

Annex 3: Project Design Matrix (PDM)

Annex 1：プロジェクトデザインマトリクス（Project Design Matrix：PDM）

Version: 1（2019年3月1日版）

プロジェクト名：灌漑水管理能力向上プロジェクト
（Project for Water Management and Capacity Building in Rwanda）
対象地域：東部県ルワマガナ郡とンゴマ郡（及び南部県ギサガラ郡）
実施機関：ルワンダ農業庁（Rwanda Agricultural Board: RAB）

協力期間：5年（2019年から2024年）
裨益者：ルワンダ農業庁（RAB）、灌漑水利組合（Irrigation Water Users Organization: IWUO）、郡
協力機関：地方政府省（Ministry of Local Government: MINALOC）、郡政府、ルワンダ協同組合局（Rwanda Cooperative Agency: RCA）、ルワンダ統治庁（Rwanda Governance Board: RGB）

プロジェクト概要	指標	指標入手の方法	外部条件
上位目標 IWUO（灌漑水利組織）による灌漑地区管理のモデルがターゲット郡で実践される。	ターゲット郡において確立された灌漑管理システムに従って、少なくとも新たに1地区でIWUOによる管理が実施される。	・ ターゲット郡の職員からの聞き取り	
プロジェクト目標 モデル地域においてIWUOによるスキーム管理能力が向上する。	1. IMTの実施手順、IWUOの支援体制（役割分担を含む）が整備され、モデル地区のIWUOの満足度がX%以上改善される。 2. モデル地区においてIWUOで合意された計画（組織運営、維持管理、水配分、営農）がX%以上実践される。	・ プロジェクトレポート（モニタリングと評価の報告書を含む）	郡や農業、灌漑、農協のサブセクターの職員配置に極端な変化がない。
成果 1. IMTの実施手順、IWUOの支援体制（役割分担を含む）、支援内容及びモニタリング手法が明確化される。	・ IMT実施マニュアルがJCCで承認される。	・ JCC議事録	
2. モデル地区においてIWUOの組織強化が図られる。	・ IWUO運営改善マニュアルがJCCで承認される。	・ JCC議事録	
3. モデル地区において維持管理が適正に行われる。	・ 維持管理マニュアルがJCCで承認される。	・ JCC議事録	
4. モデル地区において水管理が適正に行われる。	・ 水管理マニュアルがJCCで承認される。	・ JCC議事録	
5. モデル地区において営農が改善される。	・ モデル地区で選定された営農方法が実践される。	・ プロジェクトプロGRESSレポート	

活動：	投入		
	日本側	ルワンダ側	
成果 1 に関する活動： 1-1：ベースライン調査を通して、現在の IMT の実施手順の課題を整理する。 1-2：ベースライン調査を通して、IMT 推進及び IWUO への支援に係る役割分担の課題を整理する 1-3：ベースライン調査を通して、IWUO への支援システムの課題を整理する。 1-4：JCC でモデル地区の選定が承認される。 1-5：上記 1.1～1.3 の課題に対する改善活動を実施する。 1-6：改善状況のモニタリングを実施する。 1-7：IMT の実施手順、支援体制（役割分担を含む）、支援内容及びモニタリングについての IMT 実施マニュアル（案）を作成する。 1-8：C/P が実施する IWUO 政策・戦略と省令の改正案の作成を支援する。 成果 2 に関する活動： 2-1：ベースライン調査を通して現状の課題（IWUO の登録、規則や内規、IMTA の条件、農協との連携、水利権等）を整理する。 2-2：上記活動 2-1 を踏まえて、IWUO 管理に係る改善計画（リーダーシップ、会計、総会・理事会及び農協との連携等）作成する。 2-3：改善計画を踏まえ、C/P に講師としての研修を実施する。 2-4：IWUO 運営強化マニュアル（案）を作成する。 2-5：モデル地区において C/P 講師により IWUO への研修を実施する。 2-6：上記 2-5 の実践を踏まえ、マニュアルの改善を行う。 2-7：IWUO 管理に係るモニタリング・評価システムを立ち上げる。 2-8：モニタリング及び評価を実施する。	日本側 1. 専門家派遣 (1) チーム専門家 1) 総括／灌漑スキーム運営 2) 灌漑水利組織 3) 維持管理／水管理 4) 営農 5) 業務調整／研修 (2) 短期専門家 必要に応じて 2. カウンターパート研修 ・ 本邦研修 ・ 第三国研修 3. 機材提供 ・ プロジェクト実施に必要な機材	ルワンダ側 1. C/Ps の配置 (1) プロジェクト・ダイレクター (2) プロジェクト・マネージャー (3) 日本人専門家と共に活動する中央、ゾーン、郡レベルのコア C/Ps 2. プロジェクト事務所（キガリの RAB 内）及び 2 県でのステーション内の作業スペース 3. 現地運営・活動費 ・ 上記プロジェクト事務所の水道・電気代 ・ C/Ps の交通費 ・ 通信費	前提条件 農業・動物資源省と地方政府省の間で、プロジェクトの協働についての合意が得られる。

<p>成果3に関する活動:</p> <p>3-1: ベースライン調査を通して、維持管理の現状及び課題を整理する。</p> <p>3-2: 上記 3-1 を踏まえ、モデル地区の維持管理計画（案）を作成する。</p> <p>3-3: 維持管理計画（案）を踏まえ、C/P に講師としての研修を実施する。</p> <p>3-4: 維持管理マニュアル（案）を作成する。</p> <p>3-5: モデル地区において C/P 講師により IWUO への研修を実施する。</p> <p>3-6: 上記 3-5 の実践を踏まえ、マニュアルの改善を行う。</p> <p>3-7: モニタリング及び評価を実施する。</p> <p>成果4に関する活動:</p> <p>4-1: ベースライン調査を通して、灌漑地区の水管理及び圃場レベルの水管理の現状及び課題を整理する。</p> <p>4-2: 上記 4-1 を踏まえ、モデル地区の水管理計画（案）を作成する。</p> <p>4-3: 水管理計画（案）を踏まえ、C/P に講師としての研修を実施する。</p> <p>4-4: 水管理改善マニュアル（案）を作成する。</p> <p>4-5: モデル地区において C/P 講師により IWUO への研修を実施する。</p> <p>4-6: 上記 4-5 の実践を踏まえ、マニュアルの改善を行う。</p> <p>4-7: モニタリング及び評価を実施する。</p> <p>成果5に関する活動:</p> <p>5-1: ベースライン調査を通して、普及体制、営農に係る現状及び課題を整理する。</p> <p>5-2: 関連プロジェクトの実施を通して得られた経験や教訓をもとに、適切な営農技術を抽出する。</p> <p>5-3: 抽出された適正な営農技術を実践させるために、C/P に講師としての研修を実施する。</p> <p>5-4: 営農研修テキストを作成する。</p> <p>5-5: モデル地区において C/P 講師により研修を実施する。</p> <p>5-6: 各活動のモニタリング及び評価を実施する。</p>		
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Annex 1：プロジェクトデザインマトリクス（Project Design Matrix：PDM）

Version: 2（2021年3月1日版）

プロジェクト名：灌漑水管理能力向上プロジェクト
（Project for Water Management and Capacity Building in Rwanda）

協力期間：5年（2019年から2024年）

対象地域：東部県ルワマガナ郡とンゴマ郡及び南部県ギサガラ郡

裨益者：ルワンダ農業・動物資源開発庁（RAB）、灌漑水利組合（Irrigation Water Users Organization: IWUO）、郡

実施機関：ルワンダ農業・動物資源開発庁（Rwanda Agricultural and Animal Resources Development Board: RAB）

協力機関：地方政府省（Ministry of Local Government: MINALOC）、郡政府、ルワンダ協同組合局（Rwanda Cooperative Agency: RCA）、ルワンダ統治庁（Rwanda Governance Board: RGB）

プロジェクト概要	指標	指標入手の方法	外部条件
上位目標 IWUO（灌漑水利組織）による灌漑地区管理のモデルがターゲット郡で実践される。	ターゲット郡において確立された灌漑管理システムに従って、少なくとも新たに1地区でIWUOによる管理が実施される。	<ul style="list-style-type: none"> ターゲット郡の職員からの聞き取り 	
プロジェクト目標 モデル地域においてIWUOによるスキーム管理能力が向上する。	<ol style="list-style-type: none"> IMTの実施手順、IWUOの支援体制（役割分担を含む）が整備され、モデル地区のIWUOの組織能力^{*1}が70%以上に改善される。 モデル地区のIWUOの能力強化のための優先度の高い合意計画^{*2}（組織運営、維持管理、水配分、営農）がすべて実践される。 <p>^{*1} 本プロジェクトでは、IWUOのキャパシティを3つのカテゴリ（県境基盤、テクニカルキャパシティ、コアキャパシティ）に分類し、各カテゴリにおいて複数の指標を設けて評価を行うキャパシティアセスメント手法を適用する。ここでは、本手法におけるテクニカルキャパシティとコアキャパシティの達成率の平均を組織能力と定義する。</p> <p>^{*2} 合意計画は、「灌漑スキーム管理能力強化プログラム」の基礎となる改善計画／研修実施計画の中から選定される。プロジェクト終了後も適宜IWUOの状況確認と必要な研修活動が実施され</p>	<ul style="list-style-type: none"> モデル地区のIWUOのキャパシティアセスメント プロジェクトレポート（モニタリングと評価の報告書を含む） 	郡や農業、灌漑、農協のサブセクターの職員配置に極端な変化がない。

	ることとする。合意計画の詳細は別添資料を参照のこと。		
成果			
1. IMT の実施手順、IWUO の支援体制（役割分担を含む）、支援内容及びモニタリング手法が明確化される。	・ IMT 実施マニュアルが JCC で承認される。	・ JCC 議事録	
2. モデル地区において IWUO の組織強化が図られる。	・ IWUO 運営改善マニュアルが JCC で承認される。	・ JCC 議事録	
3. モデル地区において維持管理が適正に行われる。	・ 維持管理マニュアルが JCC で承認される。	・ JCC 議事録	
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5. モデル地区において営農が改善される。	・ モデル地区で選定された営農方法が実践される。	・ プロジェクトプロGRESSレポート	

活動：	投入		
	日本側	ルワンダ側	
成果 1 に関する活動： 1-1：ベースライン調査を通して、現在の IMT の実施手順の課題を整理する。 1-2：ベースライン調査を通して、IMT 推進及び IWUO への支援に係る役割分担の課題を整理する 1-3：ベースライン調査を通して、IWUO への支援システムの課題を整理する。 1-4：JCC でモデル地区の選定が承認される。 1-5：上記 1.1～1.3 の課題に対する改善活動を実施する。 1-6：改善状況のモニタリングを実施する。 1-7：IMT の実施手順、支援体制（役割分担を含む）、支援内容及びモニタリングについての IMT 実施マニュアル（案）を作成する。 1-8：C/P が実施する IWUO 政策・戦略と省令の改正案の作成を支援する。 成果 2 に関する活動： 2-1：ベースライン調査を通して現状の課題（IWUO の登録、規則や内規、IMTA の条件、農協との連携、水利権等）を整理する。 2-2：上記活動 2-1 を踏まえて、IWUO 管理に係る改善計画（リーダーシップ、会計、総会・理事会及び農協との連携等）作成する。 2-3：改善計画を踏まえ、C/P に講師としての研修を実施する。 2-4：IWUO 運営強化マニュアル（案）を作成する。 2-5：モデル地区において C/P 講師により IWUO への研修を実施する。 2-6：上記 2-5 の実践を踏まえ、マニュアルの改善を行う。 2-7：IWUO 管理に係るモニタリング・評価システムを立ち上げる。 2-8：モニタリング及び評価を実施する。	日本側 1. 専門家派遣 (1) チーム専門家 1) 総括／灌漑スキーム運営 2) 灌漑水利組織 3) 維持管理／水管理 4) 営農 5) 業務調整／研修 (2) 短期専門家 必要に応じて 2. カウンターパート研修 ・ 本邦研修 ・ 第三国研修 3. 機材提供 ・ プロジェクト実施に必要な機材	ルワンダ側 1. C/Ps の配置 (1) プロジェクト・ダイレクター (2) プロジェクト・マネージャー (3) 日本人専門家と共に活動する中央、ゾーン、郡レベルのコア C/Ps 2. プロジェクト事務所（フィエの RAB 内）及び 2 県でのステーション内の作業スペース 3. 現地運営・活動費 ・ 上記プロジェクト事務所の水道・電気代 ・ C/Ps の交通費 ・ 通信費	前提条件 農業・動物資源省と地方政府省の間で、プロジェクトの協働についての合意が得られる。

<p>成果3に関する活動:</p> <p>3-1: ベースライン調査を通して、維持管理の現状及び課題を整理する。</p> <p>3-2: 上記 3-1 を踏まえ、モデル地区の維持管理計画（案）を作成する。</p> <p>3-3: 維持管理計画（案）を踏まえ、C/P に講師としての研修を実施する。</p> <p>3-4: 維持管理マニュアル（案）を作成する。</p> <p>3-5: モデル地区において C/P 講師により IWUO への研修を実施する。</p> <p>3-6: 上記 3-5 の実践を踏まえ、マニュアルの改善を行う。</p> <p>3-7: モニタリング及び評価を実施する。</p> <p>成果4に関する活動:</p> <p>4-1: ベースライン調査を通して、灌漑地区の水管理及び圃場レベルの水管理の現状及び課題を整理する。</p> <p>4-2: 上記 4-1 を踏まえ、モデル地区の水管理計画（案）を作成する。</p> <p>4-3: 水管理計画（案）を踏まえ、C/P に講師としての研修を実施する。</p> <p>4-4: 水管理改善マニュアル（案）を作成する。</p> <p>4-5: モデル地区において C/P 講師により IWUO への研修を実施する。</p> <p>4-6: 上記 4-5 の実践を踏まえ、マニュアルの改善を行う。</p> <p>4-7: モニタリング及び評価を実施する。</p> <p>成果5に関する活動:</p> <p>5-1: ベースライン調査を通して、普及体制、営農に係る現状及び課題を整理する。</p> <p>5-2: 関連プロジェクトの実施を通して得られた経験や教訓をもとに、適切な営農技術を抽出する。</p> <p>5-3: 抽出された適正な営農技術を実践させるために、C/P に講師としての研修を実施する。</p> <p>5-4: 営農研修テキストを作成する。</p> <p>5-5: モデル地区において C/P 講師により研修を実施する。</p> <p>5-6: 各活動のモニタリング及び評価を実施する。</p>		
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Annex 1：プロジェクト・デザイン・マトリックス（Project Design Matrix：PDM）

Version: 3（2022年3月1日版）

プロジェクト名: 灌漑水管理能力向上プロジェクト

協力期間: 6年（2019年から2025年）

（Project for Water Management and Capacity Building in Rwanda）

対象地域: 東部県ルワマガナ郡とンゴマ郡及び南部県ギサガラ郡

裨益者: ルワンダ農業・動物資源開発庁（RAB）、灌漑水利組合（Irrigation Water Users Organization: IWUO）、郡

実施機関: ルワンダ農業・動物資源開発庁（Rwanda Agricultural and Animal Resources Development Board: RAB）

協力機関: 地方政府省（Ministry of Local Government: MINALOC）、郡政府、ルワンダ協同組合局（Rwanda Cooperative Agency: RCA）、ルワンダ統治庁（Rwanda Governance Board: RGB）

プロジェクト概要	指標	指標入手の方法	外部条件
上位目標 IWUO（灌漑水利組織）による灌漑地区管理のモデルがターゲット郡で実践される。	ターゲット郡において、少なくとも1地区で灌漑管理システムに従った（IWUOによる）管理が実施される。	<ul style="list-style-type: none"> ターゲット郡の職員からの聞き取り 	
プロジェクト目標 モデル地域において IWUO によるスキーム管理能力が向上する。	<ol style="list-style-type: none"> IMT の実施手順、IWUO の支援体制（役割分担を含む）が整備され、モデル地区の IWUO の<u>組織能力</u>^{*1}が <u>70%以上</u>に改善される。 <u>モデル地区の IWUO の能力強化のための優先度の高い合意計画</u>^{*2}（組織運営、維持管理、水配分、営農）が<u>すべて実践される</u>。 <p>^{*1} 本プロジェクトでは、IWUO のキャパシティを3つのカテゴリ（県境基盤、テクニカルキャパシティ、コアキャパシティ）に分類し、各カテゴリにおいて複数の指標を設けて評価を行うキャパシティアセスメント手法を適用する。ここでは、本手法におけるテクニカルキャパシティとコアキャパシティの達成率の平均を組織能力と定義する。</p> <p>^{*2} 合意計画は、「灌漑スキーム管理能力強化プログラム」の基礎となる IP/TP 計画の中から選定される。プロジェクト終了後も適宜 IWUO の状況確認と必要な研修活動が実施されることとする。合意計画の詳細は別添資料を参照のこと。</p>	<ul style="list-style-type: none"> <u>モデル地区の IWUO のキャパシティアセスメント</u> プロジェクトレポート（モニタリングと評価の報告書を含む） 	郡や農業、灌漑、農協のサブセクターの職員配置に極端な変化がない。

成果			
1. IMT の実施手順、IWUO の支援体制（役割分担を含む）、支援内容及びモニタリング手法が明確化される。	・ IMT 実施マニュアルが JCC で承認される。	・ JCC 議事録	
2. モデル地区において IWUO の組織強化が図られる。	・ IWUO 運営改善マニュアルが JCC で承認される。	・ JCC 議事録	
3. モデル地区において維持管理が適正に行われる。	・ 維持管理マニュアルが JCC で承認される。	・ JCC 議事録	
4. モデル地区において水管理が適正に行われる。	・ 水管理マニュアルが JCC で承認される。	・ JCC 議事録	
5. モデル地区において営農が改善される。	・ モデル地区で選定された営農方法が実践される。	・ プロジェクトプログレスレポート	

活動：	投入		
	日本側	ルワンダ側	
成果 1 に関する活動： 1-1：ベースライン調査を通して、現在の IMT の実施手順の課題を整理する。 1-2：ベースライン調査を通して、IMT 推進及び IWUO への支援に係る役割分担の課題を整理する 1-3：ベースライン調査を通して、IWUO への支援システムの課題を整理する。 1-4：JCC でモデル地区の選定が承認される。 1-5：上記 1.1～1.3 の課題に対する改善活動を実施する。 1-6：改善状況のモニタリングを実施する。 1-7：IMT の実施手順、支援体制（役割分担を含む）、支援内容及びモニタリングについての IMT 実施マニュアル（案）を作成する。 1-8：C/P が実施する IWUO 政策・戦略と省令の改正案の作成を支援する。 成果 2 に関する活動： 2-1：ベースライン調査を通して現状の課題（IWUO の登録、規則や内規、IMTA の条件、農協との連携、水利権等）を整理する。 2-2：上記活動 2-1 を踏まえて、IWUO 管理に係る改善計画（リーダーシップ、会計、総会・理事会及び農協との連携等）作成する。 2-3：改善計画を踏まえ、C/P に講師としての研修を実施する。 2-4：IWUO 運営強化マニュアル（案）を作成する。 2-5：モデル地区において C/P 講師により IWUO への研修を実施する。 2-6：上記 2-5 の実践を踏まえ、マニュアルの改善を行う。 2-7：IWUO 管理に係るモニタリング・評価システムを立ち上げる。 2-8：モニタリング及び評価を実施する。	日本側 1. 専門家派遣 (1) チーム専門家 1) 総括／灌漑スキーム運営 2) 灌漑水利組織 3) 維持管理／水管理 4) 営農 5) 業務調整／研修 (2) 短期専門家 必要に応じて 2. カウンターパート研修 ・ 本邦研修 ・ 第三国研修 3. 機材提供 ・ プロジェクト実施に必要な機材	ルワンダ側 1. C/Ps の配置 (1) プロジェクト・ダイレクター (2) プロジェクト・マネージャー (3) 日本人専門家と共に活動する中央、ゾーン、郡レベルのコア C/Ps 2. プロジェクト事務所（フィエの RAB 内）及び 2 県でのステーション内の作業スペース 3. 現地運営・活動費 ・ 上記プロジェクト事務所の水道・電気代 ・ C/Ps の交通費 ・ 通信費	前提条件 農業・動物資源省と地方政府省の間で、プロジェクトの協働についての合意が得られる。

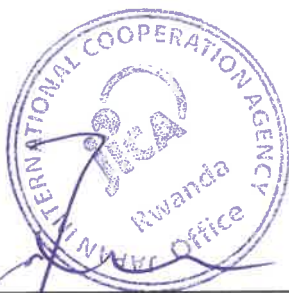
<p>成果3に関する活動:</p> <p>3-1：ベースライン調査を通して、維持管理の現状及び課題を整理する。</p> <p>3-2：上記3-1を踏まえ、モデル地区の維持管理計画（案）を作成する。</p> <p>3-3：維持管理計画（案）を踏まえ、C/Pに講師としての研修を実施する。</p> <p>3-4：維持管理マニュアル（案）を作成する。</p> <p>3-5：モデル地区においてC/P講師によりIWUOへの研修を実施する。</p> <p>3-6：上記3-5の実践を踏まえ、マニュアルの改善を行う。</p> <p>3-7：モニタリング及び評価を実施する。</p> <p>成果4に関する活動:</p> <p>4-1：ベースライン調査を通して、灌漑地区の水管理及び圃場レベルの水管理の現状及び課題を整理する。</p> <p>4-2：上記4-1を踏まえ、モデル地区の水管理計画（案）を作成する。</p> <p>4-3：水管理計画（案）を踏まえ、C/Pに講師としての研修を実施する。</p> <p>4-4：水管理改善マニュアル（案）を作成する。</p> <p>4-5：モデル地区においてC/P講師によりIWUOへの研修を実施する。</p> <p>4-6：上記4-5の実践を踏まえ、マニュアルの改善を行う。</p> <p>4-7：モニタリング及び評価を実施する。</p> <p>成果5に関する活動:</p> <p>5-1：ベースライン調査を通して、普及体制、営農に係る現状及び課題を整理する。</p> <p>5-2：関連プロジェクトの実施を通して得られた経験や教訓をもとに、適切な営農技術を抽出する。</p> <p>5-3：抽出された適正な営農技術を実践させるために、C/Pに講師としての研修を実施する。</p> <p>5-4：営農研修テキストを作成する。</p> <p>5-5：モデル地区においてC/P講師により研修を実施する。</p> <p>5-6：各活動のモニタリング及び評価を実施する。</p>		
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Annex 4: R/D, M/M, Minutes of JCC

**MINUTES OF MEETINGS
BETWEEN
RWANDA AGRICULTURAL AND ANIMAL RESOURCE DEVELOPMENT BOARD
AND
JAPAN INTERNATIONAL COOPERATION AGENCY
ON
THE PROJECT FOR WATER MANAGEMENT AND CAPACITY BUILDING
IN
THE REPUBLIC OF RWANDA**

Rwanda Agriculture and Animal Resources Development Board (hereinafter referred to as "RAB") and Japan International Cooperation Agency (hereinafter referred to as "JICA") hereby agree that the Record of Discussions on "The Project for Water Management and Capacity Building" (hereinafter referred to as "the Project") signed in September, 2018 will be amended in the document attached hereto.

Kigali 24 February, 2021



Mr. Shin MARUO
Chief Representative
Rwanda Office,
Japan International Cooperation Agency



Dr. KARANGWA Patrick
Director General
Rwanda Agriculture and Animal Resources
Development Board

Attached Document

1. Objectively Verifiable Indicators

Before	Amended Version
<p><Project Purpose></p> <ul style="list-style-type: none"> The level of satisfaction of IWUOs in the model sites increase by X % through the improvement of IMT procedures and the IWUO-Support system. The agreed plans (organizational operation, operation and maintenance, water management, and farm management) by IWUO are implemented with higher rates of X %. 	<p><Project Purpose></p> <ul style="list-style-type: none"> The <u>organizational capacity</u>^{*1} of IWUOs in the model sites <u>increases to 70 % or more</u> through the improvement of IMT procedures and the IWUO-Support system. <u>All high-priority</u> agreed plans^{*2} (organizational operation, operation and maintenance, water management, and farm management) <u>to improve the capacity of IWUOs in the model sites</u> are implemented. <p>^{*1} The Project applies Capacity Assessment Method that classifies capacity into three categories (External Condition, Technical Capacity and Core Capacity) and evaluates multiple question items in each category. Organizational Capacity is defined as the average achievement rate of Technical Capacity and Core Capacity in this method.</p> <p>^{*2} The agreed plans are selected from the improvement plans and training plans of "the Capacity Development Program for Irrigation Scheme Management". Occasional review on the status of IWUOs and necessary training will be conducted even after completion of the Project. See the attachment for the details.</p>
<p>Reason:</p> <p><Project Purpose></p> <ul style="list-style-type: none"> In order to change the items that can be quantified and monitored objectively, and set figures based on the results of the baseline survey, especially the Capacity Assessment. In order to clarify the target IWUOs and set the indicator based on the identified priority of the improvement plans and training plans. 	

2. Means of Verification

Before	Amended Version
<p><Project Purpose></p> <ul style="list-style-type: none"> Project progress reports (including monitoring and elevation reports) 	<p><Project Purpose></p> <ul style="list-style-type: none"> Capacity Assessment of IWUOs in the model sites Project progress reports (including monitoring and elevation reports)

This amendment will become effective as of the signed date.

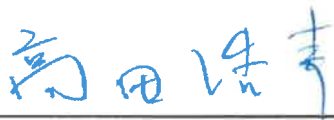
Annex 1: Record of Discussions (signed on 27th September 2018)

Annex 2: Revised PDM (Version 2)

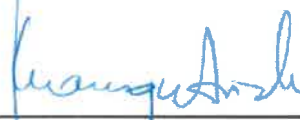
Annex 3: Minutes of Meeting for the 4th JCC on 18th December 2020

RECORD OF DISCUSSIONS
ON
THE PROJECT FOR WATER MANAGEMENT AND CAPACITY
BUILDING IN THE REPUBLIC OF RWANDA
AGREED UPON BETWEEN
AUTHORITIES CONCERNED OF THE GOVERNMENT OF THE
REPUBLIC OF RWANDA
AND
JAPAN INTERNATIONAL COOPERATION AGENCY

Kigali, 27th September 2018



Mr. Hiroyuki TAKADA,
Chief Representative,
Rwanda Office,
Japan International Cooperation
Agency, Japan



Dr. Patrick KARANGWA
Director General,
Rwanda Agriculture Board,
Ministry of Agriculture and Animal
Resources,
The Republic of Rwanda

Based on the minutes of meetings on the Detailed Planning Survey for the Project for Water Management and Capacity Building in the Republic of Rwanda (hereinafter referred to as "the Project") signed on 20th January, 2017 between authorities concerned of the Government of the Republic of Rwanda (hereinafter referred to as "GOR") and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA held a series of discussions with authorities concerned of GOR and relevant organizations to develop a detailed plan of the Project.

The purpose of this record of discussion (hereinafter referred to as "the R/D") is to establish a mutual agreement for its implementation by both parties and to agree on the detailed plan of the Project as described in the followings and the Annexes, which will be implemented within the framework of the Agreement on Technical Cooperation signed on 14th January, 2005 (hereinafter referred to as "the Agreement") and the Note Verbales exchanged on 19th May, 2017 between the Government of Japan and the Government of Rwanda.

The Counterpart will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of the Republic of Rwanda.

Both parties also agreed that the Project will be implemented in accordance with the "Basic Principles for Technical Cooperation" published in December 2016 (hereinafter referred to as "the BP"), unless other arrangements are agreed in the R/D.

The R/D is delivered at Kigali as of the day and year first above written. The R/D may be amended by a minutes of meetings between both parties, except the plan of operation to be modified in monitoring sheets. The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the R/D.

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- Annex 1:** Main Points Discussed
 - Annex 2:** Project Design Matrix (PDM)
 - Annex 3:** Plan of Operation (PO)
 - Annex 4:** Project Organization Chart and Implementation Structure
 - Annex 5:** Task, Responsibilities and Composition of Joint Coordinating Committee (JCC)
 - Annex 6:** Task, Responsibilities and Composition of Task Force

MAIN POINTS DISCUSSED

1. Environmental and Social Considerations

With regard to the Section 10.1 of the BP, the Project is likely to have minimal adverse impact on the environment and society under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)'.

2. Outline of the Project

Both parties agreed, in principle, on the outline and implementation plan of the Project which is given as Project Design Matrix (PDM) and Plan of Operation (PO) as described in the Annex 2 and 3 respectively.

3. Review of the outline

Both parties agreed that the outline of the Project will be decided through a further survey on the reference data in the target areas, status of the infrastructure and irrigation facilities, and the capacity of each relevant organizations and will be finalized approximately within one (1) year from the start of the Project through the discussion at Joint Coordinating Committee (JCC) to be held in around April 2020.

4. Selection of Project Sites

Both parties agreed that Rwamagana and Ngoma districts are selected as the Project sites for creating an applicable model which can be rolled-out to other irrigation schemes, and for seeking complementarities and synergetic effect between the Project and other on-going interventions on the ground. The both parties also agreed that an addition of the third site would be decided taking into consideration the result of review of the outline mentioned in paragraph 3 above. The both parties noted Gisagara district had been proposed for the third during the Detailed Planning Survey for the Project conducted in January 2017.

	District	Rational
1	Rwamagana	Marshland and JICA grant project site
2	Ngoma	Hillside and JICA grant project site

5. Administration of the Project

Both parties agreed that the Project Director and Project Manager will be set by the start of the Project

- Project Director: Director General of RAB
- Project Manager: Head of Land Husbandry Irrigation Research and Technology Transfer Department
- Chief implementer: IWUOs Specialist

6. Assignment of counterpart personnel

The both parties agreed that among members and positions listed in Annex 4 and 5, RAB would assign the relevant officials at Central and Station level

prior to commencement of the Project tentatively in around April 2019.

END

Annex 2: PROJECT DESIGN MATRIX (PDM)

Date: 27th September, 2018

Project Title: Project for Water Management and Capacity Building in Rwanda

Target Area: Rwamagana and Ngoma Districts in Eastern Province (, and Gisagara District in Southern Province)

Implementation Agency: Rwanda Agriculture Board (RAB)

Project Period: Five years (From 2019 to 2024)

Project Beneficiaries: RAB, Irrigation Water Users Organizations and Districts

Collaborative Agencies: Ministry of Local Government (MINALOC), District Authorities, Rwanda Cooperative Authority(RCA), Rwanda Governance Board (RGB).

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal			
The models of scheme management by IWUOs are accepted in the target districts	<ul style="list-style-type: none"> There is at least one scheme which follows the scheme management system in the target districts 	<ul style="list-style-type: none"> Interviewing to district officers in the target areas 	
Project Purpose			
The capacity of irrigation scheme management improves in the model sites.	<ol style="list-style-type: none"> The level of satisfaction of IWUOs in the model sites increase by X % through the improvement of IMT procedures and the IWUO-Support system The agreed plans (organizational operation, operation and maintenance, water management, and farm management) by IWUO are implemented with higher rates of X % 	<ul style="list-style-type: none"> Project progress reports (including monitoring and evaluation reports) 	There is no drastic changes in officers at district and sector levels, especially for agriculture, irrigation and cooperative subsectors
Outputs			
<ol style="list-style-type: none"> Irrigation Management Transfer (IMT) procedures, support system (including the roles of stakeholders), and contents of support to IWUO and procedures of monitoring are identified IWUO management is enhanced in the model sites Operation and maintenance are properly implemented in the model sites Water management is properly implemented in the model sites Farm Management is properly implemented in the model sites 	<ul style="list-style-type: none"> IMT implementation manuals are approved at JCC. IWUO Management improvement manuals are approved at JCC Operation and maintenance manuals are approved at JCC Water management manuals are approved at JCC. The extracted farm management methodologies are accepted in the model sites 	<ul style="list-style-type: none"> JCC minutes JCC minutes JCC minutes JCC minutes Project progress report 	
Activities	Inputs		
Activity 1:	Japanese side	Rwandan side	Pre-conditions Basic agreement is made between MINAGRI and MINALOC for the expected collaboration in the project
<ol style="list-style-type: none"> 1-1 To identify problems of the current implementation of IMT procedures through baseline survey 1-2 To identify problems of division of roles for the promotion of IMT and supports of IWUOs through baseline survey 1-3 To identify problems of IWUO supporting systems through baseline survey 1-4 To select model sites upon the approval at JCC 1-5 To implement the activities addressing to the above-noted problems 1-6 To monitor the progress 1-7 To draft IMT implementation manuals for IMT procedures, support system (including division of roles), support contents and monitoring 1-8 To help C/Ps to draft proposal of amendment of the IWUO Policy and Strategy, and the Ministerial Order 	<ol style="list-style-type: none"> 1 Dispatch of Experts <ol style="list-style-type: none"> (1) Regular Team Experts <ol style="list-style-type: none"> 1) Chief Advisor / Irrigation Policy 2) IWUO Management 3) O & M/ Water Management 4) Farm Management 5) Coordination/Training (2) Short-term Experts If needs arise 	<ol style="list-style-type: none"> 1 Assignment of C/Ps <ol style="list-style-type: none"> (1) Project Director, (2) Project Manager (3) Core C/Ps to work with the Japanese Expert Team at central, station, and district levels 2 Project Office (RAB in Kigali, and Station Offices in the two provinces) 3 Local Operation / Activity Cost <ul style="list-style-type: none"> • Electricity / Water fees in offices • Internet environment • Transportation costs of C/Ps • Cost for Communication 	
Activity 2:	<ol style="list-style-type: none"> 2-1 To analyse the current situation in order to identify problems (e.g IWUO registration, by-laws and regulations, IMTA conditions, collaboration with cooperatives, water rights and etc.) through baseline survey 2-2 To elaborate the draft improvement plan of IWUO management (e.g leadership, accounting, general assembly & executive committees, collaboration with cooperatives, and etc) based on the activity as written 2-1 2-3 To train C/Ps as trainers based on the improvement plan 2-4 To draft IWUO management improvement manuals 2-5 To conduct IWUO training by C/P trainers in the model sites 2-6 To improve the draft manuals based on the implementation of activity written as 2-5 2-7 To set up monitoring and evaluation system for IWUO management 2-8 To implement monitoring and evaluation on relevant activities 	<ol style="list-style-type: none"> 3 Provision of Equipment <ul style="list-style-type: none"> • Equipment needed for project implementation 	
Activity 3:	<ol style="list-style-type: none"> 3-1 To analyse the current situation in order to identify problems of operation and maintenance (O & M) through baseline survey 3-2 To elaborate the draft improvement plan of O & M in the model sites based on the activity as written 3-1 3-3 To train C/Ps as trainers based on the improvement plan of O & M 3-4 To draft O & M manuals 3-5 To conduct IWUO training by C/P trainers in the model sites 3-6 To improve the draft manuals based on the implementation of 		

activity written as 3-5

3-7 To implement monitoring and evaluation on relevant activities

Activity 4

- 4-1. To analyse the current situation in order to identify problems of water management through baseline survey
- 4-2. To elaborate the draft improvement plan of water management in the model sites based on the activity as written 4-1
- 4-3. To train C/Ps as trainers based on the improvement plan of water management
- 4-4. To draft water management improvement manuals
- 4-5. To conduct IWUO training by C/P trainers in the model sites
- 4-6. To improve the draft manuals based on the implementation of activity written as 4-5
- 4-7. To implement monitoring and evaluation on relevant activities

Activity 5:

- 5-1. To analyse the current situation in order to identify problems of agricultural extension and farm management through baseline survey
- 5-2. To extract suitable methodologies from lessons learnt through relevant projects
- 5-3. To train C/Ps as trainers based on the suitable methodologies
- 5-4. To elaborate farm management training texts
- 5-5. To conduct training by C/P trainers in the model sites
- 5-6. To implement monitoring and evaluation on relevant activities

3

4

Annex 3: Tentative Plan of Operation (PO)

Version 0.2

Dated 27 September, 2018

Project Title: Project for Water Management and Capacity Building in Rwanda

Project Title: Project for Water Management and Capacity Building in Rwanda																				2002-September, 2010									
Inputs				Year		1st Year				2nd Year				3rd Year				4th Year				5th Year				Remarks		Monitoring	
						I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV			Issue	Solution
Expert																													
1) Chief Advisor / Irrigation Polic																													
2) IWUO Managemen																													
3) O & M/ Water Management																													
4) Farm Management																													
5) Coordination/Training																													
Equipment																													
Training in Japan																													
In-country/Third country Training																													
Activities																													
Sub-Activities																													
Output 1:																													
1.1. To identify problems of the current implementation of IMT procedures through baseline survey																													
1.2. To identify problems of division of roles for the promotion of IMT and supports of IWUOs through baseline survey																													
1.3. To identify problems of IWUO supporting systems through baseline survey																													
1.4 To select model sites upon the approval at JCC																													
1.5. To implement the activities addressing to the above-noted problems																													
1.6 To monitor the progress																													
1.7 To draft IMT implementation manuals for IMT procedures, support system (including division of roles), support contents and monitoring																													
1.8. To help C/PS to draft proposal of amendment of the IWUO Policy and Strategy, and the Ministerial Order																													

