

**Annex-5**  
**R/D and Amended R/D**

**Record of Discussions between  
The Japan International Cooperation Agency  
and  
The Authorities Concerned of the Government of the Republic 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") represented by JICA Rwanda Office exchanged views and had a series of discussions with the authorities concerned of the Republic of Rwanda for the purpose of working out the details of the technical cooperation program concerning the Project for the Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province (hereinafter referred to as "the Project") with respect to desirable measures to be taken by JICA and the Government of Rwanda for the successful implementation of the above-mentioned Project.

As a result of the discussions and in accordance with the provision of the Agreement on Technical Cooperation between the Government of Japan and the Government of the Republic of Rwanda signed in Kigali, Rwanda on January 14<sup>th</sup>, 2005 (hereinafter referred to as "the Agreement"), JICA and the Rwandan authorities concerned agreed on the matters referred to in the documents attached hereto.


Kigali, 29 January 2007




Mr. Iwao TSUMI  
Resident Representative,  
JICA Rwanda Office



Mr. John RWANGOMBWA  
Secretary General and  
Secretary to the treasury  
Ministry of Finance and Economic Planning,  
Republic of Rwanda

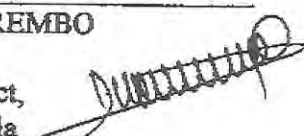


Mr. Emmanuel NSANZUMUCAMWA  
Secretary General  
Ministry of Land, Forests, Water and Mines,  
Republic of Rwanda



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

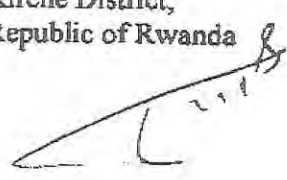
Mr. Valens NTEZIREMBO  
Mayor,  
Rwamagana District,  
Republic of Rwanda




Mr. Damas R. MUHORORO  
Mayor,  
Kayonza District,  
Republic of Rwanda



P.O. Mr. Patrick NKUNZUMWAMI  
Mayor,  
Kirehe District,  
Republic of Rwanda





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

THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN JICA AND THE GOVERNMENT OF THE REPUBLIC OF RWANDA

1. The Government of the Republic of Rwanda will implement the Project in cooperation with JICA.
2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

II. MEASURES TO BE TAKEN BY JICA

In accordance with the laws and regulations in force in Japan and the provisions of Article 3 of the Agreement, JICA, as the executing agency for technical cooperation by the Government of Japan, will take, at its own expense, the following measures according to the normal procedures of its technical cooperation scheme.

1. DISPATCH OF JAPANESE EXPERTS

JICA will provide the services of the Japanese experts as listed in Annex II. The provision of Article 5 of the Agreement will be applied to the above-mentioned experts.

2. PROVISION OF MACHINERY AND EQUIPMENT

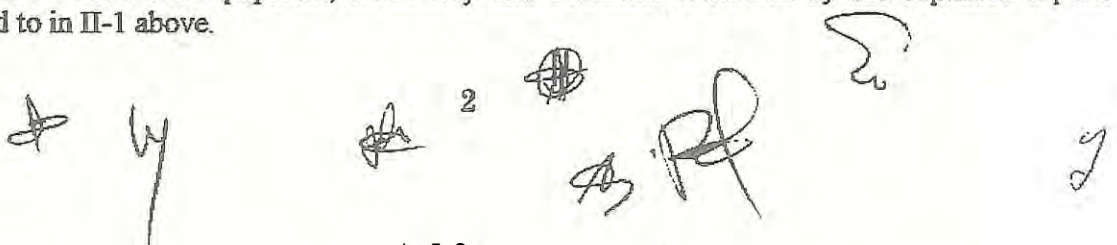
JICA will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in Annex III. The provision of Article 7 of the Agreement will be applied to the Equipment.

3. TRAINING OF RWANDAN PERSONNEL IN JAPAN OR THIRD COUNTRIES

JICA will receive the Rwandan personnel connected with the Project for technical training in Japan or other third countries.

III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF THE REPUBLIC OF RWANDA

1. The Government of the Republic of Rwanda 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. In accordance with the provisions of Article 4 of the Agreement, the Government of Rwanda 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. In accordance with the provisions of Article 5 of the Agreement, the Government of the Republic of Rwanda will grant in Rwanda privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families.
4. In accordance with the provisions of Article 7 of the Agreement, the Government of the Republic of Rwanda will take the measures necessary to receive and use the Equipment provided by JICA under II-2 above and equipment, machinery and materials carried in by the Japanese experts referred to in II-1 above.

