

2-2-4 Implementation Plan

2-2-4-1 Implementation Policy

After the Basic Design Study for the Project is approved and the Exchange of Notes (E/N) and the Grant Agreement (G/A) for the Grant Aid Program for the Project are signed between the two countries, the Government of Cambodia and a selected Japanese consulting firm shall sign a consultant contract for construction supervision. Based on the Basic Design Study, the Consultant shall prepare the detailed design of the Project facilities and also assist the Government of Cambodia in the tendering and signing of the Project construction contract. Further, the consulting firm shall hold a series of discussions and meetings with the Cambodian side so that the work to be undertaken by the Japanese side and Cambodian side are started without delay and the Project construction progresses smoothly.

The necessary power for the Project construction will be supplied by the existing power lines. Installation of the power supply system for the completed Project facilities by the Cambodian side must be finished prior to the completion of the Project construction so that the Project schools can operate properly.

The timely procurement of the construction materials shall be accomplished through simplifying and consolidating building materials. The Project construction schedule must be carefully planned by considering the delivery timing of the materials to the site and by coordinating the dispatching schedule of specialists so that they do not waste time on waiting, down-time or re-work.

The preparation of the construction plan for the Project shall be based on the following principles and policies:

(1) Principles for the Project Implementation

The Project must first be approved in a Japanese government cabinet meeting. Then the E/N and G/A for the Project implementation are signed between the two countries. After the signing, the Project shall be implemented based on the following principles.

- ① The Project shall be paid for by the taxes of the Japanese people and under the rules of the Japanese fiscal year system.
- ② The Government of Cambodia shall sign a contract for the Project implementation with a Japanese consulting firm, entrusting the firm to prepare all the design details of the Project facilities based on the Basic Design Study, as well as to assist the government in selecting a Japanese prime contractor and to conduct the construction supervision work.
- ③ The Government of Cambodia shall conduct a pre-qualification evaluation and

select a Japanese prime contractor through a competitive bidding process with the assistance of the consulting firm. Then, the Government of Cambodia contracts with the selected contractor and entrusts the contractor with the Project construction.

(2) Basic Policies for Preparation of Construction Plan

- ① Local consultants and contractors, who are familiar with the local construction system and material procurement, shall be used as much as possible. This best suits various local conditions, allows Japanese construction technologies to be transferred to the local consultants and contractors, and creates an environment for smooth and efficient construction in the Project.
- ② Strict safety, quality and schedule management shall be followed at the Project sites. Technologies and know-how from the Japanese contractor shall be used as much as possible.
- ③ Special attention must be paid to overall safety and theft prevention at the Project sites.
- ④ Close cooperation with local contractors is necessary for the Project construction to progress smoothly. Responsibilities of the Japanese prime contractor and the local sub-contractors must be clearly demarcated and appropriate staff assignments must be made in order to organize the workforce.

2-2-4-2 Implementation Conditions

It is essential that the tasks and responsibilities of the Cambodian side be fully accomplished for smooth Project implementation. Detailed schedules must be prepared through discussions between the Japanese consultant and those responsible on the Cambodian side so that land preparation work is completed without delay.

In addition, schedules for purchase of materials must be made, paying special attention to materials that take time to procure and deliver to the sites. The schedule must be prepared in such a way as to avoid any unnecessary re-work or down time so that the Project can be completed on time.

Also, the following points must be considered when implementing the Project.

- (1) As each site is unique in area, shape, access road, distance between construction site and school gates, etc., the implementation plan suitable for each site shall be crafted taking all these unique features into account.
- (2) As construction will take place at existing school sites, construction work and movement of construction vehicles must be separated from students and teachers by temporary

enclosures. Moreover, the construction entrances will be placed as far away as possible from school entrances to ensure the safety of students and teachers.

- (3) Since there is not enough space at each site, construction bases to store and process construction materials shall be set up in areas with better access and lower rental fees.
- (4) As to piling work, a construction method that does not become a neighborhood nuisance shall be selected.
- (5) Many of the construction materials procured in the local market are imports. Therefore, the stock and quality of construction materials shall be carefully checked so that they do not negatively affect the construction plan.

2-2-4-3 Scope of Works

The following are the scope of works undertaken by the Japanese and the Cambodian sides.

(1) Japanese Side

- ① Constructing the Project school facilities (7 classroom buildings and 5 toilet buildings at the 7 Project schools)
- ② Procuring the planned school furniture and equipment

(2) Cambodian Side

- ① Securing the land
- ② Leveling work and land reclamation
- ③ Land clearing work
- ④ Securing temporary storage at the sites
- ⑤ Applying for additional power supply for construction work
- ⑥ Connecting power supply lines and water lines
- ⑦ Connecting the sewage basins to the public sewer mains
- ⑧ Procuring necessary school furniture and equipment other than those procured under the Project

2-2-4-4 Consultant Supervision

In the Project, construction work must be completed simultaneously at the 7 sites within the given contract period. Thus, it will be necessary to secure the pertinent reports to and hold meetings with the concerned parties and to give adequate guidance and direction to the contractors. To this end, the Project shall employ the following two supervision systems.

(1) General Supervision in Japan

Japanese consultants with construction supervision experience together with the Japanese engineer who undertakes the detailed design shall work on the following: overseeing all the project schedules; making comprehensive technical judgments; giving guidance and assistance to the resident engineer; and, reporting Project implementation progress to JICA headquarters.

(2) Supervision of the Resident Engineer

A Japanese engineer with construction supervision experience shall be stationed in Cambodia and conduct the following works together with local engineers: checking daily construction progress; examining construction drawings; approving construction materials, providing technical guidance to the contractor; conducting interim and final inspections of work; preparing and sending reports to the implementing and responsible agencies of the Cambodian side. The office of this Japanese resident engineer shall be set up in Phnom Penh.

2-2-4-5 Quality Control Plan

Based upon the contract documents and the construction supervision plan, quality control shall be conducted for the following items: the construction plan, construction drawings, sample checks, various inspections, and site inspections. Table 2-7 indicates major quality control items at the stage of structural work.

Table 2-7 Quality Control Items for Structural Work

Construction	Quality Check Items	Method	Frequency
Earth work	Confirmation of finished grade	Ocular inspection	At the completion of excavation
Reinforcing bar & form work	Reinforcing bar materials	Checking mill sheets & tensile strength test	Per lot, per size
	Bar arrangement	Bar arrangement inspection	Before casting concrete
	Form	Form work inspection	Before casting concrete
Concrete work	Material	Cement: test result Aggregate: sieve analysis Water: quality analysis	At the time of mixing design
	Trial mixing	Performance test	Per concrete type
	Casting	Slump, temperature, amount of air, chloride	Per spot
	Strength	Compression test for test pieces	Per spot
Steel work	Steel material	Quality check	At the completion of steel framing

2-2-4-6 Procurement Plan

As described, all the materials necessary for construction work in the Project can be procured locally. However, as to whether Cambodian or foreign products should be used, an appropriate judgment shall be made upon comparing price, quality, supply capacity, delivery, and future maintenance frequency.

Based on the construction material/machinery survey conducted during the field study, the construction materials to be used in the Project and their origin are summarized in Table 2-8.

Table 2-8 List of Materials to be Procured Locally

Materials	Cambodia	Import	Origin of Product
<i>Building Material and Equipment</i>			
Portland cement	○	○	Thailand
Plaster	○	○	Thailand, Singapore
Concrete aggregate	○		
Deformed steel bar		○	Vietnam, China
Steel		○	Vietnam
Form material	○	○	Vietnam, China
Concrete block	○		
Brick	○		
Cement tile for roof		○	Thailand
Ceramic tile for roof		○	Vietnam
Ceramic tile for floor		○	Vietnam
Wood	○	○	Vietnam
Ceramic tile		○	Vietnam
Stainless steel		○	China, Thailand, Indonesia
Wooden doors	○		
Glass material		○	Malaysia, Thailand, Indonesia
Paint and coating material		○	Thailand, Singapore
<i>Material and Equipment for Electrical Work</i>			
Switchboard		○	Thailand, Singapore
Cable & wire		○	Thailand, Singapore, Korea
Conduit pipe		○	Thailand, Singapore, Korea
Lighting fixture		○	Thailand, Singapore, Korea
Small current equipment		○	Thailand, Singapore, Korea
<i>Material for Water Supply and Drainage</i>			
Galvanized steel pipe		○	Thailand
Valve & pipe fittings		○	Thailand, Japan
PVC pipe	○	○	Thailand
Sanitary ware		○	Thailand

2-2-4-7 Implementation Schedule

The implementation schedule of the Project assumes that construction and procedures borne by both the Japanese side and the Cambodian side shall be conducted without any delay. After the signing E/N and G/A, the implementation schedule of the Project has three stages: detailed design, tender/contract, and construction/equipment procurement.

(1) Detailed Design Stage

The Consultant shall undertake detailed design work based upon the Basic Design. The detailed design specifies detailed drawings, specifications and a bill of quantities. At the detailed design stage, the Consultant discusses with the Cambodian side. After the final approval of the tender documents, the Project implementation stage proceeds to the next stage, the tender/contract stage. The detailed design stage shall take 3 months.

(2) Tender/Contract Stage

After the detailed design stage, the pre-qualification evaluation shall take place in Japan. Based upon this evaluation, DEP, as the Cambodian-side project implementation agency, shall call for a tender with the supervision of concerned parties. The bidder who offers the lowest price shall be awarded the contract with the Phnom Penh Municipality on condition that the contents of the proposal are approved. The whole process is estimated to take about 2 months.

(3) Construction/Equipment Procurement Stage

Upon the verification of the construction contract by the Government of Japan, the construction shall be commenced. Assuming that the undertakings by the Cambodian side and equipment procurement are conducted smoothly, the whole construction period is estimated to take 13 months. The construction/equipment procurement schedule is shown in Table 2-9.

