

## **ANNEX 3:**

### **List of business processes and workflows to be Automated in Stage II**

(i.e., all the remaining business processes of all directorates, departments, and units at TANROADS-HQ and regional managers' offices)

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**NOTE:**

*The task involved in Stage II consists of automation of ALL business processes of ALL directorates, departments, and units at TANROADS-HQ and regional managers' offices. The Bidder must thoroughly review the TANROADS Organisation Structure and assess the impact and scope of process automation involved. This annex does NOT list all such business processes.*

*The Bidder should be advised that the list of business process steps included in this ANNEX are primarily and only (and assumed sufficient) for an indication of the level of effort involved, especially in the Regional Managers' Offices. They have been drawn on sample basis from four Regional Managers' Offices (out of 26 regions). They should not assumed comprehensively validated at this stage.*

# 1 Head of Engineering (HE) – Arusha Regional Manager’s Office

## ACRONYMS

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AA	=	Accounts Assistant
Acc	=	Accountant
AHAA	=	Assistant Head of Accounts & Administration
HAA	=	Head of Accounts & Administration
HE	=	Head of Engineering
HPL	=	Head of Planning
HPMU	=	Head of Procurement Management Unit
ME	=	Maintenance Engineer
NoO	=	Notice of Operation
PLT	=	Planning Technician
RI	=	Road Inspector
RM	=	Regional Manager
RMA	=	Records Management Assistant (Registry Staff).
RMO	=	Regional Manager’s Office
TO	=	Transport Officer

### **1.1 Contract Management- Works Commencement**

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>Relevant Documents</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
<b>1.1.1</b>	HE receives signed contract document from PMU	HE	Contract document	If not signed by both parties it is returned to PMU for endorsement
<b>1.1.2</b>	HE drafts site possession and Commencement letters and forward to RM for endorsement	HE	Site Possession and Commencement letters	
<b>1.1.3</b>	RM endorses the letters and send to registry for dispatching	RM	Site Possession and Commencement letters	If not in order, it is returned to HE for editing.
<b>1.1.4</b>	RMA dispatches the letter to contractor and contract file	RMA	Site Possession and Commencement letters	
<b>1.1.5</b>	HE arranges for site possession and handing over ceremony	HE	Strip maps and drawings	Other parties in the ceremony must include Contractor, ME and RI
<b>1.1.6</b>	Contractor serves Notice of Operation to RM	Contractor	Notice of Operation	
<b>1.1.7</b>	RM reviews Notice of Operation (NoO) and send to HE for actions	RM	Notice of Operation	If not clear, HE is asked to seek clarification from the contractor
<b>1.1.8</b>	HE reviews NoO and send to ME for approval / disapproval	HE	Notice of Operation	If not clear, ME is asked to clarify
<b>1.1.9</b>	ME approves / disapproves NoO and send to registry for dispatching	ME	Notice of Operation	If not fully compliant, contractor is asked to clarify
<b>1.1.10</b>	RMA dispatches NoO to contractor and	RMA	Notice of Operation	End of Process

	contract file			
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## ***1.2 Road Reserve Management- Penalties for Defaulters***

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>Relevant Documents</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
<b>1.2.1</b>	Informer brings information to RMO Staff	Informer		
<b>1.2.2</b>	RMO Staff reveals the information to respective RI	RMO Staff		
<b>1.2.3</b>	RI rushes to scene of incidence for observation and valuation of the damages caused by the defaulter	RI	Camera, Measuring tape, diary, copies of defaulter's registration cards, insurance, police report and sketches	Photos, measurement and vehicle details must be taken from the incident area.
<b>1.2.4</b>	RI evaluate the cost of damage/penalty and draft notification and demand note to defaulter and forward to ME for assessment	RI	Road Act 2007 and Bills of Quantities	Clauses of Road Act, pictures to be attached. Must be copied to RPC and defaulter's insurer
<b>1.2.5</b>	ME assesses the cost and Road Act requirement and forward to HE for verification	ME	Road Act 2007, Bills of Quantities, photos and Demand Note	
<b>1.2.6</b>	HE verifies demand note and forward to RM for approval and endorsement	HE	Road Act 2007, Bills of Quantities, photos and Demand Note	
<b>1.2.7</b>	RM approves, endorse and send to RMA dispatching demand note.	RM	Road Act 2007, Bills of Quantities, photos and Demand Note	
<b>1.2.8</b>	RMA Dispatches the Demand Note to Defaulter	RMA	Demand Note	
<b>1.2.9</b>	Defaulter effect payment through Cash Office or Bank	Defaulter	Demand Note	End of process

### 1.3 Contract Management - Interim Payment

SN	Process Step	Action Person	Relevant Documents	Comments, Foot Notes, QA/CQ Controls, etc.
1.3.1	Contractor serves Application for Payment to RM	RM	Application for Payment	
1.3.2	RM reviews the application and send to HE for actions	RM	Application for Payment	
1.3.3	HE reviews application and send to ME for action	HE	Application for Payment	
1.3.4	ME verifies the application and initiate payment processes	ME	Measurement sheets file, Quality control results file.	If not fully compliant, contractor to be notified for rectification, If acceptable payment processes will proceed
1.3.5	ME Drafts an invitation for a joint inspection and forward to HE for approval	ME	Inspection letter	Must be copied to Inspection team including HPL, HAA, HPMU, ME, IML & RI
1.3.6	HE reviews the letter and forward to RM for endorsement	HE	Inspection letter	
1.3.7	RM endorse the letter and send to registry for dispatching	RM	Inspection letter	
1.3.8	RMA dispatches the letter to contractor and contract file	RMA	Inspection letter	
1.3.9	Inspection team inspect the completed works and prepare site inspection report	HPL	Inspection Report	If not satisfactory, contractor is instructed to rectify, otherwise

				accepted for payment.
<b>1.3.10</b>	ME compiles measurement sheets ,laboratory test results and Inspection Report and forward to HE for approval and payment process	ME	Measurement Sheets, Laboratory Test Results and Inspection Report	
<b>1.3.11</b>	HE reviews the quantities and quality control results and forward to HPL for Payment certificate preparation	HE	Measurement Sheets, Laboratory Test Results	If there is any corrections the measurement sheets are reviewed accordingly
<b>1.3.12</b>	HPL receives summary of quantities ,verifies, prepare payment Certificate and forward to HE for certifications	HPL	Payment Certificates	
<b>1.3.13</b>	HE receives Payment Certificates from HPL and send to ME for compilation of attachments and endorsement to valuation sheet	HE	Payment Certificates	
<b>1.3.14</b>	ME endorses valuation sheets and compiles the relevant attachments to each IPC and forward the same to HE for certification	ME	Payment Certificates	Valuation sheet must be signed by Contractor, ME & PLT
<b>1.3.15</b>	HE certifies the IPC and forward to RM for payment approval	HE	Payment Certificates	Summary of Payment Certificate must be accepted by Contractor certified by HE and approved by RM
<b>1.3.16</b>	RM approves and send to HAA for Payment	RM	Payment Certificates	
<b>1.3.17</b>	HAA prepares payment to contractor	HAA	Payment Voucher and Cheque	End of Process

