4．討議議事録（M/D）

4-1　現地調査Ⅰ

Minutes of Discussions
on the Preparatory Survey for the Project for
Improvement of Primary and Secondary Education Facilities
in Ulaanbaatar City

Based on the several preliminary discussions between the Government of Mongolia(hereinafter referred to as GoM) and the Embassy of Japan in Mongolia and Mongolia Office of the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA dispatched the Preparatory Survey Team for the Outline Design (hereinafter referred to as "the Team") of the Project for Improvement of Primary and Secondary Education Facilities in Ulannbaatar (hereinafter referred to as "the Project") to Mongolia, headed by Chie EZAKI, Director, Basic Education Team 1, Basic Education Group, Human Development Department, JICA, from November 30th to December 6th, 2016. The Team held a series of discussions with the officials of GoM and conducted a field survey. In the course of the discussions, both sides have confirmed the main items described in the attached sheets.

Ulaanbaatar, December 6, 2016

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Leader
Preparatory Survey Team
Japan International Cooperation Agency
Japan

for Mr. Damdinbazar BATMAGNAI
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Department of Finance and Economics
Ministry of Education, Culture, Science, and Sports
Mongolia

Mr. Badamkhatan GANTULGA
Director General
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Ministry of Finance
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Mr. Jigjidsuren GANTULGA
Head
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Mongolia

ATTACHMENT

1. Objective of the Project

The objective of the Project is to mitigate the shortage of the school facilities in the target school areas by constructing quality primary and secondary school facilities as models, thereby contributing to improve the learning environment in primary and secondary education in Ulaanbaatar City.

2. Title of the Preparatory Survey

Both sides confirmed the title of the Preparatory Survey as "the Preparatory Survey for the Project for Improvement of Primary and Secondary Education Facilities in Ulaanbaatar City".

3. Project site

3-1. Both sides confirmed that the site of the Project was in Ulaanbaatar City, which is shown in Annex 1.

3-2. Both sides also agreed that the construction sites for the Project would be selected from the list of candidate construction sites based on the criteria described in Annex 2. The candidate construction sites (up to 10 sites) will be submitted to JICA Mongolia office by January 15th, 2017. Based on the list, the field survey will be conducted by the Consultants. After the field survey, the list of the candidate sites will be revised in consultation with Ministry of Education, Culture, Science, and Sports (hereinafter referred to as "MECSS") and the Metropolitan Education Department based on the criteria described in the Annex 2, if necessary.

4. Responsible authority for the Project

Both sides confirmed the authorities responsible for the Project are as follows:

4-1. The Metropolitan Education Department will be the executing agency for the Project (hereinafter referred to as "the Executing Agency"). The Executing Agency shall coordinate with all the relevant authorities to ensure smooth implementation of the Project and ensure that the undertakings for the Project shall be managed by relevant authorities properly and on time. The organization charts are shown in Annex 3.

4-2. The line ministry of the Executing Agency is MECSS. MECSS shall be responsible for supervising the Executing Agency on behalf of GoM.

5. The Basic Concept of the Project

Both sides agreed that this project aimed to contribute to establish the quality learning environment based on universal design with consideration of inclusion of children with special needs and disaster prevention. This concept could be presented as models to be deployed in the future school construction by GoM. The tentative idea of the basic concept is attached as Annex 4.

6. Items requested by GoM

6-1. The Team proposed the components of the facility which are shown in Annex 5. Both sides agreed on the contents of the core-components. Additional components will be further discussed during the second survey.

6-2. The both side agreed that GoM would submit the basic equipment list which is required in the Mongolian curriculum by January 15, 2017.

6-3. JICA will assess the feasibility of the above requested items through the survey and will report the findings to the Government of Japan. The final scope of the Project will be decided by the Government of Japan.

6-4. GoM shall submit an official request to the Government of Japan through a diplomatic channel before the appraisal of the Project, which is scheduled in November, 2017.

7. Procedures and Basic Principles of Japanese Grant

7-1. The Mongolian side agreed that the procedures and basic principles of Japanese Grant as described in Annex 6 and Annex 7 should be applied to the Project.

7-2. The Mongolian side agreed to take the necessary measures, as described in Annex 8, for smooth implementation of the Project. The contents of the Annex 8 will be elaborated and refined during the Preparatory Survey and be agreed in the mission dispatched for explanation of the Draft Preparatory Survey Report. The contents of Annex 8 will be updated as the Preparatory Survey progresses, and eventually, will be used as an attachment to the Grant Agreement.

8. Schedule of the Survey

8-1. The Team will proceed with further survey in Mongolia until December 14th, 2016, and return to Mongolia to continue the second survey from February to March 2017 in order to conduct the survey necessary to develop the outline design. The third survey will be conducted in April, 2017 to conduct a natural condition survey of the nominated sites by entrusting to the local surveyors.

8-2. JICA will prepare a draft Preparatory Survey Report in English and a summary of the Report in Mongolian and dispatch the fourth survey mission to Mongolia in order to explain its contents around September, 2017.

8-3. An official request to the Government of Japan will be submitted before August, 2017.

8-4. If the contents of the draft Preparatory Survey Report are accepted and the undertakings for the Project are fully agreed by the Mongolian side, JICA will finalize the Preparatory Survey Report and send it to Mongolia around January 2018.

8-5. The above schedule is tentative and subject to change.

9. Environmental and Social Considerations

9-1. The Mongolian side confirmed to give due environmental and social considerations before and during implementation, and after completion of the Project, in accordance with the JICA Guidelines for Environmental and Social Considerations (April, 2010) if necessary.

9-2. The Project is tentatively categorized as "B" due to the possibility of the relocation of the residence in the candidate sites at this stage. However, the list of the candidate sites will be submitted to JICA as described in 3-2 above based on the selection criteria as attached in Annex 2, so that this category is subject to change.

10. Other Relevant Issues

10-1. The Mongolian side agreed to provide the information about teacher placement plan and qualification of teachers in construction sites and allocate necessary budget for teaching and administrative staff for the proper and effective operations and maintenance of facilities and equipment covered by the Project.

10-2. MECSS and the Executing Agency agreed to provide the Team with available relevant data, information and materials necessary for the execution of this field survey. MECSS and Metropolitan Education Department shall answer to the Questionnaire submitted by the Team with relevant documents by December 12, 2016.

10-3. Regarding the Soft Component for the Project, the Team proposed to make a booklet to present measures on universal design with consideration of inclusion and disaster prevention. The Mongolian side agreed on the idea and further discussions will be held in consecutive surveys.

Annex 1: Map of the Project Site
Annex 2: Selection Criteria of Construction Sites for the Project
Annex 3: Organization Chart
Annex 4: Tentative Idea of the Models
Annex 5: Project Components Proposed by the Team
Annex 6: Japanese Grant
Annex 7: Procedures of Japanese Grant
Annex 8: Major Undertakings to be taken by Government of Mongolia (Tentative)

Annex 1: Map of the Project site

Annex 2

Selection Criteria of Construction Sites for the Project

Minimum Requirements for selection of sites

- Sufficient number of enrollment can be expected to fulfill with the planned capacity of the model,
- Sufficient size of land is secured for the construction of the buildings set for the model,
- Land or a part of land is not registered as natural reserves, disaster-prone area or inadequate area in the UBC's master plan,
- Any kind of resettlement or expropriation of agricultural land will not be required,
- Site is free from special condition, such as permafrost soil which needs particular design for building construction,
- School officials have a positive view to accept CWD (children with disabilities) in their school and to offer their school as an emergency assembly point,
- There is no hindrance to accepting CWD in the surrounding environment

Criteria for putting priority of sites

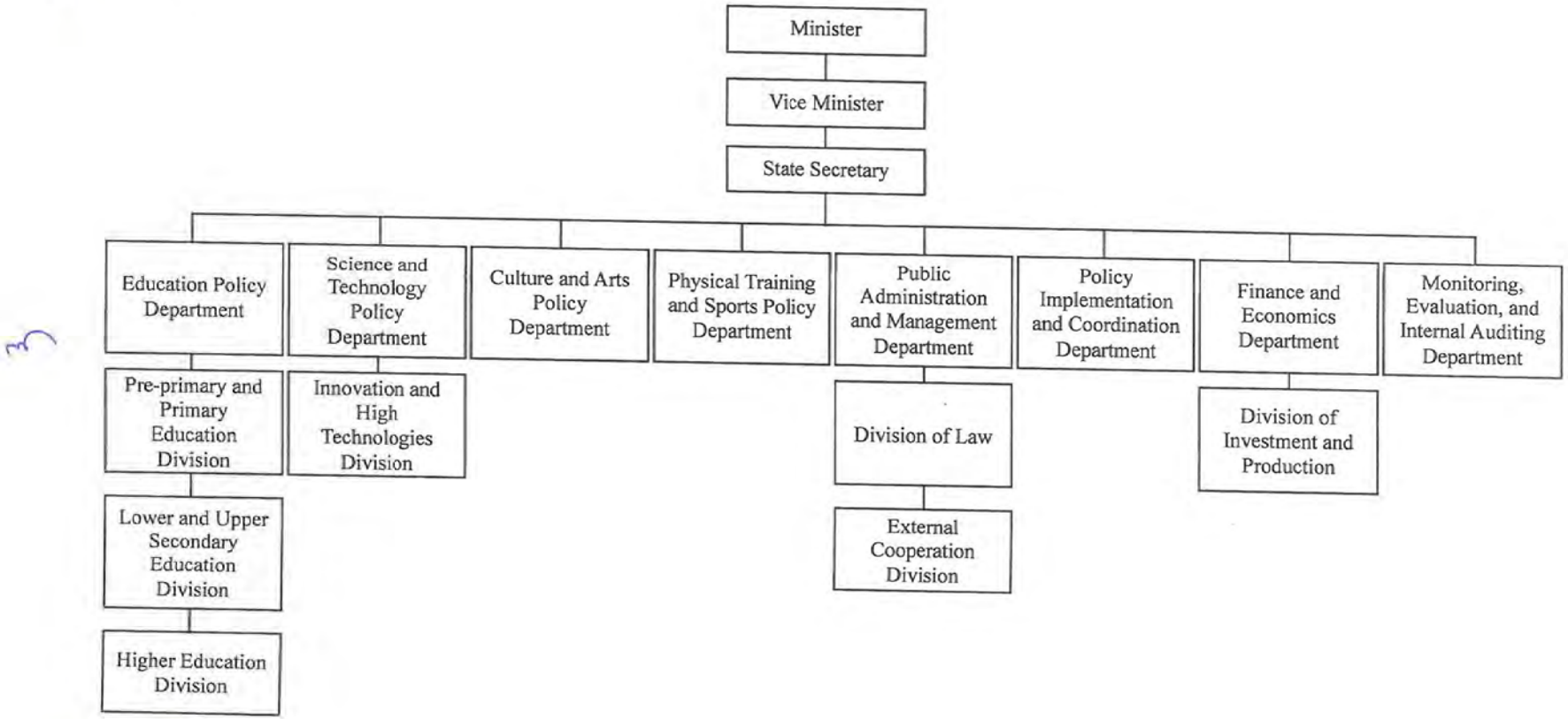
The following site will be prioritized:

- The site where the bigger effect is expected by the Project,
- The site where its characteristics such as location and required number of classrooms fits more appropriately to the model,
- The site where there are few obstacle for construction is anticipated,
- The site where school officials have higher motivation to accept CWD in their school and to offer their school to utilize for emergency,
- The site where favorable infrastructure is equipped to accepting CWD, such as adequate road network in the vicinity.

