LIMPOPO PROVINCIAL GOVERNMENT
INFRASTRUCTURE DELIVERY IMPROVEMENT PROGRAMME (IDIP)

LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

HOD: Sign:

INTEGRATED DEPARTMENTAL LOG FRAME
Version Final - February 2011

Out Put	Key Performance Areas (KPA)	Means of Varification (MOV)	Activities Work Breakdown Structure (WBS) Aligned with Goal and Purpose	Departmental Deliverable
	Co-operative governance established within all relevant spheres of government participating in the delivery of infrastructure in general and in IDIP in particular.	Departmental infrastructure communication strategy, in place and functioning	Notice of planned strategic intervention Call for interest and input into discussion document Drafting discussion document and Corporate diairy. Circulating discussion document open for comment and correction Workshop on communication strategy and crossfunctional teams Final draft of communcialtion strategy HOD approval of communication strategy	Departmental Infrastructure Communication Strategy
		Record of departmental specific infrastructure forums, consultation, meetings and minutes • Departmental working Group (DWG) • Inter Business Unit Meetings (IBUM) • Construction Management • Properties & Facilities Management • Corperate Services • Finance • Strategic management	Draft a request for specific secretarial support to the Departmental Co-operation Committee (DWG) Determine relationship, interface and job allocation principles of the secretariat Draft job design and job description Presentation to Core business units and/or executive management. Submit for approval via HR to HOD Approval of secretarial post and duties	Functional secretariat Forum's records i.e. agendas, minutes and attendance registers, focused information discemination
1.1		Record of interdepartmental and municipal consultations pertaining to infrastructure delivery needs and priorities in place (promoting integrated planning) •LDOE • LDHSD • LPT • LOTP (TWG) • Infrastructure Development Cluster (IDC) • IDT • Other Projects • District Municipalities	Draft a request for specific secretarial support to the Departmental Co-operation Committee (DWG) Determine relationship, interface and job allocation principles of the secretariat Draft job design and job description Presentation to Core business units and/or executive management. Submit for approval via HR to HOD Approval of secretarial post and duties	Interdepartmental and municipal and other engagement, records i.e. agendas, minutes and attendance registers, formal information discemination
		Develop current and updated Strategic/Service plans	Request to all Business Units (BU) for drafts of Unit specific business proposals and plans Complie a consolidated set of inputs Submitt draft document for comment to all BU's Receive input from BU's Complie draft document for executive management approval Present document to Ececutive Management Finalise document for HOD and MEC approval	U-Amps - C-Amps IPMP's - IPIP's Records Signed SDA or SLA Functional Strategic Planning Hub Cross functional interdepartmental teams
	The Infrastructure Delivery Management System (IDMS) implemented by provincial departments	Record of structured Infrastructure Delivery Management (IDM) Toolkit training	Liaise with CIDB on IDM toolkit training Plan departmental IDM Toolkit training with follow-up and refresher courses. Conduct Toolkit training Submit training report and attendance registers to GM Infrastructure Operations for oversight	Training plans & dates Attendance records & training report

1.2		Evidence of IDM Toolkit templates utilised by officials in infrastructure delivery.	IDM toolkit monitoring tool and checklist Inform Project Managers and other relevant officials of oversight exercise Conduct site visits, complete oversight monitoring tool & checklist Compile a report of findings and recommendations	Monitoring Tool and checklist reports Performance recommendations (assessment)

