

## **資料-4 協議議事録(M/D)**

(A4-1 第一次現地調査時 (2019年8月23日))

(A4-2 第三次現地調査時 (2019年12月11日))



**A4-1 第一次現地調査時（2019年8月23日）**





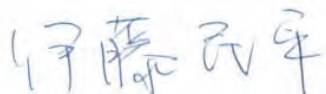
資料-4 協議議事録 (M/D)

A4-1 第1次現地調査時 (2019年8月23日)

Minutes of Discussions  
on the Preparatory Survey for the Project for  
Improving Solid Waste Management

In response to the request from the Government of Kingdom of Bhutan (hereinafter referred to as "Bhutan"), Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched the Preparatory Survey Team for the Outline Design (hereinafter referred to as "the Team") of the Project for Improving Solid Waste Management (hereinafter referred to as "the Project") to Bhutan. The Team held a series of discussions with the officials of the Government of Bhutan and conducted a field survey. In the course of the discussions, both sides have confirmed the main items described in the attached sheets.

Thimphu, 23rd August 2019




Dr. Mimpei ITO

Leader

Preparatory Survey Team

Japan International Cooperation Agency

Japan



Mr. Wangchuk Namgay

Chief Program Coordinator,

Development Cooperation Division

Gross National Happiness Commission

Bhutan



## ATTACHMENT

### 1. Objective of the Project

The objective of the Project is to improve waste collection service in targeted cities by providing the waste management equipment, thereby contributing to improve living environment of residential area, and to protect natural environment.

### 2. Title of the Preparatory Survey

Both sides confirmed the title of the Preparatory Survey as "the Preparatory Survey for the Project for Improving Solid Waste Management".

### 3. Project site

Both sides confirmed that the sites of the Project are in Thimphu Thromde, Phuntsholing Thromde, Samdrupjongkhar Thromde and Gelephu Thromde, 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 Gross National Happiness Commission 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.
- 4-2. National Environment Commission (NEC) and Ministry of Works and Human Settlement (MoWHS) will be the Advisory Organization for the Project. The Advisory Organization is expected to provide advice accordingly from the technical and policy viewpoint.
- 4-3. 4 Thromdes (Thimphu, Phuntsholing, Samdrupjongkhar and Gelephu) will be responsible for management and operation of items provided by the Project.

### 5. Items requested by the Government of Bhutan

- 5-1. As a result of discussions, both sides confirmed that the items requested by the Government of Bhutan are as follows:  
Collection Vehicles of Solid Waste for the cities: total 42 equipment (Thimphu 25, Phuntsholing 10, Gelephu 5 and Samdrupjongkhar 2)
- 5-2. 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

- 6-1. The Bhutan side agreed that the procedures and basic principles of Japanese Grant (hereinafter referred to as "the Grant") as described in Annex 2 shall be applied to the Project. As for the monitoring of the implementation of the Project, JICA requires Bhutan side to submit the Project Monitoring Report that the form is attached as Annex 3.
- 6-2. The Bhutan side agreed to take the necessary measures, as described in Annex 4, for smooth implementation of the Project. The contents of the Annex 4 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 4 will be updated as the Preparatory Survey progresses, and eventually, will be used as an attachment to the Grant Agreement.

## 7. Schedule of the Survey

- 7-1. The Team will proceed with further survey in Bhutan until 30 August 2019 for the first survey.
- 7-2. The Team will conduct the second survey in Bhutan mainly in Phuntsholing, Gelephu and Samdrupjongkhar from September to October 2019.
- 7-3. JICA will prepare a draft Preparatory Survey Report in English and dispatch a mission to Bhutan in order to explain its contents around April 2020.
- 7-4. If the contents of the draft Preparatory Survey Report is accepted and the undertakings for the Project are fully agreed by the Bhutan side, JICA will finalize the Preparatory Survey Report and send it to Bhutan around July, 2020.
- 7-5. The above schedule is tentative and subject to change.

## 8. Environmental and Social Considerations

- 8-1. The Bhutan 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).
- 8-2. The Project is categorized as "C" from the following considerations:
  - Not located in a sensitive area, nor has it sensitive characteristics, nor falls it into sensitive sectors under the Guidelines, and its potential adverse impacts on the



environment are not likely to be significant.

## 9. Other Relevant Issues

### 9-1. Inception Report

The contents of Inception Report that the Team explained was understood and accepted in principle by the Bhutan side.

### 9-2. Arrangements for the Survey

As a response to the request by the Team, the Bhutan side agreed to provide the Team with the following items in cooperation with other relevant organizations:

- (1) To provide the Team with available relevant data, information and materials necessary for the execution of the survey, and to answer the questions in the Questionnaire.
- (2) To assign counterpart personnel for each Team member as far as possible during their stay in Bhutan to undertake the following roles:
  - To make appointments and set up meetings with relevant authorities wherever the Team intends to visit.
  - To guide the Team to necessary sites.
  - To make the necessary arrangement to secure working space and allow to use office devices such as phones, copy machines for the Team.
  - To provide information on available safety accommodation for the Team during the survey.
  - To advise the Team for their collection of data and information as much as possible.
- (3) To coordinate with relevant authorities as need arises.
- (4) To secure permissions for the Team to take photographs and to enter into sites necessary for proper execution of the survey as far as possible.
- (5) To allow the Team to bring back to Japan the necessary data, information, maps and materials related to the survey, in order to prepare the survey reports.

