

MINUTES OF MEETINGS
ON
PROJECT FOR URBAN TRANSPORT MASTER PLAN
IN KINSHASA CITY
IN
DEMOCRATIC REPUBLIC OF THE CONGO
AGREED UPON BETWEEN
MINISTRY OF INFRASTRUCTURE AND PUBLIC WORKS
AND
JAPAN INTERNATIONAL COOPERATION AGENCY



T. Aoki

Mr. Toshimichi AOKI
Chief Representative
JICA Democratic Republic of the
Congo Office
Japan International Cooperation
Agency

Kinshasa, April 14th, 2016

Mr. Chrisostome ILA-NGONGO MILAMBO
Vice Director of Cabinet
Infrastructure and Public Works
Democratic Republic of the Congo

INTRODUCTION

In response to the official requests of the Democratic Republic of the Congo to the Government of Japan, the Japan International Cooperation Agency (hereinafter referred to as "JICA") has dispatched the Detailed Planning Survey team (hereinafter referred to as "the Survey team") headed by Mr. Yuichi SUGANO to confirm contents of requests for the Technical Cooperation Project for Urban Transport Master Plan in Kinshasa City (hereinafter referred to as "the Project").

The Survey team held a series of discussions with the representatives and officials from Ministry of Infrastructure and Public Works (hereinafter referred to as "MIPW") and other related ministries and agencies for specifying the scope of the Project.

This document summarizes major points discussed and remarks expressed by both parties.

Done in duplicate in the French and English languages, both are equally authentic. In case of any divergence of interpretation, the English text shall prevail.

1. Title of the Project

Both sides agreed that the Project title in French shall be modified from "Projet de Plan Directeur des Transports de la Ville de Kinshasa" to "Projet d'Elaboration du Plan Directeur des Transports Urbains de la Ville de Kinshasa"

2. Record of Discussions (R/D)

Both sides reached to a common understanding of the contents of draft R/D, as shown in the Attachment. Both sides likewise understood that the detailed contents of this draft R/D are subject to change based on further internal consideration by both sides and their mutual agreements. R/D will be agreed and signed between the government of the Democratic Republic of the Congo (hereinafter referred to as "GDRC") side and JICA after the approval of JICA Headquarters.

3. Target Areas of the Urban Transport Master Plan in Kinshasa City

Both sides agreed that the areas of the Urban Transport Master Plan in Kinshasa City (hereinafter referred to as "the Master Plan") will comply with that of "SOSAK", which covers not only the urbanized areas but also those expected to be urbanized by and after 2030.

4. Target Years of the Project

Both sides confirmed that the target years of the Master Plan are 2040 for development vision and 2030 for development program.

5. Target Project of Pre-Feasibility Study

Both sides agreed that the target project for the pre-feasibility study will be discussed through the course of the Project and decided with mutual

agreement upon evaluation of the impact, scale, environmental and social impact and etc.,.

6. Implementation Structure of the Project

MIPW committed to assure the coordination among the relevant organizations and organize “Joint Coordination Committee (JCC)” and “Technical Working Group (TWG)” for formulating the Master Plan.

7. Undertakings of MIPW and GDRC

Soon after the signing on R/D between GDRC side and JICA, JICA will commence the procurement process of a consultant firm for the Project and it takes approximately 3 - 4 months. After the contract concluded between JICA and a consultant firm, the first JICA mission, mainly composed of the contracted consultant, will be dispatched to Kinshasa.

MIPW and GDRC agreed to assign, before commencement of the Project, an appropriate number of focal point and/or counterpart personnel who are working in the relevant organizations.

MIPW also agreed to make their best efforts to provide office space equipped with furniture (desk, chairs, air-conditioning and etc.,) and its running expenses (water, electricity and etc.,). However, MIPW requested JICA to consider arranging office space at JICA’s expenses in case any office space, large enough to accommodate JICA mission members, is not available in the buildings of MIPW and relevant organizations..

8. Capacity Development

Recognizing the importance of capacity development at personal and institutional level, both sides agreed to include activities into the Project as below mentioned;

(1) on-the-job Training

(2) seminars or workshops for specific themes related to urban transport development

(3) counterpart training(s) in Japan

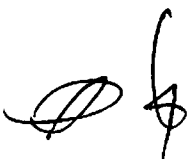
Further details will be discussed and determined through the course of the Project.