	Facilitate the development and implementation of a departmental specific Human Resource (HR) strategy for the IDMS	Record of consultation and engagement with IDIP & the HR Strategic Task Team	Darft proposed diary of consultations and engagement between IDIP and HR Hold intervention sessions Produce minutes attendance register and report of consultation	Number of strategic interventions and meetings
		"As is" process map for infrastructure delivery in the department	Determine criteria in consultation with DCC for "As is" process map. Engage Business Units on process map. Consolidate "As is map and submit to HOD for approval.	Number of strategic interventions and meetings
		"To be" process map for infrastructure delivery in the department aligned with IDMS in IDM Toolkit and implemented	Following on from "As is" map engage DCC on "To be" map proposal. Syncronise activities of the "To be" map with IDMS and political priorities recorded in the LEGDP including the Infrastructure Summit Resolutions. Submit "To be" map for approval to HOD Process Map submitted to IDC and TWG.	Number of strategic interventions and meetings
		SWOT Analysis report, Infrastructure Diagnostic Tool and departmental Risk Log	Plan SWOT analysis, Diagnostic Tool and Risk sessions in line with MTEF programme alignment Undertake interventions	Number of SWOT reports and risk logs completed
1.3		Generic Job Description for infrastructure posts supporting the IDMS developed and available	Draft extensive job designs for discussion Submit draft designs to DCC, comment and corrections Draft final job designs to HOD for approval	Relevant & current Job descriptions
		Approved departmental infrastructure staff establishment and organizational structures for infrastructure units available and operational	Determine work breakdown structure Prioritise work specific activities Detailed job designs Submit to Infrastructure Strategic Planning Hub	Approved departmental organisational establishment
		Departmental attraction and retention strategy and policy for infrastructure personnel available	Determine work breakdown structure Prioritise work specific activities Detailed job designs Draft attraction and retention strategy and policy in line with technical priorities and skill requirements Sibmit to Infrastructure Strategic Planning Hub	Departmental attraction and retention policy and strategy
		Infrastructure Recruitment Strategy and Process in place and implemented by HR units in participating departments	Draft policy discussion document on infrastructure recruitment for HR units in participating departments. Present discussion document to DCC for input and comments Finalise darft infrastructure policy recruitment document. Submit to Executive Management, input Obtain HOD apporval on revised and consolidated document Circulate document via IDC and TWG to all departments	Departmental attraction and retention policy and strategy
		Establish a record of infrastructure personnel in the province	Draft memo, notify TWG and IDC of proposed infrastructure personnel record policy creation. Obtain feedback Draft final document for HOD approval and submission to all Provincial departments	Provincial Departments infrastructure organisational establishment

1.4	Through co-operative governance, implement the change enablement methodology and guidelines to create and maintain an enabling environment for a functional IDMS	Record of training and consultative sessions pertaining to the Change Enablement methodology and guidelines	Determine the vacancy percentage of infrastructure personel from the records and establishments determined by MOV 3.1.9 Impelment recruitment and retention policy perscripts. Using the approved establishments Determine through M&E ongoing, the effectiveness of the strategies and the specific vacancy challanges	Departmental organisational establishment and vacancy list
		Infrastructure Diagnostic Tool, SWOT Analysis and Infrastructure Risk Management training conducted and recorded	Plan comprehensive skills audit (draft) Scope range detail and other specifics. Draft scoping and competence profiles Draft benchmark values acceptable to the current political climate Draft motivation and memo for DCC Make presentation to DCC and other stakeholders. Finalise documentation for audit Undertake audit with approved skills audit plan, including scope and benchmarks Compile report on the findings of the audit	Departmental skills audit reports
		Bi-annual departmental infrastructure SWOT analysis	Using the skills audit outcomes plan capacitation and training sessions for relevant officials Consult with various roleplayers and inform GM's of plan of action Conduct training and capacitation sessions Complete attendance registers and reports together with performance appraisals	Departmental skills training reports
		Provincial (Infrastructure) Risk Management System (PRMS) and plan, developed and implemented	Consult budget Using the skills audit outcomes plan group and skills specific training sessions capacitation and training sessions for relevant officials Consult with various roleplayers and inform GM's of action plan for training Conduct training Obtain reports from officials, participants	Departmental skills training reports
		Mitigation plans incorporated into Provincial Work Plan and monitored accordingly	Determine budget for training and development needs Call for tenders on specific topic training Evaluate and award service providers Conduct training	Departmental skills training reports

1.5	Knowledge Management Community of Practices established and functioning in the department	Record of quarterly Knowledge Management Community of Practices meetings and participants	Establish if any current training records are available Consult records and assess quality and content of records Determine if secretariat exists Make assesment of skills and ability Plan capacity needs Conduct capacity training if necessary Revisit minutes of meetings make recommendations	KM Minutes and attendance registers
		Record of lesson learning interventions addressed during Knowledge Management Community of Practices meetings	Establish if any current training records are available Consult records and assess quality and content of records Determine if secretariat exists Make assesment of skills and ability Plan capacity needs Conduct capacity training if necessary Revisit minutes of meetings make recommendations	Reports of KM learning sessions
		Case studies and best practice methodologies developed and utilized by departmental infrastructure officials and TAs and submitted to DWG	Conduct desktop study into current practices Draft various case studies for utilization Hold consultative session with DCC and make presentation Receive input and recommendations Compile reports on and suggestions for relevant interventions Draft case study reports at all KM sessions Make presentations to DWG (DCC)	Number of case study reports and interventions made

Logframe Output 1: Effective functioning of the institutional arrangements and enabling environment for infrastructure delivery in the province