Organization Chart

Annex 3
(MECSS)

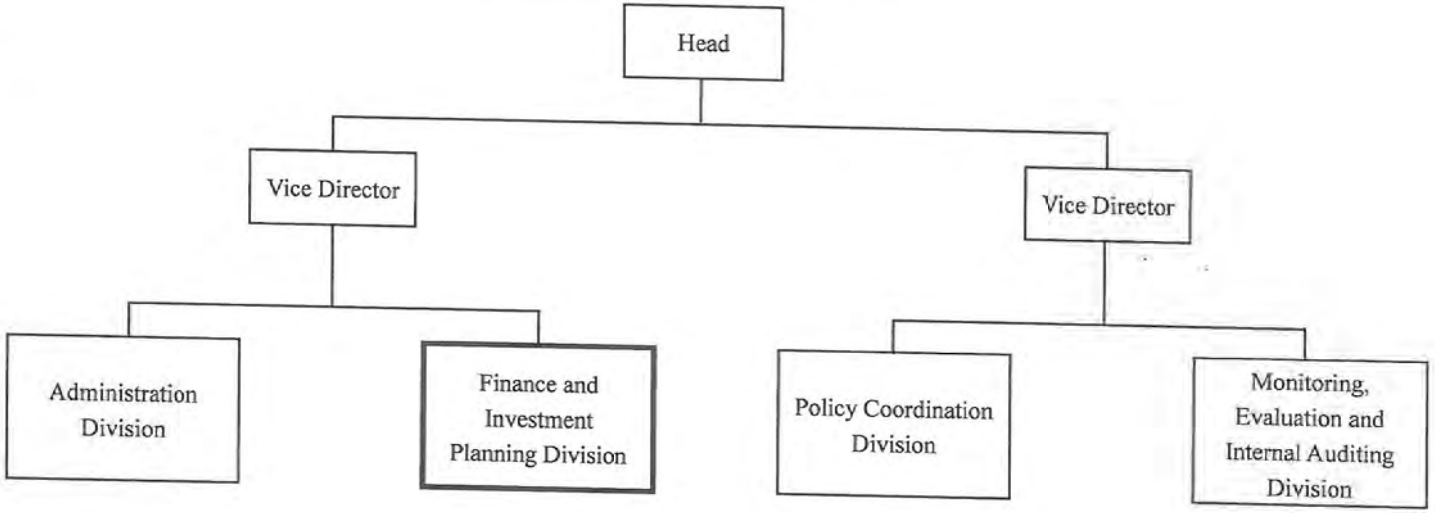
Ministry of Education, Culture, Science, and Sports



Annex 3
UBC

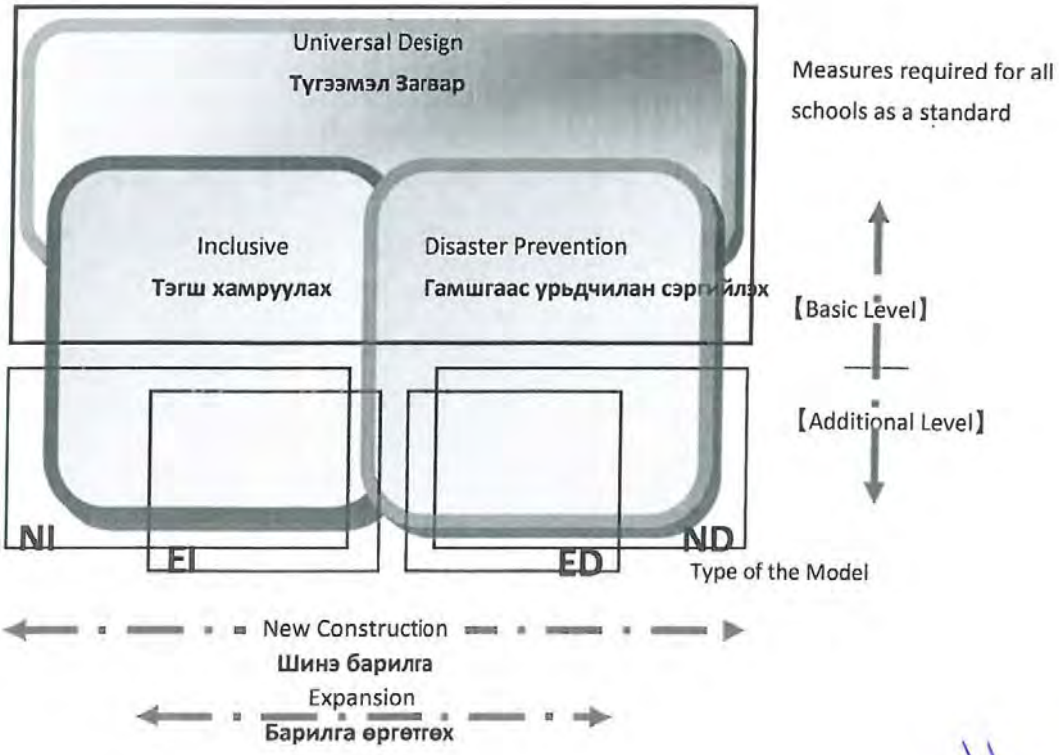
Organization Chart

Metropolitan Education Department



Tentative Idea of the Models

Needs	Overcrowding in existing schools	Influx of new population
Area	Built-up area (Apartment area, Ger area)	Sprawled area Underdeveloped/vacant area
Size	Small-Medium	Medium-Large
Capacity	320-480 seats	640-960 seats
Component	Classroom + additional facilities	Full components
Construction	Expansion	New construction
Type	Inclusion	Disaster Prevention



Project Components proposed by the Team

Priority category	Components
【Core-components】	
Components included in the previous Grant Aid Project, whose necessity and effectiveness have been accepted	・General classrooms ・Teachers' room ・Lavatory ・Cloak ・Computer room ・Science laboratory ・Gymnasium
Components added after completion at Grant Aid schools and commonly included in the government projects	・Kitchen/Pantry ・Medical room ・Other staff's room ・Library
Basic Equipment and Furniture	・Furniture and equipment for the above components
【Additional component】	
	・Dining hall ・Special classroom ・Technical/home economics ・Vocational training rooms ・Auditorium ・Art room ・Playroom for 1st grade pupils

JAPANESE GRANT

The Japanese Grant is non-reimbursable fund provided to a recipient country to purchase the products and/or 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. Followings are the basic features of the project grants operated by JICA (hereinafter referred to as "Project Grants"). The Japanese Grant is not conducted through the donation of materials as such.

1. Procedures of Project Grants

Project Grants are conducted through following procedures:

・Preparatory Survey
- The Preparatory Survey conducted by JICA

・Appraisal &Approval
-Appraisal by the GOJ and JICA, and Approval by the Japanese Cabinet

・Exchange of Notes
-The Notes exchanged between the government of Japan (hereinafter referred to as "GOJ") and the government of recipient country (hereinafter referred to as "the Recipient")

・Grant Agreement (hereinafter referred to as "the G/A")
-Agreement concluded between JICA and the Recipient

・Banking Arrangement (hereinafter referred to as "the B/A")
-Opening of bank account in a bank in Japan to receive the grant

・Implementation
-Implementation of the project on the basis of the G/A

・Ex-post Monitoring and Evaluation
-Monitoring and evaluation at post-implementation stage

2. Preparatory Survey

(1) Contents of the Preparatory Survey (hereinafter referred to as "the Survey")

The aim of the Survey is to provide basic documents necessary for the appraisal of the grant project (hereinafter referred to as "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 feasibility of the Project to be implemented under the Japanese 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 Project. The Outline Design of the Project is confirmed based on the guidelines of the Japanese Grant scheme.

JICA requests the Recipient to take 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 executing agency 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 retains (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 feasibility of the Project.

3. Japanese Grant Scheme (Project Grants)

(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 singed between the GOJ and the Recipient to make a pledge for assistance, which is followed by the conclusion of the G/A between JICA and the Recipient to define the necessary articles, in accordance with the E/N, to implement the Project, such as conditions of disbursement, responsibilities of the Recipient, and procurement conditions.

(2) Banking Arrangements (B/A)

a) The Recipient shall or shall cause its designated authority to open an account under the name of the Recipient in a

bank in Japan (hereinafter referred to as "the Bank"), in principle.. JICA will disburse the Grant in Japanese yen for the Recipient to cover the obligations incurred by the Recipient under the verified contracts.

b) The Grant will be disbursed when payment requests are presented by the Bank to JICA under an Authorization to Pay (A/P) issued by the Recipient.

(3) Procurement Procedure

The products and/or services necessary for the implementation of the Project shall be procured in accordance with JICA's procurement guidelines as stipulated in the G/A.

(4) 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.

(5) Eligible source country

In using the grant disbursed by JICA (hereinafter referred to as "the Grant") for the purchase of products and/or services, the eligible source countries of such products and/or services shall be Japan and/or the country of the Recipient. The Grant may be used for the purchase of the products and/or services of a third country as eligible, if necessary, taking into account the quality, competitiveness and economic rationality of products and/or services necessary for achieving the objective of the Project. However, the prime contractors, namely, constructing and procurement firms, and the prime consulting firm, which enter into contracts with the Recipient, are limited to "Japanese nationals", in principle.

(6) Contracts and Concurrence by JICA

The Recipient will conclude contracts denominated in Japanese yen with Japanese nationals. Those contracts shall be concurred by JICA in order to be verified as eligible for using the Grant.

(7) Authorization to Pay (A/P)

The Recipient should bear an advising commission of an Authorization to Pay and payment commissions paid to the Bank.

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

For the smooth and proper implementation of the Project, the Recipient is required to undertake necessary measures as agreed with the GOJ and/or JICA. The GOJ requests the Recipient 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 purchase of the products and/or services for the

implementation of the Project, since the grant fund comes from the Japanese taxpayers.

(9) "Proper Use"

The Recipient is required to maintain and use properly and effectively the products and/or services under the Project (including the facilities constructed and the equipment purchased), to assign staff necessary for this operation and maintenance and to bear all the expenses other than those covered by the Grant.

(10) "Export and Re-export"

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

(11) Environmental and Social Considerations

The Recipient shall 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) .

(12) Monitoring

The Recipient is required to 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 to regularly report to JICA about its status by using the Project Monitoring Report (PMR).

(13) Safety Measures

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

(14) Construction Quality Control Meeting

Construction Quality Control Meeting (hereinafter referred to as the "Meeting") will be held for quality assurance and smooth implementation of the Works at each stage of the Works. The member of the Meeting will be composed by the Client, the Consultant, the Contractor and JICA. The functions of the Meeting are as followings:

a) Sharing information on the objective, concept and conditions of design from the Contractor, before start of construction.

b) Discussing the issues affecting Works such as modification of the design, test, inspection, safety control and

a) After the project completion, JICA will continue to keep in close contact with the Recipient in order to monitor that the outputs of the Project is used and maintained properly to attain its expected outcomes.

b) In principle, JICA will conduct ex-post evaluation of the Project after three years from the completion. It is required for the Recipient to furnish any necessary information as JICA may reasonably request.

PROCEDURES OF JAPANESE GRANT

Stage	Procedures	Remarks	Recipient Government	Japanese Government	JICA	Consultants	Contractors	Agent Bank
Official Request	Request for grants through diplomatic channel	Request shall be submitted before appraisal stage.	x	x				
1. Preparation	(1) Preparatory Survey Preparation of outline design and cost estimate		x		x	x		
2. Appraisal	(2)Preparatory Survey Explanation of draft outline design, including cost estimate, undertakings, etc.		x		x	x		
	(3)Agreement on conditions for implementation	Conditions will be explained with the draft notes (E/N) and Grant Agreement (G/A) which will be signed before approval by Japanese government.	x	x (E/N)	x (G/A)			
	(4) Approval by the Japanese cabinet			x				
3. Implementation	(5) Exchange of Notes (E/N)		x	x				
	(6) Signing of Grant Agreement (G/A)		x		x			
	(7) Banking Arrangement (B/A)	Need to be informed to JICA	x					x
	(8) Contracting with consultant and issuance of Authorization to Pay (A/P)	Concurrence by JICA is required	x			x		x
	(9) Detail design (D/D)		x			x		
	(10) Preparation of bidding documents	Concurrence by JICA is required	x			x		
	(11) Bidding	Concurrence by JICA is required	x			x	x	
	(12) Contracting with contractor/supplier and issuance of A/P	Concurrence by JICA is required	x				x	x
	(13) Construction works/procurement	Concurrence by JICA is required for major modification of design and amendment of contracts.	x			x	x	
	(14) Completion certificate		x			x	x	
4. Ex-post monitoring & evaluation	(15) Ex-post monitoring	To be implemented generally after 1, 3, 10 years of completion, subject to change	x		x			
	(16) Ex-post evaluation	To be implemented basically after 3 years of completion	x		x			

notes:

1. Project Monitoring Report and Project Completion Report shall be submitted to JICA as agreed in the G/A.

2. Concurrence by JICA is required for allocation of grant for remaining amount and/or contingencies as agreed in the G/A.