Responsible Organization

Achievements

Issue & Countermeasures

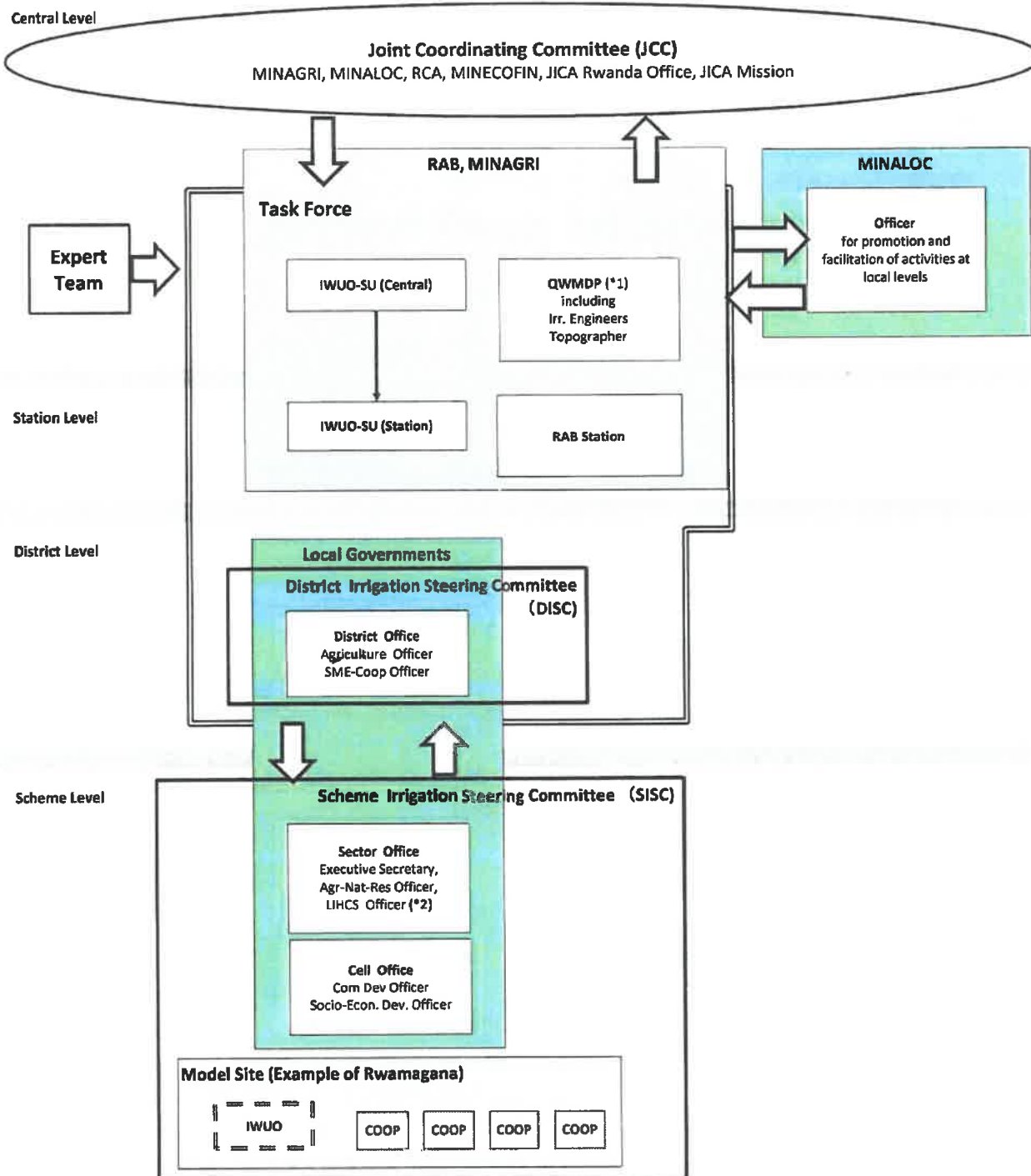
Japan

GoR

Activities	Sub-Activities					Year	1st Year				2nd Year				3rd Year				4th Year				5th Year				Responsible Organization		Achievements	Issue & Countermeasures
							I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	Japan	GoR		
Output 2:																														
2.1. To analyse the current situation in order to identify problems through baseline survey						Plan																								
2.2. To elaborate the draft improvement plan of IWUO management based on the activity as written 2.1						Actual																								
2.3. To train C/Ps as trainers based on the improvement plan						Plan																								
2.4. To draft IWUO management improvement manuals						Actual																								
2.5. To conduct IWUO training by C/P trainers in the model sites						Plan																								
2.6. To improve the draft manuals based on the implementation of activity written as 2.5						Actual																								
2.7. To set up monitoring and evaluation system for IWUO management						Plan																								
2.8. To implement monitoring and evaluation on relevant activities						Actual																								
Output 3:																														
3.1. To analyse the current situation in order to identify problems of operation and maintenance (O & M) through baseline survey						Plan																								
3.2. To elaborate the draft improvement plan of O & M in the model sites based on the activity as written 3.1						Actual																								
3.3. To train C/Ps as trainers based on the improvement plan of O & M						Plan																								
3.4. To draft O & M manuals						Actual																								
3.5. To conduct IWUO training by C/P trainers in the model sites						Plan																								
3.6. To improve the draft manuals based on the implementation of activity written as 3.5						Actual																								
3.7. To implement monitoring and evaluation on relevant activities						Plan																								
Output 4:																														
4.1. To analyse the current situation in order to identify problems of water management through baseline survey						Plan																								
4.2. To elaborate the draft improvement plan of water management in the model sites based on the activity as written 4.1						Actual																								
4.3. To train C/Ps as trainers based on the improvement plan of water management						Plan																								
4.4. To draft water management improvement manuals						Actual																								
4.5. To conduct IWUO training by C/P trainers in the model sites						Plan																								
4.6. To improve the draft manuals based on the implementation of activity written as 4.5						Actual																								
4.7. To implement monitoring and evaluation on relevant activities						Plan																								
Output 5:																														

[illegible]

Annex 4: Project Organization Chart and Implementation Structure



Note: *1: A few members are to be appointed as core members of the Task Force to work with the Project.
 *2 : Land, Infrastructure, Habitat and Community Settlement

Annex 5: Task, Responsibilities and Composition of Joint Coordinating Committee (JCC)

1. Task and Responsibilities

JCC will be held at least twice a year and whenever deemed it necessary. Main functions of JCC are:

- (1) To approve the annual work plan and budget of the Project;
- (2) To review the overall progress and annual expenditure of the Project activities;
- (3) To conduct evaluation of the Project;
- (4) To review and exchange views on major issues arising from or in connection with the Project; and
- (5) To report to the Board of Directors

2. Members

(1) Chairs

- Chair: Project Director
- Vice-Chair: To be assigned in Ministry of Local Government (MINALOC)

(2) Members of the Rwandan side:

- Representatives of relevant departments in Ministry of Agriculture (MINAGRI)
- Representatives of relevant departments in Ministry of Local Governance (MINALOC)
- Representatives of relevant units in Rwanda Cooperative Authority (RCA)
- Representatives of relevant departments in Ministry of Finance (MINECOFIN)
- Representatives of RAB stations in the project area (Ngoma, Rwamagana and Gisagara Districts). Representative of Each District of selected target areas
- Rwandan C/P Team members

(3) Members of the Japanese side:

- JICA Experts
- Representatives of JICA Rwanda Office
- JICA Mission (when applicable)

Notes:

- Officials of Embassy of Japan in the Republic of Rwanda may attend the JCC as observers.
- Representatives from related JICA projects may attend the JCC as observers.
- Persons who are invited by the Chairperson may attend the JCC meetings.



Annex 6: Task, Responsibilities and Composition of Task Force

1. Task and Responsibilities

Task Force will be the main structure of the Project with core members of counterparts (C/Ps) at central, station/ province and district levels as well as with Japanese expert team. Main function of Task Force is to implement project activities at daily basis.

Task Force Meeting will be held at least once in every quarter and whenever deems it necessary. Main functions of Task Force Meeting are:

- (1) To develop and improve detailed activities;
- (2) To monitor and evaluate the progress of the Project for preparing the Project Monitoring Sheet;
- (3) To report the result of monitoring to Joint Coordinating Committee (JCC) , and
- (4) To review and exchange views on major issues arising from or in connection with the Project.

2. Chairs

- Chair Project: Manager
- Vice-Chair: Chief Implementer

3. Members

1) Japanese side

	Title	Brief Description of TOR
1	Chief Advisor / Irrigation policy	To manage the project To assist the Rwandan C/Ps for implementation of activities in relation to Output 1
2	IWUO Management	To assist the Rwandan C/Ps for implementation of activities in relation to Output 2
3	O&M/water management	To assist the Rwandan C/Ps for implementation of activities in relation to Output 3 and 4
4	Farm management	To assist the Rwandan C/Ps for implementation of activities in relation to Output 5
5	Training/coordinator	To coordinate project activities in different stakeholders To assist the Rwandan C/Ps for arrangement of Training scheduling
6	Short-Term Experts	Upon necessity identified through implementation of the project

2) Rwandan side (Central level)

	Position in the Government	Title in the Project	Brief Description of TOR
1	Director General of RAB	Project Director	To be responsible for monitoring all project activities including advising the technical matters, reviewing work plans, and budgets
2	Head of Irrigation - RAB	Project Manager	To be responsible for executing all project activities including the technical matters, reviewing work plans, budgets and reports to JCC
3	IWUOs Specialist	Chief Implementer	To implement activities for Output

	Position in the Government	Title in the Project	Brief Description of TOR
			1 and 2
4	Rural Engineer - RAB	O&M	To implement activities for Output 3
5	Irrigation Engineer - RAB	Water management	To implement activities for Output 4
6	Agronomist - RAB	Farm management	To implement activities for Output 5

3) Rwandan side (District level)

	Position in the Government	Title in the Project	Brief Description of TOR
1	IWUO-SU at station levels	IWUO Management	To implement activities for Output 2
2	Relevant officers in relevant Agricultural Development Station (ADS)	O&M	To implement activities for Output 3
3		Water management	To implement activities for Output 4
4	Officers of Agricultural Extension Directorate in ADS	Farm management	To implement activities for Output 5

4) Rwandan side (District level)

	Position in the Government	Title in the Project	Brief Description of TOR
1	SME & Coop officer	IWUO Management	To implement activities for Output 2
2	Relevant officers in District Office	O&M	To implement activities for Output 3
3	(Irrigation Officer)	Water management	To implement activities for Output 4
4	Agronomist	Farm management	To implement activities for Output 5

Note:

- Relevant officer in MINALOC, who is to promote and facilitate the Project activities at Local levels and to coordinate activities between MINAGRI and MINALOC, will be invited to the Task Force Meeting when one of Task Force team or the officer seeks the needs of her/his attendance.

Annex 2: Revised Project Design Matrix (PDM) as Version 2

Version: 2 (as of 24th February 2021)

Project Title:

Project for Water Management and Capacity Building in Rwanda

Target Area:

Rwamagana and Ngoma Districts in Eastern Province and Gisagara District in Southern Province

Implementation Agency:

Rwanda Agriculture and Animal Resources Development Board (RAB)

Project Period:

Five years (From 2019 to 2024)

Project Beneficiaries:

RAB, Irrigation Water Users Organizations (IWUO) and Districts

Collaborative Agencies:

Ministry of Local Government (MINALOC), District Authorities, Rwanda Cooperative Authority (RCA), Rwanda Governance Board (RGB)

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>Overall Goal</p> <p>The models of scheme management by IWUOs are accepted in the target districts.</p>	<ul style="list-style-type: none"> There is at least one scheme which follows the scheme management system in the target districts. 	<ul style="list-style-type: none"> Interviewing to district officers in the target areas 	
<p>Project Purpose</p> <p>The capacity of irrigation scheme management improves in the model sites.</p>	<ol style="list-style-type: none"> The organizational capacity^{*1} of IWUOs in the model sites increases to 70 % or more through the improvement of IMT procedures and the IWUO-Support system. All high-priority agreed plans^{*2} (organizational operation, operation and maintenance, water management, and farm management) to improve the capacity of IWUOs in the model sites are implemented. <p>^{*1} The Project applies Capacity Assessment Method that classifies capacity into three categories (External Condition, Technical Capacity and Core Capacity) and evaluates</p>	<ul style="list-style-type: none"> Capacity Assessment of IWUOs in the model sites Project progress reports (including monitoring and evaluation reports) 	<p>There are no drastic changes in officers at district and sector levels, especially for agriculture, irrigation and cooperative subsectors.</p>

	<p>multiple question items in each category. Organizational Capacity is defined as the average achievement rate of Technical Capacity and Core Capacity in this method.</p> <p>² The agreed plans are selected from the improvement plans and training plans of "the Capacity Development Program for Irrigation Scheme Management". Occasional review on the status of IWUOs and necessary training will be conducted even after completion of the Project. See the attachment for the details.</p>		
<u>Outputs</u>			
1. Irrigation Management Transfer (IMT) procedures, support system (including the roles of stakeholders), and contents of support to IWUO and procedures of monitoring are identified.	<ul style="list-style-type: none"> IMT implementation manuals are approved at JCC. 	<ul style="list-style-type: none"> JCC minutes 	
2. IWUO management is enhanced in the model sites.	<ul style="list-style-type: none"> IWUO Management improvement manuals are approved at JCC. 	<ul style="list-style-type: none"> JCC minutes 	
3. Operation and maintenance (O&M) are properly implemented in the model sites.	<ul style="list-style-type: none"> O&M manuals are approved at JCC. 	<ul style="list-style-type: none"> JCC minutes 	
4. Water management is properly implemented in the model sites.	<ul style="list-style-type: none"> Water management manuals are approved at JCC. 	<ul style="list-style-type: none"> JCC minutes 	
5. Farm management is properly implemented in the model sites.	<ul style="list-style-type: none"> The extracted farm management methodologies are accepted in the model sites. 	<ul style="list-style-type: none"> Project progress report 	
<u>Activities</u>	<u>Inputs</u>		

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<p>Activity 1:</p> <ol style="list-style-type: none"> 1-1. To identify problems of the current implementation of IMT procedures through baseline survey 1-2. To identify problems of division of roles for the promotion of IMT and supports of IWUOs through baseline survey 1-3. To identify problems of IWUO supporting systems through baseline survey 1-4. To select model sites upon the approval at JCC 1-5. To implement the activities addressing to the above-noted problems 1-6. To monitor the progress 1-7. To draft IMT implementation manuals for IMT procedures, support system (including division of roles), support contents and monitoring 1-8. To help C/Ps to draft proposal of amendment of the IWUO Policy and Strategy, and the Ministerial Order <p>Activity 2:</p> <ol style="list-style-type: none"> 2-1. To analyse the current situation in order to identify problems (e.g. IWUO registration, by-laws and regulations, IMTA conditions, collaboration with cooperatives, water rights and etc.) through baseline survey 2-2. To elaborate the draft improvement plan of IWUO management (e.g. leadership, accounting, general assembly & executive committees, collaboration with cooperatives, and etc.) based on the activity as written 2-1 2-3. To train C/Ps as trainers based on the improvement plan 2-4. To draft IWUO management improvement manuals 2-5. To conduct IWUO training by C/P trainers in the model sites 2-6. To improve the draft manuals based on the implementation of activity written as 2-5 2-7. To set up monitoring and evaluation system for IWUO management 2-8. To implement monitoring and evaluation on relevant activities 	<p>Japanese side</p> <ol style="list-style-type: none"> 1. Dispatch of Experts <ol style="list-style-type: none"> (1) Regular Team Experts <ol style="list-style-type: none"> 1) Chief Advisor / Irrigation Policy 2) IWUO Management 3) O & M/ Water Management 4) Farm Management 5) Coordination/Training (2) Short-term Experts <p>If needs arise</p> 2. Counterpart Training <ul style="list-style-type: none"> • Japan • Third country 3. Provision of Equipment <ul style="list-style-type: none"> • Equipment needed for project implementation 	<p>Rwandan side</p> <ol style="list-style-type: none"> 1. Assignment of C/Ps <ol style="list-style-type: none"> (1) Project Director (2) Project Manager (3) Core C/Ps to work with the Japanese Expert Team at central, station, and district levels 2. Project Office (RAB in Huye, and Station Offices in the two provinces) 3. Local Operation / Activity Cost <ul style="list-style-type: none"> • Electricity / Water fees in offices • Internet environment • Transportation costs of C/Ps • Cost for Communication 	<p>Pre-conditions</p> <p>Basic agreement is made between MINAGRI and MINALOC for the expected collaboration in the project</p>
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<p>Activity 3:</p> <ul style="list-style-type: none"> 3-1. To analyse the current situation in order to identify problems of O&M through baseline survey 3-2. To elaborate the draft improvement plan of O&M in the model sites based on the activity as written 3-1 3-3. To train C/Ps as trainers based on the improvement plan of O&M 3-4. To draft O&M manuals 3-5. To conduct IWUO training by C/P trainers in the model sites 3-6. To improve the draft manuals based on the implementation of activity written as 3-5 3-7. To implement monitoring and evaluation on relevant activities <p>Activity 4</p> <ul style="list-style-type: none"> 4-1. To analyse the current situation in order to identify problems of water management through baseline survey 4-2. To elaborate the draft improvement plan of water management in the model sites based on the activity as written 4-1 4-3. To train C/Ps as trainers based on the improvement plan of water management 4-4. To draft water management improvement manuals 4-5. To conduct IWUO training by C/P trainers in the model sites 4-6. To improve the draft manuals based on the implementation of activity written as 4-5 4-7. To implement monitoring and evaluation on relevant activities <p>Activity 5:</p> <ul style="list-style-type: none"> 5-1. To analyse the current situation in order to identify problems of agricultural extension and farm management through baseline survey 5-2. To extract suitable methodologies from lessons learnt through relevant projects 		
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<p>5-3. To train C/Ps as trainers based on the suitable methodologies</p> <p>5-4. To elaborate farm management training texts</p> <p>5-5. To conduct training by C/P trainers in the model sites</p> <p>5-6. To implement monitoring and evaluation on relevant activities</p>		
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The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



Minutes of the fourth Joint Coordinating Committee Meeting for the Project for Water Management and Capacity Building in the Republic of Rwanda, 18th December, 2020

1. Introduction

In line with the implementation of “the Project for Water Management and Capacity Building in Rwanda (WAMCAB)” based on the Records of Discussions (R/D) signed on 27th September, 2018 between the Government of Rwanda (GoR) represented by the Director General (DG) of Rwanda Agriculture and Animal Resources Development Board (RAB) and Japan International Cooperation Agency (JICA) represented by the Chief Representative of Rwanda office, the fourth Joint Coordinating Committee (JCC) meeting was organized on 18th December, 2020. Due to current working conditions under COVID-19 Pandemic, the meeting was conducted remotely.

2. Agenda of the 4th JCC meeting


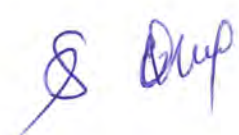

1. Summary of Activity Progress ;
2. Discussion and Approval of Monitoring Sheet 3;
3. Discussion and Approval of Indicators of Project Purpose;
4. AOB

The meeting started at 9h00 and ended at 11h00 am in Rwandan time.

3. Participants of the meeting

Different personalities from institutions concerned by the project implementation as defined in the R/D attended the meeting:

- RAB: DG (Project Director / Chair), IWUO Specialist (Chief Implementer), IWUO Specialist (Core Counterpart in charge of IWUO)
- MINAGRI Representative (JCC Member);
- MINALOC: LED Specialist (JCC Vice-chair);
- MINECOFIN: Monitoring Officer (JCC Member);
- DISTRICTS: Vice Mayors from Gisagara and Rwamagana (JCC Members);
- JICA Rwanda Office: Chief Representative, Deputy Chief Representative, Program Officer/ Agriculture & Nutrition;

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The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



- JICA Experts: Chief Advisor / Irrigation Policy, Deputy Chief Advisor / Irrigation Policy, IWUO Management, O&M / Water Management / Capacity Development, Farm Management, Coordination / Training;
- Local Experts: Local Coordinator / IWUO Officer, Assistant IWUO Officer / Secretary, Irrigation Engineer, Assistant Irrigation Engineer, Agronomist, Assistant Agronomist.

4. Meeting achievements

4.1 Opening Remarks

At the beginning of the meeting, the DG and Chair of the meeting checked the attendance of JCC members and self-introduction was done.

In his opening remarks, the DG of RAB and WAMCAB Project Director thanked all participants to attend the 4th JCC meeting. The Chair of the meeting also appreciated again genuine cooperation between Rwanda and JICA, especially in WAMCAB implementation. Despite the challenging situation under the COVID-19 pandemic, WAMCAB Japanese experts counterparts and the local staff kept the momentum and continue to prevail over the hard moments of the pandemic; He mentioned.

4.2 Statement

The Chief Representative of the JICA Rwanda Office, in his statement, thanked WAMCAB Project stakeholders such as RAB, Districts, JCC members and Project experts for the continuous efforts despite COVID-19 effects. JICA Chief Representative, Rwanda office expressed the need for RAB to allocate the budget for Core Counterparts personnel (C/Ps) to cover operational costs and expressed the willingness of JICA to secure the budget upon official request if any budget gap occurred on the side of RAB. JICA Chief Representative, Rwanda office also announced the resumption of experts' travel to Rwanda in technical cooperation projects. If all conditions allow, Japanese experts will arrive early in January 2021. JICA Chief representative informed participants that, in line with the national economic recovery of Rwandan Government, JICA has distributed vegetable seeds as a response to COVID-19 impact to farmers, a number of Districts including WAMCAB operation area have already received vegetables for seasons 2021 A&B.

[Handwritten signatures and initials]



The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



4.3 Presentations

- Summary of activity progress, presented by Chief Implementer, Mr. MUSABYIMANA Emmanuel and Ms. MATSUDA in charge of Coordination / Training;
- Monitoring Sheet #3, presented by Chief Adviser / Irrigation Policy, Mr. KUNIYASU Norio;
- Indicators of Project Purpose, presented by Chief Adviser / Irrigation Policy, Mr. KUNIYASU Norio.

4.4 AoB

(1) Travel expenses for C/Ps

- Mr. Pascal from JICA Rwanda Office asked RAB about any updates related to travel expenses for C/Ps.
- The Chief Implementer, Mr. Emmanuel expressed that the operational cost for C/Ps is secured under the recurrent budget of RAB.
- The DG of RAB / Chair and the Project Director clarified the issue related to travel expenses of C/Ps by reiterating the proper use and efficient use of recurrent budget by limiting unnecessary travels, meetings and conferences. Following the COVID-19 impact on the national budget, the DG encouraged the online meetings as much as possible to comply with the efficient use guidelines of the limited recurrent budget. However, crucial meetings such as JCC and Task Force (TF) are allowed and the recurrent budget will be efficiently used and centrally managed for the organized meetings.
- Dr. Shemsu from WAMCAB JICA team asked for more clarification about the institution that manages the budget lines, and the travel expenses for field activities by C/Ps and TF members.
- The DG of RAB and Chair and the Project Director responded that all expenses for meetings and filed visits are assessed its necessity and importance.

(2) Indicators for Project Purpose

- The Chief Advisor, Mr. KUNIYASU informed the participants that the proposed amendment for indicators of project purposes was discussed with TF meeting, he presented the amended version and asked for comments and/or objections.
- JCC Members appreciated the amendment and validated updated indicators.



**The Project for Water Management and
Capacity Building in Rwanda(WAMCAB)**

Under assistance of JICA and in coordination with MINAGRI and RAB



5. Meeting Resolutions

The participants of the meeting resolved the following:

- Monitoring Sheet #3 was approved.
- The Indicators of Project Purpose including the means of verifications were approved.

6. Closing remarks

As closing remarks, the DG of RAB and Chair of the meeting Dr. KARANGWA Patrick thanked the participants for their patience and called upon everyone to be committed to delivering.

Minutes taker:

Fidele URIMUBENSHI

Local Coordinator / IWUO Officer

Reviewed by:

MUSABYIMANA Emmanuel

WAMCAB Chief Implementer

Reviewed by :

Norio KUNIYASU

**WAMCAB Chief Advisor / Irrigation
Policy**

Approved by:

KARANGWA Patrick
WAMCAB Project Director
Director General of RAB



**MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
RWANDA AGRICULTURE AND ANIMAL RESOURCES DEVELOPMENT BOARD
FOR THE 2nd AMENDMENT OF THE RECORD OF DISCUSSIONS
ON
THE PROJECT FOR WATER MANAGEMENT AND CAPACITY BUILDING
IN
THE REPUBLIC OF RWANDA**

The Japan International Cooperation Agency (hereinafter referred to as "JICA") and Rwanda Agriculture and Animal Resources Development Board (hereinafter referred to as "RAB") of The Republic of Rwanda hereby agree that the Record of Discussions (hereinafter referred to as "The R/D") on Project for "The Project for Water Management and Capacity Building in the Republic of Rwanda" (hereinafter referred to as "the Project") signed on 27th September, 2018 and amended on 24th February, 2021 shall be amended as follows;

1. Project Design Matrix (PDM)

PDM attached as "Annex 2: Revised PDM (Version 2)" on The R/D shall be replaced with "Annex 1: Revised PDM (Version 3)" attached herewith.

Reason:

Considering the disruption of the Project activities caused by the spread of COVID-19, it was agreed to extend the Project duration from five (5) years (2019 – 2024) to six (6) years (1 April, 2019 – 31 March, 2025). The extended duration is the minimum required to complete the planned activities and achieve the Project purpose.

2. Plan of Operation (PO)

PO attached as "Annex 3: Plan of Operation (PO)" on The R/D shall be replaced with "Annex 2: Revised PO (version Feb, 2022)" attached herewith.

Reason:

Following the modification of PDM explained in 1 above, the target duration of the PO shall be extended until March, 2025 and activity bar shall be updated accordingly.

This amendment will become effective as of 4 March, 2022.



Appendix 1 : Record of Discussions (signed on 24 February, 2021)

Annex 1 : Revised PDM (version 3.0)

Annex 2 : Revised PO (version February, 2022)

Kigali, 4 March, 2022



Mr. Shin MARUO
Chief Representative
Rwanda Office,
Japan International Cooperation Agency



Dr. KARANGWA Patrick
Director General
Rwanda Agriculture and Animal
Resources Development Board



Project Monitoring Sheet I (Revision of Project Design Matrix)

Version 3.0

Dated 4th March, 2022

Project Title: Project for Water Management and Capacity Building in Rwanda

Period of Project: Six years (From 1 April, 2019 to 31 March, 2025)

Target Area: Rwamagana and Ngoma Districts in Eastern Province and Gisagara District in Southern Province


Project Beneficiaries: RAB, Irrigation Water Users Organizations and Districts

Implementing Agency: Rwanda Agriculture and Animal Resources Development Board (RAAB)

Collaborative Agency: Ministry of Local Government (MINALOG), District Authorities, Rwanda Cooperative Authority (RCA), Rwanda Governance Board (RGB)

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption	Achievement	Remarks
Overall Goal					
The models of scheme management by IWUOs are accepted in the target districts.	There is at least one scheme which follows the scheme management system in the target	Interviewing to district officers in the target areas			
Project Purpose					
The capacity of irrigation scheme management improves in the model sites.	<p>The level of organizational capacity*1 of IWUOs in the model sites increases to 70% or more through the improvement of IMT procedures and the IWUO-Support system.</p> <p>All high-priority agreed plans*2 (organizational operation, operation and maintenance, water management, and farm management) to improve the capacity of IWUOs in the model sites, are implemented.</p> <p>*1 The Project applies Capacity Assessment Method that classifies capacity into three categories (External Condition, Technical Capacity and Core Capacity) and evaluates multiple question items in each category. Organizational Capacity is defined as the average achievement rate of Technical Capacity and Core Capacity in this method.</p> <p>*2 The agreed plans are selected from the Improvement plans and training plans of "the Capacity Development Program for Irrigation Scheme Management". Occasional review on the status of IWUOs and necessary training will be conducted even after completion of the Project. See the attachment for the details.</p>	<p>Capacity Assessment of IWUOs in the model sites</p> <p>Project progress reports (including monitoring and evaluation reports)</p>	There is no drastic changes in officers at district and sector levels, especially for agriculture, irrigation and cooperative subsectors.	<p>- Based on the Improvement Plan / Training Plan, a series of training and activities have been conducted.</p> <p>- There has been an improvement especially in the activities related to IWUO management (Output 2), which is expected to the improvement of other Outputs and interactions between Outputs.</p>	
Outputs					
1. Irrigation Management Transfer (IMT) procedures, support system (including the roles of stakeholders), and contents of support to IWUO and procedures of monitoring are identified.	IMT implementation manuals are approved at JCC.	JCC minutes		<p>- Discussions on Policy Advice for IWUO and IMT are progressing.</p> <p>- the functioning of DISCs and the involvement of local authorities at sector level has been strengthened.</p> <p>- To ensure the achievements and improve the added value of the Project, Radio Training Program, a series of Webinars and Online Study Tour are ongoing.</p>	
2. IWUO management is enhanced in the model sites.	IWUO Management Improvement manuals are approved at JCC.	JCC minutes		- The Project has provided technical guidance for IWUO in each model site through the capacity development of FCs, who are working for IWUOs as managers and temporarily hired by the Project, and the some improvements such as organizational management and financial management and have been observed.	
3. Operation and maintenance are properly implemented in the model sites.	Operation and maintenance manuals are approved at JCC.	JCC minutes		<p>- A series of training and activities have been conducted according to the Improvement Plan / Training Plan.</p> <p>- The Project has provided technical assistance to IWUO in the model sites for the periodical inspections of facilities, maintenance and repair by community work, etc.</p> <p>- It is observed that some facility repairs are made in each model site using IWUO's budget, workforce and skill learned in the training by the Project, showing that ownership is gradually fostered.</p> <p>- In Nyabuyogera model site, a night reservoir has been constructed by participatory approach through community works. The Project provided technical guidance, necessary equipment and some minimum labour costs.</p>	
4. Water management is properly implemented in the model sites.	Water management manuals are approved at JCC.	JCC minutes		<p>- A series of training and activities have been conducted according to the Improvement Plan / Training Plan.</p> <p>- In collaboration with Output 5, the Project has provided technical assistance in the four demonstration farms (rice cultivation in Cyimpima, Ngiryl schemes and horticulture cultivation in Ngoma 22, Nyabuyogera schemes).</p>	
5. Farm management is properly implemented in the model sites.	The extracted farm management methodologies are accepted in the model sites.	Project progress report		<p>- A series of training and activities have been conducted according to the Improvement Plan / Training Plan.</p> <p>- The Project has provided technical assistance in the 4 demonstration farms (rice cultivation in Cyimpima, Ngiryl schemes and horticulture cultivation in Ngoma 22, Nyabuyogera schemes).</p> <p>- As reported in the M/S #4, to follow-up on the "Sector Policy Loan for the Nutrition Improvement through Agriculture Transformation", the Project has supported RAB to develop nutrition-sensitive cropping calendars targeting Ngoma and Nyabuyogera schemes. In addition to this, the Project conducted interview surveys to collect basic information about nutrition in both schemes.</p>	



Activities	Inputs		Important Assumption
	(1) Input by Japanese side	(2) Input by Rwandan side	
1-1. To identify problems of the current implementation of IMT procedures through baseline survey 1-2. To identify problems of division of roles for the promotion of IMT and supports of IWUOs through baseline survey 1-3. To identify problems of IWUO supporting systems through baseline survey 1-4. To select model sites upon the approval at JCC 1-5. To implement the activities addressing to the above-noted problems 1-6. To monitor the progress 1-7. To draft IMT implementation manuals for IMT procedures, support system (including division of roles), support contents and monitoring 1-8. To help C/Ps to draft proposal of amendment of the IWUO Policy and Strategy, and the Ministerial Order 2-1. To analyse the current situation in order to identify problems (e.g. IWUO registration, by-laws and regulations, IMTA conditions, collaboration with cooperatives, water rights and etc.) through 2-2. To elaborate the draft improvement plan of IWUO management (e.g. leadership, accounting, general assembly & executive committees, collaboration with cooperatives, and etc.) based on the 2-3. To train C/Ps as trainers based on the improvement plan 2-4. To draft IWUO management improvement manuals 2-5. To conduct IWUO training by C/P trainers in the model sites 2-6. To improve the draft manuals based on the implementation of activity written as 2-5 2-7. To set up monitoring and evaluation system for IWUO management 2-8. To implement monitoring and evaluation on relevant activities 3-1. To analyse the current situation in order to identify problems of operation and maintenance (O&M) through baseline survey 3-2. To elaborate the draft improvement plan of O&M in the model sites based on the activity as written 3-1 3-3. To train C/Ps as trainers based on the improvement plan of O&M 3-4. To draft O & M manuals 3-5. To conduct IWUO training by C/P trainers in the model sites 3-6. To improve the draft manuals based on the implementation of activity written as 3-5 3-7. To implement monitoring and evaluation on relevant activities 4-1. To analyse the current situation in order to identify problems of water management through baseline survey 4-2. To elaborate the draft improvement plan of water management in the model sites based on the activity as written 4-1 4-3. To train C/Ps as trainers based on the improvement plan of water management 4-4. To draft water management improvement manuals 4-5. To conduct IWUO training by C/P trainers in the model sites 4-6. To improve the draft manuals based on the implementation of activity written as 4-5 4-7. To implement monitoring and evaluation on relevant activities 5-1. To analyse the current situation in order to identify problems of agricultural extension and farm management through baseline survey 5-2. To extract suitable methodologies from lessons learnt through relevant projects 5-3. To train C/Ps as trainers based on the suitable methodologies 5-4. To elaborate farm management training texts 5-5. To conduct training by C/P trainers in the model sites 5-6. To implement monitoring and evaluation on relevant activities	1. <u>Dispatch of Experts</u> (1) Regular Team Experts 1) Chief Advisor / Irrigation Policy 2) Deputy Chief Advisor / Irrigation Policy 3) IWUO Management 4) O&M / Water Management 5) O&M / Water Management / Capacity Development 6) Farm Management 7) Coordination/Training 8) Nutrition-sensitive Farm Management (2) Short-term Experts • Support for IMT Promotion 2. <u>Counterpart Training</u> • Japan • Third country KCCP programs are currently postponed due to COVID-19. 3. <u>Provision of Equipment</u> • Equipment needed for project implementation 4. <u>Local Operation / Activity Cost (temporary arrangement)</u> • Transportation costs of C/Ps • Allowances for C/Ps and farmers • Cost for Communication	1. <u>Assignment of C/Ps</u> (1) Project Director (2) Deputy Project Director (3) Project Manager (4) Chief Implementor (5) Core C/Ps to work with the Japanese Expert Team at central, station, and district levels 2. <u>Project Office</u> (RAB in Kigali, and Station Offices in the two provinces) 3. <u>Local Operation / Activity Cost (arrangement based on R/D)</u> • Electricity / Water fees in offices • Internet environment • Transportation costs of C/Ps • Cost for Communication	Pre-Conditions Basic agreement is made between MINAGRI and MINALOC for the expected collaboration in the project.  <Issues and countermeasures> • As JICA has suspended all overseas business trip of JICA experts engaged in JICA's technical cooperation projects affected by the COVID-19 outbreak, the JICA Headquarters and Chief Advisor agreed on that all Japanese assignments shall be conducted remotely from Japan. However, following the lifting of travel restrictions to Rwanda by JICA on 24th November 2021, the JICA HQ and Chief Advisor agreed to resume the dispatch of Japanese experts from the middle of January 2021. • Under these circumstances, to ensure the achievements and improve the added value of the Project, additional work such as i) radio broadcasting, ii) webinar and iii) video study tour have been implemented. • Regarding the issue of budget for local operation and activity cost affected by COVID-19, JICA Rwanda office and RAB agreed that JICA shall temporarily cover the cost from July 2021 until March 2022. • The new organizational structure of RAB has been announced by the Prime Minister's Order No. 096/03 on 14th August 2020. However, the structure and list of SIPU (Single Implementation Project Unit), to which the Core C/Ps belong, have not been finalized. • There has been a slight delay in the overall progress particularly with regard to cross-cutting and advanced technologies and activities requiring technical assistance from Japanese experts, although as the situation of COVID-19 calms down, the activities are gradually progressing. Also, due to the difficulties and lack of involvement of TF members especially for M&E, the preparations and discussions for the third phase, Institutionalization and Extension Preparation Phase, have not been progressed. In view of the combined impact of the COVID-19 over a long period of time and the current progress, an extension of the second phase, Technical Guidance Phase, is proposed. In addition, the method of implementation and the schedule of activities should be considered flexibly.

