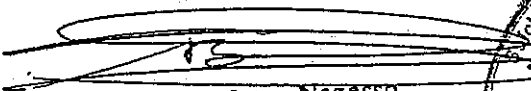
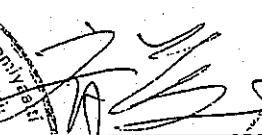


**Appendix-11**  
**Minutes of Meetings of Steering Committee**

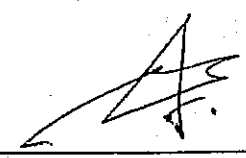
MINUTES OF MEETING  
ON  
SCOPE OF WORK  
FOR  
THE PROJECT  
ON  
INCREASING ACCESS TO QUALITY BASIC EDUCATION  
THROUGH  
DEVELOPING SCHOOL MAPPING AND STRENGTHENING MICROPLANNING  
IN  
OROMIA REGION  
AGREED UPON BETWEEN  
OROMIA EDUCATION AND CAPACITY BUILDING BUREAU  
AND  
THE JAPAN INTERNATIONAL COOPERATION AGENCY

Addis Ababa, December 17, 2004

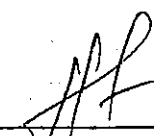
  
Belete Negesso  
Head, Oromia Education & Capacity  
Building Bureau  
Building Bureau,  
Oromia Regional State,  
The Federal Democratic Republic of Ethiopia

  
Mr. Naoki Saito  
Resident Representative  
Ethiopia Office,  
Japan International Cooperation Agency

Witnessed by,

  
Mr. Sitotaw Yimam  
Head,  
ESDP and Planning Department,  
Ministry of Education,  
The Federal Democratic Republic of Ethiopia

Witnessed by,

  
Mr. Hailemichael Kinfu  
Head,  
Bilateral Cooperation Department,  
Ministry of Finance and Economic  
Development,  
The Federal Democratic Republic of Ethiopia

## THE ATTACHED DOCUMENT

In response to the request of the Government of Federal Democratic Republic of Ethiopia (hereinafter referred to as "GOE") and GOE and Resident Representative of Japan International Cooperation Agency (hereinafter referred to as JICA) in the Federal Republic of the Ethiopia held a series of discussions in connection to the Scope of Work (hereinafter referred to as S/W) with the Ethiopian authorities concerned, on desirable measures for the successful implementation of the project on Increasing Access to Quality Basic Education through Developing School Mapping and Strengthening Microplanning in Oromia Region (hereinafter referred to as the Project).

This document sets forth the main issues discussed and/or agreed upon in the course of the preparation of S/W, and shall supplement S/W.

The list of attendants is shown in Appendix 1.

### 1. Basic framework of the approach

Both sides agreed that the goal of increasing access to quality basic education should be set as a medium to long term goal to be achieved by 2015. The Project will assess the state of educational development in Oromia Region, and formulate implementation strategies in the priority areas in line with "Fifteen-year (2003-2017) Prospective Plan of Universal Primary Education", the educational master plan of Oromia Region.

During the course of the Project, the maximum attention should be paid to developing a sustainable cycle in which Woreda Education and Capacity Building Office (hereinafter referred to as "the WECBO") and Oromia Education and Capacity Building Bureau (hereinafter referred to as "OECBB") can continue to develop their capacities in order to effect the following:

- equitable school distribution, particularly in consideration of gender and socio-economic situation of the communities,
- effective means of construction of schools,
- management of schools, and
- extension and upgrading of schools (harmonizing formal and alternative basic education systems).

Other important remarks regarding the framework of the approach which was agreed by both sides are as follows;

- 1) The Project should be implemented while strengthening the capacity of WECBO and OECBB in collecting necessary data, organizing and analyzing the data, and formulating the effective strategies.
- 2) The implementation strategies would make the maximum use of the experiences gained by the Community-Based Basic Education Center (CBBEC) model of "the Community-Based Basic Education Improvement Project" (hereinafter referred to as "ManaBU Project"), which has been implemented by OECBB with JICA's support since November 2003.
- 3) The implementing strategies provide variety of action plans and activities which would be implemented in order to increase access to primary education in Woredas.

The picture of the Project is shown in Appendix 2, and the image of basic framework towards

2015 is shown in Appendix 3.

## 2. Steering Committee

The both sides agreed that the GOE would set up the Steering Committee under the chairmanship of the Head of OECBB, for the common understanding during the course of the Project. The Steering Committee will review the progress of the Project and discuss problems or any major issues that may arise in the course of the Project. The Steering Committee will consist of responsible persons from the following organizations and relevant development partners.

Ethiopian side:

- OECBB
- Zonal Education and Capacity Building Offices (ZECBOs) in 7 target zones
- Ministry of Education
- Ministry of Finance and Economic Development

Japanese side:

- JICA Study Team
- JICA Ethiopia Office
- Embassy of Japan

## 3. Relationship between the Project and ManaBU Project


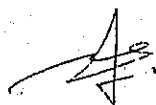
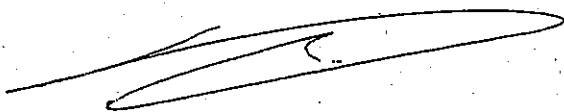
Both sides agreed that the Project and ManaBU Project should complement each other as shown in Appendix 4. The approaches implemented by the ManaBU Project should contribute to the formulation of the implementing strategies in the Project. The demarcation and geographical coverage of both projects are shown in Appendix 5.

## 4. Organization Chart of OECBB

The organization chart of OECBB is shown in Appendix 6. OECBB pledged that it will allocate the sufficient number of counterpart personnel, at least three from the Planning & Resource Mobilization Department including the EMIS Panel. Those three are different from the counterparts of the ManaBU Project. If there is an overlap of counterparts between the two Projects, at least five are necessary for the smooth implementation of this new Project. In the case that it is impossible for OECBB to meet this condition, the GIS technical training may be excluded from the Project activities and OECBB will explore the way to outsourcing concerning GIS.

## 5. Equipment

The equipment necessary for the effective implementation of the Project will be provided by the Japanese side within the budget allocated to the Project. OECBB will properly maintain and make full use of the equipment during and after the Project period.



**The list of participants**  
**The Signing Ceremony of the Scope of Work**  
**17 December 2004**

**Ministry of Education (MoE)**

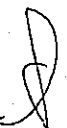
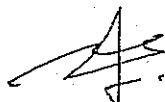
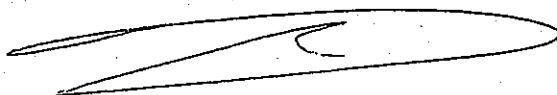
- Mr. Setotaw Yimam, Head of ESDP and Planning Department

**Oromia Education and Capacity Building Bureau (OECBB)**

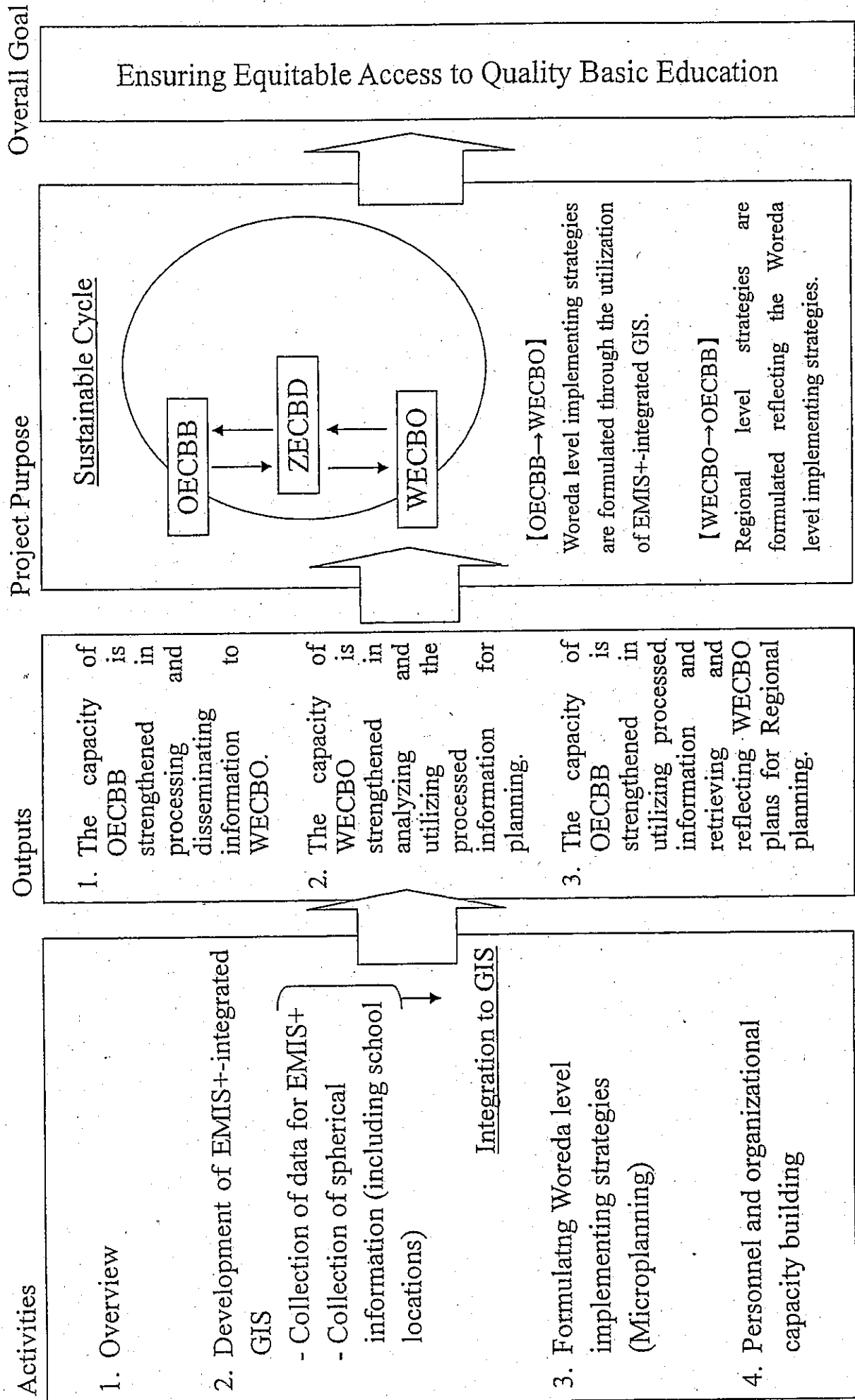
- Mr. Belete Negesso, Head of OECBB
- Mr. Dereje Asfaw, Head of Education Division
- Mr. Teshome Lemma, Head of Planning and Resource Mobilization Department
- Mr. Lissanu Lejissa, Leader of EMIS panel, Planning and Resource Mobilization Department
- Mr. Tasew Bekele, Leader of Planning and Project Study Panel, Planning and Resource Mobilization Department
- Mr. Kitesa Chamada, Head of Education Programme and Supervision Department
- Ms. Nuria Ibrahim, Leader of ANFE panel, Education Programme and Supervision Department

**Japan International Cooperation Agency (JICA)**

- Mr. Naoki Saito, Resident Representative
- Ms. Akino Kitazume, Chief Advisor of ManaBU project
- Ms. Yumi Tokuda, Project Formulation Advisor in Education Sector
- Mr. Geremew Getahun, Economic Cooperation Advisor



Picture of the Project



*[Handwritten signatures and marks at the bottom of the page]*

① Various prototypes of planning, construction and management of schools are developed according to the socially and geographically different

② Capacity building of OECBB and selected

**Effective Planning and Management**

① Overview

② Development of EMIS-integrated GIS

③ Formulating Woreda level implementing

④ Personnel and organizational Capacity Building at OECBB and WEECBOs

To develop a sustainable cycle in which WECBO and OECBB will give necessary guidance and support to Kebeles and strengthen their capacities in order to effect the following:

- equitable school distribution, particularly in consideration of gender and socio-economic situation of the communities,
- effective means of construction management of schools,
- upgrading of schools (harmonizing)

**Runway for Action**

For example . . . . . prioritized

1. Capacity Building of WECBO in planning and managing for equitable school distribution
2. Development of mechanism that OECBB, WECBO and Community mutually commit to construct, extend and upgrade basic schools, etc.

**Implementation**

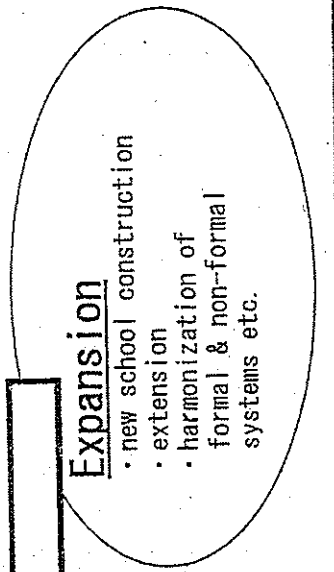
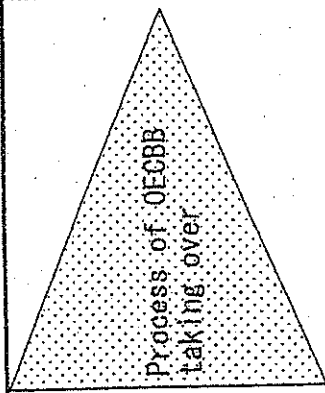
- Approaches needed to take
- Community participation
- Provision of materials and facilities etc.

Other Resources

Oromia Government

Preparatory Stage

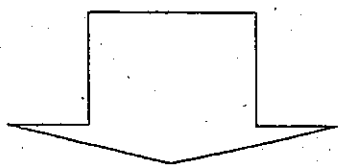
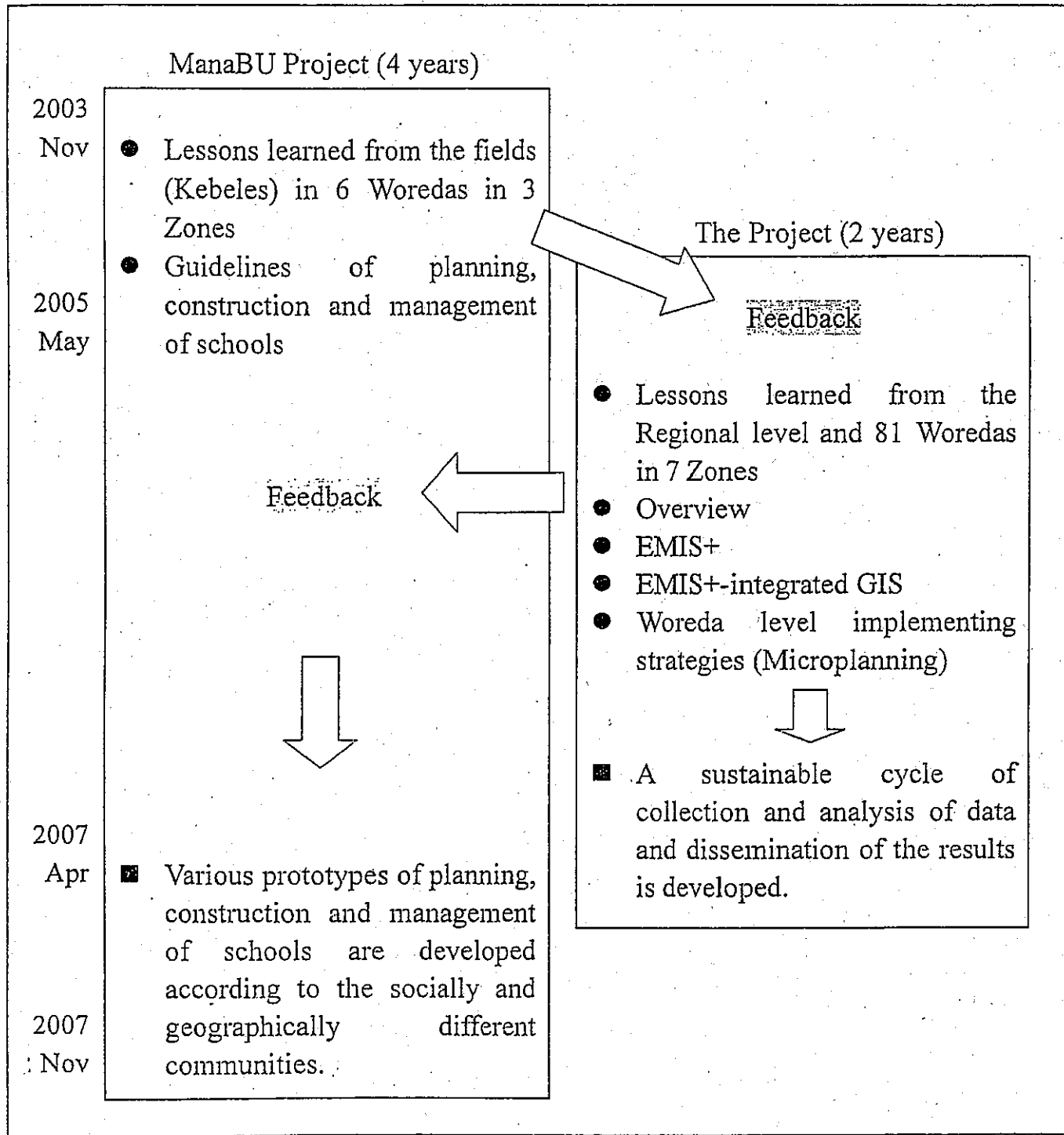
Implementing Stage



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Complementary Relationship between Two Projects

One Program



Expansion of school construction across the Region

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## Demarcation of ManaBU Project and Next Project

| Activities/Tasks   |       | ManaBU Project<br>(3 zones*1) | Next Project<br>(7 zones*2) |
|--|-------|-------------------------------|-----------------------------|
| Overview   |       | ×                             | ○                           |
| School Mapping<br>Linkage of EMIS and GIS                                  |       | ×                             | ○                           |
| Formulation of Implementing Strategies<br>(Micro Planning at Woreda Level) |       | ×                             | ○                           |
| Capacity Building  | OECBB | ○                             | ○                           |
|  | WECBO | ○                             | ○                           |
| Development of Planning, Construction<br>and Management Guidelines         |       | ○                             | ×                           |
| Construction of Schools  |       | ○                             | ×                           |

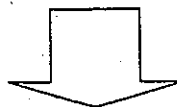
Note: ○ shows the activities to be stressed, and × means the activities not to be stressed.

