

ANNEX I List of Amended Points from Original R/D

Original R/D on 29 January 2007	(Reference) Minute of Meetings on 28 August 2007	Points to be Amended from Original R/D
<p>THE ATTACHED DOCUMENT</p> <p>IV. ADMINISTRATION OF THE PROJECT</p>		
<p>1. Secretary General of Ministry of Land, Environment, Forestry, Water and Mines and Executive Secretary of the Eastern Province, as the Project Directors, will bear overall responsibility for the administration and implementation of the Project.</p>		<p>1. Secretary General of Ministry of Infrastructure and Executive Secretary of the Eastern Province, as the Project Directors, will bear overall responsibility for the administration and implementation of the Project.</p>
<p>ANNEX I MASTER PLAN</p>		
<p>1. Overall Goal The operation and maintenance (O&amp;M) system of water supply facilities is established for the healthy life of the people in the four targeted districts (Rwamagana, Kayonza, Kirehe and Ngoma).</p>	<p>1. Overall Goal The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the 4 target Districts</p>	<p>1. Overall Goal The operation and maintenance (O&amp;M) system for water supply and execution system for sanitation promotion activities will be improved in the 4 target Districts</p>
<p>2. Project Purpose The O&amp;M system of water supply facilities is established for the healthy life of the people in the project sites.</p>	<p>2. Project Purpose The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved at the Project sites</p>	<p>2. Project Purpose The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved at the Project sites</p>
<p>3. Outputs a. The support system for the Water Management Committees (WMCs) is strengthened at the districts and sectors in the project sites. b. The activities of WMCs are strengthened in the project sites</p>	<p>3. Outputs 1 Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened. 2 Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector.</p>	<p>3. Outputs 1 Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened. 2 Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector.</p>

<p>c. Sanitary promotion and education to the people in the project sites are strengthened by districts, sectors and WMCs</p> <p>4. Activities</p> <p>a-1 To monitor the progress of policy implementation on rural water supply under decentralization and privatization strategy</p> <p>a-2 To assess the existing support system to WMCs by districts and sectors and identify the problems to be improved</p> <p>a-3 To select project sites</p> <p>a-4 To improve manuals and training materials made by the Grant Aid Project for staff of districts and sectors and WMCs</p> <p>a-5 To establish training systems (on capacity building, O&amp;M and financial management, etc.) by districts and sectors for committee members and staff of WMCs</p> <p>a-6 To implement above mentioned trainings</p> <p>a-7 To monitor activities of WMCs by districts and sectors</p> <p>b-1 To assess the current situation and management of the water supply facilities and identify the problems to be improved</p> <p>b-2 To assess the current situation of WMCs and identify the problems to be improved</p> <p>b-3 To support WMCs for formulating O&amp;M</p>	<p>3 Management capacity of community-based water supply services in the project area is strengthened.</p> <p>4 Sanitation education and awareness activities to residents are strengthened by the 4 target Districts and water user committees</p> <p>4. Activities</p> <p>1-1 Confirmation of national policy for water supply</p>	<p>3 Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.</p> <p>4. Activities</p> <p>1-1 Confirmation of national policies for water supply</p> <p>1-2 Compilation of results of survey on present conditions and management situation of water supply facilities in the target area and other related information; and identification of improvement issues</p> <p>1-3 Commencement of activities of "Comité de superviseur" by local administration staff</p> <p>1-4 Improvement of advisory affairs (such as issuing management permits) of local administrations which manage rural water supply services using private operators</p> <p>1-5 Establishment of monitoring system for water supply facilities operations (such as activities evaluation and improvement of reporting system) by local administration staff</p> <p>1-6 Selection of pilot sites for technical cooperation from the 16 Japanese grant aid sites</p>
<p>b-3 To support WMCs for formulating O&amp;M</p>	<p>2-1 Confirmation of policy and execution status of rural water supply projects being promoted under decentralization and privatization</p> <p>2-2 Identification of responsibilities and powers of water user committee organizations for rural water supply</p> <p>2-3 Identification of capacities of private</p>	<p>2-1 Confirmation on policy and execution status of rural water supply projects being promoted under decentralization and privatization</p> <p>2-2 Identification of responsibilities and powers of operators for rural water supply services</p> <p>2-3 Identification of capacities of private</p>

<p>and improvement plan for water supply facilities</p> <p>b-4 To support WMCs for their activities of capacity building, O&amp;M management and financial management, etc.</p> <p>b-5 To support WMCs for their promotion activities on water tariff payment and water saving etc. to water users</p>	<p>maintenance contractors (candidates), and preparation of their inventory</p> <p>2-4 Identification of present state of rural water supply management system using private contractors, and compilation of candidate contractors</p>	<p>maintenance contractors (candidates), and preparation of their inventory</p> <p>2-4 Identification of present state of rural water supply management system using private operators, and compilation of candidate operators</p> <p>2-5 Establishment of an operation and maintenance system for inspection, repairs and rehabilitation of water supply facilities corresponding to the scheme scale and type</p> <p>2-6 Strengthening of scheme operation capacities of technical staff of water supply service providers of the pilot sites</p>
	<p>2-5 Continuous management of water sources and water quality for each type of water source</p>	<p>2-7 Continuous management of water sources and water quality for each type of water source at the pilot sites</p> <p>2-8 Through the above activities 2-1 through 2-3, establishment of an operation and maintenance system which can further develop rural water supply services, and revision of the administrative support manual to strengthen capacity of local administration staff</p>
	<p>2-6 Through the above activities, establishment of an operation and maintenance system which can further develop water supply services at each target site</p>	
	<p>3-1 Compilation of results of survey on present conditions and management situation of water supply facilities in the target area and other related information; and identification of improvement issues</p> <p>3-2 Selection of Project sites for technical cooperation from Japanese grant aid sites</p> <p>3-3 Establishment of an operation and maintenance system for inspection, repairs and rehabilitation of water supply facilities corresponding to their scale and type</p> <p>3-4 Building of capacity for facilities operation of technical staff selected by the Japanese grant aid project at the Project sites</p>	

<p>c-1 To assess the current sanitary situation and identify the problems to be improved</p> <p>c-2 To formulate the activity plans for sanitary education and promotion</p> <p>c-3 To establish sanitary training systems by districts and sectors for committee members and staff of WMCs</p> <p>c-4 To produce manuals and education materials for sanitary promotion and education in the project sites by districts, sectors and WMCs</p> <p>c-5 To support districts, sectors and WMCs for sanitary promotion and education in the project sites</p> <p>c-6 To support community-based activities for sanitary improvement</p>	<p>3-5 Strengthening of organizational management capacity of staff of water user committees formed in Japanese grant aid project at the Project sites</p> <p>4-1 Survey on present state of sanitation activities at Project sites</p> <p>4-2 Capacity building of hygiene and sanitation staff selected by Japanese grant aid project</p> <p>4-3 Based on 4-1 and 4-2 above, improvement of sanitation promotion activities in the target area</p> <p>4-4 Promotion of collaboration between hygiene/sanitation staff, local administration, schools and health centers under supervision of Districts</p> <p>4-5 Survey on degree of sanitation improvement</p>	<p>3-1 Survey on sanitation conditions in the target area, and confirmation on national policies and activities related to water/sanitation and regional health</p> <p>3-2 Revision of administrative support manual to strengthen capacities of hygiene and sanitation facilitators in the target area</p> <p>3-3 Through sanitation promotion activities (such as HAMS/PHAST to communal society with activities centered at schools and sanitation improvement promotion activities to residents) at the pilot sites, promotion of a system for collaboration between local administration, schools, health centers and target residents under supervision of Districts</p> <p>3-4 Based on above activities 3-1 through 3-3, improvement of sanitation promotion activities in the target area</p> <p>3-5 Survey on degree of sanitation improvement at the pilot sites</p>
<p>ANNEX II LIST OF JAPANESE EXPERTS</p> <p>The Project experts of the following fields will be dispatched:</p> <p>(1) Chief Advisor/Capacity Building</p> <p>(2) Water Supply Facilities</p> <p>(3) Sanitary Education</p>	<p>The Project experts of the following fields will be dispatched:</p> <p>(1) Chief Advisor/Capacity Building 1</p> <p>(2) Deputy Chief Advisor/ Water Supply Facilities/Capacity Building 2</p> <p>(3) Management/Operation and Maintenance</p> <p>(4) Sanitation Education/IEC</p>	

ANNEX IV  
LIST OF COUNTERPARTS AND ADMINISTRATIVE PERSONNEL

<p>1. Project Director Secretary General, Ministry of Land, Environment, Forestry, Water and Mines</p>	/	<p>1. Project Director Secretary General, Ministry of Infrastructure</p>
ANNEX VI JOINT COORDINATING COMMITTEE		
<p>2. Composition (1) Co-Chairmen: Secretary General, Ministry of Land, Environment, Forestry, Water and Mines and Executive Secretary, the Eastern Province</p>	/	<p>2. Composition (1) Co-Chairmen: Secretary General, Ministry of Infrastructure and Executive Secretary, the Eastern Province</p>
<p>(2) Members a) The Rwandan Side Water and Sanitation Engineer of Ministry of Land, Environment, Forestry, Water and Mines</p>	/	<p>(2) Members a) The Rwandan Side Water and Sanitation Engineer of Ministry of Infrastructure</p>

Articles and items other than those listed above shall remain unchanged.

## ANNEX II PDM (Revised Version 3.0)

Project Title: Project for Improvement of Water Supply and Sanitation in Southern Part of Eastern Province in Republic of Rwanda

Project Period: April 2007 to September 2010

Project Area: <Target Area for Water Supply and Sanitation Improvement> 4 Districts (Rwamagana, Kayanza, Ngoma, Kirehe) in Eastern Province

Project Area: <Pilot Sites> Within the 4 Districts (Rwamagana, Kayanza, Ngoma, Kirehe) in Eastern Province. 2 sites selected in Activity 1-6

Executing Agency: Eastern Province, 4 Districts (Rwamagana, Kayanza, Ngoma, Kirehe) of Eastern Province, Ministry of Infrastructure (MININFRA)

Target Group: <Direct Target Group> Residents of Project Area (about 23,000 persons) and local administration staff of 4 target districts (about 100 persons)

20 June 2008  
Version 3.0

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the 4 target Districts	<ol style="list-style-type: none"> <li>The number of financially sound water supply service providers in the 4 target Districts is increased.</li> <li>The percentage of residents in the 4 target Districts without improved sanitary behaviours (such as washing hands with clean water at appropriate times) decreases by 15%.</li> </ol>	<ul style="list-style-type: none"> <li>District Development Plan</li> <li>District Budget Report</li> <li>Baseline Survey Report</li> <li>Impact Survey Report</li> </ul>	
The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved at the Project sites	<ol style="list-style-type: none"> <li>The improved system maintains a stable supply of water throughout the year from the water supply schemes of the pilot sites.</li> <li>The percentage of residents in the Project area without improved sanitary behaviours (such as washing hands with clean water at appropriate times) is reduced by half.</li> </ol>	<ul style="list-style-type: none"> <li>Project Report</li> <li>Management Records of Water Supply Service Provider</li> <li>Baseline Survey Report</li> <li>Impact Survey Report</li> </ul>	<ul style="list-style-type: none"> <li>Basic policies and organization for operation and maintenance of governmental rural water supply services do not change</li> </ul>
<b>Outputs</b>			
1 Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.	<ol style="list-style-type: none"> <li>Permit system for water supply management from local administration (including procedures such as selection and Comité de superviseur are formed at the 4 target Districts and are properly functioning.</li> <li>Periodic inspections by local administration following the administrative support manual (revised version) are conducted x times per month at the pilot sites.</li> <li>Evaluation and advisory instructions are given whenever periodic reports are submitted by water supply service providers</li> </ol>	<ul style="list-style-type: none"> <li>Project Report</li> <li>Management Permit/Selection Records</li> <li>Supervisory Board Member List</li> <li>Inspection Check List</li> <li>Report on Evaluation Results, Advisory Instructions</li> </ul>	<ul style="list-style-type: none"> <li>Decentralization is realized without delay</li> <li>Roles of Districts and Secteurs concerning improvement of water and sanitation do not change</li> </ul>
2 Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector.	<ol style="list-style-type: none"> <li>Water supply service providers carry out periodic reporting (including record of repairs and financial balances), in accordance with management reports and contracts, continuously once a month to local administration</li> <li>Operation and maintenance system suitable for the facilities type and social environment is selected. (i.e., use of private operators)</li> <li>The operation and maintenance capacities of water supply service providers are identified and compiled by the local administration, and their activities such as repairs are supervised.</li> <li>The management capacities of water supply service providers are identified and compiled by the local administration, and their activities are supervised for continuous execution of proper water fee collection and expenditure management.</li> <li>Water quality inspections are conducted continuously once every 3 months for each water source at each of the pilot sites under the management of the local administration</li> <li>Water source protection activities are conducted continuously once a month for each water source at each of the pilot sites under the management of the local administration</li> </ol>	<ul style="list-style-type: none"> <li>Project Report</li> <li>Reports and Minutes</li> <li>Contracts with Water Supply Service Providers</li> <li>Report on Use of Private Operators</li> <li>Revised Version of Administrative Support Manual</li> <li>Revised Version of Administrative Support Manual</li> <li>Water Quality Results, Facilities Operation Records</li> <li>Facilities Operation Records</li> </ul>	<ul style="list-style-type: none"> <li>Water source continues to be safe and flows continuously</li> </ul>
3 Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.	<ol style="list-style-type: none"> <li>Practices related to sanitation of target site residents are improved.</li> <li>Sanitation promotion activities of local administration/schools/health centers are improved.</li> <li>Local administration/schools/health centers/local residents collaborate to carry out activities.</li> </ol>	<ul style="list-style-type: none"> <li>Project Report</li> <li>Project Report</li> <li>Revised Version of Administrative Support Manual</li> <li>Project Report</li> <li>Information Sharing Flow Chart</li> </ul>	

Activities	Inputs	Important Assumptions
<ol style="list-style-type: none"> <li>Confirmation of national policies for water supply</li> <li>Compilation of results of survey on present conditions and management situation of water supply facilities in the target area and other related information; and identification of improvement issues</li> <li>Commencement of activities of "Comité de superviseur" by local administration staff</li> <li>Improvement of advisory affairs (such as issuing management permits) of local administrations which manage rural water supply services using private operators</li> <li>Establishment of monitoring system for water supply facilities operations (such as activities evaluation and improvement of reporting system) by local administration staff</li> <li>Selection of pilot sites for technical cooperation from the 16 Japanese grant aid sites</li> <li>Confirmation on policy and execution status of rural water supply projects being promoted under decentralization and privatization</li> <li>Identification of responsibilities and powers of operators for rural water supply services</li> <li>Identification of capacities of private maintenance contractors (candidates), and preparation of their inventory</li> <li>Identification of present state of rural water supply management system using private operators and compilation of candidate operators</li> <li>Establishment of an operation and maintenance system for inspection, repairs and rehabilitation of water supply facilities corresponding to the scheme scale and type</li> <li>Strengthening of scheme operation capacities of technical staff of water supply service providers of the pilot sites</li> <li>Continuous management of water sources and water quality for each type of water source at the pilot sites</li> <li>Through the above activities 2-1 through 2-3, establishment of an operation and maintenance system which can further develop rural water supply services, and revision of the administrative support manual to strengthen capacity of local administration staff</li> <li>Survey on sanitation conditions in the target area, and confirmation on national policies and activities related to water/sanitation and regional health</li> <li>Revision of administrative support manual to strengthen capacities of hygiene and sanitation facilitators in the target area</li> <li>Through sanitation promotion activities (such as HAMS/PHAST to communal society with activities centered at schools and sanitation improvement promotion activities to residents) at the pilot sites, promotion of a system for collaboration between local administration, schools, health centers and target residents under supervision of</li> <li>Based on above activities 3-1 through 3-3, improvement of sanitation promotion activities in the target area</li> <li>Survey on degree of sanitation improvement at the pilot sites</li> </ol>	<p>&lt;Japanese Side&gt;</p> <p><b>Dispatch of Experts (4)</b></p> <ul style="list-style-type: none"> <li>* Chief Advisor/Capacity Building 1</li> <li>* Deputy Chief Advisor/Water Supply Facilities/ Capacity Building 2</li> <li>* Management/Operation and Maintenance</li> <li>* Sanitation Education/IEC</li> </ul> <p><b>Cost for Activities in Rwanda</b></p> <p><b>Procurement of Equipment</b></p> <ul style="list-style-type: none"> <li>* Equipment for Operation and Maintenance of Water Supply Facilities</li> <li>* Equipment for Community Activities on Sanitation Improvement</li> </ul> <p><b>Counterpart Training in Rwanda or Third Country</b></p>	<p>&lt;Rwandan Side&gt;</p> <p><b>Allocation of 13 Counterparts</b></p> <p><b>Participation in Training</b></p> <p>Staff of Districts and Secteurs Target Residents</p> <p><b>Provision of Office Space for Japanese Experts</b></p> <p><b>Maintenance Cost for Project Office</b></p>
		<ul style="list-style-type: none"> <li>Local administration staff such as District and Secteur staff whose capacities were strengthened through this Project continue to work in their same positions.</li> <li>Cooperation is received from residents</li> </ul>
		<p><b>Preconditions</b></p> <ul style="list-style-type: none"> <li>Political stability and reconciliation in Rwanda are maintained.</li> <li>Residents have started using the water supply facilities constructed and rehabilitated by Japanese grant aid project.</li> </ul>

