

4. 討議議事録 (M/D)
4-1. 概略設計現地調査

MINUTES OF DISCUSSIONS
ON
PREPARATORY SURVEY
ON
THE PROJECT FOR CONSTRUCTION OF A TEACHER TRAINING COLLEGE
FOR SECONDARY SCHOOL TEACHERS IN LILONGWE
IN
THE REPUBLIC OF MALAWI

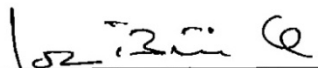
In response to the request from the Government of the Republic of Malawi (hereinafter referred to as "Malawi"), the Government of Japan decided to conduct a Preparatory Survey on the Project for Construction of a Teacher Training College for Secondary School Teachers in Lilongwe (hereinafter referred to as "the Project") and entrusted the survey to the Japan International Cooperation Agency (hereinafter referred to as "JICA").

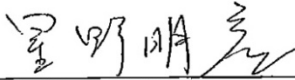
JICA sent the Preparatory Survey Team (hereinafter referred to as "the Team"), which is headed by Mr. Akihiko HOSHINO, Deputy Representative of JICA Malawi Office from February 21, 2011 to February 28, 2011.

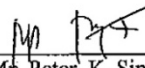
The Team had a series of discussions with the Malawian officials concerned and conducted field survey.

In the course of discussions and field survey, both parties confirmed the items described on the attached sheets.

Lilongwe, Malawi
February 28, 2011


Mr. John J. Bisika
Secretary for Education, Science and
Technology
Ministry of Education, Science and
Technology,
The Republic of Malawi


Mr. Akihiko HOSHINO
Leader
Preparatory Survey Team
Japan International Cooperation Agency


Mr. Peter K. Simbani
Director of Debt and Aid
Ministry of Finance
The Republic of Malawi

ATTACHMENT

1. Objective of the Project

1-1. The objective of the Project is to increase the number of qualified teachers in secondary schools by constructing the facilities of a teacher training college in Lilongwe (hereinafter referred to as "TTC-L"), the Republic of Malawi.

1-2. By achieving this objective, it is expected that the Project would contribute to improving the access to and the quality of secondary education in the country, which is stipulated as one of the main targets of "National Education Sector Plan 2008 – 2017."

2. Responsible and Implementing Organization

The responsible and implementing organization of the Project is the Ministry of Education, Science and Technology (hereinafter referred to as "MOEST"), of which Organizational Chart is shown in ANNEX 1.

3. Project Site

The Team confirmed that MOEST has prepared the land shown in ANNEX 2 for the construction site of Teacher Training College for Secondary School Teachers in Lilongwe. Both sides confirmed that the tenure of the candidate land was transferred to MOEST, and MOEST is responsible for concluding the gazette.

JICA will further assess the land condition so as to judge the adequacy and feasibility for the site of the Project, referring focal conditions listed in ANNEX 3. In case serious hindrances are found in the candidate land, MOEST will arrange alternate sites.

4. Components of the Project

4-1. After discussions with the Team, the items indicated in ANNEX 4 were requested by the Malawian side. JICA will further assess the appropriateness of the request and the final components will be determined based on the result of this survey and the budget limitation of the Government of Japan.

4-2. The Malawian side explained that the capacity of TTC-L will be 540 students. The plan of student allocation for TTC-L is shown in ANNEX 5.

4-3. The Malawian side requested to include in the Project the facilities for in-service teacher education and trainings (INSET) as well as pre-service teacher education and trainings (PRESET). The Malawian side explained that teacher training colleges officially have a mandate to provide trainings for in-service teachers. The expected schedule of INSET activities conducted in TTC-L, shown in ANNEX 6, was also explained by the Malawian side. Both sides confirmed that the functions of both PRESET and INSET are to be taken into consideration in the project design. The Team will further examine the details on INSET, such as strategy, budget allocation, current situation, etc.