### 9-3. Tax Exemption for the Project

Although general undertakings of both sides are shown in Annex 4, the Team emphasized the responsibilities of the Bhutan side to execute following matters and the Bhutan side agreed to it.

- Both sides confirmed that import tax, customs duties, internal taxes and other fiscal levies which may be imposed in the recipient country with respect to the purchase of the products and the services will be exempted. The Bhutan side will take necessary

measures for tax exemption, if any.

#### 9-4. Careful Handling of the Survey Reports

The Team explained that certain information in both the draft and the final reports of the Survey should be dealt with confidentially until the tender is closed when the Project proceeds to actual implementation stage, since disclosure of the information would affect fairness of tender procedure. The Bhutan side understood the sensitivity in dealing with the Survey reports and agreed on careful handling of the reports for achieving fair tendering.

Annex 1 Project Site

Annex 2 Japanese Grant

Annex 3 Project Monitoring Report (template)

Annex 4 Major Undertakings to be taken by the Government of Bhutan

Annex 5 Organizational structure of Bhutan side



Project Site



BHUTAN



## JAPANESE GRANT

The Japanese Grant is non-reimbursable fund provided to a recipient country (hereinafter referred to as "the Recipient") 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").

### I. Procedures of Project Grants

Project Grants are conducted through following procedures (See "PROCEDURES OF JAPANESE GRANT" for details):

(1) Preparation

- The Preparatory Survey (hereinafter referred to as "the Survey") conducted by JICA

(2) Appraisal

-Appraisal by the government of Japan (hereinafter referred to as "GOJ") and JICA, and Approval by the Japanese Cabinet

(3) Implementation

Exchange of Notes

-The Notes exchanged between the GOJ and the government of 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 by the Recipient in a bank in Japan (hereinafter referred to as "the Bank") to receive the grant

Construction works/procurement

-Implementation of the project (hereinafter referred to as "the Project") on the basis of the G/A

(4) Ex-post Monitoring and Evaluation

-Monitoring and evaluation at post-implementation stage

### 2. Preparatory Survey

(1) Contents of the Survey

The aim of the Survey is to provide basic documents necessary for the appraisal of the 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 necessary for the implementation of the Project.

- Evaluation of the feasibility of the Project to be implemented under the Japanese Grant 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.
- Confirmation of Environmental and Social Considerations

The contents of the original request by the Recipient are not necessarily approved in their initial form. The Outline Design of the Project is confirmed based on the guidelines of the Japanese Grant.

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 Project. Therefore, the contents of the Project are confirmed by all relevant organizations of the Recipient based on the Minutes of Discussions.

#### (2) Selection of Consultants

For smooth implementation of the Survey, JICA contracts with (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. Basic Principles of Project Grants

#### (1) Implementation Stage

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

After the Project is approved by the Cabinet of Japan, the Exchange of Notes (hereinafter referred to as "the E/N") will be signed between the GOJ and the Government of the Recipient 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. The terms and conditions generally applicable to the Japanese Grant are stipulated in the "General Terms and Conditions for Japanese Grant (January 2016)."

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2) Banking Arrangements (B/A) (See "Financial Flow of Japanese Grant (A/P Type)" for details)

- a) The Recipient shall open an account or shall cause its designated authority to open an account under the name of the Recipient in the Bank, in principle. JICA will disburse the Japanese Grant in Japanese yen for the Recipient to cover the obligations incurred by the Recipient under the verified contracts.
- b) The Japanese Grant will be disbursed when payment requests are submitted 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 to continue to work on the Project's implementation after the E/S and G/A.

5) Eligible source country

In using the Japanese Grant disbursed by JICA for the purchase of products and/or services, the eligible source countries of such products and/or services shall be Japan and/or the Recipient. The Japanese 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 Japanese Grant.

7) 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).

8) Safety Measures

The Recipient must ensure that the safety is highly observed during the implementation of the Project.

9) 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

Recipient (or executing agency), 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 the Works such as modification of the design, test, inspection, safety control and the Client's obligation, during of construction.

## (2) Ex-post Monitoring and Evaluation Stage

1) 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.

2) 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.

## (3) Others

### 1) 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 and JICA Guidelines for Environmental and Social Considerations (April, 2010).

### 2) Major undertakings to be taken by the Government of the Recipient

For the smooth and proper implementation of the Project, the Recipient is required to undertake necessary measures including land acquisition, and bear an advising commission of the A/P and payment commissions paid to the Bank as agreed with the GOJ and/or JICA. The Government of the Recipient shall ensure that customs duties, internal taxes and other fiscal levies which may be imposed in the Recipient with respect to the purchase of the Products and/or the Services be exempted or be borne by its designated authority without using the Grant and its accrued interest, since the grant fund comes from the Japanese taxpayers.

