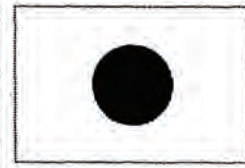




REPUBLIC OF KENYA  
JAPAN INTERNATIONAL  
COOPERATION AGENCY (JICA)



**MINISTRY OF ROADS AND PUBLIC WORKS**

**SPECIALIZED ROAD MAINTENANCE MANAGEMENT UNIT**

**FINANCED BY THE GOVERNMENT OF JAPAN THROUGH  
JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)**

**RECORD OF DISCUSSIONS**

**DECEMBER, 2005**

Chief Engineer  
Ministry of Roads and Public Works  
P.O.Box 30260  
NAIROBI

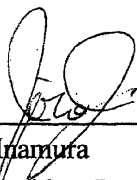
Permanent Secretary  
Ministry of Roads and Public Works  
P.O.Box 30260  
NAIROBI

**RECORD OF DISCUSSIONS**  
**BETWEEN JAPAN INTERNATIONAL COOPERATION AGENCY AND**  
**AUTHORITIES CONCERNED OF THE GOVERNMENT OF**  
**THE REPUBLIC OF KENYA**  
**ON JAPANESE TECHNICAL COOPERATION**  
**FOR THE SPECIALIZED ROAD MAINTENANCE MANAGEMENT UNIT IN**  
**KENYA PROJECT**

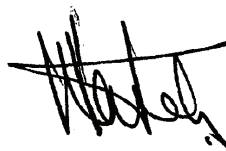
The Japan International Cooperation Agency (hereinafter referred to as "JICA"), through its Resident Representative of JICA Kenya Office, exchanged the views and had a series of discussions with the Kenyan authorities concerned with respect to desirable measures to be taken by JICA and the Government of the Republic of Kenya for the successful implementation of the above-mentioned Project.

As a result of the discussions, and in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and the Government of the Republic of Kenya, signed in Nairobi on April 29, 2004 (hereinafter referred to as "the Agreement"), the Resident Representative of JICA Kenya Office and the Kenyan authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

Nairobi, 8th December, 2005

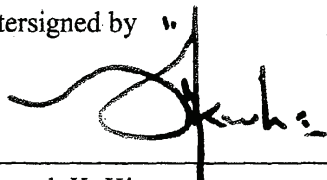


Mr. Jiro Inamura  
Deputy Resident Representative  
Kenya Office  
Japan International Cooperation Agency

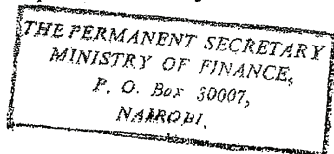


Amb.(Eng.) Mohamed M. Mahamud, CBS  
Permanent Secretary  
Ministry of Roads and Public Works  
The Republic of Kenya

Countersigned by "



Mr. Joseph K. Kinyua  
Permanent Secretary  
Ministry of Finance  
The Republic of Kenya



## THE ATTACHED DOCUMENT

### I. COOPERATION BETWEEN JICA AND THE GOVERNMENT OF THE REPUBLIC OF KENYA

1. The Government of the Republic of Kenya will implement the Specialized Road Maintenance Management Unit in Kenya Project (hereinafter referred to as "the Project") in cooperation with JICA.
2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

### II. MEASURES TO BE TAKEN BY JICA

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

#### 1. DISPATCH OF JAPANESE EXPERTS

JICA will provide the services of the Japanese experts as listed in Annex II. The provision of Article V of the Agreement will be applied to the above-mentioned experts.

#### 2. PROVISION OF MACHINERY AND EQUIPMENT

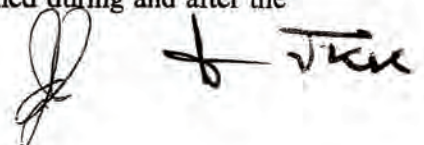
JICA will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The provision of Article VII of the Agreement will be applied to the Equipment.

#### 3. TRAINING OF KENYAN PERSONNEL IN JAPAN

JICA will receive the Kenyan personnel connected with the Project for technical training in Japan or any other third countries.

### III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF THE REPUBLIC OF KENYA

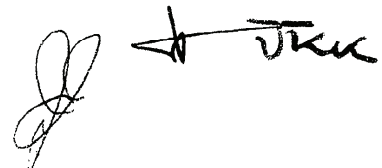
1. The Government of the Republic of Kenya will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the





period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, beneficiary groups and institutions.

