


MINUTES OF MEETING  
ON  
THE STUDY  
ON  
INTEGRATED FLOOD MANAGEMENT FOR NYANDO RIVER BASIN  
IN  
THE REPUBLIC OF KENYA  
AGREED UPON BETWEEN  
MINISTRY OF WATER AND IRRIGATION  
AND  
JAPAN INTERNATIONAL COOPERATION AGENCY

Nairobi, October 21, 2005



Eng. Mahboub M. Maalim, O.G.W  
Permanent Secretary,  
Ministry of Water and Irrigation



Mr. Mikio Ishiwatari  
Leader of the Preparatory Study Team  
Japan International Cooperation Agency



Mr. Patrick O. Oloo  
Chief Executive Officer,  
Water Resources Management Authority



Mr. Joseph K. Kinyua, CBS  
Permanent Secretary,  
Ministry of Finance

THE PERMANENT SECRETARY  
MINISTRY OF FINANCE,  
P. O. Box 36007,  
NAIROBI.

In response to the request of the Government of the Republic of Kenya (hereinafter referred to as “the Government of Kenya”), the Preparatory Study Team (hereinafter referred to as “the Team”) of the Japan International Cooperation Agency (hereinafter referred to as “JICA”) visited Kenya from October 11 to November 11, 2005 to discuss the Scope of Work (hereinafter referred to as “S/W”) for the Study on Integrated Flood Management for Nyando River Basin in the Republic of Kenya (hereinafter referred to as “the Study”).

The Team carried out field surveys in the study area and held a series of discussions with officials of relevant authorities of the Government of Kenya and related other organizations. The list of key persons met is shown in Appendix I.

The Minutes of Meetings have been prepared for the better understanding of the S/W agreed upon between the Ministry of Water and Irrigation (hereinafter referred to as “MWI”) and the Team on October 21, 2005, summarizing the major issues discussed for the smooth implementation of the Study.

## 1. CHANGE OF THE TITLE OF THE STUDY

The title of the Study was changed to reflect the higher priority placed on the flood management in the integrated watershed management. The new title was adopted.

Original Title: The Study on the Integrated Watershed Management Planning for Nyando River Basin in the Republic of Kenya  
New Title : The Study on Integrated Flood Management for Nyando River Basin in the Republic of Kenya

## 2. COORDINATION OF THE STUDY

### (1) The responsible and implementing agencies

The responsible agency: Ministry of Water and Irrigation(MWI)

The implementing agency: Water Resources Management Authority(WRMA)

The organization chart of WRMA is shown in Appendix -2

### (2) Steering Committee

To involve the relevant agencies of the Government of Kenya, a Steering Committee will be established by MWI during the Study period. The roles and functions of this Committee shall be to share information, provide policy guidance, advice and information to steer the Study in proper direction.



The Committee will be composed of the following members:

1. Permanent Secretary, MWI (chairman)
2. Director of Water, MWI
3. Permanent Secretary, Special Programmes, Office of the President (OP)
4. Permanent Secretary, Ministry of Environment and Natural Resources
5. Permanent Secretary, Ministry of Finance
6. Permanent Secretary, Ministry of Regional Development Authorities
7. Chief Executive Officer, WRMA (Secretary)
8. Director General, National Environment Management Authority (NEMA)
9. Managing Director, National Water Conservation and Pipeline Corporation (NWCPC)
10. Director, Kenyan Meteorological Department (KMD)
11. Team Leader, JICA Study team

The Committee shall meet at the time of the submission of reports as well as upon the request of the JICA Study team.

The Committee shall co-opt members from other related organization as and when necessary.

### (3) Project Working Group (PWG)

For the smooth implementation of the Study, PWG will be formed within WRMA, as a link between implementation level, steering committee, regional agencies in the Nyando River Basin and other development partners.

PWG shall consist of personnel with expertise in the following fields;

1. Flood management planning (WRMA) (Group leader) : full time assignment
2. Policy, institution and coordination (MWI) : full time assignment
3. Hydrology (WRMA)
4. Flood control structures (NWCPC)
5. Community support (WRMA)
6. Administration and human resources development (WRMA)

Additional members can be co-opted through discussions between Kenyan side and Japanese side.

