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3. マラウイ国新聞記事「Finding alternative energy sources」
(2007年2月9日付) 『Malawi News 紙』
4. R/D

付属資料

1. 協議議事録 (Minutes of Meeting)


**MINUTES OF MEETINGS
BETWEEN
THE JAPANESE PREPARATORY STUDY TEAM AND
AUTHORITIES CONCERNED OF
THE GOVERNMENT OF THE REPUBLIC OF MALAWI
ON
JAPANESE TECHNICAL COOPERATION FOR
THE PROJECT FOR COMMUNITY VITALIZATION AND AFFORESTATION
IN MIDDLE SHIRE**

In response to the request of the Government of the Republic of Malawi (hereinafter referred to as "the GOM"), the Preparatory Study Team (hereinafter referred to as "the Team") headed by Mr. KYOJI MIZUTANI was sent to the Republic of Malawi by the Japan International Cooperation Agency (hereinafter referred to as "JICA"), the official agency responsible for the implementation of the technical cooperation project, from 18 February to 4 March, 2007.

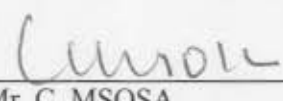
The Team held a series of discussions and exchanged views in relation to the implementation of the Project for Community Vitalization and Afforestation in Middle Shire (hereinafter referred to as "the Project") with representatives of the Ministry of Energy, Mines and Natural Resources, the Ministry of Agriculture and Food Security, the Ministry of Women and Child Development and other relevant organizations. The list of participants in the series of meetings is attached as APPENDIX 1.

As a result of the discussions and field surveys, the Team and the Malawian authorities concerned agreed to the matters referred to in the document attached hereto.

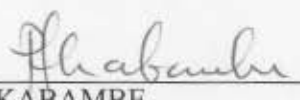
Lilongwe, MARCH 2nd, 2007



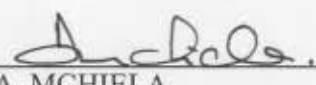
Mr. K. MIZUTANI
*Leader of Preparatory Study Team
Japan International Cooperation Agency
Japan*



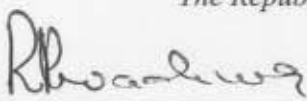
Mr. C. MSOSA
*Principal Secretary for
Ministry of Energy, Mines and Natural
Resources
The Republic of Malawi*



Mr. P. KABAMBE
*Principal Secretary for
Ministry of Agriculture and Food Security
The Republic of Malawi*



Ms. A. MCHIELA
*Principal Secretary for
Ministry of Women and Child
Development
The Republic of Malawi*



Mr. R. MWADIWA
*Secretary to the Treasury
Ministry of Finance
The Republic of Malawi*

THE ATTACHED DOCUMENT

I. BACKGROUND

The Middle Shire area is adjacent to Blantyre, the largest commercial city in the country, thus has provided the city with firewood and charcoal as most common sources of domestic energy. As the local population has exploited forest resources, customary land has been deteriorated to a great extent. It resulted in soil erosion and a huge amount of silt deposited in the dams along Shire River, thus narrowed the capacity of power generation and urban water supply for the area.

To find a solution to this exigent problem, "the Pilot Study on Community Vitalization and Afforestation in Middle Shire" (hereinafter referred to as "the Pilot Study"), supported by JICA, was conducted from the year 2002 to 2005. The Pilot Study had verified the effectiveness of a pilot model coupling afforestation and income generating activities for the sustainable forest resource management.

The GOM requested further cooperation to the Government of Japan (hereinafter referred to as "the GOJ") to extend the pilot model to neighboring villages in the Middle Shire area. Both governments agreed upon the implementation of the Project. In response to above request, JICA has dispatched the Team to examine the relevance of the Project.

II. JUSTIFICATION

The implementation of the Project is justified as follows:

A. Consistency with the national policies of Malawi

The Project is consistent with *Malawi Growth and Development Strategy*, the medium-term development strategy of the GOM, which stresses the importance of realizing sustainable use and management of forest resources to achieve its goals.

National Forest Policy of Malawi stresses the importance of local communities' participation in forest protection and management.

B. Importance of forest resource management in the Middle Shire area

The project aims to contribute to the sustainable forest resource management in the Middle Shire area. There is a significant need to address the degradation of forest resources in the Middle Shire area. Together with the soil erosion on farm land in the area, the degradation causes serious siltation in streams and rivers, thus affects on the functions of dams in the area, which are the sources of power and water supply to Blantyre, the largest commercial city in the country.

