

[Appendices]

- (1) Member List of the Study Team**
- (2) Study Schedule**
- (3) List of Parties Concerned in the Recipient Country**
- (4) Minutes of Discussions**
- (5) Soft Component (Technical Assistance) Plan**
- (6) References**
- (7) Other Relevant Data**
 - (7)-1 Map of Topography and Bathymetry

(1) Member List of the Study Team

Name	Title	Organization
Mr. Shunji SUGIYAMA	Team Leader	Senior advisor, Japan International Cooperation Agency
Ms. Yoko NISHIKI	Project Coordinator	Grant aid project management division 3, financing facilitation & procurement supervision department, Japan International Cooperation Agency
Mr. Tadashi OGAWA	Chief Consultant/ Building planning / Management and maintenance planning 1	Fisheries Engineering Co., Ltd.
Mr. Toshihito INKI	Civil Engineering / Survey on natural conditions	Fisheries Engineering Co., Ltd.
Mr. Akira UCHIDA	Architecture & facility design	Fisheries Engineering Co., Ltd.
Mr. Satoshi YAMANE	Fish marketing 1	Fisheries Engineering Co., Ltd.
Mr. Michio TORII	Equipment planning / Cost estimation 2 / Fish marketing 2	Fisheries Engineering Co., Ltd.
Mr. Yuichi WACHI	Construction & procurement planning / Cost estimation 1	Fisheries Engineering Co., Ltd.
Mr. Shinjiro OKUZAWA	Environmental & social considerations	A.S. Engineering Co., Ltd.

(2) Study Schedule

1) Field Survey (1)

			JICA	Ogawa	Inki	Uchida	Yamane	Torii
1	5/18	Sat					Tokyo->	
2	5/19	Sun					->Doha->Dar es Salaam Survey of existing market	
3	5/20	Mon					Meeting at Embassy of Japan & JICA Survey of existing market	
4	5/21	Tue					Survey of existing market Dar es Salaam->Zanzibar	
5	5/22	Wed					Discussion with DFD Preparation for interviews	
6	5/23	Thu					Survey of fish landing Survey of fish marketing	
7	5/24	Fri					Survey of fish landing Survey of fish trade & auction rules	
8	5/25	Sat		Tokyo->			Interviews	
9	5/26	Sun		->Doha->Dar es Salaam Survey of existing market			Survey of north fishing villages	
10	5/27	Mon		Meeting at Embassy of Japan & JICA Survey of existing market			Survey of fish trade & auction rules Survey of fish marketing	
11	5/28	Tue		Survey of construction Dar es Salaam->Zanzibar			Interviews Survey of fresh fish condition	
12	5/29	Wed		Discussion with DFD(Explanation of Inception report & Questionnaire) Site survey			Survey of fish trade & auction rules Survey of fish marketing	
13	5/30	Thu		Meeting with STCDA Meeting with ZPC			Survey of fish trade & auction rules Survey of fish marketing	
14	5/31	Fri		Meeting with DOE Meeting with ZMC			Interviews	
15	6/1	Sat		Site survey Survey of construction	Site survey	Survey of south east fishing villages		Tokyo->
16	6/2	Sun		Survey of construction	Internal meeting			->Doha->Dar es Salaam Survey of existing market
17	6/3	Mon		Meeting with ZAWA Meeting with DFD	Survey of infrastructure	Meeting with ZAWA Meeting with DFD	Survey of fish trade & auction rules Survey of fresh fish condition	Survey of existing market Survey of equipment
18	6/4	Tue		Meeting with ZEO Site survey	Survey of quay	Meeting with ZEO Site survey	Survey of fish trade & auction rules Survey of fresh fish condition	Survey of equipment Dar es Salaam->Zanzibar
19	6/5	Wed		Survey of existing facilities Survey of existing market	Natural condition survey	Survey of existing facilities Survey of existing market	Survey of fish trade & auction rules Survey of fish marketing	

			JICA	Ogawa	Inki	Uchida	Yamane	Torii	Wachi	Okuzawa
20	6/6	Thu		Meeting with MLF	Natural condition survey	Meeting with MLF	Survey of fish trade & auction rules			
				Survey of ice facilities		Survey of ice facilities	Survey of fish marketing			
21	6/7	Fri		Meeting with STCDA	Civil engineering design	Meeting with STCDA	Survey of fish trade & auction rules			
				Survey of Land use		Survey of Land use	Survey of fresh fish condition			
22	6/8	Sat	Tokyo->	Survey of construction	Civil engineering design	Survey of construction	Interviews			
							Survey of fresh fish condition			
23	6/9	Sun	->Doha->Dar es Salaam	Zanzibar->Dar es Salaam		Internal meeting	Survey of east fishing villages			
				Survey of existing market			Tokyo->			
24	6/10	Mon	Survey of existing market			Survey of infrastructure	Survey of fisheries product distribution		->Doha->Dar es Salaam	
			Meeting at Embassy of Japan & JICA				Survey of street vendors		Survey of existing market	Loes & regulations
25	6/11	Tue	Dar es Salaam->Zanzibar			Survey of wastewater treatment	Survey of fishery		Survey of construction	Survey of existing market
			Meeting with MLF, site survey				Dar es Salaam->Zanzibar			
26	6/12	Wed	Meeting with MLF, survey of operation of ZMC				Data collection of interviews		Survey of existing facilities	Preparation of stakeholder meeting
			Meeting with ZPC				Counting users of Malindi	Survey of fish port		
7	6/13	Thu	Stakeholder's meeting							
				Hearing from boat owners	Civil engineering design	Hearing from boat owners	Collection of statistical data		Survey of existing facilities	Survey of land condition
28	6/14	Fri	Meeting with STCDA & MLF		Civil engineering design	Meeting with STCDA · DOE · ZMC	Zanzibar->Dar es Salaam	Fisheries product distribution	Meeting with STCDA · DOE · ZMC	Loes & regulations
			Meeting with ZMC			Counting users of Malindi	Dar es Salaam->Doha	Collection of cost information	Counting users of Malindi	Loes & regulations
29	6/15	Sat	Meeting with STCDA		Civil engineering design	Survey of construction	Doha->Tokyo	Survey of fishery	Survey of construction	Data collection
			Landing site survey	Internal meeting		Counting users of Malindi		Data collection	Counting users of Malindi	Meeting with relative association

			JICA	Ogawa	Inki	Uchida	Torii	Wachi	Okuzawa
30	6/16	Sun	Internal meeting		Natural condition survey / Civil engineering design	Survey of existing facilities	Survey of fishery	Survey of existing facilities	Survey of land condition
						Counting users of Malindi	Collection of cost information	Counting users of Malindi	Internal meeting
31	6/17	Mon	Meeting with NGO, survey of resettlement		Natural condition survey / Civil engineering design	Building planning	Fisheries product distribution	Survey of construction	Meeting with DFD
			Meeting with MOF & STCDA			Survey of existing market	Survey of fishery	Survey of existing market	Survey of resettlement
32	6/18	Tue	Discussion on Minutes of Discussions		Natural condition survey / Civil engineering design	Survey of wastewater treatment	Collection of statistical data	Survey of wastewater treatment	Survey of EIA
						Survey of existing facilities	Fisheries product distribution	Survey of existing facilities	
33	6/19	Wed	Discussion on Minutes of Discussions		Natural condition survey / Civil engineering design	Building planning	Fisheries product distribution	Survey of construction	Survey of EIA
							Survey of fishery		
34	6/20	Thu	Meeting with STCP, Resettlement site survey		Meeting with STCP	Meeting with STCP, Resettlement site survey	Survey of equipment of MLF	Meeting with STCP	Survey of EIA
			Discussion & Signing on Minutes of Discussions					Survey of fisheries' policy	Survey of existing facilities
35	6/21	Fri	Zanzibar->Dar es Salaam		Natural condition survey / Civil engineering design	Existing infrastructure	Collection of statistical data	Existing infrastructure	Survey of EIA
			Embassy & JICA Dar es Salaam ->Doha			Survey of garbage and wastewater treatment	Survey of fishery	Survey of garbage and wastewater treatment	
36	6/22	Sat	Doha->Tokyo		Natural condition survey / Civil engineering design	Survey of equipment	Fisheries product distribution	Survey of equipment	Low & regulations
						Water quality test	Water quality test		Resettlement site survey
37	6/23	Sun			Internal meeting	Internal meeting	Survey of Fumba landing site	Internal meeting	Internal meeting
38	6/24	Mon			Natural condition survey / Civil engineering design	Survey of procurement	Collection of statistical data	Survey of procurement	Meeting with MOE
						Existing infrastructure	Water quality test	Existing infrastructure	IEE
39	6/25	Tue			Civil engineering design	Confirmation of structural laws	Fisheries product distribution	Confirmation of structural laws	Study of Scoping component
						Zanzibar->Dar es Salaam		Survey of equipment	Zanzibar->Dar es Salaam
40	6/26	Wed			Civil engineering design	Cost estimate	Collection of statistical data	Cost estimate	Meeting with STCP
							Fisheries product distribution		Study of environmental monitoring
41	6/27	Thu			Civil engineering design	Cost estimate	Collection of statistical data	Cost estimate	Data arrangement
							Survey of fishery		Meeting with MOE
42	6/28	Fri			Civil engineering design	Cost estimate	Zanzibar->Dar es Salaam	Cost estimate	Zanzibar->Dar es Salaam
						Dar es Salaam->Doha			
43	6/29	Sat			Doha->Tokyo				

2) Field Survey (2)

			Chief Consultant/ Building planning / Management and maintenance planning 1 Ogawa	Architecture & facility design Uchida
1	8/31	Sat	Tokyo->Osaka->	
2	9/1	Sun	Doha->Dar es Salaam Survey of existing market	
3	9/2	Mon	Dar es Salaam->Zanzibar Discussion with DFD(Explanation on draft plan)	
4	9/3	Tue	Discussion with DFD, DOE, ZECO and ZAWA Meeting with MLF	
5	9/4	Wed	Discussion on operation with DFD, POFEDP and ZMC Discussion with STCDA and ZPC, Explanation of draft plan to ZAYADESA(NGO)	
6	9/5	Thu	Site survey with ZECO, Discussion & Signing on technical note with STCDA・ZMC Survey of landing site and construction	
7	9/6	Fri	Zanzibar->Dar es Salaam, Embassy of Japan& JICA, Dar es Salaam ->Doha	
8	9/7	Sat	Doha->Tokyo	

