



Annexe-6
Proces verbal des discussions JCC

**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**

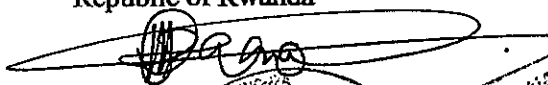
KIGALI 17 April 2007

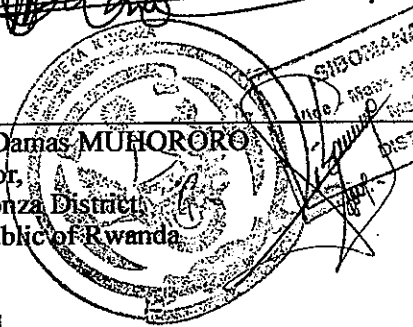

Mr. Shoichi FUJII
Chief Advisor
JICA Project Team

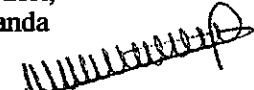

Mr. Emmanuel NSANZUMUGANWA
Secretary General
Ministry of Land, Environment, Forestry,
Water and Mines (MINITERE),
Republic of Rwanda


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

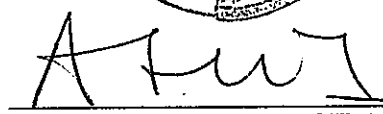
Mr. Valens NTEZIREMBO
Mayor,
Rwamagana District,
Republic of Rwanda

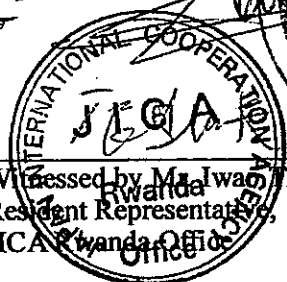

Mr. Damas MUHORORO
Mayor,
Kayanza District,
Republic of Rwanda


SIBOMANA Augustin
Maire, Mairie Economiques
Web: 0600202
DISTRICT KAYANZA


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 1st 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 17th 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

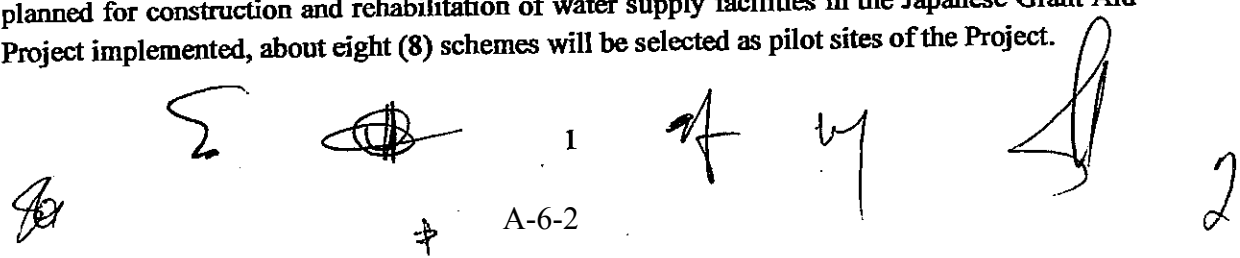
The members of JCC (hereinafter referred to as "The Members") confirmed the following project master plan which was previously agreed in the Record of Discussions (hereinafter referred to as "R/D") signed on 29 January 2007.

Project Master Plan

Overall Goal	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
Project Purpose	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
Outputs	<ol style="list-style-type: none"> 1. The support system for Regies in the Project sites by Districts and Secteurs is strengthened. 2. Activities of Regies in the Project sites are strengthened. 3. Sensibilization and education on sanitation to the communities in the Project sites by Districts, Secteurs and Regies are strengthened.

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.



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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 1st 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



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ANNEX-1 Attendants at 1st 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

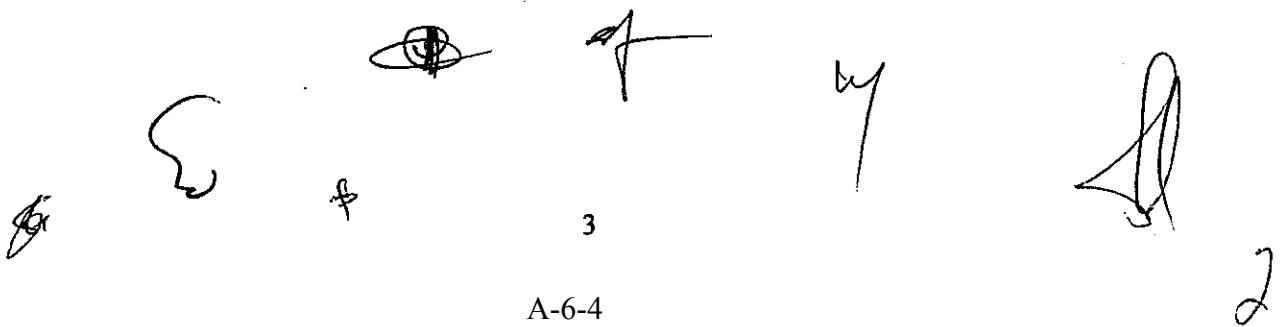
Ngoma District : K. Julius KANSIME, Vice Mayor