#### 1.4 Road Reserve Management- Permit for Billboards and Utilities

SN	Process Step	Action Person	Relevant Documents	Comments, Foot Notes, QA/CQ Controls, etc.
1.4.1	Customer submit application to RM	Customer	Customer letter	
1.4.2	RM reviews the application and send to HE for action	RM	Customer letter	
1.4.3	HE reviews application and send to ME for temporary permit processes	HE	Customer letter	
1.4.4	ME verifies the application and draft invitation letter for a joint site inspection and forward to HE for approval	ME	Invitation letter	Customer to provide particulars such as Name of applicant, billboard descriptions i.e., wording type and purpose, location, spacing, shape, size, colour, texture, maintenance, ground clearance, illumination and animation. Copy to be served to ME & RI
1.4.5	HE verifies invitation letter and forward to RM for endorsement	HE	invitation letter	
1.4.6	RM endorses the invitation letter and send to RMA for dispatching	RM	invitation letter	
1.4.7	RMA dispatched the invitation letter to customer	RMA	invitation letter	
1.4.8	ME coordinate a joint site inspection to verify location	ME	Manual for Control of Advertising within Road Reserve	Joint inspection will involve ME, RI & Customer
1.4.9	ME prepares inspection report, evaluation and approval forms and	ME	Form A (Advertisement and Installation Site Inspection Form <i>[Including Serial No., Customer</i>	

	forward to HE for endorsement		<i>particulars, Ref. No. and date of site inspection, Detailed particulars of billboards (Tables 1 &amp;2], evaluation of site information and recommendations by HE, Consent/Approval by RM)</i>	
<b>1.4.10</b>	HE endorse on approval forms and forward to RM for approval of Bill notifications and installation permit	HE	Form A & B: Form A (Advertisement and Installation Site Inspection Form [ <i>Including Serial No., Customer particulars, Ref. No. and date of site inspection, Detailed particulars of billboards (Tables 1 &amp;2], evaluation of site information and recommendations by HE, Consent and Approval by RM)</i> and Form B -Advertisement and Installation Permit [ <i>Including Permit No. and year, Customer particulars, Receipt No. and Issuing Office, Billboard type and Class, Description of the billboard , Annual service charge rate, Permit validity period and Location Sketch</i> ])	Condition attached to the Permit
<b>1.4.11</b>	RM endorse on approval forms and send Bill notifications and installation permit to HAA for receipt of payments	RM	Form A & B (see Step 1.4.10 above)	
<b>1.4.12</b>	HAA receives payment from the customer	HAA	Form B -Advertisement and Installation Permit [ <i>Including Permit No. and year, Customer particulars, Receipt No. and Issuing Office, Billboard type and Class, Description of the billboard , Annual service charge rate, Permit validity period and Location Sketch</i> ]	
<b>1.4.13</b>	HAA send the permit to RMA for dispatching to customer	HAA	Billboards Permit	
<b>1.4.14</b>	RMA dispatches the Permit to customer and correspondence file	RMA	Billboards Permit	End of process



### ***1.5 Vehicle Management – Request for Vehicle Service and Repairs***

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>Relevant Documents</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
1.5.1	Driver request for general service or repairs and submit to TO for approval	Driver	Request letter	
1.5.2	TO reviews and approves the request by filling repair/maintenance form and forward to HEU for further actions	TO	Repair/Maintenance Form	
1.5.3	HEU reviews request and forward to RM for approval to proceed with service /repairs	HEU	Repair/Maintenance Form	If not compliant it is returned to TO for elaboration
1.5.4	RM verifies and approves the repair/maintenance requisition and send to HPMU for procurement.	RM	Repair/Maintenance Form	
1.5.5	HPMU continues with procurement processes by issuing quotation forms followed by LPO	HPMU	Quotation forms and LPO	
1.5.6	Service provider notifies RM on completeness of the service/repair and apply for payment	Service provider	Delivery Note and Tax Invoice	
1.5.7	RM receives tax invoice and forward to HPMU for verification and acceptance	RM	Delivery Note and Tax Invoice	
1.5.8	HPMU verifies and propose acceptance and rejection committee	HPMU	Delivery Note and Tax Invoice	

	for RM's approval			
1.5.9	Acceptance and rejection committee receives repaired vehicle and inspect prior to payment approval	Acceptance and rejection committee	LPO & Delivery Note	The committee will involve TO, User, Driver, PMU & Accounts representatives.
1.5.10	Acceptance and rejection committee writes inspection report and handover to HPMU	Acceptance & Rejection Committee	Inspection report	If acceptable payment processes will proceed, If not service provider will be notified for rectification
1.5.11	HPMU forward the claim to RM for payment approval.	HPMU	Tax invoice	Proposal for payment to be attached with LPO, Delivery Note and inspection report.
1.5.12	RM verify ,approve and forward to HAA	RM	Tax invoice	
1.5.13	HAA prepares payment to service provider	HAA	Payment voucher and cheque	End of process

### ***1.6 Vehicle Management – Allocation***

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>Relevant Documents</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
1.6.1	User request for allocation of vehicle by submitting a loose minute to TO for approval	User	Loose Minute	Registration No. and type of the vehicle to be mentioned
1.6.2	TO reviews the request and forward to HEU for further actions	TO	Loose Minute	

1.6.3	HEU reviews request and forward to RM for approval	HEU	Loose Minute	
1.6.4	RM verifies and approves the allocation and send back to HEU	RM	Loose Minute	
1.6.5	HEU receives approval from RM and send to TO for implementations	HEU	Loose Minute	
1.6.6	TO receives approval from HEU and send information to User	TO	Loose Minute	End of process

### ***1.7 Supervision – Payment of Supervision Allowances***

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>Relevant Documents</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
<b>1.7.1</b>	Supervision staff submit application for Night Out Allowances, Request for Refund and Extra duty allowances to Supervising Engineer for review and payment recommendation	Supervision staff	TNRA/AMF/55, TNRA/AMF/56 and TNRA/AMF/58	Forms must be filled and signed by applicant; Receipts for incidental expenses must be attached.
1.7.2	Supervising Engineer reviews and certify the claim and send to HE/HPL/HPMU for approval	Supervising Engineer	TNRA/AMF/55, TNRA/AMF/56 and TNRA/AMF/58	If the submission is not proper, it is returned to applicant for correction.
1.7.3	HE/HPL/HPMU reviews the application, if in order, recommends payment/ refunds and send to RM for payment authorization	HE/HPL/HPMU	TNRA/AMF/55, TNRA/AMF/56 and TNRA/AMF/58	Forms must be signed by applicant, certified by Supervising Engineer, Approved by RM and completed by HAA and A/A. Attachment for incidental expenses must be attached.

1.7.4	RM receives payment recommendation from Head of Unit, reviews, authorize payment and forward to HAA for payment	RM	TNRA/AMF/55, TNRA/AMF/56 TNRA/AMF/58	and	As 1.7.3 above.
1.7.5	HAA receives payment authorization from RM, reviews, approve and send to AA for payments	HAA	TNRA/AMF/55, TNRA/AMF/56 TNRA/AMF/58	and	As 1.7.4 above.
1.7.6	AA receives payment approval and effect payment	A/A	TNRA/AMF/55, TNRA/AMF/56 TNRA/AMF/58	and	End of process

## 2 HEAD OF ACCOUNTS AND ADMINISTRATION – Arusha RMO

### ACRONYMS

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AA	=	Accounts Assistant
Acc	=	Accountant
AHAA	=	Assistant Head of Accounts & Administration
HAA	=	Head of Accounts & Administration
HE	=	Head of Engineering
HPL	=	Head of Planning
HPMU	=	Head of Procurement Management Unit
HRO	=	Head of Human Resources
ME	=	Maintenance Engineer
NoO	=	Notice of Operation
PLT	=	Planning Technician
RI	=	Road Inspector
RM	=	Regional Manager
RMA	=	Records Management Assistant (Registry Staff).
RMO	=	Regional Manager's Office
TO	=	Transport Officer

### **2.1 Budget for Administration**

S/N	PROCESS	Action person	Relevant Document	Comment
<b>2.1.1</b>	HAA to prepare tentative a budget and submit to RM for review and approval.	HAA	Budget Document	Budget for Administration, Supervision being prepared by Mid March of every year
<b>2.1.2</b>	RM review and Make some recommendations before returned to HAA for submission	RM	Budget Document	Tentative Budget process
<b>2.1.3</b>	HAA receive approved tentative budget from RM then submit to Tanroads HQ and keep records in budget file	HAA	Budget Document	Tentative Budget process
<b>2.1.4</b>	HAA receive approved Budget from Tanroads HQ and post to EPICOR System	HAA	Budget Document	Final figures of Budget Amount reedy for usage implementation.

