are well-planned and well utilized
<p>Impact</p>	<ul style="list-style-type: none"> • Attainability of training program goal can be expected within 3-4 years after the course (2 respondents) • Immediate impact within 1-2 years for the Bangladesh participant – promoted/ensured healthy environment and personal hygiene of all members of the communities being assisted • Some of the immediate impact are: significant reduction in water and fecal borne diseases, poverty reduction and income increase, increase in school enrolment of children,

	<ul style="list-style-type: none"> - technological innovation using local resources adopted by communities, clean and safe environment, entrepreneurship created, and ownership developed. • Big impact on poverty alleviation, environment, participatory development, national and organizational ATD policies, on own workload/motivation/ confidence/morale/way thinking, on life and mind of beneficiaries, affected people and stakeholders • Some impact on gender development, productivity, and organizational efficiency of the organizations • Able to extend training/assistance on ATD 1-2 years after training for Bangladesh, and within 3-4 years after training (2 participants)
Sustainability	<ul style="list-style-type: none"> • Can be expected in the future, given the political support • On knowledge and skill utilization: can plan, implement and evaluate with confidence; can train, do research and extension with confidence; and can/may mobilize resources, sources of funding assistance for ATD activities/projects
Other Comments	<ul style="list-style-type: none"> • For JICA to extend its support to future ATD training courses, and more budget for training program • For JICA to extend training duration as well, as the training is too compact • For Approtech to provide spontaneous support to ATD • Conduct assessment of participant experience prior to training, as part of selection criteria • Approtech to spare more free time for participants, in preparing the course schedule • Conduct training needs assessment before the training, to be able to select the more urgent themes as part of the training content • Refresher courses should be organized/arranged to make training program more effective • Develop a resource pool of experts among the participants, and create a strong network among Approtech fellows • Factors that will contribute to overall achievement of training program goal: right resource person to be invited and right participants to be chosen

Alternative Housing Technologies & Sustainable Cities (JFY 2002)

No. of respondents: (6) – 3 Bangladesh (M); 1 China (F); 1 Lao PDR (F); 1 Thailand (M)

Job	<ul style="list-style-type: none"> • 3 – same job (Director, Project Manager, Training & HRD Coordinator) since training in 2002 • 2 – promoted (1 - from Assistant Project Engineer of WatSan and Technology section (VERC) to Project Engineer, and 1 – from Regional Coordinator to Senior Regional Manager (BRAC) • 1 – from Deputy Chief of Environmental Health Division to Community Development and Training Officer of Committee for Planning & Investment (Poverty Reduction Fund)
Benefits from training & learning	<ul style="list-style-type: none"> • Much & foreseen at the beginning of the training (except for 1 participant) • Gained confidence, developed presentation skill, acquired technical knowledge • Acquired knowledge on low cost housing technologies, solid waste management, improved cook stove • Learned from other participants; understanding the need to systematically design projects to improve living condition of local people, and to communicate this to the people • Able to assist, provide advise and train communities on how to develop self-help/aid solutions to counter poverty
Usefulness (Field/Sector & Services/Products)	<p>Generally useful, except to 1 participant because he was transferred from Sector Program to Micro-Credit Program, where there is less opportunity to use the learning on ATD.</p> <p>Currently using acquired knowledge and ATD techniques as ff:</p> <ul style="list-style-type: none"> • Agriculture (teaching community the methods and benefits of compost manure in increasing agricultural production) • Environment (Garbage disposal, Wastewater management) • Housing (Latrine construction, Improved cookstove)
Knowledge updating	<ul style="list-style-type: none"> • 1-None • 5-read development related references and materials; additional knowledge gained from communities being facilitated/assisted; learning by doing through actual projects with communities; • 2- by designing training courses and

	<p>developing training materials</p> <ul style="list-style-type: none"> • 1-organizes training courses, collects related documents in the sector, invites trainers, and integrates in the past learning
Back Home Action Plan	<ul style="list-style-type: none"> • 3 – applied action plan immediately upon return from training (e.g. Solid Waste Management/Eco Village Project, Dinajpur & Thakurgaon, Bangladesh) • 2 – applied a year after training (e.g., Training for Volunteers on Communicating to the Public Appropriate Technology, packaging a Training on Environment Protection and Agriculture technologies) • 1 – not able to apply because of work transfer Factors which contributed to implementation of Action Plans: <ul style="list-style-type: none"> • Incorporation to Organizational Action Plan, then Strategy Plan • Effective management support • Effective facilitation of and active community involvement • Availability of local resources
Relevance of training program	<p>Overall training program goal in conformity with national & organizational development policies (e.g. Bangladesh gov't policy which sets 100% sanitation by 2010; S & T as a national strategy for China-to propagandize scientific knowledge and practical technologies; Lao PDR's national policy on poverty reduction)</p> <ul style="list-style-type: none"> • Training becomes more (4 respondents)/as important (1 respondent) now than before
Effectiveness	<ul style="list-style-type: none"> • Outputs per PDM achieved at a higher level (1 respondent)as /the level (5 respondents) expected • Outputs of Action Plans achieved 1-3 years time after implementation • Factors which contributed to purpose achievement: effective facilitation of/active community involvement in PIME-planning, implementation, monitoring and evaluation processes
Efficiency	<ul style="list-style-type: none"> • All inputs are well-planned and well-utilized • Good points: Solid Waste Management/Recycle technology, Low-Cost housing methodology, training facilitation process, use of appropriate training materials, conduct of practical demonstration sessions • Needs Improvement: Entrepreneurial Activities, Renewable Energy, Food Processing, needs more time for group discussions and field trips, distribute more training materials, organize

	<ul style="list-style-type: none"> - refresher courses, effective communication skills and systematic organization of training courses
Impact	<ul style="list-style-type: none"> • Big impact on environment, confidence in work/work load/motivation/morale/way of thinking, government & organizational ATD policies, life & mind of beneficiaries, participatory development • Some impact on productivity, gender development • Attainability of overall goal will be attained within 5 years after training • Participants can be expected to extend assistance/train on ATD within 1-3 yrs after training (includes getting funding support)
Sustainability	<ul style="list-style-type: none"> • Can be expected very much (3 respondents)/to some extent (3 respondents) • On knowledge and skills utilization: can plan, implement and evaluate with confidence; can/may train, do research and extension with confidence; can/may be able to mobilize resources/source funding with confidence
Other Comments	<ul style="list-style-type: none"> • Develop resource pool among participants, and create a strong network among Approtech fellows • JICA to provide small studies grant fund (US \$1000 – 2000) for participants to do research/study on ATD in their countries • JICA to continue funding for the conduct of future ATD training to promote development of Asian countries • JICA to support in-country training (Bangladesh) on local ATD adaptation, and provide funds for Approtech either to organize refresher courses, or to follow up and assess training impact • Approtech to adjust schedule to increase training duration (to 2 months), more practical demonstration than classroom lectures, and increase rest days, select good resource persons, improve transportation condition (need aircon bus for field study, clean hotel conveniently located in dining/shopping areas) • Approtech to follow-up status of implementation of back home plans, say, after one year, 2 years, 6 years)

Organic Farming Technologies & Healthy Lifestyle (JFY 2003)

No. of respondents: (3) – 2 Bangladesh (M); 1 Cambodia (M)