JAPAN TECHN

# ANNEX III Plan of Operation (Revised Version 3.0)

	MM		I (FY 2007)				II (FY 2008)				III (FY 2009)				IV (FY 2010)																						
	Total	In Jpn	In Rwanda				Second Fiscal Year				Third Fiscal Year				Fourth Fiscal Year																						
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4																			
T	51.0	2.0	49.0	13.0	10.5	8.0	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	
1	10.2	0.7	9.5	3.0	2.0	2.0																															
2	12.8	0.3	12.5	3.0	2.0	2.0																															
3	13.5	0.0	13.5	2.5	2.5	3.0																															
4	14.5	1.0	13.5	2.5	2.5	3.5																															

	MM		I (FY 2007)				II (FY 2008)				III (FY 2009)				IV (FY 2010)																							
	Total	In Jpn	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4																				
1-1																																						
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	MM		I (FY 2007)				II (FY 2008)				III (FY 2009)				IV (FY 2010)																							
	Total	In Jpn	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4																				
2-1																																						
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2-4																																						

	MM		I (FY 2007)				II (FY 2008)				III (FY 2009)				IV (FY 2010)																							
	Total	In Jpn	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4																				
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AMENDMENT OF RECORD OF DISCUSSIONS  
 BETWEEN  
 JAPAN INTERNATIONAL COOPERATION AGENCY  
 AND  
 THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF RWANDA  
 ON  
 JAPANESE TECHNICAL COOPERATION  
 FOR  
 THE PROJECT FOR THE IMPROVEMENT OF WATER SUPPLY AND SANITATION  
 IN THE SOUTHERN PART OF THE EASTERN PROVINCE

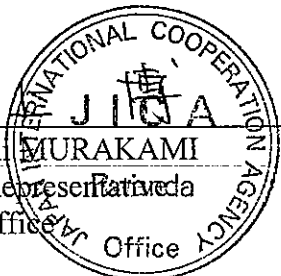
The Japan International Cooperation Agency (hereinafter referred to as "JICA") and the Authorities concerned of the Government of Rwanda (hereinafter referred to as "Rwanda") had a series of discussions on the amendment of the Record of Discussions (hereinafter referred to as "R/D") of the Project for the Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province (hereinafter referred to as "the Project") dated Jan. 29, 2007.

As a result of the discussions, both sides agreed on the matters referred to in the attached documents hereto.

Kigali, August 17<sup>th</sup>, 2010


村

Mr. Hiroshi MURAKAMI  
 Resident Representative  
 Rwanda Office  
 JICA



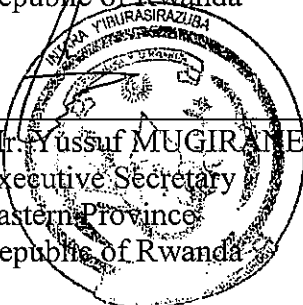
Mukasingo

Ms. Marie Claire MUKASINE  
 Permanent Secretary  
 Ministry of Infrastructure (MININFRA)  
 Republic of Rwanda




Yirurazuba

Mr. Yussuf MUGIRANEZA  
 Executive Secretary  
 Eastern Province  
 Republic of Rwanda



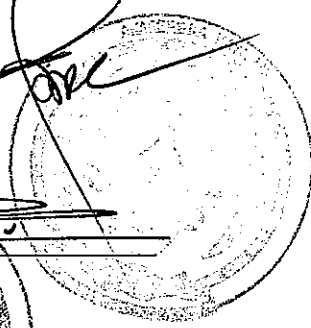
Uwimana

Mr. Nehemie UWIMANA  
 Mayor  
 Rwamagana District  
 Eastern Province  
 Republic of Rwanda



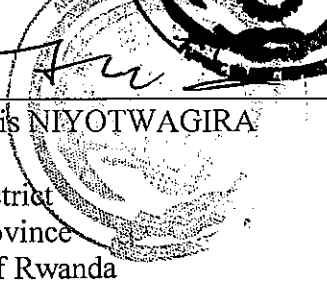
Muhororo

Mr. Damas MUHORORO  
 Mayor  
 Kayonza District  
 Eastern Province  
 Republic of Rwanda



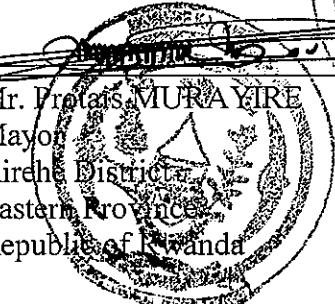
Niyotwagira

Mr. François NIYOTWAGIRA  
 Mayor  
 Ngoma District  
 Eastern Province  
 Republic of Rwanda



Mura Yire

Mr. Protats MURA YIRE  
 Mayor  
 Kirehe District  
 Eastern Province  
 Republic of Rwanda



THE ATTACHED DOCUMENT

I. AMENDMENT OF R/D DATED Jan. 29 2007

1. The Attached Documents IX. TERM OF COOPERATION

Item IX. of the original R/D "TERM OF COOPERATION" is changed to Four and a half years from March, 2007.

II. STRUCTURE OF THE PROJECT

1. Project Design Matrix (PDM) and Plan of Operation (PO)

Project is managed according to the revised PDM as ANNEX 1, and Project activities are conducted as stated in revised PO as ANNEX 2.

ANNEX 1     PDM 6.0  
ANNEX 2     PO 6.0

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**PDM Version 6.0**  
 Project Title: Project for Improvement of Water Supply and Sanitation in Southern Part of Eastern Province in Republic of Rwanda  
 Project Period: April 2007 to September 2010

Pilot Sites: 4 Districts (Rwamagana, Kayonza, Ngoma, Kirehe) in Eastern Province  
 Executing Agency: Ministry of Infrastructure (MININFRA), Eastern Province, 4 Districts (Rwamagana, Kayonza, Ngoma, Kirehe) of Eastern Province  
 Target Group: Local administration staff in charge of water supply services and sanitation promotion from 4 target districts; water service providers (water users' association, cooperative) of pilot sites; water users of Project Area

August 2010

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
<p>&lt;Overall Goal&gt;                      The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the 4 target Districts</p>	<p>1. The number of financially sound (such as not in the red) water supply service providers in the 4 target Districts is increased.                      2. The percentage of residents in the 4 target Districts without improved sanitary behaviours (such as washing hands with clean water at appropriate times) decreases by 15%.</p>	<p>1. Balance Reports of Water Service Providers                      2. Impact Survey                       1. Pump Operational Records                      2. Impact Survey.                      3. Sales Records of Water Schemes                      4. Sanitation Promotion Activities Records</p>	<p>- Basic policies and organization for operation and maintenance of governmental rural water supply services do not change</p>
<p>&lt;Project Purpose&gt;                      The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved at the Project sites</p>	<p>1. Non-operational periods of water supply facilities in the pilot sites do not last more than a week.                      2. The number of residents in the pilot sites with improved sanitary behaviors (such as washing hands with clean water at appropriate times) is increased.                      3. The sales of water supply schemes of the pilot sites increases.                      4. The number of sanitation promotion activities by the districts increases in the project area.</p>	<p>1. Revised Administrative Support Manual                      2. Monthly Meeting Minutes,                      Monthly Reports                      3. District Annual Plan                      4. Report on Examination of Construction/                      Rehabilitation Plans                      5. Project Activities Records/                      Minutes</p>	<p>- Decentralization is realized without delay                      - Roles of Districts and Secteurs concerning improvement of water and sanitation do not change                      - Water source continues to be safe and flows continuously</p>
<p>&lt;Outputs&gt;                      1. Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.</p>	<p>1. The contents (items) and procedures for supervision by the districts are documented.                      2. Operational and financial status of water supply schemes in the pilot sites are monitored by districts through monthly reports and proper supervisory guidance to water service providers is conducted.                      3. The district governments prepare training programs for technicians of water service providers.                      4. The district governments examine the appropriateness of construction and rehabilitation plans of water supply facilities                      5. Good model cases at pilot sites are disseminated by the districts to other areas within the districts (through seminars, workshops, etc.)</p>	<p>1. Monthly Report                      2. Pump Operational Records, O&amp;M Activities Records                      3. Accounting Documents List, Auditing Records                      4. Water Quality Testing Records                      5. Spare Parts Management Ledger, Spare Parts Stock Inventory Records</p>	<p>1. District Annual Plan                      2. Impact Survey, Sanitation Promotion Activities Records                      3. Monitoring Sheets of HAMS Club Activities</p>
<p>2. Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector.</p>	<p>1. Water service providers continuously submit monthly reports to local administration.                      2. Based on the operation and maintenance guideline to be prepared according to the type of water supply scheme, technicians handle and maintain water supply facilities (pumps, pipelines, handpumps, etc.)                      3. Based on the revised operation and maintenance manual (accounting edition), water service providers properly conduct daily accounting.                      4. Based on the water quality testing manual, water quality analysis of water sources and public taps in the pilot sites are carried out continuously once every 3 months.                      5. A system for smooth and proper utilization of spare parts is established.</p>	<p>1. The district governments prepare plans for awareness raising and execute them.                      2. At the pilot sites, number of residents who participated in awareness raising has increased.                      3. Based on the school sanitation promotion activities manual and educational tools to be prepared, the activities on hygiene and sanitation by pupils and teachers are continuously conducted 1 time/month.</p>	<p>1. District Annual Plan                      2. Impact Survey, Sanitation Promotion Activities Records                      3. Monitoring Sheets of HAMS Club Activities</p>
<p>3. Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.</p>	<p>1. The district governments prepare plans for awareness raising and execute them.                      2. At the pilot sites, number of residents who participated in awareness raising has increased.                      3. Based on the school sanitation promotion activities manual and educational tools to be prepared, the activities on hygiene and sanitation by pupils and teachers are continuously conducted 1 time/month.</p>	<p>1. District Annual Plan                      2. Impact Survey, Sanitation Promotion Activities Records                      3. Monitoring Sheets of HAMS Club Activities</p>	<p>1. District Annual Plan                      2. Impact Survey, Sanitation Promotion Activities Records                      3. Monitoring Sheets of HAMS Club Activities</p>

Activities	Inputs	Important Assumptions
<p>1-1 A system for activities supervision based on periodic reporting from water service providers is created.</p> <p>1-2 The districts conduct training to strengthen technicians of water service providers</p> <p>1-3 Training to district staffs on examining appropriateness of construction and rehabilitation plans of water supply facilities is conducted.</p> <p>1-4 The results of above activities 1-1 to 1-3 are reflected in the revision of the administrative support manual.</p> <p>1-5 Good model cases at pilot sites are disseminated to other water service providers in other areas within the districts.</p> <p>2-1 The system for reporting and communication with districts through submission and discussions of monthly reports based on the operation and maintenance manual (management edition) is strengthened.</p> <p>2-2 Using the operation and maintenance manual, capacities of technicians of water service providers of pilot sites for operation and maintenance of water supply schemes are strengthened.</p> <p>2-3 Capacities for accounting of water service providers of pilot sites are strengthened.</p> <p>2-4 Capacities of districts and water service providers on water quality management at pilot sites are strengthened.</p> <p>2-5 Using the spare parts management documents prepared by the Japanese grant aid project, systems for procurement and use of spare parts are established.</p> <p>2-6 Tariff collection at public tap stands of pilot sites is properly conducted.</p> <p>3-1 The present situation on sanitation awareness and behaviors of residents and school teachers/children of additional pilot sites is analyzed,</p> <p>3-2 Sanitation promotion activities program for pilot sites is prepared by the districts.</p> <p>3-3 Sanitation facilitators to handle sanitation promotion activities at pilot sites are trained.</p> <p>3-4 The system for school sanitation education activities using educational manuals and tools is improved at the pilot sites.</p> <p>3-5 The degree of sanitation improvement at the pilot sites is surveyed.</p> <p>3-6 Support is provided for disseminating sanitation education and sanitation promotion activities in the districts and monitoring of its progress.</p>	<p>&lt;Japanese Side&gt;</p> <p><u>Dispatch of Experts (8)</u></p> <ul style="list-style-type: none"> <li>* Chief Advisor/Capacity Building 1</li> <li>* Deputy Chief Advisor/Water Supply Facilities 2/ Capacity Building 2</li> <li>* Water Supply Facilities</li> <li>* Management/Operation and Maintenance</li> <li>* Sanitation Education/IEC</li> <li>* Organizational Management Strengthening</li> <li>* Community Sensitization/Operation and Maintenance 2</li> <li>* Water Supply Facilities Management/ Water Quality Management</li> </ul> <p><u>Cost for Activities in Rwanda</u></p> <p><u>Procurement of Equipment</u></p> <ul style="list-style-type: none"> <li>* Equipment for Operation and Maintenance of Water Supply Facilities</li> <li>* Equipment for Community Activities on Sanitation Improvement</li> </ul> <p><u>Counterpart Training in Rwanda or Third Country</u></p>	<p>&lt;Rwandan Side&gt;</p> <p><u>Allocation of 12 Counterparts</u></p> <p><u>Participation in Training</u></p> <p><u>Provision of Office Space for Japanese Experts</u></p> <p><u>Maintenance Cost for Project Office</u></p> <p>- Local administration staffs such as District and Secteur staffs whose capacities were strengthened through this Project continue to work in their same positions.</p> <p>- Cooperation is received from residents</p> <p><b>Preconditions</b></p> <ul style="list-style-type: none"> <li>- Political stability and reconciliation in Rwanda are maintained.</li> <li>- Residents have started using the water supply facilities constructed and rehabilitated by Japanese grant aid project</li> </ul>