## 2.2 Asset Register Update

<b>2.2.1</b>	SO update the Asset register by putting tags on new acquired asset or deleting the disposed asset on the register and submit to HAA for review	SO	Updated Asset register	Asset Register update done when new asset is purchased or old asset is disposed
<b>2.2.2</b>	HAA send the updated Asset Register to Accountant.	HAA	Updated Asset register	Asset Register
<b>2.2.3</b>	Accountant update Asset Register in EPICOR System	Accountant	Epicor System	Asset Register

## 2.3 Managing Internally generated Income

<b>2.3.1</b>	Customer submits letter to seek for service from RM TANROADS	CUSTOMER	Request letter	Services include material testing, sell of tender documents, road damage, misc. incomes
<b>2.3.2</b>	RM minute the request to service department	RM	Request letter	Service Department include Materials lab, PMU, Head of Engineer Unit & HPL
<b>2.3.3</b>	Service Department prepare cost estimate and submit to RM for approval	SERVICE DEPARTMENT	Bill Notification	Materials Laboratory
<b>2.3.4</b>	RM approve the cost estimate(Bill Notification) and send to HAA for Invoicing	RM	Bill Notification	
<b>2.3.5</b>	HAA minute to Accountant to prepare Invoice.	HAA	Bill Notification	
<b>2.3.6</b>	Accountant return the invoice to HAA for signature	Accountant	Invoice	
<b>2.3.7</b>	HAA sign the invoice and minute to Accountant	HAA	Invoice	
<b>2.3.8</b>	Accountant handover the invoice to RMA	Accountant	Invoice	
<b>2.3.9</b>	RMA dispatches Invoice to customer	RMA	Invoice	
<b>2.3.10</b>	Customer pays the invoice	Customer	Invoice	

	through respective bank account			
<b>2.3.11</b>	Accountant receives the proof for payment from customers and post to Epicor system and file original hard copy of paying slip	Accountant	Paying slip	Note of proof includes Bank Pay in Slip

#### **2.4 Application for Refund by staff**

<b>2.4.1</b>	Employee request a refund by filling refund form supported with relevant document and submit to HRO	EMPLOYEE	Refund Form	Narrates a kind (Type) of refund requesting for.
<b>2.4.2</b>	HRO Review, verifies attachments and submit to HAA for classification	HRO	Refund Form	
<b>2.4.3</b>	HAA review and submit to RM for authorization	HAA	Refund Form	
<b>2.4.4</b>	RM review and authorizes the refund form and send to HAA	RM	Refund Form	
<b>2.4.5</b>	HAA send the Authorized form to AA for Voucher preparation through Epicor system	HAA	Refund Form	
<b>2.4.6</b>	AA prepares payment voucher and sends to HAA for code verification and approval	AA	Payment Voucher	
<b>2.4.7</b>	HAA verifies codes and send to AA for cheque preparation / printing from Epicor system	HAA	Payment Voucher	
<b>2.4.8</b>	AA print cheque and stamp paid on payment voucher along with all attachment supporting documents including cheque list and submit to HAA for first signature	AA	Cheque	
<b>2.4.9</b>	HAA review and signs cheque and cheque list and submit to RM for approval and second signature	HAA	Cheque	
<b>2.4.10</b>	RM sign cheque and cheque list then returns to AA	HAA	Cheque	

<b>2.4.11</b>	The signed cheque and cheque list are returned to AA for dispatch	RM	Cheque	
<b>2.4.12</b>	The AA dispatch cheque to various payees and files records	AA	Cheque	

## **2.5 Monthly, Quarterly and Annually Financial Report**

<b>2.5.1</b>	Accountant collect bank statement from the Bank	Accountant	Bank Statement	Bank Statement from CRDB Bank for five accounts maintained by RM, Maintenance bank accountant, Development bank account, Retention bank account, Administration bank account and Weighbridge bank acc
<b>2.5.2</b>	Accountant reconcile the bank statement against system cash book on monthly basis	Accountant	Bank statement and posted transaction	Follow up for any unreconciled difference Monthly, Quarterly and Annually
<b>2.5.3</b>	Accountant submit reconciliation report to HAA for review and post	HAA	Reconciliation Report	Monthly ,quarterly and annually
<b>2.5.4</b>	HAA runs Epicor and produce Financial report with covering letter and send to RM for approval signing	HAA	Financial Report	Monthly, Quarterly and Annually. Monthly report filled locally, quarter and annual financial report
<b>2.5.5</b>	RM reviews the report signs the letter and submit to Tanroads HQ	RM	Financial Report	Monthly, Quarterly and Annually financial report are submitted to CE TANROADS HQ
<b>2.5.6</b>	CE Tanroads HQ receives and reviews the report for consolidation and further action	CE	Financial Report	End of Regional process

## **2.6 Preparation of Purchase Order**

<b>2.6.1</b>	HAA reviews and verify the	HAA	Summary of	
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	quotation summary and forward to the Accountant for Purchase Order preparation		quotation as approved by the DRTB	
<b>2.6.2</b>	Purchase Order preparation by the Accountant using Epicor	Accountant	Summary of quotation as approved by the DRTB and PO	
<b>2.6.3</b>	Purchase Order forwarded to HAA for first signature	Accountant	Summary of quotation as approved by the DRTB	
<b>2.6.4</b>	HAA reviews and signs then forward to RM for 2 <sup>nd</sup> Signature	HAA	Summary of quotation as approved by the DRTB	
<b>2.6.5</b>	RM reviews ,signs the 2 <sup>nd</sup> signature and forward to RMA for dispatch to the Service Provider or and supplier	RM	Summary of quotation as approved by the DRTB	
<b>2.6.6</b>	RMA dispatches Purchase Order to the Service provider or and Supplier and file the copy	RMA	Purchase Order	

## ***2.7 Payment to Service Providers***

<b>2.7.1</b>	Service provider submit invoice, Delivery Note and Purchase Order	SECRETARY PROVIDER	Invoice and Delivery note, Delivery Note and Purchase Order	
<b>2.7.2</b>	RMA stamp and submit to RM	RMA	Invoice and Delivery note, Delivery Note and Purchase Order	
<b>2.7.3</b>	RM requires verification from user department	RM	Invoice and Delivery note, Delivery Note and Purchase Order	
<b>2.7.4</b>	User department confirm the validity of the invoice to RM	USER DEPARTMENT	Invoice and Delivery note,	

			Delivery Note and Purchase Order	
<b>2.7.5</b>	RM minutes to HAA for payment	RM	Invoice and Delivery note, Delivery Note and Purchase Order	
<b>2.7.6</b>	HAA review the invoice and minutes to AA for preparation of payment voucher.	HAA	Invoice and Delivery note, Delivery Note and Purchase Order	
<b>2.7.7</b>	AA prepare payment voucher and sends to HAA for codes verification	AA	Payment Voucher	
<b>2.7.8</b>	HAA verifies codes and send to AA for cheque printing	HAA	Payment Voucher	
<b>2.7.9</b>	AA print cheque and stamp paid on payment voucher and all attachments supporting documents including cheque list and submit to HAA for signature	AA	Cheque	
<b>2.7.10</b>	HAA reviews and signs cheque and cheque list then submit to RM for signature	HAA	Cheque	
<b>2.7.11</b>	RM sign the cheque and return to AA	RM	Cheque	
<b>2.7.12</b>	The AA dispatch cheque to various service providers and files records.	AA	Cheque	