C. Improvement of the quality of life in rural communities

The Project aims to improve the quality of life in the rural communities in order to reduce degenerative impacts on the environment that often accompanies poverty.

D. JICA's experiences of similar projects

The Project can make use of JICA's past experiences. JICA has the experiences of similar

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projects in various countries, which integrate tree growing and other productive activities, including the Pilot Study.

E. Expected impact of the Project

The impacts of the Project could be high. The Team observed that the Pilot Study had enhanced tree growing and other productive activities. It is expected that the impacts could be more significant by expanding the target area and by improving the extension approach.

III. PROJECT APPROACH

The Project will take following approaches;

A. Integration of tree growing and other productive activities

The Project will promote both tree growing and other productive activities to realize sustainable forest resource management and improvement of the quality of life of the target villagers. The integration of these activities was proved to be effective by the Pilot Study.

B. Training-based extension

The Project will take a training-based approach to enhance the effectiveness of extension. The Project will offer all villagers in target villages equal opportunities of participation in trainings on tree growing and other productive activities according to their needs.

C. Follow-up assistance for the villagers after trainings

The Project will consider further assistance to the villagers for the activities they select, based on their initiatives and commitments.

D. Selection of target villages

The Project will conduct a survey to select target villages at the initial stage. The criteria of the selection include the needs of tree growing in each village (e.g. location and topographical features) and the size of land which each village and its villagers can allocate for tree growing.

The Project will start with around ten target villages and the target villages will be increased every year in principle.

E. Capacity building of project members

The Project will strengthen the capacity of the project members through on-the-job training (OJT) and prepare guidelines for the extension approach. The project members are expected to continue their efforts to enhance villagers' initiatives.

F. Consideration to sustainability

The implementation cost of the Project will be minimized. The Project will mobilize locally available resources and will not supply things which may exceed the managerial capacity of the villagers.

IV. FRAMEWORK OF THE PROJECT

The framework of the Project stated below is the outcome of the Preparatory Study and should be treated as a draft, which needs to be modified and finalized after further discussions between the GOM and the JICA Malawi Office prior to signing of the official document entitled the "Record of Discussions (hereinafter referred to as "R/D")". A draft R/D is also attached as APPENDIX 2 of this document.

A. Title of the Project

The Project for Community Vitalization and Afforestation in Middle Shire

B. Duration of Cooperation

The Team will recommend to the JICA Headquarters the duration of cooperation to be five (5) years to secure the time for observing tree growing and the continuity of villagers' initiatives.

C. Project Area

Villages in the Middle Shire area to be selected at the initial stage of the Project

D. Project Design Matrix

The Team and Malawian side agreed upon the overall goal, project purpose, outputs, activities, and inputs as described in a draft Project Design Matrix (hereinafter referred to as "PDM") which is attached as APPENDIX 3.

The draft PDM will be finalized between the GOM and the JICA Malawi Office before the signing of the R/D.

PDM is to be flexibly revised according to the progress of the Project upon discussions and agreement between the GOM and JICA.

E. Plan of Operations

As a tentative schedule of the Project, a draft Plan of Operations (hereinafter referred to as "PO") is attached as APPENDIX 4.

V. OPERATIONAL STRUCTURE OF THE PROJECT

A. Executing organization

Both sides agreed that the Department of Forestry in the Ministry of Energy, Mines and Natural Resources will be the executing organization of the Project.

B. Project team

For the implementation of the project, both sides agreed to form a Project Team which is composed of Japanese experts and Malawian counterparts. The Ministry of Energy, Mines and

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Natural Resources promised to assign suitable counterpart personnel for the Project Team through the Regional Forestry Office for South, before the Project is commenced.

The Malawian counterpart personnel include a Project Director, a Project Manager and other staff. The Project Director will consult and supervise the implementation of the Project at regional level. The Project Manager will lead the implementation of the Project and work with the Japanese chief advisor in full time. Other staff will be assigned to work with the Japanese experts.

Also both sides agreed on the establishment of a Project Implementation Unit (PIU) with which the Project Team will implement the Project. The PIU will include forest extension officers, agricultural extension officers and community development assistants. Composition and details of the PIU will be decided at the initial stage of the Project.