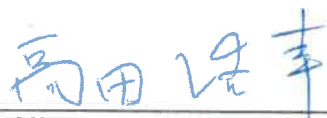



Plan of Operation

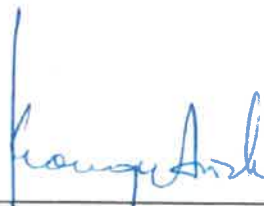


RECORD OF DISCUSSIONS
ON
THE PROJECT FOR WATER MANAGEMENT AND CAPACITY
BUILDING IN THE REPUBLIC OF RWANDA
AGREED UPON BETWEEN
AUTHORITIES CONCERNED OF THE GOVERNMENT OF THE
REPUBLIC OF RWANDA
AND
JAPAN INTERNATIONAL COOPERATION AGENCY

Kigali, 27th September 2018



Mr. Hiroyuki TAKADA,
Chief Representative,
Rwanda Office,
Japan International Cooperation
Agency, Japan



Dr. Patrick KARANGWA
Director General,
Rwanda Agriculture Board,
Ministry of Agriculture and Animal
Resources,
The Republic of Rwanda

Based on the minutes of meetings on the Detailed Planning Survey for the Project for Water Management and Capacity Building in the Republic of Rwanda (hereinafter referred to as "the Project") signed on 20th January, 2017 between authorities concerned of the Government of the Republic of Rwanda (hereinafter referred to as "GOR") and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA held a series of discussions with authorities concerned of GOR and relevant organizations to develop a detailed plan of the Project.

The purpose of this record of discussion (hereinafter referred to as "the R/D") is to establish a mutual agreement for its implementation by both parties and to agree on the detailed plan of the Project as described in the followings and the Annexes, which will be implemented within the framework of the Agreement on Technical Cooperation signed on 14th January, 2005 (hereinafter referred to as "the Agreement") and the Note Verbales exchanged on 19th May, 2017 between the Government of Japan and the Government of Rwanda.

The Counterpart will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of the Republic of Rwanda.

Both parties also agreed that the Project will be implemented in accordance with the "Basic Principles for Technical Cooperation" published in December 2016 (hereinafter referred to as "the BP"), unless other arrangements are agreed in the R/D.

The R/D is delivered at Kigali as of the day and year first above written. The R/D may be amended by a minutes of meetings between both parties, except the plan of operation to be modified in monitoring sheets. The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the R/D.

- Annex 1:** Main Points Discussed
- Annex 2:** Project Design Matrix (PDM)
- Annex 3:** Plan of Operation (PO)
- Annex 4:** Project Organization Chart and Implementation Structure
- Annex 5:** Task, Responsibilities and Composition of Joint Coordinating Committee (JCC)
- Annex 6:** Task, Responsibilities and Composition of Task Force

MAIN POINTS DISCUSSED

1. Environmental and Social Considerations

With regard to the Section 10.1 of the BP, the Project is likely to have minimal adverse impact on the environment and society under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)'.

2. Outline of the Project

Both parties agreed, in principle, on the outline and implementation plan of the Project which is given as Project Design Matrix (PDM) and Plan of Operation (PO) as described in the Annex 2 and 3 respectively.

3. Review of the outline

Both parties agreed that the outline of the Project will be decided through a further survey on the reference data in the target areas, status of the infrastructure and irrigation facilities, and the capacity of each relevant organizations and will be finalized approximately within one (1) year from the start of the Project through the discussion at Joint Coordinating Committee (JCC) to be held in around April 2020.

4. Selection of Project Sites

Both parties agreed that Rwamagana and Ngoma districts are selected as the Project sites for creating an applicable model which can be rolled-out to other irrigation schemes, and for seeking complementarities and synergetic effect between the Project and other on-going interventions on the ground. The both parties also agreed that an addition of the third site would be decided taking into consideration the result of review of the outline mentioned in paragraph 3 above. The both parties noted Gisagara district had been proposed for the third during the Detailed Planning Survey for the Project conducted in January 2017.

	District	Rational
1	Rwamagana	Marshland and JICA grant project site
2	Ngoma	Hillside and JICA grant project site

5. Administration of the Project

Both parties agreed that the Project Director and Project Manager will be set by the start of the Project

- Project Director: Director General of RAB
- Project Manager: Head of Land Husbandry Irrigation Research and Technology Transfer Department
- Chief implementer: IWUOs Specialist

6. Assignment of counterpart personnel

The both parties agreed that among members and positions listed in Annex 4 and 5, RAB would assign the relevant officials at Central and Station level

prior to commencement of the Project tentatively in around April 2019.

END

Annex 2: PROJECT DESIGN MATRIX (PDM)

Date: 27th September 2018

Project Title: Project for Water Management and Capacity Building in Rwanda

Project Period: Five years (From 2019 to 2024)

Target Area: Rwamagana and Ngoma Districts in Eastern Province (, and Gisagara District in Southern Province)

Implementation Agency: Rwanda Agriculture Board (RAB)

Project Beneficiaries: RAB, Irrigation Water Users Organizations and Districts

Collaborative Agencies: Ministry of Local Government (MINALOC), District Authorities, Rwanda Cooperative Authority(RCA), Rwanda Governance Board (RGB),

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal			
The models of scheme management by IWUOs are accepted in the target districts.	There is at least one scheme which follows the scheme management system in the target districts.	Interviewing to district officers in the target areas	
Project Purpose			
The capacity of irrigation scheme management improves in the model sites	<ol style="list-style-type: none"> The level of satisfaction of IWUOs in the model sites increase by X % through the improvement of IMT procedures and the IWUO-Support system. The agreed plans (organizational operation, operation and maintenance, water management, and farm management) by IWUO are implemented with higher rates of X %. 	Project progress reports (including monitoring and evaluation reports)	There is no drastic changes in officers at district and sector levels, especially for agriculture, irrigation and cooperative subsectors.
Outputs			
<ol style="list-style-type: none"> Irrigation Management Transfer (IMT) procedures, support system (including the roles of stakeholders), and contents of support to IWUO and procedures of monitoring are identified. IWUO management is enhanced in the model sites. Operation and maintenance are properly implemented in the model sites. Water management is properly implemented in the model sites. Farm Management is properly implemented in the model sites. 	<ul style="list-style-type: none"> IMT implementation manuals are approved at JCC IWUO Management Improvement manuals are approved at JCC Operation and maintenance manuals are approved at JCC. Water management manuals are approved at JCC. The extracted farm management methodologies are accepted in the model sites. 	<ul style="list-style-type: none"> JCC minutes JCC minutes JCC minutes JCC minutes Project progress report 	
Activities	Inputs		
Activity 1: <ol style="list-style-type: none"> 1-1. To identify problems of the current implementation of IMT procedures through baseline survey 1-2. To identify problems of division of roles for the promotion of IMT and supports of IWUOs through baseline survey 1-3. To identify problems of IWUO supporting systems through baseline survey 1-4. To select model sites upon the approval at JCC 1-5. To implement the activities addressing to the above-noted problems 1-6. To monitor the progress 1-7. To draft IMT implementation manuals for IMT procedures, support system (including division of roles), support contents and monitoring 1-8. To help C/Ps to draft proposal of amendment of the IWUO Policy and Strategy, and the Ministerial Order Activity 2: <ol style="list-style-type: none"> 2-1. To analyse the current situation in order to identify problems (e.g. IWUO registration, by-laws and regulations, IMTA conditions, collaboration with cooperatives, water rights and etc.) through baseline survey 2-2. To elaborate the draft improvement plan of IWUO management (e.g. leadership, accounting, general assembly & executive committees, collaboration with cooperatives, and etc.) based on the activity as written 2-1 2-3. To train C/Ps as trainers based on the improvement plan 2-4. To draft IWUO management improvement manuals 2-5. To conduct IWUO training by C/P trainers in the model sites 2-6. To improve the draft manuals based on the implementation of activity written as 2-5 2-7. To set up monitoring and evaluation system for IWUO management 2-8. To implement monitoring and evaluation on relevant activities Activity 3: <ol style="list-style-type: none"> 3-1. To analyse the current situation in order to identify problems of operation and maintenance (O & M) through baseline survey 3-2. To elaborate the draft improvement plan of O & M in the model sites based on the activity as written 3-1 3-3. To train C/Ps as trainers based on the improvement plan of O & M 3-4. To draft O & M manuals 3-5. To conduct IWUO training by C/P trainers in the model sites 3-6. To improve the draft manuals based on the implementation of 	Japanese side <ol style="list-style-type: none"> 1. Dispatch of Experts <ol style="list-style-type: none"> (1) Regular Team Experts <ol style="list-style-type: none"> 1) Chief Advisor / Irrigation Policy 2) IWUO Management 3) O & M/ Water Management 4) Farm Management 5) Coordination/Training (2) Short-term Experts <ol style="list-style-type: none"> If needs arise 2. Counterpart Training <ul style="list-style-type: none"> Japan Third country 3. Provision of Equipment <ul style="list-style-type: none"> Equipment needed for project implementation 	Rwandan side <ol style="list-style-type: none"> 1. Assignment of C/Ps <ol style="list-style-type: none"> (1) Project Director, (2) Project Manager (3) Core C/Ps to work with the Japanese Expert Team at central, station, and district levels 2. Project Office (RAB in Kigali, and Station Offices in the two provinces) 3. Local Operation / Activity Cost <ul style="list-style-type: none"> Electricity / Water fees in offices Internet environment Transportation costs of C/Ps Cost for Communication 	Pre-conditions Basic agreement is made between MINAGRI and MINALOC for the expected collaboration in the project

activity written as 3-5

3-7. To implement monitoring and evaluation on relevant activities

Activity 4

- 4-1. To analyse the current situation in order to identify problems of water management through baseline survey
- 4-2. To elaborate the draft improvement plan of water management in the model sites based on the activity as written 4-1
- 4-3. To train C/Ps as trainers based on the improvement plan of water management
- 4-4. To draft water management improvement manuals
- 4-5. To conduct IWUO training by C/P trainers in the model sites
- 4-6. To improve the draft manuals based on the implementation of activity written as 4-5
- 4-7. To implement monitoring and evaluation on relevant activities

Activity 5:

- 5-1. To analyse the current situation in order to identify problems of agricultural extension and farm management through baseline survey
- 5-2. To extract suitable methodologies from lessons learnt through relevant projects
- 5-3. To train C/Ps as trainers based on the suitable methodologies
- 5-4. To elaborate farm management training texts
- 5-5. To conduct training by C/P trainers in the model sites
- 5-6. To implement monitoring and evaluation on relevant activities

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Dated 27 September, 2018

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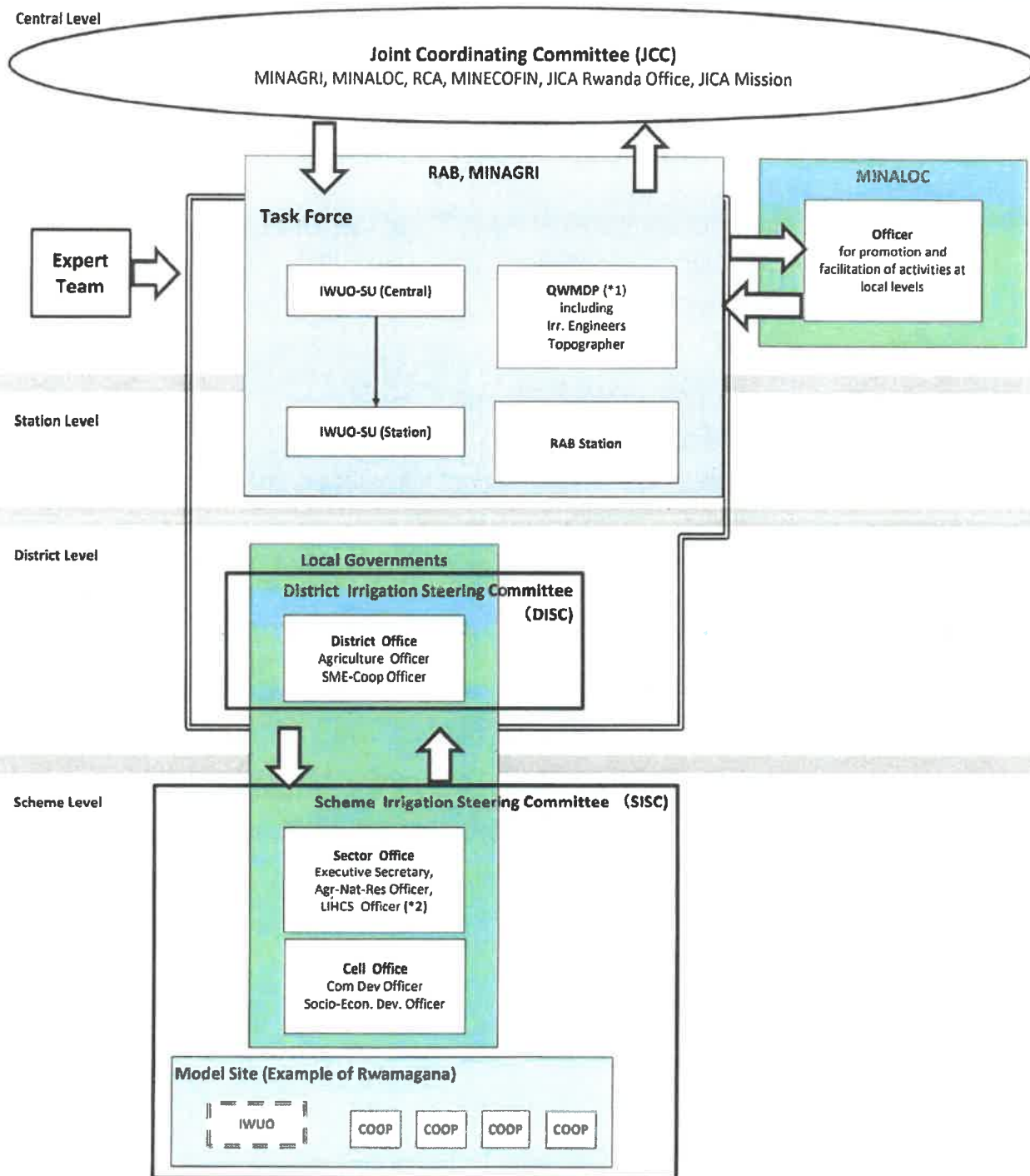
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Activities					Year	1st Year				2nd Year				3rd Year				4th Year				5th Year				Responsible Organization		Achievements	Issue & Countermeasures
Sub-Activities							I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	Japan		
Output 5:																													
5.1. To analyse the current situation in order to identify problems of agricultural extension and farm management through baseline survey					Plan																								
					Actual																								
5.2. To extract suitable methodologies from lessons learnt through relevant projects					Plan																								
					Actual																								
5.3. To train C/Ps as trainers based on the suitable methodologies					Plan																								
					Actual																								
5.4. To elaborate farm management training texts					Plan																								
					Actual																								
5.5. To conduct training by C/P trainers in the model sites					Plan																								
					Actual																								
5.6. To implement monitoring and evaluation on relevant activities					Plan																								
					Actual																								
Duration / Phasing					Plan																								
					Actual																								
Monitoring Plan					Year	1st Year				2nd Year				3rd Year				4th Year				5th Year				Remarks	Issue	Solution	
						I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV				
Monitoring																													
Joint Coordinating Committee					Plan																								
					Actual																								
Set-up the Detailed Plan of Operation					Plan																								
					Actual																								
Submission of Monitoring Sheet					Plan																								
					Actual																								
Monitoring Mission from Japan					Plan																								
					Actual																								
Joint Monitoring					Plan																								
					Actual																								
Post Monitoring					Plan																								
					Actual																								
Reports/Documents																													
Progress Report					Plan																								
					Actual																								
Project Completion Report					Plan																								
					Actual																								
Public Relations																													
					Plan																								
					Actual																								
					Plan																								
					Actual																								

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Annex 4: Project Organization Chart and Implementation Structure



Note: *1: A few members are to be appointed as core members of the Task Force to work with the Project.
 *2 : Land, Infrastructure, Habitat and Community Settlement

Annex 5: Task, Responsibilities and Composition of Joint Coordinating Committee (JCC)

1. Task and Responsibilities

JCC will be held at least twice a year and whenever deemed it necessary. Main functions of JCC are:

- (1) To approve the annual work plan and budget of the Project;
- (2) To review the overall progress and annual expenditure of the Project activities;
- (3) To conduct evaluation of the Project;
- (4) To review and exchange views on major issues arising from or in connection with the Project; and
- (5) To report to the Board of Directors

2. Members

(1) Chairs

- Chair: Project Director
- Vice-Chair: To be assigned in Ministry of Local Government (MINALOC)

(2) Members of the Rwandan side:

- Representatives of relevant departments in Ministry of Agriculture (MINAGRI)
- Representatives of relevant departments in Ministry of Local Governance (MINALOC)
- Representatives of relevant units in Rwanda Cooperative Authority (RCA)
- Representatives of relevant departments in Ministry of Finance (MINECOFIN)
- Representatives of RAB stations in the project area (Ngoma, Rwamagana and Gisagara Districts). Representative of Each District of selected target areas
- Rwandan C/P Team members

(3) Members of the Japanese side:

- JICA Experts
- Representatives of JICA Rwanda Office
- JICA Mission (when applicable)

Notes:

- Officials of Embassy of Japan in the Republic of Rwanda may attend the JCC as observers.
- Representatives from related JICA projects may attend the JCC as observers.
- Persons who are invited by the Chairperson may attend the JCC meetings.



Annex 6: Task, Responsibilities and Composition of Task Force

1. Task and Responsibilities

Task Force will be the main structure of the Project with core members of counterparts (C/Ps) at central, station/ province and district levels as well as with Japanese expert team. Main function of Task Force is to implement project activities at daily basis.

Task Force Meeting will be held at least once in every quarter and whenever deems it necessary. Main functions of Task Force Meeting are:

- (1) To develop and improve detailed activities;
- (2) To monitor and evaluate the progress of the Project for preparing the Project Monitoring Sheet;
- (3) To report the result of monitoring to Joint Coordinating Committee (JCC) , and
- (4) To review and exchange views on major issues arising from or in connection with the Project.

2. Chairs

- Chair Project: Manager
- Vice-Chair: Chief Implementer

3. Members

1) Japanese side

	Title	Brief Description of TOR
1	Chief Advisor / Irrigation policy	To manage the project To assist the Rwandan C/Ps for implementation of activities in relation to Output 1
2	IWUO Management	To assist the Rwandan C/Ps for implementation of activities in relation to Output 2
3	O&M/water management	To assist the Rwandan C/Ps for implementation of activities in relation to Output 3 and 4
4	Farm management	To assist the Rwandan C/Ps for implementation of activities in relation to Output 5
5	Training/coordinator	To coordinate project activities in different stakeholders To assist the Rwandan C/Ps for arrangement of Training scheduling
6	Short-Term Experts	Upon necessity identified through implementation of the project

2) Rwandan side (Central level)

	Position in the Government	Title in the Project	Brief Description of TOR
1	Director General of RAB	Project Director	To be responsible for monitoring all project activities including advising the technical matters, reviewing work plans, and budgets
2	Head of Irrigation - RAB	Project Manager	To be responsible for executing all project activities including the technical matters, reviewing work plans, budgets and reports to JCC
3	IWUOs Specialist	Chief Implementer	To implement activities for Output

	Position in the Government	Title in the Project	Brief Description of TOR
			1 and 2
4	Rural Engineer - RAB	O&M	To implement activities for Output 3
5	Irrigation Engineer - RAB	Water management	To implement activities for Output 4
6	Agronomist - RAB	Farm management	To implement activities for Output 5

3) Rwandan side (District level)

	Position in the Government	Title in the Project	Brief Description of TOR
1	IWUO-SU at station levels	IWUO Management	To implement activities for Output 2
2	Relevant officers in relevant Agricultural Development Station (ADS)	O&M	To implement activities for Output 3
3		Water management	To implement activities for Output 4
4	Officers of Agricultural Extension Directorate in ADS	Farm management	To implement activities for Output 5

4) Rwandan side (District level)

	Position in the Government	Title in the Project	Brief Description of TOR
1	SME & Coop officer	IWUO Management	To implement activities for Output 2
2	Relevant officers in District Office	O&M	To implement activities for Output 3
3	(Irrigation Officer)	Water management	To implement activities for Output 4
4	Agronomist	Farm management	To implement activities for Output 5

Note:

- Relevant officer in MINALOC, who is to promote and facilitate the Project activities at Local levels and to coordinate activities between MINAGRI and MINALOC, will be invited to the Task Force Meeting when one of Task Force team or the officer seeks the needs of her/his attendance.

**MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
RWANDA AGRICULTURE AND ANIMAL RESOURCES DEVELOPMENT BOARD
FOR AMENDMENT OF THE RECORD OF DISCUSSIONS
ON
PROJECT FOR WATER MANAGEMENT AND CAPACITY BUILDING IN RWANDA
(WAMCAB)**

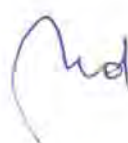
The Japan International Cooperation Agency (hereinafter referred to as “JICA”) and Rwanda Agriculture and Animal Resources Development Board (hereinafter referred to as “RAB”) of Rwanda hereby agree that the Record of Discussions on Project for The Project for Water Management and Capacity Building in Rwanda (WAMCAB) (hereinafter referred to as “the Project”) signed on 27th September 2018 and amended on 24th February 2021 and 4th March 2022 will be amended as follows;

1. RD main part

Before	Amended Version
<p>[5th paragraph]</p> <p>The R/D may be amended by minutes of meetings between both parties, except the plan of operation to be modified in monitoring sheet. The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the R/D.</p> <p>[Annex]</p> <p>Annex 1 Main Points Discussed Annex 2 Project Design Matrix (PDM) Annex 3 Plan of Operation (PO) Annex 4 Project Organization Chart and Implementation Structure Annex 5 Task, Responsibilities and Composition of Joint Coordinating Committee (JCC) Annex 6 Task, Responsibilities and Composition of Task Force</p>	<p>The R/D may be amended by minutes of meetings between both parties, except <u>Annex 2 to 6</u> to be modified <u>as indicated in the Annex 1</u>. The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the R/D.</p> <p>[Annex]</p> <p>Annex 1 Main Points Discussed Annex 2 Project Design Matrix (PDM) Annex 3 Plan of Operation (PO) Annex 4 Project Organization Chart and Implementation Structure Annex 5 Task, Responsibilities and Composition of Joint Coordinating Committee (JCC) Annex 6 Task, Responsibilities and Composition of Task Force <u>Annex 7 Project Description</u></p>
<p>Reason:</p> <p>The R/D amendment procedure was revised to allow for more flexible project implementation.</p>	

2. Annex 1 Main Points Discussed

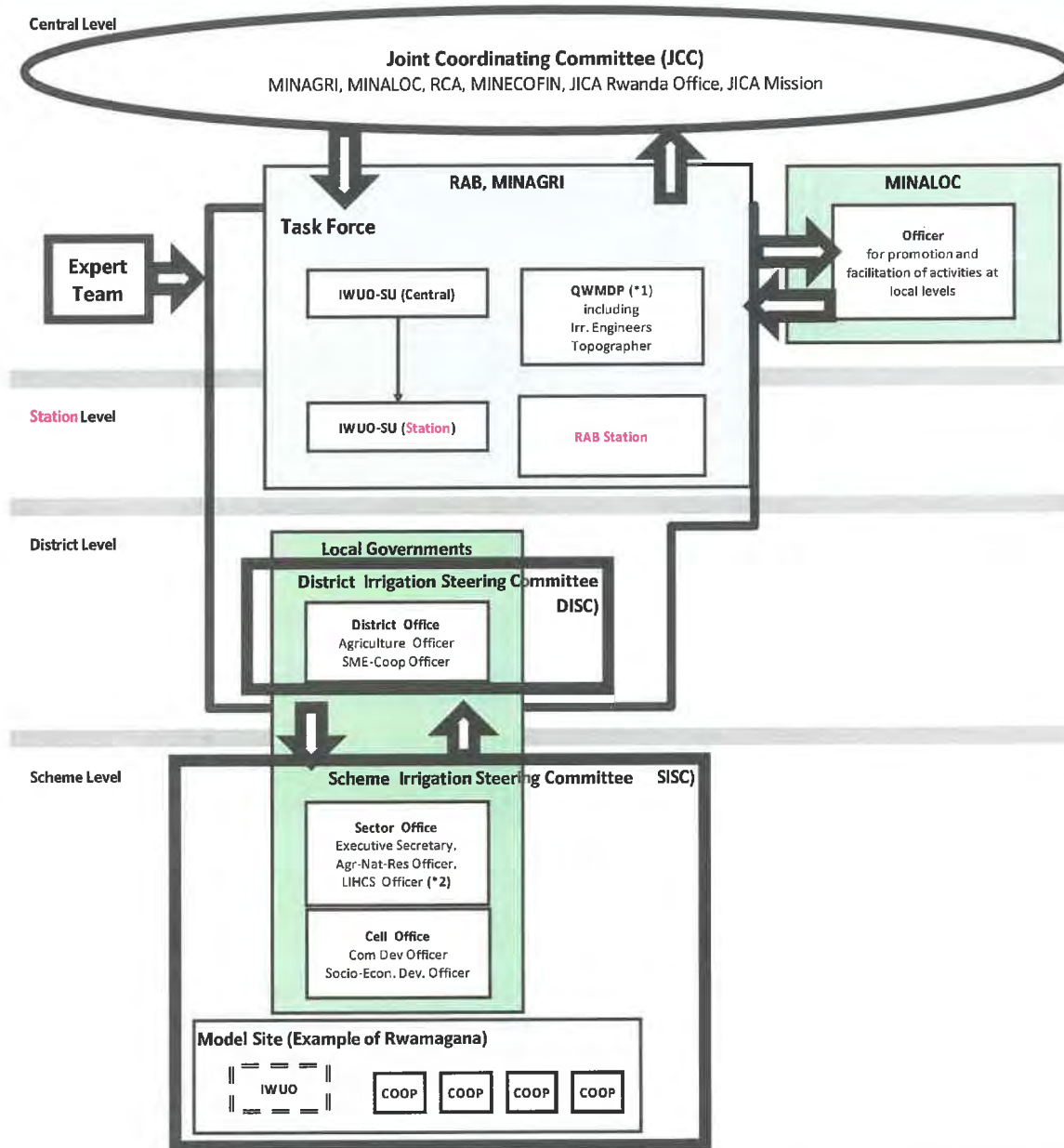
Before	Amended Version
	<p><u>7. Annex 2 to 6</u> <u>Both parties agreed on the contents of Annex 2 to 6, which is categorized as references of the R/D. Both parties further agreed that the contents of Annex 2 to 6 may be modified by mutual confirmation such as determination of monitoring sheets or minutes of meetings usually after Joint Coordinating Committee.</u></p>
	<p><u>8. Gender Equality and Women's Empowerment</u> <u>Both parties confirmed that activities to promote gender equality and women's empowerment should be duly practiced for the Project implementation. In particular, both parties agreed on the following viewpoints and elements to be integrated into the Project implementation.</u></p> <ul style="list-style-type: none"> ➤ <u>More than a third of IWUO committee members are consisted of women, which is set in the constitution.</u> ➤ <u>For some of the cooperative management and gender mainstreaming trainings, participants are expected to attend with their spouses.</u> ➤ <u>In every training the participation of women is encouraged by arranging the training when women are free in their daily work.</u>
<p>Reason:</p> <p>(1) To describe modification process as for some R/D Annexes.</p> <p>(2) To describe importance of gender equality and women's empowerment.</p>	

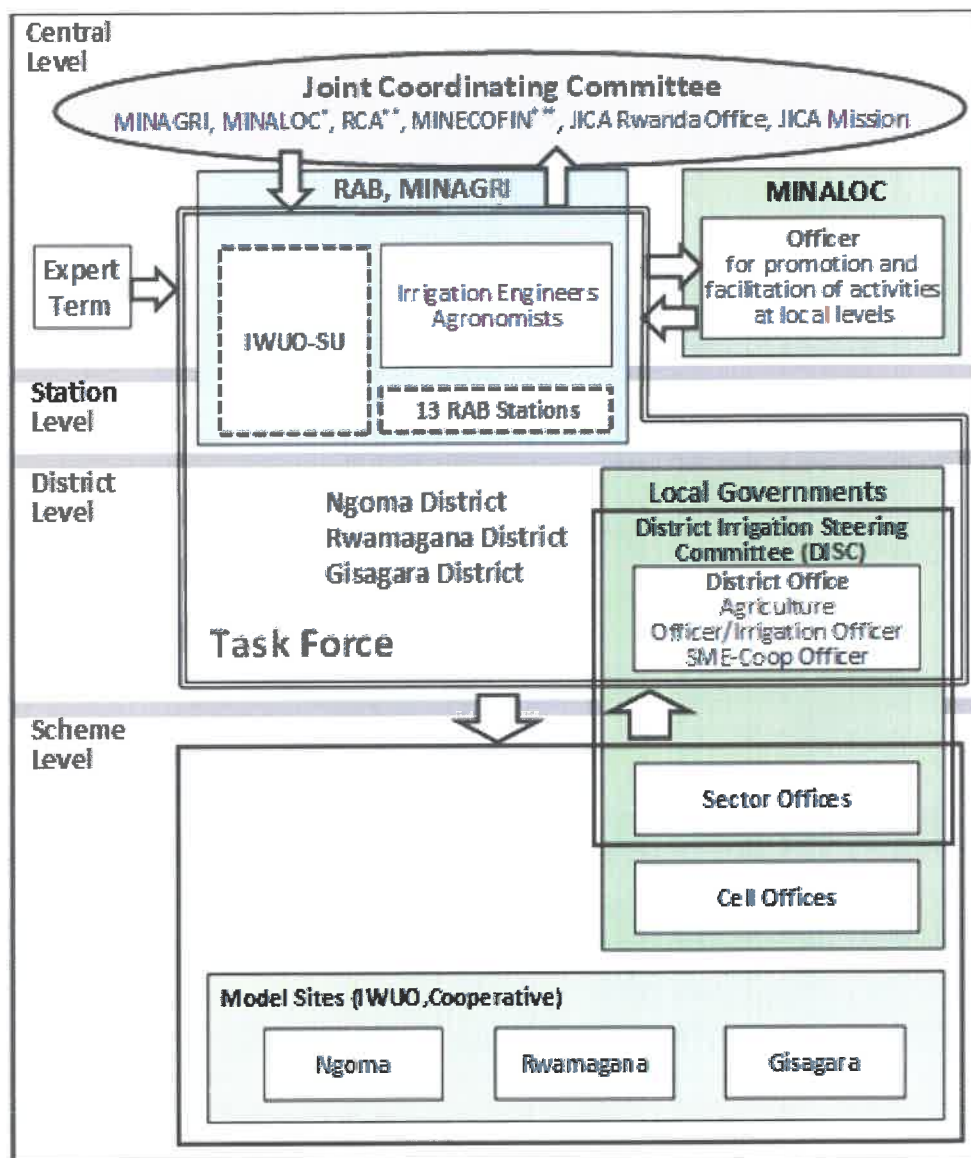
3. Annex 4 . Project Organization Chart and Implementation Structure

Before

Annex 4: Project Organization Chart and Implementation Structure



Note: *1: A few members are to be appointed as core members of the Task Force to work with the Project.
*2 : Land, Infrastructure, Habitat and Community Settlement



*MINALOC: Ministry of Local Government

**RCA: Rwanda Cooperative Agency

***MINECOFIN: Ministry of Finance and Economic Planning

Reason

Revised to reflect the latest situation and for better presentation.

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Before	Amended Version
<p>Members of the Rwandan side:</p> <ul style="list-style-type: none"> - Representatives of relevant departments in Ministry of Agriculture (MINAGRI) - Representatives of relevant departments in Ministry of Local Governance (MINALOC) - Representatives of relevant units in Rwanda Cooperative Authority (RCA) - Representatives of relevant departments in Ministry of Finance and Economic Planning (MINECOFIN) - Representatives of RAB stations in the project area (Ngoma, Rwamagana and Gisagara Districts). - Representative of Each District of selected target areas - Rwandan C/P Team members 	<p>Members of the Rwandan side:</p> <ul style="list-style-type: none"> - Representatives of relevant departments in Ministry of Agriculture and Animal Resources (MINAGRI) - Representatives of relevant departments in Ministry of Local Government (MINALOC) - Representatives of relevant units in Rwanda Cooperative Agency (RCA) - Representatives of relevant departments in Ministry of Finance and Economic Planning (MINECOFIN) - Representatives of RAB stations in the project area (Ngoma, Rwamagana and Gisagara Districts). - Representative of Each District of selected target areas - Rwandan C/P Team members
<p>Notes:</p> <ul style="list-style-type: none"> ➤ Officials of Embassy of Japan in the Republic of Rwanda may attend the JCC as observers. ➤ Representatives from related JICA projects may attend the JCC as observers. ➤ Persons who are invited by the Chairperson may attend the JCC meetings. 	<p>Notes:</p> <ul style="list-style-type: none"> ➤ Officials of Embassy of Japan in the Republic of Rwanda may attend the JCC as observers. ➤ Representatives from related JICA projects may attend the JCC as observers. ➤ <u>Representatives of Rwanda Governance Board (RGB) may attend the JCC as observers.</u> ➤ Persons who are invited by the Chairperson may attend the JCC meetings.
<p>Reason</p> <p>Revised to reflect the latest situation.</p>	

5. Annex 6 Task, Responsibilities and Composition of Task Force

Before	Amended Version
<p>1. Task and Responsibilities</p> <p>Task Force will be the main structure of the Project with core members of counterparts (C/Ps) at central, station/ province and district levels as well as with Japanese expert team. Main function of Task Force is to implement project activities at daily basis.</p>	<p>1. Task and Responsibilities</p> <p>Task Force will be the main structure of the Project with core members of counterparts (C/Ps) at central, <u>station</u> and district levels as well as with Japanese expert team. Main function of Task Force is to implement project activities at daily basis.</p>

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<p>Task Force Meeting will be held at least once in every quarter and whenever deems it necessary. Main functions of Task Force Meeting are:</p> <p>(1) To develop and improve detailed activities;</p> <p>(2) To monitor and evaluate the progress of the Project for preparing the Project Monitoring Sheet;</p> <p>(3) To report the result of monitoring to Joint Coordinating Committee (JCC) , and</p> <p>(4) To review and exchange views on major issues arising from or in connection with the Project.</p>	<p>Task Force Meeting will be held at least <u>once in every six months</u> and whenever deems it necessary. Main functions of Task Force Meeting are:</p> <p>(1) To develop and improve detailed activities;</p> <p>(2) To monitor and evaluate the progress of the Project for preparing the Project Monitoring Sheet;</p> <p>(3) To report the result of monitoring to Joint Coordinating Committee (JCC) , and</p> <p>(4) To review and exchange views on major issues arising from or in connection with the Project.</p>															
<p>2. Chairs</p> <p>- Chair Project: Manager</p> <p>- Vice-Chair: Chief Implementer</p>	<p>2. Chairs</p> <p>- Chair: Project Manager</p> <p>- Vice-Chair: Chief Implementer</p>															
<p>Reason: The frequency of Task Force Meeting is modified to ensure smooth project management based on the agreement among stakeholders.</p>																
<p>3. Members</p> <p>3)Rwandan side (District level)</p> <table><tr><th>Position in the Government</th><th>Title in the Project</th><th>Brief Description of TOR</th></tr><tr><td>IWUO-SU at station levels</td><td>IWUO Management</td><td>To implement activities for Output 2</td></tr><tr><td>Relevant officers in relevant</td><td>O&M</td><td>To implement activities for Output 3</td></tr><tr><td>Agricultural Development Station (ADS)</td><td>Water management</td><td>To implement activities for Output 4</td></tr><tr><td>Officers of Agricultural Extension Directorate in ADS</td><td>Farm management</td><td>To implement activities for Output 5</td></tr></table>	Position in the Government	Title in the Project	Brief Description of TOR	IWUO-SU at station levels	IWUO Management	To implement activities for Output 2	Relevant officers in relevant	O&M	To implement activities for Output 3	Agricultural Development Station (ADS)	Water management	To implement activities for Output 4	Officers of Agricultural Extension Directorate in ADS	Farm management	To implement activities for Output 5	<p>3. Members</p> <p>3)Rwandan side (<u>Station</u> level)</p>
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Agricultural Development Station (ADS)	Water management	To implement activities for Output 4														
Officers of Agricultural Extension Directorate in ADS	Farm management	To implement activities for Output 5														
<p>Reason</p> <p>Revised to reflect the latest situation</p>																

6. Project Description (Annex 7)

Based on the discussion for more flexible implementation of the project mentioned above, "Project Description" is added as Annex 7.