## **2.8 Payment to Contractors and Consultants**

<b>2.8.1</b>	RM receives EFD Invoice from Contractor or Consultant's Certificate and forward to HPL	RM	EFD Invoice and Payment Certificate	All letters and invoices are submitted at the Registry, stamped and forwarded to RM
<b>2.8.2</b>	HPL complete process of verification and submit to RM	HPL	EFD Invoice and Payment Certificate	Only certified and approved IPC to be paid

<b>2.8.3</b>	RM minute to HAA for payment	RM	Minutes, Invoice Interim Payment Certificate	EFD and	
<b>2.8.4</b>	HAA review minutes from RM, related documents from contractor/consultant and forward to AA for preparation of Payment voucher.	AA	Minutes, Invoice Interim Payment Certificate	EFD and	
<b>2.8.5</b>	AA prepare payment voucher and sends to HAA for codes verification	AA	Payment Voucher		
<b>2.8.6</b>	HAA verifies codes and send to AA for cheque printing	HAA	Payment Voucher		
<b>2.8.7</b>	AA print cheque and stamp paid on payment voucher and all attachments supporting payment and submit to HAA for signature	AA	Payment Voucher		
<b>2.8.8</b>	HAA review and signs cheque and submit to RM for second signature	HAA	Payment Voucher and cheque		
<b>2.8.9</b>	RM signs Payment Voucher, cheque and returns to AA for dispatching	RM	cheque		
<b>2.8.10</b>	AA dispatch cheque to various Contractors and files records	AA	cheque		

## **2.9 Payment of Night Out Allowances**

<b>2.9.1</b>	Employee request Night out Allowances by filling Night out form and submit to supervisor	EMPLOYEE	Applicant claim form	Dully filled form
<b>2.9.2</b>	Supervisor approve the form and forward to HoU	HIS/HER SUPERVISE	Applicant claim form	Dully filled form
<b>2.9.3</b>	HOD review and sign the form and send to RM for approval	HOD	Applicant claim form	
<b>2.9.4</b>	RM verifies and sign the application form and send to	RM	Applicant claim form	

	HAA for payment			
<b>2.9.5</b>	HAA review Approved form and send to AA for preparation payment voucher.	HAA	Applicant claim form	
<b>2.9.6</b>	AA prepare payment voucher and sends to HAA (codes) verification	AA	Payment voucher	
<b>2.9.7</b>	HAA verify codes and send to AA for cheque printing	HAA	Payment voucher	
<b>2.9.8</b>	AA print cheque and stamp paid on payment voucher and attachments supporting payment and submit to HAA for signature	AA	Payment voucher and cheque	
<b>2.9.9</b>	HAA review and signs Payment voucher & cheque and submit to RM for second signature	HAA	Payment voucher and cheque	
<b>2.9.10</b>	RM sign the Payment voucher & cheque and return to AA for dispatching	RM	Payment voucher and cheque	
<b>2.9.11</b>	The AA dispatches cheque to various payees and files records	AA	cheque	

### **2.10 Staff Recruitment**

<b>2.10.1</b>	User department fill staff requisition and send to RM for approval	USER DEPARTMENT	Employment Requisition form	
<b>2.10.2</b>	RM review the staff Requisition form and minute HAA	RM		
<b>2.10.3</b>	HAA receive the approved requisition and send to HRO for preparation of advertisement.	HAA		
<b>2.10.4</b>	HRO prepare the advertisement and send to HAA	HRO	Combination of several requisition filling vacancies	
<b>2.10.5</b>	HAA receive advertisement prepared by HRO and send to RM for approval	HAA	Approved advertisement	

<b>2.10.6</b>	RM minute the advertisement to HPMU	RM	Approved advertisement	Proposes the advert to appear in a certain Newspaper
<b>2.10.7</b>	HPMU send the advertisement to the media for the public	HPMU	Approved advertisement	Sends an advert to the certain Newspaper as proposed by RM
<b>2.10.8</b>	RMA receives letters of application addressed to RM and forward to RM	RMA	Application letter	
<b>2.10.9</b>	RM minute the application letters to HAA	RM	Application letter	
<b>2.10.10</b>	HAA minutes the letter to RM and sent to HRO for filling	HAA	Application letter	
<b>2.10.11</b>	HRO sort the applications and send to HAA (Long listing ) and send to HAA for further action	HRO	Application letter	
<b>2.10.12</b>	HAA propose Short Listing Committee and send to RM for approval	HAA	Proposed Short listing committee	
<b>2.10.13</b>	RM approve the Short Listing Committee and minute to HAA	RM	Proposed Short listing committee	
<b>2.10.14</b>	HAA inform the committee and arrange for short listing process	HAA	Short listing committee Invitation MEMO	
<b>2.10.15</b>	Short Listing Committee perform the short listing and qualified candidates send to RM for approval	Short Listing Committee	List of qualified candidate	
<b>2.10.16</b>	RM receive shortlisted candidates and recommend preparation for call for interview letter	RM	List of qualified candidate	
<b>2.10.17</b>	HRO write call for interview letter and send to RM for signature	HAA	Call for Interview letters	
<b>2.10.18</b>	RM sign call for interview	RM	Call for	

	letters		Interview letters	
<b>2.10.19</b>	RMA dispatch letters to candidates and even for mobile phone call	RMA	Call for Interview letters	
<b>2.10.20</b>	HAA send to RM the proposed Interview Panel for approval	HAA	Proposed Interview panel	
<b>2.10.21</b>	RM approve the Interview Panel and minute to HAA for further action	HAA	Interview panel members invitation memo	
<b>2.10.22</b>	HRO draft invitation memo to the Interview Panel and send to RM for signature	HAA	Interview panel members invitation memo	
<b>2.10.23</b>	RM minute the invitation memo to members of interview panel	RM	Interview panel members invitation memo	
<b>2.10.24</b>	Panel members organize written interview, secretary prepare brief report for written interview	Secretary Of Interview Panel	Brief for a written report for interview	
<b>2.10.25</b>	Interview Panel organize oral interview, secretary prepare general report and send to RM	Secretary Of Interview Panel	Brief written report for interview	
<b>2.10.26</b>	RM approve interview report and recommend call for qualified candidate for employment	RM	Brief report on qualified candidates	
<b>2.10.27</b>	HRO draft employment contract and letters for call of employment and send to RM for signature	HRO	Employment letter to qualified candidate	
<b>2.10.28</b>	RM review Contract and sign the letters and minutes to HRO	RM	Employment letter to qualified candidate	
<b>2.10.29</b>	HRO dispatch staff contract and letter of offer to employed staff	HRO	Employment letter to qualified candidate	End of recruitment process
<b>2.10.30</b>	Employee signs the Contract and return to HRO for filling	EMPLOYEE		

### **2.11 Renewal of Staff Contract**

<b>2.11.1</b>	A contract staff submit application letter for contract renewal to RM	STAFF	Letter	Individual letters
<b>2.11.2</b>	RM reviews letters, recommend and minute to HAA	HAA	Letter	Initialing to every received letter
<b>2.11.3</b>	HAA drafts new contract offer for the recommended staff and send to RM for signature.	HAA	Contract	Recommendation for renewal of contract
<b>2.11.4</b>	RM approves the contract renewal and minute back to HAA	RM	Contract	Approval for renewal of contract
<b>2.11.5</b>	HAA send the contract offer to HRO	HAA	Letter	A signed /Approved renewal letter
<b>2.11.6</b>	HRO invite applicant staff to sign the approved contract offer	HRO	Contract	Posts or Call them by their mobile phone
<b>2.11.7</b>	Employee signs the contract and submit to HRO for filling	EMPLOYEE	Contract	End of renewal process