Handwritten signatures and initials at the bottom of the page, including a large 'y' on the left, a signature in the center, a circled '2' in the middle, a signature on the right, and a 'g' on the far right.

5. The Government of the Republic of Rwanda 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. In accordance with the provision of Article 5 of the Agreement, the Government of the Republic of Rwanda will provide the services of Rwandan counterpart personnel and administrative personnel as listed in Annex IV.
7. In accordance with the provision of Article 5 of the Agreement, the Government of the Republic of Rwanda will provide the buildings and facilities as listed in Annex V.
8. In accordance with the laws and regulations in force in Rwanda, the Government of the Republic of Rwanda 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 under II-2 above.
9. In accordance with the laws and regulations in force in Rwanda, the Government of the Republic of Rwanda will take necessary measures to meet the running expenses necessary for the implementation of the Project.

#### IV. ADMINISTRATION OF THE PROJECT

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.
2. Coordinator for the Development Projects of the Eastern Province, as the Project Manager, will be responsible for the managerial and technical matters of the Project.
3. The Japanese Chief Advisor will provide necessary recommendations and advice to the Project Directors and the Project Manager on any matters pertaining to the implementation of the Project.
4. The Japanese experts will give necessary technical guidance and advice to Rwandan counterpart personnel on technical matters pertaining to the implementation of the Project.
5. For the effective and successful implementation of technical cooperation for the Project, the Joint Coordinating Committee will be established. Its functions and composition are described in Annex VI.

#### V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by JICA and the Rwandan authorities concerned, at the middle and during the last six months of the cooperation term in order to examine the level of achievement.

The bottom of the page contains several handwritten signatures and initials. From left to right, there is a vertical line, a signature that looks like 'A', a signature that looks like 'y', a signature that looks like 'R' with a '3' next to it, a signature that looks like 'S', a signature that looks like 'R', and a signature that looks like 'y'.

## VI. CLAIMS AGAINST JAPANESE EXPERTS

In accordance with the provision of Article 6 of the Agreement, the Government of the Republic of Rwanda undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in the Republic of Rwanda except for those arising from the willful misconduct or gross negligence of the Japanese experts.

## VII. MUTUAL CONSULTATION

There will be mutual consultation between JICA and the Government of the Republic of Rwanda on any major issues arising from, or in connection with this Attached Document.

## VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among Rwandan people, the Government of the Republic of Rwanda will take appropriate measures to make the Project widely known to Rwandan people.

## IX. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be three and a half years from March, 2007.

ANNEX I	MASTER PLAN
ANNEX II	LIST OF JAPANESE EXPERTS
ANNEX III	LIST OF MACHINERY AND EQUIPMENT
ANNEX IV	LIST OF COUNTERPART AND ADMINISTRATIVE PERSONNEL
ANNEX V	LIST OF LAND, BUILDINGS AND FACILITIES
ANNEX VI	JOINT COORDINATING COMMITTEE



ANNEX I MASTER PLAN

1. Overall Goal

The operation and maintenance (O&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).

2. Project Purpose


The O&M system of water supply facilities is established for the healthy life of the people in the project sites.

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.
- c. Sanitary promotion and education to the people in the project sites are strengthened by districts, sectors and WMCs.

4. Activities

- a-1 To monitor the progress of policy implementation on rural water supply under decentralization and privatization strategy
- a-2 To assess the existing support system to WMCs by districts and sectors and identify the problems to be improved
- a-3 To select project sites
- a-4 To improve manuals and training materials made by the Grant Aid Project for staff of districts and sectors and WMCs
- a-5 To establish training systems (on capacity building, O&M and financial management, etc.) by districts and sectors for committee members and staff of WMCs
- a-6 To implement above mentioned trainings
- a-7 To monitor activities of WMCs by districts and sectors
  
- b-1 To assess the current situation and management of the water supply facilities and identify the problems to be improved
- b-2 To assess the current situation of WMCs and identify the problems to be improved
- b-3 To support WMCs for formulating O&M and improvement plan for water supply facilities
- b-4 To support WMCs for their activities of capacity building, O&M management and financial management, etc.
- b-5 To support WMCs for their promotion activities on water tariff payment and water saving etc. to water users
  