### 3) 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 Japanese Grant.

### 4) Export and Re-export

The products purchased under the Japanese Grant should not be exported or re-exported from the Recipient.

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## 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) Preparatory Survey Explanation of draft outline design, including cost estimate, undertakings, etc		x		x	x		
2 Appraisal	(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
	(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			

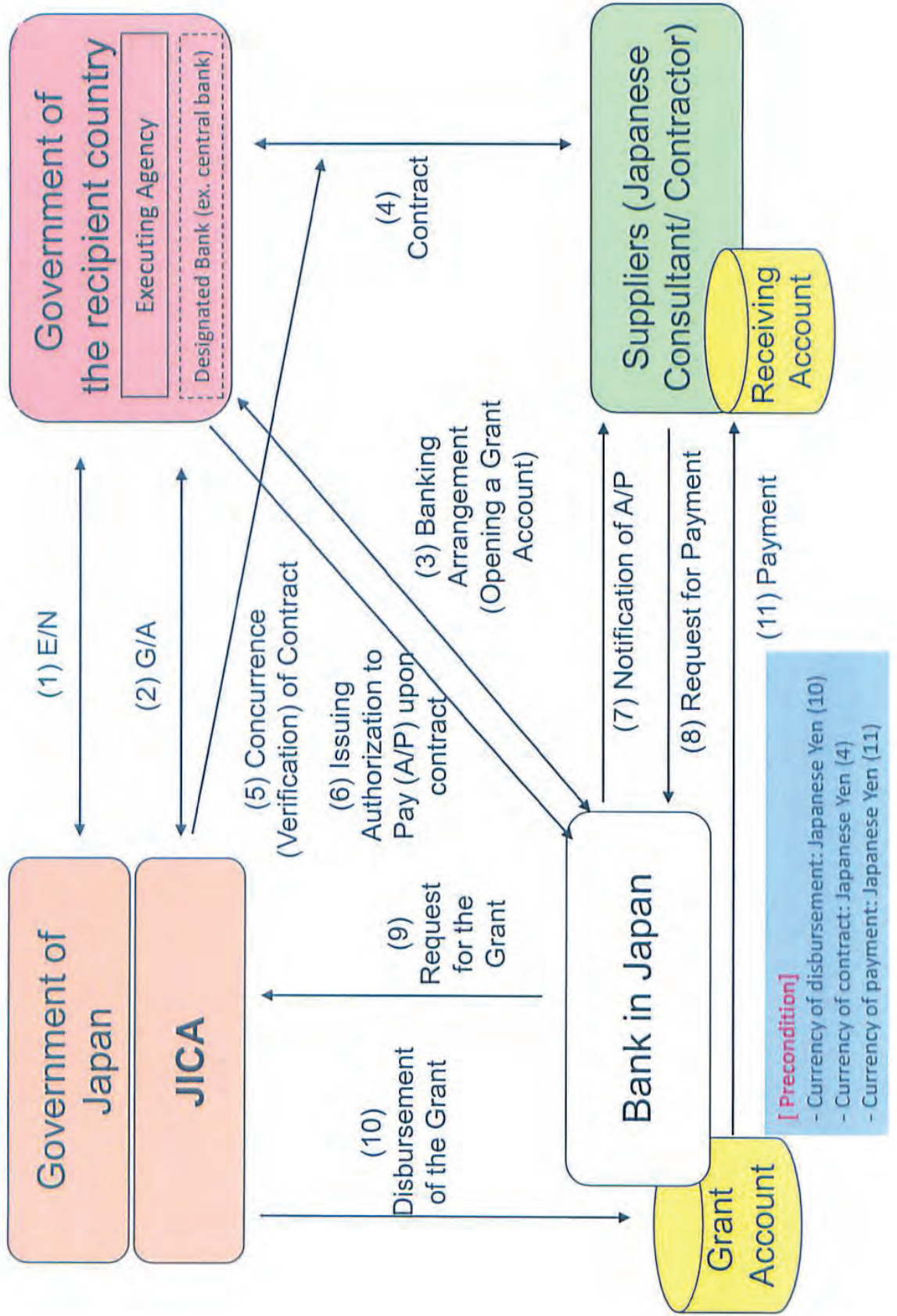
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1. Project Monitoring Report and Report for Project Completion shall be submitted to JICA as agreed in the G/A
2. Concurrence by JICA is required for allocation of grant for remaining amount and/or contingencies as agreed in the G/A

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# Financial Flow of Japanese Grant (A/P Type)



A4-J2

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

**Organizational Information**

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

**General Information:**

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

**1: Project Description**

**1-1 Project Objective**

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**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

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**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 <i>(proposed in the outline design)</i>	Actual
1.		

**2-2 Scope of the work**

Components	Original* <i>(proposed in the outline design)</i>	Actual*
1.		

Reasons for modification of scope (if any).

