

### **3.0. PROCEDURE FOR ASSESSING ECOLOGICAL FUND**

- i. Requests are made to EFO for intervention from several Stakeholders including Communities, Government Agencies at Local, State and Federal Government levels;
- ii. Requests are submitted with designs and cost estimates;
- iii. Requests are stored in EFO's Databank, collated and analyzed technically;
- iv. Consultants are engaged by EFO for further appraisal of the proposed projects, conduct studies at site, prepare engineering designs/drawings and adequate cost estimates;
- v. EFO seek the Presidential approval through SGF for Projects recommended by Ecological Fund Office;
- vi. The approved Projects are forwarded to the Federal Ministry of Finance for the release of the approved fund to SGF's Ecological Account and
- vii. EFO award Contracts through Federal Executive Council and EFO Tenders Board depending on the threshold.

### **3.1. PROJECT INITIATION**

Projects for initiation are initiated by the following established Bodies and Stakeholders:

- i. Federal Agency
- ii. State Government
- iii. Local Government
- iv. Traditional Institutions
- v. Community Based Organizations (CBOs)
- vi. Non-Governmental Organizations (NGOs), Civil Society Organizations (CSOs)

However, the following conditions should be considered for project initiation:

- i. Involvement of benefitting Communities in the initiation/implementation of Projects
- ii. Ecological Fund Management Committee (EFMC) in conjunction with the relevant Departments should verify the proposed Project(s).
- iii. The Community, Local or State Government must submit a feasibility study/design and cost of the project(s).

### **3.2. SELECTION AND APPROVAL OF PROJECT FOR EXECUTION:**

Projects are selected from the Databank in order of priority and emergency spreading across the Geopolitical Zones to reflect Federal Character.

### **3.3. APPROVAL FOR SELECTION/EXECUTION:**

The EFO makes compilation of the Projects, and recommend to the SGF. Their recommendation would be based on the following criteria:

- a. The magnitude of the Project;
- b. The cost and scope of the Project;
- c. The duration of the Project.

Thereafter, the SGS prepares a memo with recommendations to Mr. President for approval.

### **3.4 PROCUREMENT PROCESS:**

The Procurement of any Project in EFO is basically done by the Procurement Department. In view of the core mandate of the EFO, which revolves on the urgent remediation and rehabilitation of polluted and degraded sites, the office most often adopts the Restricted/Selective Tendering Method in order to forestall further degradation, with the attendant project scope and cost escalation. Accordingly, the Department adopts the most appropriate method, in line with the 2007 Public Procurement Act.

In this regard, the Department:

- i. created a database of eligible bidders which are invited for necessary procurement processes;
- ii. carries out necessary evaluation, specific to various procurements;
- iii. seeks the prior approval of the Bureau of Public Procurement (BPP), where necessary;
- iv. presents the evaluation reports to the respective fund threshold for approval;
- v. issues letters of award to recommended bidders, after approval;
- vi. initiates Contract Agreements for the approved Contracts; and
- vii. carries out occasional Procurement Due Diligence on the projects.

### **3.5. AWARD OF CONTRACT**

In view of the above and after proper checks and evaluation, the most responsive bidder is awarded the Contract. However, the Contractor must be financially and technically capable of executing the contract in line with the Public Procurement Act 2007.

### **3.6. DOCUMENTATION OF CONTRACT AWARD**

The Procurement Department ensures the availability of the following documents in the Project file before the commencement of the project.

#### **These include:**

- i. Presidential Approval;
- ii. EFO's Tender Board Memo;
- iii. Federal Executive Council Extract (where necessary);
- iv. Certificate of No Objection from BPP;
- v. Letter of Award of Contract/Letter of Appointment of Consultant;
- vi. Contract/Consultancy Agreements;
- vii. Copies of Bills of Engineering Measurement and Evaluation (BEME);
- viii. Engineering Designs/Drawings; and
- ix. Any other necessary documents.

### **3.7. MOBILIZATION TO PROJECT SITE:**

The Contractor would be mobilized to the Project site after the Contract Agreement is signed between the EFO and Contractor in line with the following procedures:

- a. Project Site hand over to the Contractor by the EFO in the presence of Consultants, relevant Departments/Procurement Departments and all Stakeholders;
- b. The Project Site Hand Over Form must be filled and endorsed by all the Stakeholders stated in (a) above;
- c. Pre-project implementation; pictorial and documentation (audio and video);
- d.15 Mobilization Fee (if requested) with Advance Payment Guarantee (APG) should be processed through the Procurement Department;
- e. Verification of APG by the Legal Unit;
- f. Confirmation/Recommendation of APG by the Legal Unit to the PS; and
- g. The Permanent Secretary/SGF's approval for payment of APG for Project execution.