	Original Cooperation Period												Extended Cooperation Period																					
	Third Fiscal Year						Fourth Fiscal Year						Fifth Fiscal Year																					
	FY	Mon	Tue	Wed	Thu	Fri	FY	Mon	Tue	Wed	Thu	Fri	FY	Mon	Tue	Wed	Thu	Fri																
<p><b>Output 1: Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.</b></p> <p>1-1 A system for activities supervision based on periodic reporting from water service providers is created.</p> <ol style="list-style-type: none"> <li>To develop forms of monthly reports and get them authorized by districts.</li> <li>To agree on procedures for monthly reporting using the prepared report forms with the water service providers.</li> <li>To hold meetings on monthly reporting.</li> <li>To ensure results of analysis and evaluation of submitted monthly reports are feedback to water service providers.</li> </ol> <p>1-2 The districts conduct training to strengthen technicians of water service providers</p> <ol style="list-style-type: none"> <li>To identify capacities and training needs of technicians of target water service providers and prepare a training program.</li> <li>To develop operation and maintenance guidelines for water supply schemes of pilot sites.</li> <li>To develop briefing document on pilot water supply schemes.</li> <li>To conduct model trainings for technicians in water service providers.</li> <li>To conduct annual training for current and new technicians in water service providers by districts</li> </ol> <p>1-3 Training to district staff on examining appropriateness of construction and rehabilitation plans of water supply facilities is conducted.</p> <ol style="list-style-type: none"> <li>To analyze present procedures for examining construction and rehabilitation plans for water supply schemes by the districts.</li> <li>To develop training materials for examining construction and rehabilitation plans for water supply schemes.</li> <li>To conduct trainings to district staff.</li> </ol> <p>1-4 The results of above activities 1-1 to 1-3 are reflected in the revision of the administrative support manual.</p> <ol style="list-style-type: none"> <li>To develop a draft of the revised administrative support manual.</li> <li>To finalize the manual.</li> </ol> <p>1-5 Good model cases at pilot sites are disseminated to other water service providers in other areas within the districts.</p> <ol style="list-style-type: none"> <li>To identify and compile good model cases in the pilot sites.</li> <li>To hold seminar and workshops to present the good model cases.</li> </ol>																																		

	Original Cooperation Period												Extended Cooperation Period																					
	Third Fiscal Year						Fourth Fiscal Year						Fifth Fiscal Year																					
	FY	Mon	Tue	Wed	Thu	Fri	FY	Mon	Tue	Wed	Thu	Fri	FY	Mon	Tue	Wed	Thu	Fri																
<p><b>Output 2: Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents/community as well as use of the private sector.</b></p> <p>2-1 The system for reporting and communication with districts through submission and discussions of monthly reports based on the operation and maintenance manual (management edition) is strengthened.</p> <ol style="list-style-type: none"> <li>To assist water service providers to prepare monthly reports.</li> <li>To assist water service providers to improve their service based on the feedback from districts.</li> </ol> <p>2-2 Using the operation and maintenance manual, capacities of technicians of water service providers of pilot sites for operation and maintenance of water supply schemes are strengthened.</p> <ol style="list-style-type: none"> <li>To conduct trainings to water service providers of pilot sites by the operation and maintenance guidelines</li> <li>To conduct additional training to water service providers of pilot sites on chlorination</li> <li>To revise the operation and maintenance manual (operation and maintenance edition) in consideration of the characteristics of pilot site water schemes.</li> <li>To provide technicians of the pilot sites with On the Job Training(OJT)</li> <li>To monitor the facilities operation and maintenance by technicians at pilot sites.</li> <li>To provide technicians of pilot sites with guidance handling of large scale repairs.</li> </ol> <p>2-3 Capacities for accounting of water service providers of pilot sites are strengthened.</p> <ol style="list-style-type: none"> <li>To revise the operation and maintenance manual (accounting edition).</li> <li>To train water service providers in pilot sites on accounting practice by using the revised operation and maintenance manual (accounting edition).</li> <li>To finalize the manual</li> </ol> <p>2-4 Capacities of districts and water service providers on water quality management at pilot sites are strengthened.</p> <ol style="list-style-type: none"> <li>To develop a draft of water quality testing manual.</li> <li>To establish a system for procuring chlorine by water service providers of piped schemes.</li> </ol>																																		

FY	Original Cooperation Period												Extended Cooperation Period																									
	Third Fiscal Year				Fourth Fiscal Year				Fifth Fiscal Year				Sixth Fiscal Year		Seventh Fiscal Year		Eighth Fiscal Year		Ninth Fiscal Year		Tenth Fiscal Year																	
	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10							
2-5	<p>3) To provide guidance on execution of water quality testing through OJT.</p> <p>4) To finalize the manual.</p> <p>Using the spare parts management documents prepared by the Japanese grant aid project, systems for procurement and use of spare parts are established.</p> <p>1) To propose a system for procurement and use of spare parts.</p> <p>2) To agree on the proposed system for procurement and use of spare parts with stakeholders.</p> <p>3) To revise a guideline for spare parts stock management.</p> <p>4) To provide spare parts managers with guidance on spare parts stock management.</p> <p>5) To train users of spare parts on procedures for spare parts stock management.</p> <p>6) To finalize the manual.</p>																																					
2-6	<p>Tariff collection at public tap stands of pilot sites is improved</p> <p>1) To identify problems in terms of proper tariff collection.</p> <p>2) To assist water service providers to improve their tariff collection at model public tap stands.</p> <p>3) To disseminate improved tariff collection from model tap stands to other tap stands in the pilot sites.</p>																																					
3-1	<p>Output 3: Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.</p> <p>The present situation on sanitation awareness and behaviors of residents and school teachers/children of additional pilot sites is analyzed.</p> <p>1) To conduct simplified baseline survey for additional pilot sites.</p> <p>3) To analyze results of the simplified baseline survey for additional pilot sites.</p>																																					
3-2	<p>Sanitation promotion activities program for pilot sites is prepared by the districts.</p>																																					
3-3	<p>Sanitation facilitators to handle sanitation promotion activities at pilot sites are trained.</p> <p>1) To develop a guideline for selection and plan training of sanitation facilitators in 3 districts other than Kayonza district.</p> <p>2) To select sanitation facilitators to carry out activities centered around water points (public water stands and handpumps) in 3 districts other than Kayonza district.</p> <p>3) To conduct a group training for sanitation facilitators selected in 2) above on sanitation promotion.</p> <p>4) To retrain existing sanitation facilitators in pilot site of Kayonza District.</p> <p>5) To assist sanitation facilitators conducting periodic sanitation promotion activities to households served by the water scheme.</p> <p>6) To assist district staffs in charge of sanitation conducting monitoring of activities of facilitators and giving guidance on needed improvements.</p>																																					
3-4	<p>The system for school sanitation education activities using educational manuals and tools is improved at the pilot sites.</p> <p>1) To establish hygiene and sanitation councils in schools and agree on activities monitoring sheets.</p> <p>2) To develop a guideline for hygiene and sanitation activities in schools (HAMS program).</p> <p>3) To develop school sanitation activities manual and educational tools for teachers.</p> <p>4) To monitor the progress of the HAMS program.</p>																																					
3-5	<p>The degree of sanitation improvement at the pilot sites is surveyed.</p>																																					
3-6	<p>Support is provided for disseminating sanitation education and sanitation promotion activities in the districts and monitoring of its progress</p>																																					
<p>Joint Coordination Committee (JCC) Meeting</p>																																						
<p>Terminal Evaluation</p>																																						
<p>Measuring project outputs</p>																																						
<p>Interim Report</p>																																						
<p>Progress Report</p>																																						
<p>Project Completion Report</p>																																						

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A-5-27

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## 資6 JCCのM/M

**MINUTES OF MEETINGS  
BETWEEN  
JICA PROJECT TEAM  
AND  
RWANDAN AUTHORITIES CONCERNED  
ON  
JAPANESE TECHNICAL COOPERATION  
FOR  
PROJECT FOR IMPROVEMENT OF WATER SUPPLY AND SANITATION  
IN  
SOUTHERN PART OF EASTERN PROVINCE**

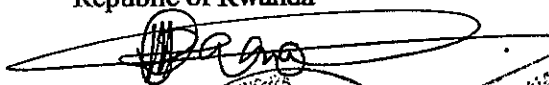
KIGALI 17 April 2007

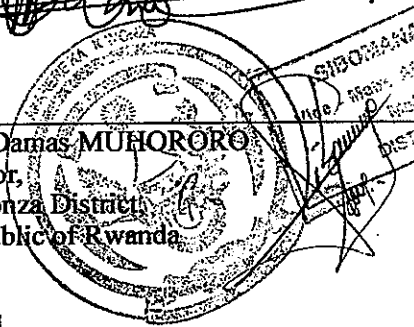
  
Mr. Shoji FUJII  
Chief Advisor  
JICA Project Team

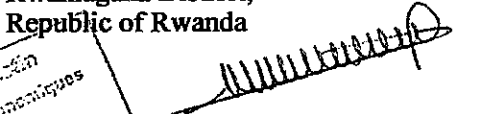
  
Mr. Emmanuel NSANZUMUGANWA  
Secretary General  
Ministry of Land, Environment, Forestry,  
Water and Mines (MINITERE),  
Republic of Rwanda


Mr. Charles GASANA  
Executive Secretary,  
Eastern Province,  
Republic of Rwanda

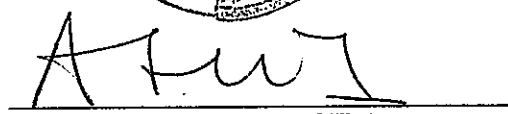
Mr. Valens NTEZIREMBO  
Mayor,  
Rwamagana District,  
Republic of Rwanda

  
Mr. Damas MUHORORO  
Mayor,  
Kayanza District,  
Republic of Rwanda

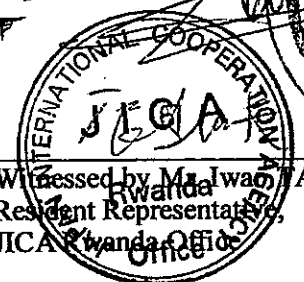


  
Mr. Patrick NKUNZUMWA  
Mayor,  
Kirehe District,  
Republic of Rwanda



  
Mr. François NIYOTWAGIRA  
Mayor,  
Ngoma District,  
Republic of Rwanda

Witnessed by Mr. Iwao MATSUMI  
Resident Representative,  
JICA Rwanda Office





**Introduction:** The 1<sup>st</sup> Joint Coordination Committee (hereinafter referred to as "JCC") meeting of the Project for Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province (hereinafter referred to as "the Project") was held on 17<sup>th</sup> April 2007, at the meeting room of Eastern Province government office building with 14 participants listed in Annex-1. Issues below were confirmed and agreed upon in the meeting, as for those absent members of JCC, the Project team visited later and obtained the same agreement after their explanation.

This document records it and duplicated in French. In case of discrepancy in translation, the English version shall prevail.

**Issues:**

**1. Inception Report**

The Project team presented the Inception Report, which describes the outline, implementation strategy, and conditions of the Project. The Inception Report was generally accepted by JCC.

**2. Project Master Plan**

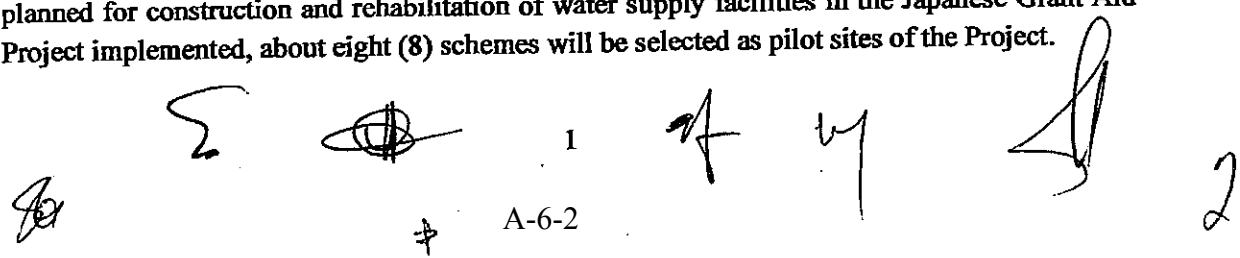
The members of JCC (hereinafter referred to as "The Members") confirmed the following project master plan which was previously agreed in the Record of Discussions (hereinafter referred to as "R/D") signed on 29 January 2007.

Project Master Plan

<b>Overall Goal</b>	An organized system for operation and maintenance of water supply schemes will be established for the healthy and sanitary life of the population of the 4 target Districts
<b>Project Purpose</b>	An organized system for operation and maintenance of water supply schemes will be established for the healthy and sanitary life of the population in the Project sites
<b>Outputs</b>	<ol style="list-style-type: none"> <li>1. The support system for Regies in the Project sites by Districts and Secteurs is strengthened.</li> <li>2. Activities of Regies in the Project sites are strengthened.</li> <li>3. Sensibilization and education on sanitation to the communities in the Project sites by Districts, Secteurs and Regies are strengthened.</li> </ol>

**3. Project Area**

The project will target the four (4) Districts of Rwamagana, Kayonza, Ngoma and Kirehe located in the south-eastern part of the Eastern Province. From the sixteen (16) water schemes planned for construction and rehabilitation of water supply facilities in the Japanese Grant Aid Project implemented, about eight (8) schemes will be selected as pilot sites of the Project.


  
 A-6-2

#### 4. Project Counterparts

The counterparts (C/P) from the Rwandan side for this Project were confirmed after the meeting on the Inception Report as those members listed in Annex-2 to work in close collaboration with the JICA experts during the Project period. The selection of the members was based on the ANNEX IV of the R/D.

#### 5. Joint Coordination Committee (JCC)

Meetings of the Joint Coordination Committee (JCC) are scheduled to be held about twice a year to discuss important matters concerning this Project, as well as to receive approval on the reports to be submitted for each work period. The meeting held to explain the Inception Report on 17 April 2007 at Rwamagana will be considered as the first JCC meeting (see Annex-1 for list of attendants at this meeting). The members of JCC are confirmed at the present time as shown in Annex-3, according to the ANEEX VI of the R/D.

#### 6. Project Office Space

The Rwandan side agreed to promptly provide appropriate office space in Rwamagana for the JICA experts to be used throughout the project period. The provision of the office by Rwandan side is based on the ANNEX V of the R/D.

#### 7. Measures to be Taken by the Government of Rwanda

Administration and management of the project which agreed previously in the R/D was confirmed by Rwandan side as listed in Annex-4.