C. Supervision and Coordination structure


For the supervision and coordination among relevant stakeholders to smoothly implement the Project, both sides agreed upon the need for establishing a Joint Coordinating Committee (hereinafter referred to as "the JCC") as the highest decision making entity concerning the Project. The JCC will be chaired by the Director of Forestry. The JCC meeting will be held at least once a year and whenever the necessity arises. The JCC will, if necessary, recommend the modification of the PDM to the GOM and JICA.

Both sides also agreed upon the need for establishing a Steering Committee which is responsible for technical consultation, coordination among the stakeholders at regional level and necessary arrangement for the smooth implementation of the Project. The Steering Committee will be chaired by the Project Director. The Steering Committee meeting will be held once a month and whenever the necessity arises.

Other members for each committee are as follows:

1. Joint Coordinating Committee

- a) Director of Forestry, the Ministry of Energy, Mines and Natural Resources
- b) Director of Land Resources Conservation, the Ministry of Agriculture and Food Security
- c) Director of Community Development, the Ministry of Women and Child Development
- d) Director of Debt and Aid Management, the Ministry of Finance
- e) Project Director, the Project Team
- f) Project Manager, the Project Team
- g) Chief Advisor, the Project Team
- h) Resident Representative of JICA Malawi Office

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2. Steering Committee

- a) Regional Forestry Officer for South
- b) Program Manager for Blantyre Agricultural Development Division
- c) Blantyre District Agricultural Development Officer
- d) Blantyre District Forestry Officer
- e) Blantyre District Community Development Officer
- f) Project Director, the Project Team
- g) Project Manager, the Project Team
- h) Chief Advisor, the Project Team
- i) Resident Representative of JICA Malawi Office

VI. ROLES AND RESPONSIBILITIES

Both sides agreed that roles and responsibilities of relevant organizations are following;

A. The Ministry of Energy, Mines and Natural Resources

The Department of Forestry in the Ministry of Energy, Mines and Natural Resources is an executing organization, responsible for coordination and implementation of the Project through taking initiatives in the JCC with assistance of JICA. The Project Director is responsible for chairing the Steering Committee, implementing the Project under the supervision of the JCC, assigning full-time counterpart personnel and members of the PIU.

B. The Ministry of Agriculture and Food Security

The Department of Land Resources Conservation plays supporting role in coordination and implementation of the Project, responsible for attending and contributing to the JCC. The Blantyre Agricultural Development Division and the Blantyre District Agricultural Development Office will support the Project through attending and contributing to the Steering Committee. The Blantyre Agricultural Development Division and Blantyre District Agricultural Development Office will also provide the Project with appropriate personnel for PIU and its human resources as lecturers for training activities in the Project, as necessity arises.

C. The Ministry of Women and Child Development

The Department of Community Development plays supporting role in the coordination and implementation of the Project, responsible for attending and contributing to the JCC. The Blantyre District Community Development Office will support the Project through attending and contributing to the Steering Committee. The Blantyre District Community Development Office will also provide the Project with appropriate personnel for PIU members and its human resources as lecturers for training activities in the Project as necessity arises.

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D. The Ministry of Finance

The Department of Debt and Aid Management plays supporting role in the coordination and implementation of the Project, responsible for attending and contributing to the JCC. The Ministry of Finance is also responsible for allocating adequate budget for the Ministry of Energy, Mines and Natural Resources for the smooth implementation of the Project.

E. JICA

JICA is responsible for the dispatch of experts, the provision of necessary equipment and a part of local activity cost of the Project.

The JICA Malawi Office plays a supporting role for the Project, responsible for assisting coordination and implementation of the Project by attending and contributing to the JCC and the Steering Committee.

VII. REPORTS

It was agreed that the final report of the Project would be open to the public.

VIII. WAY FORWARD FOR THE COMMENCEMENT OF THE PROJECT

- A. The R/D of the Project will be signed between the GOM and the JICA Malawi Office as soon as appraisal of the Project is completed by the JICA Headquarters.
- B. Japanese expert(s) will be dispatched for the Project. For this dispatch, a request form is to be prepared by the GOM.