Annex 8

Major Undertakings to be taken by the Government of Mongolia (Tentative)

1. Specific obligations of the Government of Mongolia which will not be funded with the Grant

(1) Before the Tender

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To open Bank Account (Banking Arrangement (B/A))	within 1 month after the signing of the G/A			
2	To issue A/P to a bank in Japan (the Agent Bank) for the payment to the consultant	within 1 month after the signing of the contract			
3	To approve IEE/EIA(Conditions of approval should be fulfilled, if any) and secure the necessary budget for implementation, if necessary	within 1 month after the signing of the G/A			
4	To secure the necessary budget and implement land acquisition and resettlement (including preparation of resettlement sites), and compensation with full replacement cost in accordance with RAP, if necessary	before start of the construction			
5	To implement social monitoring, and to submit the monitoring results to JICA, by using the monitoring form, on a quarterly basis as a part of Project Monitoring Report, if necessary	till land acquisition and resettlement complete			
6	To secure and clear the lands (The details will be future discussed.)	before notice of the bidding document			
7	To obtain the planning, zoning, building permit	before notice of the bidding document			
8	To clear, level and reclaim the following sites	before notice of the bidding document			
9	To submit Project Monitoring Report (with the result of Detail Design)	before preparation of bidding documents			

(A/P: Authorization to Pay, B/A: Banking Arrangement, EIA: Environmental Impact Assessment,
IEE: Initial Environmental Evaluation)

(2) During the Project Implementation

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To issue A/P to a bank in Japan (the Agent Bank) for the payment to the Supplier(s)	within 1 month after the signing of the contract(s)			
2	To bear the following commissions to a bank in 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(s)			
	2) Payment commission for A/P	every payment			
3	To ensure prompt customs clearance and to assist the Supplier(s) with internal transportation in recipient country				
4	To accord Japanese nationals and/or physical persons of third countries whose services may be required in connection with the supply of the products and the services such facilities as may be necessary for their entry into the country of the Recipient and stay therein for the performance of their work	during the Project			
5	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 be exempted.	during the Project			
6	To bear all the expenses, other than those covered by the Grant, necessary for the implementation of the Project	during the Project			
7	To submit Project Monitoring Report	every month			
8	To submit a report concerning completion of the Project	within six months after completion of the Project			
9	To construct access roads if necessary. 1) Outside the site	3 months before completion of the construction			
10	To provide facilities for distribution of electricity, water supply and drainage and other incidental facilities necessary for the implementation of the Project outside the site(s)				
	1) Electricity The distributing line to the site	3 months before completion of the construction			
	2) Heating system The distributing line to the site (if available)	After completion of the equipment installation			
	3) Water Supply The city water distribution main to the site (if available)	3 months before completion of the construction			
	4) Drainage The city drainage main (for storm, sewer and others) to the site (if available)	3 months before completion of the construction			
	5) Communication line (if necessary)	1 months before completion of the construction			
	6) Furniture and Equipment General furniture	1 month before completion of the construction			

	7) Peripheral wall (if necessary)	by the completion of the construction			
11	To implement EMP and EMoP, if necessary.	during the construction			
12	To submit results of environmental monitoring to JICA, by using the monitoring form, on a quarterly basis as a part of Project Monitoring Report, if necessary.	during the construction			
13	To implement RAP (livelihood restoration program, if needed)	for a period based on livelihood restoration program			
14	To implement social monitoring, and to submit the monitoring results to JICA, by using the monitoring form, on a quarterly basis as a part of Project Monitoring Report, if necessary. - Period of the monitoring may be extended if affected persons' livelihoods are not sufficiently restored. Extension of the monitoring will be decided based on agreement between the Executing Agency and JICA.	- until the end of livelihood restoration program (In case that livelihood restoration program is provided) *- for two years after land acquisition and resettlement complete (In case that livelihood restoration program is not provided)*			

(EMP: Environmental management Plan, EMoP: Environmental Monitoring Plan)

(3) After the Project

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To implement EMP and EMoP, if necessary.	for a period based on EMP and EMoP			
2	To submit results of environmental monitoring to JICA, by using the monitoring form, semiannually, if necessary. - The period of environmental monitoring may be extended if any significant negative impacts on the environment are found. The extension of environmental monitoring will be decided based on the agreement between the Executing Agency and JICA.	for three years after the Project			
3	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid 1) Allocation of teachers and administrative staff 2) Allocation of maintenance cost 3) Operation and maintenance structure Routine check/Periodic inspection	After completion of the construction			

2. Other obligations of the Government of Mongolia funded with the Grant

NO	Items	Deadline	Amount (Million Japanese Yen)*
1	To construct school facilities and procure equipment 1) To conduct the following transportation 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, if necessary		
	2) To construct access roads, if necessary. a) Within the site		
	3) To construct the temporary building, if necessary.		
	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 waster, storm drainage and others) within the site d) Heating system e) Furniture and Equipment - Project equipment		
2	To implement detailed design, bidding support and construction supervision 1) (Consulting Service)		
3	Contingency		
	Total		

* The Amount is provisional. This is subject to the approval of the Government of Japan.

4-2 現地調査 II

Minutes of Discussions
on the Second Preparatory Survey for the Project for
Improvement of Primary and Secondary Education Facilities
in Ulaanbaatar City

Based on the several preliminary discussions between the Government of Mongolia(hereinafter referred to as GoM) and the Embassy of Japan in Mongolia and Mongolia Office of the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA dispatched the second Preparatory Survey Team for the Outline Design (hereinafter referred to as "the Team") of the Project for Improvement of Primary and Secondary Education Facilities in Ulaanbaatar (hereinafter referred to as "the Project") to Mongolia, headed by Chie EZAKI, Director, Basic Education Team 1, Basic Education Group, Human Development Department, JICA, from February 15th to February 22nd, 2017. The Team held a series of discussions with the officials of GoM and conducted a field survey. In the course of the discussions, both sides have confirmed the main items described in the attached sheets.

Ulaanbaatar, February 21, 2017

Ms. Chie EZAKI
Leader
Preparatory Survey Team
Japan International Cooperation Agency
Japan

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Director
Department of Finance and Economics
Ministry of Education, Culture, Science, and Sports
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Mr. Batsengee DORJSEMBED
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Mr. Jigjidsuren GANTULGA
Head
Metropolitan Education Department
Mongolia

ATTACHMENT

1. Objective of the Project

The objective of the Project is to mitigate the shortage of the school facilities in the target school areas by constructing quality primary and secondary school facilities as models, thereby contributing to improve the learning environment in primary and secondary education in Ulaanbaatar City.

2. Title of the Preparatory Survey

Both sides confirmed the title of the Preparatory Survey as "the Preparatory Survey for the Project for Improvement of Primary and Secondary Education Facilities in Ulaanbaatar City".

3. Project site

Both side confirmed that the Project site was in Ulaanbaatar city as Minutes of Discussion signed on December 6, 2016 and agreed that the construction sites would be selected from the candidate construction sites list which was submitted by the Metropolitan Education Department (herein referred to as "the Executing Agency") on January 31st, 2017. The priority of the construction sites was agreed as described in Annex 1. The locations of the candidate construction sites are shown in Annex 2.

4. The Basic Concept of the Project

Based on the basic concept agreed on Minutes of Discussion signed on December 6, 2016, the school construction models were elaborated and agreed as described in Annex 3. Based on these models, the construction sites will be selected among the candidate construction sites list.

5. Items requested by GoM

5-1. The list of the Project component was revised from Minutes of Discussion signed on December 6, 2016 based on the result of the first and second field survey as follows:

- "Cloak" was removed from the core facility components,
- "Special classroom" was removed from the additional components, while its function and "Science laboratory" is merged as "Multi-purpose room with preparation room" to the core facility components list, and
- Regarding "other staff's room", "Social worker's room" with function of "Child development center" was added to the core components list.

The both sides agreed the items and priority order for the Facility Component as shown

in Annex 4.

5-2 The Executing Agency submitted the requested equipment list on January 18, 2017 and the both sides agreed the tentative priority of the equipment by category as shown in Annex 5-1. The Team will analyze the details of the requested equipment in Japan based on the agreed criteria (see Annex 5-2.) and the recent standard of school curriculums developed by Ministry of Education, Culture, Science and Sports (herein referred to as "MECSS"). Further discussion will be conducted at the time of the third survey planned in April, 2017 and the result of the discussion will be recorded in a technical note.

5-3 Regarding the Soft Component for the Project, the both sides agreed to develop a booklet to present measures on universal design with consideration of inclusion and disaster prevention applied to the Project. The booklet could be disseminated through seminars and workshops targeting government officials, school principals and private companies who are engaged in school construction and renovation. Further discussion on the content of the Soft Component will be held in a next survey in April and recorded in a technical note.

5-4 JICA will assess the feasibility of the above requested items through the survey and will report the findings to the Government of Japan. The final scope of the Project will be decided by the Government of Japan.

6. Procedures and Basic Principles of Japanese Grant

In addition to the explanation on Minutes of Discussion signed on December 6, 2016, the Team explained the financial flow of Japanese Grant as shown in Annex 6. As for the monitoring of the implementation of the Project, JICA requires GoM to submit the Project Monitoring Report, the form of which is attached as Annex 7.

7. Schedule of the Survey

7-1. The Team will proceed with further survey in Mongolia until February 24, 2017, and return to Mongolia to conduct the third survey from April 10 to April 26, 2017 in order to develop the outline design and a natural condition survey of the nominated sites by entrusting to the local surveyors.

7-2. JICA will prepare a draft Preparatory Survey Report in English and a summary of the Report in Mongolian and dispatch the fourth survey mission to Mongolia in order to explain its contents around September, 2017.

7-3. The both sides confirmed that a timing of submission of an official request to the Government of Japan was changed from August, 2017 to June, 2017.

7-4. If the contents of the draft Preparatory Survey Report are accepted and the

undertakings for the Project are fully agreed by the Mongolian side, JICA will finalize the Preparatory Survey Report and send it to Mongolia around January, 2018.

7-5. The above schedule is tentative and subject to change.

8. Environmental and Social Considerations

8-1. The Project is tentatively categorized as "B" due to the possibility of the relocation of the residence in the candidate sites according to "the JICA Guidelines for Environmental and Social Consideration". However, the both sides confirmed that the list of the candidate sites did not include the relocation of the residence following the criteria of the selection of the candidate site so that JICA will review the category based on the list.

8-2. The Mongolian side confirmed that the Executing Agency was required to prepare a necessary budget for conducting a preliminary survey on the candidate construction sites to obtain an approval from "Environment Department of Ulaanbaatar City" and finish the survey before the notice of the tender for the facilities of the Project.

9. Other Relevant Issues

9-1. Major Undertakings to be taken by the Government of Mongolia were updated and agreed as shown in Annex 8. The contents of the Annex 8 will be further elaborated and refined during the Preparatory Survey and be agreed in the mission dispatched for explanation of the Draft Preparatory Survey Report.

9-2. As special remarks within the Major Undertakings, the following items were emphasized by the Team and the Mongolian side committed:

- To ensure that customs duties, internal taxes and other fiscal levies which may be imposed in Mongolia with respect to the purchase of the products and/or the services be exempted, and
- To demolish the existing buildings by the commencement of the Project and provide necessary learning facilities for the students during construction of the new school buildings, if the selected construction sites require expansion of the buildings.

Annex 1: List of the candidate sites with priority
Annex 2: Map of the candidate sites
Annex 3: School Construction Models
Annex 4: Items and Priority for the Facility Component
Annex 5-1: Requested Equipment Category List
Annex 5-2: Selection Criteria for Equipment
Annex 6: Financial Flow of Japanese Grant
Annex 7: Project Monitoring Report Format
Annex 8: Major Undertakings to be taken by Government of Mongolia (tentative)-Ver.2-

