

**MINUTES OF DISCUSSIONS
ON
PREPARATORY SURVEY
ON
THE PROJECT
FOR
THE IMPROVEMENT OF SECONDARY EDUCATION
IN
THE KINGDOM OF SWAZILAND**

From April 2010 to August 2010, the Japan International Cooperation Agency (hereinafter referred to as "JICA") had conducted two field surveys as a part of the Preparatory Survey on the Project for the Improvement of Secondary Education (hereinafter referred to as "the Project") in the Kingdom of Swaziland. Based on the results of the field surveys and subsequent technical examinations conducted in Japan, JICA prepared the Draft Preparatory Survey Report.

In order to explain the contents of the report and discuss with the officials concerned of the Government of Swaziland, JICA sent the Survey Team (hereinafter referred to as "the Team"), which was headed by Mr. Toshiyuki Nakamura, Chief Representative of JICA South Africa Office, from 7th December to 15th December 2010.

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

Mbabane, Swaziland
13th December 2010



Mr. Patrick Muir
Principal Secretary,
Ministry of Education and Training,
Kingdom of Swaziland



Mr. Toshiyuki NAKAMURA
Leader,
Preparatory Survey Team
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Mr. Bertram Stewart

Principal Secretary,
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Kingdom of Swaziland

ATTACHMENT

1. Contents of the Draft Report

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

2. Components and Facilities to be Covered by the Project

Both sides agreed on the list of components and facilities for each candidate school to be covered by the Project, their order of priority, and the division of procurement lots and batches as shown in ANNEX-1. The Swaziland side agreed that the Japanese side would make a final decision on this matter through further study in Japan.

3. Japan's Grant Aid Scheme and Major Undertakings

The Swaziland side understood the Japan's Grant Aid Scheme, and the Ministry of Education and Training assured that it shall take necessary measures as described in ANNEX-8 of the Minutes of Discussion signed by both parties on 23rd April 2010 and as indicated in ANNEX-2 of this Minutes of Discussion. Furthermore, the Government of Swaziland agreed to take a full responsibility for providing water, electricity, office equipment, equipment for science experiment and practical subjects, landscaping (fence, gate, gate keeper's hut, parking lots, etc.), and teaching staff to each site. The details of obligations to be covered by the Government of Swaziland are described in ANNEX-3.

4. Final Report of the Preparatory Survey

JICA will finalize the report in accordance with the result of discussions and forward it to the Government of Swaziland by the end of May 2011.

5. Project Cost Estimation

The Swaziland side understood that the Project cost estimation described in ANNEX-4 was not final at this stage and would be set and approved by the Government of Japan after thorough examinations.

6. Confidentiality of the Information Related to 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 concluding all contracts for the Project. Furthermore, both sides agreed that the estimated cost of the Project as described in ANNEX-4 shall never be duplicated or released to any outside parties before concluding all contracts for the Project.

Handwritten signature and initials, possibly 'DM' and 'P.M.', in black ink.

7. Other relevant issues

7-1. Allocation of Necessary Budget and Personnel

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

7-2. Proper Use and Maintenance

Both sides understood that proper use and maintenance of the facilities was indispensable for their long-term use. The Swaziland 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 principals and school boards, and other concerned organizations.

7-3. Title of the Project

Both sides confirmed that the title of the Project was altered to "the Project for the Improvement of Secondary Education" from "the Project for the Construction of Secondary Schools".

ANNEX-1 Components and Facilities to be covered by the Project

ANNEX-2 Major Undertakings by Each Government

ANNEX-3 The Details of the Obligation of the Government of Swaziland

ANNEX-4 Project cost estimation

A handwritten signature in black ink, consisting of a large, stylized loop followed by several smaller strokes. Below the signature, the initials "P.M." are written in a similar cursive style.