2.1	HR Departmental Infrastructure Situational analysis completed for the department	Comprehensive list of all vacancies within respective organisational structures of infrastructure units in departments	Determine the vacancy percentage of infrastructure personel from the records and establishments determined by MOV 3.1.9 Impelment recruitment and retention policy perscripts. Using the approved establishments Determine through M&E ongoing, the effectiveness of the strategies and the specific vacancy challanges	Departmental organisational establishment and vacancy list	
		Comprehensive Skills Audit of the knowledge base, skills and competency profile of infrastructure officials benchmarked against the IDMS process map	Plan comprehensive skills audit (draft) Scope range detail and other specifics. Draft scoping and competence profiles Draft benchmark values acceptable to the current political climate Draft motivation and memo for DCC Make presentation to DCC and other stakeholders. Finalise documentation for audit Undertake audit with approved skills audit plan, including scope and benchmarks Compile report on the findings of the audit	Departmental skills audit reports	
		Training and skills gap list for infrastructure officials exists	Using the skills audit outcomes plan capacitation and training sessions for relevant officials Consult with various roleplayers and inform GM's of plan of action Conduct training and capacitation sessions Complete attendance registers and reports together with performance appraisals	Departmental skills training reports	

2.2	IDMS led infrastructure training and developmental needs for infrastructure stakeholders, role players and officials identified and captured	Approved organisational structure for relevant infrastructure units within participating provincial departments available	Develop a discussion document on departmental infrastructure units Make presentation to the Departmental strategic infrastructure planning hub Draft submission to IDC, obtain HOD approval. Make submission to IDC and TWG Obtain Exco approval	Approved departmental infrastructure organisational plans
		Detailed list of all infrastructure stakeholders, role players and officials available and linked to the above	Draft request to all Provincial departments, to submit populated organisational establishments Consolidate and draft integrated infrastructure network. (Maximise scarce skill usage)	Populated departmental infrastructure organisational plans
		Record of training and consultative sessions pertaining to the Change Enablement methodology and guidelines	Establish scope of training interventions Present scope to DCC for input and discussion Draft plan for consultative & training sessions. Obtain HOD approval	Training reports and attendance registers
2.3	Integrated infrastructure training and development program compiled and executed for all infrastructure officials in the province	Group and skills specific Training and Development plans available	Determine budget for training and development needs Call for tenders on specific topic training Evaluate and award service providers Conduct training	Departmental skills training reports
		Departmental training records for:		Departmental skills training
		•IDM Toolkit Training		Departmental skills training
		•User Asset Management Plan (U-AMP) linked with Custodian Asset Management Plan (C-AMPs), budgetory processes and relevant Service Delivery Agreements (SDAs)		Departmental skills training reports
		•Infrastructure Reporting Model (IRM)		Departmental skills training
		•SWOT/Infrastructure Diagnostic Tool Analysis		Departmental skills training reports
		•Risk Management		Departmental skills training
		•Change Enablement		Departmental skills training
		•Interpersonal Skills		Departmental skills training
		•Stakeholder Management		Departmental skills training
		•Team Building and Collaborative Work-Assignments		Departmental skills training reports
		•SCM (including Procurement Management)		Departmental skills training reports
		•Program Management		Departmental skills training
		•Project Management		Departmental skills training
		•Financial Management		Departmental skills training
		•Cost benefit analysis/capital project appraisal)		Departmental skills training reports
		•PMIS		Departmental skills training
		•National Health Information System (NHIS)		Departmental skills training
		Evaluation reports on training interventions and the impact thereof on officials service delivery		Departmental skills training reports

2.4	Mentorship and coaching training programs for infrastructure Champions and Senior Officials in participating Provincial Departments in place	Record of coaching agreements/plans between TAs and their infrastructure officials counterpart(s) for skills transfer	Draft proforma scope of coaching agreements Benchmark best practice and case studies Make a presentation to DCC for input and suggestions Draft final coaching agreements and submit to HOD for approval	Approved coaching agreements
		Records of structured training interventions and consultations	Determine budget Draft scope of training interventions Consut with various stakeholders on content of interventions, content and form of report Conduct intervention Produce records through reports of training interventions	Training intervetion plans and reports
		Record of specialized coaching/mentoring interventions	Determine budget Draft scope of specialist coaching interventions Consult with various stakeholders on content of interventions, content and form of report Conduct coaching/mentoring intervention Produce records through reports of interventions	Coaching/mentoring reports
		Consolidated report on training and development interventions of all infrastructure officials	Conduct interventions as required by training masterplan Obtain all reports and records of training and development intervention Conduct a desktop study Draft a consolidated report of the findings	Monthly, quarterly and annual reports
2.5	Knowledge Management Community of Practice (KM CoP) established and functional for transfer of skills	Record of KM CoP meetings	Draft annual plan of KM CoP meetings, with dates, stakeholders, topics, and specific focus group activities. Conduct meetings Compile minutes, attandance register and reports of recommendations	Minutes and attendance registers
		Case Studies and Best Practice methodologies developed and recorded in accordance with KM guidelines	Study KM guideline and determine scope of work Complete desktop study into best practice methodologies Draft recommendations for DCC	Number of case study reports
		Record of Knowledge sharing interventions applied at local level to departmental counterparts	Following on from the workdone in MOV 4.3.1 Ensure that KM sessions are also made to specific disciplines Compile reports after sessions and submit same to DCC	Knowledge sharing reports
		Record of National Sectoral KM engagements	Draft memo to HOD requesting reports from all officials attending National KM engagements	Reports of KM learning sessions