3) Explanation on Draft Outline Design

			Team Leader Sugiyama	Project Coordinator Nishiki	Chief Consultant/ Building planning / Management and maintenance planning 1 Ogawa	Civil Engineering / Survey on natural conditions Inki
1	12/3	Tue			Tokyo->Doha	
2	12/4	Wed			Doha->Dar es Salaam Doha->Dar es Salaam	
3	12/5	Thu	Tokyo->Dubai	Tokyo->Doha	Dar es Salaam->Zanzibar, Explanation of draft outline design report to relative bodies	
4	12/6	Fri	>Dar es Salaam Discussion with Embassy of Japan & JICA	>Dar es Salaam Discussion with Embassy of Japan & JICA	Discussion and explanation of draft outline design report to relative bodies	
5	12/7	Sat	Dar es Salaam->Zanzibar		Site survey	
6	12/8	Sun	Internal meeting			
7	12/9	Mon	Site survey, internal meeting and preparation of draft Minutes of Discussions			
8	12/10	Tue	Site survey, internal meeting and preparation of draft Minutes of Discussions			
9	12/11	Wed	Discussion and explanation of draft outline design report to relative bodies			
10	12/12	Thu	Discussion and explanation of draft outline design report to relative bodies			
11	12/13	Fri	Signing on Minutes of Discussions			
			Zanzibar->Dar es Salaam, Embassy of Japan			
			Dar es Salaam ->Doha			
12	12/14	Sun	Dar es Salaam ->Addis Ababa	Doha->Tokyo		

(3) List of Parties Concerned in the Recipient Country

Name	Title/Organization
President's Office, Finance, Economy and Development Planning(Ministry of Finance)	
Mr. Khamis M.Omar	Principal Secretary
Ms. Bihindi Nassor Khatib	Economy & Development Planning
Mr. Kiksila A. Rashid	Officer
Ministry of Livestock and Fisheries (MLF)	
Dr. Khassim G. JUMA	Principal Secretary
Dr. Omar A. AMIR	Deputy Principal Secretary
Mr. Shaaban S. JABIR	Director of Planning
Mr.Mussa Aboud JUMBE	Director of Fisheries, DFD
Mr. Mohammed Chum	Fisheries Officer, DFD
Ms. Ramla Talib Omar	Planning Officer, DFD
Mr. Omar Hakim FOUM	DFD, Marine Conservation Unit Marine Conservation Unit Coordinator
Mr. Daudi Haji PANDU	DFD, Marine Conservation Unit Assistant Marine Conservation Unit Coordinator
Ms. Bishara A. Juma	Officer, MCU
Mr. Khamis Abdulla Simba	Planning Officer, DFD
Mr. Mchansa S. Khamis	Officer
Mr. Anas M. Othman	Manager of Menai Bay Conservation Authority
Mr. Ali Said MKARAFUU	Planning Officer, DFD
Mr. Hamad Maoud	Officer, Department of Planning
Mr. Mwadiwi Haji	Officer, Department of Marine Resources
Mr. Hamad S. Uhatir	Officer, Department of Marine Resources
Ministry of Agriculture and Natural Resources	
Mr. Khalfan M. Saleh	Programme Coordinator - Zanzibar, Marketing Infrastructure, Value Addition and Rural Finance Support Programme(MIVARF)
Zanzibar Ports Corporation (ZPC)	
Mr. Abdalla Juma Abdalla	Director General
Mr. Abdi O. MAALIM	Technical Director
Mr. Ali H. HAJI	Planning Manager
Mr. Rashid Z SALIM	Assistant to Planning Manager
Mr. Maneno Moh'd MANENO	Director of Technical Services
Mr. Mbaroek H. MBAROWK	Port Engineer
Mr. Salum UDI	Civil Engineer
Mr. Makame Sheha USSI	Personal Secretary of Director General
Mr. Kassim Juma OTHMAN	Legal Officer
Mr. Hamza Moh'd Ali	Director of Administration and Human Resources
Zanzibar Municipal Council(ZMC)	
Mr. Othman Abdacch ALLY	Assistant Town Planning Office
Mr. Radab S. DaDab	Active Director
Mr. Said J. Ahmada	Administration Officer
Mr. Nurw S. Abdahrah	Planning Officer
Ms. Hidaya Masoud ALI	Revenue Officer
Mr. Hija Abdalla MAKAME	Chief Accountant
Mr. Mzee Khamis JUMA	Head of Construction & Environment

Department of Construction , Ministry of Construction and Communication	
Mr. Jaffair Shauri HAJI	Chief Engineer
Mr. Mohammed S. NASSOR	Acting Director
Mr. Salum M. JUMA	Engineer
Stone Town Conservation and Development Authority (STCDA)	
Mr. Issa S. MAKARANI	Director General
Mr. Mussa Awesu BAKAR	Civil Engineer
Zanzibar Water Authority (ZAWA)	
Mr. Mustafa Ali GARU	Director General
Mr. Mussa Ramadhan HAJI	Commercial Director
Mr. Masoud Kombo MASOUD	Head of Water Supply
Mr. Ali T. MOHAMED	Financial and Administration Director
Mr. Rashid Mohammed	Officer
Zanzibar Electricity Company (ZECO)	
Mr. Faki H. ALI	Zonal Engineer (Urban West)
Mr. Hassan A. MBAROUK	General Manager
Mr. Maulid SHIRAZI	Development Officer
Department of Environment (DoE)	
Mr. Hamza Z. RIJAL	Head of Environmental Education Section
Mr. Makame M. HAJI	Head of Environmental Impact Assessment Section
Mr. Sheha Mjaja JUMA	Director
Mr. Ali Umai Pandy	Officer
Mr. Bakar A. Bakil	Officer
ZAYEDES (NGO)	
Mr. Omar T. Mattar	Chief Executive Officer
Ms. Lucy Majaliloa	General Secretary
Stone Town Community Police (Police Jami)	
Mr. Mwinyi Ameir	Government Police
Mr. Smo Sarym Nusse	Police Jami
Mr. Hadhir Mohd A.	Police Jami
Blue Horizon Investment Ltd.	
Mr. Antar Hamou Ahmaed	Regional Manager
University of Dar es salaam	
Mr. A. L. Kyulule	Consultant Geotechnical Engineer
Malindi Fishermen's Committee	
Mr. Iddi Omar	Secretary
Mr. Himid Omar	Resident Leader
Mr. Abdulla Ismailshaib	Assistant of resident leader
Mr. Sorw Atnsowr Abud	Fisherman
Dar Es Salaam Fish Market (Ilala Municipality)	
Mr. Charles D. Kabongo	Market Manager
Mr. Msongo Songoro	Municipal Fisheries Office
Mr. Juma Msangi	Licence Officer
Japanese resident in Zanzibar	
Mr. Tsuyoshi SHIMAOKA	President, Baraka Co., Ltd / Fishing boat owner

(4) Minutes of Discussions

1) Field Survey (1)

**Minutes of Discussions on
Preparatory Survey on
the Project for Development of
Malindi Fish Landing and Marketing Facilities**

In response to the request from the Revolutionary Government of the Zanzibar (hereinafter referred to as "Zanzibar"), the Japan International Cooperation Agency (hereinafter referred to as "JICA") decided to conduct a Preparatory Survey on the Project for Development of Malindi Fish Landing and Marketing Facilities (hereinafter referred to as "the Project") and sent the Preparatory Survey Team (hereinafter referred to as "the Team") to Zanzibar, which is headed by Mr. Shunji Sugiyama, Senior Advisor, JICA. The Team is scheduled to stay in the country from 8th to 21st June, 2013.

The Team held a series of discussions with officials concerned of Zanzibar and conducted field surveys at the study area.

As a result of the discussions and the field surveys, both parties confirmed the main items described in the attached sheets. The Team will proceed to further works and prepare the Preparatory Survey Report.

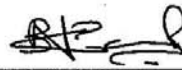
Zanzibar, 20th June 2013



Mr. Shunji Sugiyama
Leader,
Preparatory Survey Team,
Japan International Cooperation Agency



Dr. Omar A. Amir
For Principal Secretary
Ministry of Livestock and Fisheries
Revolutionary Government of Zanzibar



Ms. Bihindi Nassor Khatib
For Principal Secretary
President's Office, Finance, Economy &
Development Planning
Revolutionary Government of Zanzibar

ATTACHMENT

1. Objective of the Project

The objective of the Project is that fishers and other users at the Malindi landing site conduct their landing/marketing operations more efficiently in a safer and more hygienic working condition, thus promoting stable supply of quality fish to the people of Zanzibar.

2. Project site

The project site is located in Malindi, Urban District of Zanzibar City, which consists of three areas, namely building construction area (Area A), marine civil work area (Area B) and peripheral area for associated work and temporary landing (Area C). The detailed area plan of the site is shown in the **Annex-1**.

The Ministry of Livestock and Fisheries (MLF) reported that an application for the land title of the project site has been submitted to the Central Government of Zanzibar for approval. Zanzibar through President's Office, Finance, Economy & Development Planning (POFEDP) affirmed that registration of land title shall be completed by 1st August, 2013. Upon completion of the registration process, it shall be reported to the JICA Tanzania Office promptly.

3. Responsible and Implementing Agency

MLF is the responsible agency of the Project, which oversees the implementation of the Project.

The Department of Fisheries Development (DFD) takes charge of the implementation of the Project. Their organization charts are shown in the **Annex-2**.

4. Items requested by Zanzibar

After the discussion with the Team, MLF made a revised list of requested items with indications of relative importance/priority of each item (**Annex-3**). The final composition of the Project components will be decided after further studies. JICA will assess the appropriateness of the requested items and will summarize it into the draft outline design report.

5. Environmental and social considerations

In order to ensure that appropriate environmental and social considerations are to be made for the Project, Zanzibar agreed to abide by 'JICA Guidelines for Environmental and Social Considerations' in addition to the national environmental regulations.

It was informed that the environmental and social impact assessment certificate had been obtained for the Project after conducting a rapid environmental impact assessment. However, it was recognized that this certificate needs to be renewed so as to fully comply with the above mentioned guidelines. MLF agreed to proceed with renewal process once the draft outline design of the Project is provided by JICA. It was also indicated by the Department of Environment that an Environment Management Plan needs to be formulated by MLF for the Project.



6. Stakeholder consultation

A stakeholder consultation meeting was held on 13th June, 2013 at Bwawani Hotel by inviting representatives from fishing communities, fish wholesalers/retailers, NGOs and relevant government authorities. In the meeting, participants were informed of the proposed development plan of the Malindi landing site, which could involve temporary relocation of landing and wholesale/retail areas during the construction work.

Participants have given their general consent for the proposed plan and there was no objection voiced during the meeting. The minutes of the meeting with the list of participants shall be sent to the Team and JICA Tanzania office by 1st August, 2013.

7. Japan's Grant Aid Scheme

Zanzibar understood the Japan's Grant Aid Scheme explained by the Team as described in the **Annex-4**. Zanzibar shall take the necessary measures as described in the **Annex-5** for smooth implementation of the Project.