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

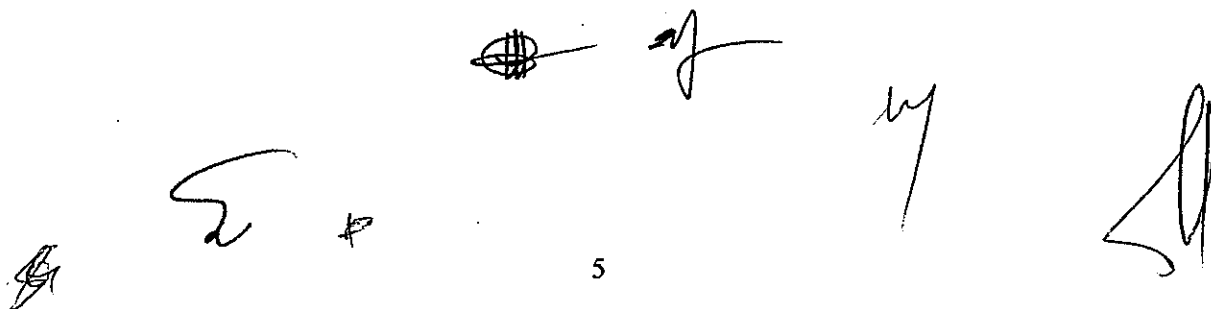
 

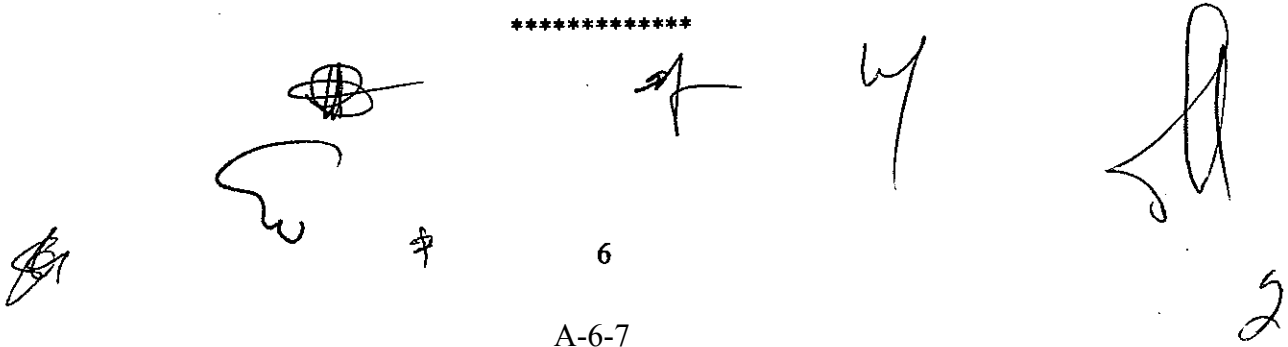
ANNEX-3 Members of JCC

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.


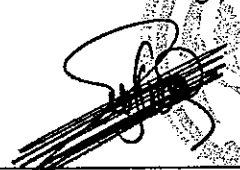
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MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY (JICA) PROJECT TEAM /
JICA CONSULTATION MISSION
AND
RWANDAN AUTHORITIES CONCERNED
ON
SECOND JOINT COORDINATION COMMITTEE MEETING
FOR
PROJECT FOR IMPROVEMENT OF WATER SUPPLY AND SANITATION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

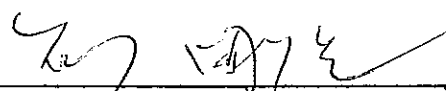
Rwamagana, 28 August 2007



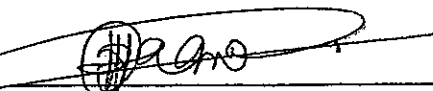
Mr. Shoji FUJII
Chief Advisor
Japan International Cooperation Agency
(JICA) Project Team




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



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




Mr. Charles GASANA
Executive Secretary
Eastern Province
Republic of Rwanda



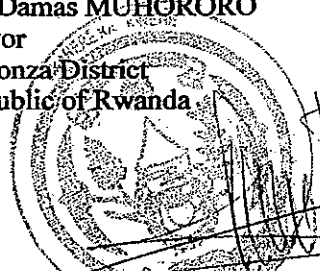

Mr. Valens NTEZIREMBO
Mayor
Rwamagana District
Republic of Rwanda



Mr. Damas MUHORORO
Mayor
Kayanza District
Republic of Rwanda



Mr. François NIYOTWAGIRA
Mayor
Ngoma District
Republic of Rwanda



Mr. Patrick NKUNZUMWAMI
Mayor
Kirehe District
Republic of Rwanda

Introduction: The 2nd 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 28th 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

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
Project Purpose	The operation and maintenance system for water supply and execution system for sanitation promotion activities will be improved in the Project sites
Outputs	<ol style="list-style-type: none"> 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. 3. Management capacity of community-based water supply services in the project area is strengthened. 4. Sanitation education and awareness activities to residents are strengthened by the 4 target Districts and water user committees

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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.

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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 Secteurs) 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.

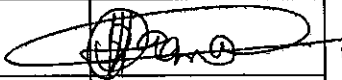
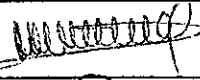

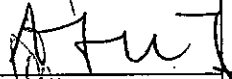

9. Active Participation by Both Sides

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	細田年晃
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"> The number of financially sound water supply service providers in the 4 target Districts is increased. 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. 	<ul style="list-style-type: none"> District Development Plan District Budget Report Baseline Survey Report Impact Survey Report 	
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"> Target amount* of operation and maintenance reserve savings established for each water supply scheme is being saved. (N.B. *Target amounts are attached) 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. 	<ul style="list-style-type: none"> Project Report Water User Committee Documents Bank Account Statement/ Savings Record Baseline Survey Report Impact Survey Report 	<ul style="list-style-type: none"> Basic policy on and organization for operation and maintenance of rural water supply of the government do not change
Outputs				
1	Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.	<ol style="list-style-type: none"> Permit system for water supply management from local administration is established. Comité de superviseur is formed at the 4 target Districts. Evaluation and advisory instructions are given to periodic reports from water supply service providers 	<ul style="list-style-type: none"> Project Report Management Permit Supervisory Board Member List Report on Evaluation Results, Advisory Instructions 	<ul style="list-style-type: none"> Decentralization is realized without delay
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"> Periodic reporting (including record of repairs and financial balance) is carried out continuously once/month by water supply Operation and maintenance system suitable for the facilities type and social environment is selected. (i.e., use of private contractor) Water quality inspections are conducted continuously once/3 mon for each water source at each of the target sites. Water source protection activities are conducted continuously once/month for each water source at each of the target sites. 	<ul style="list-style-type: none"> Project Report Reports and Minutes Member Lists of Régies, Activities Flow Charts, Contracts Record on Use of Private Water Quality Results, Facilities Operation Record Water Quality Results, Facilities Operation Record 	<ul style="list-style-type: none"> Roles of Districts and Secteurs concerning improvement of water and sanitation do not change
3	Management capacity of community-based water supply services in the project area is strengthened.	<ol style="list-style-type: none"> Water tariff is entered into committee regulation document at each Project site, and approved. Periodic inspections following the revised manual are carried out twice/month at the target sites. Capacity of water user committees for operation and maintenance of water supply facilities is acquired and repairs are conducted. Proper collection and management of water fees are conducted continuously. 	<ul style="list-style-type: none"> Water User Committee Internal Regulations Water Facilities Users' Manual Water Facilities Operation Record Accounting Report, Balance Sheet Record of Water Fee 	<ul style="list-style-type: none"> Responsibilities of Régies do not change Water source continues to be safe and flows continuously
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"> Capacity of hygiene/sanitation staff of each target site is strengthened. Sanitation promotion activities of local administration/schools/health centers are improved. Local administration/schools/health centers/sanitation staff start collaborative activities. 	<ul style="list-style-type: none"> Training Record Record of Sanitation Promotion Activities Test for Degree of Proficiency Training Record Project Report Minutes of Periodic Reporting 	
Activities		Inputs		Important Assumptions
1-1	Confirmation of national policy for water supply	<Japanese Side>	<Rwandan Side>	<ul style="list-style-type: none"> Local administration staff such as District and Secteur staff whose capacities were strengthened through this Project continue to work in their same positions. Cooperation is received from residents and Régies formed in Japanese grant aid project
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			
Preconditions				
<ul style="list-style-type: none"> Political stability and reconciliation in Rwanda are maintained. Construction and rehabilitation of 18 schemes by Japanese grant aid project are implemented as scheduled. Water supply facilities constructed and rehabilitated by Japanese grant aid project are being used. Régies are formed at each site by Japanese grant aid project 				