(PMR)
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**2-3 Implementation Schedule**

Items	Original		Actual
	<i>(proposed in the outline design)</i>	<i>(at the time of signing the Grant Agreement)</i>	

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

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**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 <i>(proposed in the outline design)</i>	Actual <i>(in case of any modification)</i>	Original <sup>1),2)</sup> <i>(proposed in the outline design)</i>	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 <i>(proposed in the outline design)</i>	Actual <i>(in case of any modification)</i>	Original <sup>1),2)</sup> <i>(proposed in the outline design)</i>	Actual
1.				

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- 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.

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

**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.)

<p><b>Original</b> (at the time of outline design)</p>
<p><b>Actual</b> (PMR)</p>

**3-2 Budgetary Arrangement**

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

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

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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:
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:
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:

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	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)



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)

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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	(A/D%)	(B/D%)	(C/D%)	
Cost 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%)	

## Major Undertakings to be taken by the Government of Bhutan

## I. Specific obligations of the Government of Bhutan which will not be funded with the Grant

## (1) Before the Tender

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To sign the banking arrangement (B/A) with a bank in Japan (the Agent Bank) to open bank account for the Grant	within 1 month after the signing of the G/A	GNHC		
2	To issue A/P to the Agent Bank for the payment to the consultant	within 1 month after the signing of the contract(s)	GNHC		
3	To bear the following commissions to the Agent Bank for the banking services based upon B/A				
	1) Advising commission of A/P	within 1 month after the signing of the contract(s)	GNHC		
	2) Payment commission for A/P	every payment	GNHC		
4	To secure and clear the following space				
	1) storage space for equipment to be procured	before notice of the bidding documents	4 Thromdes		
5	To submit Project Monitoring Report (with the result of Detailed Design)	before preparation of the bidding documents	GNHC		



(2) During the Project Implementation

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To issue A/P to the Agent Bank for the payment to the supplier and the contractor	within 1 month after the signing of the contract(s)	GNHC		
2	To bear the following commissions to the Agent Bank 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)	GNHC		
	2) Payment commission for A/P	every payment	GNHC		
3	To ensure prompt customs clearance and to assist the Supplier(s) with internal transportation in the country of the Recipient	during the Project	GNHC		
4	To accord Japanese physical persons 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	GNHC		
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 service be exempted	during the Project	GNHC		
6	To bear all the expenses, other than those covered by the Grant, necessary for the implementation of the Project	during the Project	GNHC		
7	To notify JICA promptly of any incident or accident, which has, or is likely to have, a significant adverse effect on the environment, the affected communities, the public or workers.	during the construction	GNHC		
8	1) To submit Project Monitoring Report after each work under the contract(s) such as shipping, hand over, installation and operational training	within 1 month after completion of each work	GNHC/ 4 Thromdes		
	2) To submit Project Monitoring Report (final) (including as-built drawings, equipment list, photographs, etc.)	within 1 month after issuance of Certificate of Completion for the works under the contract(s)	GNHC/ 4 Thromdes		
9	To submit a report concerning completion of the Project	within 6 months after completion of the Project	GNHC/ 4 Thromdes		

(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	After completion of the construction	GNHC/ 4 Thromdes		
	1) Allocation of maintenance cost				
	2) Operation and maintenance structure				
	3) Routine check/Periodic inspection				

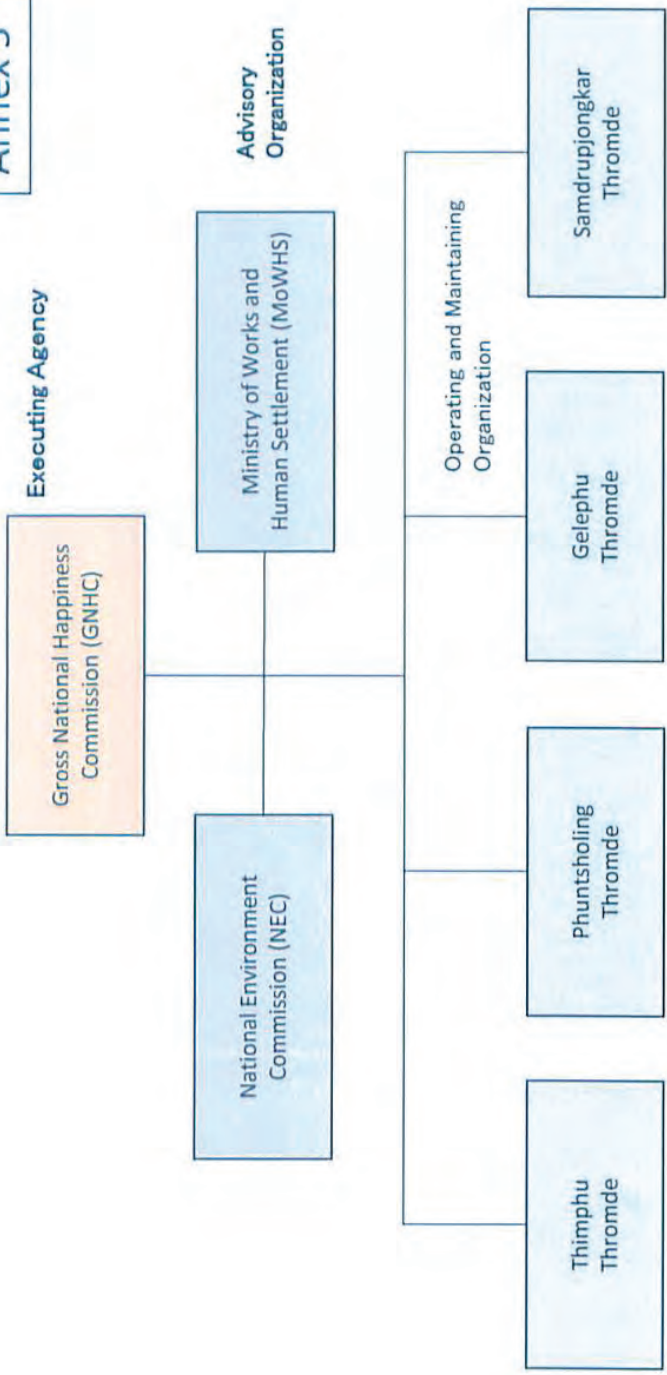
2. Other obligations of the Government of Bhutan funded with the Grant