Table 2-9 Project Implementation Schedule

	1	2	3	4	5	6	7	8	9	10	11	12	13
Detailed Design/Tender	Work in Cambodia			Work in Cambodia									
	Design work in Japan			Tendering work in Japan									
Construction/Procurement	Preparation work												
	Earth&foundation work												
	Structural Work												
	Mechanical/electrical, interior/exterior finishing work												
	External work												
	Inspection/Handover												

2-3 Obligations of the Recipient Country

The purpose of the Japanese Grant Aid Program is to assist development projects in conjunction with the “self-help” spirit of the recipient countries. Based on such a spirit, the Government of Japan demands that recipient countries bear a certain level of the burden involved. This rule is applied equally to all recipient countries. Thus, if the Government of Japan decides to implement the Project, the Cambodian side shall be responsible for completion of the following tasks:

- (1) To provide the Japanese side with information and data related to the Project;
- (2) To obtain the necessary land to implement the Project and secure the rights for DEP to construct school facilities;
- (3) To demolish the existing buildings, and to fill and clear the land prior to the Project construction;
- (4) To provide the necessary landscaping work, fence construction and other incidental exterior work;
- (5) To connect power supplies, water supplies, sewer lines and other incidental facilities to the completed Project facilities;
- (6) To procure additional furniture and equipment as necessary for the completed Project facilities except for the basic furniture and equipment included in the Project;
- (7) To secure sufficient staff necessary for the adequate operation, repair and maintenance of the Project facilities constructed under the Japanese Grant Aid Program;
- (8) To bear commissions, handling charges and other necessary fees related to the banking arrangement with a bank in Japan for receiving the Grant Aid for the Project;
- (9) To exempt the materials and equipment purchased under the Grant Aid Program from tax, and to ensure their smooth transportation therein;
- (10) To exempt all Japanese nationals from any customs duties, internal taxes and levies with respect to the supplies, products and services under the verified contracts of the Project;
- (11) To accord all concerned Japanese nationals whose services may be required in connection with the Project entry into the country and stay therein, along with the facilities that may be necessary for the performance of their work, including the supply of products and services under the verified contracts;
- (12) To ensure that all facilities and products constructed and purchased under the Project are effectively used and properly maintained by DEP;
- (13) To grant all required permits and approvals needed by the Japanese side for implementation of the Project;

- (14) To bear all necessary expenses for the Project not covered by the Grant Aid Program (including land filling and clearance, connection of infrastructure lines, obtaining building permits, etc.);
- (15) To obtain, in cooperation with and under the guidance of the consultant, all the various necessary permits including those needed prior to construction, and those needed for the use of Project facilities after construction completion; and,
- (16) To resolve potential problems related to implementation of the Project with third parties and neighborhood residents of the Project sites.

Table 2-10 Works to be undertaken by the Cambodian side

No	School Name	Removal of stumps, trees, etc.	Removal and Construction of boundary walls	Removal of concrete slab on grade, and foundation etc.	Filling	Water connection (city water)	Sewage connection	Power connection
1	Chak Ang Re Phum 2	●				●		●
2	Kork Banchorn				●	●		●
3	Toul Sangke				●	●		●
4	Wat Neak Voan	●			●	●		●
5	Wathanak Vichea		●			●	●	●
6	Sothearos	●		●		●	●	●
7	Sante Pheap			●				●

2-4 Operation and Maintenance Plans

2-4-1 Operation Plan

(1) Additional Teachers to be Staffed

The following table indicates the number of additional teachers to be staffed (the number of teachers in shortage) at each school with the implementation of the Project. As some schools in Phnom Penh have “reserve teachers,” DEP is able to staff the Project schools with such reserve teachers. Therefore, there is no need to hire additional teachers for the Project schools.

Table 2-11 The number of teachers in shortage at the Project Schools

No	School Name	No. of CR to be constructed	No. of CR at the time of the Project completion (A)	No. of classes under the double-shifts (B)=(A)x2	No. of teachers needed (C)=(B)	No. of the current teachers(*) (D)	No. of teachers in shortage (E)=(C)-(D)
1	Chak Ang Re Phum 2	20	20	40	40	38	2
2	Kork Banchorn	15	15	30	30	34	No shortage
3	Toul Sangke	15	24	48	48	45	3
4	Wat Neak Voan	12	15	30	30	38	No shortage
5	Wathanak Vichea	12	12	24	24	17	7
6	Sothearos	12	17	34	34	72	No shortage
7	Sante Pheap	10	22	44	44	36	8
Total		96	125	250	250	280	20

(*) The number of current teachers includes “reserve teachers.”

Note: CR stands for Classroom

(2) Teaching Materials, Stationary, Utilities, etc.

Each school is managed by a Director Group consisting of the school director and the assistant school director with the help of a School Supporting Committee (SSC) and community residents.

Expenses for teaching materials, stationery, utilities and the like are covered by the Program based Budget (PB¹) provided by MoEYS. In the case that the PB fund is insufficient, schools use miscellaneous school income and donations from the community through the SSC. The Project schools usually raise US\$ 400-3,000 per year from the community, although the amount of donations varies among the schools. The cost for basic school operation and

¹ PB consists of a “student component” and a “school component.” At the time of the field survey (October 2008), the “student component” was calculated at KHR 7,000 per student per year, while the “school component” was KHR 600,000 per school per year. Besides, an additional budget is provided based upon each school’s request.

maintenance is covered by PB, other sources and donations. Therefore, there is no problem to implement the Project. In the case that unexpected expense becomes necessary, schools revise their operation and maintenance plan to manage it.

(3) Textbooks

Textbooks are printed and distributed to the school level by MoEYS. Students borrow textbooks at the beginning of a new school year and return them to the school at the end of the school year. Schools inspect the returned textbooks to determine the number of usable textbooks and the number of textbooks to be ordered for the next school year. Then, MoEYS distributes the necessary number of textbooks again based upon the request from schools. In Phnom Penh, every student is provided with one textbook per subject².

2-4-2 Maintenance Plan

Similar to school management, each school maintains its facilities with the help of the SSC and the community residents.

Classrooms are cleaned by students of each shift and are equipped with dustbins and cleaning materials. Overall, classrooms are kept clean. Of the Project schools, 6 of them hire staff for cleaning toilets and schoolyards.

Simple maintenance work such as repair of windows and furniture is undertaken by craft teachers with the help of students. In contrast, difficult maintenance work is contracted out to experts. When a relatively large amount of funds is required for maintenance work such as repair of walls and landfill, schools convene a meeting called “Bun Phka,” to raise funds from the community residents.

SSC meets 3 times a year (the first and last months of the academic year and the last month of the first term), plans maintenance work in each term and reports on the previous term’s activities. Other than the regular meetings, SSC meets to solve problems whenever they arise.

Lastly, regarding large-scale maintenance and building of new facilities, schools usually do not have funds for these and depend on financial support from donors and NGOs.

² Each textbook costs about KHR 3,500. There are four textbooks for every grade.

2-5 Estimated Project Cost

2-5-1 Project Cost Estimation

The breakdown of the cost borne by the Cambodian Side based on the allocation of works between the two countries is estimated as follows in accordance with the conditions described in (2) below.

(1) Total Cost to Be Borne by the Cambodian Side US\$ 55,072- (JPY 5,901 thousand)

Table 2-12 Total Cost to Be Borne by the Cambodian Side

Item	Estimated Cost		
	US\$	Equivalent to thousand KHR	Equivalent to thousand JPY
Land leveling, Land Reclamation, and Demolition	45,263	184,426	4,849
Power Connections	3,759	15,316	403
Water Connections	370	1,508	40
Sewage Connections	400	1,630	43
Commissions to the bank based on B/A	5,280	21,514	566
Total	55,072	224,394	5,901

(2) Conditions

- (i) Time of Estimation: October 2008
- (ii) Currency Exchange Rate: 1US\$ = JPY 107.12
1KHR=JPY 0.02629
- (iii) Construction Period: Detailed design and construction period are stated in the previous chapter.
- (iv) Other Remarks: Cost estimation shall be conducted based on the principles of the Government of Japan's Project Grant Aid.

2-5-2 Operation and Maintenance Costs

2-5-2-1 Operation Cost

(1) Teachers' Salaries

According to Table 2-11, a total of 250 teachers are needed with the implementation of the Project. Based on an average teacher's monthly wage of KHR 150,000, KHR 375 million (JPY 9,859 thousand) a year (based on an academic year of 10 months) shall be budgeted to pay the teachers. Nevertheless, as previously stated, there is no need to hire additional teachers. Hence, there will be no need to consider an increase in teachers' salaries.

(2) Utility Costs

The following table shows the total utility cost estimation (water and electricity) for the 7 Project schools.

Table 2-13 Total utility costs for the 7 Project schools

Item	Annual Cost (US\$)	Equivalent to thousand KHR
Electricity	4,536	18,482
Water	1,082	4,409
Total	5,618	22,891

2-5-2-2 Maintenance Cost

Repair is not expected to be necessary for a few years after the completion of the Project because the Project aims to construct facilities for which repair will not be needed for the stated time period.

Only costs for repainting and sludge removal from latrines are expected to be necessary for maintenance. Necessary items for maintenance, frequencies of implementation and their associated costs are shown in the following table.

Table 2-14 Maintenance cost

Item		Annual Cost (US\$)	Equivalent to thousand KHR
Re-painting	Interior walls and ceilings	8,640	35,204
	Doors and windows	22,450	91,474
Sludge removal		920	3,749
Total		32,010	130,427

2-5-2-3 Total Operation and Maintenance Costs

The total of additional operation and maintenance costs is approximately US\$ 37,628. This amount is less than 2.5% of KHR 5,285 million, the estimated 2010YR PB in DEP. Hence, it is considered a payable amount for the Cambodian side.

Chapter 3 Project Evaluation and Recommendations

Chapter 3 Project Evaluation and Recommendations

3-1 Project Effects

The Project is expected to bring about the following effects.