- c-1 To assess the current sanitary situation and identify the problems to be improved
- c-2 To formulate the activity plans for sanitary education and promotion
- c-3 To establish sanitary training systems by districts and sectors for committee members and staff of WMCs
- c-4 To produce manuals and education materials for sanitary promotion and education in the project sites by districts, sectors and WMCs
- c-5 To support districts, sectors and WMCs for sanitary promotion and education in the project sites
- c-6 To support community-based activities for sanitary improvement

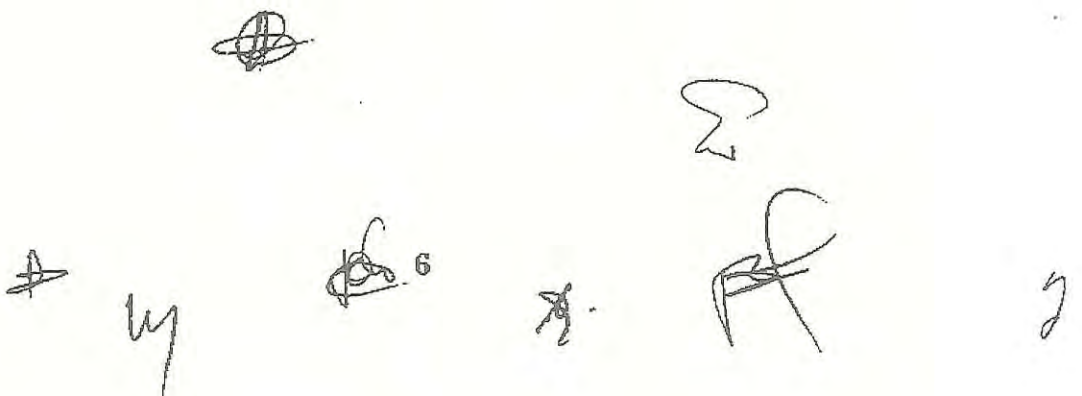
A series of handwritten signatures and initials in black ink, including a large stylized 'A', a signature that looks like 'ly', a signature with a circled '5', a signature that looks like 'S', a signature that looks like 'RF', and a signature that looks like '2'.

ANNEX II LIST OF JAPANESE EXPERTS

The Project experts of the following fields will be dispatched:

- (1) Chief Advisor/Capacity Building
- (2) Water Supply Facilities
- (3) Sanitary Education

Other experts will be dispatched when necessity arises.

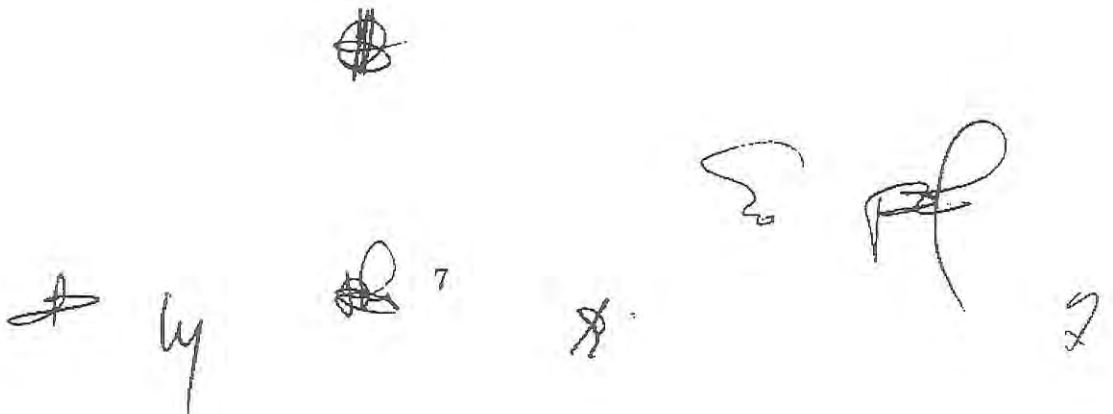


ANNEX III LIST OF MACHINERY AND EQUIPMENT

Mutually agreed necessary equipment for the implementation of the activities described in the "Master Plan"

Note:

The contents, specifications and quantity of the above-mentioned equipment to be provided each year will be discussed in principle every year between the Japanese experts and the Rwandan counterpart personnel based on the annual plan of the Project, within the allocated budget of the Japanese fiscal year.



