

MINUTES OF DISCUSSIONS  
PRELIMINARY SURVEY  
ON THE PROJECT FOR THE IMPROVEMENT OF MUSIC INSTRUMENTS  
OF THE MALAWI POLICE SERVICE IN THE REPUBLIC OF MALAWI

In response to a request from the government of Malawi, the Japan International Cooperation Agency (hereinafter referred to as “JICA”) decided to conduct a Preliminary Survey on the Project for the Improvement of Music Instruments of the Malawi Police Service (hereinafter referred to as “the Project”) and entrusted the survey to Japan International Cooperation System (hereinafter referred to as “JICS”).

JICA sent to Malawi the Preliminary Survey Team (hereinafter referred to as “the Team”), which stayed in the country from December 14 to December 23, 2009.

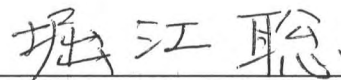
The Team discussed with the officials concerned of the Government of Malawi and confirmed the details of the request. The main points discussed are described as attached herewith.

It should be noted that the implementation of the Preliminary Survey does not imply any decision or commitment by JICA to extend its grant for the Project at this stage.

Lilongwe, December 22, 2009



Lot T. P. Dzonzi  
Commissioner of Police (Administration)  
Malawi Police Service



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## Attachment

### I. Title of the Project

The title of the Project is “The Project for the Improvement of Music Instruments of the Malawi Police Service.”

### II. Objectives of the Project

The objectives of the Project is to enhance the quality of performance of Police Service Band(MPB), to allow them to achieve further accomplishment in their field and to contribute to the promotion of musical activities in Malawi.

### III. Items requested by Malawi

#### 1. Project site

The site of the Project are MPB, Malawi Police Service in Lilongwe and Zomba, and final destination is Lilongwe.

#### 2. Procurement of Equipment

The details of the requested items are listed in Annex-1.

#### 3. Consultant Services

Tender Documentation, Supporting works for Tender in Japan, and Supervision of the Project.

### IV. Executing Agencies, Coordination Mechanisms

Executing Agency: Malawi Police Service

Responsible Agency: Malawi Police Service

### V. Japan's Grant Aid Scheme

#### 1. The Malawian side understands the Japan's Grant Aid Scheme, as described in Annex-2.

In addition, the Team explained and the Malawian side confirmed

- 1) The consultant of the Project will be recommended by JICA,
- 2) The consultant services are limited to supporting and supervisory works in Japan, due to the budget limitation of the Grant, and
- 3) The tender of the Project will be held in Japan in the presence of the representative(s) of Malawi.

#### 2. The Malawian side will take the necessary measures described in Annex-3, for smooth implementation of the Project, as a general condition for the Japanese Grant Aid to be implemented.

## VI. Other relevant issues

### 1. Responsibilities of the Recipient Country

The both parties confirmed that Malawi Police Service shall promptly make preparations for the following in the case that the Government of Japan decides to conduct the Project appraisal and the Malawian side consents the Project equipment list presented through the Embassy of Japan.

- (1) To appoint a representative of the Government of Malawi to witness the tender before its notification.
- (2) To secure the budget necessary for the purchase of repair parts and used-up items, repair, and use/maintain the equipment effectively and properly.
- (3) To keep and use the existing equipment and the requested equipment separately.

### 2. Publicity on the Cultural Grant Aid

The following activities will be carried out in recognition of the valuable contribution made by the people and government of Japan to the cultural development of the Malawian people:

- (1) To hold a handover ceremony
- (2) To conduct a public recognition through the mass media in the country
- (3) To conduct a public appreciation through the web site of the Malawi Police Service.

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## The List of Equipment Requested

The priorities "A, B, C" are given for each item of equipment as below.