Job	<ul style="list-style-type: none"> • 1 promoted from Assistant Project Coordinator to Project Coordinator, VERC Health Program, Bangladesh • 2 has same job as before: 1 Executive Director, GKAP, Bangladesh; and 1 Technical Support Officer, CEDAC, Cambodia but with expanded responsibilities (+Project Director & Senior Agriculturist Support)
Benefits from training & learning	<ul style="list-style-type: none"> • Much & foreseen at the beginning of the training • Garbage dumping & organic fertilized production • Motivation for Organic farming to ensure healthy lifestyle • Provided community assistance to shifting into Hygienic Behavior & eating quality food • Provided counseling & advocacy to local gov't/other organizations to initiate waste management & organic farming • Sharing of techniques on organic farming • How to live with healthy lifestyle
Usefulness (Field/Sector & Services/Products)	<p>Currently using acquired knowledge & techniques on ATD:</p> <ul style="list-style-type: none"> • Organic Chicken Farming • Waste Management • Garbage disposal in hygienic way and household level production of organic waste • Compost manure production to increase agricultural production • Promotion of clean courtyard/surrounding with the involvement of community
Knowledge updating	<ul style="list-style-type: none"> • 1 – conducts action research with farmers based on indigenous knowledge • Learning by doing • Skills enhancement by providing facilitation work • Knowledge/skills enhancement by reading books, periodicals and through interaction with community
Back Home Action Plan	<p>1 – was not able to implement the back home action plan because of different responsibility in the organization, but methodology in action plan was used by another staff</p> <p>2 – able to implement back home action plan immediately (Community-Based Sustainable Organic Farming) +1 – able to implement one year upon return from training</p> <ul style="list-style-type: none"> • Factors that helped achieve the action plans:

	<ul style="list-style-type: none"> - effective voluntary support of the community; effective facilitation of Health Watch Community members; using community innovated technologies and local resources
Relevance of training program	<ul style="list-style-type: none"> • Bangladesh government has a policy for waste management and NGOs take initiative to raise awareness on the importance of organic farming • Bangladesh government motivates/extends support to farmers to counter the bad effects of chemicals and pesticides • Conforms to organization's development policies in promoting appropriate technology based on indigenous knowledge • Training program becomes more important (2 respondents)/ remains as important (1 respondent) as before
Effectiveness	<ul style="list-style-type: none"> • Outputs per PDM achieved at the level expected through: effective facilitation; involvement and cooperation of the local government; cooperation of the Health Watch Committee and community; adoption of environment friendly and local resource base technologies • Current degree of achievement of Outputs/Purpose reached the level as expected
Efficiency	<ul style="list-style-type: none"> • All inputs are well planned and utilized • All activities are well designed, planned, organized and conducted • Needs Improvement: Social activities; Sharing by participants of training-related activities; Visual methods during field visits may use media like VCD, DVD • Good Points: Multi-cropping system; use of appropriate training materials; practical demonstration sessions; training facilitation process
Impact	<ul style="list-style-type: none"> • Overall goal/impact will be attained 1-2 years (2 respondents)/ in 3-4 years (1 respondent) after training • Big Impact on poverty alleviation and increase in income; environment, participatory development; own workload/motivation/confidence, morale, way of thinking; life and mind of beneficiaries, affected people and stakeholders; life and mind of beneficiaries, affected people and stakeholders • Other effects: technological innovation by using local resources; created entrepreneurship; mobilized communities; developed ownership; people encouraged to practice organic farming; healthy environment/healthy lifestyle ensured; rapport building with parents; and increase in

	<p>school children enrolment</p> <ul style="list-style-type: none"> • Some impact on: productivity, gender development, ATD policies of the government & organizations; organizational efficiencies of organizations.
Sustainability	<ul style="list-style-type: none"> • Can plan, implement and evaluate with confidence • Can train, do research and extension with confidence • May be able to mobilize resources/source funding assistance for ATD activities/projects to some extent • Participants already able to extend training or assistance within 1-2 years after the training • Political support for future training programs can be expected very much (2 respondents)/ to some extent (1 respondent)
Other Comments	<ul style="list-style-type: none"> • Training Needs: Arrange for a strong network and develop a resource pool among participants • Refresher topics should be organized to make training more effective • For JICA: to extend funding/support on ATD training for developing countries • For Approtech: provide spontaneous support to the development of appropriate technologies • For Approtech: to encourage the organizations to arrange different types of training that would benefit them

ANNEX K
NOTES ON COUNTRY VISITS

NOTES ON COUNTRY VISITS TO INDIA AND BANGLADESH

A. INDIA

Chennai

The Foundation of Occupational Development (FOOD) office in Vadapalani, Chennai was visited on 15 December 2004. FOOD sent two participants, Mr. Suresh Babu to the Low-Cost Housing & Sustainable Cities training course in JFY 2002, and Ms. Stella Mary to the Livelihood Technologies training course in JFY 2000. The two ex-participants were not available for the interview at the time of visit but it was gathered from their Chief Coordinator at the office that they had waited the day before the visit for the meeting with the evaluation team, a clear misunderstanding on schedules. On the day of the team's actual visit Mr. Suresh Babu had to attend to an urgent matter in his field office some 400 km away while Ms. Mary has to attend to her sick child.

Mr. Santosh Naryanan, the Chief Coordinator of FOOD was interviewed instead as he professed to have sufficient knowledge about Mr. Babu's and Ms. Mary's work and accomplishments. Mr. Santosh informed that Mr. Babu was able to implement the Action Plan prepared for the water sanitation. He described that after the training, Mr. Babu has been assisting the Tamil Nadu State, as a partner government entity, in implementing sanitary complexes in 32 districts under five cooperation packages, covering 102 municipalities. Per Mr. Naryanan, Tamil Nadu state has about 15 million people. He also mentioned that FOOD has three major areas of expertise/assistance, namely: Low-Cost Housing, Water and Sanitation, and ICT. He informed that Mr. Babu has been the Team Leader directly supervising six other people of FOOD in the area of Water and Sanitation. He added that Mr. Babu has not only imparted the learning gained from the training course directly to his subordinates, but used the knowledge learned from other country experiences in the improvement of local technologies to suit to actual local needs through actual projects in partnership with the Tamil Nadu State. He added that indirectly, Mr. Babu through interactions with other people in the regions, is also able to share his knowledge and expertise on water and sanitation (watsan). He also added that FOOD is implementing the vacuum flask toilets made of fiberglass in bus terminal stations of Tamil Nadu state. These toilets which are locally-made in

Chennai, address both unemployment problem mostly of the unemployed youth, as well as the water shortage problem.

Per Mr. Naryanan, Tamil Nadu State applies FOOD's basic guidelines on assessment, provision of technical assistance, sensitizing the communities on water and sanitation project to bring them to participate before and during implementation, and afterwards, i.e., to be responsible for the provision of in-kind contribution during building/construction, and the maintenance and operation through income generation activities of the communities/members. He described that there would be about 80 families per village benefited by a watsan project/intervention. Clustering of villages does not necessarily match only one municipality but may cover several municipalities. He added that A watsan village-level committee is normally composed of eight members who are responsible for managing the facility. A monthly fee of about 400 rupees is being collected per family to cover O & M costs.

On the size of FOOD as an organization, Mr. Naryanan informed that there is about 600 staff (administrative group consists of 10 staff, each of the 32 districts have about 10 – 15 people in the field who are split into 4 -5 by three areas of concern as earlier mentioned). The team found out that FOOD does not have proper documentation of its best practices, and argued by Mr. Naryanan that its people are mostly in the field, and external evaluations were mostly done by donor institutions, e.g., DFID/UK for its ICT project. The team expressed the importance of documentation and reporting as there is a danger that institutional memory on the organizations' accomplishments could be lost later on.

When asked of plans to expand/scale up to other areas, Mr. Naryanan explained that expanding work beyond Tamil Nadu State depends on whether FOOD assistance will be sought by the government. He boasted that FOOD's methodological approach to watsan is highly considered by the Indian government as a "showcase" or pilot cooperation package which can be implemented in five year-period in other states/districts. At this time however, all of FOOD's ground level staff are engaged with ongoing activities within Tamil Nadu State. He added that FOOD welcomes the opportunity to expand its watsan activities to other areas later.

A phone conversation/interview with Ms. Mary was made from the FOOD office (through Mr. Naryanan's assistance) in place of an actual interview. It was gathered that Ms. Mary was not able to apply her learning from the

training course on Livelihood Technologies (JFY 2000), because she got married immediately after her return and resigned in March 2001. Her back home action plan on handmade paper and handicrafts project for poor unemployed women did not materialize. She is now a fulltime housewife, and works on a part-time basis as an "evaluator" of a quasi-government entity for development programs in New Delhi. In a way, she was able to benefit personally from the training and is now able to share her ideas through her part-time job. She considers the training a very useful program for her, as she gained confidence in her new job.

