

Appendix IV: Minutes of Discussions (M/D)

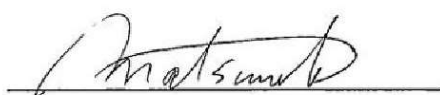
Minutes of Discussions
on the Preparatory Survey for the Project for
Urgent Improvement of Water Sector for the Host Communities of Syrian Refugees
in Northern Governorates in the Hashemite Kingdom of Jordan Phase 2

In response to the request from the Government of Hashemite Kingdom of Jordan (hereinafter referred to as "GOJ"), the Government of Japan decided to conduct a Preparatory Survey for The Project for Urgent Improvement of Water Sector for the Host Communities of Syrian Refugees in Northern Governorates in the Hashemite Kingdom of Jordan Phase 2 (hereinafter referred to as "the Project"), and entrusted the Preparatory Survey to Japan International Cooperation Agency (hereinafter referred to as "JICA").

JICA sent the Preparatory Survey Team for the Outline Design (hereinafter referred to as "the Team") to Jordan, headed by Mr. Shigeyuki Matsumoto, JICA Senior Advisor, and is scheduled to stay in the country from December 18th to 22nd, 2015.

The Team held a series of discussions with the officials concerned of the Government of Jordan and conducted a field survey in the Project area. In the course of the discussions, both sides have confirmed the main items described in the attached sheets. The Team will proceed to further works and prepare the Preparatory Survey Report.

Amman, December 21st, 2015



Mr. Shigeyuki Matsumoto
Leader
Preparatory Survey Team
Japan International Cooperation Agency
Japan



Eng. Tawfiq Z. Habashneh
Secretary General
Water Authority of Jordan
Jordan

ATTACHMENT

1. Objective of the Project

The objective of the Project is to improve water supply services in Irbid city by/through rehabilitation of distribution pipes and service pipes in Hawwara and Sariéh district.

2. Title of the Preparatory Survey

Both sides confirmed the title of the Preparatory Survey as "the Preparatory Survey for the Project for Urgent Improvement of Water Sector for the Host Communities of Syrian Refugees in Northern Governorates in the Hashemite Kingdom of Jordan Phase 2". The title was "the Project for rehabilitation and restructuring of water distribution networks in Hawwara and Sariéh in Irbid Governorate", when it was requested. Since the Project will have synergy effect with the precedent Grant Aid "the Project for Urgent Improvement of Water Sector for the Host Communities of Syrian Refugees in Northern Governorates in the Hashemite Kingdom of Jordan", to improve water supply services in Northern Governorates, the title was changed as mentioned.

3. Project Site

Both sides confirmed that the sites of the Project are in Hawwara and Sariéh districts, which are shown in Annex 1.

4. Line Agency and Executing Agency

Both sides confirmed the line agency and executing agency as follows:

- 4-1. The line agency is Ministry of Water and Irrigation (hereinafter referred to as "MWT"), which would be the agency to supervise the executing agency.
- 4-2. The executing agency is Water Authority of Jordan (hereinafter referred to as "WAJ"). The executing agency shall coordinate with all the relevant agencies to ensure smooth implementation of the Project and ensure that the Undertakings are taken by relevant agencies properly and on time. The organization charts are shown in Annex 2.
- 4-3. The responsible agency for operation and maintenance of the facilities to be constructed by the Project is Yarmouk Water Company (hereinafter referred to as "YWC").

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5. Items requested by the Government of Jordan

5-1. As a result of discussions, both sides confirmed that the items requested by the Government of Jordan are as follows.

(1) Facilities

- DI pipelines (300-100mm) and HDPE pipelines (63mm)
- Service pipes with meter
- Pressure reducing valve

(2) Design and Supervision

5-2. JICA will assess the appropriateness of the above requested items through the survey and will report findings to the Government of Japan. The final components of the Project would be decided by the Government of Japan.

6. Japanese Grant Scheme

6-1. The Jordanian side understands the Japanese Grant Scheme and its procedures as described in Annex 3 and Annex 4, and necessary measures to be taken by the Government of Jordan.

6-2. The Jordanian side understands to take the necessary measures, as described in Annex 5, for smooth implementation of the Project, as a condition for the Japanese Grant to be implemented. The detailed contents of the Annex 5 will be worked out during the survey and shall be agreed no later than by the Explanation of the Draft Preparatory Survey Report.

The contents of Annex 5 will be used to determine the following:

- (1) The scope of the Project.
- (2) The timing of the Project implementation.
- (3) Timing and possibility of budget allocation.

Contents of Annex 5 will be updated as the Preparatory Survey progresses, and will finally be the Attachment to the Grant Agreement.

7. Schedule of the Survey

7-1. The Team will proceed with further survey in Jordan until January 31st, 2016.

7-2. JICA will prepare a draft Preparatory Survey Report in English and dispatch a

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mission to Jordan in order to explain its contents around June, 2016.

7-3. If the contents of the draft Preparatory Survey Report is accepted in principle and the Undertakings are fully agreed by the Jordanian side, JICA will complete the final report in English and send it to Jordan around September, 2016.

7-4. The above schedule is tentative and subject to change.

8. Environmental and Social Considerations

8-1. The Jordanian side confirmed to give due environmental and social considerations during implementation of the Project, and after completion of the Project, in accordance with the JICA Guidelines for Environmental and Social Considerations (April, 2010).


