

(ACP STATE)
MINISTRY

EUROPEAN
DEVELOPMENT FUND

PROJECT

DIRECT LABOUR/EXTERNALISED DIRECT LABOUR OPERATION
(*please specify*)

GLOBAL/INDIVIDUAL FINANCIAL COMMITMENT No (*accounting number*)

PROGRAMME ESTIMATE No (...)

OPERATIONAL PERIOD

FROM (.....) TO (.....)

Total amount of programme estimate in national currency :

Total amount of the direct labour component in national currency :

of which

part to be carried out in national currency :

part to be carried out in EUR (*or other currency: please specify*) :

The full accounting number must be quoted in all correspondence and on all financial documents.

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1. WORK PROGRAMME

1.1. Summary

Summarise the context and institutional environment of the operations under the programme estimate and give a brief account of the planned operation, stating its overall objective(s), project purpose, expected results and planned activities. Where appropriate state their relation to earlier operations. You should notify any changes to the activities initially provided for in the financing proposal on which the financing decision was taken. Briefly state the specific context of implementation - e.g. the type of direct labour operation set up, whether there is a steering committee, etc.

1.2. Context

Here you should:

- *Specify how the operations planned under the programme- estimate are integrated into Government policy (policy letter), sectoral policy and the framework of cooperation with the EU. From the second operational programme estimate onwards, explain links with project achievements so far.*
- *Describe the sector in which the project is implemented.*
- *Describe the stakeholders in the planned activities and the target groups/beneficiaries.*
- *Describe the identified problems that the operations planned under the programme estimate are designed to solve.*
- *Specify recent or upcoming interventions in the sector or associated sectors by the government, the EU or other donors.*
- *List available documentation relating to implementation of the programme estimate, including preliminary studies carried out during the project formulation phase prior to the financing agreement.*

1.3. Logical framework

Explain the principles of the overall approach, taking into account the assumptions, used to establish the objectives, results and activities presented in the next section.

The detailed logical framework is at Annex (...) to this programme estimate.

1.4. Activities

Following problem analysis using the logical framework technique, establish the objectives and purpose, expected results and activities to achieve these outcomes under the programme estimate.

1.4.1. Overall objective

The overall development objective(s) to which the project, and therefore this programme estimate, are intended to contribute is

1.4.2. Project purpose

The purpose of the project, and therefore of this programme estimate, is

This is the central objective of the project. The project purpose arises directly from the problem(s) the project seeks to address. Project evaluation must therefore establish whether the project purpose has been achieved. There is to be only one purpose per project.

1.4.3. Results

The expected results from the activities carried out over the period covered by this programme estimate are:

1.
2.
3.

You must list all the results expected from implementation of the programme estimate, which must help achieve the specific objective. Where possible, expected results should be quantified.

1.4.4. Activities

The activities that will be carried out to achieve each of the expected results listed in the previous section are: (*to be listed in the same order*)

1.
 - 1.1
 - 1.2
 - 1.3
2.
 - 2.1
 - 2.2
 - 2.3
3.
 - 3.1
 - 3.2

Give details of the activities to be carried out under the programme estimate to achieve each of the results listed in the previous paragraph. There will therefore be one or more activities corresponding to each result. Each activity is subdivided into subactivities.

A single activity may contribute to more than one result. It should be mentioned for information in connection with each result.

Where possible, a table should be included summarising the activities carried out under previous programme estimates and relating them to the activities to be carried out over the period of the programme estimate.

1.5. Implementation

This part describes the material and human inputs needed to carry out the programme estimate, plus relevant details of internal organisation and the conduct of activities.

1.5.1. Material and non-material means

Describe here, by activity group, all the physical and non-physical inputs that will be deployed to implement the programme estimate: infrastructure, equipment, operating costs, local staff, services (e.g. studies, monitoring, etc.). Account for the means required for each subactivity.

1.5.2. Organisation

Specify the institutional environment of the programme estimate.