Ahmedabad

Two ex-participants from VIKAS were met and interviewed one-on-one on 16 December 2004.

Ms. Nisha Dwivedi participated in the training course on Low-Cost Housing Sustainable Cities in JFY 2002. She is currently in charge of the Urban Program of VIKAS responsible for organizing communities, providing advice and technical assistance specifically on solid waste management. She described some of her work outputs as making composting manual, organized women groups in communities to implement proper garbage disposal, taught them how to operate and manage such garbage disposal system on their own.

As described by Ms. Dwivedi, her model community-level garbage disposal system uses an effective approach that teaches planning, implements training and implementation, and conducts regular review among the community members. She explained that this involves cooperation and close collaboration among the community organizations, the government, and VIKAS, which serves as the catalyst of development. She was able to establish the system in the Vasna district for three women groups, each of which has a supervisor and about 15-18 collectors/group. These garbage collectors are responsible for taking the garbage to the main collector, from which the government takes the responsibility of undertaking segregation into hazardous and non-hazardous wastes, and further treatment. Garbage is being segregated as wet and dry by the garbage collectors prior to transfer to the main collector. A group of garbage collectors visit 125-200 households to collect garbage. These households pay 20 rupees per month, from which salaries of garbage collectors are taken out. According to Ms. Dwivedi, these women garbage collector groups hold meetings every 15 days, which serve

as venues for monitoring activities of the groups, problem-solving, training, and decision-making on the appropriate use of earnings. Some activities and projects addressing housing, health and educational needs of the women groups and their families benefit from the earnings out of garbage collection. Overall, Ms. Dwivedi informed that it took her 1 _ years to set up the community level garbage collection system for the three women groups. Some of the initial problems experienced initially were: garbage collectors lack of enthusiasm or do not collect on a timely basis, government's initial apprehension to work under the scheme, and when government street sweepers went on strike, garbage collectors cannot collect enough garbage. But she added that these were already resolved.

On her plans to replicate her garbage collection model at the community level, she mentioned that the Self-Employed Women's Association (SEWA) in the Paldi (Paladee ?) district already copied her model. She added that there are about 115 women self-help groups who are involved with savings and credit activities, which also applies same principles from what she also learned of the Philippines' Gawad Kalinga experience. She hopes that these groups, with the help of SEWA, other community based organizations, and non-governmental organizations in Ahmedabad, may be influenced to adopt her community-level garbage collection model. About 5000 families out of about five million people in Ahmedabad could be targeted in the future.

Ms. Dwivedi was accompanied by Mr. Thomas Vergis, an ex-participant of an earlier Biotechnology training course (not covered by the evaluation study). Mr. Vergis told the team that he is currently involved with organic farming and vermiculture, and has produced a manual that teaches how to manufacture organic ammonia/fertilizers.

Mr. Kalubhai Dangar, the last one interviewed while in Ahmedabad, participated in the training course on Livelihood Technologies in JFY 2000. He described that he spent much of his 7-8 years doing social work and in community organizing in rural areas. After the training, he came to realize the importance of getting the people involved with technology, marketing and credit aspects. He then planned to introduce to the communities the benefit of engaging into economic activities like handmade paper-making and food processing.

He saw much opportunity in the fishery sector and began to realize that it was the right time to liberate the fishermen from the bondage of usurers or money lenders, and merchants who exploit the fishermen.

He closely worked with rural people in the coastal areas between Surat and Ahmedabad. As the Program Coordinator responsible for the whole Rural Program of VIKAS, he now teaches the rural people how to resolve their financial problems, manage finances, and prioritize their needs. The American India Foundation was tapped to provide 7.5 million worth of fishery assistance. Fishermen were able to buy motorbikes, and deal with merchants on a scenario of assured supply and fair profit. With this fish marketing project he initiated in one village of 34 fishermen of 18 families, there was a 15-20% increase in rural incomes from fish catch, and achievement in terms of fisherfolks' self-reliance. The fishermen became merchants themselves. As an indirect benefit, a night school for some 80 children (ages between 1 and 7 yrs old) was also set up by the villagers, which hold classes in two groups between 6 -8 pm, to teach the meaning of exploitation and poverty, awareness building, educational songs/games/stories, and basic needs, among others.

On plans to expand assistance to other villages, Mr. Dangar sets a target of 20 villages of 400 families in the next two years, depending on the understanding and acceptance of the local people. These villages are located in the Kaldara and Baruch districts. He informed that government is willing to subsidize 50% of the cost of fish dryer (@ costs about 100,000 rupees), while America India Foundation shall provide assistance in the marketing aspect.

Mr. Dangar also mentioned a problem they encountered during the training course. He remembered that while the Philippine Embassies gave visas valid from 32-56 days to the participants, the Immigration Office at NAIA allowed them only 21 days of stay in the country. This unnecessarily required them to re-apply for visa extensions.

Finally, Mr. Dangar suggested the need to conduct a follow-up training course for ex-participants which should touch on assessment of what happened to the ex-participants, their action plans, improved and new technologies developed, new experiences to be shared, e.g. smoked fish.

Given the tight budget and time constraints, it has not been possible to visit all participants who were located in various states, nor ask them to come for a meeting either in Chennai or Ahmedabad. Hence, from Ahmedabad, the team tried to reach and conduct phone interviews to five other ex-participants located in the states of Kerala (____ in Thiruvanthapuram) located in the southernmost part of India, Andhra Pradesh (BCT in Vishakhapatnam) located north of Chennai along the Bay of Bengal. Findings were: Mr. Bhaskar Padul Mr. Maroti Shinde can be contacted on their new email addresses and promised to communicate with the team on the study survey; Mr. Pravin Bhikadiya of Utthan Development in Ahmedabad seemed to have changed his address as phone numbers no longer exist/cannot be contacted; Mr. Suresh Bhagavatula of BCT is currently completing his masteral studies in United Kingdom; according to the father of Mr Rao Dadi of BCT, he is currently completing his doctorate degree in Amsterdam, Holland but his father provided his email address. It was gathered that Mr. Rao Dadi already established a family-run 50-hectare organic farm in his area.

B. BANGLADESH

Savar

The team traveled about ____ kms off from Dhaka in the early morning of 18 December 2004, reaching Anandapur, Savar before lunch time primarily to: visit the Village Education Resource Center's (VERC) office; to conduct focused group discussions with the three ex-participants; and to visit a community-based organization.

In VERC office, Executive Director Shaikh Halim welcomed the team. A focused group discussion was conducted in one of the training rooms which was participated in by Mr. Md Rezaul Huda (JFY 2001 participant to the Water Supply and Environmental Sanitation course), Mr. Robiul Islam (JFY 2002 participant to the Low-Cost Housing Technologies course), Mr. Md Nasir Uddin Sikder (JFY 2003 participant to Organic Farming Technologies) and Mr. Ranada Prasad Saha (JFY 1992 participant not covered by the study).

Mr. Huda is presently the Area Coordinator for VERC's WatSan & Technology, Mr. Islam the Project Engineer of WatSan & Technology, Mr.

Sikder, the Assistant Coordinator of HRD Section, and Mr. Saha, the Coordinator for Research Evaluation & Documentation.

According to the ex-participants, VERC tries to address problems on health and sanitation brought about by open defecation resulting in food contamination and outbreak of diseases, and improper hygiene in six out of 64 districts in Bangladesh. It was gathered from the FGD that by 2010, the Bangladesh government hopes to fully cover all districts with sanitation facilities. Hence the ex-participants feel VERC's role is very relevant in achieving this objective. By 2008, VERC plans to complete latrine coverage for all the six districts. It was informed that three unions of about 15,000 households (about 5,000 households per union) have completed WatSan coverage.

