

4. 協議議事録 (M/M)

**MINUTES OF MEETINGS
BETWEEN
THE AUTHORITIES CONCERNED
OF THE GOVERNMENT OF THE LAO PEOPLE'S DEMOCRATIC REPUBLIC
AND
THE DETAILED PLANNING SURVEY TEAM
ON
JAPANESE TECHNICAL COOPERATION
FOR
THE PROJECT FOR PARTICIPATORY AGRICULTURE DEVELOPMENT THROUGH
IMPROVEMENT OF LOCAL ADMINISTRATION IN SAVANNAKHET PROVINCE**

The Detailed Planning Survey Team (hereinafter referred to as "the Team"), organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA"), headed by Dr. Akira Kamidohzono, visited the Lao People's Democratic Republic (hereinafter referred to as "Laos") from 16 October to 4 November 2016 in order to discuss the framework of the Technical Cooperation project entitled "The Project for Participatory Agriculture Development through Improvement of Local Administration in Savannakhet Province" (hereinafter referred to as "the Project").

During its stay in Laos, the Team exchanged views and had a series of discussions with the authorities of Laos on the details of the Project.

As a result of the discussions, the Team and the Laos authorities concerned agreed on the matters concerning the Project in the document attached hereto.

Savannakhet, November 2, 2016

上堂 蘭 明

Dr. Akira Kamidohzono
Team Leader
Detailed Planning Survey Team
Japan International Cooperation Agency
Japan



Mr. Thonekeo Phoutthakayalath
Vice Governor
Savannakhet Province
Lao People's Democratic Republic

THE ATTACHED DOCUMENT

FRAMEWORK OF THE PROJECT

1) Basic Concept and Key Points of the Project

Both sides agreed the concept and key points of the Project as the basic idea for its implementation.

(1) "Participatory Agriculture"

The Project aims to further develop the achievements of "Participatory Irrigated Agriculture Development Project in Southern Areas along the Mekong River (PIAD)", and to promote Participatory Agriculture in Savannakhet Province (hereinafter referred to as "SVK").

The Participatory Agriculture means a collective approach for increasing agricultural production or sales in a sustainable manner through; 1) implementation of activities along with "PIAD Model", 2) closer collaboration with local governments, and 3) concerted farming activities from seed to market (Annex I).

(2) Key points of the Project

In order to achieve the Project aim, following are essential items;

a) Province's Ownership

The Project is to be carried out with the strong ownership of SVK.

b) Strengthening Provincial/District Administration System

The coordination among concerned departments and sectors in SVK is the key to forward the Project.

c) Budget by Lao side

For the promotion of Participatory Agriculture by the ownership of SVK in a sustainable manner, securing budget by Lao side is essential for the Project activities.

d) DAFO's Active Participation

DAFO's active participation in the activities of the Project is important for acceleration of Participatory Agriculture.

e) Farmers' Capacity Building

Farmers are further strengthened for improved quality of the products and for increased production and sales.

2) Framework and Operation

Both sides agreed on the framework and implementation plan of the Project as shown in the draft of the Project Design Matrix (hereinafter referred to as "PDM") (Annex II-I) and the draft of the Plan of Operation (hereinafter referred to as "PO") (Annex II-II). PDM contains the purpose, outputs, and activities of the Project and will be used for the Project management, implementation and monitoring.

PDM will serve as a reference material for the monitoring of the Project activities. The activities of the Project are subject to change within the scope of the



Record of Discussions (hereinafter referred to as "R/D") with mutual consultation when necessity arises in the course of the implementation of the Project. In addition, the target values in PDM indicators, which are not fixed at the moment, will be determined after the commencement of the Project.

3) Title of the Project

Both sides agreed that the title of the Project will be "The Project for Participatory Agriculture Development in Savannakhet Province".

4) Overall Goal

Participatory Agriculture is promoted in and out of Savannakhet Province .

5) Project Purpose

Participatory Agriculture is promoted in SVK.

6) Expected Outputs

Output 1: Capacity of administration and coordination among concerned Provincial Departments in SVK are improved to promote Participatory Agriculture.

Output 2: PAFO/DAFO's capacity is improved to promote Participatory Agriculture.

Output 3: Capacity of Member Farmers in the Target Sites for performing "PIAD Model" is strengthened.

Output 4: Production and sales of rice and vegetables by Member Farmers in the Target Sites are increased.

Output 5: Participatory Agriculture is extended to other areas in and out of SVK through PAFO/DAFO and Member Farmers.

7) Target Sites

Both sides agreed that the Project would commence with four (4) Target Sites as follow:

- Site 1: Kengkok Neua (Champhone District)
- Site 2: Phonethong - Done Gneng (Champhone District)
- Site 3: Tonhen (Xaibouly District)
- Site 4: Somsa-ad (Xaibouly District)

The New Sites will be selected after the Project commencement under the mutual consultation. The selection of the New Sites shall be applied in line with the selection criteria described in "PIAD Guidelines" (refer to Annex III).

8) Duration of the Cooperation

The duration of the Project will be five (5) years starting from the date when the first Japanese Expert is dispatched. The duration of the Project will be officially set and agreed upon when R/D is signed.

ADMINISTRATION OF THE PROJECT

The organization structure for the Project implementation was agreed as described



in Annex II-III. Both parties agreed to implement the Project as following structure.

1) Implementation Body

SVK is responsible for the implementation of the Project with following members.

(1) Project Director:

Vice Governor of SVK

(2) Project Manager:

Director General of SVK PAFO

(3) Deputy Project Manager:

Deputy Director General of SVK DPI

Deputy Director General of SVK PAFO

(4) Chief Coordinator:

Director of Planning and Cooperation Section, SVK PAFO

(5) Deputy Chief Coordinator:

Deputy Director of Planning and Cooperation Section, SVK PAFO

(6) Counterparts for technical issues:

(To be selected before commencement of the Project)

(7) Central Advisors:

In addition, coordination at the central level as well as managerial advice will be assisted by following members. Especially, the roles of central advisors are to assist in securing the necessary budget for the Project activities and to disseminate the "Participatory Agriculture Promotion Guideline" to other provinces.

- Deputy Director General, Department of Irrigation, Ministry of Agriculture and Forestry

- Deputy Director General, Department of Agriculture Extension and Cooperative, Ministry of Agriculture and Forestry

2) Joint Coordinating Committee

Joint Coordinating Committee (hereinafter referred to as "JCC") shall be called at least once in a year in order to review and share the progress of the Project as well as challenges and discussion on important topics. A significant revision on the structure of the Project shall be also determined through mutual consultation in Joint Coordinating Committee. The composition and function of JCC are shown in Annex-II-IV.

3) Project Management Unit

Project Management Unit (hereinafter referred to as "PMU") shall be called quarterly for the purpose of monitoring the progress of the Project as well as discussion for the practical issues. The composition and function of PMU are shown in Annex II-V.

3. SIGNING OF THE RECORD OF DISCUSSIONS (R/D)

The draft of R/D, which stipulates the framework of the Project, will be revisited, finalized and signed by the representatives of the JICA Laos Office and the Government of Laos after notification of approval of implementation of the Project by



JICA Headquarters. Both sides agreed on the tentative R/D shown as Annex II.

4. JUSTIFICATION OF THE PROJECT

Both sides agreed that relevance of the implementation of the Project is high, since the Project is adequately in line with the development needs and policy of Laos and official development assistance policy of Japan, as well as the Project plan is considered to be made in an appropriate manner.

5. OTHER RELEVANT ISSUES FOR THE IMPLEMENTATION OF THE PROJECT

1) Project Offices

Both sides agreed that SVK side would provide offices for the Project, one in PAFO and others in target districts.

2) Counterpart Training

The number of counterparts to be sent for counterpart training in Japan will be further discussed. Both sides agreed that opportunities for in-country training as well as training in a third country would be also explored.

3) Provision of Equipment provided

Both side agreed that following items will be procured for the operation of the Project.

- Vehicles
- Computer sets
- Printers
- Photocopier

Other items necessary for the Project activities will be discussed between both sides and when deemed necessary, procured in the Project upon mutual agreement within the budget ceiling decided by JICA.

The Team explained that the equipment to be provided by the Project shall be utilized for public purpose and will be monitored at the time of Ex-post evaluation and audit.

4) Cost Sharing

In the view of ownership and sustainability of the Project, the Project activity budget covered by Lao side is the key item. Both side agreed the importance in securing budget by Lao side as a basic concept. For the concrete budgetary operation including sharing amounts, sharing ratio and items of expenditure would be further discussed and agreed in by both sides within six (6) months after the Project commencement.

5) Scope to Support Construction of Irrigation Facilities

It is JICA's Technical Cooperation policy that it mainly aims at capacity building of institutional and individual level, therefore it is out of scope to support construction of irrigation facilities under the responsibility of central and provincial government.



6) Collaboration with Other Projects

Both sides noticed the importance of collaboration and coordination with other projects such as Greater Mekong Subregion East-West Economic Corridor Agriculture Infrastructure Sector Project (ADB) and Mekong Integrated Water Resource Management (World Bank) in the view of efficiency and further expansion of Participatory Agriculture.

7) The Clarification of Responsibility

For further confirmation of the organizations/persons in charge of each activity shown in PDM and PO of the Project, both side agreed to discuss and clarify the responsible organizations/persons within six (6) months after the Project commencement.

