

Toolkit for

THIRD PARTY INSPECTION AND MONITORING



Third Party Inspection and Monitoring : Objectives



Goal:

To evolve a state level mechanism for Third Party Inspection and Monitoring of Projects sanctioned under JNNURM. This process will keep track of physical and financial progress of projects throughout the project life cycle.

Specific Objectives :

Enable the State Level Nodal Agencies to appoint TPIM Agencies for review and monitoring of all JNNURM projects implemented by ULBs, parastatals and other implementing agencies.

Bring standardisation and consistency in the process, functioning and scope of activities of external TPM Agencies engaged for monitoring of JNNURM projects.

Provide a structured report on the projects under JNNURM.



Need for TPIM



Mission Directorate, MoHUPA is currently implementing a web enabled Management Information System (MIS) for JNNURM Project Tracking and Integrated Urban Poverty Monitoring System (IPOMS). The system is designed to capture physical and financial progress of JNNURM schemes, to be used for the release of subsequent installments.

This information is cross verified with independent report from TPIMA, to identify the constraints and issues in the project implementation and enable a corrective action if necessary.



Specific Objectives of TPIM



- Better project quality.
- Cost control.
- Time control.
- Improved planning and budgeting.
- Control over fund flow and utilisation.
- Measuring project outputs.
- Measuring impact of JNNURM.
- TPIMA would ensure that suggestions and recommendations received at each stage of the project appraisal are incorporated in the implementation of projects. They will ensure feedback to all key stakeholders.

Scope of Services and Deliverables



PRE CONSTRUCTION STAGE

- Examination of project documentation wrt sanctioned covenants
- Report on targeted beneficiaries of the scheme (whether socio-economic surveys, biometric identification, stakeholder consultations etc. done)
- Review of land requirement/ availability and other clearances to begin construction
- Examination of bid documentation and bid process.
- Review of Project Implementation Plan and procurement process
- Review of site preparation
- Review of Project Management Mechanisms/ Structures (PERT/ CPM charts)
- Review of probability of cost and time overruns during pre-construction

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Scope of Services and Deliverables



CONSTRUCTION STAGE

- Report on compliance to statutory requirements
- Report on safety and health aspects
- Report on convergence of scheme with education, health and social security
- Report on beneficiary participation in the project
- Report on physical progress of the project
- Report on financial progress and fund utilisation
- Report on quality assurance systems and project quality
- Report on social infrastructure and aesthetics
- Report on variations wrt sanctioned covenants
- Report on cost variations and time overruns
- Report on remedial measures to improve physical & financial progress and quality of scheme
- Report on progress of resettlement and rehabilitation, if any
- Report on court cases/ litigation

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Scope of Services and Deliverables



COMMISSIONING, TRIAL RUN AND TESTING STAGE

- Report on assets created
- Reports on completion of projects
- Requirement of Operation and Maintenance (O&M)
- System of O&M
- Capacity of staff of ULB
- Training requirement of staff

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Scope of Services and Deliverables



POST CONSTRUCTION STAGE

- Report on functionality and usage
- Report on O&M of assets created, including common amenities
- Report on social and environmental impact analysis
- Report on user/ beneficiary satisfaction
- Report on capacity created
- Report on overall performance and sustainability of assets created



Role of TPIMA



TPIMA would function till one year from the filing of project completion report and give a final report on the overall performance of the projects. The agency will undertake:

- Desk review of documents and periodical site visits
 - Ensuring that project documents, output, specifications, estimate of quantities, work packages, project implementation plan, on-site monitoring system, temporary connections, worker accommodation, labour insurance, procurement & storage of materials, inventory management, delivery, handover, exit and financial closure plans are in place.
 - Site visits will be organised at different stages, as indicated by implementing agencies as milestones in their workplan.
- Filing and uploading of all inspection reports in the prescribed online monitoring system of the Mission Directorate as well as by sending reports to SLNA and Mission Directorate. The reports will be sent at monthly/quarterly interval during construction stage and at least one report during other stages.

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Role of TPIMA



- Capture moderated and structured perceptions of the beneficiaries on various aspects of project implementation like project rationale, strategy, outcomes, results, rights & responsibilities of stakeholders.
- Estimate the degree of beneficiary buy-in as regards to the project(s)
- Capture qualitative feedback in narrative and in separate documents



Reporting Format



The TPIMA would essentially report in the following format:

- Baseline of the Project, including necessary clearances, approvals, administrative, technical & financial sanctions, benchmarks adopted etc .
- Outcomes of the project (at initiation milestone)/ the specific milestone- expected physical & financial progress.
- Observed physical & financial progress including execution process at the ends of SLNA & implementing agency.
- Compliance and exception reports in process trail, technical and qualitative standards, financial propriety and integrity. Certification, if any must be clearly mentioned.
- Recommendations as to how to reduce exceptions, including if milestones need to be re-phased or any process may need to be streamlined.
- Follow-up action of the report, which would be ascertained in the next report.