The ex-participants informed that VERC initially introduced six models of latrines. With the ingenuity of the communities, there are now 32 designs the communities can choose from according to the social strata (20 -120). As defined by one of the ex-participants, a "hygienic latrine" should be odor-free, free from flying insects/mosquitoes, and environment-friendly. He added that a latrine would cost from 20 – 50 taka, and communities were able to provide land, bamboo and other material inputs. Part of the training is on gender sensitization, wherein both men and women participate during construction, and share the operation and maintenance responsibilities as well.

Applying the integrated approach to community development, people were organized, trained and have understood the importance of proper hygiene to prevent diseases like typhoid fever, hepatitis, cholera, jaundice. An ex-participant estimated 80 % savings in medical treatment due to hygienic community practices adopted such as washing of hands before and after eating, and after defecation. In addition, organic and backyard farming was also taught to the communities for subsistence. Indicators being used to gauge benefits from adoption of these technologies are neat and healthy children and community members, children are now being sent to school and communities engaged in other productive activities. VERC ensures the people will not go back to open defecation through close monitoring and provision of technical assistance until such time that there is full awareness of everyone in the community of hygienic practices, and there is full ownership of the community of the constructed facilities.

On water supply systems, it was mentioned that the government and some donor institutions provide subsidy/assistance for water tube wells. It was learned that 59 out of the 64 districts of the country have problems on "arsenic water". VERC provides technical assistance in water quality testing such as bacteriological tests, Iron, Boron, Chlorine, Arsenic and turbidity tests, in red-marking of Arsenic-contaminated water sources, and in the construction of dug/tube wells and infiltration galleries. It also provides training on community-initiated WatSan practices to other local government and international organizations such as CARE, PLAN International, World Vision, and DANIDA.

The ex-participants stressed the importance of both management and local government support in pushing for appropriate and adaptable technologies at the local level, the need to plan and monitor the interventions, to pool the experts which may be drawn from time to time as needed, and to provide the information and communication technology to continuously share best practices, experiences and new learning on developed technologies.

The general clamor of the ex-participants are: a "refresher course" on their particular areas of training, and recognition as "resourced persons", or "experts" in their fields as they are currently being tapped by universities in providing students' on-the-job training. They also posed the idea of being invited as resourced persons in future JICA-sponsored ATD training courses.

One ex-participant recommended the inclusion of "Reproductive Health", as one of the modules in the training course. The intention is to address women's hygienic practices as part of promoting community health and sanitation practices.

Visit to Sakipara Village

The Ramchandrapur (Sakipara) Village in Savar was visited in the afternoon of 18 December 2004. The villagers convened in a small vacant lot to meet with the team. Mr. Md. Afad Uddin, the community leader and Ms. Manura, the VERC community catalyst were present during the meeting. It was gathered that before VERC intervention, conflict resolution was the basic task of the community leader. With VERC's assistance, community situation was analyzed, health and environmental issues were openly discussed, a president/leader was elected, committees were organized, formed and

... mobilized, e.g. Health Watch, committees made decision to construct/install latrines and to form action plans to cover all households. Latrines were constructed either adjacent to a house (owned by a single household) or outside (co-shared by several households). It was informed that the cost to construct and house a latrine is in the range of 250 -7000 takas. The community manages a pool of funds used for the construction of latrines for its poorer members who cannot afford the cost to construct on their own. Each of the five committee members contributes 20 takas @ month to the pool of funds. Outstanding collections at the time of visit amount to 1,165 takas. The villages are basically engaged into small business, farming, and rickshaw driving.

The villagers likewise apply organic farming technologies. It was mentioned that during the rainy season, water lilies are used for composting. Cow dung was used as fertilizer in the farms. Some of the villagers openly mentioned about the bad effects of commercial fertilizer use such as decrease in soil quality and harmful to the environment. Others dream about either setting up their own poultry-raising business which will be the source of organic manure/fertilizer or agriculture farming for landholding size of 2/3 acres. (Photos of the visit were provided as Annex.)

Overall, the villagers, particularly the children looked healthy and clean; the environment free from odor due to open defecation; the backyards well-kept with trellises for some vegetable growing; the community spirit to help each other was there; a general sense of awareness about hygiene, health, environment, organic farming was also present.

Dhaka

The whole day of 19 December 2004 was devoted by the team to a courtesy call at the JICA-Bangladesh office housed in the UNDP building in Dhaka, and one-on-one interviews with ex-participants from three non-governmental organizations namely, CDA, GKAP and NGOF.

The team was able to first pay a courtesy call to JICA-Bangladesh Resident Representative Arai Akio. After explaining to him the nature and purpose of the mission, the team likewise had the benefit of meeting other JICA officials: Deputy Resident Representative Taro Naotsuka who is overall in charge of training programs, Assistant Director Fiona Mirza who has been directly coordinating with the team and providing logistical assistance to

mission activities, and Mr. Syed Estem Dadul Islam who is the NGO Help Desk Officer. When asked about possible future assistance JICA Bangladesh office may offer the ex-participants to sustain gains in introducing ATD to their respective areas, JICA informed of a Follow-Up training assistance being given on an individual basis. A proposal-request has to be submitted for JICA review and evaluation. A maximum of about US \$ 20,000 may be made available for each approved proposal. A proposal for In-Country training may likewise be accommodated for JFY 2006. In addition, a request for Japanese expert may be applied directly to the JICA office, through appropriate government channels. All proposals must first be endorsed by the NGO Board. This information was later shared by the team to the rest of the ex-participants interviewed.

A one-on-one interview with Mr. Nazrul Islam of CDA, an ex-participant to the training course on Organic Farming Technologies held in 2003, was done in one of the meeting rooms at the JICA office. He came the day before the training from CDA-Dinajpur, more than 450 kms north of Dhaka, to attend the scheduled meeting with the team.

According to Mr. Islam, he was able to implement his Action Plan prepared during the training. He described how waste was not properly managed prior to his training. After the training he had trained village people's organizations on the integrated approach to organic farming, composting, forestry, environment protection, child protection, and waste management. He informed that CDA made available training teams that conducted 2-3 days training on such concerns and hired experts as well. As a result of the integrated approach to waste management cum environment protection, he claims that POs are now managing their wastes, construct their own latrines, collect their own garbage and make their own compost pits which are being used for vegetable gardening. As an impact, Mr. Islam pointed out that people have become aware of the concept of "bio-gardening", and gradually shifted away from the use of high yielding varieties, fertilizers and chemicals. He added that people began to realize the hazardous effects of the chemical fertilizers and pesticides to health and environment. A good thing he shared was about the fertilizer dealers who likewise shifted to organic fertilizers due to increasing demand for organic fertilizers, which he also observed as a booming industry in the Dinajpur area.

Mr. Islam recalled how he was able to implement his Action Plan. He described the process to have involved a lot of discussions with people's

groups on issues like deforestation, health, environment, and child protection. Demonstration plots on organic farming, composting, vegetable gardening, fruit-bearing tree nurseries and latrine construction were provided by CDA in its central training center in Mukundapur, Kaharol, Dinajpur. Continuous counseling, training, and linking up with various non-governmental development agencies like BRAC, CARE, Rural Development Services, and the government agencies like the Department of Agricultural Extension, Fisheries Department, and Department of Youth were carried out by his team. More specifically, the Fisheries Department was able to provide assistance to the mini-pond projects, while the Department of Youth provided training and materials support.

On the part of the village level beneficiaries, Mr. Islam mentioned that a Solid Waste Management Committee was formed, and holds meetings and discussions on a regular basis. The Committee maintains its own bank account, to keep the pool of funds which supports small projects of the village. These POs make money out of composting and other livelihood activities. Mr. Islam mentioned that a 16-square feet compost harvested after 3-4 months would sell about 300-400 rupees.

On future plans, Mr. Islam is planning for the expansion of the principles and practices of "organic farming" and "waste management" to other 727 villages. He expressed that a possible constraint is the lack of political support of the local leaders. He remained optimistic though because he had already seen a lot of government support at the national level. He affirmed that his organization remains committed to play its vital role as catalyst of development in the country, bridging the distance between its people and local officials. CDA in fact has organized a meeting between PO leaders and political leaders on 30 December 2004, with the main agenda of creating village-level employment and to take up issues on land ownership, environment and health.