\*1 3 zones mean Arsi, North Shewa and West Harerge Zones.

\*2 6 zones mean Arsi, North Shewa, West Harerge, East Shewa, Adama Special Zone, South West Shewa and West Shewa Zone

## Geographical Coverage of Next Project

| Activities/Tasks  | Oromia Region (14 zones) |               |
|---|--------------------------|---------------|
|   | 7 zones                  | Other 8 zones |
| Overview  |                          |               |
| School Mapping<br>- Data Collection<br>- Integration of EMIS into GIS |                          |               |
| Formulating Woreda level Implementing<br>Strategies (Microplanning)   |                          |               |
| Capacity Building   |                          |               |



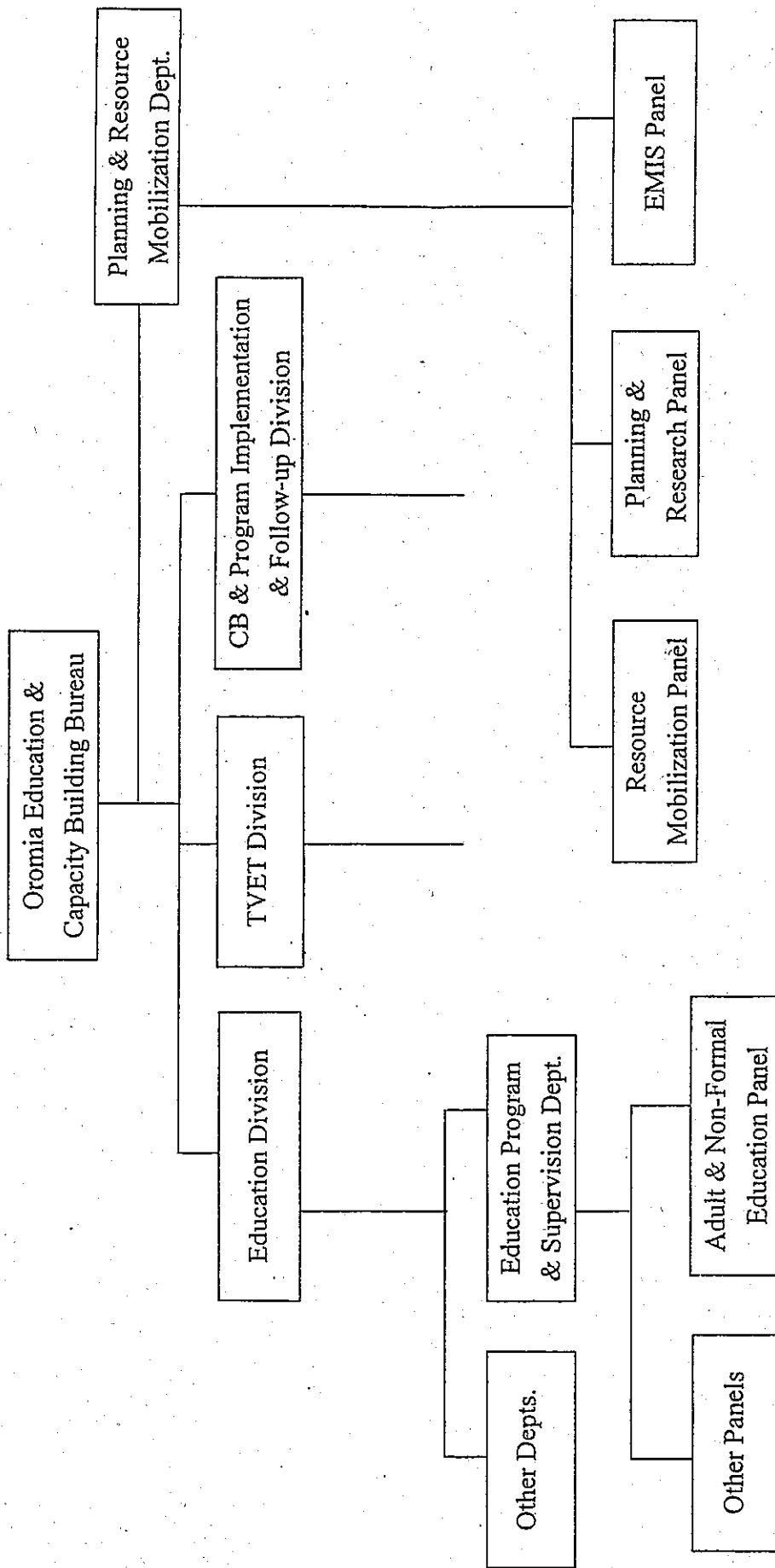
Expansion of School Construction across the Region

HP

As

JD



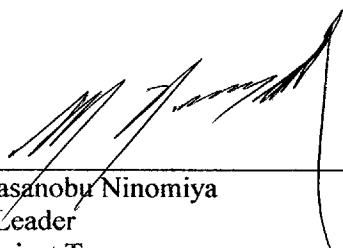
Organization Chart with Relevant Departments and Panels



Note: OECBB will provide the sufficient number of counterpart personnel, at least two from the Planning & Resource Mobilization Department including the EMIS Panel. Those two are different from the counterparts of the ManaBU Project. If there is an overlap of counterparts between the two Projects, at least four are necessary for the smooth implementation of this new Project. In the case that it is impossible for OECBB to meet this condition, the GIS technical training will be excluded from the Project activities and OECBB will explore the way to outsourcing concerning GIS in the foreseeable future.

**Minutest of Meeting**  
**on**  
**Inception Report**  
**for**  
**The Project on**  
**Increasing Access to Quality Basic Education**  
**through Developing School Mapping and Strengthening Micro-planning in**  
**Oromia Region, Ethiopia**

Addis Ababa, 12<sup>th</sup> May 2005

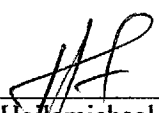
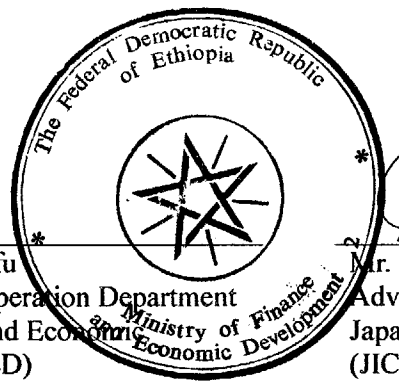
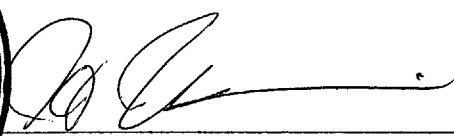
  

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Mr. Belete Negesso Deputy Head  
Head  
Oromia Education and Capacity Building  
Bureau  
Oromia Regional State  
The Federal Democratic Republic of  
Ethiopia

Mr. Masanobu Ninomiya  
Team Leader  
The Project Team  
Japan International Cooperation Agency  
(JICA)

Witnessed by

---

Mr. Hailemichael Kinfu  
Head of Bilateral Cooperation Department  
Ministry of Finance and Economic  
Development (MoFED)  
The Federal Democratic Republic of  
Ethiopia

Mr. Hiroyuki Yasushi  
Advisory Study Team  
Japan International Cooperation Agency  
(JICA)

In accordance with the Scope of Work (hereinafter referred to as “S/W”) for the Project on Increasing Assess to Quality Basic Education through Developing School Mapping and Strengthening Micro-Planning in Oromia Region (hereinafter referred to as “the Project”), the Government of Japan dispatched, through Japan International Cooperation Agency (hereinafter referred to as “JICA”), the Project Team (hereinafter referred to as “Project Team”) headed by Mr. Masanobu Ninomiya for the implementation of the Project, to the Federal Democratic Republic of Ethiopia.

At the commencement of the Project, the Project Team officially submitted thirty (30) copies of the Inception Report to the Oromia Education and Capacity Building Bureau (hereinafter referred to as “OECBB”) and explained to the contents of the Inception Report to the Inception Report meeting on 10<sup>th</sup> May 2005. The participants of the meeting are listed as per ANNEX-1.

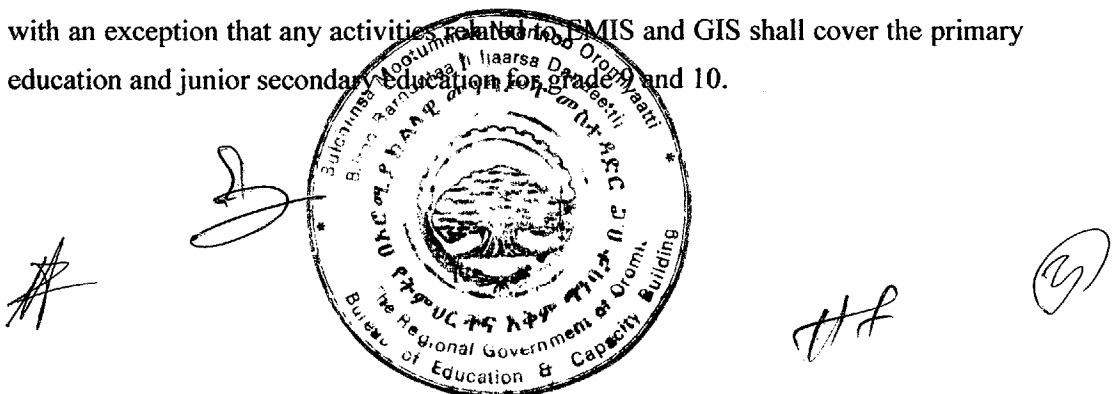
In the above meeting, the OECBB confirmed in principle that the contents of the Inception Report were prepared in compliance with the conditions set forth in the S/W and agreed to proceed to the next stage of the Project in accordance with the methodology and schedule stipulated in the Inception Report. The following issues were agreed upon by both parties as focal points to ensure smooth implementation of the Project.

(1) Data presented in the Inception Report

The OECBB made a comment that some of data presented in the Inception Report required to be updated and to be clarified with indications of their sources and reference information of data. With full acknowledgement of the comments, the Project Team explained sources and references of data. It is also agreed that updating of data shall be done in an overview report, which is to be prepared through the implementation of the Project by collaborative works between the Project Team and the Ethiopian authorities concerned.

(2) Clarification of the term “Basic Education”

Both sides shared a fact that different interpretations and uses of the term “basic education” exist. Through admitting the fact, both sides reached to a consensus that the term “basic education” shall connote in the Project primary education consisting of two cycles, i.e., the first cycle for grade 1 to 4 and the second cycle for grade 5 to 8, with an exception that any activities related to EMIS and GIS shall cover the primary education and junior secondary education for grade 9 and 10.



(3) Number of the Project Target Woredas in the Seven (7) Selected Zones

The OECBB made an elaboration of targeted woredas in the seven (7) zones, consisting of six (6) zones and one (1) special zone, based on the results of the administrative reform currently made by the Government of Oromia Regional State. In accordance with the reform, it was presented that the total number of woredas and zones of target area shall be 91 woredas (81 woredas and 10 special woredas) in six zone and 1 special zone, instead of 82 woredas and 1 special zone that were presented in the Inception Report. It is agreed that the Project shall cover 91 woredas and 1 Special Zone with the confirmation made by the OECBB that the target population and spatial area of the target area are the same of the previous ones. The new target area is presented in ANNEX-2.

(4) Indication of Project Budget

The Ethiopian side made a request the Japanese side to indicate a size and source of Project's budget. The Japanese side acknowledged the receipt of the request made by the Ethiopian side and made a remark that articulation of the Project Budget shall be made in accordance with a set of arrangements to be made through quarterly official dialogues between Japanese and Ethiopian authorities concerned.

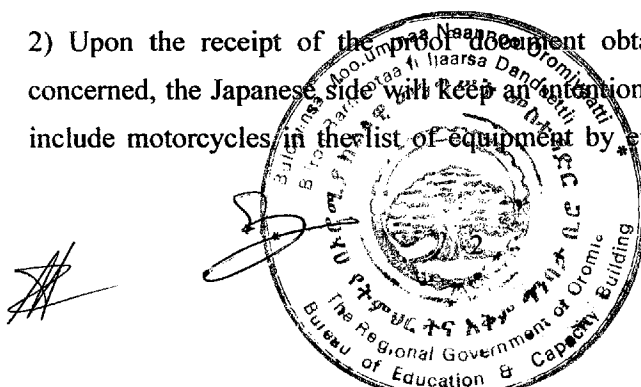
(5) Elaboration of Equipment

The OECBB made a request to elaborate an outline of equipment provided by the Japanese side within the budget allocated to the Project. The Japanese side explained the tentative list of equipment for the smooth implementation of the Project. The list is presented in ANNEX-3.

In regard to motorcycles as one of tentatively necessary items, it is agreed that the following measures shall be taken by the respective sides;

1) The OECBB shall consult the matter with relevant Ethiopian authorities in order to produce and submit to the Japanese side a proof document clearly stating that motorcycles can be requested in a bilateral assisted project in accordance with current Ethiopian governmental guidelines by which any vehicles can not be included in any form of official request of official project proposal.

2) Upon the receipt of the proof document obtained from Ethiopian authorities concerned, the Japanese side will keep an intention in principle to commit herself to include motorcycles in the list of equipment by ensuring that motorcycles shall be



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properly, effectively and exclusively operated, maintained and managed by the OECBB for the Project purpose.

3) It is mutually understood that detailed arrangements of their provision depends upon availability of the budget and its financial procedures of the Japanese side.

(6) Study Tour to Similar Project in Malawi

For conducting effective school mapping and micro-planning, the OECBB expressed their request to make a study tour, prior to the micro-planning exercises, to an on-going JICA-supporting project related to school mapping and micro-planning in Malawi. The Project Team shall consider the possibilities of the study tour based on the budget and the schedule of the Project as well as the convenience of the Project in Malawi.

(7) Venue for intended Training Workshops

Both sides agreed that the series of training workshops shall be conducted in Adama instead of Addis Ababa.

(8) Issues related to Methodology and Contents of EMIS-integrated GIS

The Ethiopian side understood and agreed on the methodology, contents and steps of the EMIS-integrated GIS, based on the explanation and demonstration done by the GIS expert of the Project Team during the meeting.

(9) Steering Committee

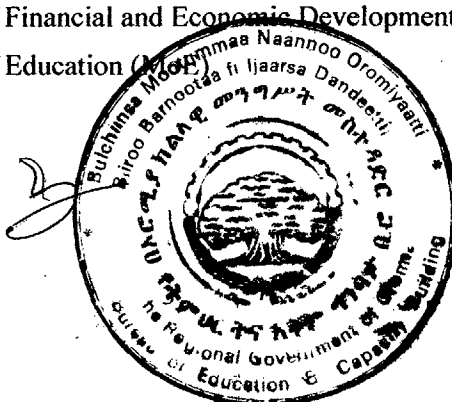
It was confirmed that the steering committee would consist of the following agencies in order to provide necessary advice from time to time and official approvals on the reports to be submitted by the Project Team

1) Ethiopian Partners

- Oromia Education and Capacity Building Bureau (OECBB)
- Oromia Bureau of Finance and Economic Development (BoFED)
- Seven (7) selected Zone Education and Capacity Building Offices (ZECBO)
- Federal Ministry of Financial and Economic Development (MoFED)
- Federal Ministry of Education

2) Japanese Partners

Project Team



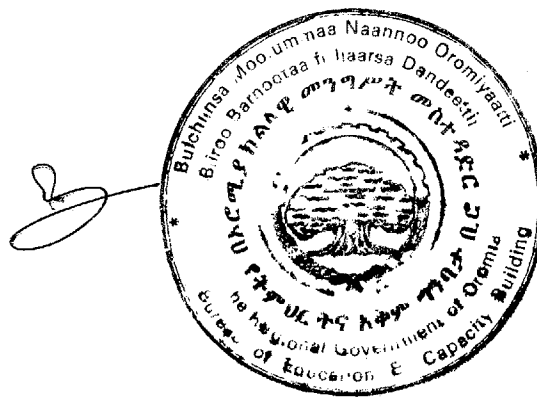
JICA Ethiopia Office

Community-based Basic Education Improvement Project (ManaBU Project)

Embassy of Japan

(10) Task Forces and Counterpart Personnel

In response to the request by the Japanese side, the Ethiopian side confirmed to assign counterpart personnel for each member of the Project team as well as for the formation of two Task Forces, i.e., EMIS+ School Mapping Task Force and Micro-Planning Task Force as shown in ANNEX-4. The counterpart personnel participate in the daily activities of the Project according to the work schedule agreed by the Project Team and OECBB.