Financial Support



- TPIMA to start review with site visits for the projects where tenders have been invited or where construction had commenced after familiarising with documentation.
- TPIMA to raise quaterly or half yearly bills and the payments to TPIMA would be made by SLNA.
- The reimbursement of expenditure to SLNA by the Mission Directorate will be subject to the submission of the following documents:
 - Copy of the contract
 - Copy of invoice raised
 - Evidence of the payment made to TPIMA by the SLNA



Selection of TPIMA



- A Consultancy Evaluation Committee, commissioned by the Mission Directorate finalised the list of empanelled agencies.
- The list, by no means, is binding on State/Uts and SLNA may appoint agencies outside this list by adopting transparent competitive bidding process.
- Selection of TPIMA is to be done by SLNA. After selection, SLNAs are required to submit the proposal for concurrence to the Mission Directorate alongwith a certificate that the due and transparent bidding has been followed as per guidelines.
- Appointment of Agencies should be done in accordance with the Bands to which they are eligible. An Agency qualified for higher band is eligible to execute work in respect of lower band.



Conflict of Interest



- Any agency involved as a consultant in project preparation, supervision or implementation work in any of the JNNURM projects.
- The team members of TPIMA should not have been employed by any City or State level government agency in the 5 years preceding this contract in a particular state
- Any agency blacklisted or debarred would not be eligible for appointment of TPIMA.



Roles and Responsibilities



Central Level- Mission Directorate, MoHUPA

- ▶ Provide concurrence on the engagement of TPIMA, as selected by the concerned SLNA
- ▶ Review the reports periodically, submitted by TPIMA
- ▶ Monitor progress of projects on basis of self-reporting by the SLNA/ULB and independent reporting by the TPIMA.
- ▶ If necessary, seek clarification from TPIMA, with information to the SLNA.
- ▶ Advise the state on quality of reports, submitted by the TPIMA. If performance of TPIMA is considered unsatisfactory, the Mission Directorate may advise the SLNA to take corrective action.
- ▶ Provide financial support and reimburse the expenditure towards appointment of TPIMS as per guidelines.



Roles and Responsibilities



State/UT Level- State Level Steering Committee (SLSC)

- ▶ Approve the selection of TPIMA by the SLNA and recommend the proposal to Mission Directorate for concurrence.
- ▶ Take note of physical and financial progress of JNNURM projects and other issues identified by the TPIMA.

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Roles and Responsibilities



State/UT Level- Programme Management Unit (PMU)/ SLNA

- ▶ Appoint a suitable agency with the required experience and expertise as TPIMA.
- ▶ Communicate through SLNA to all ULBs/ Project Implementation and Execution Agencies to provide necessary assistance to the TPIMAs for conduct of peridical review and monitoring.
- ▶ Ensure the performance of TPIMA as envisaged in the contract and that the reports are submitted regularly.
- ▶ Review and examine the reports of the TPIMA, scrutinize issues highlighted by TPIMA and initiate corrective action.
- ▶ Ensure that SLSC and Mission Directorate have access to all review and monitoring reports, in a timely manner.
- ▶ Report to the SLSC, the progress in implementation, and highlight the issues and constraints that need intervention of SLSC.
- ▶ Make periodic payments to the TPIMA for claims of reimbursement from the Mission Directorate, MoHUPA.



Roles and Responsibilities



City/Town Level- Project Implementation Agency/ Unit or ULB

- ▶ Coordinate with Project Execution Agency (PEA).
- ▶ Schedule the visits of TPIMS across different projects in the city.
- ▶ Provide required documents, key officials for meetings and other support required by TPIMA.
- ▶ Ensure that TPIMA files their report in a timely manner.
- ▶ Coordinate with the PEA to ensure that the project progress is regularly updated on the IPOMS.
- ▶ Examine the reports of the TPIMA and the issues highlighted therein.
- ▶ On the basis of TPIMA reports, take up coordination with various agencies for resolving bottlenecks in implementation.
- ▶ Coordinate with PMU and Mission Directorate, MoHUPA, to facilitate smooth and effective functioning of the TPIMA.



Roles and Responsibilities



Project Execution Agency (PEA)

- ▶ TPIMA is expected to have intensive interactions with the PEA.
- ▶ PEA need to provide all necessary documents, access to project sites, time of its senior personnel and engineers, and enable interactions with consultants and contractors, and other support required by TPIMA to carry out its mandate.
- ▶ Maintain details of all project related documentation during the life cycle of the project at the project site office/ nearest office.



Thank You