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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																																	
	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
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	Nov	Dec
Preparatory Stage																																											
Activities Execution Stage																																											
Phase I																																											
Output 1: Capacity for supervisor related to management of water supply services of the 4 target Districts is strengthened.																																											
1-1 Confirmation of national policy for water supply																																											
1-2 Commencement of activities of "Comite 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																																											
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.																																											
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																																											
Output 3: Management capacity of community-based water supply services in the project area is strengthened.																																											
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																																											
Output 4: Sanitation education and awareness activities to residents are strengthened by the 4 target Districts and water user committees.																																											
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																																											

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Annex-4 Project Site Selection Table

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

* Temporary Name

** Under confirmation

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

⊙ Selected for First Stage Activities
 ○ Candidate for Second Stage Activities

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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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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

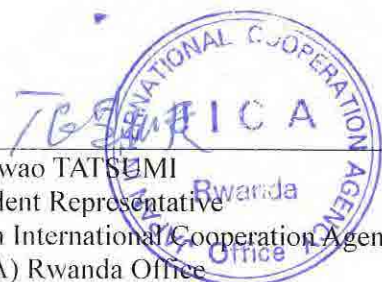


Mr. Shoji FUJII
Chief Advisor
Japan International Cooperation Agency
(JICA) Project Team



Po

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



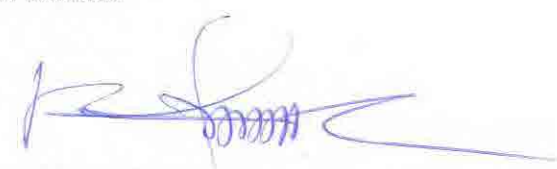
Mr. Iwao TATSUMI
Resident Representative
Japan International Cooperation Agency
(JICA) Rwanda Office

Po 

Mr. Charles GASANA
Executive Secretary
Eastern Province
Republic of Rwanda



Mr. Valens NTEZIREMBO
Mayor
Rwamagana District
Republic of Rwanda



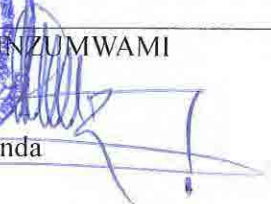
Mr. Damas MUHORORO
Mayor
Kayonza District
Republic of Rwanda



Mr. François NIYOTWAGIRA
Mayor
Ngoma District
Republic of Rwanda



Mr. Patrick NKUNZUMWAMI
Mayor
Kirehe District
Republic of Rwanda



Introduction: The 3rd 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 4th 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 1st Fiscal Year Term 2

The Project team presented the Interim Report for 1st Fiscal Year Term 2, which describes the achievements made during 1st Fiscal Year Term 2 and issues/activities for the coming fiscal years. The Interim Report for 1st 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 3rd 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
		Ngoma District	Mayor	Mr. NIYOTWAGIRA François
		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
	Technical Counterparts related to Sanitation Promotion	Rwamagana District	Director of Health, Gender, Family Promotion and Child Protection Unit	Mr. GASORE Emile
		Kayonza District	Director of Education and Health Unit	Ms. NYIRANDOREYAHU Francine
		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
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) PROJECT TEAM
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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

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



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



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



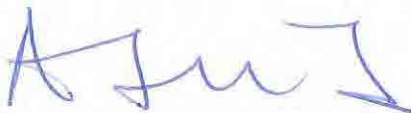
Mr. Valens NTEZIREMBO
Mayor
Rwamagana District
Republic of Rwanda



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 3rd 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 4th 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 1st Fiscal Year Term 2

The Project team presented the Interim Report for 1st Fiscal Year Term 2, which describes the achievements made during 1st Fiscal Year Term 2 and issues/activities for the coming fiscal years. The Interim Report for 1st 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 3rd 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.

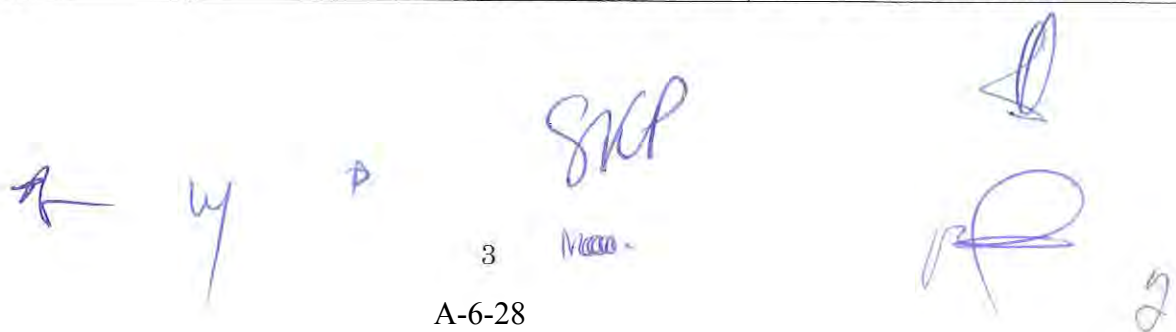
ANNEX

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	
		Ngoma District	Mayor	Mr. NIYOTWAGIRA François	
		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	
	Technical Counterparts related to Sanitation Promotion	Rwamagana District	Director of Health, Gender, Family Promotion and Child Protection Unit	Mr. GASORE Emile	
		Kayonza District	Director of Education and Health Unit	Ms. NYIRANDOREYAHU Francine	
		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

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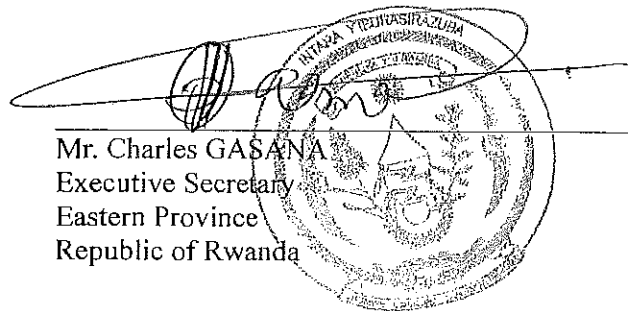
Mr. Shoji FUJII
 Chief Advisor
 PURA-SANI Expert Team