Handwritten signatures and initials, including a large scribble at the top center, a signature on the left, a signature with a '7' below it, a signature with a '7' to its right, a signature with a '7' to its right, and a signature with a '7' to its right.



ANNEX IV LIST OF RWANDAN COUNTERPART AND ADMINISTRATIVE PERSONNEL

1. Project Director

Secretary General, Ministry of Land, Environment, Forestry, Water and Mines

Alternate Project Director

Executive Secretary, the Eastern Province

2. Project Manager

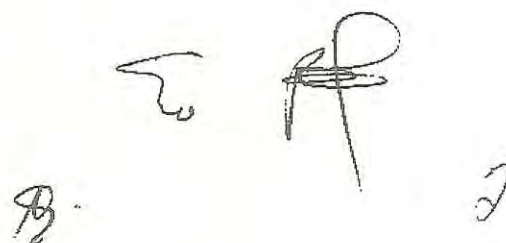
Coordinator for the Development Projects, the Eastern Province

3. Technical counterpart personnel

Directors of the Units of Land, Urbanization, Environment and Infrastructure

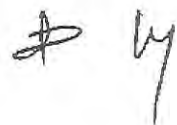

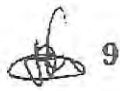



and

Directors of the Units of Health, Family Promotion and Protection of Children Rights  
of the Districts of Rwamagana, Kayanza, Kirehe and Ngoma



ANNEX V LIST OF LAND, BUILDING AND FACILITIES

1. Land, buildings and facilities necessary for the Project
2. Office spaces and facilities necessary for the Japanese experts
3. Rooms and spaces necessary for installation and storage of the Equipment
4. Other facilities mutually agreed upon as necessary for the implementation of the Project

   9    2

**1. Functions**

The Joint Coordinating Committee (hereinafter referred to as "JCC") will be held at least twice a year and whenever necessity arises for political and high-level decisions. Its functions are as follows:

- (1) To formulate the annual work plan of the Project;
- (2) To review the progress of the annual work plan;
- (3) To review and exchange opinions on major issues that may arise during the implementation of the Project; and
- (4) To discuss any other issue(s) pertinent to the smooth implementation of the Project.

**2. Composition**

(1) Co-Chairmen: Secretary General, Ministry of Land, Environment, Forestry Water and Mines.  
and Executive Secretary, the Eastern Province

**(2) Members****a) The Rwandan Side**

Water and Sanitation Engineer of Ministry of Land, Environment, Forestry, Water and Mines  
Coordinator for the Development Projects of the Eastern Province

Mayor, Rwamagana District

Mayor, Kayonza District

Mayor, Kirehe District

Mayor, Ngoma District

Other personnel concerned, to be assigned by concerned Agencies, if necessary.

**b) The Japanese Side**

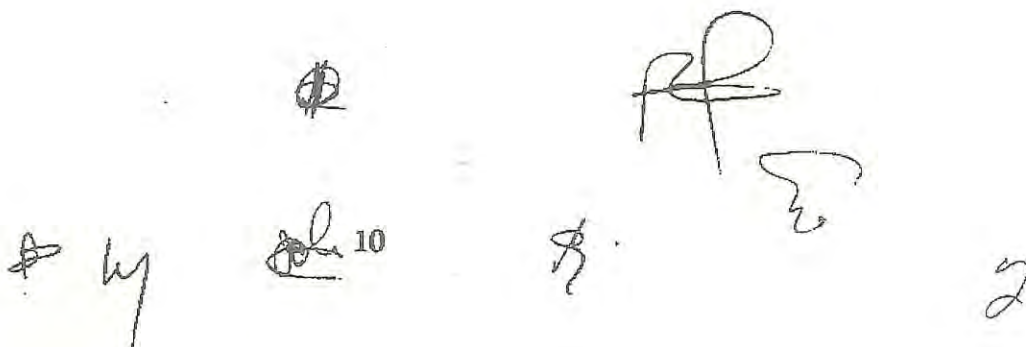
Representative of JICA Rwanda Office

Japanese experts

Other personnel concerned, to be assigned by JICA, if necessary.

Note: Others concerned to each country may attend at the JCC meeting as observer(s)

END

Handwritten signatures and initials are present at the bottom of the page. From left to right, there is a signature that appears to be 'A. by', a signature with the number '10' next to it, a signature that looks like 'S.', a large signature that looks like 'RF', and a signature that looks like 'E'. There is also a large handwritten number '2' on the far right.

