

C/P	JET	C/S	M/T	質問	5	4	3	2	1	平均スコア及び回答内容
	o			timing	Equipments supply (kind. Type, numbers, timing)	1/0	0/3	4/0		JET(68%) C/P(80%)
	o				Local Budget	1/0	0/3	1/0	2/0	JET(80%) C/P(80%)
	o				Equipments supply (kind. Type, numbers, timing)	1/0	3/3	1/0		JET(80%) C/P(80%)
	o				Training in Japan (purpose , number, contents, M/M, period, timing)	3/2	2/0			JET(92%) C/P(100%)
	o				Input items not utilized in the project	Specific calculation measure for technical infrastructure planning				

Inputs by VN side

o	o			53. Achievement Ratio	Assigned M/M of C/P		2/0	2/3	3/0	JET(57%) C/P(80%)	
o	o				VUPTC Establishment	1/0			2/3	5/0	JET(35%) C/P(80%)
o	o			54. Appropriateness of Inputs	Supporting system for the project management	1/3	1/0	5/0		JET(69%) C/P(100%)	
o	o				Supply of project office	2/1	1/2	4/0	2/0	JET(67%) C/P(87%)	
o	o				VUPTC & equipment, kinds, numbers, timing and cost	1/0		0/2	2/0	4/0	JET(37%) C/P(60%)
o	o				Expenditure amount and timing	1/0	0/1	3/2	1/0	JET(64%) C/P(67%)	

Important Assumptions for Outputs

				61. Important assumptions for the realization of Outputs	No description in PDM						521
o	o			62. Fulfillment status of Important assumption for Project Purpose	Allocation of Budget necessary for conducting Training Course continuously	2/0	1/0	0/1	2/2	1/0	JET(63%) C/P(47%)
o	o				Trainers developed through the Project will work for the training course continuously	1/3	1/0	2/0	3/0	JET(60%) C/P(100%)	
o	o			63. Changing of preconditions, effect of the changing and measures for the changing	Timing of the assignment of C/P,	0/3	1/0	3/0	3/0	JET(54%) C/P(100%)	
o	o				C/P working ratio to the project	0/3	1/0	4.5/0	1.5/0	JET(59%) C/P(100%)	

Overall Goal

o	o			71. Necessary Activities by C/P and Circumstances on understanding of Overall goal	Activities to achieve the Overall Goal	0/3	3/0	4/0	2/0	JET(62%) C/P(100%)	
o	o				Circumstances to achieve the Overall Goal		5/0	4/3	1/0	JET(68%) C/P(60%)	
o	o			72. Achievement possibility of overall goal within 3-5 years after the completion of project	More than 150 participants received Certificate of Training Course of VUPTC	1/0	1/3	3/0	2/0	2/0	JET(53%) C/P(80%)
o	o				Outside factors affected the indicators	Secure assignment of experienced trainers Secure budget of VUPTC 制度構築と平行して、調査技術の知識についてトレーニングすることも考えられる。					
o	o				Expected years for the grading up of officers' average ability	5 year (with reasons) 実際には日本の例からみても 5~10 年は必要。					
o	o			73. for the achievement of overall goal		3/0	3/1			JET(70%) C/P(60%)	

C/P	JET	C/S	M/T	質問	5	4	3	2	1	平均スコア及び回答内容		
o	o			Impedimenta	Measures against them					MOC 判断と意志決定		
o	o			74. Unexpected affect of VN side to Project purpose and Overall goal	for the persons related to project					JET(77%)		621
o	o				to the residence of the target city (livelihood, etc.)					JET(55%)		
o	o				to life environment in the target area					JET(55%)		
o	o	o	o	75. Discrepancy between Project purpose and Overall Goal	Logics of the Project					JET(67%) C/P(67%)		631
o	o	o	o		Affect from the important assumptions					JET(56%) C/P(80%)		

Important Assumptions for Overall Goal

o	o			81. Properness of the important assumption	Current situation of important assumption for the overall goal					JET(54%) C/P(80%)		632
o	o				Possibility of them to be fulfilled					JET(57%) C/P(80%)		
o	o			82. Changing of "Important assumptions" between Outputs and project Purpose	VUPTC conducts training continuously					JET(47%) C/P(80%)		412
o	o				Local Government dispatch their personnel to participate in the training course of VUPTC					JET(67%) C/P(80%)		
o	o			83. Assistance of the project by VN government after the completion of Japanese assistance	VN government's (new) policy, plan, decision for the sustainable urban planning management					Re-organize urban planning system, especially zone plan 都市計画マニュアルの活用を図るためには、各種規定を都市計画法の政令や規則で定める必要がある。		711
o	o			84. Budget for the project continuation in future	Possibility of budget allocation for the continuation of project and its measures					JET(80%)		721
o	o				Possibility of the increasing of budget due to the execution of project					JET(65%) C/P(80%)		
o	o			85. Organizational ability to secure the project structure to continue the activities and spread the know-how	Staff assignment to secure the project activities continuously					JET(60%) C/P(67%)		731
o	o				Organizational ability of the executing agency					JET(63%) C/P(80%)		
o	o				Definition of function and role of each personnel related to project					JET(60%) C/P(80%)		
o	o	o	o	86. Fixing of technical matters for C/P, C/S and M/T	Extent of fixing of technical know-how (able to teach to others, to do by himself etc.)					JET(63%) C/P(95%)		743
o	o	o	o		Systems for spreading the project activities					JET(80%) C/P(80%)		
o	o	o	o		Ability of C/P, C/S and M/T to conduct the training about the know-how received through project					JET(69%) C/P(95%)		
o	o			87. Continuous working at the same position after receiving the training	Possibility in future					JET(68%) C/P(80%)		742
o	o				Average year of personnel transfer					5		
o	o			88. Appropriate maintenance of the supplied facilities and Equipment	Current situation for the maintenance, repair and utilization of the equipment					JET(70%) C/P(100%)		751
o	o				Budget for the maintenance of the equipment					JET(90%) C/P(90%)		

6. 日本側専門家派遣実績

日本側専門家派遣実績(2012年4月5日現在)

第1年次2009年3月～2010年6月 : 第2年次 2010年7月～ 2011年5月 : 第3年次 2010年6月～ 2012年5月

計画 <R/D>	実績 専門分野	年次				情報源
		1	2	3	計 (人/月)	
・ 総括/都市計画 ・ 都市計画策定	総括/都市計画・地域計画	4.30	3.37	2.10	9.77	プロジェクト 報告書
	空間計画/土地利用計画	4.53	3.40		7.93	
・ 都市計画制度/都市計画管理 ・ 関連分野調査 ・ 都市計画基礎調査	都市環境/景観	2.20	1.50*	2.80	6.50	
	都市計画制度分析/研修コンテンツ開発	6.50			6.50	
	都市計画基礎調査/社会調査	2.50			2.50	
	GIS/自然条件分析(1)	2.40			2.40	
	都市交通計画 (1)	1.70			1.70	
	都市基盤施設計画 (1)	1.53	3.07*	3.10	7.70	
	都市基盤施設計画 (2)	3.67	4.43*	1.50	9.60	
	都市計画教育	0.70	1.17	0.73	2.60	
	キャパシティ・ディベロップメント/研修計画	3.67			3.67	
	地方都市行政	2.10	1.00		3.10	
・ 研修計画	建築/アーバンデザイン	1.70	1.00		2.70	
	地区計画	2.30			2.30	
	地域開発	1.60	0.50		2.10	
	マニュアル作成/ケーススタディ(1)	0.40		4.17	4.57	
	都市計画基礎調査/社会調査/ケーススタディ管理 (3)	1.30	4.90*	2.00	8.20	
	都市基盤施設計画 (3)		2.60		2.60	
	都市開発事業手法/ケーススタディ管理 (4)					
	GIS/自然条件分析 (2)		2.53	1.50	4.03	
	都市交通計画 (2)		1.80		1.80	
	交通需要予測			2.40	2.40	
・ 業務調整	環境管理計画		2.00	1.00	3.00	
	研修コンテンツ開発/研修計画 (2)		2.00		2.00	
	研修計画			4.50	4.50	
	計	43.1	35.3	25.8	106.7	
	都市計画制度/都市計画管理 (長期専門家)	8.0	11.0	12.0	31.0	
	国交省、神戸市、岐阜市からの短期専門家			0.8	0.8	

*印は中間レビュー以降、契約変更があり、中間レビュー時の数字とは異なる。

中間レビュー時に記載のあった以下の4つ担当は、他の専門家の人/月に変更している。

マニュアル作成/ケーススタディ(2)、都市開発事業司手法/ケーススタディ管理(4)、都市計画制度分析、景観公園緑地開発

7. 日本側機材投入実績

日本側機材投入実績

(1) プロジェクト事務所機材

No	Equipment name	Qty	Cost(US\$)	Specification/ Model
1	Laptop Computer	1	1,417	Sony Vaio VGN-FW490DFB
2	Desktop computer	3	1,734	HP Compaq dx2810 MT-E7500
3	Photocopier	1	2,785	A3 Ricoh Aficio MP 2000LE
4	Printer	1	1,667	A3 HP Laser Jet 5200N
5	Printer	1	430	A4 HP Laser Jet Printer P2055D
6	Printer (Color)	1	570	Panasonic KX-FLM662
7	Fax Machine	1	356	Sony VPL-CX155
8	Projector	1	1,957	70x70 (1.78x1.78m)
9	Compact small screen	1	49	HP Scanner Scan Jet G4050 (A4)
10	Scan machine	1	280	Panasonic KX-T2375MX
11	Table telephone	2	74	Hoa Phat Furniture HP1830G
12	High Office cabinet	8	488	SV802D 80cmx80cmX40cm
13	Office cabinet	4	156	
14	Chairs for Experts with armrest	4	132	
15	Chairs for Experts,Staffs and CP	10	210	150x75
16	Desks for Experts (150x75)	2	112	
17	Desks for Experts, Staffs and CP	4	152	120x60

(2) 研修室用機材

No	Equipment name	Qty	Cost(US\$)	Specification/ Model
1	Projector Sanyo PLC-XU355A	1	2,180	Sanyo PLC-XU355A
2	Laptop Computer	1	1,550	Lenovo ThinkPad X201
3	Digital Camera	1	730	Sony Cyber-shot DSC-HX2
4	TIVI LED	1	3,260	Samsung 55". Full HD
5	Photocopier	1	3,500	Konica Minolta 211
6	Table Microphone	set	17,248	(inclusive Amply)
7	Air condition floor	2	4,300	Sumikura APF/APO-H500
8	Electronic Board	1	2,747	PanaBooad UB-5825
9	Audio system	set	3,140	
10	Device connected to the screen	set	5,850	8Port CAT5-VGA
11	Table screen	40	6,640	LCD 17" Monitor HP
12	Wireless headphone	set	20,000	UHF for translation
13	Desktop Computer	1	1,470	(VND63,144,000)
19	Host Server computer	1	5,480	HP ProLiant DL380 G6
14	Laptop Computer	2	1,390	Sony VAIO VPC-Y216
15	Switch and Wireless access point		380	D-Link 300Mbit 4 port 3 Antenna (DIR855)
16	3-leg Screen h-pec TS84M	2	480	H-PEC TS84M
17	Blu-ray Player	1	1,100	Yamaha BD-S1900
18	DVD Movie Camera	1	1,550	HDR-XR520E