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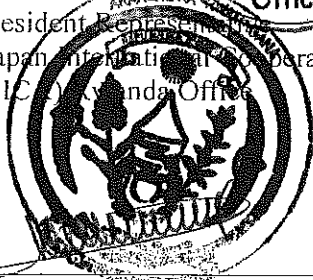
Mr. Vincent GATWABUYEGE
 Secretary General
 Ministry of Infrastructure (MININFRA)
 Republic of Rwanda



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

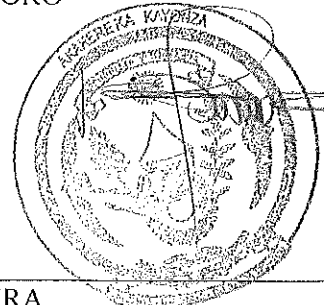


Mr. Charles GASANA
 Executive Secretary
 Eastern Province
 Republic of Rwanda



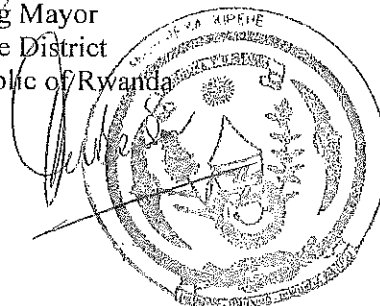
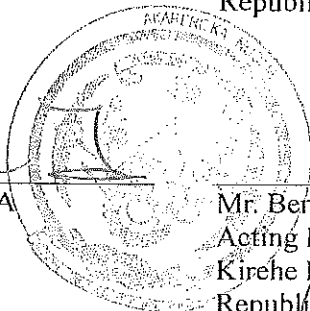
Mr. Valens NTEZIREMBO
 Mayor
 Rwamagana District
 Republic of Rwanda

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 4th 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

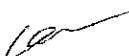
As a result of the governmental organization restructuring of 7th March 2008, MINITERE, the executing and responsible agency for this project, was dissolved and responsibilities for water supply administration was reorganized into MINIRENA (Ministry of Natural Resources). Then, as of 9th June 2008, water 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)

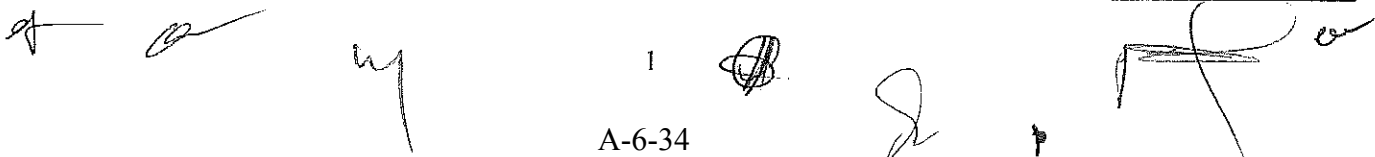
20 June 2008
Version 3.0

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"> The number of financially sound water supply service providers in the 4 target Districts is increased. 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%. 	<ul style="list-style-type: none"> District Development Plan District Budget Report Baseline Survey Report Impact Survey Report 	
Project Purpose 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"> The improved system maintains a stable supply of water throughout the year from the water supply schemes of the pilot sites. 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. 	<ul style="list-style-type: none"> Project Report Management Records of Water Supply Baseline Survey Report Impact Survey Report 	<ul style="list-style-type: none"> Basic policies and organization for operation and maintenance of governmental rural water supply services do not change
Outputs				
1	Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.	<ol style="list-style-type: none"> Permit system for water supply management from local administration (including procedures such as selection and contracting) is established. Comités de superviseur are formed at the 4 target Districts and are properly functioning. Periodic inspections by local administration following the administrative support manual (revised version) are conducted x times at the pilot sites Evaluation and advisory instructions are given whenever periodic reports are submitted by water supply service providers 	<ul style="list-style-type: none"> Project Report Management Permit/Selection Records Supervisory Board Member List Inspection Check List Report on Evaluation Results, Advisory Instructions 	<ul style="list-style-type: none"> Decentralization is realized without delay Roles of Districts and Secteurs concerning improvement of water and sanitation do not change
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"> 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. Operation and maintenance system suitable for the facilities type and social environment is selected. (i.e., use of private operators) 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. 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. 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. 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. 	<ul style="list-style-type: none"> Project Report Reports and Minutes Contracts with Water Supply Service Providers Report on Use of Private Operators Revised Version of Administrative Support Manual Revised Version of Administrative Support Manual Water Quality Results, Facilities Operation Records Facilities Operation Records 	<ul style="list-style-type: none"> Water source continues to be safe and flows continuously
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"> Practices related to sanitation of target site residents are improved. Sanitation promotion activities of local administration/schools/health centers are improved. Local administration/schools/health centers/local residents collaborate to carry out activities. 	<ul style="list-style-type: none"> Project Report Project Report Revised Version of Administrative Support Manual Project Report Information Sharing Flow Chart 	
Activities		Inputs		Important Assumptions
1-1	Confirmation of national policies for water supply	<Japanese Side>	<Rwandan Side>	<ul style="list-style-type: none"> Local administration staff such as District and Secteur staff whose capacities were strengthened through this Project continue to work in their same positions. Cooperation is received from residents
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			
				Preconditions:
				<ul style="list-style-type: none"> Political stability and reconciliation in Rwanda are maintained. Residents have started using the water supply facilities constructed and rehabilitated by Japanese grant aid project.

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>【Project Area】 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><Target Area for Water Supply and Sanitation Improvement> 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province <Pilot Sites> 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>【Executing Agency】 Eastern Province, 4 Districts, MINITERE</p>	<p>Eastern Province, 4 Districts, Ministry of Infrastructure (MININFRA)</p>	<p>Due to ministerial reorganization of 7th March 2008, MINITERE was dissolved and the department responsible for water administration was organized into the Ministry of Natural Resources (MINIRENA). Then, on 9th June 2008, rural water and sanitation responsibilities were transferred to the Ministry of Infrastructure (MININFRA).</p>
<p>【Target Group】 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>【Project Purpose】 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>【Outputs】 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"> • The permit and approval system to be executed by the local administration is further elaborated. • Although some Districts might already have formed comités de superviseur, to support their proper functioning, the expression was emphasized. • Due to dissolution of the previous Output 3, this indicator was integrated into Output 1. <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"> • The management reports and contracts important for supervision of water supply provision by local administration are clearly stated. — • Due to dissolution of the previous Output 3, this indicator was integrated into Output 2. • Due to dissolution of the previous Output 3, this indicator was integrated into Output 2.