**MINUTES OF MEETINGS  
BETWEEN  
JAPAN INTERNATIONAL COOPERATION AGENCY  
AND  
AUTHORITIES CONCERNED OF THE GOVERNMENT OF  
THE REPUBLIC OF RWANDA  
ON  
THE AMENDMENT OF RECORD OF DISCUSSIONS  
FOR  
THE PROJECT FOR THE IMPROVEMENT OF WATER SUPPLY AND SANITATION  
IN THE SOUTHERN PART OF THE EASTERN PROVINCE  
IN THE REPUBLIC OF RWANDA**


The Japan International Cooperation Agency (hereinafter referred to as "JICA") and the Rwandan authorities concerned had a series of discussions on the Amendment of Record of Discussion signed on 29 January, 2007.

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


Kigali, 24 July 2008



村 博 C A  
Mr. Murakami Hiroshi  
Resident Representative  
Japan International Cooperation Agency  
(JICA) Rwanda Office



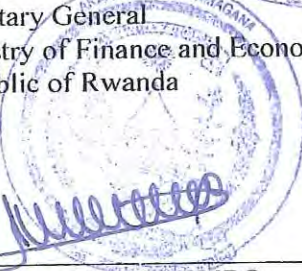
Mr. Vincent GATWABUYEGE  
Secretary General  
Ministry of Infrastructure (MININFRA)  
Republic of Rwanda




Mr. John RWANGOMBWA  
Secretary General  
Ministry of Finance and Economic Planning  
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  
Kayonza District  
Republic of Rwanda



Mr. François NIYOTWAGIRA  
Mayor  
Ngoma District  
Republic of Rwanda



Mr. Benson MUHIKIRA  
Acting Mayor  
Kirehe District  
Republic of Rwanda

## THE ATTACHED DOCUMENT

### I. INTRODUCTION:

The Record of Discussions (hereinafter referred to as "R/D") between the Japan International Cooperation Agency (hereinafter referred to as "JICA") and the Authorities Concerned of the Government of the Republic 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 (hereinafter referred to as "the Project") was signed on 29 January, 2007 in Kigali (see attached document). Due to rapid decentralization and promotion of PPP (public-private partnership) in Rwanda, the present situation related to water supply and sanitation has changed such that amendment of the R/D is required.

### II. CONFIRMATION OF ISSUES:

#### 1. CHANGE IN COUNTERPART ORGANIZATIONS/ADMINISTRATIVE AGENCY

As a result of the governmental organization restructuring of 7 March, 2008, Ministry of Land, Environment, Forestry, Water and Mines (hereinafter referred to as "MINITERE"), the administrative agency for the Project, was dissolved and responsibilities for water supply administration was reorganized into Ministry of Natural Resources (hereinafter referred to as "MINIRENA"). Then, as of 9 June, 2008, water and sanitation infrastructure responsibilities of MINIRENA were transferred to Ministry of Infrastructure (hereinafter referred to as "MININFRA"), while responsibilities for water policies and water resources management remain with MINIRENA. Therefore, the administrative agency for the Project now becomes MININFRA.

#### 2. COUNTERPART TEAM AND MEMBERS OF JOINT COORDINATING COMMITTEE

Due to changes in the organization of the administrative agency, counterparts and thus members of Joint Coordinating Committee (hereinafter referred to as "JCC") are changed. The new counterpart team and JCC members need to be assigned as soon as possible.

#### 3. REVIEW OF PILOT SITES OF THE PROJECT

The original plan for project site selection for the technical cooperation project was to select about 8 sites from the total of 16 sites to be implemented by the Japanese Grant Aid Scheme on the Project for Rural Water Supply (hereinafter referred to as "the Grant Project"). However, due to contracting of management responsibilities of water supply systems including systems constructed or rehabilitated by the Grant Project to private operators, water user committees formed by the Grant Project were dissolved, and support can no longer be given to these committees. Also, since unpredictable procedures in Grant Project Phase 2 caused change of schedule in its implementation, the timeframe of the Project cannot allow for selection of the pilot sites from the Grant Project Phase 2. Due to this situation, the total number of pilot sites for technical cooperation support will be reduced to 2 sites from the originally planned 8 sites.

#### 4. REVISION OF PROJECT DESIGN MATRIX

Due to reorganization of the administrative agency, rapid privatization of water supply management and schedule revisions in Grant Project implementation, some parameters in Project Design Matrix (hereinafter referred to as "PDM") had to be revised.