### 3 HEAD OF PROCUREMENT MANAGEMENT UNIT) – Arusha Regional Manager’s Office

#### 3.1 Preparation of Annual Procurement Plan

S/N	Process Step	Action Person	Relevant Documents	Comments, Foot Notes, QA/CQ Controls, etc.
3.1.1	HPMU prepares Draft Annual Procurement Plan (APP) based on Approved budget and packaging plan and submit to DTRTB for Approval	HPMU	Approved Packaging Plan and budget	
3.1.2	DTRTB reviews and approves Annual Procurement Plan and returns to HPMU for implementation	DTRTB	Draft Annual Procurement Plan	
3.1.3	HPMU incorporates DTRTB’s observation; if any, and enters the approved APP into PMIS (PPRA approves and post GPN on their website)	HPMU	Annual Procurement Plan (APP)	Footnote; Date of Specific procurement Date of opening of tenders Date of notification for award Date of Contract signing
3.1.4	HPMU Extracts GPN from APP and advertise through TANROADS website and PPRA Tender portal	HPMU	General Procurement Plan (GPN)	

#### 3.2 PROCUREMENTS OF WORKS

3.2.1	HPMU receive requirements/inputs from user department for preparation of Specific Procurement Notice.	HEU	Bill of Quantities, Drawings, take off sheets, Equipment schedules	General procurement file and Action plan file
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<b>S/N</b>	<b>Process Step</b>	<b>Action Person</b>	<b>Relevant Documents</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
<b>3.2.2</b>	HPMU Prepares specific procurement notice (SPN) and draft tender documents and submits to DTRTB for Approval	HPMU	Draft Specific Procurement Notice and draft tender documents	
<b>3.2.3</b>	DTRTB review and approves Specific Procurement Notice (SPN) and draft tender documents and returns to HPMU for implementation	DTRTB	Draft Specific Procurement Notice and draft tender documents	*if not approved returned for amendment and resubmission
<b>3.2.4</b>	HPMU incorporates DTRTB's observation; if any, and advertise the Specific Procurement notice (SPN)	HPMU	Local newspapers, PPRA Tender Portal, TANROADS website and RMO's Notice Board	

### **3.3 RECEIVING AND OPENING OF TENDERS**

<b>S/N</b>	<b>Process Step</b>	<b>Action Person</b>	<b>Relevant Documents</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
<b>3.3.1</b>	PMU receives sealed tender documents from bidders before deadline for submission , record in Tender receipt Register and place in tender box	HPMU	Tender receipt Register (PPRA procedural form No.8	
<b>3.3.2</b>	HPMU recommends names to form tender adhoc committee for Regional Manager's Approval	HPMU	Approval form No:10	*if not approved, Rm propose other names and approve
<b>3.3.3</b>	RM approves adhoc committee	RM	Letters of appointment	
<b>3.3.4</b>	HPMU prepares relevant checklists for opening of tenders	HPMU	PPRA procedural Form No.9(A&B) for each specific tender submitted for opening	

<b>3.3.5</b>	HPMU Chairs opening of tenders and prepares minutes of tender openings with all relevant information	HPMU	Checklists and Minutes for tender opening	
<b>3.3.6</b>	HPMU Recommends names to form tender evaluation committee for Approval by Regional Manager	HPMU	PPRA procedural Form No.10	*if not approved, Rm propose other names and approve
<b>3.3.7</b>	Regional Manager Approves Evaluation Committee	RM	Evaluation committee appointment Letters	
<b>3.3.8</b>	Evaluation Committee fill-in personal covenants forms	Evaluation Committee	Personal Covenant Forms	
<b>3.3.9</b>	HPMU handover copies of bidders submission to Evaluation Committee and avail place to undertake the task	HPMU	Copies of bidders submission	
<b>3.3.10</b>	Evaluation Committee undertake evaluation of tenders	Evaluation Committee	Copies of bidders submission, Computers, and stationaries	
<b>3.3.11</b>	Evaluation Committee submits draft evaluation report to PMU for review	Evaluation Committee	Draft Evaluation Report	
<b>3.3.12</b>	HPMU review draft evaluation report and return to EC for noted observation, if any	HPMU	Draft Evaluation Report	
<b>3.3.13</b>	Evaluation Committee incorporates PMUs observation and re-submit to HPMU	Evaluation Committee	Draft Evaluation Report	
<b>3.3.14</b>	HPMU submit draft tender evaluation report to DTRTB for review and approval	HPMU	Draft Evaluation Report	
<b>3.3.15</b>	DTRTB reviews tender evaluation report for approval of Award.	DTRTB	Draft Evaluation Report	*if not approved, return to PMU for re-evaluation or re-tender
<b>3.3.16</b>	HPMU instructs Evaluation Committee to incorporate DTRTBs observations, if any;	HPMU	Evaluation Report and Minutes of DTRTBs Meeting	

	and produce final Evaluation report for implementation			
<b>3.3.17</b>	HPMU submits award decision to RM for approval and notification of award decision to unsuccessful bidder	HPMU	Summary of DTRTBs resolutions	*if not approved, return to DTRTB
<b>3.3.18</b>	HPMU Prepares draft tender Documents for the awarded bidders with relevant attachments and submits to DTRTB for Approval	HPMU	Tender documents for awarded bidders and PPRA customized contract document	
<b>3.3.19</b>	DTRTB reviews draft contracts documents for approval for vetting/ratification	DTRTB	Draft Contract Documents	*if not approved, return to PMU for re-submission
<b>3.3.20</b>	HPMU incorporate DTRTBs observations, if any; and produce final contract document and submit to RM for vetting/ratification	HPMU	Contract Document	
<b>3.3.21</b>	RM submits contract document to AG/CE for Vetting/ratification	RM	Contract Document	
<b>3.3.22</b>	HPMU receive comments from vetting/ratification and incorporate comments if any	HPMU	Letter with comments and contract document	
<b>3.3.23</b>	HPMU draft award decision letter for successful bidders and submits to RM for signing	HPMU	Draft Letter of Acceptance	
<b>3.3.24</b>	RM saves Letter of acceptance to the successful bidders	RM	Letter of Acceptance	
<b>3.3.25</b>	HPMU Recommends names to form negotiation team for Approval by Regional Manager	HPMU	PPRA procedural Form No.10	*if not approved, Rm propose other names and approve
<b>3.3.26</b>	Regional Manager Approves Negotiation team	RM	Negotiation team appointment Letters	

<b>3.3.27</b>	Negotiation team prepares negotiation plan and submits to HPMU	Negotiation Team	Negotiation plan	
<b>3.3.28</b>	HPMU review negotiation plan	HPMU	Draft Negotiation plan	*if not compliant, return to negotiation team for review
<b>3.3.29</b>	HPMU submits negotiation plan to DTRTB for review and Approval	DTRTB	Draft Negotiation plan	
<b>3.3.30</b>	DTRTB reviews Negotiation plan for approval	DTRTB	Draft Negotiation plan	*if not approved, return to PMU for re-submission
<b>3.3.31</b>	HPMU instructs Negotiation Team to incorporate DTRTBs observations, if any; and produce final negotiation plan to be used in negotiation with successful bidders	HPMU	Negotiation plan	
<b>3.3.32</b>	Negotiation team undertake negotiation with successful bidders	Negotiation team	Negotiation plan, bidders submission	
<b>3.3.33</b>	Negotiation team submits draft negotiation minutes to PMU for review	Negotiation team	draft negotiation minutes	
<b>3.3.34</b>	HPMU review draft negotiation minutes and return to the team for noted observation, if any	HPMU	draft negotiation minutes	
<b>3.3.35</b>	Negotiation team incorporates HPMUs observation and re-submit to HPMU	Negotiation team	draft negotiation minutes	
<b>3.3.36</b>	HPMU submit draft negotiation minutes to DTRTB for review and approval	HPMU	draft negotiation minutes	
<b>3.3.37</b>	DTRTB reviews draft negotiation minutes for approval.	DTRTB	draft negotiation minutes	*if not approved, return to PMU for re-submission
<b>3.3.38</b>	HPMU instructs Negotiation team to incorporate DTRTBs observations, if any;	HPMU	Negotiation minutes and Minutes of DTRTBs Meeting	

	and produce final negotiation minutes for implementation			
<b>3.3.39</b>	HPMU submits results of negotiation meeting to RM for implementation	HPMU	Summary of DTRTBs resolutions	*if not approved, return to DTRTB
<b>3.3.40</b>	HPMU draft letter for notification of contract signing date and submits to RM for signing	HPMU	Draft Letter of notification for contract signing date	
<b>3.3.41</b>	RM saves Letter of acceptance to the successful bidders			*if bidder has not fulfilled performance bond requirement, exclude
<b>3.3.42</b>	RM and Authorized representatives of each Bidder signs contract, witnessed by Legal officer	RM, Legal Officer and Authorized representatives of Bidders	Two original copies of Vetted Contract Documents	
<b>3.3.43</b>	HPMU submits signed contract documents to Head of Engineering Unit for Implementation	HPMU	Contract files for specific Contract Packages	
<b>3.3.44</b>	HPMU Compiles all procurement process documentations for each tender package and open Procurement Files for future reference	HPMU	Procurement files for each specific tender	