This amendment will become effective as of .



Ms. Minako SHIOTSUKA
Chief Representative
JICA Rwanda Office



Dr. Telesphore NDABAMENYE
Director General
Rwanda Agriculture Board

Annex 1. Initial R/D

Annex 2. Latest R/D with amendments (including amendments based on two Minutes of Meetings signed on 24th February 2021 and 4th March 2022)

RECORD OF DISCUSSIONS
ON
PROJECT FOR WATER MANAGEMENT AND CAPACITY
BUILDING IN RWANDA
AGREED UPON BETWEEN
AUTHORITIES CONCERNED OF THE GOVERNMENT OF THE
REPUBLIC OF RWANDA
AND
JAPAN INTERNATIONAL COOPERATION AGENCY

Signed on 27th September 2018

Modified on 24th February 2021

Modified on 4th March 2022

Modified on 29.1.2023

 	 
Ms. Minako SHIOTSUKA Chief Representative, Rwanda Office, Japan International Cooperation Agency, Japan	Dr. Telesphore NDABAMENYE Director General, Rwanda Agriculture Board, Ministry of Agriculture and Animal Resources, The Republic of Rwanda

Based on the minutes of meetings on the Detailed Planning Survey for the Project for Water Management and Capacity Building in the Republic of Rwanda (hereinafter referred to as "the Project") signed on 20th January, 2017 between authorities concerned of the Government of the Republic of Rwanda (hereinafter referred to as "GOR") and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA held a series of discussions with authorities concerned of GOR and relevant organizations to develop a detailed plan of the Project.

The purpose of this record of discussion (hereinafter referred to as "the R/D") is to establish a mutual agreement for its implementation by both parties and to agree on the detailed plan of the Project as described in the followings and the Annexes, which will be implemented within the framework of the Agreement on Technical Cooperation signed on 14th January, 2005 (hereinafter referred to as "the Agreement") and the Note Verbales exchanged on 19th May, 2017 between the Government of Japan and the Government of Rwanda.

The Counterpart will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of the Republic of Rwanda.

Both parties also agreed that the Project will be implemented in accordance with the "Basic Principles for Technical Cooperation" published in December 2016 (hereinafter referred to as "the BP"), unless other arrangements are agreed in the R/D.

The R/D is delivered at Kigali as of the day and year first above written. The R/D may be amended by minutes of meetings between both parties, except Annex 2 to 6 to be modified as indicated in the Annex 1. The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the R/D.



- Annex 1:** Main Points Discussed
- Annex 2:** Project Design Matrix (PDM)
- Annex 3:** Plan of Operation (PO)
- Annex 4:** Project Organization Chart and Implementation Structure
- Annex 5:** Task, Responsibilities and Composition of Joint Coordinating Committee (JCC)
- Annex 6:** Task, Responsibilities and Composition of Task Force
- Annex 7:** Project Description

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MAIN POINTS DISCUSSED

1. Environmental and Social Considerations
With regard to the Section 10.1 of the BP, the Project is likely to have minimal adverse impact on the environment and society under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)'.
 2. Outline of the Project
Both parties agreed, in principle, on the outline and implementation plan of the Project which is given as Project Design Matrix (PDM) and Plan of Operation (PO) as described in the Annex 2 and 3 respectively.
 3. Review of the outline
Both parties agreed that the outline of the Project will be decided through a further survey on the reference data in the target areas, status of the infrastructure and irrigation facilities, and the capacity of each relevant organizations and will be finalized approximately within one (1) year from the start of the Project through the discussion at Joint Coordinating Committee (JCC) to be held in around April 2020.
 4. Selection of Project Sites
Both parties agreed that Rwamagana and Ngoma districts are selected as the Project sites for creating an applicable model which can be rolled-out to other irrigation schemes, and for seeking complementarities and synergetic effect between the Project and other on-going interventions on the ground. The both parties also agreed that an addition of the third site would be decided taking into consideration the result of review of the outline mentioned in paragraph 3 above. The both parties noted Gisagara district had been proposed for the third during the Detailed Planning Survey for the Project conducted in January 2017.
- | | District | Rational |
|---|-----------|---------------------------------------|
| 1 | Rwamagana | Marshland and JICA grant project site |
| 2 | Ngoma | Hillside and JICA grant project site |
5. Administration of the Project
Both parties agreed that the Project Director and Project Manager will be set by the start of the Project
 - Project Director: Director General of RAB
 - Project Manager: Head of Land Husbandry Irrigation Innovation and Technology Transfer Department
 - Chief Implementer: IWUO Specialist
 6. Assignment of counterpart personnel
The both parties agreed that among members and positions listed in Annex 4 and 5, RAB would assign the relevant officials at Central and Station level

prior to commencement of the Project tentatively in around April 2019.

7. Annex 2 to 6

Both parties agreed on the contents of Annex 2 to 6, which is categorized as references of the R/D. Both parties further agreed that the contents of Annex 2 to 6 may be modified by mutual confirmation such as determination of monitoring sheets or minutes of meetings usually after Joint Coordinating Committee.

8. Gender Equality and Women's Empowerment

Both parties confirmed that activities to promote gender equality and women's empowerment should be duly practiced for the Project implementation. In particular, both parties agreed on the following viewpoints and elements to be integrated into the Project implementation.

- More than a third of IWUO committee members are consisted of women, which is set in the constitution.
- For some of the cooperative management and gender mainstreaming trainings, participants are expected to attend with their spouses.
- In every training the participation of women is encouraged by arranging the training when women are free in their daily work.

END



Minutes of Meetings

THIS MINUTES OF MEETINGS (hereinafter referred as "M/M") is made and entered into effect on *1st July, 2021* by and between The Japan International Cooperation Agency (hereinafter referred as "JICA") *Rwanda* Office and Rwanda Agriculture and Animal Resources Development Board (hereinafter referred as "RAB"), regarding the Project for Water Management and Capacity Building (WAMCAB).

WHEREAS, this M/M is made in regard to Annex 2. Project Design Matrix (hereinafter referred as "PDM") of the Records of Discussions (hereinafter referred as "R/D") for WAMCAB, signed on *27th September 2018* and amended on *24th February 2021* between JICA Rwanda Office and RAB;

NOW, THEREFORE, the parties hereto hereby confirmed and agreed as follows:

1. In accordance with "Inputs of Rwandan side" on the PDM, "Local Operation / Activity Cost" including "Transportation costs of C/Ps" is supposed to be covered by Rwandan side.
2. Whereas, due to the COVID-19 pandemic, the recurrent budget of RAB has been limited.
3. Therefore, RAB requested JICA to cover the transportation costs and other relevant expenses of C/Ps and JICA agreed to do so until 31st March 2022.
4. The both parties shall decide on the continuation of this support after assessment of the budget situation of RAB.

IN WITNESS WHEREOF, the parties hereto have caused this M/M to be signed in their respective names in duplicate, each party retaining one (1) copy thereof, as of the date first above written.

Japan International Cooperation Agency
Rwanda Office

Mr. MARUO Shin
Chief Representative



Rwanda Agriculture and Animal
Resources Development Board

Dr. Patrick KARANGWA
Director General



Attachment: M/M for R/D amendment signed between RAB and JICA on 24 February 2021

CC: Chief Advisor, WAMCAB

MINUTES OF MEETING

THIS MINUTES OF MEETING (hereinafter referred as "M/M") is made and entered into effect on 20th April 2022 by and between The Japan International Cooperation Agency (hereinafter referred as "JICA") Rwanda Office and Rwanda Agriculture and Animal Resources Development Board (hereinafter referred as "RAB"), regarding the Project for Water Management and Capacity Building (hereinafter referred as "WAMCAB").

WHEREAS, this M/M is made in regard to Annex 2, Project Design Matrix (hereinafter referred as "PDM") of the Record of Discussions (hereinafter referred as "R/D") for WAMCAB, signed on 27th September 2018 and amended on 24th February 2021 and 4th March 2022 between JICA Rwanda Office and RAB;

NOW, THEREFORE, the parties hereto hereby confirmed and agreed as follows:

1. In accordance with "Inputs by Rwandan side" on the PDM, "Local Operation / Activity Cost" including "Transportation costs of C/Ps" are supposed to be covered by Rwandan side.
2. Whereas, budget of RAB has been limited due to interventions to fast-track recovery from COVID-19 pandemic and to mitigate other global economic shortfalls, the recurrent budget of RAB has been limited.
3. As the situation mentioned above has not been improved since previous year, RAB requested JICA to continue to cover the transportation costs and other relevant expenses of C/Ps, and JICA agreed to do so until 30th June 2023.
4. However, RAB shall continue to work on securing the budget for WAMCAB activities and apply for a budget in the fiscal year of 2023/24 starting from July 2023.
5. The both parties shall decide on the continuation of this support after assessment of the budget situation of RAB.

IN WITNESS WHEREOF, the parties hereto have caused this M/M to be signed in their respective names in duplicate, each party retaining one (1) copy thereof, as of the date first above written.

**Japan International Cooperation Agency
Rwanda Office**


**Mr. MARUO Shin
Chief Representative**



**Rwanda Agriculture and
Animal Resources Development Board**


**Dr. Patrick KARANGWA
Director General**



Attachment: M/M for R/D amendment signed between RAB and JICA on 4th March 2022
CC: Chief Advisor, WAMCAB

Minutes of Meetings

THIS MINUTES OF MEETINGS (hereinafter referred as “M/M”) is made and entered into effect on 1st July 2023 by and between The Japan International Cooperation Agency (hereinafter referred as “JICA”) Rwanda Office and Rwanda Agriculture and Animal Resources Development Board (hereinafter referred as “RAB”), regarding the Project for Water Management and Capacity Building (WAMCAB).

WHEREAS this M/M is made in regard to Annex 2. Project Design Matrix (hereinafter referred as “PDM”) of the Records of Discussions (hereinafter referred as “R/D”) for WAMCAB, signed on 27th September 2018 and amended on 24th February 2021 and 4 March 2022 between JICA Rwanda Office and RAB.

NOW, THEREFORE, the parties hereto hereby confirmed and agreed as follows:

1. In accordance with “Inputs of Rwandan side” on the PDM, “Local Operation / Activity Cost” including “Transportation costs of C/Ps” is supposed to be covered by Rwandan side.
2. Whereas, due to the COVID-19 pandemic and other subsequent world crisis, the recurrent budget of RAB has been considerably limited.
3. Whereas RAB has made effort to cover some of local costs including transportation as previously encouraged.
4. Therefore, RAB requested JICA to cover others costs of C/Ps, excluding transportation and JICA agreed to do so until 30 June 2024.
5. Both parties shall decide on the continuation of this support after assessment of the budget situation of RAB.

IN WITNESS WHEREOF, the parties hereto have caused this M/M to be signed in their respective names in duplicate, each party retaining one (1) copy thereof, as of the date first above written.

Japan International Cooperation Agency
Rwanda Office


Ms. SHIOTSUKA Minako
Chief Representative



Rwanda Agriculture and Animal
Resources Development Board


Dr. NDABAMENYE Telephore
Director General



Attachment: M/M for R/D amendment signed between RAB and JICA on 24 February 2021

CC: Chief Advisor, WAMCAB



The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



Minutes of first Joint Coordination Committee (JCC) meeting

1. Introduction

In line with the implementation of “the project on Water Management and Capacity building project in Rwanda” based on the Records of Discussions (R/D) signed on 27th September, 2018 between the Government of Rwanda represented by the Director General of RAB and JICA represented by the Chief Representative; Rwanda office, the first meeting of Joint Coordination Committee was organized and conducted on 8th May 2019 at GRAND LEGACY HOTEL. The following points was set as meeting agenda:

1. Outline of the Project, confirmation of the Project Implementation structure;
2. Explanation of PDM (Project Design Matrix) of the Project;
3. Confirmation of the 1st Phase Work Plan;
4. Point of discussion (Application of the project to Imihigo, etc)

The meeting started from 01h00’pm and ended 5h00pm.

2. Participants of the meeting

Different personalities from institutions concerned by the project implementation as defined in the records of Discussion attended the meeting:

- RAB project Counterparts: DDG/Animal Resources Research and &Technology Transfer (Ag. DG and JCC Chair), DDG /Agriculture Research &Technology Transfer), Head of Land Husbandry Irrigation Research &Technology Transfer, Station Managers (Ngoma&Rubilizi), IWUA Specialist, Senior Agronomist, Senior Rural Engineer SSIT District Irrigation Engineers, Cooperative, Marketing &Post harvest Officer.
- MINAGRI Representative (JCC Member);
- MINALOC: LED Specialist (JCC Vice-chair);
- MINECOFIN: Monitoring Officer (JCC Member);
- NGOMA DISTRICT: Director of Agriculture and Natural Resources (Project task force Member);

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- RWAMAGANA DISTRICT: Agriculture Officer (JCC Member);
- EMBASSY OF JAPAN: Development Coordinator (JCC Member);
- JICA RWANDA OFFICE: Chief Representative JICA Rwanda, Program Officer (Observers)
- JICA CONSULTANTS TEAM/WAMCAB Project: Chief Advisor / Irrigation Policy, O&M/ Water Management, Coordination/Training (JCC Members);
- SMAP: SMAP Co- Team Leader (Observer);
- MASS MEDIA: ISANGO STAR, NEWTIMES
- LOCAL EXPERTS: WUOs Officer, IWUOs Assistant, Irrigation Engineer, Agronomist (JCC Members);

The attendance list is attached to this minutes.

4. Meeting achievements

4.1 Welcome note and participants introduction

The 1st JCC meeting commenced by the self-introduction of all the participants and the meeting was chaired by Dr. UWITUZE Solange, The Deputy Director General of Animal Resources, Research and Technology Transfer and Acting as the Director General of Rwanda Agriculture and Animal Resources Development Board (RAB).

In her opening remarks, she briefly talked about the background of the Project for Water Management and Capacity Building in the Republic of Rwanda (WAMCAB Project), the initial project targets area is Rwamagana and Ngoma but RAB has suggested the inclusion of Gisagara District as model project area (to be approved in this JCC meeting), the project duration will be five years starting with April 2019, The chair expressed that the project has three phases: (1) Survey and planning phase (2) Technical guidance phase and (3) Institutionalization and extension phase.

She also expressed that the JCC is the Supreme organ of the project implementation, its composition and responsibilities, she also talked about the Task Force, its composition and responsibilities. A warm welcome was given to all JCC members present for the meeting; she appreciated the Cooperation existing between Japan and the Government of Rwanda in different domains. Finally; she, as chair declare official opening of the JCC meeting.

The meeting proceeded with the statements from different institutions represented in 1st JCC meeting namely MINALOC, MINAGRI, MINECOFIN and JICA.

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The representative of MINALOC talked about the idle projects that come and go without being able to raise the ownership of the beneficiaries to sustain what they have achieved.

The representative of MINECOFIN thanked the project initiative and put much emphasis on the sustainability of the project activities after its completion. He added that the Water Management and capacity building is the one of the key priority of the Government of Rwanda and appreciated the contribution of the project to this journey.

The representative of JICA expressed his happiness to join the 1st JCC meeting and reminded that the project is in line with the Rwandan strategy to develop the country. He talked about the undeniable contribution of the government of Japan to the development of Rwanda through the various projects like SMAP, PiCROP, and others. He added that this project is not a JICA project but a Rwandan Project supported by JICA and urged everyone to actively participate in its implementation in a participatory way that fits to Rwandan culture for its sustainability.

4.2 Discussion and recommendations

The participants discussed and agreed on the following:

Outline of the Project, confirmation of the Project Implementation structure

- So far a good number of irrigation projects was implemented with unsatisfactory care on the sustainability of irrigation infrastructures, management schemes after the completion of projects. JCC expected the good impact for WAMCAB to contribute enormously on this issue and come up with sustainable solutions;
- The project will enhance water use efficiency and effective maintenance of irrigation facilities through different methods and farmer's behaviour change;
- The WAMCAB project is a Rwandan project supported by JICA. Each JCC member and counterpart personnel should invest much efforts and develop a team work behaviour towards projects goals achievements;
- Irrigation schemes management models will be tested and validated for further extension across the country;
- The districts were tasked to nominate members of JCC and Task force them self and agreed to provide the official list of nominated members two weeks after the meeting.
- RGB was deemed a key stakeholder that will contribute in the project implementation; the meeting concluded to request RGB to nominate a representative to the JCC committee, therefore RGB will be invited in the next JCC meeting;



- Participants were informed that RAB has made satisfactory progress towards the project implementation, most of the expected inputs from Rwanda site were provided:
 - The Director General of Rwanda Agriculture and Animal Resources Development (RAB) has been appointed as the Project Director and has delegated the power to the DDG /Agriculture Research &Technology Transfer for daily follow up of the project implementationl;
 - The Head of Land Husbandry, Irrigation Research and Technology Transfer department(RAB) has been appointed as the Project Manager
 - The Irrigation Water Users Organisation Specialist (RAB) has been appointed as The Project Chief implementer;
 - All required counterparts (C/P) staffs to work with JICA Expert were designated;
 - The WAMCAB Project has been granted an office at RAB headquarter/KIGALI and the same will be done in each RAB station where the project will be implemented in phase two.

Explanation of PDM 1st phase work plan (2019-2020)

- JICA team explained the project framework and highlighting all outputs indicators, verification means and assumptions;
- JICA team is requested to shorten the surveying and training period so that the practical activities can take enough time instead of starting in 4th year;
- All project Counterpart will contribute in the preparation and development of the project manuals;
- TV and Radio Spots, Cartoon, Sketch and other educational methods that are attractive to Rwandan farmers were recommended as additional capacity development methods to training manuals and booklets.
- The project implementation requires the local Government support and ownership of the project for better farmer's mobilisation.

Conclusion/Resolutions

The 1st JCC meeting approved the following items:

- ✓ GISAGARA District is accepted as the third project model site;
- ✓ RGB was accepted to be JCC member;



- ✓ Project activities should be integrated into counterpart/task force members daily activities and annual performance contracts (Imihigo)
- ✓ Ngoma and Rwamagana District were assigned to nominate the task force and JCC members in two weeks after the meeting.
- ✓ The 1st JCC meeting concluded that the responsibilities of each of the JCC members (MINALOC, MINECOFIN, RAB...) should be mentioned in the Work plan.
- ✓ JICA team agreed to engage RAB counterpart in the preparation and designing of baseline survey.
- ✓ JICA Team will strengthen market oriented activities
- ✓ The Project Work Plan will be approved after the incorporation of the comments of JCC meeting before the end of May 2019.

In her closing remarks, the chair of the meeting Dr.Solange UWITUZE, extended her special thanks to all JCC members for participating in the 1st JCC meeting and for having a such productive meeting. She appreciated JICA Team for their initiative of 'WAMCAB Project' and wished successful and impactful project implementation.

Minutes taker: BENINKA Gerardine



Reviewed by:



MUSABYIMANA Emmanuel
WAMCAB Chief implementer;



RUZIBIZA Emile:
WAMCAB Project Coordinator

Approved by:



Chief Advisor/Irrigation Policy:
KUNIYASU Norio



Director General of RAB/Meeting chair
KARANGWA Patrick (PhD)





The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



Minutes of the 2nd Joint Coordinating Committee Meeting for the Project for Water Management and Capacity Building in the Republic of Rwanda

1. Introduction

In line with the implementation of “the Project for Water Management and Capacity Building (WAMCAB) in the Republic of Rwanda”, based on the Records of Discussions (R/D) signed on 27th September, 2018 between the Government of Rwanda represented by the Director General of RAB and JICA represented by the Chief Representative; Rwanda office, the second meeting of the Joint Coordinating Committee (JCC) was organized and conducted on 15th November, 2019 at GRAND LEGACY HOTEL.

The following points were set as meeting agenda:

1. Progress confirmation of output and activity (Project Monitoring Sheet #1)
2. Report of Baseline Survey
3. Approval of selected Model Sites
4. Explanation of Improvement Plan/Training Plan
5. Signing of Memorandum of Understanding (MOU) among RAB, District & WAMCAB
6. Discussion

The meeting started from 09h45'am and ended 12h45'pm.

2. Participants of the meeting

Different personalities from institutions concerned by the project implementation as defined in the Records of Discussion attended the meeting:

- RAB Project Counterparts: DG (Project Director), Station Managers (Ngoma & Rubona), IWUA Specialist (Chief Implementer) and Senior Rural Engineer
- MINALOC: LED Specialist (JCC Vice-chair);
- MINECOFIN: Monitoring Officer (JCC Member);
- Districts: Vice Mayors (Ngoma, Rwamagana and Gisagara) (JCC Member);
- JICA Rwanda Office: Chief Representative (JCC Member), Program Advisor, Program Officer;



The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



- JICA Experts/WAMCABProject Team: Chief Advisor/Irrigation Policy, O&M/Water Management, Farm Management;O&M/Water Management/Capacity Development (JCC Member);
- Local Experts/WAMCAB Project Team: Coordinator/IWUOs Officer, IWUOs Assistant, Irrigation Engineer, Agronomist (JCC Members);
- Rwamagana Grant Aid Project: Chief Consultant, Irrigation Engineer (Observers);
- SMAP: SMAP Co-Team Leader (Observer); and
- Mass Media:RBA, Huguka, New times

The attendance list is attached to this minutes

3. Meeting achievements

3.1 Welcoming note and introduction of participants

The meeting commenced by the self-introduction of all participants and was chaired by the Project Director, Dr. PatrickKARANGWA,DirectorGeneral (RAB).In his opening remarks, he expressed his appreciation for WAMCAB to work in the Government line in its Strategic Plan for Agriculture Transformation 4(PSTA4) 2018-2024 by assuring the increased productivity diversity, sustainability and resilience of agricultural production specifically with regards to the NST 1; the project was initiated for the purpose of solving the issue of operation, maintenance and management of irrigation infrastructures. He also thanked both Governments for genuine cooperation and underlined the issues related to the huge investment by the Government to develop the irrigation schemes and the sustainable management of them that are expected to be addressed by the Project. The chairperson recommended engaging the farmer's representative in such kind of project meeting so that they can be aware of the project background at the starting stage. He extended a warm welcome to all meeting participants and wished them a productive and successful meeting. Finally, he declared official opening of the 2rd JCC meeting.

3.2 Presentations

The following presentations were conducted by the WAMCAB team:

- **Progress confirmation of output and activity(Project Monitoring Sheet #1)**



The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



The Chief Adviser/Irrigation Policy presented to the JCC members various activities that were done in 6 months from April to September 2019 and its resolutions and achievements like:

- ✓ Collection of basic information;
- ✓ Baseline Survey (BLS);
- ✓ 1st JCC meeting;
- ✓ 1st and 2nd Task Force (TF) meetings; and
- ✓ Workshop in each District namely Gisagara, Ngoma and Rwamagana

The presenter also explained to the participants achievements of the Project from outputs. He highlighted different considerable issues that may affect the project like:

- ✓ Possible relocation of RAB HQs;
- ✓ National budget for WAMCAB activities, such as travel costs for TF members;
- ✓ Sustainable assignment of contractual staffs of RAB as TF members; and
- ✓ RGB suggested to be an observer of JCC instead of JCC member

• Report of Baseline Survey (BLS)

The Project Chief Implementer presented to the JCC members contents and schedule of BLS carried out during the past 6 months mentioned:

- ✓ Survey on existing information;
- ✓ Problem tree;
- ✓ Irrigation scheme survey;
- ✓ Comparative survey on other irrigation schemes;
- ✓ Capacity Assessment;
- ✓ Survey on service providers;
- ✓ Survey on farming

He explained different methodologies used during the Baseline Survey and presented the results which would be useful for the project implementation and the findings would be reported to MINAGRI for the policy review.

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The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



- **Approval of selected Model Sites**

In accordance with the R/D between GoR and JICA, Ngoma and Rwamagana Districts were selected to be the target districts as medium-scale marshland and hillside irrigation model. On the other hand, Gisagara district was proposed by RAB as the other target district during R/D. Through the circumstance, at the 1st JCC meeting on 8th May 2019, Gisagaradistrict was officially selected as the third target district of the WAMCAB Project.

Irrigation schemes in Gisagara district could be a model as small scalemarshland irrigation because of its scale. However, there was a lack of basic information such as location, catchment area, source of water, developed or rehabilitated irrigation schemes, irrigation infrastructure, organization (IWUO/Cooperative), major crops, etc. in the district. Therefore, WAMCAB implemented the Quick Survey in June 2019.

At the 2nd TF meeting, the 8 model sites were selected in Ngoma, Rwamagana and Gisagara districts based on the discussions at the workshops in the 3 districts. The following 8 model sites were officially approved by the 2ndJCC meeting:

- ✓ Ngoma: Ngoma 22,Mwanbu
- ✓ Rwamagana: Bugugu, Cyimpima, Gashara, Cyaruhogo
- ✓ Gisagara: Ngiryi,Nyabuyogera

- **Explanation of Improvement Plan/Training Plan**

Basic approach of each model site (medium-scale hillside type, medium-scale marshland type, small-scale marshland type) has been presented; major challenges and weaknesses identified during Baseline Survey also have been outlined by the JICA experts. Finally prioritized countermeasures of all outlined challenges, problems and weaknesses for each output of WAMCAB project has also presented during this JCC meeting in this presentation named Explanation of Improvement Plan/Training Plan

- **Signing of MOU among RAB, District &WAMCAB**

At the end of the JCC meeting, MOU concerning role and cost sharing among RAB, target districts and WAMCAB were signed by DG/RAB, Vice Mayors of the 3 target districts and Chief Advisor/WAMCAB.



The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



3.3 Discussion points

The participants discussed and agreed on the following:

1. Securing Counterpart continuity;
2. Provision of national project budget;
3. Clarification of role and responsibility of each stakeholders (RAB HQs, RAB stations, Districts and WAMCAB); and MOU;
4. Training implementation structure;
5. Inclusion of WAMCAB into Imihigo/TF members; and
6. More public and common awareness about importance of IWUO and IMTA

4. Conclusion/Resolutions

1. Concerning securing C/Ps continuity, the DG of RAB cleared this issue. He said "RAB will do all possible to stabilize C/Ps of WAMCAB project for the sake of attainment of the goals set by WAMCAB and sustainability of project achievements since C/Ps are key actors in WAMCAB implementation period and after the phasing out they are the one to sustain its results".
2. On the point regarding the provision of budget for operation cost for Government staff as committed in the R/D the DG of RAB informed the meeting that as long as WAMCAB does not have a particular budget line, the project would share the budget with other projects as GFI and/or other projects related to irrigation, water management and capacity buildings. On the other hand, the DG of RAB expressed that a special explanatory note will be prepared in order to justify a particular budget line to be allocated to the project.
3. The representative of MINECOFIN announced that RAB has the possibility to solve Budget issue during the upcoming budget revision of this fiscal year, he asserted that "with a clear justification note it is very possible to have a budget line and RAB planning and project chief implementer needs to plan and provide the project rationale to MINECOFIN".

[Handwritten signatures and initials in blue ink]



The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



4. Concerning clarification of role and responsibility of each stakeholder (RAB HQs, RAB stations, Districts and WAMCAB); all stakeholders agreed on MOU and signed it. Details of each stakeholder's responsibilities are outlined in the signed MOU and members agreed that if any amendment needed any time all parties will come together for harmonization in favor of WAMCAB project activities implementation.
5. Regarding training implementation structure, after discussions, JCC members agreed that training structure would firstly base on all output problem trees formulated by WAMCAB after Baseline report analysis, sectors to be focused on will be considered looking on analysis of the Capacity Assessment results.
6. Regarding inclusion of WAMCAB into imihigo of the TF members, on RAB side both headquarters and stations level, all TF members will surely include WAMCAB activities in their Contract Performances (imihigo). On District WAMCAB TF members, the activity to be included in the District Performance Contract (imihigo) should have its specific budget in the district. However, MINECOFIN added that there was other system named Joint Contract Performance (imihigo) of all stakeholders, where the role of stakeholder is specified. The JCC advised WAMCAB to go this way (joint imihigo). On this point, JCC member from MINALOC advised to district representatives to include WAMCAB activities in the quarterly reports where Districts could report to MINALOC through provinces.
7. On the point "More public and common awareness about significance of IWUO and IMTA"; JCC members agreed on that the IWUO and IMTA concepts still not public enough, the participants concluded to use mass communication using media (radio, television, newspapers, social media) and other public awareness development methods as meetings, open days, demonstration days, exhibitions (eg: agriculture shows) etc. The JCC members gave permission to use the photos in WAMCAB activities for the purpose of public relations.

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The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



3.4 Closing remarks

In his closing remarks, Dr KARANGWA Patrick (PhD), the Director General of RAB extended his special thanks to all JCC members for participating in the second JCC meeting and for having such participatory meeting. He also appreciated JICA Team for their initiative of WAMCAB project. He asked all stakeholders specially Rwanda side to valorize this opportunity of experts provided by JICA so that the project will impact strongly the irrigation schemes system management and assuring its sustainability.

Minute's taker:

BENINKA Geraldine / Assistant IWUO officer

Reviewed by:

MUSABYIMANA Emmanuel

WAMCAB Chief implementer;

RUZIBIZA Emile:

WAMCAB Project Coordinator

Approved by:

KUNIYASU Norio

Chief Advisor/Irrigation Policy:

KARANGWA Patrick (PhD)

Director General of RAB/Meeting chair



**MEMORANDUM OF UNDERSTANDING
“MoU”**

Between:

**RWANDA AGRICULTURE AND ANIMAL RESOURCES
DEVELOPMENT BOARD (RAB)**

and

NGOMA DISTRICT

For:

**The Implementation of Water Management and Capacity Building Project
(WAMCAB Project)**

Under:

Japan International Cooperation Agency (JICA)



Memorandum of Understanding

This Memorandum of Understanding, hereunder referred to as “MoU” is made by and between:

- (1) **Rwanda Agriculture and Animal Resources Development Board (RAB)**, having its headquarter at Kicukiro - Rubilizi, P.O. Box 5016 Kigali / Rwanda, hereunder referred to as the “**RAB**” represented by **Patrick KARANGWA (PhD)**, the Director General;
- (2) **Ngoma District**, having its headquarter at Cyasemakamba Cell, Kibungo Sector, Eastern Province, email: ngomadistrict@ngoma.gov.rw, hereunder referred to as “**District**”, represented by **NAMBAJE Aphrodise**, the Mayor;
- (3) **Water Management and Capacity Building Project in the Republic of Rwanda (WAMCAB)**, Project under Japan International Cooperation Agency (JICA), hereunder referred to as “**Project**” represented by **KUNIYASU Norio**, the Chief Advisor of the Project;

Together referred to as “**THE PARTIES**”

WHEREAS THE PARTIES

- Wish to harmonize the improved irrigated agriculture management system developed by Water Management and Capacity Building (WAMCAB) and roll out in Ngoma District;
- Promote to improve the ability of technical implementation and management for related irrigation officers and agricultural officers concerned and to realize the Irrigation Water User Organization (IWUO) management, operation and maintenance (O&M), water management and farm management of irrigation scheme initiated by WAMCAB through model sites and final contribute to sustainable management of developed irrigation schemes;
- Desire to assure the delivery of technical support for farmers based on extension services and strengthening the capacity of farmers in adopting improved IWUO management, O&M, water management and farm management of irrigation scheme using a capacity development program of WAMCAB; and
- Ensure close collaboration among parties on IWUO management, O&M, water management and farm management of irrigation scheme and for sustainability of project impacts to the nation-wide;

NOW THEREFORE THE PARTIES MUTUALLY AGREE TO PARTNER AND WITNESS AS FOLLOWS:



Article 1: Purpose of this MoU

The purpose of this MoU is to create the partnership and expand the cooperation among parties towards the implementation of WAMCAB Project.

The Plan of working process is shown in Annex 1.

Article 2: About the Project

The WAMCAB Project aims at:

- Providing the positive impact in developing sustainable irrigation scheme management run by IWUO;
- Improving IWUO management, O&M, water management and farm management of irrigation scheme.

The Project shall be implanted in phases as follow:

- **The first phase** of WAMCAB as Survey and Planning phase will be implemented in collaboration with District and RAB until the end of April 2020.
- **The second phase** of WAMCAB as Technical Guidance phase in model sites including TOT and the training of the target IWUOs will be implemented in collaboration with District and RAB with the supports from JICA experts from May 2020 to April 2022.
- **The third phase** of Institutionalization and Extension Preparation phase on WAMCAB, the leaders and staff trained in the second phase will conduct technical extension activities in their areas with the supports from District and RAB from May 2022 to February 2024.

Article 3: Legal status of this MoU

This MoU expresses a convergence of will between “Parties”, it indicates an intended common line of action and parties do imply legal commitment;

Parties intend to use their best efforts in good faith to work together to achieve the Project Objectives

Article 4: Duties and responsibilities

Under this MoU, parties shall perform duties and responsibilities as follow:

1) The District: The District shall:

- Implement the Project as a collaborative agency and makes a very important role for the project success;



- Participate in a series of training in the model site, workshops, Task Force (TF) meetings and Joint Coordinating Committee (JCC) meetings, and other meetings related to the project organized by RAB. JCC and TF member list is shown in Annex 2.

2) RAB: RAB shall:

- Conduct the capacity development program of the Project to train farmers of selected model sites and to dispatch staffs among counterpart, JCC and TF members to the farmers;
- Monitor the Project at each phase in collaboration with District with the supports from Project experts.
- Organize quarterly TF meeting and JCC meeting in collaboration with District.

3) The Project: The Project shall:

- Strengthen farmers' based model site providing technical support on Irrigation Management Transfer (IMT) procedures, support system (including the roles of stakeholders), and contents of support to IWUO and procedures of monitoring, IWUO management, O&M of irrigation scheme, water management and farm management;
- Work jointly with District and RAB to follow up of implementing the project;
- Provide technical and a part of financial support for the sustainable management of irrigation scheme;
- Provide technical and a part of financial support for the activities conducted by Ngoma District;
- Ensure general supervision and follow up of the supported activities and share feedback with RAB and Ngoma District;

Article 5: Cost and work sharing

Details of cost and work sharing for the implementation of the Project are shown in **Annex 3**.

Article 6: Modification

Any modification to this MoU shall be made through mutual consent between parties and put in writing signed and dated prior to any changing effected.

Article 7: Duration

This MoU is effective from the signed date up to February 2024. This period may be renewed upon agreement between parties and shall be in writing.

Article 8: Reporting

Monitoring report by District shall be submitted to RAB and the Project at each year and supported by the RAB and Project experts.

Article 9: Intellectual property rights

The ownership of the intellectual property that existed prior to the commencement of this MoU, held by any of the Parties shall not be altered or transferred by virtue of its use hereunder.

Ownership of the intellectual property created under this MoU may be solely or jointly owned by the Parties. Specific provisions relating to intellectual property rights will be evaluated and defined in accordance with applicable law.

Article 10: Law Governing agreement and language

This agreement shall be governed by the laws of the Republic of Rwanda and language agreement shall be in English.

Article 11: Settlement of Disputes


Any dispute, controversy, claim arising out of or relating to this agreement or breach termination or invalidity thereof, shall be settled between the parties.

