

Kolkata Urban Services for the Poor



Guidelines for Capacity Building (Organization Development) Interventions for the year 2008-09

CHANGE MANAGEMENT UNIT

Capacity Building (Organization Development) intervention for the year 2008-09

The allotment of Capacity Building fund for 2008-09 is provided in **Annexure 1**

This Capacity Building Fund can be used by the ULBs in different interventions for which there are projects / interventions proposed in the DDP and ADP (2008-09) from KUSP fund. For implementation of Capacity Building interventions, the following steps have to be followed :

1. Fund is available only if projects are included in Draft Development Plan (DDP).
2. Financial year wise fund will be available if these projects are included in the Annual Development Plan (ADP) for the respective financial year.
3. A Detailed Project Report is to be prepared for the Capacity Development interventions proposed.
4. The DPR should contain items as listed out in **Annexure 2**.
5. If any project / proposal has construction activity, cost of construction shall be restricted within 60% of the total project cost. This will be 80% in case of proposal for construction of ward office. The rest 40% / 20% fund may be utilised for procurement of equipments, furniture, training programmes, engagement of job workers on contract for project duration, engagement of agencies / NGO, IEC activities etc
6. DPR along with Drawing and design for any construction activity and its estimate shall be submitted to Municipal Engineering Directorate (MED) for technical approval. MED will accord technical sanction of the estimate and send it to Change Management Unit (CMU) for issuance of Administrative Approval and Financial Sanction (AA & FS). Proof of Land ownership is obligatory if construction is proposed.

7. For proposals without construction activity, DPR should be sent to CMU for issuance of AA & FS.
8. No Project / proposal can be started till AA & FS is received by the concerned ULB.
9. Fund cannot be utilised for purchase of land and vehicle.
10. Projects, which are continuous and repetitive in nature, may be phased over a numbers of years and costs may be allocated accordingly.
11. Procedure for procurement of works and materials from KUSP fund may be as given in **Annexure 3**.
12. Procedure for procurement of Consultancy services may be as per KUSP Procurement Manual.
13. Any training proposal must have the detailed information like type of training programme, target group, number of participants and batches, course contents, competence of agency if assigned for conducting training programme, faculty profile if involved individually.
14. Principle for preparation of Scheme Estimate for Construction work is enclosed **Annexure 4**
15. The Scheme should be submitted to MED/CMU within **31.07.2008**. The allotment of the ULBs, who will not submit the schemes within 31.07.2008, will lapse and this allotment will be diverted to other ULBs.

Annexure - 2

Capacity Building (Organization Development) intervention 2008-09

THE DETAILED PROJECT REPORT (DPR) SHOULD CONTAIN THE FOLLOWING :

1. Cover page
2. General description of the Municipal Office
3. Number of employees in the office.
4. Justification/need of the proposed project
5. List of contents
6. List of annexures, if any
7. List of abbreviations, if any
8. Executive Summary:

Among others it shall contain reference of the provision made in the DDP (financial plan) and ADP (financial plan) in terms of Volume no./chapter no./page no. etc.

9. Organization details:

- a. Name of the ULB
- b. Name of the location of the project
- c. Name & the phone no. of Project-in-charge and other supervisory staff

10. Project Details:

- a. Name of the project
- b. Objectives
- c. Value of the project
- d. Detailed estimate of the project in tabular form (example, item, quantity, rate, total amount etc.)
- e. Likely start and end dates
- f. Implementation schedule (in the form of Bar Diagram)
- g. Beneficiaries, (*Please indicate how many beneficiaries will be covered in the project.*)
- h. Outputs (in measurable terms)

- i. Expected Benefits
- j. Sustainability (Please indicate how the project will be sustained)
- k. Detailed estimate and drawings (using CADD software) if any construction is proposed. Detailed item wise estimate in other cases.
- l. Proof of land ownership if construction is proposed.
- m. Requirement of Fund – Quarter wise and sources for funding
- n. Details of Approvals / Clearances from the competent Authority, if required
- o. Proposed system for quality assurance
- p. Details about Public Private Partnership, if proposed
- q. Monitoring and evaluation system for the Project

PROCUREMENT OF WORKS

Procedure for procurement of works and materials for works to be implemented by ULBs from KUSP fund may be as follows :

ULB may follow the West Bengal Municipal (Finance & Accounting) Rules 1999 for selection of contractors and suppliers for works and materials to be implemented by ULBs from KUSP fund subject to following provisions :

- a. All estimates for KUSP construction works prepared by ULBs should be technically approved by Municipal Engineering Directorate (MED). Work shall be taken up only after AA & FS is issued by CMU for the technically approved scheme.
- b. No work or procurement of goods / materials should be executed without tender / quotation.
- c. Tenders should not be limited to enlisted contractors / suppliers.
- d. The ULBs may also like to make the Tender Papers available from other places like Ward Offices and downloadable from their websites.
- e. Tenders should be open to all eligible contractors and suppliers.
- f. Notice inviting tender for estimated value of work upto Rs. 8.00 lakh should be widely circulated but advertisement in newspaper is not required.
- g. Notice inviting tender for estimated value of work more than Rs. 8.00 lakh should be advertised in at least 2 (two) newspapers for wide circulation.
- h. Tender should be invited by Commissioner / Chief Executive Officer / Executive Officer or in absence of the mentioned officer any other officer authorized by the Mayor / Chairman.
- i. Tender should be accepted by Mayor-in-council / Chairman-in-council or in absence by Board of councilors.