### List of Participants

#### Oromia Education and Capacity Building Bureau

|                        |  |
|------------------------|--|
| Dereje Asfaw           | Head of Education Division                                   |
| Teshome Lemma          | Head of Planning and Resource Mobilization Department (PRMD) |
| Kitessa Chemedda       | Head of Educational Programme and Supervision Department     |
| Asnakech Gebreselassie | Head of Women Education Affairs Department                   |
| Workneh Tolu           | Head of Curriculum Department                                |
| Tasew Bekele           | Team Leader of Planning and Project Study Panel, PRMD        |
| Lessanu Lejissa        | Leader of EMIS Panel, PRMD                                   |
| Abebayehu Demssie      | Expert of Training Department                                |

#### JICA Headquarters

|                  |   |
|------------------|---|
| Hiroyuki Yakushi | Advisory Study Team<br>(Basic Education Team II, Group I (Basic Education)<br>Human Development Department) |
|------------------|---|

#### JICA Ethiopia Office

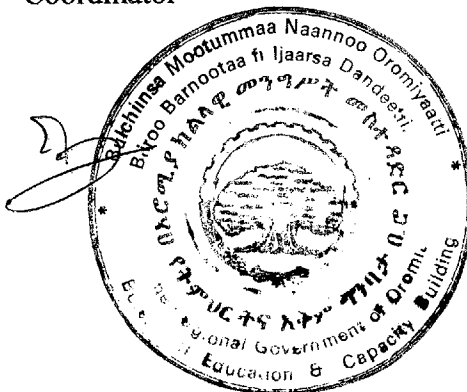
|                 |   |
|-----------------|---|
| Yumi Tokuda     | Project Formulation Advisor in Education Sector |
| Geremew Getahun | Advisor   |

#### ManaBU Project

|                |               |
|----------------|---------------|
| Akino Kitazume | Chief Advisor |
|----------------|---------------|

#### Project Team

|                    |   |
|--------------------|---|
| Masanobu Ninomiya  | Team Leader/Education Development Planning Expert |
| Yoko Ishida        | Co-Team Leader/EMIS/Micro-planning Expert         |
| Masahiko Taniguchi | GIS Expert  |
| Akiko Kishi        | Coordinator                                       |



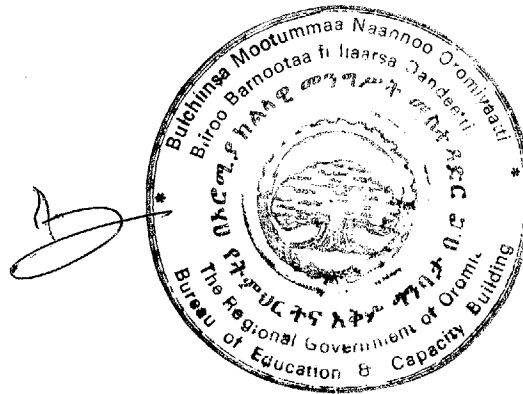


## Comparative View of Target Area

| Zone                | Before the reform                    | After the reform                     |                             |
|---------------------|--------------------------------------|--------------------------------------|-----------------------------|
|                     | woreda                               | woreda                               | Special woreda (town)       |
| 1) Arsi             | 22                                   | 22                                   | 1 (Assella)                 |
| 2) North Shewa      | 12                                   | 12                                   | 2 (Fitcha and Sendaffa)     |
| 3) South West Showa | 10                                   | 10                                   | 2 (Woliso and Sebeta)       |
| 4) West Shewa       | 14                                   | 14                                   | 2 (Ambo and Holeta)         |
| 5) East Showa       | 12                                   | 12                                   | 2 (Bishoftu and Shashemane) |
| 6) Adama Special    | -                                    | -                                    | -                           |
| 7) West Hararge     | 11                                   | 11                                   | 1 (Chiro)                   |
| <b>Total</b>        | <b>81 woredas<br/>1 special zone</b> | <b>81 woredas<br/>1 special zone</b> | <b>10 special woredas</b>   |

Note: 1) No change in terms of size of area before and after reform is confirmed by the OECBB

2) Special woreda implies a town that is situated within the woreda geographical territory before the administrative reform.



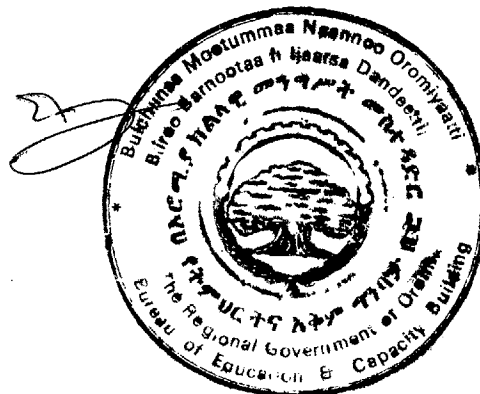
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②

The Tentative List of Equipment

| <u>No.</u> | <u>Item</u>   | <u>Quantity</u>  |
|------------|---|------------------|
| 1.         | Video Camera  | 1 set            |
| 2.         | Computer Projector  | 1 set            |
| 3.         | Photocopying Machine  | 1 set            |
| 4.         | FAX Machine   | 1 set            |
| 5.         | Personal Computers  | 2 sets           |
| 6.         | GIS Software<br>(ArcView)                                     | 2 sets           |
| 7.         | GIS Software<br>(Satellite Image Interpretation)              | 1 set            |
| 8.         | Color Laser Printer   | 1 set            |
| 9.         | Monochrome Laser Printer                                      | 1 set            |
| 10.        | GPS<br>(shall be purchased for updating activities in FY2006) | 7 sets           |
| 11.        | Motor-bikes   | under discussion |



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*[Handwritten initials]*

## Counterpart Members and Task Forces

### 1. Counterpart Personnel

|                 |   |
|-----------------|---|
| Dereje Asfaw    | Leader of the Counterpart Team<br>Head of Education Division                                  |
| Lissanu Lejissa | Chief Counterpart for EMIS<br>Leader of EMIS Panel, PRMD                                      |
| Teshome Lemma   | Chief Counterpart for GIS<br>Head of Planning and Resource Mobilization Department            |
| Tasew Bekele    | Chief Counterpart for Micro-Planning<br>Team Leader of Planning and Project Study Panel, PRMD |

### 2. Members of Task Forces

#### 2-1. EMIS+ and School Mapping Task Forces

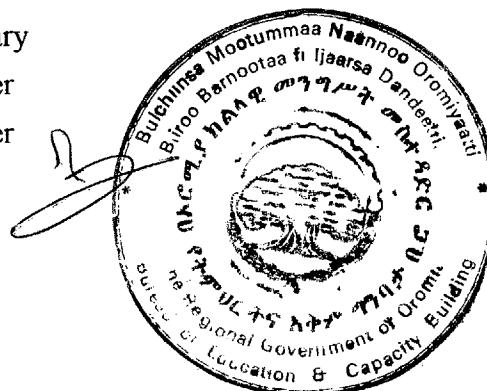
|                 |   |
|-----------------|---|
| Dereje Asfaw    | Head of Education Division                            |
| Teshome Lemma   | Head of Planning and Resource Mobilization Department |
| Tasew Bekele    | Team Leader of Planning and Project Study Panel, PRMD |
| Lessanu Lejissa | Leader of EMIS Panel, PRMD                            |
| Teklu Etana     | Programmer of EMIS Panel, PRMD                        |
| Gezu Urgessa    | System Analyst of EMIS Panel, PRMD                    |

#### 2-2. Micro-Planning Task Forces

|                  |   |
|------------------|---|
| Dereje Asfaw     | Head of Education Division                            |
| Teshome Lemma    | Head of Planning and Resource Mobilization Department |
| Tasew Bekele     | Team Leader of Planning and Project Study Panel, PRMD |
| Temesgen Addissu | Planning Expert of Planning and Project Study Panel   |
| Lissanu Lejissa  | Leader of EMIS Panel, PRMD                            |

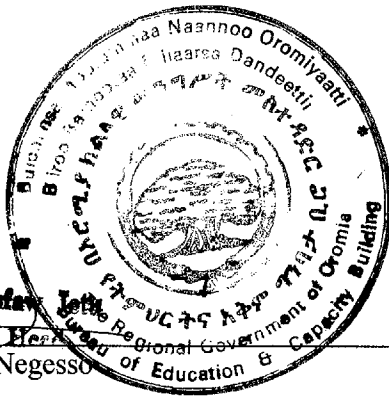
### 3. Members for Steering Committee

|                 |             |
|-----------------|-------------|
| Dereje Asfaw    | Chairperson |
| Teshome Lemma   | Secretary   |
| Tasew Bekele    | Member      |
| Lissanu Lejissa | Member      |



Minutes of Meeting  
on  
Overview Report  
for  
The Project on Increasing Access to Quality Basic Education  
through Developing School Mapping and Strengthening Micro-planning in  
Oromia Region, Ethiopia

Addis Ababa, 30<sup>th</sup> June 2005



*for*  
~~Deraj Ayalew Letta~~  
~~Deputy Head of Bureau~~  
Mr. Belete Negesso  
Head  
Oromia Education and Capacity Building  
Bureau  
Oromia Regional State  
The Federal Democratic Republic of  
Ethiopia

Mr. Masanobu Ninomiya  
Team Leader  
The Project Team  
Japan International Cooperation Agency  
(JICA)

Witnessed by

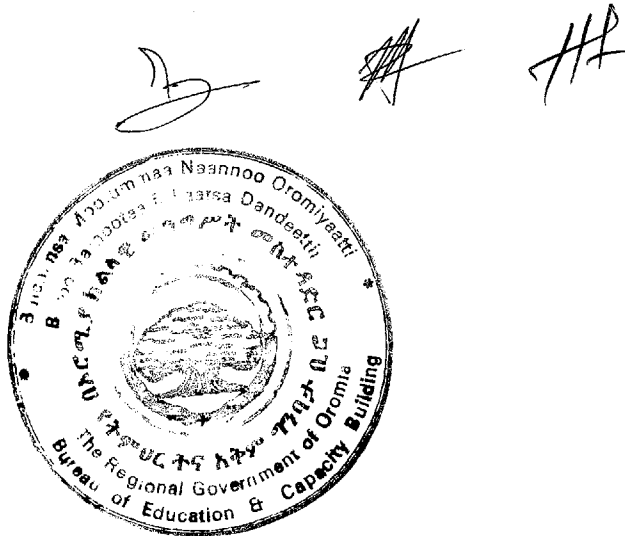
*HA*  
Mr. Hailemichael Kinfu  
Head of Bilateral Cooperation Department  
Ministry of Finance and Economic  
Development (MoFED)  
The Federal Democratic Republic of  
Ethiopia



As per the contents of Overview Report consented in accordance with the Scope of Work (hereinafter referred as “S/W”) for the Project for Increasing Access to Quality Basic Education through Developing School-Mapping and Strengthening Micro-Planning in Oromia Region (hereinafter referred as “the SMAPP Project”) that was agreed between Oromia Education and Capacity Building Bureau (OECBB) of the Government of Oromia Regional State and Japan International Cooperation Agency (JICA) 17<sup>th</sup> December 2004, the JICA Project Team submitted the four (4) copies of Interim Report to OECBB on 27<sup>th</sup> June 2005 and subsequently the JICA Project Team explained the contents of Overview Report, for obtaining comments on the Overview Report, to the Joint Steering Committee for the Project and the JICA Project entitled Community-Based Basic Education Improvement Project (ManaBU Project). The Joint Steering Committee was chaired by OECBB.

The participants in the meeting are listed as per ANNEX, and the main cements made in the meeting are stated as follows;

- (1) The contents of Overview Report were in principle accepted, including a proposed plan of operation for the smooth implementation of the Project.
- (2) It is agreed that the Overview Report shall be finalized and incorporated into an integral part of Progress Report 1 in close and technical consultation with the OECBB.
- (3) For the implementation of the Project, OECBB addressed her remarks to the participants that in close supervision of the OECBB, active participation of the ninety one (91) Woredas and one (1) Special zones in all the stages of the implementation of the Project is recommended as an essential factor to achieve the Project’s objectives.



### List of Participants

#### Oromia Education and Capacity Building Bureau

|                        |  |
|------------------------|--|
| Dereje Asfaw           | Head of Education Division                                   |
| Teshome Lemma          | Head of Planning and Resource Mobilization Department (PRMD) |
| Kitessa Chemedad       | Head of Educational Programmer and Supervision Department    |
| Asnakech Gebreselassie | Head of Women Education Affairs Department                   |
| Workneh Tolu           | Head of Curriculum Department                                |
| Tasew Bekele           | Team Leader of Planning and Project Study Panel, PRMD        |
| Lessanu Lejissa        | Leader of EMIS Panel, PRMD                                   |
| Ababayehu Demssie      | Expert of Training Department                                |
| Temesgen Abdi          | Plan Expert  |
| Gezu urgasa            | System Analysis  |

#### Arsi Zone Education and Capacity Building Office

|                |                                      |
|----------------|--------------------------------------|
| Aman Werji     | Zone Education Supervisor            |
| Teshome Merja  | Planning Expert                      |
| Solomon Digafe | Educational and Capacity Team Leader |

#### East Showa Zone Education and Capacity Building Office

|            |                            |
|------------|----------------------------|
| Mame Abdi  | Head of Education Division |
| Abiti Dale | Plan Expert                |

#### North Showa Zone Education and Capacity Building Office

|                 |                                 |
|-----------------|---------------------------------|
| Getachew Adugya | Head of Education Division      |
| Ketema Haile    | Project Study Panel Team Leader |

#### South West Showa Zone Education and Capacity Building Office

|               |                              |
|---------------|------------------------------|
| Kasaye Degefa | Head of Education Division   |
| Asefa Boji'a  | Plan and Project Team Leader |

#### West Showa Zone Education and Capacity Building Office

|                 |                              |
|-----------------|------------------------------|
| Tirfesa Tsegaye | Head of Education Division   |
| Negasa Mitku    | Plan and Project Team Leader |

**West Harerge Zone Education and Capacity Building Office**

Kisi Abeshu                      Head of Education Division  
Bulchasa Kirbo                 Project Study Panel Team Leader

**Adama Zone Education and Capacity Building Office**

Ashebir W/Aman                Head of Education Division  
Dawit Abera                     Plan and Project Team Leader

**Federal Ministry of Finance and Economic Development**

Asnakech Teferra                Team Leader, Asia, Austrasian and the Middle East Desk,  
Department of Bilateral Cooperation

**Federal Ministry of Education**

Belaynesh W/Giorgis          Planning Department Donor Coordination Unit

**JICA Ethiopia Office**

Yumi Tokuda                     Project Formulation Advisor in Education Sector  
Geremew Getahun                Advisor

**JICA ManaBU Project**

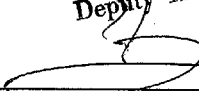
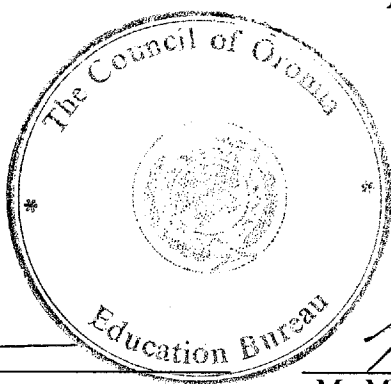
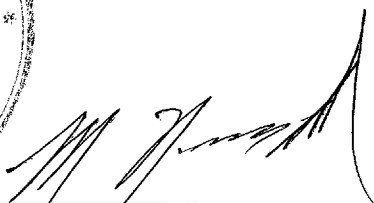
Akino Kitazume                 JICA Expert  
Nobuhiro Kunieda               JICA Expert  
Nuoko Tamguchi                 JICA Expert  
Hailelul Elias                    Field Coordinator

**Project Team**

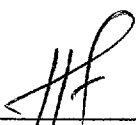

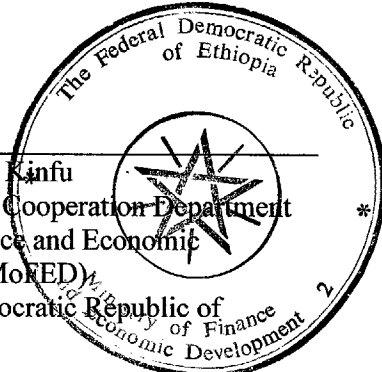

Masanobu Ninomiya             Team Leader/Education Development Planning  
Joseph Bastian                  EMIS/Micro-Planning  
Masahiko Taniguchi              Geographical Information System (GIS)

**Minutes of Meeting**  
**on**  
**Amendment of Inception Report**  
**for**  
**The Project on**  
**Increasing Access to Quality Basic Education**  
**through Developing School Mapping and Strengthening Micro-planning in**  
**Oromia Region, Ethiopia**

Addis Ababa, 28 October 2005

|   |  |
|---|--|
| <p><b>Dereje Asfaw Jetai</b><br/>Deputy Head</p> <br><hr/> | <br><br><hr/> |
| <p>Mr. Dereja Asfaw<br/>Head<br/>Oromia Education Bureau<br/>Oromia Regional State<br/>The Federal Democratic Republic of<br/>Ethiopia</p>    | <p>Mr. Masanobu Ninomiya<br/>Team Leader<br/>The Project Team<br/>Japan International Cooperation Agency<br/>(JICA)</p>  |

Witnessed by

|   |  |
|---|--|
| <br><hr/>  | <br><hr/>  |
|  <p>Mr. Hailemichael Kinfu<br/>Head of Bilateral Cooperation Department<br/>Ministry of Finance and Economic<br/>Development (MoFED)<br/>The Federal Democratic Republic of<br/>Ethiopia</p> |  <p>Mr. Naoki Saito<br/>Resident Representative<br/>Ethiopia Office<br/>Japan International Cooperation Agency<br/>(JICA)</p> |



1. This is made in reference with the Clause (5) 'Elaboration of Equipment' and the Annex-3 'The Tentative List of Equipment' of the Minutes of Meeting on Inception Report for the Project on Increasing Access to Quality Basic Education through Developing School-Mapping and Strengthening Micro-Planning in Oromia Region (hereinafter referred as "the Project") signed on 12<sup>th</sup> May 2005 between Oromia Education and Capacity Building Bureau (hereinafter referred as "OECBB") and the Project Team with witnesses of the Ministry of Finance and Economic Development (hereinafter referred as "MoFED") and the Advisory Study Team dispatched by Japan International Cooperation Agency (hereinafter referred as "JICA").
2. In regard to motor-bike that is considered as one of tentatively necessary items of equipment for the Project, the Clause (5) 'Elaboration of Equipment' stipulates the submission of a proof document that Ethiopian authority shall prepare and submit to Japanese side stating that motorbike can be requested as one of necessary equipment for the Project in consideration on the current guideline of Ethiopian government in which any vehicle can not be requested in any form of official request in bilateral project.
3. In this course the MoFED advises the Oromia Education Bureau (hereinafter referred as "OEB" derived from the OECBB) and JICA Project Team to submit an amendment of the Annex-3 'The Tentative List of Equipment' of the above Minutes of Meeting through which specified numbers of motor-bikes to be required for the smooth implementation of the Project shall be indicated, in order to facilitate a process of government considerations.
4. In response to the advice made by the MoFED, this amendment is hereby prepared to state the consent made by the OEB and Project Team in consultation with JICA that 78 (seventy eight) motor-bikes are required for the smooth implementation of the Project. With regard to this consent, background information is presented in Appendix-1 'current pattern of holding of motor-bikes by the respective Woreda Education Offices and Appendix-2 'Letter of Assurance' that is concerned with the OEB's commitment to ensure to have WEO personnel who holds motor-bike's license and shall be assigned for operation and management of school mapping and micro-planning.
5. The chief modality of operation and maintenance of motor-bikes is kept in reference to the Clause (5) of the Minutes of Meeting on Inception Report of the Project, ensuring that motor-bikes are to be properly, effectively and exclusively operated, maintained and managed jointly by the OEB and the respective WEOs for the Project purpose. In this regard, the Appendix-3 is attached to present general duties and responsibilities of WEO. The Appendix-3 shall be treated as an official handing over document when a motor-bike is to be handed over from the OEB to the respective WEOs.