Logframe Output 2: Skills development in accordance with the approved provincial HR Strategy supporting the IDMS implemented

3.1	Quality asset registers functional for movable and immovable assets (e.g. in accordance with the requirements of GIAMA and PFMA)	Updated, reliable immovable asset register inventory prioritized for Education & Health (NEIMS, NHIS and PREMIS may be the basis of such registers) and other departments, complete with extent, condition and criticality indicators	Determine workplan in accordance with U-Amp guideline. Determine project priorities and time frames in consultation with new alignment model Meeting of Departmental Custodial Forum (DCF) plan work strategy annually.	GIAMA compliance and U-Amps approved
		Updated, reliable asset values (current replacement, depreciated replacement, expected useful life, remaining useful life etc)	Workstudy on Land evaluation and building costs (ongoing) Regular adjustments to schedules according to GIAMA requirements	U-Amps
3.2	Approved infrastructure delivery priority list (Capital and Maintence) for each province aligned to Sector Strategic Plans and Sector Policies (Norms and Standards)	Signed off project list verified against National Strategy and Provincial Strategy documents	Determine project list according to IPMPs received from provincial client departments. Confirmation of project strategy priorities Complete, change or cancel project lists in accordance with strategy documents.	Project list approved, submitted to IDC and TWG
		U-AMP Project List	Using the Guidelines for Users (Version 1; 20th October 2008) Build a draft following the prinicples of a user guideline according to the U-Amp framework. Comply with the headings as perscribe within the guide. Ensure that the composition is in line with Part 4 of the said document (good practice) Appoint teams to work on the Plan. Alternatively use the route of appointing a Professional Service Provider (PSP) Use the recognised selection method. Ensure that the time frames are adhered to in terms of the new alignment model detailed within the IDMS toolkit (see Management Companion V9-1 of 16 Oct 2010) Using the U-Amp determine the listed projects for the current year in consultation with the relevant department	C-Amp & project list each year revised
		Prioritised infrastructure needs supported by signed off project list that inform the MTEF infrastructure (Capital and Maintenance) budget	Draft the scope for a decision, at a decision meeting with the relevant roleplayers. Compile supporting documentation for the meeting. Ensure that all stakeholders are briefed on the alignment model and the budget constraints for the MTEF preiod under review. Conduct a meeting with all the formal requirements of recording so as to ensure PFMA complience. Ensure that the needs of departments are captured in line with the LEGDP and other political proirities of the Province. Draft a final document for approval by the HOD. Make submission to the IDC and the TWG	Strategic planning hub, reports, minutes and recommendations

3.3	Effective implementation arrangements for infrastructure projects	Develop approved organisational structure for relevant infrastructure units within department	Plan qualitative survey on organisational requirements and arrangements Consult with all stakeholders Conduct survey and compile reports Conduct desktop study into infrastructure units Align desktop study with qualitative survey results Draft case studies for consultation with strategic planning hub Make presentation to DCC and receive input Draft new recommendations on organisational structure for Executive Management	Functional Strategic Planning Hub
		Standard menu of implementation options: •PPP •Conventional public sector procurement	Study all relevant documentation Conduct desktop study into PPP using PPP Manual and any other relevant legislation, regulations and specific case studies, draw from CIDB resource. Draft menu options and make presentation to Strategic Planning Hub Draft final menu for HOD approval	Approved work flow and proceedures
		Service Level Agreements	Using IDMS guide and template, with relevant programme manager. Draft department and municipal specific Service Level Agreements Consult with Programme managers on detail and specifics using the information from the IPMP and the U-Amps Make presentation of SLA to the DCC Hold consultative meetings with client departments Produce final document for HOD approval	SDA Education, Health and all other departments
		C-AMP and Workplan,provincial maintenance strategy	Consult all departments U-Amps and plan scope of work. Hold consultative meeting with Directorate Maintenance Management determin gaps and longterm needs Draft strategy for discussion Circulate draft and recieve input Compile strategic workplan for maintenance Obtain HOD approval	C-Amp & asset inventory Condition assessments Provincial maintenance plan