Indicate:

- *the contracting authority, which will be the National (or Regional) Authorising Officer;*
- *Where appropriate, the project supervisor;*
- *The composition, roles and responsibilities of the steering committee, if any, and/or of any supervisory body, with their respective positions and obligations.*

Provide an organisational chart.

1.5.3. Special conditions

Mention any conditions to be met or any accompanying measure to be taken prior to or during the project by the government or the supervisory authority. Set out a timetable for these measures.

1.6. Provisional implementation timetable

Here give a realistic and detailed provisional implementation timetable for each activity. The timetable should take account of the time needed for the award of contracts and grants.

This timetable is important because all too often we have found that the activities planned under the programme estimate could not be completed in the time allowed.

The timetable must also provide the imprest administrator with fixed points of reference for planning activities under the programme estimate. Any major delay must be notified to the National (or Regional) Authorising Officer and the Head of Delegation. Where need be, consultations should be held to decide whether the activity should be deferred to a later programme estimate or cancelled.

2. BUDGET ESTIMATE

The breakdown and presentation of the detailed budget estimate items within the expenditure categories laid down in the TAP of the financing agreement is primarily dictated by the requirements of monitoring and budgetary control (adherence to allocations, comparison of amounts used against amounts budgeted) and of analytical monitoring (cost of the operations, analysis of expenditure in the light of that planned).

This approach is easy to implement for expenditure on planned activities and subactivities and investments. The use of budget headings and items that group together the same type of expenditure (i.e. staff, supplies, transport, etc.) will facilitate the monitoring of operating expenditure (or expenditure that is not obviously linked to a particular activity or subactivity or can not be easily identified) The level of detail of each will depend on auditing requirements and the nature of the project.

All these budgetary headings and items will be given a code to identify them for the purpose of monitoring tables (budgetary and analytical) on the basis of the accounts.

To complement this structure and link up with the accounting rules of the ACP State concerned, the detailed budget estimate may be presented with some project financial accounting-related codification so as to ensure a correlation between the general accounts and the budgetary and analytical accounts (e.g. investment and implementation expenditure linked to Class 2 accounts, operating expenditure linked to Class 6 accounts).

The budget estimate for the programme estimate is presented in Section 3 dealing with the financing plan. It summarises the estimated costs of implementing the programme estimate without giving details of the breakdown of programmed activities, subactivities or their various components.

The detailed estimate of costs is in Annex (...) to this programme estimate. The detailed budget estimate is made up of the estimated cost of the programme estimate's activities and subactivities plus estimated investment and operating costs necessary to the implementation of the programme estimate. It should be presented in the form of detailed tables backed up by calculation notes.

For externalised direct labour operations specify if need be: In the programme estimate (*set out with the currencies separate*) the budget estimate and corresponding financial tables show the provisional breakdown of expenditure into national currency and euro (*or other currency*).

There may be no reallocation between budget headings without the prior written authorisation of the National (or Regional) Authorising Officer, who must notify the Head of Delegation immediately, nor use of the contingency reserve without the prior written authorisation of the National (or Regional) Authorising Officer and of the Head of Delegation.

3. FINANCING PLAN

The table below shows the estimate of all the expenditure planned under the programme estimate (by activity, subactivity, investment costs and operating costs), broken down by contribution of each donor contributing to the financing.

The titles and breakdown of specific activities and other expenditure in the table below are given by way of example. The actual breakdown will be aligned on what is provided for in the TAP annexed to the financing agreement and the results of the work on the logical framework.

Budget heading	Activities and other costs	EDF resources Direct labour commitment	EDF resources Specific commitments	Government contribution	Other contributions	Project's own resources	TOTAL
1.	Activities						
1.1	Activity 1						
1.2	Activity 2						
1.3	Activity 3						
1.4	Activity 4						
1.5	Activity 5						
	Subtotal						
2.	Investments						
2.1	Equipment						
2.2	Vehicles						
2.3	Supplies						
	Subtotal						
3.	Operating costs						
3.1	Staff costs						
3.2	Office rental						
3.3	Office operating costs						
3.4	Vehicle operating costs						
	Subtotal						
4.	Contingencies						
	TO TAL						

4. TECHNICAL AND ADMINISTRATIVE IMPLEMENTATION ARRANGEMENTS

The technical and administrative implementing arrangements of this programme estimate must comply with the rules and procedures set out in the annexed “Practical guide to management of direct labour operations and programme estimates financed by the EDF”.