8-2. The Project is categorized as B because the Project is not located in a sensitive area, nor has it sensitive characteristics, nor falls it into sensitive sectors under the Guidelines, and its potential adverse impacts on the environment are not likely to be significant. The Jordanian side confirmed to conduct the necessary procedures concerning the environmental assessment (including stakeholder meetings, Environmental Impact Assessment (EIA), and information disclosure, etc.) and make EIA report of the Project, if necessary. The clearance from the responsible authorities shall be obtained by WAJ and submitted to JICA by June 2016.

9. Other Relevant Issues

9-1. Scope of the Project

The requested Project components will be examined by the Team based on the survey results on necessity, urgency, development effects, and WAJ's priority. In addition, technical aspects such as lengths, sizes, locations, materials of the requested rehabilitated pipes, technical difficulty of installation, the estimated cost, etc. will be considered by the Team. The Team will propose priority area/district or components to WAJ and YWC and discuss it if some of the requested project needs to be omitted during the Draft Outline Design explanation survey which is planned in June, 2016.

WAJ explained that customer meters would not be necessary but service pipes should be included in the Project. WAJ also explained their preference that the components should comprehensively cover from distribution pipes to branch pipes and service

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pipes up to boundaries of private properties, area by area. Details will be discussed in the course of the Survey.

9-2. Design criteria

Both sides agreed that the same design criteria will be used in this survey that was used in "Preparatory Survey Report on the Programme for Urgent Improvement of Water Sector for the Host Communities of Syrian Refugees in Northern Governorates, 2014 (hereinafter referred as "Survey Report") and "the Project for the Study on Water Sector for the Host Communities of Syrian Refugees in the Hashemite Kingdom of Jordan, Master Plan, Water supply" (hereinafter referred as "Master Plan").

9-3. Consideration of water distribution plan

The Team explained that water supply distribution plan for the Project will be reviewed and updated based on the existing two plans. One plan was used as a base of the "Survey Report" that is being implemented with a completion year of 2016. Under this plan, water is transmitted to Hofa reservoir and conveyed to Bait Ras, Hawwara and Sariyh. Another plan was proposed under the Master Plan, water is conveyed from Zebdat pumping station. Both sides agreed that after the review and update of the above-mentioned two plans, the distribution plan for the Project might be revised and proposed.

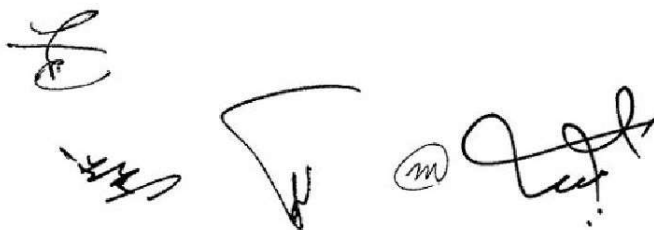
9-4. Target year

Both sides agreed that the target year in the Master Plan was 2035. Nonetheless, the target year of the Project is proposed as 2019, immediately after the Project completion, meeting the policy of Japan's Grant Aid, which focuses on an urgent improvement project.

9-5. Design policy of outline design

Both sides agreed that water supply system will be designed, based on the following design concept.

- Gravity distribution from service reservoir as much as possible
- Optimization of energy use in the system, especially for pumping facilities
- Adequate selection and location of pressure reducing facilities
- Adequate replacement of existing pipes

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9-6. Water pressure survey

The Team will request WAJ and YWC to help the Team to measure water pressures at some house connections before and after the Project. Its purpose is to set the Project target values and baseline values, and measurement sites are 20 places.

9-7. Other donors' cooperation in Irbid city and related area

The Team requested the Jordanian side information on cooperation extended by other donor countries/ agencies to avoid duplication of the projects. The Team may cooperate with others if such is beneficial to the Project.

9-8. Project monitoring report

The Team explained that the Jordanian side must take initiative to carefully monitor the progress of the Project in order to ensure its smooth implementation as part of their responsibility in the G/A, and must regularly report to JICA about its status by using the Project Monitoring Report (PMR), shown in Annex 6.

9-9. Necessary arrangements to be taken by the Jordanian side

Jordanian side agreed to facilitate the Survey by the following activities:

- (1) To provide the Team, with available relevant data, information and materials necessary for the execution of the Survey,
- (2) To answer the Questionnaire presented by the Team,
- (3) To assign counterpart (C/P) to the Team and to play the following roles:
 - to fix the appointments and set up the meetings with the related organizations to which the Team intends to visit,
 - to attend the site survey and any other visits with the Team and to facilitate any convenience on accommodation, working room, adequate transportation and getting the permissions if required, etc., and
 - to assist and advise the Team for the collection of data and information,
- (4) To assign GIS engineer as counterpart,
(Jordanian side is requested to assign GIS engineers to the Team for understanding of preparation and maintenance of GIS database. In addition, exiting relevant GIS maps with water supply facilities shall be provided to the Team at no cost.)
- (5) To carry out survey of existing pipelines to identify pipe route and pipe attributes, and