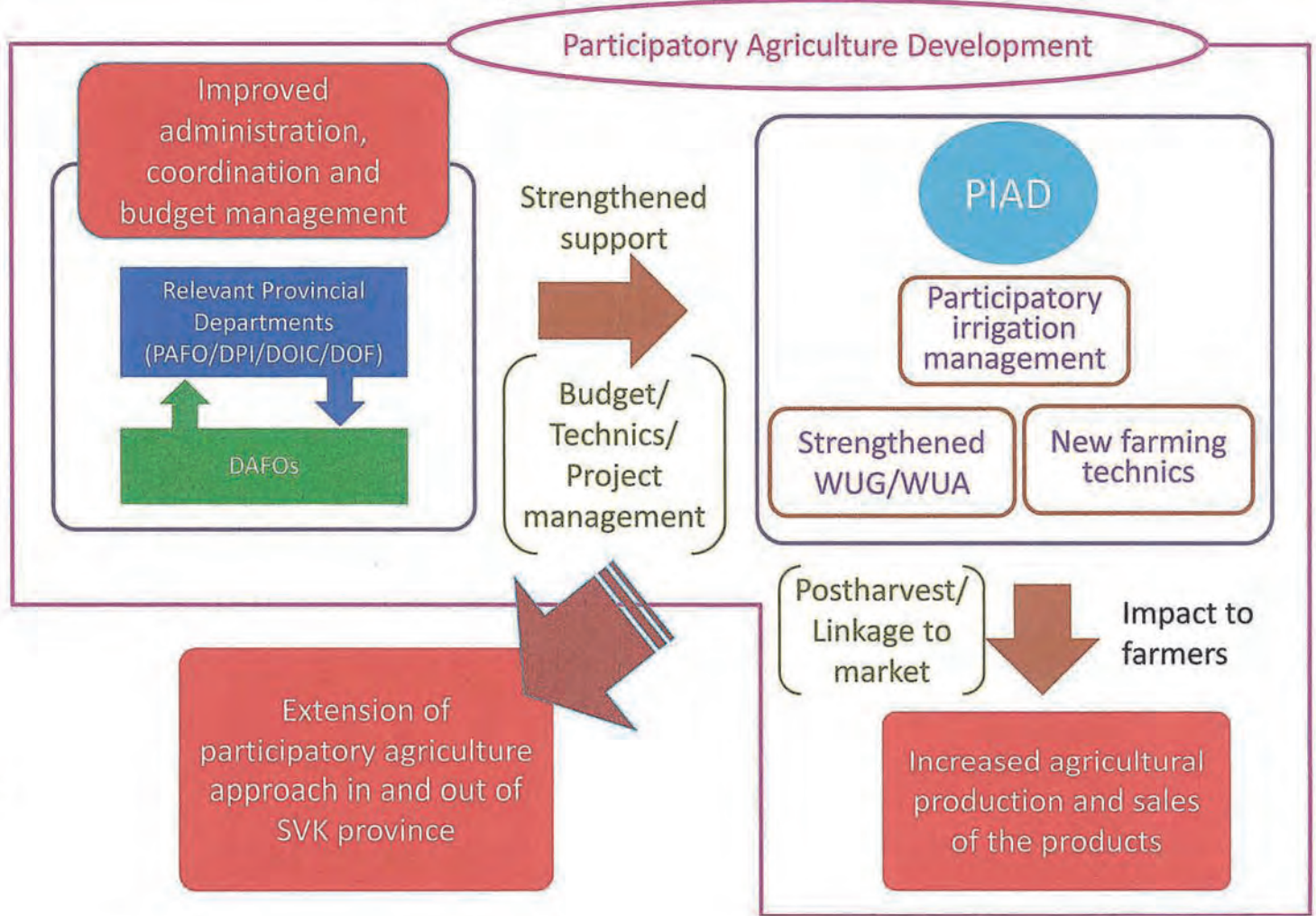
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Annex I	Overall Concept of New Project in Alignment with PIAD
Annex II	Draft Record of Discussions
Annex II-I	Draft Project Design Matrix
Annex II-II	Tentative Plan of Operation
Annex II-III	Draft Project Organization Chart
Annex II-IV	Draft Composition and Functions of Joint Coordinating Committee (JCC)
Annex II-V	Draft Composition and Functions of Project Management Unit (PMU)
Annex III	Selection Criteria of Target Activities (PIAD Guidelines)



Overall concept of new Project in alignment with PIAD

Annex I



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RECORD OF DISCUSSIONS

ON

**THE PROJECT FOR PARTICIPATORY AGRICULTURE
DEVELOPMENT IN SAVANNAKHET PROVINCE**

IN

LAO PEOPLE'S DEMOCRATIC REPUBLIC

AGREED UPON BETWEEN

SAVANNAKHET PROVINCE

AND

JAPAN INTERNATIONAL COOPERATION AGENCY

Savannakhet, (Date of Agreement)

Mr. Yusuke Murakami
Chief Representative
Laos Office
Japan International Cooperation
Agency

Mr. Thonekeo Phouthakayalath
Vice Governor
Savannakhet Province
Lao People's Democratic Republic



Based on the Minutes of Meetings (hereinafter referred to as "M/M") on the Detailed Planning Survey on the Project for Participatory Agriculture Development through Improvement of Local Administration in Savannakhet Province signed on 2 November 2016 between Savannakhet Province (hereinafter referred to as "SVK") and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA held a series of discussions with SVK and relevant organizations to develop a detailed plan of the Project. As a result of discussion, the project name was changed to "the Project for Participatory Agriculture Development in Savannakhet Province (hereinafter referred to as "the Project").

Both parties agreed the details of the Project and the main points discussed as described in the Appendix 1 and the Appendix 2 respectively.

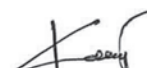
Both parties also agreed that SVK, the counterpart to JICA, will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of Lao PDR.

The Project will be implemented within the framework of the Agreement on Technical Cooperation signed on 12 December 2003 and the Note Verbale exchanged on 18 August 2016 between the Government of Japan (hereinafter referred to as "GOJ") and the Government of Lao PDR (hereinafter referred to as "GOL").

Appendix 1: Project Description

Appendix 2: Main Points Discussed

Appendix 3: Minutes of Meetings on Detailed Planning Survey



PROJECT DESCRIPTION

Both parties confirmed that there is no change in the Project Description in the minutes of meetings for Detailed Planning Survey on the Project signed on 2 November 2016 (Appendix 3).

I. BACKGROUND

In Lao PDR, agricultural self-sufficiency has been achieved in 1999 and the trend of agricultural production is gradually shifting to commercial purpose in these days. Such trend and importance of commercial approach in agricultural production is described in the government policies, "Agriculture Development Strategy 2025 and Vision 2030" (2015) and "The 8th National Socio-Economic Development Plan" (2016).

SVK, one of the largest rice-production areas of Laos, was selected as the focal province for nation's food security and commercial rice production. Several trials for quality rice production and improvement in productivity are currently in progress.

One of the issues that Lao PDR has been tackling to achieve the increase of agricultural production is the development of irrigation systems throughout the country. For the purpose of extending irrigated agricultural land while coping with the problem of limited financial resources, the policy of Irrigation Management Transfer was set in force in 1998 by Ministry of Agriculture and Forestry (hereinafter referred to as "MAF") which transferred the responsibility of facility management of irrigation system more onto the farmers' group. However, the farmers' groups were in need for assistances to enhance their competency to manage the irrigation facilities. JICA Technical cooperation project, "Participatory Irrigated Agriculture Development Project in Southern Areas Along the Mekong River" (hereinafter referred to as "PIAD") was implemented in SVK from 2010 until 2015 for the capacity development of farmers and government staff in irrigation management.

The interventions of PIAD in collaboration with Provincial Agriculture and Forestry Office (hereinafter referred to as "PAFO") and District Agriculture and Forestry Offices (hereinafter referred to as "DAFO"), which consisted of 1) irrigation construction/rehabilitation and water management, 2) improvement of cultivation techniques, and 3) strengthening farmers' group, were finally gathered up and set as "PIAD Model".

As SVK is deemed not only as a crop production base but also as a quite high-potential area of commerce and industry, and an international relay station between Vietnam and Thailand, the GOL requested GOJ a new project for



promoting commercial agriculture through the improvement of agricultural productivity and farmers capacity in line with "PIAD Model".

Through the discussions between GOL and GOJ, both sides recognized the necessity of an inclusive approach based on PIAD which aims to increase agricultural production or sales in a sustainable manner through; 1) implementation of activities along with "PIAD Model", 2) closer collaboration with local governments, and 3) concerted farming activities from seed to market. This approach will be called "Participatory Agriculture".

To promote Participatory Agriculture, the GOL and JICA agreed through the Detailed Planning Survey from 16 October until 4 November 2016 that the Project is to be carried out by the initiatives of SVK as the "Province's Project". As a basic policy, not only PAFO but also all concerned Provincial Departments cooperate for strengthening Province's function in local administration. The collective activities include budgetary management among related Departments at the upstream side as well as the capacity development of farmers' groups at the downstream side. The results of the discussions for the Project were described in the M/M.

II. OUTLINE OF THE PROJECT

Details of the Project are described in the Logical Framework (Project Design Matrix: PDM) (Annex I) and the Plan of Operation (Annex II).

1. Title of the Project

The Project for Participatory Agriculture Development in Savannakhet Province

2. Overall Goal

Participatory Agriculture(*1) is promoted in and out of Savannakhet Province (SVK).

3. Project Purpose

Participatory Agriculture is promoted in SVK.