Table 3-1 Project Effects

Issues and Problems	Project Intervention	Direct Effect	Indirect Effect
1. Many of the school facilities in Phnom Penh are seriously dilapidated. Old school buildings are constantly replaced with new ones and additional buildings are constructed.	96 classrooms will be constructed at the 7 schools.	The school environment for about 12,000 students residing in the Project school catchment areas will be improved.	1. The new school facilities will contribute to better school management and facility maintenance activities by SSC and community residents.
2. 3 of the 7 Project schools operate under the triple-shift due to classroom shortage, and consequently are unable to fulfill the standard class hours. .		The number of schools which operate under the triple-shift will be decreased	2. The new toilets will contribute to better school hygiene.

(Note) The calculation is based upon 48 students per class and the double-shift.

3-2 Recommendations

3-2-1 Issues to be Addressed by the Cambodian Side

The following issues must be addressed by MoEYS, DEP and local communities in order that the facilities constructed by the Project will be used continuously and effectively.

1. Staff the appropriate number of teachers and staff in the Project schools.
2. Allocate the necessary amount of operation and maintenance costs to the Project schools.

3-2-2 Coordination with Technical Assistance and Other Donors

Other donors support secondary school construction projects, and therefore, no coordination is necessary with them.

On the other hand, a JICA senior volunteer is stationed in DEP to advise overall educational policies. When a soft-component program for school facility maintenance was implemented at the 2nd Phase of the Project, DEP developed relevant guidelines and opened

seminars with an assistance from the JICA senior volunteer. In addition, JICA Cambodia Office assisted in reprinting the said guidelines. From this experience, the Project expects DEP to appropriately instruct the Project schools in maintaining the facilities with support from the said senior volunteer and JICA Cambodia Office.

Appendices

1. Member List of the Study Team

(1) Basic Design Study Team (2008/09/21–2008/10/31)

Name	Title	Position
Mr. Kenichi TAKEYAMA	Leader	Deputy Director General, Social Sector Development, Grant Aid and Loan Support Department, JICA
Mr. Daishiro MURAKAWA	Planning Management	Project Study Division II Grant Aid and Loan Support Department, JICA
Mr. Akira YOKOYAMA	Chief Consultant	Mohri, Architect & Associates, Inc
Mr. Kazuna KOIZUMI	Architectural Design 1	Mohri, Architect & Associates, Inc
Mr. Seiichi HORIKOSHI	Architectural Design 2 / Facility Planning	Mohri, Architect & Associates, Inc
Mr. Yoshiaki ICHIBAGASE	Construction and Procurement Planning / Cost Estimation	Mohri, Architect & Associates, Inc
Ms. Maki TANAKA	Education Planning / Operation and Maintenance Planning	Mohri, Architect & Associates, Inc

(2) Draft Report Explanation Team (2009/02/09–2009/02/18)

Name	Title	Position
Mr. Yusuke MURAKAMI	Leader	Deputy Resident Representative, JICA Cambodia Office
Mr. Kentaro KAWAMURA	Cooperation Policy	Grant Aid and Technical Cooperation Division, International Cooperation Bureau, Ministry of Foreign Affairs
Mr. Daishiro MURAKAWA	Planning Management	Urban and Regional Development Division 3 Economic Infrastructure Department, JICA
Mr. Akira YOKOYAMA	Chief Consultant	Mohri, Architect & Associates, Inc
Mr. Kazuna KOIZUMI	Architectural Design 1	Mohri, Architect & Associates, Inc

2. Study Schedule

(1) Basic Design Study (2008/09/21-2008/10/31)

			a	b	c	d	e	f	g
			Leader	Planning Management	Chief Consultant	Architectural Design	Architectural Design 2 / Facility Planning	Construction and Procurement Planning / Cost Estimation	Education Planning / Operation and Maintenance Planning
			Mr. Kenichi TAKEYAMA 7 days	Mr. Daishiro MURAKAWA 7 days	Mr. Akira YOKOYAMA 28 days	Mr. Kazuna KOIZUMI 28 days	Mr. Seiichi HORIKOSHI 21 days	Mr. Yoshiaki ICHIBAGASE 31 days	Ms. Maki TANAKA 28 days
1	21-Sep	Sun	Narita→Phnom Penh						Narita→Phnom Penh
2	22-Sep	Mon	Courtesy call to JICA, Embassy of Japan, MOEYS, DEP						Same as "C"
3	23-Sep	Tue	Discussion with DEP, Visit sites and schools supported by Japanese Grant Aid						Same as "C"
4	24-Sep	Wed	Discussion with DEP, Visit sites and schools supported by other donors						Same as "C"
5	25-Sep	Thu	Minutes discussion						Same as "C"
6	26-Sep	Fri	Minutes signing, Report to Embassy of Japan and JICA, Phnom Penh →		Minutes signing, Report to Embassy of Japan and JICA			Same as "C"	
7	27-Sep	Sat	→ Narita		Visit existing schools			Same as "C"	
8	28-Sep	Sun	Data analysis						Data analysis
9	29-Sep	Mon	Survey schools supported by Japanese Grant Aid						Same as "C"
10	30-Sep	Tue	Survey schools supported by other donors						Same as "C"
11	1-Oct	Wed	Preparation for site survey			Narita→Phnom Penh	Narita→Phnom Penh	Preparation for SM	
12	2-Oct	Thu	Kick off meeting, Site survey and Education survey No.1		Kick off meeting, Site survey No. 1		Quantity survey	Kick off meeting, Education survey No. 1	
13	3-Oct	Fri	Site survey and Education survey No.2,3		Site survey No.2,3		Ditto	Education survey No.2,3	
14	4-Oct	Sat	Site survey and Education survey No.4,5		Site survey No.4,5		Ditto	Education survey No.4,5	
15	5-Oct	Sun	Data analysis						
16	6-Oct	Mon	Site survey and Education survey No.6,7		Site survey No.6,7		Procurement survey	Education survey No.6,7	
17	7-Oct	Tue	Draft design planning		Draft design planning		Architectural/facility survey	Ditto	
18	8-Oct	Wed	Draft design planning		Architectural Survey		Ditto	Ditto	
19	9-Oct	Thu	Discussion with MOEYS and DEP		Same as "C"		Ditto	Ditto	
20	10-Oct	Fri	Ditto		Architectural Survey		Ditto	Ditto	
21	11-Oct	Sat	Field report preparation		Ditto		Ditto	Ditto	
22	12-Oct	Sun	Data analysis						
23	13-Oct	Mon	Discussion with MOEYS and DEP		Architectural Survey		Facility-related Site survey	Construction-related Site survey	
24	14-Oct	Tue	Ditto		Ditto		Ditto	Ditto	
25	15-Oct	Wed	Ditto		Same as "C"		Ditto	Ditto	
26	16-Oct	Thu	Ditto		Same as "C"		Architectural/facility survey	Construction survey	
27	17-Oct	Fri	Field report signing, Report to EOJ, JICA, Phnom Penh →				Ditto	Ditto	Same as "C", Phnom Penh →
28	18-Oct	Sat	→ Narita				Ditto	Ditto	→ Narita
29	19-Oct	Sun	Data analysis						
30	20-Oct	Mon	Architectural/facility survey, Phnom Penh →				→ Narita	Ditto	
31	21-Oct	Tue	→ Narita						Ditto
32	22-Oct	Wed							Ditto
33	23-Oct	Thu							Ditto
34	24-Oct	Fri							Ditto
35	25-Oct	Sat							Ditto
36	26-Oct	Sun							Data analysis
37	27-Oct	Mon							Quantity survey
38	28-Oct	Tue							Ditto
39	29-Oct	Wed							Ditto
40	30-Oct	Thu							Quantity survey, Phnom Penh →
41	31-Oct	Fri							→ Narita

MOEYS: Ministry of Education, Youth and Sports

DEP: Department of Education, Youth and Sports, Phnom Penh Municipality

No.* means the serial number of the requested school

SM: Stakeholder Meeting

(2) Draft Report Explanation Study (2009/02/09–2009/02/18)

	Date		a	b	c	d	e
			Leader	Cooperation Policy	Plannig Management	Chief Consultant	Architectural Design I
			Cambodia Office	Mr. Kawamura	Mr. MURAKAWA	Mr. YOKOYAMA	Mr. KOIZUMI
			4days	7days	7days	10days	10days
1	9-Feb	Mon		Narita→Phnom Penh			
2	10-Feb	Tue	Meeting with JICA Courtesy call to MoEYS, PPM, DEP				
3	11-Feb	Wed	Meeting with DEP	Meeting with DEP Meeting with ADB, Meeting with WB			Additional Survey
4	12-Feb	Thu	Meeting with DEP Signing MM	Accompany "e" Visit schools constructed past grant aid projects	Meeting with DEP Signing MM		Additional Survey
5	13-Feb	Fri	Report to JICA, EOJ	Visit schools constructed past grant aid projects Report to JICA, EOJ	Meeting with DEP Report to JICA, EOJ		
6	14-Feb	Sat		Visit schools constructed by other donors Leave Phnom Penh		Visit schools constructed by other donors Additional Survey	
7	15-Feb	Sun		Arrival in Narita		Team meeting, Data analysis	
8	16-Feb	Mon					Additional Survey
9	17-Feb	Tue					Additional Survey, Leave Phnom Penh
10	18-Feb	Wed					Arrival in Narita

3. List of Parties Concerned in the Recipient Country

Ministry of Education, Youth and Sport, (MoEYS)

H.E. Im Sethy	Minister	
Mr. Sam Sereyrath	Director	Department of Planning
Mr. Om Sethy	Director	Department of Information & ASEAN Affairs
Mr. Soung Yen	Deputy Director	Department of Material and State Assets
Mr. Chey Sith	Deputy Director	Department of Material and State Assets
Mr. Tum Sokun Thea	Chief Office of Construction	Department of Material and State Assets
Mr. Sok Sohema	Deputy Director	Department of Finance
Mr. Thong Borann	Director	Department of Personnel
Mr. Hour Chhunkry	Deputy Chief of Legislation Unit	Department of Personnel
Mr. Sorn Senghok	Staff	Department of Personnel
Mr. Pung Hansin	Director	Department of Non-formal Education
Mr. Tal Vannara	Staff	Department of Non-formal Education
Mr. Lang Sophat	Staff	Department of Non-formal Education
Mr. Sam Sopheak	Director of selected management office	Department of Teacher Training
Ms. Sombath Eath	Staff	Department of Teacher Training
Mr. Daisuke Kanazawa	Education Planning Advisor	Department of Planning