Mr. Islam suggested an In-Country training on Appropriate Technology Development, to tap Bangladesh ex-participants as resourced persons as he viewed this as a means to achieve more "spread effects" across the country, to trainers, and people beneficiaries. He also suggested the conduct of a course on Rural Technologies for Organic/Liquid Fertilizer/Waste Management, which should improve upon the locally-adopted rural technologies to create more employment and livelihood opportunities thereby addressing poverty in the rural areas. To Mr. Islam, development of

rural technologies to create employment is the only solution to the annual national crisis in Northern Bangladesh, termed “monga”, or hunger, which usually happens between the months of August to October wherein people have no food. He lamented that while government offers annual temporary relief, the annual costs are high and therefore not sustainable.

The second ex-participant interviewed in the JICA office was Mr. Khairat Hossain of GKAP. He participated during the training course on Organic Farming Technologies in JFY 2003. Mr. Hossain is currently the Chairman of the Federation of NGOs (Dinajpur branch), with 33 member NGOs. He started working with five compact groups of farmers (mostly 20-25 women, as men were engaged in other activities like selling, rickshaw driving, other jobs) via a “cooperative farming system” which he learned from the Philippines’ experience. As of interview date, he claimed that the number of compact groups had grown into 39, out of which 18 compact groups already graduated. He described that these small landowners (size of landholding not more than 1 acre) were taught appropriate cultivation techniques including “compost pit”, particularly “vermicomposting”. These compact groups, or people’s organizations, in order to graduate must have achieved an improved life condition and health. This would mean they already produce 1-2 types of vegetables raised from their backyards/piece of land, eat their produce, sell the excess produce, raise money, and be able to buy other food items. The idea is for them to “save money” out of the sales of excess farm produce. Mr. Hossain informed that these people live in parcels of lands owned by the government (caste land) but which the government committed to transfer to landless people on the condition that they will never sell it later. If these people can save money, then they will have the chance to buy land as well.

According to Mr. Hossain, a problem occurs when small landowners sell out their piece of land to the rich people who take advantage of the poor life situation of the farmers. One solution done is to group the farmers, so that collectively, they can work together in a rented rich farmer’s farm (2-3 acres), in order to generate employment for the poor, sell their produce in bulk directly to Dhaka and not pass through middlemen, to get fairer market prices.

Mr Hossain stated that the training course opened new ideas to him, led him to redesign locally adopted technologies towards organic farming, and he was able to share the same to his colleagues through active discussions in the NGO Forums.

He likewise suggested that a website on Appropriate Technology Development be created as he knows of worthwhile local technologies which can be replicated, such as that in India, i.e., farmer-produced vermicompost of 1 or 5 kgs packages being sold commercially, and Nepal's improved cook stove which can be massively introduced, and produced at very low cost. He added that a 5-7 day refresher course should be initiated for the past ATD participants to: discuss on technology changes, new concepts and practices, on global policies and issues which must be responded to; develop, or modify local adoptable technologies in Bangladesh; and identify which areas or fields of ATD which they have to do more on, or introduce. He suggested that training implementers and people's organizers be sent to future ATD training courses.

Mr. Hossain mentioned two major events that will be taking place on 21 and 30 December 2004, the former shall be the NGOs-POs Leaders' meeting in preparation for the latter, which shall be the NGOs-Politicians-Minister of Agriculture's meeting.

The third ex-participant interviewed was Mr. Refatul Islam of NGO Forum for Drinking Water Supply who participated in the Water Supply and Environmental Sanitation course in JFY 2002. The training modules which Mr. Islam considered mostly beneficial to him are: Alternative Water Supply (WS), Pipeline WS through Iron-removal, Rainwater Harvesting, Water Quality Testing and Microcredit WS system approach.

In trying to find an alternative system that is both safe and affordable to poor people, Mr. Islam further described a project on "community-based rainwater harvesting system" which he piloted/implemented in the coastal area of Chittagong, and is presently functioning well. He informed that the concept paper for the pilot system was done in 2001 and the project was completed in June 2004. His organization provided about US\$ 12,000 (700,000 takas) for the installation, training, water quality tests, minor repair, and O and M costs. Upon handing-over the project to the community, a "microcredit/cost-recovery" scheme was integrated. Monthly collection from user's fee already reached about 3,000 takas which may sufficiently cover the cost of electricity, pump operator salary, and minor repairs. The water supply system serves 114 families (5-6 members per family). A Committee of 15 members, 7 of which are female, manages the project. Water quality monitoring is done every six months. He added that

According to Mr. Islam, NGO Forum plans to expand construction of similar types of WS systems in other parts of the country. He informed that the country receives 7-8 months of rainfall, hence rainwater harvesting systems of 100,000 liter capacity may also be supplemented by deep tube/dug wells in the two months of no water. He added that another rainwater harvesting system was recently put to operation serving about 130 families in the Faridpur district, and another one is being constructed in Dhaka. It was gathered that a JICA expert (Mr. Makoto Murasi) visited thrice and provided technical advisory assistance on the rainwater supply technology.

It was informed that his organization receives funding assistance from various organizations like DANIDA, CARE, UNDP, and recently from the World Bank for 3 pipeline projects to serve 120-130 families/pipeline, or 600-650 persons/pipeline).

Mr. Islam mentioned the current government policy which aims to address the arsenic problem in the country. NGO Forum plans to construct "community-based Arsenic Iron Removal plant". Funding was mentioned as a major constraint in undertaking the project.

Mr. Islam posed a number of suggestions: more focused and specific training design/materials and participant selection, e.g., on water supply system technologies; lecturers/resourced persons must supplement slide presentations with full documentation of lectures; focus on burning issues per country matched by appropriate response by lecturers to maximize learning on alternative technologies; a follow-on course in Japan on country-specific issues/problems raised, if the technologies are available there; consider various cultures and matching technologies for the sanitation aspect of the training course; and improve on the network system to improve training design and share new learning on adaptable technologies.

Bogra

The team started very early in the morning of 20 December 2004 on a long trip to Dinajpur. A JICA official in Bangladesh who heads the NGO Help Desk, Mr. Syed Islam, joined the team, as this is the first opportunity for him to actually see and evaluate what the recipient NGOs of a JICA assisted program have actually put on the ground, as the basis of a possible request for JICA follow-up assistance.

Along the way, a stop at Bogra was made per invitation of Deputy Director Khorshed Alam of Thengamara Mohila Sabuj Sangha (TIMSS), an NGO who was able to send a participant to the JFY 2004 training course on Green Health Technologies (not covered though by the terminal evaluation study). The team met with the TIMSS Board of Directors, and found that there was a firm commitment of support by the Board to implement the action plan of Mr. Md. Abdur Rouf, the ex-participant.

The TIMSS officials stressed women's welfare and empowerment as the major thrust of the organization. Organic farming, poultry raising, herbal medicine, establishment of healthcare/childcare are among the basic approaches being applied to address the community needs, with women workers as the catalysts to development.

The team was toured to the 3-hectare property and pilot demo farms/nurseries. Various species of herbal and medicinal plants were already propagated in various plots. Some contract growing with soap manufacturers of neem trees, for instance, was also mentioned. Women are engaged into weaving, garments design and production. A mini-poultry farm is present while construction of a community hospital is being completed on-site.

Naogaon

The team visited another VERC area, the Kusumba Union, Manda Upzilla, located in the Naogaon district, more than an hour drive away from TIMSS office. This is an example of a community-initiated 100% latrine coverage. There are about 17 villages covered by the Kusumba union, with 7,572 households and 93 communities. The total number of latrines, both single household and shared, reached 5,273.