- APPENDIX 1 List of attendants in a series of meetings
- APPENDIX 2 Draft Record of Discussions (R/D)
- APPENDIX 3 Draft Project Design Matrix (PDM)
- APPENDIX 4 Draft Plan of Operations (PO)

List of attendants in a series of meetings

Malawian Side

Ministry of Energy, Mines and Natural Resources

Mr. C. Msosa	Principal Secretary	
Mr. K. M. Nyasulu	Director of Forestry	Department of Forestry
Mr. J. D. Ngalande	Deputy Director of Forestry	Department of Forestry
Mr. T. Makhambera	Assistant Director of Forestry	Department of Forestry
Mr. T. Kamoto	Principal Forestry Officer	Department of Forestry
Mr. F. Chilimamphunga	Regional Forestry Officer (South)	Regional Forestry Office (South)
Mr. C.M. Chauluka	Deputy Regional Forestry Officer (South)	Regional Forestry Office (South)
Mr. T. S. Zulu	Principal District Officer (Extension)	Regional Forestry Office (South)
Ms. M. B. Kunje	District Forestry Officer	Blantyre District Forestry Office
Mr. P. Mkwapatira	Deputy District Forestry Officer	Blantyre District Forestry Office
Mr. S. Mbewe	Senior Forestry Assistant	Blantyre District Forestry Office
Mr. J. Andywochi	Forestry Assistant	Blantyre District Forestry Office
Mr. L.D. Khomulos	Forestry Assistant	Blantyre District Forestry Office

Ministry of Agriculture and Food Security

Mr. P. Kabambe	Principal Secretary	
Mr. M. J. Manda	Deputy Director of Land Resources Conservation	Department of Land Resources Conservation
Mr. S. Gawamadzi	Planning Officer	Department of Land Resources Conservation
Ms. E.M. Maganga	Program Manager	Blantyre Agricultural Development Division
Mr. N. Mataka	Deputy Program Manager	Blantyre Agricultural Development Division
Mr. S. Juwawo	Land Resources Conservation Officer	Blantyre Agricultural Development Division
Ms. L. A. Banda	Agricultural Extension Development Officer	Lirangwe EPA

Ministry of Women and Child Development

Mrs. A. Mchiela	Principal Secretary	
Mr. T. T. Kang'ombe	Director of Finance and Administration	Department of Finance and Administration
Mr. G. Mkamanga	Director of Community Development	Department of Community Development
Mr. D. Kabwira	Senior Community Development Officer	Department of Community Development
Ms. A. B. Chagoma	Senior Community Development Assistant	District Community Development Office

Ministry of Finance

Mr. R. Mwadiwa	Secretary to the Treasury	
Dr. N. Ngwira	Director of Debt and Aid Management	Department of Debt and Aid Management

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Japanese Side

Mr. K. Mizutani	Team Leader/ Resident Representative	JICA Malawi Office
Mr. M. Okabayashi	Forestry/ Agroforestry	Forestry Agency
Mr. N. Noda	Participatory Rural Development	HITONOMORI Co. Ltd
Mr. M. Fukuyama	Planning Analysis	A&M Consultants
Mr. T. Shimotani	Coordinator	JICA Headquarters
Mr. T. Satoyama	Project Planning	JICA Malawi Office
Mr. V. A.L. Mkandawire	Aid Coordinator	JICA Malawi Office

NGOs

Mr. M. Mitengo	Academic Dean	Development Aid from People to People
Mr. K. Suwali	Coordinator of Agroforestry Project	Development Aid from People to People
Mr. G. Thumba	Field Coordinator	Total Land Care

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APPENDIX 2

RECORD OF DISCUSSIONS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY IN MALAWI
AND
AUTHORITIES CONCERNED OF THE GOVERNMENT OF MALAWI
ON
JAPANESE TECHNICAL COOPERATION
FOR THE PROJECT FOR COMMUNITY VITALIZATION AND AFFORESTATION
IN MIDDLE SHIRE

With regard to the Minutes of Meeting between the Preparatory Study Team and the Government of the Republic of Malawi dated on 2 March, 2007, Japan International Cooperation Agency (hereinafter referred to as "JICA") through the Resident Representative of JICA Malawi Office had a series of discussions with the Malawian authorities concerned, on the desirable measures to be taken by JICA and the Government of the Republic of Malawi, for the successful implementation of the Project for Community Vitalization and Afforestation in Middle Shire.