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4-4. The Malawian side requested to build sports facilities, such as football ground and netball court, which are necessary for the curriculum of teacher training. The list of sports facilities and equipment requested by the Malawian side is shown in ANNEX 7. The relevance, necessity and appropriate items of the sports facilities will be further examined by the Team in this survey.

5. Japan's Grant Aid Scheme

5-1. The Malawian side understands the Japan's Grant Aid for Community Empowerment described in ANNEX 8, ANNEX 9, ANNEX 10, and ANNEX 11, which were explained by the Team.

5-2. The Malawian side assured to take the necessary measures, as described in ANNEX 12, for the smooth implementation of the Project. The details of the measures that the Government of Malawi needs to take for each construction site, such as electricity and water supply, will be further assessed and reported to MOEST by the consultants by the middle of March.

5-3. In principle, firms of only the recipient country's nationality could be contracted as contractors as long as the firm satisfies the conditions specified in the tender documents. Besides, firms of any nationality could be contracted as suppliers as long as the firm satisfies the conditions specified in the tender documents.

6. Framework of Project Implementation and Scope of Works

The Team explained the following framework of implementation.

6-1. Japan's Grant Aid is extended in accordance with the "Exchange Notes" by the two governments concerned and with the "Grant Agreement" between JICA and the Government of Malawi, in which the objective of the Project, period of execution, conditions and amount of Grant Aid, etc., are confirmed.

6-2. After concluding the Exchange Notes and Grant Agreement, the Government of Malawi shall make the Agent Agreement with Japan International Cooperation System (hereinafter referred to as "JICS"). In accordance with the Agent Agreement and "Procurements Guideline for Grant Aid for Community Empowerment (Type I -C)" of JICA, JICS shall conduct the following works on behalf of the Government of Malawi:

- (1) Administration of the Grant,
- (2) Preparation for and evaluation of tenders,
- (3) Signing contracts with suppliers and service providers,
- (4) Procurement of necessary goods,
- (5) Payment to suppliers and service providers,
- (6) Assisting to organize committee meetings, and
- (7) Management of the progress of the Project.

6-3. To implement the Project smoothly, both sides confirmed to facilitate a committee

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composed of the Government of Malawi, the Government of Japan and JICA. The members of the committee shall be Representative(s) of MOEST and Representative(s) of JICA Malawi Office. Representative of Embassy of Japan in Malawi may also attend as an observer.

Major functions of the committee are examining major changes of the Project, receiving the report of the progress, and examining the utilization plan of additional procurement (if any),etc.

7. Schedule of the Survey

7-1. The consultants will proceed to further studies in Malawi until March 16, 2011.

7-2. If the analysis of the field survey discovers no administrative and technical difficulties in implementing the Project by adopting the Japan's Grant Aid for Community Empowerment, the Team will prepare the draft reports of this survey, which include the outline design of TTC-L, based on the technical survey by the consultants. The draft report will be presented to MOEST in late August 2011.

7-3. After the contents of the report are accepted in principle by the Government of Malawi, JICA will recommend to the Government of Japan for the final approval of the Project. Simultaneously, the Team will proceed to prepare the draft tender documents for the Project.

8. Other Relevant Issues

8-1. Both sides confirmed that the Malawian side is to make plans for opening TTC-L, such as schedule of staff employment, selection of students, budgeting, etc. It is also confirmed that the Malawian side will constantly share the preparation progress with JICA.

8-2. The Malawian side has made a request to the Japanese side to cover water supply and fences, which are indispensable for operation and security of TTC-L.