Municipality office of Phnom Penh

H.E. Kep Chuktema	Governor	
Mr. Lone Dimanche	Assistant to the Governor	
Mr. Nak Tanavuth	Director	Bureau Relation International
Mr. Dy Phalla	Municipal M & E / Sector Advisor	Excom/MDC Office

Department of Education, Youth and Sport, Phnom Penh Municipality (DEP)

Mr. Om Heune	Director	
Mr. Em Ham Khuon	Deputy Director	

Mr. Ouk Sambath	Chief	Planning Office
Mr. Tep Visoth	Deputy Chief	Planning Office
Mr. Pen Phel	Deputy Chief	Planning Office
Mr. Thong Keobunnate	Staff	Planning Office
Mr. Ly Sovatra	Staff	Planning Office
Mr. Masahiro Mori	Education Policy, Senior Volunteer	Planning Office
Mr. Preab Kompheak	Deputy Chief	Primary Education Office
Mr. Ky Chantha	Deputy Chief	Accounting Office
Mr. Thor Senpoly	Staff	Accounting Office
Mr. Neou Thong	Chief	Non-Formal Education Office

Ministry of Environment

Mr. Chiek Ang	Deputy Director	Department of Environment Phnom Penh Municipality
Mr. Heang Nhor	Deputy Chief	Environmental Pollution Control and Information Advertising Education Office

Ministry of Land Management, Urban Planning and Construction

Mr. Nhan Sy	Director	Design Department
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Embassy of Japan in Cambodia

Mr. Hideaki Matsuo	Head, Economic Cooperation Section
Mr. Junji Nakatani	Second Secretary

JICA Cambodia Office

Mr. Kazuhiro Yoneda	Resident Representative
Mr. Hikoyuki Ukai	Senior Representative
Mr. Nobuo Sambe	Senior Advisor for Implementation of Grant Aid Project
Ms. Momoko Hotta	Assistant Resident Representative
Mr. Phok Phira	Program Assistant

Project Schools

No. 1 Chak Angre Phum 2

Mr. Suy Saroeun	Director
Mr. Soeng Chhun	Accounting and Teacher

No. 2 Kork Banchorn

Mr. Sorn Saron	Director
Mr. Long Phonn	Accounting and Teacher

No. 3 Toul Sangke

Mr. Poch Thavoeurak	Director
Ms. Ngeth Meanith	Deputy Director

No. 4 Wat Neak Voan

Mr. Hy Savuth	Director
---------------	----------

No. 5 Wathanak Vichea

Ms. Ek Vantara	Director
Mr. Nhem Sitha	Deputy Director

No.6 Sothearos

Mr. Men Sokha	Director
---------------	----------

No. 7 Sante Pheap

Ms. Ing Sor	Director
Mr. Mam Touch	Deputy Director
Ms. Tep Rayany	Deputy Director

4. Minutes of Discussions
4-1 Basic Design Study

Minutes of Discussions
on
the Basic Design Study on the Project for
Construction of Primary School in Phnom Penh, Phase III
in the Kingdom of Cambodia


In response to the request from the Government of the Kingdom of Cambodia (hereinafter referred to as "Cambodia"), the Government of Japan has decided to conduct a Basic Design Study on the Project for Construction of Primary School in Phnom Penh, Phase III (hereinafter referred to as "the Project") and entrusted the study to Japan International Cooperation Agency (hereinafter referred to as "JICA").

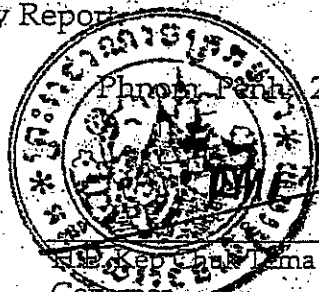
JICA sent to Cambodia the Basic Design Study Team (hereinafter referred to as "the Team") headed by Mr. Kenichi TAKEYAMA, Deputy Director-General for Social Sector Development, Grant Aid and Loan Support Department, JICA, and is scheduled to stay in the country from 21st September to 30th October 2008.

The Team held discussions with the officials concerned of Cambodia and conducted a field survey at the study areas.

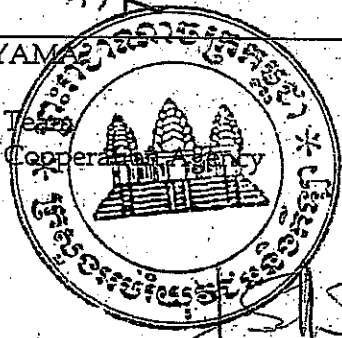
In the course of discussions and the field survey, both parties confirmed the main items described in the attached sheets. The Team will proceed to further works and prepare the Basic Design Study Report.

Phnom Penh, 26th September 2008


Mr. Kenichi TAKEYAMA
Leader
Basic Design Study Team
Japan International Cooperation Agency


H.E. Keop Chhak Thma
Governor
Phnom Penh Municipality
The Kingdom of Cambodia

(witness)


H.E. Im Sethy
Minister
Ministry of Education, Youth and Sport
The Kingdom of Cambodia

ATTACHMENT

1. Objective of the Project

The objective of the Project is to improve the physical educational environment of Primary schools in Phnom Penh, Capital City of Cambodia, by extending the capacity of existing schools

2. Project Sites

Seven (7) schools listed in Annex-1 will be studied and surveyed as the candidate sites of the Project.

3. Responsible and Implementing Organization

3-1 The responsible organizations are the Ministry of Education, Youth and Sport and Phnom Penh Municipality. The organization charts are attached as Annex-2-1, 2-2.

3-2 The implementing organization is the Phnom Penh Municipal Department of Education Youth and Sport. The organization chart is attached as Annex-2-3.

4. Object and components of the Project

4-1. The Team explained that schools to be covered by the Project should be appropriate to be constructed under the Japanese Grant Aid for General Project. (For example, a building has 3 floors at least and/or soil condition around the site is weak.) The Japanese side will analyze and assess the result of the study and survey in Japan. The Cambodian side understood in the event the requested site which considered not being appropriate, such site shall be excluded from the object of this Project.

4-2. The Team explained that the Japanese side will also examine if the candidate schools have justification to be constructed by the Japanese Grant Aid for General Project. (e.g. density of each classroom, prediction of future student number, condition of the existing school buildings, etc.) The Cambodian side understood that in the event the requested site which does not have such justification, such site will be excluded from the object of this Project.

4-3. The Cambodian side understood that the number of classrooms to be provided by the Project will be considered in order to meet the possible growth of the population and the current shortage of classrooms in the concerned area.

4-4. The Cambodian side requested the components as described in Annex-3, and agreed that components of facilities and educational furniture will be considered

based on the analysis in Japan.

4-5. The Cambodian side confirmed to request the soft component only if such soft component will not affect the project cost.

5. Schedule of the Study

5-1. The consultant members of the Team will conduct further study in Cambodia until 30th October 2008.

5-2. JICA will prepare a Draft Report of the Basic Design in English and dispatch a team to explain the outline of the Draft Report around in February 2009.

5-3. If the Draft Report is acceptable in principle by the Cambodian side, JICA will complete the Final Report and send it to the Government of Cambodia by around May 2009.

6. Japan's Grant Aid Scheme

6-1. The Cambodian side understood the current Japanese Grant Aid Scheme explained by the Team, as described in Annex-4.

6-2. The Team explained that there will be major changes in the Japanese Grant Aid Scheme in October 2008. And the Cambodian side understood that detail explanation of such change will be explained by the Draft Report explanation team mentioned in 5-2.

6-3. The Cambodian side will take the necessary measures, described in Annex-5 for the smooth implementation of the Project on the condition that the Japanese Government decides to extend grant aid to this project.

7. Other Relevant Items

7-1. Criteria of the Project sites selection

Both sides agreed that the candidate schools should fulfill the condition listed in Annex-6.

7-2. Ownership of the land for the Project

The Cambodian side agreed to submit to the Japanese side official certifications to prove the land ownership or land use right of the candidate schools by 15th October 2008.

7-3. Demolishing work

The Cambodian side agreed to demolish the structures, which will be identified by the Japanese side as necessary, before the commencement of the construction.

7-4. Budget for operation and maintenance

The Cambodian side agreed to allocate necessary budget for teaching and administrative staff for the schools covered by the Project. The Cambodian side also agreed to allocate necessary budget for maintenance of school facilities, sewage treatment and electricity supply for the schools covered by the Project.

