

【Appendices】

- 1. Member List of the Study Team**
- 2. Study Schedule**
- 3. List of the Parties Concerned in Bhutan**
- 4. Minutes of Discussions**
- 5. Amendment of Minutes of Discussions**
- 6. References**

1. Member List of Study Team

(1) Preparatory Survey

Sachiko Misumi, Ms.	Team leader Senior Advisor to the Director General South Asia Department Japan International Cooperation (JICA)
Masayuki Suzukawa, Dr.	Technical Adviser Jichi Medical University Professor Emergency Medical
Yuko Ishida, Ms.	Program Coordinator Associate Expert Reproductive Health Division Health Systems and Reproductive Health Group Human Development Department Japan International Cooperation (JICA)
Shigetaka Tojo, Mr.	Project manager / Emergency Medical Equipment Planner International techno Center Co.,Ltd.
Yasuhiro Hiruma Mr.	Equipment procurement / Cost Estimator International techno Center Co.,Ltd.

(2) Explanation of Draft Report

Tomoki Nitta, Mr.	Team leader Chief Representative JICA Bhutan Office
Seiji Kato, Mr.	Program Coordinator Adviser, Health Division 3, Health Group 2 Human Development Department Japan International Cooperation (JICA)
Shigetaka Tojo, Mr.	Project manager / Emergency Medical Equipment Planner International techno Center Co.,Ltd.

2. Study Schedule

(1) Preparatory Survey May 29 to July 3, 2010 (36 days)

No :	Date		JICA Membre		Consultant Member																																																		
1	5/29	Sat	Narita → Bangkok →		Same as left																																																		
2	5/30	Sun	→ Paro		Same as left																																																		
3	5/31	Mon	Meeting at JICA and Ministry of Health Survey at JDWNRH and Bajo BHU		Same as left																																																		
4	6/1	Tue	Survey at Damphu Hospital Sarpang Hospital	Narita → Bangkok →	Survey at Damphu Hospital Sarpang Hospital																																																		
5	6/2	Wed	Survey at Gelephu Hospital, Move to Thimphu	→ Paro	Survey at Gelephu Hospital, Move to Thimphu																																																		
6	6/3	Thu	Survey at Gidakom Hospital.																																																				
7	6/4	Fri	Meeting at JICA and Discussion with Ministry of Health			Narita → Bangkok →																																																	
8	6/5	Sat	Document work			→ Paro																																																	
9	6/6	Sun	Meeting at JICA and Discussion with Ministry of Health																																																				
10	6/7	Mon	Discussion with Ministry of Health. Explanation of survey tender to local consultant companies																																																				
11	6/8	Tue	Preparation of Minute of Discussion and meeting with Ministry of Health																																																				
12	6/9	Wed	AM Preparation of survey schedule at JICA Office PM Signing of Minute of Discussion with MoH, and report to Jica Office																																																				
13	6/10	Thu	Paro→ Bangkok →		AM: Contract negotiation with Local consultant PM: Meeting at Ministry of Health																																																		
14	6/11	Fri	→ Narita		AM: Survey at JDWNRH PM: Contract with Local consultant																																																		
15	6/12	Sat					Move to Jakhar																																																
16	6/13	Sun									Move to Mongar																																												
17	6/14	Mon													Survey Mongar Hospital																																								
18	6/15	Tue																	Move to Jakhar																																				
19	6/16	Wed																					AM : Survey Bumthang Hospital PM: Move to Wandue Phodrang																																
20	6/17	Thu																									AM: Survey Bajo BHU1 PM: Survey at Punakha Hospital Move to Thimphu																												
21	6/18	Fri																													AM: Meeting at Ministry of Health PM : Car Work shop survey																								
22	6/19	Sat																																	Document work																				
23	6/20	Sun																																					Document work																
24	6/21	Mon																																									Move to Phuentsholing												
25	6/22	Tue																																													AM: survey at Phuentsholing Hospital, TOYOTA agent. Move to Paro								
26	6/23	Wed																																																	AM: Survey at Paro Hospital. Move to Thimphu				
27	6/24	Thu																																																					AM: Survey report to JICA
28	6/25	Fri																																																					
29	6/26	Sat																																																					
30	6/27	Sun																																																					
31	6/28	Mon																																																					

32	6/29	Tue		Meeting with Ministry of Health
33	6/30	Wed		Meeting with Ministry of Health Report to JICA Office
34	7/1	Thu		Document work
35	7/2	Fri		Paro → Bangkok
36	7/3	Sat		Narita

(2) Explanation of Draft Report October 9 to October 17, 2010 (9 days)

	Date		JICA	Consultant
1	9/10	Fri	Narita → Bangkok	
2	10/10	Sat	Bangkok → Paro	
3	11/11	Sun	Document work	
4	12/10	Mon	Meeting with JICA, Ministry of Health	
5	13/10	Tue	Meeting with Ministry of Health and Explanation of Draft report	
6	14/10	Wed	Discussion on Contents of Minutes of Meeting	
7	15/10	Thu	Signing of Minute	
8	16/10	Fri	Paro → Bangkok	
9	17/10	Sat	Bangkok → Narita	

3. List of Parties Concerned in Bhutan

Ministry of Health Royal Government of Bhutan

- Zangley Dukpa Minister, Ministry of Health
- Dasho(Dr.) Gado Tshering Secretary, Ministry of Health
- Ugen Dophu M.D. Officiating Secretary, Ministry of Health
- Dr. Dorji Wangchuk Director General, Department of Medical Service
- Mr. Nawang Dorji Chief Program officer, Department of Medical Service
- Mr. Pema Lethro Assistant Planning officer, Policy and Planning Division Department of Medical Service.
- Mr. Leki Norbu Motor Transport officer Administration and Finance Division Department of Medical Service

Mongar Hospital

- Dr. Kesang Naegyel Medical Specialist
- Mr. Dorji Wangchuk Motor Transport officer
- Mr. Dorji Thinley Senior Administration officer
- Mrs. Neelima Chhetri Nursing Superintendant
- Mr. Phub Tshering Administration officer
- Mr. Bro K.B. Rai Male Nurse
- Mr. Tshering Dorji District Health Officer
- Mr. Jigue Tshewaing Driver
- Mr. Karma Loday Driver

Punakha Hospital

- Dr. Pema Tenzin GDMO (General District Medical officer)
- Dr. Nar Bahadur Medical officer
- Mr. Dorji Wangchuk Administration officer
- Mr. Tikaram Gurung Driver

Bumthang Hospital

- Mr, Dorji Dukpa Administration officer
- Mr. Kinzang Namagyel Senior District Health officer
- Ms. Tshering Youden Assistant Senior Nurse
- Mr. Tengin Wangchuk Driver