(3) その他

1	7-seatcar	1	28,500	Toyota Fortuna 2354cc Silver
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8. 研修等の記録

研修等の記録

ワークショップ

テーマ	年月日	場所	備考
環境面での持続可能運輸計画 戦略政策	2009年6月8日		
技術的ガイダンス	2009年10月～12月		
第1次マニュアル案提示・討議	2010年5月15～25日		
方針説明	2010年4月26日		
第2次マニュアル案提示・討議	2010年5月27～28日		
ケーススタディ説明	2010年4月	Hai Doung	
都市計画管理	2011年11月1日		
拡大ワークショップ	2011年11月9日		
STRADA	2011年11月23日		
ケーススタディ最終説明	2011年12月26日	Hai Doung	
(予定)	(2012年5月)		

試行研修

第1回	2011年12月13-21日		発表8名 参加30名
第2回(予定)	(2012年5月)		

本邦研修

第1回	2010年3月30日～4月7日		参加7名
第2回	2010年7月27日～8月7日		参加10名
第3回	2011年10月1日～14日		参加14名
第4回(予定)	(2012年4月22日～29日)		

課題別研修 都市計画総合

第1回	2009年8月25日～10月16日	Japan	1名
第2回	2010年9月1日～10月23日	Japan	1名
第3回	2011年8月30日～10月22日	Japan	1名

課題別研修 国土・地域開発政策

	2011年9月6日～10月22日	Japan	1名
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第三国研修

EAROPH 会議での発表	2010年10月30日～11月6日	Australia	1名
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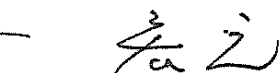
MINUTES OF MEETINGS
BETWEEN
THE VIETNAM INSTITUTE FOR ARCHITECTURE, URBAN AND RURAL PLANNING,
THE MINISTRY OF CONSTRUCTION
AND
THE JAPAN INTERNATIONAL COOPERATION AGENCY
FOR
THE URBAN PLANNING FORMULATION AND MANAGEMENT CAPACITY
DEVELOPMENT PROJECT
IN THE SOCIALIST REPUBLIC OF VIETNAM

The Japanese Terminal Evaluation Team (hereinafter referred to as "the Team") organized by Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Mr. Hiroyuki HAYASHI, visited the Socialist Republic of Vietnam from the 25th March to 7th April, 2012 for the purpose of conducting terminal evaluation of The Urban Planning Formulation and Management Capacity Development Project (hereinafter referred to as "the Project").

During its stay in the Socialist Republic of Vietnam, the Team had a series of discussions and exchanged views with people and organizations concerned, in order to jointly evaluate the achievement of the Project.

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

Hanoi, April 6, 2012



Hiroyuki Hayashi
Leader of Terminal Evaluation Team
Japan International Cooperation Agency
Japan



Ngo Trung Hai
General Director
Vietnam Institute for Architecture, Urban
and Rural Planning
CUPCUP Project Director
Ministry of Construction
Vietnam

Attached Documents

Main points discussed

(1) Joint Evaluation Report

The attached Joint Evaluation Report was submitted to Joint Coordinating Committee (hereinafter referred to as "JCC").

Both Japanese experts and VIAP should do the best to submit a report of Case Study of Hai Doung city and Urban planning formulation manual to JCC members in April for further comments to finalize the Project outputs within the Project Period.

(2) Urban Planning Training Center

VIAP explained to Japanese side that Training and International Cooperation Center was originally established on April 2, 2008 based on Decision No. 477/QD-BXD by Minister of Construction. Then VIAP has expanded training function of Training and International Cooperation Center by Decision No.02/QD-VKTQH issued on January 3, 2012. This has solved a pending issue of establishing Vietnamese Urban Planning Training Center which is stipulated in Project Design Matrix (PDM) as Output6. VIAP has provided various training opportunities such as doctorate courses and short-term training courses up to now.

VIAP is confident that its trainers are capable enough to conduct training courses related to new urban planning method nationwide after completion of the Project utilizing the knowledge and experiences accumulated through activities of the Project independently. Furthermore VIAP positively expects funds to implement training activities from its own budget obtained from its revenue in addition to support from donors.

There are Decrees No. 115/2005/ND-CP, dated on 5 September, 2005 and No.96/2010/ND-CP, dated on 20 September, 2010 by which the Vietnamese government urges all autonomous organizations to be financially independent from the state after December 2013.

Japanese side has renewed its understanding for training function of VIAP and basically recognized these facts verifying them as a certain proof of the Project sustainability. This view was reflected to Terminal Evaluation as well. However, Japanese side strongly suggested that VIAP should prepare a more detailed business plan for training activities which shows breakdown of cost, allocation of staffs and lecturers, training program, target cities, operation schedule, etc. including a financial prospect for entire operation.

VIAP understood and agreed the importance of such detailed business plan and expressed its will to prepare it.

(3) Request of further support to VIAP

VIAP requested Japanese side to consider a follow-up project to grant funds for ten (10) training courses after the completion of Project.

Japanese side answered that the followings should be confirmed to examine the possibility of the "JICA follow-up cooperation" scheme.

- A convincing detailed business plan is well developed.
- Ministry of Construction authorizes VIAP Training and International Cooperation Center's road map.
- A package of training contents including Urban planning formulation manual, curricula and syllabuses, other

related manuals and materials is made ready for actual training course.

ANNEX I Joint Terminal Evaluation Report

②

Signature

JOINT TERMINAL EVALUATION REPORT

ON

**THE URBAN PLANNING FORMULATION AND MANAGEMENT
CAPACITY DEVELOPMENT PROJECT**

IN THE SOCIALIST REPUBLIC OF VIETNAM

Hanoi, April 5, 2012



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Abbreviations

GIS	Geographic Information System
HIS	Household Interview Survey
JCC	Joint Coordinating Committee
JET	Japanese Expert Team
JICA	Japan International Cooperation Agency
MOC	Ministry of Construction
PDM	Project Design Matrix
R/D	Record of Discussions
TOT	Training of Trainers
VIAP	Vietnam Institute for Architecture, Urban and Rural Planning
VUPTC	Vietnam Urban Planning Training Center

1. Outline of the Terminal Evaluation

1-1. Background & Objective of the Evaluation

This terminal evaluation study was executed to analyze the achievement degree of the Project purpose and the Outputs, to confirm the subject to be done in the remained project period and find out recommendations and suggestions for the future activities.

1-2. Members of the Team

Mr. Hiroyuki HAYASHI	Team Leader	JICA
Mr. Naofumi TAKEUCHI	Urban Planning System	Organization for Promoting Urban Development
Mr. Koki KANEDA	Evaluation Analysis	Pegasus Engineering Co.
Ms. Reiko FUNABA	Cooperation Planning	JICA

1-3. Time Schedule

Evaluation was conducted from March 25 to April 7, 2012. See Annex 1.

1-4. Interviewed Personnel

See Annex 2.



2. Outline of the Project

2-1. Background of the Project

The major cities in Socialist Republic of Vietnam has been rapidly urbanizing due to the progress of strong economic growth and rapid motorization. Rapid population flow from rural area caused overt urban issues, such as, shortage of housings, increasing of irregular construction, traffic jam, shortage of water supply, environmental deterioration etc. Further economic development in future might accelerate such issues not only in big cities but also in medium or small cities. Therefore, the necessity of appropriate urban planning and the management are strongly requested now.

Vietnamese Government has issued “Construction Law” in 2004 to designate the Urban Planning (Space Planning) as the role of local Peoples Committee¹ to promote the decentralization. Vietnamese Government has also issued the new “Urban Planning Law” in Jan 2010 by integrating the existing regulations and adding new articles to forward these political movements.

In order to attend to and prepare for the impact of urbanization, JICA has provided technical assistance to Vietnam through a series of urban planning projects, namely:

- (i) “The Comprehensive Urban Development Programme in Hanoi Capital City” (HAIDEP) in 2004–2007;
- (ii) “The Study on the Urban Transport Master Plan and Feasibility Study in HCM Metropolitan Area” (HOUTRANS) in 2002–2004; and
- (iii) “The Study on Integrated Development Strategy for Danang City and its Neighboring Area” (DaCRISS).

Vietnamese side had much interest in the process and outputs of these studies, and recognized the necessity of introduction of scientific tool and methodology for urban planning formulation based on the actual data. Thus MOC requested to Japan a technical cooperation project to strengthen the capacity of the officers of local government in charge of urban planning by developing practical manuals and establishing training course for them. VIAP was nominated as the counterpart of the Project.

2-2. Framework of the Project

See Annex 3.

3. Methodology of evaluation

3-1. Questionnaires, necessary data and evaluation indicators

The following Joint Evaluation members were appointed by MOC and this evaluation

¹ Article 19–20, and Article 41–46

report was formulated in consultation with those members based on the findings of the Team:

Mme. Le Thi Bich Thuan	Deputy General Director, Vietnam Institute for Architecture, Urban and Rural Planning
Ms. Nguyen Lan Phuong	Deputy Director, Center for Training & International Cooperation Vietnam Institute for Architecture, Urban and Rural Planning
Mr. Nguyen Trung Dung	Director, Center for Training & International Cooperation for Vietnam Institute for Architecture, Urban and Rural Planning
Ms. Nguyen Thuy Dung	Deputy Director, Center for Training & International Cooperation Vietnam Institute for Architecture, Urban and Rural Planning
Ms. Nguyen Phuong Loan	Head of Organization and Personnel Division, Vietnam Institute for Architecture, Urban and Rural Planning
Ms. Do Nguyet Anh	Expert, International Cooperation Department, Ministry of Construction

The Team reviewed the achievement of the Inputs, Activities, Outputs, and Project purpose and evaluated progress, using the five evaluation criteria explained below.

(1) Relevance	Relevance of the project is reviewed by the validity of the project purpose and overall goal in connection with the government development policy and the needs of the target group and/or ultimate beneficiaries.
(2) Effectiveness	Effectiveness is assessed to what extent the project has achieved the project purpose, clarifying the relationship between the project purpose and the outputs.
(3) Efficiency	Efficiency of the project implementation is analyzed with emphasis on the relationship between outputs and inputs in terms of timing, quality and quantity.
(4) Impact	Impact of the project is assessed in terms of positive/negative, and intended/unintended influence caused by the project.
(5) Sustainability	Sustainability of the project is assessed in terms of institutional, financial and technical aspects by examining the extent to which the achievement of the project will be sustained after the project is completed.

3-2. Data collection methods

The following sources of information were used in the review.

- (1) Documents related to the Project

- (2) Answers for the questionnaire
- (3) Record of Inputs from both sides and Activities of the Project
- (4) Interviews with the Project counterpart personnel, Japanese experts, and personnel in related organizations
- (5) Direct observations

3-2-3 PDM for evaluation

Revised PDM in September 2011 is used as the PDM for the Evaluation (PDMe).

4. Achievement and Current status of the Project

4-1. Record of Inputs

4-1-1. Inputs from Japanese side

The following inputs are made from Japanese side along with the plan stated in the Record of Discussions (R/D).

(1) Dispatch of Japanese Expert

Records of dispatched Japanese experts are summarized in Table 2-1. The details are shown in Annex 5.