#### ANNEXES

- Annex-1 List of Attendants at 1<sup>st</sup> JCC Meeting for Explanation of Inception Report
- Annex-2 List of Rwandan Project Counterparts
- Annex-3 Members of JCC
- Annex-4 Measures to be Taken by the Government of Rwanda



2



2

**ANNEX-1 Attendants at 1<sup>st</sup> JCC Meeting for Explanation of Inception Report**

Eastern Province: : Charles GASANA, Executive Secretary  
Gaspard KAMALI, Information and Communications  
Technician

Rwamagana District : John Baptiste NDANYUZWE, Vice Mayor

Kayonza District : Damas MUHORORO, Mayor

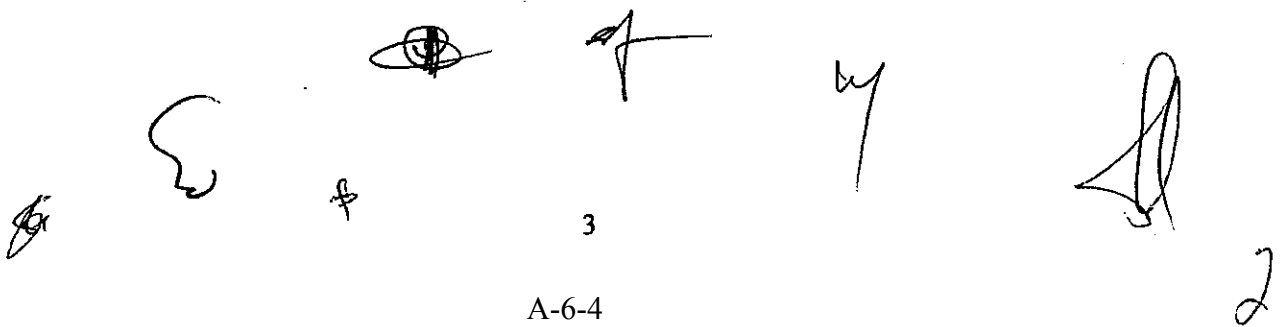
Ngoma District : K. Julius KANSIME, Vice Mayor

Kirehe District : Charles MBARUBUKEYE, Vice Mayor

JICA Rwanda Office : Iwao TATSUMI, Resident Representative  
Ms. Kazumi SHIMAOKA, Rural Development Advisor  
Damien MANIRIHO, Translator



Consultant for Japanese : Hajime KAMO, Resident Engineer  
Grant Aid Project Yoichi NISHIMURA, Institutional/Management  
(Nippon Koei Co., Ltd.) Toshiaki HOSODA, Operation and Maintenance

JICA Experts : Shoji FUJII, Chief Advisor/Capacity Building 1  
(Japan Techno Co., Ltd.) Chieko YOSHIKAWA, Sanitation Education/IEC

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**ANNEX-2 List of Rwandan Project Counterparts**

Function	Position		Name
Project Directors	MINITERE, Secretary General		Emmanuel NSANZUMUGANWA
	Eastern Province, Executive Secretary		Charles GASANA
Project Manager	Eastern Province, Coordinator for District Development Programmes		Jean Marie Vianney MAKOMBE
Project Coordinator	MINITERE, National Water Resources Policy		Jean Marie Vianney MUSHINZIMANA
Project Counterpart	MINITERE, Water and Sanitation Engineer		Benoit NYIRIGIRA
Technical Counterparts	Land, Urbanization, Environment and Infrastructure Unit	Rwamagana District	Innocent KIMPAYE NKUSI, Director
		Kayonza District	Emmanuel SEBAREME, Director
		Ngoma District	Dr. Cyprien HABIMANA, Director
		Kirehe District	Alphonse SEBUDANDI, Acting Director
	Health, Family Promotion and Protection of Children Rights Unit	Rwamagana District	Emile GASORE, Director
		Kayonza District	Eric RUBYUTSA, Director
		Ngoma District	Chantal UMUHOZA, Acting Director
		Kirehe District	Jean Damascène KAYIRANGA, Director

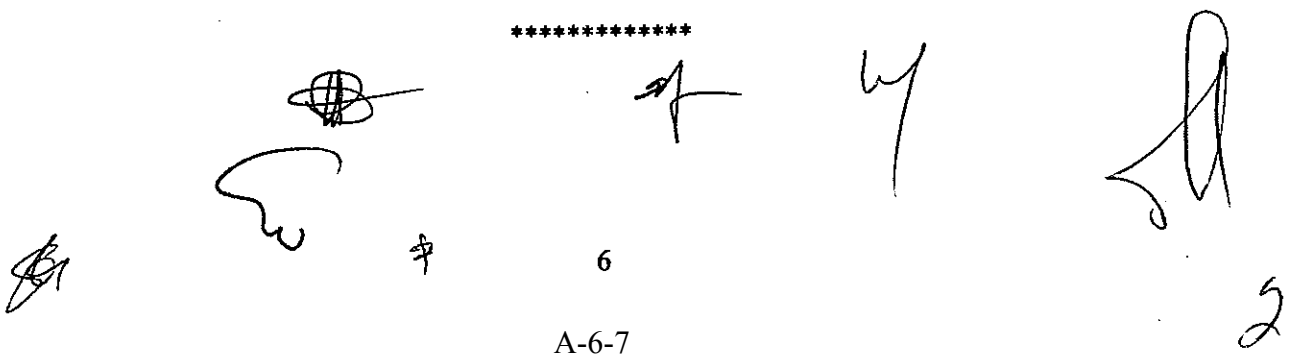
**ANNEX-3 Members of JCC**

Function	Position		Name
Co-Chairmen	MINITERE, Secretary General		Emmanuel NSANZUMUGANWA
	Eastern Province, Executive Secretary		Charles GASANA
Rwandan Side	Eastern Province, Coordinator for District Development Programmes		Jean Marie Vianney MAKOMBE
	MINITERE, National Water Resources Policy		Jean Marie Vianney MUSHINZIMANA
	MINITERE, Water and Sanitation Engineer		Benoit NYIRIGIRA
	Mayors	Rwamagana District	Valens NTEZIREMBO
		Kayonza District	Damas MUHORORO
		Ngoma District	Patrick NKUNZUMWAMI
		Kirehe District	François NIYOTWAGIRA
	Land, Urbanization, Environment and Infrastructure Unit	Rwamagana District	Innocent KIMPAYE NKUSI, Director
		Kayonza District	Emmanuel SEBAREME, Director
		Ngoma District	Dr. Cyprien HABIMANA, Director
		Kirehe District	Alphonse SEBUDANDI, Acting Director
	Health, Family Promotion and Protection of Children Rights Unit	Rwamagana District	Emile GASORE, Director
		Kayonza District	Eric RUBYUTSA, Director
		Ngoma District	Chantal UMUHOZA, Acting Director
		Kirehe District	Jean Damascène KAYIRANGA, Director
	Japanese Side	JICA Rwanda Office	Resident Representative
Rural Development Advisor			Kazumi SHIMAOKA
JICA Experts		Chief Advisor/ Capacity Building 1	Shoji FUJII
		Deputy Chief Advisor/ Water Supply Facilities/ Capacity Building 2	Jun YOSHIKAWA
		Management/ Operation and Maintenance	Toshiaki HOSODA
		Sanitation Education/ IEC	Chieko YOSHIKAWA

**ANNEX-4 Measures to be Taken by the Government of Rwanda**

1. The Government of the Republic of Rwanda (herein after referred as Rwandan Government) will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, beneficiary groups and institutions.
2. Rwandan Government will ensure that the technologies and knowledge acquired by the Rwandan nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of Rwanda.
3. Rwandan Government will grant in Rwanda privileges, exemptions and benefits to the Japanese experts and their families in relation to the project implementation.
4. Rwandan Government will take the measures necessary to receive and use the Equipment to be provided by JICA and equipment, machinery and materials carried in by the Japanese experts.
5. Rwandan Government will take necessary measures to ensure that the knowledge and experience acquired by the Rwandan personnel from technical training in Japan or other countries will be utilized effectively in the implementation of the Project.
6. Rwandan Government will provide the services of Rwandan counterpart personnel and administrative personnel.
7. Rwandan Government will provide the building and facilities as listed below.
  - Land, buildings and facilities necessary for the Project
  - Office spaces and facilities necessary for the Japanese experts
  - Rooms and spaces necessary for installation and storage of the Equipment
  - Other facilities mutually agreed upon as necessary for the implementation of the Project
8. In accordance with the laws and regulations in force in Rwanda, Rwandan Government will take necessary measures to supply or replace at its own expense machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided by JICA.
9. In accordance with the laws and regulations in force in Rwanda, Rwandan Government will take necessary measures to meet the running expenses necessary for the implementation of the Project.

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MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY (JICA) PROJECT TEAM /  
JICA CONSULTATION MISSION  
AND  
RWANDAN AUTHORITIES CONCERNED  
ON  
SECOND JOINT COORDINATION COMMITTEE MEETING  
FOR  
PROJECT FOR IMPROVEMENT OF WATER SUPPLY AND SANITATION  
IN  
SOUTHERN PART OF EASTERN PROVINCE  
IN  
REPUBLIC OF RWANDA

Rwamagana, 28 August 2007



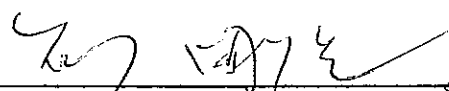
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Mr. Shoji FUJII  
Chief Advisor  
Japan International Cooperation Agency  
(JICA) Project Team



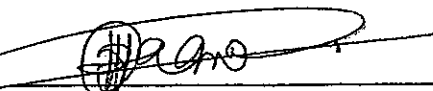
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Mr. Emmanuel NSANZUMUGANWA  
Secretary General  
Ministry of Land, Environment, Forestry,  
Water and Mines (MINITERE),  
Republic of Rwanda




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Mr. Takeo ISHIKAWA  
Leader  
Japan International Cooperation Agency  
(JICA) Consultation Mission



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Mr. Charles GASANA  
Executive Secretary  
Eastern Province  
Republic of Rwanda




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Mr. Valens NTEZIREMBO  
Mayor  
Rwamagana District  
Republic of Rwanda




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Mr. Damas MUHORORO  
Mayor  
Kayanza District  
Republic of Rwanda



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Mr. François NIYOTWAGIRA  
Mayor  
Ngoma District  
Republic of Rwanda



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Mr. Patrick NKUNZUMWAMI  
Mayor  
Kirehe District  
Republic of Rwanda

**Introduction:** The 2<sup>nd</sup> Joint Coordination Committee (hereinafter referred to as “JCC”) meeting of the Project for Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province (hereinafter referred to as “the Project”) was held on 28<sup>th</sup> August 2007, at the conference room of AVEGA REGION EST in Rwamagana City of Eastern Province. Issues below were confirmed and agreed upon in the meeting, and as for absent members of JCC, the Project team visited them later and obtained the same agreement upon explanation of the same.

This document records the minutes and is duplicated in French. However, in case of discrepancy in translation, the English version shall prevail.

**Issues:**

**1. Report on Phase 2 Activities Plan (Draft)**

The Project team presented the Report on Phase 2 Activities Plan (Draft), which describes the activities conducted in Phase 1 and activities scheduled for Phase 2 as a result of Phase 1 activities. The Report on Phase 2 Activities Plan (Draft) was generally accepted by JCC.

**2. PDM/PO Version 2.0 and Phase 2 Activities**

PDM and PO Version 2.0 (refer to Annex-1 and -2) revised according to results of Phase 1 activities were accepted by JCC. However, changes will be made during the course of this Project whenever the need arises. In Phase 2, the Japanese experts for technical cooperation will conduct activities based on the following revised Project Master Plan according to PDM and PO Version 2.0.

**Revised Project Master Plan**

<b>Overall Goal</b>	The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the 4 target Districts
<b>Project Purpose</b>	The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the Project sites
<b>Outputs</b>	<ol style="list-style-type: none"> <li>1. Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.</li> <li>2. Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector.</li> <li>3. Management capacity of community-based water supply services in the project area is strengthened.</li> <li>4. Sanitation education and awareness activities to residents are strengthened by the 4 target Districts and water user committees</li> </ol>

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### 3. Major Changes in PDM Version 2.0

The major changes made between PDM Version 1.0 and Version 2.0 are the following.

- (1) As for activities to achieve Output 2, collaboration is conceived between local administration and residents (water user committee), but also optimum collaboration and incorporation of the private sector will be pursued through consideration on potential of local companies and the national policy on privatization of rural water supply services.
- (2) As for activities to achieve Output 3, benefits can be acquired not only by the project sites selected out of the 16 schemes to be constructed or rehabilitated in the Japanese Grant Aid Project (stipulated in Article 4 of this document), but also by highest level water user committees having jurisdiction over the committees of the Project, since these higher level committees will also be included in the target group. The existing facilities and corresponding water user committees under these highest level committees, therefore, will also be indirectly covered by the Project so that the Project can give larger impact to the target area.
- (3) As for activities to achieve Output 4, capacity enhancement is considered not only for hygiene and sanitation staff to be selected and assigned to the sites of the Japanese Grant Aid Project, but also for three other existing channels for hygiene and sanitation promotion to local residents which are schools, health centers and local administration to attain a synergetic effect for larger impact to the target area.
- (4) The target group includes the following population of target sites and relevant personnel of local administrative bodies.

Target Body	Number of Target Bodies	Target Persons (including Counterparts)
MINITERE	1	3 persons
Province	1	2 persons
District	4	3 persons $\times$ 4 = 12
Secteur	11	2 persons $\times$ 11 = 22
Cells	About 60	1 person $\times$ 60 = 60
Project Sites	5+3	Approx. 40,000 for Phase 1
Sites under jurisdiction of higher level water user committees	2 in Phase 1 (no. for subsequent phases to be confirmed)	Approx. 15,000 for Phase 1 sites (no. for subsequent phases to be confirmed)

### 4. Project Sites

Through the project activities, from the 16 schemes scheduled to be constructed or rehabilitated in the Japanese grant aid project in 3 phases, about 8 schemes will be selected as Project sites for assistance to strengthen the activities of water user committees. Due to the duration of the Project (until November 2010) and scheduled completion of the grant aid project phase-3 (expected in March 2010), using schemes of grant aid project phase-3 for pilot activities can create difficulties, and therefore, basically, grant aid project phase-3 schemes will not be selected. Consequently, selection of 8 Project sites will be made from the 11 grant aid schemes to be implemented in phases-1 and -2 using the following criteria.

**Site Selection Criteria**

- A Sites from every target District
- B Sites which cover several Secteurs as well as only one Secteur
- C New construction sites and rehabilitation sites
- D Sites which are not targeted by other donors
- E Different types of water schemes (gravity-fed piped system, pumped-up piped system, handpump site)
- F Different water sources (borehole, spring)
- G Sites requiring formation of new water user committees and those for strengthening of existing committees
- H Sites with water user committees falling under jurisdiction of higher level water user committees

Works are on-going for 6 sites as grant aid project phase-1 and using the above criteria, the below listed 5 sites were selected as candidates for pilot sites during this stage. Then, the remaining pilot sites can be selected upon confirmation of commencement of works for grant project phase-2 (which corresponds to Phase 2 of this Project). Refer to Annex-4 for detailed table of project site selection.

**Project Sites Selected for First Stage Activities**

Grant No.	Scheme Name	District	Design Pop.	Indirect Beneficiaries	Water Source	Supply Scheme	Water User Committee
1	MKM*	Rwamagana	20,060	-	Spring	Piped	New
2	Mukarange	Kayonza	9,639	-	Groundwater	Piped	Existing
14	Kabarondo	Kayonza	922	8,000	Groundwater	Handpump	New
3	Nyankora	Kayonza	6,632	7,313	Groundwater	Piped	Existing
16	Murama	Ngoma	2,718	-	Groundwater	Handpump	New
Total			39,971	15,313			

\*Mwilire, Kigabiro, Munyaga

JCC agreed to the above selection procedure and the 5 sites selected for first stage activities.

**5. Collaboration with Grant Aid Project**

Activities of the Project will be conducted in good collaboration with the support activities of the software component of the Japanese grant aid project, to avoid duplication and/or repetition of activities. JCC accepted this arrangement. The collaborative activities are listed in Annex-4.

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## 6. Project Steering Committee

A Project Steering Committee (PSC) is scheduled to be formed in Phase 2 to include expanded Project stakeholders. The members of PSC are expected to be the members of JCC plus others (such as representative of MINALOC and representatives from target Sectors) to carry out follow-up and awareness campaigns for project promotion. JCC agreed to make arrangements for forming and representing PSC.

## 7. Project Promotion

The Project nickname, Project logo mark and Project characters to be used on campaign materials such as pamphlets, posters, web site and T-shirts throughout the Project period for smooth execution and to effectively achieve the expected outputs were proposed. The proposal was accepted by JCC.

## 8. Project Office for JICA Experts

The Project office for the JICA experts in Rwamagana presently provided by the Rwandan side is a temporary space and therefore, the Rwandan side is requested to provide a Project office for the JICA experts, as early as possible, which is more suitable to create an environment in which collaboration and daily communication between both parties can be effectively promoted.

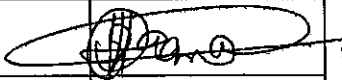

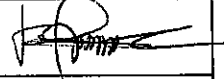
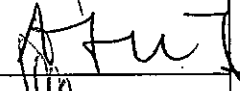

## 9. Active Participation by Both Sides

Upon reconsidering the nature of the JICA technical cooperation project, a process of mutual collaboration and intervention is highly required and the extent of the project purpose must be given equal responsibility by both sides, and also, in phase 2 (implementation stage), personnel of both sides will participate in the project more actively.