3.4	Effective programme management system for infrastructure projects	Comprehensive project record	Consult all departments U-Amps and plan scope of work. Hold consultative meeting with Directorate Construction management Determine project plans per department, per district, per discipline requirement Determine gaps and longterm needs Draft recommendations Make submission to DCC and Startegic Hub for input Draft final recommendations for Executive management for approval	Project Records updated
		Comprehensive consultant record	Request stort term use of engineering Intern Draft ToR and Scope for project on Consultants and Contractors. Draft comprehensive knowledge base criteria requirements for consultants and contractors Review criteria used by CIDB and consolidate lists Consult with CIDB on registerd Consultants Determine asessment criteria for consultants and contractors to meet departmental expectations. Consolidate requirements into discipline specific documents Submit same to Strategic Hub for consideration Make presentation to Executive Management Obtain HOD approval	Syncronisation between CIDB and LDPW consultant records
		Comprehensive contractor record	Request stort term use of engineering intern Draft ToR and Scope for project on Consultants and Contractors. Draft comprehensive knowledge base criteria requirements for consultants and contractors Review criteria used by CIDB and consolidate lists Consult with CIDB on registerd Consultants Determine asessment criteria for consultants and contractors to meet departmental expectations. Consolidate requirements into discipline specific documents Submit same to Strategic Hub for consideration Make presentation to Executive Management Obtain HOD approval	Syncronisation between CIDB and LDPW contractors records
		Transparent delivery progress reporting (including standard reports such as IRM etc)	Assess current status of departmental and interdepartmental infrastructure reporting including the PMIS and IRM Evaluate levels of reporting via a qualitative survey Consolidate data and findings into a discussion document. Inform Strategic Hub for decision on accepted standard and baseline Darft final guideline document Make resentation to Executive Management with recommendations	Functional effective and efficient PMIS and IRM reports.

3.5	Effective implementation arrangements for maintenance projects	C-Amp and workplan	Using the Guidelines for Custodians (Version 1 20th October 2008) build a draft C-Amp, following the prinicples of a custodian according to the framework of the C-Amp under the various headings as perscribe within the guide. Ensure that the composition is in line with Part 4 of the said document (good practice) Appoint teams to work on the Plan Alternatively use the route of appointing a Professional Service Provider (PSP) through a recognised selection method. Ensure that the time frames are adherred to in terms of the new alignment model detailed within the IDMS toolkit (Management Companion V9-1 of 16 Oct 2010)	Updated C-Amp and Provincial workplan
		Service Level Agreements (SLA)	Using IDMS guide and template, with relevant programme manager. Draft department, municipal or service provider specific, Service Level Agreements Consult with Programme managers on detail and specifics' using the information from the templates found within the toolkit Make presentation of SLA to the DCC Hold consultative meetings with client departments Produce final document specific to each client for HOD approval	Signed SDA's
		Term Contracts	Using the Delivery Management Guides contained within the IDM toolkit (DMG-6- PG2 V-9-1) Draft conditions for term contractors specific to the objectives of the department. Ensure that the draft agreement is worked with the assistance of a registered legal practicioner.	Creadable term contracts register

3.6	Effective programme management system for maintenance projects	Comprehensive project register	Draft a consolidated list of all projects from the IPMP's that have been received from all Provincial Departments requiring infrastructure over the MTEF (4year infrastructure Cycle) Ensure all infrastructure projects, of all departments, are allocated under a responsible programme manager. Determine and ensure that all projects are registered with the CIDB CIDB to confirm the registered projects in line with relevant legislation.	CIDB registered projects
		Comprehensive service provider register	Draft a consolidated list of all projects from the IPMP's that have been received from all Provincial Departments requreiring infrastructure over the MTEF (4year infrastructure Cycle) Ensure that all infrastructure projects of all departments are allocated under a responsible programme manager. Determine and ensure that all service providers are registered with the CIDB CIDB to confirm the registration of the service providers in line with relevant legislation. Confirm with support from the CIDB other registered servise providers, which should form part of the comprehensive list.	Approved service provider register
		Transparent delivery progress reporting (including standard reports such as IRM etc)	Ensur that all roleplayers are consulted before constructing a reporting proceedure. Ensure that the use is made of the communication plan for infrastructure. Determine the specific scope of delivery objectives and draft a reporting format Ensure that reports derived from the PMIS are also used within the system. Essure that transparency remains a principle of good practice throughout the reporting process. Copnsolidate the reports together with the IRM and make relevent presentation to the committee concerned i.e DWG (DCC) IDC and TWG	Regular reports delivered to Infrastructure Development Cluster (IDC) and TWG