Table 2-1 Summary of dispatch of Japanese Experts (as of March 31, 2012)

	1st Year	2nd Year	3rd Year	Total
Chief Adviser/ Urban and Regional Planning	4.30	3.37	1.80	9.47
Short Term Experts	38.80	31.93	19.03	89.76
Consultant subtotal	43.10	35.30	20.83	99.23
Long Term Expert (Urban Planning System and Management)	8.00	11.00	10.00	29.00
Short Term Experts from Ministry of Land, Transport, Infrastructure and Tourism, City of Kobe and Gifu	.	.	0.80	0.80
Total	51.10	46.30	31.63	129.03

Source: JET

(2) Equipment

Equipment for the project office room and the training room was provided in the first year and the second year respectively. The total amount is worth US\$ 163,917. The details are shown in Annex 6.

(3) Study Tour/Training in Japan

Study tour/Training in Japan was conducted 3 times with a total of 31 participants as summarized in Table 2-2. The fourth Study Tour in Japan is planned in April 2012.

Table 2-2 Status of Training in Japan

	Duration	Participants
1st Year	30 March –7 April, 2010	7 persons
2nd Year	27 July – 7 August, 2010	10 persons
3rd Year	01 October 14 – October 2011	14 persons
Final	Scheduled in April 2012	(10 persons)
Total		31 persons

Following overseas training were conducted out of above training:

- 3 counterpart personnel participated in Comprehensive Urban Planning training course in 2010 and 2011 in Japan. 1 counterpart personnel participated in Regional and National Development training course in 2011 in Japan.
- Overseas training was conducted in Australia to participate in EAROPH seminar as a speaker with participation of 1 counterpart personnel in 2010.

(4) Local cost sharing for the case study and training courses

Procured local consultants and other services are summarized in Table 2-3. Local cost for trainings and case study other than the ones listed in Table 2-3 is a total JPY 30,975 thousand.

Table 2-3 Local Consultants and Services Procurement (up to Mar 31, 2012)

Year	Type of Service	MM	Total(MM)	Total	
Direct Employee	1st Year	Secretary/Interpreter	17.7	151.4	
		Local Expert	20.8		
	2nd Year	Secretary/Interpreter	21.9		
		Local Expert	59.1		
	3rd Year	Secretary/Interpreter	12.8		
		Local Expert	19.1		
Out sourcing survey	1st Year	Basic information collection	39.2	131.6	283.0
	2nd Year	Formulation of base map	6.0		
		Surveys for case study	24.0		
		Household interview survey (HIS)	59.4		
		Visual records, pictures, CD-ROMs	3.0		
	3rd Year	House Interview survey in Model City	-		
		Traffic Survey in Model City	-		
		Preparation of Video Recording	-		
		Opening of Exhibition	-		

4-1-2. Inputs from Vietnamese side

(1) Counterpart Personnel

1st Year	Counterpart personnel were assigned corresponding to each Japanese expert. However the delay of administrative procedure at Vietnamese side influenced to the total progress of the Project
2nd Year	<u>August 2010</u> 22 members of Case Study Team and 23 members of Urban planning Manual team were assigned
	<u>September 2010</u> Management Board for case study of Hai Duong was established with 13 members
3rd Year	Member of Case Study Team and Manual Team have participated in the Project activities in full address. The activities have been executing by the pair of JET members.

(2) Office Spaces

At the beginning of the Project, VIAP offered an office space in VIAP' no.2 office, 389 Doi Can, Hanoi. Later, office space was moved next to VIAP's no.1 office (Room No.304, No.10 Hoa Lu Street, Hanoi) in November 2009 in the first year.

(3) Preparation of training room

Preparation of setting up the training room and installation of provided equipment was finalized up to the end of 2010.

4-2. Activities implemented

The records of the Project activities implementation are summarized in Table 2-4~2-9.

4-2-1. Output1

Table 2-4 Records of activities for the achievement of Output 1

Output 1: 【To develop urban planning formulation manual】		
Activities		Records
1.1 To analyze present situation and issues in the urban	1st Year	Situation analysis on urban planning in Vietnam including interviews and field visits based on the comparison with other countries from March to December, 2009. Review of existing documents related to urban planning was conducted.
	2009.03 2010.06	

planning field		The Project was suspended between July and October due to the delay of administrative procedure at Vietnamese side, and restarted from November to commence the preparation of draft manual.
1.2 To improve urban planning method		Structure of the manual was proposed in February, 2010.
1.3 To develop a draft urban planning formulation manual		9-days workshop on draft manual was held in March 2010. A set of the first draft manual composed of main manuals and supporting 16 manuals was submitted in May 2010 for comments.
	2nd Year	Revision of Draft manuals was started based on the practices obtained from the case study.
1.4 To formulate the final urban planning formulation manual, by the review through a case study in Activity 2	3rd Year 2011.06 2012.05	Restructuring of manual was executed to be a set which is composed of main manuals and supporting 7 sub-manuals in October 2011. General Plan manual was revised to be used in the 1st trial training from October to December 2011. Revision works started by both VIAP and JET from January 2012. Finalization of manual is expected in May 2012.

4-2-2. Output2

Table 2-5 Records of activities for the achievement of Output 2

Output 2: 【To conduct a case study of a selected province/city】		
Activities		Records
2.2 To select a province/city for the case study	2nd Year	Decision No.765/QDBXD on selection of Hai Duong City as a case study city was made by Minister of Construction on 3 August, 2010. Case Study Team of VIAP, Management Board for case study and Expert Team were established.
2.1 To formulate the detailed scope of work of the case study	2010.07 2011.05	Work plan for case study was discussed and agreed upon between VIAP and JET in August, 2010. It was explained in Hai Duong in September, 2010. Kick-off meeting of case study was held in September, 2010. Technical Guidance/workshops of each sector were conducted from October to December, 2010. Household interview survey (HIS) was carried out from

Seifoum

		<p>November to December, 2010, collecting answer sheets from more than 2,000 households.</p> <p>Revised draft work plans were submitted in December, 2010 and January 2011 for approval by JCC.</p> <p>Commune survey and traffic survey were conducted from January to March, 2011.</p> <p>Situation analysis reports were developed in April, 2011.</p> <p>Workshop for developing vision was held in late April, 2011.</p> <p>Sector Plans were prepared.</p>
2.3 To formulate a regional construction master plan, a construction master plan and a construction detailed plan of the selected province/city, using the draft urban planning manual in Activity 1.3	3rd Year 2011.06 2012.05	<p>Case study results were presented at workshop at Hai Duong City in August 2011.</p> <p>Case study Report was summarized in Draft Report in December 2011.</p> <p>Final workshop was executed at Hai Duong City in December 2011.</p> <p>Finalization of report is expected in May 2012.</p>

4-2-3. Output3

Table 2-6 Records of activities for the achievement of Output 3

Output 3: 【To develop trainers】		
Activities		Records
3.1 To develop curriculum/syllabuses, training materials for trainers	1st Year 2009.03 2010.06	Existing training courses in Vietnam and in other countries were reviewed from March to September, 2009.
3.2 To conduct trainers' training (in Vietnam and in Japan)		Candidate for the trainers are selected according to the Decision No.213 dated June 18, 2009. Draft training materials (presentations) were developed based on the draft manual from March to May, 2010.

		Study tour in Japan was conducted from March 30 to April 7, 2010.
3.3 To conduct On-the-Job Training (OJT) for the trainers through the case study in Activity2	2nd Year 2010.07 2011.05	OJT through the case study was executed for the candidate of trainers of VIAP. Candidates of Trainers prepared the survey of House Interview, Traffic volume and Landscaping, and managed the actual survey. Study tour in Japan was conducted from 27 July to 7 August 2010.
	3rd Year 2011.06 2012.05	Trainings of each sector were executed by JET. OJT through the case study was executed for the candidate of trainers of VIAP. Study tour in Japan was conducted from 1 to 14 October 2011. Trainings of each sector are planned in April and May 2012 prior to the 2nd trial training. Study tour in Japan is expected in April 2012.

4-2-4. Output4

Table 2-7 Records of activities for the achievement of Output 4

Output 4: 【To establish training courses】		
Activities		Records
4.1 To develop curriculum/syllabuses, training materials, and implementation manual	2nd Year 2010.07 2011.05	Training needs assessment was conducted from March to April, 2011.
4.2 To conduct the trial training courses (two times) 4.3 To establish training courses, based on the result of the trial training courses	3rd Year 2011.06 2012.05	Tentative Curriculum and Training Materials for the 1st trial training were prepared in December 2011. Curriculum, Training Materials and manuals were revised in March 2012 based on the results of the 1st trial training. The contents of Training Course will be finalized referring to the results of the 2nd trial training.

4-2-5. Output 5

Table 2-8 Records of activities for the achievement of Output 5

Output 5: 【To propose new urban planning management tools】		
Activities		Records
5.1 To study the improvement of urban planning management	1st Year 2009.03 2010.06	Study and analysis of urban planning management in Vietnam were conducted.
5.2 To study Japanese urban planning system	2nd Year 2010.07 2011.05	Japanese urban planning system was introduced in the study tour in Japan, seminars, workshops and technical guidance. A survey of urban planning management in Hai Duong city was executed and issues on approval, implementation and management of urban planning projects were analyzed from January to May 2011.
5.3 To propose new urban planning management tools	3rd Year 2011.06 2012.05	<p>Possibility of applying the following items is being studied from February to May 2012.</p> <ul style="list-style-type: none"> · Operational status of the systems of the approval of urban development projects (case study) · Tools on Urban re- development in Vietnam and the example · Systems of Land Zoning in Japan <p>Final urban planning management tools are under preparation.</p>

4-2-6. Output6

Table 2-9 Records of activities for the achievement of Output 6

Output 6: 【To establish the Vietnam Urban Planning Training Center under VIAP】		
Activities		Records
	1st Year	Candidates of the trainers are selected based on Decision No.213/QD-VKTQH dated June 18, 2009.
6.1 To assign necessary staff for training courses	2nd Year 2010.07 	Urban planning manual team and Case Study Team members were selected as possible candidates of trainer. Assessment of training needs was executed from April to May 2011.
6.2 To install facilities and equipment for	2011.05	Training room was renovated and equipment was installed in April, 2011.

the Vietnam Urban Planning Training Center		
6.3 To establish the organization of the Vietnam Urban Planning Training Center	3rd Year 2011.06 2012.05	VIAP issued decision No.02/QD-VKTQH on 3 January 2012 to enhance its training function of the Center for Training & International Cooperation.

4-3. Achievement of Outputs

The achievements situations of Outputs are summarized in Table 2-10 to Table 2-15.

Table 2-10 Achievement of Output 1.

Output 1 : 【Urban planning formulation manual is developed】	
Indicators	Achievements situation
Urban planning formulation manual	The urban planning formulation manuals are in finalizing stage under the cooperation with M/T. The manuals are expected to be completed by May 2012. Intensive works are required for finalization of manuals within the Project period.

