

arise from gross negligence or willful misconduct on the part of the JICA experts.

#### **IV. MONITORING AND EVALUATION**

JICA and the CAPMAS will jointly and regularly monitor the progress of the Project through the Monitoring Sheets based on the Project Design Matrix (PDM) and Plan of Operation (PO). The Monitoring Sheets shall be reviewed every six (6) months.

Also, Project Completion Report shall be drawn up one or two month before the termination of the Project.

JICA will conduct the following evaluations and surveys to mainly verify sustainability and impact of the Project and draw lessons. The CAPMAS 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, CAPMAS will take appropriate measures to make the Project widely known to the people of Egypt.

#### **VI. MISCONDUCT**

If JICA receives information related to suspected corrupt or fraudulent practices in the implementation of the Project, CAPMAS and relevant organizations shall 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 Egypt.

CAPMAS and relevant organizations shall 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 CAPMAS will consult each other whenever any major issues arise in

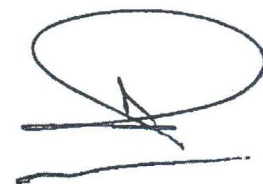
the course of Project implementation.

### **VIII. AMENDMENTS**

The record of discussions may be amended by the minutes of meetings between JICA and CAPMAS.

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.

- Annex 1 Project Design Matrix:PDM
- Annex 2 Tentative Plan of Operation
- Annex 3 Implementation Structure of the Project
- Annex 4 Composition and Functions of Joint Coordinating Committee
- Annex 5 Minutes of Meetings on the Detailed Planning Survey



## MAIN POINTS DISCUSSED

### 1. Output on quality control

CAPMAS requested to add a separate output regarding quality control in the design of PDM while the Team explained that the elements of quality control were already incorporated with the drafted outputs and activities in PDM. CAPMAS agreed to the explanation by the Team.

### 2. Long-term expert

Regarding the dispatching of long-term expert, CAPMAS requested that the expert need to be qualified in the field of quality control in statistics. The Team expressed concern to find a suitable personnel in the specified field and suggested that the relevant expertise on quality control would be available not only in statistics but also in business such as manufacturing field. CAPMAS agreed to select the expert qualified in the field of comprehensive quality control.

### 3. Equipment

CAPMAS indicated that tablets and vehicles for the surveys in the rural regions were their priority in the equipment requested for JICA under the Project. The Team agreed that the utilization of tablet devices would be relevant in relation to Output 1 and will consider the request depending upon the budget availability in JICA. Meanwhile, The Team expressed that the provision of vehicles were less strongly associated with the drafted project activities while CAPMAS stressed its importance for the operation. The Team will consider the request with the conditions that 1) the operation and maintenance (O&M) cost shall be covered by CAPMAS, 2) the vehicles shall be utilized not only for the Census 2016 but also for other statistical studies undertaken by CAPMAS and 3) the vehicles shall not be used other than for the purpose of the surveys in the rural regions. The possibility of JICA's support on the vehicles will also be depending on the availability of the budget and procurement policy in JICA.

### 4. Project evaluation of training activities

Regarding the project evaluation by JICA about training activities under the project, CAPMAS requested that the JICA experts and trainers set clear objectives when conducting training for CAPMAS staff and consider how the

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training participants apply the outcomes of training to their work. The Team agreed to the request by CAPMAS.

5. Indicator on master sampling method

CAPMAS requested to add an objectively verifiable indicator described as 2-3 in PDM: The level of understanding of CAPMAS staff on the improved master sampling method is improved. The Team agreed to the request with condition that the indicator shall be reviewed, reflecting the appropriateness of the indicator for the Project after the commencement of the Project.

6. Project site

CAPMAS mentioned that the Census itself will cover the entire region of Egypt, and CAPMAS requested to include the neighboring areas of Cairo as a project site in order to improve the quality of Census work in the regions. The Team presented the concern about the security situation of the remote regions of Egypt. CAPMAS stated that it will consider the security of JICA experts as most important and take necessary measures.

Both sides agreed the the Project sites are as follows:

(a) Cairo Region

(b) Other regions will be selected based on the consultation between JICA and CAPMAS taking into account of the latest security situation in Egypt and Security Guideline of JICA.

7. Assignment of human resources

CAPMAS proposed to assign a Sub-Project Director and Sub-Project Manager in addition to the Project Director and Project Manager. The Sub-Project Director and Sub-Project Manager will support the Project Director and the Project Manager respectively and substitute them in case of absence. The Team agreed to proposal by CAPMAS.