#### III. AMENDMENT OF R/D SIGNED ON 29 JANUARY, 2007

The articles and items requiring amendments in the R/D are described in ANNEX I.

- ANNEX I List of Amended Points from Original R/D
- ANNEX II PDM (revised version 3.0)
- ANNEX III Plan of Operation (revised version 3.0)
- ANNEX IV Copy of Original R/D

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</p> <p>MASTER PLAN</p>		
<p>1. Overall Goal</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>a. The support system for the Water Management Committees (WMCs) is strengthened at the districts and sectors in the project sites.</p> <p>b. The activities of WMCs are strengthened in the project sites</p>	<p>3. Outputs</p> <p>1 Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.</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>3. Outputs</p> <p>1 Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.</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>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 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 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>2-6 Through the above activities, establishment of an operation and maintenance system which can further develop water supply services at each target site</p>	<p>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>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 Comit�es 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 "Comit�e 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)

No.	Item	M/M	I (FY 2007)				II (FY 2008)				III (FY 2009)				IV (FY 2010)																																			
			In Ruraida		First FY Term		Second Fiscal Year		Third Fiscal Year		Fourth Fiscal Year																																							
Total	In Jpn	2	3	4	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			
1	Shoji Fujii Chief Advisor/Capacity Building 1	51.0	2.0	49.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	19.0	
2	Jun Yoshikawa Deputy Chief Advisor/Water Supply Facilities/Capacity Building 2	10.2	0.7	9.5	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	
3	Toshiaki Hosoda Maintenance/Operation and Maintenance	13.5	0.0	13.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
4	Chieko Yoshikawa Sanitation Education/EC	14.5	1.0	13.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5

No.	Item	Preparatory Stage				Activities Execution Stage				Completion
		1	2	3	4	1	2	3	4	
1	Man									
2	Sub									

Output	Description	Preparatory Stage				Activities Execution Stage				Completion
		1	2	3	4	1	2	3	4	
1-1	Confirmation of national policies for water supply									
1-2	Confirmation of progress of national programs in the rural water supply sector (EDPRS/Vision 2020/MDG)									
1-3	Confirmation on state of establishment of the water and sanitation agency as well as water and sanitation technical support units in each District									
1-4	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									
1-5	Confirmation on contents of water supply facilities inventory to be surveyed by PNEAR									
1-6	Confirmation on present situation, problems and needed improvements of existing water supply facilities, and provision of information related to above confirmation to PNEAR									
2-1	Confirmation of activities of "Comité de superviseur" by local administration staff									
2-2	Confirmation on allocation of staff/budget of 4 target Districts, and confirmation of Project counterparts									
2-3	Confirmation on establishment situation of existing Comités de superviseur in non-target areas									
2-4	Confirmation on method of approval/authorization of water supply management representatives of existing Comités de superviseur in non-target areas									
2-5	Establishment of Comités de superviseur in target Districts									
2-6	Execution of approval and management activities by Comité de superviseur									
2-7	Implementation of advisory affairs (such as issuing management permits) of local administration which manage rural water supply services using private operators									
2-8	Survey on differences in guidance by local administration between water user committee type and privatized type of management									
2-9	Whenever necessary, revision of administration support manual prepared by the Japanese grant aid project reporting system) by local administration staff									
2-10	Improvement of system for reporting from water supply service providers in the target sites									
2-11	Analysis and evaluation of reports from water supply service providers									
2-12	Execution of monitoring activities at the target sites									
2-13	Confirmation and necessary revision of administration support plan (manual, training program) to be formulated in the Japanese grant aid project									
2-14	Selection of pilot sites for technical cooperation from the 18 Japanese grant aid sites									
2-15	Sanction 1): Selection of 5 sites from Phase 1 sites implemented by Japanese grant aid project									
2-16	Sanction 2): Selection of 2 sites as pilot from above 5 sites									
2-17	Confirmation on policy and maintenance system for water supply services in the project area is improved through collaboration between local adminit									
2-18	Confirmation on state of execution and progress of decentralization and privatization									
2-19	Confirmation on progress of national water and sanitation program (PNEAR)									
2-20	Confirmation on implementation projects and trends of other donors /funds/NGOs active in the water and sanitation sector									
2-21	Identification of responsibilities and powers of operators for rural water services									
2-22	Water supply service survey-1): Survey to identify establishment situation of water supply service providers									
2-23	Water supply service survey-2): Survey on contracting/permit application situation of water supply service providers									
2-24	Confirmation on roles of each tier for operation and maintenance of existing water supply facilities in the target area									
2-25	Confirmation on relationship between water supply providers formed for Japanese grant aid project schemes in the target area									
2-26	Confirmation on latest sites and water supply management bodies having jurisdiction over these providers									
2-27	Identification of capacities of private maintenance contractors (candidates) and preparation of their inventory									
2-28	Water supply service survey-3): Survey to identify capacity of private contractors as technical service providers (including surrounding countries and non-target areas)									
2-29	Water supply service survey-4): Survey to identify capacity of candidate contractors in the target area									
2-30	Consideration on possibilities for use of private maintenance contractors in the water supply facilities operation and maintenance system of the target area									
2-31	Preparation of list of surveyed private maintenance contractors									
2-32	Identification of present state of rural water supply management system using private contractors, and compilation of candidate contractors									
2-33	Water supply service survey-5): Survey to identify capacity of private contractors as water supply service providers (including non-target areas)									
2-34	Water supply service survey-6): Survey to identify capacity of public organizations in the target area									
2-35	Consideration on possibilities for private contracting of water supply facilities management in the target area									
2-36	Preparation of list of surveyed contractors and submission to local administration									