Table 2-11 Achievements of Output 2

Output 2: 【Urban master plans for a selected province/city are formulated as a case study.】	
Indicators	Achievements situation
Urban master plans formulated for a selected province/city Lessons from the case study are extracted	<p>Selection of Hai Duong city as the case study area and the adopted methodology are appreciated by all persons related to the Project. Based on the results of the study of existing situation, future vision and strategy were presented in a workshop in Hai Duong in April, 2011.</p> <p>Urban planning formulation manuals is being revised referring to the results of C/S. The revised manuals will be used in the 2nd trial training in May 2012.</p> <p>The objective of the case study is a trial application of the draft manuals, and this has been achieved through the clarification and the revision of contents of the draft manuals. Therefore, Output 2 can be said as being achieved.</p>

Table 2-12 Achievements of Output 3

Output 3: 【Trainers are developed.】	
Indicators	Achievements situation
Appropriate number of trainers developed through the Project (Appropriate numbers will be decided in the implementation plan for the training courses)	<p>Achievement degree of Output 3 is difficult to verify quantitatively since the target number of TOT has not been set clearly. Though candidates of trainers have developed their capacity through OJT, workshops and seminars on specific themes in the case study and manual revision task.</p> <p>Official nomination of trainers will be done when preparation for the full-scale training activities are started based on Decision 213 /QD-VKTQH dated June 18, 2009 and the experience of trial trainings.</p>

Table 2-13 Achievements of Output 4

Output 4: 【Training courses are established.】	
Indicators	Achievements situation
Curriculums/syllabuses, training materials, implementation manual for full-scale training courses	<p>Training materials and implementation manuals will be developed based on the revised urban planning manuals by May 2012. VIAP is required to pay more effort to prepare materials and handbooks for the full-scale training referring to</p>

	<p>trial trainings.</p> <p>Output 4 can be said as almost achieved as trial base.</p>
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Table 2-14 Achievements of Output 5

Output 5: 【Proposals are made for new urban planning management tools.】	
Indicators	Achievements situation
Report on proposals for improvement of urban planning management	Proposals on tools for urban planning management (Urban Planning management Tools) is under preparation in accordance with the preparation of final version of manuals. If urban planning management tools are successfully integrated into manuals with plain and practical proposal, Output5 will be achieved.

Table 2-15 Achievements of Output 6

Output 6: 【The Vietnam Urban Planning Training Center is established under VIAP.】	
Indicators	Achievements situation
Establishment of Vietnam Urban Planning Training Center with necessary staff	<p>Urban Planning Training Center has achieved from organizational aspect by reorganizing existing Center for Training & International Cooperation.</p> <p>Output 6 will be achieved if VIAP promotes its activities toward actual implementation of full-scale training with allocation of necessary staffs and budget.</p>

4-4. Achievement of Project purpose

The situation towards achievements of Project purpose is summarized in Table 2-16.

Table 2-16 Achievements of Project purpose

Project purpose: 【The Vietnam Urban Planning Training Center under VIAP is capable to conduct training courses for urban planning formulation and management, based on the improved urban planning method.】	
Indicators	Achievements
1 Implementation plan for training courses with necessary budget allocation	Although a decision has been made by VIAP to implement training activities under Center for Training & International Cooperation under VIAP, they still needs to develop an execution plan including budgetary plan in more detailed way.
2 Establishment of training system with proper trainers, training room(s) with	<p>Preparation of training room has been completed with necessary equipment installation. Preparation of training materials and development of training course is now on going.</p> <p>It is necessary for VIAP to make the contents of plan of the</p>

necessary facilities/equipment, and materials for training courses	training center clearer in early occasion.
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4-5. Prospect of achieving Overall Goal

The situation related to the achievement of Overall Goal is summarized in Table 2-17.

Table 2-17 Situation related to Overall Goal

Overall Goal: 【With the support of the Vietnam Urban Planning Training Center, local government officers of major medium-sized cities acquire knowledge on new urban planning formulation methodology.】	
Indicators	Situation
1 More than 150 participants received certificate of training courses of Vietnamese Urban Planning Training Center.	There is little actual result to certify realization of indicators of Overall Goal so far. However, the Project has paved the way for VIAP to implement the training courses in terms of technical aspects.

4-6. Implementation Process

The Project started in March 2009 then met a suspension period between July and November 2009 due to the delay of administrative procedures at Vietnamese side as mentioned in the mid-term review report. Another reason for the suspension may be the lack of mutual understanding for the execution process because there had been no project of this kind in the past. Dedicated attitude of both sides has contributed to implement the Project activities, and it is considered that the project can be finalized within the period.

5. Evaluation

Following items shall be finalized within the forth 2 months :

	Japanese side	Vietnamese side
Final case study report	△	○
Final Urban planning formulation manuals	○	○
Teaching materials for the Trainers	○	○
Proposal for Urban Planning Management Tool	○	
Teaching materials for the Training	○	○
Syllabus for the Trial Training in May	○	○
2nd Trial Training in May 2012	○	○
Final Report	○	
Preparation of training activities under VIAP's Training Center		○
Exhibition and seminar	○	○

JET explains that the Urban planning formulation manuals are now in the finalization stage under cooperation works by both sides as the most important activity, and other items will be achieved accordingly by utilizing the manuals' contents. Still, considerable efforts by both sides are expected to accelerate the project activities considering the remaining project period.

The result of evaluation by five criteria is summarized below.

5-1. Evaluation by five criteria

5-1-1. Relevance

Considering the factors mentioned below, it is reasonable to conclude that the Project remains still relevant.

- In the draft of the 9th social economic five year development plan of Vietnam, urban development, traffic network construction and infrastructure system development necessary for modern society are positioned to be one of the focus areas.
- Japanese Government aid policy has not been changed since the preliminary project evaluation.
- Trend of rapid urbanization and expansion of medium size local cities remain the same or rather accelerated since the preliminary evaluation was conducted.
- The enactment of the new Urban Planning Law indicates the surge of recognition on the importance of urban planning.

- Vietnam is in the transition period from planned economy system to market economy system and urban planners are becoming aware of the limitation of the conventional urban planning methodology under planned economy. New and scientific planning approach adopted in this Project is highly recognized by most of the counterparts involved in this Project due to its awareness raising effect on the importance of planning based on reliable data.

5-1-2. Effectiveness

Effectiveness can be verified as relatively good in terms of achieving the Outputs.

- It is expected that Output1 to Output5 are likely to be achieved at the end of the Project.
- Regarding Output6, decision No.02/QD-VKTQH has been issued in January 2012 to enhance the training function of existing department of VIAP. This has naturally led to achieving Output6 instead of establishing a new organization as VUPTC.
- It can be said that the basic idea and the techniques necessary for implementing training courses for local government officers are transferred firmly to VIAP through preparation of urban planning formulation manuals, training materials, syllabus or curricula, and implementation of trial training itself.
- Causal relationship between Outputs and Project purpose is high.

5-1-3. Efficiency

The team found that the efficiency of the Project is relatively good with the following reasons.

- All the equipment installed in the No.1 training room located in the 3rd floor of the VIAP building was installed in a proper manner and in good condition.
- Case study has put significant impact on the counterparts who were involved in. Especially for utilizations of GIS and other applications, which are objectives of technical transfer, are highly evaluated by the counterparts who participated related trainings.
- Study tours/trainings in Japan also had strong impact on the participants, and as a consequence, the importance of urban planning management has become recognized more than ever.
- However, due to late start-up of the Project, operation of the Project suffered from delay.
- Vietnamese side pointed out that short assignment and inappropriate timing of dispatch of Japanese experts put extra burden of schedule coordination. This point still remains as an issue.

5-1-4. Impact

The team found that VIAP has enough capability to implement more activities for achieving Overall Goals.

- Positive impact observed is raising awareness on the difficulty of adopting current urban planning regulatory framework into real urban space.
- In particular, one of the large positive impact is that one of the external conditions to achieve the Overall Goal, “local government officers of major medium-sized cities acquire knowledge on new urban planning formulation methodology” is being facilitated by achievement of Output 5 “Proposals are made for new urban planning management tools”.
- Negative impact has not been observed.

5-1-5. Sustainability

Sustainability is verified as relatively good with the following reasons.

- In terms of policy aspect, VIAP has strongly committed to implement the training courses to local government officers after completion of the Project based on the decision No.02/QD-VKTQH.
- The training curricula, syllabus and other materials, which are Outputs of technical transfer of the Project, will be utilized in the training courses for local government officers in the Center for Training & International Cooperation stipulated the above mentioned decision.
- Urban planning formulation manual is being revised to be suited to Vietnamese situation. This revision is being done by joint work of VIAP and JET. VIAP has acquired knowledge and technology that can be utilized for future revision according to the variations of training courses.
- When VIAP offers consultation works to local governments in connection with urban planning, they will try to adopt the new methodology which has been transferred by the Project as much as possible. The methodology will be spread out to local government officers.
- VIAP is a public, scientific and technological organization which is capable to generate income. It will be possible for VIAP to allocate necessary budget and staffs to implement training courses after establishing a certain business model. Obtaining subsidies from relevant Ministries and/or organizations may further secure the sustainability in financial aspect.

5-2. Factors that contribute and constrained the effects of the Project

5-2-1. Contributing factors

Four major points below are identified as factors contributing to the achievement of the Project purposes and the Outputs.

- Devoting attitude and strong commitment of counterparts and Japanese experts.
- Strong commitment and contribution by Hai Duong Province/City to the case study has brought reality from the ground into urban planning and created momentum for improving urban planning formulation and management.
- Continuous efforts made by the both sides for the better coordination and the smooth implementation of the Project.
- Practical and scientific approaches, such as HIS and GIS etc., are adopted.

5-2-2. Constraining factors

Difficulty in establishing common base of understanding stems from the difference of underlying logic of urban planning and terminology.

- Difficulty in obtaining information, data and maps.
- Language barrier put more constraints to coordinate and allocate interpreter appropriately.

5-3. Conclusions

After the mid-term review, activities of the Project, such as development of Urban planning formulation manual in association with the finalization of case study, implementation of pilot training based on outputs of aforementioned manual and study, are accelerated. The team evaluated that it is one of the significant results for VIAP to become deeply aware of importance of modern urban planning methods and also be able to accumulate/extend knowledge about practical approaches/operations for urban planning methods.

Although the Project purpose is likely to be achieved in May 2012 as planned, VIAP needs to maintain or even to expand the training capability with continuous effort.

6. Recommendations and lessons learned

6-1 Recommendations

<Measures to be taken by the end of the Project>

(1) Finalization of Urban planning manual

The draft of Urban planning manual prepared in the first year is being revised into more concrete and practical one through the cooperation among JET, Manual Team, and Case Study Team based on the knowledge and experience obtained from case study.

To finalize this draft of Urban planning manual is the important and essential issue with the best effort of both Vietnamese and Japanese sides within the remaining Project period.

(2) Finalization of trial training

Finalization of trial training can be said as important as well. It is indispensable task to be done within the Project period in order to obtain the insights for actual training courses.

(3) Plan of Urban Planning Training Center

A plan about the Urban Planning Training Center is required to be submitted to JICA on its organization, budget, curricula and syllabus etc.

<Measures to be taken after the completion of the Project>

(4) Development of business plan for Urban Planning Training Center

Though Center for Training & International Cooperation has enlarged its function to provide training courses to local government officers on urban planning, the business plan of training activities by Urban Planning Training Center still needs to be developed well.

(5) Equipment

The equipment procured by JICA should be managed and utilized properly even after the Project like VIAP does currently.

6-2 Lessons learnt

(1) Notable points in the future projects implemented in Vietnam

It took time to get approval of the Project from Vietnamese government. As a result, this affected significantly to the Project start, progress, and input from Japanese side, i.e. dispatch schedule of JET.