This section gives more detailed and additional information on some of the arrangements for this programme estimate.

4.1. Steering Committee (*if any*)

The Steering Committee meets every (....) months (*at least twice a year - specify*), and more often if necessary. It approves and supervises the overall approach and strategy of the project (*adapt and specify if need be*).

The Steering Committee examines and verifies the programme estimates and the reports on implementation drawn up and submitted by the imprest administrator and the imprest accounting officer.

4.2. Management structure

In case of direct labour operations

Under the provisions of the corresponding financing agreement the project has technical and financial autonomy in managing the resources allocated to it for the direct labour component of this programme estimate.

The direct labour component of this programme estimate will be implemented by the imprest administrator and imprest accounting officer named below.

In case of externalised direct labour operations

Under the provisions of the corresponding financing agreement and of the corresponding service contract, the project is managed and implemented by the following third-party organisation (*specify*).

The direct labour component of this programme estimate will be implemented by that organisation.

If applicable, set out the role and specific responsibilities of the third-party organisation (a) in the phases prior to award of contracts and grants financed with specific financial commitments and (b) in supervising their implementation.

4.3. Imprest administrator and imprest accounting officer

In case of direct labour operations

For implementation of the direct labour component of this programme estimate, the National (or Regional) Authorising Officer partially delegates his/her powers to the imprest administrator and imprest accounting officer designated below.

In case of externalised direct labour operations

For implementation of the direct labour component of this programme estimate, the National (or Regional) Authorising Officer partially delegates his/her powers to the third-party organisation designated in section 4.2. To this end the third-party organisation authorises the imprest administrator and imprest accounting officer designated below to act in its name.

Direct labour and externalised direct labour operations

This partial delegation of powers is conditional upon:

- strict observance of the rules and procedures set out in the “Practical guide to management of direct labour operations and programme estimates financed by the EDF” and in this programme estimate;
- deposit of the authorised signatures of the imprest administrator and imprest accounting officer (*and of any substitute*);

- opening of one or more “EDF imprest” bank accounts.

The designated imprest administrator is: *(name and position)*

The designated imprest accounting officer is: *(name and position)*

The substitute imprest administrator and substitute imprest accounting officer should be designated in the same way.

The tasks and responsibilities of the imprest administrator and imprest accounting officer are described in the Practical guide. Any additional tasks expected of them in the course of programme estimate implementation should be mentioned here.

4.4. Period covered

The period covered by this programme estimate runs from¹
to, i.e. months.

For the last programme estimate, add:

The closure period, included in the period covered by this programme estimate, runs from to, i.e. months.

Payments under the direct labour component of this programme estimate can only be made for expenditure linked to operations properly scheduled and implemented during this period *(for the last programme estimate, replace “this period” with “the period covered by the programme estimate excluding the closure period”).*

No further expenditure may be committed after the end of this period *(for the last programme estimate, replace “after the end of this period” with “after the start of the closure period”).* Only certain management transactions² relating to the closure of the direct labour component of this programme estimate can be carried out after this date *(for the last programme estimate, delete this sentence).*

Expenditure paid and/or committed before the date on which this programme estimate is endorsed by the Head of Delegation will, on no account, be covered by the EDF.

¹ The start-up date may not be before the date of the programme estimate's signing by the National (or Regional) Authorising Officer and endorsement by the Head of Delegation. The date of endorsement is the trigger date for expenditure becoming eligible under the EDF.

² Payments for expenditure incurred during the period covered by the programme estimate and in drawing up the request for closure of operations for the direct labour component of the programme estimate.