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"> • Due to focus on activities for supervision capacity strengthening of local administration • Due to focus on activities for supervision capacity strengthening of local administration
<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"> • Political stability and reconciliation in Rwanda are maintained. • Construction and rehabilitation of 16 schemes by Japanese grant aid project are implemented as scheduled. • Water supply facilities constructed and rehabilitated by Japanese grant aid project are being used. • Water user committees are formed at each site by Japanese grant aid project. 	<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>

MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
AND
RWANDAN AUTHORITIES CONCERNED
ON
FIFTH 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, 11 February 2009

Mr. FUJII Shoji
Chief Advisor
PURA-SANI Expert Team

~~Mr. GACINYA Faustin~~ Ms. MUKASINE Marie Claire
Acting Permanent Secretary
Ministry of Infrastructure (MININFRA)
Republic of Rwanda

村上博

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

Mr. GASANA Charles
Executive Secretary
Eastern Province
Republic of Rwanda



Mr. NTEZIREMBO Valens
Mayor
Rwamagana District
Republic of Rwanda

Mr. MUHORORO Damas
Mayor
Kayonza District
Republic of Rwanda

Handwritten notes:
i. o. V/M FED

Mr. NIYOTWAGIRA Francois
Mayor
Ngoma District
Republic of Rwanda

Handwritten notes:
11/02/09
May FED

Mr. MURAYIRE Protais
Mayor
Kirehe District
Republic of Rwanda

Introduction: The 5th 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 11 February 2009, at Derava Hotel in Rwamagana City of Eastern Province with attendance of JCC members as well as the JICA Mid-Term Review Team. 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.

Issues:

1. Activities of Second Fiscal Year

The counterparts for the Project explained the activities for the second fiscal year scheduled from July 2008 to March 2009. The JCC members confirmed and agreed on the outputs of the second fiscal year activities.

2. Mid-Term Review

The JICA Mid-Term Review Team visited Rwanda from 25 January to 12 February 2009 to carry out a joint review on mid-term progress of the technical cooperation project. The results are compiled in the Mid-Term Review Report and submitted to the Rwandan side. The JCC members agreed to the contents of the Mid-Term Review Report through of the “Minutes of Meeting between JICA and the Authorities Concerned of the Republic of Rwanda on Technical Cooperation Project” signed on 11 February 2009 at Rwamagana.

3. Considerations for Next Fiscal Year

The JICA Mid-Term Review Team and PURA-SANI experts explained that the following additional activities are under consideration for the coming fiscal year, and the JCC members agreed to these considerations.

- Support to Kayonza District using Nyankora water scheme (constructed through Japanese Grant Aid Project) covered area as pilot site.
- Support to Kirehe District using Gatore 2 scheme (constructed through funding by assistance other than the Japanese Grant Aid) covered area as pilot site.



MINUTES OF MEETING
 BETWEEN
 JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
 AND
 RWANDAN AUTHORITIES CONCERNED
 ON
 PROJECT DESIGN MATRIX VERSION 4.0
 FOR
 THE PROJECT FOR IMPROVEMENT OF WATER SUPPLY AND SANITATION
 IN
 SOUTHERN PART OF EASTERN PROVINCE
 IN
 REPUBLIC OF RWANDA

Rwamagana, 20 March 2009



Mr. FUJII Shoji
 Chief Advisor
 PURA-SANI Expert Team



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




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



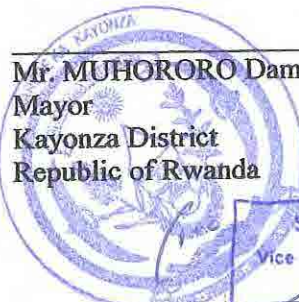

Mr. GASANA Charles
 Executive Secretary
 Eastern Province
 Republic of Rwanda




Mr. NTEZIREMBO Valens
 Mayor
 Rwamagana District
 Republic of Rwanda



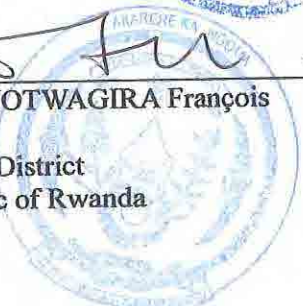
Mr. MUHORORO Damas
 Mayor
 Kayonza District
 Republic of Rwanda



SIBOMANA Augustin
 Vice - Maire Affaires Economiques
 Mob. 08002030
 DISTRICT KAYONZA



Mr. NIYOTWAGIRA François
 Mayor
 Ngoma District
 Republic of Rwanda



Mr. MURAYIRE Protais
 Mayor
 Kirehe District
 Republic of Rwanda



MUNYIKIRA Benson
 Deputy Mayor in charge of
 Finance & Economic
 Development
 KIREHE DISTRICT

Introduction:

A discussion was held by the Rwandan authorities concerned and the JICA experts on the revision of the present Project Design Matrix (PDM) version 3.0 for the Project for Improvement of Water Supply and Sanitation in the Southern Part of the Eastern Province (hereinafter referred to as “the Project”) in Rwamagana City of Eastern Province. The following was confirmed and agreed upon.

Issue:

The JICA Mid-Term Review Team visited Rwanda from 25th January to 12th February 2009 and carried out a joint review on the progress and achievements of the Project. One of recommendations made by the Review Team is a revision of the present PDM to clarify the direction for the Project. Therefore, PDM version 4.0 was prepared as attached. The Rwandan and the Japanese sides agreed on the new PDM version 4.0 to be used for the rest of the Project term. However, the final decision will be made upon approval by JICA Headquarters.

Attachment: PDM version 4.0

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: 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province

Pilot Sites: One site each selected from the 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province,

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

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
<p><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>	<ol style="list-style-type: none"> The number of financially sound (such as not in the red) water supply service providers in the 4 target Districts is increased. 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%. 	<ol style="list-style-type: none"> District Development Plan/ District Budget Report District Development Plan 	<ul style="list-style-type: none"> Basic policies and organization for operation and maintenance of governmental rural water supply services do not change
<p><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>	<ol style="list-style-type: none"> Non-operational periods of water supply facilities in the pilot sites do not last more than a week. The number of residents in the pilot sites with improved sanitary behaviors (such as washing hands with clean water at appropriate times) is increased. The number of persons not using water from water supply schemes during the dry season decreases. The number of sanitation promotion activities by the districts increases in the project area. 	<ol style="list-style-type: none"> Monthly Report Management Record of Water Service Provider Baseline Survey Report/ Impact Survey Report Sanitation Promotion Activities Report 	<ul style="list-style-type: none"> 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><Outputs> 1. Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.</p>	<ol style="list-style-type: none"> The contents (items) and procedures for supervision by the districts are documented. 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. The district governments prepare training programs for technicians of water service providers. The district governments examine the appropriateness of construction and rehabilitation plans of water supply facilities Good model cases at pilot sites are disseminated by the districts to other areas within the districts (through seminars, workshops, etc.) 	<ol style="list-style-type: none"> Revised Administrative Support Manual Project Report Guidance Supervision Note Training Report on Construction/ Rehabilitation Plan Minutes of Seminar/ Workshop 	
<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>	<ol style="list-style-type: none"> Water service providers continuously submit monthly reports to local administration. 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.) Based on the revised operation and maintenance manual (accounting edition), water service providers properly conduct daily accounting. 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. A system for smooth and proper utilization of spare parts is established. 	<ol style="list-style-type: none"> Monthly Report Project Report O&M Guideline Project Report O&M Manual Project Report Water Quality Testing Manual Guidance Record 	
<p>3. Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.</p>	<ol style="list-style-type: none"> The district governments prepare plans for awareness raising and execute them. At the pilot sites, number of residents who participated in awareness raising has increased. 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 x times/month. 	<ol style="list-style-type: none"> Sanitation Promotion Activities Plan Sanitation Promotion Activities Report Sanitation Promotion Activities Plan/ Sanitation Promotion Activities Manual/Educational Tools 	