Annex 1

List of the candidate sites with priority

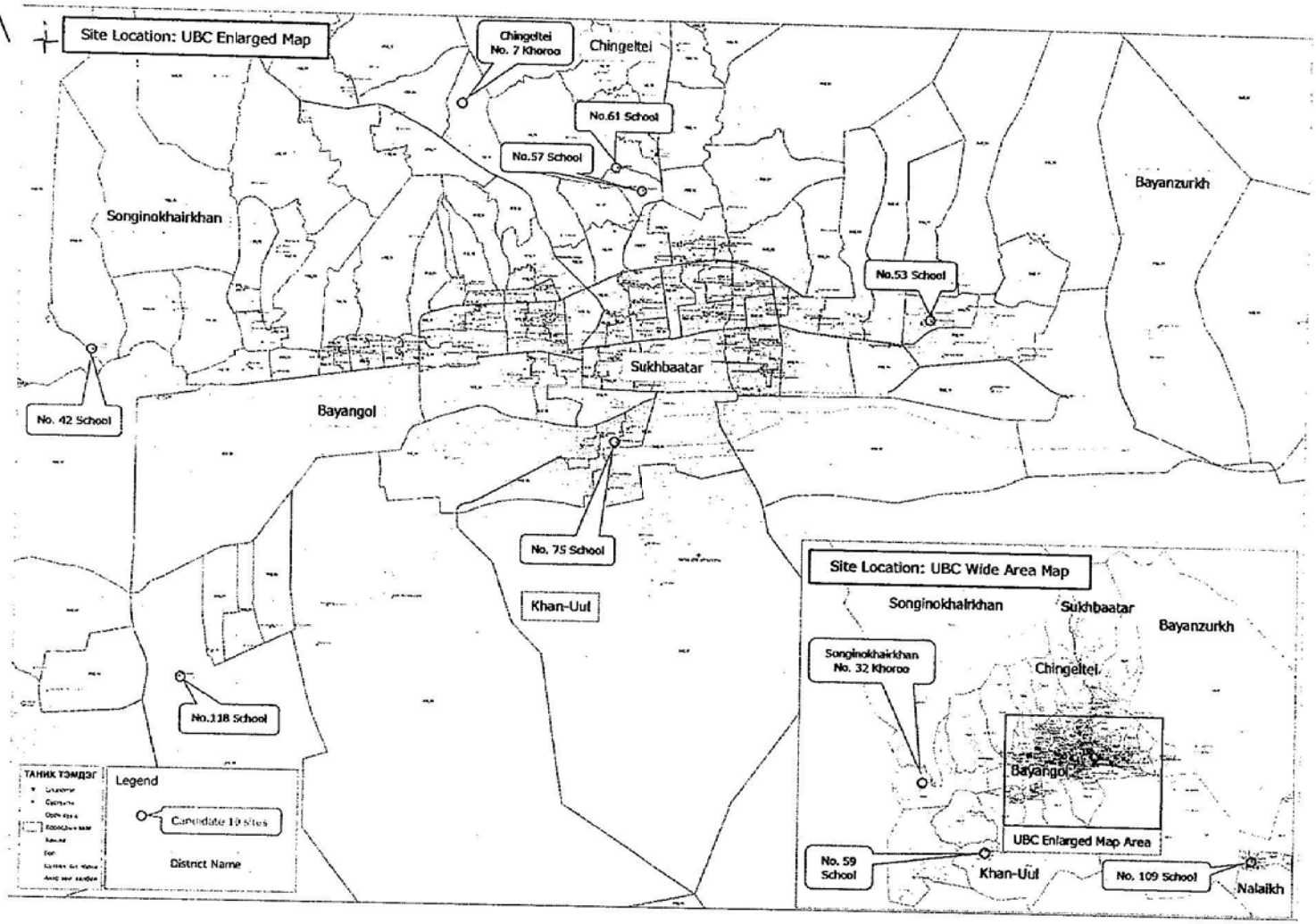
Order of Priority	District	Name of the site/school	Note
1	Chingeltei	No. 7 Khoroo	New school, after demolition of the old building
2	Khan=Uul	No. 75 School	New school
-	Songinokhairkhan	No. 32 khoroo	New School
-	Chingeltei	No. 57 School	Expansion
-	Khan-Uul	No. 59 School	New School, relocation
3	Bayanzurkh	No. 53 School	Expansion
4	Songinokhairkhan	No. 42 School	Expansion
-	Khan-Uul	No. 118 School	Expansion
-	Chingeltei	Np. 61 School	Expansion
4	Nalaikh	No. 109 School (Primary)	Expansion to full-grade school

NOTE:

The sites with hyphen "-" have been disqualified since the estimated number of classroom needed was not exceed number of planned classrooms set for corresponding models.

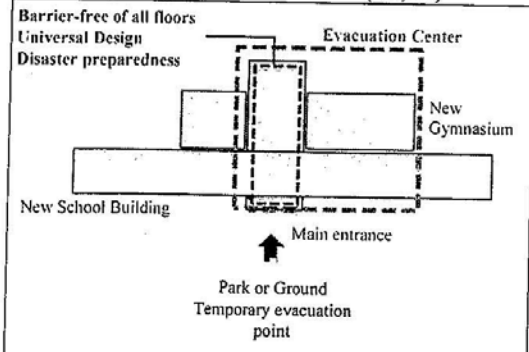
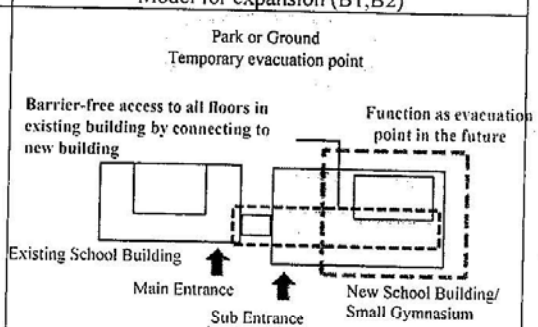
Annex 2

Location map of the candidate sites



School Construction Models

Model	A: New school based on universal design focusing on inclusive education and disaster prevention		B : Realization of barrier-free access to every floors including the existing building, and future role as sub-evacuation center	
Needs	Overcrowding of existing facilities, caused by shortage of classroom	Lack of primary/secondary schools	Overcrowding of existing facilities, caused by shortage of classroom	Lack of secondary schools
Location	Built-up area (Urban re-development in apartment area)	Suburb (Housing development in ger area)	Built-up area (Urban re-development, development of ger area)	Suburb・Rural (ger area)
Infrastructure	Available	Unavailable	Available	Unavailable
Nominal capacity	920 students	720 students	480 students	320 students
Component	Full component	Full component	Classroom- Ancillary block +connection to the main block	Classroom- Ancillary block +connection to the main block
Method	New		Expansion	
Universal design (main consideration)	Barrier-free access to all floor of newly constructed school		Barrier–free access to all floors including existing block by connecting at every floors	
Inclusive education (main consideration)	Child Development Center, Learning aids			
Disaster prevention (main consideration)	Principal base for emergency (function of evacuation center) or secondary base (future function of sub-center for emergency)			

Model for new construction (A1,A2)	Model for expansion (B1,B2)
	

Annex 4

Priority for function of facility component

	Type	New school	Expansion
Core Components [A]	General classrooms	○	○
	Teachers' room	○	○
	Lavatory	○	○
	ICT classroom (Computer Room)	○	○
	Gymnasium	○	○
	Kitchen/Pantry	○	○(pantry)
	Medical room	○	○
	Library (reading room + storage)	○	○
	Other Staff's room - Director's room - Secretary/Deputy director - Accountant/Treasurer - Training managers' room - Technical staff room	 ○ ○ ○ ○ ○	 - - - ○ -
	Child development center (social worker's room)	○	○
	Special classroom (Science laboratory, etc.)	○(Multi-purpose room)	-
[B]	Technical/Home economics (Art room)	○	-
[B]	Dining hall	○	-
[C]	Auditorium (Music room)	○	-
[D]	Vocational training room	--	-
[D]	Playroom for 1st grade pupils	--	-

A: To be included in the Project as core components

B: To be included in the Project since they are commonly provided and effectively used in the existing schools

C: To be examined by further analysis in Japan

D: To be excluded from the Project since items are not common in the existing schools and activities there are not clearly defined in the curriculum

○ : to be covered by the Grant

NOTE:

- Child development center is prepared to develop each child's talent by providing more intimate spaces for face-to-face counseling, personal instruction, extra-curricular activities, etc. under the management of a social worker.
- Special classroom is designed as a multi-purpose room mainly for science experiments and/or practical for technology and art.
- Technical/home economics rooms will be also utilized as a room for arts and craft.
- In case of expansion, the Project will take into account on the missed function in the existing part.

Annex 5-1

Requested Equipment Category List

Rank	Category	New school	Expansion
A	1) Primary Education	○	○
	• Mathematics		
	• Mongolian Language		
	• Human Environment		--
	• Common Equipment		--
	2) Secondary Education		
A	• Gymnasium Equipment	○	△
B	• Mongolian Language	△	-
B	• Foreign Language	△	-
B	• Physics Lab. Equipment	△	-
B	• Chemistry Lab. Equipment	△	-
B	• Biology Lab. Equipment	△	
A	• Technology Equipment	○	-
	➢ Sewing		
	➢ Metal work		
	➢ Wood work		
	➢ Fine Art		
A	• Music Equipment	○	△
A	3) ICT Equipment	○	△
B	4) Kitchen Equipment	△	△
A	5) Equipment for Inclusive Education	○	-
A	6) Project Furniture	○	○

○ : to be procured by the Grant, △ : a part of items to be provided by the Grant

Rank A : indispensable for teaching classes or operating the school appropriately.
Rank B : Desirable, but further analysis is needed in Japan.
Rank C : to be supplied by Mongolian side

Annex 5-2

Selection Criteria for Equipment

【Criteria for Exclusion】

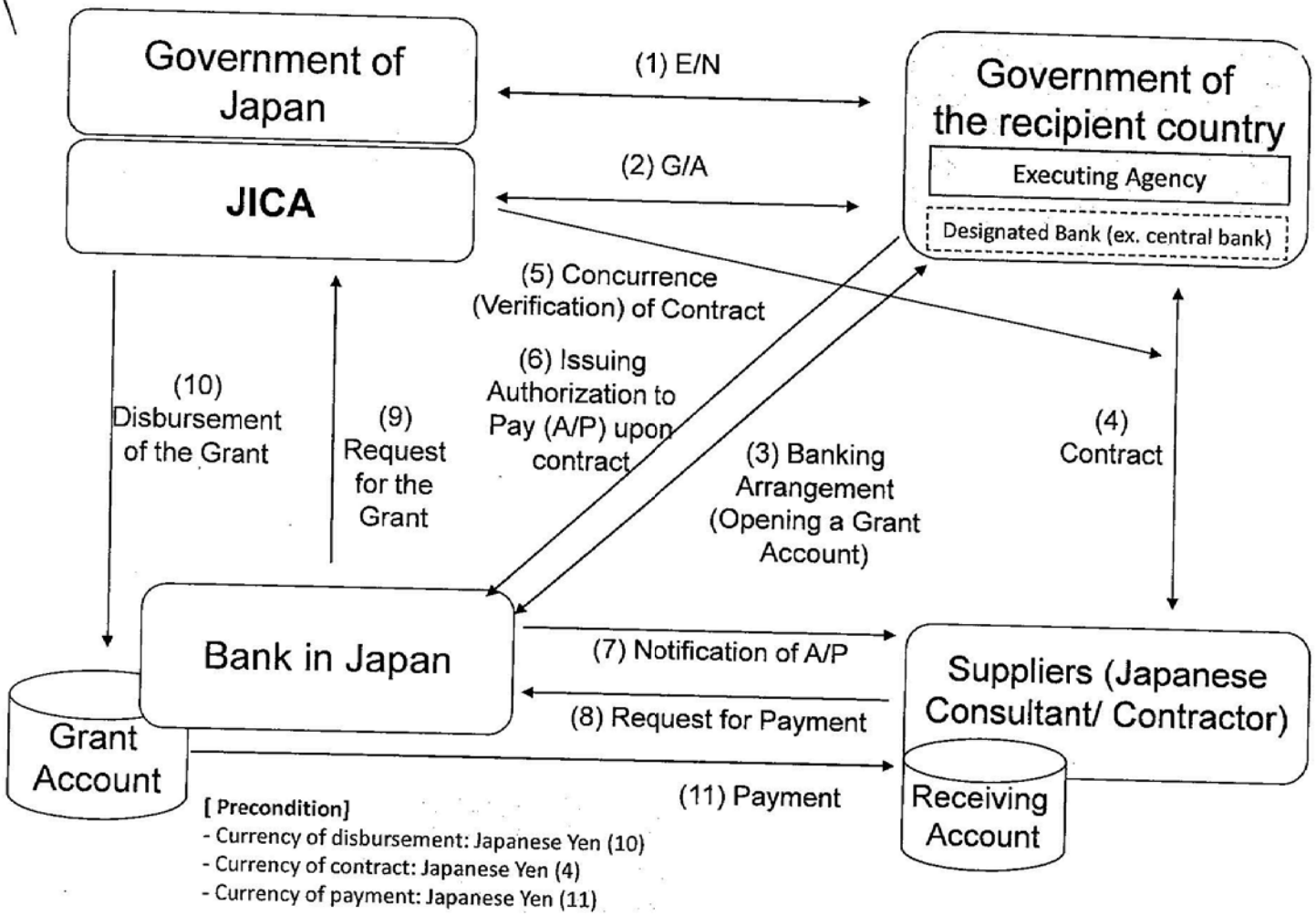
1) Equipment being used less frequently and/or less effectively in existing schools
2) Equipment which can be substituted with alternative or existing devices/appliances
3) Equipment which required specialized skills for operation and maintenance
4) Equipment which required consumable supplies not procurable in the domestic market
5) Consumables such as chemicals and reagent. Items such as like stationaries and books also may be excluded since procurement of such items are relatively easy even by school themselves.

【Criteria for Prioritization】

1) Equipment being indispensable for implementation of the relevant curriculum and actually used frequently in teaching and learning,
2) Equipment which are commonly used in the similar facilities and their effectiveness has been confirmed,
3) Equipment of which operation and maintenance no special skill is required.

Annex 6

Financial Flow of Japanese Grant (A/P Type)



Project Monitoring Report
on
Project Name
Grant Agreement No. XXXXXXX

20XX, Month

Organizational Information

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

General Information:

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

1: Project Description

1-1 Project Objective

1-2 Project Rationale

- Higher-level objectives to which the project contributes (national/regional/sectoral policies and strategies)
- Situation of the target groups to which the project addresses

1-3 Indicators for measurement of "Effectiveness"

Quantitative indicators to measure the attainment of project objectives		
Indicators	Original (Yr)	Target (Yr)
Qualitative indicators to measure the attainment of project objectives		

2: Details of the Project

2-1 Location

Components	Original *(proposed in the outline design)*	Actual
1.		