NO	Items	Deadline	Amount (Million Japanese Yen)*
1	To provide equipment 1) To conduct the following transportation a) Marin transportation of the products from Japan to the country of the Recipient b) Internal transportation from the port of disembarkation to the project site		
2	To implement detailed design, bidding support and procurement supervision(Consulting Service)		
Total			

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



Annex 5



Project for Improving Solid Waste Management in Bhutan



**A4-2 第三次現地調査時（2019年12月11日）**

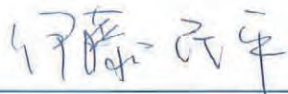


**Minutes of Discussions  
on the Preparatory Survey for the Project for  
Improving Solid Waste Management  
(Explanation on Draft Preparatory Survey Report)**

With reference to the minutes of discussions signed between Gross National Happiness Commission (hereinafter referred to as "GNHC") and the Japan International Cooperation Agency (hereinafter referred to as "JICA") on 23<sup>rd</sup> August, 2019 and in response to the request from the Government of Kingdom of Bhutan (hereinafter referred to as "Bhutan") dated 10<sup>th</sup> July 2018, 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 Improving Solid Waste Management (hereinafter referred to as "the Project").

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

Thimphu, 11<sup>th</sup> December, 2019

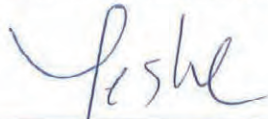


Dr. Mimpei ITO  
Leader  
Preparatory Survey Team  
Japan International Cooperation Agency  
Japan



Mr. Rinchen Wangdi  
Director  
Gross National Happiness Commission  
The Royal Government of Bhutan  
Bhutan

Witness for 4 Thromdes (A)



Mr. Yeshe Wangdi  
Chief Environment Officer  
Thimphu Thromde  
Bhutan

## ATTACHEMENT

1. Contents of the Draft Report

After the explanation of the contents of the Draft Report by the Team, the Bhutan side agreed to its contents. JICA will finalize the Preparatory Survey Report based on the confirmed items. The report will be sent to the Bhutan side around April 2020.

2. Cost estimate

Both sides confirmed that the cost estimate explained by the Team is provisional and will be examined further by the Government of Japan for its approval.

3. Confidentiality of the cost estimate and technical specifications

Both sides confirmed that the cost estimate and technical specifications of the Project should never be disclosed to any third parties until all the contracts under the Project are concluded.

4. Timeline for the project implementation

The Team explained to the Bhutan side that the expected timeline for the project implementation is as attached in Annex 3.

5. Expected outcomes and indicators

Both sides agreed that key indicators for expected outcomes are as follows. The Bhutan side will be responsible for the achievement of agreed key indicators targeted in year 2024 and shall monitor the progress for Ex-Post Evaluation in collaboration with JICA based on those indicators.

[Quantitative indicators] The amount of collection waste

Target Thromdes	Baseline (2019) (t/d) (Actual)	Target (2024) (t/d) (3 years after project completion)
Total	78.2	97.0
Thimphu Thromde	52.4	68.6
Phuntsholing Thromde	15.3	17.3
Gelephu Thromde	5.4	5.8
Samdrupjongkhar Thromde	5.1	5.8



[Qualitative indicators]

(1) Improvement of living environment by decreasing illegal disposal of the target 4 Thromdes

(2) Improvement of capacity for solid waste management of the target 4 Thromdes

6. 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 Bhutan side is required to provide necessary support for the data collection.

7. Technical assistance (“Soft Component” of the Project)

Considering the sustainable operation and maintenance of the products and services granted through the Project, technical assistance is planned under the Project. The Bhutan 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.