## ANNEXES

- Annex-1 List of Participants in Second JCC Meeting
- Annex-2 PDM Version 2.0
- Annex-3 PO Version 2.0
- Annex-4 Project Site Selection Table
- Annex-5 Collaboration with Grant Aid Project Software Component Activities

**Annex-1 List of Participants in Second JCC Meeting**

Name	Position	Affiliation	Signature
Mr. NSANZUMUGANWA Emmanuel	Secretary General	MINITERE,	
Mr. SAFARI Patrick	Director of Planning	MINITERE	
Mr. MUTSINDASHYKA, Theoneste	Governor	Eastern Province	
Mr. GASANA Charles	Executive Secretary	Eastern Province,	
Mr. MAKOMBE Jean Marie Vianney	Coordinator for District Development Programmes	Eastern Province,	
Mr. MUSHINZIMANA Jean Marie Vianney	Water and Sanitation Policy Leader	MINITERE,	
Mr. NYIRIGIRA Benoit	Water and Sanitation Engineer	MINITERE,	
Mr. NTEZIREMBO Valens	Mayor	Rwamagana District	
Mr. MUHORORO Damas	Mayor	Kayonza District	
Mr. NIYOTWAGIRA François	Mayor	Ngoma District	
Mr. NKUNZUMWAMI Patrick	Mayor	Kirehe District	
Mr. KIMPAYE NKUSI Innocent	Director of Land, Urbanization, Environment and Infrastructure Unit	Rwamagana District	
Mr. SEBAREME Emmanuel	Director of Land, Urbanization, Environment and Infrastructure Unit	Kayonza District	
Dr. HABIMANA Cyuprien	Director of Land, Urbanization, Environment and Infrastructure Unit	Ngoma District	
Mr. SEBUDANDI Alphonse	Acting Director of Land, Urbanization, Environment and Infrastructure Unit	Kirehe District	
Mr. GASORE Emile	Director of Health, Family Promotion and Protection of Children Rights Unit	Rwamagana District	
Mr. RUBYUTSA Eric	Director of Health, Family Promotion and Protection of Children Rights Unit	Kayonza District	
Ms. UMUHOZA Chantal	Acting Director of Health, Family Promotion and Protection of Children Rights Unit	Ngoma District	
Mr. KAYIRANGA Jean Damascène	Director of Health, Family Promotion and Protection of Children Rights Unit	Kirehe District	

Name	Position	Affiliation	Signature
Mr. ISHIKAWA Takeo	Leader, JICA Consultation Mission	JICA, Global Environment Department	
Mr. MATSUZAKI Terumasa	Project Coordinator, JICA Consultation Mission	JICA, Global Environment Department	
Mr. TATSUMI Iwao	Resident Representative	JICA Rwanda Office	
Mr. NARITA Eita	Deputy Resident Representative	JICA Rwanda Office	
Ms. SHIMAOKA Kazumi	Rural Development Advisor	JICA Rwanda Office	
Mr. FUJII Shoji	Chief Advisor/ Capacity Building 1	JICA Expert, Japan Techno	
Mr. YOSHIKAWA Jun	Deputy Chief Advisor/ Water Supply Facilities/ Capacity Building 2	JICA Expert, Japan Techno	
Mr. HOSODA Toshiaki	Management/ Operation and Maintenance	JICA Expert, Nippon Koei	
Ms. YOSHIKAWA Chieko	Sanitation Education/ IEC	JICA Expert, Japan Techno	

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# ANNEX-2 Project Design Matrix (PDM)

Project Title: Project for Improvement of Water Supply and Sanitation in Southern Part of Eastern Province in Republic of Rwanda

Project Period: April 2007 to September 2010

Project Area: 4 Districts (Rwamagana, Kayanza, Ngoma, Kiruha) in Eastern Province, about 8 sites to be selected in Activity 3-2 and area under jurisdiction of water user committee of these sites

Executing Agency: Eastern Province, 4 Districts, MINITERE

Target Group: Residents of Project Sites and staff of local administration responsible for Project area




28 August 2007  
Version 2.0

Narrative Summary		Verifiable Indicators	Means of Verification	Important Assumptions
The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the 4 target Districts		<ol style="list-style-type: none"> <li>The number of financially sound water supply service providers in the 4 target Districts is increased.</li> <li>Percentage of residents in the 4 target Districts without improved sanitary behaviours (such as washing hands with clean water at appropriate times) is reduced to half.</li> </ol>	<ul style="list-style-type: none"> <li>District Development Plan</li> <li>District Budget Report</li> <li>Baseline Survey Report</li> <li>Impact Survey Report</li> </ul>	
The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved at the Project sites		<ol style="list-style-type: none"> <li>Target amount* of operation and maintenance reserve savings established for each water supply scheme is being saved. (N.B. *Target amounts are attached)</li> <li>Percentage of residents in the Project area without improved sanitary behaviours (such as washing hands with clean water at appropriate times) is reduced to half.</li> </ol>	<ul style="list-style-type: none"> <li>Project Report</li> <li>Water User Committee Documents</li> <li>Bank Account Statement/ Savings Record</li> <li>Baseline Survey Report</li> <li>Impact Survey Report</li> </ul>	<ul style="list-style-type: none"> <li>Basic policy on and organization for operation and maintenance of rural water supply of the government do not change</li> </ul>
<b>Outputs</b>				
1	Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.	<ol style="list-style-type: none"> <li>Permit system for water supply management from local administration is established.</li> <li>Comité de superviseur is formed at the 4 target Districts.</li> <li>Evaluation and advisory instructions are given to periodic reports from water supply service providers</li> </ol>	<ul style="list-style-type: none"> <li>Project Report</li> <li>Management Permit</li> <li>Supervisory Board Member List</li> <li>Report on Evaluation Results, Advisory Instructions</li> </ul>	<ul style="list-style-type: none"> <li>Decentralization is realized without delay</li> </ul>
2	Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector.	<ol style="list-style-type: none"> <li>Periodic reporting (including record of repairs and financial balance) is carried out continuously once/month by water supply</li> <li>Operation and maintenance system suitable for the facilities type and social environment is selected. (i.e., use of private contractor)</li> <li>Water quality inspections are conducted continuously once/3 mon for each water source at each of the target sites.</li> <li>Water source protection activities are conducted continuously once/month for each water source at each of the target sites.</li> </ol>	<ul style="list-style-type: none"> <li>Project Report</li> <li>Reports and Minutes</li> <li>Member Lists of Régies, Activities Flow Charts, Contracts</li> <li>Record on Use of Private</li> <li>Water Quality Results, Facilities Operation Record</li> <li>Water Quality Results, Facilities Operation Record</li> </ul>	<ul style="list-style-type: none"> <li>Roles of Districts and Secteurs concerning improvement of water and sanitation do not change</li> </ul>
3	Management capacity of community-based water supply services in the project area is strengthened.	<ol style="list-style-type: none"> <li>Water tariff is entered into committee regulation document at each Project site, and approved.</li> <li>Periodic inspections following the revised manual are carried out twice/month at the target sites.</li> <li>Capacity of water user committees for operation and maintenance of water supply facilities is acquired and repairs are conducted.</li> <li>Proper collection and management of water fees are conducted continuously.</li> </ol>	<ul style="list-style-type: none"> <li>Water User Committee Internal Regulations</li> <li>Water Facilities Users' Manual</li> <li>Water Facilities Operation Record</li> <li>Accounting Report, Balance Sheet</li> <li>Record of Water Fee</li> </ul>	<ul style="list-style-type: none"> <li>Responsibilities of Régies do not change</li> <li>Water source continues to be safe and flows continuously</li> </ul>
4	Sanitation education and awareness activities to residents are strengthened by the 4 target Districts and water user committees.	<ol style="list-style-type: none"> <li>Capacity of hygiene/sanitation staff of each target site is strengthened.</li> <li>Sanitation promotion activities of local administration/schools/health centers are improved.</li> <li>Local administration/schools/health centers/sanitation staff start collaborative activities.</li> </ol>	<ul style="list-style-type: none"> <li>Training Record</li> <li>Record of Sanitation Promotion Activities</li> <li>Test for Degree of Proficiency</li> <li>Training Record</li> <li>Project Report</li> <li>Minutes of Periodic Reporting</li> </ul>	
<b>Activities</b>		<b>Inputs</b>		<b>Important Assumptions</b>
1-1	Confirmation of national policy for water supply	<Japanese Side>	<Rwandan Side>	<ul style="list-style-type: none"> <li>Local administration staff such as District and Secteur staff whose capacities were strengthened through this Project continue to work in their same positions.</li> <li>Cooperation is received from residents and Régies formed in Japanese grant aid project</li> </ul>
1-2	Commencement of activities of "Comité de superviseur" by local administration staff	Dispatch of Experts (4)	Allocation of 13 Counterparts	
1-3	Improvement of advisory affairs (such as issuing management permits) of local administrations which manage rural water supply services using private contractors	* Chief Advisor/Capacity Building 1	Participation in Training	
1-4	Establishment of monitoring system for water supply facilities operations (such as activities evaluation and improvement of reporting system) by local administration staff	* Deputy Chief Advisor/Water Supply Facilities/Capacity Building 2	Staff of Districts and Secteurs Residents and Regie Members	
2-1	Confirmation on policy and execution status of rural water supply projects being promoted under decentralization and privatization	* Management/Operation and Maintenance	Provision of Office Space for Japanese Experts	
2-2	Identification of responsibilities and powers of water user committee organizations for rural water supply	* Sanitation Education/IEC	Maintenance Cost for Project Office	
2-3	Identification of capacities of private maintenance contractors (candidates), and preparation of their inventory	Cost for Activities in Rwanda		
2-4	Identification of present state of rural water supply management system using private contractors, and compilation of candidate contractors	Procurement of Equipment		
2-5	Continuous management of water sources and water quality for each type of water source	* Equipment for Operation and Maintenance of Water Supply Facilities		
2-6	Through the above activities, establishment of an operation and maintenance system which can further develop water supply services at each target site	* Equipment for Community Activities on Sanitation Improvement		
3-1	Compilation of results of survey on present conditions and management situation of water supply facilities in the target area and other related information; and identification of improvement issues	Counterpart Training in Rwanda or Third Country		
3-2	Selection of Project sites for technical cooperation from Japanese grant aid sites			
3-3	Establishment of an operation and maintenance system for inspection, repairs and rehabilitation of water supply facilities corresponding to their scale and type			
3-4	Building of capacity for facilities operation of technical staff selected by the Japanese grant aid project at the Project sites			
3-5	Strengthening of organizational management capacity of staff of water user committees formed in Japanese grant aid project at the Project sites			
4-1	Survey on present state of sanitation activities at Project sites			
4-2	Capacity building of hygiene and sanitation staff selected by Japanese grant aid project			
4-3	Based on 4-1 and 4-2 above, improvement of sanitation promotion activities in the target area			
4-4	Promotion of collaboration between hygiene/sanitation staff, local administration, schools and health centers under supervision of Districts			
4-5	Survey on degree of sanitation improvement			
<b>Preconditions</b>				
<ul style="list-style-type: none"> <li>Political stability and reconciliation in Rwanda are maintained.</li> <li>Construction and rehabilitation of 18 schemes by Japanese grant aid project are implemented as scheduled.</li> <li>Water supply facilities constructed and rehabilitated by Japanese grant aid project are being used.</li> <li>Régies are formed at each site by Japanese grant aid project</li> </ul>				

JAPAN TECHN

PROJECT FOR IMPROVEMENT OF WATER SUPPLY AND SANITATION IN EASTERN PROVINCE

Activity	Fiscal Year												IV (FY 2010)																														
	I (FY 2007)			II (FY 2008)			III (FY 2009)			Fourth Fiscal Year																																	
	First FY Term 1	First FY Term 2	Second Fiscal Year	Third Fiscal Year	Fourth Fiscal Year	Month	Month	Month	Month	Month	Month	Month																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
	Apr/May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
	Preparatory Stage												Activities Execution Stage												Completion																		
<b>Output 1: Capacity for supervisor related to management of water supply services of the 4 target Districts is strengthened.</b>																																											
1-1 Confirmation of national policy for water supply																																											
1-2 Commencement of activities of "Comité de superviseur" by local administration staff																																											
1-3 Improvement of advisory affairs (such as issuing management permits) of local administrations which manage rural water supply services using private contractors																																											
1-4 Establishment of monitoring system for water supply facilities operations (such as activities evaluation and improvement of reporting system) by local administration staff																																											
<b>Output 2: Operation and maintenance system of water supply services in the project area is improved through collaboration between local administration and residents community, as well as use of the private sector.</b>																																											
2-1 Confirmation on policy and execution status of rural water supply projects being promoted under decentralization and privatization																																											
2-2 Identification of responsibilities and powers of water user committee organizations for rural water supply																																											
2-3 Identification of capacities of private maintenance contractors (candidates), and preparation of their inventory																																											
2-4 Identification of present state of rural water supply management system using private contractors, and compilation of candidate contractors																																											
2-5 Continuous management of water sources and water quality for each type of water source																																											
2-6 Through the above activities, establishment of an operation and maintenance system which can further develop water supply services at each target site																																											
<b>Output 3: Management capacity of community-based water supply services in the project area is strengthened.</b>																																											
3-1 Completion of results of survey on present conditions and management situation of water supply facilities in the target area and other related information; and identification of improvement issues																																											
3-2 Selection of Project sites for technical cooperation from Japanese grant aid sites																																											
3-3 Establishment of an operation and maintenance system for inspection, repairs and rehabilitation of water supply facilities corresponding to their scale and type																																											
3-4 Building of capacity for facilities operation of technical staff selected by the Japanese grant aid project at the Project sites																																											
3-5 Strengthening of organizational management capacity of staff of water user committees formed in Japanese grant aid project at the Project sites																																											
<b>Output 4: Sanitation education and awareness activities to residents are strengthened by the 4 target Districts and water user committees.</b>																																											
4-1 Survey on present state of sanitation activities at Project sites																																											
4-2 Capacity building of hygiene and sanitation staff selected by Japanese grant aid project																																											
4-3 Based on 4-1 and 4-2 above, improvement of sanitation promotion activities in the target area																																											
4-4 Promotion of collaboration between hygiene/sanitation staff, local administration, schools and health centers under supervision of Districts																																											
4-5 Survey on degree of sanitation improvement																																											
Joint Coordination Committee (JCC) Meeting																																											
Reports																																											

  
  
  
 2007/8/27  
 Japan Techno Co., Ltd.