Activities	Inputs	Important Assumptions
1-1	<p>< Japanese Side ></p> <p><u>Dispatch of Experts (4)</u></p> <ul style="list-style-type: none"> * Chief Advisor/Capacity Building 1 * Deputy Chief Advisor/Water Supply Facilities/Capacity Building 2 * Management/Operation and Maintenance * Sanitation Education/IEC <p><u>Cost for Activities in Rwanda</u></p> <p><u>Procurement of Equipment</u></p> <ul style="list-style-type: none"> * Equipment for Operation and Maintenance of Water Supply Facilities * Equipment for Community Activities on Sanitation Improvement <p><u>Counterpart Training in Rwanda or Third Country</u></p>	<p>- Local administration staff such as District and Secteur staff whose capacities were strengthened through this Project continue to work in their same positions.</p> <p>- Cooperation is received from residents</p>
1-2	<p>< Rwandan Side ></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>	
1-3		
1-4		
1-5		
2-1		
2-2		
2-3		
2-4		
2-5		
3-1		
3-2		
3-3		
3-4		
3-5		
3-6		
		<p>Preconditions</p> <ul style="list-style-type: none"> - Political stability and reconciliation in Rwanda are maintained. - Residents have started using the water supply facilities constructed and rehabilitated by Japanese grant aid project

PO (Plan of Operation) Version 4.0

	FY	Third Fiscal Year												Fourth Fiscal Year							
		Mon	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	#
Output 1: Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.																					
1-1	A system for activities supervision based on periodic reporting from water service providers is created.																				
	1) Forms for monthly reports are prepared and a decision is made.																				
	2) Procedures for monthly reporting using the prepared report forms are agreed with the water service																				
	3) Meetings on monthly reporting based on the reports are held.																				
	4) Results of analysis and evaluation of submitted monthly reports are feedback to water service providers.																				
1-2	The districts conduct training to strengthen technicians of water service providers																				
	1) Capacities and training needs of technicians of target water service providers are identified and a training program is prepared.																				
	2) Operation and maintenance guidelines (procedures) for water supply schemes of pilot sites to be used by operators during facilities operation are prepared.																				
	3) Training of district staff on training of technicians using the operation and maintenance guidelines.																				
1-3	Training to district staffs on examining appropriateness of construction and rehabilitation plans of water supply facilities is conducted.																				
	1) Present procedures for examining construction and rehabilitation plans for water supply schemes by the districts are analyzed.																				
	2) Training materials for examining construction and rehabilitation plans for water supply schemes are prepared.																				
	3) Training to district staffs is conducted.																				
1-4	The results of above activities 1-1 to 1-3 are reflected in the revision of the administrative support manual.																				
	1) A draft of the revised administrative support manual is prepared.																				
	2) Based on results of activities, the final version is prepared.																				
1-5	Good model cases at pilot sites are disseminated to other water service providers in other areas within the districts.																				
	1) Good model cases in the pilot sites are identified and compiled.																				
	2) Seminar-workshops are held to present the good model cases.																				
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.																					
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.																				
	1) Using the form for monthly reports prepared in activity 1-1 above, water service providers prepare monthly reports.																				
	2) Based on the feedbacks from the districts on the monthly reports, water services are improved.																				
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.																				
	1) Using the operation and maintenance guidelines, training to water service providers of pilot sites is held.																				
	2) The operation and maintenance manual (operation and maintenance edition) is revised in consideration of the characteristics of pilot sites.																				
	3) Using the revised operation and maintenance manual (operation and maintenance edition), guidance is given to technicians on operation and maintenance through OJT.																				
	4) The situation of facilities operation and maintenance by technicians at pilot sites is monitored.																				
	5) Guidance is given to technicians of pilot sites on handling large scale repairs.																				
	6) Technical guidance on operation and maintenance to technicians of pilot sites is carried out through OJT.																				
2-3	Capacities for accounting of water service providers of pilot sites are strengthened.																				
	1) The operation and maintenance manual (accounting edition) is revised.																				
	2) Using the operation and maintenance manual (accounting edition), training is held on accounting practices to water service providers of pilot sites through OJT.																				
2-4	Capacities of districts and water service providers on water quality management at pilot sites are strengthened.																				
	1) The water quality testing manual is prepared.																				
	2) Guidance on execution of water quality testing is conducted.																				
2-5	Using the spare parts management documents prepared by the Japanese grant aid project, systems for use of spare parts in Rwamagana and Kayonza districts are established.																				
	1) A system for use of spare parts is proposed.																				
	2) The proposed system is agreed by stakeholders.																				
	3) A guideline for spare parts stock management is prepared by the districts.																				
	4) Guidance is given to spare parts managers on spare parts stock management following the spare parts stock management guideline.																				
	5) Procedures for spare parts stock management is explained to users of spare parts.																				
Output 3: Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.																					
3-1	The present situation on sanitation awareness and behaviors of residents and school teachers/children of additional pilot sites is analyzed.																				
	1) Simplified baseline survey for additional pilot sites is conducted.																				
	3) Results of the simplified baseline survey for additional pilot sites are analyzed.																				
3-2	Sanitation promotion activities program for pilot sites is prepared by the districts.																				
3-3	Sanitation facilitators to handle sanitation promotion activities at pilot sites are trained.																				
	1) At 3 districts other than Kayonza district, a guideline for selection and training of sanitation facilitators is prepared.																				
	2) At 3 districts other than Kayonza district, sanitation facilitators to work at water points (public water stands and handpumps) are selected.																				
	3) A group training to sanitation facilitators selected in 2) above on sanitation promotion is conducted.																				
	4) Existing sanitation facilitators of COVOMEKA of Kayonza District are retrained.																				
	5) Sanitation facilitators conduct periodic sanitation promotion activities to households served by the water scheme.																				
	6) District staffs in charge of sanitation monitor activities of facilitators and give guidance on improvement points.																				
3-4	A system for school sanitation education activities using educational manuals and tools is improved at the pilot sites.																				
	1) Hygiene and sanitation councils in schools are established and consent on activities monitoring sheets is received.																				
	2) Guideline for hygiene and sanitation activities in schools (HAMS program) is prepared.																				
	3) School sanitation activities manual and educational tools for teachers are prepared.																				
	4) The HAMS committee monitors the progress of the HAMS program.																				
3-5	The degree of sanitation improvement at the pilot sites is surveyed.																				
3-6	Based on analysis of survey results, dissemination of the system for sanitation education and sanitation promotion activities in the districts is promoted.																				
Joint Coordination Committee (JCC) Meeting																					
Terminal Evaluation																					
	Interim Report																				
	Progress Report																				
	Project Completion Report																				

MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
AND
RWANDAN AUTHORITIES CONCERNED
ON
SIXTH 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, 15 July 2009


Mr. FUJII Shoji
Chief Advisor
PURA-SANI Expert Team


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




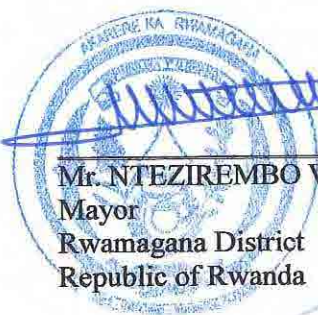

Mr. MURAKAMI Hiroshi
Resident Representative
Japan International Cooperation Agency
(JICA) Rwanda Office






Ms. MUKANTABANA Aline
Acting Executive Secretary
Eastern Province
Republic of Rwanda




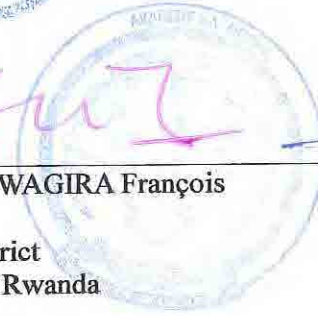

Mr. NTEZIREMBO Valens
Mayor
Rwamagana District
Republic of Rwanda

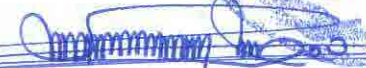


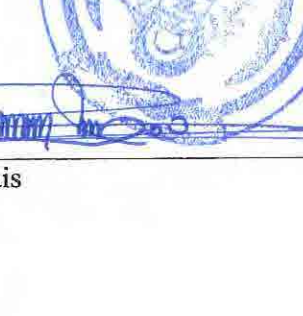

Mr. MUHORORO Damas
Mayor
Kayonza District
Republic of Rwanda




Mr. NIYOTWAGIRA François
Mayor
Ngoma District
Republic of Rwanda




Mr. MURAYIRE Protais
Mayor
Kirehe District
Republic of Rwanda



Introduction: The 6th 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 15 July 2009, at AVEGA REGION EST in Rwamagana City of Eastern Province with attendance of JCC members and other stakeholders. 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.

Issues:

1. Activities for Third Fiscal Year

The counterparts for the Project explained the activities scheduled for the third fiscal year from June 2009 to March 2010. The JCC members confirmed and agreed on the schedule for third fiscal year activities.

2. Final PDM Version 4.0

A recommendation of the JICA Mid-Term Review of this Project, conducted in February 2009, was a revision of the PDM version 3.0 to give better clarification on the direction for the Project. Therefore, PDM version 4.0 was prepared. Both the Rwandan and Japanese sides agreed on the tentative PDM version 4.0 through the Minutes of Meeting signed on 20 March 2009. Thereafter, upon making further revisions, final approval was given by JICA Headquarters. The finalized PDM version 4.0 was presented by the project counterparts at the 6th JCC meeting. The JCC members confirmed and agreed to this revised PDM version 4.0 to be used for the remaining period of the Project.

Attachment: Final PDM version 4.0
PO version 4.0

PDM (Project Design Matrix) Version 4.0

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: 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province

Pilot Sites: One site each selected from the 4 Districts (Rwamagana, Kaynoza, Ngoma, Kirehe) in Eastern Province,

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

Narrative Summary	Verifiable Indicators	Means of Verification	Important Assumptions
<p><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>	<ol style="list-style-type: none"> The number of financially sound (such as not in the red) water supply service providers in the 4 target Districts is increased. 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%. 	<ol style="list-style-type: none"> District Development Plan/ District Budget Report District Development Plan 	<ul style="list-style-type: none"> Basic policies and organization for operation and maintenance of governmental rural water supply services do not change
<p><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>	<ol style="list-style-type: none"> Non-operational periods of water supply facilities in the pilot sites do not last more than a week. The number of residents in the pilot sites with improved sanitary behaviors (such as washing hands with clean water at appropriate times) is increased. The number of persons not using water from water supply schemes during the dry season decreases. The number of sanitation promotion activities by the districts increases in the project area. 	<ol style="list-style-type: none"> Monthly Report Management Record of Water Service Provider Report/ Impact Survey 2.&3. Baseline Survey Report Sanitation Promotion Activities Report 	
<p><Outputs> 1. Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.</p>	<ol style="list-style-type: none"> The contents (items) and procedures for supervision by the districts are documented. 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. The district governments prepare training programs for technicians of water service providers. The district governments examine the appropriateness of construction and rehabilitation plans of water supply facilities Good model cases at pilot sites are disseminated by the districts to other areas within the districts (through seminars, workshops, etc.) 	<ol style="list-style-type: none"> Revised Administrative Support Manual Project Report Guidance Supervision Note Training Report Judgment Report on Construction/ Rehabilitation Plan Minutes of Seminar/ Workshop 	<ul style="list-style-type: none"> 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>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>	<ol style="list-style-type: none"> Water service providers continuously submit monthly reports to local administration. 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.) Based on the revised operation and maintenance manual (accounting edition), water service providers properly conduct daily accounting. 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. A system for smooth and proper utilization of spare parts is established. 	<ol style="list-style-type: none"> Monthly Report Project Report O&M Guideline Project Report O&M Manual Project Report Water Quality Testing Manual Guidance Record 	
<p>3. Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.</p>	<ol style="list-style-type: none"> The district governments prepare plans for awareness raising and execute them. At the pilot sites, number of residents who participated in awareness raising has increased. 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. 	<ol style="list-style-type: none"> Sanitation Promotion Activities Plan Sanitation Promotion Activities Report Sanitation Promotion Activities Plan/ Sanitation Promotion Activities Manual/Educational Tools 	