8. Undertakings of the Project

Both sides confirmed the undertakings of the Project as described in Annex 4. With regard to exemption of customs duties, internal taxes and other fiscal levies as stipulated in No. 5 of “(2) During the Project Implementation” of Annex 4, both sides confirmed that such customs duties, internal taxes and other fiscal levies, which shall be clarified in the bid documents by GNHC during the implementation stage of the Project. Both sides also confirmed Green tax for collection vehicles which will be 30% of the Free on Board (FOB) Value shall be borne by the Bhutan side.

The Bhutan 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 4 will be used as an attachment of G/A.

Both sides confirmed that GNHC shall take necessary measures to ensure and maintain the security of the Project site and the persons related to the implementation of the Project, in cooperation with relevant authorities during the Project period.



9. Monitoring during the implementation

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

10. Project completion

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

11. Items and measures to be considered for the smooth implementation of the Project

Both sides confirmed the items and measures to be considered for the smooth implementation of the Project, as follows:

(1) Allocation of the necessary budget and staff for operation of the equipment

The Bhutan side should secure and allocate the necessary budget, staff, space for their proper operation, and maintenance of the equipment without delay.

(2) Proper maintenance for equipment

The Bhutan side shall secure parking spaces of the equipment in each Thromde for proper operation and maintenance.

(3) Development of three drop-in centers and new workshop in Thimphu Thromde

The Bhutan side should develop at least three new drop-in centers in Thimphu Thromde by June 2020 and the new workshop by March 2021.

12. Environmental and Social Considerations

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.

13. Other Relevant Issues

13-1. Disclosure of Information

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.

13-2. Project Title

Bhutan side requested to change the Project title to “The Project for Improving Solid Waste Management in Four Thromdes (A) in Bhutan”.

Annex 1 Project Site


Annex 2 Organization Chart

Annex 3 Project Implementation Schedule

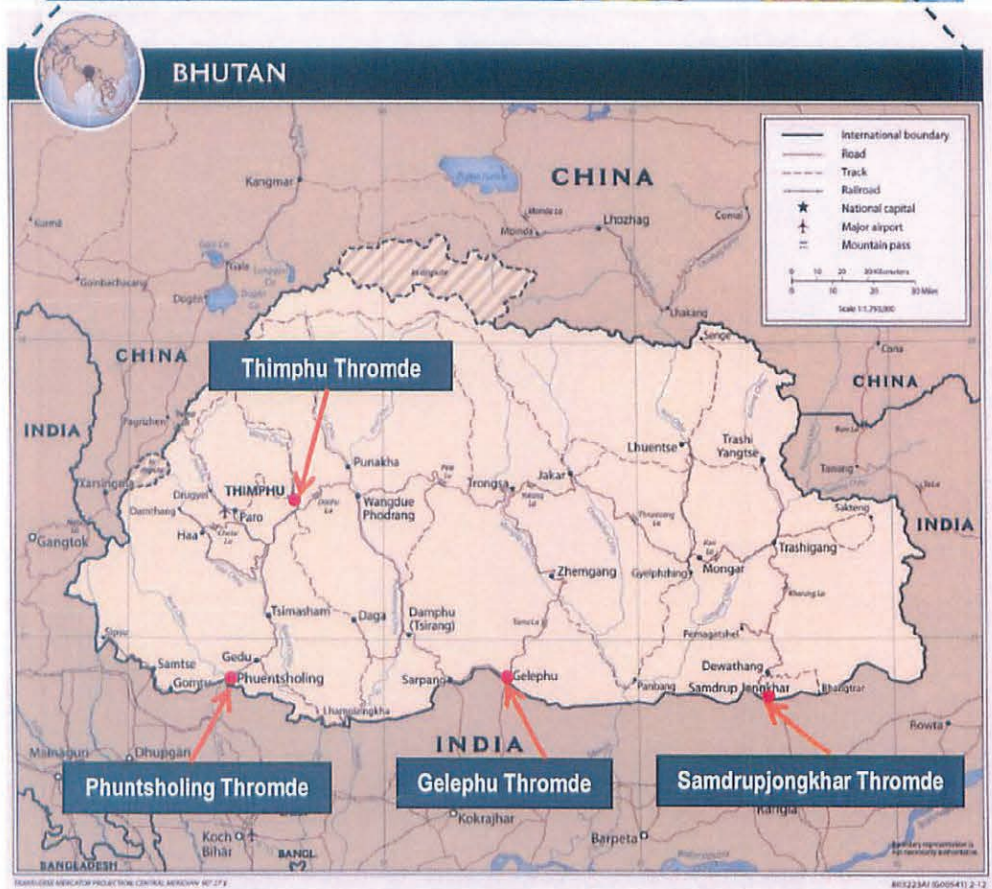
Annex 4 Major Undertakings to be taken by the Government of Bhutan

Annex 5 Project Monitoring Report (template)

Annex 6 Provisional Cost Estimation (Confidential)