7-5. Prohibition of diverting to other purposes

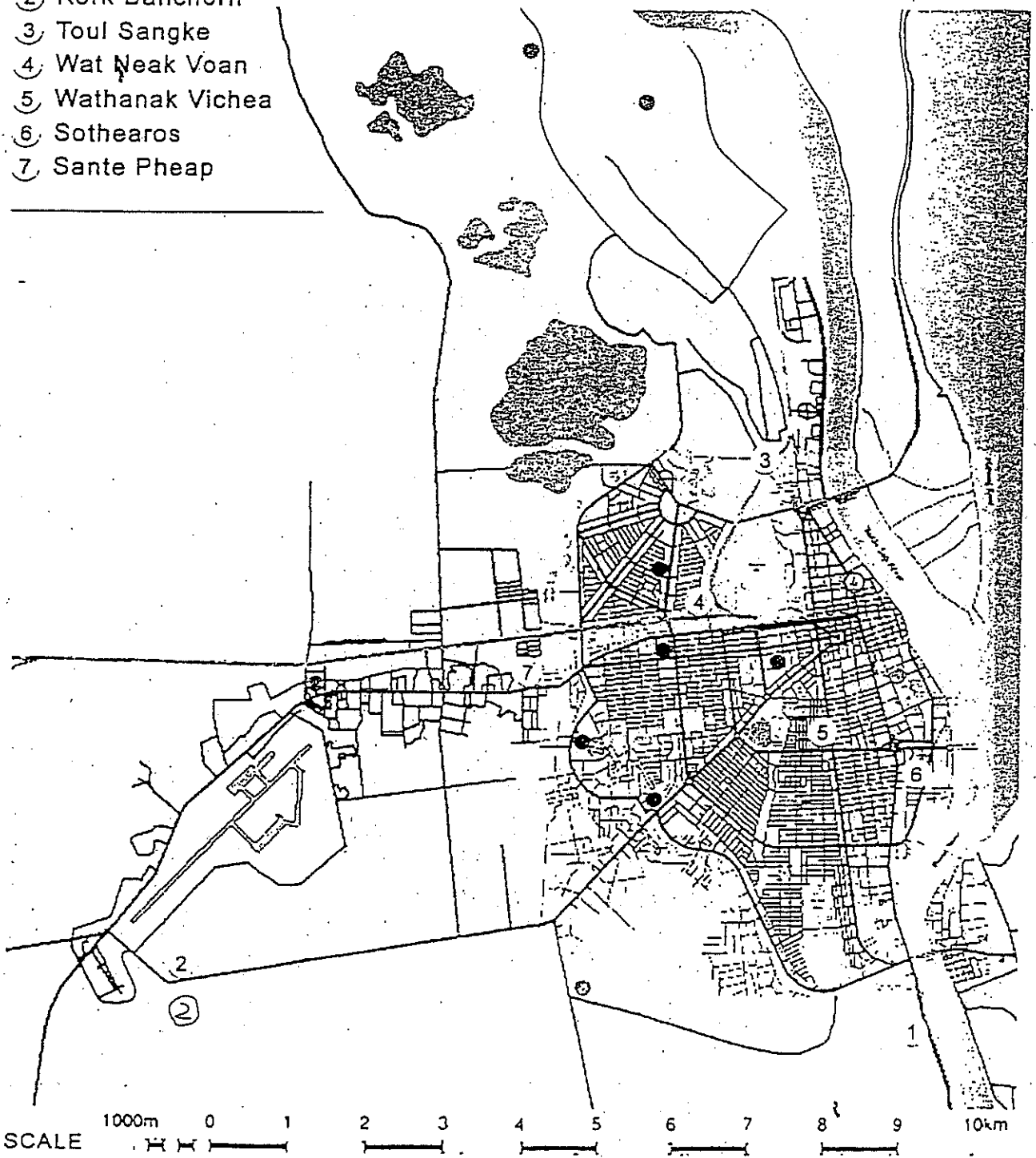
The Cambodian side confirmed that the school buildings provided by this Project are for primary schools, and promised they will not be used for other purposes.

7-6. School design

The Team proposed the new construction design for the school buildings of the Project to reduce the construction cost. After a series of discussions with the Team, the Cambodian side confirms the proposed new design is not acceptable. Consequently the team expressed its intention to respect the decision and follow the traditional Cambodian school construction design.

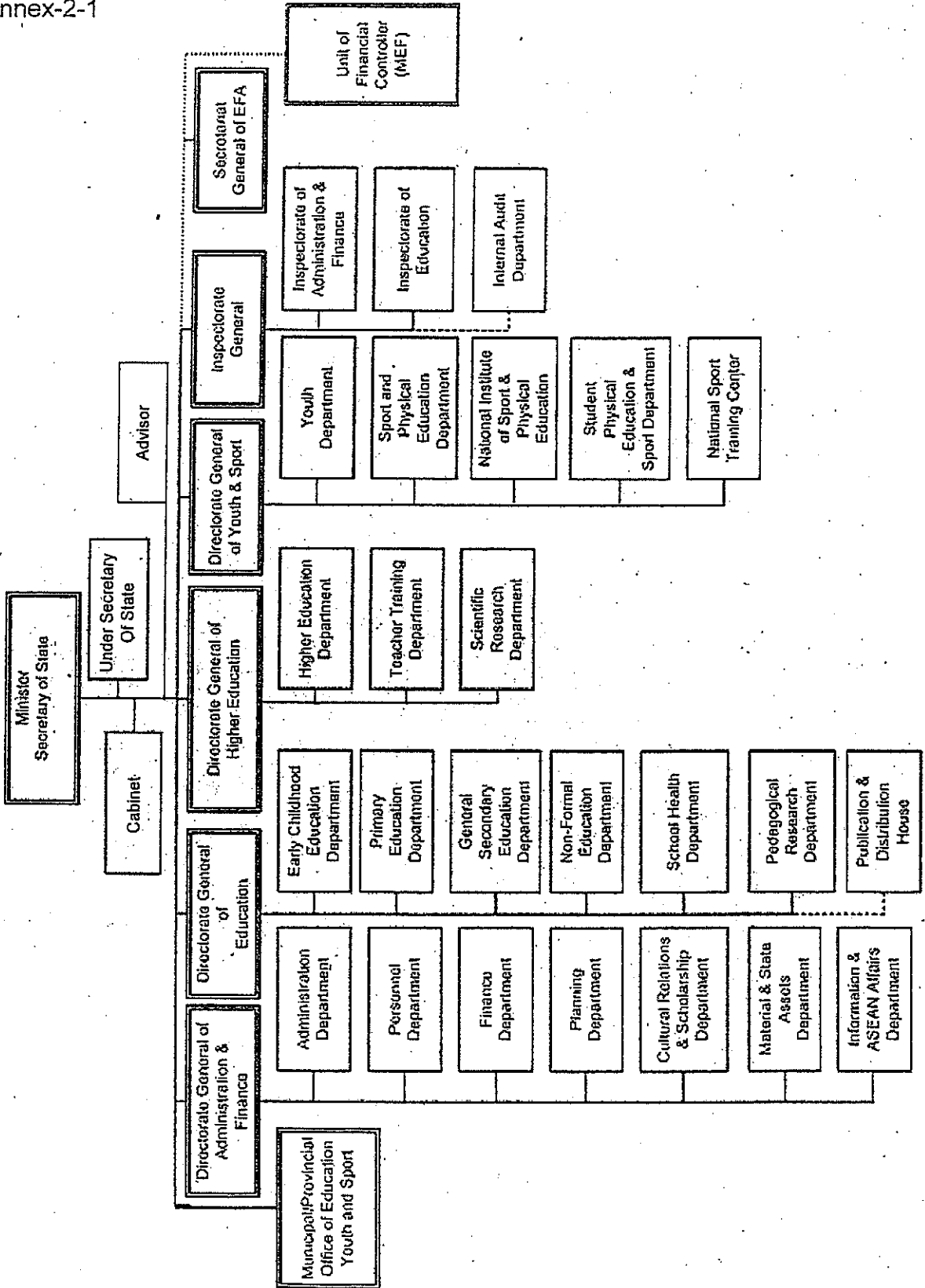
Annex-1

- 1 Chak Ang Re Phum 2
- 2 Kork Banchorn
- 3 Toul Sangke
- 4 Wat Neak Voan
- 5 Wathanak Vichea
- 6 Sothearos
- 7 Sante Pheap



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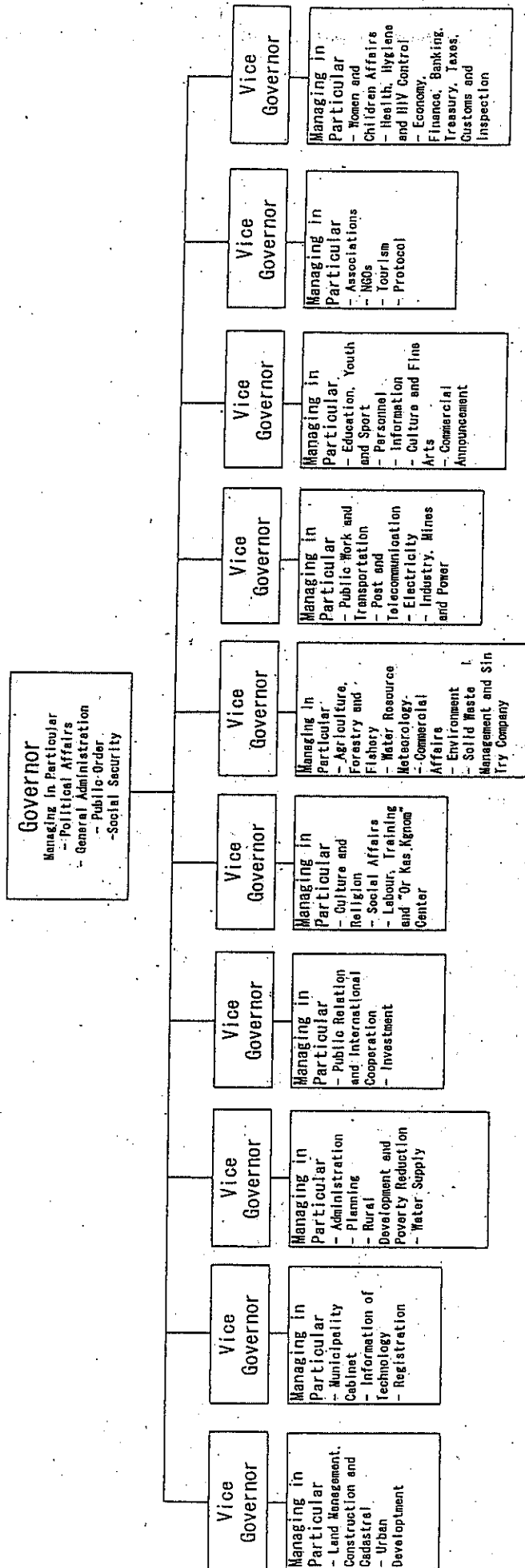
ORGANIZATIONAL CHART OF THE MINISTRY OF EDUCATION, YOUTH AND SPORT