ANNEX-1 Components and Facilities to be covered by the Project

Batch of Tender	Name of Site (in order of priority)	No. of facilities										
		classroom A*	classroom B* Normal	Laboratory Normal	Science room A**	Multi-purpose room A**	Multi-purpose room B***	Multi-purpose room B***	Administration building	Kitchen	Toilets for the students****	Teacher's housing
1 st Tender	1. Mabhensane	1	1	1	1	1	1	1	1	1	C	4
	2. Mabondweni	1	1	1	1	1	1	1	1	1	C	4
	3. Nyetane	1	1	1	1	1	1	1	1	1	C	4
	4. Nhlambeni	2		1	1	1	1	1	1	1	B	4
	5. Mliba	2		1	1	1	1	1	1	1	B	4
	6. Mandulo		3	1	1	1	1	1	1	1	A	4
	7. Mlambo		3	1	1	1	1	1	1	1	A	4
	8. Mpakeni		3	1	1	1	1	1	1	1	A	4
2 nd Tender	9. Hawane - F.R.		3	1	1	1	1	1	1	1	A	4
	10. Etfuntini		3	1	1	1	1	1	1	1	A	4
	11. Hhelehhele	1	1	1	1	1	1	1	1	1	C	4
	12. Mantabeni	2		1	1	1	1	1	1	1	B	4
	Total No. of each facility	10	19	12	12	12	12	12	12	12	12	48
	Number of classrooms	40	57									
	Total No. of classrooms		97									

Remarks:

- * Type of classroom buildings: A (4-classroom building), B (3-classroom building)
- ** Multi-purpose room A (for Agriculture, Home-Economics, and other practical subjects)
- *** Multi-purpose room B (for ICT and other elective subjects)
- **** Type of Toilets for the students: Type A (9 booth), Type B (8 booth), Type C (7 booth)

ANNEX-2 Major Undertakings by Each Government

Relevant works	Japan	Swaziland
1. Land acquisition		•
2. Site preparation		•
3. Construction of facility components	•	
4. Installation of incidental facilities		
(1) Site fence and gate installation		•
(2) Power distribution work		
a. Bring power lines to the border of the site with transformer installation		•
b. Laying power lines within the site	•	
(3) Water supply and Drainage work		
a. Laying pipes from the city water pipe to the site border		•
b. Water supply and drainage facilities within the site	•	
c. Water drainage works outside the site		•
(4) Propane gas line work in science laboratories	•	
5. Procurement of furniture and equipments		
(1) Furniture procurement		
a. Furniture for normal classrooms and science rooms	•	
b. Furniture for Administration building, multipurpose rooms A & B, teacher's housing		•
(2) Equipment and apparatus for experiments/practical training		
a. Equipment and apparatus for science experiments		•
b. Practical training equipment for Agriculture and home economics (for Multi-purpose room A)		•
c. Equipment for kitchen		•
(3) Computers for ICT training (for Multi-purpose room B)		•
6. Environmental Impact Assessment		•
7. Bank fees according to B/A		•
8. All expenses needed for project implementation not covered by the Grant Aid		•
9. Ensuring that custom duties, internal taxes and other fiscal levies with respect to the purchase of the Components (all products and services necessary for the implementation of the Project) be exempted		•

Remarks:

1) Works required to be done before starting the construction

- Land acquisition & Site preparation
- Bring power lines to the border of the site
- Environmental assessment application fee and report creation

2) Works required to be done during the construction

- Installation of Site fence and gate installation
- Laying pipes from the city water pipe to the site border and water drainage works outside the site

3) Works required to be done after the completion of the construction

- Furniture procurement (Administration building, multipurpose rooms A & B, teacher housing)
- Equipment and apparatus for science experiments, agriculture, home-economics, personal computers (depending on the school curriculum of each schools)