#### **3.4 PROCUREMENTS OF CONSULTANCY SERVICES**

<b>S/N</b>	<b>Process Step</b>	<b>Action Person</b>	<b>Relevant Documents</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
<b>3.4.1</b>	HPMU receive terms of reference (TOR) for preparation of Specific Procurement Notice.	HPL	Terms of reference	General procurement file and Action plan file
<b>3.4.2</b>	HPMU Prepares specific procurement notice (SPN) and draft document for request for proposals for provision for consultancy	HPMU	Draft document for request for proposals for provision for consultancy service	

	services and submits to DTRTB for Approval			
<b>3.4.3</b>	DTRTB review and approves Specific Procurement Notice (SPN) and Draft document for request for proposals for provision for consultancy service and returns to HPMU for implementation	DTRTB	Draft Specific Procurement Notice and draft document for request for proposals for provision for consultancy services	*if not approved returned for amendment and resubmission
<b>3.4.4</b>	HPMU incorporates DTRTB's observation; if any, and advertise the Specific Procurement notice (SPN)	HPMU	Local newspapers, PPRA Tender Portal, TANROADS website and RMO's Notice Board	

### **3.5 RECEIVING AND OPENING OF TENDERS**

<b>S/N</b>	<b>Process Step</b>	<b>Action Person</b>	<b>Relevant Documents</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
<b>3.5.1</b>	PMU receives sealed documents for request for proposal from consultants before deadline for submission , record in Tender receipt Register and place in tender box	HPMU	Tender receipt Register (PPRA procedural form No.8	
<b>3.5.2</b>	HPMU recommends names to form tender adhoc committee for Regional Manager's Approval	HPMU	Approval form No:10	*if not approved, Rm propose other names and approve
<b>3.5.3</b>	RM approves adhoc committee	RM	Letters of appointment	
<b>3.5.4</b>	HPMU prepares relevant checklists for opening of proposal	HPMU	PPRA procedural Form No.9(A&B) for each specific tender submitted for opening	
<b>3.5.5</b>	HPMU Chairs opening of proposals and prepares minutes	HPMU	Checklists and Minutes for Proposal opening	*only technical proposal is opened, financial proposal

	of proposals openings with all relevant information			is kept in safe custody
<b>3.5.6</b>	HPMU Recommends names to form tender evaluation committee for Approval by Regional Manager	HPMU	PPRA procedural Form No.10	*if not approved, Rm propose other names and approve
<b>3.5.7</b>	Regional Manager Approves Evaluation Committee	RM	Evaluation committee appointment Letters	
<b>3.5.8</b>	Evaluation Committee fill-in personal covenants forms	Evaluation Committee	Personal Covenant Forms	
<b>3.5.9</b>	HPMU handover copies of consultants' technical proposal submission to Evaluation Committee and avail place to undertake the task	HPMU	Copies of consultants' technical proposal submission	
<b>3.5.10</b>	Evaluation Committee undertake evaluation of technical proposal	Evaluation Committee	Copies of consultants' technical proposal submission, Computers, and stationaries	
<b>3.5.11</b>	Evaluation Committee submits draft evaluation report to PMU for review	Evaluation Committee	Draft Evaluation Report	
<b>3.5.12</b>	HPMU review draft evaluation report and return to EC for noted observation, if any	HPMU	Draft Evaluation Report	
<b>3.5.13</b>	Evaluation Committee incorporates PMUs observation and re-submit to HPMU	Evaluation Committee	Draft Evaluation Report	
<b>3.5.14</b>	HPMU submit draft tender evaluation report to DTRTB for review and approval	HPMU	Draft Evaluation Report	

<b>3.5.15</b>	DTRTB reviews tender evaluation report for approval of Award.	DTRTB	Draft Evaluation Report	*if not approved, return to PMU for re-evaluation or re-tender
<b>3.5.16</b>	HPMU instructs Evaluation Committee to incorporate DTRTBs observations, if any; and produce final Evaluation report for implementation	HPMU	Evaluation Report and Minutes of DTRTBs Meeting	
<b>3.5.17</b>	HPMU submits award decision to RM for approval and notification of award decision to unsuccessful bidder	HPMU	Summary of DTRTBs resolutions	*if not approved, return to DTRTB
<b>3.5.18</b>	After cool-off period, HPMU draft letter invitation for financial proposal opening for successful consultants and submits to RM for signing	HPMU	draft letter of invitation for financial proposal opening	
<b>3.5.19</b>	RM saves letter of invitation for financial proposal opening to successful consultants	RM	letter of invitation for financial proposal opening for successful consultants	
<b>3.5.20</b>	HPMU Recommends names to form tender evaluation committee for financial proposal for Approval by Regional Manager	HPMU	PPRA procedural Form No.10	*if not approved, Rm propose other names and approve
<b>3.5.21</b>	Regional Manager Approves Evaluation Committee	RM	Evaluation committee appointment Letters	
<b>3.5.22</b>	Evaluation Committee fill-in personal covenants forms	Evaluation Committee	Personal Covenant Forms	
<b>3.5.23</b>	HPMU handover copies of consultants' financial proposal	HPMU	Copies of consultants' financial proposal submission	



	submission to Evaluation Committee and avail place to undertake the task			
<b>3.5.24</b>	Evaluation Committee undertake evaluation of financial proposal	Evaluation Committee	Copies of consultants' financial proposal submission, Computers, and stationaries	
<b>3.5.25</b>	Evaluation Committee submits draft evaluation report for combined technical and financial proposal to PMU for review	Evaluation Committee	Draft Evaluation Report for combined technical and financial proposal	
<b>3.5.26</b>	HPMU review draft evaluation report for combined technical and financial proposal and return to EC for noted observation, if any	HPMU	Draft Evaluation Report for combined technical and financial proposal	
<b>3.5.27</b>	Evaluation Committee incorporates PMUs observation and re-submit to HPMU	Evaluation Committee	Draft Evaluation Report for combined technical and financial proposal	
<b>3.5.28</b>	HPMU submit draft tender evaluation report for combined technical and financial proposal to DTRTB for review and approval	HPMU	Draft Evaluation Report for combined technical and financial proposal	
<b>3.5.29</b>	DTRTB reviews tender evaluation report for combined technical and financial proposal for approval of Award.	DTRTB	Draft Evaluation Report for combined technical and financial proposal	*if not approved, return to PMU for re-evaluation or re-tender
<b>3.5.30</b>	HPMU instructs Evaluation Committee to incorporate DTRTBs observations, if any; and produce final Evaluation report for combined technical	HPMU	Evaluation Report for combined technical and financial proposal and Minutes of DTRTBs Meeting	