2-2 Scope of the work

Components	Original* *(proposed in the outline design)*	Actual*
1.		

Reasons for modification of scope (if any).

(PMR)

2-3 Implementation Schedule

Items	Original		Actual
	(proposed in the outline design)	*(at the time of signing the Grant Agreement)*	

Reasons for any changes of the schedule, and their effects on the project (if any)

2-4 Obligations by the Recipient

2-4-1 Progress of Specific Obligations

See Attachment 2.

2-4-2 Activities

See Attachment 3.

2-4-3 Report on RD

See Attachment 11.

2-5 Project Cost

2-5-1 Cost borne by the Grant(Confidential until the Bidding)

Components			Cost (Million Yen)	
	Original *(proposed in the outline design)*	Actual *(in case of any modification)*	Original[1),2)] *(proposed in the outline design)*	Actual
	1.			
Total				

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

2-5-2 Cost borne by the Recipient

Components			Cost (1,000 Taka)	
	Original *(proposed in the outline design)*	Actual *(in case of any modification)*	Original[1),2)] *(proposed in the outline design)*	Actual
	1.			

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

Reasons for the remarkable gaps between the original and actual cost, and the countermeasures (if any)

(PMR)

2-6 **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.

Original *(at the time of outline design)* name: role: financial situation: institutional and organizational arrangement (organogram): human resources (number and ability of staff):
Actual *(PMR)*

2-7 **Environmental and Social Impacts**

- The results of environmental monitoring based on Attachment 5 (in accordance with Schedule 4 of the Grant Agreement).
- The results of social monitoring based on in Attachment 5 (in accordance with Schedule 4 of the Grant Agreement).
- Disclosed information related to results of environmental and social monitoring to local stakeholders (whenever applicable).

3: Operation and Maintenance (O&M)

3-1 **Physical Arrangement**

- Plan for O&M (number and skills of the staff in the responsible division or section, availability of manuals and guidelines, availability of spareparts, etc.)

Original *(at the time of outline design)*
Actual *(PMR)*

3-2 **Budgetary Arrangement**

- Required O&M cost and actual budget allocation for O&M

Original *(at the time of outline design)*

Actual *(PMR)*

4: Potential Risks and Mitigation Measures

- Potential risks which may affect the project implementation, attainment of objectives, sustainability
- Mitigation measures corresponding to the potential risks

Assessment of Potential Risks *(at the time of outline design)*

Potential Risks	Assessment
1. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:
	Contingency Plan (if applicable):
2. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:
	Contingency Plan (if applicable):
3. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:

	Contingency Plan (if applicable):
Actual Situation and Countermeasures	
(PMR)	

5: Evaluation and Monitoring Plan (after the work completion)

5-1 Overall evaluation

Please describe your overall evaluation on the project.

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.

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

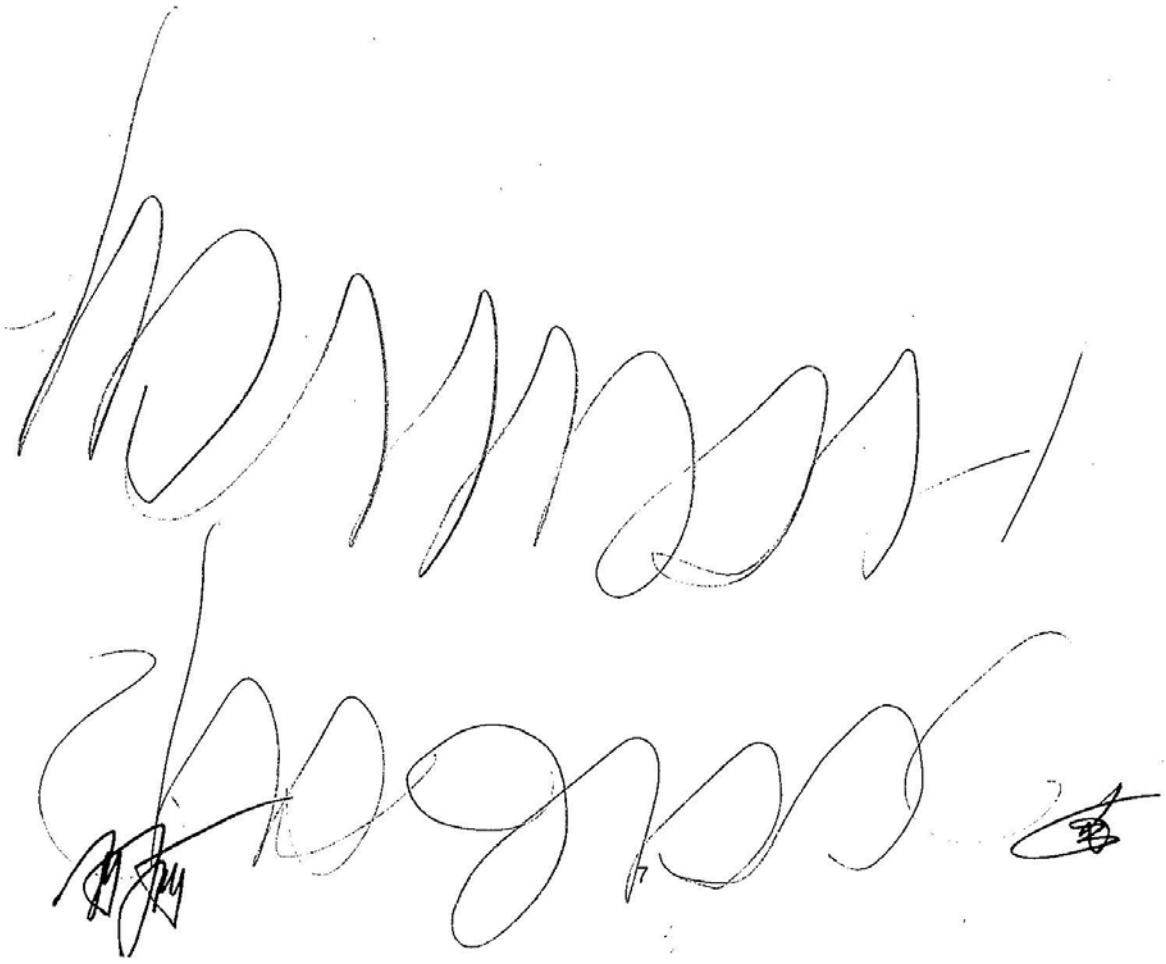
Please describe monitoring methods, section(s)/department(s) in charge of monitoring, frequency, the term to monitor the indicators stipulated in 1-3.

Attachment

1. Project Location Map
2. Specific obligations of the Recipient which will not be funded with the Grant
3. Monthly Report submitted by the Consultant

Appendix - Photocopy of Contractor's Progress Report (if any)
- Consultant Member List
- Contractor's Main Staff List

4. Check list for the Contract (including Record of Amendment of the Contract/Agreement and Schedule of Payment)
5. Environmental Monitoring Form / Social Monitoring Form
6. Monitoring sheet on price of specified materials (Quarterly)
7. Report on Proportion of Procurement (Recipient Country, Japan and Third Countries) (PMR (final)only)
8. Pictures (by JPEG style by CD-R) (PMR (final)only)
9. Equipment List (PMR (final)only)
10. Drawing (PMR (final)only)
11. Report on RD (After project)



Attachment 6

Monitoring sheet on price of specified materials

1. Initial Conditions (Confirmed)

	Items of Specified Materials	Initial Volume A	Initial Unit Price (¥) B	Initial total Price C=A×B	1% of Contract Price D	Condition of payment	
						Price (Decreased) E=C−D	Price (Increased) F=C+D
1	Item 1	●●t	●	●	●		
2	Item 2	●●t	●	●	●	●	●
3	Item 3						
4	Item 4						
5	Item 5						

2. Monitoring of the Unit Price of Specified Materials

(1) Method of Monitoring : ●●

(2) Result of the Monitoring Survey on Unit Price for each specified materials

	Items of Specified Materials	1st ●month, 2015	2nd ●month, 2015	3rd ●month, 2015	4th	5th	6th
1	Item 1						
2	Item 2						
3	Item 3						
4	Item 4						
5	Item 5						

(3) Summary of Discussion with Contractor (if necessary)

-
-
-

Attachment 7

Report on Proportion of Procurement (Recipient Country, Japan and Third Countries)
(Actual Expenditure by Construction and Equipment each)

	Domestic Procurement (Recipient Country) A	Foreign Procurement (Japan) B	Foreign Procurement (Third Countries) C	Total D
Construction Cost	(A/D%)	(B/D%)	(C/D%)	
Direct Construction Cost	(A/D%)	(B/D%)	(C/D%)	
others	(A/D%)	(B/D%)	(C/D%)	
Equipment Cost	(A/D%)	(B/D%)	(C/D%)	
Design and Supervision Cost	(A/D%)	(B/D%)	(C/D%)	
Total	(A/D%)	(B/D%)	(C/D%)	

Annex 8

Major Undertakings to be taken by the Government of Mongolia (Tentative)
-Ver.2-

1. Specific obligations of the Government of Mongolia which will not be funded with the Grant

(1) Before the Tender

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To open Bank Account (Banking Arrangement (B/A))	within 1 month after G/A	MOF MECSS		
2	To issue A/P to a bank in Japan (the Agent Bank) for the payment to the consultant	within 1 month after the signing of the contract	MOF MECSS		
3	To submit the application(s) for the initial screening for EIA and obtain the permit for development (Condition of approval should be fulfilled if any)	within 1 month after the signing of the G/A	UBC-ED		
4	To obtain official certificate for land use right over the whole area of the site	within 1 month after the signing of the G/A	UBC-ED		
5	To secure and clear the following lands 1) building area of the each project site 2) temporary construction yard and stock yard near the each project site	before notice of the bid	UBC-ED		
6	To demolish and remove the existing buildings and any obstacle (including fence, playing equipment, curves and paving) specified in the bidding documents.	before notice of the bid	UBC-ED		
7	To obtain the approval of the schematic plan which includes information on utility connection, building layout plan and landscaping plan).	before notice of the bid	UBC-ED		
8	To obtain the building permit	before notice of the bid	UBC-ED		
9	To submit Project Monitoring Report (with the result of Detail Design)	before notice of the bid	MECSS UBC-ED		

(A/P: Authorization to Pay, EIA: Environmental Impact Assessment, G/A: Grant Agreement, MOF: Ministry of Finance, MECSS: Ministry of Education, Culture, Science and Sports, UBC-ED: Ulaanbaatar City Education Department)

(2) During the Project Implementation

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To issue A/P to a bank in Japan (the Agent Bank) for the payment to the Contractor and Supplier(s)	within 1 month after the signing of the contract(s)	MOF MECSS		
2	To bear the following commissions to a bank in 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(s)	MOF MECSS		
	2) Payment commission for A/P	every payment	MOF MECSS		
3	To ensure prompt customs clearance and to assist the Supplier(s) with internal transportation in recipient country		MECSS		
4	To accord Japanese nationals and/or physical persons of third countries whose services may be required in connection with the supply of the products and the services such facilities as may be necessary for their entry into the country of the Recipient and stay therein for the performance of their work	during the Project	MECSS		
5	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 be exempted:	during the Project	MOF MECSS		
	1) Import tax (customs duties): be exempted by issuing application to the Ministry of Finance for every import,				
	2) VAT: be exempted by purchasing with the registration number through E-Voucher system,				
	3) Income tax of Japanese nationals: be exempted based on the description of E/N				
	4) Corporate tax of Japanese contractor/supplier be exempted based on the description of E/N				
6	To bear all the expenses, other than those covered by the Grant, necessary for the implementation of the Project	during the Project	MECSS UBC-ED		
7	To submit Project Monitoring Report	every month (tentative)	MECSS UBC-ED		
8	To submit a report concerning completion of the Project	within six months after completion of the Project	MECSS UBC-ED		
9	To provide facilities for distribution of electricity, water supply and drainage and other incidental facilities necessary for the implementation of the Project outside the site(s)				
	1) Electricity The distributing line to the site	3 months before completion of the construction	UBC-ED		
	2) Heating system The distributing line to the site	10 months before completion of the construction	UBC-ED		
	3) Water Supply The city water distribution main to the site	3 months before completion of the construction	UBC-ED		
	4) Drainage The city drainage main (for storm, sewer and others) to the site	3 months before completion of the construction	UBC-ED		

	5) Furniture and Equipment General furniture	1 month before completion of the construction	MECSS UBC-ED		
	6) Peripheral wall	By the completion of the construction	UBC-ED		
10	To take necessary measure for safety construction - traffic control - rope off	during the construction	UBC-ED		
11	To obtain the approval for use and register the building.	After completion of the construction	UBC-ED		

(VAT: Value Added Tax)

(3) After the Project

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid 1) Allocation of teachers and administrative staff 2) Allocation of maintenance cost 3) Operation and maintenance structure 4) Routine check/Periodic inspection	After completion of the construction	MECSS UBC-ED		

2. Other obligations of the Government of Mongolia funded with the Grant

NO	Items	Deadline	Amount (Million Japanese Yen)*
1	To construct school facilities and procure equipment 1) To conduct the following transportation 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 for construction		
	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) Heating system - The supply system within the site(buried) c) Water Supply - The supply system within the site (receiving and/or elevated tanks) d) Drainage - The drainage system (for toilet sewer, ordinary waster, storm drainage and others) within the site e) Furniture and Equipment - Project equipment - Project furniture		
2	To implement detailed design, bidding support and construction supervision - (Consulting Service)		
3	Contingency		
	Total		

* The Amount is provisional. This is subject to the approval of the Government of Japan.

