

質問回答

2015年11月9日

「ブータン 農業機械サービス整備計画準備調査」

(公示日 : 2015 年 10 月 28 日 / 公示番号 : 150922) について、業務指示書に関する質問と回答は以下のとおりです。

通番号	当該頁項目	質問	回答
1	別紙 第 2 業務の目的・内容等に関する事項 (p9) 7 . 成果品等 (6) 概要資料 : 和文 1 部及び 1 枚	概要資料の内容につきご教示願います。	当機構のウェブサイトで開催している「無償資金協力に係る報告書等作成のためのガイドライン」(2015 年 4 月改訂) の V . 概要資料の別紙 1 概要資料作成要領等をご確認ください。 http://www.jica.go.jp/activities/schemes/grant_aid/guideline/
2	別紙 第 2 業務の目的・内容等に関する事項 (p9) 7 . 成果品等 (9) 進捗報告書 (Project Monitoring Report) 初版 : 英文 3 部	進捗報告書の内容と提出時期をご教示願います。	PMR は、案件の進捗監理と併せて、4 者協議などの機会に、案件の概要を統一的に確認するために作成されるものです。 解説付き進捗報告書フォーマットを別添しますのでご確認ください。OD 及び DOD 調査の際のミニッツに添付します。 提出時期は準備調査報告書と同時期の 2016 年 7 月下旬となります。

以上

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

Organization Information

Authority (Signer of the G/A)	_____ Person in Charge _____ (Division) _____ Contacts Address: _____ Phone/FAX: _____ Email: _____
Executing Agency	_____ Person in Charge _____ (Division) _____ Contacts Address: _____ Phone/FAX: _____ Email: _____
Line Agency	_____ Person in Charge _____ (Division) _____ Contacts Address: _____ Phone/FAX: _____ Email: _____

Outline of Grant Agreement:

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

1: Project Description

1-1 Project Objective

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1-2 Necessity and Priority of the Project

- Consistency with development policy, sector plan, national/regional development plans and demand of target group and the recipient country.

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1-3 Effectiveness and the indicators

- Effectiveness by the Project

Quantitative Effect (Operation and Effect indicators)		
Indicators	Original (Yr)	Target (Yr)
Qualitative Effect		

2: Project Implementation

2-1 Project Scope

Table 2-1-1a: Comparison of Original and Actual Location

Location	Original: (M/D) Attachment(s):Map	Actual: (PMRand PCR) Attachment(s):Map
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Table 2-1-1b: Comparison of Original and Actual Scope

Items	Original	Actual
(M/D)	(M/D)	(PMR and PCR) Please state not only th e most updated schedul e but also other past re visions chronologically.

'Soft component' shall be included in 'Items'.	All change of design shall be recorded regardless of its degree.
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2-1-2 Reason(s) for the modification if there have been any.

(PMR and PCR)

- 2-2 Implementation Schedule
- 2-2-1 Implementation Schedule

Table 2-2-1: Comparison of Original and Actual Schedule

Items	Original		Actual
	DOD	G/A	
<p>【M/D】</p> <p>'Soft component' shall be stated in the column of 'Items'.</p> <p>Project Completion Date*</p>	(M/D)		<p>(PMR,PCR)</p> <p>As of (Date of Revision)</p> <p>Please state not only the most updated schedule but also other past revisions chronologically.</p>

*Project Completion was defined as _____ at the time of G/A.

2-2-2 Reasons for any changes of the schedule, and their effects on the project.

(PMR and PCR)

- 2-3 Undertakings by each Government
- 2-3-1 Major Undertakings
See Attachment 2.

- 2-3-2 Activities
See Attachment 3.

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

- 2-4 Project Cost
- 2-4-1 Project Cost

Table 2-3-1 Comparison of Original and Actual Cost by the Government of Japan
 (Confidential until the Tender)

Items			Cost (Million Yen)	
	Original	Actual	Original	Actual
Construction Facilities (or Equipment)	'Soft component' shall be included in 'Items'.			Please state not only the most updated schedule but also other past revisions chronologically.
Consulting Services	- Detailed design - Procurement Management - Construction Supervision			
Total				

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

Table 2-3-2 Comparison of Original and Actual Cost by the Government of XX

Items			Cost (Million USD)	
	Original	Actual	Original	Actual
	'Soft component' shall be included in 'Items'.			Please state not only the most updated schedule but also other past revisions chronologically.
Total				

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

2-4-2 Reason(s) for the wide gap between the original and actual, if there have been any, the remedies you have taken, and their results.

(PMR, PCR)

2-5 Organizations for Implementation

2-5-1 Executing Agency:

- Organization's role, financial position, capacity, cost recovery etc,
- Organization Chart including the unit in charge of the implementation and number of employees.

Original: (M/D)
Actual, if changed: (PMR and PCR)

2-6 Environmental and Social Impacts
 Report based on the agreed environmental checklist and monitoring form (See Attachment 4)

3: Operation and Maintenance (O&M)

3-1 O&M and Management
 - Organization chart of O&M
 - Operational and maintenance system (structure and the number ,qualification and skill of staff or other conditions necessary to maintain the outputs and benefits of the project soundly, such as manuals, facilities and equipment for maintenance, and spare part stocks etc)

Original: (M/D)
Actual: (PCR)

3-2 O&M Cost and Budget
 - The actual annual O&M cost for the duration of the project up to today, as well as the annual O&M budget.

Original: (M/D)

4: Precautions (Risk Management)

- Risks and issues, if any, which may affect the project implementation, outcome, sustainability and planned countermeasures to be adapted are below.

Original Issues and Countermeasure(s): (M/D)	
Potential Project Risks	Assessment
1.	Probability: H/M/L

(Description of Risk)	Impact: H/M/L
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action during the Implementation:
	Contingency Plan (if applicable):
2.	Probability: H/M/L
(Description of Risk)	Impact: H/M/L
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action during the Implementation:
	Contingency Plan (if applicable):
3.	Probability: H/M/L
(Description of Risk)	Impact: H/M/L
	Analysis of Probability and Impact:
	Mitigation Measures:
	Action during the Implementation:
	Contingency Plan (if applicable):
Actual issues and Countermeasure(s) (PMR and PCR)	

5: Evaluation at Project Completion and Monitoring Plan

5-1 Overall evaluation
 Please describe your overall evaluation on Project.

(PCR)

5-2 Lessons Learnt and Recommendations

Please raise any lessons learned from the project experience, which might be valuable for the future assistance or similar type of projects, as well as any recommendations, which might be beneficial for better realization of the project effect, impact and assurance of sustainability.

(PCR)

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

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

(PCR)

Attachment

- 1 . Project Location Map
- 2 . Undertakings to be taken by each Government
- 3 . Monthly Report
- 4 . Report on RD
- 5 . Monitoring report on environmental and social considerations
- 6 . Monitoring sheet on price of specified materials (Quarterly)
- 7 . Report on Proportion of Procurement (Recipient Country, Japan and Third Countries)
(Completion Report Only)