Bajo BHU- 1

- Dr. Ugyen Choclen Medical officer
- Ms Kaloo Dukpa DHO(District Health officer)

Phuentsholing Hospital

- Mr. Dawa Tshering Administration officer

Paro Hospital

- Mr. Dorji Administration officer
- Dr. Choeda Gyaltshen GDMO (General District Medical officer)
- Mr. Kinley Dorji Driver

Samtse Hospital

- Mr.Tshering Wangchuk Senior District Health Officer
- Mr.Chandralala Bhujel Medical Record Technician
- Ms.Dechen Wangmo Senior Nurse
- Mr. Ganesh Pradhan Senior Driver

Gomtu Hospital

- Dr.R.I Patil Chief Medical Officer
- Mr. Lodey Rabten Senior Chief Nurse
- Mr. Namgay Dorji Store In charge
- Ms. Krishna Maya Receptionist

Dagana BHU- 1

- Mr. Dorji Gyeltshen Assistant District Health Officer
- D.C Acharya Assistant Clinical Officer

Lhamoyzingkha BHU- 1

- Dr. Ugyen Wangdi Medical officer
- Mr. Ugyen Wangdi General Nurse Midwife

Yebilaptsa Hospital

- Mr. B.N. Sharma Administration officer
- Mr. Bikram Gurung General Nurse Midwife

- Mr. Thala Pati Phuyel Administration Assistant
- Mr. Lhelki Pharup Assistant Nursing Superintendent

Lhuntse Hospital

- Mr. Tenzin District Health Officer
- Dr. Kuenzang Chhezom District Medical Officer
- Mrs. Tashi Lhamo Administration Assistant

Trashigang Hospital

- Mr. Tshewang Dorji District Health Officer
- Dr. Santiram Dhakal Chief Medical Officer
- Mr. Tashi Jamtsho Medical Record Technician- I

Trashiyangtse Hospital

- Mr. Sonam Chopel Officiating District Health Officer
- Mr. Yeshe Dorji Administration Assistant
- Mr. Sither Gyeltshen Assistant Nurse

Riserboo Hospital

- Dr. Dorji Penjor Chief Medical Officer
- Mr. Karchung Administration officer

Pema Gatshel Hospital

- Dr. Thukten Chopel Chief Medical Officer

Dewathang Hospital

- Dr. Dendup Gyeltshen Chief Medical Officer

Samdrubchholing BHU I

- Mr. Choney Dorji Health Assistant

Samdrup Jongkhar Hospital

- Mr. Tshering Chhogyel Administration officer

JDWNRH: Jigme Dorji Wangchuk National Referral Hospital

- Mr. Tashi Phw PRO / Administration officer JDWNRH

- Mr. Wangchuk Assistant Procurement officer JDWNRH
- Mr. Q.Pandup Tsheuy Medical System JDWNRH
- Mr. Dorji Dukpa Head Accountant Section
- Mr. Keucho Dorji Region officer Referral section
- Mr. Passang Dorji Nurse in charge emergency department

Ministry of Economic Affairs

- Mr. Tshering Senior Program officer

4. Minutes of Discussions

**MINUTES OF DISCUSSIONS
ON PREPARATORY SURVEY
ON THE PROJECT FOR REPLACEMENT OF AMBULANCES
IN KINGDOM OF BHUTAN**

In response to a request from the Royal Government of Bhutan (hereinafter referred to as "RGoB"), the Government of Japan decided to conduct a Preparatory Survey on the Project for Replacement of Ambulances in Bhutan (hereinafter referred to as "the Project") and entrusted the survey to the Japan International Cooperation Agency (hereinafter referred to as "JICA").

JICA sent to Bhutan a Preparatory Survey Team (hereinafter referred to as "the Team"), which is headed by Ms. Sachiko Misumi, Senior Advisor to Director General, South Asia Department of JICA, and is scheduled to stay in the country from 30th May to 2nd July, 2010.

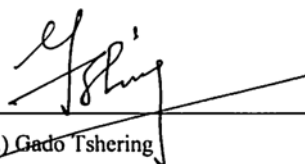
The Team held discussions with the officials concerned from the RGoB and conducted a field survey.

In the course of discussions and field survey, both parties confirmed the main items described on the attached sheets. The Team will proceed to further works and prepare the Preparatory Survey Report.

Thimphu, 9th June, 2010

三 角 幸 子

Sachiko Misumi
Leader, Preparatory Survey Team
Senior Advisor to Director General
South Asia Department
Japan International Cooperation Agency



Dasho (Dr.) Gado Tshering
~~Secretary~~
Ministry of Health
Royal Government of Bhutan

ATTACHMENT

1. Objective of the Project

The objective of the Project is to replace the decrepit ambulances in Bhutan, by identifying adequate car specification and inner equipment sets, for better patient transport and emergency medical care in the country.

2. Confirmation of the final request

After discussions between the RGoB and the Team, replacement of the ambulances described in Annex-1 (a list of facilities) and Annex-2 (a list of equipment) were requested by the RGoB. JICA will assess the appropriateness of the request and will recommend to the Government of Japan for its approval.

3. Project sites

The sites of the Project are the districts where the facilities listed in Annex-1 are located.

4. Responsible and implementing agency

The responsible and implementing agency is the Ministry of Health. Organization chart of the Ministry is shown in Annex-3.

5. Japan's Grant Aid scheme

5-1. The RGoB understands the Japan's Grant Aid scheme explained by the Team, as described in Annex-4.

5-2. The RGoB confirms to take the necessary measures, as described in Annex-4, for smooth implementation of the Project, as a condition for the Japan's Grant Aid to be implemented.

5-3. The Team explained that a competitive tendering for procurement of vehicles and equipment sets, as described in the "Procurement Guidelines of the Japanese Grant Aid for General Projects", must be conducted to select a manufacturer of the ambulances, and this was agreed by the RGoB.

6. Schedule of the survey

6-1. The Team will proceed to further studies in Bhutan until 2nd July, 2010.

6-2. JICA will prepare the draft report in English and dispatch a mission in order to explain its contents from late September to early October, 2010.

6-3. After the contents of the report is accepted, in principle, by the RGoB, JICA will complete the final report and send it to the RGoB.

6-4. The Team documents a technical note (for detailed specification and procedure of procurement), which is to be signed by the RGoB and the Team before all the team members leave Bhutan.



Schedule of the survey is shown in Annex-5.

7. Other relevant issues

7-1. Scope of the Preparatory Survey

7-1-1. Coherence with the National Policy

The Team understands that the final request was made by the RGoB based on the active guideline, "National Policy Guidelines for Ambulance Services," which was dated on 25 March, 2009.