4. Outputs

- Output 1: Capacity of administration and coordination among concerned Provincial Departments in SVK are improved to promote Participatory Agriculture.
- Output 2: PAFO/DAFO's capacity is improved to promote Participatory Agriculture.
- Output 3: Capacity of Member Farmers(*2) in the Target Sites(*3) for performing "PIAD Model"(*4) is strengthened.
- Output 4: Production and sales of rice and vegetables by Member Farmers in the Target Sites are increased.
- Output 5: Participatory Agriculture is extended to other areas in and out of SVK through PAFO/DAFO and Member Farmers.

5. Activities

- 0-1 To conduct the baseline survey and end-line survey
- 1-1 To form Participatory Agriculture Promotion Committee (PAPC) at Provincial level, which includes setting TOR of PAPC, deciding members and their responsibilities and frequency of the meeting.
- 1-2 To support activities of PAPC in line with its TOR (eg. To decide the scope of projects related to Participatory Agriculture, to make direction on budget application and allocation for related projects, to list up related projects, and to monitor and evaluate the approved projects)
- 2-1 To review budgetary process on application, approval and implementation at provincial and district level
- 2-2 To formulate cost-sharing budget plan of both Lao and JICA sides for activities related to output 3, 4 and 5 and promote coordination on budget within PAFO after budget allocation
- 2-3 To monitor the budget implementation of activities related to output 3, 4 and 5
- 2-4 To conduct practical training for PAFO/DAFO on implementation of PIAD Model
- 2-5 To conduct practical training for PAFO/DAFO on Participatory Agriculture (link to 4-3)
- 2-6 To support budget application and its implementation procedure of DAFO's activities related to output 3, 4 and 5 (DPI, PAFO, District planning section of DAFO)
- 3-1 To hold regular meeting with Member Farmers in the Target Sites under the initiative by DAFOs (link to 4-1)
- 3-2 To support establishing/strengthening Water User Organization /Farmers' group in the Target Sites (Extension and Irrigation of DAFO/PAFO)
- 3-3 To support participatory irrigation management for Member Farmers in the Target Sites (Irrigation of DAFO/PAFO)
- 3-4 To conduct Member Farmers' training on cultivation techniques (Extension and Agriculture of DAFO/PAFO)
- 4-1 To hold regular meeting with farmers in the Target Sites under the initiative by DAFOs (link to 3-1)
- 4-2 To conduct a value-chain survey focusing on rice and vegetables in SVK
- 4-3 To conduct training on basic skills for quality improvement of agricultural products for Member Farmers (especially use of quality seeds and post-harvest handling) (link to 2-5) (Extension and Agriculture, DAFO/PAFO)
- 5-1 To select New Sites in SVK
- 5-2 To hold introductory meeting of Participatory Agriculture for New Sites by PAFO/DAFO Staff
- 5-3 To organize introductory/debrief meeting on PIAD Model
- 5-4 To conduct technical exchange between Target Sites and other areas
- 5-5 To formulate "PA promotion Guideline" based "PIAD Guidelines"(*5) in order to promote Participatory Agriculture
- 5-6 To disseminate the "PA promotion Guidelines" to other provinces led by MAF (Central Advisors)

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Definition of Specific Terms

(*1) Participatory Agriculture:

Collective approach for increasing agricultural production or sales in a sustainable manner through;

- 1) implementation of activities along with "PIAD Model",
- 2) closer collaboration with local governments, and
- 3) concerted farming activities from seed to market."

(*2) Member Farmers:

The farmers who are interested in Participatory Agriculture and participate in the activities of the Project."

(*3) Target Sites:

The sites where are selected by the Project for its intervention consisting of Old Sites and New Sites. The Old Sites were some of the model sites of the preceding project, "Participatory Irrigated Agriculture Development Project in Southern Areas along the Mekong River (PIAD)", and are selected as initial Target Sites for promoting Participatory Agriculture. The New Sites will be selected after the Project commencement."

(*4) "PIAD Model":

The participatory model which consists of three components through the cooperation with local government;

- 1) Irrigation construction/rehabilitation and water management,
- 2) Improvement of cultivation techniques, and
- 3) Strengthening farmers' group."

(*5) "PIAD Guidelines":

The document for the process and implementation of the participatory irrigated agriculture compiled by PIAD and authorized by the Minister for Agriculture and Forestry in 2015."

6. Input

(1) Input by JICA

(a) Dispatch of Experts

Long-term Experts

- Chief Advisor / Governmental Administration
- Project Coordinator / Training
- Marketing / Farmers' Organization
- Farming / Agricultural Techniques

Short-term Experts

- To be determined based on the necessity

(b) Training

Trainings in Japan, Laos and the third countries

(c) Machinery and Equipment

JICA will provide machinery, equipment and other materials necessary for implementation of the Project through mutual consultations within its

budgetary limitations. The provision of equipment is limited to those which are indispensable for the Project.

Input other than indicated above will be determined through mutual consultations between JICA and SVK during the implementation of the Project, as necessary.

(2) Input by Lao side

GOL and SVK will take necessary measures to provide at its own expense:

- (a) Services of SVK's counterpart personnel and administrative personnel as referred to in II-7;
- (b) Suitable office space with necessary equipment;
- (c) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the equipment provided by JICA;
- (d) Information as well as support in obtaining medical service;
- (e) Credentials or identification cards;
- (f) Available data (including maps and photographs) and information related to the Project;
- (g) Running expenses necessary for the implementation of the Project;
- (h) Expenses necessary for transportation within Lao PDR of the equipment referred to in II-6 (1) as well as for the installation, operation and maintenance thereof; and
- (i) Necessary facilities to the JICA Experts for the remittance as well as utilization of the funds introduced into Lao PDR from Japan in connection with the implementation of the Project.

7. Implementation Structure

The project organization chart is given in the Annex III. The roles and assignments of relevant organizations are as follows:

(1) SVK

- (a) **Project Director** will be responsible for overall administration and implementation of the Project.
 - Vice Governor of SVK
- (b) **Project Manager** will be responsible for managerial and technical matters of the Project as well as cooperation and coordination with other organizations.
 - Director General of Savannakhet PAFO
- (c) **Deputy Project Manager** will be responsible for supporting Project Manager.
 - Deputy Director General of SVK DPI
 - Deputy Director General of SVK PAFO
- (d) **Chief Coordinator** will be responsible for coordination for practical management of the Project as a leader of other Counterparts.



- Director of Planning and Cooperation Section, SVK PAFO
- (e) **Deputy Chief Coordinator** will be responsible for supporting Chief Coordinator.
 - Deputy Director of Planning and Cooperation Section, SVK PAFO
- (f) **Counterparts** will be responsible for implementation of activities of the Project.
 - Officers of Savannakhet PAFO
 - Officers of Savannakhet Provincial Department of Planning and Investment (DPI)
 - Officers of Savannakhet Provincial Department of Finance
 - Officers of Savannakhet Provincial Department of Industry and Commerce
 - Officers of Target DAFOs

(2) Ministry of Agriculture and Forestry

- (a) **Central Advisor** will be responsible for managerial advice as well as coordination among relevant sections and organization at the central level.
 - Deputy Director General, Department of Irrigation, MAF
 - Deputy Director General, Department of Agriculture Extension and Cooperative, MAF

(3) JICA Experts

The JICA Experts will give necessary technical guidance, advice and recommendations to SVK on any matters pertaining to the implementation of the Project.

(4) Joint Coordinating Committee

Joint Coordinating Committee (hereinafter referred to as "JCC") will be established in order to facilitate inter-organizational coordination. JCC will be held at least once a year and whenever deems it necessary. JCC will review the progress, revise the overall plan when necessary, approve an annual work plan, conduct evaluation of the Project, and exchange opinions on major issues that arise during the implementation of the Project. A list of proposed members of JCC is shown in the Annex IV.

8. Target Sites and Beneficiaries

(1) Target Sites

The Project would commence with four (4) Target Sites as follow:

- Site 1: Kengkok Neua (Champhone District)
- Site 2: Phonethong - Done Gneng (Champhone District)
- Site 3: Tonhen (Xaibouly District)
- Site 4: Somsa-ad (Xaibouly District)

The New Sites will be selected after the Project commencement under the mutual consultation. The selection of new Target sites shall be applied in line with the selection criteria described in "PIAD Guidelines".



(2) Target Groups

(a) Direct Beneficiaries

- Member of Water Users' and Farmers' Group, and Farmers in Target Sites

(b) Supporting Group

- Government Staff of Provincial Offices; Agriculture and Forestry Office (PAFO), Finance Department, Planning and Investment Department, Industry and Commerce Department
- Government Staff of District Agriculture and Forestry Offices (DAFO)

9. Duration

Five (5) years from the arrival of the first Expert(s).

10. Reports

SVK and JICA Experts will jointly prepare the following reports in English.

- (1) Monitoring Sheets on semiannual basis until the Project completion
- (2) Project Completion Report before one month of the termination of the Project

11. Environmental and Social Considerations

GOL and SVK will abide by 'JICA Guidelines for Environmental and Social Considerations' in order to ensure that appropriate considerations will be made for the environmental and social impacts of the Project.

III. UNDERTAKINGS OF GOL AND SVK

1. GOL and SVK will take necessary measures to:

- (1) ensure that the technologies and knowledge acquired by the Lao nationals as a result of Japanese technical cooperation contributes to the economic and social development of Lao PDR, and that the knowledge and experience acquired by the personnel of Lao PDR from technical training as well as the equipment provided by JICA will be utilized effectively in the implementation of the Project; and
- (2) grant privileges, exemptions and benefits to the JICA Experts referred to in II-6 above and their families, which are no less favorable than those granted to experts and members of the missions and their families of third countries or international organizations performing similar missions in Lao PDR.