6. Brief procedures to import, make customs clearance of and to hand-over motor-bikes are mutually understood. The Appendix-4 is attached to present an outline of basic procedures. The OEB agrees that OEB take necessary and timely actions for proceeding these procedures including settlement of duty-payment, and present all the necessary documents to the JICA Ethiopia office in order to facilitate a process to officially hand over motor bikes from JICA to the OEB.



2



Oromia Educationa Bureau  
Woreda Mobility Capacity of  
Plan Formulation and Implemenation and Monitoring and Evaluation  
Current Situation of Woreda's holding pattern of motor-bikes  
- List of Woreda including Woreda with motor-bikes donated by JICA and Special Woreda -  
As of 24 October 2005

| No        | Zone          | Woreda                      | Woreda Capital | Moto-bike donated by JICA | Special Woreda |
|-----------|---------------|-----------------------------|----------------|---------------------------|----------------|
| 1         | Arsi          | Amigna                      | Adele          |                           |                |
| 2         | Arsi          | Asela Special Woreda        | Asela          |                           |                |
| 3         | Arsi          | Aseko                       | Aseko          |                           |                |
| 4         | Arsi          | Bukuji Special Woreda       | Bukuji         |                           |                |
| 5         | Arsi          | Cholee                      | Coole          |                           |                |
| 6         | Arsi          | Diksis                      | Diksis         | 1                         |                |
| 7         | Arsi          | Digalu-Tijo                 | Sagure         |                           |                |
| 8         | Arsi          | Dodota -Sire                | D'era          | 1                         |                |
| 9         | Arsi          | Gadeb -Asasa                | Asasa          |                           |                |
| 10        | Arsi          | Gololcha                    | Chancho        |                           |                |
| 11        | Arsi          | Hetosa                      | Iteya          |                           |                |
| 12        | Arsi          | Jeju                        | Arboye         |                           |                |
| 13        | Arsi          | Kofele                      | Kofele         |                           |                |
| 14        | Arsi          | Limu-Bibililo               | Bekoji         |                           |                |
| 15        | Arsi          | Lude -Hetosa                | Huruta         |                           |                |
| 16        | Arsi          | Merti                       | Abomsa         |                           |                |
| 17        | Arsi          | Munesa                      | Kersa          |                           |                |
| 18        | Arsi          | Robe                        | Robe           |                           |                |
| 19        | Arsi          | Seru                        | Seru           |                           |                |
| 20        | Arsi          | Shirka                      | Gobesa         |                           |                |
| 21        | Arsi          | Sude                        | Kula           |                           |                |
| 22        | Arsi          | Tena                        | Ticho          |                           |                |
| 23        | Arsi          | Tiyo                        | Asela          |                           | 1              |
| 24        | Arsi          | Ziway-Dugda                 | Ogolcho        |                           |                |
| Sub-total |               | 22 Woreda: 2 Special Woreda |                | 2                         | 1              |
| 25        | West Hararge  | Anchar                      | Cheleleka      |                           |                |
| 26        | West Hararge  | Boke                        | Boke           |                           |                |
| 27        | West Hararge  | Chiro Special Woreda        | Chiro          |                           | 1              |
| 28        | West Hararge  | Chiro                       | Chiro          | 1                         |                |
| 29        | West Hararge  | Doba                        | Doba           |                           |                |
| 30        | West Hararge  | Daro Labu                   | Mechara        |                           |                |
| 31        | West Hararge  | Guba-Koricha                | Kemon          |                           |                |
| 32        | West Hararge  | Habro                       | Gelemso        |                           |                |
| 33        | West Hararge  | Kuni                        | Bedesa         | 1                         |                |
| 34        | West Hararge  | Tulo                        | Hirna          |                           |                |
| 35        | West Hararge  | Mesela                      | Mesela         |                           |                |
| 36        | West Hararge  | Mieso                       | Mieso          |                           |                |
| 37        | West Hararge  | Bedesa Special Woreda       | Badesa         |                           |                |
| Sub-total |               | 11 Woreda: 2 Special Woreda |                | 2                         | 1              |
| 38        | East Shewa    | Ada Liben                   | Bishoftu       |                           |                |
| 39        | East Shewa    | Adama                       | Adama          |                           |                |
| 40        | East Shewa    | Adami-Tulu                  | Ziway          |                           |                |
| 41        | East Shewa    | Akaki (incl. Dukam TLA)     | Dukem          |                           |                |
| 42        | East Shewa    | Arsi Negele                 | Arsi Negele    |                           |                |
| 43        | East Shewa    | Bishoftu Special Woreda     | Bishoftu       |                           | 1              |
| 44        | East Shewa    | Boset                       | Welanchit      |                           |                |
| 45        | East Shewa    | Dugda- Bora                 | Meki           |                           |                |
| 46        | East Shewa    | Fentale                     | Metahara       |                           |                |
| 47        | East Shewa    | Gimbichu                    | Chefe Donsa    |                           |                |
| 48        | East Shewa    | Lume                        | Mojo           |                           |                |
| 49        | East Shewa    | Shashamane                  | Shashamane     |                           |                |
| 50        | East Shewa    | Shashamane Special Woreda   | Shashamane     |                           | 1              |
| 51        | East Shewa    | Siraro                      | Aje            |                           |                |
| Sub-total |               | 12 Woreda: 2 Special Woreda |                | 0                         | 2              |
| 52        | Adama Special | -                           | Adama          |                           | 1              |
| Sub-total |               |                             |                | 0                         | 1              |
| 53        | West Showa    | Ambo Special Woreda         | Ambo           |                           | 1              |
| 54        | West Showa    | Ambo                        | Guder          |                           |                |
| 55        | West Showa    | Ada-Berga                   | Inchini        |                           |                |
| 56        | West Showa    | Bako Tibe                   | Bako           |                           |                |

|    |                  |                             |               |   |    |
|----|------------------|-----------------------------|---------------|---|----|
| 57 | West Showa       | Cheliya                     | Gedo          |   |    |
| 58 | West Showa       | Dano                        | Seyo          |   |    |
| 59 | West Showa       | Dendi                       | Ginchi        |   |    |
| 60 | West Showa       | Ejere                       | Addis Alem    |   |    |
| 61 | West Showa       | Ginde-Beret                 | Kachise       |   |    |
| 62 | West Showa       | Holeta Special Woreda       | Holeta        |   | 1  |
| 63 | West Showa       | Jeldu                       | Gojo          |   |    |
| 64 | West Showa       | Nonno                       | Shenen        |   |    |
| 65 | West Showa       | Meta Robi                   | Shino         |   |    |
| 66 | West Showa       | Mida -Kegn                  | Balami        |   |    |
| 67 | West Showa       | Tikur-Inchini               | Tikur Inchini |   |    |
| 68 | West Showa       | Welmera                     | Holeta        |   |    |
|    | Sub-total        | 14 Woreda: 2 Special Woreda |               | 0 | 2  |
| 69 | North Showa      | Abichu- Gnea                | Mendida       |   |    |
| 70 | North Showa      | Bereh-Aleltu                | Sendefa       |   |    |
| 71 | North Showa      | Degam                       | Hambiso       | 1 |    |
| 72 | North Showa      | Dera                        | Gundo-Meskel  |   |    |
| 73 | North Showa      | Fiche Special Woreda        | Fiche         |   | 1  |
| 74 | North Showa      | Girar- Jarso                | Fiche         |   |    |
| 75 | North Showa      | Hidabu- Abote               | Ejere         |   |    |
| 76 | North Showa      | Kimbibit                    | Sheno         |   |    |
| 77 | North Showa      | Kuyu                        | Gerba-Guracha |   |    |
| 78 | North Showa      | Sendefa Special Woreda      | Sendafa       |   | 1  |
| 79 | North Showa      | Sululta -Mulo               | Chancho       |   |    |
| 80 | North Showa      | Wera -Jarso                 | Gaho tsiyon   |   |    |
| 81 | North Showa      | Wuchale -Jida               | MukaTuri      | 1 |    |
| 82 | North Showa      | Yaya -Gulale                | Fital         |   |    |
|    | Sub-total        | 12 Woreda: 2 Special Woreda |               | 2 | 2  |
| 83 | South West Showa | Alem -Gena                  | Sebata        |   |    |
| 84 | South West Showa | Ameya                       | Gindo         |   |    |
| 85 | South West Showa | Becho                       | Tulu-Bolo     |   |    |
| 86 | South West Showa | Dawo                        | Busa          |   |    |
| 87 | South West Showa | Ilu                         | Teji          |   |    |
| 88 | South West Showa | Kersa-Kondelititi           | Leman         |   |    |
| 89 | South West Showa | Sebeta Special Woreda       | Sebeta        |   | 1  |
| 90 | South West Showa | Seden Sodo                  | Harbu Chulule |   |    |
| 91 | South West Showa | Tole                        | Bantu         |   |    |
| 92 | South West Showa | Wenchi                      | Chitu         |   |    |
| 93 | South West Showa | Weliso                      | Weliso        |   |    |
| 94 | South West Showa | Weliso Special Woreda       | Weliso        |   | 1  |
|    | Sub-total        | 10 Woreda: 2 Special Woreda |               | 0 | 2  |
|    | Grand Total      |                             |               | 6 | 10 |

## Note:

The above list does not include any Woredas that hold a motor-bike, that serves for long period, because the ownership of such property is not legitimated for a certain period due to governmental reform through which the former Oromia Education and Capacity Building Bureau was split into the two government entities, i.e., Oromia Education Bureau and Oromia Capacity Building Bureau. In regard with these motor-bikes, about seven (7) Woredas hold a motor-bikes respectively that has been reported to be utilized to build a capacity of Kebele training centre that is under the service and administration of the newly formed Oromia Capacity Building Bureau.

Mootummaa Naannoo Oromiyaatti  
Biiroo Barnootaa

The Regional State Of Oromia  
Bureau Of Education



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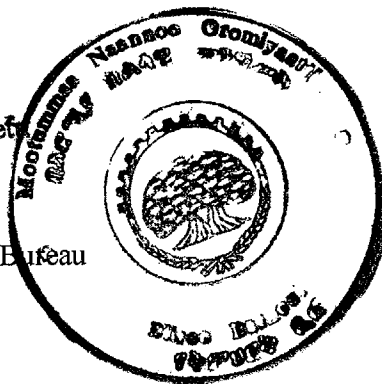
JICA Project (SMAPP) Team  
Addis Ababa

Letter of Assurance

1. In relation with a Project entitled “Increasing Access to Quality Basic Education through Developing School Mapping and Strengthening Micro-Planning in Oromia Region”, that is undertaken under bilateral agreement made between Oromia Education Bureau and Japan International Cooperation Agency (JICA), a motor-bike shall be donated by the JICA and provided to selected 78 (seventy eight) Woreda Education Offices for the smooth implementation of the Project as well as Woreda regular activities of school mapping and micro-planning.
2. For this purpose, it is herewith to make assurances on the two following matters;
  - 2-1. In collaboration with the respective Woreda Education Office, the OEB shall ensure that Woreda Education Office shall assign its personnel for the works specified as above;
  - 2-2. In collaboration with the respective Woreda Education Office, the OEB shall make sure that the above assigned personnel shall hold an appropriate driving license of motor-bike before the delivery of the motor-bike at our expenses of the Oromia Regional State as well as the respective Woreda Education Offices.
3. The above statement is certified to be correct and true.

Faithfully yours,

  
Dereje Asfaw Jeta  
Deputy Head  
Dereje Asfaw  
Head, Oromia Education Bureau



C.C. JICA Ethiopia Office

**The Project on Increasing Access to Quality Basic Education  
Through Developing School Mapping and Strengthening  
Micro-Planning in Oromia Region, Ethiopia**

**AGREEMENT**

**FOR**

**OPERATION AND MANAGEMENT OF**

**MOTOR-BIKES DONATED BY**

**JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)**

**FOR WOREDA ACTIVITIES OF**

**SCHOOL MAPPING AND MICRO-PLANNING**

\_\_\_\_\_, 1998 E.C.

**between**

**Oromia Education Bureau (OEB)**

**and**

\_\_\_\_\_ **Woreda Education Office**



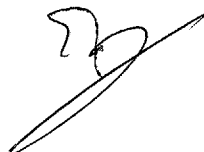
**AGREEMENT  
FOR  
OPERATION AND MANAGEMENT OF MOTOR-BIKES DONATED BY  
JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)  
FOR WOREDA ACTIVITIES OF SCHOOL MAPPING AND MICRO-PLANNING**

This AGREEMENT ON the operation and management of motor-bike donated by Japan International Cooperation Agency (JICA) for Woreda Activity of School Mapping and Micro-Planning (hereinafter referred to as **WORK**) is made between Oromia Education Bureau (hereinafter referred to as **OEB**) and \_\_\_\_\_ Woreda Education Office (hereinafter referred to as **WEO**) on the date of \_\_\_\_\_, 1998 E.C. ( \_\_\_\_\_, 2006). The terms and conditions set for performance of the WORK are as follows:

**WITNESS**

Whereas:

1. Both OEB and WEO shall undertake the WORK complying with the "Condition of Agreement" attached herewith.
2. Both OEB and WEO agree to the terms and conditions in respect to the WORK as specified hereunder.
3. The Agreement shall enter force into on the date of the agreement signed by the OEB and the WEO.



Both OEB and WEO agreed in witness hereof, and the Agreement is being effective on the date of \_\_\_\_\_, 1998 E.C. ( \_\_\_\_\_, 2006) through signing of the authorised representatives.

Signature of OEB

Signature of WEO

\_\_\_\_\_

\_\_\_\_\_

Oromia Education Bureau  
(OEB)

Representative of  
\_\_\_\_\_ Woreda Education Office

**Witnesses**

Name and Signature

Responsibility

1. \_\_\_\_\_

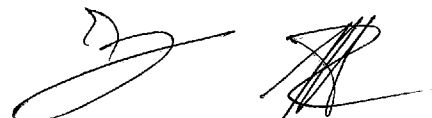
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2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_





## **General Condition of Agreement**

### **1. Obligations of OEB**

The OEB is responsible for:

- 1.1 providing a motorcycle to the Woreda Education Office.
- 1.2 assisting WEO in the provision of training for a relevant WEO officer, who is assigned for school mapping and micro-planning activities by utilizing the motorcycle, in obtaining driving license, if necessary.
- 1.3 preparing and providing the Woreda education office with guidance on detailed rules and regulations on the operation and management and administration of motor-bikes.
- 1.4 conducting monitoring on operation and management of motor-bikes for the implementation of the SMAPP Project as well as Woreda regular activities of school mapping and micro-planning.

### **2. Obligation of Woreda Education Office**

The Woreda Education Office is responsible for:

- 2.1 using the motorcycle for the implementation of the SMAPP Project as well as Woreda regular activities of school mapping and micro-planning.
- 2.2 assigning a woreda education officer with motor-bike's license holder to conduct the above-said activities by using a motor-bike;
- 2.3 keeping a driving record for monitoring proper use of motor-bike;
- 2.4 preparing and ensuring a budget for the operation and maintenance of the motor-bike;
- 2.5 covering all the expenses related to daily operation and maintenance of the motor-bike;
- 2.6 repairing motor-bikes if any damage shall be incurred
- 2.7 replace a motor-bike by themselves if any loss shall be incurred
- 2.3 submitting operation record to the OEB quarterly

### **3 Cautions**

- 3.1 The performance of motor-bike operation shall be monitored by OEB.
- 3.2 If, in the opinion of OEB, WEO shows that he is unable to perform the Works due to the following reasons, OEB reserves the right to withdraw the motorbike from the WEO:
  - Improper use of motor-bike out of the scope of the Work
  - Unclearness or dishonesty is observed in the record keeping.