7-1-2. Consideration for Donor Community

The Project takes into consideration of the current and potential cooperation with other donor agencies to avoid any duplication.

7-2. Criteria for Decisions

Based on the result of the Preparatory Survey, the number and locations of ambulance cars will be decided. Criteria for making decisions are age and mileage of ambulance cars, with considerations for condition of the vehicle, frequency of transportations, times spent for the ambulance service, road condition, climate, and other factors to be noted in each area.

7-3. Clarifications of Present System

The Team needs to clarify (1) the organizational structure, budgeting, human resource allocation, and technical skills of service providers, as well as (2) the overall maintenance system of ambulance cars and equipment inside, and (3) how the above structure and resources are incorporated into practice to maintain ambulance service in each area, for the determination of appropriateness of the Project. The facilities which have responded with the precise answers to the questionnaire will be taken into account for the formulation of the Project.

7-4. Design of Specification (including Equipment)

The Team needs to clarify the current usage of ambulance cars as well as the equipment inside, in order to design the specification of ambulance cars for effective and efficient use in Bhutan.

7-5. Effectiveness of Systematic Approach

The RGoB and the Team discussed the effectiveness of systematic approach to the emergency medical service (the overall activities from the Village Health Workers to the medical personnel at a top referral) for the lives and well-beings of people in Bhutan. Viewpoints of (1) appropriate allocation and mobilization of medical staff and resources, (2) proper implementation of Health Help Line, and (3) statistics and evidence-based analyses were raised to strengthen the system further.

Taking account of the above issues, contents of the Project will be decided through the forthcoming survey and analysis in Japan.



- Annex-I List of the facilities requested by the RGoB
- Annex-II List of the equipment requested by the RGoB
- Annex-III Organization chart of the Ministry of Health
- Annex-IV Japan's Grant Aid scheme
- Annex-V Schedule of the Survey



Updated Proposal (Grant expected from JICA)
Ministry of Health
Royal Government of Bhutan

Sl.#	Hospital Name	Requirement for replacement	Reasons for Replacement	Baseline	Target	Specification	Remarks
1	Samdrup Jongkhar	1	Replacement for 10yrs old ambulance	2	8 ambulances for JDWNRH,5 for Mongar and Gelephu RRH, 3 for Paro RRH, 2 for all District Hospitals and one for BHU-I		
2	Deothang Hospital	1	Replacement for 12 years old	1			
3	Riserboo Hospital	1	Replacement of 11 years old ambulance	2			
4	Mongar Regional Referral Hospital	3	Replacement of 12years, 10years, 9 years old ambulance	5			
5	Pemagatshel Hospital	1	Replacement for 10 years old ambulance.	2			
6	Yebilapisa Hospital	1	Replacement of 11years old ambulance	2			
7	Bajo BHU I	1	Replacement of 9 years old ambulance	2			
8	Samtse Hospital	2	Replacement of 10 years old ambulance	3			
9	Trashigang Hospital	1	Replacement of 9 years old ambulance	2			
10	Punakha Hospital	1	Replacement of 10 years old ambulance	2			
11	JDWNRH	2	Replacement of one 14 years & 10 years model ambulances	5			Toyota Land Cruiser
12	Trashiyangtse hospital	1	Replacement of 10 years old ambulance	2			
13	Paro	2	12 & 9 years old ambulances	3			
14	Gomtu hospital	1	Replacement of 11years old ambulance	2			
15	Samdrupcholing BHU I	1	Replacement of 10 years old ambulance	1			
16	Phuentsholing hospital	2	Replacement of 10years old ambulance	3			
17	Dagana BHU I	1	Replacement of 11years old ambulance	1			
18	Bumthang hospital	1	Replacement of 11 years old ambulance	2			
19	Imaizongkha BHU I	1	Replacement of 9 years old ambulance	1			
20	Lhuentse hospital	1	Replacement of 9 years old ambulance	2			
	Total	26		40			

Criteria-10 years and above

Note: The ambulance 9 year old is reflected on understanding that at the time of JICA Aid implementation will 10 years old.

Date: 09/06/2010

**Department of Medical Services
Ministry of Health
Thimphu:Bhutan.**

Specifications/options required in addition to the standard options.

1. Toyota (ex-factor) Land Cruiser Ambulance Hard top (LWB 4.21 DIESEL, 6) Cylinder, 3 doors, 8 seat, 5-speed manual transmission, ordering code, HZJ78R- RJMRS Steering orientation: RHD)
2. Exterior Colour: White
3. Curtain (506 BV) or Frosted Window
4. First Aid Kit Plastic Type (244 EE)
5. Hand lamp & connector 55W (516 BO)
6. Intravenous feeding hook,2 pcs (519 BD)
7. Main stretcher W/suspension bed instead of STD (521 CM)
8. Medicine Box (532 BB)
9. Oxygen Resuscitator Automatic Type + demand Type including oxygen cylinder W/O oxygen (263 AA)
- 10.Oxygen cylinder, without oxygen (532 BB)
- 11.Patient lamp,10 W, flexible type (534 AW)



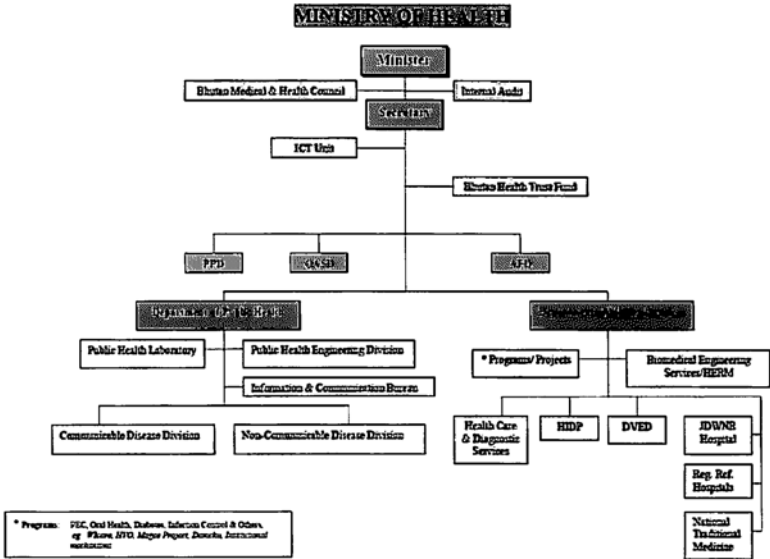
12. Roof sign board, English (543 BU)
13. Roof ventilator W/electric fan (544 BV)
14. Room Lamp, 10 W (additional) (545 AH)
15. Ambulance decals, back (Red Cross) (537 EZ)
16. Ambulance Decals, both sides (Red Cross) (538 EQ)
17. Beacon lamp, multi flashing red, instead of STD, electric siren amp and speaker 2 tone type W/microphone, (N/A with std Beacon lamp red and optional Beacon lamp blue and multi flashing blue) (525 BQ, 508 CT)
18. Sub stretcher (folding type) N/A with Cabinet stool with wash basin (549 BB) reconfirm in Japan.
19. Electric sucker (509 BJ)
20. Double fuel tank

Reviewed and finalised by Dr. Masayuki Suzukawa, Mr. Shigetaka Tojo, Mr. Yasuhiro Hiruma, Japanese mission team members and Mr. Nawang Dorji, Chief Program Officer, HC&DD on the 8th June, 2010 and deleted items from the original list is shown below.