IV. MONITORING AND EVALUATION

JICA and the SVK will jointly and regularly monitor the progress of the Project through the Monitoring Sheets based on the Project Design Matrix (PDM) and Plan of Operation (PO). The Monitoring Sheets will be reviewed every six (6) months. Also, Project Completion Report will be drawn up one (1) month before



the termination of the Project.

JICA will conduct the following evaluations and surveys to verify sustainability and impact of the Project and draw lessons. The SVK are required to provide necessary support for them.

1. Ex-post evaluation three (3) years after the project completion, in principle
2. Follow-up surveys on necessity basis

V. PROMOTION OF PUBLIC SUPPORT

For the purpose of promoting support for the Project, SVK will take appropriate measures to make the Project widely known to the people of Lao PDR.

VI. MISCONDUCT

If JICA receives information related to suspected corrupt or fraudulent practices in the implementation of the Project, SVK and relevant organizations will provide JICA with such information as JICA may reasonably request, including information related to any concerned official of the government and/or public organizations of the Lao PDR.

SVK and relevant organizations will not, unfairly or unfavorably treat the person and/or company which provided the information related to suspected corrupt or fraudulent practices in the implementation of the Project.

VII. MUTUAL CONSULTATION

JICA and SVK will consult each other whenever any major issues arise in the course of Project implementation.

VIII. AMENDMENTS

The record of discussions may be amended by the minutes of meetings between JICA and SVK. However, PO may be amended in the Monitoring Sheets.

The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the record of discussions.

- Annex I Logical Framework (Project Design Matrix: PDM)
- Annex II Tentative Plan of Operation (PO)
- Annex III Project Organization Chart
- Annex IV Composition and Function of Joint Coordinating Committee (JCC)
- Annex V Draft Composition and Functions of Project Management Unit (PMU)

Appendix 2

MAIN POINTS DISCUSSED

To be prepared as necessary through the R/D signing process.



Project Design Matrix (Draft)

Annex II-I

Project Title: The Project for Participatory Agriculture Development in Savannakhet Province

Implementing Agency: Savannakhet Province (SVK)

Target Group: (Direct Beneficiaries)

Member of Water Users' & Farmers' Group, and Farmers in Target Sites
(Supporting Group)
Government Staff of Provincial Offices; Agriculture and Forestry Office (PAFO), Finance Department,
Planning & Investment Department, Industry & Commerce Department
Government Staff of District Agriculture and Forestry Offices (DAFO)

Period of Project: Five (5) years

Project Site: (1) Old Target Sites(*1) => Champhone District (Phonthong - Done Gneng, Kengkok Neua), Xaibouly District (Tonhen, Somsa-ad)
(2) New Target Sites => will be selected after the Project commencement.

Version 0.0

Dated: 2/Nov/2016

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
Overall Goal Participatory Agriculture(*2) is promoted in and out of Savannakhet Province (SVK).	1. Progress and results of Action Plan of "Participatory Agriculture Promotion Committee" (PAPC) 2. Tendency of production and sales of rice and vegetables in and out of SVK 3. Numbers and scale of areas in where are promoted Participatory Agriculture in and out of SVK	Project final report, Ex-post evaluation report, PAPC Meeting Records, Annual reports on MAF & SVK	
Project Purpose Participatory Agriculture is promoted in SVK.	1. Formulation of Action Plan for "PAPC" (Provincial commitment of PAPC activities, Roll plan of PAPC., etc) 2. Changes of production and sales of rice and vegetables in SVK (Old Sites and New Sites & other sites)	PAPC Action Plan, PAPC Meeting Records, Baseline & End-line survey reports, Interview (sample) survey to Member Farmers, Joint Review sheet, Project final report, Annual reports on MAF & SVK	No significant change on national policy on Participatory Agriculture is made.
Outputs 1. Capacity of administration and coordination among concerned Provincial Departments in SVK are improved to promote Participatory Agriculture. 2. PAFO/DAFO's capacity is improved to promote Participatory Agriculture.	1-1. Establishment of PAPC and authorized by SVK 1-2. Progress and results of PAPC activities 2-1. Status of budget application, results of the approval and actual expenditure(refer to Cost-sharing budget plan/Expenditure report) 2-2.Changes in actual cost-sharing during the Project period 2-3. Numbers and status of budget application, results of the approval and actual expenditure at district level	PAPC Meeting Records, JCC Meeting record Understanding test of practical trainings for PAFO/DAFO, Cost-sharing budget plan/Expenditure reports	Natural disasters, such as floods and droughts, do not have a profound effect on the Project. Price of rice and vegetables does not drastically decline.
3. Capacity of Member Farmers(*3) in the Target Sites for performing "PIAD Model"(*4) is strengthened.	3-1. Numbers of farmers who are participated various training subjects by the Project (both Old & New sites): <Subjects of Training> - Establish/ Strengthen WUO and Farmers' group - Participatory irrigation management - Cultivation techniques 3-2. Numbers of farmers who are performing "PIAD Model" 3-3. "Good practice" of farmers who are participated various training subjects	Regular meeting records with Member farmers, Farmer Training Records, PAFO/DAFO reports	


<p>4. Production and sales of rice and vegetables by Member Farmers in the Target Sites are increased.</p>	<p>4-1. Numbers of regular meeting with Member farmers in the Target Sites 4-2. Clarification of flow and pricing of rice and vegetables in SVK based on Value-chain survey 4-3. Numbers of farmers who are participated trainings on basic skill by the Project (both Old & New sites): 4-4. "Good practice" of quality improvement of agricultural products 4-5. Increase of agricultural production and sales of rice and vegetables</p>	<p>Baseline & End-line survey reports, Regular meeting records with Member farmers, Value-chain survey Report, Field observation, Interview (sample) survey to Member farmers, PAFO/DAFO reports</p>
<p>5. Participatory Agriculture is extended to other areas in and out of SVK through PAFO/DAFO and Member Farmers.</p>	<p>5-1. Numbers of New Sites where is promoting Participatory Agriculture in SVK 5-2. Numbers of other sites where is promoting Participatory Agriculture out of SVK 5-3. Formulation and dissemination of "PA promotion Guideline" (held Guideline workshop and circulation of the Guideline)</p>	<p>Introductory/debrief meeting records on PIAD Model Technical exchange Reports "PA promotion Guideline" Annual reports on MAF</p>

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Activities	Input		Important Assumption
	The Japanese Side	The Lao Side	
0-1 To conduct the baseline survey and end-line survey	(1) Long-term experts	(1) Counterpart personnel:	Budget for SVK's supporting project activities in agricultural development and C/P fund are secured and allocated every year.
Activities for Output 1 1-1 To form Participatory Agriculture Promotion Committee (PAPC) at Provincial level, which includes setting TOR of PAPC, deciding members and their responsibilities and frequency of the meeting. 1-2 To support activities of PAPC in line with its TOR (eg. To decide the scope of projects related to Participatory Agriculture, to make direction on budget application and allocation for related projects, to list up related projects, and to monitor and evaluate the approved projects)	1) Chief Advisor/ Governmental Administration 2) Project Coordinator/Training 3) Marketing/ Farmers' Organization 4) Farming/ Agricultural Techniques	1) Provincial Departments of: - Agriculture & Forestry - Planning & Investment - Industry & Commerce - Finance 2) District Officers of; - Champhone DAFO - Xaibouly DAFO - Other DAFOs in charge of New Sites	
Activities for Output 2 2-1 To review budgetary process on application, approval and implementation at provincial and district level 2-2 To formulate cost-sharing budget plan of both Lao and JICA sides for activities related to output 3, 4 and 5 and promote coordination on budget within PAFO after budget allocation 2-3 To monitor the budget implementation of activities related to output 3, 4 and 5 2-4 To conduct practical training for PAFO/DAFO on implementation of PIAD Model 2-5 To conduct practical training for PAFO/DAFO on Participatory Agriculture (link to 4-3) 2-6 To support budget application and its implementation procedure of DAFO's activities related to output 3, 4 and 5 (DPI, PAFO, District planning section of DAFO)	(2) Short-term experts To be determined based on the necessity (3) Training 1) Training in Japan 2) Training in Laos 3) Training in the third countries (4) Provision of Equipment (Vehicles, Computer sets, Printers, Photocopier, etc.) (5) Local cost	(2) Project Office 1) Provincial level (in PAFO) 2) District level (3) Expenses for electricity, water, telephone, and maintenance for Project office building (4) Cost for Project activities (to be determined in line with Cost-Sharing Budget Plan)	Counterpart personnel in provincial/districts staff are not drastically changed.
Activities for Output 3 3-1 To hold regular meeting with Member Farmers in the Target Sites under the initiative by DAFOs (link to 4-1) 3-2 To support establishing/strengthening Water User Organization /Farmers' group in the Target Sites (Extension & Irrigation of DAFO/PAFO) 3-3 To support participatory irrigation management for Member Farmers in the Target Sites (Irrigation of DAFO/PAFO) 3-4 To conduct Member Farmers' training on cultivation techniques (Extension & Agriculture of DAFO/PAFO)			
Activities for Output 4 4-1 To hold regular meeting with farmers in the Target Sites under the initiative by DAFOs (link to 3-1) 4-2 To conduct a value-chain survey focusing on rice and vegetables in SVK 4-3 To conduct training on basic skills for quality improvement of agricultural products for Member Farmers (especially use of quality seeds and post-harvest handling) (link to 2-5) (Extension & Agriculture, DAFO/PAFO)			Pre-Conditions

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Activities for Output 5 5-1 To select New Sites in SVK 5-2 To hold introductory meeting of Participatory Agriculture for New Sites by PAFO/DAFO Staff 5-3 To organize introductory/debrief meeting on PIAD Model 5-4 To conduct technical exchange between Target Sites and other areas 5-5 To formulate "PA promotion Guideline" based "PIAD Guidelines"(*5) in order to promote Participatory Agriculture 5-6 To disseminate the "PA promotion Guidelines" to other provinces led by MAF (Central Advisors)			 <Issues and countermeasures>
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(*1) Target Sites:

The sites where are selected by the Project for its intervention consisting of Old Sites and New Sites. The Old Sites were some of the model sites of the preceding project, "Participatory Irrigated Agriculture Development Project in Southern Areas along the Mekong River (PIAD)", and are selected as initial Target Sites for promoting Participatory Agriculture. The New Sites will be selected after the Project commencement.