As the 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 Malawi, signed in Lilongwe on 1 March, 2006 (hereinafter referred to as "the Agreement"), the JICA Malawi Office and Malawian authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

Lilongwe, DATE

Mr. K. MIZUTANI
Resident Representative
Japan International Cooperation Agency
Japan

Mr. C. MSOSA
Principal Secretary
Ministry of Energy, Mines and Natural
Resources
The Republic of Malawi

Mr. P. KABAMBE
Principal Secretary
Ministry of Agriculture and Food Security
The Republic of Malawi

Ms. A. MCHIELA
Principal Secretary
Ministry of Women and Child Development
The Republic of Malawi

Mr. R. MWADIWA
Secretary to the Treasury
Ministry of Finance
The Republic of Malawi

her [Signature] KM

[Signature]

THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN THE GOVERNMENT OF THE REPUBLIC OF MALAWI AND JICA

1. The Government of the Republic of Malawi will implement the Project for Community Vitalization and Afforestation in Middle Shire (hereinafter referred to as "the Project") in cooperation with JICA.
2. The Project will be implemented in accordance with the framework of the Project 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 III 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 III of the Agreement will be applied to the Equipment.

3. TRAINING OF MALAWIAN PERSONNEL IN JAPAN

JICA will receive the Malawian personnel connected with the Project for technical training in Japan.

III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF THE REPUBLIC OF MALAWI

1. The Government of the Republic of Malawi will take necessary measures to ensure the self-reliance during and after the period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, beneficiary groups and

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institutions.

2. The Government of the Republic of Malawi will ensure that the technologies and knowledge acquired by the Malawian nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of the Republic of Malawi.
3. In accordance with the provisions of Article V of the Agreement, the Government of the Republic of Malawi will grant in the Republic of Malawi 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 V of the Agreement, the Government of the Republic of Malawi 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 Malawi will take necessary measures to ensure that the knowledge and experience acquired by the Malawian personnel from technical training in Japan 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 Malawi will provide the services of Malawian counterpart personnel, administrative personnel and other necessary personnel as listed in ANNEX IV.
7. In accordance with the provision of Article V of the Agreement, the Government of the Republic of Malawi 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 Malawi, the Government of the Republic of Malawi will take necessary measures, at its own expense, to supply 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, and/or replace them.
9. In accordance with the laws and regulations in force in the Republic of Malawi, the Government of the Republic of Malawi will take necessary measures to meet the running expenses necessary for the implementation of the Project.

IV. ADMINISTRATION OF THE PROJECT

1. Position and Organization, as the Project Director, will bear overall responsibility for

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the administration and implementation of the Project.

2. Position and Organization, as the Project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Chief 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 Malawian 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 Coordinating 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 the Malawian authorities concerned and JICA, at the middle and during the last six months of the cooperation term in order to examine progress and 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 Malawi 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 Malawi except for those arising from the willful misconduct or gross negligence of the Japanese experts.

VII. MUTUAL CONSULTATION

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

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VIII. MESURES 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 Malawi, the Government of the Republic of Malawi will take appropriate measures to make the Project widely known to the people of the Republic of Malawi.

IX. DURATION OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be five(5) years from the date of dispatch of the first expert.

ANNEX I	FRAMEWORK OF THE PROJECT
ANNEX II	LIST OF JAPANESE EXPERTS
ANNEX III	LIST OF MACHINERY AND EQUIPMENT
ANNEX IV	LIST OF MAMAWIAN COUNTERPART AND ADMINISTRATIVE PERSONNEL
ANNEX V	LIST OF BUILDINGS AND FACILITIES
ANNEX VI	JOINT COORDINATING COMMITTEE

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FRAMEWORK OF THE PROJECT

1. Project Title
Project for Community Vitalization and Afforestation in Middle Shire
2. Overall Goal
Villagers in the target villages practice sustainable forest management through the improvement of livelihoods.
3. Project Purpose
Productive activities including tree growing are implemented with consideration of forest conservation and rehabilitation in the target villages.
4. Outputs
 - (1) The target villagers acquire knowledge and skills regarding productive activities including tree growing.
 - (2) Capacity of the target villagers is enhanced to access necessary resources for productive activities including tree growing.
 - (3) Capacity of the project members is enhanced in supporting productive activities including tree growing.
5. Activities
 - (1-1) To survey bio-physical and socio-economic conditions in the target area.
 - (1-2) To select target villages based upon the above survey results.
 - (1-3) To conduct detailed survey in the target villages.
 - (1-3-1) To collect information on potential productive activities for the target villages.
 - (1-3-2) To collect baseline data, and survey problems/constraints and needs for trainings of the target villagers.
 - (1-4) To prepare the trainings.
 - (1-4-1) To identify and analyze locally available resources (including human and financial resources) around the target villages for the trainings.
 - (1-4-2) To analyze and examine the information collected in the above activity, and identify appropriate training modules for each target village.
 - (1-4-3) To examine the training contents regarding various productive activities and elaborate the training programs.
 - (1-5) To conduct trainings for productive activities.
 - (1-6) To monitor the activity progress and revise activities and training programs when necessary.