	and financial proposal for implementation			
<b>3.5.31</b>	HPMU submits award decision to RM for approval and notification of award decision to unsuccessful Consultants	HPMU	Summary of DTRTBs resolutions	*if not approved, return to DTRTB
<b>3.5.32</b>	HPMU Prepares draft contract Documents for the awarded consultants with relevant attachments and submits to DTRTB for Approval	HPMU	Tender documents for awarded consultants and PPRA customized contract document	
<b>3.5.33</b>	DTRTB reviews draft contracts documents for approval for vetting/ratification	DTRTB	Draft Contract Documents	*if not approved, return to PMU for re-submission
<b>3.5.34</b>	HPMU incorporate DTRTBs observations, if any; and produce final contract document and submit to RM for vetting/ratification	HPMU	Contract Document	
<b>3.5.35</b>	RM submits contract document to AG/CE for Vetting/ratification	RM	Contract Document	
<b>3.5.36</b>	HPMU receive comments from vetting/ratification and incorporate comments if any	HPMU	Letter with comments and contract document	
<b>3.5.37</b>	HPMU draft award decision letter for successful bidders and submits to RM for signing	HPMU	Draft Letter of Acceptance	
<b>3.5.38</b>	RM saves Letter of acceptance to the successful bidders	RM	Letter of Acceptance	
<b>3.5.39</b>	HPMU Recommends names to form negotiation team for	HPMU	PPRA procedural Form No.10	*if not approved, Rm propose other names and

	Approval by Regional Manager			approve
<b>3.5.40</b>	Regional Manager Approves Negotiation team	RM	Negotiation team appointment Letters	
<b>3.5.41</b>	Negotiation team prepares negotiation plan and submits to HPMU	Negotiation Team	Negotiation plan	
<b>3.5.42</b>	HPMU review negotiation plan	HPMU	Draft Negotiation plan	*if not compliant, return to negotiation team for review
<b>3.5.43</b>	HPMU submits negotiation plan to DTRTB for review and Approval	DTRTB	Draft Negotiation plan	
<b>3.5.44</b>	DTRTB reviews Negotiation plan for approval	DTRTB	Draft Negotiation plan	*if not approved, return to PMU for re-submission
<b>3.5.45</b>	HPMU instructs Negotiation Team to incorporate DTRTBs observations, if any; and produce final negotiation plan to be used in negotiation with successful bidders	HPMU	Negotiation plan	
<b>3.5.46</b>	Negotiation team undertake negotiation with successful bidders	Negotiation team	Negotiation plan, bidders submission	
<b>3.5.47</b>	Negotiation team submits draft negotiation minutes to PMU for review	Negotiation team	draft negotiation minutes	
<b>3.5.48</b>	HPMU review draft negotiation minutes and return to the team for noted observation, if any	HPMU	draft negotiation minutes	
<b>3.5.49</b>	Negotiation team incorporates HPMUs observation and re-submit to HPMU	Negotiation team	draft negotiation minutes	

<b>3.5.50</b>	HPMU submit draft negotiation minutes to DTRTB for review and approval	HPMU	draft negotiation minutes	
<b>3.5.51</b>	DTRTB reviews draft negotiation minutes for approval.	DTRTB	draft negotiation minutes	*if not approved, return to PMU for re-submission
<b>3.5.52</b>	HPMU instructs Negotiation team to incorporate DTRTBs observations, if any; and produce final negotiation minutes for implementation	HPMU	Negotiation minutes and Minutes of DTRTBs Meeting	
<b>3.5.53</b>	HPMU submits results of negotiation meeting to RM for implementation	HPMU	Summary of DTRTBs resolutions	*if not approved, return to DTRTB
<b>3.5.54</b>	HPMU draft letter for notification of contract signing date and submits to RM for signing	HPMU	Draft Letter of notification for contract signing date	
<b>3.5.55</b>	RM saves Letter of acceptance to the successful Consultants			*if bidder has not fulfilled performance bond requirement, exclude
<b>3.5.56</b>	RM and Authorized representatives of each Consultants signs contract, witnessed by Legal officer	RM, Legal Officer and Authorized representatives of Consultants	Two original copies of Vetted Contract Documents	
<b>3.5.57</b>	HPMU submits signed contract documents to Head of Planning Unit for Implementation	HPMU	Contract files for specific Contract Packages	
<b>3.5.58</b>	HPMU Compiles all procurement process documentations for each tender package and open	HPMU	Procurement files for each specific tender	

	Procurement Files for future reference			
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### **3.6 PROCUREMENTS OF GOODS AND NON CONSULTING SERVICES**

<b>S/N</b>	<b>Process Step</b>	<b>Action Person</b>	<b>Relevant Documents</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
<b>3.6.1</b>	HPMU receive approved requisition for procurement of Non Consulting Services	HPMU	Approved Requisition form and statement of requirements	
<b>3.6.2</b>	HPMU saves notification to GPSA registered suppliers/service providers	HPMU	Mini competition quotation forms	
<b>3.6.3</b>	HPMU receive sealed quotations from suppliers/Service providers saved with quotation and opened in the presence of their representative	HPMU	Filled and Sealed quotations	
<b>3.6.4</b>	PMU staff undertake analysis of the quotation	PMU Staffs	Received quotations, computer and stationaries	
<b>3.6.5</b>	PMU staff submits analysis of the quotation to HPMU for review	PMU Staffs	quotation analysis document	
<b>3.6.6</b>	HPMU review quotation analysis and return to PMU Staffs for noted observation, if any	HPMU	quotation analysis document	
<b>3.6.7</b>	PMU Staff incorporate HPMUs observation and submit back	PMU Staffs	quotation analysis document	
<b>3.6.8</b>	HPMU submits quotation analysis document to DTRTB for	HPMU	quotation analysis document	

	approval through circular resolution or			
<b>3.6.9</b>	DTRTB reviews quotation analysis document minutes for approval.	DTRTB	quotation analysis document	*if not approved, return to PMU for re-submission
<b>3.6.10</b>	HPMU issue LPO to the lowest service provider/Supplier to supply/provide service	HPMU	Local Purchase Order	
<b>3.6.11</b>	HPMU Recommend Inspection Committee for RMs Approval	HPMU	Recommendation Letter	
<b>3.6.12</b>	RM approves Inspection Committee	RM	Letter of Appointment	
<b>3.6.13</b>	Inspection Committee undertake goods/service Acceptance inspection	Inspection Committee	Local Purchase Order and delivery Note	*if rejected, returned to supplier/service provider to rectify noted shortfalls
<b>3.6.14</b>	Inspection Committee submits goods/service Acceptance inspection report	Inspection Committee	Acceptance report	*if accepted, goods are entered in ledger
<b>3.6.15</b>	HPMU submits acceptance report to RM to evidence payment to service provider/Supplier	HPMU	Acceptance report and tax invoice	

## 4 Head of Planning (HPL) – Arusha Regional Manager’s Office

### 4.1 Material Testing and Quality Control for Road Works

SN	Process Step	Action Person	RELEVANT DOCUMENTS	Comments, Foot Notes, QA/CA Controls, etc.
<b>4.1.1</b>	RM receives request for material testing and quality control for road works	Contractor/Customer		
<b>4.1.2</b>	RM forward the request to HPL for action	RM	Request from the Contractor/Customer	
<b>4.1.3</b>	HPL assigns the task to IML	HPL	Request from the Contractor/Customer	
<b>4.1.4</b>	IML prepares material test report and submits to HPL	IML	Materials report Forms	
<b>4.1.5</b>	HPL reviews the correctness of the report and forward to RM	HPL	Materials report Forms	If the report is not compliant is returned to IML for correction
<b>4.1.6</b>	RM accepts the report and signed the letter for dispatch of the test results to the contractor/customer	RM	Materials report Forms	If the report is not correct is returned to HPL for correction
<b>4.1.7</b>	Registry dispatch the materials report to the customer	Registry	Materials report Forms	End Process