(*2) Participatory Agriculture:

Collective approach for increasing agricultural production or sales in a sustainable manner through;

- 1) implementation of activities along with "PIAD Model",
- 2) closer collaboration with local governments, and
- 3) concerted farming activities from seed to market.

(*3) Member Farmers:

The farmers who are interested in Participatory Agriculture and participate in the activities of the Project.

(*4) "PIAD Model":

The participatory model which consists of three components through the cooperation with local government;

- 1) Irrigation construction/rehabilitation and water management,
- 2) Improvement of cultivation techniques, and
- 3) Strengthening farmers' group.

(*5) "PIAD Guidelines" (Guidelines on Participatory Irrigated Agriculture Development):

The document for the process and implementation of the participatory irrigated agriculture compiled by PIAD and authorized by the Minister for Agriculture and Forestry in 2015.

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Tentative Plan of Operation

Annex II-II

Version 0.0

Project Title : The Project for Participatory Agriculture Development in Savannakhet Province

Dated: 2/Nov/2016

Inputs		Year	2017	2018	2019	2020	2021	2022	Remarks
Expert									
Chief Advisor / Governmental Administration	Plan								
	Actual								
Project Coordinator / Training	Plan								
	Actual								
Marketing / Farmers' Organization	Plan								
	Actual								
Farming / Agricultural Techniques	Plan								
	Actual								
Other short-term experts	Plan								
	Actual								
Equipment									
As necessary	Plan								
	Actual								
Training in Japan									
Training for Counterpart Personnel	Plan								
	Actual								
In-country/Third country Training									
Third country training for Counterpart Personnel	Plan								
	Actual								
Activities		Year	2017	2018	2019	2020	2021	2022	Responsible Organization
Sub-Activities									Japan Laos
Rainy season's production in Gray color, Dry season's production in Black color									
Output 0:									
0-1 To conduct the baseline survey and end-line survey	Plan								
	Actual								
	Plan								
	Actual								
Output 1: Capacity of administration and coordination among concerned Provincial Departments in SVK are improved to promote Participatory Agriculture.									
1-1 To form Participatory Agriculture Promotion Committee (PAPC) at Provincial level, which includes setting TOR of PAPC, deciding members and their responsibilities and frequency of the meeting.	Plan								
	Actual								
1-2 To support activities of PAPC in line with its TOR (eg. To decide the scope of projects related to Participatory Agriculture, to make direction on budget application and allocation for related projects, to list up related projects, and to monitor and evaluate the approved projects)	Plan								
	Actual								
	Plan								
	Actual								

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Activities	Year	2017	2018	2019	2020	2021	2022	Responsible Organization	
								Japan	Laos
Output 2: PAFO/DAFO's capacity is improved to promote Participatory Agriculture.									
2-1 To review budgetary process on application, approval and implementation at provincial and district level	Plan	■							
	Actual								
2-2 To formulate cost-sharing budget plan of both Lao and JICA sides for activities related to output 3, 4 and 5 and promote coordination on budget within PAFO after budget allocation	Plan	■	■	■	■	■	■		
	Actual								
2-3 To monitor the budget implementation of activities related to output 3, 4 and 5	Plan		■	■	■	■	■	■	
	Actual								
2-4 To conduct practical training for PAFO/DAFO on implementation of PIAD Model	Plan		■	■	■	■	■	■	
	Actual								
2-5 To conduct practical training for PAFO/DAFO on Participatory Agriculture (link to 4-3)	Plan		■	■	■	■	■	■	
	Actual								
2-6 To support budget application and its implementation procedure of DAFO's activities related to output 3, 4 and 5 (DPI, PAFO, District planning section, DAFO)	Plan		■	■	■	■	■	■	
	Actual								
	Plan								
	Actual								
Output 3: Capacity of Member Farmers in the Target Sites for performing "PIAD Model" is strengthened.									
3-1 To hold regular meeting with Member Farmers in the Target Sites under the initiative by DAFOs (link to 4-1)	Plan	■	■	■	■	■	■	■	■
	Actual								
3-2 To support establishing/strengthening Water User Organization /Farmers' group in the Target Sites (Extension & Irrigation, DAFO/PAFO)	Plan			■	■	■	■	■	
	Actual								
3-3 To support participatory Irrigation management for Member Farmers in the Target Sites (Irrigation, DAFO/PAFO)	Plan	■	■	■	■	■			
	Actual								
3-4 To conduct Member Farmers' training on cultivation techniques (Extension & Crop, DAFO/PAFO)	Plan			■	■	■	■		
	Actual								
	Plan								
	Actual								

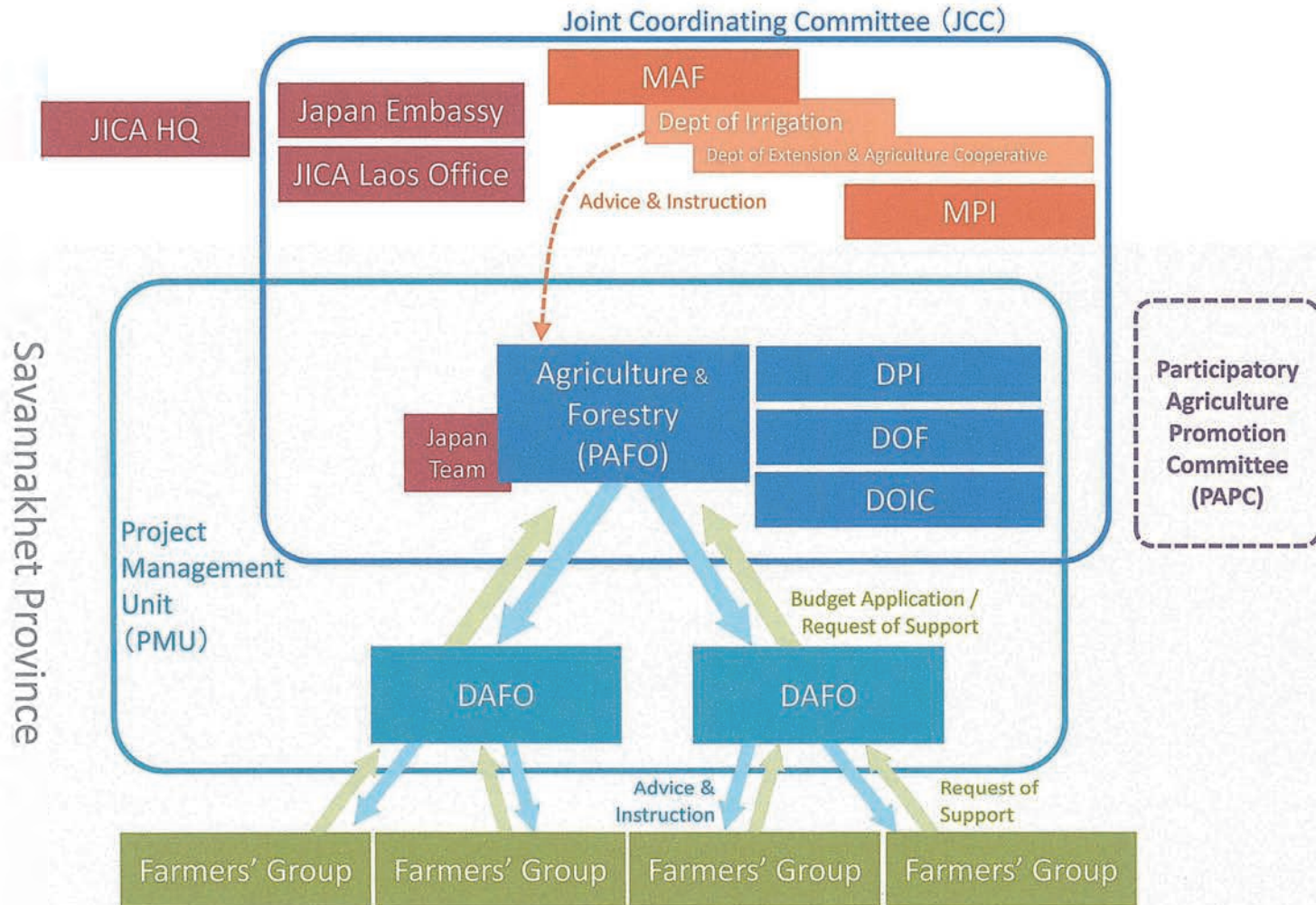
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Activities	Year	2017	2018	2019	2020	2021	2022	Responsible Organization	
								Japan	Laos
Sub-Activities									
Output 4: Production and sales of rice and vegetables by Member Farmers in the Target Sites are increased.									
4-1 To hold regular meeting with farmers in the Target Sites under the initiative by DAFOs (link to 3-1)	Plan								
	Actual								
4-2 To conduct a value-chain survey focusing on rice and vegetables in SVK	Plan								
	Actual								
4-3 To conduct training on basic skills for quality improvement of agricultural products for Member Farmers (especially use of quality seeds and post-harvest handling)(link to 2-5) (Extension& Crop, DAFO/PAFO)	Plan								
	Actual								
	Plan								
	Actual								
Output 5: Participatory Agriculture is extended to other areas in and out of SVK through PAFO/DAFO and Member Farmers.									
5-1 To select New Sites in SVK	Plan								
	Actual								
5-2 To hold introductory meeting of Participatory Agriculture for New Sites by PAFO/DAFO Staff	Plan								
	Actual								
5-3 To organize introductory/debrief meeting on PIAD Model	Plan								
	Actual								
5-4 To conduct technical exchange between Target Sites and other areas	Plan								
	Actual								
5-5 To formulate "PA promotion Guideline" based "PIAD Guidelines" in order to promote Participatory Agriculture	Plan								
	Actual								
5-6 To disseminate the "PA promotion Guidelines" to other provinces led by MAF (Central Advisors)	Plan								
	Actual								
	Plan								
	Actual								
Duration / Phasing									
	Plan								
	Actual								
Monitoring Plan									
	Year	2017	2018	2019	2020	2021	2022	Remarks	
Monitoring									
Joint Coordination Committee (JCC) Meeting	Plan								
	Actual								
Project Management Unit (PMU) Meeting	Plan								
	Actual								
Set-up the Detailed Plan of Operation	Plan								
	Actual								
Submission of Monitoring Sheet	Plan								
	Actual								
Monitoring Mission from Japan	Plan								
	Actual								To be dispatched upon necessity
Joint Monitoring	Plan								
	Actual								
Reports/Documents									
Inception Report	Plan								
	Actual								
Progress Report	Plan								
	Actual								
Project Completion Report	Plan								
	Actual								
Public Relations									
Establishment and Operation of web Site	Plan								
	Actual								
Materials for public relations related to project activities	Plan								
	Actual								

