

BASIC PRINCIPLES

FOR

TECHNICAL COOPERATION

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JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)

Basic Principles for Technical Cooperation
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Basic Principles for Technical Cooperation

I. Introduction

Section 1.1 Introduction

The purpose of the Basic Principles for Technical Cooperation (hereinafter referred to as “the BP”) is to set forth the basic principles generally applicable to Technical Cooperation Project and Technical Cooperation for Development Planning implemented jointly by the Japan International Cooperation Agency and the implementing agency of the recipient country (hereinafter referred to as “Technical Cooperation”), which consists of the record of discussions (hereinafter referred to as “the R/D”) agreed upon between the Japan International Cooperation Agency (hereinafter referred to as “JICA”) and the implementing agency of the recipient country (hereinafter referred to as “the Counterpart”).

Section 1.2 Inconsistency with the R/D

If any contents of the BP is inconsistent with any contents of the R/D, such contents of the R/D will prevail.

II. Definition of Technical Cooperation

Section 2.1 Technical Cooperation

Technical Cooperation supports human resource development, research and development, technology dissemination and the development of institutional frameworks essential for the development of economies and societies in the recipient country.

Section 2.2 Technical Cooperation Project

Technical Cooperation Project refers to a systematic and comprehensive project implementation to attain certain outcomes within certain time period, in which input includes, but not limited to, the dispatch of members of JICA missions and/or JICA experts, acceptance of training participants, and/or provision of equipment from JICA.

Section 2.3 Technical Cooperation for Development Planning

In Technical Cooperation for Development Planning, JICA conducts necessary studies to support the recipient country to formulate policies and master plans, by dispatching members of JICA missions. Based on the results of this cooperation, the recipient country is expected to formulate plans for sector/regional development or rehabilitation/reconstruction by utilizing the results, to implement plans by raising funds from international organizations and others, and/or to carry out the recommended organizational/institutional reforms and other proposed activities.

III. Implementation Structure

Section 3.1 Project Team

Project team will work together for implementing Technical Cooperation. Its members include, but not limited to, Project Director, Project Manager, personnel from the Counterpart, members of JICA missions, JICA experts, and/or other members to be determined by both parties (hereinafter referred to as “the Project Team”). Details are described in the R/D.

Section 3.2 Roles of Project Team Members

General roles of members of the Project Team are as follows. Roles for other members will be determined by both parties for specific Technical Cooperation.

(1) Project Director

The project director, appointed from the Counterpart, will be responsible for the overall implementation and coordination of Technical Cooperation.

(2) Project Manager

The project manager, appointed from the Counterpart, will manage Technical Cooperation on a regular basis, and be responsible for administrative and technical matters of Technical Cooperation.

(3) Members of JICA Missions

The members of JICA missions will conduct studies regarding Technical Cooperation in cooperation with the Counterpart.

(4) JICA Experts

The JICA experts will give necessary technical guidance, advice and recommendations to the Counterpart on any matters pertaining to the implementation of Technical Cooperation.

Section 3.3 Joint Coordinating Committee

Joint Coordinating Committee (hereinafter referred to as “JCC”) will be established in order to manage Technical Cooperation, and its proposed members are listed in the R/D. JCC will be held at least once a year and whenever deems it necessary and plays vital roles for implementing Technical Cooperation as follows.

(1) JCC for Technical Cooperation Project

Main tasks are 1) to review the progress, 2) to revise the overall plan when necessary, 3) to approve an annual work plan, 4) to suggest modifications of the framework (including the Project Design Matrix (hereinafter referred to as “PDM”) and the Plan of Operation (hereinafter referred to as “PO”) for Technical Cooperation Project), 5) to conduct evaluation of Technical Cooperation Project, and 6) to exchange opinions on major issues that arise during the implementation of Technical Cooperation Project.

(2) JCC for Technical Cooperation for Development Planning

Main tasks are to discuss on the progress and major issues that arise during the implementation of Technical Cooperation for Development Planning.

IV. Undertakings of the Counterpart

Section 4.1 Grant of Privileges, Exemptions, Benefits to JICA, the members of JICA missions and the JICA experts

The Counterpart and the government of the recipient country will take necessary measures to grant JICA, the members of JICA missions and the JICA experts privileges, exemptions and benefits in accordance with international agreements concluded between the government of Japan and the government of the recipient country.

Section 4.2 Provision of Conveniences for the members of JICA missions and the JICA experts

The Counterpart and the government of the recipient country will take necessary measures to provide conveniences listed hereto at its own expense;

- (1) Information as well as support in acquiring suitable furnished accommodation for the JICA experts and their families;
- (2) Information as well as support in obtaining medical service for the members of JICA missions, the JICA experts and their families; and
- (3) Credentials or identification cards as necessary to the members of JICA missions and the JICA experts.

