

For PSC # 3 - 31. Jan. 2007

Progress Report -
AUG 2006 to JAN 2007

Short Term Technical
Assignments
Facility

**URBAN ENVIRONMENT
MANAGEMENT PROGRAMME**

The Short Term Technical Assistance facility

This facility of the Urban Environment Management Programme is a SHORT CUT to technical assistance, available to all partners: Each partner can order the procurement of up to 30 days of technical assistance for specialist jobs needed to the administration. Technical experts can be procured from SA and the rest of the world. The jobs to be done must be in line with the scope and the objectives of the programme.

The SHORT CUT consists in that the PSC Secretariat will in collaboration with the partner find a suitable technical expert, do the actual procurement, handle the financial management and logistics. And the UEM-programme will pay the expert. All the partner should do is write a TOR and manage the assignment, while ongoing. More about this in reference 1.

Developments, August 2006 to January 2007

Partners and the PSC Secretariat have developed the facility in the following steps:

- Programme documents and inception documents allocate 4 mill Rands per year to the facility. At the inception workshop in Mageliesburg 1-3 Aug. the partners discussed procedures and guidelines for prioritization. This fed into a Manual on how to access the funds (with procedures, and templates), available to all partners since 31 August.
- To cover the technical and managerial tasks of procurement a contract was negotiated between DEAT and the procurement company, Charles Kendall & Partners / Iseloleko + signed on 28 August.
- Needs and wishes of the 10 partners have been discussed in meetings and communications between the partners and the International Program Advisor. Proposals have been summarized in Catalogue of IDEAs, which was available on 7 November 2006. Having your idea in the catalogue does *not oblige* a partner to execute a project. The purpose of the document is simply to inform and inspire the other partners by telling who is working with what.
- 100 + CVs of South African and International Experts are as of now compiled in a CV data base, which is continuously being updated in the PSC-Secretariat. All may be used, either for STTA-assignments or for the partners' own procurements for other activities, in the programme or in the administration. *Partners and consultants are continuously encouraged* to submit suitable CVs to improve the data base. The data-base was made available (on CD-ROM) to each partner administration in January 2007. Partners can request more and updated CD-ROMs from the PSC Secretariat.

Projects in execution and in pipeline

An overview of the ideas and projects discussed with indication of their current status is shown in table 1 overleaf. The table is a summary of the ideas presented and shows

- 5 have been approved by the PSC and entered procurement
- 31 wishes and ideas which have been discussed. Most of these need to be focused in proper ToR to materialize.

In addition the facility is constantly open to new ideas, and wishes for assignments to be done for the 10 partners. All employees of partner administrations can contact the

IPA (ble@deat.gov.za – 012 310 3228) for a dialogue on how to take the idea or the need further.

Financial assessment

The facility follows the National Budget year (1. April – 31. March). According to the current overview total of 5+ projects will have entered procurement, by the end of the budget year. Due to rules of payment (mostly after the jobs are done) will not be paid in full in 2006. Thus the actual spending on the facility will be modest in the budget year 2006. **It is suggested** that this money be re-entered into the facility in the budget year 2007.

Issue for discussion

Overall the facility is in place. Ideas are in place. The first projects rolling. The task ahead could be to make this facility known broadly in the administrations, so as increase the levels of activities (and dispersement). Overall we need advise on this.

Other issues

- **Simplification** of applications: The templates, drafted on the basis of the Mageliesburg Workshop in August, are perhaps a bit heavy to work with. A simple template for TOR and some guidelines for this would be easier to work with and do the job. TOR could also be the copy of a “normal TOR” of the institution proper, so as to make the “work of transfer” as simple and smooth as possible.
- **The procurement of core projects (individual partners UEM-budget)** must comply with the rules for procurement of the institution in question. However having this in place the UEM facility could do the procurement proper. This would request time for the IPA and a fee for the procurement company. The procuring institution will also have to enter agreements about payment etc. in each case with the procurement company.

Annexures

1. Overview of STTA-projects, UEM January 2007
2. Letter to all partners: 100 CVs of technical experts – 070124 ble

References

- 1 Manual STTA in EUM - 1. ed 060831 ble
- 2 Catalogue of IDEAs - STTA in EUM - 1. ed 061107 ble
(annexes to the C1 Progress report)