

TRAINING WORKSHOP ON PROJECT AND CONTRACT MANAGEMENT BY OHLGS

WELCOME DAY 2

RECAP OF DAY 1 & AGENDA SETTING

JULY-AUGUST, 2021



**INSTITUTE OF LOCAL GOVERNMENT
STUDIES**

Recall these learning objectives

- ❑ Gain deeper understanding on the requirements for projects and contracts managements in the local governance context
- ❑ Discuss appropriate strategies to deal with abandoned, delayed and defective projects in LGs



Revised Indicators for DPAT V

- ❑ Compliance indicators (CIs)
- ❑ Service delivery indicators (SDIs)
- ❑ Performance indicators (PIs)



**11 SUSTAINABLE CITIES
AND COMMUNITIES**

**SDG GOAL 11
MONITORING FRAMEWORK**

March, 2016



A GUIDE TO ASSIST NATIONAL AND LOCAL GOVERNMENTS
TO MONITOR AND REPORT ON SDG GOAL 11 INDICATORS
MONITORING FRAMEWORK – DEFINITIONS – METADATA – UN-HABITAT TECHNICAL SUPPORT



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DPAT V Requirements

- ☐ Contracts with sanitation service providers
- ☐ EH Quarterly monthly reports, EPA Permits & Occupational health and safety reports
- ☐ Project completion reports
- ☐ List of completed projects in use
- ☐ Minutes of site meeting
- ☐ Report of the Auditor General with evidence of no adverse findings
- ☐ Follow ups on contracts relating to deductions at source



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DPAT V

PI 1.0	1.1 Implementation of AAP	<p>From DCD receive <u>reports on the implementation of projects and programmes</u> in the Annual Action Plan.</p> <ul style="list-style-type: none"> i. If there is evidence that at least 90% of activities implemented in 2020 are from the approved Annual Action Plan, score 2, else 0. ii. If there is evidence that at least 80% of funds allocated to Agriculture has been released and spent, score 1 <p>Local Governance Act, 2016 (Act 936) Section 12 (Sub section 3), Section 82 (Sub section 2)</p>	Annual progress reports AAP	3	
	1.2 Monitoring of District Projects and Activities	<p>From DCD receive <u>monitoring reports on all district programmes and projects</u></p> <ul style="list-style-type: none"> i. If a clear budgetary provision has been made for M&E and 80% of planned monitoring activities have been implemented, score 1, else score 0. ii. If there is evidence of multi-stakeholder participation in monitoring activities, score 1 <p>Local Governance Act, 2016 (Act 936) Section 12 (Sub section 4e) Section 40</p>	<p>AAPs</p> <p>List of members of monitoring team</p> <p>Monitoring Report</p> <p>Progress Report</p> <p>Monitoring checklist</p>	2	

DPAT V

	1.3 Records on Contract Management and Administration	<p>From the DCD, obtain information on contract management and administration</p> <p>i. If final completion reports on all completed projects are available and all completed projects are in use, score 2, else score 0.</p> <p>ii. If provision of 10% contingency has been made for works and used with written justification and duly approved, score 1, or If contingency has not been used score 1 else score 0.</p> <p>(Conditions of contract section 3 paragraph E56)</p>	<p>Signed Minutes of Meetings of site meetings, Contracts register, Completion Reports (Closure) Auditor General 's report</p> <p>Project Files, Procurèrent plan</p>	3	
	1.4 Record on follow up of deduction at source	<p>From the DCD, receive a copy of the list of Contracts/Services related to Deductions at Source:</p> <p>i. If a copy of the contract(s) is/are available, score 1</p> <p>ii. If there is evidence of implementation (contract implementation reports), score 1</p> <p>iii. If there is no adverse findings on Central Government Deductions, score 1, else score 0</p>	<p>Auditor General's report. Signed Contract Agreement Environmental Health Quarterly Monitoring Reports</p> <p>Reports of Other Contracts</p> <p>Evidence of Certification of Payment</p>	3	

DPAT V

	<p>1.5 Environmental & Social Safeguards</p>	<p>From the DCD, receive <u>information on all ongoing physical projects (works)</u>:</p> <ul style="list-style-type: none"> i. If the MMDA has screening forms for all ongoing projects (physical works) on Project Files, score 1; i. If the MMDA has acquired EPA permits for all ongoing projects (physical works), score 2; ii. If the works department's report on adherence to occupational health and safety standards is available, score 1. <p>(Goal 15 of the Sustainable Development Goals, the 2030 Agenda)</p>	<p>List of Safeguards Team</p> <p>Screening Forms for ongoing Projects</p> <p>EPA Permits</p> <p>Memos, PVs,</p> <p>Works Department Monitoring report</p> <p>Minutes of Site meetings</p>	<p>4</p>	
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Agenda Setting

Font

Paragraph

Styles

Assignment: Your district is saddled with audit queries bordering on contracts and projects management. You are required to identify the causes of these challenges, and having participated in this training programme, you are also required to draw up an action plan to address the identified challenges.

This post training implementation plan is to help organisers track your progress in terms of the extent to which the lessons and insights from the course will be applied after this training

NAME OF MMDA:

DATE:

RCC/ MMDA POST TRAINING ACTION PLAN

What are the three (3) key challenges for you in the management of contracts and projects at the local level.	Where are we now? (Current situation)	Where we want to go? (Desired state)	How do you intend to get there?	Who will be responsible?		When will it be done/ completed?
				Lead	Follower(s)	



Thank
you