The roles and functions of PWG shall be as follows;

#### 1) Focal point of the Study

PWG shall be a focal point for the JICA Study team and a facilitator to the Study activities.

#### 2) Link for other related agencies

PWG shall be the link at the implementation level for the steering committee and other related agencies.



3) Liaison with regional agencies

PWG will liaise with the Lake Victoria South Water Service Board, Lake Basin Development Authority, Provincial and District offices and other government offices in the Nyando River Basin. PWG shall have responsibility to notify and inform the progress of the Study.

4) Coordination of community activities

PWG shall arrange and coordinate activities of the Study at the community level.

5) Counterpart of the JICA Study team

The JICA Study team shall transfer technology to the PWG staff through on-the-job training during the Study period.

6) Secretariat of workshops and training courses

PWG shall organize relevant workshops, in which the JICA Study team and concerned organizations' staff shall participate. PWG also shall organize the training courses for capacity development.

. UNDERTAKING OF GOVERNMENT OF KENYA

In accordance with the "Agreement on Technical Cooperation between the Government of Japan and the Government of the Republic of Kenya", signed in Nairobi on April 29<sup>th</sup>, 2004, both sides confirmed the following points as responsibilities of the Kenyan side:

- (1) As to VII. 4. (1) of the S/W, the team requested Kenyan side to undertake necessary procedures for the JICA Study team to acquire available data (including maps and photographs) and information related to the Study. Kenyan side agreed to support the JICA Study team as much as the laws and regulations of Kenya permit.
- (2) As to VII. 4. (2) of the S/W, the JICA Study Team requested Kenyan side that counterpart personnel for the Study be nominated for ensuring smooth cooperation, to which Kenyan side agreed. PWG, which is counterpart of the JICA Study team, will be set up before the commencement of the Study. WRMA agreed to submit the member list of PWG to the JICA Kenya Office by 31 March, 2006.
- (3) WRMA shall be responsible for the proper maintenance of the Study equipment and facilities during the absence of the JICA Study team.
- (4) As to VII. 4. (3) of the S/W, Kenyan side agreed that office space with equipment such as



desks, chairs, bookshelves, air-conditionings, telephone lines water and electricity would be provided in MWI building, both in Nairobi and Kisumu for the use by the JICA Study team. However, Kenyan side explained difficulties in providing Study equipment such as vehicle and requested that the equipment be arranged by Japanese side. The team will convey this request to JICA headquarters for their consideration.

- (5) Kenyan side agreed to secure counterpart funds for the Study. Kenyan side requested the Japanese side to give early indication of the Study budget to allow for timely securing of the counterpart funds.

#### 4. ENVIRONMENTAL AND SOCIAL CONSIDERATIONS

The Team explained JICA's Environmental and Social Consideration Guidelines, and that it will be applied to the Study. The government of Kenya understood the policy of the JICA's guidelines, and agreed to the following responsibilities and requirements;

- (1) Based on the guidelines, the Government of Kenya shall be responsible for conducting Initial Environmental Examination (IEE) in collaboration with JICA. The necessary activities required for IEE shall be carried out by WRMA with technical support of JICA.
- (2) In the course of conducting IEE, public consultation with communities and stakeholders will be included if necessary.
- (3) Publicizing information such as Study Reports is necessary to ensure the participation of and dialogue with various stakeholders to achieve appropriate environmental and social considerations.
- (4) The above mentioned responsibilities and requirements will be also applied when EIA is judged to be necessary.

#### 5. OTHERS

- (1) The Study will mainly cover community-based projects and strengthening community's capacities to mitigate flood disasters. Large scale infrastructure, such as dams and long dykes, will not be included in the main scopes of the Study. The Study will however revise and update



existing flood management plans that include large scale infrastructure.