2. The Government of the Republic of Kenya will take necessary measures to ensure that the technologies and knowledge acquired by the Kenyan nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of the Republic of Kenya.
3. In accordance with the provisions of Article V of the Agreement, the Government of the Republic of Kenya will grant in Kenyan privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families.
4. In accordance with the provisions of Article VII of the Agreement, the Government of the Republic of Kenya will take the measures necessary to receive and use the Equipment provided by JICA under II-2 above and equipment, machinery and materials carried in by the Japanese experts referred to in II-1 above.
5. The Government of the Republic of Kenya will take necessary measures to ensure that the knowledge and experience acquired by the Kenyan personnel from technical training in Japan or any other third countries will be utilized effectively in the implementation of the Project.
6. In accordance with the provision of Article V of the Agreement, the Government of the Republic of Kenya will provide the services of Kenyan counterpart personnel and administrative personnel as listed in Annex IV.
7. In accordance with the provision of Article V of the Agreement, the Government of the Republic of Kenya will provide the buildings and facilities as listed in Annex V.
8. In accordance with the laws and regulations in force in the Republic of Kenya, the Government of the Republic of Kenya will take necessary measures to supply or replace at its own expense machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided by JICA under II-2 above.
9. In accordance with the laws and regulations in force in the Republic of Kenya, the Government of the Republic of Kenya will take necessary measures to meet the running expenses necessary for the implementation of the Project.

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#### IV. ADMINISTRATION OF THE PROJECT

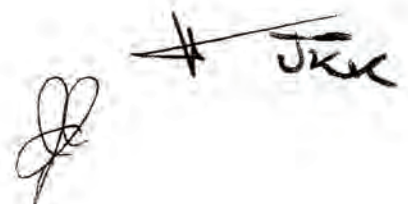
1. The Chief Engineer (Roads) of Ministry of Roads and Public Works, as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. The Principal Superintending Engineer (Maintenance) of Ministry of Roads and Public Works, as the Project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Technical Advisor will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
4. The Japanese experts will give necessary technical guidance and advice to Kenyan counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, a Joint Steering Committee will be established whose functions and composition are described in Annex VI.

#### V. JOINT EVALUATION

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

#### VI. CLAIMS AGAINST JAPANESE EXPERTS

In accordance with the provision of Article VI of the Agreement, the Government of the Republic of Kenya undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in the Republic of Kenya except for those arising from the willful misconduct or gross negligence of the Japanese experts.

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## VII. MUTUAL CONSULTATION

There will be mutual consultation between JICA and the Government of the Republic of Kenya on any major issues arising from, or in connection with this Attached Document.

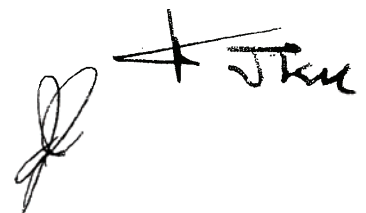
## VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among the people of the Republic of Kenya, the Government of the Republic of Kenya will take appropriate measures to make the Project widely known to the people of the Republic of Kenya.

## IX. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be three years from 9th December, 2005.

ANNEX I	MASTER PLAN
ANNEX II	LIST OF JAPANESE EXPERTS
ANNEX III	LIST OF MACHINERY AND EQUIPMENT
ANNEX IV	LIST OF KENYAN COUNTERPART AND ADMINISTRATIVE PERSONNEL
ANNEX V	LIST OF BUILDINGS AND FACILITIES
ANNEX VI	JOINT STEERING COMMITTEES
ANNEX VII	PROJECT DESIGN MATRIX (PDM)
ANNEX VIII	TENTATIVE PLAN OF OPERATIONS

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## ANNEX I

### MASTER PLAN

#### 1. Overall Goal:

To achieve self-sustainable maintenance in the whole country especially on paved roads.

#### 2. Project Purpose:

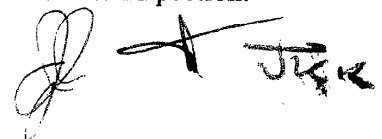
Efficient and effective road maintenance management system is established through planning and implementation of appropriate road maintenance works and improvement of pavement repair techniques.

#### 3. Project Outputs:

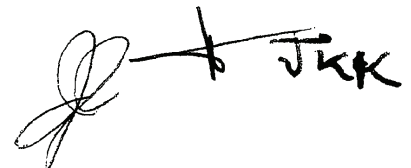
1. Roads Department strengthens their organizational structure for road maintenance management.
2. Roads Department is strengthened through the enhancement of capacity for making road maintenance workplans and seeking adequate budgetary allocation for road maintenance.
3. Road maintenance works based on the road maintenance manual are adequately conducted.
4. Technical level of road maintenance works by Roads Department is improved and high level of road maintenance management is attained.