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Project Organization Chart

Annex II-III



Draft Composition and Functions of the Joint Coordinating Committee (JCC)

1. Functions

The Joint Coordinating Committee (hereinafter referred to as "JCC"), composed of members listed in Section 2 below, will meet at least once a year and whenever the necessity arises. The main functions of JCC shall be as follows:

- (1) To formulate the annual operational work plan of the Project based on the tentative schedule of implementation within the framework of the Record of Discussions (R/D),
- (2) To review the overall progress and achievements of the Project,
- (3) To examine major issues arising from or in connection with the Project, and
- (4) To work out the modification of the activities depending on the necessity.

2. Committee Composition

The JCC will be composed of the following members.

< Laos Side >

Chairperson :

- Vice Governor of Savannakhet Province (Project Director)

Project Manager :

- Director General of SVK PAFO

Central Advisor:

- Deputy Director General, Department of Irrigation, MAF
- Deputy Director General, Department of Agriculture Extension and Cooperative, MAF

Chief Coordinator :

- Director of Planning and Cooperation Section, SVK PAFO

Counterparts :

- From SVK PAFO
- From other Provincial Offices of SVK
- From DAFO

< Japanese Side >

Chief Representative of JICA Laos Office

Chief Advisor

Project Coordinator

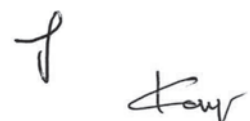
Experts

Representative of Embassy of Japan

Other personnel to be decided and/or dispatched by JICA

< Observers >

Others to be invited when the necessity arises



Draft Composition and Functions of the Project Management Unit (PMU)

1. Functions

The Project Management Unit (hereinafter referred to as "PMU"), composed of members listed in Section 2 below, will be called quarterly and whenever the necessity arises. The main functions of PMU shall be as follows:

- (1) To monitor the progresses and challenges of the Project activities periodically based on PDM and PO, and to provide technical and managerial advices for further implementation.
- (2) To exchange views on practical issues arising from or in connection with the Project, and recommend corrective measures.
- (3) To finalize the monitoring sheet of the Project bi-annually
- (4) To approve the quarterly work plan of the Project
- (5) To draft up the annual work plan of the Project for putting up to Joint Coordinating Committee (JCC) Meeting, and
- (6) To consider and select the topics of JCC Meeting, and to clarify the significant points through a practical discussion prior to JCC Meeting

2. Committee Composition

The PMU will be composed of the following members.

< Laos Side >

Chairperson:

- Vice Governor of Savannakhet Province (Project Director)

Project Manager:

- Director General of SVK PAFO

Chief Coordinator:

- Director of Planning and Cooperation Section, SVK PAFO

Regular Members:

- Counterparts from SVK PAFO
- Representatives from other related Provincial Departments of SVK
- Counterparts from DAFO

< Japanese Side >

Chief Advisor

Project Coordinator

Experts

< Observers >

Others to be invited when the necessity arises



SELECTION CRITERIA OF TARGET ACTIVITIES (PIAD Guidelines)

No	Criteria	Activities
1	High road accessibility	<ul style="list-style-type: none"> • Desk work selection of potential schemes based on size on irrigable command area • GIS mapping of potential scheme location • Site visits to survey feeder road conditions
2	High market accessibility to central market; within the trading radius of market traders	<ul style="list-style-type: none"> • GIS mapping of market outreach areas; • Product value chains charts • Site visits to survey district markets, Savannakhet markets and border trade markets
3	Low Risk of flood	<ul style="list-style-type: none"> • GIS mapping of wet land and flood prone areas • In Sebangfai area collect data information on Nam Theun 2 down stream development.
4	Conditions and the functioning Irrigation infrastructure, head work / pumping facilities and canals	<ul style="list-style-type: none"> • Profiling of potential irrigation Model Sites <ul style="list-style-type: none"> - Location - Irrigated areas (Wet & dry seasons) - History of construction, installation, organization of WUG, and O&M - Head work system design and condition, Canal system design and condition
5	Level of tertiary canal is low with need for participatory construction works by WUGs	<ul style="list-style-type: none"> • Profiling of potential irrigation Model Sites <ul style="list-style-type: none"> - Tertiary and quarterly canals conditions
6	Quantity of water for irrigation system is sufficient	<ul style="list-style-type: none"> - Water supply source conditions - Irrigation water management concept and water delivery system (by rotation or free flow) - Constraints in irrigation water delivery
7	Regular activity of WUG	<ul style="list-style-type: none"> • Profiling of WUGs/WUA in potential irrigation Model Sites <ul style="list-style-type: none"> - WUG/WUA organization chart, name functions - Application of WUG/WUA bylaws and water management concept - Application of IMT agreement
8	High farmers' potential incentives for commercial crops in dry season	<ul style="list-style-type: none"> • Profiling of agriculture production and marketing in potential irrigation Model Sites <ul style="list-style-type: none"> - Cropping patterns and calendar for wet and dry season crops - Marketing calendar for wet and dry season crops - Experience for production of marketable crops - Area cultivated of marketable crops - Price of marketable crops (farm gate, district markets, Savannakhet, and border trade point) - Prevalence of merchants (purchasers), name, address, quantity holding, market destination, etc. - Soil conditions
9	High accessibility of Government supports to farmers (assess to DAFO, Thasano Rice Research Center)	<ul style="list-style-type: none"> • Profiling of agriculture production and extension service in potential irrigation Model Sites <ul style="list-style-type: none"> - Existence and condition of IMT or co-management agreement for irrigation water management - Existence and condition of government extension service activities - Existence and condition of contract farming operation - Existence and condition of model farmers - Existence and condition of production groups and credit groups • Assessment of the capacity of government support services
10	Government budget is secured for rehabilitation and replacement of main facilities	<ul style="list-style-type: none"> • Identify public investment budget for irrigation infrastructure for 2011-2015. • Identify budget allocation to specific irrigation projects.

案件名：ラオス国「サバナケット県における参加型農業振興プロジェクト」

実施機関：サバナケット県 (SVK)

ターゲットグループ：(直接裨益者) 対象地区 (ターゲットサイト) 内の水利組織・農業組織のメンバー及び農家
(支援グループ) サバナケット県職員 (PAFO農林局、財務局、計画投資局、商工業局)、郡職員 (DAFO農林事務所)

協力期間：5年間


プロジェクト・サイト：(1) 先行ターゲットサイト*1：チャンボン郡 (ポントーン・ドンニエン地区、ゲンコックヌア地区)、サイブリ郡 (トンヘン地区、ソムサアード地区)

(2) 新ターゲットサイト：プロジェクト開始後選定 (県内他地区)