WS-TH
WJ

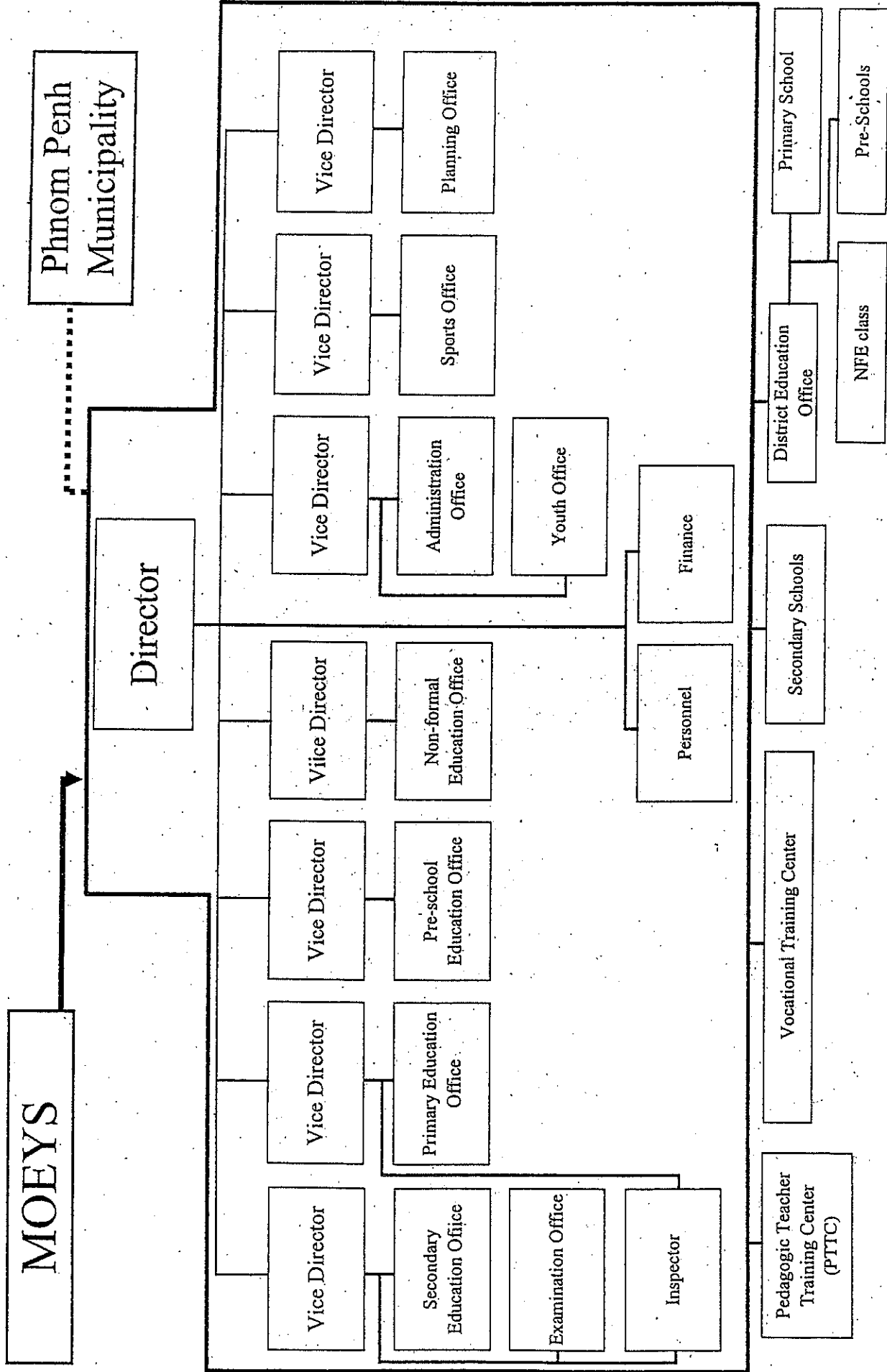
Organization Chart of Phnom Penh Municipality Office

Annex 2-2



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Organization Chart of Department of Education, Youth and Sport



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Annex-3 Major Components Requested for the Project

The requested components of the facility and educational furniture for the Project are as follows;

	Name of the School	No. of Requested Classrooms	No. of Requested Toilets	No. of Requested Furniture		
				Desk & Chair for Students	Desk & Chair for Teachers	White board
1	Chak Ang Re Phum II	24	1	576	24	48
2	Kork Banchorn	15	1	360	15	30
3	Toul Sangke	20	1	480	20	40
4	Wat Neak Voan	16	1	384	16	32
5	Wathanak Vichea	12	1	288	12	24
6	Sothearos	12	1	288	12	24
7	Sante Pheap	10	1	240	10	20

Annex-4 The Japan's Grant Aid Scheme

The Grant Aid Scheme provides a recipient country with non-reimbursable funds to procure the facilities, equipment and services (engineering services and transportation of the products, etc.) for economic and social development of the country under principles in accordance with the relevant laws and regulation of Japan. The Grant Aid is not supplied through the donation of materials as such.

1. Japan's Grant Aid Procedures

(1) The Japan's Grant Aid Program is executed by the following procedures.

Application (request made by a recipient country)

Study (Basic Design Study conducted by JICA)

Appraisal & Approval (appraisal by the Government of Japan and approval by the Cabinet of Japan)

Determination of Implementation (Exchange of Notes between both Governments)

Implementation (implementation of the Project)

(2) Firstly, an application or a request for a Grant Aid project submitted by the recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs) to determine whether or not it is eligible for Japan's Grant Aid. If the request is deemed appropriate, the Government of Japan assigns JICA to conduct a study on the request. If necessary, JICA sends a Preliminary Study Team to the recipient country to confirm the contents of the request.

Secondly, JICA conducts the study (Basic Design Study), using (a) Japanese consulting firm(s).

Thirdly, the Government of Japan appraises the project to see whether or not it is suitable for Japan's Grant Aid Program, based on the Basic Design Study Report prepared by JICA and the results are then submitted to the cabinet for approval.

Fourthly, the project approved by the cabinet becomes official with the Exchange of Notes signed by the Government of Japan and the recipient country.

Finally, for the implementation of the Project, JICA assists the recipient country in preparing contracts and so on.

2. Basic Design Study

(1) Contents of the Study

The aim of the Basic Design Study (hereinafter referred to as "the Study"), conducted by JICA on a requested project (hereinafter referred to as "the Project") is to provide a basic document necessary for appraisal of the project by the Japanese Government. The contents of the Study are as follows:

- a) Confirmation of the background, objectives, and benefits of the Project and also institutional capacity of agencies concerned of the recipient country necessary for the Project's implementation,
- b) Evaluation of the appropriateness of the Project for the Grant Aid Scheme from a technical, social and economical point of view,
- c) Confirmation of items agreed on by the both parties concerning a basic concept of the Project,
- d) Preparation of a basic design of the Project,
- e) Estimation of cost of the Project,

The contents of the original request are not necessarily approved in their initial form as the contents of the Grant Aid project. The Basic Design of the project is confirmed considering the guidelines of Japan's Grant Aid Scheme.

The Government of Japan requests the Government of the recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even though they may fall outside of the jurisdiction of the organization in the recipient country actually implementing the Project. Therefore, the implementation of the Project is confirmed by all relevant organizations of the recipient country through the Minutes of Discussions.

(2) Selection of Consultants

For smooth implementation of the study, JICA uses (a) registered consultant firm(s). JICA selects (a) firm(s) based on proposals submitted by the interested firms. The firm(s) selected carry(ies) out a Basic Design Study and write(s) a report, based upon terms of reference set by JICA.

The consulting firm(s) used for the study is (are) recommended by JICA to a recipient country to also work in the Project's implementation after Exchange of Notes, in order to maintain technical consistency between the Basic Design and detailed Design.

3. Japan's Grant Aid Scheme

(1) Exchange of Notes (E/N)

Japan's Grant Aid is extended in accordance with the Notes exchanged by the two Governments concerned, in which the objectives of the Project, period of execution, conditions and amount of the Grant Aid etc., are confirmed.

(2) "The period of the Grant Aid" means one Japanese fiscal year which the Cabinet approves the Project for. Within the fiscal year, all procedure such as exchanging of the Notes, concluding a contract with (a) consulting firm(s) and (a) contractor(s) and final payment to them must be completed.

However, in case of delays in delivery, installation or construction due to unforeseen factors such as weather, the period of the Grant Aid can be further extended for a maximum of one fiscal year at most by mutual agreement between the two Governments.

(3) Under the Grant, in principle, Japanese products and services including transport or those of the recipient country are to be purchased.

When the two Governments deem it necessary, the Grant may be used for the purchase of products or services of a third country.

However the prime contractors, namely, consulting, contractor and procurement firms, are limited to "Japanese nationals". (The term "Japanese nationals" means persons of Japanese nationality or Japanese corporations controlled by persons of Japanese nationality.)

(4) Necessity of the "Verification"

The Government of the recipient country or its designated authority will conclude contracts denominated in Japanese yen with Japanese nationals. Those contracts shall be verified by the Government of Japan. This "Verification" is deemed necessary to secure accountability to Japanese tax payers.

(5) Undertakings Required to the Government of the Recipient Country

In the implementation of the Grant Aid project, the recipient country is required to undertake such necessary measures as the following:

- a) To secure land necessary for the sites of the project, and to clear, level and reclaim the land prior to commencement for the construction,

- b) To provide facilities for distribution of electricity, water supply and drainage and other incidental facilities in and around the sites,
- c) To secure buildings prior to the installation work in case the installation of the equipment,
- d) To ensure all the expenses and prompt execution for unloading, customs clearance at the port of disembarkation and internal transportation of the products purchased under the Grant Aid,
- e) To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which may be imposed in the recipient country with respect to the supply of the products and services under the Verified Contracts,
- f) To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the Verified Contracts, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work.

(6) Proper Use

The recipient country is required to maintain and use the facilities constructed and equipment purchased under the Grant Aid properly and effectively and to assign staff necessary for the operation and maintenance as well as to bear all expenses other than those covered by the Grant Aid.