3.7	Proactive management of risk in terms of infrastructure delivery in place	Risk Management Reports including risk mitigation measures are implemented	Consult with all roleplayers and conduct a desktop study into the relevant documentation relating to infrastructure delivery risk management Consult with the IDMS toolkit Draft a mitigation plan in line with the findings of the SWOT analysis Present draft to special risk assesment meeting with all roleplayers. Detail critical areas of concern and system weaknesses for input and consideration. Finalise document and obtain HOD approval	Number of risk assessment reports with mitigation plans
		Mitigation interventions incorporated into Provincial Infrastructure Work Plans	Consult with all roleplayers and conduct a desktop study into the relevant documentation relating to infrastructure delivery risk mitigation management Consult with the IDMS toolkit Draft a mitigation plan in line with the findings of the SWOT analysis Present draft of the mitigation plan incorporated into the infrastructure workplan, to the DCC or the executive mamangement Ensure integration of client departments, clients or service providers. Finalise document Obtain HOD approval	Record of approved mitigation plans
		Departmental Infrastructure Risk Management Report submitted to IDIP DWG bi-annually (1 April & 1 October)	Consult with all buisness units drafting a summary of the projects, programmes, or portfolios concerned. Conduct a SWOT analysis and draft the findings into a detailed report for consideration. Ensure that the risk management tool is also used in the assessment. Draft a final report on risk Present the same to the DWG (DCC) on a bi-annual basis	Risk management reports submitted

Logframe Output 3: Improved infrastructure programme and project planning, budgeting and management

4.1	CIDB prescripts utilised effectively	Compliance with PPP prescripts as recorded in the BAC minutes	Consut with the PPP manual produced by national Treasury as a guideline for action. Ensure competant secreteriat is appointed. Capture credible minutes of the Bid Adjudication Committee (BAC) Meeting. Hold BAC meetings Determine the business to be conducted using a relevant agenda. Minutes produced and a verbatum backup should be available for audit and dispute resolution purposes. Ensure that all prescripts in line with the PPP manual are adhered to.	CIDB compliance reports
4.2	Standard for Uniformity (SFU) utilised	Tender documentation compiled according to SFU (Gazette 31823)	Obtain relevant sample of tender documentation. Determine issues for case study purposes. Check listed and filed documentation against SFU (Gazette 31823). Make recommendations and suggestions for improvement to process or system. Check for compliance	SFU Compliance Gaztette 31823
4.3	Register of Contractors established and updated	All contracts awarded are recorded and reported to CIDB,National and Provincial for register maintenance purposes	Confirmation of advertisement on i-tender. Contract award Complete or cancel contract on the CIDB i-tender system?	CIDB compliance reports
4.4	Improved utilisation of Provincial Tender System	Record of all projects advertised in terms of Provincial tender system and transfer of information to CIDB	Confirmation of advertisement on i-tender. Contract award Complete or cancel contract on the CIDB i-tender system?	CIDB compliance reports
4.5	Register of Projects (RoP) compiled and updated	All projects registered on the CIDB RoP and performance in accordance with tender specifications recorded	Confirmation of advertisement on i-tender. Contract award Complete or cancel contract on the CIDB i-tender system?	CIDB compliance reports

4.6	Systemization of procurement management and procedures for the sectors in which IDIP is operational	Documented Framework Methodology in place.	Review draft SCM policy. Present draft SCM policy to DCC for discussion and input. Hold workshops, consultation sessions with OTP and PT, CIDB for finalisation of draft document Obtain HOD approval Submit to PT for approval	Procurement policy
		Process map and documentation for construction procurement aligned with the IDMS and implemented.	Draft process flows and document mapping for IDMS procurement alignment. Cousult with SGM Infastructure Operations Make presentation to DCC Obtain HOD approval	Workflow and process maps
4.7	Standardization of sector specific procurement policies and systems	Standard CIDB-approved contract documentation is used in all infrastructure projects.	Draft Infrastructure construction contract specific documentation aligned to CIDB prescripts. Sumbit same to Strategic Planning Hub for input and consideration. Consolidate document for submission to Executive Management. Obtain HOD approval	M&E of procurement documentation
		Appropriate contract documentation and acquisition options are used, including technical specifications for construction, maintenance and operation.	Draft priority list of contract documentation according to project complexity. Draft list of technical specifications and procurement baseline for infrastructure. Determine catorory of costing classifications Aligh proposals to PFMA and other regulatory requirements Submit draft proposals to Strategic Infrastructure Planning Hum for consideration. Finalise procurement policies and systems	Effective strategic infrastructure planning hub