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- prepare distribution network map in GIS in cooperation with the Team,
- (6) To help the Team to measure water pressure in some households,
 - (7) To secure the permission for the Team, to take photographs and enter into private properties and restricted areas for proper execution of the survey, if necessary,
 - (8) To take any measures deemed necessary to secure the safety of the members of the Team,
 - (9) To make arrangements to allow the Team, to bring back to Japan any necessary data, maps and materials related to the Survey, subject to approval by Jordanian side, in order to analyze the Project and prepare the reports,
 - (10) To conduct the necessary procedures concerning the environmental assessment, such as the stakeholder meeting, and required monitoring,
 - (11) To make necessary arrangements between the Project and other related project by the other countries/agencies,
 - (12) To take necessary permissions such as permission of public road usage from Ministry of Public Works and Housing and Irbid Municipality, etc.,
 - (13) To take necessary measures to exempt taxes, including Value Added Tax, custom duty, and any other taxes and levies in Jordan which are to be arisen from the Project activities. According to Japan's Grant Aid regulations, if there is any taxes and levies imposed on the Project, WAJ will have to allocate necessary budget for the payment of taxes and levies. WAJ will take any procedures necessary for the tax exemption with related organizations, and
 - (14) To take necessary exemption of bank guarantee for the Project cargo and bank guarantee for the road use (excavation work) concerning the Project, etc.

Annex 1 Project Sites

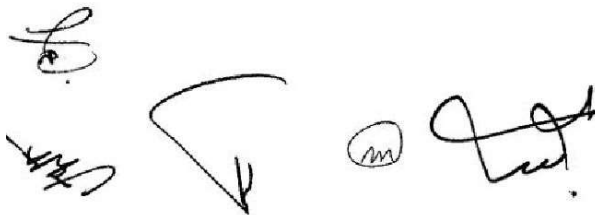
Annex 2 Organization Chart of WAJ

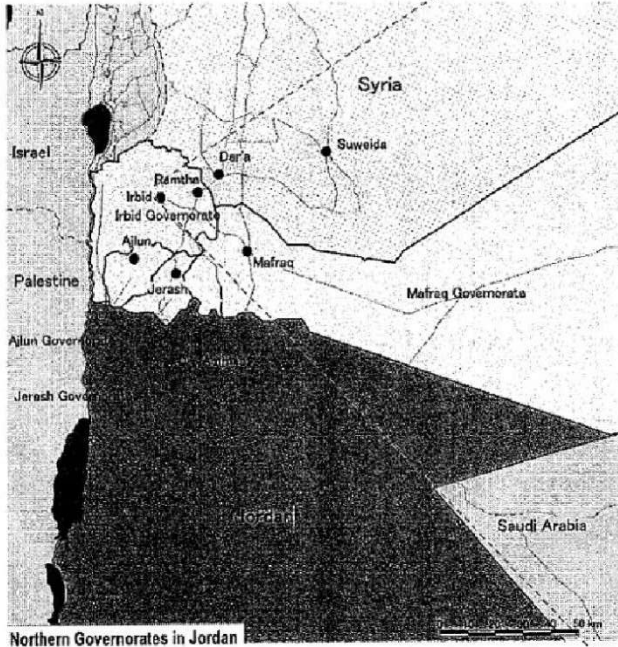
Annex 3 Japanese Grant

Annex 4 Flow Chart of Japanese Grant Procedures

Annex 5 Major Undertakings to be taken by Each Government (template)

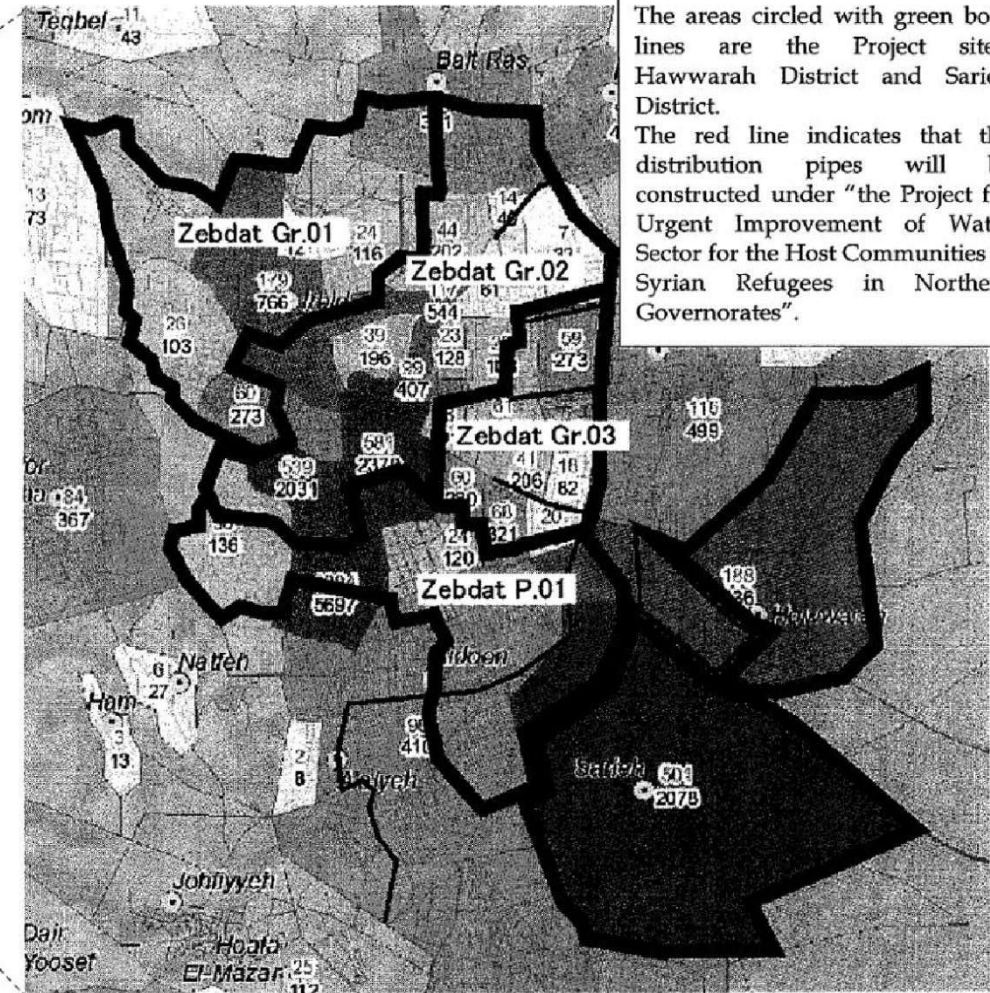
Annex 6 Project Monitoring Report (template)