4.5. Amount of the direct labour component of the programme estimate

The total amount of the direct labour component of this programme estimate is:

(National currency)

If applicable:

part to be carried out in national currency:

(National currency)

part to be carried out in EUR (*or other currency: please specify*):

(EUR or other currency)

4.6. “EDF imprest” bank account(s)

The references for the “EDF imprest” bank account(s) are:

Account in national currency

Bank:

Name:

Account No:

For externalised direct labour operations, add the references of the convertible currency account if any:

Account in EUR (*or other currency: please specify*)

Bank:

Name:

Account No:

4.7. Initial allocation (advance)

If there is only a single “EDF imprest” bank account in national currency:

The amount of the initial allocation (advance) that will be paid into the bank account in the local currency specified above is set at:

(National currency)

Where opening two “EDF imprest” bank accounts for an externalised direct labour operation is justified, each account may be credited with a separate initial allocation denominated in the currency of the account. If applicable, add:

The amount of the initial allocation (advance) that will be paid into the bank account in the currency specified above is set at:

(EUR or other currency: please specify)

In the case of an externalised direct labour operation, add:

The third-party organisation referred to in section 4.2 must provide a financial guarantee denominated in the same currency as and of an amount equal to the initial allocation (advance) requested. This guarantee must remain valid for 30 days after payment/reimbursement of the balance of the final statement of expenditure for the direct labour component of this programme estimate, duly approved by the National (or Regional) Authorising Officer and the Head of Delegation. The amount of the guarantee may be reduced at any time but under no circumstances may be lower than the balance of the advance not yet cleared or repaid.

4.8. Replenishment requests and justification of expenditure

Replenishment requests, including justification of expenditure incurred, will be drawn up by the imprest administrator and imprest accounting officer and submitted to the National (or Regional) Authorising Officer at least every months (*specify, taking account of the nature of the project and its management conditions*).

4.9. Contract and grant award procedures

The table summarising the powers delegated by the National (or Regional) Authorising Officer for contract and grant award procedures is set out in

Annex (...) of this programme estimate. *(See table in Annex 12 to the Practical guide)*

Tender dossiers will/will not be *(complete according to the choice of the Head of Delegation)* approved by the Head of Delegation before they are launched. The documents relating to the calls for proposals will have to be approved by the Head of Delegation before they are launched.

The proposals for award of contracts and grants must be presented to the Head of Delegation for approval. *Depending on the choice of the Head of Delegation, add “, excluding the proposals of award of contracts to be concluded on the basis of one single offer, that is to say up to EUR 5,000 or lower threshold as indicated in the above mentioned annex (specify currency and exact amount) ”.*

4.10. Cash disbursement procedures

Payments will be made in the name and on behalf of the National (or Regional) Authorising Officer from the “EDF imprest” bank account(s) referred to in section 4.6. These transactions do not require the intervention of the National (or Regional) Authorising Officer or the Head of Delegation.

The National (or Regional) Authorising Officer, in agreement with the Head of Delegation, may decide to fix a threshold above which all payments need his or her prior authorisation. If so, this threshold and any implementing conditions must be specified here.

For payments in foreign exchange, the rules for the use of the currencies to make payments must be described where they differ from or supplement the rules set out in Annex 5 to the Practical guide.

If necessary, petty cash in national currency may be kept to pay sundry administrative expenditure. The petty cash will be managed under the responsibility of the imprest accounting officer.

4.11. Staff management

Set out the rules for staff management covering seconded officials or other agents of the ACP State concerned, contract staff and any other types of staff employed for the project. The rules must include, or refer to, procedures for seconding or recruiting staff, national legislation in force on the subject, the type of contract used and related entitlements (social security, insurance, etc).

A list of staff, references to/texts of the rules in force, a copy of the standard contract for contract staff, pay scales, rates for additional allowances and for daily mission allowances are set out in Annex (...) to this programme estimate.

4.12. Changes to the programme estimate during implementation

Any change to this programme estimate requires the prior written authorisation of the National (or Regional) Authorising Officer and, where applicable, of the Head of Delegation. If this is not done, no expenditure arising from the change will be covered by the EDF.

