TDF Standard Operational Procedures (SOP) Draft

Phase	Step	Time	Internal Steps and Procedures	Time	External Steps and Procedures	BPPD	PMSM	TACS	PF	RM	FM	HRA	IMS	PME	ED	Board	F.A.	Client	Con-sultant	Con-tractor	Relevant Documents	Availability
IDENTIFICATION	1				Client decided to seek support by TDF for financing													x1				
	2		Informal talks held with client about project ideas		Municipal official contacted TDF representatives	x2												x1			Internal Memo	available
	3	3	Client consulted in identification selection of a project			x1												x2			Internal Memo	available
	4		Client provided with standard set of documents	1	Client submitted a formal request for financing of Study	x1												x2			Request for Financing of Study (Grant)	to be ammended for L/M
	5	1	Formal Request for Financing of Study (Project Design) Received and Assessed			x2							x3					x1			Internal Memos	available
	6		Budget Estimate for Study Cost			x1			x2		x3							x4			Internal Memos	available
	7	4	**Milestone 0: Candidate Project Registered**	1		x1							x2								Letter of Confirmation / IMS Form	available
	8	3	1st Field Visit implemented to define scope of project (if required)			x1				x2		x3						x5			Checklist for Field Visit	to be developed
	9	2	Pre-Appraisal Report Prepared (Study Cost/Construction Cost)			x1			x2				x3								Pre-Appraisal Report	to be developed
	10	3	Clients' debt bearing capacity assessed			x1			x2	x3			x4					x5			Methodology/Entity Appraisal Report	available, to be mofified
	11	1	Communication/Advice to client on conditions of financing od study			x1												x2			Internal Memo	available
	12	1	- Pre-Appraisal with positive result (initiation)or negative result (rejection)			x1												x2			Letter of Acceptance/Rejection	available
	13	10	**Milestone 1: Project Initiation Decided**	0		x1			x2	x3	x4		x6		x5						Procurement Committee Meeting Minutes/IMS Form	available
DEFINITION	14	1	Grant Financing Agreement for Study Signed	2	Grant Financing Agreement for Study Signed	x1							x4		x2			x3			Grant Financing Agreement for Study	available
	15	1	No objection by TDF on TOR/Evaluation Criteria	1	Send TOR/Evaluation Criteria for Study to TDF (upt to PFS/DPR) for No Objection	x2							x4		x3			x1			No Objection Request/Letter on TOR/Eval. Criteria	available
	16				Study Consultants Invited (Request for Proposal)													x1	x2		Standard Documents as per Procurement Guideline	available
	17				Invitation for Pre-Bid Meeting Send to Study Consultant													x1	x2		- " -	available
	18				Pre-Bid Meeting for Study Conducted													x1	x2		- " -	available
	19				Technical and Financial Proposal for Study Received													x2	x1		- " -	available
	20				Evaluation Team for Study Proposals Formed													x1			- " -	available
	21				Technical Proposals for Study Opened													x1			- " -	available
	22				Technical Proposals for Study Approved													x1			- " -	available
	23				Financial Proposal for Study Opened													x1			- " -	available
	24				Financial Proposals for Study Approved													x1			- " -	available
	25	1	No Objection by TDF on Technical/Financial Proposal	1	Request for No Objection on Technical/Financial Proposal to TDF	x2	x3						x4					x1			No Objection Request/Letter on Technical/Financial Pro	available
	26			7	Best Bidder for Study Identified													x1	x2		Standard Documents as per Procurement Guideline	available
	27			1	Negotiation with Study Consultant Concluded (if required)													x1	x2		- " -	available
	28			1	Contract Award for Study Prepared													x1	x2		- " -	available
	29	3	**Milestone 2: Study Contract Signed**	59	Study Contract Signed by Municipality and Study Consultant	x3							x4					x1	x2		Study Contract Agreement/IMS Form	available
PRE-FEASIBILITY	30	1	Request for 1st installment Received and Disbursed to Municipality/Account Opened	1	Communication toTDF about Contract Award/ Request for 1st installment	x2					x3		x4					x1			Request for 1st Installment for Study	available