	Improved quality of infrastructure projects commissioned by implementing agents	Procurement of projects adhering to time,cost and quality requirements	Consult IDM toolkit. Use the Practice Guide (PG2) Establishing pescidents on time cost and quality arrangements. Draft a report on each project Detail the constraints and challanges expierenced for improvement and case study purposes.	Compliance reports
		Number of litigations in respect of non performing contractors and consultants successfully concluded	Conduct a deck top study into past cases of contract and cousultant disputes. Determine vital areas of concern and conflict. Solicite skills of a contracting and legal expert into the incidences of non performance. Draft report on case studies with recommendations. Presentation by legal/contracting expert. Policy determination according to recommendations and findings Follow general proceedures for policy formulation	Number of litigations
		Reduction in variation orders	Conduct a deck top study into past variation orders Determine case study example. Determine vital areas of concern and cause of variation. Solicite the skills of a contracting expert into variations. Compile report and suggestions for acceptance by LDPW	Number of variation orders
4.8		Validation of the capacity of consultants and contractors to deliver on infrastructure projects	Request stort term use of engineering Intern Draft ToR and Scope for project on Consultants and Contractors. Draft comprehensive knowledge base criteria requirements for consultants and contractors Review criteria used by CIDB and consolidate lists Consult with CIDB on Consultant register Determine asessment criteria for consultants and contractors to meet departmental expectations. Consolidate requirements into discipline specific documents Submit same to Strategic Hub for consideration Make presentation to Executive Management Obtain HOD approval	CIDB register Sucessful LDPW contracts
		Valid claims of contractors and professionals paid within 30 days	Detail the payment proceedures together with work flows and timeframes. Ensure that all relevant documentation is listed and accompanied by an approved checklist. Ensure that timfames stipulated by the workflows are adherred to in order to ensure that the 30 day period is achieved. Performance of officials processing documentation must be checked against quality and compliance standards	Claims Payment monthly reports
Logframe Output 4: Implement improved Infrastructure Procurement Systems and Practices in accordance with legislative imperatives.				

5.1	Political Leaders and Senior Management support is confirmed for the IDMS and its methodology	Confirm the Exco decision on the role of IDIP and use of the IDMS	Design orientation programme for new IDM toolkit/Departmental Manual for the political leader and executives in the department	Exco Agreement
		Confirm Senior Management support for the IDMS	Implement orientation programme for new IDM toolkit/Departmental Manual for the political leader and executives in the department	Departmental Workplans accepted
		Ensure that the TA ToRs signed off by HOD LDPW	Draft work plan for the LDPW TA in line with detailed Provincial Logframe	Approved ToR and work plan for the LDPW TA
		Prepair a Programme Memorandum for approved by MINCOMBUD	Determine principles, contents and scope for memorandum. Draft memorandum and submit to HOD for approval.	Approved memorandum
5.2	Infrastructure delivery is a standing agenda point on the Provincial Exco Meetings	Extracts from Exco's Minutes relating to infrastructure delivery	Draft motivations of various infrastructure related issues for submission to IDC for decision and action.	Exco Agenda, Minutes and resolutions
5.3	Infrastructure delivery is strategically managed through a Departmental Infrastructure Strategic Forum (DCC)	List of departmental strategic role players and stakeholders represented on the strategic fora	Draft a list of departmental strategic role players and other stakeholders. Circulate list of role players for comment and input Obtain executive approval for listed individuals	Functional Strategic Planning Hub
		Provincial oversight, ensured by Exco clusters and LEGDP infrastructure working group (TWG)	Draft oversight reports on infrastructure for submission to the TWG Obtain approval from HOD Regular reports to Infrastructure Development Cluster (IDC) and TWG	Infrastructure issues and topics listed in the LEGDP
		Provincial Infrastructure Strategic Forum Minutes (Infrastructure Cluster Strategic)	Minutes Secretary appointed by LDPW Meetings of the forum held Minutes produced by the secretariat within 3 three working days Chair approves minutes within two days Final minutes sent out to all participants within 7 working days of the meeting	Functional Strategic Planning Hub