4.13. Implementation reports

The imprest administrator and imprest accounting officer must draw up summary interim implementation report(s) and a full final implementation report. The final report must be submitted at the latest 30 days after the end of the period covered by this programme estimate (*for the last programme estimate, replace “the period covered by this programme estimate” with “the period covered by the programme estimate excluding the closure period”*).

..... copies of the reports must be submitted to the National (or Regional) Authorising Officer, copies to the supervisory technical Ministry (*where applicable*) and copies to the Head of Delegation.

If there is a Steering Committee:

They will be sent to the members of the Steering Committee two weeks (*or other deadline: specify*) before the scheduled date of its meeting (*specify number of copies per person*).

4.14. Closure of the direct labour component of the programme estimate

Closure of the direct labour component of this programme estimate must take place as soon as possible after the end of the period it covers. The closure request, including the final statement of expenditure of the direct labour component of the programme estimate, must be drawn up and submitted not later than three months after the end of the period covered by this programme estimate (*for the last programme estimate, replace “the period covered by this programme estimate” with “the period covered by the programme estimate excluding the closure period”*). It must be closed no later than six months after the end of the period it covers (*for the last programme estimate, delete the sentence*).

The amounts corresponding to non-accepted or unjustified expenditure must be refunded without delay by the imprest administrator and the imprest accounting officer or, where applicable, by the third-party organisation referred to in section 4.2. If they fail to do so, and if a financial guarantee was not obtained before payment of the initial allocation, the National (or Regional) Authorising Officer will become responsible for the debt and the amounts due will have to be refunded to the EDF by the ACP State concerned.

4.15. Audit(s)

A financial audit of expenditure will be carried out (*state frequency*).

Specify any systems and procedures audit to be conducted.

The auditors may carry out any accounting, technical, administrative and legal verification they deem useful or necessary. For this purpose they have a right to see any document relating to the project and the implementation of this programme estimate.

4.16. Tax and customs arrangements

The tax and customs arrangements are those set out in Article 31 of Annex IV to the Cotonou Agreement.

5. SIGNATURES

The imprest administrator

for agreement

(name and position)
(date and signature)

The imprest accounting officer

for agreement

(name and position)
(date and signature)

The technical ministry *(if applicable)*
for agreement

(exact title)
(name and position)
(date and signature)

The National (or Regional) Authorising Officer
for approval

(name and position)
(date and signature)

The Head of Delegation
for endorsement

(name)
(date and signature)

6. ANNEXES

All annexes to this programme estimate are an integral part thereof. They have the same force as the programme estimate itself.

Annex 1: Practical Guide to management of direct labour operations and programme estimates financed by the European Development Fund

Annex 2: Logical framework

Include here the logical framework for the work programme provided for under the programme estimate.

The logical framework is a working instrument for systematically and rationally establishing the intervention logic to be applied to project implementation.

- *It sets out a project's objectives and purpose and the causal relations involved in achieving those objectives.*
- *It specifies the results the project must achieve in order to attain its objectives and purpose.*
- *It specifies the activities that must be undertaken to achieve those results.*
- *It specifies what means are required for those activities.*

The simplified logical framework of the programme estimate will be based on the overall logical framework of the project.

The logical framework is presented in the form of a matrix. The imprest administrator is advised to begin work on the programme estimate by filling in the logical framework since once the intervention logic is established the drafting of the programme estimate is much easier.

For fuller information, see the project cycle management manual.

MODEL LOGICAL FRAMEWORK TABLE

	INTERVENTION LOGIC	OBJECTIVELY VERIFIABLE INDICATORS	VERIFICATION SOURCES	ASSUMPTIONS
OVERALL OBJECTIVE				
PROJECT PURPOSE				
RESULTS	1. 2. 3.			
ACTIVITIES	1. 1.1. 1.2. 1.3. 2. 2.1. 2.2. 3. 3.1. 4. 4.1.	Means	Costs	

Abbreviations:

Annex 3: Detailed budget estimate

The purpose of this Annex is to present the budget in enough detail for the National (or Regional) Authorising officer and the Head of Delegation to understand and approve it.