	31			1	Request for Advance Payment for Study incl. Bank Guarantee received													x2	x1		Standard Documents as per Procurement Guideline	available
	32				Draft Pre-Feasibility Report Received, reviewed and copy to TDF	x3												x2	x1		Draft Pre-Feasibility Report as per TOR	
	33	3	Draft Pre-Feasibility Report revceived and comments sent to Municipality	2	All Comments on DPFR Elaborated and Send to Consultant	x1							x2					x3	x4		Checklist for Comments	to be developed
	34	3	TDF participated in Stakeholder Meeting on DPFR	1	Stakeholder Meeting on DPFR Implemented (if required)	x3				x4			x5					x1	x2		Minutes of Stakeholder Meeting on DPFR	available
	35			2	All Comments (TDF and Client) on DPFR Elaborated and Send to Consultant													x1	x2		Letter of Municipality to Consultant	available
	36				Pre-Feasibility Report Received													x2	x1		Pre-Feasibility Report as per TOR	available
	37	2	Pre-Feasibility Report Received and comments sent to Municipality	1	Pre-Feasibility Report Approved and sent to Consultant	x2												x1	x3		Checklist for Comments	to be developed
	38	4	PFS Assessment Report Prepared/Approved			x1			x3	x2			x5		x4						PFS Assessment Report	to be developed
	39	1	PFS Instalment Disbursed to Municipality	1	PFS Disbursement to Consultant	x1					x2		x3					x4	x5		Internal Memo	available
FEASIBILITY	40	1	TDF Decision for go/no go for FS/DPR			x1							x3		x2			x4			Internal Memo	available
	41				Draft Feasibility Report Received, reviewed and copy sent to TDF	x3												x2	x1		Draft Feasibility Report as per TOR	available
	42	3	Draft Feasibility Report revceived and comments sent to Municipality	2	Draft DFR with all comments sent to Consultant	x1							x2					x3	x4		Checklist for Comments	to be developed
	43	3	TDF participated in Stakeholder Meeting on DFR	1	Stakeholder Meeting on DFR Implemented	x3				x4			x5					x1	x2		Minutes of Stakeholder Meeting on DFR	available
	44			2	All Comments on DFR Elaborated and Send to Consultant													x1	x2		Letter of Municipality to Consultant	available
	45				Feasibility Report Received, reviewed and copy sent to TDF	x3												x2	x1		Feasibility Report as per TOR	available
	46	3	Feasibility Report Received and comments sent to Municipality	2	Feasibility Report Approved and sent to Consultant	x1							x2					x3	x4		Checklist for Comments	to be developed
	47	1	FS Instalment Disbursed to Municipality	1	FS Disbursement to Consultant	x1					x2		x3					x4	x5		Internal Memo	available
DPR	48				Draft Detailed Project Report Received, reviewed and sent to TDF	x3												x2	x1		Detailed Project Report as per TOR	available
	49	3	Detailed Project Report revceived and comments sent to Municipality	2	Draft Detailed Project Report with all comments sent to Consultant	x1			x2	x3			x4					x5	x6		Checklist for Comments	to be developed
	50	3	TDF participated in Stakeholder Meeting on DPR and provided comments	1	Stakeholder's Meeting on Draft DPR	x3				x4			x5					x1	x2		Minutes of Stakeholder Meeting on DPR	available
	51				Final DPR received, reviewed and sent to TDF No Objection	x3												x2	x1		Final DPR as per TOR	available
	52	2	Final DPR Received, reviewed and No Objection to Municipality	2	Final DPR Approved by Municipality	x1			x2	x3			x4		x5			x6			No Objection Letter on DPR	available
	53	1	DPR Instalment Disbursed to Municipality	1	DPR Disbursement to Consultant	x1					x2							x4	x5		Internal Memo	available
	54	34	**Milestone 3: Final Detailed Project Report approved**	23		x1							x3								IMS Form	available
APPROVAL	55	1	Application for Financing of Construction received	1	Formal Aplication for Financing of Construction submitted				x2				x3					x1			Request for Financing of Construction (Loan/Grant)	available
	56	7	Appraisal Report Prepared			x3			x1	x2	x4										Appraisal Report	to be modified / software
	57	2	Appraisal Report Evaluated/Recommended by Investment Promotion Committe						x1				x3		x2						Minutes of IPC Meeting	available
	58	1	No Objection for Financing of Construction Requested from Financing Agency (KfW, ADB, WB)		No Objection for Financing of Construction Confirmed by Financing Agency				x1				x4		x2		x3				No Objection Request/Letter for Financing of Construct	available, to be developed for IDA