9. Harmonization with ongoing Plans and Plans under Preparation

The Survey team confirmed that there are several ongoing plans and some others under preparation related to the Project, especially “SOSAK”. Both sides confirmed that the Master Plan needs to be harmonized with these plans not only for avoiding duplication of work but also for enhancing synergetic effect.

10. Environmental and Social Consideration

The Survey team explained that the Project shall be conducted in line with JICA Guidelines for Environmental and Social Considerations (April, 2010). It stipulates that Strategic Environmental Assessment (SEA) is conducted as a necessary step to examine and minimize environmental and social impacts. MIPW agreed it.



11. Approval of the Master Plan

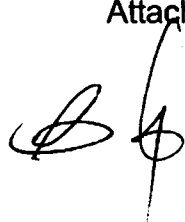
MIPW committed to obtain government approval of the Master Plan after the validation by JCC. In addition, GDRC agreed to manage, develop and invest in urban transport sector in Kinshasa City in accordance with the Master Plan.

12. Disclosure of the Final Report

Both sides agreed to disclose the final report of the Project and/or the Master Plan to public through JICA's library and websites of Infrastructure Unit and Kinshasa City after the validation by JCC.

end

Attachment: Draft Record of Discussions

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**(DRAFT)
RECORD OF DISCUSSIONS**

ON

**PROJECT FOR URBAN TRANSPORT MASTER PLAN
IN KINSHASA CITY**

IN

DEMOCRATIC REPUBLIC OF THE CONGO

AGREED UPON BETWEEN

MINISTRY OF INFRASTRUCTURE AND PUBLIC WORKS

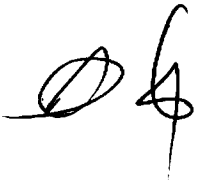
AND

JAPAN INTERNATIONAL COOPERATION AGENCY

Kinshasa, April, 2016

Toshimichi AOKI
Chief Representative
JICA Democratic Republic of the
Congo Office
Japan International Cooperation
Agency

Fridolin KASWESHI MUSOKA
Minister of Infrastructure and Public
Works
Democratic Republic of the Congo



Based on the minutes of meetings on the Detailed Planning Survey on the Project for Urban Transport Master Plan in Kinshasa City (hereinafter referred to as "the Project") signed on [date] between Ministry of Infrastructure and Public Works (hereinafter referred to as "MIPW") and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA held a series of discussions with MIPW and relevant organizations to develop a detailed plan of the Project.

Both parties agreed the details of the Project and main points discussed as described in the Appendix 1 and the Appendix 2, respectively, and to request their respective governments to proceed with the necessary procedures for implementation of the Project.

Both parties also agreed that MIPW 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 Democratic Republic of the Congo.

The Project will be implemented within the framework of the Note Verbales to be exchanged between the Government of Japan and the Government of Democratic Republic of the Congo.

Done in duplicate in the French and English languages, both are equally authentic. In case of any divergence of interpretation, the English text shall prevail.

Appendix 1: Project Description

Appendix 2: Main Points Discussed

Appendix 3: Minutes of Meetings for Detailed Planning Survey on the Project signed on [date]

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PROJECT DESCRIPTION

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

I. BACKGROUND

The population of Kinshasa City, the capital of the Democratic Republic of the Congo, was 400 thousand in 1960, however, because of the rapid urbanization, it has reached 11.59 million in 2015 and it's expected to reach 19.99 million in 2030. Even though the area of Kinshasa City is around 9,985km², most of the people live in urbanized areas which cover around 583km², so the City center of Kinshasa forms high density urban spaces.

While rapid urbanization, urban transport infrastructures were not developed sufficiently and operated appropriately, which resulted in the lack of capacity of transport infrastructures. There are several main roads, such as Lumumba, Congo-Japan (Poids Lourds), Matadi, June 30th and etc., however, most of these roads are congested and the traffic jams are supposed to worsen following the increment of population. In addition, even though there are three train lines in Kinshasa City, these provide only few run services in a day as these are not operated and managed neatly.