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Project Sites

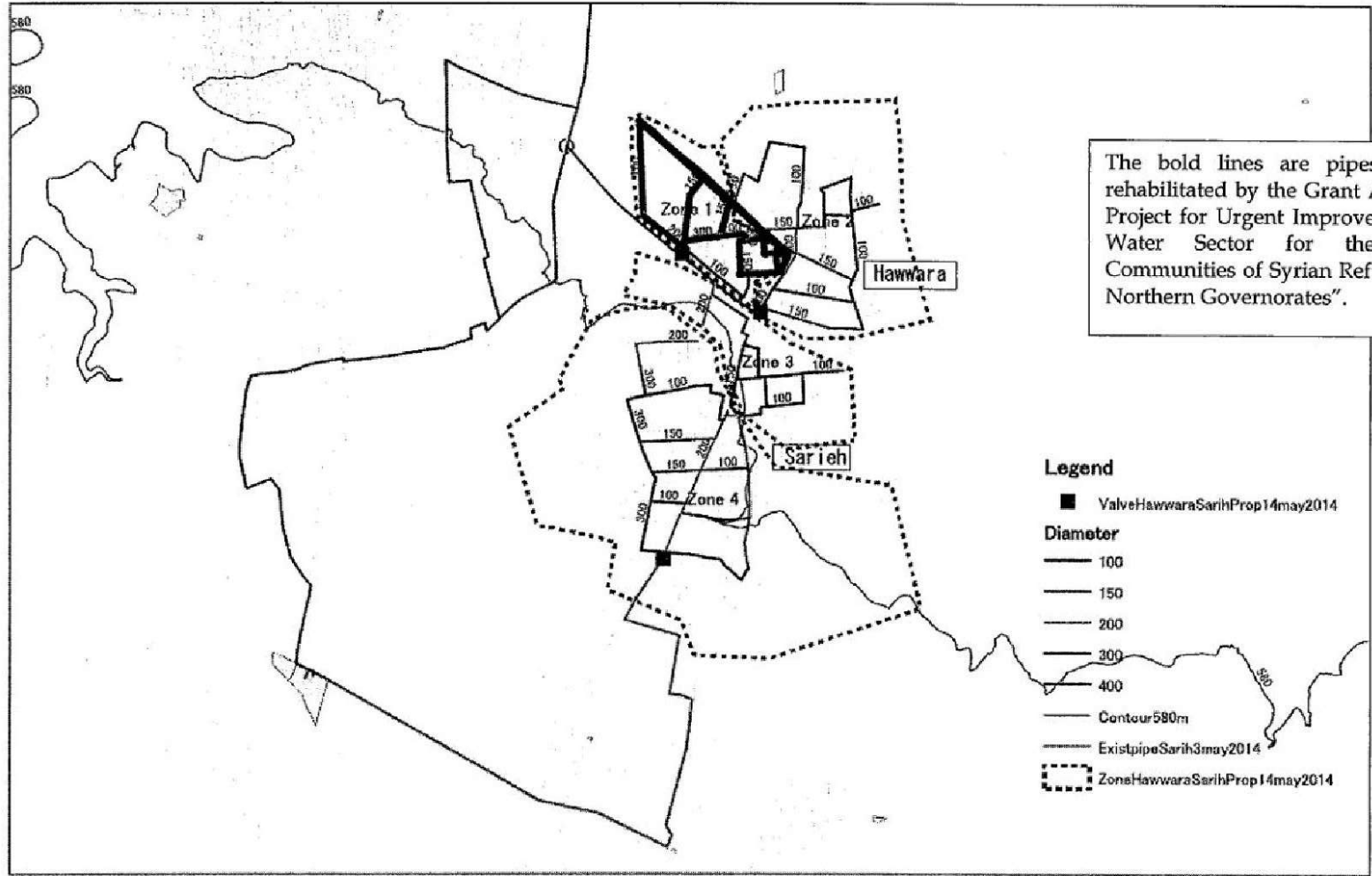
Annex 1

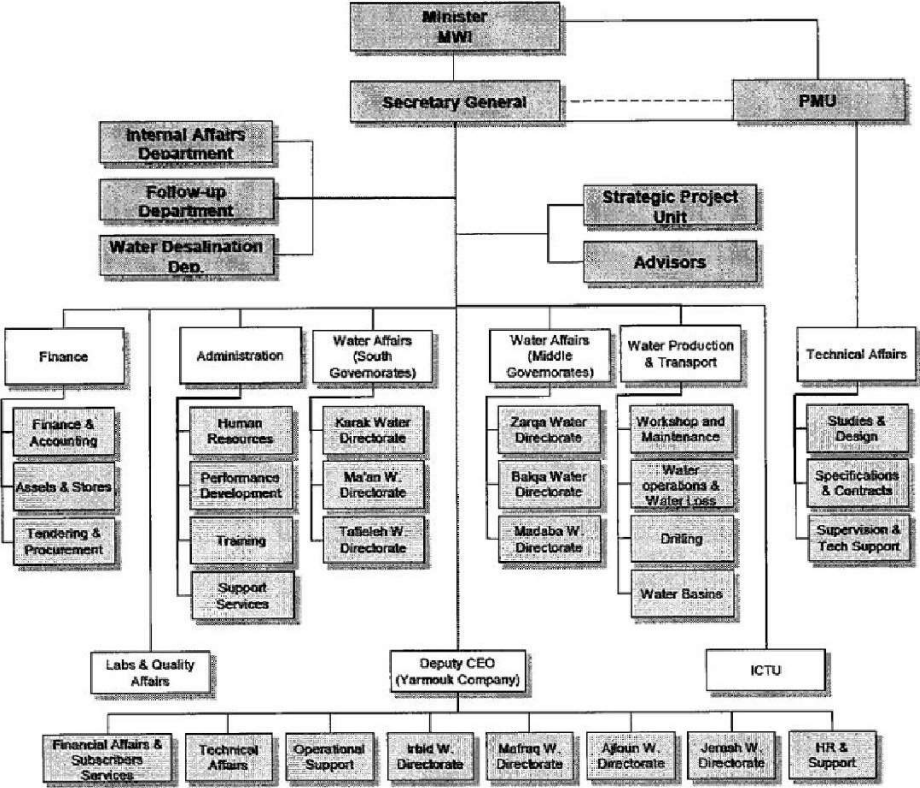


The areas circled with green bold lines are the Project sites: Hawwarah District and Sarieh District.

The red line indicates that the distribution pipes will be constructed under "the Project for Urgent Improvement of Water Sector for the Host Communities of Syrian Refugees in Northern Governorates".







Organization Chart of WAJ

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- A signature on the left, possibly "CHAK".
- A large handwritten mark in the center, resembling a stylized "V" or "W".
- A signature on the right, possibly "M. Al-Jarrah".

JAPANESE GRANT

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

Based on a JICA law which was entered into effect on October 1, 2008 and the decision of the GOJ, JICA has become the executing agency of the Japanese Grant for Projects for construction of facilities, purchase of equipment, etc.

1. Grant Procedures

The Grant is supplied through following procedures :

- Preparatory Survey
 - The Survey conducted by JICA
- Appraisal & Approval
 - Appraisal by the GOJ and JICA, and Approval by the Japanese Cabinet
- Authority for Determining 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 preparatory Survey is to provide a basic document necessary for the appraisal of the Project made by the GOJ and JICA. The contents of the Survey are as follows:

- Confirmation of the background, objectives, and benefits of the Project and also institutional capacity of relevant agencies of the recipient country necessary for the implementation of the Project.

- Evaluation of the appropriateness of the Project to be implemented under the Grant Scheme from a technical, financial, social and economic point of view.
- Confirmation of items agreed between both parties concerning the basic concept of the Project.
