



**DESIGN AND DEVELOPMENT PROCEDURE**

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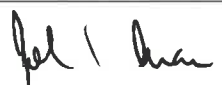


Issue date: 25/09/2018

Revision Number: 00


Approved By: Chief Executive Officer

Last Revised:

**TITLE: DESIGN AND DEVELOPMENT PROCEDURE**

	NAME (print)	SIGNATURE	DATE
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REVIEWED BY:	Project Steering Committee		25/9/18
APPROVED BY:	Chief Executive Officer		25.9.18

**CONTROLLED**

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## 1. Purpose

To prescribe a process for the design, planning and development of projects within the Ministry of Tourism.

## 2. Scope

This procedure applies to all design, planning and development of investments that are at the conceptual stage and require further feasibility assessment and detailed plans for execution. This applies where the project does not have set rules, procedures or standards which are set out by the external partners for the execution of design, planning and development activities.

## 3. Responsibility

The respective Program Managers will be responsible for the execution of this procedure, where applicable.

The officers responsible for Procurement and Technical Officers responsible for execution of eligible project activities shall support the execution of this procedure, where applicable.

## 4. Definitions

**Project-** for the purposes of this procedure, Project signifies a specific project activity, idea or concept that may exist as an isolated project or be part of a larger program.

## 5. Procedure


### A. Works and Physical Infrastructure Projects

**5.1** Where this is a infrastructure project that is at the conceptual stage, and requires further refinement, the Program Manager and support team shall procure the services, if in-house capacity is not available, of a qualified consultant to provide services to carry out the design, planning and full development of plans for subsequent execution.

**5.1.1** Prior to commencement of the Consultancy indicated in 5.1, the Program Manager shall ensure that the available budget allocation for the project is determined and set, that land tenure (if applicable) is confirmed, and that the Project Team collates and has ready all necessary supporting documentation, conceptual designs, checklist, etc. for issuance to the Consultant.

**5.1.2** The Program shall ensure that the Terms of Reference indicated in 5.1, shall set out in detail the general process determined hereinafter.


**5.2** The Consultant will be tasked with carrying out pre-feasibility assessments and consultations with key project partners determined within a compiled stakeholder list to be provided by the Project Manager, with the objective of refining the concept plans for the project.

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- 5.3** The draft refined Concept Plan shall be submitted to the Program Manager within three (3) months of commencement of the Consultancy for review and comments. The refined concept plan shall include for physical infrastructure projects: Floor Elevations, Schematic Drawings, Perspective Survey, Floor Plans.
- 5.4** The refined Concept Plan shall be submitted to the Ministry, and where relevant, the Project's Steering Committee and to the funding agency for review and approval. If no approval is received, Program Manager shall revert to the consultant for changes and amendments.
- 5.5** With the approved refined Concept Plan, the Consultant shall then be tasked with drafting a Design and Development Package, which shall include detailed specifications, approval from the Central Building Authority, Program of Works, Engineering and Detailed Architectural Plans, and Bill of Quantities.
- 5.6** Submission of a Draft Design and Development Package shall be carried out within four (4) Months after approval of refined Concept Plan.
- 5.7** The Project Manager shall ensure that revision, comments and final submission of Design and Development Package shall be carried out one (1) Month after the submission of the Draft Design and Development Package
- 5.8** When approval is received the Project Manager and officer responsible for procurement shall compile the final Package, along with Draft Contract, Request for Proposals, and other supporting process and carry out the requisite procurement process.
- 5.9** Upon selection of Contractor/Consultant the Program Manager shall within the process of negotiation with selected Contractor ensure that the scope of works, and budget are understood, revised if necessary, and finalized prior to completion of negotiations.
- 5.10** Upon signing of contract and commencement of works, the Program Manager shall ensure that the Physical Planner, Engineer, or technical officer in charge of the project, shall carry out period inspection of the works, at minimum at every 25% of progress of the work plan.
- 5.11** The Physical Planner/Engineer/responsible tourism officer shall develop an inspection report and shall submit to the Program Manager for approval. Where there are changes being recommended for the scope and budget of the works, this shall come in the form of a Change Order, and shall be processed through the requisite approval process with the Ministry of Finance, funding agency and other relevant partners, where this may be applicable.
- 5.12** At the end of the work activities, within two (2) weeks, the officer responsible for the project shall develop a Completion of Works Certificate and a Final Inspection Report noting the results of works and any additional information, pertaining to the status of the facilities constructed, that officially deem the works completed.

*B. Consultancy Services- Soft Components*

- 5.13** Where there is the need to execute a project primarily relating to provision of consulting services for matters pertaining to soft outputs, such as studies, surveys, management plans, etc., and where there is no internal capacity to carry out these services, the Program Manager is responsible to procure the services of a Consultant to execute this activity.
- 5.13.1** The Program Manager and responsible technical officer shall ensure that a compilation of all necessary supporting documents, stakeholder lists, etc., is carried out prior to the commencement of the Consultancy.

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- 5.14 The development of a project shall be first submitted to the CEO for consideration via a Concept Paper, which shall provide general information on objectives, alignment with Ministry's or the Program's objectives, intended outputs, outcomes, budgetary requirements, and general breakdown of proposed activities.
- 5.15 This shall be reviewed and feedback shall be provided by the CEO or his/her designate, with revisions made by the responsible technical officer within a period of one (1) month. At the end of this one (1) month period, the final Concept Paper shall be submitted for Approval.
- 5.16 Approval of Concept Paper shall be carried out by the CEO or his/her designate within a maximum period of three weeks. If further refinement is required, this shall be returned for review by the Consultant or the responsible technical officer.
- 5.17 Once Concept Plan is approved, the responsible officer or consultant shall submit a detailed workplan and budget for review by the Program Manager, and subsequently the CEO. Review and approval of the Workplan and Budget shall take no more than one (1) month.
- 5.18 Once approval is received in 5.17, execution of the activities shall commence. Where there is a necessary partnership with project partners, a Memorandum of Understanding indicating the responsibilities of each party can be developed and drafted and shall be executed prior to the initiation of any project activity. Where there is procurement of goods or services required, this shall follow the prescribed procurement procedures.
- 5.19 Program Manager shall ensure that implementation update reports are received based on the agreed upon work plan by the responsible officer or consultant, where no inspection report is scheduled, reports shall be made at every 25% of progress, as per the work plan. Where implementation update reports require a change in workplan, budget or scope, this shall be received with proper justification for consideration by the Program Manager, CEO, and/or any other relevant entities or officials.
- 5.20 Final Approval of Inspection Reports will lie in the Program Manager, and where relevant the CEO or his/her designate and shall take no more than two (2) weeks after receipt of the Final Draft Inspection Report.
- 5.21 At the end of the project, within two (2) weeks of completion, the responsible technical officer shall prepare a final inspection report and completion certificate for submission and approval by the Program Manager, CEO, and other relevant entities or officials.

## **6 Documents/Reference**

## **7 Records**