Annex-4 Project Site Selection Table

Selection Criteria		A		B		D		C		F		E		H		G		Project Site			
Grant Aid Scheme		Implementation Phase		District		Secteur		Design Pop.		Indirect Benef.		Work Type		Water Source		Scheme Type		Water User Committee		Project Site	
No.	Name																				
1	MKM	I	Rwamagana	Mwilire, Munyaga, Kigabiro		20,060			New Construction	Spring		Piped		Rwamagana District		1					⊙
2	Mukarange	I	Kayanza	Mukarange		9,639			Rehabilitation	Borehole		Piped		Mukarange Secteur							⊙
14	Kabarondo	I		Kabarondo		922	8,000		New Construction	Borehole		Handpump		Kabarondo Secteur		1					⊙
3	Nyankora	I		Rwinkwavu		6,632	7,313		Rehabilitation	Borehole		Piped		Rwinkwavu Secteur		1					⊙
15	Rwinkwavu	I				3,313			New/Rehab	Borehole		Handpump				1					Indirect
4	Murama	III				9,132			New Construction	Spring		Piped		Murama Secteur		1					
5	Kibungo	III	Ngoma			8,636			New Construction	Spring		Piped		Kibungo Secteur		1					
16	Murama	I				2,718			New/Rehab	Borehole		Handpump		Murama Secteur		1					⊙
6	KZKM*	III		Karembu, Zaza, Kibare, Mugesera		22,421			New/Rehab	Spring		Piped		**							1
7	MK*	III		Mutendeli, Kazo		8,361			Rehabilitation	Spring		Piped		**							1
8	Mushikiri	II	Kirehe			11,884	**		New Construction	Spring		Piped		Mushikiri Secteur		1					⊙
9	Kirehe	II				12,000	**		New/Rehab	Spring		Piped		Kirehe Secteur							⊙
10	Nyamugari	II				16,776	**		Rehabilitation	Spring		Piped		Nyamugari Secteur							⊙
11	Kigina	II				10,082	**		New/Rehab	Spring		Piped		Kigina Secteur							1
12	Gahara	III				13,244	**		New Construction	Spring		Piped		Gahara Secteur		1					
13	Gatore	II				4,948	**		New Construction	Spring		Piped		Gatore Secteur		1					⊙
Total beneficiaries for 1st selection										39,971		18,626									

\* Temporary Name

\*\* Under confirmation

⊙ Selected for First Stage Activities

○ Candidate for Second Stage Activities

Site Selection Criteria

- A. Sites from every target District
- B. Sites which cover several Sectors as well as only one Sector
- C. New construction sites and rehabilitation sites
- D. Sites which are not targeted by other donors
- E. Different types of water schemes (gravity-fed piped system, pumped-up piped system, handpump site)
- F. Different water sources (borehole, spring)
- G. Sites requiring formation of new Water User Committee and those for strengthening of existing Water User Committee
- H. Sites with Water User Committees falling under jurisdiction of higher level Water User Committees

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Annex-5 Collaboration with Grant Aid Project Software Component Activities

Software Component of Grant Aid Project (from Software Component Plan for "Rural Water Supply Project")		Technical Cooperation Project (from detailed PO Version 2.0)	
No.	Activity	Objective	Output
1.1	Coordination and field observation along with District and Sector stakeholders on formation of water user committee	—	-Minutes
1.2	Preparation of draft selection criteria/regulation for water user committee members/employees	Selection of reliable committee members and employees by Rwandan side	-Employment form -Committee member selection criteria evaluation report -Staff employment condition evaluation report -Water user committee regulation (proposal)
1.3	Preparation of operation and maintenance manual	Proper operation and maintenance by water user committee	-6 types of operation and maintenance manuals (English, French, Local Language) -Training program
1.4	Preparation of institutional support manual and training program	Prepare 3 types of institutional support manual (managerial and technical) to water user committee	-3 types of institutional support manuals (English and French) -Training program
1.5	Preparation of training tools for institutional support	Prepare training tools for managerial/technical aspects of institutional support	-Training tools for institutional support manual
1.6	Preparation of training tools for water user committee	Prepare training tools for training of water user committee	-Training tools for operation and maintenance manual
2.1	Training on institutional support	Using tools of 1.5 above, establish capacity for managerial/technical support	-Report on Training and Workshop

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JAPAN TECHNO  
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Software Component of Grant Aid Project (from Software Component Plan for "Rural Water Supply Project")		Technical Cooperation Project (from detailed PO Version 2.0)	
No.	Activity	Objective	Output
2.2	Training on management, and operation and maintenance	Using tools of 1.6 above, capacity building on management, operation and maintenance, leakage survey method and participatory sanitation education method	<p>3-3-5) Collaborated Activity with Software Component</p> <p>Execution of inspections, repairs and rehabilitation works by water user committees of the target sites</p> <p>3-4-4) Guidance to operators selected by the Japanese grant aid project through routine OJT on revised activities</p> <p>3-5-7) Guidance to water user committee staff on revised activities (such as work plan, reporting, accounting and water fee revision) through OJT</p> <p>4-2-3) Training to hygiene/sanitation staff according to revised activities program</p> <p>4-3-3) Execution of sanitation promotion activities of hygiene and sanitation staff selected in the Japanese grant aid project</p>
3.1	Follow-up on institutional support of Districts and Sectors	Confirm proper operation according to institutional support manual	<p>1-4-4) Confirmation and necessary revision of administration support plan (manual, training program) to be formulated in the Japanese grant aid project</p> <p>2-5-3) Decision on methods for management of water source and water quality appropriate for each facilities type, and revision of regulation and administration support manual</p> <p>2-5-4) Execution of activities by Districts and service providers based on water source conservation regulation in the target sites</p>
3.2	Initial follow-up on management, and operation and maintenance of water user committee	Confirm execution of proper management, and operation and maintenance according to management plan	<p>3-3-1) Examination of contents of facilities maintenance manual prepared by Japanese grant aid project</p> <p>3-3-4) Based on above activities, revision of water user committee management manual prepared by the Japanese grant aid project</p> <p>3-4-1) Examination of technical operator training tools, training program and operation manual prepared by the Japanese grant aid project</p> <p>3-4-3) Revision of technical operator training tools and training program prepared by the Japanese grant aid project</p> <p>3-5-1) Examination of water user committee training tools and training program prepared by the Japanese grant aid project</p> <p>3-5-2) Examination of water user committee management manual prepared by the Japanese grant aid project</p> <p>3-5-3) Examination of water user committee agreement prepared by the Japanese grant aid project</p> <p>3-5-4) Examination of organizational management activities of water user committees</p> <p>3-5-6) Revision of water user committee management manual (portion related to organizational management), training tools and training program prepared by the Japanese grant aid project</p> <p>4-2-1) Confirmation on support activities related to sanitation formulated and/or executed in the Japanese grant aid project</p> <p>4-2-2) Revision of support activities program based on results of the activity 4-1.</p>

(from Software Component Plan for "Rural Water Supply Project")		Technical Cooperation Project (from detailed PO Version 2.0)										
No.	Activity	Objective	Output									
			<table border="1"> <tr> <td>No.</td> <td>Collaborated Activity with Software Component</td> <td>Output</td> </tr> <tr> <td>4-2-3)</td> <td>Training to hygiene/sanitation staff according to revised activities program</td> <td>Output 4</td> </tr> <tr> <td>4-3-3)</td> <td>Execution of sanitation promotion activities of hygiene and sanitation staff selected in the Japanese grant aid project</td> <td>Output 4</td> </tr> </table>	No.	Collaborated Activity with Software Component	Output	4-2-3)	Training to hygiene/sanitation staff according to revised activities program	Output 4	4-3-3)	Execution of sanitation promotion activities of hygiene and sanitation staff selected in the Japanese grant aid project	Output 4
No.	Collaborated Activity with Software Component	Output										
4-2-3)	Training to hygiene/sanitation staff according to revised activities program	Output 4										
4-3-3)	Execution of sanitation promotion activities of hygiene and sanitation staff selected in the Japanese grant aid project	Output 4										
3.3	Revision of management, and operation and maintenance manual	Based on above, make initial revision	<Same as 3.2>									
4.1	Preparation of follow-up action plan on monitoring and follow-up, and check list	Prepare check list for whether water user committee is properly managing facilities, and establish periodic monitoring system	<table border="1"> <tr> <td>1-4-1)</td> <td>Improvement of system for reporting from water supply service providers in the target sites</td> <td>Output 1</td> </tr> <tr> <td>1-4-2)</td> <td>Analysis and evaluation of reports from water supply service providers</td> <td>Output 1</td> </tr> <tr> <td>1-4-3)</td> <td>Execution of monitoring activities at the target sites</td> <td>Output 1</td> </tr> </table>	1-4-1)	Improvement of system for reporting from water supply service providers in the target sites	Output 1	1-4-2)	Analysis and evaluation of reports from water supply service providers	Output 1	1-4-3)	Execution of monitoring activities at the target sites	Output 1
1-4-1)	Improvement of system for reporting from water supply service providers in the target sites	Output 1										
1-4-2)	Analysis and evaluation of reports from water supply service providers	Output 1										
1-4-3)	Execution of monitoring activities at the target sites	Output 1										
4.2	Follow-up on monitoring of Districts and Sectors	Guidance on proper monitoring according to check list	<table border="1"> <tr> <td>1-4-3)</td> <td>Execution of monitoring activities at the target sites</td> <td>Output 1</td> </tr> </table>	1-4-3)	Execution of monitoring activities at the target sites	Output 1						
1-4-3)	Execution of monitoring activities at the target sites	Output 1										

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MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY (JICA) PROJECT TEAM  
AND  
RWANDAN AUTHORITIES CONCERNED  
ON  
THIRD JOINT COORDINATION COMMITTEE MEETING  
FOR  
THE PROJECT FOR IMPROVEMENT OF WATER SUPPLY AND SANITATION  
IN  
SOUTHERN PART OF EASTERN PROVINCE  
IN  
REPUBLIC OF RWANDA

Rwamagana, 4 March 2008



Mr. Shoji FUJII  
Chief Advisor  
Japan International Cooperation Agency  
(JICA) Project Team




Po Mr. Emmanuel NSANZUMUGANWA  
Secretary General  
Ministry of Land, Environment, Forestry,  
Water and Mines (MINITERE),  
Republic of Rwanda

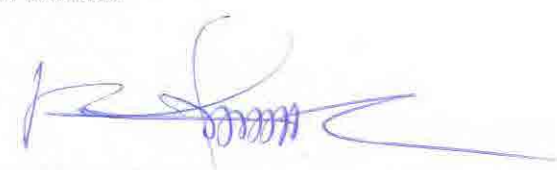


Mr. Iwao TATSUMI  
Resident Representative  
Japan International Cooperation Agency  
(JICA) Rwanda Office


P.O. Mr. Charles GASANA  
Executive Secretary  
Eastern Province  
Republic of Rwanda



Mr. Valens NTEZIREMBO  
Mayor  
Rwamagana District  
Republic of Rwanda



Mr. Damas MUHORORO  
Mayor  
Kayonza District  
Republic of Rwanda



Mr. François NIYOTWAGIRA  
Mayor  
Ngoma District  
Republic of Rwanda



Mr. Patrick NKUNZUMWAMI  
Mayor  
Kirehe District  
Republic of Rwanda

**Introduction:** The 3<sup>rd</sup> Joint Coordination Committee (hereinafter referred to as “JCC”) meeting of the Project for Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province (hereinafter referred to as “the Project”) was held on 4<sup>th</sup> March 2008, at the conference room of AVEGA Région Est in Rwamagana City of Eastern Province with attendance of JCC members and other concerns. Issues below were confirmed and agreed upon in the meeting, and as for absent members of JCC, the Project team visited them later and obtained the same agreement upon explanation of the same.

This document records the minutes and is duplicated in French. However, in case of discrepancy in translation, the English version shall prevail.

**Issues:**

**1. Final Report on Phase 2 Activities Plan**

The Report on Phase 2 Activities Plan (Draft) was accepted by JCC in the Minutes of Meetings signed on 28 August 2007. This time, the Project team submitted the final version of the Report on Phase 2 Activities Plan which was revised according to comments received on the draft version. The Final Report on Phase 2 Activities Plan was received by JCC.

**2. Interim Report for 1<sup>st</sup> Fiscal Year Term 2**

The Project team presented the Interim Report for 1<sup>st</sup> Fiscal Year Term 2, which describes the achievements made during 1<sup>st</sup> Fiscal Year Term 2 and issues/activities for the coming fiscal years. The Interim Report for 1<sup>st</sup> Fiscal Year Term 2 was generally accepted by JCC.

**3. Confirmation of JCC Members due to Changes in Counterpart**

Changes in counterparts for this project were reported by the target districts during the activities of the PURA-SANI team in Rwanda. Therefore, this would imply changes in members of JCC. The presently confirmed list of JCC members is attached as Annex and JCC confirmed this list during the 3<sup>rd</sup> JCC meeting.

**4. Necessity to Review Scope of Activities**

As a result of progress in decentralization, restructuring of ministries, rapid introduction of PPP and other such factors, the scope of activities for the PURA-SANI project will need to be reviewed and revisions may be required. Discussions will be made with JICA and the Rwandan side on handling of any necessary changes for the coming fiscal years.

**5. Project Promotion**

The proposals for Project nickname, Project logo mark and Project characters to be used on campaign materials such as pamphlets, posters, web site and T-shirts throughout the Project period for smooth execution and to effectively achieve the expected outputs were accepted by JCC. Distribution of T-shirts and posters to project concerns in the project area was started in February 2008. Also, the PURA-SANI team explained to JCC that the web site will be opened soon.

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**6. Project Office for JICA Experts**

The temporary Project office for the JICA experts in Rwamagana presently provided by the Rwandan side was renovated to create an improved environment in which collaboration and daily communication between both parties can become more effective. However, the Rwandan side is requested to provide a semi-permanent Project office in Rwamagana for the JICA experts as early as possible.

**ANNEX**

List of Confirmed JCC Members

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**Annex List of Confirmed JCC Members**

Function		Affiliation	Position	Name
as JCC Member	as Project Counterpart			
Co-Chairmen	Project Directors	MINITERE	Secretary General	Mr. NSANZUMUGANWA Emmanuel
		Eastern Province	Executive Secretary	Mr. GASANA Charles
Rwandan Side	Project Manager	Eastern Province	Coordinator for District Development Programmes	Mr. MAKOMBE Jean Marie Vianney
	Project Coordinator	MINITERE	National Water Resources Policy	Mr. MUSHINZIMANA Jean Marie Vianney
	Project Counterpart	MINITERE	Water and Sanitation Engineer	Mr. NYIRIGIRA Benoit
	—	Rwamagana District	Mayor	Mr. NTEZIREMBO Valens
		Kayonza District	Mayor	Mr. MUHORORO Damas
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		Kirehe District	Mayor	Mr. NKUNZUMWAMI Patrick
	Technical Counterparts related to Operation and Maintenance	Rwamagana District	Director of Lands, Urban Planning, Habitat and Infrastructures Unit	Mr. KIMPAYE NKUSI Innocent
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	Japanese Side	—	JICA Rwanda Office	Resident Representative
Rural Development Advisor				Ms. SHIMAOKA Kazumi
Project Team		PURA-SANI JICA Experts	Chief Advisor/ Capacity Building 1	Mr. FUJII Shoji
			Deputy Chief Advisor/ Water Supply Facilities/ Capacity Building 2	Mr. YOSHIKAWA Jun
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			Sanitation Education/ IEC	Ms. YOSHIKAWA Chieko

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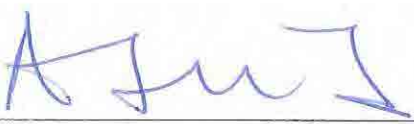
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 Rwamagana District  
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 Mayor  
 Ngoma District  
 Republic of Rwanda



Mr. Patrick NKUNZUMWAMI  
 Mayor  
 Kirehe District  
 Republic of Rwanda



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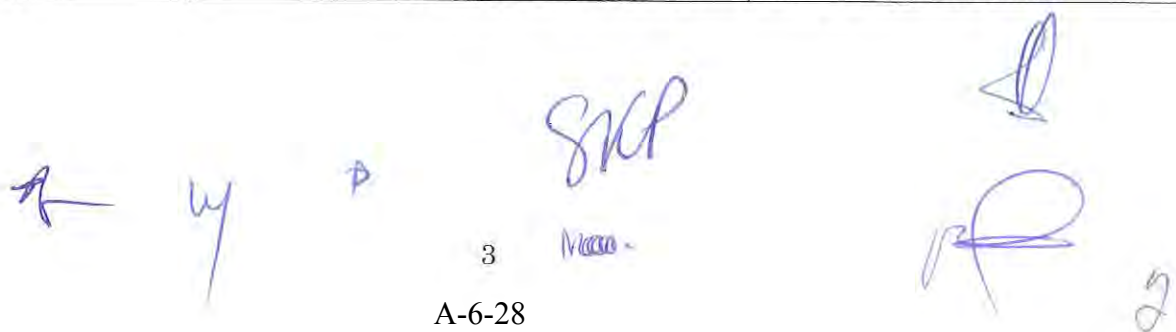
**ANNEX**

List of Confirmed JCC Members

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**Annex List of Confirmed JCC Members**