It is recommended that R/D should mention clearly such administrative issues of the counterpart agencies in Vietnam after sufficient consultation through implementation of the detailed planning survey before the start of projects.

It might be worth considering dispatch of JICA long-term expert(s) for further confirmation of the needs and issues of counterpart agencies or country prior to dispatch of consultant expert team in order to avoid significant delay that might be caused by mismatch of project framework to the Vietnamese actual situation.

(2) Verification of the system based on the actual situation

Although the training for local government officers is important tool, it is also necessary to verify the system or regulations related to urban planning through actual urban development projects and planning practices targeting actual cities or areas similarly to the case study of Hai Duong. Needless to say, this is for the purpose to facilitate the sound development of local cities of which environment are apt to be influenced by the transition to market economy. Realization of such regulations will lead to further expansion of Outputs of the Project.

Annex 1: Time Schedule of evaluation

Date		Activities
Mar./25	Sun	Arrival of Evaluation Analysis Consultant in Hanoi
26	Mon	Meeting with JICA Interview to JET (2members)
27	Tue	Interview to JET (5 members)
28	Wed	Interview to JET (2 members) Interview to VIAP (3 persons) Interview to Academy of Mangers for Construction and Cities (1 person)
29	Thu	Interview to VIAP (1 person)
30	Fri	Interview to VIAP (1 person) Interview to JET (2 members)
31	Sat	Preparation of Report
Apr./1	Sun	Arrival of otherJapanese members in Hanoi Internal Meeting of Evaluation Team
2	Mon	Meeting with JET Meeting with JICA Vietnam Office
3	Tue	Courtesy Call to General Director of VIAP Meeting with VIAP Joint Evaluation Meeting
4	Wed	Revision of Evaluation Report(Japanese side only) Joint Evaluation Meeting
5	Thu	Joint Evaluation Meeting, Confirmation of MM draft Meeting with Director of Hai Duong Department of Construction Meeting with H.E. Minister of Construction, H.E. Vice Minister of Construction Meeting with JCC Vietnamese members Confirmation of MM
6	Fri	Signing of MM Report to Japanese Embassy Report to JICA Vietnam Office Departure of Team to Japan

(R)

Saito

Annex 2: Major interviewees by the Team

Name	Position/Organization
Madam Le ThiBich Tuan	Vice Director, VIAP
Ms. Nguyen Lan Phuong	Deputy Director of International cooperation, VIAP
Ms. Nguyen XuanHoa	Manual Team
Mr. Vu Ngoc Tuan	Case Study Team
Ms.M.Eng Pham ThiHueLinh	Construction Planning Center 4
Dr. Pham Van Bo	AMC Vice President
Dr. Nguyen TienHoa	Director of Hai Duong Department of Construction
Mr. Iwata Shizuo	Chief Adviser (JET)
Mr. Ochi Takeo	Long-TermExpert JICA Senior Adviser
Mr. Joel Cruz	GIS Expert(JET)
Mr. Shimizu Fumio	Urban Design Landscape(JET)
Mr. Ishiya Masayuki	Traffic Demand analysis(JET)
Mr. Ozawa Kunihiro	Urban Planning management(JET)
Mr. Matsui Minoru	Technical Infrastructure Planning(JET)
Ms. Maria Olivia C Fillone	Training Specialist(JET)
Ms.Abe Tomoko	Social Survey(JET)
Ms. Okazawa Yuko	Manual Formulation(JET)
Mr. Kubo Yoshitomo	JICA Vietnam Office
Ms. Dao To Cam	JICA Vietnam Office



Annex 3: PDM

Project Title: Urban Planning Formulation and Management Capacity Development Project
 Period: 2009 – 2012
 Target Area: Whole country
 Target Group: Ministry of Construction, Vietnam Institute for Architecture, Urban and Rural Planning (VIAP), Local Governments' staff in charge of urban planning

Narrative summary	Objective verifiable indicators	Means of verification	Important assumptions
<p>Overall Goal With the support of the Vietnam Urban Planning Training Center, local government officers of major medium-sized cities acquire knowledge on new urban planning formulation methodology.</p>	<ul style="list-style-type: none"> • More than 150 participants received certificate of training courses of Vietnam Urban Planning Training Center 	<ul style="list-style-type: none"> • Certificate of training courses 	<ul style="list-style-type: none"> • Local Governments improve their organizations in charge of urban planning, and strengthen coordination among related organizations. • Regulations related to urban planning management are improved, and the training courses are also improved in accordance with the regulations.
<p>Project purpose The Vietnam Urban Planning Training Center under VIAP is capable to conduct training courses for urban planning method.</p>	<ul style="list-style-type: none"> • An implementation plan on training courses with necessary budget allocation • Establishment of a training system with proper trainers, training rooms with necessary facilities/equipment, and materials for training courses 	<ul style="list-style-type: none"> • Implementation plan for training courses • Project report 	<ul style="list-style-type: none"> • The Vietnam Urban Planning Training Center conducts training continuously • Local governments dispatch their personnel to participate in the training courses of the Vietnam Urban Planning Training center.

Narrative summary	Objective verifiable indicators	Means of verification	Important assumptions
Output 1. Urban planning formulation manual is developed	<ul style="list-style-type: none"> Urban planning formulation manual is developed based on the experiences and lessons of the case study. 	<ul style="list-style-type: none"> Project report Urban planning formulation manual 	<ul style="list-style-type: none"> The Vietnam side allocate budget necessary for conducting training courses continuously Trainers developed though the project work for the training courses continuously
2. Urban master plans for a selected city are formulated as a case study.	<ul style="list-style-type: none"> Urban master plans (a general plan) is formulated for a selected city Lessons from the case study are extracted. 	<ul style="list-style-type: none"> A general plan of a selected city Case study progress report including records of its formulation process 	
3. Trainers are developed	<ul style="list-style-type: none"> The appropriate number of trainers is developed through the project. (Appropriate number will be decided in the implementation plan for the training courses) 	<ul style="list-style-type: none"> Official decision by VIAP on assignment of the trainers Record of trainers' training 	
4. Training courses are established	<ul style="list-style-type: none"> Curriculums/syllabuses, training materials, implementation manual for the training courses are developed based on the experience of trial training courses 	<ul style="list-style-type: none"> Curriculums/syllabuses, training materials, implementation manual for the training courses Report on trial training courses 	
5. Proposals area made for new urban plan management tools.	<ul style="list-style-type: none"> Report on proposals for improvement of urban plan management is developed and submitted to MOC 	<ul style="list-style-type: none"> Report on proposals for improvement of urban plan management system 	
6. The Vietnam Urban Planning Training Center is established under VIAP.	<ul style="list-style-type: none"> Official decision of establishment of Vietnam Urban Planning Training Center with necessary staff Necessary annual budget for operation allocated by MOC/VIAP 	<ul style="list-style-type: none"> Official decision Implementation plan of Vietnam Urban Planning Training Center 	

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<p>Activities</p> <ol style="list-style-type: none"> 1. To develop urban planning formulation manual <ol style="list-style-type: none"> 1.1. To analyze present situation and issues in the urban planning field 1.2. To improve urban planning method 1.3. To develop a draft urban planning formulation manual 1.4. To formulate the final urban planning and management manual, by the review through a case study in Activity 2. 2. To conduct a case study of a selected city <ol style="list-style-type: none"> 2.1. To formulate the detailed scope of work of the case study 2.2. To select a province/city for the case study 2.3. To formulate a general plan of the selected city, using the draft urban planning manual in Activity 1.3 3. To develop trainers <ol style="list-style-type: none"> 3.1. To develop curriculum/syllabuses, training materials for trainers 3.2. To conduct trainers' training (in Vietnam and in Japan) 3.3. To conduct On-the-Job Training (OJT) for the trainers through the case study in Activity 2 4. To establish training courses <ol style="list-style-type: none"> 4.1. To develop curriculums/syllabuses, training materials, and implementation manual according to types of trainees. 4.2. To conduct the trial training courses (two times) 4.3. To establish training courses, based on the result of the trial training courses 5. To propose new urban planning management tools <ol style="list-style-type: none"> 5.1. To study the improvement of urban planning management 5.2. To study Japanese urban planning system 5.3. To propose new urban planning management tools 6. To establish the Vietnam Urban Planning Training Center <ol style="list-style-type: none"> 6.1. To assign necessary staff for training courses 6.2. To install facilities and equipment for the Vietnam Urban Planning Training Center 6.3. To establish the organization of the Vietnam Urban Planning Training Center 	<p>Input <Japanese side></p> <ol style="list-style-type: none"> 1) Dispatch of Japanese experts <ul style="list-style-type: none"> • Chief advisor/Urban planning • Urban planning formulation • Urban planning system/management • Urban planning basic research • Related sector studies • Training planner • Project coordinator 2) Training in Japan 3) Equipment (equipment for training, etc.) 4) Local cost sharing for the case study and training courses <p><Vietnam side></p> <ol style="list-style-type: none"> 1) Personnel Assignment of counterpart personnel (Candidates for trainer, staff in charge of case study, etc.) 2) Local cost 3) Office space with furniture, fee for electricity, telephone, etc. 4) Provision of Vietnam Urban Planning Training Center (facilities, staff) 	<p>Pre-conditions</p> <ul style="list-style-type: none"> • Vietnamese counterpart personnel (including Project Management Unit members) for the Project are properly assigned. • The Vietnamese side allocate necessary budget for the Project. • The Vietnamese side decides the policy of the establishment of Vietnam Urban Planning Training Center. • Local governments selected for a case study cooperate with the Project.
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Annex 4: Evaluation Grid

	Question for Evaluation		Standard - Methods	Necessary Data (Factor Analysis, if necessary)	Source	Means
	Major	Minor Items				
Achievement	11 Achieved Outputs	111 Output1 : Urban Planning Formulation Manual is developed *Reputation of the manual *Items to be improved more	Indicator: Urban planning formulation manual is developed based on the experiences and lessons of the case study	<ol style="list-style-type: none"> 1. Table of Contents of the manuals prepared in May 2010 2. Table of Contents of the final manual improved based on the case study from Sep 2010 3. List of improved items and contents based on the case study from Sep 2010 4. record of the usage of the manual at trial training course 5. List of introduced or improved items through the new urban planning formulation works 	Project Report, ¹ JET, Related Agencies ²	Related Documents Questionnaire Interview
		112 Output2 : Urban master plans for a selected province/city are formulated as a case study. *Reflected Items in the Manual from the Model Formulation Study	Indicator: Urban master plans (a general plan) is formulated for a selected city Indicator: Lessons from the case study are extracted	<ol style="list-style-type: none"> 1. Regulation or law name for the designation and the name of agency issued it. 2. Contents of draft Urban planning shown on the workshop on Apr. 26, 2011 3. Items executed under the urban city planning by the above draft 4. Introduced items to the revision of manual through the works of urban planning formulation 	Project Report, JET, Related Agencies	Related Documents Questionnaire Interview
		113 Output3:Trainers are developed * Standard ability required for the trainers	Indicator: The appropriate number of trainers are developed through the Project (Appropriate numbers will be decided in the implementation plan for the training course)	<ol style="list-style-type: none"> 1. Numbers of trainers developed 2. Numbers and outline of executed training seminar for the trainers 3. Numbers and outline of On the Job Training at the case study of HaiDuong 4. Changing of thinking methodology of trainers 	Project Report, JET, Related Agencies	Related Documents Questionnaire Interview
		114 Output4 : Training courses are established *Items to be improved in future (3 rd years)	Indicator: Curriculums /syllabuses, training materials, implementation manual for the training courses are developed based on the experience of trial training courses	<ol style="list-style-type: none"> 1. Contents of prepared syllabus/curriculums, such as purpose, general plan and training hours 2. Table of Contents of formulation manuals and materials 3. Personnel name of each training course 4. Result of the trial training using the prepared formulation manuals and materials 5. Improved items in the formulation manuals and materials after the trial training 	Project Report, JET, Related Agencies	Related Documents Questionnaire Interview
		115 Output5 : Proposals are made for new urban planning management tools	Indicator: Report on proposals for improvement of urban planning managementis	<ol style="list-style-type: none"> 1. Study report about the analysis of existing urban planning management 2. Contents of new urban planning management tool 3. Studied items for the improvement about urban planning management 	Project Report, JET,	Related Documents Questionnaire