(7) Re-export

The products purchased under the Grant Aid shall not be re-exported from the recipient country.

(8) Banking Arrangement (B/A)

- a) The Government of the recipient country or its designated authority should open an account in the name of the Government of the recipient country in an authorized foreign exchange bank in Japan (hereinafter referred to as "the Bank"). The Government of Japan will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by Government of the recipient country or its designated authority under the Verified Contracts.

b) The payments will be made when payment requests are presented by the bank to the Government of Japan under an Authorization to Pay (A/P) issued by the Government of the recipient country or its designated authority.

(1) Authorization to Pay (A/P)

The Government of the recipient country should bear an advising commission of an Authorization to Pay and payment commissions to the Bank.

Annex - 5 Necessary Undertakings to be Taken by Each Government

No	Items	To be covered by Grant Aid	To be covered by Recipient Side
1	To secure land		●
2	To clear, level and reclaim the site when needed		●
3	To construct gates and fences in and around the site		●
4	To construct the parking lot when needed		●
5	To construct roads 1) Within the site 2) Outside the site	●	●
6	To construct the building	●	
7	To provide facilities for the distribution of electricity, water supply, drainage and other incidental facilities		
	1) Electricity		
	a. The distributing line to the site		●
	b. The drop wiring and internal wiring within the site	●	
	c. The main circuit breaker and transformer	●	
	2) Water Supply		
	a. The city water distribution main to the site		●
	b. The supply system within the site (receiving and elevated tanks)	●	
	3) Drainage		
	a. The city drainage main (for storm sewer and others to the site)		●
	b. The drainage system (for toilet sewer, ordinary waste, storm drainage and others) within the site	●	
	4) Heating		
	a. The public or private heating inlet and outlet pipes to the buildings		
	b. The heating system inside buildings		
	5) Telephone System		
	a. The telephone trunk line to the main distribution frame/panel (MDF) of the building when needed		●
	b. The MDF and the extension after the frame/panel when needed	●	
	6) Furniture		
	a. General furniture		●
	b. Educational furniture(Desks & chairs for students and teachers, W/B board)	●	
8	To bear the following commissions to the Japanese bank for banking services based upon the B/A		
	1) Advising commission of A/P		●
	2) Payment commission		●
9	To ensure unloading and customs clearance at port of disembarkation in recipient country		
	1) Marine (Air) transportation of the products from Japan the recipient	●	
	2) Tax exemption and custom clearance of the products at the port of disembarkation		●
	3) Internal transportation from the port of disembarkation to the project site	●	
10	To accord Japanese nationals, whose service may be required in connection with the supply of the products and the services under the verified contract, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work		●
11	To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which may be imposed in the recipient country with respect to the supply of the products and services under the verified contracts		●
12	To maintain and use properly and effectively the facilities contracted and equipment provided under the Grant		●
13	To bear all the expenses, other than those to be borne by the Grant, necessary for construction of the facilities as well as for the transportation and installation of the equipment		●

(B/A : Banking Arrangement, A/P : Authorization to pay, W/B board ; White or Black board)

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Annex-6 Conditions to be fulfilled.

The sites/schools to be covered by the Project shall fulfill the following criteria by the Cambodian side:

- (1) To clarify documents to confirm land ownership or land use right.
- (2) To prepare the construction lot by leveling and/or reclamation, and clear any obstacles under the lot.
- (3) To be responsible for removing the existing buildings identified to be demolished by the Japanese side in the case of rebuilding on the same lot.
- (4) To provide substitute classrooms during the construction work in the case of replacing the existing buildings.
- (5) To have a sufficient-sized lot for the classroom building construction.
- (6) To be free from security problems.
- (7) To have an access roads for the construction vehicles.
- (8) To have sufficient teacher, budget allocation and necessary cooperation from concerned people for the proper operation and maintenance of the facilities.

Minutes of Discussions

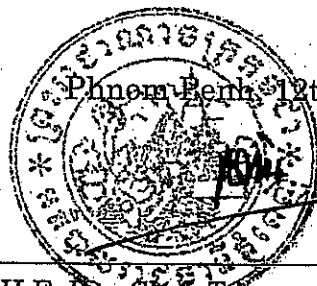
on

The Preparatory Survey (EXPLANATION ON DRAFT REPORT) on the Project for Construction of Primary School in Phnom Penh, Phase III in the Kingdom of Cambodia

In September 2008, the Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched a Basic Design Study Team on the Project for Construction of Primary School in Phnom Penh, Phase III (hereinafter referred to as "the Project") to Cambodia, and through discussions, site surveys and technical examination of the results in Japan, JICA prepared a draft report of the survey.

In order to explain and to consult the Cambodian side on the components of the draft report, JICA sent the Preparatory Survey Team (hereinafter referred to as "the Team") for draft report explanation, which was headed by Mr. Yusuke MURAKAMI, Senior Representative, JICA Cambodia Office, from February 9 to February 18, 2009.

As a result of discussions, both sides have confirmed the main items described on the attached sheet.



Phnom Penh 12th February 2009

Handwritten signature of Mr. Yusuke MURAKAMI

Mr. Yusuke MURAKAMI

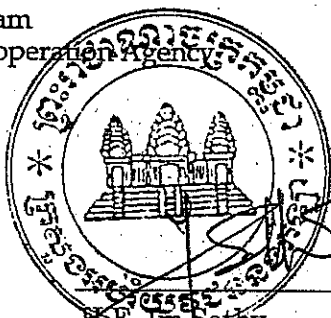
Leader

Preparatory Survey Team
Japan International Cooperation Agency

H.E. Rep. Chuk Tema

Governor

Phnom Penh Municipality
The Kingdom of Cambodia



H.E. Im Bathy

(witness)

Minister

Ministry of Education, Youth and Sport
The Kingdom of Cambodia

7/14

ATTACHMENT

1. Contents of the draft report

The Cambodian side agreed and accepted in principle the contents of the draft report explained by the Team.

2. Japan's Grant Aid Scheme

2-1 The Cambodian side understood the Japan's Grant Aid Scheme described in ANNEX -1, which were explained by the Team. And, the Cambodian side understood the change of the role of JICA from 1 October 2008.

2-2 The Cambodian side assured to take the necessary measures, as described in ANNEX-2, for the smooth implementation of the Project.

3. Final Report

JICA will complete the final report in accordance with the result of discussions and forward it to the Cambodian side around March 2009.

4. Confidentiality of the Project

Both sides confirmed that all information related to the Project including design documents of facilities and furniture shall not be released to any outside parties before the signing of all the Contract(s) for the Project. The Team explained the cost estimation of the Project as described in Annex-3. Both sides agreed that the Project Cost Estimation should never be duplicated or released to any outside parties before the signing of all the Contract(s) for the Project.

5. Other relevant issues

5-1. Project Schools and components covered by the Project

Both sides agreed on Project schools and components covered by the Project as shown in Annex-4. The Cambodian side agreed that the Japanese side would make a final decision on this matter through further study in Japan.

5-2. Project cost estimation

The Cambodian side understood that the Project cost estimation described in Annex-3 is not final and subject to change in the examination of the Government of Japan for an approval of the Project.

5-3. Countermeasures in the implementing stage

The exchange rate applied to Exchange of Note (hereinafter referred to as "E/N") will be set according to the average of that against US dollars in last six months. However the exchange rate to be applied to the tender will be set based upon the exchange rate at the time of the tender, on the other.

If there is large yen's depreciation after concluding E/N, the Project budget substantially decrease and thus, it is necessary to examine countermeasures that the Project reduces its components since the Project has to be implemented within the set budget.

Considering the current uncertain global economy, the Team explained that it is necessary for both sides to discuss the countermeasures to be taken for the possible budget shortage.

The Cambodia side understood the possibility but requested not to reduce the number of schools and classrooms even for such case.

Both sides agreed to start examining to exclude the following components if necessity arises.

Candidate components: Toilet block, Furniture

5-4. Works to be undertaken by the Cambodian side

The Cambodian side agreed to implement the necessary works as shown in ANNEX-5. Especially, filling the land in No.2 school needs to be completed by August.

5-5. Allocation of necessary budget and personnel

The Cambodian side agreed to allocate necessary budget and personnel for the proper operation and maintenance of the facilities to be covered by the Project.

5-6. Proper use and maintenance

Both sides understood that proper use and maintenance of the facilities would be indispensable for their long-term use. The Cambodian side assured the Team that it would facilitate the proper use and maintenance of the facilities in the schools to be covered by the Project with the active involvement of concerned parties such as Phnom Penh Municipal Department of Education Youth and Sport, District Office of Education Youth and Sport, schools, and communities.

ANNEX-1 JAPAN'S GRANT AID

ANNEX-2 Major Undertakings to be taken by Each Government

ANNEX-3 Project cost estimation

ANNEX-4 School and Facilities covered by the Project

ANNEX-5 Works to be undertaken by the Cambodian side

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JAPAN'S GRANT AID

The Government of Japan (hereinafter referred to as "the GOJ") is implementing the organizational reforms to improve the quality of ODA operations, and as a part of this realignment, a new JICA law was entered into effect on October 1, 2008. Based on the law and the decision of the GOJ, JICA has become the executing agency of the Grant Aid for General Projects.

The Grant Aid is non-reimbursable fund to a recipient country to procure the facilities, equipment and services (engineering services and transportation of the products, etc.) for economic and social development of the country under principles in accordance with the relevant laws and regulations of Japan. The Grant Aid is not supplied through the donation of materials as such.