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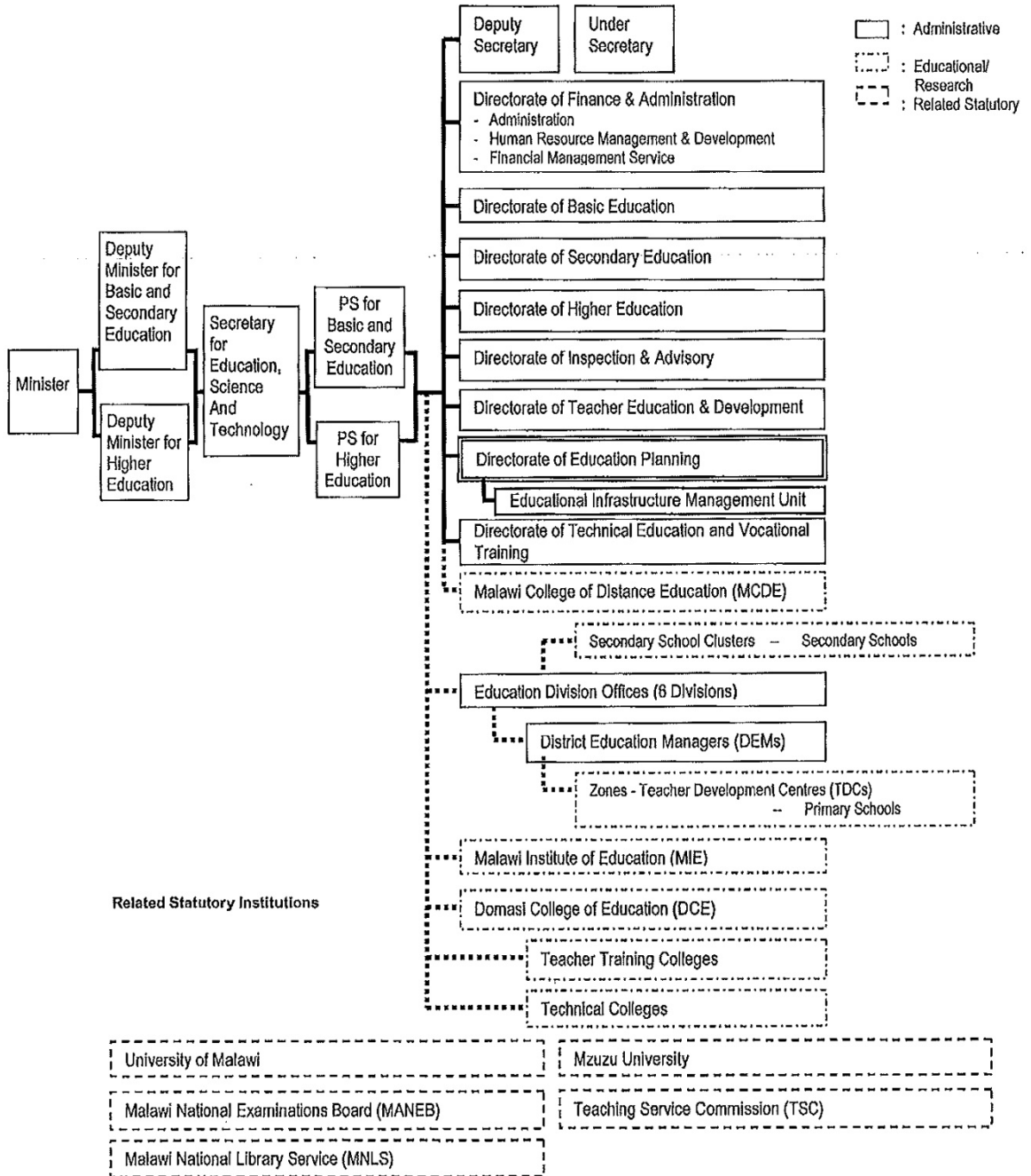
- ANNEX 1: Organizational Chart of MOEST
- ANNEX 2: Site Location Map of the Proposed Site for the Project
- ANNEX 3: Focal Conditions of the Land for the Project
- ANNEX 4: The List of Items and Priorities for TTC-L Requested by the Malawian Side
- ANNEX 5: The Plan of Student Allocation for TTC-L
- ANNEX 6: The Expected Schedule of INSET Activities Conducted in TTC-L
- ANNEX 7: The List of Sports Facilities and Equipment Requested by the Malawian Side
- ANNEX 8: Grant Aid for Community Empowerment of the Government of Japan
- ANNEX 9: Implementation Flow of Japan's Grant Aid for Community Empowerment after E/N and G/A
- ANNEX 10: Flow Chart of Japan's Grant Aid Procedures for Community Empowerment
- ANNEX 11: Flow of Funds for implementation under the Japan's Grant Aid for Community Empowerment
- ANNEX 12: Major Undertakings to be Taken by Each Government