3.3 The WEO shall not transfer motor-bike to any other individuals or organizations in all cases. In such case, the motor-bike should be compensated by the WEO.

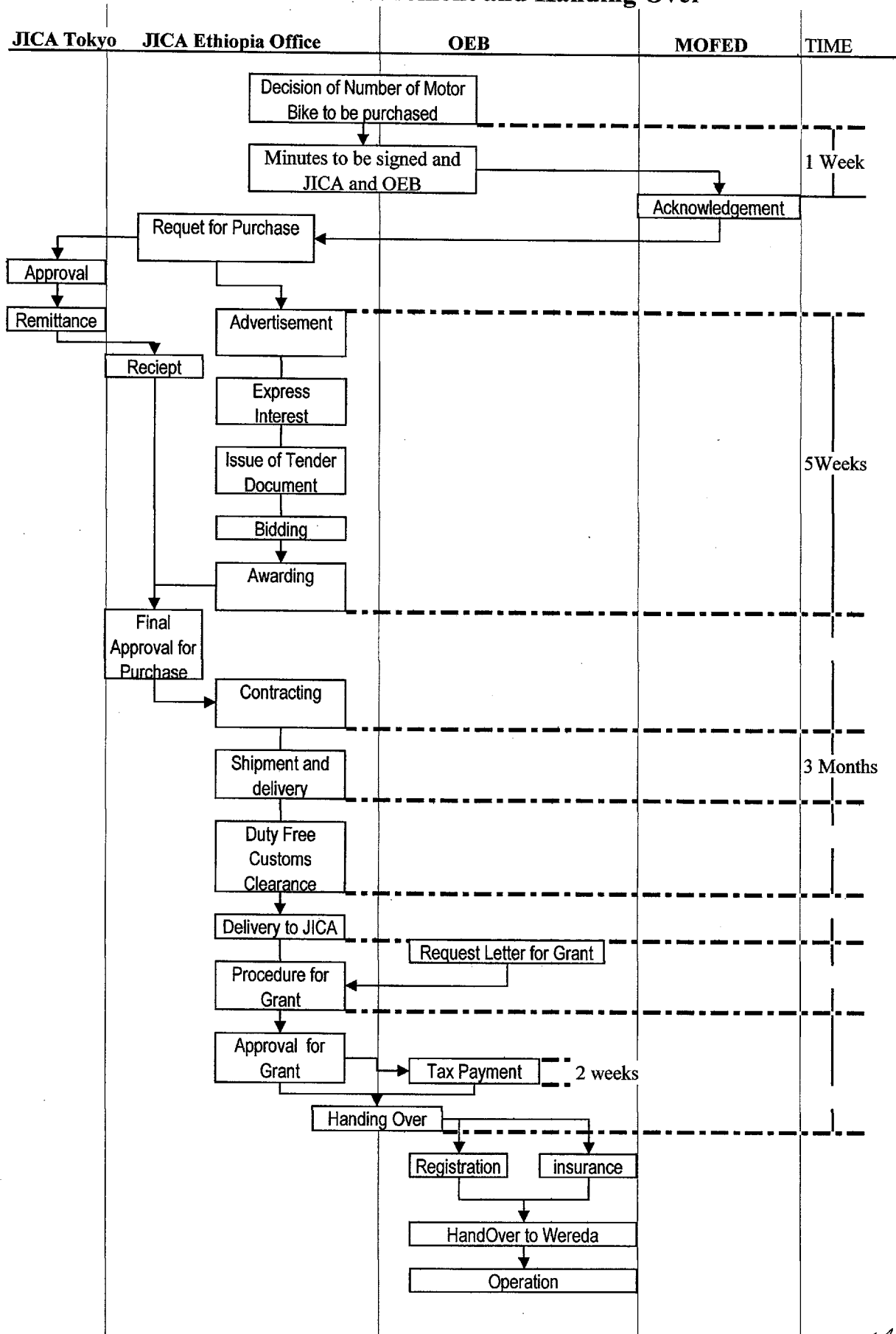
**4. Others**

5.1 If there are some issues, which are not specified in the agreement, it shall be settled by mutual discussion between both parties.

5.2 If any dispute shall arise between OEB and WEO in connection with the agreement, it shall be settled by mutual discussion between both parties.



### Flow of Motor Bike Procurement and Handing Over



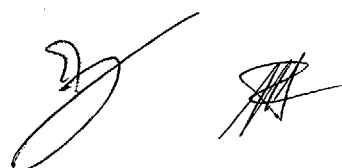
Minutes of Meeting  
on  
Progress Report (1) of  
The Project for  
Increasing Access to Quality Basic Education through  
Developing School Mapping and Strengthening Micro-Planning in  
Oromia Region

Addis Ababa, 31<sup>st</sup> October 2005

The Project for Increasing Access to Quality Basic Education through Developing School Mapping and Strengthening Micro-Planning in Oromia Region (hereinafter referred as “the SMAPP Project”) was officially commenced on 12 May 2005 and is being carried out in accordance with the Scope of Work agreed between the former Oromia Education and Capacity Building Bureau (former OECBB) of the Government of Oromia Regional State and Japan International Cooperation Agency (JICA) on 17<sup>th</sup> December 2004.

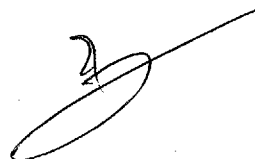
In accordance with the Scope of Work for the SMAPP Project, the JICA Project Team submitted thirty (30) copies of the Progress Report (1) to Oromia Education Bureau (OEB) on 21<sup>st</sup> October 2005 in order to make a report on the first progress of the SMAPP Project from the middle of May to the middle of October. On 25<sup>th</sup> October 2005, the meeting of the Steering Committee was held to discuss the contents of the Progress Report (1). The participants of the meeting are listed as per ANNEX. The main issues discussed and agreed in the meeting are presented as below.

- (1) The separation of Oromia Education Bureau from the former OECBB is recognized officially as an owner of the SMAPP Project, resulted from the governmental reform that took place in the month of October 2005.
- (2) The new creation of two more Special Woredas in the target area of SMAPP Project is confirmed through upgrading two local town situated in the previously ordinary Woredas into Special Woreda. In this regard, the number of target Woredas for the SMAPP Project is confirmed to be resulted in a total of 94 (ninety four) Woredas. This number is to be applied to the component of Development of School Mapping database with GIS. Besides, it is anticipated




that new Special Woredas could be formed within the life of the SMAPP Project. The impact of the new Woreda on the implementation of SMAPP Project shall be dealt with through close consultation with OEB.

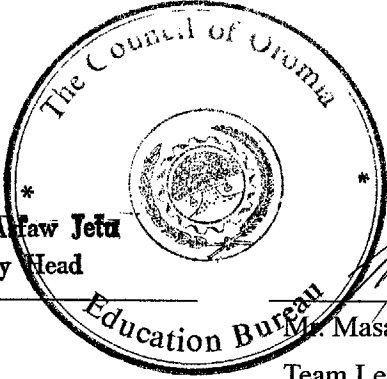
- (3) The methodology applied to the SMAPP Project and the work progresses mentioned in the Progress Report (1) were accepted as a whole. The Participants agree that the SMAPP Project shall process to the next step as per scheduled.
- (4) The Overview Report, which is attached as an integral part of the Progress Report (1), was accepted as the finalized report and recognized as an input to capacity building of the selected Zone Education Office(ZEO)s and Woreda Education Office(WEO)s respectively.
- (5) The two components of the SMAPP Project, i.e., (i) Development of School Mapping Database with GIS and (ii) Micro-Planning, are understood to be in good progress and contribute to the capacity building of the OEB staff as well as selected ZEO and WEO personnel concerned.
- (6) It is agreed that the clarification of some key terminologies related to education management information shall be made as much as possible in the implementation of the SMAPP Project. Special attention is also made in reference with the new introduction of UNESCO database into regional EMIS.
- (7) It is suggested and agreed in the meeting that the SMAPP Project shall inquire any possibility to create consensus mechanisms in which Ethiopian authorities concerned shall share periodically basic information including information on changes of administrative boundaries of either Zone, Woreda or Kebele, the latest demographic information and the like in order to update data and information into an intended school mapping database with GIS. The OEB agrees to take initiatives to consult with Ethiopian authorities concerned including the Oromia Regional Bureau of Finance and Economic Development (BoFED) as well as the Ministry of Education.
- (8) In order to maximize effects of trainings to be conducted by SMAPP Project in the future, it is suggested by the OEB that linguistic means to be used for

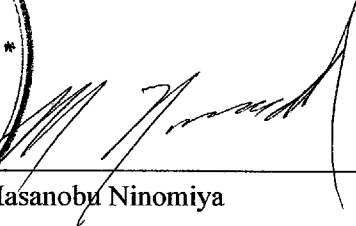


trainings shall be simplified as much as possible. Translation of training materials into Afan Oromo is recommended for the future implementation of SMAPP Project. The JICA Project Team confirmed to convey the OEB's suggestion to the JICA Headquarters for their considerations.

- (9) The JICA Project Team explained an issue on operation and management of newly developed school mapping database with GIS at the regional level as well as zone and Woreda levels. It is agreed that OEB and seven (7) selected ZEOs shall take into serious considerations the issue and will provide the SMAPP Project with suggestions on possible arrangement in the next step onwards.

  
**Dereje Asfaw Jettu**  
Deputy Head

  
The Council of Oromia  
Education Bureau

  
Mr. Masanobu Ninomiya  
Team Leader

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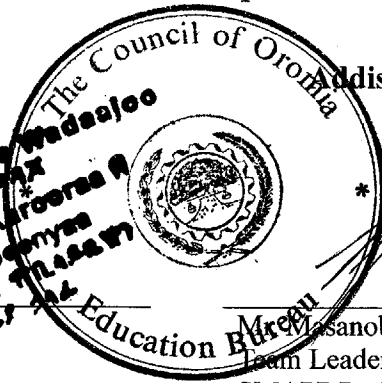
Mr. Dereje Asfaw  
Head  
Oromia Education Bureau  
Oromia Regional State  
The Federal Democratic Republic of  
Ethiopia

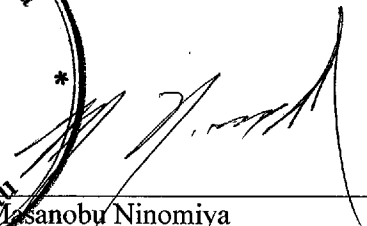
The Project Team  
Japan International Cooperation Agency  
(JICA)

The Project on  
Increasing Access to Quality Basic Education  
through Developing School Mapping and Strengthening Micro-planning in  
Oromia Region, Ethiopia  
(SMAPP Project)


Minutes of Meeting of the 3<sup>rd</sup> Steering Committee Meeting  
on  
Interim Report

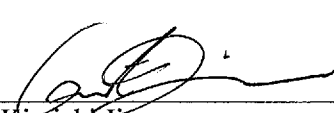
Addis Ababa, 10<sup>th</sup> March 2006

  
Mr. Teshome Lemmas  
Head, Planning and Resource  
Mobilization Department  
Oromia Education Bureau  
Oromia National Regional State  
The Federal Democratic Republic of  
Ethiopia

  
Mr. Masanobu Ninomiya  
Team Leader  
SMAPP Project Team  
Japan International Cooperation Agency  
(JICA)

Witnessed by

  
Ms. Asnakech Teferra  
Team Leader, Asia, Australasian and the  
Middle East Desk, Bilateral Cooperation  
Department  
Ministry of Finance and Economic  
Development (MoFED)  
The Federal Democratic Republic of  
Ethiopia

  
Mr. Kimiaki Jin  
Deputy Resident Representative  
Japan International Cooperation Agency  
(JICA) Ethiopia Office

The Project for Increasing Access to Quality Basic Education through Developing School Mapping and Strengthening Micro-Planning in Oromia Region (hereinafter referred as “the SMAPP Project”) was officially commenced on 12 May 2005 and has been carried out in accordance with the Scope of Work (hereinafter referred to as “S/W”) agreed between the former Oromia Education and Capacity Building Bureau (former OECBB) of the Government of Oromia Regional State and Japan International Cooperation Agency (JICA) on 17<sup>th</sup> December 2004. It should be noted herewith that in reference with the Minutes of Meeting on the Progress Report (1) of the SMAPP Project signed on 31<sup>st</sup> October 2005, Oromia Education Bureau (hereinafter referred to as “OEB”) was officially recognized to be separated from the former OECBB and established through governmental reform.

In compliance with the conditions set forth in the S/W, the JICA Project Team submitted thirty (30) copies of a draft Interim Report (hereinafter referred to as “the Report”) to OEB, and the 3<sup>rd</sup> Steering Committee meeting was held on 7<sup>th</sup> March 2006 to discuss the contents of the Report that contained the findings of the project progress from May 2005 to March 2006 and a draft plan of actions for the next step.

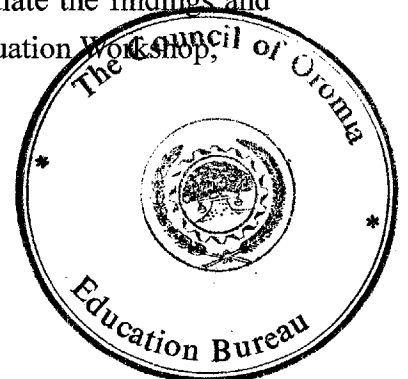
The participants of the meeting accepted the contents of the Report and agreed in principle that the SMAPP Project shall proceed into the next step as per the draft plan of actions presented in the Report. The list of the participants is attached as per ANNEX-1.

In the Steering Committee meeting, the SMAPP Project Mid-Term Evaluation Workshop (hereinafter referred to as “the Evaluation Workshop”) was conducted with two main objectives that were to (i) jointly review a logical framework of the SMAPP Project presented in Table 8-1 of the Report; and (ii) to collectively summarize findings of the progress reports in accordance with a framework presented in Table 8-10 of the Report.

Upon the acknowledgment of the logical framework of the SMAPP Project, the summary on progress, achievement and issue, which were presented by the JICA Project Team, was accepted in principle. In order to further articulate the findings and issues, the following issues were raised with comments in the Evaluation Workshop,



1





(1) General Assessment of Performance Achievement

It was acknowledged that the SMAPP Project attained the targets of achievements as per the ones set in the Inception Report in May 2005. An expression of appreciations was made by Steering Committee members specifically towards output of school mapping. On the other hand, it is admitted as a fact that external changes existed in relation with the SMAPP Project implementation, resulting in negative impact on activity related to EMIS enhancement. This is caused by the delay of data collection for annual education census by using new database of UNESCO. Such delay is recognized as a negative impact on smooth implementation of the SMAPP Project.

(2) Timing of the 4<sup>th</sup> SMAPP Training Workshop

OEB suggested that the 4<sup>th</sup> SMAPP Training Workshop shall be conducted in October and November 2006 having considered various options of timing proposed in a series of Micro-Planning Task Force meetings. It is emphasized on that micro-planning exercise should be practiced in governance system, and the period from May to September should be effectively utilized as actual planning process for stakeholder concerned at the woreda level to conduct preparatory works for formulation of long and mid-terms woreda education development plan which includes processes of EMIS-based projections, situation analysis by school mapping, and stakeholder analysis at Woreda level. The JICA Project Team appreciated suggestions made by OEB in order to make further efforts to formulate effective woreda education development plan in the next stage.

(3) Emphasis on Market Fair of Woreda Education Development Plan

In witnessing importance of marketing fair in Malawi that motivates district officers to implement their district plans, it is strongly recommended by OEB that the SMAPP Project implementation shall introduce the same modality to target woreda education offices in order to make woreda education development plan to be put into practices. In this regard, OEB made further suggestions that developed Woreda plans should be reviewed carefully to make those plans sufficiently qualified and meet requirements and conditions set by external supporting agencies including government and non-government organizations as well as donors. The JICA Project Team will take into serious

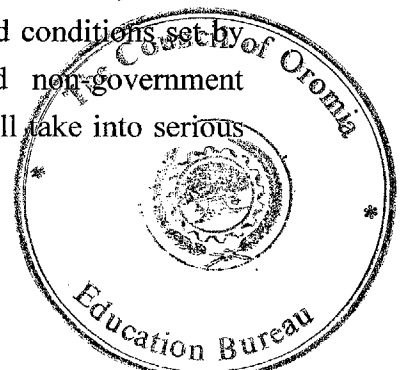
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considerations the above emphasis on organization of marketing fair in the course of the Project implementation.

(4) Counterpart Training and Study Tour

OEB expressed their appreciations towards the Study Tour to Malawi that was conducted in August 2005. The study tour to Malawi was proved to help OEB counterparts to widen and deepen insights on importance of micro-planning exercise and eventually to conduct preparatory works for organizing the 2<sup>nd</sup> Training Workshop in February 2006. In reference with their experiences on study tour to Malawi, OEB made a request the SMAPP Project Team to provide counterpart personnel with further opportunities of study tour to one of Asian countries like Indonesia where the JICA-assisted project is known to have been under implementation bearing fruitful outcomes with accumulated lessons through micro-planning and project formulation and implementation in decentralization policy . In relation with this, OEB made also another request the JICA Project Team to inquire possibilities of training in Japan. The Project Team shall acknowledged the receipt of requests and convey their request to JICA in order to inquire possibilities of such requested trainings.