List separately: estimated expenditure for carrying out the planned activities and subactivities; investment expenditure; project operating expenditure. A maximum of 10% of the estimated amount may be added for contingencies.

Activities and subactivities

On the basis of the logical framework presented in the previous Annex, the operations of the programme estimate should be set out by activity and subactivity, including the costs and unit prices for each in as much detail as possible.

The suggested technique is as follows (see also table overleaf with example):

For each subactivity provided for under the programme estimate,

- *define a unit of work (or of performance) for technical and financial monitoring of the subactivity (1);*
- *determine the number of units of work necessary for implementation of the subactivity (2);*
- *calculate the unit cost of implementing a unit of work, taking account of all the means necessary for implementation (3);*
- *determine the total amount necessary for implementation of the subactivity (4) by multiplying the unit cost calculated in (3) by the number of units of work necessary for the implementation of the subactivity, for which the figure is given in (2);*
- *Break down the total amount calculated in (4) over the period covered by the programme estimate according to the provisional timetable of implementation of the subactivity.*

Then,

- *enter and add up the total amounts of all the subactivities for each activity in a summary table for each activity;*
- *enter and add up the total amounts of all the activities in the overall budget.*

Determining the units of work is an important stage in the preparation of the programme estimate. The units chosen must make it possible to monitor activities and subactivities over the implementation period both in technical terms (rate of performance) and in financial terms (monitoring the budget and expenditure).

A model table for costing subactivities is presented below. The same table, simplified, can also be used for costing investments and operating expenses. Explanatory calculation notes should be attached.

Investment and operating costs

Once the costs of implementing the activities provided for in the programme estimate have been determined, the budget for the investment and operating costs of the programme estimate is drawn up in the same way.

All the expenditure provided for in the programme estimate is then brought together in a series of summary tables showing the contributions of all donors to the programme estimate. A model of this type of table can also be found below.

MODEL DETAILED BUDGET ESTIMATE TABLE

Budget heading	Activities and other costs	EDF resources Direct labour commitment	EDF resources Specific commitments	Other source(s) of financing (specify) (1 column per source)	TOTAL
1.	Activities				
1.1	Activity 1				
1.1.1	Subactivity 1.1.				
1.1.2	Subactivity 1.2.				
1.2	Activity 2				
1.2.1	Subactivity 2.1.				
1.2.2	Subactivity 2.2.				
1.3	Activity 3				
1.3.1	Subactivity 3.1.				
1.3.2	Subactivity 3.2.				
1.4	Activity 4				
1.4.1	Subactivity 4.1.				
1.4.2.	Subactivity 4.2.				
1.5	Activity 5				
1.5.1	Subactivity 5.1.				
	Subtotal for activities				
2.	Investment costs				
2.1	Equipment*				
2.2	Vehicles*				
2.3	Supplies*				
	Subtotal for investment costs				
3.	Operating costs				
3.1	Staff costs*				
3.2	Office rental*				
3.3	Office operating costs*				
3.4	Vehicle operating costs*				
	Subtotal for operating costs				
	TOTAL				
	* = give details				

MODEL TABLE FOR COSTING SUBACTIVITIES

PROJECT :

PROGRAMME ESTIMATE N°

FULLY OPERATIONAL PERIOD RUNNING FROM.....TO.....