ANNEX-3 The Details of the Obligation of the Government of Swaziland

Site Name	District	Components								1. Water Supply				2. Power Supply				Teacher & Staff	
		Classroom	Science Lab	Multi-purpose Room A	Multi-purpose Room B	Administration	Student Toilet	Teacher House	Description	Estimate (E)	Description	Estimate (E)	Fence/ Gate (E)	Furniture (E)	Equipment (E)	PC (E)	Environmental Impact Assessment (E)		
1 Mkhansane	Lubombo	7	1	1	1	1	1	7	4	Existing water pipe in the front road	0	New power line from nearest grid system.	230,000	75,000	130,000	13,000	42,500	21,500	Principal + 13 teachers+ 17 g staff
2 Makhondweni	Lubombo	7	1	1	1	1	1	7	4	Existing water pipe in the front road	0	Existing power line in the site	0	75,000	130,000	13,000	42,500	21,500	Principal + 13 teachers+ 17 g staff
3 Mystane	Lubombo	7	1	1	1	1	1	7	4	New water pipe connection about 120M	60,000	New power line connection about 80M	70,000	75,000	130,000	13,000	42,500	21,500	Principal + 13 teachers+ 17 g staff
4 Mhlambeni	Manzini	8	1	1	1	1	1	8	4	Existing water pipe in the front road	0	Existing power line in the front road	0	75,000	130,000	13,000	42,500	21,500	18 Principal + 14 teachers+ 20 g staff
5 Mliba	Manzini	8	1	1	1	1	1	8	4	New water pipe connection about 330M	150,000	New power line connection about 330M	100,000	75,000	130,000	13,000	42,500	21,500	18 Principal + 14 teachers+ 20 g staff
6 Mandulo	Manzini	9	1	1	1	1	1	9	4	Existing water pipe in the site	0	Existing power line in the site	0	79,000	131,000	13,000	42,500	21,500	20 Principal + 16 teachers+ 20 g staff
7 Mlambo	Shiselweni	9	1	1	1	1	1	9	4	New water pipe from nearest water source	80,000	New power line from nearest grid system.	150,000	78,000	131,000	13,000	42,500	21,500	20 Principal + 16 teachers+ 20 g staff
8 Mlakeni	Shiselweni	9	1	1	1	1	1	9	4	Existing water pipe in the front road	0	Existing power line at adjacent site. Connection to the site.	60,000	79,000	131,000	13,000	42,500	21,500	20 Principal + 16 teachers+ 20 g staff
9 Hawane-F.R.	Ihohho	9	1	1	1	1	1	9	4	New water pipe from nearest water source	100,000	New power line from nearest grid system.	100,000	79,000	131,000	13,000	42,500	21,500	20 Principal + 16 teachers+ 20 g staff
10 Etfontini	Ihohho	9	1	1	1	1	1	9	4	New water pipe from nearest water source	50,000	Existing power line in the front road	0	79,000	131,000	13,000	42,500	21,500	20 Principal + 16 teachers+ 20 g staff
11 Ibhiehlale	Ihohho	7	1	1	1	1	1	7	4	Existing agricultural water pipe in front road. Confirm the possibility of usage.	0	New power line from nearest grid system.	60,000	75,000	130,000	13,000	42,500	21,500	17 Principal + 13 teachers+ 17 g staff
12 Mantabeni	Ihohho	8	1	1	1	1	1	8	4	New water pipe from nearest water source	60,000	New power line from nearest grid system.	150,000	75,000	130,000	13,000	42,500	21,500	18 Principal + 14 teachers+ 18 g staff
合計		97	12	12	12	12	12	97	48		500,000		920,000	1,585,000	156,000	510,000	255,000	222	

* Power Supply: Power line specification to be provided ASBP in order to determine requirement of transformer.
 ** Water Supply: The amount of water supply to be provided for school operation.
 *** Water & Power: Estimated cost for water and power supply.
 **** Estimated cost is guideline only. Required work shall be done with the expense of government of Swaziland.

(Confidential)

ANNEX-4 Project cost estimation

Initial Cost Estimation of the Project

The provisional cost of the Project is estimated as below in accordance with the estimation conditions in (3) below. The cost would be further examined by the Government of Japan for the approval of the Grant.

調達・施工業者契約認証まで非公表

(3) Conditions of cost estimation

- Month & Year of estimation : August 2010
- Exchange rate : 1 lilangeni (emalangeni) = 13.11 yen
- Cost estimation is based on the Grant Aid Project System of the Government of Japan.



