CRIDF

Generic Scope of Works for: Procurement & Implementation Monitoring

Version: 1	Date:	Lead Author:	QA'd by:
Final	01/12/2014	Charles Reeve	Leonard Magara

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Objectives

The objectives of Procurement and Implementation Stages are to develop, approve and implement the Procurement Strategy for the project. As such, the intent is to develop the procurement documentation that responds to the approved Procurement Strategy developed during previous project stages. The Procurement stage will provide the procurement documentation required to solicit offers, determine the most advantageous offer, and make a recommendation for award of a contract. The Implementation phase will cover monitoring and reporting activities up to project completion.

Scope of Work[1]

The scope of works for Procurement & Implementation stages includes the following activities:

- Finalisation and signature of Project Level Agreement
- Procurement documentation
- Solicitation of offers
- Evaluation of offers
- Award of contract
- Contract Documentation
- Permits & Authorisations
- Implementation monitoring and reporting

Finalisation and signature of Project Level Agreement (PLA)

The PLA would have been drafted during Financial Closure, and would have received comments from the key stakeholders. During the procurement phase, the PLA would be finalized and signed by all parties.

Procurement documentation

This requires the development of draft procurement documentation that responds to the approved Procurement Strategy for the project. Procurement documentation, and in particular the form of contract to be used, will therefore depend on the selected procurement approach. The strategy may recommend adoption of the Country Procurement System (CPS) in operation where the project is located, if this is found to be suitable. This will generally be the preferred choice. Alternatively, if there is no suitable CPS to adopt, CRIDF may develop the necessary procurement documentation. In this instance FIDIC is the preferred form of contract. The specific form of FIDIC contract to be developed

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[1] The Procurement Strategy for CRIDF is under development currently, which may alter the content of the scope of works for this stage in due course. These scope of works should be read in conjunction with this strategy once finalised

will depend on such factors as the project value, project specific risks and contracting modality chosen e.g. traditional Employer design, Design Build, Management Contractor etc. The precise form shall be determined in consultation with the Procurement Manager.

In general the procurement documentation shall comprise:

Non-contractual

- Tender notice (when advertising as an open tender)
- Invitation for Tenders (IFT)

The Contract

- Instructions to Tenderers (ITT)
- Tender Data Sheet (TDS)
- General Conditions of Contract (GCC)
- Special Conditions of Contract (SCC)
- Technical Specifications and Drawings
- Forms of Bid including Price Schedules
- Forms of Security

Forms of Integrity

A Documentation Review Team[2] is to be appointed that has relevant insight into the technical requirements of the project, as well as the procurement oversight.

Draft procurement documentation is to be circulated to the Documentation Review Team, who will comment on the draft. These comments are to be incorporated into the final procurement documentation, and signed off by the Documentation Approval Team[3] before they can be circulated outside of CRIDF, or used to solicit offers.

Solicitation of Offers

This activity relates to the advertisement / invitation of offers, the distribution of procurement documentation to interested parties, the response to requests for clarification through the procurement process, and receipt of submissions. The following sub-activities are included:

- Advertisement / invitation of tender offers
- Distribution of procurement documentation
- Response to requests for clarification
- Distribution of addenda as required

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[2] Expected to be comprised of the Chief Engineer, Procurement Manager and Portfolio Lead.

[3] Approval is by a different body of 3. Chief Engineer, Finance Director and Senior Programme Manager.

- Receipt of submissions at tender closing

Persons are to be identified who will form the Opening Panel, and are to be briefed on the specific arrangements related to the proper opening of submissions. Once submissions have been opened in accordance with the standard procedures, these are then securely couriered to the CRIDF PMU.

A tender opening register is to be written and uploaded to Sharepoint.

Evaluation of Offers

All submissions are to be evaluated in terms of the criteria stated in the procurement documentation, and in accordance with the tender procedures as set out in the Standard Conditions of Tender, and the CRIDF Procurement Strategy for the project.

Sub-activities include:

- Identification of persons to act as a Tender Evaluation Panel
- Evaluation of offers
- Clarification of offers
- Drafting of Tender Evaluation Report

The Tender Evaluation Report should include award recommendations, and VfM measures.

Award of Contract

This activity will entail the ratification of the Tender Evaluation report by the Tender Adjudication Committee, and the finalisation of the terms for the ensuing contract.