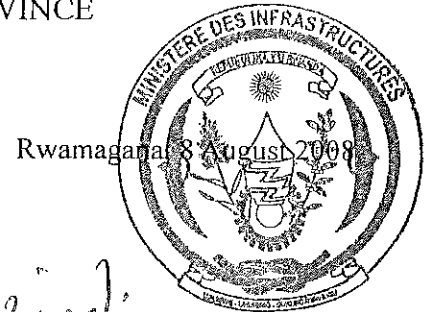
Function		Affiliation	Position	Name	
as JCC Member	as Project Counterpart				
Co-Chairmen	Project Directors	MINITERE	Secretary General	Mr. NSANZUMUGANWA Emmanuel	
		Eastern Province	Executive Secretary	Mr. GASANA Charles	
Rwandan Side	Project Manager	Eastern Province	Coordinator for District Development Programmes	Mr. MAKOMBE Jean Marie Vianney	
	Project Coordinator	MINITERE	National Water Resources Policy	Mr. MUSHINZIMANA Jean Marie Vianney	
	Project Counterpart	MINITERE	Water and Sanitation Engineer	Mr. NYIRIGIRA Benoit	
	—	Rwamagana District	Mayor	Mr. NTEZIREMBO Valens	
		Kayonza District	Mayor	Mr. MUHORORO Damas	
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		Kirehe District	Mayor	Mr. NKUNZUMWAMI Patrick	
	Technical Counterparts related to Operation and Maintenance	Rwamagana District	Director of Lands, Urban Planning, Habitat and Infrastructures Unit	Mr. KIMPAYE NKUSI Innocent	
		Kayonza District	Director of Urban Planning, Habitat and Infrastructures Unit	Mr. SEBAREME Emmanuel	
		Ngoma District	Director of Planning, Economic Development, Promotion of Employment, Infrastructures, Protection of Environment and Forestry Unit	Mr. NTAGERUKA Charles	
		Kirehe District	Director of Lands, Urban Planning, Habitat and Infrastructures Unit	Mr. SEBUDANDI Alphonse	
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		Ngoma District	Acting Director of Health, Gender, Family Promotion and Child Protection Unit	Ms. UMUHOZA Chantal	
		Kirehe District	Director of Health, Gender, Family Promotion and Child Protection Unit	Mr. KAYIRANGA Jean Damascène	
	Japanese Side	—	JICA Rwanda Office	Resident Representative	Mr. TATSUMI Iwao
				Rural Development Advisor	Ms. SHIMAOKA Kazumi
Project Team		PURA-SANI JICA Experts	Chief Advisor/ Capacity Building 1	Mr. FUJII Shoji	
			Deputy Chief Advisor/ Water Supply Facilities/ Capacity Building 2	Mr. YOSHIKAWA Jun	
			Management/ Operation and Maintenance	Mr. HOSODA Toshiaki	
		Sanitation Education/ IEC	Ms. YOSHIKAWA Chieko		



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MINUTES OF MEETINGS  
 BETWEEN  
 JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)  
 AND  
 RWANDAN AUTHORITIES CONCERNED  
 ON  
 FOURTH JOINT COORDINATION COMMITTEE MEETING  
 FOR  
 THE PROJECT FOR IMPROVEMENT OF WATER SUPPLY AND SANITATION  
 IN  
 SOUTHERN PART OF EASTERN PROVINCE  
 IN  
 REPUBLIC OF RWANDA



Rwamagana 3 August 2008

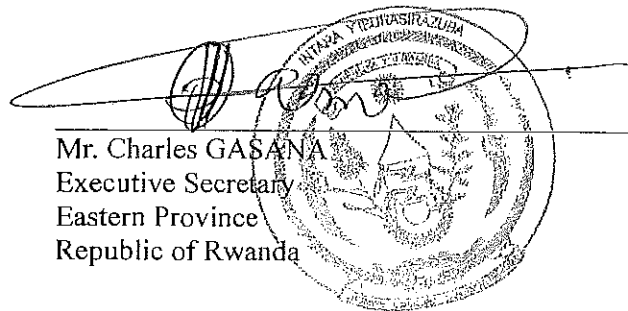
Mr. Shoji FUJII  
 Chief Advisor  
 PURA-SANI Expert Team

Mr. Vincent GATWABUYEGE  
 Secretary General  
 Ministry of Infrastructure (MININFRA)  
 Republic of Rwanda

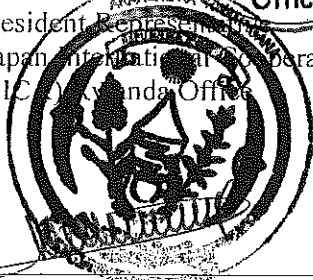


村上 博史

Mr. Hiroshi MURAKAMI  
 Resident Representative  
 Japan International Cooperation Agency  
 (JICA) Rwanda Office

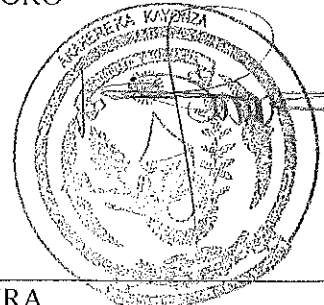


Mr. Charles GASANA  
 Executive Secretary  
 Eastern Province  
 Republic of Rwanda

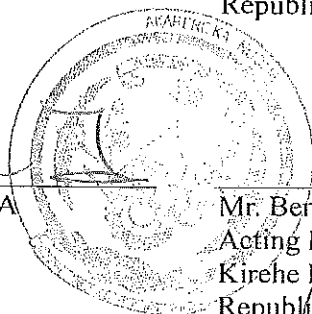


Mr. Valens NTEZIREMBO  
 Mayor  
 Rwamagana District  
 Republic of Rwanda

Mr. Damas MUHORORO  
 Mayor  
 Kayonza District  
 Republic of Rwanda



Mr. François NIYOTWAGIRA  
 Mayor  
 Ngoma District  
 Republic of Rwanda



Mr. Benson MUHIKIRA  
 Acting Mayor  
 Kirehe District  
 Republic of Rwanda



**Introduction:** The 4<sup>th</sup> Joint Coordination Committee (hereinafter referred to as "JCC") meeting of the Project for Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province (hereinafter referred to as "the Project") was held on 8 August 2008, at Dereva Hotel in Rwamagana City of Eastern Province with attendance of JCC members. Issues below were confirmed and agreed upon in the meeting, and as for absent members of JCC, the Project team visited them later and obtained the same agreement upon explanation of the same.

This document records the minutes and is duplicated in French. However, in case of discrepancy in translation, the English version shall prevail.

**Issues:**

**1. Amendment of Record of Discussions (R/D)**

Due to rapid developments in Rwanda related to decentralization and promotion of PPP (public-private partnership), the present situation for water supply and sanitation has gone through several changes. Therefore, JICA and the Rwandan authorities concerned had a series of discussions regarding the need for amendment of Record of Discussion (R/D) signed on 29 January, 2007. As a result of the discussions held at the beginning of the Second Fiscal Year, both sides agreed on the matters requiring amendment and signed the Amendment of R/D on 24 July 2008 in Kigali. The amended changes and needed revisions are explained below.

**1. Change in Executing Agency/Responsible Agency**

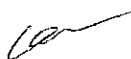
As a result of the governmental organization restructuring of 7<sup>th</sup> March 2008, MINITERE, the executing and responsible agency for this project, was dissolved and responsibilities for water supply administration was reorganized into MINIRENA (Ministry of Natural Resources). Then, as of 9<sup>th</sup> June 2008, water and sanitation infrastructure responsibilities of MINIRENA were transferred to MININFRA, while responsibilities for water policies and water resources management remain with MINIRENA. Therefore, the executing/responsible agency for this technical cooperation project becomes MININFRA. This change was confirmed by the members of JCC.

**2. Confirmation of Counterparts and Joint Coordination Committee (JCC) Members**

Due to changes in the organization of the executing agency as well as local administration, counterparts and thus JCC members need to be confirmed. The presently confirmed list of counterparts and JCC members is attached as Annex-1, and JCC confirmed this list.

**3. Review of Project Site Selection**

The original plan for project site selection for the PURA-SANI technical cooperation project was to select about 8 sites from the total of 16 sites to be implemented by the Japanese grant aid project (to be implemented in 3 phases). During the first fiscal year, 5 sites were selected out of 6 sites from Rwamagana, Kayonza and Ngoma Districts which were implemented as Japanese grant aid project Phase 1. Then, 3 other sites were planned to be selected during the second fiscal year activities when Phase 2 of the Japanese grant aid project starts its implementation. However, due to circumstances as explained below, the number of pilots sites needs to be reviewed.



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The management of all water supply systems in Kayonza District, including sites implemented by the Japanese grant aid project Phase 1, were contracted out to private operators. In Kayonza District, out of the 5 sites implemented by the Japanese grant aid project, 3 sites (Mukarange, Nyankora and Kabarondo) were selected as project sites for PURA-SANI. However, since the water user committees formed by the Japanese grant aid project for these 3 sites no longer exist, support can no longer be given to these water user committees in Kayonza District. Therefore, the 2 sites in Rwamagana and Ngoma Districts will be used as pilot sites for PURA-SANI support to Japanese formed water user committees. Now, Kayonza District is planning to establish a new system of management for water supply schemes and is requesting support to this system. Therefore, after the new system is established and upon confirmation on the necessity to strengthen the capacity for management of water supply schemes, PURA-SANI will make further discussions to decide on the possibilities for which level of management the assistance is actually needed.

On the other hand, since implementation of Phase 2 Japanese grant aid project is unpredictably delayed, the 3 sites planned to be selected from grant Phase 2 sites (all located in Kirehe District) cannot be selected for pilot support since the total time framework for PURA-SANI cannot allow for this schedule delay.

Due to the above situation, the total number of pilot sites for PURA-SANI support will be revised to 2 sites from the originally planned 8 sites. The 2 pilot sites are: MKM scheme in Rwamagana District and Murama scheme in Ngoma District. JCC members agreed to this revision in Project sites for PURA-SANI.

#### 4. Revision of Project Design Matrix (PDM)

Due to reorganization of the executing agency, rapid privatization of water supply management and schedule revisions in Japanese grant aid project implementation, some parameters of the PDM had to be revised as shown in the attached PDM version 3.0 (reasons for these revisions are explained in attached PDM Revision Reason Table). As a result of changes in PDM, project scheduling and thus, the Plan of Operation (PO) also had to be revised (see attached PO version 3.0). The revised PDM and PO as well as PDM revision reason table attached as Annexes were agreed by JCC.

#### ANNEX

Annex-1	List of Present Counterparts/JCC Members
Annex-2	Revised PDM Version 3.0
Annex-3	PDM Revision Reason Table
Annex-4	Revised PO Version 3.0

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**Annex-1 List of Present Counterparts/JCC Members**

Function		Affiliation	Position	Name	
as JCC Member	as Project Counterpart				
Co-Chairmen	Project Directors	MININFRA	Secretary General	Mr. GATWABUYEGE Vincent	
		Eastern Province	Executive Secretary	Mr. GASANA Charles	
Rwandan Side	Project Manager	Eastern Province	Coordinator for District Development Programmes	Mr. MAKOMBE Jean Marie Vianney	
	Project Coordinator	MININFRA	Water and Sanitation Engineer of PNEAR	Mr. NYIRIGIRA Benoit	
	—	Rwamagana District	Mayor	Mr. NTEZIREMBO Valens	
		Kayonza District	Mayor	Mr. MUHORORO Damas	
		Ngoma District	Mayor	Mr. NIYOTWAGIRA François	
		Kirehe District	Acting Mayor	Mr. MUHIKIRA Benson	
	Technical Counterparts related to Operation and Maintenance	Rwamagana District	Director of Infrastructures Unit	Mr. KIMPAYE NKUSI Innocent	
		Kayonza District	Director of Infrastructures Unit	Mr. SEBAREME Emmanuel	
		Ngoma District	Director of Planning, Economic Development, Promotion of Employment, Infrastructures, Protection of Environment and Forestry Unit	Mr. NTAGERUKA Charles	
		Kirehe District	Director of Lands, Urban Planning, Habitat and Infrastructures Unit	Mr. SEBUDANDI Alphonse	
	Technical Counterparts related to Sanitation Promotion	Rwamagana District	Director of Health, Gender, Family Promotion and Child Protection Unit	Mr. GASORE Enile	
		Kayonza District	Director of Education and Health Unit	Ms. NYIRANDOREYAHU Francine	
		Ngoma District	Director of Health, Gender, Family Promotion and Child Protection Unit	Mr. NDAYISABA Jonas	
		Kirehe District	Director of Health, Gender, Family Promotion and Child Protection Unit	Mr. KAYIRANGA Jean Damascène	
	Japanese Side	—	JICA Rwanda Office	Resident Representative	Mr. MURAKAMI Hiroshi
				Program Formulation Advisor (Rural Development)	Mr. KIKUCHI Shingo
		Project Team	PURA-SANI JICA Experts	Chief Advisor/ Capacity Building 1	Mr. FUJII Shoji
				Deputy Chief Advisor/ Water Supply Facilities/ Capacity Building 2	Mr. YOSHIKAWA Jun
				Management/ Operation and Maintenance	Mr. HOSODA Toshiaki
Sanitation Education/ IEC				Ms. YOSHIKAWA Chieko	

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# Annex-2 Revised Project Design Matrix (PDM) Version 3.0

Project Title: Project for Improvement of Water Supply and Sanitation in Southern Part of Eastern Province in Republic of Rwanda

Project Period: April 2007 to September 2010

Project Area: <Target Area for Water Supply and Sanitation Improvement> 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province

Project Area: <Pilot Sites> Within the 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province, 2 sites selected in Activity 1-6

Executing Agency: Eastern Province, 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) of Eastern Province, Ministry of Infrastructure (MININFRA)

Target Group: <Direct Target Group> Residents of Project Area (about 23,000 persons) and local administration staff of 4 target districts (about 100 persons)