	59		Financing of Construction Endorsed by TDF Board						x1				x4		x2	x3					Board Meeting Minutes	available
	60	7	Draft Financing Agreement send to Municipality for comments/comments received						x3	x2	x1				x4			x5			Draft Financial Agreement/Letter to Client	available, to be modified
	61	18	**Milestone 4: Financial Agreement Signed**	1	Copy of Financial Agreement Received								x3		x1			x2			Financial Agreement/IMS Form	available
	62	2	Security Mechanism set up						x2		x1				x3			x4			Security Mechanism Options	to be developed
	63	1	Establish the Amortization Schedule								x1		x2								Internal Memo / Amortization Procedure	to be developed
	64	1	Evaluation Criteria for Construction Bidding / Evaluation Team Received	7	Evaluation Criteria for Construction Bidding / Evaluation Team Concluded		x2						x3					x1			Standard Documents as per Procurement Guideline	available
	65			35	Contractors Invited													x1		x2	- " -	available
	66				Pre-Bid Meeting for Construction Implemented													x1		x2	- " -	available
	67				Technical and Financial Proposal for Construction Received													x2		x1	- " -	available
	68				Technical Proposal for Construction Opened (in presence of tenderers)													x1		x2	- " -	available
	69			7	Technical Proposals for Construction Evaluated													x1			- " -	available
	70	1	Evaluation Report of Technical Proposals for Construction Received/Reviewed	1	Evaluation Report of Technical Proposals for Construction Sent to TDF		x2						x3					x1			Standard TP Review Document	to be developed
	71	1	No Objection on Technical Proposals for Construction Confirmed to Client		No Objection on Technical Proposals for Construction Received		x1						x2					x3			No Objection Letter on TP	to be developed
				7	Technically qualified tenderers invited													x1		x2		
	72			1	Financial Proposals for Construction Opened (in presence of tenderers)													x1		x2	Standard Documents as per Procurement Guideline	available
	73			7	Financial Proposals for Construction Evaluated													x1			- " -	available
	74	2	Evaluation Report on Financial Proposals for Construction Received/Reviewed	1	Evaluation Report on Financial Proposals for Construction Sent to TDF		x2		x3		x4		x5					x1			Standard FP Review Document	to be developed
	75	1	No Objection for Construction Requested from Financing Agency (if required)		No Objection for Construction Confirmed by Financing Agency		x1						x4		x2		x3				Recommendation Letter for No Objection of Financing Ag	to be developed
	76	2	No Objection on Financial/Technical Proposal for Construction Confirmed to Client		No Objection on Finicial/Technical Proposal for Construction Received		x1						x3		x2			x4			No Objection Letter from TDF to Client	to be developed
	77			1	Request for Financing of Supervision (TOR, Ev. Criteria, Cost Estimate) Sent to TDF		x2											x1			Request for Financing of Supervision	available
	78	2	Request for Financing of Supervision Received, Evaluated/Approved				x1			x2	x3		x5		x4						Internal Memo	available
	79	1	Financing Agreement for Supervision between TDF and Municipality signed	1	Financing Agreement for Supervision between TDF and Municipality signed		x1				x2		x4		x3			x5			Grant Financing Agreement for Supervision	to be developed
	80				Supervision Consultant(s) Invited													x1	x2		Standard Documents as per Procurement Guideline	available
	81				Technical and Financial Proposal for Supervision Submitted													x2	x1		- " -	available
	82				Pre-Bid Meeting (evaluation criteria) for Supervision Conducted (if required)													x1	x2		- " -	available
	83				Technical Proposal(s) for Supervision Opened and Evaluated													x1			- " -	available
	84		Recommendation for Supervision Consultant Received and No Objection awarded		Financial Proposal(s) for Supervision Opened, Evaluated and sent to TDF for No Objection		x2						x4		x3			x1			No Objection Request/Letter on Supervision	available