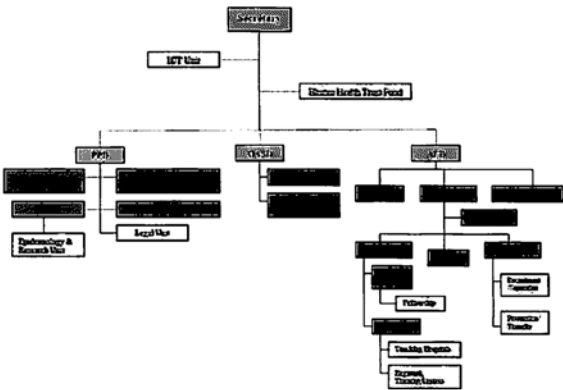
1. Ambulance decals, front (Red Cross) (539 EN)
2. Ambulance decals roof (Red Cross) (540 EP)
Reason: too many cross is un-necessary
3. One year spare parts kit
Reason: not permissible under Grant Aid Policy of Japan.



Organization Chart of the Ministry of Health



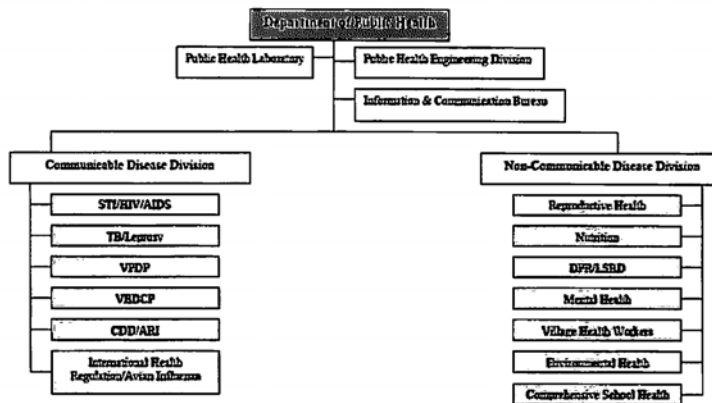
MINISTRY OF HEALTH
Secretariat



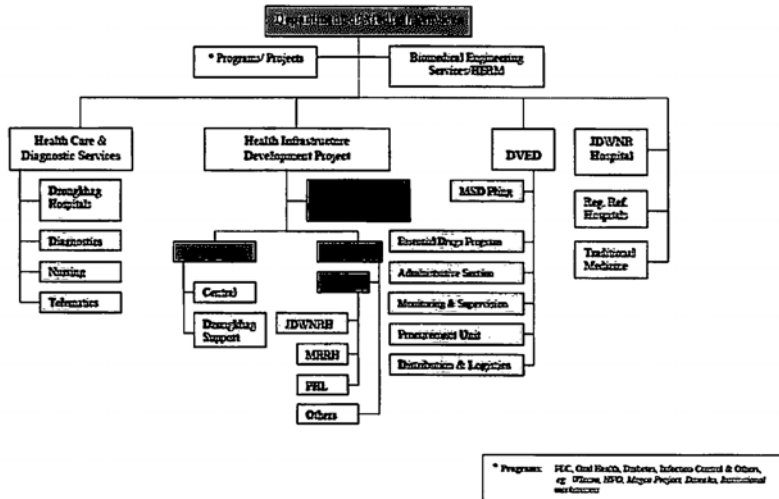
Handwritten signature

Handwritten initials

**MINISTRY OF HEALTH
Department of Public Health**



**MINISTRY OF HEALTH
Department of Medical Services**



Handwritten initials: *if* and *JK*

Japan's Grant Aid scheme

The Government of Japan (hereinafter referred to as "the GOJ") is implementing the organizational reforms to improve the quality of operations of the Official Development Assistance (ODA), and as a part of this realignment, a new JICA law was entered into effect on October 1, 2008. Based on this 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 provided to a recipient country to procure the facilities, equipment and services (engineering services and transportation of the products, etc.) for its economic and social development 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 Japan's Grant Aid is supplied through following procedures:

- Preparatory Survey
 - The Survey conducted by JICA
- Appraisal & Approval
 - Appraisal by the GOJ and JICA, and Approval by the Japanese Cabinet
- Authority for Determining 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 preparatory Survey is to provide a basic document necessary for the appraisal of the Project made by the GOJ and JICA. The contents of the Survey are as follows:

- Confirmation of the background, objectives, and benefits of the Project and also institutional capacity of relevant agencies 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 between 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 based on the guidelines of the Japan's Grant Aid scheme.

JICA requests the Government of the recipient country to take whatever measures necessary to achieve 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 of the recipient country which actually implements the Project. Therefore, the implementation of the Project is confirmed by all relevant organizations of the recipient country based on the Minutes of Discussions.

(2) Selection of Consultants

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

(3) Result of the Survey

JICA reviews the Report on the results of the Survey and recommends the GOJ to appraise the implementation of the Project after confirming the appropriateness 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

In order to maintain technical consistency, the consulting firm(s) which conducted the Survey will be recommended by JICA to the recipient country to continue to work on the Project's implementation after the E/N and G/A.

(3) Eligible source country

Under the Japan's 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".

(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 fulfil 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 shown in the table on page 4 of this report.



(6) "Proper Use"

The Government of the recipient country is required to maintain and use properly and effectively the facilities constructed and the equipment purchased under the Grant Aid, to assign staff necessary for this operation and maintenance and 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 under 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 paid to the Bank.