(5) Consistent Participation in Training Workshop

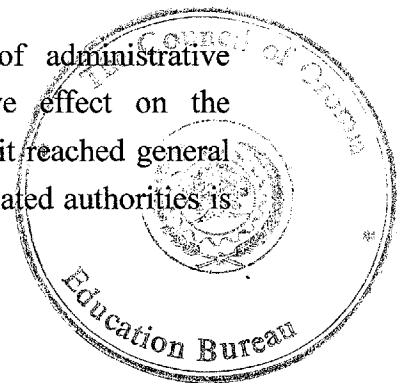
It reached general consensus among all the participants in the meeting that training participants in a series of training workshop to be conducted by the SMAPP Project should be kept to be as much as consistent in order to ensure continued and accumulated knowledge and information base required for the respective woreda education offices to effectively formulate their plans. In this regard, OEB will express their commitment to take an initiative by issuing their letters addressed to the respective zone offices in order to follow up and monitor preparatory activities of woreda education offices. In return, it is suggested that the respective woreda offices are advised to make periodical and progress report to OEB.

(6) Information Sharing of Administrative Units and Boundaries

It is confirmed in the meeting that frequent change of administrative boundaries exists as external factor that gives negative effect on the implementation of the SMAPP Project. In response to this, it reached general consensus that mechanism of information sharing among related authorities is



3



strengthened. In this regard, two actions are recommended in the meeting involving active participations of two institutions; namely, the respective Zonal Education Office(ZEO)s and Oromia Bureau of Finance and Economic Development (BoFED) as follows;

- (i) the respective Zonal Education Offices shall make a timely report to either OEB or SMAPP Project office on any administrative reform of woredas.
- (ii) Oromia Bureau of Finance and Economic Development shall provide OEB with information on any administrative reform of woredas upon incurrence of such changes.

(7) Commitment to Effectively Use Motorbikes and Global Positioning System

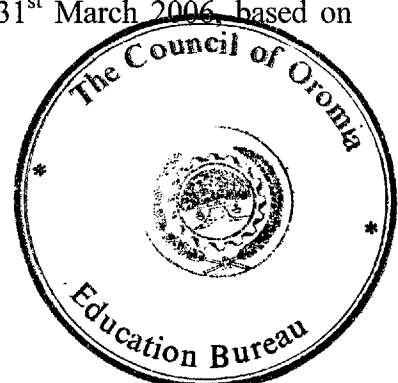
It is recognized that establishment of sustained operation and management of school mapping database and micro-planning exercise is essential for the next step. In relation with this, OEB expressed their commitment with confirmation to effectively operate and manage motorbikes and GPS provided through the implementation of the SMAPP.

(8) Experience Sharing with Stakeholders at the Federal Level

Ministry of Education made a suggestion, in reference with tangible output of school mapping as well as with Project's commitment to conduct micro-planning, that the SMAPP Project shall be advised to share its experiences with stakeholders at the federal level. The Ministry of Education disclosed their intention to prepare country programme on school mapping and micro-planning in collaboration with UNICEF. The JICA Project Team welcomed the suggestion and will seek opportunities to share the Project outputs with stakeholder concerned in federal framework.

(9) Finalization of the Report

It was agreed that the SMAPP Project Team shall receive comments to be made from the Steering Committee members by 31<sup>st</sup> March 2006, based on which the Report shall be finalized.



### List of Participants

#### Oromia Education Bureau

Teshome Lemma      Head of Planning and Resource Mobilization Department  
(PRMD)

Lessanu Lejissa      Leader of EMIS Panel, PRMD

#### Ministry of Finance and Economic Development

Asnakech Teferra      Team Leader, Asia, Australasian and the Middle East  
Desk, Department of Bilateral Cooperation

#### Ministry of Education

Demissew Lemma      Planning Expert, Education Sector Development Program  
and Planning Department

#### Oromia Bureau of Finance and Economic Development

Anbesu Bikila,      GIS Team Leader, Regional Statistics and Information  
Department

#### East Shewa Zone Education Office

Abera Desalegn      Education Head

#### North Shewa Zone Education Office

Degne Teye      Education Team Leader

#### South West Shewa Zone Education Office

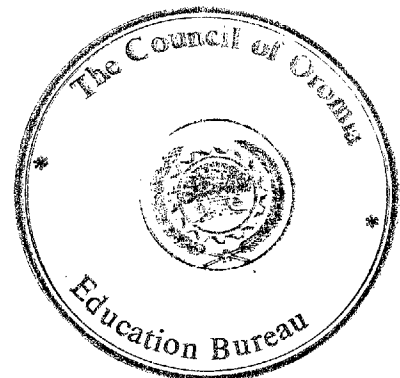
Nega Moroda      Education Head

#### West Harerge Zone Education Office

Kisi Abeshu      Education Team Leader

#### Adama Special Zone Education Office

Gebre Balcha      Head of Zone Education Office



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**JICA Ethiopia Office**

Kimiaki Jin  
Yumi Tokuda

Deputy Resident Representative  
Project Formulation Advisor in Education Sector

**ManaBU Project**

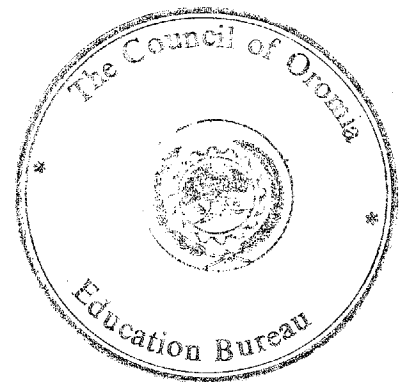
Akino Kitazume

Chief Advisor

**Project Team**

Masanobu Ninomiya  
Yoko Ishida  
Joseph Bastian  
Masahiko Taniguchi  
Akiko Kishi

Team Leader/Education Development Planning Expert  
Co-Team Leader/EMIS/Micro-Planning Expert  
EMIS/Micro-Planning Expert  
GIS Expert  
Coordinator



Minutes of Meeting  
of the 4<sup>th</sup> Steering Committee

Work Progress Report on  
The Project on  
Increasing Access to Quality Basic Education through  
Developing School Mapping and Strengthening Micro-Planning in  
Oromia Region

Addis Ababa, 15 June 2006

The Project on Increasing Access to Quality Basic Education through Developing School Mapping and Strengthening Micro-Planning in Oromia Region (hereinafter referred as “the SMAPP Project”) was officially commenced on 12 May 2005 in accordance with the Scope of Work agreed between the Oromia Education Bureau (OEB) and Japan International Cooperation Agency (JICA) on 17<sup>th</sup> December 2004.

In compliance with the Scope of Work (S/W), the JICA SMAPP Project entered to its second year operation in May 2006 according to Japanese fiscal year. For further smooth implementation of the SMAPP Project, the 4<sup>th</sup> Steering Committee meeting was held on 13<sup>th</sup> June 2006 with a prime objective to have mutual understandings on contents and methodologies of the second year SMAPP Project operation. The SMAPP Project Team presented a work progress report with a reporting period covering from May to June. The participants of the meeting are listed as per ANNEX.

(1) Contents and Methodologies of the SMAPP Project

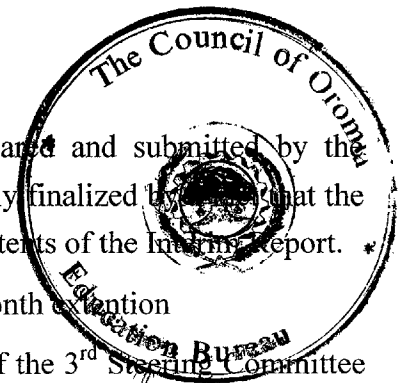
The contents and methodologies applied by the SMAPP Project Team during the first year were reviewed and accepted in principle to be applied for the second year operation. Under this mutual consent, issues that were discussed during the meeting are presented as below.

(2) Finalization of Interim Report

It was agreed that the Interim Report, which was prepared and submitted by the SMAPP Project Team to OEB in March 2006, was officially finalized by the Steering Committee that the SMAPP Project Team had received no comment on the contents of the Interim Report.

(3) Term of Technical Cooperation with intention of two (2)-month extension

In reference with two articles in the Minutes of Meeting of the 3<sup>rd</sup> Steering Committee on the Interim Report dated 10<sup>th</sup> march 2006 on the Clause (2): Timing of the 4<sup>th</sup> Training Workshop and (3): Emphasis on Market Fair of Woreda Education



Development Plan, the SMAPP Project Team made a notice that JICA reached consensus in principle to extend the term of technical cooperation with additional two (2) months, to be resulted in that a total term of technical cooperation would be changed from the present 26-month period to 28-month duration. It also reached to general consensus that an official agreement can be made at the time when JICA shall despatch its official study mission to Ethiopia, since the change of the term of technical cooperation is subject to official amendment of the Scope of Work (S/W).

(4) Training Participation Continuity Rate by each WEO

It was reported that continuity rate, that is the proportion of the same WEO's staff who continuously participated in SMAPP Training Workshop out of total number of participants, has been improved from 25 % to 67 %. In response to this, however, OEB expressed its strong commitment to further improve this rate by recognition of significant importance of school mapping and micro-planning exercises in the region. OEB's expression on its commitment was with appreciation acknowledged.

(5) Preparatory Works for Micro-Planning Exercises

The following preparatory works for micro-planning exercises are emphasised on for successful conduct of the 4<sup>th</sup> Training Workshop to be held in October and November 2006.

(5)-1 Timing

The following tentative schedule for the 4<sup>th</sup> Training Workshop was agreed in principle;

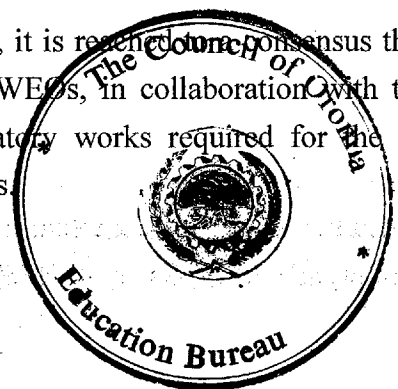
|  |                       |
|--|-----------------------|
| 9 <sup>th</sup> – 14 <sup>th</sup> October 2006:   | 1 <sup>st</sup> Batch |
| 23 <sup>rd</sup> – 28 <sup>th</sup> October 2006:  | 2 <sup>nd</sup> Batch |
| 6 <sup>th</sup> – 11 <sup>th</sup> November 2006:  | 3 <sup>rd</sup> Batch |
| 20 <sup>th</sup> – 25 <sup>th</sup> November 2006: | 4 <sup>th</sup> Batch |

(5)-2 Venue

The OEB suggested that the 4<sup>th</sup> Training Workshop shall be conducted in Adama Teachers' College rather than in Addis Ababa, with an expectation that participants could more concentrate on their tasks to formulate the Woreda Primary Education Development Plan in the college facility. The SMAPP Project Team consent with this suggestion for effective conduct of training workshop.

(5)-3 Preparatory Works

Based on the results from the 3<sup>rd</sup> Training Workshop, it is reached to consensus that OEB and selected ZEOs will assist the respective WEOs, in collaboration with the JICA SMAPP Project Team, in conducting preparatory works required for the 4<sup>th</sup> Training Workshop through close monitoring activities.



(5)-4 Selection of Participant in the 4<sup>th</sup> Training Workshop

The five (5) number of participants from each Woreda for the 4<sup>th</sup> Training Workshop in October and November were proposed based on the discussions of Micro-Planning Task Force and agreed, except an issue to re-consider on selection of Woreda Administrator as one of the five (5) participants. It was expressed in the meeting that attendance of Woreda Administrator would not be feasible due to his/her unrealistic availability caused by his/her heavy burdens of duties resulted in time constrains. Taking into consideration on this comment, it was agreed that Micro-Planning Task Force shall further consult and settle this matter with OEB and SMAPP Project Team. In this regard, two alternative candidates to replace a woreda administrator were suggested; namely, Head of Woreda Finance and Economic Development and Woreda Education Programming and Supervision officer.

(6) System building for sustained operation and management of OEdMap

(6)-1 Cooperation extended to OEB by BoFED

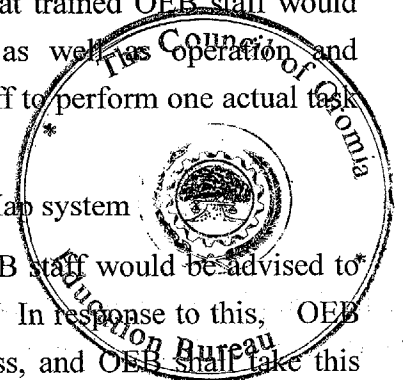
A certain provision of data by Oromia Bureau of Finance and Economic Development (BoFED) was understood as one of key elements for sustaining OEdMap system. It was welcome and agreed that BoFED shall extend its cooperation to OEB by providing (i) the latest demographic data by the latest administrative arrangement of Woreda; (ii) the latest Woreda index that would be developed as a parameter to determine size of Woreda Block Grant for the fiscal year of 1999 E.C.

(6)-2 Arrangement of OEdMap Training

During the meeting, an idea of four (4) areas of GIS trainings were introduced including (i) training in GPS: Global Positioning System in School Mapping;; (ii) training in introductory GIS; (iii) training in OEdMap utilization and (iv) training in OEdMap Operation and Management. It reached to consensus that these four(4) areas of trainings are expected to be essential to build sustainable OEdMap system. By using GIS training manuals produced by the SMAPP Project Team, it was agreed that OEB will make necessary arrangement on staff assignment, so that OEB staff concerned with OEdMap system could firstly participate in training on introductory GIS to be held and completed within the month of June 2006. Following the completion of the introductory training, it was agreed that trained OEB staff would further participate in trainings in OEdMap utilization as well as operation and management on an on-the-job basis, expecting for OEB staff to perform one actual task related to school mapping per week

(6)-3 Recruitment of one OEB staff to be fully involved in OEdMap system

It was proposed by the SMAPP Project Team that one OEB staff would be advised to be fully involved in OEdMap operation and management. In response to this, OEB explained that additional staff recruitment is under process, and OEB shall take this






proposal into serious considerations for sustaining OEdMap system. It was agreed that close consultation between OEB and SMAPP Project Team would be continued to materialize this.

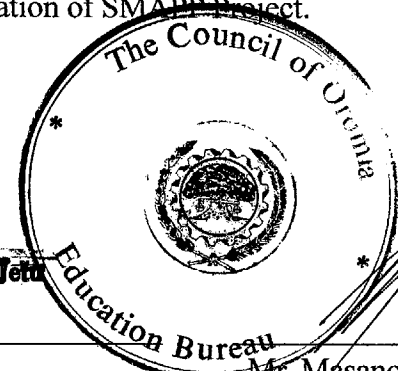
(7) Experience Sharing of the OEdMap with Other Regions

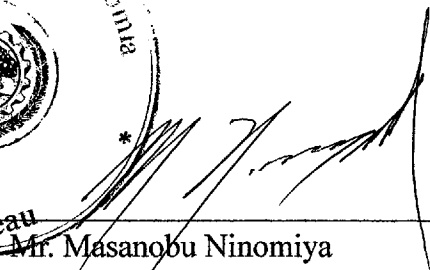
The Ministry of Finance and Economic Development (MoFED) made a suggestion that Oromia experiences to develop the OEdmap shall be shared with other regional education bureaus. Under OEB's acknowledgement of the suggestion, the SMAPP Project Team shall inquire possibilities to accommodate suggestions in considerations on budget as well as appropriate time frame within project period.

(8) Improvement of Internal Reporting

The MoFED expressed its request to OEB to make a timely government internal report to be submitted to the MoFED. OEB fully accepted with the request for further smooth implementation of SMAPP Project.

 **Dereje Asfaw Jeta**  
Bureau Head

 **Education Bureau**

 **Mr. Masanobu Ninomiya**  
Team Leader  
The Project Team  
Japan International Cooperation Agency  
(JICA)

---

Mr. Dereje Asfaw  
Head  
Oromia Education Bureau  
Oromia Regional State  
The Federal Democratic Republic of  
Ethiopia

### List of Participants

#### Oromia Education Bureau

Dereje Asfaw                      Bureau Head  
Teshome Lemma                Head of Planning Research and Design Department

#### Ministry of Finance and Economic Development

Gebremedhine Birega        Desk Officer, Asia, Australasian and the Middle East  
Desk, Department of Bilateral Cooperation

#### Oromia Bureau of Finance and Economic Development

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Department

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Teshome Merga                Planning Expert

#### North Shewa Zone Education Office

Ketema Haile                 Expert

#### West Shewa Zone Education Office

Dengia Etea                    Head of Zone Education Office

#### South West Shewa Zone Education Office

Kassaye Degefa                Education Team Leader

#### West Harerge Zone Education Office

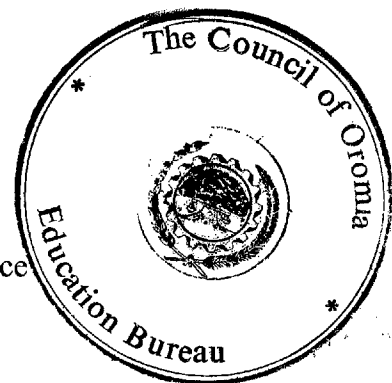
Kisi Abeshu                    Education Team Leader

#### Adama Special Zone Education Office

Gebre Balcha                 Head of Zone Education Office

#### JICA Ethiopia Office

Hiroyuku Yakushi              Assistant Resident Representative  
Yumiko Yamakawa            Project Formulation Advisor in Education Sector



**ManaBU Project**

Akino Kitazume

Chief Advisor

**Project Team**

Masanobu Ninomiya

Team Leader/Education Development Planning Expert

Masahiko Taniguchi


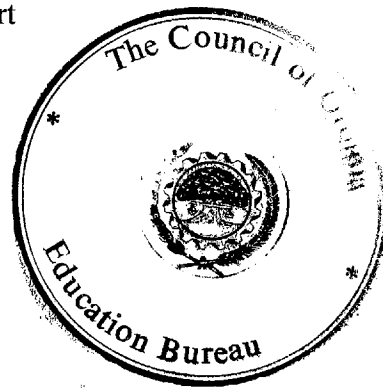
GIS Expert

Daniel Wilson

EMIS/GIS Expert

Akiko Kishi

Coordinator



Minutes of Meeting  
on  
Progress Report (2) of The Project  
on Increasing Access to Quality Basic Education  
through Developing School Mapping and Strengthening Micro-Planning  
in Oromia Region

Addis Ababa, 7<sup>th</sup> December 2006

The Project on Increasing Access to Quality Basic Education through Developing School Mapping and Strengthening Micro-Planning in Oromia Region (hereinafter referred as “the SMAPP Project”) was officially commenced on 12 May 2005 and is being carried out in accordance with the Scope of Work agreed between the former Oromia Education and Capacity Building Bureau (former OECBB) of the Government of Oromia Regional State and Japan International Cooperation Agency (JICA) on 17<sup>th</sup> December 2004.