Item	Name	Specification	Qty	Priority
<b>A. Wood and Brass Instrument</b>				
A-1	Flutes			
	1)Flute	C/Professional Model/Off Set/Drawned ToneHole/E-Mechanism/sterling silver head joint & nickel-silver body and Keys /Silver-plated/Covered Keys	3	A
	2)Piccolo	C/Professional Model/E-Mechanism/Granadilla fead joint & body/Silver-plated nickel silver keys	3	A
	3)Flute&Picc Stand	Stand for 1-1)&1-2)	3	A
A-2	Clariet			
	1)Clarinet	Bb/Professional Model/Boehm 17 keys 6rings/Grenadilla body/Silver-plated nickel silver keys	9	A
	2)Clarinet Reed	Reeds for 2-1)	18	A
	3)Clarinet Srand	Stand for 2-1)	9	A
A-3	Trumpets			
	1)Cornet in Bb	Bb/Intermediate Model/11.73mm bore/Gold-brass bell/Gold-Lacquer	10	A
	2)Trumpet Stand	Stand for 3-1)	10	A
	3)Herald Trumpet	Bb/Professional Model/11.65mm bore/Yellow-brass bell/Clear-Lacquer	11	A
A-4	Saxophones			
	1)Alto Sax in Eb	Eb/Intermediate Model/with high F# &Front F key/Engraved	3	A
	2)Alto Sax Reed	Reeds for 4-1)	6	A
	3)Tenor Sax	Bb/Intermediate Model/with high F# &Front F key/Engraved	5	A
	4)Tenor Sax Reed	Reed for 4-3)	10	A
	5)Saxophone Strap	Strap for 4-1)&4-2)	8	A
	6)Sax Stand	Stand for 4-1)&4-2)	8	A
A-5	Trombones			
	1)Tenor Trombone	Bb•F/Tenor-Bass/Professional Model/13.34mm bore/Yellow-brass bell/Gold-Lacquer	7	A
	2)Bass Trombone	Bb•F•Eb/Bass/Professional Model/14.3mm bore size/Gold-brass bell/Nickel-silver Slide/Gold Lacquer/Off-set valve/D Slide	5	A
	3)Trombone Stand	Stand for 5-1)&5-2)	7	A
A-6	French Horn			
	1)French Horn	Bb•F Full-Double/Intermediate Model/12mm bore/M Yellow-brass bell/Clear Lacquer	4	A
	2)French Horn Stand	Stand for 6-1)	4	A
A-7	Euphonium			
	1)Euphonium	Bb/Intermediate Model/14.5-15.5mm bore/Yellow-brass bell/Clear-Lacquer	3	A
	2)Euphonium Stand	Stand for 7-1)	3	A
	3)Marching Euphonium	Bb/14.5mm bore/Yellow-brass bell/Silver Plated/	3	A
A-8	Tubas			
	1)Tuba	BBb/Intermediate Model/18.5-19.5mm bore/Yellow-brass bell/Clear-Lacquer/Top Action 4 Pistons	6	A
	2)Tuba	BBb/Intermediate Model/16.8mm bore/Yellow-brass bell/Clear-Lacquer/Top Action 3 Pistons	5	A
	3)Tuba Stand	Stand for 8-1)&8-2)	6	A
A-9	Sousaphone	BBb/18.5mm bore/Yellow-brass bell/Clear-Lacquer/3 Pistons	3	A
<b>B. Percussion Instrument</b>				
B-1	Timpanies			
	1)Timpani 26"	26" /A-f/Aluminum Kettle/Gold Metallic Finish/with Tuning Pedal	1	A
	2)Timpani 29"	29" /F-Db/Aluminum Kettle/Gold Metallic Finish/with Tuning Pedal	1	A
	Timpani Head 26"	Replacement Head for 11-1)	4	A
	Timpani Head 29"	Replacement Head for 11-2)	4	A
B-2	Snare Drum			
	1)Snare Drum	14" x 5.5"	2	A
	2)Snare Drum Stand	Stand for 12-1)	2	A
	3)Snare Drum Head	Snare Top for 12-1)	2	A
	4)Snare Drum Head	Snare Side for 12-1)	2	A
B-3	Bass Drum			
	1)Marching Bass Drum	24" x 13" /Parch Foop(10ply)/Parch+Melanty Shell(9ply)	2	A
	2)Bass Drum Stand	Stand for 13-1)	2	A
	3)Bass Drum Carrying Holder	Carrying Holder for Above	2	A
	4)Bass Drum Head	Bass Drum Head for 13-1)	2	A
B-4	Symbals			
	1)Marching Symbal 18"	Stadium Medium	12	A
	2)Symbal Holder Strap	Strap for 15-1)	6	A
	3)Symbal Leather Pad	Pad for 15-1)	6	A
	4)Symbal Stand	Stand for 15-1)	6	A