Under these circumstances, Agence Française de Development formulated "Schema d'Orientation Stratégique de l'Agglomération Kinoise (SOSAK)" to promote planned urban development and it has officially been approved by the council of Kinshasa City. SOSAK recommends the formulation of sector wise master plan for further promotion of planned development and the necessity of urban transport master plan is also emphasized.

Based on the backgrounds, MIPW, in collaboration with Kinshasa City, has made an official request to the government of Japan of the technical cooperation for the formulation of urban transport master plan for 2030 and 2040 and implementation of pre-feasibility study on a priority project.

II. OUTLINE OF THE PROJECT

1. Title of the Project

Project for Urban Transport Master Plan in Kinshasa City

2. Expected Goals which will be attained after implementing the Proposed Plan
Urban transport infrastructures will be developed based on the Proposed Plan and transport condition will be improved.

3. Outputs

Urban transport master plan with development vision for 2040 and development program for 2030 is developed

4. Activities

- (1) Review and analysis of current situation
- (2) Review of related rules, regulations, policies and plans, especially "SOSAK"
- (3) Review and analysis of socio-economic situation of "SOSAK"
- (4) Analysis of development potentials, challenges and constraints toward future development in Kinshasa City
- (5) Implementation of transport survey and analysis of its output
- (6) Preparation of several development scenarios
- (7) Proposal of suitable transport network
- (8) Selection of priority projects
- (9) Preparation of Strategic Environmental Assessment
- (10) Formulation of urban transport master plan
- (11) Implementation of pre-F/S of a project selected among the priority projects
- (12) Capacity development in the formulation of master plan

5. Input

(1) Input by JICA

(a) Dispatch of Mission

- 1) Team Leader / Urban Transport Planning
- 2) Urban Transport Planning
- 3) Urban Planning / Socio-Economic Framework / Land Use Planning
- 4) Transport Survey
- 5) Travel Demand Model / Transport Data Analysis
- 6) Road Network Planning
- 7) Road Maintenance Planning
- 8) Drainage / Urban Disaster Management / Risk Assessment
- 9) Road-based Public Transport Planning
- 10) Urban Railway Planning
- 11) Road Traffic Management Planning
- 12) Road Safety Planning
- 13) Economic / Financial Analysis
- 14) Institutional Development / Capacity Building
- 15) Implementation Planning
- 16) Strategic Environmental Assessment / Public Consultation / Public Awareness
- 17) Geographic Information System
- 18) Road Design [Pre-F/S]
- 19) Topographic Survey [Pre-F/S]
- 20) Metrological / Hydrological and Hydraulic Survey [Pre-F/S]
- 21) Geotechnical Survey [Pre-F/S]
- 22) Construction Plan / Cost Estimation [Pre-F/S]
- 23) Transport Survey / Travel Demand Forecast [Pre-F/S]
- 24) Environmental Impact Assessment [Pre-F/S]
- 25) Transport Survey Assistance / Project Administration

(b) Necessary Equipment

(c) Training(s) in Japan

Input other than indicated above will be determined through mutual

consultations between JICA and MIPW during the implementation of the Project, as necessary.

(2) Input by MIPW

MIPW will take necessary measures to provide at its own expense:

- (a) Services of MIPW and relevant organizations counterpart personnel and administrative personnel as referred to in II-6;
- (b) Suitable office space;
- (c) Information as well as support in obtaining medical service;
- (d) Credentials or identification cards;
- (e) Available data (including maps and photographs) and information related to the Project;
- (f) Running expenses necessary for the implementation of the Project;
- (g) Expenses necessary for the installation, operation and maintenance of the equipment referred to in II-5 (1) thereof; and
- (h) Necessary facilities to members of the JICA missions for the remittance as well as utilization of the funds introduced into the Democratic Republic of the Congo from Japan in connection with the implementation of the Project

6. Implementation Structure

The project organization chart is given in the Annex 1. The roles and assignments of relevant organizations are as follows:

(1) MIPW

(a) Project Director

Coordinator of Infrastructure Unit will be responsible for overall administration and implementation of the Project. He/She will be supported by Joint Coordination Committee referred to in II-6 (3).