In accordance with the Scope of Work for the SMAPP Project, the JICA Project Team submitted thirty (30) copies of the Progress Report (2) to Oromia Education Bureau (OEB) on 4<sup>th</sup> December 2006 in order to provide the authorities concerned with a progress report of the SMAPP Project during the period from the middle of May to the middle of November 2006. On 5<sup>th</sup> December 2006, the fifth (5) Steering Committee Meeting was held at the meeting hall of JICA Ethiopia Office to discuss the contents of the Progress Report (2). The participants of the meeting are listed as per ANNEX-1. The main issues discussed and agreed in the meeting are presented as below.

(1) Contents and methodologies of the SMAPP Project

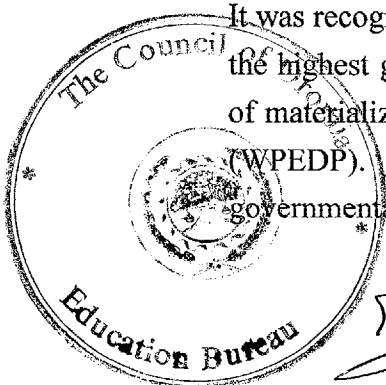
The methodology applied to the SMAPP Project and the work progresses mentioned in the Progress Report (2) were accepted as a whole. The Participants agreed that the SMAPP Project shall progress to the next step as per scheduled.

(2) Institutionalization of Micro-planning exercise and OEdMap

It was fairly discussed and reached to consensus that institutionalization and operationalization of micro-planning exercises should be one of the most highlighted issues in the course of the future operation of the SMAPP Project with a notion of the following matters concerned:

(2)-1 Inter-organizational arrangement

It was recognized and suggested that as many as Ethiopian authorities concerned, including the highest governance organization of the Oromia Region, shall be involved in a process of materialization and operationalization of Woreda Primary Education Development Plan (WPEDP). In relation with an issue on financing WPEDP, active involvement of governmental financial and economic planning institutions including Bureau of Finance



and Economic Development (BoFED) at the regional level and the respective Woreda offices of Finance and Economic Development (WoFED) were also recognized to be one of key factors to further materialize the WPEDP. OEB was suggested to strengthen complementary relationships with BoFED to their extend technical and institutional cooperation and assistance into the Woreda Administration office in general and Woreda Education Office (WEO) as well as WoFED in particular in order to operationalize WPEDP.

(2)-2 Information sharing on possible financing mechanism in the country

In reference to one of the emphasised issues in Joint Review Mission (JRM), current financial flow to sector specific project at the Woreda level was broadly discussed. It was agreed that possible financing mechanisms, including reporting system on budget and public expenditure among government organizations in decentralized governance, shall be further articulated in order to facilitate a process of financing WPEDP.

(2)-3 Review and strengthening of roles of Zone Education Office

In close reference to active and reliable technical supports made by Zone Education officers as facilitators during SMAPP Training Workshop, it was suggested that roles of Zone Education Office (ZEO) should be maximized and strengthened to ensure quality of education data for planning in the future.

(2)-4 Further organization of OEdMap operation and management

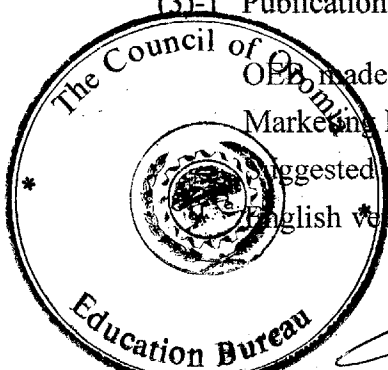
The stable operation and management of OEdMap system was recognized during the meeting. Further to the current arrangement to officially assign one expert for OEdMap system, a view was expressed that OEB shall take initiative to formulate a long-term institutional arrangement in consultation with Civil Services Commission as well as BoFED to ensure sustained operation and management of OEdMap that may provide a basis for further discussions on formulation of planning database with GIS for multi-sector development purposes as one of ideas on future scenario in the region.

(3) Organization for Marketing Fair

Consensus was reached that a Marketing Fair should be organized by active participation of as many as stakeholders, among which OEB, ZEO and WEO shall take their initiative to organize the Marketing Fair with the following matters concerned;

(3)-1 Publication of printed materials

OEB made a request that some of the SMAPP Project outputs should be utilized in the Marketing Fair that are considered as important ingredient of inputs into the Marketing Fair. Suggested outputs of SMAPP Project include (i) Overview Report; (ii) Afaan Oromo and English versions of Manual for Micro-Planning; and (iii) OEdMap Manual. The SMAPP



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A handwritten signature in black ink, appearing to be "A. A.", is written in the bottom right corner of the page.

Project Team conveys this request to Japanese side for further considerations.

(3)-2 Identification of stakeholders to be invited to Marketing Fair

The ideas on stakeholders in the Marketing Fair were discussed in reference with the presentation on Progress Report 2. In addition to community involvement in cost sharing, potential stakeholders include not only the federal, regional and woreda governments, international NGOs and donors but also local NGOs, and private investors. Within this scope, it was reached to consensus that in support of SMAPP Project Team OEB, ZEO and WEO shall identify stakeholders in detailed form who need to be invited into the Marketing Fair by the middle of February 2007 for creating enabling environment on financing WPEDP

(3)-3 Participation of Zones that are out-of-SMAPP Project target areas


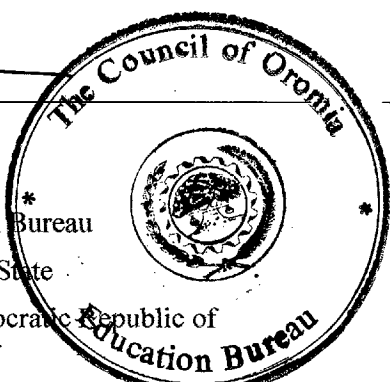
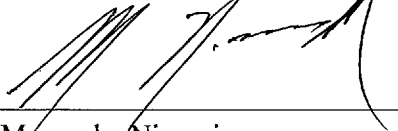
Zones, which are outside from SMAPP Project target zones (outside-Zone), made their request to participate in the Marketing Fair. It was agreed that those outside-Zones who participated in the 4<sup>th</sup> SMAPP Training Workshop for facilitation might be encouraged into some form of participation in the Marketing Fair. Detailed arrangement shall be made in consultation between Ethiopian and Japanese sides.

(4) Expansion of technical support on micro-planning and school mapping

Two outside Zones were reported that they made their requests to OEB to extend technical support on micro-planning and school mapping into those outside Zones. Besides, during the meeting, OEB suggested expansion of this support to the remaining zones of the region. Japanese side shall acknowledge the presence of request for further reference to review SMAPP Project.

(4) Preparation of a long-list for an intended Grant Aid

In reference with the Article II Sub-clause 2.1 concerning the provision of a long list of candidate schools in relation with the Grant Aid for School Construction, OEB agreed with confirmation that OEB shall prepare a long list of candidate schools by using tangible result gained from WPEDP.

|   |   |  |
|---|---|--|
| <br>Mr. Dereje Asfaw<br>Head<br>Oromia Education Bureau<br>Oromia Regional State<br>The Federal Democratic Republic of<br>Ethiopia |  | <br>Mr. Masanobu Ninomiya<br>Team Leader<br>The Project Team<br>Japan International Cooperation Agency<br>(JICA) |
|---|---|--|

### List of Participants

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| Teshome Lemma   | Head of Planning Research and Design Department |
| Lissanu Lejisa  | Planning and EMIS Team Leader                   |
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| Temesgen Addisu | Senior planning Expert                          |
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|---------------------|-------------------------|

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#### West Arsi Zone Education Office

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| Hibret Getachew | Education Program Coordinator |

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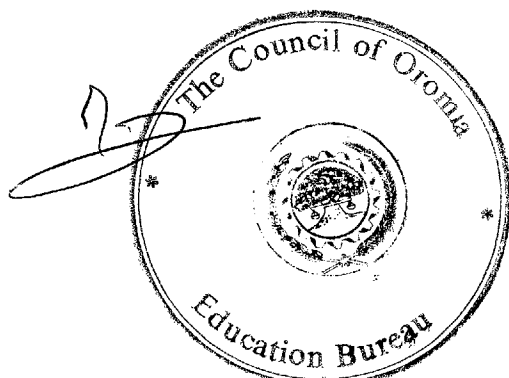
|               |                       |
|---------------|-----------------------|
| Kuyu Ketema   | Zone Education Office |
| Mekuria Tekla | Statistician          |

#### West Shewa Zone Education Office

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|---------------|-----------------------|
| Dengia Etea   | Zone Education Office |
| Aweke Yirgu   | Statistician          |
| Negasa Mitiku | Planning Expert       |

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|-----------------|-------------------------------|
| Kassaye Degefa  | Zone Education Office         |
| Hurrisa Asfaw   | Education Program Coordinator |
| Gutema Gurmessa | Statistician                  |



**West Harerge Zone Education Office**

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**Gujii Zone Education Office**

Kibre W/Hawariat                      Statistician

**Bale Zone Education Office**

Muktar Abdo                              Statistician

**Jima Zone Education Office**

Faji Jemal                                  Planning Expert

**JICA Ethiopia Office**

Naoki Ando                                  Deputy Resident Representative  
Yumiko Yamakawa                      Project Formulation Advisor in Education Sector

**Embassy of Japan**

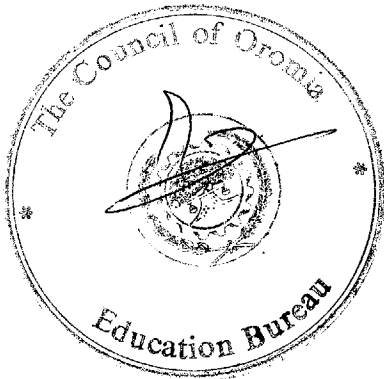
Fitsum Kalayu                              Development Cooperation Offices

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**JICA/SMAPP Project**

Masanobu Ninomiya                      Team Leader / Education Development Planning Expert  
Akiko Kishi                                  Coordinator/Quality Control of Woreda Primary  
Education Development Plan  
Holie Folie                                  Education Specialist / Local Staff Leader



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MINUTES OF MEETING  
BETWEEN  
THE JAPANESE ADVISORY STUDY TEAM  
AND  
THE AUTHORITIES CONCERNED OF  
THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA  
ON  
THE PROJECT ON INCREASING ACCESS TO QUALITY BASIC EDUCATION  
THROUGH DEVELOPING SCHOOL MAPPING  
AND STRENGTHENING MICRO-PLANNING IN OROMIA REGION

The Advisory Study Team (hereinafter referred to as "the Team") for the Project on Increasing Access to Quality Basic Education through Developing School Mapping and Strengthening Micro-Planning in Oromia Region (hereinafter referred to as "SMAPP"), organized by Japan International Cooperation Agency (hereinafter referred to as "JICA"), visited the Federal Democratic Republic of Ethiopia from 11 August to 18 August 2006 and had a series of discussions with the representatives of Oromia Education Bureau (hereinafter referred to as "OEB") and other concerned organizations of the Government of the Federal Democratic Republic of Ethiopia.

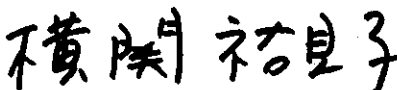
As a result of the discussions, the Team and OEB came to an agreement on several matters relevant to the implementation of the Project, which is referred to in the document attached hereto.

Addis Ababa, Ethiopia  
18 August 2006



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Mr. Dereje Asfaw  
Head  
Oromia Education Bureau  
Oromia National Regional State  
The Federal Democratic Republic of Ethiopia



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Dr. Yumiko Yokozeki  
Leader  
Advisory Study Team  
Japan International Cooperation Agency

## ATTACHMENT

### I. SMAPP

#### 1. Extension of the Project Duration

As discussed in the 4<sup>th</sup> steering committee held on 13 June 2006, both Ethiopian and Japanese sides agreed that the project duration would be extended from the present 26-month period, which is signed in the Scope of Work (S/W) on 17 December 2004, to 28-month duration. SMAPP will continue until 31 July 2007, due to the increase in the number of Woreda and the change of schedule of micro-planning training.

#### 2. Staff Turnover and Transfer

Both sides shared the concern that the staff turnover has been high. It was recommended that the staff members who were trained remain in their posts to maximize the effect of the training. In case of inevitable promotions and transfers, swift replacement, proper handover and notification to the SMAPP team would be appreciated. Knowledge and skills which were obtained from the training should be shared among officers as an institutional memory at Woreda, Zonal and Regional levels.

#### 3. Participation of Zone Education Officers and Woreda Education Officers in Micro-Planning Training

As discussed in the 4<sup>th</sup> steering committee, SMAPP training continuity rate has been improved from 25 % to 67%. OEB confirmed its commitment to further improve this rate. This requires strong monitoring to maintain the progress of micro-planning activities at Woreda and Zonal levels in particular.

#### 4. EMIS

##### 4.1 School Register

Total of 79,000 school registers were printed and to be distributed to Zone offices by the end of August 2006. They would be distributed to schools via Woredas before the school opening by OEB.

##### 4.2 Revision of EMIS Database

Due to new EMIS database introduced by UNESCO Institute of Statistics (UIS), a delay in data entry was observed. OEB promised to complete data entry and verification of the data in SMAPP target zones by the end of August 2006 and other zones by the end of September 2006.

## 5. School Mapping

### 5-1. Sustained Operation and Maintenance of OEdMap

OEB has a plan to sustain the OEdMap in the following manner:

- Training of the taskforce members to start from the beginning of September 2006;
- The focal person for OEdMap management to be assigned before September 2006;
- The schedule for the training for zonal planners and sharing of the OEdMap at the zonal level to be discussed with the SMAPP team.

### 5-2. OEdMap Trial in an Additional Woredas

In addition to all original Woredas in eight zones which completed the mapping exercise, OEdMap trial would be done in four new Woredas in West Arsi zone. This exercise would be carried out in preparation for expansion of OEdMap in other zones by OEB and school mapping taskforce members.

## 6. Micro-Planning

### 6.1 Formulation of Woreda Education Development Plans

After the micro-planning training in October and November 2006, each Woreda is expected to formulate a Woreda Education Development Plan. A framework and contents of the plan will be developed before the training. The training outline is available as agreed on the 4<sup>th</sup> steering committee.

### 6.2 School and Classroom Construction Strategies

In the process of making a Woreda Education Development Plan, each Woreda would produce a School and Classroom Construction Strategy. The Team requested that the construction strategy would be available for the Grant Aid Outline Design Study by the end of February 2007.

### 6.3 Update and Sharing of Data between Oromia Bureau of Finance and Economic Development (BoFED) and OEB

As understood in the 4<sup>th</sup> steering committee, provision of data by BoFED is one of the key elements for sustaining the OEdMap system, both sides agreed that cooperation and information sharing between BoFED and OEB would be regularized.

## 7. Others

### 7.1 Provision of Motorbikes

78 motorbikes were handed over to OEB on 9 June 2006. As of 15 August 2006, 59 motorbikes have been sent to Woreda offices. The remaining 19 motorbikes would be distributed to Woredas by mid September 2006. OEB would monitor the progress of provision and the effective usage of these motorbikes.

## 7.2 Publication of Newsletters

SMAPP newsletters have been regularly published and distributed to various parties, and this exercise will be continued. These newsletters are important tools for public relations and information sharing. In future, the quarterly newsletters will be jointly published with ManaBU project.

## 7.3 Increasing Number of Woredas

The number of Woredas has been increasing in order to improve service delivery and the governance for the community's initiative. OEB is ready to provide training for new Woredas when necessary. However, further increase is not expected.

## II. Programme for Improving Access to Primary Education in Oromia Region

### 1. Framework of the Programme

This programme consists of SMAPP, ManaBU and the Grant Aid for School Construction. It aims at improving access to primary education in Oromia region through synergy among these project components (See ANNEX 1).

### 2. Relationship between the Grant Aid for School Construction and SMAPP

#### 2.1 Providing Basic Information for a Long List of Candidate Schools

SMAPP will provide basic information for a long list of candidate schools with the priorities for the Grant Aid for School Construction.

#### 2.2 Second Phase of Technical Cooperation

OEB requested the second phase of SMAPP/ManaBU in order to synchronize the Grant Aid and Technical Cooperation, as the training of personnel at different levels in terms of planning, management and supervision will contribute to successful implementation of the Grant Aid for School Construction.

### 3. Relationship between ManaBU and SMAPP

#### 3.1 Dissemination of ManaBU guidelines in the micro-planning training

ManaBU guidelines have been revised and are ready for dissemination. It is recommended that these guidelines would be introduced in the micro-planning training to be held in October and November 2006.