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Item	Name	Specification	Qty	Priority
B-5	Drum Set			
	1)Bass Drum 22 x 16"	22" x 16" Solid Black Color Power Sized	2	A
	2)Floor Tom 16 x 16"	16" x 16" Solid Black Color Power Sized	2	A
	3)Tom Tom 13 x 11"	13" x 11" Solid Black Color Power Sized	2	A
	4)Tom Tom 12 x 10"	12" x 10" Solid Black Color Power Sized	2	A
	5)Snare Drum 14" x 5.5"	14" x 5.5" Dyna Foop Steel 2.3mm/Brass Shell	2	A
	6)Double Tom Holder	Short Rod/Short Pipe Length	2	A
	7)Drum Stool	Round Seat with Diecast Mount/Height Adjustable 430-650mm/3 Legs	2	A
	8)Hi-Hat Symbal(Top)	13" Medium Top	2	A
	9)Hi-Hat Symbal(Bottom)	13" Heavy Bottom	2	A
	10)Foot Pedal	Single Chain Drive	2	A
	11)Hi-Hat Stand	Height Adjustable 70-90mm/Adjustable Cymbal Angle & Spring Tension	2	A
	12)Snare Stand	Height Adjustable 45-61mm	2	A
	13)Bass Drum Head	Beat Side for 19-1)	2	A
	14)Snare Drum Head	Snare Top for 19-5)	4	A
	15)Snare Drum Head	Snare Side for 19-5)	4	A
<b>C. Other Instrument</b>				
C-1	Bell Lyer	27keys/2oct/F-G/with strap & Marret	2	A
C-2	Music Stand	Fold Legs/65-120cm/approx 3.2kg	68	A
C-3	Marching Msise	123.5cm Length/750g Weight/Glass Fibre	2	A
C-4	Sticks&Marrets			
	1)Snare Drum Stick	Oak stick/14mm dia/400mm Length	5	A
	2)Snare Drum Stick	Oak stick/17mm dia/400mm Length	5	A
	3)Timpani Marret	Cork Composite core with German Felt/Medium Hard/Maple Shaft/365mm Length	5	A
	4)Timpani Marret	Wood core with German Felt/Medium/Maple Shaft/370mm Lengt/Pair	5	A
	5)MarchingBass Drum Marret	52mm dia hard Felt Head/16mm dia Aluminium Shaft/367mm Length/Pair	2	A
	6)MarchingBass Drum Marret	58mm dia hard Felt&Boar Head/16mm dia Aluminium Shaft/375mm Length/Pair	2	A
C-5	Maintenance&Cleaning			
	1)Silver Polish		50	A
	2)Polishing Cloth M	Medium Size	30	A
	3)Polishing Cloth L	Large Size	50	A
	4)Cleaning Swab	for Clarinet & Sax Neck	30	A
	5)Cleaning Swab	for Saxophone	20	A
	6)Cork Grease	Hard	30	A
	7)Valve Oil	Regular	100	A
	8)Rotary Oil	Regular	20	A
	9)Slide Oil	Regular	30	A
	10)Key Oil	Medium	30	A
	11)Key Oil	Hard	20	A
<b>D. Dance Band Equipments</b>				
D-1	Dance Band Equipments			
	1)Power Amplifier	High-Power Out Put/650W+650W	5	B
	2)Power Amplifier	High Power Putput/350W+350W	4	B
	3)Multi-Effect Processor	Superb Sonic Quality with 24-bit/96kHz Standard Thoughtout	2	B
	4)Graphic Equalizer	Stereo 31-Band Graohic Equalizer/Automatic Muting Circuit Mutes Output for 3 to 5 Seconds After Power is Switched On	2	B
	5)Mixing Console 32ch	32 Inputs/14 Bus Outputs/3-Band Channel EQ&HPF	2	B
	6)Dynamic Microphone	Cardioid/Frequency Range 50?15,000Hz/Impedance 150Ω /	5	B
	7)Microphone Stand	Black Finished/840mm Length Boom Arm/Height Adjustable 900-1605mm	5	B
	8)Speaker	Powered Speaker/Bi-Amp 2-Way 400W	4	B
	9)Subwoofer	Dual 18" Subwoofer/1200W Power Capacity/4Ω Nominal Impedancs	3	B
	10)Passive Croosover	Network Set for 20-8)	1	B
	11)Floor Monitor	12" 2-Way Floor Monitor/350W Power Capacity/8Ω Nominal Impedance	5	B
	12)Electric Guitar	Bolt-on/Rosewood Fingerboard/22Flets/3-Position Pick Up Switch & Indicator	2	B
	13)ElectricBass Guitar(5 Wire)	Bolt-on/ Rosewood Fingerboard/24Flets/Soid Brass Bridge/Pick Up(Master Volume	1	B
	14)Electric Guitars Amplifier	20Wrms/20cm Speaker Component/Control(Ach-Volume/Bch-Gain/Bch-Master	2	B
	15)Electric Bass Guitars Amplifier Built In	20Wrms/25cm Speaker Component/Control(Volume/Trble/HighMID/Low MID/Bass/Ch Select Switch)	1	B
	16)Guitar Stand	Stand for 20-11)&20-12)	3	B
	17)Synthesizer	88Keys/Preset 512 Normal Voices + 64 Drum Kits, GM128 Normal VoicesUser:256 + 1 Drum Kit,User:128 x 2 Normal Voices + 32 Drum Kits/Width1,472mmHeight163mmDepth385mm Weight22.5kg	2	B
	18)Equipment Rack W/Wired	Rack for All Equipments	2	B
	19)Connecting Items	Such as Conection Cables/Conection Box/Extensions/Lead Lines	1set	B