No.	Activity	FY2018		FY2019		FY2020		FY2021		FY2022		FY2023		FY2024	
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
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														
1)	Examination of contents of facilities maintenance manual prepared by the Japanese grant aid project														
2)	Examination of training tools and training program for water supply service providers prepared by the Japanese grant aid project														
3)	Examination of management manual for water supply service providers prepared by the Japanese grant aid project														
4)	Examination of water supply service provider agreement prepared by the Japanese grant aid project														
5)	Based on above activities, identification of needed improvements in training methods for management and water supply service provision, to be conducted by administration, to operators														
6)	Revision of water supply service provider management manual (related to organizational management), training tools and training program prepared by the Japanese grant aid project														
7)	Survey on distribution routes of equipment and materials such as spare parts and fuel														
8)	Study on expected large scale repairs and necessary facilities expansions														
9)	Execution of inspections, repairs and rehabilitation works by water supply service providers of the target sites														
10)	Based on above activities, revision of water supply service provider management manual (related to operation and maintenance) prepared by the Japanese grant aid project														
2-6	Strengthening of scheme operator capacities of technical staff of water supply service providers of the pilot sites														
1)	Examination of technical operator training tools, training program and operation manual prepared by the Japanese grant aid project														
2)	Examination of operation activities of technical staff														
3)	Revision of operators selected by the Japanese grant aid project through routine OJT on activities revised above														
4)	Guidance through routine OJT on program revised above to operators selected by Japanese grant aid project														
2-7	Continuous management of water sources and water quality for each type of water source at the pilot sites														
1)	Confirmation on regulation related management of water sources and water quality in the pilot sites (fencing, water quality analyses, etc.)														
2)	Confirmation of staff arrangement and budget of local administration														
3)	Decision of methods for management of water source and water quality appropriate for each facilities type, and revision of regulation and administration, support manual														
4)	Execution of activities by Districts and service providers based on water source conservation regulation in the pilot sites														
2-8	Through the above activities from 2-1 to 2-7, establishment of an operation and maintenance system which can further develop rural water supply services														
1)	Through activities 2-2 to 2-5, guidance to water supply provider staff on activities revised above (such as work plan, reporting, accounting, fee collection and water-fee revision) through OJT by administration staff based on revised training program														
2)	Based on results of activities 2-6 through 2-7 and 2-8-1) as well as actual management experiences, hold discussions and make considerations with Districts on operation and maintenance system appropriate for each facilities type and social environment of the site														
3)	Selection of water supply service management system in the target sites, and receive consent from Districts and other stakeholders														
<b>Output 3: Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are str.</b>															
3-1	Survey on sanitation conditions in the target area, and confirmation on national policies and activities related to water/sanitation and regional health														
1)	Confirmation on state of application of PHAST and HAMS in the target area and in the country (confirmation on progress of national HAMS committee)														
2)	Identification of efforts for sanitation improvement at the District level														
3)	Identification of present activities for sanitation promotion at schools and health centers														
4)	Development of new local health strategy of WINSANTE, and confirmation on selection/allocation situation of village level facilitators (such as CHWs)														
3-2	Revision of administrative support manual to strengthen capacities of hygiene and sanitation facilitators in the target area														
1)	Reconsideration on support activities related to sanitation formulated and/or executed in the Japanese grant aid project, and revision of regulations and contents of sanitation improvement activities														
2)	Consideration on revision of promotion posters and visual training tools related to execution of health and sanitation activities in the target area														
3)	Based on 3-1, revision of administrative support manual														
3-3	Through sanitation promotion activities at the pilot sites, promotion of a system for collaboration between local administration, schools, health centers and target residents under supervision of Districts														
1)	Execution of sensitization activities to improve sanitation concepts of users as support to sound management of water supply services														
2)	Through realization of sensitization activities of 3-3-1) to improve sanitation awareness and feedback, revision/improvement of administrative support manual														
3)	Upon review of contents of the existing HAMS Manual, make revisions to enable execution of HAMS/PHAST activities through collaboration between schools/parents/teachers/society/health centers/water supply service providers														
4)	Receive approval from the national HAMS committee on activity 3-3-3) above, and implement activities using sanitation facilities at the pilot sites														
3-4	Based on above activities 3-1 through 3-3, improvement of sanitation promotion activities in the target area														
1)	Based the revised administrative support manual, administrative staff will carry out training through OJT on activities for sanitation improvement as a responsibility of water supply service providers														
2)	Through the initiative of the local administration, improvement of information network on community sanitation promotion activities to enable collaborative work between water supply service providers and staff of schools and health centers														
3)	Conduct training such as OJT so that local administrators can promote sanitation awareness of water supply services at the pilot sites														
3-5	Survey on degree of sanitation improvement at the pilot sites														
<b>Joint Coordination Committee (JCC) Meeting</b>															
Confirmation Mission															
Mid-term Evaluation															
Terminal Evaluation															
Inception Report (Δ/Draft/▲/Final)															
Phase 2 Report (Δ/Draft/▲/Final)															
Interim Report															
Progress Report															
Project Completion Report															