資料5. 参考資料・入手資料リスト

番号	名称	形態	原本・コピー	発行機関	発行年	備考
A-1	TEACHING SERVICE COMMISSION: END OF YEAR REPORT	図書	原本	MOET	2009	
A-2	THE GOVERNMENT OF THE KINGDOM OF SWAZILAND: ESTIMATES FOR THE YEARS FROM 1 ST APRIL 2010 TO 31 ST MARCH 2013	図書	原本	Ministry of Finance	2010	
A-3	NATIONAL DEVELOPMENT PLAN 2009/10 – 2011/12	図書	原本	MOEPD	2009	
A-4	UNITE FOR CHILDREN, UNITE AGAINST AIDS (set)	図書	原本	UNICEF Finance	2008/2009	
A-5	SWAZILAND REVIEW: An overview of the Kingdom of Swaziland's Economy 2009	図書	原本	SWAZI REVIEW OF COMMERCE AND INDUSTRY	2009	
A-6	SWAZILAND REVIEW: An overview of the Kingdom of Swaziland's Economy 2010	図書	原本	SWAZI REVIEW OF COMMERCE AND INDUSTRY	2009	
A-7	Performance Report: Second Quarter Performance Report 2009/2010	図書	原本	MOET	2009	
A-8	Performance Report: Annual Performance Report 2009/2010	図書	原本	MOET	2010	
A-9	EMIS Survey Report: 16 th Day Survey 2009	図書	原本	MOET	2009	
A-10	SCHOOL LISTS 2010	図書	原本	MOET	2009	
A-11	EDUCATION AND TRAINING SECTOR DEVELOPMENT PLAN (SECTION OF NATIONAL DEVELOPMENT PLAN)	図書	コピー	MOEPD	2009	
A-12	National Policy Statement on Education 1999	図書	コピー	MOET	1999	
A-13	Swaziland: Education, Training and Skills Development for Shared Growth and Competitiveness	図書	コピー	MOET	2009	
A-14	YINGCAMU(PRSAP): TOWARDS SHARED GROWTH & EMPOWERMENT	図書	コピー	MOEPD	2006	
A-15	Kingdom of Swaziland: Towards a Strategic Plan for the Education Sector	図書	コピー	WB/MOET	2010	
A-16	Draft Policy for Information and Communication Technology in Education	図書	コピー	MOET	2010	
A-17	SUPPORT TO EDUCATION AND TRAINING(SET) PROGRAMME IN SWAZILAND	図書	コピー	EU	2009	

A-18	Report on the Implementation of Capital Projects for the Ministry of Education and Training	図書	コピー	MPCU	2009	
A-19	SCHOOL GUIDE REGULATION PROCEDURES	図書	コピー	MOET	1978	
A-20	FINAL CONSTITUTION OF SCHOOL COMMITTEES	図書	コピー	MOET	1982	
A-21	Syllabus(Junior): Home Economics, Science, English Language, Literature in English, Agriculture, History, Design and Technology, Religious Education, SiSwati, Mathematics & Additional Mathematics, Business Studies, Geography, Development Studies, Information and Communication Technology	図書	原本/ コピー	NCC	2011- 2012	
A-22	Syllabus(Senior): Geography, Additional Mathematics, Development Studies, Dutch/French/German/Spanish, Information and Communication Technology, Combined Science, Mathematics, Literature in English, Religious Education, Economics, First Language SiSwati, Business Studies, History, Design and Technology, SiSwati as a Second Language, Accounting, Biology, Physical Science, Agriculture, Food and Nutrition, Fashion and Fabrics, English Language	図書	原本/ コピー	NCC	2011- 2014	
A-23	Performance Report: 1st Quarter Performance Report 2010/20110	図書	原本	MOET	2010	
A-24	The Education System in Swaziland	図書	原本	WB	2010	
A-25	Final Report : Towards the Formulation of a National Policy for Science, Technology and Innovation for the Kingdom of Swaziland	図書	コピー	MOET/UNIC EF	2009	
A-26	Annual Report 2008: Support to Education and Training Program in Swaziland	図書	コピー	GOPA Consultant	2010	
A-27	Free Primary Education Handbook (Draft Copy for Discussion)	図書	コピー	MOET	2008	
A-28	School Post Allocation : 1985-1986	図書	コピー	MOET	1984	
A-29	Draft Policy for Information and Communication Technology in Education	図書	コピー	MOET	2010	
A-30	Support to Education and Training (SET) Program in Swaziland: Short Activity Report on PE4 Implementation Report no.2	図書	コピー	EU	2009	
A-31	4 Regions :School ID, Name, Enrolment, Staff, Rural/Urban	図書	コピー	MOET	2009	