(10) Social and Environmental Considerations

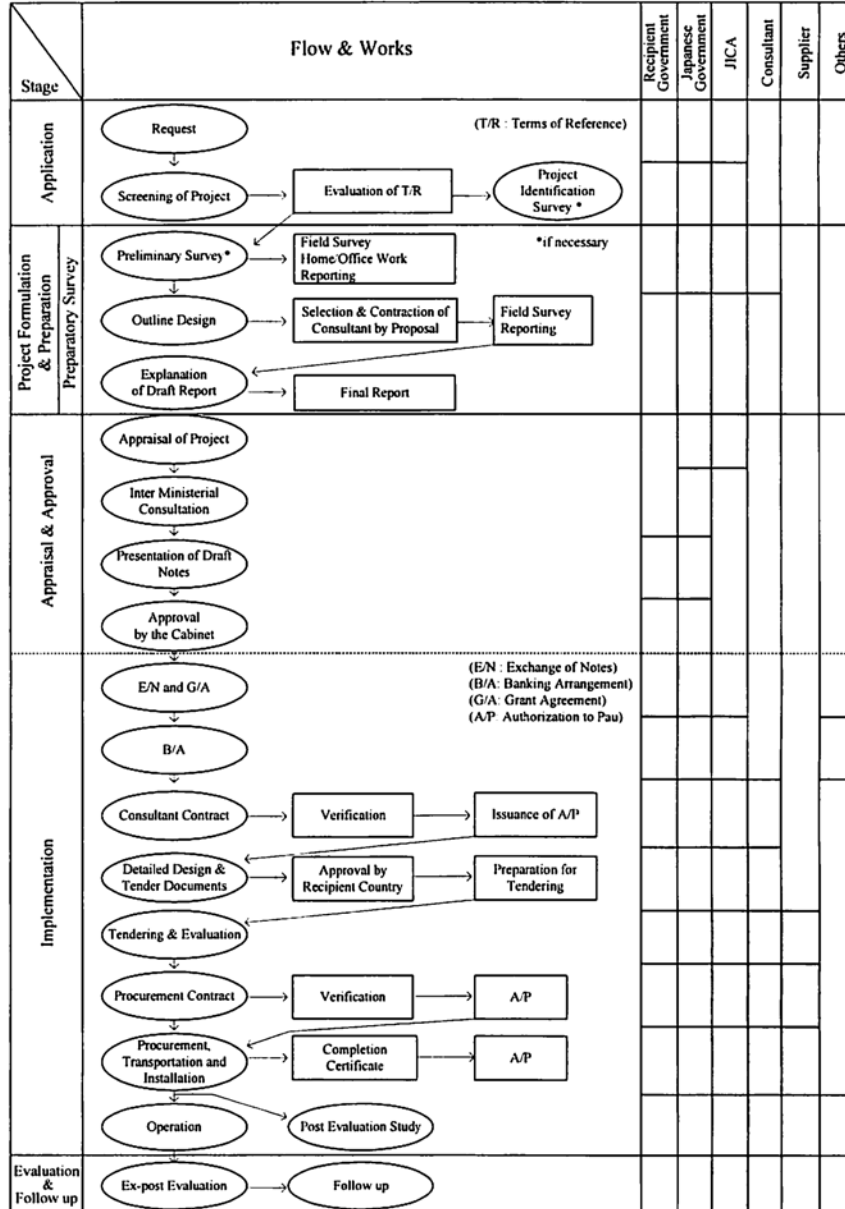
A recipient country must carefully consider social and environmental impacts by the Project and must comply with the environmental regulations of the recipient country and JICA socio-environmental guidelines.



Major Undertakings to be taken by Each Government

No.	Items	To be covered by the Grant Aid	To be covered by the Recipient Side
1	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		•
2	To ensure prompt customs clearance of the products and to assist internal transportation of the products in the recipient country		
	1) Marine(Air) transportation of the products from Japan or third countries to the nearest country of recipient country	•	
	2) Tax exemption and custom clearance of the products		•
	3) Internal transportation from the bond warehouse to the project site	(•)	(•)
3	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		•
4	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		•
5	To maintain and utilize the equipment provided under the Grant Aid properly and effectively		•
6	To bear all the expenses, other than those to be borne by the Grant Aid, necessary for the transportation and installation of the equipment		•

Flow Chart of Japan's Grant Aid Procedure



Handwritten signature and initials.

Schedule of Survey

The survey will be carried out as follows:

	2010							
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Preparation of Survey in Japan	<input type="checkbox"/>							
Field Survey in Bhutan		■	■					
Analysis in Japan (Preparation of draft final report)			▬					
Explanation of draft final report in Bhutan					■			
Preparation and submission of final report						▬		▼

Handwritten signature and initials


**MINUTES OF DISCUSSIONS
ON THE BASIC DESIGN STUDY
ON THE PROJECT FOR REPLACEMENT OF AMBULANCES
IN KINGDOM OF BHUTAN
(EXPLANATION OF DRAFT REPORT)**

In May and June 2010, Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched a Preparatory Survey team on the Project for the Project for Replacement of Ambulances in Bhutan (hereinafter referred to as "the Project") to the Royal Government of Bhutan (hereinafter referred to as "RGoB"), and through discussion, field survey, and technical examination of the study results in Japan, JICA prepared a draft report of the study. .

In order to explain and to consult the RGoB on the components of the draft report, JICA sent to Bhutan the Draft Report Explanation Team (hereinafter referred to as "the Team"), which is headed by Mr. Tomoki Nitta, Resident Representative, JICA Bhutan Office and is scheduled to stay in the country from 9 to 15 October, 2010.

In the course of explanation of draft report, both parties confirmed the main items described on the attached sheets. The Team will proceed to further works to implement the Project.

Thimphu, 14 October, 2010



Tomoki Nitta
Leader, Draft Report Explanation Team
Resident Representative
JICA Bhutan Office
Japan International Cooperation Agency



Ugen Dophu M.D.
Officiating Secretary
Ministry of Health
Royal Government of Bhutan

ATTACHMENT

1. Components of the Draft Report

The RGoB agreed and accepted in principle the components of the draft report explained by the Team.

2. Japan's Grant Aid scheme

The RGoB understands the Japan's Grant Aid scheme and the necessary measures to be taken by the RGoB as explained by the Team and described in Annex-4 of the Minutes of Discussions signed by both parties on 9th June, 2010.

3. Schedule of the Study

JICA will complete the final report in accordance with the confirmed items and send it to the RGoB by December 2010.

4. Other Relevant Issues

4-1. Confidentiality of the Project Cost Estimation

The Team explained the cost estimation of the Project as described in Annex-1. Both sides agreed that the Project Cost Estimation should never be duplicated or released to any outside parties before signing of all the Contract(s) for the Project. The RGoB understands that the Project Cost Estimation described in Annex-1 is not final and is subject to change.