- (2) The team recommended that a flood management unit be established at the WRMA Headquarter in line with the Strategy for Flood Management for Lake Victoria Basin(MWI-WMO 2004). The proposed unit will institutionally accumulate and utilize the Study's outcomes as well as be responsible for flood management planning in the country. WRMA agreed to set up this unit by 30 June 2006.
- (3) MWI agreed to enhance coordination through the Inter-Ministerial Technical Committee on Flood Mitigation in Western Kenya to avoid duplication of donor's activities and to demarcate them in the Study area.
- (4) The Lake Victoria South catchment area regional office of WRMA, which is responsible for managing the water resources of the Nyando River, is operational. WRMA will assign a flood management officer at the regional office by 30 April 2006. This officer will be in charge of the planning, monitoring, and project coordination of the flood management, as well as be the counter part of the JICA Study team in the field.
- (5) As various organizations are implementing water related projects in flood management, irrigation and water supply in the Nyando River basin, the officers of the organizations pointed out the necessity of coordinating these projects. In this regard, Nyando River Water Management Forum will be established before 31 December 2005 to regularly coordinate these projects. The Lake Victoria South catchment area regional office of WRMA will be the secretariat of the forum.

## 6. APPENDICES

Appendix -I: Key Persons of met

Appendix -II: Organization Chart of WRMA

## Attendance List

Kenyan Side

## I. Ministry of Water &amp; Irrigation (MWI)

Name	Designation
① Eng. Mahboub M. Maalim	Permanent Secretary
② Eng. R.N. Gakubia	Director of Water
③ Mr. Simeon Ochieng	Senior Deputy Director, WRM
④ Mr. Isaac Kimani	Japan Desk Officer

## II. Water Resources Management Authority (WRMA)

Name	Designation
① Mr. Patrick Oloo	Ag. Chief Executive Officer
② Eng. P.K. Njurumba	Water Conservation Specialist
③ Rose O. Angweya	Regional Manager, Lake Victoria South

## III. National Water Conservation &amp; Pipeline Corporation (NWCP)

Name	Designation
① Eng. J.K. Wainaina	PA to Managing Director
② Duncan Kingori	ARE/Nyando Flood Control
③ Shadrack Kitony	IOW/Nyando Flood Control (NWCP)

## IV. Lake Victoria South Water Services Board (LVSWSB)

Name	Designation
① Eng. P. L. Ombogo	CEO
② Eng. B. S. Oloo	Assets Development Officer




V. National Environment Management Authority (NEMA)

Name	Designation
① Prof. Ratemo Michieka	Director - General
② Mr. Maurice Mbegera	Director, Compliance & Enforcement

VI. Lake Basin Development Authority (LBDA)

Name	Designation
① Ferdinand K. Wanyonyi	Managing Director
② Eng. John Okello	Deputy Managing Director
③ Geoffrey Wekesa	Hydrologist

VII. Inter – Ministerial Technical Committee (IMTC) on Flood Mitigation in Western Kenya

Name	Ministry/Department
① Fatuma Abdikadir	Office of the President
② P.D. Munah	Kenya Meteorological Department
③ John Waitthaka	Ministry of Local Government

Japanese Side

I. JICA Preparatory Study Team

Name	Position
① Mr. Mikio Ishiwatari	Team Leader
② Mr. Sachio Shintaku	Member
③ Mr. Tatsuya Imai	Member
④ Mr. Seiichi Yamakawa	Member
⑤ Mr. Elijah Kinyangi	Member

II. JICA Kenya Office

Name	Designation
① Mr. Yoshiaki Kano	Resident Representative
② Mr. Jiro Inamura	Deputy Resident Representative





- ③ Ms. Misa Kenmiya Assistant Resident Representative
- ④ Mr. Humphrey Mwathe Consultant – Agriculture Sector