8. Further schedule of the Study

- ♦ JICA will send another mission to Zanzibar in late August, 2013 for the purpose of confirming the conformity of outline design of the Project with the heritage conservation requirements of Stone Town Conservation and Development Authority (STCDA).
- ♦ Based on the survey results, JICA will prepare the draft outline design report and dispatch a mission to explain its contents in December, 2013.
- ♦ Once both sides agree in principle on the contents of the report, JICA will finalize the report and send it to Zanzibar by February, 2014.

9. Other relevant issues

9-1. Additional information on the project site

Further to the official letter from Zanzibar to JICA Tanzania office dated on 6th June, 2012 (**Annex-6**) informing JICA of the acceptance of exchange of the Lot A to Lot B as technically required (reference shall be made to the Minutes of Meetings signed on 23rd February 2012 by Zanzibar and JICA), Zanzibar confirmed the Team that there is no other development project approved by STCDA in the Lot B. A copy of the official letter clarifying the above fact shall be sent to JICA Tanzania office by 1st August, 2013.

9-2. Disposal of concrete debris

It is anticipated that significant volume of concrete debris will be produced from clearance work of the collapsed wharf and the existing foundation in the Project site. MLF, in order to minimize the negative environmental impacts of disposing such debris, requested the Team to consider utilizing the concrete debris for the civil work of the Project.

9-3. Operation and Management Plan

With regard to the operation and management plan of the Malindi fish landing and marketing facilities (hereinafter referred to as 'the Project facilities'), Zanzibar informed the followings:

- i). It was proposed that senior management staff of the Project facilities (i.e. manager and section heads) be recruited as government employees or seconded from relevant government authorities.
- ii). It was agreed that POFEDP will lead the discussion among MLF and other relevant ministries regarding the operation/management of the Project facilities and the existing fish market, the result of which shall be sent to JICA Tanzania office by 1st August, 2013.
- iii). In order to ensure integrated operation of the Project facilities and the existing fish market, and for the convenience of users and visitors of the site, functions of the existing fish market will be adjusted accordingly. Zanzibar Municipal Council (ZMC) will be closely consulted in the process to determine the new functions.
- iv). For the safety of fish landing and marketing operations, there shall be a regulation applied to the entire fish landing and marketing facilities. In this connection, it was informed that the adjacent sand beach area (commonly known as “diko”) shall be a part of the land title applied for the project site; hence these areas shall be managed by MLF as one landing site. This will enable MLF to control unloading of commercial merchandises such as logs and charcoals, and any other non-fisheries activities.
- v). MLF, together with ZMC, considers regulating fish retailers not to operate outside of the Project facilities. Such a measure is necessary to maintain good hygienic conditions in and around the Project facilities.
- vi). An appropriate supervisory mechanism of operation and management of the Project facilities shall be established according to the existing rules and regulations of Zanzibar. In this connection, the Team suggested that a management authority or Board be established with the proper representation of key stakeholders such as DFD, ZMC, Zanzibar Port Corporation, fishers (fishing boat owners), market vendors and local communities.

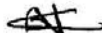
The Zanzibar agreed to revise the ‘Malindi fish landing and market facilities operational plan’ with due considerations of the points below;

- ♦ Elaboration of management authority’s terms of reference
- ♦ Elaboration of staff members’ terms of reference
- ♦ Revision of budget plan with more realistic setting of unit fees/charges and expenditures
- ♦ Detailed arrangement for fee collection and cleaning (whether it is conducted by own staff or outsourced)
- ♦ Financial assurance for proper and sustainable operation and maintenance of the Project facilities including creation of a special fund for this purpose.

This task will be pursued by MLF and the revised plan shall be submitted to the JICA Tanzania Office by 1st August, 2013.

9-4 Temporary fish landing and marketing sites during construction

It is envisaged by DFD that a great majority of existing users of the Malindi landing site can continue to use the same diko connected to the landing site for temporary fish landing and marketing. However, in case that there are those fishers who wish to use other areas, the existing fish landing site of Kizingo is to be used for temporary fish landing and marketing. In this regard, MLF shall adhere to the relevant rules and regulations applied in the country as well as JICA Guidelines for Environmental and Social Considerations.


9-5. Development permission (Planning and Building permit)

Prior to the implementation of the Project, it is necessary that a planning and building permit is attained from STCDA, process of which involves a heritage impact assessment. Upon receipt of draft outline design report of the project from JICA, MLF shall proceed with the application process and make necessary arrangements to obtain the permission before the end of November 2013.

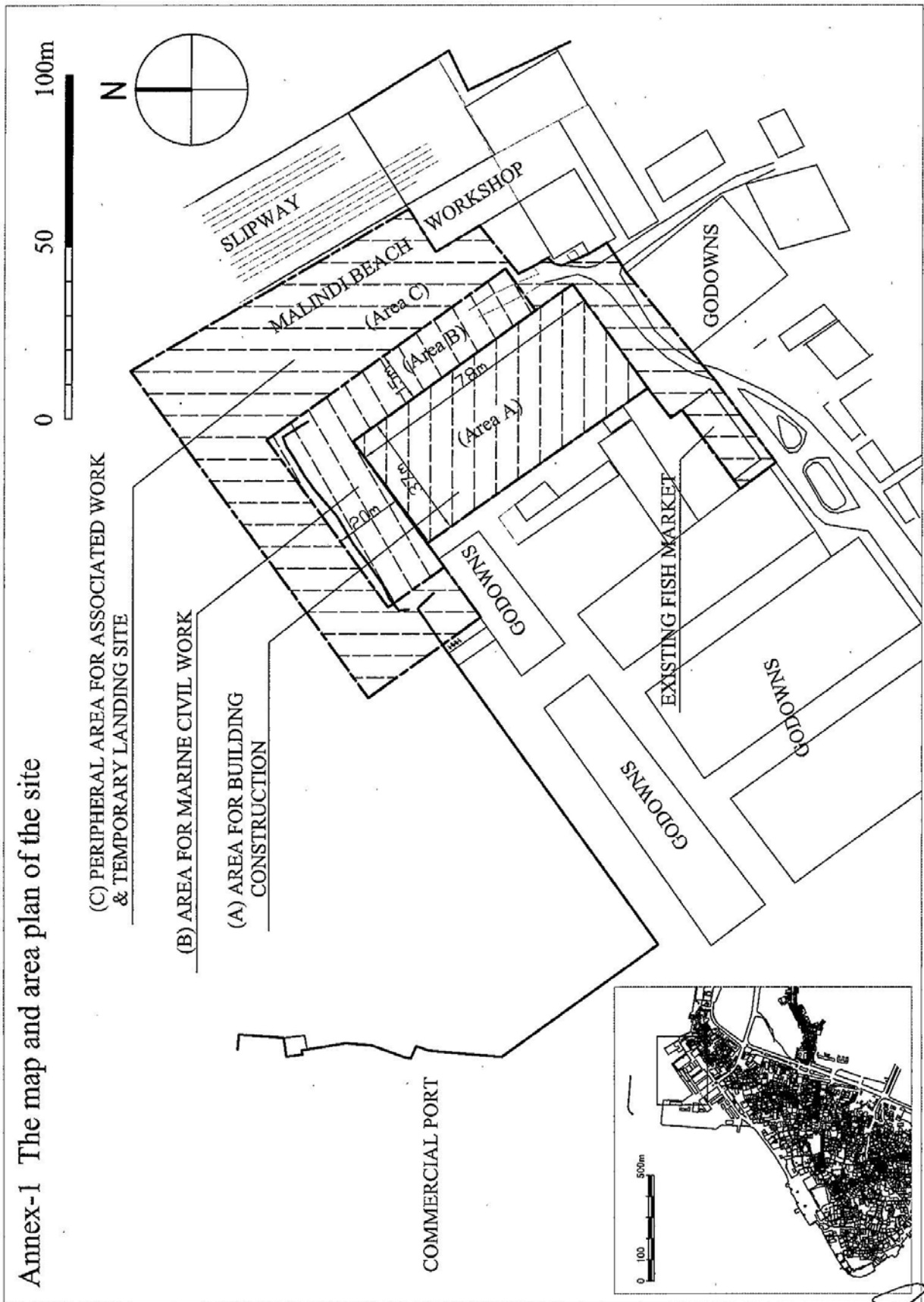
9-6. Construction permission

Zanzibar also promised to obtain the construction permission from STCDA prior to the implementation of the Project.

- Annex-1 The map and area plan of the site .
- Annex-2 Organization charts
- Annex-3 Revised list of equipment and facilities requested by the Government of Zanzibar
- Annex-4 Japan's grant aid scheme
- Annex-5 Major undertakings by each Government
- Annex-6 Official letter from Zanzibar to JICA Tanzania office



Annex-1 The map and area plan of the site



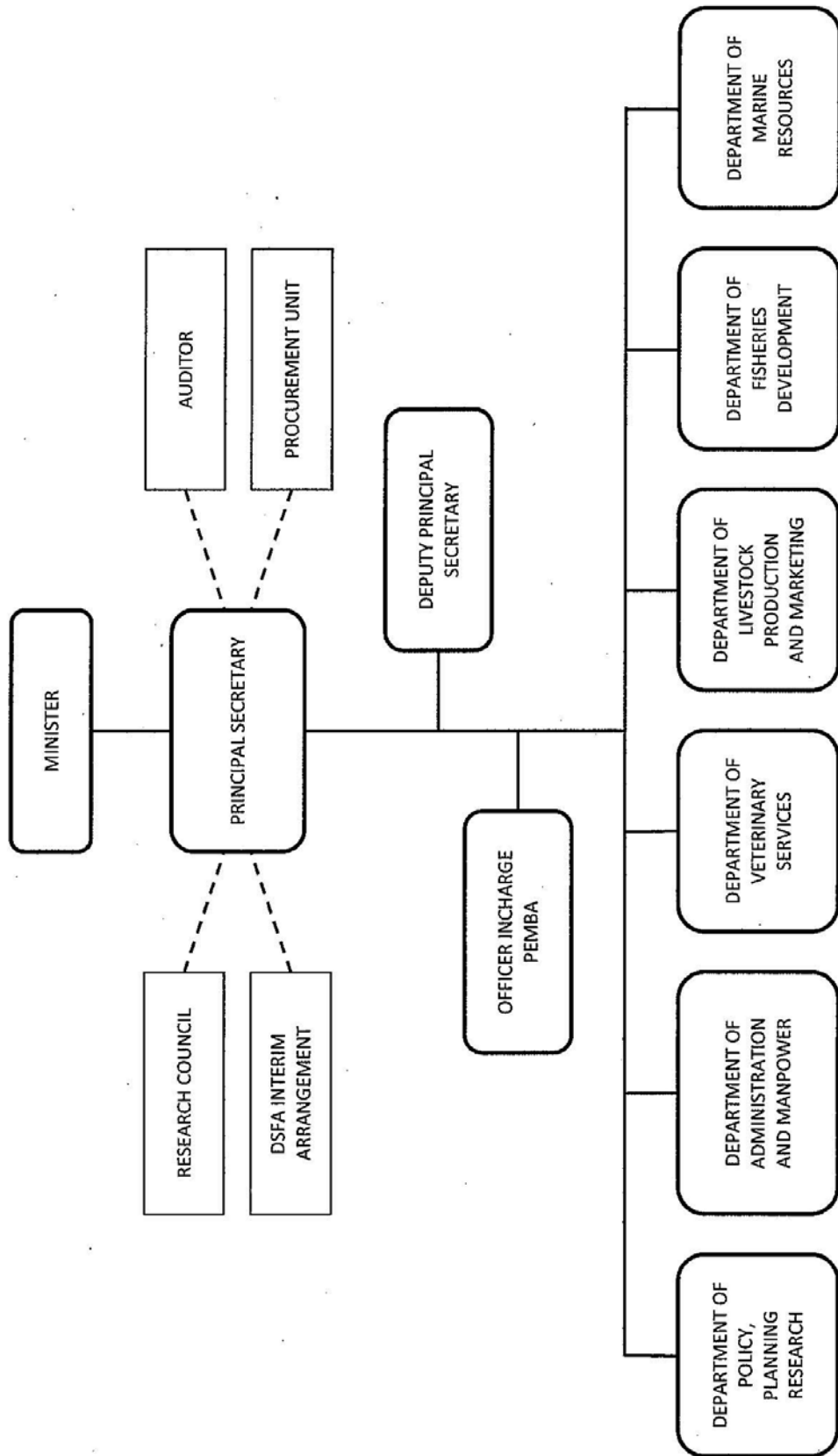
Ami

AT

[Signature]