4-2. Undertakings by the RGoB

The RGoB promised to take every necessary measure to conduct the undertakings, the registration and the insurance for the ambulances to be donated, according to the tentative schedule described in Annex-3.

4-2-1. Introduction of Health Help Line

The RGoB explained to the Team on the project of the Health Help Line system. The Health Help Center has been contracted to Indian companies for its establishment in September 2010. The RGoB mentioned the system would function by January 2011. The Team received the document, in Annex-5, regarding the present situation of the Health Help Line.

4-2-2. Upgrade of Log Book

The RGoB will upgrade the form of the ambulance driver's log book nationwide, so that it contains: (1) Record of service check, repair and exchange of parts of each vehicle, in order for the appropriate maintenance cost to be secured through each district government; and (2) Information on patient diagnosis, casualty, or ante/postnatal conditions of pregnant women as well as the information on any medical attendance, to be managed and monitored with the record of hospitals/facilities which provide emergency medical care.

Upon the renewal of log book form, guidelines for its use are provided, and the context is also incorporated in the training curriculum for ambulance drivers. The RGoB will show the renewed log book and the guidelines for its use to the Japanese side at the time of the delivery.

- Annex-1 Project Cost Estimation
- Annex-2 Operation and Maintenance Cost for the Equipment
- Annex-3 Tentative Schedule of the Project
- Annex-4 The Minutes of Discussions signed on 9th June, 2010
- Annex-5 The Health Help Line system

Tom

[Handwritten signature]

Annex-1 Project Cost Estimation

The estimated project cost, if this plan is to be implemented, is about 162 million yen, under the conditions described below. This estimation cost is provisional and would further be examined by the Government of Japan for approval of the grant.

(1) Project Cost borne by the Japanese side

Project cost borne by the Japanese side is estimated to be Japanese Yen 161.306 million. Table below shows the contents of the project cost.

item	Estimated Cost (million Yen)
(1) Equipment Fee	145.306 million Yen
(2) Consultant Fee	16 million Yen
Total	161.306 million Yen

(2) Expense Obligations for the Kingdom of Bhutan

Project cost borne by the Bhutan side is estimated to be 362,500 Ngultrums (Japanese Yen 0.73 million).

Item	Estimated costs	
(1) Insurance Fee	39,000 Ngultrums	78,000 yen
(2) Car Registration fee	73,320 Ngultrums	148,106.4 yen
(3) Passenger Fees	19,500 Ngultrums	39,390 yen
(4) Bank commissions	362,500 Ngultrums	730,000 yen
Total	494,320 Ngultrums	998,526.4 yen

The exchange rate of 1 ngultrum = 2.02 yen was used.

(3) Estimation Conditions

- ① Time of estimation : September 2010
- ② Foreign exchange rates : US\$ 1 = 92.35 yen, 1 Nu = 2.02 yen
- ③ Implementation period : Approx. 12 months
- ④ Other conditions : Cost is estimated within the framework of Japan's Grant Aid scheme

Tou

[Signature]

Annex-2 Operation and Maintenance Cost for Equipment

(1) Operation and maintenance costs

MOH and the Department of Health of each *Dzongkhag* will operate the ambulances with the operation and maintenance expenses appropriated for each ambulance from their budgets.

Table Estimation of the operation and maintenance costs for Ambulance (unit: ngultrums)

	Institution	S/W	Box	Total	Maintenance costs ('09-'10)	Estimate
1	San drop Johnkar Hospital	1		1	215,000	215,000
2	Deothang Hospital	1		1	218,000	218,000
3	Riserboo Hospital	1		1	255,500	255,500
4	Mongar (ERR) Hospital	2	1	3	515,000	1,545,000
5	Pema gatshei Hospital	1		1	20,200	20,200
6	Yebilapsa Hospital	1		1	515,000	515,000
7	Bajo BHU-1		1	1	400,000	400,000
8	Samtse Hospital	2		2	512,961	1,025,921
9	Trashigang Hospital	1		1	293,500	293,500
10	Punakha Hospital	1		1	400,000	400,000
11	JDWNRH		2	2	515,000	1,030,000
12	Trashiyangtse Hospital	1		1	237,000	237,000
13	Paro Hospital	1	1	2	400,000	800,000
14	Gomtu Hospital		1	1	233,818	233,818
15	Sandrop choeling BHU-1	1		1	209,000	209,000
16	Phucntsholing Hospital	1	1	2	400,000	800,000
17	Bumthang Hospital		1	1	515,000	515,000
18	Dagana BHU-1	1		1	240,832	240,832
19	Lhamoizingkha BHU-1	1		1	474,000	474,000
20	Lhuntse Hospital	1		1	170,000	170,000
Total (Nu)						9,597,771

Exchange rate: 1Nu =2.02JPY,

9,597,771Nu ≈ 19,387,497¥

Source: Responses to the questionnaire

Toru

[Signature]

Annex-3 Tentative Schedule of the project

The implementation schedule of this project consists of two stages, tender-related works and equipment procurement and installation.

The table below shows the processes in the project from the conclusion of E/N to completion.

Table Tentative schedule of the Project

Month	1	2	3	4	5	6	7	8	9
Subject									
Tender Preparation	Final confirmation of project	(Around 4 months)							
	Works in Japan: (Tender documents)								
	Confirmation of Tender documents								
	Tender notice								
	Tender open and evaluation of tender, contract								
Supervision	Manufacturing							(Around 8 months)	
	Transportation, custom						Installation, Test operation		

Tom

**MINUTES OF DISCUSSIONS
ON PREPARATORY SURVEY
ON THE PROJECT FOR REPLACEMENT OF AMBULANCES
IN KINGDOM OF BHUTAN**

In response to a request from the Royal Government of Bhutan (hereinafter referred to as "RGoB"), the Government of Japan decided to conduct a Preparatory Survey on the Project for Replacement of Ambulances in Bhutan (hereinafter referred to as "the Project") and entrusted the survey to the Japan International Cooperation Agency (hereinafter referred to as "JICA").

JICA sent to Bhutan a Preparatory Survey Team (hereinafter referred to as "the Team"), which is headed by Ms. Sachiko Misumi, Senior Advisor to Director General, South Asia Department of JICA, and is scheduled to stay in the country from 30th May to 2nd July, 2010.

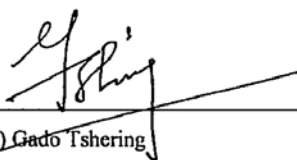
The Team held discussions with the officials concerned from the RGoB and conducted a field survey.

In the course of discussions and field survey, both parties confirmed the main items described on the attached sheets. The Team will proceed to further works and prepare the Preparatory Survey Report.