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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, for Fisheries and for Cultural Cooperation, etc.

The Grant Aid is non-reimbursable fund to a recipient country to procure 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 (Preliminary) 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 the recipient country
- Implementation
  - Implementation of the Project on the basis of the G/A

### 2. Preliminary Survey

#### (1) Contents of the Survey

The aim of the Survey is to provide basic documents 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 technical, financial, social and economic points of view.

- Confirmation of items agreed on by both parties concerning the basic concept of the Project.
- Preparation of a basic design (a list of equipment) 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 (final equipment list for appraisal) 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.

## (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 Exchange of Notes (hereinafter referred to as "the E/N") will be signed between the GOJ and the Government of the recipient country to make a pledge 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 transportation, 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."

(4) Necessity of "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 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-3.

(6) "Proper Use"

The Government of the 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 the 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 the 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)

## FLOW CHART OF JAPAN'S GRANT AID PROCEDURES

Stage	Flow & Works	Recipient Government	Japanese Government	JICA	Consultant	Contractor	Others
Application	(T/R: Terms of Reference)						
Project Formulation & Preparation							
Appraisal & Approval							
Implementation	(E/N: Exchange of Notes, G/A: Grant Agreement)						
							Bank
Evaluation & Follow up							

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**Major Undertakings to be taken by the recipient government**

NO	Items	To be covered by the Grant	To be covered by the Recipient
1	To bear the following commissions to a bank of Japan for the banking services based upon the Banking Arrangement		●
	1) Advising commission of Authorization to Pay		●
	2) Payment commission		●
2	To ensure prompt unloading and customs clearance at ports of disembarkation in the recipient country and to assist internal transportation of the products therein		●
	1) Marine(Air) transportation of the products from Japan to the recipient country	●	
	2) Internal transportation from the ports of disembarkation to the project site	●	
3	To ensure that customs duties, internal taxes and other fiscal levies which may be imposed in the recipient country with respect to the purchase of the products and the services be exempted or be borne by the Authority without using the Grant		●
4	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		●
5	To ensure that the facilities and the equipment be maintained and used properly and effectively for the implementation of the Project		●
6	To bear all the expenses, other than those covered by the Grant, necessary for the implementation of the Project		●