1. Grant Aid Procedures

The Japanese Grant Aid is conducted as follows:

- Preparatory Survey (hereinafter referred to as "the Survey")
 - The Survey conducted by JICA
- Appraisal & Approval
 - Appraisal by the GOJ and JICA, and Approval by the Japanese Cabinet
- Determination of Implementation
 - The Notes exchanged between the GOJ and a recipient country
- Grant Agreement (hereinafter referred to as "the G/A")
 - Agreement concluded between JICA and a recipient country
- Implementation
 - Implementation of the Project on the basis of the G/A

2. Preparatory Survey

(1) Contents of the Survey

The aim of the Survey is to provide a basic document necessary for the appraisal of the Project by JICA and the GOJ. The contents of the Survey.

are as follows:

- Confirmation of the background, objectives, and benefits of the Project and also institutional capacity of agencies concerned of the recipient country necessary for the implementation of the Project.
- Evaluation of the appropriateness of the Project to be implemented under the Grant Aid Scheme from a technical, financial, social and economic point of view.
- Confirmation of items agreed on by both parties concerning the basic concept of the Project.
- Preparation of a basic design of the Project.
- Estimation of costs of the Project.

The contents of the original request by the recipient country are not necessarily approved in their initial form as the contents of the Grant Aid project. The Basic Design of the Project is confirmed considering the guidelines of the Japan's Grant Aid scheme.

JICA requests the Government of the recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even though they may fall outside of the jurisdiction of the organization in the recipient country actually implementing the Project. Therefore, the implementation of the Project is confirmed by all relevant organizations of the recipient country through the Minutes of Discussions.

(2) Selection of Consultants

For smooth implementation of the Survey, JICA uses (a) registered consulting firm(s). JICA selects (a) firm(s) based on proposals submitted by interested firms.

(3) Result of the Survey

The Report on the Survey is reviewed by JICA, and after the appropriateness of the Project is confirmed, JICA recommends the GOJ to appraise the implementation of the Project.

3. Japan's Grant Aid Scheme

(1) The E/N and the G/A

After the Project is approved by the Cabinet of Japan, the E/N will be signed between the GOJ and the Government of the recipient country to make a plea for assistance, which is followed by the conclusion of the G/A between JICA and the Government of the recipient country to define the necessary articles to implement the Project, such as payment conditions, responsibilities of the Government of the recipient country, and procurement conditions.

(2) Selection of Consultants

The consultant firm(s) used for the Survey Will be recommended by JICA to the recipient country to also work on the Project's implementation after the E/N and the G/A, in order to maintain technical consistency.

(3) Eligible source country

Under the Japanese Grant Aid, in principle, Japanese products and services including transport or those of the recipient country are to be purchased. When JICA and the Government of the recipient country or its designated authority deem it necessary, the Grant Aid may be used for the purchase of the products or services of a third country. However, the prime contractors, namely, constructing and procurement firms, and the prime consulting firm are limited to "Japanese nationals". (The term "Japanese nationals" means persons of Japanese nationality or Japanese corporations controlled by persons of Japanese nationality.)

(4) Necessity of "Verification"

The Government of recipient country or its designated authority will conclude contracts denominated in Japanese yen with Japanese nationals. Those contracts shall be verified by JICA. This "Verification" is deemed necessary to secure accountability to Japanese taxpayers.

(5) Major undertakings to be taken by the Government of the Recipient Country

In the implementation of the Grant Aid Project, the recipient country is required to undertake such necessary measures as Annex.

(6) "Proper Use"

The Government of recipient country is required to maintain and use

the facilities constructed and the equipment purchased under the Grant Aid properly and effectively and to assign staff necessary for this operation and maintenance as well as to bear all the expenses other than those covered by the Grant Aid.

(7) "Export and Re-export"

The products purchased under the Grant Aid should not be exported or re-exported from the recipient country.

(8) Banking Arrangements (B/A)

- a) The Government of the recipient country or its designated authority should open an account in the name of the Government of the recipient country in a bank in Japan (hereinafter referred to as "the Bank"). JICA will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by the Government of the recipient country or its designated authority under the Verified Contracts.
- b) The payments will be made when payment requests are presented by the Bank to JICA under an Authorization to Pay (A/P) issued by the Government of the recipient country or its designated authority.

(9) Authorization to Pay (A/P)

The Government of the recipient country should bear an advising commission of an Authorization to Pay and payment commissions to the Bank.

(10) Social and Environmental Considerations

A recipient country must ensure the social and environmental considerations for the Project and must follow the environmental regulation of the recipient country and JICA socio-environmental guideline.

(End)

Major Undertakings to be taken by Each Government

ANNEX-2

NO	Items	To be covered by the Grant	To be covered by Recipient
1	To secure land		•
2	To clear, level and reclaim the site when needed		•
3	To construct gates and fences in and around the site		•
4	To construct the parking lot	N.A.	N.A.
5	To construct roads		
	1) Within the site	N.A.	N.A.
	2) Outside the site	N.A.	N.A.
6	To construct the building	•	
7	To provide facilities for the distribution of electricity, water supply, drainage and other incidental facilities		
	1)Electricity		
	a.The distributing line to the site		•
	b.The drop wiring and internal wiring within the site	•	
	c.The main circuit breaker and transformer	•	
	2)Water Supply		
	a.The city water distribution main to the site		•
	b.The supply system within the site (receiving and/or elevated tanks)	•	
	3)Drainage		
	a.The city drainage main (for storm, sewer and others) to the site		•
	b.The drainage system (for toilet sewer, ordinary waste, storm drainage and others) within the site	•	
	4)Gas Supply		
	a.The city gas main to the site	N.A.	N.A.
	b.The gas supply system within the site	N.A.	N.A.
	5)Telephone System		
	a.The telephone trunk line to the main distribution frame / panel (MDF) of the building	N.A.	N.A.
	b.The MDF and the extension after the frame / panel	N.A.	N.A.
	6)Furniture and Equipment		
	a.Educational furniture	•	
	b.Project equipment	N.A.	N.A.
8	To bear the following commissions to a bank of Japan for the banking services based upon the B/A		
	1) Advising commission of A/P		•
	2) Payment commission		•
9	To ensure prompt unloading and customs clearance at the port of disembarkation in recipient country		
	1) Marine(Air) transportation of the products from Japan to the recipient country	•	
	2) Tax exemption and customs clearance of the products at the port of disembarkation		•
	3) Internal transportation from the port of disembarkation to the project site	•	

10	To accord Japanese nationals whose services may be required in connection with the supply of the products and the services under the verified contract such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work		•
11	To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which may be imposed in the recipient country with respect to the supply of the products and services under the verified contract		•
12	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid		•
13	To bear all the expenses, other than those to be borne by the Grant Aid, necessary for construction of the facilities as well as for the transportation and installation of the equipment		•

(B/A: Banking Arrangement, A/P: Authorization to pay, N/A: Not Applicable)

Schools and Facilities to be covered by the Project

No.	School Name	No. of Classrooms to be Constructed	No. of Toilet Booths to be Constructed (+Multipurpose-booth)	Furniture and Equipment		
				Bench-table for Students	Desks and Chairs for Teachers	Whiteboard
1	Chak Ang Re Phum 2	20	4+1	480	20 each	40
2	Kork Banchorn	15	4+1	360	15 each	30
3	Toul Sangke	15	4+1	360	15 each	30
4	Wat Neak Voan	12	4+1	288	12 each	24
5	Wathanak Vichea	12	4	288	12 each	24
6	Sothearos	12	4+1	288	12 each	24
7	Sante Pheap	10	0	240	10 each	20
Total		96	24+5	2,304	96 each	192

➤ The schools are listed in the order of priority

Works to be undertaken by the Cambodian side

No	School Name	Removal of stumps and tree	Removal of existing buildings	Removal and Construction of boundary walls	Removal of concrete slab on grade, and foundation etc.	Filling	Water connection (city water)	Water connection (well water)	Sewage connection	Power connection
1	Chak Ang Re Phum 2	•					•			•
2	Kork Banchorn					•	•			•
3	Toul Sangke		•				•			•
4	Wat Neak Voan		•					•		•
5	Wathanak Vichea			•	•		•		•	•
6	Sothearos				•		•		•	•
7	Sante Pheap	•			•					•

5. References

No.	Name of Reference	Media	Original/Copy	Issued By	Year
1	General Population Census of Cambodia 2008, Preliminary results	Book	Original	National Institute of Statistics	2008
2	Prescription about the usage of civil servant for Kindergarten, Primary school, Secondary school and Pedagogical school	Book	Copy	MOEYS	2002
3	Education Law (unofficial translation)	Book	Copy		2007
4	The organization and operation of the ministry of education youth and sport (unofficial translation)	Book	Copy	MOEYS	1998
5	Education Statistics & Indicators (Minicpality of Phnom Penh)2004/05, 2005/06, 2006/07, 2007/08	Book	Copy	Department of Education, Youth and Sport (Phnom Penh)	2005~2008
6	Education Statistics & Indicators (Kingdom of Cambodia)1996/98~2007/08	Book	Data	MOEYS	1997~2008
7	Policy on Non-Formal Education Equivalency Programme	Book	Copy	MOEYS	2008
8	National Action Plan for Non-Formal Education 2008-2015	Book	Copy	MOEYS	2008
9	Policy of Non-Formal Education	Book	Original	Prime Minister	2002
10	Statistical Year Book 2006	Book	CD-R	National Institute of Statistics	2007
11	Policy for Curriculum Development 2005-2009	Book	Data	MOEYS	2004
12	Cambodia Population Projection: Updated with CIPS 2004 Base Population	Book	Data	Royal University of Phnom Penh	2008
13	Education Sector Donor Performance Report 2005/2006	Book	Data	United Nations Children's Fund	2006
14	Mid-Term Review Report of the ESP/ESSP 2006-2010 implementation (Draft)	Book	Data	MOEYS	2008
15	Consumer Price Index, Phnom Penh, August 2008	Book	Original	National Institute of Statistics	2008
16	Circulation on Registration of Consultants and Construction Business of Foreign Companies and Physical Persons	Book	Copy	Ministry of Land Management, Urban Planning and Construction	2000
17	Prakas on the Governance over the Consultants and Construction Companies	Book	Copy	Ministry of Land Management, Urban Planning and Construction	1999
18	Economic & Monetary Statistics	Book	Original	National Bank of Cambodia	2008
19	Cambodia Economic Watch	Book	Original	Economic Institute of Cambodia	2007