Project Site

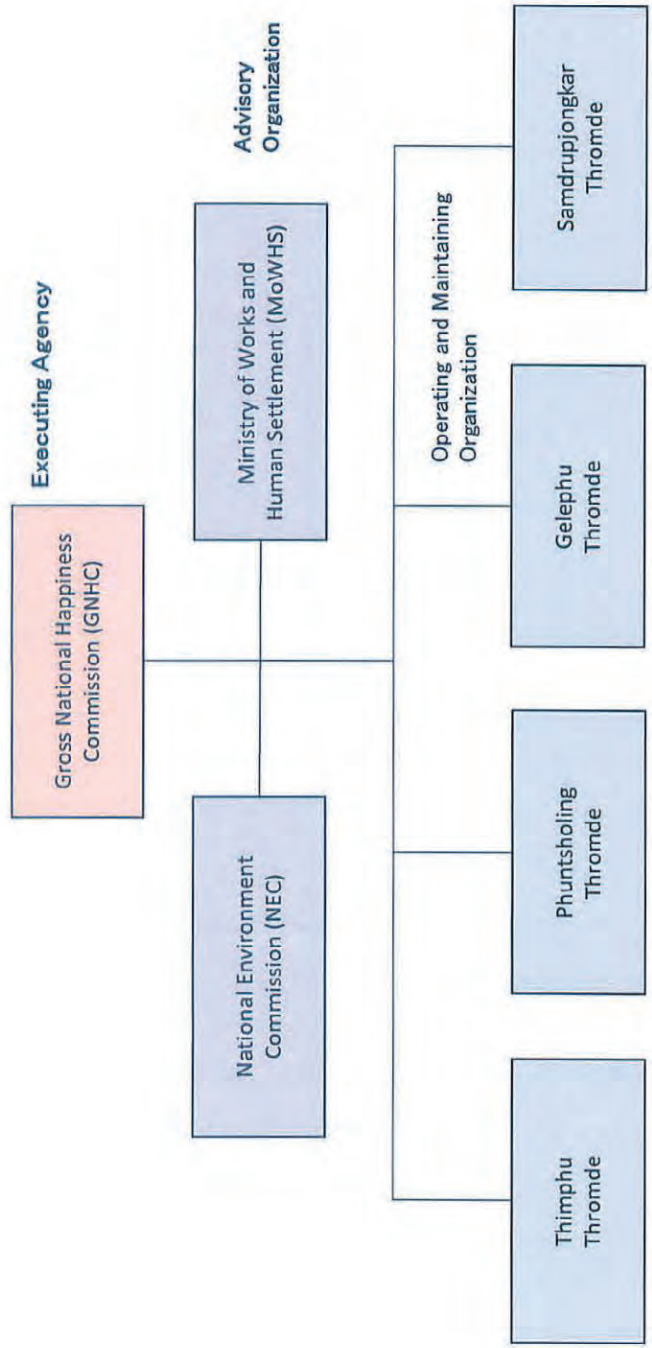


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Annex 2



Project for Improving Solid Waste Management in Bhutan

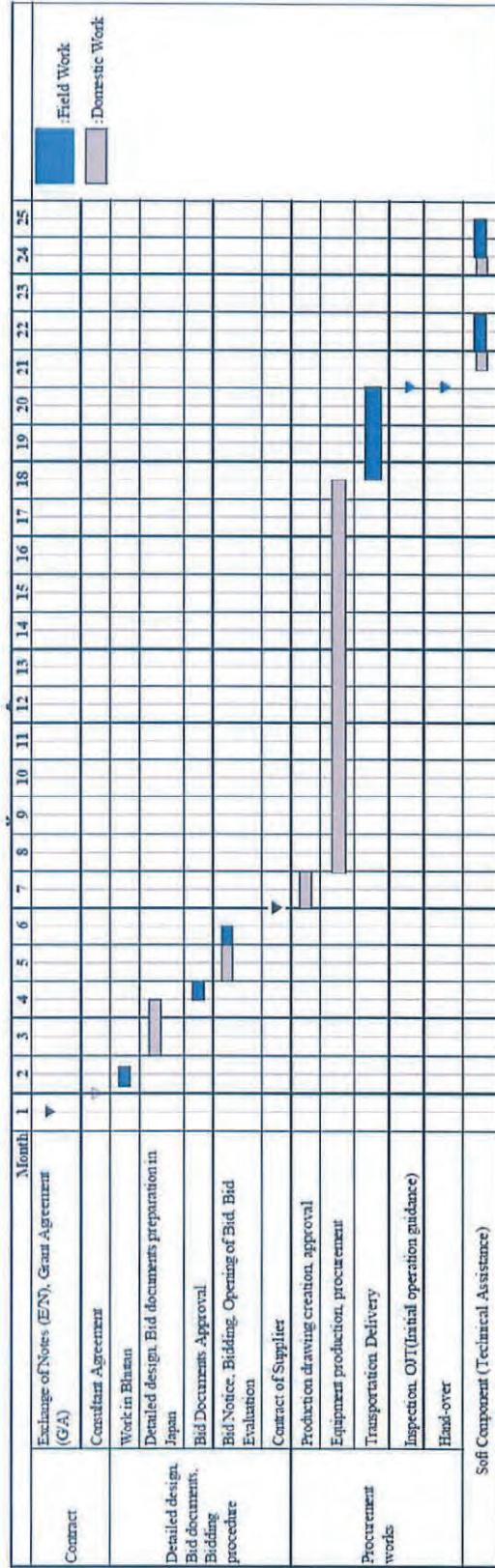
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Tentative Project Implementation Schedule