ACTIVITY :

Amounts in '000' (local currency)

BUDGETARY OR ANALYTICAL CODE	SUBACTIVITIES			COST OF MEANS DEPLOYED PER UNIT OF WORK					COST PER WORK UNIT	COST PER SUB- ACTIVITY	INDICATIVE TIMETABLE				PERSON RESPONSIBLE PER SUB- ACTIVITY
	DES- CRIPTION	WORK UNIT (SPECIFY)	N° OF WORK UNITS NEEDED	LABOUR	SEEDS	FERTILISER	EQUIP- MENT	OTHER			1st QUART.	2nd QUART.	3rd QUART.	4th QUART.	
Production of 250.000 nursery plants	Nursery of..... (localisation)	(1)	(2)	a	b	c	d	e	(3) = a+b+c+d+e	(4) = (3) x (2)					
				The examples given here of means deployed are for agricultural production activities. These columns can be adapted according to need.											
		TOTAL	1.000 plants	250	100	25	25	15	0	165	41.250	10.750	26.000	4.500	0
										41.250	10.750	26.000 36.750	4.500 41.250	0 41.250	

Annex 4: Summary table of powers delegated by the National (or Regional) Authorising Officer for contract and grant award procedures

Annex 5: Staff management documents

Standard employment contract or work contract (fixed term)

National social security rules

Staff list

Pay scales

Rates for additional allowances

Rates for mission daily allowances

Other relevant documents

Other annexes

[illegible]

NB: the number and duration of programme estimates and frequency of records of expenditure shown in this table are purely illustrative.

[illegible]

(Amounts in EUR)

Use of
framework contracts
Simplified procedure
(1)

TYPE OF CONTRACT OR GRANT
AWARD PROCEDURE

Direct agreement
1 bid only

Simplified procedure
consultation and receipt
of 3 valid tenders

Open
local
tender/call for proposals

ROLES

**O
F**

PARTIES

NATIONAL (REGIONAL)
AUTHORISING OFFICER

ROLE TO BE SPECIFIED IN THE FINANCING AGREEMENT AND/OR TERMS OF
REFERENCE OF THE SERVICE CONTRACT WITH THE THIRD PARTY ORGANISATION
(EXTERNALISED DIRECT LABOUR OPERATIONS) AND IN THE PROGRAMME ESTIMATE
TECHNICAL AND ADMINISTRATIVE ARRANGEMENTS

APPROVAL OF THE TENDER DOSSIERS BEFORE LAUNCHING THE PROCEDURE

APPROVAL OF CALLS FOR PROPOSAL DOCUMENTS

APPROVAL OF THE AWARD OF CONTRACTS AND GRANTS

CONCLUSION AND MANAGEMENT OF CONTRACTS
(for and on behalf of the ACP state concerned)

CONCLUSION AND MANAGEMENT OF CONTRACTS

N/A

TYPE

WORKS

 ≤ 5000

<300 000

N/A

N/A

Practical guide

SUPPLIES

~~mate 500a~~

DF 30-000

$x \leq 150\,000$

N/A

C

The amounts should be adapted depending on the level of delegation of powers (*)

Imprest administrator	National (or Regional) Authorising Officer
-----------------------	--

EUR equivalent

EUR equivalent

Preparation of tender, calls for proposals and consultations dossiers ()**

Works	< 300 000	between 300 000 and 5 000 000
Supplies	<= 150 000	N.A.
Services (***)	< 200 000	N.A.
Grants	<= 100 000	> 100 000

Launching and publication of tender procedures and calls for proposals and launching of consultations

Works	< 300 000	>= 300 000
Supplies	<= 150 000	> 150 000
Services (***)	< 200 000	>= 200 000
Grants	<= 100 000	> 100 000

Setting-up of evaluation committees (**), receipt and evaluation of tenders**

Works	< 300 000	>= 300 000
Supplies	<= 150 000	> 150 000
Services (***)	< 200 000	>= 200 000
Grants	<= 100 000	> 100 000

Contracts and grants award decision

Works	< 300 000	>= 300 000
Supplies	<= 150 000	> 150 000
Services (***)	< 200 000	>= 200 000
Grants	<= 100 000	> 100 000

Signing of contracts and addenda

Works	< 300 000	>= 300 000
Supplies	<= 150 000	> 150 000
Services (***)	< 200 000	>= 200 000
Grants	<= 100 000	> 100 000

(*) **IMPORTANT:** These amounts are the same as the ceilings mentioned in section 4.2 of the present practical guide.

(**) International tender dossiers are prepared by the European Commission.