

Request for Approval or Delegation for Project Document that includes Construction Works

In line with the Programme and Project Management policy on [Appraise and Approve](https://popp.undp.org/node/1896), which sets out mandatory UNDP authorizations and approvals in respect of Works, the Resident Representative must obtain specific authorization from the Regional Bureau Director prior to approving a project document, or any substantive revision thereof, that proposes UNDP support to Works above $200K.

The CO may either request the Regional Bureau Director approval for a specific project or a delegation of authority to approve Construction projects above $200K, if the CO has proven experience in implementing construction works across projects/programme.

|  |
| --- |
| **A. GENERAL INFORMATION** |
| 1. Requesting Business Unit |       | 2. RR/Head of BU name |       |
| 3. Date of request | Select date | 4. Signature of Head of BU |  |
| 4. Purpose of request  | Choose an item. |
| 1. For approval for specific project/activity, complete all sections except for Section C.
2. For delegation to approve construction projects, complete all sections except for Section B.
 |
| **B. REQUEST FOR APPROVAL OF SPECIFIC CONSTRUCTION PROJECT OR ACTIVITY**  |
| 5. Request for | Choose an item. | 6. Type of Project  | Choose an item. |
| 7. Project # and title |  |
| 8. Donor |  | 9. Beneficiary |  |
| 10. Project budget |  | 11. Expected budget of works component  |  |
| 12. Brief summary of project scope and type of works  |  |
| 13. Has a feasibility study been undertaken? By whom and what’s the conclusion of technical and financial viability.  |  |
| 14. Assessment and outcome of the Social and Environmental Screening Procedure for the project (s)/programme |  |
| 15. Identified Risks and mitigation measures |  |
| 16. Describe the enhanced monitoring and qualıty assurance activities and measures that will be/are included in the Project Document |  |
| **C. REQUEST FOR APPROVAL OF DELEGATION OF AUTHORITY TO APPROVE CONSTRUCTION PROJECTS**  |
| 17. Justification and Need for Delegation | [ ]  Proven previous experience in construction works[ ]  New Project (s) coming on stream | [ ]  Crisis or Emergency[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 18. Brief Justification Details*Attach any relevant documents* |  |
| **D. FINANCIAL AND PROCUREMENT DATA**  |
| 19. Annual Financial Delivery of the Office  |
|

|  |  |  |
| --- | --- | --- |
| Year | Total delivery incl. procurement | Total Construction Procurement Volume |
| Past fiscal year [actual] | USD       | USD       |
| Current fiscal year [target] | USD       | USD       |

 |
| 20. Historical and expected works contracts |
|

|  |  |  |
| --- | --- | --- |
| Value of contract [USD] | Number of Works Contracts above $200K issued during last 12 months  | Estimated/expected number of construction works next 12 months |
| 200,001 - 300,000 |        |       |
| 300,001 – 500,000 |        |       |
| 500,001 – 1 million |        |       |
| Above 1 million |        |       |

 |
| **E. PROCUREMENT STAFF AND ENGINEERING CAPACITY/ RESOURCES**  |
| 21. Does the Country Office have sufficient technical expertise available to the project to ensure that construction specifications are adequately and timely defined/specific to ensure efficient, effective and transparent construction management? Provide brief details. |  |
| 22. List of Procurement Officers and Engineers – *Please list the Head of Procurement first* |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Name  | Title | Contract Type and Grade | Highest CIPS Certification Level |
|  |  |  |  |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| 23. Will the Country Office engage a Consulting Engineering Firm? If so, provide details (where applicable) |  |

 |
| **F. OTHER INFORMATION**  |
| 24. Does the Country Office have a proven track record in successfully managing construction projects/contracts? Provide brief details.  |  |
| 25. List the previous construction works above $200K implemented by BU last 3 years |
|

|  |  |  |
| --- | --- | --- |
| Description | Duration | Value  |
|  | From Select date to Select date | USD       |
|  | From Select date to Select date | USD       |
|  | From Select date to Select date | USD       |
|  | From Select date to Select date | USD       |
|  | From Select date to Select date | USD       |
|  | From Select date to Select date | USD       |

 |
| 26. Lessons learnt from previous construction works  |
|

|  |  |
| --- | --- |
|  | 4. |
|  | 5. |
|  | 6. |

 |
| 27. Details of Contract Management and Monitoring measures implemented by BU for construction works |
|

|  |
| --- |
|       |

 |
| 28. Latest Audit Rating and investigations (if any) |
|

|  |  |  |
| --- | --- | --- |
| Type of Audit | Year of Audit | Audit Rating |
| Country Office  |  | Choose an item. |
| Construction projects/programme |   | Choose an item. |
| Specific comments related to Procurement function in Audit report and corrective actions implemented by the CO: |
|

|  |  |  |  |
| --- | --- | --- | --- |
| 29. Current DPA | Choose an item. | 30. Current IDPA Expiration Date*(if applicable)* | date |

 |
| Endorsement by Head of the Business Unit:Name & Title: Signature: Date: |

 |

Completed and signed Request for Approval or Delegation for Construction Works form along with supporting documents as appropriate should be submitted to respective Regional Bureau Operations Advisor with copy to the Regional Procurement Advisor.

|  |
| --- |
| Assessment of available capacity, possible risks and risk mitigation measures to be adopted:( Regional Procurement Advisor in discussion with RACP Chair) |

 **BUREAU DIRECTOR DECISION:**

|  |
| --- |
| Reviewed by:(Regional Bureau Operations Advisor/delegated official in the Bureau)Name: Signature: Date: |
| Recommendation/ Comments: |
|  Approval Rejection Name: Signature: Date: |