- Preparation of an outline 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 project. The Outline Design of the Project is confirmed based on the guidelines of the Japanese Grant scheme.

JICA requests the Government of the recipient country to take whatever measures necessary to achieve 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 of the recipient country which actually implements the Project. Therefore, the implementation of the Project is confirmed by all relevant organizations of the recipient country based on the Minutes of Discussions.

(2) Selection of Consultants

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

(3) Result of the Survey

JICA reviews the Report on the results of the Survey and recommends the GOJ to appraise the implementation of the Project after confirming the appropriateness of the Project.

3. Japanese Grant 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 pledge 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, in accordance with the E/N, to implement the Project, such as payment conditions, responsibilities of the Government of the recipient country, and

procurement conditions.

(2) Selection of Consultants

In order to maintain technical consistency, the consulting firm(s) which conducted the Survey will be recommended by JICA to the recipient country to continue to work on the Project's implementation after the E/N and G/A.

(3) Eligible source country

Under the Grant, in principle, Japanese products and services including transport or those of the recipient country are to be purchased. The Grant may be used for the purchase of the products or services of a third country, if necessary, taking into account the quality, competitiveness and economic rationality of products and services necessary for achieving the objective of the Project. However, the prime contractors, namely, constructing and procurement firms, and the prime consulting firm are limited to "Japanese nationals", in principle.