	85	14	**Milestone 5: Construction Contracted**	89	Construction Contract Signed and Copy sent to TDF		x3				x4		x5					x1	x2		Construction Contract Agreement	available
CONSTRUCTION	86	1	Request for Mobilization Advance for Construction Received from Municipality	1	Request for Mobilization Advance for Construction Submitted		x2				x3		x5		x4			x1			Request for Mobilization Advance for Construction	available
	87		Request for Mobilization Advance for Supervision Received from Municipality		Request for Mobilization Advance for Supervision Received from Consultant		x2				x3		x5		x4			x1			Request for Mobilization Advance for Supervision	available
	88	1	1st Installment on Construction disbursed to Municipality		1st Disbursement for Construction (Mobilization Advance) to Contractor						x1		x3					x2		x3	Internal Memo	available
	89	1	1st Installment on Supervision disbursed to Municipality		1st Disbursement for Supervision (Mobilization Advance) to Consultant						x1		x4					x2	x3		Internal Memo	available
	90	3	TDF Participated in 4 Parties Meeting		4 Parties Meeting Conducted (checklist)		x4						x5					x1	x2	x3	Minutes of 4 Parties Meeting	available
	91	1	Monthly Reports on Construction Supervision Received/Evaluated		Monthly Reports on Construction Supervision Received, reviewed and submitted to TDF		x3						x4					x2	x1		Monthly Progress Reports/with comments	available
	92	3	Site Visit Conducted (if required)		Municipal Technical Staff Participated (if required)		x1			x2			x6					x3	x4	x5	Checklists / Site Visit Reports	to be developed
	93	1	Instalments for Construction to Municipality		Disbursement for Construction to Contractor						x1		x3					x2		x3	Internal Memo / Standard Statement of Expenditure (SoE)	to be developed
	94	1	Instalments for Supervision to Municipality		Disbursement for Supervision to Consultant						x1		x4					x2	x3		Internal Memo	available
	95	1	Substantial Completion Certificate Received		Substantial Completion Certificate Received and submitted to TDF		x3				x4		x5					x2	x1		Substantial Completion Certificate	available
	96	1	Completion Report Received	2	Completion Report Received, evluated and submitted to TDF		x3											x2	x1		Completion Report	available
	97	1	Completion Report Evaluated/Approved by TDF and sent to Municipality	1	Completion Report Approved by Municipality		x1		x2	x3	x4		x6		x5			x7		x8	Approved Completion Report	available
	98	1	Final Disbursement for Supervision to Municipality	1	Final Disbursement for Supervision to Consultant		x1				x2		x3					x4	x5		Internal Memo	available
	99	17	**Milestone 6: Final Disbursement for Construction**	5	Final Disbursement to Contractor		x1				x2		x4		x3			x5		x6	Internal Memo	available
LOAN RECOVERY	100		Loan restructured and Amortization Schedule Issued and sent to Client						x2		x1		x3		x4			x5			Final Amortization Schedule/Disbursement Poli	to be developed
	101		Security Mechanism modified (if required)						x2	x3	x1				x4						Modified Security Mechanis	to be developed
	102		Bi-annual Loan Recovery Report prepared and sent GoN, clients, donors								x1		x4		x2	x3					Bi-annual Loan Recovery Repo	available
	103		Bi-annual Demand Notice to borrower								x1							x2			Bi-annual Demand Notice to borrowe	available
	104		Request letter to defaulter submitted								x1							x2			Request letter to defaulte	available
	105		Actions according to recovery policy / security mechanism as per agreement applied							x2	x1				x3			x4			Recovery Guidelin	to be developed
	106		Bi-annual Due/Collection/Balance (DCB) Report prepared and presented to Board								x1		x4		x2	x3					DCB Repor	available
	107		Annual confirmation of Balance/Due with the client								x1		x3					x2			Balance Confirmation Stateme	available
	108		Confirmation of payment to GoN on bi-annual basis								x1										Balance Confirmation Stateme	available

3 Working days or time limits according to procurement guidelin

Variable time frame depending on contracts (study, construction, supervision) and repaym

x1 Procedure Initiated by the Un

x2 Procedure Supported by the Un