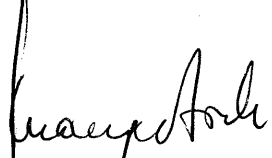
The parties agree to use good faith efforts to attempt to amicably settle any dispute between the parties arising out of the interpretation or implementation of this MoU through consultations and negotiations between them. Failure to reach a common solution, the MoU shall be terminated in accordance with termination clause


Article 12: Termination

Either party to this agreement may terminate it by giving a written notice of thirty (30) days to the other parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized by their representative entities, have signed this memorandum of understanding.

for VIMES

NAMBAJE Aphrodise
Mayor
Ngoma District


Patrick KARANGWA (Ph.D.)
Director General
RAB


KUNIYASU
Chief Advisor
WAMCAB Project



Annex 1: Plan of Operation (PO) as Version 1

Version: 1 (as of 1st March 2019)

Project Title: Project for Water Management and Capacity Building in Rwanda																				Monitoring												
Inputs				Year	1st Year				2nd Year				3rd Year				4th Year				5th Year				Remarks		Issue	Solution				
					I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV								
Expert																																
1) Chief Advisor / Irrigation Polic								Plan																								
								Actual																								
2) IWUO Managemen								Plan																								
								Actual																								
3) O & M/ Water Management								Plan																								
								Actual																								
4) Farm Management								Plan																								
								Actual																								
5) Coordination/Training								Plan																								
								Actual																								
Equipment								Plan																								
								Actual																								
								Plan																								
								Actual																								
								Plan																								
Training in Japan																																
								Plan																								
								Actual																								
In-country/Third country Training																																
								Plan																								
								Actual																								
Activities								Year	1st Year				2nd Year				3rd Year				4th Year				5th Year				Responsible Organization		Achievements	Issue & Countermeasures
Sub-Activities									I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	Japan	GoR		
Output 1:																																
1.1. To identify problems of the current implementation of IMT procedures through baseline survey								Plan																								
								Actual																								
1.2. To identify problems of division of roles for the promotion of IMT and supports of IWUOs through baseline survey								Plan																								
								Actual																								
1.3. To identify problems of IWUO supporting systems through baseline survey								Plan																								
								Actual																								
1.4. To select model sites upon the approval at JCC								Plan																								
								Actual																								
1.5. To implement the activities addressing to the above-noted problems								Plan																								
								Actual																								
1.6. To monitor the progress								Plan																								
								Actual																								
1.7. To draft IMT implementation manuals for IMT procedures, support system (including division of roles), support contents and monitoring								Plan																								
								Actual																								
1.8. To help C/Ps to draft proposal of amendment of the IWUO Policy and Strateav. and the Ministerial Order								Plan																								
								Actual																								

Output 2:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
2.1.To analyse the current situation in order to identify problems through baseline survey					Plan																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									

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Annex 2: Member List of Joint Coordinating Committee and Task Force

1. Member List of Joint Coordinating Committee (JCC)

1) Chairs

- Chair: Project Director
- Vice-Chair: To Be Assigned in Ministry of Local Government (MINALOC)

2) Rwandan Side

- Representatives of Relevant Departments in Ministry of Agriculture (MINAGRI)
- Representatives of Relevant Departments in Ministry of Local Government (MINALOC)
- Representatives of Relevant Units in Rwanda Cooperative Authority (RCA)
- Representatives of Relevant Departments in Ministry of Finance (MINECOFIN)
- Representatives of RAB Stations in the Project Area (Ngoma, Rwamagana and Gisagara Districts). Representative of Each District of Selected Target Areas
- Rwandan C/P Team Members

3) Japanese Side

- JICA Experts
- Representatives of JICA Rwanda Office
- JICA Mission (When Applicable)

Notes:

- Officials of Embassy of Japan in the Republic of Rwanda may attend the JCC as observers.
- Representatives from RGB may attend the JCC as observers.
- Representatives from related JICA projects may attend the JCC as observers.
- Persons who are invited by the Chairperson may attend the JCC meetings.



2. Member List of Task Force (TF)

1) Chairs

- Chair: Project Manager
- Vice-Chair: Chief Implementer

2) Rwandan Side (Central Level)

- Director General of RAB
- Head of Land Husbandry, Irrigation Research and Technology Transfer - RAB
- IWUOs Specialist
- Rural Engineer - RAB
- Irrigation Engineer - RAB
- Agronomist - RAB

3) Rwandan Side (Station Level)

- IWUO-SU at Station Levels
- Relevant Officers in Relevant Agricultural Development Station (ADS)
- Officers of Agricultural Extension Directorate in ADS

4) Rwandan Side (District Level)

- SME & Coop Officer
- Relevant Officers in District Office (Irrigation Officers)
- Agronomist

5) Japanese Side

- Chief Advisor / Irrigation Policy
- Deputy Chief Advisor / Irrigation Policy
- IWUO Management
- O&M / Water Management
- O&M / Water Management / Capacity Development
- Farm Management
- Training / Coordinator
- Support for IMT Promotion (Short-Term Expert)

22

Major Activity for WAMCAB			Rwandan side				Japanese side		Stakeholders Concerned
			District		RAB				
			Work	Cost	Work	Cost	Work	Cost	
Output1: Irrigation Management Transfer (IMT) procedures, support system (including the roles of stakeholders), and contents of support to IWUO and procedures of monitoring are identified.									
1-1.	To identify problems of the current implementation of IMT procedures through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	1. Necessary equipment for baseline survey such as tablet PCs and GPS. 2. Employment of survey assistants.		
1-2.	To identify problems of division of roles for the promotion of IMT and supports of IWUOs through baseline survey	○		●		△		RGB	
1-3.	To identify problems of IWUO supporting systems through baseline survey	○		●		△		RGB	
1-4.	To select model sites upon the approval at JCC	●	-	○	-	△	-	RGB	
1-5.	To implement the activities addressing to the above-noted problems	●	Travel allowances of project activities for district/sector staffs	●	Travel allowances of project activities and monitoring for district/sector staffs		1. Necessary materials for project activities such as manuals, texts and stationaries. 2. Venue fee and lunch for training activities in the model sites. 3. Arrangement of minibus rental at the model sites.	RGB	
1-6.	To monitor the progress		-	●	Travel allowances of monitoring activities for RAB staffs		-	RGB	
1-7.	To draft IMT implementation manuals for IMT procedures, support system (including division of roles), support contents and monitoring	○	-	●	-	△	-	RGB	
1-8.	To help C/Ps to draft proposal of amendment of the IWUO Policy and Strategy, and the Ministerial Order		-	●	-	△	-		
Output2: IWUO management is enhanced in the model sites.									
2-1.	To analyse the current situation in order to identify problems (e.g. IWUO registration, by-laws and regulations, IMTA conditions, collaboration with cooperatives, water rights and etc.) through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	same as 1-1 to 1-3		
2-2.	To elaborate the draft improvement plan of IWUO management (e.g. leadership, accounting, general assembly & executive committees, collaboration with cooperatives, and etc.) based on the activity as written 2-1	○		●	-	△	-	RGB&RCA	
2-3.	To train C/Ps as trainers based on the improvement plan	○	(Travel allowances of training activities for district/sector staffs)	●	Travel allowances of training activities for RAB staffs	●	1. Necessary materials for training activities in the model sites such as manuals, texts and stationaries. 2. Venue fee and lunch for training activities in the model sites. 3. Arrangement of minibus rental at the model sites.		
2-4.	To draft IWUO management improvement manuals		-	●	-	△	Printing and distribution		
2-5.	To conduct IWUO training by C/P trainers in the model sites	●	Travel allowances of training activities for district/sector staffs	●	same as written in 2-3.		same as written in 2-3.	Sector, IWUO	
2-6.	To improve the draft manuals based on the implementation of activity written as 2-5	●	-	●	-		Printing and distribution		
2-7.	To set up monitoring and evaluation system for IWUO management		-	●	-	△	-	RGB	
2-8.	To implement monitoring and evaluation on relevant activities	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs		-	RGB	
Output3: Operation and maintenance are properly implemented in the model sites.									
3-1.	To analyse the current situation in order to identify problems of operation and maintenance (O & M) through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	same as 1-1 to 1-3		
3-2.	To elaborate the draft improvement plan of O & M in the model sites based on the activity as written 3-1	○	-	●	-	△	-		
3-3.	To train C/Ps as trainers based on the improvement plan of O & M	○	(Travel allowances of training activities for district/sector staffs)	●	Travel allowances of training activities for RAB staffs	●	1. Necessary equipment for training activities in the model sites such as weed cutter and shovel. 2. Necessary equipment for minor rehabilitation in the model sites 3. Venue fee and lunch for training activities in the model sites. 4. Arrangement of minibus rental at the model sites.		
3-4.	To draft O & M manuals		-	●	-	△	Printing and distribution		
3-5.	To conduct IWUO training by C/P trainers in the model sites	●	Travel allowances of training activities for district/sector staffs	●	same as written in 3-3.		same as written in 3-3.	Sector, IWUO	
3-6.	To improve the draft manuals based on the implementation of activity written as 3-5	●	-	●	-		Printing and distribution		
3-7.	To implement monitoring and evaluation on relevant activities	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs		-		
Output4: Water management is properly implemented in the model sites.									
4-1.	To analyse the current situation in order to identify problems of water management through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	same as 1-1 to 1-3	RWFA (Rwanda Water and Forestry Authority)	
4-2.	To elaborate the draft improvement plan of water management in the model sites based on the activity as written 4-1	○	-	●	-	△	-	RWFA	
4-3.	To train C/Ps as trainers based on the improvement plan of water management	○	(Travel allowances of training activities for district/sector staffs)	●	Travel allowances of training activities for RAB staffs	●	1. Necessary materials for training activities in the model sites such as manuals, texts and stationaries. 2. Venue fee and lunch for training activities in the model sites. 3. Arrangement of minibus rental at the model sites.		
4-4.	To draft water management improvement manuals		-	●	-	△	Printing and distribution		
4-5.	To conduct IWUO training by C/P trainers in the model sites	●	Travel allowances of training activities for district/sector staffs	●	same as written in 4-3.		same as written in 4-3.	Sector, IWUO	
4-6.	To improve the draft manuals based on the implementation of activity written as 4-5	●	-	●	-		Printing and distribution	RWFA	
4-7.	To implement monitoring and evaluation on relevant activities	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs		-	RWFA	
Output5: Farm management is properly implemented in the model sites.									
5-1.	To analyse the current situation in order to identify problems of agricultural extension and farm management through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	same as 1-1 to 1-3		
5-2.	To extract suitable methodologies from lessons learnt through relevant projects	○	-	●	-	△	-		
5-3.	To train C/Ps as trainers based on the suitable methodologies	○	(Travel allowances of training activities for district/sector staffs)	●	Travel allowances of training activities for RAB staffs	●	1. Necessary inputs for training activities in the model sites such seeds and fertilizer. 2. Venue fee and lunch for training activities in the model sites. 3. Arrangement of minibus rental at the model sites.		
5-4.	To elaborate farm management training texts	●	-	●	-		Printing and distribution		
5-5.	To conduct training by C/P trainers in the model sites	●	Travel allowances of training activities for district/sector staffs	●	same as written in 5-3.		same as written in 5-3.	Sector, IWUO, Cooperative	
5-6.	To implement monitoring and evaluation on relevant activities	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs		-		
Monitoring									
1	To prepare the Work Plan	○	-	●	-	△	Printing and distribution	MINAGRI, MINALOC, RCA, MINECOFIN	
2	To hold Joint Coordinating Committee (JCC) meeting	○	-	●	Travel allowances for the participants of JCC meeting	△	Venue fee, lunch and stationaries		
3	To hold Task Force (TF) meeting	○	-	●	Travel allowances for the participants of the TF meeting	△	Venue fee, lunch and stationaries		
4	To prepare the Progress Report	○	-	●	-	△	Printing and distribution		
5	To prepare the Monitoring Sheet (M/E)	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs	△	Printing and distribution		

Note: Possible cost for implementation of KCCP (Knowledge Co-Creation Program) / Training in Japan and Third Country are supported by Japanese side.

**MEMORANDUM OF UNDERSTANDING
“MoU”**

Between:

**RWANDA AGRICULTURE AND ANIMAL RESOURCES
DEVELOPMENT BOARD (RAB)**

and

GISAGARA DISTRICT

For:

**The Implementation of Water Management and Capacity Building Project
(WAMCAB Project)**

Under:

Japan International Cooperation Agency (JICA)



1

Memorandum of Understanding

This Memorandum of Understanding, hereunder referred to as “MoU” is made by and between:

- (1) **Rwanda Agriculture and Animal Resources Development Board (RAB)**, having its headquarter at Kicukiro - Rubilizi, P.O. Box 5016 Kigali / Rwanda, hereunder referred to as the “RAB” represented by **Patrick KARANGWA (PhD)**, the Director General;
- (2) **Gisagara District**, having its headquarter at Gisagara, Southern Province, email: gisagaradistrict@gisagara.gov.rw, hereunder referred to as “**District**”, represented by **RUTABURINGOGA Jerome**, the Mayor;
- (3) **Water Management and Capacity Building Project in the Republic of Rwanda (WAMCAB)**, Project under Japan International Cooperation Agency (JICA), hereunder referred to as “**Project**” represented by **KUNIYASU Norio**, the Chief Advisor of the Project;

Together referred to as “**THE PARTIES**”

WHEREAS THE PARTIES

- Wish to harmonize the improved irrigated agriculture management system developed by Water Management and Capacity Building (WAMCAB) and roll out in Gisagara District;
- Promote to improve the ability of technical implementation and management for related irrigation officers and agricultural officers concerned and to realize the Irrigation Water User Organization (IWUO) management, operation and maintenance (O&M), water management and farm management of irrigation scheme initiated by WAMCAB through model sites and final contribute to sustainable management of developed irrigation schemes;
- Desire to assure the delivery of technical support for farmers based on extension services and strengthening the capacity of farmers in adopting improved IWUO management, O&M, water management and farm management of irrigation scheme using a capacity development program of WAMCAB; and
- Ensure close collaboration among parties on IWUO management, O&M, water management and farm management of irrigation scheme and for sustainability of project impacts to the nation-wide;

NOW THEREFORE THE PARTIES MUTUALLY AGREE TO PARTNER AND WITNESS AS FOLLOWS:



Article 1: Purpose of this MoU

The purpose of this MoU is to create the partnership and expand the cooperation among parties towards the implementation of WAMCAB Project.

The Plan of working process is shown in Annex 1.

Article 2: About the Project

The WAMCAB Project aims at:

- Providing the positive impact in developing sustainable irrigation scheme management run by IWUO;
- Improving IWUO management, O&M, water management and farm management of irrigation scheme.

The Project shall be implanted in phases as follow:

- **The first phase** of WAMCAB as Survey and Planning phase will be implemented in collaboration with District and RAB until the end of April 2020.
- **The second phase** of WAMCAB as Technical Guidance phase in model sites including TOT and the training of the target IWUOs will be implemented in collaboration with District and RAB with the supports from JICA experts from May 2020 to April 2022.
- **The third phase** of Institutionalization and Extension Preparation phase on WAMCAB, the leaders and staff trained in the second phase will conduct technical extension activities in their areas with the supports from District and RAB from May 2022 to February 2024.

Article 3: Legal status of this MoU

This MoU expresses a convergence of will between “Parties”, it indicates an intended common line of action and parties do imply legal commitment;

Parties intend to use their best efforts in good faith to work together to achieve the Project Objectives

Article 4: Duties and responsibilities

Under this MoU, parties shall perform duties and responsibilities as follow:

1) The District: The District shall:

- Implement the Project as a collaborative agency and makes a very important role for the project success;



- Participate in a series of training in the model site, workshops, Task Force (TF) meetings and Joint Coordinating Committee (JCC) meetings, and other meetings related to the project organized by RAB. JCC and TF member list is shown in Annex 2.

2) RAB: RAB shall:

- Conduct the capacity development program of the Project to train farmers of selected model sites and to dispatch staffs among counterpart, JCC and TF members to the farmers;
- Monitor the Project at each phase in collaboration with District with the supports from Project experts.
- Organize quarterly TF meeting and JCC meeting in collaboration with District.

3) The Project: The Project shall:

- Strengthen farmers' based model site providing technical support on Irrigation Management Transfer (IMT) procedures, support system (including the roles of stakeholders), and contents of support to IWUO and procedures of monitoring, IWUO management, O&M of irrigation scheme, water management and farm management;
- Work jointly with District and RAB to follow up of implementing the project;
- Provide technical and a part of financial support for the sustainable management of irrigation scheme;
- Provide technical and a part of financial support for the activities conducted by Gisagara District;
- Ensure general supervision and follow up of the supported activities and share feedback with RAB and Gisagara District;

Article 5: Cost and work sharing

Details of cost and work sharing for the implementation of the Project are shown in **Annex 3**.

Article 6: Modification

Any modification to this MoU shall be made through mutual consent between parties and put in writing signed and dated prior to any changing effected.

Article 7: Duration

This MoU is effective from the signed date up to February 2024. This period may be renewed upon agreement between parties and shall be in writing.

Article 8: Reporting

Monitoring report by District shall be submitted to RAB and the Project at each year and supported by the RAB and Project experts.





Article 9: Intellectual property rights

The ownership of the intellectual property that existed prior to the commencement of this MoU, held by any of the Parties shall not be altered or transferred by virtue of its use hereunder.

Ownership of the intellectual property created under this MoU may be solely or jointly owned by the Parties. Specific provisions relating to intellectual property rights will be evaluated and defined in accordance with applicable law.

Article 10: Law Governing agreement and language

This agreement shall be governed by the laws of the Republic of Rwanda and language agreement shall be in English.

Article 11: Settlement of Disputes

Any dispute, controversy, claim arising out of or relating to this agreement or breach termination or invalidity thereof, shall be settled between the parties.

The parties agree to use good faith efforts to attempt to amicably settle any dispute between the parties arising out of the interpretation or implementation of this MoU through consultations and negotiations between them. Failure to reach a common solution, the MoU shall be terminated in accordance with termination clause

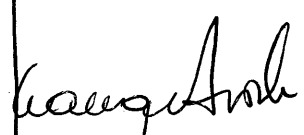
Article 12: Termination

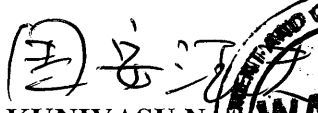
Either party to this agreement may terminate it by giving a written notice of thirty (30) days to the other parties.

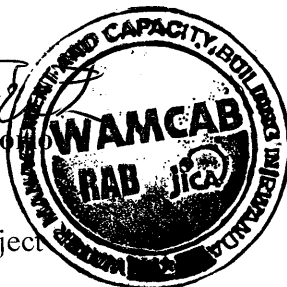
IN WITNESS WHEREOF, the undersigned, being duly authorized by their representative entities, have signed this memorandum of understanding.


RUTABURINGOGA J. Ndayishimiye
Mayor
Gisagara District




Patrick KARANGWA (Ph.D.)
Director General
RAB


KUNIYASU Nishimura
Chief Advisor
WAMCAB Project



Annex 1: Plan of Operation (PO) as Version 1

Version: 1 (as of 1st March 2019)

Project Title: Project for Water Management and Capacity Building in Rwanda																				Monitoring							
Inputs				Year	1st Year				2nd Year				3rd Year				4th Year				5th Year				Remarks	Issue	Solution
					I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV			
Expert																											
1) Chief Advisor / Irrigation Polic				Plan																							
				Actual																							
2) IWUO Managemen				Plan																							
				Actual																							
3) O & M/ Water Management				Plan																							
				Actual																							
4) Farm Management				Plan																							
				Actual																							
5) Coordination/Training				Plan																							
				Actual																							
Equipment																											
				Plan																							
				Actual																							
				Plan																							
				Actual																							
Training in Japan																											
				Plan																							
				Actual																							
In-country/Third country Training																											
				Plan																							
				Actual																							
Activities																											
Sub-Activities																											
Output 1:																											
1.1. To identify problems of the current implementation of IMT procedures through baseline survey				Plan																							
				Actual																							
1.2. To identify problems of division of roles for the promotion of IMT and supports of IWUOs through baseline survey				Plan																							
				Actual																							
1.3. To identify problems of IWUO supporting systems through baseline survey				Plan																							
				Actual																							
1.4. To select model sites upon the approval at JCC				Plan																							
				Actual																							
1.5. To implement the activities addressing to the above-noted problems				Plan																							
				Actual																							
1.6. To monitor the progress				Plan																							
				Actual																							
1.7. To draft IMT implementation manuals for IMT procedures, support system (including division of roles), support contents and monitoring				Plan																							
				Actual																							
1.8. To help C/Ps to draft proposal of amendment of the IWUO Policy and Strategy, and the Ministerial Order				Plan																							
				Actual																							

Output 2:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
2.1.To analyse the current situation in order to identify problems through baseline survey					Plan																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																

Annex 2: Member List of Joint Coordinating Committee and Task Force

1. Member List of Joint Coordinating Committee (JCC)

1) Chairs

- Chair: Project Director
- Vice-Chair: To Be Assigned in Ministry of Local Government (MINALOC)

2) Rwandan Side

- Representatives of Relevant Departments in Ministry of Agriculture (MINAGRI)
- Representatives of Relevant Departments in Ministry of Local Government (MINALOC)
- Representatives of Relevant Units in Rwanda Cooperative Authority (RCA)
- Representatives of Relevant Departments in Ministry of Finance (MINECOFIN)
- Representatives of RAB Stations in the Project Area (Ngoma, Rwamagana and Gisagara Districts). Representative of Each District of Selected Target Areas
- Rwandan C/P Team Members

3) Japanese Side

- JICA Experts
- Representatives of JICA Rwanda Office
- JICA Mission (When Applicable)

Notes:

- Officials of Embassy of Japan in the Republic of Rwanda may attend the JCC as observers.
- Representatives from RGB may attend the JCC as observers.
- Representatives from related JICA projects may attend the JCC as observers.
- Persons who are invited by the Chairperson may attend the JCC meetings.



2. Member List of Task Force (TF)

1) Chairs

- Chair: Project Manager
- Vice-Chair: Chief Implementer

2) Rwandan Side (Central Level)

- Director General of RAB
- Head of Land Husbandry, Irrigation Research and Technology Transfer - RAB
- IWUOs Specialist
- Rural Engineer - RAB
- Irrigation Engineer - RAB
- Agronomist - RAB

3) Rwandan Side (Station Level)

- IWUO-SU at Station Levels
- Relevant Officers in Relevant Agricultural Development Station (ADS)
- Officers of Agricultural Extension Directorate in ADS

4) Rwandan Side (District Level)

- SME & Coop Officer
- Relevant Officers in District Office (Irrigation Officers)
- Agronomist

5) Japanese Side

- Chief Advisor / Irrigation Policy
- Deputy Chief Advisor / Irrigation Policy
- IWUO Management
- O&M / Water Management
- O&M / Water Management / Capacity Development
- Farm Management
- Training / Coordinator
- Support for IMT Promotion (Short-Term Expert)



Major Activity for WAMCAB		Rwandan side				Japanese side		Stakeholders Concerned
		District		RAB				
		Work	Cost	Work	Cost	Work	Cost	
Output1: Irrigation Management Transfer (IMT) procedures, support system (including the roles of stakeholders), and contents of support to IWUO and procedures of monitoring are identified.								
1-1.	To identify problems of the current implementation of IMT procedures through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	1. Necessary equipment for baseline survey such as tablet PCs and GPS. 2. Employment of survey assistants.	
1-2.	To identify problems of division of roles for the promotion of IMT and supports of IWUOs through baseline survey	○		●		△		RGB
1-3.	To identify problems of IWUO supporting systems through baseline survey	○		●		△		RGB
1-4.	To select model sites upon the approval at JCC	●	-	○	-	△	-	RGB
1-5.	To implement the activities addressing to the above-noted problems	●	Travel allowances of project activities for district/sector staffs	●	Travel allowances of project activities and monitoring for district/sector staffs		1. Necessary materials for project activities such as manuals, texts and stationaries. 2. Venue fee and lunch for training activities in the model sites. 3. Arrangement of minibus rental at the model sites.	RGB
1-6.	To monitor the progress		-	●	Travel allowances of monitoring activities for RAB staffs		-	RGB
1-7.	To draft IMT implementation manuals for IMT procedures, support system (including division of roles), support contents and monitoring	○	-	●	-	△	-	RGB
1-8.	To help C/Ps to draft proposal of amendment of the IWUO Policy and Strategy, and the Ministerial Order		-	●	-	△	-	
Output2: IWUO management is enhanced in the model sites.								
2-1.	To analyse the current situation in order to identify problems (e.g. IWUO registration, by-laws and regulations, IMTA conditions, collaboration with cooperatives, water rights and etc.) through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	same as 1-1 to 1-3	
2-2.	To elaborate the draft improvement plan of IWUO management (e.g. leadership, accounting, general assembly & executive committees, collaboration with cooperatives, and etc.) based on the activity as written 2-1	○	-	●	-	△	-	RGB&RCA
2-3.	To train C/Ps as trainers based on the improvement plan	○	(Travel allowances of training activities for district/sector staffs)	●	Travel allowances of training activities for RAB staffs	●	1. Necessary materials for training activities in the model sites such as manuals, texts and stationaries. 2. Venue fee and lunch for training activities in the model sites. 3. Arrangement of minibus rental at the model sites.	
2-4.	To draft IWUO management improvement manuals		-	●	-	△	Printing and distribution	
2-5.	To conduct IWUO training by C/P trainers in the model sites	●	Travel allowances of training activities for district/sector staffs	●	same as written in 2-3.		same as written in 2-3.	Sector, IWUO
2-6.	To improve the draft manuals based on the implementation of activity written as 2-5	●	-	●	-		Printing and distribution	
2-7.	To set up monitoring and evaluation system for IWUO management		-	●	-	△	-	RGB
2-8.	To implement monitoring and evaluation on relevant activities	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs		-	RGB
Output3: Operation and maintenance are properly implemented in the model sites.								
3-1.	To analyse the current situation in order to identify problems of operation and maintenance (O & M) through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	same as 1-1 to 1-3	
3-2.	To elaborate the draft improvement plan of O & M in the model sites based on the activity as written 3-1	○	-	●	-	△	-	
3-3.	To train C/Ps as trainers based on the improvement plan of O & M	○	(Travel allowances of training activities for district/sector staffs)	●	Travel allowances of training activities for RAB staffs	●	1. Necessary equipment for training activities in the model sites such as weed cutter and shovel. 2. Necessary equipment for minor rehabilitation in the model sites 3. Venue fee and lunch for training activities in the model sites. 4. Arrangement of minibus rental at the model sites.	
3-4.	To draft O & M manuals		-	●	-	△	Printing and distribution	
3-5.	To conduct IWUO training by C/P trainers in the model sites	●	Travel allowances of training activities for district/sector staffs	●	same as written in 3-3.		same as written in 3-3.	Sector, IWUO
3-6.	To improve the draft manuals based on the implementation of activity written as 3-5	●	-	●	-		Printing and distribution	
3-7.	To implement monitoring and evaluation on relevant activities	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs		-	
Output4: Water management is properly implemented in the model sites.								
4-1.	To analyse the current situation in order to identify problems of water management through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	same as 1-1 to 1-3	RWFA (Rwanda Water and Forestry Authority)
4-2.	To elaborate the draft improvement plan of water management in the model sites based on the activity as written 4-1	○	-	●	-	△	-	RWFA
4-3.	To train C/Ps as trainers based on the improvement plan of water management	○	(Travel allowances of training activities for district/sector staffs)	●	Travel allowances of training activities for RAB staffs	●	1. Necessary materials for training activities in the model sites such as manuals, texts and stationaries. 2. Venue fee and lunch for training activities in the model sites. 3. Arrangement of minibus rental at the model sites.	
4-4.	To draft water management improvement manuals		-	●	-	△	Printing and distribution	
4-5.	To conduct IWUO training by C/P trainers in the model sites	●	Travel allowances of training activities for district/sector staffs	●	same as written in 4-3.		same as written in 4-3.	Sector, IWUO
4-6.	To improve the draft manuals based on the implementation of activity written as 4-5	●	-	●	-		Printing and distribution	RWFA
4-7.	To implement monitoring and evaluation on relevant activities	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs		-	RWFA
Output5: Farm management is properly implemented in the model sites.								
5-1.	To analyse the current situation in order to identify problems of agricultural extension and farm management through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	same as 1-1 to 1-3	
5-2.	To extract suitable methodologies from lessons learnt through relevant projects	○	-	●	-	△		
5-3.	To train C/Ps as trainers based on the suitable methodologies	○	(Travel allowances of training activities for district/sector staffs)	●	Travel allowances of training activities for RAB staffs	●	1. Necessary inputs for training activities in the model sites such seeds and fertilizer. 2. Venue fee and lunch for training activities in the model sites. 3. Arrangement of minibus rental at the model sites.	
5-4.	To elaborate farm management training texts	●	-	●	-		Printing and distribution	
5-5.	To conduct training by C/P trainers in the model sites	●	Travel allowances of training activities for district/sector staffs	●	same as written in 5-3.		same as written in 5-3.	Sector, IWUO, Cooperative
5-6.	To implement monitoring and evaluation on relevant activities	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs			
Monitoring								
1	To prepare the Work Plan	○	-	●	-	△	Printing and distribution	
2	To hold Joint Coordinating Committee (JCC) meeting	○	-	●	Travel allowances for the participants of JCC meeting	△	Venue fee, lunch and stationaries	MINAGRI, MINALOC, RCA, MINECOFIN
3	To hold Task Force (TF) meeting	○	-	●	Travel allowances for the participants of the TF meeting	△	Venue fee, lunch and stationaries	
4	To prepare the Progress Report	○	-	●	-	△	Printing and distribution	
5	To prepare the Monitoring Sheet (M/E)	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs	△	Printing and distribution	

Note: Possible cost for implementation of KCCP (Knowledge Co-Creation Program) / Training in Japan and Third Country are supported by Japanese side.

MEMORANDUM OF UNDERSTANDING
“MoU”

Between:

**RWANDA AGRICULTURE AND ANIMAL RESOURCES
DEVELOPMENT BOARD (RAB)**

and

RWAMAGANA DISTRICT

For:

**The Implementation of Water Management and Capacity Building Project
(WAMCAB Project)**

Under:

Japan International Cooperation Agency (JICA)

7

10

Memorandum of Understanding

This Memorandum of Understanding, hereunder referred to as “MoU” is made by and between:

- (1) **Rwanda Agriculture and Animal Resources Development Board (RAB)**, having its headquarter at Kicukiro - Rubilizi, P.O. Box 5016 Kigali / Rwanda, hereunder referred to as the “**RAB**” represented by **Patrick KARANGWA (PhD)**, the Director General;
- (2) **Rwamagana District**, having its headquarter at RN 3, Rwamagana, Eastern Province, email: rwamaganadistrict@rwamagana.gov.rw, hereunder referred to as “**District**”, represented by **MBONYUMUVUNYI Radjab**, the Mayor;
- (3) **Water Management and Capacity Building Project in the Republic of Rwanda (WAMCAB)**, Project under Japan International Cooperation Agency (JICA), hereunder referred to as “**Project**” represented by **KUNIYASU Norio**, the Chief Advisor of the Project;

Together referred to as “**THE PARTIES**”

WHEREAS THE PARTIES

- Wish to harmonize the improved irrigated agriculture management system developed by Water Management and Capacity Building (WAMCAB) and roll out in Rwamagana District;
- Promote to improve the ability of technical implementation and management for related irrigation officers and agricultural officers concerned and to realize the Irrigation Water User Organization (IWUO) management, operation and maintenance (O&M), water management and farm management of irrigation scheme initiated by WAMCAB through model sites and final contribute to sustainable management of developed irrigation schemes;
- Desire to assure the delivery of technical support for farmers based on extension services and strengthening the capacity of farmers in adopting improved IWUO management, O&M, water management and farm management of irrigation scheme using a capacity development program of WAMCAB; and
- Ensure close collaboration among parties on IWUO management, O&M, water management and farm management of irrigation scheme and for sustainability of project impacts to the nation-wide;

NOW THEREFORE THE PARTIES MUTUALLY AGREE TO PARTNER AND WITNESS AS FOLLOWS:



Article 1: Purpose of this MoU

The purpose of this MoU is to create the partnership and expand the cooperation among parties towards the implementation of WAMCAB Project.

The Plan of working process is shown in Annex 1.

Article 2: About the Project

The WAMCAB Project aims at:

- Providing the positive impact in developing sustainable irrigation scheme management run by IWUO;
- Improving IWUO management, O&M, water management and farm management of irrigation scheme.

The Project shall be implanted in phases as follow:

- **The first phase** of WAMCAB as Survey and Planning phase will be implemented in collaboration with District and RAB until the end of April 2020.
- **The second phase** of WAMCAB as Technical Guidance phase in model sites including TOT and the training of the target IWUOs will be implemented in collaboration with District and RAB with the supports from JICA experts from May 2020 to April 2022.
- **The third phase** of Institutionalization and Extension Preparation phase on WAMCAB, the leaders and staff trained in the second phase will conduct technical extension activities in their areas with the supports from District and RAB from May 2022 to February 2024.

Article 3: Legal status of this MoU

This MoU expresses a convergence of will between “Parties”, it indicates an intended common line of action and parties do imply legal commitment;

Parties intend to use their best efforts in good faith to work together to achieve the Project Objectives

Article 4: Duties and responsibilities

Under this MoU, parties shall perform duties and responsibilities as follow:

1) The District: The District shall:

- Implement the Project as a collaborative agency and makes a very important role for the project success;



- Participate in a series of training in the model site, workshops, Task Force (TF) meetings and Joint Coordinating Committee (JCC) meetings, and other meetings related to the project organized by RAB. JCC and TF member list is shown in Annex 2.

2) RAB: RAB shall:

- Conduct the capacity development program of the Project to train farmers of selected model sites and to dispatch staffs among counterpart, JCC and TF members to the farmers;
- Monitor the Project at each phase in collaboration with District with the supports from Project experts.
- Organize quarterly TF meeting and JCC meeting in collaboration with District.

3) The Project: The Project shall:

- Strengthen farmers' based model site providing technical support on Irrigation Management Transfer (IMT) procedures, support system (including the roles of stakeholders), and contents of support to IWUO and procedures of monitoring, IWUO management, O&M of irrigation scheme, water management and farm management;
- Work jointly with District and RAB to follow up of implementing the project;
- Provide technical and a part of financial support for the sustainable management of irrigation scheme;
- Provide technical and a part of financial support for the activities conducted by Rwamagana District;
- Ensure general supervision and follow up of the supported activities and share feedback with RAB and Rwamagana District;

Article 5: Cost and work sharing

Details of cost and work sharing for the implementation of the Project are shown in **Annex 3**.

Article 6: Modification

Any modification to this MoU shall be made through mutual consent between parties and put in writing signed and dated prior to any changing effected.

Article 7: Duration

This MoU is effective from the signed date up to February 2024. This period may be renewed upon agreement between parties and shall be in writing.

Article 8: Reporting

Monitoring report by District shall be submitted to RAB and the Project at each year and supported by the RAB and Project experts.

Article 9: Intellectual property rights

The ownership of the intellectual property that existed prior to the commencement of this MoU, held by any of the Parties shall not be altered or transferred by virtue of its use hereunder.

Ownership of the intellectual property created under this MoU may be solely or jointly owned by the Parties. Specific provisions relating to intellectual property rights will be evaluated and defined in accordance with applicable law.

Article 10: Law Governing agreement and language

This agreement shall be governed by the laws of the Republic of Rwanda and language agreement shall be in English.

Article 11: Settlement of Disputes

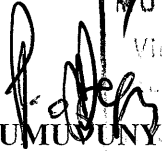
Any dispute, controversy, claim arising out of or relating to this agreement or breach termination or invalidity thereof, shall be settled between the parties.


The parties agree to use good faith efforts to attempt to amicably settle any dispute between the parties arising out of the interpretation or implementation of this MoU through consultations and negotiations between them. Failure to reach a common solution, the MoU shall be terminated in accordance with termination clause

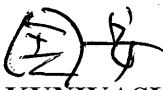
Article 12: Termination


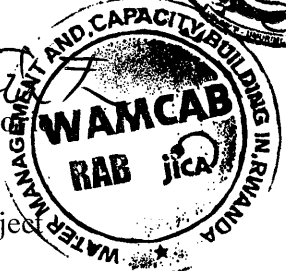

Either party to this agreement may terminate it by giving a written notice of thirty (30) days to the other parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized by their representative entities, have signed this memorandum of understanding.