This will require the appointment of people to the Tender Adjudication Panel, scheduling and conducting a meeting of / circulation of the Tender Evaluation Report to the Tender Adjudication Panel members. The approval of the award will be reflected by a majority acceptance and sign-off approval.

Contract Documentation

This activity requires the drafting of contract documentation that reflects the submission and subsequent communications / negotiations with the identified contractor / consultant / Implementing Agent. This signed contract must be delivered to all parties involved, in order to ensure common understanding of the contractual roles, responsibilities, administration requirements and payment terms for the contract.

Permits & Authorisations

All necessary permits and authorisations required to implement the contractual activities must be obtained prior to the commencement of the work.

Procurement Report & Implementation Plan

The end of the stage will be documented with a brief Procurement Report. This report will be a light summary of the key annexes, and will detail and cost the activities for the implementation phase.

The system developed for monitoring and providing oversight to the implementation of projects will vary depending on the nature and scope of the contract.

The report will mention any lessons learned during the procurement process, and will provide an updated statement of the project's contribution to the logframe, and provide updated VfM information.

Procurement Phase Deliverables

	Deliverables
	Final procurement documents
	Final singed PLA
	Proof of tenders issued
	Tender opening register
	Tender evaluation report
	Proof of Issue of requisite permits and authorisations
	Signed contract(s) with sub-contractor(s)
	Brief procurement report and implementation plan document

The procurement report will include an implementation plan, covering the OVIs, monitoring reporting and payment schedule for implementation phase. The approval of this report by DfID will de-facto approve the scope of works and cost stated for the implementation phase.

Implementation monitoring

The nature of the activities and subsequent reporting for the project will vary between projects, and depending whether the implementation is funded by CRIDF or an external financier.

For CRIDF funded implementation, contract management and implementation monitoring reports would be produced periodically, including information relating to log-frame contribution and VfM.

For externally financed implementation, implementation monitoring reports would be produced. The contents of these reports would be agreed with financier during financial closure.

Implementation Phase Deliverables

	Deliverables
	Periodic Monitoring / Contract Management Reporting (progress reports)
	Final Implementation Report (including final statement on VfM and log-frame contribution)

Stages & Objectively Verifiable Indicators

	Milestone	OVI	DFID approval	Comments
	Implementation - Procurement & Implementation Stage (Project pitch – potentially could be shared electronically). *Pitch includes indicative activities and budget for procurement and implementation monitoring costs*			
	Procurement documents finalised	Internally QA'd and filed on SharePoint, including risk register	None	
	Final PLA agreed and signed	Signed PLA document(s) filed on Sharepoint	None	
	Tenders issued	Proof issued - Filed on Sharepoint	None	
	Tender opening register	Filed on Sharepoint	None	

	Tender Evaluation report and award recommendation	Internally QA'd and filed on SharePoint, including information on VfM measures	None	
	Permits and authorisations	Proof of issue	None	
	Contract negotiated and awarded	Contract issued and filed on SharePoint	None	
	Procurement report & implementation plan	Report will include lessons learnt from procurement process and monitoring plan	None	Report includes updated statement of project contribution to logframe and updated VfM case for project.

	Procurement report & implementation plan (generic contents agreed in advance)		Approval to release retention (for procurement phase only)	Report is a brief cover note with key annexes (contract with associated VfM and contractor incentives, tender evaluation report/recommendations, necessary procurement documents), plus lessons learned/highlights of the procurement process. Includes an implementation plan, covering OVIs, monitoring reporting and payment schedule for implementation phase. Costs for the implementation monitoring would be re-confirmed if different to the stage pitch. If any changes, the approval of this report will by default approve the changes in monitoring costs.
Implementation – ongoing (no project pitch)			
	Contract management and implementation monitoring Reports	Periodic reports submitted to DFID, including any updated contribution to logframe results and VfM	None	To be defined in the procurement report and implementation plan. These may be periodic submissions meaning reports may be an OVI each submission.

Implementation monitoring reports	Report submitted to DFID, including any updated contribution to logframe results and VfM	None	Will not be used for CRIDF funded projects as monitoring will be carried out through the implementation contract for these projects. Contents of monitoring reports will be agreed with financier during financial closure. These may be periodic submissions meaning reports may be an OVI each submission. Consideration may be needed with DfID on OVIs if these are not received.
Final Implementation Report	Report submitted to DFID, including final logframe results and assessment of VfM	None	Report includes final statement of project contribution to logframe and VfM case for project.
Final Implementation Report (generic contents to be agreed in advance)		Approval to release retention	