#### 3.2 Information sharing and effective communication

ManaBU and SMAPP complement each other in improving access to primary education in Oromia region. The Team recommended that the two projects have regular meetings for sharing information.

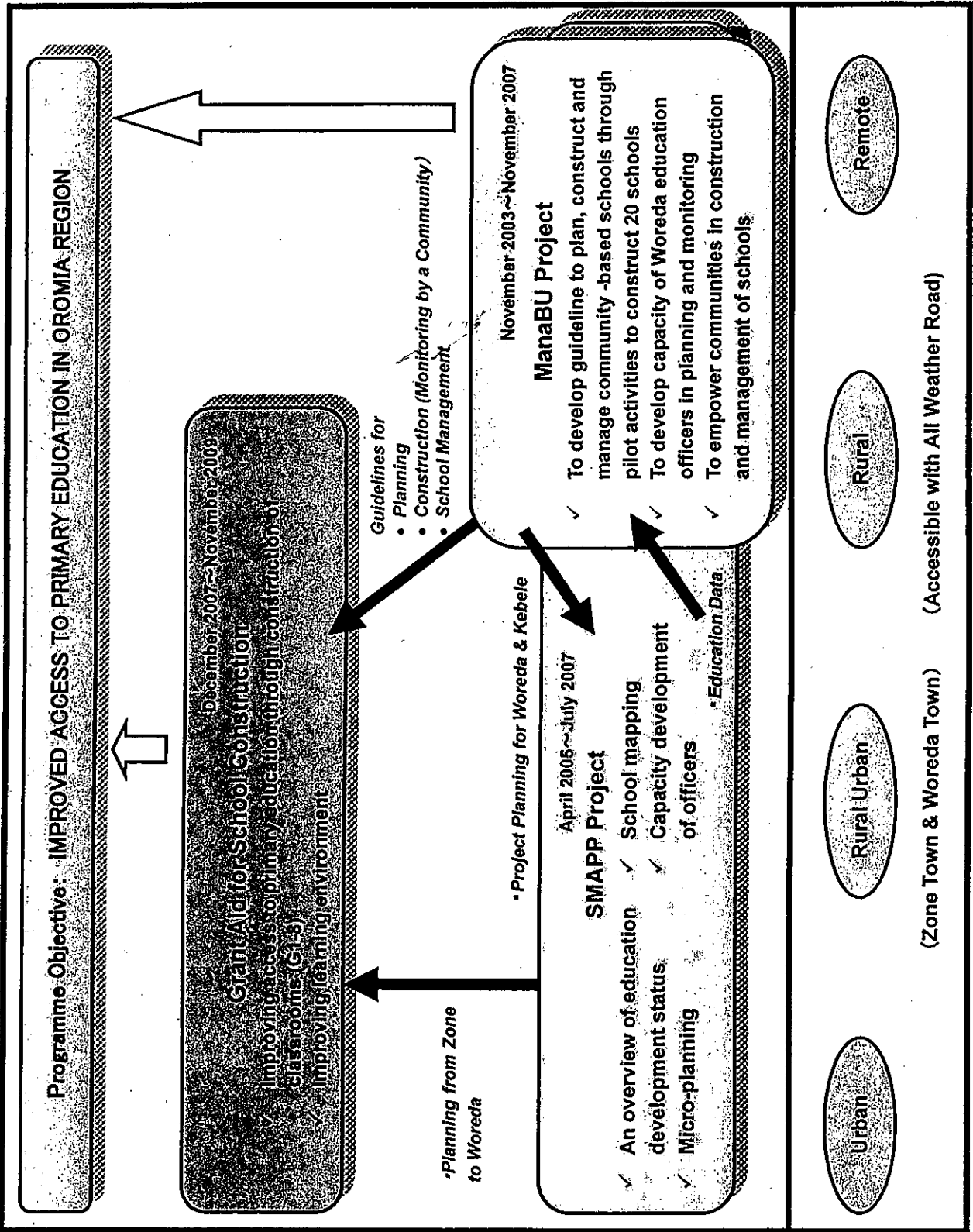
4. Others

The Ministry of Finance and Economic Development (MoFED) requested OEB to make a timely government internal report on the progress of ManaBU and SMAPP projects. The Team agreed with this request. OEB has already started to send a monthly report to MoFED.

ANNEX1 : Programme for Improving Access to Primary Education in Oromia Region



ANNEX1 : PROGRAMME FOR IMPROVING ACCESS TO PRIMARY EDUCATION OROMIA REGION



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Minutes of Meeting of  
the 6<sup>th</sup> Steering Committee Meeting on  
The Project  
on Increasing Access to Quality Basic Education  
through Developing School Mapping and Strengthening Micro-Planning  
in Oromia Region

Addis Ababa, 11<sup>th</sup> March 2007

The Project on Increasing Access to Quality Basic Education through Developing School Mapping and Strengthening Micro-Planning in Oromia Region (hereinafter referred as “the SMAPP Project”) was officially commenced on 12 May 2005 and is being carried out in accordance with the Scope of Work agreed between the former Oromia Education and Capacity Building Bureau (former OECBB) of the Government of Oromia Regional State and Japan International Cooperation Agency (JICA) on 17<sup>th</sup> December 2004.

In accordance with the Scope of Work, the sixth (6<sup>th</sup>) Steering Committee Meeting was held at the meeting hall of JICA Ethiopia Office on 6 March 2007 in order to review the work progress of the SMAPP Project and to discuss and suggest further steps for the JICA Project Team to take as per the Scope of Work. The participants of the meeting are listed as per ANNEX-1. The main issues discussed and agreed in the meeting are presented as below.

(1) Contents and methodologies of the SMAPP Project

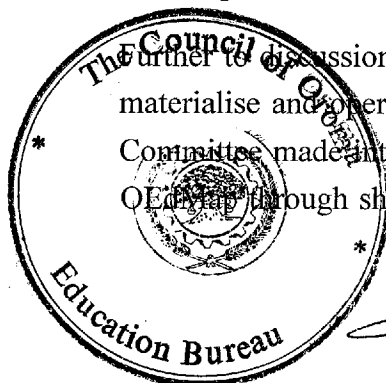
The methodology applied to the SMAPP Project and the work progresses presented were accepted as a whole. The Participants agreed that the SMAPP Project shall progress to the next step as per scheduled.

(2) Emphasis on further OEB’s commitments

It is stressed by OEB, in serious considerations on the project life when the SMAPP Project is nearly reaching to be handed over to OEB, that the Planning Research and Project Department of OEB shall be further encouraged to make stronger commitment from now onwards until the date of completion of SMAPP Project, in terms of further technical transfer and insurance of articulated understandings on OEdMap system and micro-planning exercise.

(3) Operationalization of Woreda Primary Education Development Plan (WPEDP) and OEdMap

Further to discussions made in the last Steering Committee in December 2006 on how to materialise and operationalise the WPEDP with OEdMap, participants in the 6<sup>th</sup> Steering Committee made intensive discussions on the issue of operationalization of WPEDP with OEdMap through sharing views and experiences. It is revealed that the importance of the



issue on operationalisation were well transferred into the respective Zone and Woreda Education Offices, some of which have already taken their own local initiatives and actions to materialise the WPEDP with OEdMap. Those highlighted experiences that were shared in the meeting are presented in ANEXX-2.

(4) Institutionalization of micro-planning exercises assisted by OEdMap

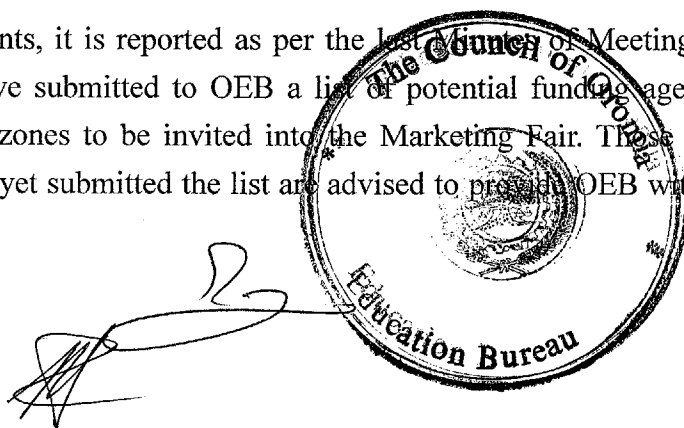
It is fairly discussed that one of important steps for institutionalization of micro-planning exercises assisted by OEdMap includes an issue on how to accommodate such exercises into existing government regular routine works. It is suggested that quarterly and annual review meetings on plan performance, that are organized by OEB with the presence of all the Woreda Education Offices and Zone Education Offices, can be utilized as a venue to conduct periodical monitoring of the WPEDP by use of relevant products of OEdMap. It is also suggested that Zone Administration Quarterly Review Meeting shall be used as a forum to monitor the implementation of WPEDP while Woreda Monthly Review Meeting shall be mobilized to review WPEDP using OEdMap's products. The empirical knowledge expressed by the participants is included in ANEXX-2 in combination with their experiences in operationalization of the WPEDP.

(5) Organization for Marketing Fair

The JICA Project Team explained a tentative programme with proposed date of an intended Marketing Fair that is suggested to be held on 18 and 19 June 2007, in serious consideration on unavailability of Woreda Education officers due to a nation-wide programme of National Census to be conducted from 22 April to 10 June 2007. In response to this explanation, however, participants from the respective Zone Education Offices disclosed the current arrangements on a time frame for National Examinations. The Examinations are scheduled to be conducted for the period (i) from 13 to 15 June 2007 for Grade 8; (ii) from 20 to 23 June 2007 for Grade 10 and (iii) from 23 to 27 June 2007 for Grade 12. In this discussion, it is also confirmed that the present academic year of 1999 E.C. shall be ended as per the schedule on 7 July 2007.

In considerations of the above two national programmes as well as academic year, it is agreed that OEB and the JICA Project Team are advised to discuss on feasibility to hold the Marketing Fair.

In parallel with time arrangements, it is reported as per the last Council of Meeting that two Zone Education offices have submitted to OEB a list of potential funding agencies available within the respective zones to be invited into the Marketing Fair. Those Zone Education Offices that have not yet submitted the list are advised to provide OEB with the list.



A handwritten signature in black ink is written over a circular official stamp. The stamp features a central emblem and the text "The Council of Grades" at the top and "Education Bureau" at the bottom.



(6) Sharing the current state of art on budgetary support to the Woreda

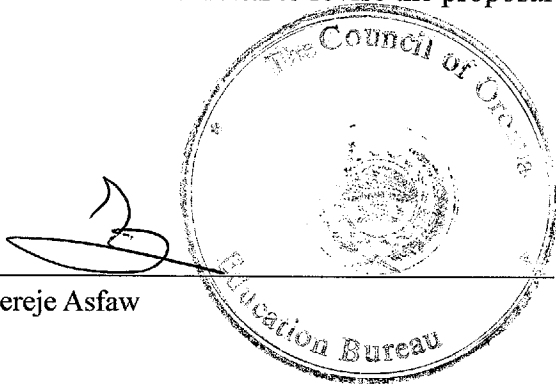
The Ministry of Finance and Economic Development (MoFED) disclosed that the first disbursement of the Protection of Basic Services (PBS), one of the forms of budgetary support, was made. OEB expressed that OEB would like to first confirm its disbursement and to further consult the matters with relevant authorities of MoFED, MoE and BoFED in order to inquire any possibilities to allocate those budgets into education sector in reference with WPEDP

(7) Expansion of technical support on micro-planning and school mapping

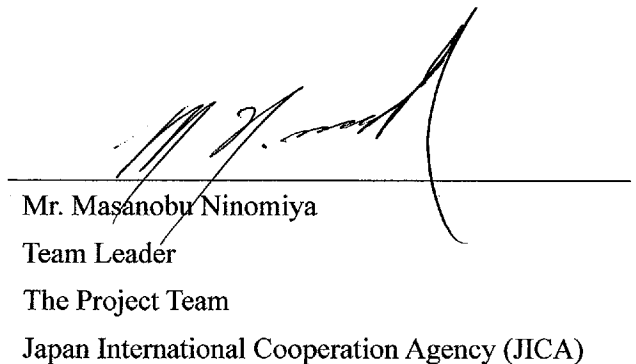
In reference with the previous Minutes of Meeting, the Ministry of Education (MoE) made further suggestions that Oromia experiences in micro-planning assisted by OEdMap shall be extended to other regions. In this line, it is disclosed that the first consultative session between JICA and MoE is scheduled to be held on 7 March 2007 to further discuss the matter concerned based on presentations of ManaBU Project and SMAPP Project.

(8) Presentation of OEB's internal discussion on a future technical cooperation

In relation with an official request made by OEB addressed to the Government of Japan concerning further technical cooperation to be sought, OEB presented its internal discussion paper that is said to refine the previous official document in terms of long-term, mid-term goals, project purposes and expected outcomes. In line with this, the internal discussion paper prepared by OEB was submitted to JICA Ethiopia Office and agreed for further discussion to revise the proposal for technical cooperation.



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Oromia National Regional State  
The Federal Democratic Republic of Ethiopia



Mr. Masanobu Ninomiya  
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**List of Participants****Oromia Education Bureau**

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Kuyu Ketema Zone Education Head

**West Shewa Zone Education Office**

Dengia Etea Zone Education Head

**South West Shewa Zone Education Office**

Nega Moroda Zone Education Head

**West Harerge Zone Education Office**

Mulugeta Chala Zone Education Head

**JICA Ethiopia Office**

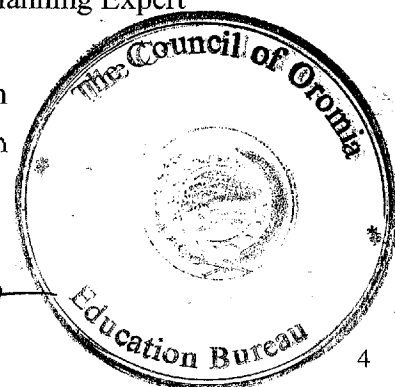
Yumiko Yamakawa Project Formulation Advisor in Education Sector

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Masahiko Taniguchi Expert in Geographic Information System  
Akiko Kishi Coordinator/Quality Control of WPEDP  
Holie Folie Education Specialist / Local Staff Leader  
Girma Urgeacha Assistant GIS Expert



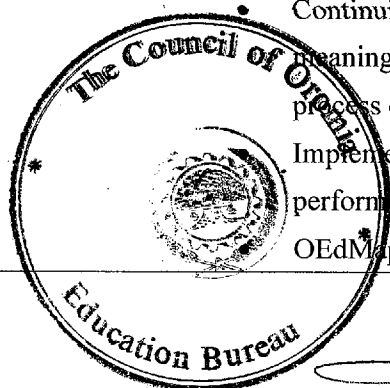
## Summary of Experiences in Use of WPEDP and OEdMap

### (1) Experiences in Operationalisation of WPEDP and OEdMap

| Name of Zone | Summary of Experiences   |
|--------------|--|
| West Harerge | <p>Potential Fund: Fund pledged by Oromia Pastoralist Commission for construction of 34 schools in West Harerge</p> <p>Use of WPEDP: Basic Reference</p> <p>Use of OEdMap: Identification of locations of 34 schools by using OEdMap maps</p>  |
| West Showa   | <p>Potential Fund: Fund to be collected through Special Millennium Campaign through which at least one school is to be constructed in those Kebele without schools</p> <p>Use of WPEDP: Basis reference shown in Zone Exhibition at Ambo</p> <p>Use of OEdMap: Identification of those Kebele without schools</p>  |
| North Showa  | <p>Potential Fund: Financial resources of one local NGO (ODA) and one International NGO (Menshen for Menshen)</p> <p>Use of WPEDP: Basic reference for identification of the potential woredas and preparation of their project proposals advised by ZEO</p> <p>Use of OEdMap: Identification of target sites or schools for their decisions (Wuchale and Jida Woredas for local NGO in preliminary study)</p> |
| East Showa   | <p>Potential Fund: Financial resources of NGOs working in the zone for construction of 90 schools</p> <p>Use of WPEDP: Basic reference for partnership programme with NGOs</p> <p>Use of OEdMap: Identification of location for those schools</p>  |

### (2) Experiences in Institutionalisation of WPEDP with OEdMap

| Name of Zone | Summary of Experiences   |
|--------------|--|
| South West   | <ul style="list-style-type: none"> <li>• Incorporation of implementation and monitoring into check list used for supervision conducted by Zone education office</li> <li>• Continuity of consultative meetings in woreda administration office based on meaningful discussions among woreda officials in an official appraising process of the draft WPEDP for cabinet approval</li> <li>• Implementation of WPEDP is officially internalized as one of tasks to be performed by Woreda Administration</li> <li>• OEdMap maps were used to monitor and evaluate a school construction</li> </ul> |



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project in Goro Woreda in order to justify its need and relevance

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|------------|---|
| West Showa | <ul style="list-style-type: none"><li>• An official letter signed by Zone Administrator was issued with a carbon copy to OEB in order to request each Woreda office to establish WPEDP Plan Implementation Committee at each woreda.</li><li>• Woreda Administrator was elected as a chairperson for WPEDP Plan Implementation Committee while WEO Head as Secretary.</li></ul> |
| Each Zone  | <ul style="list-style-type: none"><li>• Zone Education Office uses Quarterly Review Meeting to monitor the implementation of the WPEDP</li></ul>  |
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(3) Others

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| Name of Zone | Summary of Experiences  |
|--------------|---|
| South West   | <ul style="list-style-type: none"><li>• Motorbikes provided by JICA are proof to help WEO conduct supervision of the implementation of WPEDP with OEdMap.</li></ul> |

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