|  **DEPARTMENT: PROGRAMME MANAGEMENT** | **PROCESS NAME: 1.5 APPOINT CONSULTANT(S) & FINALISE WORK PLAN & FUNDING** | **PROCESS NUMBER: NDP – PI – 03 - 005** | **REVISION: 0** |
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| **PROCESS STEP** | **INFO INPUT** | **DETAILED DESCRIPTION** | **INFO OUTPUT** | **CONTROL** | **SUPPORT REQUIRED** | **KNOWLEDGE REQUIRED** | **SYSTEMS / INFO FILE REQUIRED** | **ACT / REG / STANDARD REQUIREMENTS** | **CONSTRAINT / IMPROVEMENT** |
| **SYSTEM**  | **FILE**  |
| Activity 1**Project Manager** Compile Terms of Reference and Professional Service Provider (PSP ) Guidelines | * Memorandum of Agreement on MIS
* Work Plan on MIS
* Professional Service Provider (PSP ) Guidelines template on MIS
 | * Using the Professional Service Provider (PSP ) Guidelines template , compile the PSP
 | * Professional Service Provider (PSP ) Guidelines
* Terms of Reference
 | * Completed, filed and issued PSP on MIS aligned to the file plan
 | * Municipal Co-ordinator
 | * MS Suite
* Compilation of Terms of Reference
* Compilation of Terms of Reference Professional Service Provider (PSP ) Guidelines
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records)
* ISO 9001:2008 (7.4.1 Supplier evaluation)
 | * Supplier / Service Provider Criteria to be supplied
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| Activity 2**Municipal Co-ordinator**Add municipal information and start procurement | * Terms of Reverence on MIS
* Professional Service Provider (PSP ) Guidelines on MIS
 | * Municipal Co-ordinator include municipal information for consultant appointment in line with PSP guidelines (external to NDP process).
* Start procurement
 | * Municipal information included.
* Procurement started
 | * Municipal information included into (PSP ) Guidelines
 | * NDP Project Manager for guidance only
 | * MS Suite
* Compilation of Terms of Reference Professional Service Provider (PSP ) Guidelines
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * None
 | * None - external to NDP
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| Activity 3**Municipal Co-ordinator**Issue a Service Level Agreement | * Service Level Agreement template
* Selected Service Provider
 | * Municipal Co-ordinator issue Service Level Agreement and Letter of Appointment to appointed Consultant on MIS
* Communicate consultant appointments to NDP Project Manager via MIS
 | * SLA compiled and issued to appointed Consultant
* Letter of Appointment issued to appointed Consultant
* SLA and Letter of Appointment communicated to NDP Project Manager via MIS
 | * Service Level Agreement and Letter communicated via MIS and filed aligned to the file plan
 | * NDP Project Manager
* Appointed Consultant
 | * MS Suite
* Compilation of Service Level Agreement and Letter of Appointment
* MIS training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * None
 | * None - external to NDP
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| Activity 4**Project Manager & Project Director**Schedule a Briefing Session with the Consultant | * Service Level Agreement
* Letter of Appointment
* Briefing Session template
 | * NDP Project Manager Communicate required briefing session date and agenda with the consultant (via MIS to the Municipal Co-ordinator)
* Look at NDP project Director availability and compile meeting request
 | * Scheduled a Briefing Session with the Consultant
 | * Meeting Request sent via MIS
 | * Project Director
* Consultant
* Municipal Co-ordinator
 | * MS Suite
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records)
 | * None
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| Activity 5**Municipal Co-ordinator**Arrange the Briefing Session | * Meeting Request sent MIS
 | * Arrange meeting with consultant.
* Communicate date and time with consultant and NDP Project Manager via MIS
 | * Acknowledgement of Receipt (MIS) with agreed dates
 | * Acknowledgement of Receipt from Municipality Co-ordinator on MIS and filed aligned to the file plan
 | * NDP Project Director / Manager
* Consultant
 | * MS Suite
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * None
 | * None - external to NDP
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| Activity 6**Project Manager & Project Director**Prepare and Chair the Briefing Session | * Acknowledgement of Receipt (MIS) with agreed dates
* Guidance Pack on MIS
* Agenda template on MIS
* Minutes template on MIS
 | * NDP Project Manager prepare for briefing session.
* Table with NDP Project Director for input
 | * Minutes compiled
* Attendance Register signed
* Briefing session implemented
 | * Minutes and attendance register on MIS aligned to the file plan
 | * Project Director
 | * MS Suite
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records)
 | * None
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| Activity 7**Professional Service Provider (PSP)**Review & Update the Work Plan including cash flow | * Minutes on MIS
* Work plan on MIS
 | * Where required, update the Work Plan on MIS.
* Include Funding Approval Letter and Cash Flow (from Grant Finance process )
 | * Updated Work Plan on mIS
* Funding Approval Letter on MIS
* Cash Flow on MIS
 | * Updated Work Plan on MIS aligned to the file plan
* Funding Approval Letter on MIS aligned to the file plan
* Cash Flow on MIS aligned to the file plan
 | * NDP Grant Finance
* Project Manager
 | * MS Suite
* Work Plan content input and change
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records)
 | * None
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| Activity 8**Municipal Co-ordinator**Co-ordinate the update of the Work Plan | * Non approval of Work Plan on MIS
* Funding Approval Letter on MIS
* Cash Flow on MIS
 | * Where changes are required after the Project Manager, Project Director, Financial Director and Chief Director have reviewed the Work Plan, the Municipal Co-ordinator arranges for the updates and forwards them back to the Project Manager. (External to NDP process).
 | * Co-ordinate the update of the Work Plan
 | * Updated Work Plan on MIS
 | * Municipal Co-ordinator
* Consultant
 | * MS Suite
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * None
 | * None - external to NDP
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| Activity 9**Project Manager, Project Director, Financial Director & Chief Director**Review & Approve | * Internal Routing Document
* Work Plan including Cash flow on MIS
 | * Review and approve the final Work Plan and cash flow
 | * Approved work plan and cash flow
 | * Approved Work Plan and cash flow on MIS aligned to the file plan
 | * Availability of NDP team for review and approval
 | * MS Suite
* MIS Training
 | MIS (SharePoint) | **Hard Copy****Electronic Copy**As per file Plan on MIS | * ISO 9001:2008 (4.2.4 Control of records)
 | * None
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