MUDAHERANWA Regis
Vice Mayor in Charge of
District of Rwamagana
MBONYUMUSUNYI Radjabu
Mayor
Rwamagana District


Patrick KARANGWA (Ph.D.)
Director General
RAB


KUNIYASU Ngenzi
Chief Advisor
WAMCAB Project

Annex 1: Plan of Operation (PO) as Version 1

Version: 1 (as of 1st March 2019)

Project Title: Project for Water Management and Capacity Building in Rwanda																				Monitoring												
Inputs				Year	1st Year				2nd Year				3rd Year				4th Year				5th Year				Remarks		Issue	Solution				
					I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV								
Expert																																
1) Chief Advisor / Irrigation Polic					Plan																											
					Actual																											
2) IWUO Managemen					Plan																											
					Actual																											
3) O & M/ Water Management					Plan																											
					Actual																											
4) Farm Management					Plan																											
					Actual																											
5) Coordination/Training					Plan																											
					Actual																											
Equipment																																
					Plan																											
					Actual																											
					Plan																											
					Actual																											
Training in Japan																																
					Plan																											
					Actual																											
In-country/Third country Training																																
					Plan																											
					Actual																											
Activities								Year	1st Year				2nd Year				3rd Year				4th Year				5th Year				Responsible Organization		Achievements	Issue & Countermeasure
Sub-Activities									I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	Japan	GoR		
Output 1:																																
1.1. To identify problems of the current implementation of IMT procedures through baseline survey					Plan																											
					Actual																											
1.2. To identify problems of division of roles for the promotion of IMT and supports of IWUOs through baseline survey					Plan																											
					Actual																											
1.3. To identify problems of IWUO supporting systems through baseline survey					Plan																											
					Actual																											
1.4. To select model sites upon the approval at JCC					Plan																											
					Actual																											
1.5. To implement the activities addressing to the above-noted problems					Plan																											
					Actual																											
1.6. To monitor the progress					Plan																											
					Actual																											
1.7. To draft IMT implementation manuals for IMT procedures, support system (including division of roles), support contents and monitoring					Plan																											
					Actual																											
1.8. To help C/Ps to draft proposal of amendment of the IWUO Policy and Strategy, and the Ministerial Order					Plan																											
					Actual																											

Output 2:					
2.1.To analyse the current situation in order to identify problems through baseline survey				Plan	
				Actual	
2.2.To elaborate the draft improvement plan of IWUO managementbased on the activity as written 2.1				Plan	
				Actual	
2.3. To train C/Ps as trainers based on the improvement plan				Plan	
				Actual	
2.4. To draft IWUO management improvement manuals				Plan	
				Actual	
2.5. To conduct IWUO training by C/P trainers in the model sites				Plan	
				Actual	
2.6. To improve the draft manuals based on the implementation of activity written as 2.5				Plan	
				Actual	
2.7.To set up monitoring and evaluation system for IWUO management				Plan	
				Actual	
2.8. To implement monitoring and evaluation on relevant activities				Plan	
				Actual	
Output 3:					
3.1. To analyse the current situation in order to identify problems of operation and maintenance (O & M) through baseline survey				Plan	
				Actual	
3.2 To elaborate the draft improvement plan of O & M in the model sites based on the activity as written 3.1				Plan	
				Actual	
3.3. To train C/Ps as trainers based on the improvement plan of O & M				Plan	
				Actual	
3.4. To draft O & M manuals				Plan	
				Actual	
3.5. To conduct IWUO training by C/P trainers in the model sites				Plan	
				Actual	
3.6. To improve the draft manuals based on the implementation of activity written as 3. 5				Plan	
				Actual	
3.7.To implement monitoring and evaluation on relevant activities				Plan	
				Actual	
Output 4:					
4.1. To analyse the current situation in order to identify problems of water management through baseline survey				Plan	
				Actual	
4.2. To elaborate the draft improvement plan of water management in the model sites based on the activity as written 4.1				Plan	
				Actual	
4.3. To train C/Ps as trainers based on the improvement plan of water management				Plan	
				Actual	
4.4. To draft water management improvement manuals				Plan	
				Actual	
4.5. To conduct IWUO training by C/P trainers in the model sites				Plan	
				Actual	
4.6. To improve the draft manuals based on the implementation of activity written as 4.5				Plan	
				Actual	
4.7.To implement monitoring and evaluation on relevant activities				Plan	
				Actual	

Annex 2: Member List of Joint Coordinating Committee and Task Force

1. Member List of Joint Coordinating Committee (JCC)

1) Chairs

- Chair: Project Director
- Vice-Chair: To Be Assigned in Ministry of Local Government (MINALOC)

2) Rwandan Side

- Representatives of Relevant Departments in Ministry of Agriculture (MINAGRI)
- Representatives of Relevant Departments in Ministry of Local Government (MINALOC)
- Representatives of Relevant Units in Rwanda Cooperative Authority (RCA)
- Representatives of Relevant Departments in Ministry of Finance (MINECOFIN)
- Representatives of RAB Stations in the Project Area (Ngoma, Rwamagana and Gisagara Districts). Representative of Each District of Selected Target Areas
- Rwandan C/P Team Members

3) Japanese Side

- JICA Experts
- Representatives of JICA Rwanda Office
- JICA Mission (When Applicable)

Notes:

- Officials of Embassy of Japan in the Republic of Rwanda may attend the JCC as observers.
- Representatives from RGB may attend the JCC as observers.
- Representatives from related JICA projects may attend the JCC as observers.
- Persons who are invited by the Chairperson may attend the JCC meetings.



2. Member List of Task Force (TF)

1) Chairs

- Chair: Project Manager
- Vice-Chair: Chief Implementer

2) Rwandan Side (Central Level)

- Director General of RAB
- Head of Land Husbandry, Irrigation Research and Technology Transfer - RAB
- IWUOs Specialist
- Rural Engineer - RAB
- Irrigation Engineer - RAB
- Agronomist - RAB

3) Rwandan Side (Station Level)

- IWUO-SU at Station Levels
- Relevant Officers in Relevant Agricultural Development Station (ADS)
- Officers of Agricultural Extension Directorate in ADS

4) Rwandan Side (District Level)

- SME & Coop Officer
- Relevant Officers in District Office (Irrigation Officers)
- Agronomist

5) Japanese Side

- Chief Advisor / Irrigation Policy
- Deputy Chief Advisor / Irrigation Policy
- IWUO Management
- O&M / Water Management
- O&M / Water Management / Capacity Development
- Farm Management
- Training / Coordinator
- Support for IMT Promotion (Short-Term Expert)



Major Activity for WAMCAB			Rwandan side				Japanese side		Stakeholders Concerned
			District		RAB				
			Work	Cost	Work	Cost	Work	Cost	
Output1: Irrigation Management Transfer (IMT) procedures, support system (including the roles of stakeholders), and contents of support to IWUO and procedures of monitoring are identified.									
1-1.	To identify problems of the current implementation of IMT procedures through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	1. Necessary equipment for baseline survey such as tablet PCs and GPS. 2. Employment of survey assistants.		
1-2.	To identify problems of division of roles for the promotion of IMT and supports of IWUOs through baseline survey	○		●		△		RGB	
1-3.	To identify problems of IWUO supporting systems through baseline survey	○		●		△		RGB	
1-4.	To select model sites upon the approval at JCC	●	-	○	-	△	-	RGB	
1-5.	To implement the activities addressing to the above-noted problems	●	Travel allowances of project activities for district/sector staffs	●	Travel allowances of project activities and monitoring for district/sector staffs		1. Necessary materials for project activities such as manuals, texts and stationaries. 2. Venue fee and lunch for training activities in the model sites. 3. Arrangement of minibus rental at the model sites.	RGB	
1-6.	To monitor the progress		-	●	Travel allowances of monitoring activities for RAB staffs		-	RGB	
1-7.	To draft IMT implementation manuals for IMT procedures, support system (including division of roles), support contents and monitoring	○	-	●	-	△	-	RGB	
1-8.	To help C/Ps to draft proposal of amendment of the IWUO Policy and Strategy, and the Ministerial Order		-	●	-	△	-		
Output2: IWUO management is enhanced in the model sites.									
2-1.	To analyse the current situation in order to identify problems (e.g. IWUO registration, by-laws and regulations, IMTA conditions, collaboration with cooperatives, water rights and etc.) through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	same as 1-1 to 1-3		
2-2.	To elaborate the draft improvement plan of IWUO management (e.g. leadership, accounting, general assembly & executive committees, collaboration with cooperatives, and etc.) based on the activity as written 2-1	○	-	●	-	△	-	RGB&RCA	
2-3.	To train C/Ps as trainers based on the improvement plan	○	(Travel allowances of training activities for district/sector staffs)	●	Travel allowances of training activities for RAB staffs	●	1. Necessary materials for training activities in the model sites such as manuals, texts and stationaries. 2. Venue fee and lunch for training activities in the model sites. 3. Arrangement of minibus rental at the model sites.		
2-4.	To draft IWUO management improvement manuals		-	●	-	△	Printing and distribution		
2-5.	To conduct IWUO training by C/P trainers in the model sites	●	Travel allowances of training activities for district/sector staffs	●	same as written in 2-3.		same as written in 2-3.	Sector, IWUO	
2-6.	To improve the draft manuals based on the implementation of activity written as 2-5	●	-	●	-		Printing and distribution		
2-7.	To set up monitoring and evaluation system for IWUO management		-	●	-	△	-	RGB	
2-8.	To implement monitoring and evaluation on relevant activities	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs		-	RGB	
Output3: Operation and maintenance are properly implemented in the model sites.									
3-1.	To analyse the current situation in order to identify problems of operation and maintenance (O & M) through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	same as 1-1 to 1-3		
3-2.	To elaborate the draft improvement plan of O & M in the model sites based on the activity as written 3-1	○	-	●	-	△	-		
3-3.	To train C/Ps as trainers based on the improvement plan of O & M	○	(Travel allowances of training activities for district/sector staffs)	●	Travel allowances of training activities for RAB staffs	●	1. Necessary equipment for training activities in the model sites such as weed cutter and shovel. 2. Necessary equipment for minor rehabilitation in the model sites 3. Venue fee and lunch for training activities in the model sites. 4. Arrangement of minibus rental at the model sites.		
3-4.	To draft O & M manuals		-	●	-	△	Printing and distribution		
3-5.	To conduct IWUO training by C/P trainers in the model sites	●	Travel allowances of training activities for district/sector staffs	●	same as written in 3-3.		same as written in 3-3.	Sector, IWUO	
3-6.	To improve the draft manuals based on the implementation of activity written as 3-5	●	-	●	-		Printing and distribution		
3-7.	To implement monitoring and evaluation on relevant activities	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs		-		
Output4: Water management is properly implemented in the model sites.									
4-1.	To analyse the current situation in order to identify problems of water management through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	same as 1-1 to 1-3	RWFA (Rwanda Water and Forestry Authority)	
4-2.	To elaborate the draft improvement plan of water management in the model sites based on the activity as written 4-1	○	-	●	-	△	-	RWFA	
4-3.	To train C/Ps as trainers based on the improvement plan of water management	○	(Travel allowances of training activities for district/sector staffs)	●	Travel allowances of training activities for RAB staffs	●	1. Necessary materials for training activities in the model sites such as manuals, texts and stationaries. 2. Venue fee and lunch for training activities in the model sites. 3. Arrangement of minibus rental at the model sites.		
4-4.	To draft water management improvement manuals		-	●	-	△	Printing and distribution		
4-5.	To conduct IWUO training by C/P trainers in the model sites	●	Travel allowances of training activities for district/sector staffs	●	same as written in 4-3.		same as written in 4-3.	Sector, IWUO	
4-6.	To improve the draft manuals based on the implementation of activity written as 4-5	●	-	●	-		Printing and distribution	RWFA	
4-7.	To implement monitoring and evaluation on relevant activities	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs		-	RWFA	
Output5: Farm management is properly implemented in the model sites.									
5-1.	To analyse the current situation in order to identify problems of agricultural extension and farm management through baseline survey	○	(Travel allowances of baseline survey for district/sector staffs)	●	Travel allowances of baseline survey for RAB staffs	△	same as 1-1 to 1-3		
5-2.	To extract suitable methodologies from lessons learnt through relevant projects	○	-	●	-	△			
5-3.	To train C/Ps as trainers based on the suitable methodologies	○	(Travel allowances of training activities for district/sector staffs)	●	Travel allowances of training activities for RAB staffs	●	1. Necessary inputs for training activities in the model sites such seeds and fertilizer. 2. Venue fee and lunch for training activities in the model sites. 3. Arrangement of minibus rental at the model sites.		
5-4.	To elaborate farm management training texts	●	-	●	-		Printing and distribution		
5-5.	To conduct training by C/P trainers in the model sites	●	Travel allowances of training activities for district/sector staffs	●	same as written in 5-3.		same as written in 5-3.	Sector, IWUO, Cooperative	
5-6.	To implement monitoring and evaluation on relevant activities	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs				
Monitoring									
1	To prepare the Work Plan	○	-	●	-	△	Printing and distribution		
2	To hold Joint Coordinating Committee (JCC) meeting	○	-	●	Travel allowances for the participants of JCC meeting	△	Venue fee, lunch and stationaries	MINAGRI, MINALOC, RCA, MINECOFIN	
3	To hold Task Force (TF) meeting	○	-	●	Travel allowances for the participants of the TF meeting	△	Venue fee, lunch and stationaries		
4	To prepare the Progress Report	○	-	●	-	△	Printing and distribution		
5	To prepare the Monitoring Sheet (M/E)	○	(Travel allowances of monitoring activities for district/sector staffs)	●	Travel allowances of monitoring activities for RAB staffs	△	Printing and distribution		

Note: Possible cost for implementation of KCCP (Knowledge Co-Creation Program) / Training in Japan and Third Country are supported by Japanese side.



**The Project for Water Management and
Capacity Building in Rwanda(WAMCAB)**

Under assistance of JICA and in coordination with MINAGRI and RAB



**Minutes of the 3rd Joint Coordinating Committee Meeting for the Project for Water
Management and Capacity Building in the Republic of Rwanda, August/13/2020 in Kigali**

1. Introduction

In line with the implementation of the project for Water Management and Capacity Building (WAMCAB) in the Republic of Rwanda, based on the Record of Discussions (R/D) signed on 27th September, 2018 between the Government of Rwanda and represented by the Director General of RAB and JICA represented by the Chief Representative, Rwanda office, the 3rd meeting of Joint Coordinating Committee (JCC) was organized and conducted on 13th August, 2020 at GRAND LEGACY HOTEL.

2. Agenda of the 3rd JCC Meeting

1. Work Plan of Phase 2
2. Proposal of the detailed Improvement Plan and Training Plan
3. Proposal and discussion on Indicators of Project Purpose
4. AOB

3. Participants of the Meeting

- RAB: DG (Project Director/Chair), IWUO Specialist (Chief Implementer), IWUO Specialist, Senior Rural Engineer and Senior Agronomist (Core Counterparts in charge of IWUO and Farming).
- RCA (JCC Member)
- Districts: Vice Mayors from Ngoma, Rwamagana and Gisagara Districts (JCC Members) participated remotely from their places;
- RGB Representative (JCC Observer);
- JICA Rwanda Office: Chief Representative (JCC Member), Program Advisor, Program Officer;
- JICA Expert/WAMCAB Project: Chief Advisor/ Irrigation Policy, Deputy Chief Advisor/ Irrigation Policy, IWUO Management, O&M/ Water Management, O&M/ Water Management/ Capacity Development, Farm Management, Coordination /Training, Support for IMT Promotion participated remotely from Japan;

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***The Project for Water Management and
Capacity Building in Rwanda(WAMCAB)***

Under assistance of JICA and in coordination with MINAGRI and RAB



- Local Expert/ WAMCAB Project Team: Coordinator /IWUO Officer, Assistant IWUO Officers, Irrigation Engineer, Agronomist, Assistant Agronomist;

4. Meeting Achievements

4-1. Opening Remark

DG of RAB, Dr. KARANGWA Patrick, the Project Director, thanked all participants both physically attended and online attended JCC meeting, he continued by thanking WAMCAB members to continue project activities during hard time of COVID-19 pandemic, he declared opening of the JCC meeting and wished the fruitful meeting to all participants.

4-2. Statement

Chief Representative of the JICA Rwanda Office, Mr. MARUO Shin, expressed his appreciation to experts in Japan and local staff engaged in the Project to continue project activities under difficult situation. He also informed the meeting that JICA would continue its best efforts under the COVID-19 pandemic, as he re-recognized the importance of agriculture under the pandemic affected environment in terms of socioeconomic development, food and nutrition security among others.

4-3. Presentations

1. Work Plan of Phase 2 presented by the Chief Implementer, Mr. MUSABYIMANA Emmanuel;
2. Proposal of the Detailed Improvement Plan and Training Plan presented by Mr. URIMUBENSHI Fidele;
3. Proposal and discussion on Indicators of Project Purpose presented by Mr. KUNIYASU and Ms. Sayaka MATSUDA;

4-4. Discussion Points and Conclusion

The discussions focused on the detailed improvement plan and training plan, participants suggested to combine or deduction of some trainings activities to achieve the targeted indicators of project purpose, the discussion also went on the system of training both IWUOs and cooperatives in combinations for some trainings so that they will have the same understandings in irrigation schemes management, during this discussions RCA representative asked WAMCAB to share with them the reports about trainings and he admitted to share some manuals with WAMCAB for reference. The meeting accepted the Work Plan

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***The Project for Water Management and
Capacity Building in Rwanda(WAMCAB)***

Under assistance of JICA and in coordination with MINAGRI and RAB



of Phase 2 and proposed improvement plan and training plan with necessary amendments by incorporating comments of participants.

The representative of RGB expressed his satisfaction against the project activities especially in solving problems of poor management of water in irrigation schemes especially within the schemes with dam. Mr MUSABYIMANA Emmanuel, the project chief implementer explained that the issue was captured from the survey and planning phase and activities to solve the issue were planned accordingly.

The RGB representative also expressed the idea to including the civil society organizations in project activities especially at District level;

The meeting discussed on the proposed indicators of Project Purpose, and comments in the second indicator was raised by the Chief Representative of JICA Rwanda Office.

4-5. Meeting resolutions

Participants of the meetings resolved the followings:

- The WAMCAB Work Plan of Phase Two was approved;
- Ngoma, Rwamagana and Gisagara District will avail working office for WAMCAB project staff;
- The Project Indicators of Project Purpose will be finalized at the next 4th JCC meeting;
- WAMCAB will collaborate with RCA to update training material to be used for farmers training in irrigation schemes;

4-6. Closing Remark

As closing remarks, the Director General of RAB, Dr. KARANGWA Patrick (PhD), expressed that RAB as institution in charge of Agriculture Development expect a lot on WAMCAB project as first project to work on irrigations scheme management, the Project would impact positively on agriculture development in Rwanda especially in irrigation domain. RAB will bring all the efforts to collaborate with JICA experts and national staff to smoothly implement the project in all its phases.

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**The Project for Water Management and
Capacity Building in Rwanda(WAMCAB)**

Under assistance of JICA and in coordination with MINAGRI and RAB



Minutes compiled by:

Edouard UFITINEMA

WAMCAB Agronomist

Reviewed by :

MUSABYIMANA Emmanuel

WAMCAB Chief Implementer

Reviewed by :

Norio KUNIYASU

WAMCAB Chief Advisor / Irrigation Policy

Approved by:

KARANGWA Patrick

WAMCAB Project Director

Director General of RAB





**The Project for Water Management and
Capacity Building in Rwanda(WAMCAB)**
Under assistance of JICA and in coordination with MINAGRI and RAB



**Minutes of the fourth Joint Coordinating Committee Meeting for the Project
for Water Management and Capacity Building in the Republic of Rwanda,
18th December, 2020**

1. Introduction

In line with the implementation of “the Project for Water Management and Capacity Building in Rwanda (WAMCAB)” based on the Records of Discussions (R/D) signed on 27th September, 2018 between the Government of Rwanda (GoR) represented by the Director General (DG) of Rwanda Agriculture and Animal Resources Development Board (RAB) and Japan International Cooperation Agency (JICA) represented by the Chief Representative of Rwanda office, the fourth Joint Coordinating Committee (JCC) meeting was organized on 18th December, 2020. Due to current working conditions under COVID-19 Pandemic, the meeting was conducted remotely.

2. Agenda of the 4th JCC meeting

1. Summary of Activity Progress ;
2. Discussion and Approval of Monitoring Sheet 3;
3. Discussion and Approval of Indicators of Project Purpose;
4. AOB

The meeting started at 9h00 and ended at 11h00 am in Rwandan time.

3. Participants of the meeting

Different personalities from institutions concerned by the project implementation as defined in the R/D attended the meeting:

- RAB: DG (Project Director / Chair), IWUO Specialist (Chief Implementer), IWUO Specialist (Core Counterpart in charge of IWUO)
- MINAGRI Representative (JCC Member);
- MINALOC: LED Specialist (JCC Vice-chair);
- MINECOFIN: Monitoring Officer (JCC Member);
- DISTRICTS: Vice Mayors from Gisagara and Rwamagana (JCC Members);
- JICA Rwanda Office: Chief Representative, Deputy Chief Representative, Program Officer/ Agriculture & Nutrition;

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- JICA Experts: Chief Advisor / Irrigation Policy, Deputy Chief Advisor / Irrigation Policy, IWUO Management, O&M / Water Management / Capacity Development, Farm Management, Coordination / Training;
- Local Experts: Local Coordinator / IWUO Officer, Assistant IWUO Officer / Secretary, Irrigation Engineer, Assistant Irrigation Engineer, Agronomist, Assistant Agronomist.

4. Meeting achievements

4.1 Opening Remarks

At the beginning of the meeting, the DG and Chair of the meeting checked the attendance of JCC members and self-introduction was done.

In his opening remarks, the DG of RAB and WAMCAB Project Director thanked all participants to attend the 4th JCC meeting. The Chair of the meeting also appreciated again genuine cooperation between Rwanda and JICA, especially in WAMCAB implementation. Despite the challenging situation under the COVID-19 pandemic, WAMCAB Japanese experts counterparts and the local staff kept the momentum and continue to prevail over the hard moments of the pandemic; He mentioned.

4.2 Statement

The Chief Representative of the JICA Rwanda Office, in his statement, thanked WAMCAB Project stakeholders such as RAB, Districts, JCC members and Project experts for the continuous efforts despite COVID-19 effects. JICA Chief Representative, Rwanda office expressed the need for RAB to allocate the budget for Core Counterparts personnel (C/Ps) to cover operational costs and expressed the willingness of JICA to secure the budget upon official request if any budget gap occurred on the side of RAB. JICA Chief Representative, Rwanda office also announced the resumption of experts' travel to Rwanda in technical cooperation projects. If all conditions allow, Japanese experts will arrive early in January 2021. JICA Chief representative informed participants that, in line with the national economic recovery of Rwandan Government, JICA has distributed vegetable seeds as a response to COVID-19 impact to farmers, a number of Districts including WAMCAB operation area have already received vegetables for seasons 2021 A&B.



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4.3 Presentations

- Summary of activity progress, presented by Chief Implementer, Mr. MUSABYIMANA Emmanuel and Ms. MATSUDA in charge of Coordination / Training;
- Monitoring Sheet #3, presented by Chief Adviser / Irrigation Policy, Mr. KUNIYASU Norio;
- Indicators of Project Purpose, presented by Chief Adviser / Irrigation Policy, Mr. KUNIYASU Norio.

4.4 AoB

(1) Travel expenses for C/Ps

- Mr. Pascal from JICA Rwanda Office asked RAB about any updates related to travel expenses for C/Ps.
- The Chief Implementer, Mr. Emmanuel expressed that the operational cost for C/Ps is secured under the recurrent budget of RAB.
- The DG of RAB / Chair and the Project Director clarified the issue related to travel expenses of C/Ps by reiterating the proper use and efficient use of recurrent budget by limiting unnecessary travels, meetings and conferences. Following the COVID-19 impact on the national budget, the DG encouraged the online meetings as much as possible to comply with the efficient use guidelines of the limited recurrent budget. However, crucial meetings such as JCC and Task Force (TF) are allowed and the recurrent budget will be efficiently used and centrally managed for the organized meetings.
- Dr. Shemsu from WAMCAB JICA team asked for more clarification about the institution that manages the budget lines, and the travel expenses for field activities by C/Ps and TF members.
- The DG of RAB and Chair and the Project Director responded that all expenses for meetings and filed visits are assessed its necessity and importance.

(2) Indicators for Project Purpose

- The Chief Advisor, Mr. KUNIYASU informed the participants that the proposed amendment for indicators of project purposes was discussed with TF meeting, he presented the amended version and asked for comments and/or objections.
- JCC Members appreciated the amendment and validated updated indicators.



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5. Meeting Resolutions

The participants of the meeting resolved the following:

- Monitoring Sheet #3 was approved.
- The Indicators of Project Purpose including the means of verifications were approved.

6. Closing remarks

As closing remarks, the DG of RAB and Chair of the meeting Dr. KARANGWA Patrick thanked the participants for their patience and called upon everyone to be committed to delivering.

Minutes taker:

Fidele URIMUBENSHI

Local Coordinator / IWUO Officer

Reviewed by:

MUSABYIMANA Emmanuel

WAMCAB Chief Implementer

Reviewed by :

Norio KUNIYASU

WAMCAB Chief Advisor / Irrigation Policy

Approved by:

KARANGWA Patrick
WAMCAB Project Director
Director General of RAB





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- Districts: Vice Mayor from Gisagara, Director of Agriculture and Natural Resources from Ngoma, and delegated staff from Rwamagana (JCC Member);
- JICA Rwanda Office: Chief Representative, Programme Adviser for Agriculture/ Nutrition, and Program Officer for Agriculture/ Nutrition;
- JICA Experts of WAMCAB Project: Chief Advisor/ Irrigation Policy, Deputy Chief Advisor/ Irrigation Policy, O&M/ Water Management/ Capacity Development, Coordination/ Training, Farm Management, and Nutrition-Sensitive Farm Management (JCC Members);
- Local Experts of WAMCAB Project: Local Coordinator/ IWUOs Officer, IWUO officer at Rwamagana, Assistant IWUOs Officer/Secretary, 1 Irrigation Engineer, 2 Agronomists

4. Meeting achievements

4.1. Opening remarks

At the beginning of the meeting, DDG in charge of Agriculture Research and Technology Transfer as delegate of Chair of the meeting checked the attendance of the JCC members and he greeted all meeting participants from different institutions and JICA expert team. In his opening remarks, DDG of RAB thanked all participants to attend remotely the 5th JCC meeting and invite them

He explained that WAMCAB is five years' project started March 2019 and will end up April 2024, DDG appreciated the achievements of WAMCAB Project despite the circumstances of COVID-19 pandemic and highly valued the methodology used by the Project for implementing its activities and he encouraged the Project to keep the momentum and continue to prevail over the hard moments of the pandemic. He thanked the initiative of the Project to operate in southern province where the Government had many schemes with irrigation challenges.

He opened the meeting officially and expressed his wishes for the 5th JCC meeting to be a productive and fruitful.

4.2. Statement

The Chief Representative of the JICA Rwanda Office, in his statement, greeted all JCC members and expressed his pleasure to attend the 5th JCC meeting. He thanked WAMCAB Project to manage

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to continue implementation of activities despite the difficulties caused by COVID-19 pandemic and appreciated the support from RAB/ MINAGRI, the members from the Districts, JCC members/ Observers and expert team to make activities flexible as much as possible. He explained and appreciated activities implemented on ground like not only in Rwamagana and Ngoma 22 irrigation schemes which have been developed and are operational, but also in Gisagara District, where small-scale water harvesting have been installed on a trial basis, and rehabilitation of farm roads have been conducted using *Do-Nou* technology in collaboration with Japanese NGO.

The Chief Representative of JICA wished active participation and discussions as it was a biannual meeting for confirming the progress of the Project and the way forward. He suggested the meeting output regarding the way forward for the next JCC should be reviewed at that JCC meeting.

4.3. Presentations

1. Summary of Activity Progress/ Plan and Approval of Monitoring Sheet #4

Presenter: Mr. MPORANA Jules, the Chief Implementer

2. Point to be considered for Policy Advice on IWUO and IMT

Presenter: Mr. TAKIGAWA Eiichi, Deputy Chief Adviser/ Irrigation Policy.

3. Follow up on Nutrition-sensitive Agriculture

Presenter: Mr. SHYIRAMBERE Oswald / Core C/Ps in charge of Farm Management

4.3.1. The Summary of Activity Progress/ Plan and Approval of Monitoring Sheet #4

The Project Chief Implementer/ Mr. MPORANA Jules reminded the participants the summary of the Project, and the Memorandum of Understanding (MoU) signed among the Project, RAB and District regarding each responsibility and cost sharing. He explained that the first phase of the Project had been covered and the second phase as Technical Guidance Phase was undergoing with difficulties caused by the global pandemic of COVID-19, but the strong team hired by WAMCAB Project and C/P worked together to tackle the problem guided by JICA experts team.

He appreciated the innovation of the Project for including the important staffs called Field Collaborators (FC) in the implementation structure, and explained that FCs were selected from

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their community to provide daily basis coaching to farmers within the scheme. They are familiar with farmers and would continue to work with IWUO even after the Project. He appreciated also the contribution of Districts and DISC members for the irrigation scheme management.

He presented activities covered by each output on ground and explained that because of COVID - 19 pandemic which prevented the Project to conduct training as planned, the Project innovated the new strategy of radio training program which the trial was broadcasted using Rwanda Broadcasting Agency (RBA). After conducted, the follow up survey was conducted to collect farmers' perceptions and ideas for the next training program. Also, he emphasized that the short-term achievement in terms of water fee collection, O&M activities by IWUO, and the contribution FCs.

Discussions about the summary of activity progress/plan was done among the participants as follows

- Ms. Rieko SHIBATA, Programme Adviser for Agriculture/ Nutrition JICA Rwanda Office, asked whether the collected amount of water fee last season 2021B is enough or not, and whether there is any targeted amount of water fees to be collected as the water fee depends on the available irrigation facilities and also the scale of the irrigation scheme. She also asked whether there is any demarcation like cost sharing between IWUO and the Government for O&M.
- Mr. Pascal FURAHA, the Programme Officer/Agriculture and Nutrition JICA Rwanda Office, asked whether irrigation water fees collection in other model sites rather than Rwamagana is performing well or still facing some challenges, so that, they can learn from Rwamagana achievement if they are not performing well.
- DDG in charge of Agriculture Research and Technology Transfer provided the supporting explanations on cost sharing between IWUO and the Government by highlighting the content of IMTA that RAB, District and IWUO sign when handing over the irrigation schemes, the role of each in terms of cost sharing is clear. However, the responsibility of the Government is basically for the heavy civil works, repairing electricity facilities that support irrigation, pumping machines. For the routine maintenance such as repairing sprinklers, cleaning, etc. are

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done by IWUO. In case that heavy cost is needed that can be caused by disaster like flood etc., the Government has to intervene for these damages as well. He finally expressed that cost sharing is already applied but there is still way to see how the IWUO can be empowered, so that, it will be able to contribute to the work in commanded area such that water users will take responsibility within the scheme without much relaying from government support.

- Ms. MATSUDA, Coordination and Training in WAMCAB, answered that the target amount has not yet been well estimated, also IWUO are carrying out possible activities within the water fees collected. In particular, the IWUOs of Ngoma and Rwamagana have just started to collect water fees and will conduct activities such as the development of an Action Plan, which is a budget planning of IWUO. Regarding the question from Mr. Pascal, Gisagara model sites have performed better so far in terms of water fees compared to other two sites in terms of water fees. In Ngiriyi scheme, water fees have been and continue to be collected almost as planned. On the other hand, in the last season in Nyabuyogera scheme, the water fees were not collected well due to the maize market problem faced during COVID-19.

4.3.2. Point to be considered for policy advice on IWUO and IMT

In his presentation, Mr. TAKIGAWA, Deputy Chief Advisor/ Irrigation Policy of WAMCAB Project focussed on the major subjects addressed by WAMCAB such as (1) Establishment and registration of IWUO and IMT, (2) Organization and function of IWUO, (3) Relationship between IWUO and Cooperative, (4) Support for IWUO by the government organization and private service providers, and (5) Law and registrations concerning IWUO and IMT. In addition, he highlighted the major constraint areas facing the irrigation sector in Rwanda, current situation and challenges identified through the activity in WAMCAB, so far the recommended action for appropriate irrigation management.

The discussions among the participants are as follows:

- Mr. Shin MARUO, Chief Representative of JICA Rwanda Office, asked about the proposal for the small-scale irrigation scheme of creating Scheme Management

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Committee (SMC) working under Cooperative instead of IWUO, whether the current rule of establishing an regardless of the size of irrigation scheme was stipulated in the law.

- Mr. TAKIGAWA, Deputy Chief Advisor/ Irrigation Policy of WAMCAB Project explained that it was stipulated by Ministerial Order, and the proposal was beyond that. However, in practice, some irrigation schemes do not have facilities to be managed by IWUO and/or do not have enough capacity to hire supporting staffs such managers, accountant and sometimes agronomist. Until now, SMC has been under the cooperative at Nyabuyogera model site, and that model will be proposed as a more practical model at the field level.
- DDG in charge of Agriculture Research and Technology Transfer appreciated the critical analysis developed by WAMCAB team related to the current organizational structure of IWUO highlighting the gaps and proposed some modifications or adjustments. He commented on “how we can have an irrigation committee within the existing cooperative, how the new proposed structure performs compare to the exiting one in some irrigation schemes, so that, it will help to make a comparative assessment and see which model is the best then it can be proposed.
- Regarding the modification such as “creation of irrigation department under MINAGRI”, the DDG wished that it may be discussed probably internally. This time, he mentioned that MINAGRI is dealing with agricultural policy, yet RAB is responsible for implementation and work under MINAGRI. However, creation of irrigation department under MINAGRI may not be appropriate. This, it would be discussed and sum up with clear recommendations.
- On the other hand, DDG said that although the RAB structure shows that there is no IWUO associated department, RAB has irrigation experts and IWUO specialists whose terms of reference cover the support of IWUO. However, he mentioned that one SPIU structure is being finalized, where there will be a number of positions who will be responsible for IWUOs management and support.
- Mr. Norio KUNIYASU, the Project Chief Adviser, revealed that once the Japanese team will come back to Rwanda, they will consult not only with RAB but also other

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organizations such as World Bank conducted study on policy advice. In addition, he mentioned that the policy recommendations that has been presented (during 5th JCC meeting) was the first draft and welcomed all inputs contribution from JCC members not only during the meeting but also after. Based on discussions made, the draft on policy advice will be finalized accordingly.

4.3.3. Follow up on nutrition-sensitive agriculture

Mr. SHYIRAMBERE Oswald, Senior Agronomist / RAB presented about the development of cropping calendar for Nutrition Dense Food in two target irrigation schemes.

- The DDG of RAB, Deputy Project Director, requested to clarify the cropping calendars whether it has been prepared for each household or per person. In addition, he commented that despite the inclusion of sweet potatoes in Nyabuyogera, there is still a gap in terms of protein and iron, and what is aimed to be achieved, however, is the balanced nutrition per household.
- By responding to the above questions, Ms. MOCHIZUKI in charge of Nutrition-sensitive Farm Management from JICA experts explained that the cropping calendars are estimated by each household. Also, the proposal of cropping calendar is one example to improve Vitamin A intake by replacing conventional crop with sweet potato. Also, the reason why iron intake is still low even proposed in the cropping calendar greatly depends on field area, hence taking measurement such planting system is needed to be considered to cover all nutrients.
- The Chief Representative of JICA Rwanda Office, Mr. MARUO, expressed that the nutrition program will must be continued by RAB and Districts as main actors in collaboration with WAMCAB even after Policy Action was completed. To measure the program effect, ex-post evaluation is scheduled for two years later, in 2023.

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4.4. Meeting Resolutions

The participants of the meeting resolved the followings:

- The Monitoring Sheet #4 was approved.
- About Radio Training Program, DDG emphasized on its importance in teaching, training and giving information to the fellow IWUOs especially under the situation of COVID-19 where physical meetings are limited. Based on the presented results, the meeting agreed on rebroadcasting of the Part I and the extension with additional themes as part II in appropriate time with longer period than before, and if resources are available, the Project was requested to use also TV program.
- More precise water management will be implemented based on the calculation of water requirement at the project demo plots with more intervention by Japanese experts.
- The draft policy advice will be shared with RAB for additional comments and inputs.
- The minutes of the previous JCC meeting shall be shared at the next JCC meeting to remind the participants what was the discussions topics, resolutions and way forward.
- Concerning the local operation cost which shall be covered by the Rwandan side, the Chief Representative of JICA Rwanda Office explained that based on the discussion between RAB and JICA, and considered the challenges under COVID-19, the Japanese side will cover the cost from July 2021 until March 2022.

4.5. Closing remarks

As closing remarks, the DDG in charge of Agriculture Research and Irrigation Transfer/ RAB, Dr. BUCAGU Charles on behalf of DG/ RAB thanked all participants for their attendance and contribution in the 5th JCC meeting.