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- (2-1) To co-ordinate the supply of necessary minimal resources for productive activities to which villagers show their initiatives and commitments.
- (2-2) To provide the target villagers with information about resource providing organizations for productive activities including tree growing.
- (3-1) To conduct on-the-job trainings (OJT) through the above activities.
- (3-2) To prepare guidelines for the enhancement of villagers' initiatives on productive activities including tree growing.

Note: If both sides recognize the necessity, the framework of the Project could be changed by exchanging Minutes of Meeting, upon approval of the Joint Coordinating Committee.

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LIST OF JAPANESE EXPERTS

Long-term experts and short-term experts will be dispatched as needed to implement the Project in the following fields;

1. Long-term experts
 - (1) Chief Adviser
 - (2) Social Forestry
 - (3) Rural Development
 - (4) Coordinator

2. Short-term experts
 - (1) Other necessary fields

Note: Chief Adviser and/or Coordinator may serve concurrently as one of the sectoral experts.

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LIST OF MACHINERY AND EQUIPMENT

1. Machinery, equipment, tools and other materials necessary for the implementation of the Project will be provided by the JICA within the budget allocated for the Project. Main items of machinery and equipment to be provided are as follows:

- (1) Vehicle(s)
- (2) Motorbike(s)
- (3) Office Equipment
- (4) Training Equipment
- (5) Other necessary equipment

Note: Items, specification and quantity of the above-mentioned equipment will be decided through mutual consultations within the allocated budget of the Japanese fiscal year.

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LIST OF MALAWIAN COUNTERPART, ADMINISTRATIVE PERSONNEL
AND OTHER NECESSARY PERSONNEL

1. Counterpart Personnel
 - (1) Project Director
 - (2) Project Manager
 - (3) Other Staff

2. Administrative Personnel
 - (1) Secretary(s)
 - (2) Driver(s)

3. Other necessary personnel
 - (1) Project Implementation Unit members


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LIST OF BUILDINGS AND FACILITIES

1. Safe office space with furniture for the project team, parking space for project vehicles and space to store project equipment.
2. Exclusive telephone line and supply of commodities such as electricity and water.
3. Other facilities mutually agreed upon as necessary.

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JOINT COORDINATING COMMITTEE

1. Functions

For the supervision and coordination among relevant stakeholders for smooth implementation of the Project, both sides agreed upon the need for establishment of a Joint Coordinating Committee (hereinafter referred to as "the JCC"). The JCC meeting will be held once a year and whenever the necessity arises. The functions of the JCC are as follows;

- (1) To approve an annual work plan of the project, based on the Plan of Operations within the framework of the Record of Discussions;
- (2) To monitor and review the overall progress of the Project operations carried out under the above-mentioned annual work plan; and
- (3) To exchange views and ideas on major issues that may arise during the implementation of the project, and to recommend corrective measures.

2. Members of the JCC

The JCC will be composed of the chairperson, the members and observers. The rules and guidelines for the management of the JCC will be determined at the initial stage of the Project.

(1) Chairperson

Director of Forestry, the Ministry of Energy, Mines and Natural Resources

(2) Other members

Project Director

Project Manager

Japanese Chief Advisor

Resident Representative of the JICA Malawi Office

Other personnel concerned can be included by the request of JICA or Malawian side, if necessary.

(3) Observers

Malawian Counterparts

Japanese experts

Official(s) of Embassy of Japan may attend the JCC meeting as observer(s).

Note: New members can be added to the JCC and other participants are allowed to attend meetings, upon agreement of the JCC.