### **3.8. IMPLEMENTATION OF PROJECT**

The implementation of Project is in milestone model. However, for any Project to be fully implemented, these conditions must be strictly adhered to:

- 1) The time frame of the Project based on the magnitude of problem(s);
- 2) All the necessary Equipment and Personnel;
- 3) There must be a Site Office for the Contractor and Personnel;
- 4) There must be a Site Office for the Consultant and Personnel;
- 5) The Progress Bill Board for the project must be available at the Site Office;
- 6) Log book for recording Consultant's instructions to Contractors;
- 7) Erection of at least 2 (two) Project Sign Posts at the site containing:
  - a. Name of the Project;
  - b. Location of the Project;
  - c. Name of the Client; and
  - d. Name of the Contractor/Consultant

### **3.9. MONITORING AND EVALUATION**

Monitoring and evaluation of a Project is also in stages and this becomes necessary, to assess the work done by a Contractor at any given period, to curtail poor job and prevent unnecessary delay of Projects. Accordingly, Monitoring and Evaluation must involve the following Stakeholders:

- i. Relevant Departments in EFO;
- ii. Consultants/Contractors;

All the Stakeholders mentioned above must complete the M & E template as provided by the EFO. The report on the M & E Template is in addition to the detailed report and site pictures from the Site Assessment Team.

### **4.0. DUTIES OF CONSULTANTS:**

- Prepare comprehensive Engineering Drawings, Geo-technical studies,

Topographic Map, Structural designs and details;

- Match scope of works with the Title of the Project and determine the specific completion period;
- Prepare Bill of Engineering Measurement and Evaluation (BEME);
- Prepare an Environmental Impact Assessment (EIA) to be included in the Design Report;
- Prepare Budgetary Financial analysis, cash flow and disbursement of funds;
- Prepare the Project Implementation Schedule;
- Prepare the Schedule of Supervision of the Project;
- Carry out the monitoring and general supervision of work;
- Vetting of the Contractor's Bill and preparation of Interim Payment Certificates;
- Preparation of monthly Progress Reports;
- Organize periodic site meetings with relevant Stakeholders to review progress report, draw up project work plan and submit a detailed Report to EFO; and
- Preparation of final Site Report and submission to the EFO.

## **5.0. PAYMENT PROCESS**

Payment processes of any given Project are done by the relevant Project

Departments and are subject to the joint site meeting agreement, based on the milestone achieved.

- There must be a joint site inspection/meeting by the relevant Departments, Consultant and Contractor to take measurements and determine the actual status of project before Interim Payment Certificates (IPCs) are forwarded to the EFO for payment.
- The request for payment through IPC is submitted to the Permanent Secretary.
- The PS thereafter forwards the IPC to the relevant Departments for processing.
- The file is to be forwarded to the Procurement Department for check/ Documentation.

### **5.1. RECOMMENDATION FOR PAYMENT**

The recommendation for payment of any project should be based on the agreement reached at the joint site meetings. There should not be more than four (4) IPCs before completion of the Project as indicated below:

40% (IPC-1) Minimum

65% (IPC-2)

80% (IPC-3)

100% (IPC-4) - final payment less 5% Retention.

### **5.2. Condition for Raising IPC:**

- i. There must be periodical Joint Site Meetings/Inspections between Relevant Departments, Consultants and Contractors;
- ii. The report of the site meeting/inspection report should be jointly signed by all parties stated in (i) above;
- iii. Issuance of IPC for payment to Contractors shall be the duty of Consultants;
- iv. IPCs are to be prepared in line with the recommendations at the Joint site Meetings by the relevant Departments, Contractors and Consultants;
- v. Procurement Department shall carry out due diligence inspection from time to time to ensure value for money; and
- vi. There is the need to make payment returns to the Procurement Department by the relevant Executing Departments.

### **5.3. Release of Retention Fees:**

The 5% Retention Fee would be paid after the six months Defect/Liability Period of the Project, upon the issuance of Job Completion Certificate by the Federal

Resident Auditor (FRA). The FRA would forward the Completion Certificate to the PS for processing of payment by the relevant Departments.

#### **6.0. RETRIEVAL OF PROJECT EQUIPMENT:**

The retrieval of Project Equipment commences immediately the Project is completed. The equipment to be returned from the project site are the

Project vehicle(s) and all hard ware purchased by the Consultant as contained in the Bill of Engineering Measurement and Evaluation (BEME).

## **7.0. SUBMISSION OF REPORT AND HANDING OVER OF PROJECT:**

### **The Submission of Report**

The following conditions must be met in submitting report of any given Project:

- 1) Detailed report of the last joint site meeting must be forwarded;
- 2) The Video/pictorial e-copy and hardcopy and comprehensive report by the Consultant; and
- 3) Pre/Post interview of the Beneficiary Communities of the Project.

## **8.0. HANDING OVER/COMMISSIONING OF THE PROJECT**

The Handing Over and Commissioning of Project should involve but not limited to the following:

- i. Relevant Departments;
- ii. Procurement Departments; and
- iii. Relevant Stakeholders.

## **9.0. THE COMMISSIONING OF PROJECT**

A Hand over Certificate of Job Completion prepared by the Consultant in conjunction with the relevant Departments must be endorsed by EFO and representative of the benefiting Community during handing over of the Project. The Certificate is to be officially handed over to the Community Representative at the handing over Ceremony.

## **10.0. RECOMMENDATION FOR MAINTENANCE:**

The EFO would ensure the collaboration between the State, Local Government and the Beneficiary Community for maintenance of the Project.

There should be a feedback from the Community after at least six months of project hand over.