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Minutes compiled by:

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Reviewed by :

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WAMCAB Chief Implementer

Reviewed by :

Norio KUNIYASU

**WAMCAB Chief Advisor / Irrigation
Policy**

Approved by:

BUCAGU Charles

**WAMCAB Deputy Project Director
Deputy Director General of RAB**





The Project for Water Management and Capacity Building in Rwanda (WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



Minutes of the Sixth Joint Coordinating Committee Meeting for the Project for Water Management and Capacity Building in the Republic of Rwanda

12th November, 2021

1. Introduction

In line with the implementation of “the Project on Water Management and Capacity Building in Rwanda (WAMCAB)” based on the Records of Discussions (R/D) signed on 27th September 2018 between the Government of Rwanda (GoR) represented by the Director General (DG) of the Rwanda Agriculture and Animal Resources Development Board (RAB) and the Japan International Cooperation Agency (JICA) represented by the Chief Representative of Rwanda Office, the sixth Joint Coordinating Committee (JCC) meeting was organized on 12th November 2021 at the LEMIGO hotel in Kigali.

2. Agenda of the 6th JCC meeting

1. Resolution of the 5th JCC meeting
2. Summary of activity progress and approval of the Monitoring Sheet #5
3. Introduction of good practice at the scheme level
4. Collaboration with other projects
5. Feedback from the Monitoring Mission
6. Discussion on the way forward

3. Participants of the meeting

The meeting was attended by personnel from various institutions involved in the implementation of the Project as defined in the R/D. In addition, the Mid-term Monitoring Team from JICA Headquarters (HQs) participated in the meeting. See *Attachment I* for the Participants List.

4. Meeting achievements

4.1 Opening remarks

In his opening remarks, the Director General (DG) of RAB, the Project Director and Chair of the meeting, Dr. KARANGWA Patrick (Ph.D.) thanked all the participants for their attendance. Referring to the national agenda on the irrigation sector, he mentioned that the GoR and development partners have invested and continue to invest in large scale irrigation projects, the rehabilitation of old schemes, etc., and all these projects need sustainable management systems to ensure good economic returns sustainably. He also said that the mission of WAMCAB is to establish a sustainable management model and to recommend it to the Government, therefore, the Project can only be considered a success if it achieves these goals.

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4.2 Statement

The Deputy Chief Representative of the JICA Rwanda Office, Mr. NAGASE Tomonori, in his statement, thanked all the stakeholders of WAMCAB such as RAB, Districts and project experts for their continuous efforts despite the effect of COVID-19. He said that WAMCAB has remained productive and shown resilience.

After explaining the background of WAMCAB, he also mentioned the achievement such as reactivation of DISC, capacity development of IWUOs in targeted model sites, water fee collection and preparation of the implementation structure for dissemination.

He appreciated the role of Core Counterparts in the implementation of WAMCAB, and emphasized the ownership of the GoR as implementer (beneficiary) of WAMCAB.

4.3 Presentations

The following presentations were made according to the agenda mentioned above.

- 1. Resolution of 5th JCC meeting and 2. Summary of activities progress and approval of monitoring sheet #5: presented by the Chief Implementer, Mr. MPORANA Jules.
- 3. Introduction of good practice at the scheme level: presented by the Manager of IWUO Abahizi ba Rwamagana (Cyaruhogo model site).
- 4. Collaboration with other projects: i) Irrigation Survey was presented by the Chief Advisor, Mr. KUNYASU Norio, and ii) Follow up of Nutrition Program was presented by the Core Counterpart in charge Farm Management, Mr. SHYIRANBERE Oswald.
- 5. Feedback from the Monitoring Mission was presented by the Director of JICA HQs, Mr. SUZUKI Fumihiko.

As a part of the fifth presentation, the following findings and recommendations are presented by the Mission:

(1) Common practices in all sites

- Efforts of IWUOs to improve the collection of water fees through;
 - Strengthen relationships with cooperatives
 - Contract agreement with individual farmers and users for non-agricultural purpose
- Strengthening the implementation system: WAMCAB is discussing with IWUOs to share the cost of hiring a Field Collaborator (FC)



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(2) Recommendations

- i. **One-year extension of the Technical Guidance Phase**
 - Delays in technical guidance activities due to travel restrictions between Rwanda and Japan, and within a country, caused by the COVID-19 outbreak.
 - Further strengthening the capacity of target IWUOs to be a "model" IWUOs.
 - Implement activities taking into account the replicability of the other schemes. e.g. Standardized IWUO management model "WAMCAB model", Activity planning by IWUOs, etc.
- ii. **Mainstreaming of Irrigation scheme management within the government**
 - Includes items related to irrigation scheme management in 2022/23 IMIHIGO targets.
 - Firmly position the "WAMCAB model" in the Government's strategic documents.
 - Clarification of the roles and responsibilities of organizations that support IWUOs. E.g. District, RAB station and RAB HQs.
- iii. **Facilitate knowledge and experience sharing among IWUOs by the Government**
 - Study tours to the model IWUOs
 - IWUOs' experience sharing workshop at the District level and national level (future ideas).
 - Establishment of Union/Federation of IWUOs (future ideas)
- iv. **Functionalization of Ngoma 22 hillside irrigation facilities**
 - JICA HQs and Consultant are discussing the renovation of some core facilities
 - (e.g. Dust removal function at regulation tanks, drainage ditch at main pipes).
 - Expecting RAB to install voltage regulator at power distribution panel at the pumping station.
 - Expecting RAB in cooperation with IWUOs to work for measures against erosion along open canals.

5. Discussion

A question and answer session was held as follows.

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(1) Extension of the Second Phase

- Mr. Vedaste from MINALOC asked WAMCAB to show clearly activities that were not implemented to estimate the time to be added (the extension of this phase as requested), also asked to involve the private sector in WAMCAB activities, such as Technical and Vocational Education and Training (TVET) and Integrated Polytechnic Regional Centers (IPRCs).
 - Mr. Jules explained that one year of the extension will be sufficient to catch up for delayed activities during the technical guidance phase including giving a full package for IWUOs and TF members from both districts and RAB.
 - Mr. Banamwana from MINECOFIN also commented that TVET, IPRCs and the private sector cannot be included in WAMCAB activities especially for training, since it is not mentioned in the signed R/D, so including them at this extended phase could be like changing the Project.
 - Mr. Jules also said that the private sector is included indirectly since when some materials needed to be procured by IWUOs or the Project during training, local businesses are the ones that provide all needed materials.
- DG/RAB supported the proposal that there is no objection to this one-year extension, the Project could not be victimized by the COVID-19 situation, as the Project is expected to come up with a good and sustainable irrigation scheme management model, it should have enough time to achieve it as COVID-19 delayed its activities by restricting both internationals and local movements.

(2) Inclusion of WAMCAB activities into IMIHIGO target

- Mr. Banamwana from MINECOFIN said that he would support as much as he can once the districts include these in their plans and send it to MINICOFIN. He added that including WAMCAB activities in IMIHIGO of every District would sustain the irrigation scheme management by IWUOs.
- Mr. KUNYASU said that it was discussed with all Districts where WAMCAB was operating and they agreed that the next fiscal year WAMCAB related activities would be included in their IMIHIGO of Districts, WAMCAB would help in drafting/formulating just for clarifying how this IMIHIGO related with WAMCAB should be.
- Dr. Shemsu explained that to include WAMCAB activity into IMIHIGO, the activity should come with a budget.
 - Mr. Banamwana confirms that he will try to do his best to include if the request comes from the district.



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(3) Setting of water fees / Fish farming activities

- Ms. SHIBATA asked about the fixing and calculation of the water fee amount to be paid and if all crops are paying the same amount of water fee, she asked these by giving examples on cash crops which generate good income compared to normal crops which don't give big benefits to farmers. She also advised WAMCAB to facilitate farmers in irrigation schemes to shift to cash crops since it will reduce the challenges of paying water fees as they may benefit from it.
 - Mr. Fidele said that since IWUOs and collecting water fees to the IWUO are a relatively new concept in WAMCAB models sites as well as in the country, the paying water fee and its calculations are still being sensitized to farmers and a good system is being developed, that is why up to now farmers are paying water fee basing on the size of the land the farmer own, and all crops both normal crops and high valued crops farmers are still paying the same amount of water fee set by general assembly meetings of IWUOs. Calculations up to today do not refer to planned activities to be done by IWUOs in its daily management like operating cost, planned maintenance and saving for future rehabilitation of irrigation facilities. He also said that in the future all these would be considered after IWUOs are well capacitated and normalized.
 - Mr. Jules added that, in some irrigation schemes, normal crops and high valued crops are not paying the same water fees, he gave an example that Kagitunba irrigation scheme where different vegetables were planted of which some for export other to be sold in the country, the water fee which is being paid by vegetable growers and other crops (maize, soybeans or beans) is different, those vegetable growers are paying big amount per unit area of land compared to their fellow farmers who were growing other crops. He added that in the future after the establishment of a functional water management system, the calculations would be revised and refer to the cost of operation and maintenance also saving for future rehabilitation, but up then there would be a long journey to go.
- Mr. Claude from RCA asked about the fish farming business, he asked between cooperative and IWUO who would be harvesting these fishes as they might create conflicts between them.
 - Mr. Jean Damascene, District Corporate Division Manager from Rwamagana District answered that the fishes will be harvested by IWUO which is managing the dams at the moment and ensured that the district is strongly playing an arbitration role between cooperatives and IWUO as the development of both is one of the objectives of the district
 - Mr. Claude said that who will cover the cost of feeding fish as it is expensive.



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- Mr. Boniface said that RAB agreed to support fish seedling and the cost for farming will be covered by IWUO and the benefit will be used for operation and maintenance of irrigation facilities. He added that the more IWUO gains other sources of revenues, there will be no request of increase of water fees which is not enough at the moment.
- Dr. Shemsu explained that each irrigation scheme constructed in Rwanda is handed over officially to IWUO and it is the IWUO who will be responsible for managing all activities inside the dam/reservoir

(4) Follow up of Nutrition Program

- Ms. Zahara from Rubona RAB Station asked about the nutrition program and the relationship between this program and WAMCAB, when, how and why it was added in WAMCAB activities.
- Mr. Oswald explained that this program is to analyze if farmers can have all nutrients required for their family health from what they are currently growing.
- Ms. Matsuda explained that in another program, Nutrition Sector Policy Loan, one of the policy actions was for RAB to develop crop calendars for nutrition-dense food in irrigation schemes, and since WAMCAB model sites were selected for this targeting scheme, WAMCAB has conducted follow up activities. She added that the major activities of the follow-up of the nutrition program would be handed over to the Ministry Advisors, but WAMCAB would provide partial support.

6. Meeting Resolutions

The participants of the meeting resolved the following:

- The Monitoring Sheet #5 was approved.
- A one-year extension of the Technical Guidance Phase was approved by JCC.
- Inclusion of items related to irrigation scheme management in IMIHIGO targets for 2022/23 was recommended.

7. Closing remarks

As closing remarks, the DG of RAB once again thanked the participants for their attendance and JICA team for their expertise. He also reminded all participants that WAMCAB is a new project in Rwanda working on a management model of the irrigation scheme, and for this reason, he asked them to learn from WAMCAB, its achievement and management models.



**The Project for Water Management and
Capacity Building in Rwanda(WAMCAB)**

Under assistance of JICA and in coordination with MINAGRI and RAB



Minutes compiled by:

Edouard UFITINEMA

WAMCAB Agronomist

Reviewed by :

MPORANA Jules

WAMCAB Chief Implementer

Reviewed by :

Norio KUNIYASU

WAMCAB Chief Advisor / Irrigation
Policy

Approved by:

KARANGWA Patrick

WAMCAB Project Director

Director General of RAB





**The Project for Water Management and
Capacity Building in Rwanda (WAMCAB)**
Under assistance of JICA and in coordination with MINAGRI and RAB



**Minutes of the Seventh Joint Coordinating Committee Meeting for the Project for Water
Management and Capacity Building in the Republic of Rwanda**

27th May, 2022

1. Introduction

In line with the implementation of “the Project for Water Management and Capacity Building in Rwanda (WAMCAB)” based on the Records of Discussions (R/D) signed on 27th September, 2018 between the Government of Rwanda (GoR) represented by the Director General (DG) of Rwanda Agriculture and Animal Resources Development Board (RAB) and Japan International Cooperation Agency (JICA) represented by the Chief Representative of Rwanda office, the seventh Joint Coordinating Committee (JCC) meeting was organized and concluded on 27th May, 2022 at LEMIGO Hotel.

AGENDA

1. Resolution of the 6th JCC meeting
2. Reporting of Overall Progress from November 2021 to April 2022 / Approval of Monitoring Sheet #6
3. Explanation and Approval of Work Plan after April 2022

The meeting started at 14h00 and ended at 17h00 pm in Rwandan time.

2. Participants of the meeting

Different personalities from institutions concerned by the project implementation as defined in the R/D attended the meeting:

- RAB: DDG (Deputy Project Director / JCC Chair), Head of LII-TT (Project Manager), IWUO Specialist (Chief Implementer), Senior Agronomist (C/P in charge of farming), Station Managers from Rubona and Ngoma;
- MINECOFIN: Monitoring Officer (JCC Member);
- RGB: FBO/PPs M&E Specialist (JCC Member);
- RCA: Acting Cooperative Development Specialist (JCC Observer);
- DISTRICT: V/M ED from Gisagara and Rwamagana (JCC Member);
- JICA Rwanda Office: Chief Representative, Program Officer in charge of Agriculture Sector;
- WAMCAB JICA Experts: Chief Advisor / Irrigation Policy, IWUO Management, O&M / Water Management, Coordination / Training, OJT trainee;
- WAMCAB Local Experts: Local Coordinator / IWUO Officers, Logistics / Monitoring and Evaluation Officer, Irrigation Engineers, Agronomists and FC coordinator.



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3. Meeting achievements

3.1 Opening Remarks

The DDG of RAB praised to the participants for their time to attend such an important meeting. He informed that RAB is working closely with the Japanese experts for achieving the objectives of WAMCAB project. He raised his appreciation to WAMCAB project for the fruitful activities that are being conducted in Ngoma, Rwamagana and Gisagara districts. He added that WAMCAB project results would be utilized country wide after phasing out as it was tasked to elaborate the irrigation schemes management models by IWUOs.

3.2 Statement

The Chief Representative of the JICA Rwanda Office, in his statement, thanked WAMCAB Project stakeholders such as RAB, Districts, JCC members and Project experts for the continuous efforts that is being made in implementation of the project. He added that JICA would continue to work hand in hand with agriculture sector actors in Rwanda for sustainable development of the sector.

3.3 Presentations

1. Resolution of the 6th JCC meeting, presented by the Chief Advisor of WAMCAB project.
2. The Chief Implementer presented the overall progress of WAMCAB project from November 2021 to April 2022 and the monitoring sheet #6 has been approved by participants.
3. Explanation and approval of work plan after Apr. 2022 , it has presented and explained by the Chief Advisor and participants approved with a comment that every time the amendement is needed stakeholders should be consulted and amend (improve) it.

3.4 Discussions

- **Mr. Bruno BANAMWANA in charge of agriculture sector in MINECOFIN** raised his appreciation for significant achievement of WAMCAB project which is very important for agricultural sector in general.
 - ✓ He asked if WAMCAB is doing the integration of rice and fish farming in model sites as it is productive, he was answered that the research is being conducted by RAB in partnership with FAO.
 - ✓ He suggested that the integration of WAMCAB activities into imihigo is better that action plan since imihigo has specific follow up and evaluation, the answer provided by V/M ED of Gisagara district, said that even activities among action plan of district they have a systematic and are considered while evaluating district workers, so his doubt has been cleared, he also added once WAMCAB activities are included in imihigo, the budget to be used should earmarked from RAB/MINAGRI.



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- ✓ He suggested to conduct next JCC meeting and visit the sites for better understanding the functionality of irrigation facilities and have a clear image on how WAMCAB is ongoing.
- **The Chief Advisor of WAMCAB project**, agreed with the idea of conducting next JCC meeting in one of the target district and visit the model sites. He proposed that next JCC meeting will held in Rwamagana and Cyaruhogo model site will be visited. He requested the local coordinator to consider.
- **The DDG of RAB** praised the WAMCAB project' achievement where Cyaruhogo IWUO can manage the water facilities by themselves, farmers in Gisagara can make BoQ by themselves. He praised the idea of creation of umbrella and federation even the forum of IWUOs through legal process, he also suggested that a digital platform gathering data of IWUOs may be created but also exchanging ideas through this platform by IWUO from country wide.
The DDG requested if IWUOs themselves will be able to continue paying the salaries of FCs after WAMCAB project phase out.
He also requested about the use of calendar among farmer.
- ✓ **The Chief Advisor of WAMCAB** explained about cost sharing where IWUOs have started to pay 50% of FCs/managers salaries and gradually the salary will be fully paid by IWUOs.
- ✓ **WAMCAB expert Ms. Matsuda** explained that especially Cyaruhogo IWUO has hired the managers by themselves where the written exams and interview was prepared by IWUO members in partnership with TF members and normally, the managers are selected from among local community, even some of them are farmers members of cooperative operating in the irrigation scheme.
- ✓ **The coordinator of field collaborators of WAMCAB**, explained that in the beginning of every season, a technical meeting composed with the sectors agronomists, cooperatives agronomist and their presidents, the manager and the president of IWUO as well as one member of TF analyze and plan together on the cropping calendar to be corresponded with irrigation calendar.
- **Mr. Emile Ruzibiza, Head of of LII-TT, RAB**, suggested that it would be better to present a success story in every JCC meeting.
- **V/M ED, Gisagara district** asked about the Knowledge Co-creation Program to visit Japan and third county as it was planned at the starting of project; the answer provided is that it was challenged



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by COVID-19 pandemic and the schedule disturbed, it will be resumed as COVID-19 pandemic is reducing.

- **Mr. Claude, JCC member from RCA** asked if during training on cooperative management the new law governing cooperatives in Rwanda is being considered in manual preparation. He was answered that actually there was no training organized after this new law was published and for improving the existing training manuals RCA will be consulted to provide inputs from RCA.
- **DDG of RAB Dr. BUCAGU** raised concern about rice varieties and how seasons preparation meeting are being organized in WAMCAB model sites, about rice varieties especially long grain varieties as consumers and milling companies prefer it. The approach WAMCAB is using for promotion of rice varieties recommended by RAB and milling companies, the approach of conducting adaptability trials in model sites through demonstration farms and results are shared among cooperative members then most productive varieties are selected and grown by members, then workshops on rice varieties are has organized for increasing awareness of farmers on different rice varieties, for season preparation meetings in model sites, the process and WAMCAB approach was shared, the IWUOs prepare water distribution plan and share it with cooperative, then cooperative referring on water distribution plan, they organize a meeting to prepare cropping calendar (plan) and performance contract is signed between IWUO and cooperative in which the responsibilities of each part is highlighted.

4. Meeting Resolutions

The participants of the meeting resolved the following:

- Monitoring Sheet #6 and work plan after April, 2022 were approved by participants.
- Visit of JCC members to WAMCAB model sites will be organized.
- WAMCAB to collaborate with other different actors in agriculture for better implementation

5. Closing remarks

As closing remarks, the DDG of RAB, Dr. BUCAGU Charles thanked the participants for their patience. He emphasized on the importance of WAMCAB project as Rwanda has invested and is still investing in developing irrigation infrastructures to sustain agriculture as back born of country economy and called upon everyone to be committed to delivering for smooth implementation of project to achieve its goals.



***The Project for Water Management and
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Under assistance of JICA and in coordination with MINAGRI and RAB



Minutes compiled by:

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Agronomist/WAMCAB

Reviewed by :

MPORANA Jules

WAMCAB Chief Implementer

Reviewed by :

Norio KUNIYASU

WAMCAB Chief Advisor / Irrigation Policy



Approved by:

BUCAGU Charles

WAMCAB Project Director

Deputy Director General of RAB





The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



Minutes of the Eighth Joint Coordinating Committee Meeting for the Project for Water Management and Capacity Building in the Republic of Rwanda

25th November, 2022

1. Introduction

In line with the implementation of “the Project for Water Management and Capacity Building in republic of Rwanda (WAMCAB)” based on the Records of Discussions (R/D) signed on 27th September, 2018 between the Government of Rwanda (GoR) represented by the Director General (DG) of Rwanda Agriculture and Animal Resources Development Board (RAB) and Japan International Cooperation Agency (JICA) represented by the Chief Representative of Rwanda office, the eighth Joint Coordinating Committee (JCC) meeting was organized and concluded on 25th November, 2022 at DEREVA Hotel in Rwamagana district.

AGENDA

1. Resolution of the 7th JCC meeting.
2. Wrap-up of the Study Tour to Cyaruhogo model site.
3. Reporting of Overall Progress from May 2022 to October 2022 and Work Plan for the next period / Approval of Monitoring Sheet #7.
4. Debriefing of the Knowledge Co-Creation Program in Japan (August – September 2022).

The meeting started at 9h00 am and ended at 12h00 am.

2. Participants of the Meeting

Different personalities from institutions concerned by the project implementation as defined in the R/D attended the meeting:

- RAB: DG (Project Director / JCC Chair), DG Adviser, IWUO Specialist (Chief Implementer), IWUO specialist (currently in KIIWP), Senior Agronomist (C/P in charge of farming), Station Managers from Ngoma, Rubilizi, then representative of Rubona Station Manager
- MINALOC: JCC Member
- MINECOFIN: Monitoring Officer (JCC Member)
- RGB: FBO/PPs M&E Specialist (JCC Observer)
- RCA: Acting Cooperative Development Specialist (JCC Member)
- DISTRICT: Mayor from Rwamagana and V/M ED from Ngoma (JCC Member);
- JICA Rwanda Office: Deputy Chief Representative
- WAMCAB JICA Experts: Chief Advisor / Irrigation Policy



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- WAMCAB Local Experts: Local Coordinator / IWUO Officers, Logistics / Monitoring and Evaluation Officer, Irrigation Engineers, Agronomists and FC coordinator.

3. Meeting Achievements

3.1 Opening Remarks

In behalf of the Executive Committee of Rwamagana district, the Mayor welcomed the participants of 8th JCC meeting in Rwamagana district. He expressed his thankfulness for the technical support of WAMCAB, and explained that Rwamagana district is fortunate to be among WAMCAB model site. He also raised his appreciation to JICA for their enweaving support not only for Rwamagana district but also for other districts in various developments projects.

DG RAB, Project Director of WAMCAB, officially opened the 8th JCC meeting. He expressed his gratitude to JICA and WAMCAB for their tremendous support in agricultural sector which a backbone of country's economy. He explained that RAB is expecting more achievements from WAMCAB towards developed irrigation schemes management models as its main mission and he is confident that all goals will be realized as it is already showing in WAMCAB model sites. He raised his thankfulness for WAMCAB technical support where the ownership of farmers was raised through sensitization.

3.2 Statement

Deputy Head of Office of JICA Rwanda Office appreciated the WAMCAB achievement (such as strengthening the organization and managerial of irrigation water users organization). He explained that it is a great achievement for the project to increase farmers' understanding and the ownership where farmers themselves decided to increase the water fee referring on well prepared action plans, recruitment of employees for technical assistance for the sustainability of the irrigation infrastructures. He expected that hopefully other schemes will do the same. He finally requested the JCC participants to share experiences and challenges.

3.3 Presentations

1. Resolution of the 7th JCC meeting, presented by the Chief Advisor of WAMCAB.
2. Wrap-up of the Study Tour to Cyaruhogo model sites, It was presented by the Chief Advisor of WAMCAB
3. The Chief Implementer presented the overall progress of WAMCAB project from May 2022 to October 2022 and the Monitoring Sheet #7 has been approved by participants.
4. Mr. Jules, Chief Implementer, outlined his activities during the Knowledge Co-Creation Program in Japan (August – September 2022). He shared with participants lessons learnt, what Rwanda should learn from Japan in irrigation management, lastly he presented the action plan made referring on experience learnt from this knowledge co-creation program.

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3.4 Discussions

Director of Agr&NR Rwamagana, appreciated a very important support of WAMCAB to the district in irrigation management.

He explained that the increase of water fee by farmers themselves was really a great achievement, which made district proud for the level of farmers in Cyaruhogo model site achieved in the journey of self-resilience (auto financing).

He promised Rwamagana district is going to increase the improvement in irrigation domain and the Coordinating Committee of Rwamagana (CCR) is hopefully going to be reinforced.

He ensured that WAMCAB model will be disseminated in other sites (irrigation schemes) that managed by other stakeholders.

He also promised that the district is going to conduct serious audit to IWUOs operating in the district in order to help for a good management and provide advices of financial management.

Mr. Emmanuel, KIIWP/ former Chief Implementer of WAMCAB, said WAMCAB outcome will be much important for amendment of irrigation management policy through irrigation strategic plan and irrigation management transfer process.

He appreciated WAMCAB for the demarcation of responsibility between IWUO and the Government as it is suggested in drafted IMTA implementation manual.

He requested WAMCAB to share the skills of night storage constructed in the irrigation scheme where has poor irrigation facilities and limited water as Nyabuyogera scheme.

He suggested the scale up of WAMCAB within targeted districts as well as other districts.

He finally advised to reinforce the IWUO forum in order to raise management capacity of the farmers and other water users together.

MINECOFIN/Mr. Bruno Clement BANAMWANA, praised the WAMCAB model with its success stories where farmers decided to increase the water fee by themselves and the ownership of farmers is gradually increasing

He requested that WAMCAB achievements/ outcomes have to be replicated in other schemes.

He suggested that operation, maintenance and intervention have to be linked with RAB so that the results will be beneficial for farmers in the future.

He suggested scale up should be planned by all WAMCAB stakeholders especially RAB and JICA to enhance sustainable irrigation scheme management country wide to respond to climate change which affecting agriculture.



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Mr. Oswald, RAB Senior Agronomist and WAMCAB Core Counterpart, praised JICA for their unweaving support in agricultural sector in Rwanda through WAMCAB and other projects.

He explained that all activities that need to be carried out will need budget.

He also explained that the action plan resulted from Knowledge Co-Creation Program presented by Mr. Jules, will also need budget, and then suggested if senior management of RAB and JICA would discuss for more support financially for both scale up of WAMCAB and implementation of Mr. Jules action plan as it was presented.

Mr. Kuniyasu, WAMCAB Chief Adviser, praised the recommendation of Rwamagana district for reinforcing CCR which will be highly appreciated.

Regarding the advice of Mr. Emmanuel/KIIWP, reinforcing of the forum of IWUOs in eastern province should be also highlighted

He explained that WAMCAB is concentrating in three districts which are under R/D. For other remaining 27 districts, he advised the Government to disseminate WAMCAB achievements and to try to find support from donors.

He explained that WAMCAB does not deal with large scale irrigation scheme management up to now, and is developing model for medium and small scale irrigation scheme management. Large scale irrigations schemes need other management models which may differ from what is being developed by WAMCAB

He said that demarcation among stakeholders is very important issue and WAMCAB will advise the Government of Rwanda through policy advice document, then highlighted cost sharing where IWUOs have started to pay 50% of FCs/managers salaries and gradually the salary will be fully paid by IWUOs.

V/Mayor of Ngoma district, suggested that stakeholders have to think about how the skills will be used even after the phase out of the project like:

- Continue to mobilize the water fee determination referring on the planned activities by IWUOs.
- Participatory operation and maintenance of irrigation facilities by IWUOs.

He promised that WAMCAB Radio Training Program on community radio known as “Izuba” broadcasting from Ngoma district will be utilized to let farmers getting the needed skills within Ngoma district and other districts which covered by Izuba radio.

Mr. Miyoshi, Deputy Head of Office of JICA Rwanda Office, appreciated Rwanda’s strong will to disseminate/scale up the WAMCAB model to the remaining 27 districts of Rwanda. He reiterated that one of the key messages of today’s JCC is the importance of sustainability, and recommended the Government of Rwanda to at first discuss within the Government what the most sustainable way is for the dissemination of what has been achieved.



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Under assistance of JICA and in coordination with MINAGRI and RAB



4. Meeting Resolutions

1. Ngoma district will support the Radio Training Program initiated WAMCAB through Izuba twice a month.
2. WAMCAB should assist to put in place the demarcation of responsibilities between IWUO and Government (both Central and Local).
3. For the sustainability of the Project achievements towards appropriate irrigation scheme management, Beneficiaries (farmers' organizations), RAB and Local Government institutions should devote efforts as a triangle formed by stones of local cooking stoves to sustain the pot.
4. The scale up of WAMCAB activities will firstly start within the targeted districts (Ngoma, Rwamagana and Gisagara) and then can be applied to other districts as well; implementation road map will be shared to all stakeholders soon.
5. WAMCAB model will be even replicated into other sites managed by the other Projects like SAIP, KIIWP, etc.
6. Discussions between RAB and JICA should start for the sake of more support to enable the dissemination of WAMCAB model to other irrigation schemes based on the consensus in the Government of Rwanda.
7. Draft IMT Implementation Manual will be presented to the forthcoming TF meeting, in order to bridge the gaps between actual situation with the existing ministerial order and the irrigation policy of Rwanda.
8. Project Monitoring Sheet #7 has been approved by the participants.

5. Closing Remarks

As closing remarks, the DG of RAB, Dr. KARANGWA thanked the participants for their patience. He emphasized on the importance of WAMCAB as Rwanda has invested and is still developing irrigation infrastructures to sustain agriculture as backbone of country economy and responding climate change effects which impacting negatively the agriculture specially subsistence agriculture which depends on rain fed seems no longer sustainable without advanced irrigation technologies. He added that sustainability requires continuous working closely among stakeholders (RAB, local government and beneficiaries), this triangle should be kept, and every institution deliver properly its responsibilities towards IWUOs, especially local government keeping eyes on farmers. He requested stakeholders to keep training farmers on farming techniques, refreshing trainings on past trainings and not only farming techniques but also trainings orienting farmers to commercial farming (business oriented farming).



**The Project for Water Management and
Capacity Building in Rwanda(WAMCAB)**

Under assistance of JICA and in coordination with MINAGRI and RAB



Minutes compiled by:

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Agronomist/WAMCAB

Reviewed by :

MPORANA Jules

WAMCAB Chief Implementer

Reviewed by :

Norio KUNIYASU

WAMCAB Chief Advisor / Irrigation Policy



Approved by:

KARANGWA Patrick

WAMCAB Project Director

Director General of RAB

*Signed to confirm that I have read the minutes,
discuss that meeting and agree with the minutes,
having chaired the meeting
as WAMCAB Project
Director*





The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



Minutes of the Ninth Joint Coordinating Committee Meeting for the Project for Water Management and Capacity Building in the Republic of Rwanda 2nd June 2023

1. Introduction

In line with the implementation of “the Project for Water Management and Capacity Building in the Republic of Rwanda (WAMCAB)” based on the Record of Discussions (R/D) signed on 27th September, 2018 between the Government of Rwanda (GoR) represented by the Director General (DG) of Rwanda Agriculture and Animal Resources Development Board (RAB) and the Japan International Cooperation Agency (JICA) represented by the Chief Representative of Rwanda office, the ninth Joint Coordinating Committee (JCC) meeting was organized and concluded on 2nd June, 2023 at Grand Legacy Hotel.

AGENDA

1. Resolution of the 8th JCC Meeting
2. Overall Progress from November 2022 to May 2023 (Approval of Project Monitoring Sheet #8)
3. Work Plan for the 3rd Phase
4. Introduction of the Capacity Development Guidance for Irrigation Scheme Management

The meeting started at 9:30 am and ended at 1:00 pm.

2. Participants of the Meeting

Different personalities from institutions concerned by the project implementation as defined in the R/D attended the meeting:

- RAB: DG (Project Director / JCC Chair), Acting HoD LII-TT (Project Manager), DG adviser, IWUO Specialist (Chief Implementer), IWUO specialist (currently in KWIIMP), Senior Agronomist (C/P in charge of farming), Station Managers from Ngoma, Rubilizi and Rubona stations.
- MINALOC: JCC Member
- MINECOFIN: Monitoring Officer (JCC Member);
- RGB: M&E Specialist (JCC Member);
- RCA: Cooperative Development Specialist (JCC Observer);
- DISTRICT: V/M ED from Gisagara (JCC Member) and representative (Executive Secretary of District) of Rwamagana
- JICA Rwanda Office: Chief Representative, Program Advisor for Agriculture, Agriculture specialist/Program Coordinator
- WAMCAB JICA Experts: Chief Advisor/ Irrigation Policy, Nutrition Sensitive Farm Management, Coordination/Training

[Handwritten signatures and initials]



The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

Under assistance of JICA and in coordination with MINAGRI and RAB



- WAMCAB Local Experts: Local Coordinator/ IWUO Officer, Logistics/ Monitoring and Evaluation Officer, Irrigation Engineers, Agronomists and Coordinator of Field Collaborators.

3. Meeting Achievements

3.1 Opening Remarks

DG of RAB, The Director of WAMCAB project officially opened the 9th JCC meeting. He expressed his gratitude for good cooperation between the republic of Rwanda and the Japanese Government. He thanked tremendous cooperation between JICA, RAB and other partners.

He explained that it was his first time to attend the JCC meeting. He raised his thanks to the participants who represented the local government, various institutions and partners. He promised to strengthen such a good partnership.

He informed that he had been reading very smart reports from WAMCAB and mentioned how Japanese experts are good in reporting and communicating the achievements.

He said that all of the modernised model sites are pilot and need to be disseminated to other schemes in the country.

He ensured that the project would be sustainably impact farmers as long as the local government is being involved in the project implementation as internal stakeholders, also capacitating two organizations (IWUO & cooperative) using bottom-up approach from farmers to officers in charge of the districts and RAB, which is sustainable methodology to keep the project achievement going on even after the project phase out.

The DG also tasked the project experts to digitalize the project achievements (developed model of irrigation management and prepared training materials) so that it will be beneficial to farmers and agriculture practitioners easily as internet access is readily available to anyone in Rwanda.

3.2 Statement

The Chief Representative of the JICA Rwanda Office explained that she is very happy to attend the JCC meeting, as it is her first time; she expressed her expectations for good results from the meeting. She explained that she had read through the reports from WAMCAB and highlighted that the reports showed good achievements by WAMCAB. She explained that there was hope that other schemes will do the same for the development of irrigation schemes in the country. She requested the JCC participants to share experiences, ideas and challenges.



The Project for Water Management and Capacity Building in Rwanda(WAMCAB)

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3.3 Presentation

1. Resolution of the 8th JCC meeting, presented by the Chief Implementer of WAMCAB.
2. The overall progress of WAMCAB from November 2022 to May 2023 and participants have approved the Project Monitoring Sheet #8.
3. Work Plan for the 3rd Phase presented by the Chief Advisor of WAMCAB
4. Introduction of the Capacity Development Guidance for Irrigation Scheme Management presented by the Chief Advisor of WAMCAB

3.4 Discussions

Dr. NDABAMENYE Telesphore; RAB Director General of RAB was very excited about the achievements of WAMCAB and was wondering how such sounding achievements would be achieved within a short period of time (two years).

He referred to the quotes from the President of the Republic of Rwanda which state “Being together, think big and being accountable” and requested everyone to commit.

He requested the participants if it was possible to scale up of WAMCAB model for many other schemes of the country. He also asked to the participants if it would be feasible to develop the management of many schemes with high magnitude in short time.

The DG provided an example stating that “there is a vaccine, and the problem is how to vaccinate.” He stressed that RAB needed to mobilize all necessary technical staff to accelerate vaccination without taking much time.

Mr. Norio KUNIYASU; WAMCAB Chief Advisor supported the idea of DG/RAB that we need to scale up of such achievements but it would need some time to fulfil all the necessities.

He recommended that RAB firstly organize a nation-wide workshop to learn achievement of WAMCAB management model both theoretical and practical with the available budget for JPF2023 prepared by JICA Rwanda office. He added possibility to receive RAB irrigation engineers/agronomists at the Cyaruhogo model site to realize development methodologies.

By replying to the DG of RAB, **Mr. Henry KAAKOZA; Rwamagana District Executive Secretary** agreed with the idea of disseminating the WAMCAB model but he advised that things should be taken gradually for better success instead of making them so quickly which would end up with failure.

Ms. Yvonne HABIYONIZEYE; RGB Representative explained that many IWUOs in the country need to be strengthened as most of their members are not educated and still having problem of financial means. She added that even if they cooperate with NGOs, they do not establish good implementation structure. She explained that most IWUOs are not capable of competition to prepare projects and apply to RGB to find them for support from donors. She advised to scale up the WAMCAB model to other schemes in the country so that IWUOs can be at the promising level.



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Mr. Jules MPORANA; WAMCAB Chief Implementer; explained that they are thinking about WAMCAB II which is in pipeline and hopefully if the plan goes well, many schemes in the country will benefit such good experience and achievements.

Ms. Berna MUKARUKAKA, RCA Representative, congratulated for the achievements of WAMCAB and asked the increase of production comparing before and after the project. Apart from general achievements, she asked about individual livelihood improvement (productivity increment and income) in members.