Annex-2 Organization charts

ORGANISATION STRUCTURE OF THE MINISTRY OF LIVESTOCK AND FISHERIES (MLF)

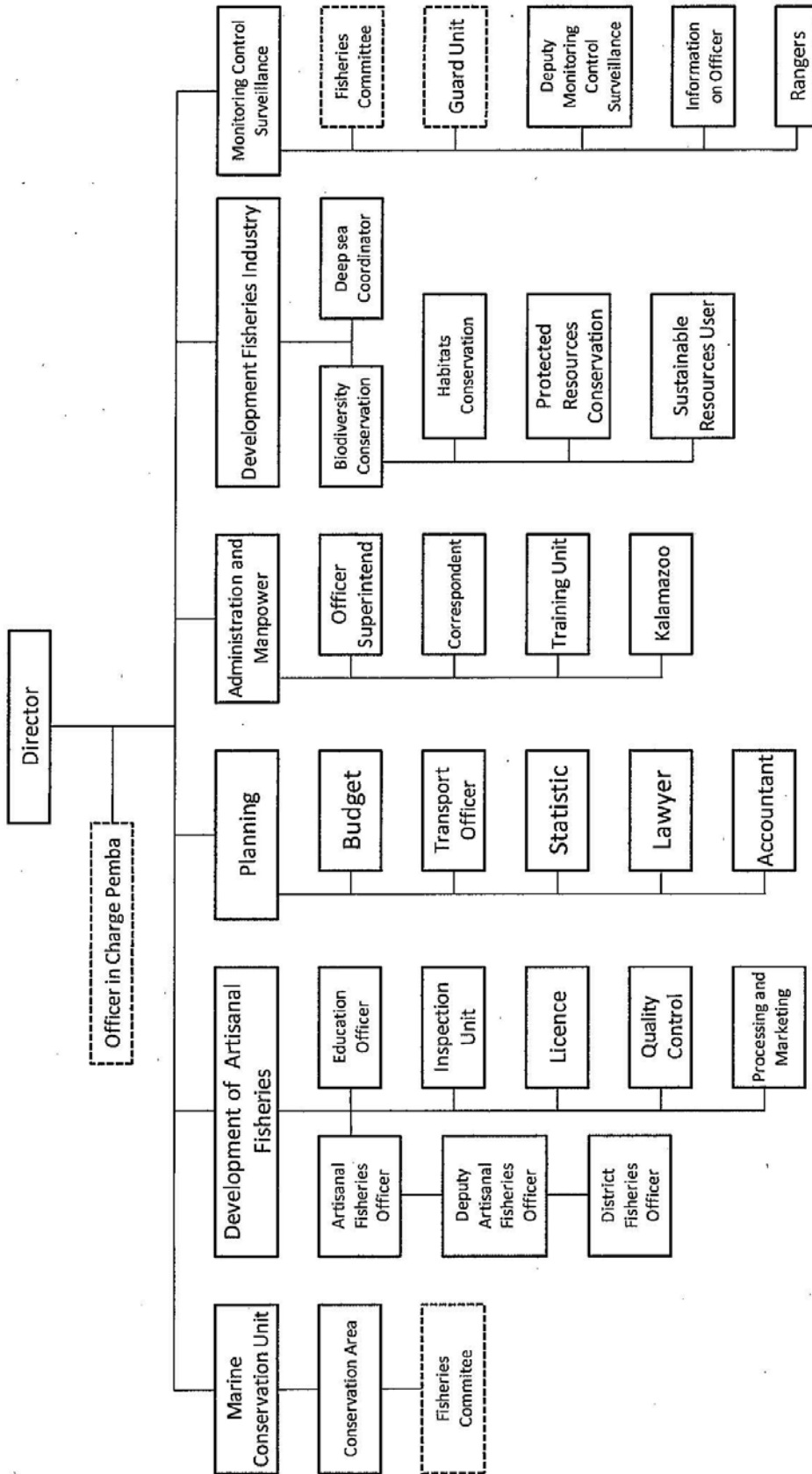


Ami

~~12~~

Xe

ORGANISATION STRUCTURE OF FISHERIES DEVELOPMENT DEPARTMENT (DFD)



[Handwritten signature]

[Handwritten mark]

[Handwritten mark]

Revised list of requested items by the Government of Zanzibar

No.	Items requested	Priority		
		A	B	C
1	Fish landing facilities			
1)	Landing wharf	●		
2)	Seawall	●		
2	Buildings (Fish market building and administration office)			
1)	Auction hall	●		
2)	Fish retail market	●		
3)	Area for fish gutting and cleaning	●		
4)	Housing for ice plant and cold storage		●	
5)	Fishing gear and OBM spare parts shop			●
6)	Storage	●		
7)	Toilet for officers	●		
8)	Administration office	●		
3	Other Facilities			
1)	Generator house	●		
2)	Toilet for public	●		
3)	Garbage area	●		
4)	Sewage treatment systems for toilet and waste water	●		
4	Improvement of existing fish retail market		●	
5	Exterior works			
1)	Pavement including parking space		●	
2)	Drainage and water distribution	●		
3)	Lighting facilities	●		
6	Equipment			
1)	Ice making plant			●
2)	Ice storage			●
3)	Cold storage			●
4)	Insulated fish box		●	
5)	Fish box		●	
6)	Emergency Generator			●
7)	Handcart		●	
8)	Chest freezers		●	
7	Technical assistance (Soft-component)			
1)	Fish landing and market facility management, operation and maintenance	●		

A: Considered essential (First priority)

B: Considered necessary (Second priority)

C: Unjustifiable as a grant aid project component or given the lowest priority

JAPAN'S GRANT AID SCHEME

The Government of Japan (hereinafter referred to as "the GOJ") is implementing the organizational reforms to improve the quality of ODA operations, and as a part of this realignment, a new JICA law was entered into effect on October 1, 2008. Based on the law and the decision of the Government of Japan (hereinafter referred to as "the GOJ"), JICA has become the executing agency of the Grant Aid for General Projects, for Fisheries and for Cultural Cooperation, etc.

The Grant Aid is non-reimbursable fund to a recipient country to procure the facilities, equipment and services (engineering services and transportation of the products, etc.) for economic and social development of the country under principles in accordance with the relevant laws and regulations of Japan. The Grant Aid is not supplied through the donation of materials as such.

1. Grant Aid Procedures

The Japanese Grant Aid is conducted as follows-

- Preparatory Survey (hereinafter referred to as "the Survey")
 - The Survey conducted by JICA
- Appraisal & Approval
 - Appraisal by The GOJ and JICA, and Approval by the Japanese Cabinet
- Determination of Implementation
 - The Notes exchanged between the GOJ and a recipient country
- Grant Agreement (hereinafter referred to as "the G/A")
 - Agreement concluded between JICA and a recipient country
- Implementation - Implementation of the Project on the basis of the G/A

2. Preparatory Survey

(1) Contents of the Survey

The aim of the Survey is to provide a basic document necessary for the appraisal of the Project by JICA and the GOJ. The contents of the Survey are as follows:





- Confirmation of the background, objectives, and benefits of the Project and also institutional capacity of agencies concerned of the recipient country necessary for the implementation of the Project.
- Evaluation of the appropriateness of the Project to be implemented under the Grant Aid Scheme from a technical, financial, social and economic point of view.
- Confirmation of items agreed on by both parties concerning the basic concept of the Project.
- Preparation of a basic design of the Project.
- Estimation of costs of the Project.

The contents of the original request by the recipient country are not necessarily approved in their initial form as the contents of the Grant Aid project. The Basic Design of the Project is confirmed considering the guidelines of the Japan's Grant Aid scheme.

JICA requests the Government of the recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even though they may fall outside of the jurisdiction of the organization in the recipient country actually implementing the Project. Therefore, the implementation of the Project is confirmed by all relevant organizations of the recipient country through the Minutes of Discussions.

(2) Selection of Consultants

For smooth implementation of the Survey, JICA uses (a) registered consulting firm(s). JICA selects (a) firm(s) based on proposals submitted by interested firms.

(3) Result of the Survey

The Report on the Survey is reviewed by JICA, and after the appropriateness of the Project is confirmed, JICA recommends the GOJ to appraise the implementation of the Project.

3. Japan's Grant Aid Scheme

(1) The E/N and the G/A





After the Project is approved by the Cabinet of Japan, the Exchange of Notes(hereinafter referred to as "the E/N") will be signed between the GOJ and the Government of the recipient country to make a plea for assistance, which is followed by the conclusion of the G/A between JICA and the Government of the recipient country to define the necessary articles to implement the Project, such as payment conditions, responsibilities of the Government of the recipient country, and procurement conditions.

(2) Selection of Consultants

The consultant firm(s) used for the Survey will be recommended by JICA to the recipient country to also work on the Project's implementation after the E/N and the G/A, in order to maintain technical consistency.

(3) Eligible source country

Under the Japanese Grant Aid, in principle, Japanese products and services including transport or those of the recipient country are to be purchased. When JICA and the Government of the recipient country or its designated authority deem it necessary, the Grant Aid may be used for the purchase of the products or services of a third country. However, the prime contractors, namely, constructing and procurement firms, and the prime consulting firm are limited to "Japanese nationals".

(4) Necessity of "Verification"

The Government of the recipient country or its designated authority will conclude contracts denominated in Japanese yen with Japanese nationals. Those contracts shall be verified by JICA. This "Verification" is deemed necessary to secure accountability to Japanese taxpayers.