The officers of the KUSUMBA Union headed by Chairman Mokbul Hossain met with the team. It was informed that the Union has nine members, three of whom are women. Given that latrine coverage was already completed, the remaining activities basically involve monitoring of hygienic activities and behavioral practices. As described by the members, the men had been involved with planning and latrine installation, women as community monitors, and children help to motivate other people to support community activities via games, folk songs, stories. They recalled that government in the past provided subsidy for latrine construction, but said approach failed. With some modifications on the latrine models to suit local preference and

conditions, and when communities began to understand the benefits of sanitation, it only took the Union three years to fully cover all households with latrines.

Dinajpur

Finally, the team reached the office of Community Development Association (CDA) located in Mukundopur, Kaharol, Dinajpur by evening of 20 December 2004. CDA Director Shih Mobin Jinnah, together with the Mr. Nazrul Islam, one of the ex-participants earlier met at the JICA office, toured the team to the CDA office and the central training center. The center is impressive as each lecture room is fully-equipped with training equipment. The dormitory and the canteen are likewise impressive and can accommodate a maximum capacity of 100 persons. Mr Jinnah engaged the team to a very interesting but informal briefing on the organization, its history, accomplishments and current activities.

Early on 21 December 2004, the team was toured by Mr. Nazrul Islam to some of the demonstration plots for composting, nurseries, and latrine moulds used for construction at the training center. Then the group proceeded to Chaolia, one of the village communities being assisted by CDA in the same district. Interesting enough the team found out the following: the houses were made of mud; the surroundings and children are clean; the households have their own latrines, backyard gardens for vegetable farming; improvised cook stove made from mud; and some plots used for composting. Clearly, CDA through Mr. Islam, was able to teach this community in an integrated approach organic farming, low-cost housing and sanitation technologies and practices. He was able to transform the knowledge gained from the training course to actual extension work and practice.

ANNEX I
RESULTS OF EVALUATION AT
TRAINING COMPLETION

Evaluation Results: Participants @ Training Course Completion

Parameter	Number of Participants/Average Rating				Average Rating (%)
	2000	2001	2002	2003	
(1) Course Objectives					
- Fully Met	19	25	24	12	71
- Satisfactorily Met	8	3	5	16	29
(2) Expectations					
- Completely Fulfilled	15	22	22	6	68
- Satisfactorily Fulfilled	8			22	32
(3) Curriculum Design					
(a) Course Coverage					
- Just Right	18	21	15	11	64
- Much/Broad		6	14	17	36
(b) Level					
- Just Right	16	22	16	16	70
- Much/Advanced		4	13	12	29
(c) Time Allocation					
(c.1.) Lecture/Discussion					
- Just Right	14	-	20	15	72
- Much			9	7	24
- Too Much				3	4
(c.2.) Intensity					
- Leisurely				3	3
- Just Right	14	20	25	10	75
- Much		4	4	15	22
(c.3.) Duration					
- Just Right	18	18	16	13	65
- Much		8	13	14	35
(c.4.) Exercises					
- Little	-	-		5	9
- Just Right			20	15	61
- Much			9	8	30
(c.5.) Observations					
- Little				3	4
- Just Right	20		17	14	66
- Much			12	11	30
(4) Teaching Method					
- Outstanding	27	4	12	5	43
- Very Good		24	15	15	48
- Good			2	7	8
- Fair				1	1
(5) Application					
- Very Applicable	11	6	15	6	40
- Applicable		22	12	16	52
- Useful			2	6	8

(6) Administration & Management					
(a) Coordination					
- Outstanding		1			1
- Very Good	15	21	19	15	70
- Good		6	10	9	25
- Fair				4	4
(b) Advance Info (GIB)					
- Very Good	27	24	7	10	64
- Good			18	15	31
- Fair			3	2	5
- Poor				1	1
(c) Arrangement for Study Visits					
- Outstanding		4			4
- Very Good	27	20	18	9	66
- Good		4	9	12	22
- Fair			2	7	8
(d) Housing, Food, Accommodation					
- Very Good	27	20	7	8	63
- Good		7	14	9	25
- Fair		-	6	9	8
- Poor		1	2	2	4

Note: Total number of respondents: 27 participants for CY 2000; 28 participants for CY 2001; 29 participants for CY 2002; and 28 participants for CY 2003

Evaluation Results: Assessment by 14 Survey Respondents

Parameter	No. of Participants	% Rating
(1) Appropriate selection of participants		
- Strongly Agree	4	28.5
- Agree	5	36
- Neutral	4	28.5
- Disagree	1	7
(2) Assessment of training needs		
- Yes	11	79
- None	3	21
(3) Design of training program		
(a) Objective		
- Fully Met	5	36
- Partially Met	8	57
(b) Curriculum Design		
(b.1) Coverage of Subject Matter		
- Just Right	10	71
- Broad	3	21
(b.2) Scheduling of Subjects		
- Very Good	3	21
- Good/Just Right	10	71
(b.3) Time Allocation for Course Activities		
- Much	4	28.5
- Just Right	8	57
- Little	1	7
(b.4) Intensity/Level of Delivery		
- Outstanding	1	7
- Very Good	7	50
- Good	5	36
© Course Management		
(c.1) Lecturers/Resource Persons		
- Excellent	1	7
- Very Good	6	43
- Good	5	36
(c.2) Teaching Methods		
- Excellent	1	7
- Very Good	7	50
- Good	4	28.5
(c.3) Applicability		
- Very Good	7	50
- Good	5	36
(c.4) Hand-outs/Equipment/Facilities		
- Excellent	2	14
- Very Good	6	43
- Good	3	21
- Poor	1	7

(c.5) Course Duration		
- Just Right	6	43
- Short	6	43
(4) Administration & Management		
(a) Coordination		
- Outstanding	4	28.5
- Very Satisfactory	3	21
- Satisfactory	5	36
(b) GI Brochures		
- Outstanding	3	21
- Very Satisfactory	3	21
- Satisfactory	6	43
© Arrangement of tours		
- Outstanding	4	28.5
- Very Satisfactory	5	36
- Satisfactory	3	21
(d) Accommodation/Food		
- Outstanding	1	7
- Very Satisfactory	8	57
- Satisfactory	2	14
- Fair	1	7
(e) Allowance/Per Diem		
- Much	1	7
- Reasonable	7	50
- Little	4	28.5
(f) Transportation		
- Very Convenient	4	28.5
- Relatively Convenient	3	21
- Good	4	28.5
- Slightly Inconvenient	1	7
(g) Social Programs		
- Outstanding	3	21
- Very Satisfactory	6	43
- Satisfactory	3	21
(h) Communication among participants		
- Outstanding	3	21
- Very Satisfactory	6	43
- Satisfactory	1	14
- Fair	1	7
(5) Follow-up Surveys		
- By JICA	1	7
- By Approtech Asia	2	14
- None	11	79
(6) Extent benefited from training course		
- Very Much	3	21
- Much	6	43
- Moderate	2	14

ANNEX M
JICA BANGLADESH GUIDELINES
ON FOLLOW-UP ASSISTANCE

JICA Ex-participants follow up program

Objectives

JICA's follow up cooperation program supports self-help efforts of implementing organization to promote the sustainability of technical cooperation. For utilizing, disseminating and developing the acquired knowledge/techniques in training, JICA can support ex-participants of JICA training.

What kind of activity can be supported?

- 1) Organizing workshop/seminar
- 2) Conducting survey, research
- 3) Producing textbook, manual, etc.
- 4) Networking of Ex-participants (includes support for alumni activity)
- 5) Other public utilities

Who can apply for this program?

- JICA Alumni Association
- Ex-participants (Third country trainees can be included. Youth invitation program participants/participated in training more than 15 years ago are not eligible)

How to apply for this program?