¹Documents related to Project: MoM of JCC, Agreements, Records of Inputs, Project Reports, Project Activity Records

²Related Agencies: MOC, Urban Construction Mangers' Academy, Association of Urban Planning Development, Hanoi Architectural University

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Question for Evaluation		Standard - Methods	Necessary Data (Factor Analysis, if necessary)	Source	Means
Major	Minor Items				
	*Reputation about the proposed tools	developed and submitted to MOC.	4. Introduced items from the Japanese urban planning system 5. Contents of new urban planning management tool finally proposed	C/P, Related Agencies	Interview
	116 Output6 : The Vietnam Urban Planning Training Center is established under VIAP *Request or comment for VUPTC (3 rd years)	Indicator: Official decision of establishment of VUPTC with necessary staff Indicator: Necessary annual budget for operation is allocated by MOC/VIAP	1. Official decision of VUPTC date number 2. Time schedule for the establishment of VUPTC (Plan vs. Actual) 3. Location, Land area, Floor are 4. Installed new facilities and new equipment (by dividing completed & not yet) 5. Names of training course 6. Numbers of trainers designated 7. Numbers of assistant employee 8. Organization chart of VUPTC 9. Table of utilization Situation of the training rooms	Project Report, JET, C/P, Related Agencies	Related Documents Questionnaire Interview
12 Achieved Project Purpose	Project Purpose [VUPTC under VIAP is capable to conduct training courses for urban planning methods.] 121 Possibility or extents of achievement of Project Purpose on considering the achievement ratio of Input, Activities and Output	Indicator: An implementation plan on training courses with necessary budget allocation Indicator: Establishment of training system with proper trainers, training room(s) with necessary facilities/equipment, and materials for training courses	1. Achieved situation of Training course and VUPTC 2. Contents of curriculums and syllabus of training course 3. Breakdown of established budget for VUPTC 4. Contents of Training course 5. Necessary facilities/equipment against each of training course (plan vs. actual) 6. Trainees name and acceptable trainers number of each training courses	Project Report, JET, C/P, Related Agencies	Interview, Related Documents, Questionnaire
	122 Common recognition within project related personnel for the evaluation indicators	Interview	1. Understanding level for each Evaluation Indicators 2. Common recognition level for Evaluation Indicators	Project Report, JET, C/P, Related Agencies	Interview, Related Documents
13 Achieved Overall Goal	Overall Goal [With the support of VUPTC, local government officers of major medium-sized cities acquire knowledge on new urban planning formulation methodology.] 131 Achievement possibility of overall goal within 3-5 years	Indicator: More than 150 participants received certificate of training courses of Vietnam Urban Planning Training Center	1. Record of personnel who completed the training course 2. Contents of activities executed for the capacity building of the officers (such as seminar) 3. Expected years for the grading up of officers' average ability (with reasons) 4. Record of changing of organization for the urban planning section	Project Report, JET, C/P, Related Agencies	Interview, Related Documents, Questionnaire

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	Question for Evaluation		Standard - Methods	Necessary Data (Factor Analysis, if necessary)	Source	Means
	Major	Minor Items				
		after the completion of project				
14 Achieved Inputs	141 Inputs by Vietnam side As planned				Table of Actual Input JET	Related Documents, Interview
	Personnel	Plan vs. Actual	1. C/P number Title (M/T23, C/T22, HaiDong13			
	Project structure		2. Backup system for the project management			
	Facilities	Supplied facilities	3. Supply of project office			
	Equipment	Plan vs. Actual	4. Facilities & equipment, kinds, numbers, timing			
	Cost	Plan vs. Actual	5. Expenditure amount and timing			
	142 Inputs by Japanese side As planned					
	Personnel	Plan vs. Actual	1. Numbers of , JET (Long Term 17.5MM, Short 68.24MM) , 2. MM of local consultants (aspect, period, timing) (219.9MM) , Training Theme, Period, Timing			
	Training in Japan		3. Number, Theme, Number (18persons) , Period, Timing			
	Equipment	Plan vs. Actual	1. Kinds, Spec, Quantities, Timing and cost (US\$ 135,417)			
Local cost	Plan vs. Actual	2. Cost, Timing (JY 30,975,000) ,				
Activity Execution Process	21 activities progress	211 Progress of Activities	Revision of PO& PDM	1. Contents of revision of PDM and Plan of Operation (PO) 2. Activity process 1. planning formulation manuals 2. case study 3. Training of Trainers 4. establishment of training course 5. establishment of VUPTC	Project Report, JET, C/P	Related Documents, Questionnaire Interview
		212 Affected factors against the activities progress, plus and minus		1. Affected factors against the activities progress, plus and minus		
		213 Measures taken on the troubles or against the minus factors		1. Countermeasures taken on troubles and methodology for the solution		
	22 Decision making	221 Decision making Process		4. Decision making Process 2. Utilization of Vietnam resources and Experienced personnel 3. Frequency of JCC (numbers and participants) 4. Other important meeting (numbers and participants)	Project Report, JET, C/P	Related Documents, Questionnaire Interview,
	23 Communication	231 Effective communication in the project and sharing of information		1. Meeting numbers, methods, contents between project members, project-C/P, C/P-C/P 2. Reaction to the revision of Plan of Operation (PO)& PDM 3. Issues on communication and measures taken	Project Report, JET, C/P	Related Documents, Questionnaire, Interview
		232	1. Frequency of communication methods and cooperation contents with	Project Report, JET	Related Documents,	

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Question for Evaluation		Standard • Methods	Necessary Data (Factor Analysis, if necessary)	Source	Means
Major	Minor Items				
	Effective communication between Project-JICA Tokyo office/Vietnam office and relevant donors		JICA office 2. Frequency of communication methods and cooperation contents with other agencies		Questionnaire, Interview
24 Monitoring	241 Periodical monitoring Monitoring Methods		1. Monitoring system 2. Establishment of monitoring system 3. Frequency of executed monitoring	Project Report, JET, C/P	Related Documents, Questionnaire, Interview
	242 Reflection of monitoring results against the project activities		1. Utilization Situation of the monitoring result 2. Sharing methods of the results within the persons related to the project	Project Report, JET, C/P	Related Documents, Questionnaire, Interview
	243 Appropriate revision of PO & PDM based on the Monitoring results		1. History of the revision of Plan of Operation (PO)& PDM (with the reasons) 2. Process of the revisions	Project Report, JET, C/P	Related Documents, Questionnaire, Interview
25 Preconditions	251 Changing of preconditions, effect of the changing and measures for the changing	[C/Passign] [allocate budget] [VUPTCestablish] [case study select]	1. Timing of the nomination of C/P, and the working ratio to the project 2. Changing of project budget 3. Official documents for the decision of VUPTC matters 4. Decision of case study and the follow up for them	Project Report, JET, C/P	Related Documents, Questionnaire, Interview
26 Executing Structure	261 Revision of executing structure during the project period		1. Any revision for the implementation structure 2. Influence (plus / minus) caused by the revision	Project Report, JET, C/P	Related Documents, Questionnaire, Interview
27 Role of each personnel related to Project	271 Clear definition for the Roles of C/P, C/S, M/T Extent of Understanding by each personnel	Judgment of Understanding	1. Roles of C/P, C/S, M/T 2. Extent of Understanding for the roles by each group	Project Report, JET, C/P, C/S, M/T	Related Documents, Questionnaire, Interview
	272 Participation of C/P to the project as planned	Extent of Ownership	1. Situation of C/P activities on project 2. Situation of communication with JET (Activity Report etc.)	Project Report, JET, C/P	Related Documents, Questionnaire, Interview
	273 Transferring of activities from , JET to C/P on the progress of project	Judgment of extent of master	1. Leading personnel of the activities on each step 2. Any issues on the activities leading by C/P	Project Report, JET, C/P	Related Documents, Questionnaire, Interview
28 Cooperation with related agencies	281 Cooperation with other agencies and donors		1. Situation of cooperation with other agencies (separately for each agency)	Project Report, JET, C/P Related Agencies	Related Documents, Questionnaire, Interview

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	Question for Evaluation		Standard · Methods	Necessary Data (Factor Analysis, if necessary)	Source	Means
	Major	Minor Items				
Relevance	31 National policy	311 Accordance of overall goal and project purpose with social development plan		<ol style="list-style-type: none"> The 9th social economic development 5 years plan proposed on Jun 2010 Urban Planning (Space Planning) by Local Peoples Committee Construction Law (2004) New Urban Planning Law (Jan 2010) Other related documents, if any 	5 years plan Construction Law (2004) New Urban Planning Law JICA Study Report Others	Related Documents
		312 Accordance of Project Purpose with the needs of Vietnam and related agencies Request or comment for the formulation of urban planning				Interview, Related Documents
	32 Japanese assistance Policy	321 Accordance with ODA Charter, and JICA assistance plan for the countries		<ol style="list-style-type: none"> Japanese ODA Charter JICA assistance plan for Vietnam (July 2008) 	ODA Scheme JICA assistant plan	Related Documents
	33 Target Group	331 Appropriateness of selection of Target Group		<ol style="list-style-type: none"> Methodology for the selection of TG for the good implementation of project Changing of Needs of TG on the execution of project 	Project Report, JET, C/P	Interview, Related Documents
		332 Appropriateness of selection of Target Area (Whole Country)		<ol style="list-style-type: none"> Reasons on selection of Target Area Confirmation process of potential resources in Target Area 	Project Report, JET, C/P	Interview, Related Documents
	34 Appropriateness of means	341 Appropriateness of Project as the means for promoting Urban Panning Management Capacity Development		<ol style="list-style-type: none"> Appropriateness as the means Situation of utilization of existing knowhow of Japan and Vietnam Selection methods of cooperation way and methodology Any items to be improved 	Project Report, JET	Related Documents Interview
		342 Appropriateness of Project Approach		<ol style="list-style-type: none"> Appropriateness of logic sequence on "Activities"- "Output"- Project Purpose"- "Overall goal" Appropriateness of the relationship between Master Plan and CDS Appropriateness of the number of Case study as Pilot project Direction/Policy on modification to Vietnam standards and on exploitation Process for the authorization of the prepared manuals 	Project Report, JET	Related Documents Interview
	35 Ascendancy of Japanese Technology	351 Execution experience of JICA about similar project in other countries, and repertory of them		<ol style="list-style-type: none"> Record of assistance by Japanese Government in the past Opinion of C/P for the Japanese Technology and knowledge 	JICA Vietnam office, JET, C/P	Interview, Questionnaire
	36 Project	361 Changing of Project		<ol style="list-style-type: none"> Information about Political/ Economical/ Social changing 	Other Donors,	Interview,