(5) Major undertakings to be taken by the Government of the Recipient Country

In the implementation of the Grant Aid Project, the recipient country is required to undertake such necessary measures as Annex.

(6) "Proper Use"

The Government of the recipient country is required to maintain and use the facilities constructed and the equipment purchased under the Grant Aid properly and effectively and to assign staff necessary for this operation and maintenance as well as to bear all the expenses other than those covered by the Grant Aid.



(7) "Export and Re-export"

The products purchased under the Grant Aid should not be exported or re-exported from the recipient country.

(8) Banking Arrangements (B/A)

- a) The Government of the recipient country or its designated authority should open an account in the name of the Government of the recipient country in a bank in Japan (hereinafter referred to as "the Bank"). JICA will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by the Government of the recipient country or its designated authority under the Verified Contracts.
- b) The payments will be made when payment requests are presented by the Bank to JICA under an Authorization to Pay (A/P) issued by the Government of the recipient country or its designated authority.

(9) Authorization to Pay (A/P)

The Government of the recipient country should bear an advising commission of an Authorization to Pay and payment commissions to the Bank.

(10) Social and Environmental Considerations

A recipient country must ensure the social and environmental considerations for the Project and must follow the environmental regulation of the recipient country and JICA socio-environmental guideline.

End.



Major Undertakings to be taken by Each Government (建築)

*案件ごとに適宜変更のうえ使用

NO	Items	To be covered by the Grant	To be covered by Recipient side
1	To secure land		•
2	To clear, level and reclaim the site when needed	•	•
3	To construct gates and fences in and around the site	•	•
4	To construct the parking lot	•	
5	To construct roads		
	1) Within the site	•	
	2) Outside the site		•
6	To construct the building	•	
7	To provide facilities for the distribution of electricity, water supply, drainage and other incidental facilities		
	1)Electricity		
	a.The distributing line to the site		•
	b.The drop wiring and internal wiring within the site	•	
	c.The main circuit breaker and transformer	•	
	2)Water Supply		
	a.The city water distribution main to the site		•
	b.The supply system within the site (receiving and/or elevated tanks)	•	
	3)Drainage		
	a.The city drainage main (for storm, sewer and others) to the site		•





	b.The drainage system (for toilet sewer, ordinary waste, storm drainage and others) within the site	•	
	4)Telephone System		
	a.The telephone trunk line to the main distribution frame / panel (MDF) of the building		•
	b.The MDF and the extension after the frame / panel	•	
	5)Furniture and Equipment		
	a.General furniture		•
	b.Project equipment	•	
8	To bear the following commissions to a bank of Japan for the banking services based upon the B/A		
	1) Advising commission of A/P		•
	2) Payment commission		•
9	To ensure prompt unloading and customs clearance at the port of disembarkation in recipient country		
	1) Marine(Air) transportation of the products from Japan to the recipient country	•	
	2) Tax exemption and customs clearance of the products at the port of disembarkation		•
	3) Internal transportation from the port of disembarkation to the project site	(•)	(•)
10	To accord Japanese nationals whose services may be required in connection with the supply of the products and the services under the verified contract such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work		•
11	To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which may be imposed in the recipient country with respect to the supply of the products and services under the verified contract		•

12	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid		•
13	To bear all the expenses, other than those to be borne by the Grant Aid, necessary for construction of the facilities as well as for the transportation and installation of the equipment		•

(B/A: Banking Arrangement, A/P: Authorization to pay, N/A: Not Applicable)







**REVOLUTIONARY GOVERNMENT OF ZANZIBAR
PRESIDENT'S OFFICE; FINANCE, ECONOMY AND DEVELOPMENT PLANNING**

P. O. Box 874/1154
VUGA-ZANZIBAR
Website: Info@mofeaznz.org

Tel: 024 2231171
Fax: 024 2233187
2230546

Ref: OR/FUMM/ E.80/33 VOL. IV/43

Date: 6TH June, 2012

**JICA Tanzania Office,
3rd Floor Barclays House,
1008/1 Ohio Street,
P. O. Box 9450,
Dar es Salaam.**

**RE: THE DEVELOPMENT OF MALINDI FISH LANDING AND
MARKETING FACILITIES IN ZANZIBAR**

We have the honour to refer you to item no. 3 of the Agreed Minutes of Discussion on the preparatory study for the development of the above mentioned facilities.

We would like to inform you that, the President's Office - Finance, Economy and Development Planning has explored the possibility of designating new project site under recommended two possible options (I and II). We are hereby officially confirming that, the project site under option I (Exchange of lot A and B) has been accepted and will be the new project site. We therefore request your good office continue with your normal procedures so as to approve and swiftly implement this important project.

We extend our sincere appreciation to the Japanese Government for continued cooperation and support towards Zanzibar development efforts.

Sincerely yours,

**(Khamis M. Omar),
Principal Secretary,
President's Office; Finance, Economy and Development Planning,
ZANZIBAR.**

**Cc: - Principal Secretary,
Ministry of Livestock and Fisheries,
ZANZIBAR.**

- Fisheries Engineering Co. Ltd.

2) Technical Note (Field Survey (2))

Technical Note on Preparatory Survey on the Project for Development of Malindi Fish Landing and Marketing Facilities

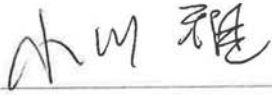
Based on the Minutes of Discussions dated 20th June 2013 among the Ministry of Livestock and Fisheries(MLF), the President's Office, Finance, Economy & Development Planning(POFEDP), and the Preparatory Survey Team of Japan International Cooperation Agency(JICA Team) on the Project for Development of Malindi Fish Landing and Marketing Facilities ("the Project"), the consultants of the JICA team in charge of the facility design (the Consultant) held discussions with DFD and Stone Town Conservation and Development Authority (STCDA) of Zanzibar from 1st to 5th September 2013 in order confirm the conformity of outline design of the Project with the heritage conservation requirements set by STCDA. This is to note the discussions that has been done as stated below:

- (1) The Consultant presented the following documents;
 - Proposed Draft Outline Design,
 - Perspectives (CG) / Design Sheet
 - Initial Environmental Examination (IEE) of Project (DRAFT)
- (2) As a result of the discussions, DFD and STCDA confirmed the contents and the designs described in the above-mentioned documents in principle.
- (3) DFD made the following comments.
 - The fish processing area should be properly drained and to be designed so that solid waste can be easily treated.
 - Ice machine and ice storage should be located in a secured space
 - DFD is planning to install a flake ice machine of 2 ton/day which will be procured with the budget 2013/14 of "Marketing Infrastructure Value Addition and Rural Financing Support Programme" (MIVARF) funded by AfDB. Technical details will be given to the Consultant soon. (the three ice plants procured under MACEMP will be installed in the other landing sites)
 - The equipment and its space for safety of fish boats such as an anemometer, a barometer, radios, information boards is necessary.
 - If solar power system can be applied, power cost can be reduced.
 - The government of Zanzibar is planning to alter the operation plan. The details will be presented to JICA before 1st October including an organization chart with duties of committees and staff, a financial plan with balance sheet, auditing plan, recruitment plan of the manager and the section heads, time schedule of advertising and hiring staff and contracting outsourced services
 - The government of Zanzibar is ready to allocate the budget for installing electricity and water supply, etc. in the budget of FY2014/15.
- (4) STCDA confirmed the conformity of the design with the heritage conservation requirements and

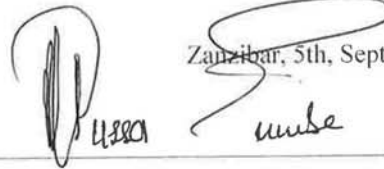


made the following comments.

- The final approval will be made after the notification to UNESCO
 - Out of two alternative elevations proposed by the Consultant, the Type-1 has been selected
 - The Consultant will make minor revision of the design according to the discussion as much as possible and report to STCDA by email.
 - -The design of the parapets will be altered to be simpler
 - -Aluminum windows will be designed to appear like traditional wooden windows
 - -The design of ventilation screens will be chosen from traditional Islamic designs
 - -As for the design of opening on the water tower, STCDA suggested suitable design options in Stone Town to which the Consultant will refer for improving the design.
 - -To apply a pattern of eaves fascia board existing in Stone Town
 - -To reduce the height of the water tower if proper pressure can be maintained
- (5) The Consultant will proceed to further works in Japan and prepare the Preparatory Survey Report, making the most of the comments from DFD and STCDA.

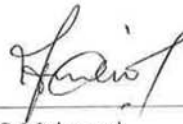


Mr. Tadashi OGAWA
Chief Consultant,
Preparatory Survey Team of JICA,
Fisheries Engineering Co., Ltd.



Zanzibar, 5th, September 2013

Mr. Mussa Jumbe
Director of Department of Fisheries
Development, Ministry of Livestock and
Fisheries
Revolutionary Government of Zanzibar



Mr. Issa S Makarani
Director General,
Stone Town Conservation and Development
Authority, Zanzibar



3) Explanation on Outline Design

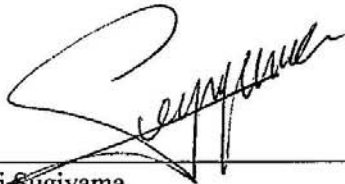
MINUTES OF DISCUSSIONS
ON
THE PREPARATORY SURVEY
ON
THE PROJECT FOR DEVELOPMENT OF MALINDI FISH LANDING
AND MARKETING FACILITIES
(EXPLANATION OF DRAFT REPORT)

In June and September 2013, Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched Preparatory Survey Teams on the Project for Development of Malindi Fish Landing and Marketing Facilities (hereinafter referred to as "the Project"), in response to the request from the Revolutionary Government of Zanzibar (hereinafter referred to as "the Government of Zanzibar"). Through discussions, field surveys and technical examination of the survey results in Japan, JICA prepared the draft report of the Project.

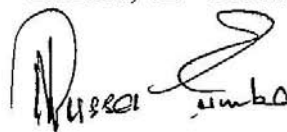
In order to explain and to discuss with the authorities concerned of the Government of Zanzibar about the components of the draft report, JICA sent a Preparatory Survey Team (hereinafter referred to as "the Team") to Zanzibar from 4th to 13th December, 2013 headed by Mr. Shunji SUGIYAMA, Senior Advisor, JICA .

As a result of discussions, both sides confirmed the main items described in the attached sheets.


Zanzibar, 12th December 2013



Mr. Shunji Sugiyama
Team Leader
Preparatory Survey Team
Japan International Cooperation Agency



Mr. Mussa Aboud Jumbe
For Principal Secretary
Ministry of Livestock and Fisheries
Revolutionary Government of Zanzibar



Ms. Bihindi Nassor Khatib
For Principal Secretary
Ministry of Finance
Revolutionary Government of Zanzibar

ATTACHMENT

1. Components of the draft report

The Government of Zanzibar agreed and accepted the components of the draft report explained by the Team including obligations of the recipient country which are mentioned in the Chapter 3 of the draft report. It is understood that further request of change in the Project components shall not be considered; however, the components of the Project are still subject to change depending upon the result of the tender for contractor.