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

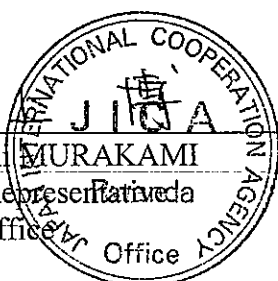
The Japan International Cooperation Agency (hereinafter referred to as "JICA") and the Authorities concerned of the Government of Rwanda (hereinafter referred to as "Rwanda") had a series of discussions on the amendment of the Record of Discussions (hereinafter referred to as "R/D") of the Project for 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



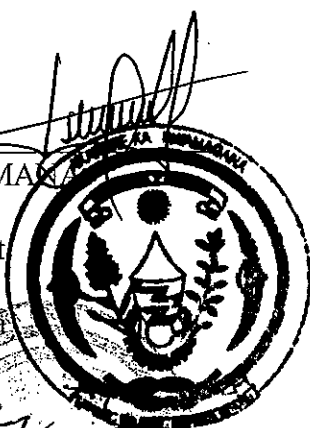
Yirurazuba

Mr. Yussuf MUGIRANEZA  
 Executive Secretary  
 Eastern Province  
 Republic of Rwanda



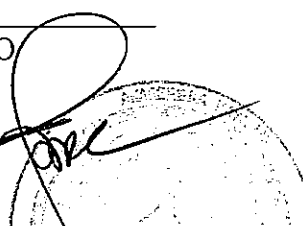
Uwimana

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



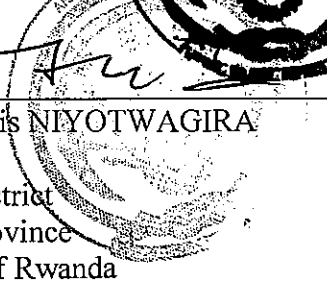
Muhororo

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

*Handwritten signature and initials*

*Handwritten mark*

*Handwritten mark*

*Handwritten mark*



**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 promoting 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><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>



FY	Original Cooperation Period												Extended Cooperation Period																					
	Third Fiscal Year						Fourth Fiscal Year						Fifth Fiscal Year					Fifth 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>																																		

*Ms*

*[Signature]*  
A-5-27

*[Signature]*

*[Signature]*

*[Signature]*