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	Question for Evaluation		Standard - Methods	Necessary Data (Factor Analysis, if necessary)	Source	Means
	Major	Minor Items				
	Circumstances	Circumstances (including the policy of other donors)		2. Changing of other donors' policy	Project Report,	Related Documents
		362 Influence due to the changing				
	37 Cooperation with other donors	371 Cooperation with other donor or scheme to strengthen the project effect		1. Any cooperation about the cooperation 2. Contents of cooperation, donors' name and scheme title	JET, Each donors, JICA Vietnam office	Interview, Related Documents
Effectiveness	41 Possibility of Project Purpose	411 Possibility of achievement of Project purpose on considering the achievement of Input, Activities, Outputs Impedimenta for the achievement of Project Purpose		1. Transition record of Indicators of Project purpose 2. Progress record of achievement of project	Project Report, JET, C/P, C/S,MT	Related Documents, Interview, Questionnaire
		412 Changing of "Important assumptions" between Outputs and project Purpose		1. Changing record of Important assumption, if any 【The Vietnam side allocate budget necessary for conducting training courses continuously】 【Trainers developed through the project work for the training courses continuously】	Project Report, JET, C/P	Interview, Questionnaire, Related Documents
	42 Outputs and Project purpose	421 Outputs' sufficiency for the realization of Project Purpose		1. Logical causality of Important Assumption for the achievement of project purpose 2. Situation of achievement of each Output Output1 Urban planning formulation manual is developed Output2 Urban master plans for a selected province/city are formulated as a case study Output3 Trainers are developed. Output4 Training courses are established. Output5 Proposals are made for new urban planning management tools. Output6 The Vietnam Urban Planning Training Center is established under VIAP	Project Report, JET, C/P	Interview, Questionnaire, Related Documents
		422 Fulfillment status of important assumptions to realize the project purpose		1. Current conditions of Important assumptions 【The Vietnam side allocate budget necessary for conducting training courses continuously】 【Trainers developed through the project work for the training courses continuously】	Project Report, JET, C/P	Interview, Questionnaire, Related Documents
teenc	51	511 Achievement of Outputs as planned		1. Record of works to achieve the outputs 2. Record of Activities	Project Report, JET, C/P	Related Documents, Questionnaire, Interview

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	Question for Evaluation		Standard - Methods	Necessary Data (Factor Analysis, if necessary)	Source	Means
	Major	Minor Items				
	Achievement of Outputs	512 Contributed factors for the achievement of Outputs		1. Contributed factors through the cooperation by the Urban City Construction Management Academy, Association of Urban Planning Development, Hanoi Architectural University	Project Report, JET, C/P	Related Documents, Questionnaire, Interview
		513 Retardant factors for the achievement of Outputs		1. Confirmation of Retardant factors and measures against them	Project Report, JET, C/P	Related Documents, Questionnaire, Interview
	52 Input Activities Outputs	521 Important assumptions for the realization of Outputs			Project Report, JET, C/P	Related Documents, Questionnaire, Interview
		522 Appropriateness of Inputs on quantity, quality and timing	Plan vs. Actual Comparison with similar projects	1. JET (M/M, Field, Timing) 2. Equipment supplied from Japanese side (kind, Type, numbers, timing) 3. Local cost Finance from Japanese side 4. Equipment supplied from Vietnam side (kind, Type, numbers, timing) 5. Training in Japan (purpose, number, contents, M/M, period, timing) 6. Input items not utilized in the project	Project Report, JET, C/P	Related Documents, Questionnaire, Interview
	53 Technical transfer	531 Technical transfer from, JET to C/P		1. Contents/Situation of technical transfer 2. Extents of understanding by C/P 3. Items to be improved	Project Report, JET, C/P	Related Documents, Questionnaire, Interview
	54 Cost efficiency	541 Effective Utilization of the experiences and resources of Vietnam		1. Example of exploitation of the experience and resources 2. The effect	Project Report, JET, C/P	Interview
Impact	61 Overall Goal	611 possibility of achievement of overall goal within 3 years after the project	Plan vs. Actual Comparison with other organization	1. Transition record of Indicators of overall goal 2. Personnel Number who received certificate (More than 150) 3. Outside factors affected the indicators	Project Report, JET, C/P, C/S, M/T	Related Documents, Questionnaire, Interview
		612 Retardant factors for the achievement of overall goal		1. Confirmation of Retardant factors and measures against them	Project Report, JET, C/P, C/S, M/T	Related Documents, Questionnaire, Interview
		613 Extent of Understanding of C/P about overall goal		1. Necessary activities and circumstances for C/P to achieve the Overall Goal	Project Report, JET, C/P, C/S, M/T	Questionnaire, Interview
	62 Ripple effect	621 Unexpected affect to Project purpose and Overall goal		1. Unexpected affect of Vietnam side 2. Unexpected affect for the persons related to project 3. Affect to the residence of the target city (livelihood, etc.) 4. Affect to life environment in the target area	Project Report, JET, C/P, C/S, M/T	Related Documents, Questionnaire, Interview
	63 Project purpose & Overall Goal	631 Discrepancy between Project purpose and Overall Goal		1. Causality between Project purpose and Overall Goal 2. Logics of the Project 3. Affect from the important assumptions.	Project Report, JET	Related Documents, Interview
632			1. Current situation of important assumption for the overall goal	Project Report, JET,	Related Documents,	

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	Question for Evaluation		Standard • Methods	Necessary Data (Factor Analysis, if necessary)	Source	Means
	Major	Minor Items				
		Properness of the important assumption		2. Possibility of them to be fulfilled [VUPTC conducts training continuously] [Local governments dispatch their personnel to participate in the training courses of the Vietnam Urban Planning Training Center]	C/P	Questionnaire, Interview
Sustainability	71 Political • Institution	711 Assistance of the project by Vietnam government after the completion of Japanese assistance		1. Vietnam government's (new) policy, plan, decision for the sustainable urban planning management	JET, C/P	Interview, Questionnaire
	72 Financial	721 Budget for the project continuation in future		1. Possibility of budget allocation in future for the continuation of project and its measures 2. Possibility of the increasing of budget due to the execution of project	JET, C/P	Interview, Questionnaire
	73 Organization	731 Organizational ability to secure the project structure to continue the activities and spread the know-how		1. Staff assignment to secure the project activities continuously 2. Organizational ability of the executing agency	JET, C/P	Interview, Questionnaire
				3. Definition of function and role of each personnel related to project 4. Understanding of function and role by each personnel related to project	JET, C/P, C/S, M/T	Interview, Questionnaire
	74 Ability • Technical	741 Ability and motivation of C/P for the execution of activities effectively	Before vs. After	1. Ownership / Initiative of C/P 2. Extent of well-establishment of technical transferred items 3. Conditions for the continuity of activities 4. Management Ability of C/P	JET, C/P, C/S, M/T	Interview, Questionnaire
		742 possibility of continuous working at the same position after receiving the training		1. Average year of personnel transfer 2. Systems of the taking over the works on the personnel transfer	JET, C/P	Interview, Questionnaire
		743 Fixing of technical matters for C/P, C/S and M/T		1. Extent of fixing of technical know-how (able to teach to others, to do by himself etc.) 2. Systems for spreading the project activities 3. Ability of C/P, C/S and M/T to conduct the training about the knowhow received through project	JET, C/P, C/S, M/T	Interview, Questionnaire
75 Equipment	751 Appropriate maintenance of the supplied facilities and Equipment		1. Current situation for the maintenance, repair and utilization of the equipment 2. Budget for the maintenance of the equipment	JET, C/P	Interview, Questionnaire	

Abbreviations	PRG.R Progress Report	JET :Japanese Expert Team	C/P Counter part	C/S Case Study Team	M/T Manual Team	MOC Ministry of Construction	CDS City development Strategy	VUPTC Urban Planning Training Center	VIAP Institute for Architecture, Urban and Rural Planning	JCC Joint Coordination Committee
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Annex 5: Dispatch of Japanese Experts

Plan	Record (*from March 2009 to May 2012)	Year			total (MM)	Source
		1st	2nd	3rd		
< R/D >	Field of Expertise					
<ul style="list-style-type: none"> • Chief advisor/Urban planning • Urban planning formulation • Urban planning system/management • Urban planning basic research • Related sector studies • Training planner • Project coordinator 	Chief Advisor/ Urban and Regional Planning	4.30	3.37	2.10	9.77	Project Report
	Spatial /Land-use Planning	4.53	3.40		7.93	
	Urban Environment/ Landscape	2.20	1.50	2.80	6.50	
	Urban Planning System/ Manual Contents Development	6.50			6.50	
	Urban Planning Basic Research/ SocialSurvey	2.50			2.50	
	GIS/ Natural Conditions Analysis(1)	2.40			2.40	
	Urban Transport Planning (1)	1.70			1.70	
	Urban Infrastructure Facilities (1)	1.53	3.07	3.10	7.70	
	Urban Infrastructure Facilities (2)	3.67	4.43	1.50	9.60	
	Urban Planning Education	0.70	1.17	0.73	2.60	
	Capacity Development/ Training Program Formulation	3.67			3.67	
	Local Urban Governance	2.10	1.00		3.10	
	Architecture/ Urban Design	1.70	1.00		2.70	
	District Planning	2.30			2.30	
	Regional Development Planning	1.60	0.50		2.10	
	Manual Compiling/ Case Study Coordination (1)	0.40		4.17	4.57	
	Urban Planning Basic Research/ SocialSurvey / Case Study (3)	1.30	4.90	2.00	8.20	
	Urban Infrastructure Facilities Planning (3)	1.30	4.90	2.00	8.20	
	GIS/Natural Conditions Analysis(2)		2.60		2.60	
	Urban Transportation Plan (2)					
	Transportation Demand Forecast		2.53	1.50	4.03	
	Urban Transportation Plan(3)/ Training Plan (1)		1.80		1.80	
	Urban Planning Basic Research/Social Survey / Case Study management(1)			2.40	2.40	
	Environmental Management Planning		2.00	1.00	3.00	
Training Contents Development / Training Plan (2)		2.00		2.00		
Training Plan			4.50	4.50		
total		43.1	35.3	25.8	106.7	
	Urban Planning System/ Management (Long Term Expert)	8.0	11.0	12.0	31.0	
	Short Term Experts from Ministry of Land, Transport, Infrastructure and Tourism, City of Kobe and Gifu			0.8	0.8	