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ANNEX 1 Organization Charts of the Ministry of Education, Science and Technology (MOEST)

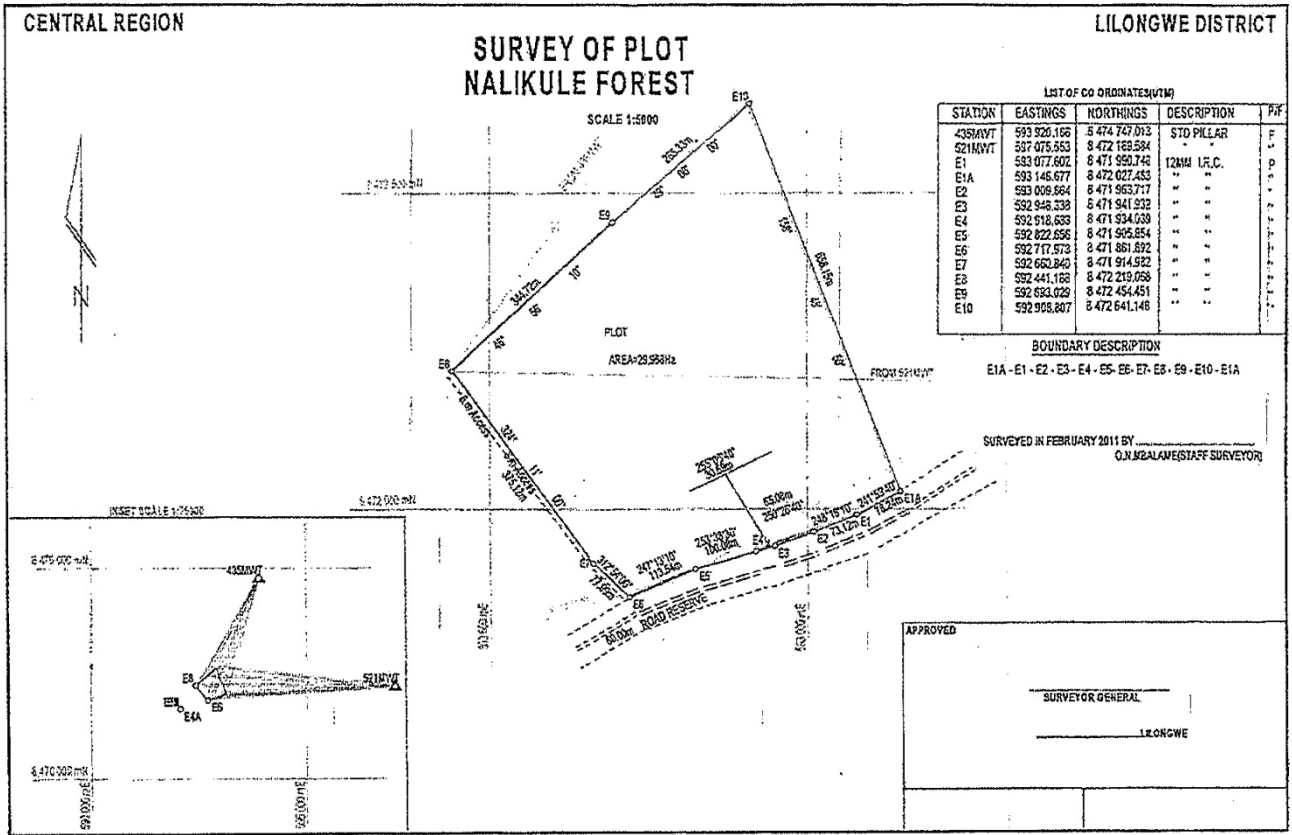


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ANNEX 2 Site Location Map of the Proposed Site for the Project

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ANNEX 3 Focal Conditions of the Land for the Project

The following conditions shall be examined to judge whether the site is adequate and feasible for construction of the facilities of a Teacher Training College.