(b) Project Manager

Chief of Urban Road Section of Infrastructure Unit will be responsible for day to day implementation of the Project. He/She will be supported by Technical Working Group referred to in II-6 (4).

(2) JICA Missions

The JICA missions will give necessary technical guidance, advice and recommendations to MIPW and relevant organizations on any matters pertaining to the implementation of the Project.

(3) Joint Coordinating Committee

Joint Coordinating Committee (hereinafter referred to as "JCC") will be established for decision making and facilitation of inter-organizational coordination. JCC will be held whenever deems it necessary. A list of members of JCC is shown in the Annex 2.

(4) Technical Working Group

Technical Working Group (hereinafter referred to as "TWG") will be established in order to discuss on technical issues and promote the coordination between relevant organizations and JICA missions. TWG will be held whenever deems it necessary and hold workshops in order to

monitor the progress of the Project. A list of members of TWG is shown in the Annex 3.

7. Project Site and Beneficiaries

(1) Project Site: As shown in the Annex 4

(2) Beneficiaries

(a) Direct Beneficiaries: MIPW's, Kinshasa City's and relevant organization's personnel engaged in the Project

(b) Indirect Beneficiaries: Population in Kinshasa City

8. Duration

The duration of the project will be approximately 24 months from the arrival of the first JICA mission

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
|---------|-----------|---|---|---|---|---|-----------|---|---|----|----|----|-----------|----|----|----|----|----|-----------|----------|----|----|----|----|
| JCC | ▲ | | | | | | ▲ | | | | | | ▲ | | | | | | ▲ | ▲ | | | | |
| Reports | ▲ IC/R | | | | | | ▲ PR/R | | | | | | ▲ IT/R | | | | | | ▲ DF/R | ▲ F/R | | | | |

9. Reports

JICA will prepare and submit the following reports to the MIPW.

- (1) 20 copies of Inception Report in French at the commencement of the first work period in Democratic Republic of the Congo
- (2) 20 copies of Progress Report in French at the time about 7 months after the commencement of the first work period in Democratic Republic of the Congo
- (3) 20 copies of Interim Report in French at the time about 13 months after the commencement of the first work period in Democratic Republic of the Congo
- (4) 20 copies of Draft Final Report in English and French at the end of the last work period in Democratic Republic of the Congo
- (5) 20 copies of Final Report in English and French within one (1) month after the receipt of the comments on the Draft Final Report

10. Environmental and Social Considerations

- (1) MIPW will abide by 'JICA Guidelines for Environmental and Social Considerations' in order to ensure that appropriate considerations will be made for the environmental and social impacts of the Project.

III. UNDERTAKINGS OF MIPW AND THE GOVERNMENT OF DEMOCRATIC REPUBLIC OF CONGO

1. MIPW and the Government of Democratic Republic of the Congo will take necessary measures to:

- (1) ensure that the technologies and knowledge acquired by the Democratic Republic of the Congo nationals as a result of Japanese technical cooperation contributes to the economic and social development of Democratic Republic of the Congo, and that the knowledge and experience acquired by the personnel of the Democratic Republic of the Congo from technical training as well as the equipment provided by JICA

will be utilized effectively in the implementation of the Project.

- (2) grant privileges, exemptions and benefits to members of the JICA missions referred to in II-5 above and their families, which are no less favorable than those granted to experts and members of the missions and their families of third countries or international organizations performing similar missions in the Democratic Republic of the Congo.
- (3) provide security-related information as well as measures to ensure the safety of members of the JICA missions;
- (4) permit members of the JICA missions to enter, leave and sojourn in the Democratic Republic of the Congo for the duration of their assignments therein and exempt them from foreign registration requirements and consular fees.
- (5) exempt members of the JICA missions from taxes and any other charges on the equipment, machinery and other material necessary for the implementation of the Project;
- (6) exempt members of the JICA missions from income tax and charges of any kind imposed on or in connection with any emoluments or allowances paid to them and/or remitted to them from abroad for their services in connection with the implementation of the Project; and
- (7) meet taxes and any other charges on the equipment, machinery and other material, referred to in II-5 above, necessary for the implementation of the Project.