Section 4.3 Provision of Services, Facilities and Local-Cost Bearing for the Technical Cooperation

The Counterpart and the government of the recipient country will take necessary measures to provide services, facilities and local-cost bearing listed hereto at its own expense;

- (1) Services of the Counterpart's personnel;
- (2) Suitable office space for the Project Team with necessary equipment;
- (3) Running expenses necessary for the implementation of Technical Cooperation;
- (4) Expenses necessary for transportation within the recipient country of the equipment provided by JICA for Technical Cooperation Project as well as for the installation, operation and maintenance thereof;
- (5) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of Technical Cooperation other than those prepared and provided by JICA;
- (6) Travel allowances for the Project Team for official travel within the recipient country; and
- (7) Available data (including maps and photographs) and information

related to Technical Cooperation.

V. Reporting

Section 5.1 Reporting for Technical Cooperation Project

The Project Team will prepare the Project Completion Report three (3) months before the completion of Technical Cooperation Project.

Section 5.2 Reporting for Technical Cooperation for Development Planning

The Project Team will prepare and submit the following reports to the Counterpart. Details, such as the language of the reports, will be determined based on mutual consultation.

- (1) Inception Report at the commencement of the work period in the recipient country
- (2) Interim Report at the middle of the work period in the recipient country
- (3) Draft Final Report at the end of the work period in the recipient country
- (4) Final Report within one (1) month after the receipt of the comments on the Draft Final Report

VI. Monitoring and Evaluation

Section 6.1 Regular Monitoring and Evaluation for Technical Cooperation Project

The Project Team will jointly and regularly monitor the progress of Technical Cooperation Project through the monitoring sheets based on PDM and PO every six (6) months, while JCC will conduct overall evaluations of Technical Cooperation Project.

Section 6.2 Ex-post Evaluations

JICA will conduct the following ex-post evaluations and surveys to verify sustainability and impact of Technical Cooperation and draw lessons. The Counterpart will make best efforts to provide necessary support for them.

- (1) Ex-post evaluation three (3) years after the completion of Technical Cooperation, in principle
- (2) Follow-up surveys, as necessary

VII. Ownership of Equipment, Machinery, and Materials

Section 7.1 Equipment, Machinery, and Materials provided by JICA

The equipment, machinery and materials provided by JICA will become the property of the Counterpart or competent authorities of the recipient country upon being delivered to the Counterpart or the authorities.

Section 7.2 Equipment, Machinery, and Materials owned by JICA

The equipment, machinery and materials prepared by JICA for the performance of duties of the members of JICA missions and the JICA experts will remain the property of JICA unless a separate arrangement is agreed between JICA and the Counterpart or competent authorities of the recipient country.

VIII. Construction of Pilot Facility

Section 8.1 Ownership of Pilot Facility

When a pilot facility is constructed in Technical Cooperation, based on a separate arrangement to be agreed between the relevant parties, JICA will provide necessary services for constructing the pilot facility for Technical Cooperation throughout the implementation period. Upon the completion of the construction, the pilot facility will become a property of the Counterpart or competent authorities of the recipient country. The Counterpart or the authorities will ensure proper and effective operation and maintenance of the pilot facility.

Section 8.2 Safety Management of Construction

JICA and the Counterpart will assure safety management of the construction in accordance with 'the Guidance for the Management of Safety for Construction Works in Japanese ODA Projects'.

IX. Public Relations

Section 9.1 Promotion of Public Support

For the purpose of promoting support for Technical Cooperation, JICA and the Counterpart will take appropriate measures to make Technical Cooperation widely known to the people of Japan and the recipient country.

X. Environmental and Social Considerations

Section 10.1 Policy

JICA and the Counterpart abide by 'JICA Guidelines for Environmental and Social Considerations (April, 2010)' in order to ensure that appropriate considerations will be made for the environmental and social impacts of Technical Cooperation.

XI. Miscellaneous

Section 11.1 Misconduct

All related personnel and organizations will keep the highest ethics and prevent any corrupt or fraudulent practices in the implementation of Technical Cooperation.

If JICA or the Counterpart receives information related to suspected corrupt or fraudulent practices in the implementation of Technical Cooperation, JICA and the Counterpart will cooperate to take appropriate measures against such practices and provide the other party with such information as the other party may reasonably request, including information related to any concerned personnel of the contractor, consultant, government and/or public organizations.

JICA and the Counterpart will not, unfairly or unfavorably treat the person and/or organization which provided the information related to suspected corrupt or fraudulent practices in the implementation of Technical Cooperation.

Section 11.2 Mutual Consultation

JICA and the Counterpart will consult each other whenever any issues arise in the course of implementation of Technical Cooperation.