

# TDSP Division of Labor and Workflow

## Meeting IAs

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# Objective

- By the end of the presentation, participants, in particular focal points from each Implementing Agency, should have a clear understanding of what the division of labor between D/ICO (EA) and individual agency (IA) is



# The Issues

- Current Issues/concerns:
  - Role of IA in project execution
  - Step-by-step implementation
  - Who is doing what in D/ICO
  - Reporting to D/ICO
  - Getting funds for implementation

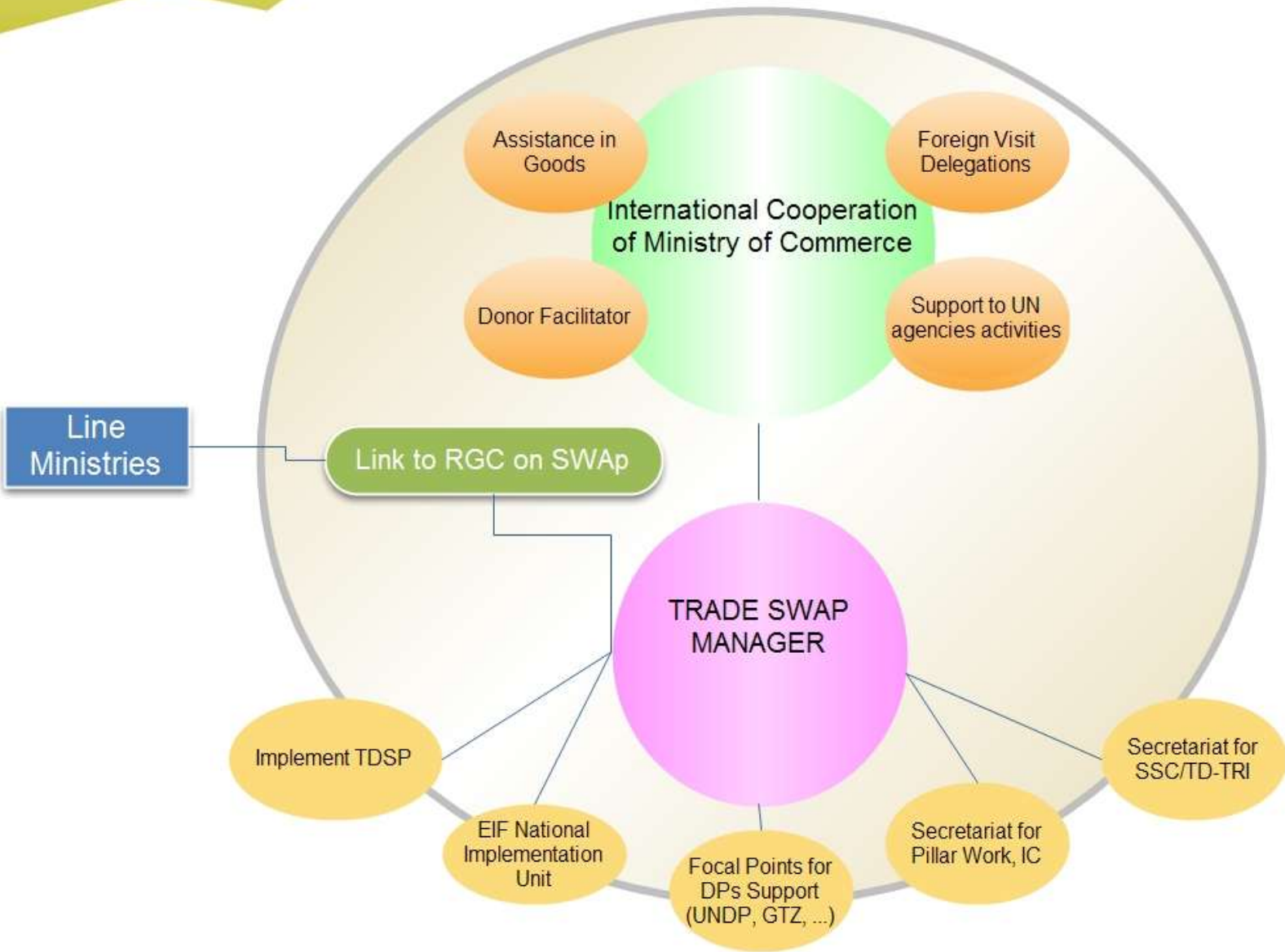


# TDSP Main Players

- MoC Management
- D/ICO
- Implementation Committee
- Implementing Agencies (I.A.)
- Procurement Review Committee
- International Procurement Agent
- TDSP Advisers and Consultants (D/ICO)
- International and National Consultants (for IAs)
- WB/TFFT and TDSP donors



# D/ICO Role and Mandate



# Background

- D/ICO is assigned to coordinate the Trade SWAp and the TDSP
- D/ICO role includes:
  - Facilitation
  - Coordination
  - Monitor and Evaluation
  - TDSP management
  - Act as a “one-stop shop” in term of providing information on trade sector development



## D/ICO's RESPONSIBILITIES

APPRAISE

PROCURE

MONITOR

ENGAGE IMPLEMENTING  
AGENCIES  
REGISTER PROPOSAL  
REVIEW PROPOSAL  
UPDATE PROPOSAL  
FORWARD PROPOSAL  
ADVISE IC

ALL GOODS AND  
SERVICES UNDER  
CERTAIN CEILINGS MUST  
BE PROCURED BY D/ICO

M&E AT PROJECT,  
PROGRAMME, PILLAR  
AND SWAP LEVELS  
UPDATE SWAP ROADMAP  
BASED ON  
ACHIEVEMENTS



# Joining a partnership with D/ICO

- D/ICO + IAS : A TEAM!
  - D/ICO + IAS: A PARTNERSHIP!
  - D/ICO + IAS: CLIENT/CUSTOMER RELATION!
- ❑ “Rules of the game” need to be understood by all players in order for all contribute to reaching the SWAp objectives





# Who is responsible for what ?

## Implementing Agency:

- Develop ToR for national and international consultants, firms