2. MIPW will bear claims, if any arises, against members of the JICA missions resulting from, occurring in the course of, or otherwise connected with, the discharge of their duties in the implementation of the Project, except when such claims arise from gross negligence or willful misconduct on the part of members of the JICA missions.

IV. MONITORING AND EVALUATION

JICA will conduct the following evaluations and surveys to verify how the proposed plan is utilized and draw lessons. The MIPW is required to provide necessary support for them.


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

V. PROMOTION OF PUBLIC SUPPORT

For the purpose of promoting support for the Project, MIPW and Kinshasa City will take appropriate measures to make the Project widely known to the people of Kinshasa City and the Democratic Republic of the Congo.

VI. MISCONDUCT

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



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

VII. MUTUAL CONSULTATION

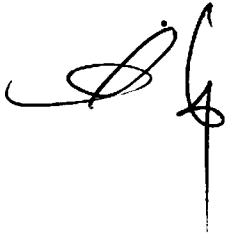
JICA and MIPW will consult each other whenever any major issues arise in the course of Project implementation.

VIII. AMENDMENTS

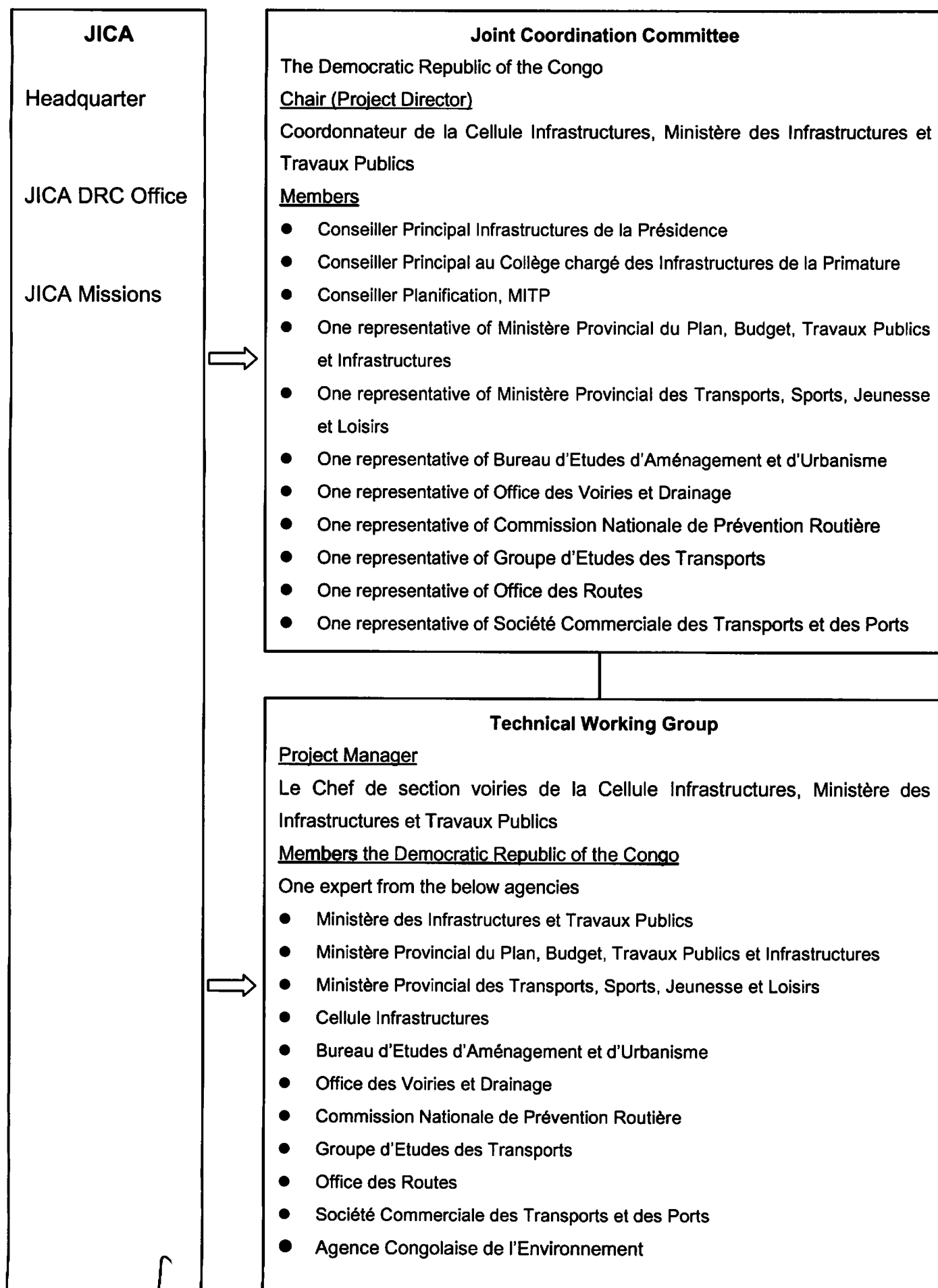
The record of discussions may be amended by the minutes of meetings between JICA and MIPW. The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the record of discussions.