2. Japan's Grant Aid Scheme

The Government of Zanzibar reconfirmed its understanding of the Japan's grant aid scheme and major undertakings of each Government as described in the Annex 4 and 5 of the Minutes of Discussions signed on 20th June, 2013. The flow chart of Japan's grant aid procedures is given in the Annex 1.

3. Schedule of the survey

JICA will complete the final report in accordance with the confirmed items and send it to the Government of Zanzibar by the end of February, 2014.

4. Estimated cost of the Project

The Team provided the estimated cost of the Project as described in the Annex 2. Both sides affirmed that the information should never be duplicated or released to any outside party before signing of all the contract(s) for the Project.

The estimated cost of undertakings by the Government of Zanzibar was also provided as shown in the Annex 3. These figures are still provisional and shall be treated as indicative information.

5. Confidentiality

The Government of Zanzibar agreed that all the information related to the Project such as facility design and drawings, specifications of equipment, and the estimated project cost shall not be released to the third parties before conclusion of all the contract(s) for the Project since they are confidential documents that contain information related to the tender.

6. Environment and Social Considerations

6-1. Environmental Impact Assessment

It was informed that the environmental impact assessment certificate obtained for the Project had been renewed on 4th September, 2013 to meet the requirements of JICA's guidelines for environmental and social considerations as well as the national environmental regulations.



6-2. Monitoring of the status of environmental and social considerations

The status of environmental and social considerations shall be periodically monitored by the Department of Fisheries Development (DFD), Ministry of Livestock and Fisheries (MLF) in accordance with the monitoring plan for the Project. The results will be provided to JICA on a quarterly basis until the completion of the Project by filling in the monitoring form as part of progress reports during the construction phase.

7. **Other Relevant Issues**

7-1. Timely fulfilment of obligations of the recipient country

It was assured that the Government of Zanzibar take necessary measures to fulfil those obligations listed below with due observation of respective time limit, a summary table of which is given in the Annex 4.

(1) Site clearance

The project site shall be secured and entirely cleared before tendering for the contractor. The site clearance includes removal of all the private properties of charcoal transporters and vendors temporarily using the area.

(2) Permits and authorizations for the construction work

All the necessary permits and authorizations for the construction work shall be obtained before tendering for the contractor, which include;

- Building permit and architectural permit from STCDA
- Authorization for renovation of the existing market from Zanzibar Municipal Council (ZMC)

(3) Allocation of necessary budget for the Project implementation

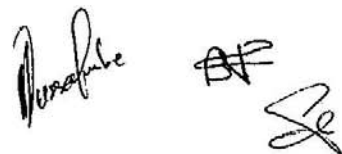
The allocation of sufficient budget shall be ensured for the implementation of "undertakings" of the Government of Zanzibar, estimated cost of which is given in the Annex 3. The timing of each task is indicated in the summary table (Annex 4).

(4) Installation of the equipment

Installation of an ice making machine/ice storage unit and an emergency generator at the Project site shall be completed at the expense of the Government of Zanzibar two months before completion of the construction work.

(5) Recruitment/assignment of senior management staff

Recruitment/assignment process of senior management staff namely landing site manager, head of finance section, head of market section and head of utilities and maintenance section shall be completed four (4) months before completion of the construction work.

Handwritten signatures and initials in black ink, including a large signature that appears to be 'Mwafake' and several other initials and marks.

7-2. Proper operation and maintenance of the Project facilities

It was reconfirmed that the Government of Zanzibar assumes overall responsibilities for the proper operation and maintenance of the Malindi fish landing and marketing facilities (hereinafter referred to as “the Project facilities”) and duly undertake the following measures.

(1) Initial budget for operation

At the initial stage of operation, there is a possibility that the Project facilities do not generate sufficient revenue to meet the payment requirements for wages, utilities and other necessary expenses. When this happens, the Government of Zanzibar shall provide financial assistance so as to ensure continued operation of the Project facilities until their financial management has been stabilized.

(2) Special reserve fund for facility maintenance

For the purpose of financial assurance for proper maintenance of the Project facilities and renewal of the equipment, the Government of Zanzibar agreed to create a special reserve fund for the Project facilities, which shall be managed separately from the operation account, before completion of the construction work. At least 5 % of the revenue from the Project facilities shall be deposited in the reserve fund.

(3) Regulating informal activities around the Project facilities

In view of operational safety and maintenance of hygienic conditions, unloading of commercial merchandises (e.g. logs and charcoals) within the entire fish landing site including the adjacent sand beach area need to be controlled, and retailing of fish outside of the Project facilities need to be regulated. The Government of Zanzibar shall apply related laws and regulations for this purpose.

(4) Regular monitoring of the facility operation

In order to facilitate proper management of the Project facilities, the Government of Zanzibar agreed to establish a set of operation indicators. It is planned that adequate indicators and means of verification will be selected/identified during the soft component. It is urged that the management of the Project facilities regularly monitor and record the operational status of the Project facilities with these indicators. The copies of monitoring report shall be provided to JICA Tanzania office upon request.

7-3. Supervision of the Project facility management

In the Project facilities, the effectiveness and sustainability of management will be ensured from two dimensions; 1) provision of close supervision by the management board, members of which consists of permanent secretaries of relevant ministries, and 2) provision of a consultation/coordination mechanism in the form of advisory committee, whereby representatives of key stakeholders and facility users discuss various management issues.

Handwritten signatures in black ink, including a large signature on the left and a smaller one on the right.

It is advised that the Government of Zanzibar shall fully utilize the functions of these management mechanisms.

7-4. Nomination of counterpart personnel for the soft component

DFD shall nominate officers in charge of the implementation of the soft component.

ANNEXES:

Annex 1 Flow chart of Japan's grant aid procedures

Annex 2 Project cost to be borne by Japan's grant aid

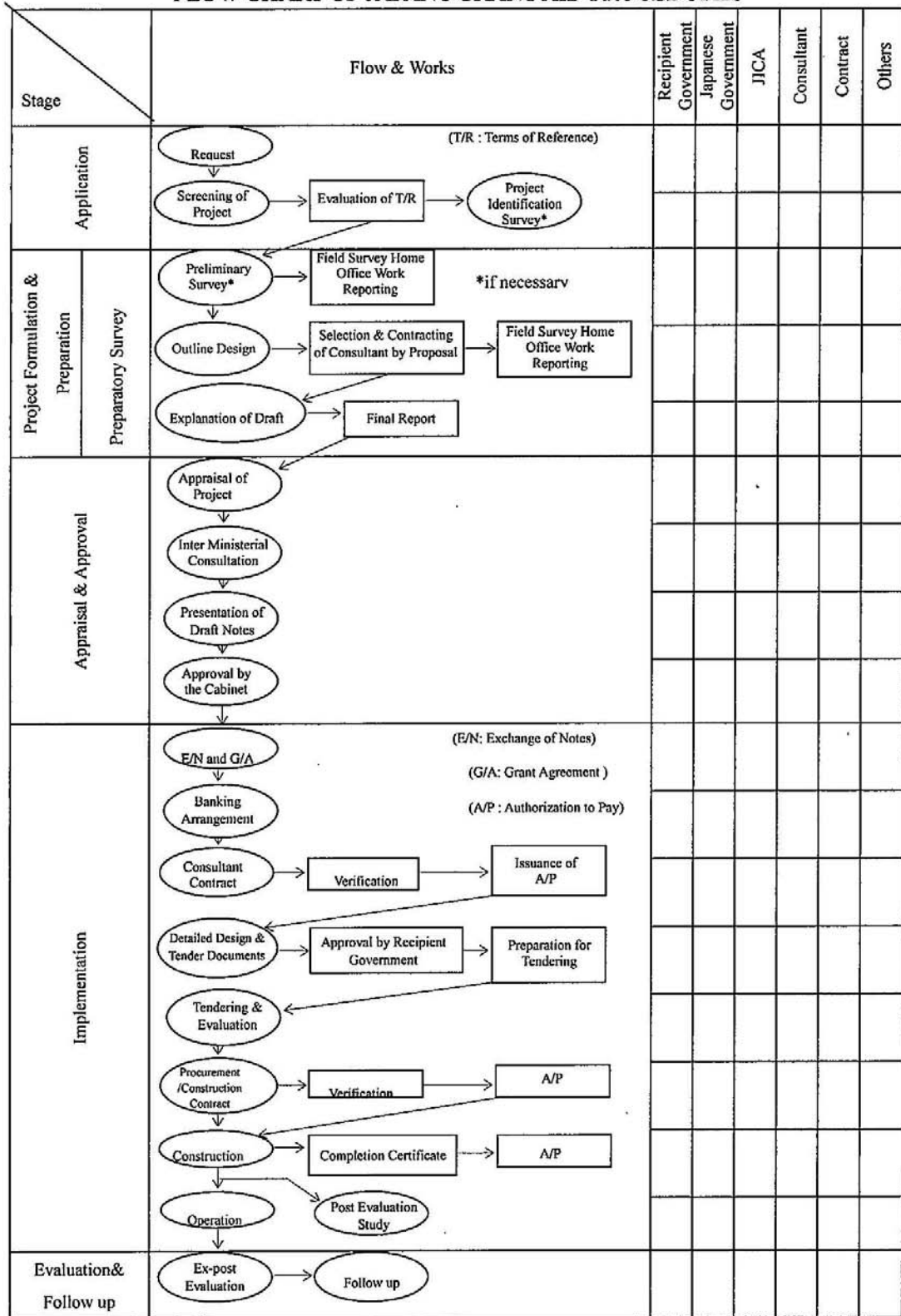
Annex 3 Project cost to be borne by the Government of Zanzibar

Annex 4 Undertakings of the Government of Zanzibar

Handwritten signatures and initials in black ink, including a large signature that appears to be 'Mussa' and several other initials.

Annex 1 Flow chart of Japan's grant aid procedures

FLOW CHART OF JAPAN'S GRANT AID PROCEDURES



Annex 1-1

Handwritten signature

Handwritten initials/signature

Annex 2 Project cost to be borne by Japan's grant aid

This page is closed due to the confidentiality.

Annex 3 Project cost to be borne by the Government of Zanzibar

The cost to be borne by Zanzibar in case the plan is implemented under the grant aid is estimated to be about 244,500 US dollars (about 24,300,000 yen), broken down as follows.