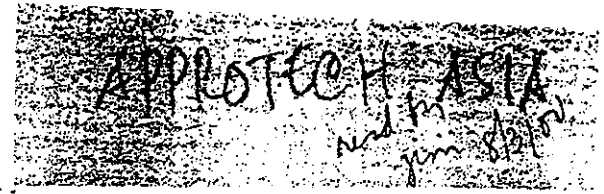
Please submit proposal to JICA Bangladesh office anytime. Following information should be included in the proposal

- 1) Information about organization/participants
- 2) Information about request program
- 3) Estimation (break down necessary)
- 4) Objective of the program
- 5) Expected effect
- 6) Others

Procedure of the program

- JICA Bangladesh Office will assess the proposal.
- Progress of program should be reported to JICA office. After completion of the program, activity report and statement of expenditure should be submitted to JICA office. After assessment of reports, JICA remits the money. (Advance payment can be considered when required)

ANNEX N
RECORD OF DISCUSSIONS

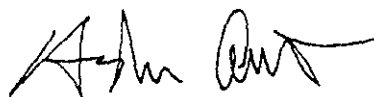


**RECORD OF DISCUSSIONS
BETWEEN
THE RESIDENT REPRESENTATIVE OF JICA PHILIPPINE OFFICE
AND
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF THE
REPUBLIC OF THE PHILIPPINES THROUGH APPROTECH ASIA
ON THE THIRD COUNTRY TRAINING PROGRAM**

Japan International Cooperation Agency (hereinafter referred to as "JICA") through the Resident Representative of JICA Philippine Office had a series of discussions with the authorities concerned of the Government of the Republic of the Philippines through Approtech Asia with respect to the framework of a training course in the field of Principles and Practices of Appropriate Technology Development under JICA's Third Country Training Program, and to the desirable measures to be taken by both Governments to ensure the successful implementation of the course.

Based on the above discussions, the Resident Representative of JICA Philippine Office and the authorities concerned of the Government of the Republic of the Philippines through Approtech Asia agreed to recommend to their respective Governments the matters referred to in the documents attached hereto.

July 15, 2000
Makati, Philippines




HIDEO ONO
Resident Representative
JICA Philippine Office



LILIA O. RAMOS
Executive Director
APPROTECH ASIA

Witness:



CARMENCITA JUAN-GUIYAB
Executive Officer
SCS-NEDA

ATTACHED DOCUMENT

The Government of Japan and the Government of the Republic of the Philippines will cooperate with each other in organizing a training course in the field of Principles and Practices of Appropriate Technology Development (hereinafter referred to as "the Course") under JICA's Third Country Training Program.

The Government of the Republic of the Philippines through Approtech Asia will conduct the Course with the support of the technical cooperation scheme of the Government of Japan. The Course will be held once a year from Japanese Fiscal Year 2000 to 2004, subject to annual consultations between both Governments. The Course will be conducted in accordance with the following;

1. TITLE

The Course will be entitled "Regional Training Orientation Course on the Principles and Practices of Appropriate Technology Development".

2. PURPOSE

The purpose of the Course is to provide the participants from developing countries with an opportunity for deepening the understanding of appropriate technology as a strategy for development. It hopes to improve the techniques and methods used by trainers in development work of Asian NGOs engaged in appropriate technology development. Furthermore, the Course will provide multi-skills training to organizational trainers in Asia as a response to economic crisis in Asia.

3. OBJECTIVES

The course aims to achieve the following:

- 3.1 be able to understand the basic principles and practices of appropriate technology development, assessment, transfer, adaptation and evaluation;
- 3.2 be able to integrate their learning and insights in the aforementioned aspects of alternative technologies based on their own knowledge and experience; and
- 3.3 be able to assess and evaluate their own work based on their learning for the planning and implementation of appropriate technology programs in their respective areas of operation.

4. DURATION

The duration of the Course will be approximately four (4) weeks and the Course for JFY 2000 (hereinafter referred to as "the first Course") will be held from September 27 to October 26, 2000.

5. CURRICULUM

The main topics for the 5-year Courses, all related to the development of appropriate technology is attached as Annex I, and the tentative curriculum for the first Course is attached as Annex II.

6. INVITED COUNTRIES

Each member of Approtech Asia in the following countries will be invited to nominate their candidates:

Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Kyrgyzstan, Lao, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Sri Lanka, Thailand, Vietnam, and the Philippines.

7. NUMBER OF PARTICIPANTS

The number of participants from the invited countries shall not exceed twenty-five (25) in total, and the number of participants from the Philippines shall not exceed four (4).

8. QUALIFICATION OF APPLICANTS

Applicants for the Course are:

- 8.1 to be a citizen of the nominating country;
- 8.2 to be a livelihood technology trainer with at least four (4) years experience in food processing and paper making;
- 8.3 to be at least 25 years old but not over 55 years old;
- 8.4 to understand, speak and write English very well;
- 8.5 to be healthy to complete a month-long training;
- 8.6 to have a comprehensive plan of how to apply the technologies learned after the training to alleviate poverty by training the poor in food processing and assisting them in putting-up a food business; and

8.7 to have management support in the implementation of his/her back home plan.

9. FACILITIES AND INSTITUTIONS

The Course will be held at the Food Development Center (FDC) in Taguig, Metro Manila and in Bacolod City, Negros Occidental.

10. APPLICATION PROCEDURE

10.1 The nominating Government of the invited countries applying for the Course on behalf of its nominee(s) shall forward five (5) copies of the prescribed application form for each nominee, through diplomatic channels, to the Government of the Republic of the Philippines through Approtech Asia not later than sixty (60) days before the commencement of the Course.

10.2 The Government of the Republic of the Philippines through Approtech Asia will inform the nominating Governments, through diplomatic channels of the acceptance or non-acceptance of the nominees not later than thirty (30) days before the commencement of the Course.

11. MEASURES TO BE TAKEN BY THE GOVERNMENT OF JAPAN AND THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES

In organizing and implementing the Course, both Governments will take the following measures in accordance with the relevant laws and regulations in force in each country.

The schedule of the first Course implementation is attached as Annex III.

11.1 The Government of the Republic of the Philippines

11.1.1 The Department of Foreign Affairs

- 1) To forward G.I. to the Governments of invited countries through its diplomatic channels
- 2) To receive application forms and forward them to Approtech Asia
- 3) To notify the results of the selection of participants to the respective Governments through its diplomatic channels

11.1.2 The Approtech Asia

- 1) To formulate the curriculum based on Annex II
- 2) To draft and print the General Information brochures (G.I.)

- 3) To assign an adequate number of its staff as lecturers/instructors for the Course
- 4) To provide its training facilities and equipment for the Course
- 5) To participate in the selection of participants for the Course
- 6) To arrange accommodation for the participants
- 7) To arrange international air tickets for the participants from invited countries and meet and see them off at the airport
- 8) To arrange study tour(s) as a part of the Course
- 9) To take budgetary measures to cover the cost of conducting the Course, excluding the expenses financed by the Government of Japan. A tentative estimate of expenses for the first Course is attached as Annex IV.

To bear some portion of the following expenses, to be consulted between both Governments each year:

- a) Expenses relevant to participants from invited countries such as international economy-class flight fare, accommodation, per-diem and medical insurance premiums;
 - b) Expenses relevant to Approtech Asia such as study tour(s), texts, teaching aids, expendable supplies, copies, honoraria for external lecturer(s) and opening and closing ceremonies. A tentative estimate of expenses to be borne by APPROTECH ASIA for the first course is attached as Annex V.
- 10) To issue certificates to the participants who have successfully completed the Course
 - 11) To submit a course report to the JICA Philippine Office within thirty (30) days after the termination of the Course
 - 12) To submit a statement of expenditures with the receipts and other documentary evidence necessary to verify the expenditures stated above within thirty (30) days after the termination of the Course
 - 13) To coordinate any matter related to the Course

11.1.3 Special Committee on Scholarships-National Economic & Development Authority (SCS-NEDA)

- 1) To review the proposal's content including budget, G.I., and recommend appropriate changes or modification
- 2) To participate in the selection of participants for the Course
- 3) To facilitate the application procedure through diplomatic channel
- 4) To collaborate with Approtech Asia in the arrangement for opening and closing ceremonies and conduct of orientation and briefing
- 5) To participate in the post-training evaluation