Thimphu, 9th June, 2010

三向 幸子

Sachiko Misumi
Leader, Preparatory Survey Team
Senior Advisor to Director General
South Asia Department
Japan International Cooperation Agency



Dasho (Dr.) Gado Tshering
~~Secretary~~
Ministry of Health
Royal Government of Bhutan

Tom



ATTACHMENT

1. Objective of the Project

The objective of the Project is to replace the decrepit ambulances in Bhutan, by identifying adequate car specification and inner equipment sets, for better patient transport and emergency medical care in the country.

2. Confirmation of the final request

After discussions between the RGoB and the Team, replacement of the ambulances described in Annex-1 (a list of facilities) and Annex-2 (a list of equipment) were requested by the RGoB. JICA will assess the appropriateness of the request and will recommend to the Government of Japan for its approval.

3. Project sites

The sites of the Project are the districts where the facilities listed in Annex-1 are located.

4. Responsible and implementing agency

The responsible and implementing agency is the Ministry of Health. Organization chart of the Ministry is shown in Annex-3.

5. Japan's Grant Aid scheme

5-1. The RGoB understands the Japan's Grant Aid scheme explained by the Team, as described in Annex-4.

5-2. The RGoB confirms to take the necessary measures, as described in Annex-4, for smooth implementation of the Project, as a condition for the Japan's Grant Aid to be implemented.

5-3. The Team explained that a competitive tendering for procurement of vehicles and equipment sets, as described in the "Procurement Guidelines of the Japanese Grant Aid for General Projects", must be conducted to select a manufacturer of the ambulances, and this was agreed by the RGoB.

6. Schedule of the survey

6-1. The Team will proceed to further studies in Bhutan until 2nd July, 2010.

6-2. JICA will prepare the draft report in English and dispatch a mission in order to explain its contents from late September to early October, 2010.

6-3. After the contents of the report is accepted, in principle, by the RGoB, JICA will complete the final report and send it to the RGoB.

6-4. The Team documents a technical note (for detailed specification and procedure of procurement), which is to be signed by the RGoB and the Team before all the team members leave Bhutan.



Schedule of the survey is shown in Annex-5.

7. Other relevant issues

7-1. Scope of the Preparatory Survey

7-1-1. Coherence with the National Policy

The Team understands that the final request was made by the RGoB based on the active guideline, "National Policy Guidelines for Ambulance Services," which was dated on 25 March, 2009.

7-1-2. Consideration for Donor Community

The Project takes into consideration of the current and potential cooperation with other donor agencies to avoid any duplication.

7-2. Criteria for Decisions

Based on the result of the Preparatory Survey, the number and locations of ambulance cars will be decided. Criteria for making decisions are age and mileage of ambulance cars, with considerations for condition of the vehicle, frequency of transportations, times spent for the ambulance service, road condition, climate, and other factors to be noted in each area.

7-3. Clarifications of Present System

The Team needs to clarify (1) the organizational structure, budgeting, human resource allocation, and technical skills of service providers, as well as (2) the overall maintenance system of ambulance cars and equipment inside, and (3) how the above structure and resources are incorporated into practice to maintain ambulance service in each area, for the determination of appropriateness of the Project. The facilities which have responded with the precise answers to the questionnaire will be taken into account for the formulation of the Project.

7-4. Design of Specification (including Equipment)

The Team needs to clarify the current usage of ambulance cars as well as the equipment inside, in order to design the specification of ambulance cars for effective and efficient use in Bhutan.

7-5. Effectiveness of Systematic Approach

The RGoB and the Team discussed the effectiveness of systematic approach to the emergency medical service (the overall activities from the Village Health Workers to the medical personnel at a top referral) for the lives and well-beings of people in Bhutan. Viewpoints of (1) appropriate allocation and mobilization of medical staff and resources, (2) proper implementation of Health Help Line, and (3) statistics and evidence-based analyses were raised to strengthen the system further.

Taking account of the above issues, contents of the Project will be decided through the forthcoming survey and analysis in Japan.

- Annex-I List of the facilities requested by the RGoB
- Annex-II List of the equipment requested by the RGoB
- Annex-III Organization chart of the Ministry of Health
- Annex-IV Japan's Grant Aid scheme
- Annex-V Schedule of the Survey

Tom

19
[Signature] *27*

Updated Proposal (Grant expected from JICA)

Ministry of Health

Royal Government of Bhutan

Sl.#	Hospital Name	Requirement for replacement	Reasons for Replacement	Baseline	Target	Specification	Remarks
1	Samdrup Jongkhar	1	Replacement for 10yrs old ambulance	2			
2	Doolhang Hospital	1	Replacement for 12 years old	1			
3	Riserboo Hospital	1	Replacement of 11 years old ambulance	2			
4	Mongar Regional Referral Hospital	3	Replacement of 12years, 10years, 9 years old ambulance	5			
5	Pemagatshel Hospital	1	Replacement for 10 years old ambulance.	2			
6	Yebilapisa Hospital	1	Replacement of 11years old ambulance	2			
7	Bajo BHUI	1	Replacement of 9 years old ambulance	2			
8	Samtse Hospital	2	Replacement of 10 years old ambulance	3			
9	Trashigang Hospital	1	Replacement of 9 years old ambulance	2			
10	Punakha Hospital	1	Replacement of 10 years old ambulance	2			
11	JDWNRH	2	Replacement of one 14 years & 10 years model ambulances	5		Toyota Land Cruiser	
12	Trashiyangtse hospital	1	Replacement of 10 years old ambulance	2			
13	Pero	2	12 & 9 years old ambulances	3			
14	Gomtu hospital	1	Replacement of 11years old ambulance	2			
15	Samdrupcholing BHUI	1	Replacement of 10 years old ambulance	1			
16	Phuentsholing hospital	2	Replacement of 10years old ambulance	3			
17	Dagana BHUI	1	Replacement of 11years old ambulance	1			
18	Bumthang hospital	1	Replacement of 11 years old ambulance	1			
19	Imhoizingha BHUI	1	Replacement of 9 years old ambulance	2			
20	Lhuentse hospital	1	Replacement of 9 years old ambulance	2			
	Total	26		40			

Tom

[Handwritten signatures]

8 ambulances for JDWNRH,5 for Mongar and Gelephu RRH, 3 for Paro RRH, 2 for all District Hospitals and one for BHU-I

Criteria-10 years and above
 Note: The ambulance 9 year old is reflected on understanding that at the time of JICA Aid implementation will 10 years old.
 Date: 09/06/2010

**Department of Medical Services
Ministry of Health
Thimphu: Bhutan.**

Specifications/options required in addition to the standard options.

