



DEPARTMENT OF WATER, ENVIRONMENT AND CLIMATE CHANGE

(DIRECTORATE OF WATER & IRRIGATION-PROPOSAL IMPLEMENTATION WORK FLOW PROCESS)

PROPOSAL IMPLEMENTATION WORK FLOW PROCESS FOR WATER PROJECTS

OBJECTIVE

THIS GUIDE IS PREPARED TO HELP PROJECT BENEFICIARIES AND CONTRACTORS OR SUPPLIERS EXPEDITE AND UNDERSTAND THE NECESSARY WORKFLOWS FOR THE SUCCESSFUL IMPLEMENTATION OF WATER PROJECTS IN A MORE COLLABORATIVE MANNER.

THE PROCESS

Step 1

Submission of the Proposal Document by CBOs/ WUAS / IWUAs/ WSPs

The Project's committee to submit a copy of a list of project's members (fully signed) together with a valid registration certificate, WRA authorizations, KFS/KWS, letter of no objection & NEMA license (Where necessary)

Step 2

Review/ and preparation of Bill of Quantities for the scope of the project

The Bill of Quantities in the proposal are reviewed and reprepared by the Water technical team

Step 3

Tendering of works in accordance to the public procurement laws & Regulations

Advertisement, Pre-site visits, Bidder to tender & submit (original & copy) both in hand copy and soft copy, Tender opening to verify name of bidders and quoted amount for each bidder done

Step 4

Evaluation of the tenders carried out for each tender category

In order to obtain the qualified bidder, an evaluation criteria is followed as guided by the appropriate Public procurement laws & regulations

Step 5

Issuance of Award and Regret letters

A copy issued to all the bidders after the evaluation process

Step 6

Submission of Acceptance letters

The winner of tender submits a signed acceptance letter to the department (Procuring entity)

Step 7

Site Handing over is done

The contractor in presence of the Community project's committee is handed over the site to begin the construction works. Contract document and Site handing over certificate are prepared signed & issued.

Step 8

Monitoring and Evaluation is done

Supervision of works & progress reporting is carried out. After completion of works the contractor requests for the final inspection of works & payment. If works are satisfactory and upon carrying out the final inspection, preparation of payment vouchers and completion certificate is done

Step 9

Project Handing over

Project is launched and handed over to the project's committee