20 June 2008  
Version 3.0

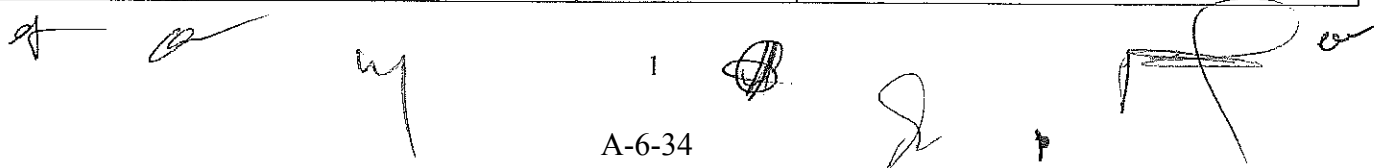
Narrative Summary		Verifiable Indicators	Means of Verification	Important Assumptions
The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the 4 target Districts		<ol style="list-style-type: none"> <li>The number of financially sound water supply service providers in the 4 target Districts is increased.</li> <li>The percentage of residents in the 4 target Districts without improved sanitary behaviours (such as washing hands with clean water at appropriate times) decreases by 15%.</li> </ol>	<ul style="list-style-type: none"> <li>District Development Plan</li> <li>District Budget Report</li> <li>Baseline Survey Report</li> <li>Impact Survey Report</li> </ul>	
<b>Project Purpose</b> The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved at the Project sites		<ol style="list-style-type: none"> <li>The improved system maintains a stable supply of water throughout the year from the water supply schemes of the pilot sites.</li> <li>The percentage of residents in the Project area without improved sanitary behaviours (such as washing hands with clean water at appropriate times) is reduced by half.</li> </ol>	<ul style="list-style-type: none"> <li>Project Report</li> <li>Management Records of Water Supply</li> <li>Baseline Survey Report</li> <li>Impact Survey Report</li> </ul>	<ul style="list-style-type: none"> <li>Basic policies and organization for operation and maintenance of governmental rural water supply services do not change</li> </ul>
<b>Outputs</b>				
1	Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.	<ol style="list-style-type: none"> <li>Permit system for water supply management from local administration (including procedures such as selection and contracting) is established.</li> <li>Comités de superviseur are formed at the 4 target Districts and are properly functioning.</li> <li>Periodic inspections by local administration following the administrative support manual (revised version) are conducted x times at the pilot sites</li> <li>Evaluation and advisory instructions are given whenever periodic reports are submitted by water supply service providers</li> </ol>	<ul style="list-style-type: none"> <li>Project Report</li> <li>Management Permit/Selection Records</li> <li>Supervisory Board Member List</li> <li>Inspection Check List</li> <li>Report on Evaluation Results, Advisory Instructions</li> </ul>	<ul style="list-style-type: none"> <li>Decentralization is realized without delay</li> <li>Roles of Districts and Secteurs concerning improvement of water and sanitation do not change</li> </ul>
2	Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector.	<ol style="list-style-type: none"> <li>Water supply service providers carry out periodic reporting (including record of repairs and financial balance), in accordance with management reports and contracts, continuously once a month to local administration.</li> <li>Operation and maintenance system suitable for the facilities type and social environment is selected. (i.e., use of private operators)</li> <li>The operation and maintenance capacities of water supply service providers are identified and compiled by the local administration, and their activities such as repairs are supervised.</li> <li>The management capacities of water supply service providers are identified and compiled by the local administration, and their activities are supervised for continuous execution of proper water fee collection and expenditure management.</li> <li>Water quality inspections are conducted continuously once every 3 months for each water source at each of the pilot sites under the management of the local administration.</li> <li>Water source protection activities are conducted continuously once a month for each water source at each of the pilot sites under the management of the local administration.</li> </ol>	<ul style="list-style-type: none"> <li>Project Report</li> <li>Reports and Minutes</li> <li>Contracts with Water Supply Service Providers</li> <li>Report on Use of Private Operators</li> <li>Revised Version of Administrative Support Manual</li> <li>Revised Version of Administrative Support Manual</li> <li>Water Quality Results, Facilities Operation Records</li> <li>Facilities Operation Records</li> </ul>	<ul style="list-style-type: none"> <li>Water source continues to be safe and flows continuously</li> </ul>
3	Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.	<ol style="list-style-type: none"> <li>Practices related to sanitation of target site residents are improved.</li> <li>Sanitation promotion activities of local administration/schools/health centers are improved.</li> <li>Local administration/schools/health centers/local residents collaborate to carry out activities.</li> </ol>	<ul style="list-style-type: none"> <li>Project Report</li> <li>Project Report</li> <li>Revised Version of Administrative Support Manual</li> <li>Project Report</li> <li>Information Sharing Flow Chart</li> </ul>	
<b>Activities</b>		<b>Inputs</b>		<b>Important Assumptions</b>
1-1	Confirmation of national policies for water supply	<Japanese Side>	<Rwandan Side>	<ul style="list-style-type: none"> <li>Local administration staff such as District and Secteur staff whose capacities were strengthened through this Project continue to work in their same positions.</li> <li>Cooperation is received from residents</li> </ul>
1-2	Compilation of results of survey on present conditions and management situation of water supply facilities in the target area and other related information, and identification of improvement issues	<u>Dispatch of Experts (4)</u> * Chief Advisor/Capacity Building 1	<u>Allocation of 13 Counterparts</u>	
1-3	Commencement of activities of "Comité de superviseur" by local administration staff	* Deputy Chief Advisor/Water Supply Facilities/ Capacity Building 2	<u>Participation in Training</u> Staff of Districts and Secteurs Target Residents	
1-4	Improvement of advisory affairs (such as issuing management permits) of local administrations which manage rural water supply services using private operators	* Management/Operation and Maintenance	<u>Provision of Office Space for Japanese Experts</u>	
1-5	Establishment of monitoring system for water supply facilities operations (such as activities evaluation and improvement of reporting system) by local administration staff	* Sanitation Education/IEC	<u>Maintenance Cost for Project Office</u>	
1-6	Selection of pilot sites for technical cooperation from the 16 Japanese grant aid	<u>Cost for Activities in Rwanda</u>		
2-1	Confirmation on policy and execution status of rural water supply projects being promoted under decentralization and privatization	<u>Procurement of Equipment</u> * Equipment for Operation and Maintenance of Water Supply Facilities		
2-2	Identification of responsibilities and powers of operators for rural water supply services	* Equipment for Community Activities on Sanitation Improvement		
2-3	Identification of capacities of private maintenance contractors (candidates), and preparation of their inventory	<u>Counterpart Training in Rwanda or Third Country</u>		
2-4	Identification of present state of rural water supply management system using private operators, and compilation of candidate operators			
2-5	Establishment of an operation and maintenance system for inspection, repairs and rehabilitation of water supply facilities corresponding to the scheme scale			
2-6	Strengthening of scheme operation capacities of technical staff of water supply service providers of the pilot sites			
2-7	Continuous management of water sources and water quality for each type of water source at the pilot sites			
2-8	Through the above activities 2-1 through 2-3, establishment of an operation and maintenance system which can further develop rural water supply services, and revision of the administrative support manual to strengthen capacity of local administration staff			
3-1	Survey on sanitation conditions in the target area, and confirmation on national policies and activities related to water/sanitation and regional health			
3-2	Revision of administrative support manual to strengthen capacities of hygiene and sanitation facilitators in the target area			
3-3	Through sanitation promotion activities (such as HAMS/PHAST to communal society with activities centered at schools and sanitation improvement promotion activities to residents) at the pilot sites, promotion of a system for collaboration between local administration, schools, health centers and target residents under supervision of Districts			
3-4	Based on above activities 3-1 through 3-3, improvement of sanitation promotion activities in the target area			
3-5	Survey on degree of sanitation improvement at the pilot sites			
				<b>Preconditions:</b>
				<ul style="list-style-type: none"> <li>Political stability and reconciliation in Rwanda are maintained.</li> <li>Residents have started using the water supply facilities constructed and rehabilitated by Japanese grant aid project.</li> </ul>



**Annex-3 PDM Revision Reason Table (Version 2.0 → Version 3.0)**

1) Project Summary

PDM Version 2.0	PDM Version 3.0	Reason for Revision
<p><b>【Project Area】</b>                      Sites (about 8 schemes) selected in Activity 3-2 from 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province and area covered by water user committees of these sites</p>	<p>&lt;Target Area for Water Supply and Sanitation Improvement&gt; 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province                      &lt;Pilot Sites&gt; Within the 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province, 2 sites selected in Activity 1-6</p>	<p>Due to progress of privatization in Rwanda much more rapid than expected when PDM 2.0 was prepared, the direct project beneficiaries' focus is revised from "administration and users" to "local administration staff". In accordance with this change, following the revision of Project summary, the order of activities number is changed.                      Therefore, by changing to selection of pilot sites from water user committees of the water supply schemes originally targeted as direct inputs and using these sites as objectives for OJT, the project area is divided into 2 parts.</p> <p>Also, due to unpredictable delays in Phase 2 implementation schedule of "Rural Water Supply Project", the Japanese grant aid project which has close relations with this technical cooperation project, the second fiscal year selection of sites, which target Kirehe District, cannot be made. For this reason, the remaining 3 sites must be excluded from the originally planned 8 sites.                      Then, from the 5 schemes selected in the first fiscal year, the water user committees formed by the Japanese grant aid project at 3 sites in Kayonza Districts which were dissolved, because management of water supply facilities were contracted out to private operators, will be excluded. Therefore, only 2 sites can be targeted.</p> <p>Since sites in Kayonza and Kirehe Districts cannot be targeted, the indirect beneficiaries under the higher level water user committees will also be excluded. However, since support activities to local administration including districts and secteurs will continue, Kirehe and Kayonza Districts remain as target area.</p>
<p><b>【Executing Agency】</b>                      Eastern Province, 4 Districts, MINITERE</p>	<p>Eastern Province, 4 Districts, Ministry of Infrastructure (MININFRA)</p>	<p>Due to ministerial reorganization of 7<sup>th</sup> March 2008, MINITERE was dissolved and the department responsible for water administration was organized into the Ministry of Natural Resources (MINIRENA). Then, on 9<sup>th</sup> June 2008, rural water and sanitation responsibilities were transferred to the Ministry of Infrastructure (MININFRA).</p>
<p><b>【Target Group】</b>                      Residents of Project area (about 55,000 persons) and administration staff (about 100 persons)</p>	<p>Residents of Project area (about 23,000 persons) and administration staff (about 100 persons)</p>	<p>Changed to residents of 2 target sites in accordance with the above change in Project area.</p>


  
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2) Narrative Summary

PDM Version 2.0	PDM Version 3.0	Reason for Revision
<p>【Overall Goal】 【Project Purpose】</p>	<p>Not changed Not changed (Some changes in verifiable indicators)</p>	<p>— —</p>
<p>【Outputs】 4 Outputs</p>	<p>3 Outputs</p>	<p>Due to progress of privatization in Rwanda much more rapid than expected when PDM 2.0 was prepared, the direct project beneficiaries' focus is revised from "administration and users" to "local administration staff". In accordance with this change, outputs are dissolved and integrated into other outputs.</p>
<p>1. Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.</p>	<p>1. Not changed (Some changes in verifiable indicators)</p>	<p>—</p>
<p>2. Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector.</p>	<p>2. Operation and maintenance system for water supply services in the project area is improved through collaboration between local administration and residents as well as use of the private sector.</p>	<p>Not changed (Some changes in verifiable indicators)</p>
<p>3. Management capacity of community-based water supply services in the project area is strengthened.</p>		<p>Since management of water supply facilities is not limited to community-based organizations, and focus is being shifted to private bodies and private cooperatives, the direct target of the project is focused to the administration. As a result, the objective of Output 3 is the strengthening of capacities of water supply service providers who will actually manage water supply schemes and since this is included in the supervision capacity strengthening of local administration, activities will be integrated into Outputs 1 and 2.</p>
<p>4. Sanitation education and awareness activities to residents are strengthened by the 4 target Districts and water user committees</p>	<p>3. Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened</p>	<p>Since management of water supply facilities is not limited to community-based organizations, and focus is being shifted to private bodies and private cooperatives, the direct target of the project is focused to the administration. Therefore, the strengthening of capacities (along with activities) of water supply service providers who will actually manage water supply schemes will be the output.</p>

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3) Verifiable Indicators (Means of Verification conform to Verifiable Indicators)

PDM Version 2.0	PDM Version 3.0	Reason for Revision
<p><b>【Project Purpose】</b>                      1. Target amount* of operation and maintenance reserve savings established for each water supply scheme is being saved. (N.B.: *Target amounts are attached)</p>	<p>1. The improved system maintains a stable supply of water throughout the year from the water supply schemes of the pilot sites.</p>	<p>Due to change in direct support target, the results of supervision by districts on activities of water supply service providers at the pilot sites will be set as the goal.</p>
<p>2. Percentage of residents in the Project area without improved sanitary behaviors (such as washing hands with clean water at appropriate times) is reduced to half.</p>	<p>Not changed</p>	<p>—</p>
<p><b>【Outputs】</b>                      1-1. Permit system for water supply management from local administration is established.                       1-2. Comité de superviseur is formed at the 4 target Districts.                       1-3. Evaluation and advisory instructions are given to periodic reports from water supply service providers.</p>	<p>1-1. Permit system for water supply management from local administration (including procedures such as selection and contracting) is established.                       1-2. Comités de superviseur are formed at the 4 target Districts and are properly functioning.                       1-3. Periodic inspections by local administration following the administrative support manual (revised version) are conducted x times per month at the pilot sites                       1-4. Not changed (only number carried down)</p>	<ul style="list-style-type: none"> <li>• The permit and approval system to be executed by the local administration is further elaborated.</li> <li>• Although some Districts might already have formed comités de superviseur, to support their proper functioning, the expression was emphasized.</li> <li>• Due to dissolution of the previous Output 3, this indicator was integrated into Output 1.</li> </ul> <p>—</p>
<p>2-1. Periodic reporting (including record of repairs and financial balance) is carried out continuously once/mon by water supply service providers to local administration.                       2-2. Operation and maintenance system suitable for the facilities type and social environment is selected. (i.e., use of private contractor)</p>	<p>2-1. Water supply service providers carry out periodic reporting (including record of repairs and financial balance), in accordance with management reports and contracts, continuously once a month to local administration.                       2-2. Not changed                       2-3. The operation and maintenance capacities of water supply service providers are identified and compiled by the local administration, and their activities such as repairs are supervised.                       2-4. The management capacities of water supply service providers are identified and compiled by the local administration, and their</p>	<ul style="list-style-type: none"> <li>• The management reports and contracts important for supervision of water supply provision by local administration are clearly stated.</li> <li>—</li> <li>• Due to dissolution of the previous Output 3, this indicator was integrated into Output 2.</li> <li>• Due to dissolution of the previous Output 3, this indicator was integrated into Output 2.</li> </ul>

Project for Improvement of Water Supply and Sanitation in Southern Part of Eastern Province in Republic of Rwanda

PDM Version 2.0	PDM Version 3.0	Reason for Revision
<p>2-3 Water quality inspections are conducted continuously once/3 mon for each water source at each of the target sites.</p> <p>2-4 Water source protection activities are conducted continuously once/mon for each water source at each of the target sites.</p>	<p>activities are supervised for continuous execution of proper water fee collection and expenditure management.</p> <p>2-5. Water quality inspections are conducted continuously once every 3 months for each water source at each of the pilot sites under the management of the local administration.</p> <p>2-6. Water source protection activities are conducted continuously once a month for each water source at each of the pilot sites under the management of the local administration.</p>	<ul style="list-style-type: none"> <li>• Due to focus on activities for supervision capacity strengthening of local administration</li> <li>• Due to focus on activities for supervision capacity strengthening of local administration</li> </ul>
<p>4-1 Capacity of hygiene/sanitation staff of each target site is strengthened.</p> <p>4-2 Sanitation promotion activities of local administration/ schools/ health centers are improved.</p> <p>4-3 Local administration/ schools/ health centers/sanitation staffs start collaborative activities.</p>	<p>3-1. Practices related to sanitation of target site residents are improved.</p> <p>3-2. Not changed (only number carried up)</p> <p>3-3. Local administration/ schools/ health centers/ local residents collaborate to carry out activities.</p>	<p>Since direct support to hygiene/sanitation staffs of water user committees is limited only to the pilot sites, the word "hygiene/sanitation staff" was deleted. Also, the concept that sanitary behaviors of target site residents will improve due to the capacity strengthening program for local administration and collaboration with local residents and community stakeholders was added.</p>

3) Preconditions and Important Assumptions

PDM Version 2.0	PDM Version 3.0	Reason for Revision
<p>【Important Assumption/ Output Level】 Responsibilities of WUCs do not change</p>	Deleted (No longer an Important Assumption)	According to reason given for Preconditions.
<p>【Important Assumption/ Activities Level】 Cooperation is received from residents and WUCs formed in Japanese grant aid project.</p>	Cooperation is received from residents	According to reason given for Preconditions.
<p>【Preconditions】</p> <ul style="list-style-type: none"> <li>• Political stability and reconciliation in Rwanda are maintained.</li> <li>• Construction and rehabilitation of 16 schemes by Japanese grant aid project are implemented as scheduled.</li> <li>• Water supply facilities constructed and rehabilitated by Japanese grant aid project are being used.</li> <li>• Water user committees are formed at each site by Japanese grant aid project.</li> </ul>	<p>Not changed</p> <p>Deleted (No longer a Precondition)</p> <p>Not changed</p> <p>Deleted (No longer a Precondition)</p>	<p>Due to unpredictable delays in Phase 2 of the Japanese grant aid project which has close relations with this technical cooperation project, the original plans for construction and rehabilitation works of the grant project cannot be carried out. Also, due to rapid progress of privatization in Rwanda unpredictable when PDM 2.0 was prepared, management of water supply schemes in Kayonza District which were originally targeted were contracted out to private operators, and therefore, water user committees formed by the grant project were dissolved.</p>