11.2 THE GOVERNMENT OF JAPAN

- 1) To dispatch Japanese short-term experts in accordance with the normal procedures of its technical cooperation scheme, who will give advice and deliver some of the lectures.
This, however, is subject to the JICA budget available for this purpose and to the number of suitable expert(s) in Japan.
Approtech Asia is expected to inform the JICA Office of requests for JICA short-term expert(s) not later than the annual consultation.
- 2) To bear the following expenses through JICA:
 - a) Expenses relevant to participants from invited countries such as international economy class air fare, accommodations, per-diem, and medical insurance premiums
 - b) Expenses relevant to the Approtech Asia Secretariat such as study tours, texts, teaching aids, expendable supplies, copies, honoraria for external lecturer(s) and opening & closing ceremonies

12. PROCEDURE FOR REMITTANCE AND EXPENDITURE

Remittance of funds for expenses to be borne by the Government of Japan and the expenditure thereof will be arranged in accordance with the following procedures:

- 12.1 Approtech Asia will open a bank account to receive the funds remitted by JICA, and inform the JICA Philippine Office of the name of the bank, the account code number, and the name of the account holder.
- 12.2 Approtech Asia will submit to the JICA Philippine Office a bill of estimate for the expenses to be borne by the Government of Japan not later than sixty (60) days before the commencement of the Course.
- 12.3 JICA will assess the bill of estimate and remit the assessed amount of expenses to the account mentioned in 12.1 above within thirty (30) days after the receipt of the bill of estimate.
- 12.4 Approtech Asia will submit to the JICA Philippine Office a statement of expenditures within thirty (30) days after the termination of the Course.
- 12.5 In case there is any unspent remainder of the amount remitted by JICA, Approtech Asia will reimburse the unspent amount to JICA in accordance with the advice given by JICA. The funds allocated for the flight fare,

accommodation, per-diem and medical insurance premiums shall not be appropriated for any other purposes.

12.6 When requested by JICA, Approtech Asia will make available for JICA's reference all the receipts and other documentary evidence necessary to verify the expenditures stated in 12.4 above.

13. OTHERS

This attached document and the following Annexes attached hereto shall be deemed to be part of the Record of Discussions:

- Annex I: The Main Topics for the 5-Year Courses (JFY 2000-2004)
- Annex II: Tentative Curriculum of the Course (for JFY 2000)
- Annex III: Schedule of the Course Implementation (for JFY 2000)
- Annex IV: Tentative Estimate of Expenses to be Borne by the Government of Japan (for JFY 2000)
- Annex V: Tentative Estimate of Expenses to be Borne by APPROTECH ASIA (for JFY 2000)

Annex I

The Main Topics for the 5-Year Courses (JFY 2000-2004)

JFY 2000	Livelihood Technologies and Micro-enterprise Development
JFY 2001	Technologies on Water Supply and Environmental Sanitation
JFY 2002	Alternative Housing Technologies and Sustainable Cities
JFY 2003	Organic Farming Technologies and Healthy Lifestyle
JFY 2004	Green Health Technologies (Plant-Based Cosmetics, Herbal Medicine, Nutritional and Functional Foods, Organic Agriculture)

Annex II

TENTATIVE CURRICULUM LIVELIHOOD TECHNOLOGIES AND MICRO-ENTERPRISE DEVELOPMENT Japanese Fiscal Year 2000

Part I. General Orientation

Institutional and Country Reports and Sharing of Experiences in Food Processing and Paper Making

- >>> This involves lecture-discussion on food processing and paper making as well as enterprise development. This part will be programmed for four (4) days.

Part II. Study Visit & Hands-on Experience

- >>> This part involves the exposure of the participants to the leading Philippine organizations working on specific fields of food processing and paper making. This will last for seventeen (17) days.

Part III. Micro-Enterprise Development & Planning Session

- >>> This involves lecture-discussion on enterprise development, summing-up of the participants' experiences during the study visit and hands-on experience through small group workshops and plenary discussions. The planning session follows to give the participants a chance to visualize the application of the technologies they have learned in their normal work into their respective countries. The session will last for seven (7) days.

Annex III

SCHEDULE OF COURSE IMPLEMENTATION
FOR JAPANESE FISCAL YEAR 2000

MONTH	PHILIPPINE SIDE	JAPAN SIDE
April 2000	<ol style="list-style-type: none">1. Submission of accomplished needs assessment form to JICA2. Joint meeting (AA-NEDA-JICA) to discuss and finalize draft of Record of Discussion (R/D)3. Signing of Record of Discussion4. Preparation and submission of draft of G.I. brochure and tentative estimate of expenses5. Submission of A-1 Form (Request for short-term experts)	<ol style="list-style-type: none">1. Evaluation of needs assessment form3. Submission of Record of Discussion to JICA Tokyo4. Submission of tentative estimate of expenses to JICA Tokyo for approval5. Recruitment of short-term experts
May 2000	<ol style="list-style-type: none">1. Distribution of G.I. brochures	
End of July 2000	<ol style="list-style-type: none">1. Joint screening and selection of candidates (AA-NEDA-JICA)	
August 2000	<ol style="list-style-type: none">1. Notification of acceptance	<ol style="list-style-type: none">1. Remittance of expenses
September 2000	<ol style="list-style-type: none">1. Implementation of the course (Sept. 27 - Oct. 26, 2000)	<ol style="list-style-type: none">1. Dispatch of Short-term Experts
November 2000	<ol style="list-style-type: none">1. Submission of statement of expenditures and course report	

Annex IV

- Regional Training Orientation Course on
 The Principles and Practices of
 Appropriate Technology Development and Transfer
LIVELIHOOD TECHNOLOGIES AND ENTERPRISE DEVELOPMENT
 27 September to 26 October 2000
 Philippines

Tentative Estimate of Expenses to be Borne by JICA

Items of Expenses	Breakdown	Total
I. Invitation Expenses		
Air Fare (Round trip ticket)	@ Php64,260/pax X 25 pax (foreign participants)	1,606,500
Living Expenses for Transit Stay	@ Php2,900/pax X 12 pax (foreign participants)	34,800
Transport (pick-up/send off)	@ Php500 X 25 pax X 2 trips	25,000
Per Diem	@ Php800/day X 32 days X 25 pax foreign	640,000
Accommodation	@ Php1,200 X 31 nites X 25 pax	930,000
Medical Insurance	@ Php4,000 X 25 pax (foreign) for 32 days	100,000
Airport terminal fee	@ Php550 X 25 pax (foreign)	13,750
Subtotal		3,350,050 3,350,050
II. Training Expenses		
Honoraria for External Lecturers	@ Php700/hr/lecturer X 85 hrs	59,500
Employment Fee (during training only)	@ Php2,000/day X 25 days facilitator @ Php2,000/day X 25 days moderator @ Php500/day X 90 days secretary/documentor/photographer	50,000 50,000 45,000
(3 months hiring-before,during,after) (before, during, and after training)	@ Php200/day X 20 days encoder, copier, binder	4,000
Travel Expenses (study tours)	@ Php10,000/day X 6 days (local transpo)	60,000
Air fare	@ Php5,000/pax X 32 pax (air fare)	160,000
Accommodation (local)	@ Php1,200/pax X 7 pax X 10 nites	84,000
Per diem (outside Metro Manila)	@ Php800/day X 11 days X 7 pax local	61,600
Expendable supplies (see attached)		160,000
Meeting Expenses	@ Php500/pax X 35 pax X 2 occasions opening and closing ceremonies	35,000
GI/Certificate Printing	@ Php100 X 45 copies (certificates) @ Php200 X 100 copies (GI)	4,500 20,000
Textbooks Printing & Purchase	@ Php200 X 30 pax (textbook, hand-outs) @ P1,000 X 30 pax (hands-on teaching aids) @ P400 X 200 copies of technology manuals	6,000 30,000 80,000
Communications (Fax, overseas calls, mails...)		50,000
Subtotal		959,600 959,600
GRAND TOTAL		4,309,650

Legend:

*includes facilitator and secretary

**includes facilitator, secretary and guests

study tour: 12 days, including arrival and departure.