A4-2-8

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## Major Undertakings to be taken by the Government of Bhutan

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

## (1) Before the Tender

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To sign the banking arrangement (B/A) with a bank in Japan (the Agent Bank) to open bank account for the Grant	within 1 month after the signing of the G/A	GNHC		
2	To issue A/P to the Agent Bank for the payment to the consultant	within 1 month after the signing of the contract(s)	GNHC		
3	To bear the following commissions to the Agent Bank for the banking services based upon B/A				
	1) Advising commission of A/P	within 1 month after the signing of the contract(s)	GNHC		
	2) Payment commission for A/P	every payment	GNHC		
4	To secure and clear the following lands	before notice of the bidding documents	4 Thromde		
	1) storage space for equipment to be procured				
5	To submit Project Monitoring Report (with the result of Detailed Design)	before preparation of the bidding documents	GNHC/ 4 Thromde		



(2) During the Project Implementation

NO	Items	Deadline	In charge	Estimated Cost	Ref.
1	To issue A/P to the Agent Bank for the payment to the supplier and the contractor	within 1 month after the signing of the contract(s)	GNHC	as necessary	
2	To bear the following commissions to the Agent Bank 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)	GNHC		
	2) Payment commission for A/P	every payment	GNHC		
3	To ensure prompt customs clearance and to assist the Supplier(s) with internal transportation in the country of the Recipient	during the Project	GNHC		
4	To accord Japanese physical persons 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	GNHC		
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 service be exempted	during the Project	GNHC		
6	To bear all the expenses, other than those covered by the Grant, necessary for the implementation of the Project	during the Project	GNHC		
7	1) To submit Project Monitoring Report after each work under the contract(s) such as shipping, hand over, installation and operational training	within 1 month after completion of each work	GNHC/ 4 Thomde		
	2) To submit Project Monitoring Report (final) (including as-built drawings, equipment list, photographs, etc.)	within 1 month after issuance of Certificate of Completion for the works under the contract(s)	GNHC/ 4 Thomde		
8	To submit a report concerning completion of the Project	within 6 months after completion of the Project	GNHC/ 4 Thomde		

(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	After completion of the construction	GNHC/ 4 Thomde		
	1) Allocation of maintenance cost				
	2) Operation and maintenance structure				
	3) Routine check/Periodic inspection				



**2. Other obligations of the Government of Bhutan funded with the Grant**

NO	Items	Deadline	Amount (Million Japanese Yen)*
1	To provide equipment 1) To conduct the following transportation a) Marin transportation of the products from Japan to the country of the Recipient b) Internal transportation from the port of disembarkation to the project site		
2	To implement detailed design, bidding support and procurement supervision(Consulting Service)		
	Total		

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



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

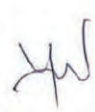
**Organizational Information**

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

**General Information:**

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

  
A4-2-12





**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 <i>(proposed in the outline design)</i>	Actual
1.		

**2-2 Scope of the work**

Components	Original* <i>(proposed in the outline design)</i>	Actual*
1.		

Reasons for modification of scope (if any).

(PMR)
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**2-3 Implementation Schedule**

Items	Original		Actual
	<i>(proposed in the outline design)</i>	<i>(at the time of signing the Grant Agreement)</i>	

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 <i>(proposed in the outline design)</i>	Actual <i>(in case of any modification)</i>	Original <sup>1),2)</sup> <i>(proposed in the outline design)</i>	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 <i>(proposed in the outline design)</i>	Actual <i>(in case of any modification)</i>	Original <sup>1),2)</sup> <i>(proposed in the outline design)</i>	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.

<b>Original</b> (at the time of outline design) name: role: financial situation: institutional and organizational arrangement (organogram): human resources (number and ability of staff):
<b>Actual</b> (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.)

<b>Original</b> (at the time of outline design)
<b>Actual</b> (PMR)

**3-2 Budgetary Arrangement**

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

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

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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:
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:
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):
<b>Actual Situation and Countermeasures</b> (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)

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 (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)

-  
-  
-

to



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%)	

  
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Confidential

Annex 6

(1) Provisional Project Cost

Table 1: Provisional Cost to be covered by the Japanese side

Item	Project Cost (Million JPY)
Procurement	460
Soft component	18
Detailed Design / Procurement Supervision	31
Total	509

(2) Provisional Cost to be covered by the Bhutan side

Table 2: Provisional Cost to be covered by the Bhutan side

Item	Content	Cost
Others	• Advising commission of A/P	0.6 Million JPY
	• Payment commission of A/P	
	• Green Tax	89 Million BTN