1. Toyota (ex-factor) Land Cruiser Ambulance Hard top (LWB 4.21 DIESEL, 6) Cylinder, 3 doors, 8 seat, 5-speed manual transmission, ordering code, HZJ78R- RJMRS Steering orientation: RHD)
2. Exterior Colour: White
3. Curtain (506 BV) or Frosted Window
4. First Aid Kit Plastic Type (244 EE)
5. Hand lamp & connector 55W (516 BO)
6. Intravenous feeding hook, 2 pcs (519 BD)
7. Main stretcher W/suspension bed instead of STD (521 CM)
8. Medicine Box (532 BB)
9. Oxygen Resuscitator Automatic Type + demand Type including oxygen cylinder W/O oxygen (263 AA)
10. Oxygen cylinder, without oxygen (532 BB)
11. Patient lamp, 10 W, flexible type (534 AW)

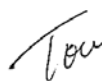
Tom

1
[Handwritten signature]

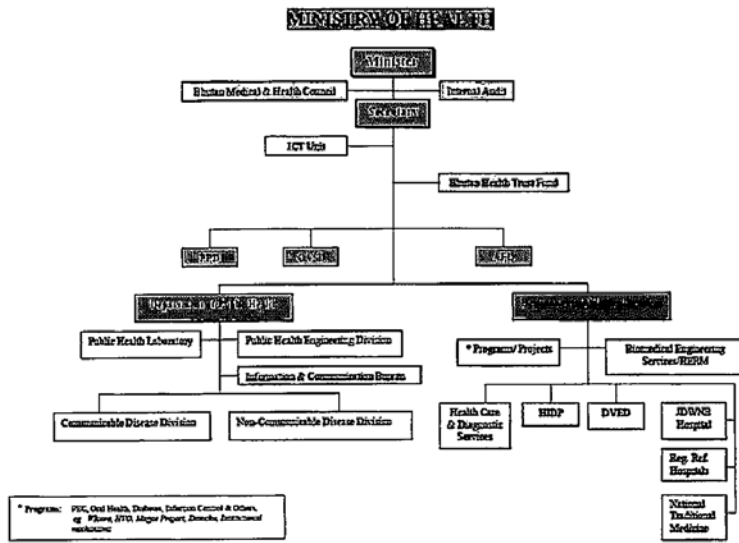
12. Roof sign board, English (543 BU)
13. Roof ventilator W/electric fan (544 BV)
14. Room Lamp, 10 W (additional) (545 AH)
15. Ambulance decals, back (Red Cross) (537 EZ)
16. Ambulance Decals, both sides (Red Cross) (538 EQ)
17. Beacon lamp, multi flashing red, instead of STD, electric siren amp and speaker 2 tone type W/microphone, (N/A with std Beacon lamp red and optional Beacon lamp blue and multi flashing blue) (525 BQ, 508 CT)
18. Sub stretcher (folding type) N/A with Cabinet stool with wash basin (549 BB) reconfirm in Japan.
19. Electric sucker (509 BJ)
20. Double fuel tank

Reviewed and finalised by Dr. Masayuki Suzukawa, Mr. Shigetaka Tojo, Mr. Yasuhiro Hiruma, Japanese mission team members and Mr. Nawang Dorji, Chief Program Officer, HC&DD on the 8th June, 2010 and deleted items from the original list is shown below.

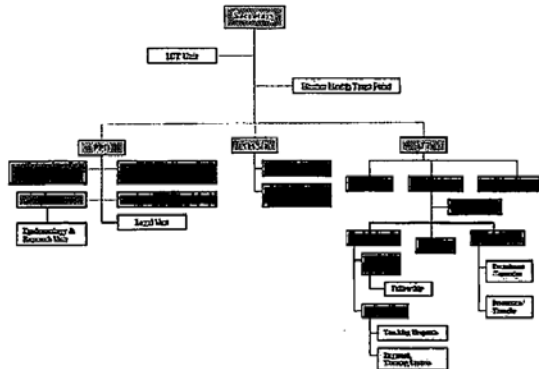
1. Ambulance decals, front (Red Cross) (539 EN)
2. Ambulance decals roof (Red Cross) (540 EP)
Reason: too many cross is un-necessary
3. One year spare parts kit
Reason: not permissible under Grant Aid Policy of Japan.



Organization Chart of the Ministry of Health



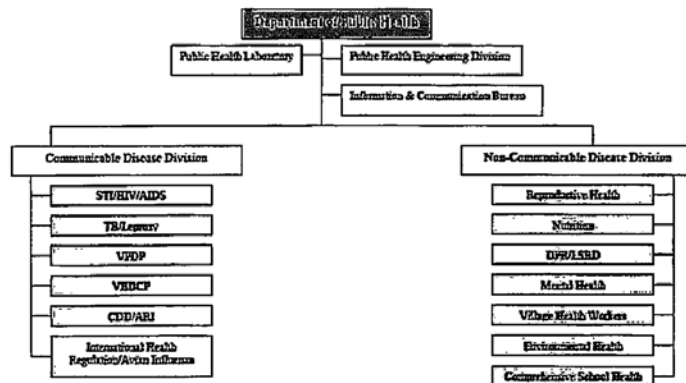
MINISTRY OF HEALTH
Secretariat



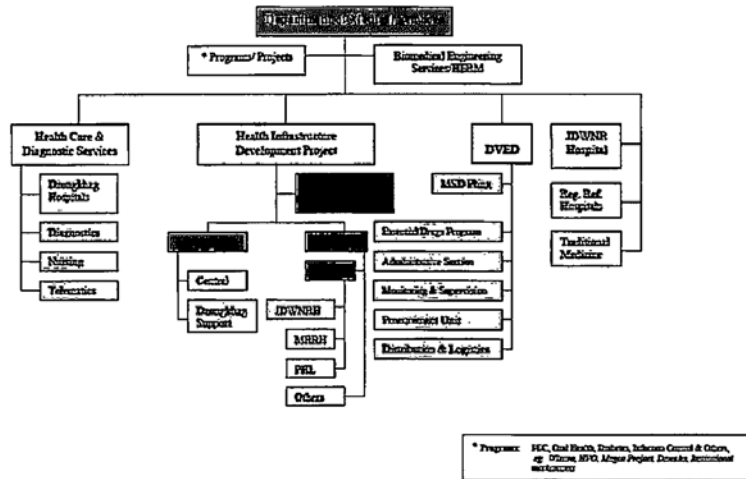
Tom

Handwritten signatures and initials

**MINISTRY OF HEALTH
Department of Public Health**



**MINISTRY OF HEALTH
Department of Medical Services**



Tom

Handwritten signatures and initials