

UNITY SUPPORT FUND (USF)

ANNEX V

<b>PROJECT PROCESS OPTIONS:</b>	<b>Infrastructure</b>
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Rev.III: 27/08/09 [Preliminary]

Step	Responsible		Implementing agent/partner		Tools used	
	Presently	Options	Presently	Options	Presently	Options
Promotion	* USF	*USF	* None	*None [conducted by Peace Building - outreach coordination unit]	* Letter to Federal Authority	*Outreach/public information strategy, brochures, community information kits
Identification proposals	* Federal Ministry * Federal Agency	* Federal Ministry * Federal Agency * State Authority * Non public organization	* Federal Ministry * Federal Agency	* Federal Ministry * Federal Agency * State Authority * Non public organization	* Federal Authority internal procedures * Ad hoc USF procedures	* Prepare full set of USF project identification guidelines
Screening proposals	* Federal Ministry * Federal Agency	* Federal Ministry * Federal Agency *State Authority	* Federal Authority in coordination with USF	* Federal / State Authority in coordination with USF	* Federal Authority internal procedures * Ad hoc USF procedures	* Prepare guidelines for project screening by USF partners
Appraisal Proposals	* USF	* USF [Projects Unit]	* USF	* None	* Ad hoc USF procedures	* Prepare full set of guidelines for project appraisal

<p>Selection proposals &amp; Incorporation to work plan and financial monitoring</p>	<p>* USF</p>	<p>* USF [Projects Unit, Planning Unit, Finance Office]</p>	<p>* USF</p>	<p>* None</p>	<p>* Ad hoc USF procedures * Ad hoc USF project tracking tasks * Ad hoc management of financial information * Memorandum of Understanding with Federal Authority for project implementation</p>	<p>* Design project management and monitoring system * Design financial management information system * Revise and standardize MOU with government authorities and non public organizations [1]</p>
<p>Design and tender documents</p>	<p>* Federal Ministry * Federal Agency</p>	<p>* Federal Ministry * Federal Agency  * State Authority  * Non public organization</p>	<p>* Federal Authority * Consultant</p>	<p>* Federal Authority * State Authority  * Non public organization * Consultant</p>	<p>* Federal Authority internal procedures  * Ad hoc USF procedures * Ad hoc consultancy procurement procedures</p>	<p>* Prepare USF guidelines for preparation of projects and tender documentation [in accordance with USF procurement procedures]</p>
<p>Tendering</p>	<p>* Federal Ministry * Federal Agency</p>	<p>* Federal Ministry * Federal Agency * State Authority</p>	<p>* Federal Authority</p>	<p>* Federal Authority * State Authority</p>	<p>* Federal Authority internal procedures * Ad hoc USF  * Ad hoc procurement procedures</p>	<p>* Prepare guidelines for tendering of USF projects</p>

Award contract	* USF		* USF		* Ad hoc USF procedures	* Prepare guidelines for project award, contract signature and incorporation to information systems
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Execution	* Federal Ministry * Federal Agency	* Federal Ministry * Federal Agency  * Non public organization . State Authority	* Direct execution by Federal Authority  * Contractor	* Direct execution by Federal or State Authority * Contractor  * Direct execution by non public organization	* Ad hoc USF procedures	* See "supervision" below
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Supervision	* Federal Ministry * Federal Agency  *USF	* Federal Ministry * Federal Agency  * State Authority  *USF	* Federal Authority * USF	* Federal Authority  * State Authority	* Federal Authority internal procedures  * Ad hoc USF procedures * Ad hoc USF project tracking system  * Ad hoc management of financial information  * Ad hoc USF monitoring & evaluation procedures	* Prepare set of guidelines for the supervision of USF projects, including the role of implementing partners and USF  * Design project management and monitoring system
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Operation & Maintenance	* Federal Ministry * Federal Agency	* Federal Ministry * Federal Agency  * State Authority	* Federal Authority	* Federal Authority  * State Authority	* Federal Authority internal procedures  * Ad hoc USF procedures	* Procedures for handing over of completed works and specification of obligations for operation & maintenance
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(1) MoU specifies responsibilities and inputs from each party including USF operational support to Federal Authority as required