(4) Necessity of "Verification"

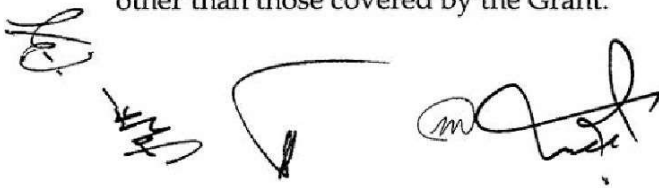
The Government of the recipient country or its designated authority will conclude contracts denominated in Japanese yen with Japanese nationals, in principle. Those contracts shall be verified by JICA. This "Verification" is deemed necessary to fulfill accountability to Japanese taxpayers.

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

In the implementation of the Grant Project, the recipient country is required to undertake such necessary measures as Annex. The Japanese Government requests the Government of the recipient country to exempt all customs duties, internal taxes and other fiscal levies such as VAT, commercial tax, income tax, corporate tax, resident tax, fuel tax, but not limited, which may be imposed in the recipient country with respect to the supply of the products and services under the verified contract, since the Grant fund comes from the Japanese taxpayers.

(6) "Proper Use"

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

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(7) "Export and Re-export"

The products purchased under the Grant 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 under the name of the Government of the recipient country in a bank in Japan (hereinafter referred to as "the Bank"), in principle. JICA will execute the Grant by making payments in Japanese yen, in principle, 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 paid to the Bank.

(10) Environmental and Social Considerations

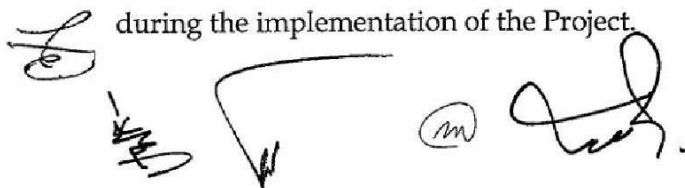
The Government of the recipient country must carefully consider environmental and social impacts by the Project and must comply with the environmental regulations of the recipient country and JICA Guidelines for Environmental and Social Consideration (April, 2010).

(11) Monitoring

The Government of the recipient country must take their initiative to carefully monitor the progress of the Project in order to ensure its smooth implementation as part of their responsibility in the G/A, and must regularly report to JICA about its status by using the Project Monitoring Report (PMR).

(12) Safety Measures

The Government of the recipient country must ensure that the safety is highly observed during the implementation of the Project.

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FLOW CHART OF JAPANESE GRANT PROCEDURES

Stage	Flow & Works	Recipient Government	Japanese Government	JICA	Consultant	Contract	Others
Application							
Project Formulation & Preparation							
Appraisal & Approval							
Implementation							
Evaluation & Follow up							

Handwritten notes and signatures:
 - A large handwritten signature on the left side.
 - A circled 'M' in the center.
 - Another large handwritten signature on the right side.

Major Undertakings to be taken by Recipient Government (Template)**1. Before the Tender**

NO	Items	Deadline	In charge	Cost	Ref.
1	To open Bank Account (Banking Arrangement (B/A))	within 1 month after G/A			
2	To approve IEE/EIA (if necessary)				
3	To implement EIA (if necessary)	before start of the construction			
4	To obtain the necessary permission, such as planning, zoning, building permit	before notice of the tender document			
5	Other necessary measures: To be determined through the Survey				

2. During the Project Implementation

NO	Items	Deadline	In charge	Cost	Ref.
1	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	within 1 month after the signing of the contract			
	2) Payment commission for A/P	every payment			
2	To ensure prompt unloading and customs clearance in recipient country				
	1) Tax exemption and customs clearance of the products	during the Project			
	2) Internal transportation to the project site	during the Project			

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3	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	during the Project			
4	To ensure that customs duties, internal taxes and other fiscal levies which may be imposed in the country of the Recipient with respect to the purchase of the Products and/or the Services will be exempted /be borne by its designated authority without using the Grant; Such customs duties, internal taxes and other fiscal levies mentioned above include VAT, commercial tax, income tax and corporate tax of Japanese nationals, resident tax, fuel tax, but not limited, which may be imposed in the recipient country with respect to the supply of the products and services under the verified contract	during the Project			
5	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	during the Project			
6	To construct access roads				
	1) Outside the site	3 months before completion of the construction			
7	To provide facilities for the distribution of electricity, water supply, drainage and other incidental facilities				
	1) Electricity The distributing line to the site	before start of the construction			
8	To submit environmental monitoring report to JICA Jordan Office	during the Project			

3. After the Project

NO	Items	Deadline	In charge	Cost	Ref.
1	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid 1) Allocation of maintenance cost 2) Operation and maintenance structure 3) Routine check/Periodic inspection	After completion of the construction			

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

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Major Undertakings to be Covered by the Japanese Grant (Template)

N o	Items	Deadline	Cost Estimated (Million Japanese Yen)*	
1	To construct roads/bridges (or To procure equipment) - Improvement of roads 1) To ensure prompt unloading and customs clearance at the port of disembarkation in recipient country a) Marine(Air) transportation of the products from Japan to the recipient country b) Internal transportation from the port of disembarkation to the project site 2) To construct access roads a) Within the site 3) To construct the temporary building 4) To provide facilities for the distribution of electricity, water supply, drainage and other incidental facilities a) Electricity - The drop wiring and internal wiring within the site - The main circuit breaker and transformer b) Water Supply - The supply system within the site (receiving and/or elevated tanks) c) Drainage - The drainage system (for toilet sewer, ordinary waste, storm drainage and others) within the site d) Furniture and Equipment - Project equipment			
2	To implement detailed design, tender support and construction supervision (Consultant)			
3	Contingencies			
	Total			

*; The cost estimates are provisional. This is subject to the approval of the Government of Japan.