Version 1.0

Dated 22/Feb/2017

プロジェクト要約	指標	入手手段	外部条件
上位目標	(プロジェクト期間終了後、3年後)		
サバナケット県内外において参加型農業*2が振興される。	1. 参加型農業のサバナケット県外への展開計画が策定・実施される。 2. 「参加型農業振興委員会 (PAPC)」が策定した中長期活動計画がXX%以上実施される。 3. サバナケット県内外でのコメ/野菜の生産量がXX%、販売量がXX%増加する。 4. サバナケット県内外で、参加型農業が実践されている地区数と規模がXX%増加する。	業務完了報告書、事後評価報告書、「参加型農業振興委員会」年次報告、サバナケット県及び農林省 (MAF) 年次報告書	
プロジェクト目標			
サバナケット県の対象サイトにおいて参加型農業が推進・実施される。	1. PAPCの中長期活動計画が策定される。(同委員会の活動計画やロールプランを県がコミットする等) 2. プロジェクト開始時と比較して、対象地区のコメ/野菜の生産量の増加の割合が、県内の他地区に比べXX%、販売量がXX%以上となる。	「参加型農業振興委員会」のアクション計画書、ベースライン&エンドライン調査報告書、対象サイトのメンバー農家インタビュー調査 (サンプル調査)、合同レビューシート、業務完了報告書、サバナケット県及び農林省 (MAF) 年次報告書	参加型農業に係る重大な政策変更 (予算申請手順、灌漑管理所管に係る方針等) が生じない。
成果			
1. 「参加型農業推進委員会」の開催を通じて、県関係局の事業実施能力と局間の調整機能が向上する。	1-1. PAPCの設立並びに県による承認 1-2. PAPCの活動進捗とその結果	「参加型農業振興委員会」会議録、合同調整委員会 (JCC) 議事録	プロジェクト活動に悪影響を及ぼすような自然災害 (洪水や干ばつなど) が発生しない。
2. 参加型農業を振興するための県農林局 (PAFO)/郡農林事務所 (DAFO) の能力が向上する。	2-1. (コストシェアリング予算計画・予算支出書に基づく) 予算申請状況並びにその承認結果、実際の支出状況 2-2. プロジェクト期間中のコストシェアリング実績の変化 2-3. 郡レベルの予算申請数並びにその承認結果、実際の支出状況	PAFO/DAFO職員向け実践研修にかかる理解度テスト、コストシェアリング予算計画・支出書	農産物 (コメや野菜) の価格が急激に低下しない。
3. 対象農家*3 (ターゲットサイトのメンバー農家) による「PIADモデル」*4の実践能力が強化される。	3-1. プロジェクトで実施した研修への新・旧両サイトの参加農家数 (研修項目：1. 水利組織/農家グループ設立・強化、2. 参加型灌漑水管理、3. 栽培技術) 3-2. 「PIADモデル」を実践している農家数 3-3. 様々な研修 (研修項目は3-1同様、1. 水利組織/農家グループ設立・強化、2. 参加型灌漑水管理、3. 栽培技術) を受講した農家による優良事例	メンバー農家との定例会合記録、農家研修記録、PAFO/DAFO報告書	
4. 対象農家 (ターゲットサイトのメンバー農家) のコメと野菜の生産量や販売量が増加する。	4-1. 対象農家 (ターゲットサイトのメンバー農家) との定例会の開催回数 4-2. バリューチェーン調査の結果、同県内のコメや野菜の流通や価格が明らかになること 4-3. プロジェクトで実施した基本的技術研修への新・旧両サイトの参加農家数 4-4. 農産物の品質向上にかかる優良事例 4-5. コメ/野菜の生産量や販売量の増加	ベースライン&エンドライン調査報告書、メンバー農家との定例会合記録、圃場検証、メンバー農家へのインタビュー調査 (サンプル調査)、PAFO/DAFO報告書	
5. 参加型農業が、PAFO/DAFOや対象農家を通じて、県内外の他地域に普及しないしは共有される。	5-1. サバナケット県内で参加型農業を振興した新規サイト数 5-2. サバナケット県外で参加型農業を振興した他のサイト数 5-3. 「参加型農業振興ガイドライン」の策定と、その普及状況 (ガイドラインワークショップ開催並びに同ガイドラインの配布を含む)	PIADモデル導入・報告会議事録、技術交換報告書、「参加型農業振興ガイドライン」、農林省 (MAF) 年次報告書	

活動	投入		外部条件
	日本側	ラオス側	
活動0 0-1 ベースライン調査およびエンドライン調査の実施 活動1 1-1 県におけるPAPGの設立（委員会のTORの作成、メンバー構成と役割分担、開催頻度の決定も含む） 1-2 PAPGのTORに沿った活動（例：参加型農業に関連する事業の定義の決定、関連事業の予算要求・配分方針の作成、関連事業のリストアップ、承認された事業のモニタリング・評価等）に対する支援 活動2 2-1 県と郡レベルの予算申請・承認・執行プロセスの確認 2-2 成果3、4および5の活動に関するコストシェアリング年度予算計画（日・ラオス双方）の策定、および予算配分後のPAFO内での予算配分調整の円滑化 2-3 成果3、4および5の活動に関する予算執行状況のモニタリング 2-4 PIADモデル実施に係るPAFO/DAFO職員への実践研修の実施 2-5 参加型農業実践に係るPAFO/DAFO職員への実践研修（4-3と連動）の実施 2-6 成果3、4および5に関連したDAFOの活動予算申請および執行手続きに関する支援（同活動の担当部署：DPI, PAFO, 郡計画担当, DAFO） 活動3 3-1 DAFO主導による対象地区のメンバー農家との定期会合（4-1と連動）の開催 3-2 対象地区の水利/農家組織の設立/強化に係る支援（同活動の担当部署：DAFO/PAFO内の普及 & 灌漑担当） 3-3 対象地区のメンバー農家向け参加型灌漑管理に係る支援（同活動の担当部署：DAFO/PAFO内の灌漑担当） 3-4 栽培技術に係るメンバー農家向け研修の実施（同活動の担当部署：DAFO/PAFO内の普及 & 農業担当） 活動4 4-1 DAFO主導による対象地区内の農家との定期会合（3-1と連動）の開催 4-2 サバナケット県における、コメ、野菜に係るバリューチェーン調査の実施 4-3 農産物の品質向上のための基本的技術向上に係るメンバー農家向け研修（特に優良種子利用、並びに収穫後処理）の実施（2-5と連動） 活動5 5-1 サバナケット県内における新規サイトの選定 5-2 PAFO/DAFO職員による新規サイト向け参加型農業導入ガイダンスの実施 5-3 「PIADモデル」実施に係る導入・報告会議の開催 5-4 対象地区と他地域との技術交流の実施 5-5 参加型農業を振興するにあたり、「PIADガイドライン」*5をベースにした「参加型農業振興ガイドライン」の策定 5-6 農林本省（セントラル・アドバイザー）による、他県への「参加型農業振興ガイドライン」の普及	(1) 長期専門家 1) チーフ・アドバイザー/地方行政 2) 業務調整/研修 3) マーケティング/農家組織 4) 営農/農業技術 (2) 短期専門家 要請に応じて派遣 (3) 研修 1) 本邦研修 2) ラオス国内研修 3) 第三国研修 (4) 機材 (車両、パソコン、プリンター、コピー機等) (5) 現地活動費	(1) カウンターパートの配置 1) 県関係部局職員： - 県農林局 (PAFO) - 県計画投資局 (DPI) - 県産業商業局 (DOIC) - 県財務局 (DOF) 2) 対象郡関係部署職員： - チャンボン郡農林事務所 (DAFO) - サイプリ郡DAFO - 新サイト担当のその他DAFO (2) プロジェクト事務所 1) 県レベル (PAFO事務所内) 2) 郡レベル (3) 電気・水道・電話、プロジェクト事務所管理費 (4) プロジェクト活動費用 (コストシェアリング予算計画に応じ予算額決定)	前提条件 サバナケット県の農業開発支援事業予算並びにC/Pファンドが毎年、確保・配分される。 県・郡のC/P職員の大幅な交代・異動がない。
			<Issues and countermeasures>

(用語解説)

- *1 ターゲットサイト：支援を行うにあたって、プロジェクトにより選定した地域で、「(旧)先行」サイト、並びに「新規サイト」に分けられる。「(旧)先行」サイトは、前身のPIADプロジェクトでのモデルサイトから数地区が選ばれ、今回、参加型農業の振興のための最初のターゲットサイトとした。一方、「新規サイト」については、プロジェクト開始後に選定予定。
- *2 参加型農業：地域の農家が行政とも連携しながら下記「PIADモデル」に沿って、種子から市場までの流れ（フロー、チェーン）を見据えた営農活動を実践し、持続的な方法で農業生産量または販売量の向上が得られるようになるための包括的なアプローチ。
- *3 対象農家（メンバー農家）：参加型農業に関心を有し、プロジェクト活動に参加する農家。
- *4 「PIADモデル」：参加型農業実践のために行政とも連携の上、①灌漑整備・水管理、②栽培技術向上、③農家組織強化の3つのコンポーネントを組み合わせる農家主体で行うという活動モデルのこと。2010年11月から2015年11月まで実施された先行案件、JICA技術協力「南部メコン川沿岸地域参加型灌漑農業振興プロジェクト（PIAD）」で取られたモデル。
- *5 「PIADガイドライン」（参加型灌漑農業開発のためのガイドライン）：前身のPIADプロジェクトで編纂されたもの。参加型灌漑農業を実践するための過程や実施の手順書で、2015年に農林大臣によって承認。

6. サバナケット県における灌漑施設一覧表

Irrigation Plan for dry season cultivation 2016-2017 in Savannakhet province

Type of irrigation: w = weir, r = reservoir, g = water gate, p = pump
 Remarks: EWEC: Greater Mekong Subregion East-West Economic Corridor Agriculture Infrastructure Sector Project (by ADB)
 India: Loan projects by India
 MWRMP: Mekong Integrated Water Resources Management (by World Bank)