① City water supply	US\$49,100	(Tsh. 78,560,000)
② Electrical power supply	US\$100,500	(Tsh. 160,800,000)
③ Installation of an ice machine	US\$50,000	(Tsh. 80,000,000)
④ Installation of a generator (excluding equipment cost)	US\$5,000	(Tsh. 8,000,000)
⑤ Procurement of office supplies and furniture	US\$26,000	(Tsh. 41,600,000)
⑥ Bank transfer and handling fees	US\$9,500	(Tsh. 15,200,000)
⑦ Environmental Monitoring (Pre-construction stage & Construction stage)	US\$4,400	(Tsh. 15,200,000)
Total	US\$244,500	(Tsh. 391,200,000)

※Conditions of cost estimate

- 1) Time of estimate September 2013
- 2) Exchange rate US\$1.00 = JPY99.38, Tsh.1=JPY0.0621 (US\$1=Tsh.1600)
- 3) Construction period The time schedule for carrying out the detailed design, construction, procurement of equipment, and soft components is as shown on the Project Implementation Schedule.
- 4) Others The plan will be implemented in accordance with the grant aid scheme of the Japanese Government.

Annex 3-1



Annex 4 Undertakings of the Government of Zanzibar

Undertakings	Time limit	Initiated by
Banking Arrangement(B/A) & issuance of Authorization to Pay(A/P) for the consultant and the contractor	B/A: upon E/N & G/A A/P: upon contracts	DFD, Ministry of Finance
Securing and clearing the construction site (Including notification to charcoal transporters, vendors, fishermen etc.)	before tendering for the contractor	DFD, ZPC, ZMC
Securing temporary work site for construction (Access road and the entire landing site)	before tendering for the contractor	DFD, ZPC, ZMC
Preparation of environmental check lists and monitoring sheets abiding by the guidelines of the Department of Environment and of JICA	before tendering for the contractor	DFD, DoE
Obtaining all permits and authorizations for the construction work	before tendering for the contractor	DFD, STCDA
Installing power cables to the site & a transformer on the site	before construction work	DFD, ZECO
Installing water supply line to the site	before construction work	DFD, ZAWA
Environmental monitoring	before, during & after construction	DFD, DoE
Safety precautions and information for users and boats in Malindi	during construction work	DFD, ZPC
Procedure for exemption of tax & customs duties	during construction work	MLF, Ministry of Finance
Designation of focal points in charge for the soft-component and to make them engaged in planning process	Before commencement of soft-component	DFD, MLF, Ministry of Finance
Budget allocation for the initial operational expenses (Including wages for the manager and heads of sections)	FY 2015/16	DFD, MLF, Ministry of Finance
Recruitment of operation staff and conclusion of contracts with service providers	Three (3) months before completion of construction	DFD, MLF, Ministry of Finance
Creation of a special reserve fund	before completion of construction	DFD, Ministry of Finance
Installation of an ice machine/ice storage unit	Two (2) months before completion of construction	DFD
Installation of an emergency generator	Two (2) months before completion of construction	DFD
Regulating informal activities in and around the fish landing site	Upon inauguration of facilities	DFD, ZMC

Annex 4-1

(5) Soft Component (Technical Assistance) Plan

1) BACKGROUND

The Malindi Landing Site, the center of landing and marketing of fish products in Zanzibar, currently has neither proper quay for landing nor shelter for trading, thus the fish is treated under a very poor condition. It is therefore an urgent need for Zanzibar government to have a new landing and marketing facilities at Malindi.

The Malindi Landing and Marketing Facilities to be constructed under the Project are aiming to improve the food security in the fisheries sector by supplying safe and hygienic fish products.

The government has not controlled Malindi landing site so far due to lack of proper facility, equipment or management body, while Zanzibar Municipal Council (ZMC) is making day to day management of the existing markets in Zanzibar City where fish is vending. The deteriorated building elements, water pumps and electrical devices in the existing markets are however, not well maintained in a timely and prompt way and sometimes left for a long period without care. The revenue raised from the markets is transferred into the ZMC's common fund without reserving a maintenance fund for the markets or settling the balance of revenues and expenses of each market.

The Ministry of Livestock and Fisheries (MLF) as the responsible agency of the Project, and the Department of Fisheries Development (DFD) as the implementing agency, are planning to establish an autonomous body (Figure 2-17) and a transparent and healthy accounting system for operation and maintenance of the new facilities. They are also planning to regulate vending on the street and inadequate handling of fresh fish for hygienic purpose, moreover accomplish more reliable statistics by merging landing and marketing in the same facilities.

To enhance effectiveness of the Project and to maintain sustainability, it is necessary for MLF to establish the management framework and the organization on time, and start adequate operation and management of the facilities. However MLF has not had experiences of managing physical facilities and this is the first case for MLF of implementing a project under the Japanese Grant Aid scheme. In these circumstances, Zanzibar side has requested JICA to include the Soft Component (Technical Assistance) in the Project to support establishment of the operation and management framework.

2) PURPOSE OF THE SOFT COMPONENT

The purpose of the soft component is to set up the operation and maintenance framework on time for the Malindi Fish Landing and Marketing Facilities to be constructed under the Project.

In this regard, the soft component will support the Zanzibar government to elucidate the roles and duties of the members and staff of the new framework, the rules and regulations of operation and accounting, the revenue collection system, the regulations for users, and the terms of references of out-sourced services. The stakeholders such as fishermen, whole sellers,

retailers shall be involved in the process, especially of determining the fees and rules of usage of facilities so as to formulate their consent.

3) OUTCOME OF THE SOFT COMPONENT

The expected outcomes to achieve the purpose above are as described in the table below.

Table A-1 : Outcome of the Soft Component

<ul style="list-style-type: none"> • An operation framework, organization and the duty of each staff are clarified • Regulations and rules of management and accounting are formed and refined • A revenue collection system and rules for users are clarified • A concrete measure of out-sourcing of services such as security guard, cleaning, revenue collection, etc. is developed • A maintenance plan and persons in charge are defined • Staff in charge becomes trained in their duties of operation and management
--

4) METHOD OF EVALUATION OF ACHIEVEMENTS

Each of the above-mentioned outcomes is evaluated after completion of the activities in the way stated below.

Table A-2 : Outcomes and their indicators

	Outcomes	Indicators
(1)	The Statute and the terms of references of the management are established. Duties of the management board and the operation and maintenance bodies are documented. An operation framework, organization and the duty of each staff are clarified	-The Statute is verified by MLF. -The roles of committees and members are approved by MLF. -The Management Organization is registered.
(2)	The rules and regulations of operations, accounting and auditing are established. Collection and recording of tariffs, account books and the internal auditing are rectified.	- The rules and regulations of operations, accounting and auditing are approved by MLF. - The Management Organization of the Market opens its bank account.
(3)	Tariffs and the rules and regulations for users are set. Operation formalities and procedures and the responsible persons for control of the selling area, hygienic and street vendors as well as collection and disposal of garbage are defined.	-The rules and regulations for users are confirmed by MLF. -Briefing sessions for the rules and regulations for users are held by MLF. Users of the Market facilities comprehend the rules and regulations.
(4)	Terms of references for contractors are developed and concrete measures of out-sourcing of services such as security guard, cleaning, revenue collection, etc. including the persons in charge are clarified	- Drafts of Contracts and Terms of References for the outsourced services are prepared and approved by MLF

(5)	Plans and logs for periodical inspections, maintenances and management of equipment are prepared and the concrete maintenance plan of the facilities is defined	-Maintenance Plan and Manuals are prepared and become effectual
(6)	The staff becomes proficient in their duties	The staff comprehend the procedure and the method stipulated in the document

5) ACTIVITIES OF THE SOFT COMPONENT

The following activities are planned in respect of each targeted outcome. These activities are implemented in collaboration with (a) local consultant firm(s), the Japanese consultant and the counterparts of Zanzibar Government.

① Activities for the outcome (1)

- To draft the statutes of the management organization, and to elaborate the terms of references of the advisory committee and the board of directors.
- After drafting, to hold workshops in order to discuss with the relevant organizations such as DFD, MLF, POFEDP, ZMC and ZPC for refining a management and operation system.
- To support finalization of the statutes of the management organization, and the terms of references of the advisory committee and the board of directors
- To support the government to prepare documentation to register the management organization.
- To develop a draft of contracts for outsourcing services in consultation with MLF, POFEDP etc.

② Activities for the outcome (2)

- To draft Regulations of operation and accounting, with respect to collection and recording of tariffs, accounting books and internal auditing.
- After drafting, to hold workshops with staffs, contractors and stakeholders
- To refine and finalize the Regulations of operation and accounting
- To train staff and contractors.

③ Activities for the outcome (3)

- To organize a group visit to Dar es Salaam Ferry Market for observation, discussions, exchange of views with staff and the management of the Dar es Salaam Ferry Market
- To draft the rules for users of the facilities pertaining to tariffs, and control of the market, hygiene, and street vending, together with the manual of garbage collection and disposal, and selection of persons in charge of them
- To hold workshops with relevant officials, staffs, and contractors based on the above drafts

- After revising the draft, to hold a meeting with stakeholders such as users, fishermen, fishmongers, auctioneers, transporters, processors, consumers in order to diffuse the rules
- To finalize the rules for users
- To elaborate a program of regular briefings with facility users for instructing practices of hygiene and observing rules and regulations
- To introduce registration of users. To hold a training course to registered users for proper utilization of facilities and equipment and provide posters/signboards for diffusion of the rules.

④ Activities for the outcome (4)

- To discuss with DFD and MLF the contents of outsourcing services and to develop draft Terms of References for contractors.
- To hold workshops for relevant officials and applicants for contractors based on the draft TOR
- To finalize the TOR and the contract document for out-sourcing services

⑤ Activities for the outcome (5)

- To draft a Maintenance Plan including timing of regular checks, maintenance methods, check lists of equipment and inventory, records, work schedule, persons in charge
- To finalize the Maintenance Plan
- To hold a training course to relevant staff and contractors.

⑥ Activities for the outcome (6)

- To train the members of the committee and the management staff on accounting and cashier work, facility management and maintenance.
- To hold a workshop to users for understanding of the statutes of the management organization.
- To instruct and supervise the outsourced service providers to hold workshops and trainings to their staff and workers.

Table A-3 : Input and counterpart for the activities of Soft Component

	Outcome	Input by Consultant		Counterparts by Zanzibar government	
				Draft stage to Finalization & approval stage	Training stage
(1)	The Statute and the terms of references of the management are established.	Japanese Local	19 M/D 33 M/D	Task force consisting of the following members DFD 2 staff MLF 1 staff POFEDP 1 staff	Task force : 4 members Market Manager Head of Finance Section Head of Marketing Section Head of Utilities & Maintenance Section
(2)	Duties of the management board and the operation and maintenance bodies are documented.	Japanese Local	19M/D 43 M/D		
(3)	An operation framework, organization and the duty of each staff are clarified	Japanese Local	16 M/D 36 M/D		
(4)	The rules and regulations of operations, accounting and auditing are established. Collection and recording of tariffs, account books and the internal auditing are rectified.	Japanese Local	15 M/D 35 M/D		
(5)	Plans and logs for inspections, maintenances and management of equipment are prepared and the facility maintenance plan is defined	Japanese Local	14 M/D 30 M/D		
(6)	The staff becomes proficient in their duties	Japanese Local	20 M/D 26 M/D		

6) METHOD & RESOURCE OF IMPLEMENTATION

The method and resource of implementation of the technical assistance will be a combined type; a Japanese specialist will be engaged in with a local consultant firm procured in Tanzania. A Japanese specialist will oversee the technical assistance and lead and supervise the activities of the local consultants both from Japan and in Zanzibar on periodical basis. Local resources are personnel who specialize in management, accounting and maintenance of facilities.