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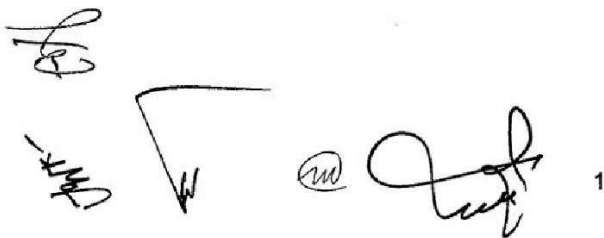
Project Monitoring Report
on
Project Name
Grant Agreement No. XXXXXXXX
20XX, Month

Organization Information

Authority (Signer of the G/A)	Person in Charge _____ _____ (Division) _____ Contacts Address: _____ Phone/FAX: _____ Email: _____
Executing Agency	Person in Charge _____ _____ (Division) _____ Contacts Address: _____ Phone/FAX: _____ Email: _____
Line Ministry	Person in Charge _____ _____ (Division) _____ Contacts Address: _____ Phone/FAX: _____ Email: _____

Outline of Grant Agreement:

Source of Finance	Government of Japan: Not exceeding JPY _____ mil. Government of (_____): _____
Project Title	
E/N	Signed date: Duration:
G/A	Signed date: Duration:



1: Project Description

1-1 Project Objective

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1-2 Necessity and Priority of the Project

- Consistency with development policy, sector plan, national/regional development plans and demand of target group and the recipient country.

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1-3 Effectiveness and the indicators

- Effectiveness by the Project

Quantitative Effect (Operation and Effect indicators)		
Indicators	Original (Yr)	Target (Yr)
Qualitative Effect		

2: Project Implementation

2-1 Project Scope

Table 2-1-1a: Comparison of Original and Actual Location

Location	Original: (M/D) Attachment(s):Map	Actual: (PMR and PCR) Attachment(s):Map

Table 2-1-1b: Comparison of Original and Actual Scope

Items	Original	Actual
(M/D)	(M/D)	(PMR and PCR)
<p>Please state not only the most updated schedule but also other past revisions chronologically.</p>		

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'Soft component' shall be included in 'Items'.	All change of design shall be recorded regardless of its degree.
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2-1-2 Reason(s) for the modification if there have been any.

(PMR and PCR)

2-2 Implementation Schedule

2-2-1 Implementation Schedule

Table 2-2-1: Comparison of Original and Actual Schedule

Items	Original		Actual
	DOD	G/A	
[M/D] 'Soft component' shall be stated in the column of 'Items'. Project Completion Date*	(M/D)		(PMR,PCR) As of (Date of Revision) Please state not only the most updated schedule but also other past revisions chronologically.

*Project Completion was defined as _____ at the time of G/A.

2-2-2 Reasons for any changes of the schedule, and their effects on the project.

(PMR and PCR)

2-3 Undertakings by each Government

2-3-1 Major Undertakings
See Attachment 2.

2-3-2 Activities
See Attachment 3.

2-3-3 Report on RD
See Attachment 4.

2-4 Project Cost

2-4-1 Project Cost

Table 2-3-1 Comparison of Original and Actual Cost by the Government of Japan

(Confidential until the Tender)

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Items			Cost (Million Yen)	
	Original	Actual	Original	Actual
Construction Facilities (or Equipment)	'Soft component' shall be included in 'Items'.			Please state not only the most updated schedule but also other past revisions chronologically.
Consulting Services	- Detailed design - Procurement Management - Construction Supervision			
Total				

Note: 1) Date of estimation:
 2) Exchange rate: 1 US Dollar = Yen

Table 2-3-2 Comparison of Original and Actual Cost by the Government of XX

Items			Cost (Million USD)	
	Original	Actual	Original	Actual
	'Soft component' shall be included in 'Items'.			Please state not only the most updated schedule but also other past revisions chronologically.
Total				

Note: 1) Date of estimation:
 2) Exchange rate: 1 US Dollar = (local currency)

2-4-2 Reason(s) for the wide gap between the original and actual, if there have been any, the remedies you have taken, and their results.

(PMR, PCR)

2-5 Organizations for Implementation

2-5-1 Executing Agency:

- Organization's role, financial position, capacity, cost recovery etc,
- Organization Chart including the unit in charge of the implementation and number of employees.

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Original: (M/D)
Actual, if changed: (PMR and PCR)

2-6 Environmental and Social Impacts

Report based on the agreed environmental checklist and monitoring form (See Attachment 4)

Environmental Monitoring

[Name of EA] and the JICA mission confirmed environmental monitoring will be conducted by [Name of EA] in accordance with the Environmental Monitoring Plan described in the [Preparatory Study Report / Environmental Impact Assessment (EIA) / Environmental Management and Monitoring Plan].