- Organize all activities
- Support consultants
- Monitor consultants inputs and outputs, review performance
- Send advance payment (training) and payment requests to D/ICO
- Provide monitoring data
- Liaise with D/ICO

## D/ICO:

- Carry out procurement (depending on ceilings and types or procurement)
- Process payments to firms and consultants
- Monitor and evaluate progress towards objectives
- Liaise and interact with WB, MEF and TDSP donors
- Provide secretariat support to IC and SSC meetings
- Provide training support to IAs



# Legal Obligations

- An MoU is signed between D/ICO (on behalf of TDSP) and IAs
- MoU includes:
  - The MoA text (narrative)
  - The agreed work plan (with M&E indicators)
  - The agreed budget plan (in accordance with SFMM and Operations Manual)
  - A signatory!



# Step-by-step implementation (1)

1. Sign MoU
2. Create project team in IA with officials
3. Update work plan (from signing date)
4. Initiate procurement requests for:
  - Consultants -> ToR
  - Equipment -> Specifications
  - Workshops -> Concept, agenda, budget provisions
5. Participate in parts of the procurement process
6. Organize activities (workshops, missions, visits, etc.)



# Step-by-step implementation (2)

6. Review consultants inputs and outputs
7. Submit payment requests to D/ICO
8. Provide data on quarterly basis for M&E
9. Update budget and work plans annually (if applicable)
10. Participate in end-of-project evaluation
11. Submit proposal for extension/continuation



# Coordination and Communication

- ✓ Liaise regularly with appointed LO
- ✓ Feedback relevant information to representative in Implementation Committee
- ✓ Communicate training and capacity building needs to D/ICO
- ✓ Use complaint mechanisms to report below standards performance of consultants/firms
- ✓ Participate in future regular D/ICO-IAs roundtable meetings



Thank you.  
Let's have a fruitful discussion.