7) IMPLEMENTATION SCHEDULE OF THE SOFT COMPONENT

In order to start the management of operations prior to the inauguration of the facilities in the fiscal year 2015/2016 of the Government of Zanzibar, the drafts of the statutes, rules and regulations will be prepared within the fiscal year 2014/15 and they will be finalized after discussion with the Zanzibar side. Workshops and stakeholders' meetings are held to the relevant organizations/ during the finalization phase.

Table A-4 : Draft Implementation schedule of Soft Component

Year	2014												2015												2016																								
Month	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																						
Procedure	▲Exchange of Notes/Grant Agreement																																																
	▲Consultant Agreement						▲Tender/Contract																		Inauguration Ceremony ▲																								
Work by Zanzibar Gov't.	Water/Electricity				Installation		<Budget Allocation>						Budget for Operation ▲						Advertisement/Contract/Instruction																														
Construction													Demolition						Civil Work						Inspection/Hand Over ▲																								
													Building Work																																				
Soft Component													Sign (Selection of Local Consultant/Contract)																																				
Preparation of Draft Plan													Draft																																				
Discussion													Discuss																																				
Stakeholders Meeting, Workshop													Workshop						WS																														
Finalization of Plan													Finalization																																				
Training													-> Activities for outcomes (1) to (5) ->												Train Train Train																								
Preparation of Report													-> Activities for outcome (5) ->												Report																								
Japanese Consultant in charge of Soft Component	(Zanzibar2.67/Japan1.15/Total3.82MM)												0.5												1.27					0.5					0.83					0.75					0.15				

8) DOCUMENT TO BE PREPARED IN THE SOFT COMPONENT

- Completion report of the Soft Component
- Draft agreement of entrusting the operation to the new management organization
- Rules and regulations of operations and accounting
- Statutes of the Management Organization and Terms of References of Advisory Committee
- Regulations for users of facilities
- Terms of References(TOR) and Contract form for outsourced services
- Maintenance manuals and reporting forms for facilities and equipment

9) OBLIGATION OF THE ZANZIBAR GOVERNMENT

- ① Implementation of Agreement of entrusting operation, employment, contract of outsourced services shall be done on time

For implementing the trainings in the soft component, it is indispensable that the management body is authorized by the Zanzibar government with the agreement and the personnel is employed or seconded from the government in the management body according to the time schedule.

- ② Appointment of the relevant officials in charge and to make them engaged in the planning process

Members of the management board, the market manager and heads of sections are planned to be seconded by the Zanzibar government. The Zanzibar government should appoint counterparts to work with the consultant and make them engaged in the activities of the soft component from the earlier stage so that the operation and management system which will be

developed in the soft component could be shared with and the effective and sustainable management of the facilities could be attained.

③ Continuous pursuit of improvement

To make the effect of the soft component sustain and maximize, it is necessary to make the most of the outcomes and to improve them constantly by devising the measures to deal with the actual operation issues and by periodical seminars and on-the-job trainings

(6) References

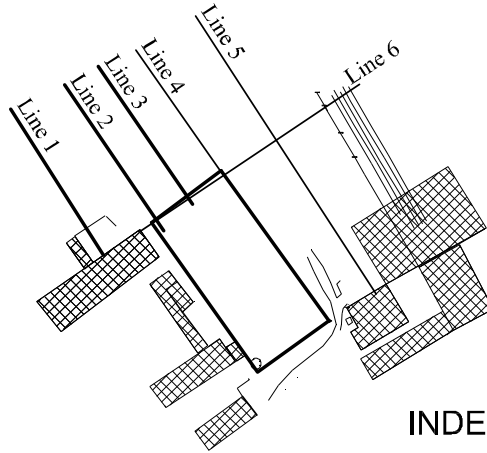
No.	Field	Subject	Type	Source
1	Urban planning	Zanzibar A Plan for the Historic Stone Town 1996	Original	The Aga Khan Trust for Culture Historic Cities Support Programme
2	Statistics	2010Tanzania Demographic & Health Survey 2010	Data	National Bureau of Statistics, Tanzania
3	statistics	2009/10Household Budget Survey final report 2012	Data	Office of Chief Government Statistician, Zanzibar
4	Fisheries	Guide book to Fisheries Beach Recorders 2010	Original	Department of Fisheries Development, Zanzibar

(7) Other Relevant Data

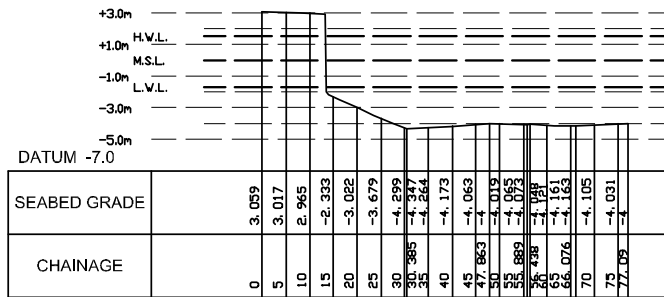
(7)-1 Map of Topography and Bathymetry



MALINDI FISH MARKET - SEABED PROFILES 1

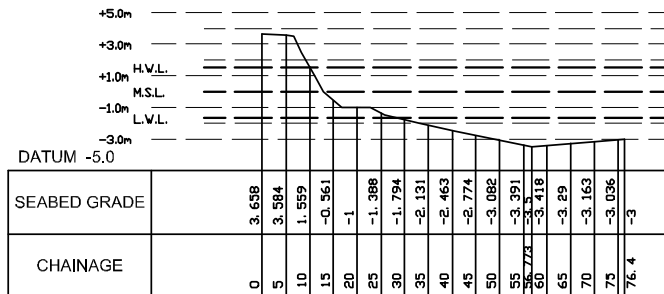


INDEX MAP



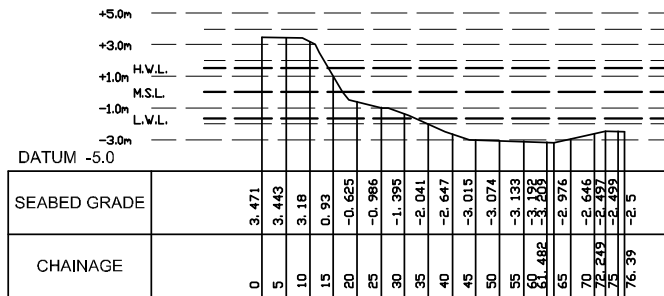
PROFILE - LINE 1

A3: Hz scale 1:1000 : Vt scale 1:300



PROFILE - LINE 2

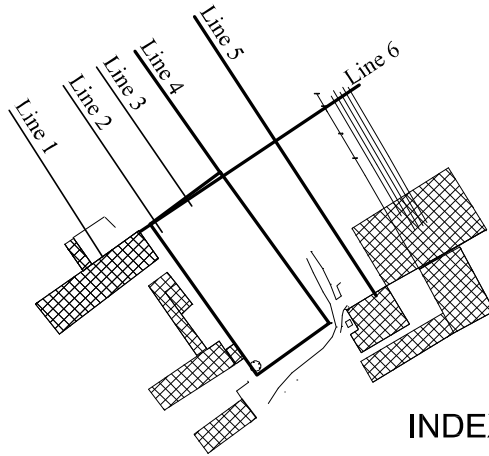
A3: Hz scale 1:1000 : Vt scale 1:300



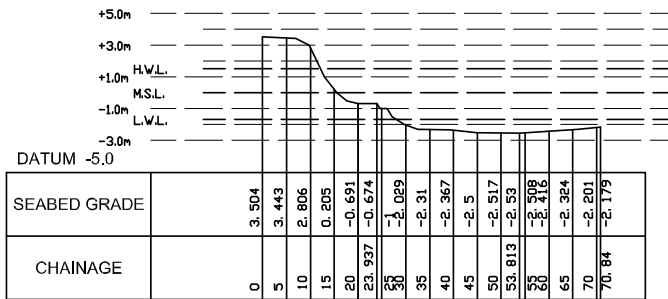
PROFILE - LINE 3

A3: Hz scale 1:1000 : Vt scale 1:300

MALINDI FISH MARKET - SEABED PROFILES 2

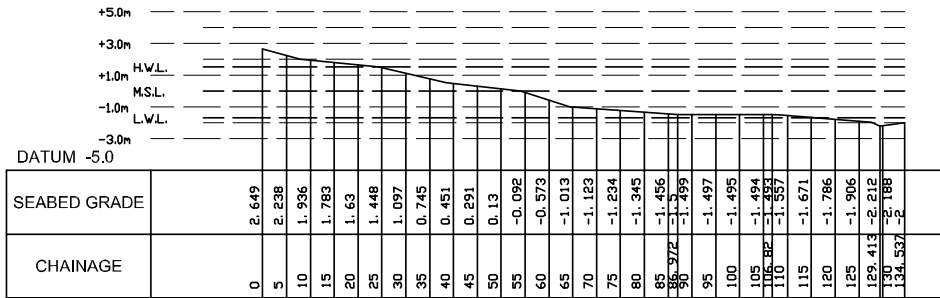


INDEX MAP



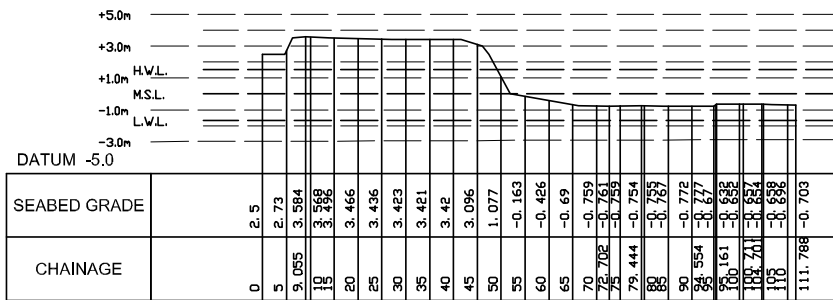
PROFILE - LINE 4

A3: Hz scale 1:1000 : Vt scale 1:300



PROFILE - LINE 5

A3: Hz scale 1:1000 : Vt scale 1:300



PROFILE - LINE 6

A3: Hz scale 1:1000 : Vt scale 1:300