4-3 現地調査 IV（概略設計概要説明調査）

Minutes of Discussions
on the Forth Preparatory Survey for the Project for
Improvement of Primary and Secondary Education Facilities
in Ulaanbaatar City

With reference to the minutes of discussions signed between the Government of Mongolia (hereinafter referred to as "GoM") and the Japan International Cooperation Agency (hereinafter referred to as "JICA") on December 6, 2016 and February 21, 2017 and in response to the request from the Government of Mongolia dated July 25, 2017, JICA dispatched the Preparatory Survey Team (hereinafter referred to as "the Team") for the explanation of Draft Preparatory Survey Report (hereinafter referred to as "the Draft Report") for the Project for Improvement of Primary and Secondary Education Facilities in Ulaanbaatar City (hereinafter referred to as "the Project"), headed by Ms. Chie EZAKI, Leader of the Preparatory Survey Team, JICA from September 3 to September 7, 2017.

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

Ulaanbaatar, September 6, 2017

Ms. Chie EZAKI
Leader
Preparatory Survey Team
Japan International Cooperation Agency
Japan

Ms. Sambuudavaa NANSALMAA
Director
Department of Finance and Investment
Ministry of Education, Culture, Science, and Sports
Mongolia

Mr. Batsengee DORJSEMBED
Director General
Development Financing Department
Ministry of Finance
Mongolia

Mr. Jigjidsuren GANTULGA
Head
Metropolitan Education Department
Mongolia

ATTACHEMENT

1. Objective of the Project

   The objective of the Project is to improve educational environment for mitigating the shortage of the school facilities in the target school areas by constructing quality primary and secondary school facilities as models, thereby contributing to improve the quality of learning environment in primary and secondary education in Ulaanbaatar City.

2. Title of the Preparatory Survey

   Both sides confirmed the title of the Preparatory Survey as "the Preparatory Survey for the Project for Improvement of Primary and Secondary Education Facilities in Ulaanbaatar City".

3. Project site

   Both sides confirmed that the site of the Project was in Ulaanbaatar and the four construction sites were identified, which is shown in Annex 1.

4. Responsible authority for the Project

   Both sides confirmed the authorities responsible for the Project are as follows:

   4-1. The Metropolitan Education Department will be the executing agency for the Project (hereinafter referred to as "the Executing Agency"). The Executing Agency shall coordinate with all the relevant authorities to ensure smooth implementation of the Project and ensure that the undertakings for the Project shall be taken care by relevant authorities properly and on time. The organization charts are shown in Annex 2.

   4-2. The line ministry of the Executing Agency is Ministry of Education, Culture, Science, and Sports (hereinafter referred to as "MECSS"). MECSS shall be responsible for supervising the Executing Agency on behalf of the Government of Mongolia.

5. Contents of the Draft Report

   After the explanation of the contents of the Draft Report by the Team, the Mongolian side agreed to its contents.

6. Cost estimate

   Both sides confirmed that the cost estimate including the contingency described in the Draft Report is provisional and will be examined further by the Government of

Japan for its approval. The contingency would cover the additional cost against natural disaster, unexpected natural conditions, etc.

7. Confidentiality of the cost estimate and technical specifications
Both sides confirmed that the cost estimate and technical specifications in the Draft Report should never be duplicated or disclosed to any third parties until all the contracts under the Project are concluded.

8. Procedures and Basic Principles of Japanese Grant
The Mongolian side agreed that the procedures and basic principles of Japanese Grant as described in Annex 3 shall be applied to the Project. In addition, the Mongolian side agreed to take necessary measures according to the procedures.

9. Timeline for the project implementation
The Team explained to the Mongolian side that the expected timeline for the project implementation is as attached in Annex 4.

10. Expected outcomes and indicators
Both sides agreed that key indicators for expected outcomes are as follows. The Mongolian side will be responsible for the achievement of agreed key indicators targeted in year 2023 (academic year 2023-2024) and shall monitor the progress based on those indicators.
[Quantitative indicators]
- Number of classrooms usable continuously in the target schools/school district
- Number of pupils/students who are learning in classrooms usable continuously in the target schools/school district

Indicator	Baseline (2016)	Target (2023)
Number of classrooms usable continuously in the target schools/school district	35 (AY 2016-17)	96 (+61) (AY 2023-24)
Number of pupils/students who are learning in classrooms usable continusouly in the target schools/ school district	2,383 (AY 2016-17)	6,912 (+4,529) (AY 2023-24)

[Qualitative indicators]
- Quality of education and its enrivonment will be enhanced through improvement of education environment by mitigating the shortage of the school facilities
- Awareness of issues on "disabled persons/children", "disaster prevention" and

"environmental protection" will be increased among school directors, teachers and local people, by incorporating considerations to those issues in school facilities

11. Technical assistance ("Soft Component" of the Project)

Considering the sustainable operation and maintenance of the products and services granted through the Project and the awareness rasing regarding the concept of the model of the school construction to be enhaced in the future, following technical assistance is planned under the Project. The Mongolian side confirmed to deploy necessary number of counterparts who are appropriate and competent in terms of its purpose of the technical assistance as described in the Draft Report.

- To develop and dissiminate booklets to present measures on universal design with consideration of inclusion and disaster prevention applied to the Project.
- To hold workshops targetting school teachers at the project sites to understand measures on universal design and utilize it to improve the quality teaching.
- To hold open seminars targeting government officials, school principals and private companies who are engaged in school construction and renovation to introduce measures on universal design at the project sites.
- To hold the seminars regarding to data-based energy saving and management targetting school teachers and at the project sites.

12. Undertakings of the Project

Both sides confirmed the undertakings of the Project as described in Annex 5. With regard to exemption of customs duties, internal taxes and other fiscal levies as stipulated in the clause 5 under 1. (2) During the Project Implementation of Annex 5, both sides confirmed that such customs duties, internal taxes and other fiscal levies include VAT, commercial tax, income tax and corporate tax, which shall be clarified in the bid documents by MECSS during the implementation stage of the Project.

The Mongolian side assured to take the necessary measures and coordination including allocation of the necessary budget which are preconditions of implementation of the Project. It is further agreed that the costs are indicative, i.e. at Outline Design level. More accurate costs will be calculated at the Detailed Design stage.

Both sides also confirmed that the Annex 5 will be used as an attachment of Grant Agreement (hereinafter referred to as "the G/A").

13. Monitoring during the implementation

The Project will be monitored by the Executing Agency and reported to JICA by using the form of Project Monitoring Report (PMR) attached as Annex 6. The timing of submission of the PMR is described in Annex 5.

14. Project completion

Both sides confirmed that the Project completes when all the facilities constructed and equipment procured by the grant are in operation. The completion of the Project will be reported to JICA promptly, but in any event not later than six months after completion of the Project.

15. Ex-Post Evaluation

JICA will conduct ex-post evaluation after three (3) years from the project completion, in principle, with respect to five evaluation criteria (Relevance, Effectiveness, Efficiency, Impact, Sustainability). The result of the evaluation will be publicized. The Mongolian side is required to provide necessary support for the data collection.

16. Schedule of the Study

JICA will finalize the Preparatory Survey Report based on the confirmed items. The report will be sent to the Mongolian side around January, 2018.

17. Environmental and Social Considerations

17-1. Environmental Guidelines and Environmental Category

The Team explained that 'JICA Guidelines for Environmental and Social Considerations (April 2010)' (hereinafter referred to as "the Guidelines") is applicable for the Project. The Project is categorized as C because the Project is likely to have minimal adverse impact on the environment under the Guidelines.

18. Other Relevant Issues

18-1. Regarding Grant Agreement (hereinafter referred to as "the G/A"), Ministry of Finance will be a signer on behalf of the Government of Mongolia. If the Executing Agency will be designated in the G/A, the Mongolian side will decide the agency to be mentioned, MECSS or the Metoropolitan Education Department.

18-2. Regarding 1) of the clause 2 under Other obligations of the Government of Mongolia funded with the Grant, the Mongolian side explained that the inspection regulated by the Mongolian standard during the implementation of the Project

should be included in construction supervison.

18-3. Both sides confirmed that the Preparatory Survey Report from which project cost is excluded will be disclosed to the public after completion of the Preparatory Survey. The comprehensive report including the project cost will be disclosed to the public after all the contracts under the Project are concluded.

18-4. Among the construction sites, No. 75 and No.7 will be disigned as "evacuation site" . In view of this, after confirmation with National Emergency Managment Authority (hereinafter referred to as "NEMA") on the register of these schools on the evacuation site list, MECSS will offer these schools as evacuation sites based on the request from NEMA.

18-5. For promotion of accomodating children with disabilites at the schools under the Project, training opportunities will be provided to principlas, teachers and gardians of the schools by the technical cooperation project, "the Project for Strengthening Teachers' Ability and Reasonable Treatments for Children with Disabilities (START)". The Metropolitan Education Department will cooperate with START Project in implementation of the trainings, once implementation of the Project is confirmed.

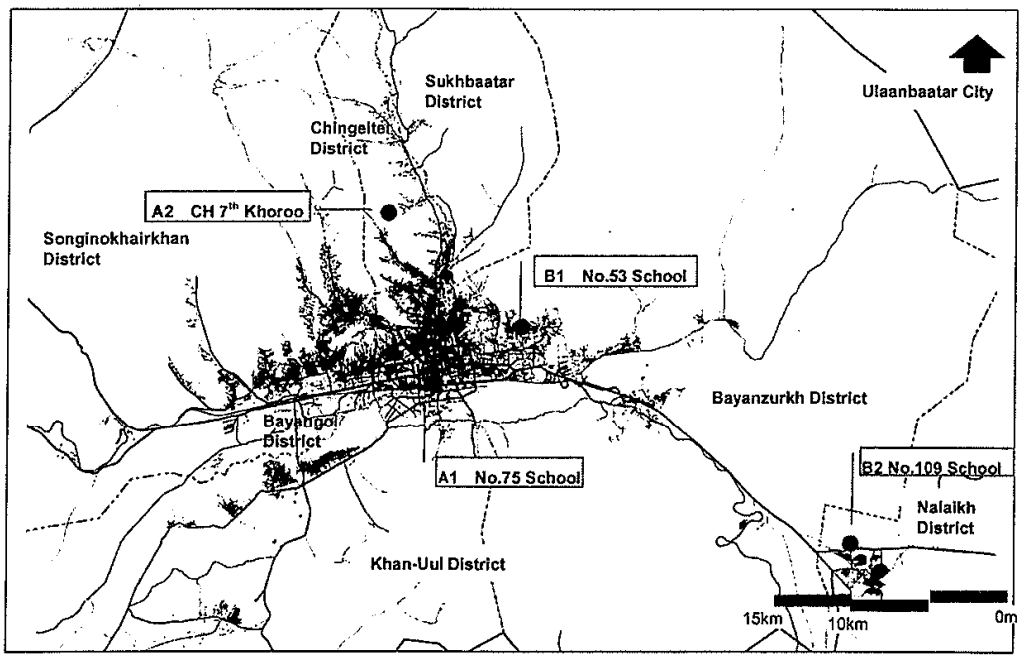
Annex 1 Project Site
Annex 2 Organization Chart
Annex 3 Japanese Grant
Annex 4 Project Implementation Schedule
Annex 5 Major Undertakings to be taken by the Government of Mongolia
Annex 6 Project Monitoring Report (template)