1. MOEST can present (an) effective official document(s) that verify its ownership or land-use right over the site.
2. The site extent is sufficient to construct the proposed facilities including future expansion.
3. There is no serious risk of being damaged by natural disasters (or no record of such damages) and no security concerns around the site.
4. There are no hindrances for construction and supervision in terms of physical access to the site, working space, geographical conditions, etc.
5. There is water and electricity supply system on the site, or source for extension of water and electricity supply is confirmed to be feasible.

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ANNEX 4 The List of Items and Priorities for the Training College for Secondary School Teachers in Lilongwe requested by the Malawian Side

1) Facilities

Name of Facilities	Priorities
• Building for the Teacher Training College	
Lecture rooms	A
Library/Resources & Computer centre	A
Science laboratories	A
Administration block	A
Ablution block	A
Hostels (Male & Female)	A
Dinning hall and Kitchen	A
Staff Houses	B*
• Building for the Demonstration Secondary School	B
Classrooms	B
Library/Resources & Centre	B
Administration block	B
Science laboratories	B
Staff Houses	B
Multipurpose Hall	B
Ablution block	B
• External facilities	
Borehole	B
Sewerage facility	A

2) Equipment

Item	Priorities
Equipment for Teacher Training College	
• Furniture	A
Desk and chairs for Lecture rooms, Classrooms, Laboratories, Library/Resource & Computer center and Administration block	
Cabinet for Lecture rooms, Laboratory, Library and Administration block	
Tables and chairs for Dinning hall	
Beds for Hostels	
• Laboratory equipment	A
Experimental apparatus for biology and Physical lab.	
• Computers for Compute center and Administration	A
• Kitchen utensils and Fridges	A
Equipment for Demonstration Secondary School	
• Laboratory equipment	A
Experimental apparatus for science laboratories	
• Furniture	A
Desk and chairs for Classrooms, Laboratories, and Administration/Library	
Blackboard and notice board for Classroom and Laboratories	
Cabinet for Administration/Library	
• Sports equipment	B

Remarks: A: First priority as essential facility.
 B: Second priority as necessary facility.
 C: Third priority to be covered by Malawian side.

*The priority of Staff Houses is high, but the number of houses will be adjusted within the budget limitation of the Project.

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ANNEX 5 The Plan of Student Allocation for TTC-L

	Subject	No of students (Year 1-3)	Sub-total	Grand Total
Faculty of Language	English	60	170	540
	Chichewa	60		
	French	50		
Faculty of Humanities	History	20	100	
	Geography	20		
	Social Science	20		
	Physical Education	20		
	Theology & Religious Studies	20		
Faculty of Sciences	Biology	60	270	
	Chemistry	60		
	Physics	60		
	Mathematics	70		
	Home Economics	20		

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No	Activity	Responsible Dept.	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	August
			1st semester				2nd semester				3rd semester		Examination	
1	SMASSE National INSET	DTED			■	■	■	■	■					
2	SMASSE Training of Trainers (ToT)	DTED		■										
3	SMASSE Stakeholder Meeting	DTED				■								
4	New Head Teacher Training	Secondary	■											
5	School Manager Training (SMIP/ALB)	DTED	■									■		
6	Open & Distance Learning (ODL)	DTED		■			■			■	■			
7	Primary CPD programme (MTPDS)	DTED/USAID												
8	EMAS Training	DIAS			■					■				

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