**III. Embassy of Japan**

Name	Designation
1. Mr. Toshimasa Masuyama	Second Secretary

**IV. JBIC**

Name	Designation
1. Mr. Susumu Iwamoto	Chief Representative

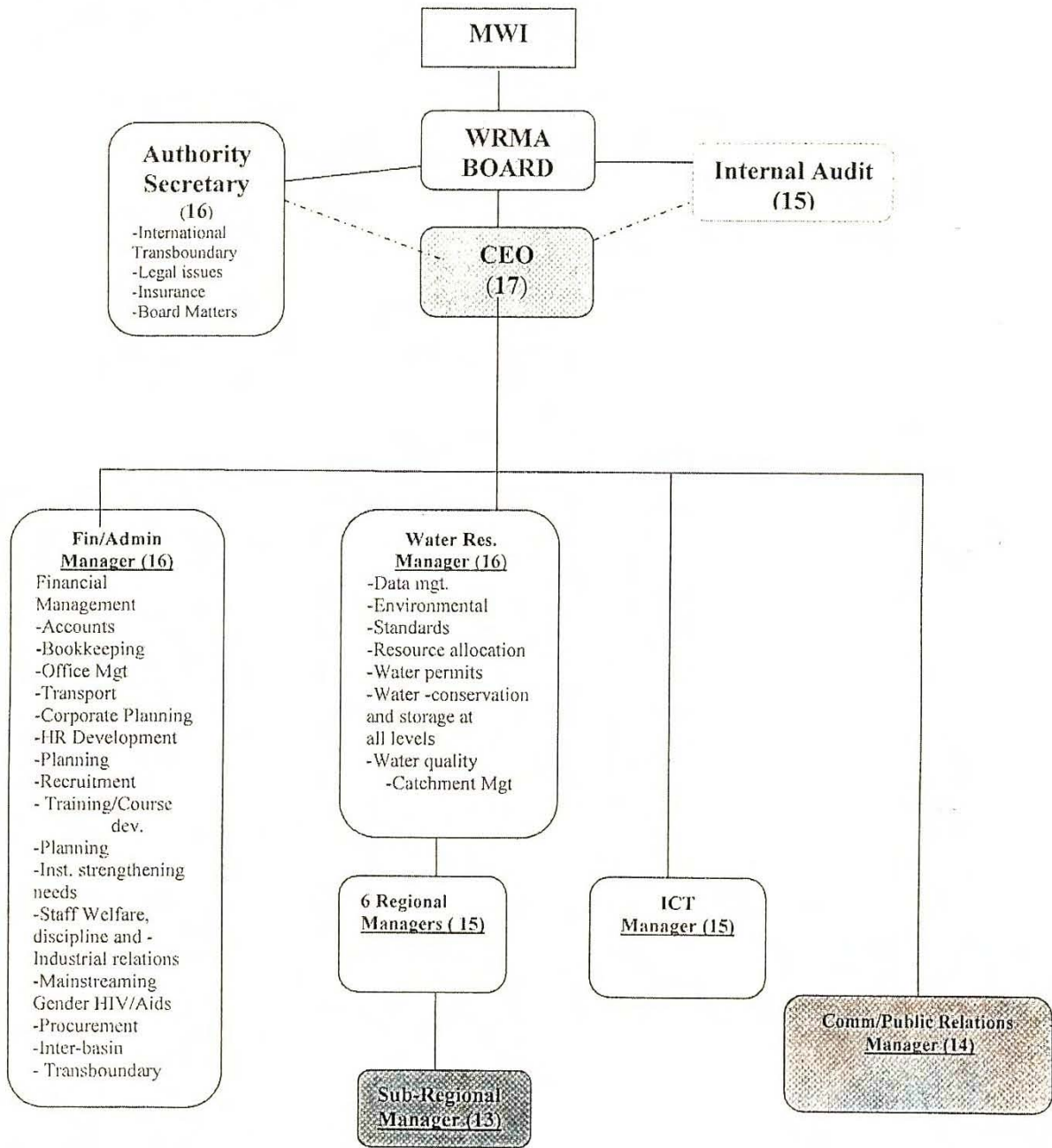
**V. JICA Experts**

Name	Assignment
① Mr. Kazuhiro Kusakabe	Sewerage Planning
② Mr. Toshiharu Yoshitake	Water Supply Management

**Others**

Name	Position/Organization
① Prof. Richard Odingo	University of Nairobi
② Ms. Christine Cornelius	Lead Operations Officer, World Bank
③ Mr. Okola	Programme Manager, Care Kenya
④ Mr. Farid Abdulkadir	Director, Disaster Preparedness & Response, Kenya Red Cross Society
⑤ Mr. Elisha Nyaweya	Chairman, South West Kano Irrigation Scheme
⑥ Mr. Odada	Chief, Magina Location
⑦ Chief	West Kolwa Location
⑧ Mr. Phillip Jera	Community Chairman, Dunga Location

Organisational structure



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