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Project Design Matrix (PDM) (Draft)

Project title: The Project for Community Vitalization and Afforestation in Middle Shire

Target area: Middle Shire area

Direct beneficiaries: Local people in the target area

Indirect beneficiaries: Local people in the watershed of the Shire

Duration: XXX 2007 - XXX 2012 (5 years)

Version number: Version 0 (draft)

Date of preparation: 26 February, 2007

Narrative Summary	Objectively Verifiable Indicators (OVIs)	Means of Verification (MoV)	Important Assumptions
Overall Goal Villagers in the target villages practice sustainable forest management through the improvement of livelihoods.			
Project Purpose Productive activities including tree growing are implemented with consideration of forest conservation and rehabilitation in the target villages.			
Output <i>Output 1</i> The target villagers acquire knowledge and skills regarding productive activities including tree growing. <i>Output 2</i> Capacity of the target villagers is enhanced to access necessary resources for productive activities including tree growing. <i>Output 3</i> Capacity of the project members is enhanced in supporting productive activities including tree growing.			
Activities 1.1 To survey bio-physical and socio-economic conditions in the target area. 1.2 To select target villages based upon the above survey results. 1.3 To conduct detailed survey in the target villages. 1.3.1 To collect information on potential productive activities for the target villages. 1.3.2 To collect baseline data, and survey problems/constraints and needs for trainings of the target villagers. 1.4 To prepare the trainings. 1.4.1 To identify and analyze locally available resources (including human and financial resources) around the target villages for the trainings. 1.4.2 To analyze and examine the information collected in the above activity, and identify appropriate training modules for each target village. 1.4.3 To examine the training contents regarding various productive activities and elaborate the training programs. 1.5 To conduct trainings for productive activities. 1.6 To monitor the activity progress and revise activities and training programs when necessary. 2.1 To co-ordinate the supply of necessary minimal resources for productive activities to which villagers show their initiatives and commitments. 2.2 To provide the target villagers with information about resource providing organizations for productive activities including tree growing. 3.1 To conduct on-the-job trainings (OJT) through the above activities 3.2 To prepare guidelines for the enhancement of villagers initiatives on productive activities including tree growing.	Inputs by the Malawian Side - Personnel * Project Director * Project Manager * Heads of Section (Participatory development, Extension service, Administration) * Extensionists (4) * Administrative and supporting staff (6) * Other necessary personnel - Land, Building and Facilities * Project office * Office equipment and furniture * Fuel * Others - Running Expenses Budget * Annual budget	Inputs by the Japanese Side - Personnel * Chief advisor * Project co-ordinator * Forest resource management * Rural development * Other experts in specific fields - Provision of the Equipment * Vehicle(s) * Other necessary equipment - Training of Counterpart Personnel	Pre-Condition

Plan of Operation (PO₀) (Draft)

APPENDIX4

Project title: The Project for Community Vitalization and Afforestation in Middle Shire

Target area: Middle Shire area

Direct beneficiaries: Local people in the target area

Indirect beneficiaries: Local people in the watershed of the Shire

Duration: XXX 2007 - XXX 2012 (5 years)

Version number: Version 0 (draft)

Date of preparation: 26 February, 2007

Outputs	Activities	Year 1				Year 2				Year 3				Year 4				Year 5				
		1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	
1 The target villagers acquires knowledge and skills regarding productive activities including tree growing.	1.1 To survey bio-physical and socio-economic conditions in the target area.	■																				
	1.2 To select target villages based upon the above survey results.	■																				
	1.3 To conduct detailed survey in the target villages.																					
	1.3.1 To collect information on potential productive activities for the target villages.		■	■			■			■			■			■						
	1.3.2 To collect baseline data, and survey problems/constraints and needs for trainings of the target villagers.		■	■			■			■			■			■						
	1.4 To prepare the trainings.																					
	1.4.1 To identify and analyze locally available resources (including human and financial resources) around the target villages for the trainings.		■	■			■			■			■			■						
	1.4.2 To analyze and examine the information collected in the above activity, and identify appropriate training modules for each target village.		■	■			■			■			■			■						
	1.4.3 To examine the training contents regarding various productive activities and elaborate the training programs.		■	■			■			■			■			■						
	1.5 To conduct trainings for productive activities.																					
1.6 To monitor the activity progress and revise activities and training programs when necessary.																						
2 Capacity of the target villagers is enhanced to access necessary resources for productive activities including tree growing.	2.1 To co-ordinate the supply of necessary minimal resources for productive activities to which villagers show their initiatives and commitments.																					
	2.2 To provide the target villagers with information about resource providing organizations for productive activities including tree growing.																					
3 Capacity of the project members is enhanced in supporting productive activities including tree growing.	3.1 To conduct on-the-job trainings (OJT) through the above activities.																					
	3.2 To prepare guidelines for the enhancement of villagers initiatives on productive activities including tree growing.	■																				

Legends

- Activities that must take place at a given time
- ▨ Occasional activities
- Activities that will be continued over the given time, but in low intensity

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