ANNEX VI

**PROJECT PROCESS OPTIONS: Basic Services**

Rev. III: 27/08/09 [Preliminary]

Step	Responsible		Implementing agent/partner		Tools used	
	Presently	Options	Presently	Options	Presently	Options
Promotion	* USF	*USF	* None	* None [conducted by Peace Building - outreach coordination unit]	* Letter/contact to State Authority	*Outreach/public information strategy, brochures, community information kits
Identification proposals	* State / Federal Authority	* State/Federal Authority  * Non public organization	* State Authority in consultation with other levels	* State Authority in consultation with other levels  * Non public organization	* State and Federal Authority internal procedures  * Ad hoc USF procedures	* Prepare full set of USF project identification guidelines
Screening proposals	* State / Federal Authority	* State / Federal Authority	* State / Federal Authority with support from USF	* State / Federal Authority in coordination with USF	* State / Federal Authority internal procedures in consultation with USF  * Ad hoc USF procedures	* Prepare guidelines for project screening by USF partners
Appraisal Proposals	* USF	* USF [Projects Unit]	* USF	* None	* Ad hoc USF procedures	* Prepare full set of guidelines for project appraisal

Selection proposals & Incorporation to work plan and financial monitoring	* USF	* USF [Projects Unit, Planning Unit, Finance Office]	* USF		<ul style="list-style-type: none"> <li>* Ad hoc USF procedures</li> <li>* Ad hoc USF project tracking tasks</li> <li>* Ad hoc management of financial information</li> <li>* Memorandum of Understanding (MoU) with State / Federal Authority for project implementation</li> </ul>	<ul style="list-style-type: none"> <li>* Design project management and monitoring system</li> <li>* Design financial management information system</li> <li>* Revise &amp; standardize MOU with government authorities and non public organizations [1]</li> </ul>
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Design and tender documents	* State / Federal Authority	<ul style="list-style-type: none"> <li>* State / Federal Authority</li> <li>* Non public organization</li> </ul>	* Consultant	<ul style="list-style-type: none"> <li>* State / Federal Authority</li> <li>* Non public organization</li> <li>* Consultant</li> </ul>	<ul style="list-style-type: none"> <li>* State / Federal Authority internal procedures</li> <li>* Ad hoc USF procedures</li> <li>* Ad hoc consultancy procurement procedures</li> </ul>	<ul style="list-style-type: none"> <li>* Prepare USF guidelines for preparation of projects and tender documentation [in accordance with USF procurement procedures]</li> </ul>
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Tendering	* State / Federal Authority	* State / Federal Authority	* State/Federal Authority	* State / Federal Authority	<ul style="list-style-type: none"> <li>* State/Federal Authority internal procedures</li> <li>* Ad hoc USF procedures</li> <li>* Ad hoc procurement procedures</li> </ul>	<ul style="list-style-type: none"> <li>* Prepare guidelines for tendering of USF projects</li> </ul>
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Award contract	* USF		* USF		* Ad hoc USF procedures	<ul style="list-style-type: none"> <li>* Prepare guidelines for project award, contract signature and incorporation to information systems</li> </ul>
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Execution	* State / Federal Authority	* State / Federal Authority  * Non public organization	* Contractor	* Direct execution by State/Federal Authority  * Direct execution by non public organization * Contractor	* Ad hoc procedures	* see "supervision" below
Supervision	* State / Federal Authority  * USF	* State / Federal Authority  * USF	* State Authority * USF	* State / Federal Authority	* State / Federal Authority internal procedures  * Ad hoc USF procedures * Ad hoc USF project tracking system * Ad hoc management of financial information * Ad hoc USF monitoring & evaluation procedures	* Prepare set of guidelines for the supervision of USF projects, including the role of implementing partners and USF  * Design project management and monitoring system
Operation & Maintenance	* State / Federal Authority	* State / Federal Authority	* State / Federal Authority	* State / Federal Authority	* State / Federal Authority internal procedures * Ad hoc USF procedures	* Procedures for handing over of completed works and specification of obligations for operation & maintenance

(1) MoU specifies responsibilities and inputs from each party including USF operational support to Federal Authority as required