#### 4. Project Activities

1. Establish the organization and activities on the road maintenance management adopting the preventive management.
  - 1.1 Establish the specialized road maintenance management unit.
  - 1.2 Introduce Kenyans to the Japanese road administration including the preventive maintenance management and enhance the capacity of the management as the road administrative officer.
  - 1.3 Advise and recommend on the organization and policy of the road maintenance management.
2. Advise and recommend on the plan for the rational road maintenance management in Nairobi city.
  - 2.1 Monitor and evaluate the current road conditions through the daily and periodical inspection.
  - 2.2 Prepare the road management document with record of the inspections, proposed repairs and prioritization of the works.
  - 2.3 Decide the appropriate road maintenance method and cost based on the inspection.



- 2.4 Draw out the short and long term road maintenance workplans based on the road maintenance document.
- 2.5 Prepare the budget based on the road maintenance workplans.
3. Advise and recommend on the utilization of the road maintenance manual.
  - 3.1 Hold the workshop and training on the road maintenance manual.
  - 3.2 Practice on the job training of the road maintenance works for the staff of the specialized road maintenance management unit and the road maintenance units.
  - 3.3 Revise the road maintenance manual according to the needs.
4. Improve pavement repair techniques
  - 4.1 Hold the workshop and training on the pavement repair techniques.
  - 4.2 Practice on the job training of pavement repair techniques for the staff of the specialized road maintenance management unit and the road maintenance units.
  - 4.3 Analyze the cause of damage and decide the appropriate road repair method

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## ANNEX II

### LIST OF JAPANESE EXPERTS

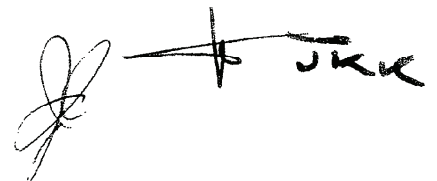
1. Long-term experts: 1 person

- (1) Road Maintenance Management Advisor : 3 years

2. Short-term experts

Short-term experts will be dispatched when the necessity arises for the smooth implementation of the Project.

- (1) Expert on Pavement Repair Technology : approximately 9 months
- (2) Expert on Road Administration (Seminar Lecturer) : approximately 0.5 month/time \* 2 times
- (3) Expert on Preventive Management (Seminar Lecturer) : approximately 0.5 month/time \* 2 times
- (4) Expert on Pavement Technology (Seminar Lecturer) : approximately 0.5 month/time \* 2 times

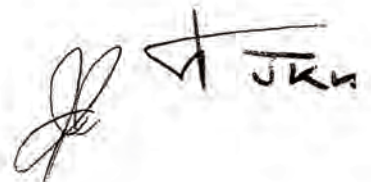
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## ANNEX III

### LIST OF MACHINERY AND EQUIPMENT

The following equipment necessary for the implementation of the Project will be provided by the Government of Japan within budgetary limitations.

1. Repair of the one existing asphalt mixer

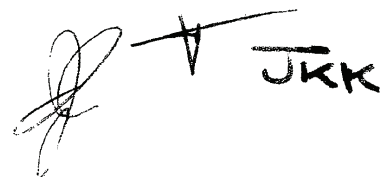
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## ANNEX IV

### LIST OF KENYAN COUNTERPART AND ADMINISTRATIVE PERSONNEL

For the effective and successful implementation of the Project, following counterparts will be assigned.

1. Project Director:  
The Chief Engineer (Roads) of Ministry of Roads and Public Works
2. Project Manager:  
The Principal Superintending Engineer (Maintenance) of Ministry of Roads and Public Works
3. Counterpart Staff:  
Staff of Specialized Road Maintenance Management Units
4. Supporting Staff
  - (1) Administrative Staff
  - (2) Secretaries
  - (3) Drivers

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## ANNEX V

## LIST OF BUILDINGS AND FACILITIES

1. Office space for project head office in Roads Department headquarters
2. Electricity, telephone and water supply
3. Training facilities in Ministry of Roads and Public Works
4. Material and tool for pavement repair
5. Vehicles
6. Budget for participation in seminar and workshop

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## ANNEX VI

### JOINT STEERING COMMITTEE

#### 1. Function

For the effective and successful implementation of the Project, the Joint Steering Committee will be established to make decisions relevant to the Project. The Joint Steering Committee will meet when necessary and at least once a year in order to fulfill the following functions:

- (1) To formulate annual work plan of the Project based on the Plan of Operations
- (2) To review the results of the annual work plan and the progress of the Project
- (3) To exchange views and ideas on major issues those arise during the implementation period of the Project

#### 2. Committee members

The committee will be composed of the chair and the members. The rules and guidelines for the management of the committee will be determined at the initial stage of the Project. The possible composition might be as follows:

##### 2.1 Chairperson:

Permanent Secretary, Ministry of Roads and Public Works

##### 2.2 Members:

###### (1) Kenyan Side:

Desk Officer responsible for JICA, Ministry of Finance

Chief Engineer (Roads) as Project Director

Principal Superintending Engineer (Maintenance) as Project Manager

Chief Superintending Engineer (Trunk Roads)

Chief Superintending Engineer (Feeder Roads)

Provincial Roads Engineer (Nairobi)

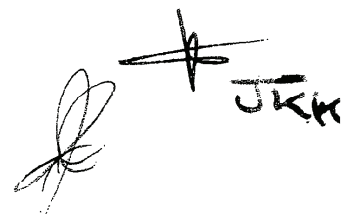
Other relevant personnel accepted by Chairperson, if necessary

###### (2) Japanese Side:

Expert(s)

Resident Representative of Kenya Office, JICA

Other member(s) accepted by Chairperson, if necessary

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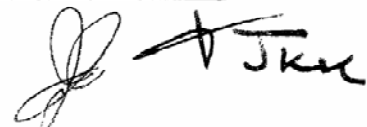
## ANNEX VII

## PROJECT DESIGN MATRIX (PDM)

Project Name: "Specialized Road Maintenance Management Unit"  
 Duration: JFY2005 to JFY 2008  
 Target Region: Kenya, East Africa  
 Implementing Agency: Roads Department, Ministry of Roads and Public Works  
 Project Site: Nairobi, Kenya

Narrative Summary	Objectively Verifiable Indicators	Means Verification	Important Assumptions
<u>Overall Goal</u> To achieve self-sustainable maintenance in the whole country especially on paved roads.	<ul style="list-style-type: none"> <li>Number of road damage</li> <li>Number of accident caused by road condition</li> </ul>	<ul style="list-style-type: none"> <li>Annual report of MoRPW</li> </ul>	
<u>Project Purpose</u> Efficient and effective road maintenance management system is established through planning and implementation of appropriate road maintenance works and improvement of pavement repair techniques.	<ul style="list-style-type: none"> <li>Situation of specialized road maintenance management unit</li> <li>Situation of drawing out road maintenance workplans and the amount of budget for road maintenance management</li> <li>Situation of utilization of road maintenance manual</li> <li>Condition of the repairment</li> </ul>	<ul style="list-style-type: none"> <li>Project report</li> <li>Annual report of MoRPW</li> </ul>	<ul style="list-style-type: none"> <li>Government policy on road sector remains consistent</li> </ul>
<u>Output 1</u> Roads Department strengthens their organizational structure for road maintenance management.	<ul style="list-style-type: none"> <li>Number of staff in the specialized road maintenance management unit</li> <li>Number of seminar and participants</li> <li>Number of advice on the organization and policy of the road maintenance management</li> </ul>	<ul style="list-style-type: none"> <li>Project report</li> <li>Annual report of MoRPW</li> </ul>	<ul style="list-style-type: none"> <li>Government role for road maintenance remains unchanged</li> </ul>
<u>Output 2</u> Roads Department is strengthened through the enhancement of capacity for making road maintenance workplans and seeking adequate budgetary allocation for road maintenance.	<ul style="list-style-type: none"> <li>Frequency of inspection</li> <li>Length of the data base on the road management document</li> <li>Situation of maintenance method and cost</li> <li>Situation of maintenance planning</li> <li>The amount of budget for road maintenance management</li> </ul>	<ul style="list-style-type: none"> <li>Project report</li> <li>Annual report of MoRPW</li> </ul>	<ul style="list-style-type: none"> <li>Budget level for road maintenance are unchanged</li> </ul>
<u>Output 3</u> Road maintenance works based on the road maintenance manual are adequately conducted.	<ul style="list-style-type: none"> <li>Number of workshop and participants</li> <li>Number of staff acquired the techniques</li> <li>Situation of revision of road maintenance manual</li> </ul>	<ul style="list-style-type: none"> <li>Project report</li> <li>Workshop report</li> </ul>	<ul style="list-style-type: none"> <li>Personnel trained under the project are retained by Roads Department</li> </ul>
<u>Output 4</u> Technical level of road maintenance works by Roads Department is improved and high level of road maintenance management is attained.	<ul style="list-style-type: none"> <li>Number of workshop and participants</li> <li>Number of staff acquired the techniques</li> <li>Situation of repair</li> </ul>	<ul style="list-style-type: none"> <li>Project report</li> <li>Workshop report</li> </ul>	<ul style="list-style-type: none"> <li>Personnel trained under the project are retained by Roads Department</li> </ul>