[Name of EA] and the JICA mission agreed that [Name of EA] will submit the results of environmental monitoring to JICA XX Office as a part of [Project Status Report (PSR) / Quarterly Progress Report (QPR) / Monthly Progress Report] by filling in the Monitoring Form attached as Attachment XX on a quarterly basis during construction and semiannually after the completion of the Project for two years. In case JICA finds that there is a need for improvement in a situation with respect to environmental considerations after the agreed monitoring period, JICA may request to extend the period of monitoring and reporting until JICA confirms the issues have been properly addressed in accordance with the agreement between [Name of EA] and JICA.

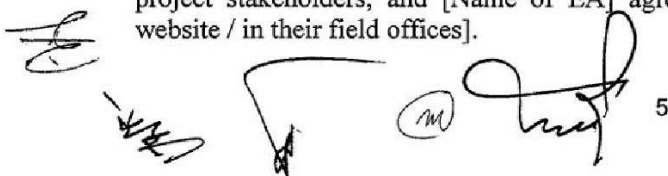
Social Monitoring

[Name of EA] and the JICA mission confirmed monitoring of [land acquisition and resettlement / indigenous people plan] proposed in [the RAP / Indigenous People Plan (IPP)] will be conducted by [Name of EA / Consultant]. [Name of EA] agreed that progress of land acquisition and implementation of RAP will be monitored until land acquisition and resettlement activities including livelihood restoration program are completed. [Name of EA] will report the monitoring results to JICA XX Office on a [quarterly / semiannually / annually] basis as a part of [PSR / QPR / Monthly Progress Report] by filling in Attachment XX.

In case there is a remaining issue that needs to be addressed (e.g. insufficient restoration of livelihood of displaced Project Affected Persons (PAPs)), JICA may request to extend the period of monitoring and reporting until JICA confirms the issues have been properly addressed and solved in accordance with the agreement between [Name of EA] and JICA.

Information Disclosure of Monitoring Results

[Name of EA] and the JICA mission confirmed it will take stipulated procedures for information disclosure in accordance with [Name of concerned Act / Law / Regulation]. In addition, the JICA mission requested [Name of EA] to disclose the monitoring results to local project stakeholders, and [Name of EA] agreed to disclose monitoring results [on their website / in their field offices].



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[Name of EA] agreed JICA's disclosure of provided monitoring results in the Monitoring Form (Attachment XX) on its website to the extent that they are made public in XX. When third parties request further information, JICA disclose it, subject to approval by [Name of EA].

3: Operation and Maintenance (O&M)

- 3-1 O&M and Management**
 - Organization chart of O&M
 - Operational and maintenance system (structure and the number ,qualification and skill of staff or other conditions necessary to maintain the outputs and benefits of the project soundly, such as manuals, facilities and equipment for maintenance, and spare part stocks etc)

Original: (M/D)
Actual: (PCR)

- 3-2 O&M Cost and Budget**
 - The actual annual O&M cost for the duration of the project up to today, as well as the annual O&M budget.

Original: (M/D)

4: Precautions (Risk Management)

- Risks and issues, if any, which may affect the project implementation, outcome, sustainability and planned countermeasures to be adapted are below.

Original Issues and Countermeasure(s): (M/D)	
Potential Project Risks	Assessment
1.	Probability: H/M/L
(Description of Risk)	Impact: H/M/L
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action during the Implementation:

[Handwritten signatures and initials]

	Contingency Plan (if applicable):
2.	Probability: H/M/L
(Description of Risk)	Impact: H/M/L
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action during the Implementation:
	Contingency Plan (if applicable):
3.	Probability: H/M/L
(Description of Risk)	Impact: H/M/L
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action during the Implementation:
	Contingency Plan (if applicable):
Actual issues and Countermeasure(s)	
(PMR and PCR)	

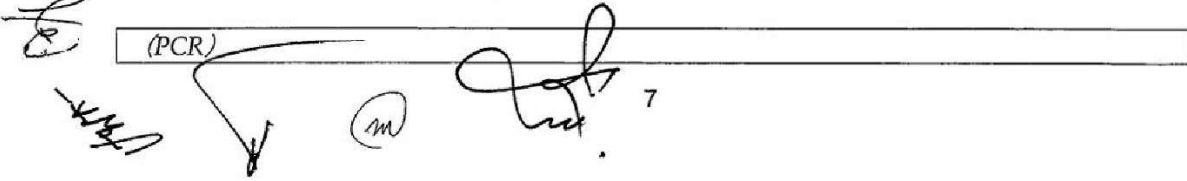
5: Evaluation at Project Completion and Monitoring Plan

5-1 Overall evaluation
 Please describe your overall evaluation on Project.

(PCR)

5-2 Lessons Learnt and Recommendations
 Please raise any lessons learned from the project experience, which might be valuable for the future assistance or similar type of projects, as well as any recommendations, which might be beneficial for better realization of the project effect, impact and assurance of sustainability.

(PCR)



5-3 Monitoring Plan for the Indicators for Post-Evaluation

Please describe monitoring methods, section(s)/department(s) in charge of monitoring, frequency, the term to monitor the indicators stipulated in 1-3.

(PCR)

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Attachment

1. Project Location Map
2. Undertakings to be taken by each Government
3. Monthly Report
4. Report on RD
5. Monitoring report on environmental and social considerations
6. Monitoring sheet on price of specified materials (Quarterly)
7. Report on Proportion of Procurement (Recipient Country, Japan and Third Countries)
(Completion Report Only)



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