Mr. Boniface KABENGERA; WAMCAB Coordinator of Field Collaborators replied to the RCA representative and explained that the production increased from 3.5T/Ha to 5T/Ha after the project. Regarding personal interest among farmers, he explained that the created IWUO provide jobs to the farmers and there is a day per week that is reserved for farmers for buying fish for cheapest price in order to fight against malnutrition.

He shared about WAMCAB approach where they have been using participatory approach, which includes On-the-Job Training (OJT) or learning by open discussions among farmers themselves where they share ideas and experiences. He explained that such efforts have a clear connection with JICA's pillars, which are "Field Oriented Approach, Human Security, Enhanced Effectiveness, Efficiency and Speed". He said with RAB's upper hand support through Chief Implementer, there will be more achievements.

Mr. MUSABYIMANA Emmanuel from KWIIP project (former WAMCAB Chief Implementer); commented to the DG's idea to disseminate WAMCAB model in a short period. He agreed with the idea but reminded on the budget constraint.

He advised RAB to copy some simple practices such as: ①activating DISC meetings in other districts across the country, ②cost sharing in proximity coaching IWUOs staffs, ③supporting IWUOs and cooperatives to hire staffs of their capacity just for preparedness.

Chief Implementer explained that there is a plan to hire service providers, apart from HoReCo, one or more others will be added and will be using the irrigation scheme management model developed by WAMCAB.

Mr. SENDEGE Norbert; RAB Ngoma Station Manager explained that it could be better to think many service providers in order to increase the capacity of promising scheme management.

Mr. UFITINEMA Edouard; WAMCAB Agronomist explained that WAMCAB's core mission is mainly at organizational level (IWUO & cooperative), that is why while evaluation (capacity assessment) is done at those organisational and institutional level as whole, individual farmers are not evaluated. But when the farming activities are being evaluated, data are collected from individual farmers and some improvements on productivity has been reported and achieved in all model sites, all of which will be documented and reported for the next JCC meeting.



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Mr. Jérôme HITAYEZU; Head of Department LII-TT asked Mr. Oswald about the confirmation progress of format of contract farming. He said that although it is still under comment waiting status from Legal Advise/RAB, he would like to recommend to get comment from NAEB. He added that once finalized, it could be disseminated to other cooperative in countrywide.

Mr. SHYIRAMBERE Oswald; RAB Senior Agronomist replied that it was already shared with Legal Advise/RAB and he was waiting for feedback.

Mr. Jean Paul HABINEZA; Gisagara District Vice Mayor in Charge Economic Development asked how Capacity Development Guidance will be disseminated.

Mr. Norio KUNIYASU; WAMCAB Chief Advisor replied that after organizing validation workshop and reflecting idea or comment from participants, it would be issued and expanded.

Mr. SHYIRAMBERE Oswald; RAB Senior Agronomist asked about initial WAMCAB plan to provide study tour in Japan as well as in third country.

WAMAB Chief Advisor replied to Mr. Oswald that due to the budget constraint, the study tour will not be conducted but Chief Implementer had participated in the Knowledge Co-Creation Program (KCCP) in Japan and currently Mr. Alfred, Irrigation Engineer of Rwamagana district, is the similar KCCP.

Ms. KANTO Yuko; JICA Program Advisor for Agriculture/ Nutrition explained that the number of Task Force meetings will be reduced from 4 to 2 yearly proposed by the Chief Advisor of WAMCAB. She said that since changing the Record of Discussions (R/D) takes much time and long process, it is better to approve subtle changes of the project at JCC meeting and record them in minutes of meeting instead of amending the R/D. The participants all agreed to the proposal.

4. Meeting Resolutions

1. Resolution of the 8th JCC meeting was approved.
2. Project Monitoring Sheet #8 was approved.
3. Work Plan for WAMCAB 3rd Phase was approved.
4. Number of Task Force meetings reduced from 4 to 2 per year.
5. JCC resolutions on small changes should be referred instead of amending the R/D.

5. Closing Remarks

As closing remarks, the Acting Head of Department LII-TT of RAB, Mr. HITAYEZU Jérôme thanked active participation by participants. He highlighted the importance of using participatory approach for the farmers and congratulated WAMCAB for their sounding achievements in their model sites. He requested to well disseminate such sounding achievements in the target schemes during the 3rd phase implementation. He said that RAB is planning to train irrigation engineers and distribute them to the fields across the country for the improvement of irrigation scheme management.



**The Project for Water Management and
Capacity Building in Rwanda(WAMCAB)**

Under assistance of JICA and in coordination with MINAGRI and RAB



Minutes compiled by:

Mr. Boniface KABENGERA

WAMCAB Coordinator of Field Collaborators

Reviewed by:

Mr. MPORANA Jules

WAMCAB Chief Implementer

Reviewed by:

For

Mr. Norio KUNIYASU

WAMCAB Chief Advisor / Irrigation Policy



Approved by:

Dr. Telesphore NDABAMENYI

WAMCAB Project Director

Director General of RAB





**The Project for Water Management and
Capacity Building in Rwanda (WAMCAB)**

Under assistance of JICA and in coordination with MINAGRI and RAB



**Minutes of the Tenth Joint Coordinating Committee Meeting for
The Project for Water Management and Capacity Building in the Republic of Rwanda**

30th November 2023

1. Introduction

In line with the implementation of “the Project for Water Management and Capacity Building in Rwanda (WAMCAB)” based on the Records of Discussions (R/D) signed on 27th September 2018 between the Government of Rwanda (GoR) represented by the Director General (DG) of Rwanda Agriculture and Animal Resources Development Board (RAB) and Japan International Cooperation Agency (JICA) represented by the Chief Representative of JICA Rwanda Office, the tenth Joint Coordinating Committee (JCC) meeting was organized and concluded on 30th November, 2023 at the Grand Legacy Hotel.

AGENDA

1. Resolution of the 9th JCC Meeting
2. Overall Progress from June to October 2023 (Approval of Project Monitoring Sheet #9)
3. Success Stories from Model Sites
4. Outcomes of the National RAB Engineers Workshop
5. Introduction of the Capacity Development Guidance for Irrigation Scheme Management
6. Implementation of the MoC with the University of Rwanda

The meeting started at 9:30 am and ended at 12:00 pm.

2. Participants of the Meeting

Different personnel from institutions concerned by the project implementation as defined in the R/D attended the meeting:

- RAB: DG (Project Director / JCC Chair), Acting HoD LII-TT (Project Manager), IWUO Specialist (Chief Implementer), IWUO specialist (currently in KIIWP), Station Managers from Ngoma, Rubilizi and Rubona stations, Legal Advisor and DG Assistant.
- MINALOC: Director CED (JCC Member)
- RGB: M&E Specialist (JCC Member);
- RCA: Cooperative Development Specialist (JCC Observer);

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- DISTRICT: V/M ED from Gisagara (JCC Member), V/M Social Affair from Rwamagana (JCC Member) and V/M ED from Ngoma (JCC Member).
- JICA Rwanda Office: Chief Representative, Program Advisor for Agriculture/Nutrition.
- WAMCAB JICA Experts: Chief Advisor/ Irrigation Policy, Coordination/ Training.
- WAMCAB Local Experts: Local Coordinator/ IWUO Officer, Logistics/ Monitoring and Evaluation Officer, Irrigation Engineers, Agronomists and Coordinator of Field Collaborators.

3. Meeting Achievements

3.1 Opening Remarks

The DG of RAB, Project Director, appreciated participants for their time to attend such an important meeting. He thanked JICA for excellent support in implementation of WAMCAB project saying that without tremendous efforts by JICA, all good achievement would have been impossible. DG witnessed the success of WAMCAB project to achieve its overall objective of operationalizing irrigation schemes in model sites he visited and highlighted the importance of JCC meeting to accelerate the project achievement. DG said that RAB is glad that WAMCAB project has been successfully implemented, different irrigation management models have been developed and tried in the project model sites and convincing achievements (overall goal of project) are highlighted. He added that RAB is looking forward to establishing concise approaches to extend in every irrigation scheme in the country. He ended his opening remarks by welcoming every participant to actively participate in the meeting.

3.2 Statement

The Chief Representative of JICA Rwanda Office mentioned how JICA is involved in other agriculture activities such as formulation of PSTA 5, the Irrigation Strategic Plan which is about to be officially approved and the National Workshop of RAB Engineers that took place at Cyaruhogo. She also praised the success of Cyaruhogo model site as a result of WAMCAB project efforts. The Chief Representative also informed that the proposal for a successor project of WAMCAB (possibly WAMCAB phase II) had been submitted to the Government of Japan by the Government of Rwanda and promised to make her efforts for positive feedback. She also recognized the achievements of WAMCAB project and said that JICA is proud of well-managed irrigation schemes such as Cyaruhogo and other model sites.

Presentation



***The Project for Water Management and
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Under assistance of JICA and in coordination with MINAGRI and RAB



1. Resolution of the 9th JCC meeting, presented by the Chief Advisor of WAMCAB.
2. Overall Progress of WAMCAB from June to October 2023 presented by the Chief Implementer of WAMCAB.
3. Success Stories from Model Sites by the Chief Implementer of WAMCAB.
4. Outcomes of the National RAB Engineers Workshop by the Chief Implementer of WAMCAB.
5. Introduction of the Capacity Development Guidance for Irrigation Scheme Management by the Chief Advisor of WAMCAB.
6. Implementation of the MoC with the University of Rwanda by the Chief Advisor of WAMCAB.

3.3 Discussions

RAB Director General and Project Director, Dr. Telephore NDABAMENYE challenged the participants on how to scale up WAMCAB achievements across the country in all developed irrigation schemes. He said it took almost four years for WAMCAB to develop the model and train farmers as beneficiaries of irrigation schemes through their organizations (cooperatives and IWUOs). DG said as it took almost four years to make models of management, almost all challenges, obstacles and difficulties have been already identified. Therefore, duration for scaling up may be shortened thanks to all the trainings conducted by each output. DG tasked the participants to think on strategies and methodologies to use to achieve sustainable irrigation scheme management for all developed schemes in the near future.

RAB DG emphasized that reporting in the JCC meeting should especially highlight the project achievements of six months prior to this JCC meeting and the details of each activity implemented in all five outputs during the same period.

V/M FED of Gisagara district, Mr. Jean Paul HABINEZA firstly witnessed the great achievements of WAMCAB project in Gisagara district, especially in Ngiriyi and Nyabuyogera, two of the model sites with which the project started. He said the significant change of these two model sites in both IWUO and cooperative organizations show big positive results compared to others which are not being trained through WAMCAB project. He mentioned some tangible examples such as water management (water saving) innovation in Nyabuyogera through construction of night storages by farmers themselves with a little technical assistance from the project, complementarity of cooperative and IWUO of Ngiriyi which resulted in production area increment and increased productivity as well as financial, water management and leadership improvement.



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He also raised a specific request to JICA for the grant aid of irrigation infrastructure dams in different locations of the districts in need. Mr. Kuniyasu, the Chief Advisor of WAMCAB, responded during his visit to Gisagara district that the procedure of the request should be done through the Government institutions such as RAB, MINAGRI and MINECOFIN, to JICA and the Government of Japan. The Chief Representative also replied that the procedure should be followed step by step as it is to be valued by the Government of Japan.

In addition, Gisagara V/M FED announced that the DISC meeting for Gisagara district will be organized during December 2023.

RAB Legal Advisor, Mr. Bonaventure NZEYIMANA, said that all gaps and challenges appeared due to the delay in the process of IWUO registration to get legal personalities may be put on paper to be referred on to improve legal framework and policy amendment to aim improvement.

Chief Implementer, Mr. Jules MPORANA, highlighted challenges observed during the National Workshop of RAB Engineers such as: limited time of workshop for engineers to exchange experience and share expertise from their respective irrigation schemes, since majority of engineers are fresh graduates and new in irrigation fields. So, they do need intense trainings to speed up the sustainable irrigation scheme management because the status of facilities of irrigation schemes are poor due to inappropriate management.

DG commented and reacted to the raised challenges. He said many sessions should be organized for agronomists and irrigation engineers to discuss challenges in their respective districts and irrigation schemes they operate, so that they can share experiences and solutions to sustain and improve the management.

DG added that as the only measurement of the project success is significant increment of crop productivity (yield) from all irrigation schemes, the training materials and management manuals developed by WAMCAB project should be distributed to all engineers and agronomists to be referred on during everyday activity of irrigation scheme management.

WAMCAB Project Staff, Ms. Angelique MUKESHIMANA, said that the management of hillside irrigation schemes has challenges due to land tenure policy. Every individual farmer having land title of his/her plot complicates the management of hillside irrigation schemes. The method of farming systems which facilitate the management like land consolidating for one or few crops became complicated to farmers organisations (cooperatives and IWUOs), and to enforcement of ratified internal rules and regulations, which the same case can be seen in Ngoma 22 model site as she reported. Crops are scattered and common market became complicated as farmers are selling their products individually, which made it difficult for cooperative and IWUO to collect different fees including water fees.



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Ngoma district V/M FED, Mr MAPAMBANO Nyiridandi cyliaque intervened and replied that the district authorities including District Council are working together to improve the farming system in Ngoma 22, using sensitization to members of cooperative and water user beneficiaries of Ngoma22 irrigation scheme. Regarding collective (common) market, some other crops like chilli and vegetables markets are being developed and adapted there after chia seed marketing failure. He reminded that it is a continuing activity, not short-time achievement.

Ngoma RAB Station Manager, SENDEGE Norbert, also reacted on the raised concern. He started by praising WAMCAB for achieving full valorisation of entire irrigation schemes. He said they were glad that at least each and every plot in command area is being cultivated and contributing to food security of beneficiaries, adding that progress for land consolidation and collective market is also on good track as companies such as TUBURA starting venturing with cooperative. He emphasized that for good agriculture practices, rotation of crops is highly recommended.

Lastly, less participation in the project activities by the Project Task Force members and some Core Counterparts who transferred in other projects was pointed out by **Chief Implementer**. Their business does not allow them to fully follow up WAMCAB project activities. **DG RAB** said that managers in charge of TF members should put many efforts to activate TF members towards WAMCAB Project activities, then for Core Counterparts replacement, new staff should be nominated to fill gaps.

JICA Rwanda appreciated the effort by WAMCAB project to support the implementation of the National Workshop (action plan made by the chief implementer after his participation in JICA's KCCP on "Participatory Irrigation Management System for Paddies" in 2019). JICA Rwanda has sent 2 trainees who were related to irrigation management to Japan during the Japanese fiscal year 2023. JICA will consider supporting the action plans of these ex-participants in JFY2024 if the content of such action plans matches JICA's development policy and the budget and resources are available.

3.4 Meeting Resolutions

1. Project Monitoring Sheet #9 has been approved.
2. Focal Person from RAB should be nominated to make to follow up of MoC signed between UR CAVM, WAMCAB, RAB and JICA.
3. Supporting the implementation of Action Plans made by RAB officials and District officials who participated in the training in Japan through different JICA programs has been agreed.



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4. The methodology and approaches to be used for shortening (speeding up) and scaling up WAMCAB model in other irrigation schemes should be identified.
5. The follow up by JCC member from RGB on registration of IWUOs is to be legally recognized.

3.5 Closing remarks

DG RAB and Project Director closed the meeting by thanking JICA personnel for very sincere attitude to deliver the meeting on time. He requested the tenth JCC participants to put much effort for WAMCAB project to phase out with excellent achievements towards the goals set at the beginning of the project. In the end, he thanked the Government of Japan through JICA for receiving the project proposal for a possible successor project of WAMCAB.

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**The Project for Water Management and
Capacity Building in Rwanda(WAMCAB)**

Under assistance of JICA and in coordination with MINAGRI and RAB



Minutes compiled by:

Mr. Edouard UFITINEMA

WAMCAB Agronomist

Reviewed by:

Reviewed by:

Mr. MPORANA Jules

WAMCAB Chief Implementer

Mr. Norio KUNIYASU

**WAMCAB Chief Advisor / Irrigation
Policy**

Approved by:

Dr. Telesphore NDABAMENYE

WAMCAB Project Director

Director General of RAB





***The Project for Water Management and
Capacity Building in Rwanda (WAMCAB)***

Under assistance of JICA and in coordination with MINAGRI and RAB



**Minutes of the Eleventh Joint Coordinating Committee Meeting for
The Project for Water Management and Capacity Building in the Republic of Rwanda
7th June 2024**

1. Introduction

In line with the implementation of “the Project for Water Management and Capacity Building in Rwanda (WAMCAB)” based on the Records of Discussions (R/D) signed on 27th September 2018 between the Government of Rwanda (GoR) represented by the Director General (DG) of Rwanda Agriculture and Animal Resources Development Board (RAB) and Japan International Cooperation Agency (JICA) represented by the Chief Representative of JICA Rwanda Office, the eleventh Joint Coordinating Committee (JCC) meeting was organized and concluded on 7th June 2024 at the Grand Legacy Hotel.

AGENDA

1. Resolution of the 10th JCC Meeting
2. Overall Progress from November 2023 to April 2024 (Approval of Project Monitoring Sheet #10)
3. Presentation of Action Plan for Project Model extension by TF members and SPs

The meeting started at 9:30 am and ended at 12:30 pm.

2. Participants of the Meeting

Different personnel from institutions concerned by the project implementation as defined in the R/D attended the meeting:

- RAB: DG (Project Director / JCC Chair), HoD LII-TT (Project Manager), IWUO Specialist (Chief Implementer), IWUO specialist (currently in KIIWP), Managers from Ngoma, Rubilizi and Rubona Stations, DG Assistant as well.
- MINALOC: AKIMANA Jonas/Partnership Development Officer
- District: V/M ED from Gisagara (JCC Member), V/M ED from Rwamagana (JCC Member) and V/M ED from Ngoma (JCC Member).
- JICA Rwanda Office: Chief Representative, Program Advisor for Agriculture.

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- MINAGRI: Policy Advisor (Japanese Expert)
- WAMCAB JICA Experts: Chief Advisor/ Irrigation Policy, IWUO Management Expert
- WAMCAB Local Experts: Local Coordinator/ IWUO Officer, Logistics/ Monitoring and Evaluation Officer, Irrigation Engineers, Agronomists and Coordinator of Field Collaborators.

3. Meeting Achievements

3.1 Opening Remarks

The HoD LII-TT/RAB (Project Manager), on behalf of DG, welcomed participants and thanked them for the attendance of such an important meeting. After summarising WAMCAB achievements for its technical assistance in the field of irrigation. He witnessed how the farmers' ownership toward irrigation facilities through IWUO has been tremendously improved. He mentioned that it should be better if the gained skills are disseminated to other schemes for the improvement of irrigation system countrywide, the developed and tried irrigation scheme management models by WAMCAB should be disseminated, he also talked about the awaited WAMCAB II.

3.2 Statement

The Chief Representative, JICA Rwanda Office, appreciated the achievement of WAMCAB and informed that WAMCAB II was already confirmed to be implemented by all parties concerned, but it will not be a direct continuation of WAMCAB, rather a new project with a new component including the hillside irrigation management. She mentioned that JICA is proud of well-managed irrigation schemes, these schemes' level of improvement is a witness of project success, and all these achievements should be scaled up countrywide to be adopted by all organs concerned in irrigation scheme management to adapt to the challenging climate changes the entire World is facing. She also talked about the PSTA5 to be validated soon, which JICA Rwanda is playing part in.

3.3 Presentation

1. Resolution of the 10th JCC meeting, presented by the Chief Advisor of WAMCAB.
2. Overall Progress of WAMCAB from November 2023 to April 2024 presented by the Chief Implementer of WAMCAB (Approval of the Monitoring Sheet #10)
3. Presentation of the Action Plan for Project Model Extension by TF members and SPs

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***The Project for Water Management and
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3.4 Discussions

The IWUO Specialist from KIIWP, Mr. Emmanuel MUSABYIMANA, appreciated WAMCAB achievements and requested the improvement of good collaboration with KIIWP. He appreciated how WAMCAB fully engaged participation of districts through Task Force and leaders as well; he said, “districts involvement in projects implementation was poor before”.

He suggested to retain the human capital capacitated through WAMCAB especially national staff who worked hand in hand throughout the entire timeline of the project, their experience should be valorised after the phasing out of WAMCAB.

V/M FED of Gisagara district, Mr. Jean Paul HABINEZA, appreciated how the districts are involved with the implementation of WAMCAB. He expressed his pleasure to welcoming study tour to Gisagara district. He appreciated the approach of using night storage as it is very important for the famers. He mentioned how the water fees collected is well managed for operation and maintenance of the schemes. He witnessed that farmers are now understand the way of managing the scheme by themselves, He mentioned good experience, where one of model site named Ngiriyi is inspiring neighbouring similar irrigations scheme for the improvement of water management through exchanging study tour.

V/M FED of Ngoma district, Mr. Cyriaque Mapambano NYIRIDANDI, mentioned on the dissemination of skills where there should be simplified translated manuals to be well understood by farmers. He also asked about the source of budget for the presented Action Plan for Project Model Extension by TF members and SPs.

Chief Advisor of WAMCAB, Mr. Norio KUNIYASU, explained that there will be OMM manuals translated in Kinyarwanda and will be officially handed to RAB, then later they be used for skills transfer. He also explained that the budget for presented action plan for Project Model Extension by TF members and SPs will be arranged by Rwanda government.

Senior Agronomist, Mr. Oswald SHYIRAMBERE, suggested that WAMCAB II should be a direct continuation because starting in another way would hinder the continuation of the existing achievements and restart. He also suggested that National Staffs who worked in WAMCAB have enough experience so that it would be better if they are retained to implement WAMCAB II to leverage the skills and expertise gained from phasing out project.

DG of RAB, Project Director, Dr. Telephote NDABAMENYE, talked about the budget for the Action Plan for Project Model Extension by TF members and SPs. He explained that not all planned activities should be overloaded to JICA. He suggested that RAB, district and other related

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government entities should discuss and allocate necessary financial means for the project implementation.

V/M ED of Rwamagana district, **Mr. Richard Kagabo RWAMUNONO**, appreciated the efforts of WAMCAB and promised the district is committed to fulfil their responsibilities by controlling erosion, land consolidation, enforcing land restoration, post-harvest facilities like cold storage introduction, watershed management to sustain irrigation functionality, capacitating farmers through training whenever necessary as well.

MINAGRI Policy Advisor, **Ms. Yoko YAMAZAKI**, stated that WAMCAB should not be a standalone project, the coordination with other development partners with agricultural project is only key for a sustainable result. She also updated participants about the rice sector development initiative that Rwanda and other countries are part of, they are promoting rice development strategies and task force already formed through CARD. She added that irrigation scheme management is one of key factors for development of rice value chain and she hope that WAMCAB experience will be considered.

3.5 Meeting Resolutions

1. Project Monitoring Sheet #10 has been approved.
2. The Action Plan for Project Model Extension by TF members and SPs has been approved.
3. Budget for implementation of the Action Plan for Project Model Extension by TF members and SPs will be provided by RAB, district and other related government entities.

3.6 Closing remarks

DG of RAB, WAMCAB Project Director, started by apologizing for the attending late due to other heavier duties. He said that people are not only learning sense of responsibilities from JICA, but also being efficient and accountable. After appreciating the achievements of WAMCAB, DG tasked participants to synchronize activities aiming shortening and speed up of extensions of developed irrigations scheme management models by WAMCAB. He finally requested districts to take responsibilities of scaling up to all irrigations schemes in their respective districts and any technical challenge may contact RAB for assistance, regarding the financial means, other programs budget like twigire may be used.



**The Project for Water Management and
Capacity Building in Rwanda(WAMCAB)**

Under assistance of JICA and in coordination with MINAGRI and RAB



Minutes compiled by:

Mr. Edouard UFITINEMA

WAMCAB Agronomist

Reviewed by:

Mr. MPORANA Jules

WAMCAB Chief Implementer

Reviewed by:

Mr. Norio KUNIYASU

WAMCAB Chief Advisor / Irrigation
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Approved by:

Dr. Telesphore NDABAMENYE

WAMCAB Project Director

Director General of RAB





***The Project for Water Management and
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Under assistance of JICA and in coordination with MINAGRI and RAB



**Minutes of the Twelfth Joint Coordinating Committee Meeting for
The Project for Water Management and Capacity Building in the Republic of Rwanda
17th January 2025**

1. Introduction

In line with the implementation of “the Project for Water Management and Capacity Building in Rwanda (WAMCAB)” based on the Records of Discussions (R/D) signed on 27th September 2018 between the Government of Rwanda (GoR) represented by the Director General (DG) of the Rwanda Agriculture and Animal Resources Development Board (RAB) and the Japan International Cooperation Agency (JICA) represented by the Chief Representative of JICA Rwanda Office, the twelfth Joint Coordinating Committee (JCC) meeting was organized and concluded on Friday 17th January 2025 at the Grand Legacy Hotel.

AGENDA

1. Resolution of the 11th JCC Meeting
2. Activities and Achievements of WAMCAB since April 2019 (Validation of Manuals, Project Completion Report)
3. Recommendations by WAMCAB
4. Program toward after completion of WAMCAB

The meeting started at 9:30 am and ended at 12:30 pm.

2. Participants of the Meeting

Different personnel from institutions concerned by the project implementation as defined in the R/D attended the meeting:

- RAB: DDG (Deputy Project Director / JCC Chair), HoD LII-TT (Project Manager), IWUO Specialist (Chief Implementer), Manager from Rubona RAB Station.
- MINALOC: Partnership Development Officer
- MINAGRI: ECC Specialist, Policy Advisor (Japanese Expert)
- MINECOFIN: Project Oversight
- District: V/M ED from Gisagara (JCC Member), V/M ED from Rwamagana (JCC Member) and V/M ED from Ngoma (JCC Member).
- RCA: Research and Curricula Development Officer
- RGB: M&E Specialist

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Under assistance of JICA and in coordination with MINAGRI and RAB



- JICA Rwanda Office: Chief Representative, Program Advisor for Agriculture /Nutrition.
- WAMCAB JICA Experts: Chief Advisor/ Irrigation Policy, IWUO Management Expert, O&M/ Water Management Experts
- WAMCAB Local Experts: Local Coordinator/ IWUO Officer, Logistics/ Monitoring and Evaluation Officer, Irrigation Engineers, Agronomists and Coordinator of Field Collaborators.

3. Meeting Achievements

3.1 Opening Remarks

The DDG/RAB (Deputy Project Deputy Director), Dr. Florence UWAMAHORO, welcomed participants, wished the year of 2025 to be prosperous and progress for all participants, and declared the meeting opening.

3.2 Statement

The Chief Representative, JICA Rwanda Office, Ms. Minako SHIOTSUKA, started by recalling the six years journey of project with variety of stakeholders. She appreciated efforts made by each and every one played any role for the Project to achieve tremendously objectives beyond the targeted objectives. She recalled that the upcoming project (WAMCAB2) would use the achievements of WAMCAB as stepping stones and lessons learnt would be used as fuel during the implementation process of upcoming project. She continued by highlighting achievements from WAMCAB including better human resource management, deep commitment of leaders at different levels, all stakeholders and farmers and efficient use of finances as well.

Ms. SHIOTSUKA concluded her statement by addressing the important recommendation to the Government of Rwanda: 1) strengthening capacity of the young irrigation engineers of RAB; and 2) allocation of budget for irrigation sector.

3.3 Presentation

1. Resolution of the 11th JCC meeting, presented by Mr. Norio KUNIYASU Chief Adviser /Irrigation Policy.
2. Activities and Achievements of WAMCAB since April 2019 (Validation of Manuals, Project Completion Report) presented by Mr. Jules MPORANA, Chief Implementer of WAMCAB and IWUO specialist /RAB, prior presentation, recalled on WAMCAB background and the origin of the idea for the Project to be initiated. He then went through the Project Design Matrix (PDM) and phases of the Project where he said none understood at starting specially the first phase of surveying and planning. The RAB side thought it being too long phase for

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nothing, and suggested it to be shortened. But later after they realized why it most important to make it long, the result of first phase was the milestone for project, which was time for surveying and understanding the real situation of Rwanda agriculture and irrigation management particularly. It resulted with improvement plan and training plan which guided the second phase and third phase as well, deep analysis and understanding reality of the country made the project excelling to achieve its objectives, after recalling on project background and lesson learnt, the Chief Implementer went on by presentation.

3. Recommendations by WAMCAB presented by Mr. Norio KUNIYASU, Chief Adviser/ Irrigation Policy.
4. Program toward after completion of WAMCAB presented by Mr. Norio KUNIYASU, Chief Adviser/ Irrigation Policy.

3.4 Discussions

About the handover of the project equipments', participants concluded that copy machine and laptops would be handed over to RAB. Laptops would be used by those who have been using them during WAMCAB as it is concluded that they are the same people who will be among implementers of the WAMCAB2 to be launched in near future. Current meter and 4 tensiometers will be handed over to Rwamagana district. Lastly, two winnower machines will be handed over to COOPRORIZ Gatare.

Mr. Francois Xavier NKUNDIZANA /ECC Specialist /MINAGRI referring one recommendations provided by WAMCAB experts during presentation "Development of a hillside irrigation scheme management model". He asked if the already developed irrigation management model by phasing out Project could not be used for developed hillside irrigation schemes, He also asked about strategies to collect water services fees.

The Chief Implementer answered that WAMCAB mainly focused on marshland developed irrigation schemes and non-pressurized irrigation system, so only management model developed were specifically for those types of irrigation schemes. For hillside pressurized irrigation schemes are targeted in WAMCAB2, that is why it was recommended.

Then for water service fees collection strategies which may succeed, the WAMCAB experts answered referring on experiences gained during preparation phase of WAMCAB in surveys and during execution period of the project, the only tactic to be used is through strengthening cooperative to be able to grow for organized market (cash crops) to be sold collectively so that water service fees could be collected (deducted) by cooperative and hand it to IWUO, to be used in operations and maintenances activities, which is challenging for hillside irrigation schemes since land tenures is different from marshlands. In hillsides irrigations schemes, every individual farmer own a land tittles which means farmers have total rights to decide the usage and valorisation of

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own land without being influenced by cooperative management or leaders, so strong well organized cooperatives to do profitable market oriented farming is key to a successful and efficient water service fees.

Mr. Patrick KUBWIMANA/Project Oversight /MINECOFIN asked about one of recommendations "Strengthen collaboration with university for capacity building" on what kind of collaboration.

The collaboration highlighted and he were informed by Chief Advisor about the Memorandum of Understanding signed among three institutions (RAB, WAMCAB and University of Rwanda).

Mr. Aphrodice MBARUSHIMANA / Research and Curricula Development Officer /RCA asked about districts which will be covered by WAMCAB2, if it will expend to other districts apart from what targeted by WAMCAB. He asked if other stakeholders such as REMA (Rwanda Environment Management Authority), Meteorological Institution (Meteo Rwanda), Rwanda Water Resources Board (RWB), could be included in project stakeholders for smooth implementation of the project. Thirdly he asked if prepared manuals are translated and put in simplified forms, fliers, pamphlets to be read and understood by farmers for daily activities of irrigation management usage.

About districts that will be targeted by WAMCAB2, the answer was just describing by the Chief Implementer that the project is made by two component one to cover hillside and pressurized irrigation models which is new and some districts from Eastern province are targeted, then the second component is similar to phasing out Project and number of district targeted not yet concluded by Japanese side, so the number and names of targeted districts cannot be announced in this meeting.

About expanding the number of stakeholders and include some names of institutions mentioned, the Chief Advisor shared the experience in Rugende irrigation scheme where one of bricks making company broke the way of IWUO staff and farmers to monitor the irrigation facilities located where the fence made for environmental purposes, so REMA had to intervene and it took long process for REMA to cooperate.

About the simplified manuals, the Chief Advisor informed that translation has been made and RAB make simplified forms possible to well understood by users who are farmers in addition all manuals will be uploaded on RAB website to be accessed by each and every one who need to use them.

Dr. Florence UWAMAHORO /Deputy Director General of RAB asked Japanese experts the lessons learnt for six years of the Project, bottlenecks and advantage of irrigation development in Rwanda to achieve food security.

As feedback to the asked question, Japanese experts illustrated following advantages:

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- Working system of leadership of Rwanda is a key enabler to achieve each and every strategic plan or a policy which may be made, irrigation development included.
- The country of Rwanda is peaceful and secured which is enabling environment.
- Well organized and good managed agricultural cooperatives which may be used for water service fees collection.
- Service providers approach in agriculture extension is better and appropriate approach to tackle the limited small budget in irrigation scheme management.

Bottlenecks:

- Not enough budget allocated in irrigation scheme management.
- Low knowledge and skills of irrigation engineers working in the irrigation sector.
- Organization structure of irrigation management is not well structured.

Farmers themselves are eagerly willing to cooperate in irrigation management, if they are well organized and capacitated, they are able to bring creative and innovative ideas into irrigation scheme they are working in. Typical example is Ngiriyi model site where they came up with innovation of proposing and paying incentives to Seasonal Water Distributors (SWD) managing irrigation unit, each plot of 5 ares pays one kilogram of paddy rice per season to the person (SWD) managing turnout and irrigate all plots within irrigation unity.

Also the IWUO finances management through expenses orders approval by DISC is incredible methodology for accountability and minimize poor management of finances. It should leveraged and extend in all districts.

Mr. Richard Kagabo RWAMUNONO /Vice Mayor ED/ Rwamagana district appreciated the partnership between Japan and Rwanda, through this Rwamagana district benefit a lot from it in many sectors including agriculture where WAMCAB falls into. He ensured participants that Cyaruhogo model site will not fall after the Project phase out. He said it will keep being a model and exemplary to other farmers from different irrigation schemes both in Rwanda and others. He also emphasized that through district leadership the capacitation they received from WAMCAB is being leveraged in model site but also other irrigations in Rwamagana district using TF members capacitated through WAMCAB and service providers are adopting WAMCAB models where they operating from. He also appreciated the provision of electricity to Cyaruhogo IWUO office by WAMCAB.

Mr. Jean Paul HABINEZA /Vice Mayor ED/ Gisagara district, appreciated all the achievements of WAMCAB in Gisagara district. He said the mind-set towards ownership of farmers in model sites and extension sites have changed tangibly and this made the productivity increment in Ngiriyi, Gtare and Cyili for rice and for Nyabuyogera the income of farmers increased resulted from maize productivity increment and variety of vegetables. He said Gisagara district needs a sophisticated irrigation scheme similar to Cyaruhogo they visited in the past.

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As response by Mr. Jérôme HITAYEZU/ HoD LII-TT, there is a project of developing a dam, rehabilitation of Ngiriyi irrigation scheme which is being discussed at high level, because it will be implemented by the cooperation between Rwanda and other country. So there is more chance that before the end of this year could be started to be implemented.

Ms. Yuko KANTO /JICA Program Advisor for Agriculture expressed her gratitude for all stakeholders who played any role in tremendous achievements of WAMCAB. As she was in charge in JICA Rwanda office of its implementation schedule, she added that all achievement of WAMCAB is cornerstone for the successes of other future similar projects.

3.5 Meeting Resolutions

1. The manuals prepared by WAMCAB and Project Completion Report have been validated and approved.
2. The recommendation given by WAMCAB on the utilization of experience from WAMCAB, realization of the "Irrigation Master Plan" and validation of "Irrigation Strategy Plan", strengthening the capacity of RAB staffs, ensuring consistency with Imihigo and securing the necessary budget has been accepted.
3. As program toward after the completion of WAMCAB, the utilization of CDG in the dissemination of the WAMCAB approach has been accepted.
4. Four laptops will be handed over to RAB and remain in hands of the ones who have been previously using them for not losing data which will be used by upcoming project (WAMCAB2) because it is concluded that they should be among its implementers.
5. Developed manuals should be published and uploaded on RAB website, they should be well translated into Kinyarwanda and accustomed to be understood and easily used by farmers.
6. The office space being used by WAMCAB will be reserved for WAMCAB2.

3.6 Closing Remarks

DDG of RAB, WAMCAB Deputy Director, after appreciating the achievements of WAMCAB, talked about NST2 (Rwanda Second National Strategy for Transformation) that secure the agricultural productivity is among main pillars and irrigation is key milestone for agriculture development (food sovereignty and food security), that government entities may not achieve it all alone., All other stakeholders including development partners and private sector should fully worked closely hand in hand to achieve it, with lessons learnt from WAMCAB. She then closed the meeting with thanking all participants wishing all the best.

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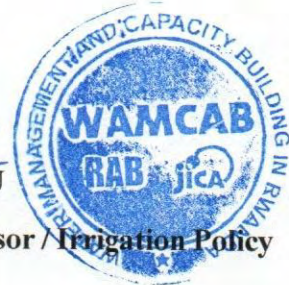
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