Activities	Inputs	Inputs are secured and availed timely
<p>1. <u>Establish the organization and activities on the road maintenance management adopting the preventive management.</u></p> <p>1.1 Establish the specialized road maintenance management unit.</p> <p>1.2 Introduce Kenyans to the Japanese road administration including the preventive maintenance management and enhance the capacity of the management as the road administrative officer.</p> <p>1.3 Advise and recommend on the organization and policy of the road maintenance management.</p> <p>2. <u>Advise and recommend on the plan for the rational road maintenance management in Nairobi city.</u></p> <p>2.1 Monitor and evaluate the current road conditions through the daily and periodical inspection.</p> <p>2.2 Prepare the road management document with record of the inspection, proposed repairs and prioritization of the works.</p> <p>2.3 Decide the appropriate road maintenance method and cost based on the inspection.</p> <p>2.4 Draw out the short and long term road maintenance workplans based on the road maintenance document.</p> <p>2.5 Prepare the budget based on the road maintenance workplans.</p> <p>3. <u>Advise and recommend on the utilization of the road maintenance manual.</u></p> <p>3.1 Hold the workshop and training on the road maintenance manual.</p> <p>3.2 Practice on the job training of the road maintenance works for the staff of the specialized road maintenance management unit and the road maintenance units.</p> <p>3.3 Revise the road maintenance manual according to the needs.</p> <p>4. <u>Improve pavement repair techniques.</u></p> <p>4.1 Hold the workshop and training on the pavement repair techniques.</p> <p>4.2 Practice on the job training of pavement repair techniques for the staff of the specialized road maintenance management unit and the road maintenance units.</p> <p>4.3 Analyze the cause of damage and decide the appropriate road repair method.</p>	<p><b>Japanese Side</b></p> <ul style="list-style-type: none"> <li>Long-term expert (s)</li> <li>Short-term expert (s)</li> <li>Training budget</li> <li>Equipment</li> <li>Evaluation</li> </ul> <p><b>Kenyan Side</b></p> <ul style="list-style-type: none"> <li>Counterpart personnel</li> <li>Office facilities, materials and equipment</li> <li>Recurrent budget</li> </ul>	<p><b>Pre-conditions</b></p> <ul style="list-style-type: none"> <li>Road Department keeps the capability to implement the project</li> </ul>



## ANNEX VIII

## TENTATIVE PLAN OF OPERATIONS

Term of Cooperation : From 9th December 2005 up to 8th December 2008 ( 3 years )

Annex 1: Summary of Activities and Results (2005-2008)													
	2005			2006			2007			2008			
	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Input from Japanese side													
Long term expert on Road Maintenance Management	●	—	—	—	—	—	—	—	—	—	—	—	●
Short term expert on Pavement Repair Technology	●	●	●	—	●	—	—	●	—	—	—	—	—
Short term expert on Road Administration (Seminar lecturer)							●●	●					●●
Short term expert on Preventive Management (Seminar lecturer)							●●	●					●●
Short term expert on Pavement Technology (Seminar lecturer)							●●	●					●●
Technical training in Japan or any other third countries				●●				●●			●●		
Activities													
1. Establish the organization and activities on the road maintenance management													
Capacity building of road administration	●	—	—	—	—	—	—	—	—	—	—	—	●
2. Advise and recommend on the organization and policy of the road maintenance													
Make up the road management document, road maintenance workplans, etc.	●	—	—	—	—	—	—	—	—	—	—	—	●
3. Advise and recommend on the utilization of the road maintenance manual													
OJT of the road maintenance works	●	—	—	—	—	—	—	—	—	—	—	—	●
Hold the workshop on the road maintenance works		★		★★★★				★★★					
4. Improve pavement repair techniques													
OJT of pavement repair techniques		●	●	—	●	—	—	●	—	—	—	—	
Hold the workshop on pavement repair techniques		★		★★★★				★★★					
Hold the road maintenance management seminar							★						★
Repair the existing asphalt mixer				★									