Annex 1

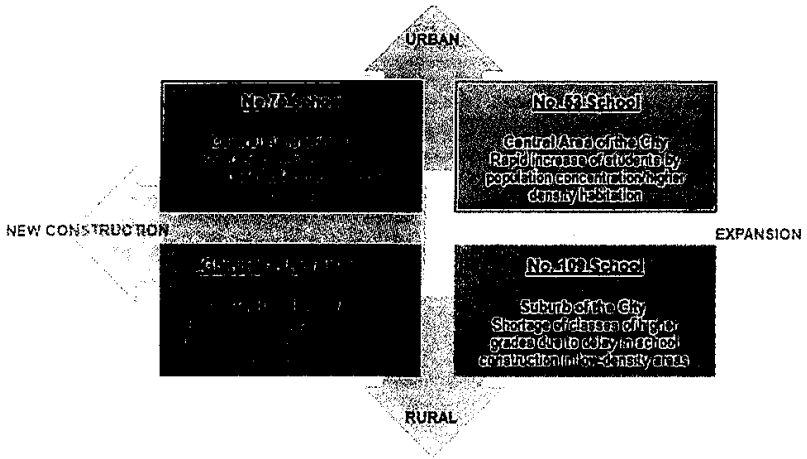
Project Site

Type/No.	District	Name of the construction site	Remarks
A1	Khan-Uul	No. 75 School	New construction
A2	Chingeltei	Chingeltei 7th Khoroo	New construction
B1	Bayanzurkh	No. 53 School	Expansion
B2	Nalaikh	No. 109 School	Expansion

Location map of the construction sites under the Project



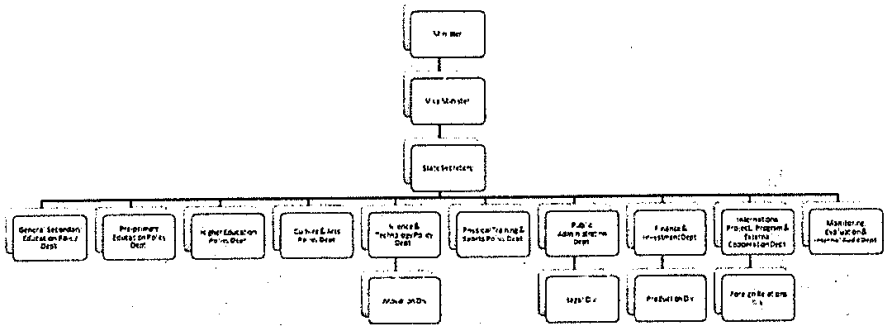
School construction model for each site



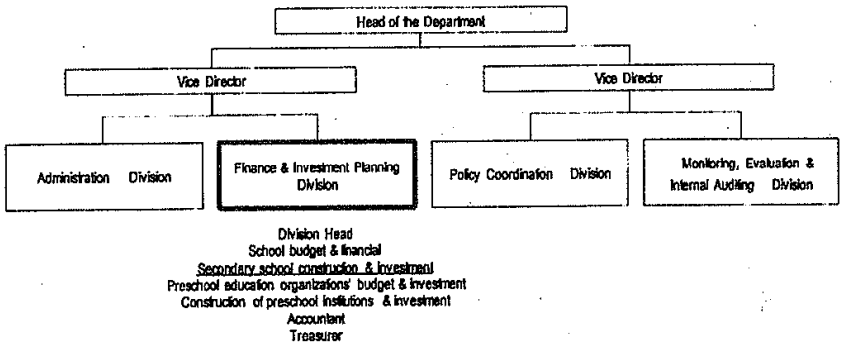
Annex 2

Organization Chart

Ministry of Education, Culture, Science and Sports



Ulaanbaatar City Education Department



JAPANESE GRANT

The Japanese Grant is non-reimbursable fund provided to a recipient country to purchase the products and/or 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. Followings are the basic features of the project grants operated by JICA (hereinafter referred to as "Project Grants"). The Japanese Grant is not conducted through the donation of materials as such.

1. Procedures of Project Grants

Project Grants are conducted through following procedures:

- Preparatory Survey
  - The Preparatory Survey conducted by JICA
- Appraisal &Approval
  - -Appraisal by the GOJ and JICA, and Approval by the Japanese Cabinet
- Exchange of Notes
  - -The Notes exchanged between the government of Japan (hereinafter referred to as "GOJ") and the government of recipient country (hereinafter referred to as "the Recipient")
- Grant Agreement (hereinafter referred to as "the G/A")
  - -Agreement concluded between JICA and the Recipient
- Banking Arrangement (hereinafter referred to as "the B/A")
  - -Opening of bank account in a bank in Japan to receive the grant
- Implementation
  - -Implementation of the project on the basis of the G/A
- Ex-post Monitoring and Evaluation
  - -Monitoring and evaluation at post-implementation stage

2. Preparatory Survey

(1) Contents of the Preparatory Survey (hereinafter referred to as "the Survey")

The aim of the Survey is to provide basic documents necessary for the appraisal of the grant project (hereinafter referred to as "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 feasibility of the Project to be implemented under the Japanese 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 Project. The Outline Design of the Project is confirmed based on the guidelines of the Japanese Grant scheme.

JICA requests the Recipient to take 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 executing agency 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 retains (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 feasibility of the Project.

3. Japanese Grant Scheme (Project Grants)

(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 singed between the GOJ and the Recipient to make a pledge for assistance, which is followed by the conclusion of the G/A between JICA and the Recipient to define the necessary articles, in accordance with the E/N, to implement the Project, such as conditions of disbursement, responsibilities of the Recipient, and procurement conditions.

(2) Banking Arrangements (B/A)

a) The Recipient shall or shall cause its designated authority to open an account under the name of the Recipient in a

bank in Japan (hereinafter referred to as "the Bank"), in principle.. JICA will disburse the Grant in Japanese yen for the Recipient to cover the obligations incurred by the Recipient under the verified contracts.

b) The Grant will be disbursed when payment requests are presented by the Bank to JICA under an Authorization to Pay (A/P) issued by the Recipient.

(3) Procurement Procedure

The products and/or services necessary for the implementation of the Project shall be procured in accordance with JICA's procurement guidelines as stipulated in the G/A.

(4) 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.

(5) Eligible source country

In using the grant disbursed by JICA (hereinafter referred to as "the Grant") for the purchase of products and/or services, the eligible source countries of such products and/or services shall be Japan and/or the country of the Recipient. The Grant may be used for the purchase of the products and/or services of a third country as eligible, if necessary, taking into account the quality, competitiveness and economic rationality of products and/or services necessary for achieving the objective of the Project. However, the prime contractors, namely, constructing and procurement firms, and the prime consulting firm, which enter into contracts with the Recipient, are limited to "Japanese nationals", in principle.

(6) Contracts and Concurrence by JICA

The Recipient will conclude contracts denominated in Japanese yen with Japanese nationals. Those contracts shall be concurred by JICA in order to be verified as eligible for using the Grant.

(7) Authorization to Pay (A/P)

The Recipient should bear an advising commission of an Authorization to Pay and payment commissions paid to the Bank.

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

For the smooth and proper implementation of the Project, the Recipient is required to undertake necessary measures as agreed with the GOJ and/or JICA. The GOJ requests the Recipient 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 purchase of the products and/or services for the

implementation of the Project, since the grant fund comes from the Japanese taxpayers.

(9) "Proper Use"

The Recipient is required to maintain and use properly and effectively the products and/or services under the Project (including the facilities constructed and the equipment purchased), to assign staff necessary for this operation and maintenance and to bear all the expenses other than those covered by the Grant.

(10) "Export and Re-export"

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

(11) Environmental and Social Considerations

The Recipient shall 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) .

(12) Monitoring

The Recipient is required to 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 to regularly report to JICA about its status by using the Project Monitoring Report (PMR).

(13) Safety Measures

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

(14) Construction Quality Control Meeting

Construction Quality Control Meeting (hereinafter referred to as the "Meeting") will be held for quality assurance and smooth implementation of the Works at each stage of the Works. The member of the Meeting will be composed by the Client, the Consultant, the Contractor and JICA. The functions of the Meeting are as followings:

a) Sharing information on the objective, concept and conditions of design from the Contractor, before start of construction.

b) Discussing the issues affecting Works such as modification of the design, test, inspection, safety control and

the Client's obligation, during of construction.

(15) Ex-post Monitoring and Evaluation

a) After the project completion, JICA will continue to keep in close contact with the Recipient in order to monitor that the outputs of the Project is used and maintained properly to attain its expected outcomes.

b) In principle, JICA will conduct ex-post evaluation of the Project after three years from the completion. It is required for the Recipient to furnish any necessary information as JICA may reasonably request.

PROCEDURES OF JAPANESE GRANT

Stage	Procedures	Remarks	Recipient Government	Japanese Government	JICA	Consultants	Contractors	Agent Bank
Official Request	Request for grants through diplomatic channel	Request shall be submitted before appraisal stage.	x	x				
1. Preparation	(1) Preparatory Survey Preparation of outline design and cost estimate		x		x	x		
2. Appraisal	(2)Preparatory Survey Explanation of draft outline design, including cost estimate, undertakings, etc.		x		x	x		
	(3).Agreement on conditions for implementation	Conditions will be explained with the draft notes (E/N) and Grant Agreement (G/A) which will be signed before approval by Japanese government.	x	x (E/N)	x (G/A)			
	(4) Approval by the Japanese cabinet			x				
3. Implementation	(5) Exchange of Notes (E/N)		x	x				
	(6) Signing of Grant Agreement (G/A)		x		x			
	(7) Banking Arrangement (B/A)	Need to be informed to JICA	x					x
	(8) Contracting with consultant and issuance of Authorization to Pay (A/P)	Concurrence by JICA is required	x			x		x
	(9) Detail design (D/D)		x			x		
	(10) Preparation of bidding documents	Concurrence by JICA is required	x			x		
	(11) Bidding	Concurrence by JICA is required	x			x	x	
	(12) Contracting with contractor/supplier and issuance of A/P	Concurrence by JICA is required	x				x	x
	(13) Construction works/procurement	Concurrence by JICA is required for major modification of design and amendment of contracts.	x			x	x	
	(14) Completion certificate		x			x	x	
4. Ex-post monitoring & evaluation	(15) Ex-post monitoring	To be implemented generally after 1, 3, 10 years of completion, subject to change	x		x			
	(16) Ex-post evaluation	To be implemented basically after 3 years of completion	x		x			

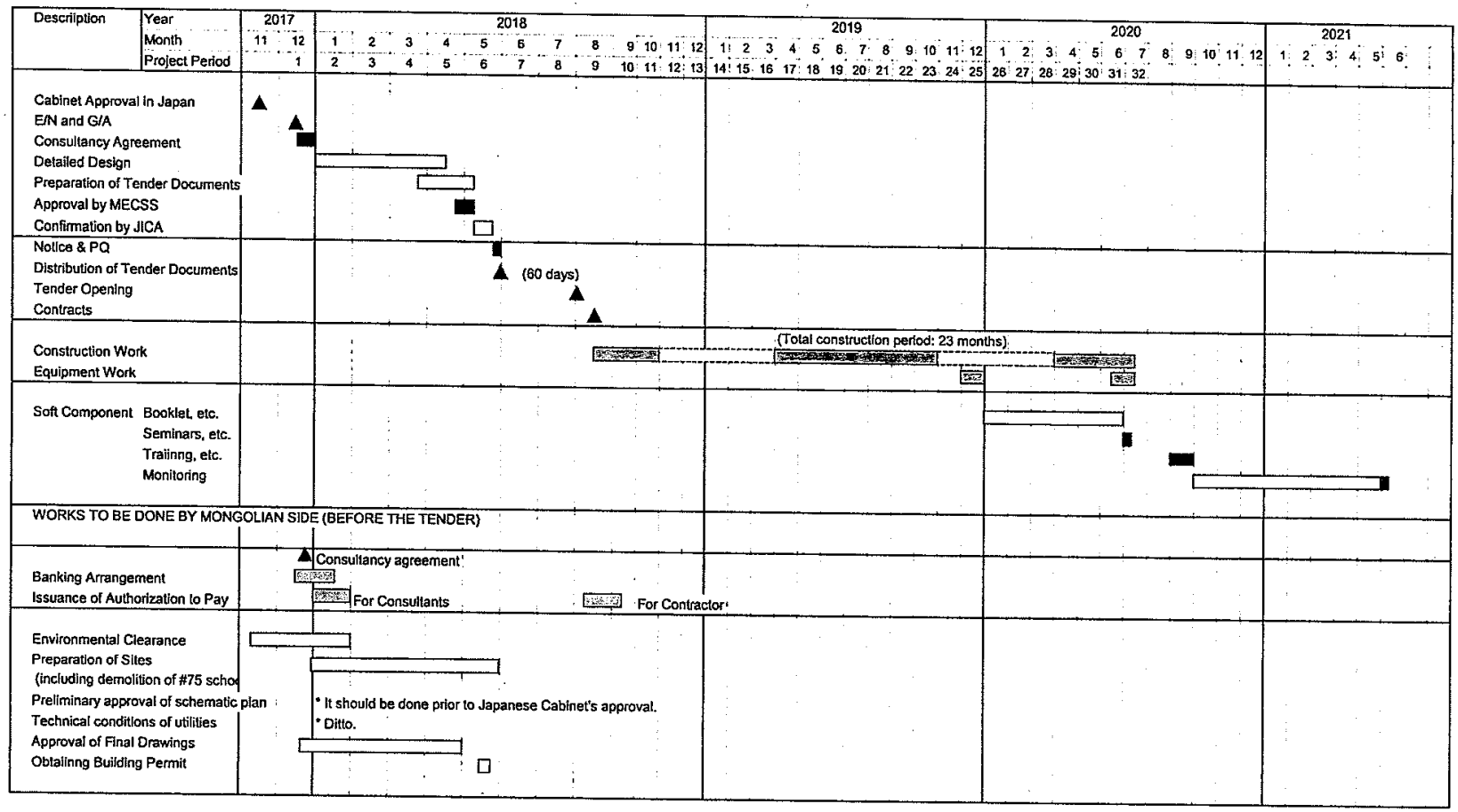
notes:

1. Project Monitoring Report and Project Completion Report shall be submitted to JICA as agreed in the G/A.

2. Concurrence by JICA is required for allocation of grant for remaining amount and/or contingencies as agreed in the G/A.

