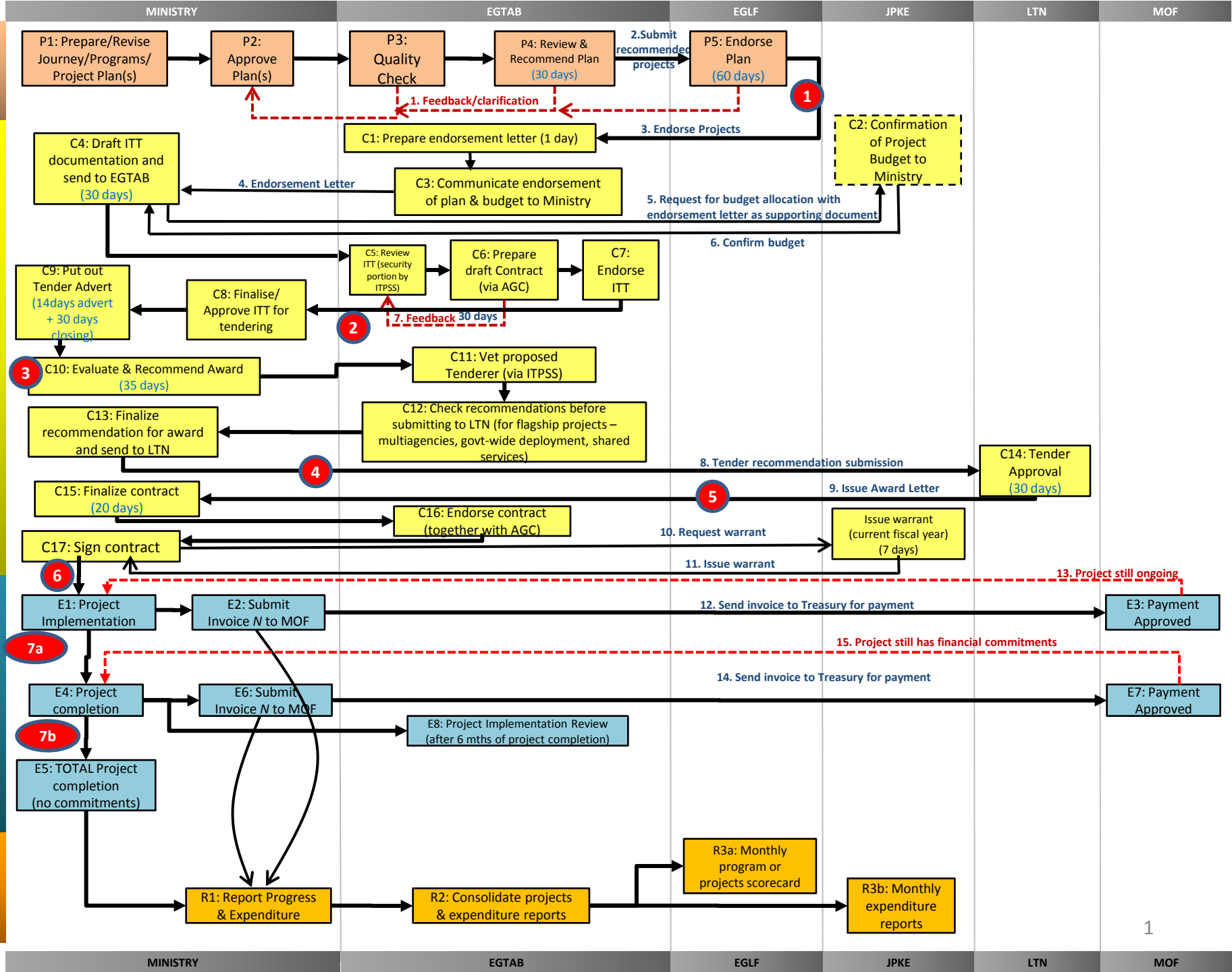
MINISTRY
EGTAB
EGLF
JPKE
LTN
MOF
PLANNING
PROJECT INITIATION AND CONTRACT
DELIVERY & PAYMENT
REPORTING
P1: Prepare/Revise Journey/Programs/ Project Plan(s)
P2: Approve Plan(s)
P3: Quality Check
P4: Review & Recommend Plan (30 days)
2.Submit recommended projects
P5: Endorse Plan (60 days)
1
1. Feedback/clarification
3. Endorse Projects
C1: Prepare endorsement letter (1 day)
C2: Confirmation of Project Budget to Ministry
C3: Communicate endorsement of plan & budget to Ministry
4. Endorsement Letter
C4: Draft ITT documentation and send to EGTAB (30 days)
5. Request for budget allocation with endorsement letter as supporting document
6. Confirm budget
C5: Review ITT (security portion by ITPSS)
C6: Prepare draft Contract (via AGC)
C7: Endorse ITT
7. Feedback 30 days
2
C8: Finalise/ Approve ITT for tendering
C9: Put out Tender Advert (14days advert + 30 days closing)
3
C10: Evaluate & Recommend Award (35 days)
C11: Vet proposed Tenderer (via ITPSS)
C12: Check recommendations before submitting to LTN (for flagship projects – multiagencies, govt-wide deployment, shared services)
C13: Finalize recommendation for award and send to LTN
4
8. Tender recommendation submission
C14: Tender Approval (30 days)
5
9. Issue Award Letter
C15: Finalize contract (20 days)
C16: Endorse contract (together with AGC)
10. Request warrant
Issue warrant (current fiscal year) (7 days)
C17: Sign contract
11. Issue warrant
6
13. Project still ongoing
E1: Project Implementation
E2: Submit Invoice N to MOF
12. Send invoice to Treasury for payment
E3: Payment Approved
7a
15. Project still has financial commitments
14. Send invoice to Treasury for payment
E4: Project completion
E6: Submit Invoice N to MOF
E7: Payment Approved
7b
E8: Project Implementation Review (after 6 mths of project completion)
E5: TOTAL Project completion (no commitments)
R1: Report Progress & Expenditure
R2: Consolidate projects & expenditure reports
R3a: Monthly program or projects scorecard
R3b: Monthly expenditure reports
1
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