End

- Annex 1 Project Organization Chart
- Annex 2 Joint Coordinating Committee
- Annex 3 Technical Working Group
- Annex 4 Project Site

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Project Organization Chart



Joint Coordination Committee

1. Function

Joint Coordination Committee (JCC) will be held at the beginning of the Project, the time of discussion for draft final report and whenever deems it necessary in order to fulfill the following functions;

- (1) To approve work plan, review overall progress
- (2) To conduct monitoring and evaluation of the Project
- (3) To coordinate among the relevant organizations; and
- (4) To exchange opinions on major issues arising during the implementation of the Project

2. Members

- (1) Chair: Coordonnateur de la Cellule Infrastructures, Ministère des Infrastructures et Travaux Publics
- (2) Members:
 - Conseiller Principal Infrastructures de la Présidence
 - Conseiller Principal au Collège chargé des Infrastructures de la Primature
 - Conseiller Planification, MITP
 - One representative of Ministère Provincial du Plan, Budget, Travaux Publics et Infrastructures
 - One representative of Ministère Provincial des Transports, Sports, Jeunesse et Loisirs
 - One representative of Bureau d'Etudes d'Aménagement et d'Urbanisme
 - One representative of Office des Voiries et Drainage
 - One representative of Commission Nationale de Prévention Routière
 - One representative of Groupe d'Etudes des Transports
 - One representative of Office des Routes
 - One representative of Société Commerciale des Transports et des Ports
 - One representative of Agence Congolaise de l'Environnement
 - One representative of JICA Democratic Republic of the Congo

Ministère des Infrastructures et Travaux Publics may select necessary representatives of relevant ministries and organizations other than indicated above.



Technical Working Group

1. Function

Function of the Technical Working Group;

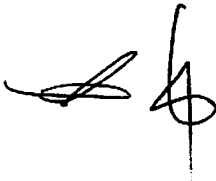
- (1) To work with JICA mission on daily basis and facilitate necessary arrangements for smooth implementation of the Project
- (2) To examine and analyze the technical aspects of the Reports
- (3) To coordinate and harmonize the stakeholders of the Project and ensure involvement of the concerned authorities
- (4) To prepare materials (reports/presentations) for JCC
- (5) To correspond to the request/inquiries made by JCC on technical matters.

2. Members

One expert from the below agencies

- Ministère des Infrastructures et Travaux Publics
- Ministère Provincial du Plan, Budget, Travaux Publics et Infrastructures
- Ministère Provincial des Transports, Sports, Jeunesse et Loisirs
- Cellule Infrastructures
- Bureau d'Etudes d'Aménagement et d'Urbanisme
- Office des Voiries et Drainage
- Commission Nationale de Prévention Routière
- Groupe d'Etudes des Transports
- Office des Routes
- Société Commerciale des Transports et des Ports
- Agence Congolaise de l'Environnement

Ministère des Infrastructures et Travaux Publics may select necessary expert(s) of relevant ministries and organizations other than indicated above.



Project Site

Planning Area of Project for Urban Transport Master Plan in Knessha City



Plan Général d'Aménagement