Annex 4

PROJECT IMPLEMENTING SCHEDULE (TENTATIVE)



Annex 5

Major Undertakings to be taken by the Government of Mongolia

1. Specific obligations of the Government of Mongolia which will not be funded with the Grant

(1) Before the Tender (thou. Tg.)

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To open Bank Account (Banking Arrangement (B/A))	within 1 month after G/A	MOF MECSS		
2	To issue A/P to a bank in Japan (the Agent Bank) for the payment to the consultant	within 1 month after the signing of the contract	MOF MECSS		
3	To bear the following commissions to a bank of Japan for the banking services based upon the B/A 1) Advising commission of A/P 2) Payment commissions for A/P	Ditto Every payment	Ditto	6,010	
4	To implement the baseline survey on environment and compile a report by entrusting to a registered consulting firm.	within 1 month after the signing of the G/A	UBC-ED	14,000	
5	To submit the application(s) for the initial screening for EIA and obtain the permit for development (Condition of approval should be fulfilled if any)	Ditto	UBC-ED		
6	To obtain official certificate for land use right over the whole area of the site	within 1 month after the signing of the G/A	UBC-ED		
7	To secure and clear the following lands 1) building area of the each project site 2) temporary construction yard and stock yard near the each project site	before notice of the bid	UBC-ED	34,235	
8	1) To obtain an official permission for demolition and demolish and remove the existing buildings and any obstacle (including fence, playing equipment, curves and paving) specified in the bidding documents. 2) To provide necessary learning facilities for the students during construction of the new school buildings.	before notice of the bid	UBC-ED	264,216	
9	To relocate the existing utility lines such as water, sewerage, heating and power line so as not to hinder the construction.	before notice of the bid	UBC-ED	178,129	
10	To obtain the approval of the schematic plan which includes information on utility connection, building layout plan and landscaping plan).	before notice of the bid	UBC-ED		
11	To obtain the building permit	before notice of the bid	UBC-ED		
12	To submit Project Monitoring Report (with the result of Detail Design)	before notice of the bid	MECSS UBC-ED		

(A/P: Authorization to Pay, EIA: Environmental Impact Assessment, G/A: Grant Agreement, MOF: Ministry of Finance, MECSS: Ministry of Education, Culture, Science and Sports, UBC-ED: Ulaanbaatar City Education Department)

(2) During the Project Implementation

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To issue A/P to a bank in Japan (the Agent Bank) for the payment to the Contractor and Supplier(s)	within 1 month after the signing of the contract(s)	MOF MECSS		
2	To bear the following commissions to a bank in Japan for the banking services based upon the B/A	within 1 month after the signing of the contract(s)	MOF MECSS	44,737	
	1) Advising commission of A/P	Ditto			
	2) Payment commission for A/P	every payment			
3	To ensure prompt customs clearance and to assist the Supplier(s) with internal transportation in recipient country		MECSS		
4	To accord Japanese nationals and/or physical persons of third countries whose services may be required in connection with the supply of the products and the services such facilities as may be necessary for their entry into the country of the Recipient and stay therein for the performance of their work	during the Project	MECSS		
5	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 be exempted:	during the Project	MOF MECSS		
	1) Import tax (customs duties): be exempted by issuing application to the Ministry of Finance for every import,				
	2) VAT: be exempted by purchasing with the registration number through E-Voucher system,				
	3) Income tax of Japanese nationals: be exempted based on the description of E/N				
	4) Corporate tax of Japanese contractor/supplier be exempted based on the description of E/N				
6	To bear all the expenses, other than those covered by the Grant, necessary for the implementation of the Project	during the Project	MECSS UBC-ED		
7	To submit Project Monitoring Report	every month	MECSS UBC-ED		
8	To submit a report concerning completion of the Project	within six months after completion of the Project	MECSS UBC-ED		
9	To provide facilities for distribution of electricity, water supply and drainage and other incidental facilities necessary for the implementation of the Project outside the site(s)				
	1) Electricity The distributing line to the site, including installation of sub-station if necessary	3 months before completion of the construction	UBC-ED	90,345	
	2) Heating system The distributing line to the site	10 months before completion of the construction	UBC-ED	20,026	
	3) Water Supply The city water distribution main to the site	3 months before completion of the construction	UBC-ED	5,940	
	4) Drainage The city drainage main (for storm, sewer and others) to the site	3 months before completion of the construction	UBC-ED	2,555	
	5) Communication The optical fiber cable network to the site, as well as installation of modem and router for connecting LAN	3 months before completion of the construction	UBC-ED	185,024	

	6) Furniture and Equipment General furniture, if necessary	1 month before completion of the construction	UBC-ED		
	7) Peripheral wall and gates	By the completion of the construction	UBC-ED	192,414	
10	To take necessary measure for safety construction - traffic control - rope off	during the construction	UBC-ED		
11	To obtain the approval for use and register the building.	After completion of the construction	UBC-ED		
12	To manage and implement planned activities of Soft-Component under the guidance by Japanese Consultants.	Before and after completion of the construction	MECSS UBC-ED		

(VAT: Value Added Tax)

(3) After the Project

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To maintain and use properly and effectively the facilities constructed and equipment provided under the Grant Aid 1) Allocation of teachers and administrative staff	After completion of the construction	UBC-ED	1,556,500 /year	
	2) Allocation of maintenance cost 3) Operation and maintenance structure 4) Routine check/Periodic inspection	After completion of the construction	UBC-ED	456,800 /year	

2. Other obligations of the Government of Mongolia funded with the Grant

NO	Items	Deadline	Amount (Million Japanese Yen)*
1	To construct school facilities and procure equipment 1) To conduct the following transportation 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 for construction		
	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 b) Heating system The supply system within the site c) Water Supply - The supply system within the site (receiving and/or elevated tanks) d) Drainage - The drainage system (for toilet sewer, ordinary waster, storm drainage and others) within the site e) Furniture and Equipment - Project equipment - Project furniture		
2	1) To implement detailed design, bidding support, construction supervision and management guidance 2) To implement soft-component of the Project		
	Total		2,449

* The Amount is provisional. This is subject to the approval of the Government of Japan.

Project Monitoring Report
on
Project Name
Grant Agreement No. XXXXXXX

20XX, Month

Organizational Information

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

General Information:

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

1: Project Description

1-1 Project Objective

1-2 Project Rationale

- Higher-level objectives to which the project contributes (national/regional/sectoral policies and strategies)
- Situation of the target groups to which the project addresses

1-3 Indicators for measurement of "Effectiveness"

Quantitative indicators to measure the attainment of project objectives		
Indicators	Original (Yr)	Target (Yr)
Qualitative indicators to measure the attainment of project objectives		

2: Details of the Project

2-1 Location

Components	Original *(proposed in the outline design)*	Actual
1.		

2-2 Scope of the work

Components	Original* *(proposed in the outline design)*	Actual*
1.		

Reasons for modification of scope (if any).

(PMR)

2-3 Implementation Schedule

Items	Original		Actual
	(proposed in the outline design)	*(at the time of signing the Grant Agreement)*	

Reasons for any changes of the schedule, and their effects on the project (if any)

2-4 Obligations by the Recipient

2-4-1 Progress of Specific Obligations
See Attachment 2.

2-4-2 Activities
See Attachment 3.

2-4-3 Report on RD
See Attachment 11.

2-5 Project Cost

2-5-1 Cost borne by the Grant(Confidential until the Bidding)

Components			Cost (Million Yen)	
	Original *(proposed in the outline design)*	Actual *(in case of any modification)*	Original[1),2)] *(proposed in the outline design)*	Actual
	1.			
Total				

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

2-5-2 Cost borne by the Recipient

Components			Cost (1,000 Taka)	
	Original *(proposed in the outline design)*	Actual *(in case of any modification)*	Original[1),2)] *(proposed in the outline design)*	Actual
	1.			

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

Reasons for the remarkable gaps between the original and actual cost, and the countermeasures (if any)

(PMR)

2-6 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.

Original *(at the time of outline design)* name: role: financial situation: institutional and organizational arrangement (organogram): human resources (number and ability of staff):
Actual *(PMR)*

2-7 Environmental and Social Impacts

- The results of environmental monitoring based on Attachment 5 (in accordance with Schedule 4 of the Grant Agreement).
- The results of social monitoring based on in Attachment 5 (in accordance with Schedule 4 of the Grant Agreement).
- Disclosed information related to results of environmental and social monitoring to local stakeholders (whenever applicable).

3: Operation and Maintenance (O&M)

3-1 Physical Arrangement

- Plan for O&M (number and skills of the staff in the responsible division or section, availability of manuals and guidelines, availability of spareparts, etc.)

Original *(at the time of outline design)*
Actual *(PMR)*

3-2 Budgetary Arrangement

- Required O&M cost and actual budget allocation for O&M

Original *(at the time of outline design)*

Actual *(PMR)*

4: Potential Risks and Mitigation Measures

- Potential risks which may affect the project implementation, attainment of objectives, sustainability
- Mitigation measures corresponding to the potential risks

Assessment of Potential Risks *(at the time of outline design)*

Potential Risks	Assessment
1. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:
	Contingency Plan (if applicable):
2. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:
	Contingency Plan (if applicable):
3. (Description of Risk)	Probability: High/Moderate/Low
	Impact: High/Moderate/Low
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action required during the implementation stage:

	Contingency Plan (if applicable):
Actual Situation and Countermeasures	
(PMR)	

5: Evaluation and Monitoring Plan (after the work completion)

5-1 Overall evaluation

Please describe your overall evaluation on the project.

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.

5-3 Monitoring Plan of 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.

Attachment

1. Project Location Map
2. Specific obligations of the Recipient which will not be funded with the Grant
3. Monthly Report submitted by the Consultant

Appendix - Photocopy of Contractor's Progress Report (if any)
- Consultant Member List
- Contractor's Main Staff List

4. Check list for the Contract (including Record of Amendment of the Contract/ Agreement and Schedule of Payment)
5. Environmental Monitoring Form / Social Monitoring Form
6. Monitoring sheet on price of specified materials (Quarterly)
7. Report on Proportion of Procurement (Recipient Country, Japan and Third Countries) (PMR (final)only)
8. Pictures (by JPEG style by CD-R) (PMR (final)only)
9. Equipment List (PMR (final)only)
10. Drawing (PMR (final)only)
11. Report on RD (After project)

Attachment 6

Monitoring sheet on price of specified materials

1. Initial Conditions (Confirmed)

	Items of Specified Materials	Initial Volume A	Initial Unit Price (¥) B	Initial total Price C=A×B	1% of Contract Price D	Condition of payment	
						Price (Decreased) E=C−D	Price (Increased) E=C+D
1	Item 1	●●t	●	●	●	●	●
2	Item 2	●●t	●	●	●		
3	Item 3						
4	Item 4						
5	Item 5						

2. Monitoring of the Unit Price of Specified Materials

(1) Method of Monitoring : ●●

(2) Result of the Monitoring Survey on Unit Price for each specified materials

	Items of Specified Materials	1st ○month, 2015	2nd ○month, 2015	3rd ○month, 2015	4th	5th	6th
1	Item 1						
2	Item 2						
3	Item 3						
4	Item 4						
5	Item 5						

(3) Summary of Discussion with Contractor (if necessary)

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Attachment 7

Report on Proportion of Procurement (Recipient Country, Japan and Third Countries)
(Actual Expenditure by Construction and Equipment each)

	Domestic Procurement (Recipient Country) A	Foreign Procurement (Japan) B	Foreign Procurement (Third Countries) C	Total D
Construction Cost	(A/D%)	(B/D%)	(C/D%)	
Direct Construction Cost	(A/D%)	(B/D%)	(C/D%)	
others	(A/D%)	(B/D%)	(C/D%)	
Equipment Cost	(A/D%)	(B/D%)	(C/D%)	
Design and Supervision Cost	(A/D%)	(B/D%)	(C/D%)	
Total	(A/D%)	(B/D%)	(C/D%)	