No	District	Type of irrigation	Irrigation area (ha) in dry season (2015-2016)			Remark
			Rice	Other crop	Total	
1	Nong	r		5	5	
2	Nong	r		3	3	
3	Nong	r		5	5	
4	Nong	r		6	6	
5	Nong	r		4	4	
6	Nong	r		4	4	
7	Nong	r		6	6	
8	Nong	r		3	3	
9	Nong	w		3	3	
10	Nong	r		2	2	
11	Sephoth	w		2	2	
12	Sephoth	w		5	5	
13	Sephoth	w		5	5	
14	Sephoth	w		3	3	
15	Sephoth	w		5	5	
16	Sephoth	w		5	5	
17	Sephoth	w		5	5	
18	Sephoth	w		3	3	
19	Sephoth	p	40	6	46	
20	Sephoth	r	30	5	35	
21	Sephoth	r	30	5	35	
22	Sephoth	r		5	5	
23	Sephoth	r		2	2	
24	Sephoth	r		5	5	
25	Sephoth	r		4	4	
26	Sephoth	r		5	5	
27	Sephoth	r		5	5	
28	Sephoth	r		2	2	
29	Sephoth	g		10	10	
30	Sephoth	g		2	2	
31	Sephoth	g		5	5	
32	Phin	w		10	10	
33	Phin	w		5	5	EWEC
34	Phin	w		2	2	
35	Phin	w		5	5	
36	Phin	r	120	20	140	EWEC
37	Phin	r		10	10	
38	Phin	r		10	10	
39	Phin	r		5	5	
40	Phin	r		8	8	
41	Phin	r		6	6	
42	Phin	r		3	3	
43	Phin	r		4	4	
44	Phin	r		5	5	
45	Phin	r		5	5	
46	Phin	r		10	10	
47	Phin	r		10	10	
48	Vilabouly	g		10	10	
49	Vilabouly	g	0	15	15	EWEC
50	Vilabouly	r		16	16	
51	Vilabouly	r		16	16	
52	Vilabouly	r		12	12	
53	Vilabouly	r		16	16	
54	Vilabouly	r		12	12	
55	Vilabouly	r		13	13	
56	Vilabouly	r		12	12	
57	Vilabouly	r		12	12	
58	Vilabouly	r		11	11	
59	Vilabouly	r		11	11	
60	Vilabouly	r		13	13	
61	Vilabouly	r		30	30	
62	Vilabouly	r		5	5	
63	Vilabouly	w		5	5	
64	Vilabouly	w		5	5	
65	Vilabouly	w		3	3	
66	Vilabouly	w		16	16	
67	Vilabouly	w		16	16	
68	Vilabouly	w		19	19	
69	Vilabouly	w		5	5	
70	Vilabouly	w		5	5	
71	Vilabouly	w		5	5	
72	Vilabouly	w		5	5	
73	Vilabouly	w		5	5	
74	Phalanxay	p	75	15	90	
75	Phalanxay	p	75	15	90	EWEC
76	Phalanxay	p	50	8	58	
77	Phalanxay	p	50	5	55	
78	Phalanxay	p		0	0	EWEC
79	Phalanxay	p		11	11	EWEC
80	Phalanxay	p		0	0	India
81	Phalanxay	p		3	3	India
82	Phalanxay	r		3	3	
83	Phalanxay	r		5	5	
84	Phalanxay	r		3	3	
85	Phalanxay	r		5	5	
86	Phalanxay	r		4	4	
87	Phalanxay	r		5	5	
88	Phalanxay	r		4	4	
89	Phalanxay	r		5	5	
90	Phalanxay	r		4	4	
91	Phalanxay	r		5	5	
92	Phalanxay	r		3	3	
93	Phalanxay	r		5	5	
94	Phalanxay	r		5	5	
95	Phalanxay	r		5	5	
96	Phalanxay	r		5	5	
97	Phalanxay	r		5	5	
98	Phalanxay	r		2	2	
99	Phalanxay	r		5	5	
100	Phalanxay	w		5	5	
101	Phalanxay	w		4	4	
102	Adsaphangthong	p		4	4	
103	Adsaphangthong	p		5	5	
104	Adsaphangthong	p		2	2	
105	Adsaphangthong	g		3	3	
106	Adsaphangthong	w		6	6	
107	Adsaphangthong	w		5	5	
108	Adsaphangthong	w		5	5	
109	Adsaphangthong	r		5	5	
110	Adsaphangthong	r		5	5	
111	Adsaphangthong	r		2	2	
112	Adsaphangthong	r		3	3	
113	Adsaphangthong	r		5	5	
114	Adsaphangthong	r		4	4	
115	Adsaphangthong	r		2	2	
116	Adsaphangthong	r		3	3	
117	Adsaphangthong	r		5	5	
118	Adsaphangthong	r		5	5	
119	Adsaphone	p		5	5	
120	Adsaphone	w		3	3	

No	District	Type of irrigation	Irrigation area (ha) in dry season (2015-2016)			Remark	
			Rice	Other crop	Total		
121	Adsaphone	w		4	4		
122	Adsaphone	w		5	5		
123	Adsaphone	w		5	5		
124	Adsaphone	w		4	4		
125	Adsaphone	w		5	5		
126	Adsaphone	w		3	3		
127	Adsaphone	r		5	5		
128	Adsaphone	g		5	5		
129	Outoumphone	g		5	5		
130	Outoumphone	g		5	5		
131	Outoumphone	g		5	5		
132	Outoumphone	g		10	10		
133	Outoumphone	g		5	5		
134	Outoumphone	r		10	10		
135	Outoumphone	r		5	5		
136	Outoumphone	r		5	5		
137	Outoumphone	r		5	5		
138	Outoumphone	w		5	5		
139	Outoumphone	w		4	4		
140	Outoumphone	w		3	3		
141	Outoumphone	w		5	5		
142	Outoumphone	w		5	5		
143	Outoumphone	w		5	5		
144	Outoumphone	w		5	5		
145	Outoumphone	w		5	5		
146	Outoumphone	w		10	10		
147	Outoumphone	w		5	5		
148	Outoumphone	w		3	3		
149	Outoumphone	w		2	2		
150	Xaibouly	g	40	10	50		
151	Xaibouly	g	70	25	95		
152	Xaibouly	g	50	25	75		
153	Xaibouly	g	40	20	60		
154	Xaibouly	g	30	10	40		
155	Xaibouly	g	68	20	88		
156	Xaibouly	g	50	20	70		
157	Xaibouly	g	45	15	60		
158	Xaibouly	g	45	15	60		
159	Xaibouly	w	46	10	56		
160	Xaibouly	w	86	25	111		
161	Xaibouly	r	60	10	70		
162	Xaibouly	p	514	50	564	EWEC	
163	Xaibouly	p	515	25	540	EWEC	
164	Xaibouly	p	470	25	495	EWEC	
165	Xaibouly	p	470	25	495	India	
166	Xaibouly	p	500	30	530		
167	Xaibouly	p	340	20	360	EWEC	
168	Xaibouly	p	320	20	340		
169	Xaibouly	p	320	30	350	India	
170	Xaibouly	p	200	15	215	MWRMP	
171	Xaibouly	p	280	25	305	India	
172	Xaibouly	p	150	25	175		
173	Xaibouly	p	250	25	275		
174	Xaibouly	p	295	15	310		
175	Xaibouly	p	327	25	352		
176	Xaibouly	p	220	20	240	MWRMP	
177	Xaibouly	p	230	20	250	MWRMP	
178	Xaibouly	p	220	20	240	MWRMP	
179	Xaibouly	p	200	25	225	MWRMP	
180	Xaibouly	p	180	20	200	India	
181	Xaibouly	p	170	20	190	India	
182	Xaibouly	p	220	25	245	MWRMP	
183	Xaibouly	p	230	30	260	MWRMP	
184	Xaibouly	p	220	30	250	MWRMP	
185	Xaibouly	p	230	20	250		
186	Xaibouly	p	25	195	220		
187	Xaibouly	p	200	20	220	MWRMP	
188	Xaibouly	p	230	10	240		
189	Xaibouly	p	140	15	155	India	
190	Xaibouly	p	170	20	190		
191	Xaibouly	p	160	20	180		
192	Xaibouly	p	120	20	140		
193	Xaibouly	p	50	20	70		
194	Kaisone	p	50	5	55	EWEC	
195	Kaisone	p		2	2		
196	Kaisone	p		2	2		
197	Kaisone	p		20	20		
198	Kaisone	p		3	3		
199	Kaisone	p		60	60	India	
200	Kaisone	r		2	2		
201	Kaisone	r		20	20		
202	Kaisone	r		5	5		
203	Kaisone	r		73	10	83	
204	Kaisone	r		3	5	8	
205	Kaisone	g		5	5		
206	Kaisone	g		5	5		
207	Kaisone	w		3	3		
208	Xaiphouthong	p		6	5	11	EWEC
209	Xaiphouthong	p		4	10	14	
210	Xaiphouthong	p		6	5	11	
211	Xaiphouthong	p		6	15	21	
212	Xaiphouthong	p		4	10	14	EWEC
213	Xaiphouthong	p		5	5		
214	Xaiphouthong	p		3	3		
215	Xaiphouthong	r		5	5		
216	Xaiphouthong	r		2	2		
217	Xaiphouthong	p		5	5		
218	Xaiphouthong	p		5	5		
219	Xaiphouthong	p		5	5		
220	Songkhone	p		15	15		
221	Songkhone	p		10	10		
222	Songkhone	p		20	20		
223	Songkhone	w		10	10		
224	Songkhone	w		15	15		
225	Songkhone	p		510	30	540	
226	Songkhone	p		500	35	535	
227	Songkhone	p		500	25	525	
228	Songkhone	p		30	10	40	
229	Songkhone	p		360	11	371	MWRMP
230	Songkhone	p		270	10	280	MWRMP
231	Songkhone	p		260	10	270	MWRMP
232	Songkhone	p		260	10	270	
233	Songkhone	g					EWEC
234	Songkhone	p		275	5	280	MWRMP
235	Songkhone	p		80	25	105	
236	Songkhone	p		120	5	125	
237	Songkhone	p		230	5	235	
238	Songkhone	p		240	5	245	
239	Songkhone	p		80	5	85	MWRMP
240	Songkhone	p		120	5	125	