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>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 Based on analysis of survey results, dissemination of the system for sanitation education and sanitation promotion activities in the districts is proposed</p>	<p>< Japanese Side ></p> <p><u>Dispatch of Experts (4)</u></p> <ul style="list-style-type: none"> * Chief Advisor/Capacity Building 1 * Deputy Chief Advisor/Water Supply Facilities/Capacity Building 2 * Sanitation Education and Maintenance * Sanitation Education/IEC * Organizational Management Strengthening * Sanitation Education 2/Project Coordination <p><u>Cost for Activities in Rwanda</u></p> <p><u>Procurement of Equipment</u></p> <ul style="list-style-type: none"> * Equipment for Operation and Maintenance of Water Supply Facilities * Equipment for Community Activities on Sanitation Improvement <p><u>Counterpart Training in Rwanda of Third Country</u></p>	<p>< Rwandan Side ></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 Sector staffs whose capacities were strengthened through this Project continue to work in their same positions.</p> <p>- Cooperation is received from residents</p>
		<p>Preconditions</p> <p>- Political stability and reconciliation in Rwanda are maintained.</p> <p>- Residents have started using the water supply facilities constructed and rehabilitated by Japanese grant aid project</p>

PO (Plan of Operation) Version 4.0

	FY	Third Fiscal Year												Fourth Fiscal Year							
		Mon	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	#
Output 1: Capacity for supervision related to management of water supply services of the 4 target Districts is strengthened.																					
1-1	A system for activities supervision based on periodic reporting from water service providers is created.																				
	1) Forms for monthly reports are prepared and decision to use this form is made.																				
	2) Procedures for monthly reporting using the prepared report forms are agreed with the water service																				
	3) Meetings on monthly reporting based on the reports are held.																				
	4) Results of analysis and evaluation of submitted monthly reports are feedback to water service providers.																				
1-2	The districts conduct training to strengthen technicians of water service providers																				
	1) Capacities and training needs of technicians of target water service providers are identified and a training program is prepared.																				
	2) Operation and maintenance guidelines (procedures) for water supply schemes of pilot sites to be used by operators during facilities operation are prepared.																				
	3) Training of district staff on training of technicians using the operation and maintenance guidelines.																				
1-3	Training to district staffs on examining appropriateness of construction and rehabilitation plans of water supply facilities is conducted.																				
	1) Present procedures for examining construction and rehabilitation plans for water supply schemes by the districts are analyzed.																				
	2) Training materials for examining construction and rehabilitation plans for water supply schemes are prepared.																				
	3) Training to district staffs is conducted.																				
1-4	The results of above activities 1-1 to 1-3 are reflected in the revision of the administrative support manual.																				
	1) A draft of the revised administrative support manual is prepared.																				
	2) Based on results of activities, the final version is prepared.																				
1-5	Good model cases at pilot sites are disseminated to other water service providers in other areas within the districts.																				
	1) Good model cases in the pilot sites are identified and compiled.																				
	2) Seminar-workshops are held to present the good model cases.																				
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.																					
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.																				
	1) Using the form for monthly reports prepared in activity 1-1 above, water service providers prepare monthly reports.																				
	2) Based on the feedbacks from the districts on the monthly reports, water services are improved.																				
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.																				
	1) Using the operation and maintenance guidelines, training to water service providers of pilot sites is held.																				
	2) The operation and maintenance manual (operation and maintenance edition) is revised in consideration of the characteristics of pilot site water schemes.																				
	3) Using the revised operation and maintenance manual (operation and maintenance edition), guidance is given to technicians on operation and maintenance through OJT.																				
	4) The situation of facilities operation and maintenance by technicians at pilot sites is monitored.																				
	5) Guidance is given to technicians of pilot sites on handling large scale repairs.																				
	6) Technical guidance on operation and maintenance to technicians of pilot sites is carried out through OJT.																				
2-3	Capacities for accounting of water service providers of pilot sites are strengthened.																				
	1) The operation and maintenance manual (accounting edition) is revised.																				
	2) Using the revised operation and maintenance manual (accounting edition), training is held on accounting practices to water service providers of pilot sites through OJT.																				
2-4	Capacities of districts and water service providers on water quality management at pilot sites are strengthened.																				
	1) The water quality testing manual is prepared.																				
	2) Using the water quality testing manual, guidance on execution of water quality testing is conducted through																				
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.																				
	1) A system for procurement and use of spare parts is proposed.																				
	2) The proposed system for procurement and use of spare parts is agreed by stakeholders.																				
	3) A guideline for spare parts stock management is prepared by the districts.																				
	4) Guidance is given to spare parts managers on spare parts stock management following the spare parts stock management guideline.																				
	5) Procedures for spare parts stock management is explained to users of spare parts.																				
Output 3: Sanitation education and awareness activities to project site residents by the 4 target Districts and water supply service providers are strengthened.																					
3-1	The present situation on sanitation awareness and behaviors of residents and school teachers/children of additional pilot sites is analyzed.																				
	1) Simplified baseline survey for additional pilot sites is conducted.																				
	3) Results of the simplified baseline survey for additional pilot sites are analyzed.																				
3-2	Sanitation promotion activities program for pilot sites is prepared by the districts.																				
3-3	Sanitation facilitators to handle sanitation promotion activities at pilot sites are trained.																				
	1) At 3 districts other than Kayonza district, a guideline for selection and training of sanitation facilitators is prepared.																				
	2) At 3 districts other than Kayonza district, sanitation facilitators are selected to carry out activities centered around water points (public water stands and handpumps).																				
	3) A group training to sanitation facilitators selected in 2) above on sanitation promotion is conducted.																				
	4) Existing sanitation facilitators of COVOMEKA of Kayonza District are retrained.																				
	5) Sanitation facilitators conduct periodic sanitation promotion activities to households served by the water scheme.																				
	6) District staffs in charge of sanitation conduct monitoring of activities of facilitators and give guidance on needed improvements.																				
3-4	The system for school sanitation education activities using educational manuals and tools is improved at the pilot sites.																				
	1) Hygiene and sanitation councils in schools are established and consent on activities monitoring sheets is received.																				
	2) Guideline for hygiene and sanitation activities in schools (HAMS program) is prepared.																				
	3) School sanitation activities manual and educational tools for teachers are prepared.																				
	4) The district and HAMS committee monitors the progress of the HAMS program.																				
3-5	The degree of sanitation improvement at the pilot sites is surveyed.																				
3-6	Based on analysis of survey results, dissemination of the system for sanitation education and sanitation promotion activities in the districts is proposed.																				
Joint Coordination Committee (JCC) Meeting																					
Terminal Evaluation																					
	Interim Report																				
	Progress Report																				
	Project Completion Report																				