5.4	Infrastructure delivery is actioned and managed through a Departmental Infrastructure Forum (Departmental Co-operation Committee)	List of operational managers & officials who are designated members of the Provincial Infrastructure Forum. (Departmental Co-operation Committee)	Draft a memo to all provincial departments and district municipalities requesting list of managers and officials. Obtain Business unit co-operation Obtain approval from the HOD Draw up list of operational officials with designations and delegations Receive input from forum members. Draft a list of relevant officials send same to all departments and district municipalities for varification and update biannually.	List of Provincial Infrastructure Forum Members
		Minutes of meetings of the Provincial infrastructure Forum (Infrastructure Cluster Technical)	Liaise with OTP Officials on reporting regime Established reporting requirements Integrated communication proceedure	Minutes of all ICT meetings
5.5	Departmental Logframe approved by the Departmental Infrastructure Strategic Forum and managed	Approved Provincial Log frame (Infrastructure Cluster Strategic)	Make logframe priciples presentation, to Executive Management. Receive input. Consolidate and adapt input, draft departmental logframe. Circulate draft logframe against time frames for responses. Receive responses. Draft final proposal for Executive Management Obtain HOD approval and make submission to PTAT	Final draft departmental logframe presented to LDPW Executive Managers 7th Feb
5.6	Supporting Workplans compiled in consultation with infrastructure stakeholders, role players and officials to ensure the execution of Logframe deliverables	Approved Departmental Workplans in place	Approved work plans	Approved work plans
		Activity plans for specified deliverables and approved outputs in place	Stemming from the logframe of the Province, determine the deliverables and introduce them into an expanded activity plan. Consult with Business Units Ensure input as it is crucial to the success of all planned activities. Make a presentation to the DWG (DCC) Draft a final document for the Executive management. Present activity plans to Ex management Obtain HOD approval	Approved APP

5.7	Provincial Infrastructure Risk Management System operational and utilised to pro-actively manage infrastructure risks through appropriate mitigation actions	Infrastructure Diagnostic Tool applied and provincial Infrastructure SWOT Analysis conducted and compiled (Bi-annually 1 April and 1 October)	Workshops: (Organise bi-annually) The reasoning and beneifts of using a Diagnostic Tool. The benefits of a SWOT analysis and applying best practice prinicples and methodology	Bi-annual SWOT reports with recommendations
		Provincial Infrastructure Risk Log compiled & approved	Revied revised risk log Draft changes specific to the LDPW as Custodian Determine scope of the LDPW manadate Subject LDPW to risk log analysis Compile mitigating and development plans Set timeframes and targets for achievement of new departmental goals	Approved current risk log
		Annual Work-plan enhanced by incorporating mitigation plans & actions.	Obtain mitigation plans from bi-annual risk analysis. Draft a programme to cater for mitigation plans Review with following risk log	Record of mitigation plans approved
		Report of mitigation plans implemented are available	Compile a report on mitigation plan activities. Track changes and incorporate into following year strategic planning session	Approved mitigation plans approved, M & E reports
		Provincial Risk Management System (logs) submitted to IDIP PMU bi-annually (1 April & 1 October)	Compile risk report. Track changes and incorporate into next risk session.	Number of risk logs submitted
5.8	Infrastructure Effectiveness Monitoring and Reporting System in place and functioning	EFV Monitoring & Reporting system operational	Review te current PMIS. Analyse reporting needs and gaps. Propose additions and improvements for Phase II	Number of reports
		Bi-annual quality EFV Monitoring Reports submitted to IDIP.	PMIS Reviews reports	Approved EFV reports
5.9	IDIP PMU consultation and visits to provincial infrastructure stakeholders, role players and officials	Record of visits and consultations	Planning to include a corporate diary detailing activities over the long and short term Update meeting schedules prior to active month Consrtuct meeting register with topic details (Tools such as MS Project can be used) Consolidate report of meetings and activities Produced monthly reports in accordance with contract Present monthly reports to strategic hub and DCC meetings	TA's monthly reports
5.10	PTATs function as a team and supply support in team context in accordance with ToRs requirements	TAU Quality Assurance reports	Conduct QA reports as per ToR	Number of QA Reports
		IDIP Review Reports	Conduct Review reports as per ToR	Close out report
5.11	PTATs participate and supports the Independent Infrastructure Delivery Review	Independent review report	Conduct independent review report as per ToR	Number of independent Infrastructure Delivery Reviews
Logframe Output 5: IDIP is effectively managed in the province				