The 1st Year: March2009 ~ June 2010

The 2nd Year: July 2010 ~ May 2011

The 3rd Year: June 2011 ~ May 2012



Annex 6: Equipment List

Plan	Records			
<R/D>	(1) Equipment for a project office room			
	Item	Quantity	Amount (US\$)	Specification
(1) Equipment for a project office room	Laptop Computer	1	1,417	Sony Vaio VGN-FW490DFB
(2) Equipment for training room(s)	Desktop PC	3	1,734	HP Compag dx2810 MT-E7500
	Photocopier	1	2,785	A3 Ricoh Aficio MP 2000LE
	Printer	1	1,667	A3 HP Laser Jet 5200N
	Printer	1	430	A4 HP Laser Jet Printer P2055D
	Fax machine	1	356	Panasonic KX-FLM662
	Projector	1	1,957	Sony VPL-CX155
	Compact small screen	1	49	70x70 (1.78x1.78m)
	Scan Machine	1	280	HP Scanner Scan Jet G4050 (A4)
	Table telephone	2	74	Panasonic KX-T2375MX
	High Office Cabinet	8	488	HoaPhat Furniture HP1830G
	Office Cabinet	4	156	SV802D 80cmx80cmX40cm
	Chairs for Experts	4	132	
	Chairs for Experts, Staffs, and CP	10	210	
	Desks for Experts	2	112	150x75
	Desks for Experts, Staffs and CP	4	151.96	120x60
		(2) Equipment for training room		
	Item	Quantity	Amount (US\$)	Specification
	Projector	1	2,180	Sanyo PLC-XU355A
	Laptop Computer	3	4,330	SONY VAIO VPC-Y216 Lenovo ThinkPad X201
	Desktop Computer	1	1,470	
	3-leg screen	2	480	h-pec TS84M
	TIVI LED	1	3,260	Samsung-55" FULL HD
	DVD Player	1	1,100	Yamaha BD-S1900
	Movie Camera	1	1,550	HDR-XR 550E
	Digital Camera	1	730	Sony Cyber-shot DSC-HX1
	Photocopier	1	3,500	Konica Minolta Bizhub-211
	Air Conditioner	2	4,300	Sumikura APF/APO-H500
	Table Screen	40	6,640	LCD "17 Monitor HP
	Server	1	5,480	HP ProLiant DL380 G6
	Audio System	1	3,140	
	Electronic Board	1	2,747	PANABOARD UB-5825
	Switch and wireless access point	1	380	D-Link 300Mbps 4 port, 3 Antenna (DIR855)
	Table Microphone	1	17,248	
	Wireless headphone	1	20,000	UHF for translation, a computer set
	Device connected to the screen	1	5,850	8-port CAT5- VGA transmitter with audio, 1 port Mini CAT5-VGA receiver with audio, Cable cat5
	Desktop PC	3	VND(,000) 63,144.6	
	Microsoft Office SB 2007	2	VND(,000) 9,206.2	
	UPS	3	VND(,000) 2,292	UP Select 500VA
	Projector	1	VND(,000) 34,571	Sony VPL-MX20 XGA
	7 seat car	1	28,500	7 seat car, engine type:4 cylinders in line/DOHC i-VTEC; Capacity:2354 cm ³ ; Type: 7 Automatic Transmission, run by petrol, silver color

Source: Progress Report, Project Report, Observation, Information from JICA Vietnam

Annex 7: Record of training

Workshops

Environmentally Sustainable Transport Strategies and Policies	January 8, 2009		
Technical Guidance	October-December, 2009		
Presentations and Discussions on 1st Draft Manual	March 15-25, 2010		
explanation of Vision	April 26, 2010		
Presentations and discussions on the Draft of 2nd Edition	May 27-28, 2010		
case study results	August 2010	At Hai Duong	
Urban Planning Management	November 1, 2011		
Expanded Workshop	November 9, 2011		
STRADA	November 23, 2011		
Final one for Case Study	December 26, 2011	At Hai Duong	

Trial Training

1st Trial Training	December 13-21, 2011		Speaker 8 Participant 30
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Study Tour/Training in Japan

1st	March 30-April 7, 2010	Japan	Participant 7
2nd	July 27-August 7, 2010	Japan	Participant 10
3rd	October 1-October 14, 2011	Japan	Participant 14

Comprehensive Urban Planning Training

1st	2009	Japan	Participant 1
2nd	2010	Japan	Participant 1
3rd	2011	Japan	Participant 1

Regional and National Development

-	2011	Japan	Participant 1
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Participate to EAROPH seminar

Conference	2010	Australia	Participant 1
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10. 参考プロジェクト資料

参考プロジェクト資料

記号	資料名	備考
IC/RJ	インセプションレポート(和) 要約	添付書類及び英文は未入手
PRR1	第1号プロジェクト事業進捗報告書(英) (予定2009年10月) Progress Report 1st Year	2009/03~2010/06 分
PRR2	第2号プロジェクト事業進捗報告書(英) (予定2010年3月)	2010/07~2010/10 分
PRY1	第1年次業務実施報告書(和) (予定2010年3月)	
	第3号プロジェクト事業進捗報告書(英) (予定2010年9月)	
PRR4	第4号プロジェクト事業進捗報告書(英) (予定2011年3月)	2011/01~2011/07 分
PRY2	第2年次業務実施報告書(和) (予定2011年3月) ? プロジェクト進捗報告 (発行2011年11月)	添付資料①~⑩
PRR5	第5号プロジェクト事業進捗報告書(英) (予定2011年9月)	2011/10~2012/01 分
	都市計画策定マニュアル(案)(英) (予定2010年3月)	2010年6月2nd Draft 入手
CSR	ケーススタディ・レポート(英) (予定2011年3月)	PRY2⑦⑧に英文要約 PP MM1111⑦に英文要約 PP MM1112③に英文要約 PP MM1201①に英文要約 PP MM1201②に和文報告
	R/D	2008年12月25日署名
	ミニッツ	2008年8月14日署名
	PDM	2011年4月改訂版
	JCC 議事録	
MR1010	月例報告 2010.07~.10	本編・資料編
MR1008	月次業務報告書 2010.08	
MR1012	月例報告 2010.11~.12	本編・資料編
MR1101	月例報告 2011.01	本編・資料編
MR1102	月例報告 2011.02	本編・資料編
MR1103	月例報告 2011.03	本編・資料編
AR1103	Activity Report 2011.02-03	MR1103の資料編17に同英文報告書
MR1110	Monthly Report 2011.10	With attachment
MR1111	月報 2011.11 別添資料①~⑫	本編・資料編
MR1112	月報 2011.12 別添資料①~③	本編・資料編
MR1201	月報 2012.01 別添資料①~④	本編・資料編
MR1202	Monthly Report 2012.02	Text & Attachment
MR1202	月報 2012.02 要約	
ER1	事前評価調査報告書 2008.11	付属資料共
ER2	中間レビュー調査報告書 2011.05	添付資料込
TR1	第1回本邦研修報告 別紙のみ	
TR2	第2回本邦研修報告 2010.08	PRY2⑨に英文報告書
TR3	第3回本邦研修報告 2011.10	
	JET 団員自己評価報告 2012.03.20	

プロジェクト進捗比較 (緑: 当初計画 桃: 実際)

Green: 1st Progress Report
Bar: PRR 2011/11 Attach 2 p21 & PRR4 Fig.1.1

No.	Designation	1st YEAR												2nd YEAR												3rd YEAR												2012				
		2009												2010												2011																
		3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5		
1.1.	(1101) Review manuals (guideline) used in other countries (1102) Discuss principle and methodology to formulate manuals (1103) Organize working team to formulate manuals	[Green bars]																																								
1-2.	Draft main manuals Draft supporting manuals	[Green bars]												[Green bars]												[Green bars]																
1.3.	1) Draft manuals focusing on case study work 2) Get feedback on draft manual through case study work 3) Improve draft manuals based on ??	[Green bars]												[Green bars]												[Green bars]																
1-4.	Finalize Manuals	[Green bars]												[Green bars]												[Green bars]																
2-1.	(2101) Develop criteria to select case study city (2102) Visit case study city and meet with city, VIAP and JET (2103) Select case study city	[Green bars]												[Green bars]												[Green bars]																
2-2.	(2201) Formulate and agree on the case study work plan (2202) Establish case study implementation system (2203) Establish work arrangement for the case study	[Green bars]												[Green bars]												[Green bars]																
2-3.	Implement case study by applying the draft manuals	[Green bars]												[Green bars]												[Green bars]																
2-4.	Implement OJT training through case study	[Green bars]												[Green bars]												[Green bars]																
2-5.	Case Study	[Green bars]												[Green bars]												[Green bars]																
3-1.	(3101) Select candidates to become VUPTC trainers (3102) Develop training program	[Green bars]												[Green bars]												[Green bars]																
3-2.	(3201) Conduct baseline evaluation of candidates (3202) Develop training curriculum and syllabus (3203) Develop training materials for trainers	[Green bars]												[Green bars]												[Green bars]																
3-3.	Conduct trainers' training	[Green bars]												[Green bars]												[Green bars]																
3-4.	Improve training courses and draft manuals based on results of case study	[Green bars]												[Green bars]												[Green bars]																
4-1.	Develop curriculum, syllabus, and materials for pilot training	[Green bars]												[Green bars]												[Green bars]																
4-2.	Conduct pilot training for city/provincial officials by trainers	[Green bars]												[Green bars]												[Green bars]																
4-3.	Improve training courses based on results of pilot training	[Green bars]												[Green bars]												[Green bars]																
5-1.	(5101) Collect and review information and data on Vietnam's medium-sized cities (5102) Visit cities and interview officials on urban plan management issues (5103) Discuss urban plan management issues in Vietnam's medium-sized cities	[Green bars]												[Green bars]												[Green bars]																
5-2.	(5202) Consult Vietnamese experts on urban plan management (5203) Find out urban planning problems in ?? (5201) Analyze institutional setup to manage urban plans	[Green bars]												[Green bars]												[Green bars]																
5-3.	Analyze and develop proposals on urban plan management in case study	[Green bars]												[Green bars]												[Green bars]																
5-4.	(5403) Conduct study tour for JCC members (5402) Show experiences of Japan/others through case study/trainers' training	[Green bars]												[Green bars]												[Green bars]																
5-5.	Develop proposals on new tools to manage urban plans	[Green bars]												[Green bars]												[Green bars]																
6-1.	Develop proposals on VUPTC orientation	[Green bars]												[Green bars]												[Green bars]																
6-2.	Develop proposals on establishing and managing VUPTC (3year plan)	[Green bars]												[Green bars]												[Green bars]																
6-3.	Promote the establishment and role of VUPTC	[Green bars]												[Green bars]												[Green bars]																
0-1.	(0011) Organize JCC and define its tasks (0012) Establish a system for coordinated work (0013) Organize VIAP CP team and define its tasks (0014) Arrange the work environment for JET	[Green bars]												[Green bars]												[Green bars]																
0-2.	(0021) Discuss Work Plan (WP) (0022) Secure JCC approval of the 1st year WP (0023) Develop the 2nd year WP and secure JCC approval of it (0024) Report 2nd year activities and outputs to JCC (0025) Develop the 3rd year WP and secure JCC's approval of it (0026) Report 3rd year activities and outputs to JCC (0027) Exchange project ideas between VIAP leaders and	[Green bars]												[Green bars]												[Green bars]																
0-2.	(0028) Conduct regular meetings between VIAP and JET coordinators (0029) Conduct regular meetings between VIAP CP team and JET	[Green bars]												[Green bars]												[Green bars]																
0-3.	(0031) Prepare WBS	[Green bars]												[Green bars]												[Green bars]																
0-4.	(0041) Organize subworking groups within JET (0042) Conduct and monitor JET's weekly meetings system within JET	[Green bars]												[Green bars]												[Green bars]																
0-3.	(0033) Support JICA's final evaluation of project (0032) Support JICA's interim evaluation of project	[Green bars]												[Green bars]												[Green bars]																