### 4.2 Quarterly / Annual Progress Report

SN	Process Step	Action Person	RELEVANT DOCUMENTS	Comments, Foot Notes, QA/CA
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				<b>Controls, etc.</b>
<b>4.2.1</b>	Planning Technician Prepares progress report as required quarterly and submits to HPL	Planning Technician (PT)	Progress report forms R1 to R25	Typically the progress report is prepared at the end of the quarter
<b>4.2.2</b>	HPL reviews the correctness of the report and forward to RM including cover letter	HPL	Progress report forms R1 to R25	If the report is not correct is returned to PT for correction
<b>4.2.3</b>	RM accepts the report and sign cover letter for submission to CE	RM	Progress report forms R1 to R25 and cover letter	If the report is not correct is returned to HPL for correction
<b>4.2.4</b>	Registry dispatch the progress report and the covering letter to CE and saves a copy	Registry	Progress report forms R1 to R25 and cover letter	End Process

### **4.3 Road Condition Survey**

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>RELEVANT DOCUMENTS</b>	<b>Comments, Foot Notes, QA/CA Controls, etc.</b>
<b>4.3.1</b>	CE request RM to conduct Road condition survey	CE	Letter	
<b>4.3.2</b>	RM assigns the task to HPL		RM Letter from CE	
<b>4.3.3</b>	HPL plans for the task and assigns Planning Technician and his team to conduct road condition survey	HPL	Letter from CE and Road Condition Survey Forms	
<b>4.3.4</b>	Planning Technician Conduct road condition survey	Planning Technician (PT)	Road network condition survey form A2	



<b>4.3.5</b>	PT prepares the report by filling the road condition survey forms and submits to HPL	PT	Road network condition survey form A2	If the report is not correct is returned to PT for correction
<b>4.3.6</b>	HPL reviews the report for correctness and quality assurance and returns to PT to enter the data into the Road Maintenance Management System (RMMS)	HPL	Road network condition survey form A2	If the report is not correct is returned to PT for correction
<b>4.3.7</b>	PT enters the road condition data into the RMMS and submits to HPL	PT	Road Condition Survey data and Computer with RMMS software and forward to HPL	
<b>4.3.8</b>	HPL reviews the correctness of the data entry and forward to RM with a covering letter	HPL	Road condition survey report and covering letter	
<b>4.3.9</b>	RM approves the report for its correctness and signs the letter for dispatch of the report to CE	RM	Road network condition survey form A2	If the report is not correct is returned to HPL for correction
<b>4.3.10</b>	Registry dispatch the road condition survey report to CE and saves a copy	Registry	Road network condition survey form A2	End Process

#### **4.4 Road Maintenance Budget Preparations**

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>RELEVANT DOCUMENTS</b>	<b>Comments, Foot Notes, QA/CA Controls, etc.</b>
<b>4.4.1</b>	CE requests RM to prepare road maintenance budget	CE	Letter with draft initial budget sealing	
<b>4.4.2</b>	RM assign HPL to prepare the draft budget using the RMMS	RM	Letter with draft initial budget sealing	

<b>4.4.3</b>	HPL by the use of Road Maintenance Management System (RMMS) runs Unconstrained and Constrained budget for road works	HPL	Letter from CE and computer with RMMS software	
<b>4.4.4</b>	RM approves the Unconstrained and Constrained budgets for their correctness and signs the letter for dispatch to CE	RM	Draft Budget	If the report is not correct it is returned to HPL for correction
<b>4.4.5</b>	Registry dispatch the Unconstrained and Constrained budgets to CE and keep a copy	Registry	Draft Budget	
<b>4.4.6</b>	TANROADSHQ compiles draft budgets from the Regions and submits to the Parliament Budget meeting	CE	Draft Budget	
<b>4.4.7</b>	Parliament approves budget for respective ministries	Parliament	Approved Budget	
<b>4.4.8</b>	CE submits approved budget by the Parliament to RM	CE	Approved Bud	
<b>4.4.9</b>	RM directs the approved budget to HPL	RM	Approved Budget	Approved budget by the Parliament
<b>4.4.10</b>	HPL runs the approved budget in the RMMS system to prioritize the maintenance requirement for various roads	HPL	Approved budget by the Parliament	
<b>4.4.11</b>	RM reviews the prioritized maintenance budget and forward the final version to CE	RM	Approved budget by the Parliament	If there is any comment it is returned to HPL to incorporate the RM Comments
<b>4.4.12</b>	Registry dispatch the final budget distribution to CE and saves a copy	Registry	Budget	End Process

#### 4.5 Compensations to PAPS

SN	Process Step	Action Person	Relevant Documents	Comments, Foot Notes, QA/CA Controls, etc.
<b>4.5.1</b>	RM requests HPL to arrange for compensation of PAPS	RM	List of Paps	
<b>4.5.2</b>	HPL request valuer to carry out valuation of the PAPS	HPL	List of PAPS	
<b>4.5.3</b>	Valuer conduct valuation of PAPS	Valuer	List of PAPS	
<b>4.5.4</b>	HPL reviews the valuation report for its correctness	HPL	Valuation report	If the report is not correct is returned to Valuer for correction
<b>4.5.5</b>	RM approves the report for its correctness and returned to Valuer	RM	Valuation report	If the report is not correct is returned to Valuer for correction
<b>4.5.6</b>	Valuer sends the report to the Government Chief Valuer for approval of payment	Valuer	Valuation report	
<b>4.5.7</b>	Government Chief Valuer (GCV) approves the valuation report for payment and returns to valuer	CGV	Valuation report	If the report is not correct is returned to Valuer for correction
<b>4.5.8</b>	Valuer sends the approved report to Regional Authorities for signature	Valuer	Approved valuation report by GCV	
<b>4.5.9</b>	RC, DC and VEO signs the approved valuation report and returns to Valuer	RC, DC and VEO	Approved valuation report by GCV	
<b>4.5.10</b>	Valuer submits the completed and signed valuation report to RM	Valuer	Approved valuation report	

<b>4.5.11</b>	RM submits copy of the valuation report to CE for approval and release of payment	RM	Approved valuation report	
<b>4.5.12</b>	CE reviews the report and approves release of funds to RM	CE	Approved valuation report	
<b>4.5.13</b>	HCFA releases fund to the RM	HCFA	Approved valuation report	
<b>4.5.14</b>	RM directs HAA to prepare payments for compensation of PAPS	RM	Approved valuation report	
<b>4.5.15</b>	HAA reviews the compensation report and assign cashier to prepare payment voucher	HAA	Approved valuation report	
<b>4.5.16</b>	Cashier prepares voucher for payment	Cashier	Approved valuation report and Form TNRA/AMF/11	
<b>4.5.17</b>	HAA verifies codes and approves voucher and returns to the cashier for payment	HAA	Approved valuation report and Form TNRA/AMF/11	
<b>4.5.18</b>	AA prints Cheques and stamp PAID on Payment Voucher and all supporting documents and submit to approved signatories	AA	Approved valuation report, Form TNRA/AMF/11, Payment Voucher & Cheque	
<b>4.5.19</b>	Approved signatories signs cheques and returns to cashier.	Approved signatories	Cheque	
<b>4.5.20</b>	The Cashier dispatch payment cheques to the PAPS and captures relevant signatures, passport size photographs and proofs	Cashier	Cheque	
<b>4.5.21</b>	Cashier files all related documents: signed memos, payment evaluation reports, payment vouchers, etc.	Cashier	All relevant documents	End Process

## 4.6 AXLE LOAD SUPERVISOR

### 1.1 Prepare Budget for Axle Load Control Operations

S/N	PROCESS	Action person	Relevant Document	Comment
1.1.1	ALS receive ceiling budget from HAA	HAA	Budget Document	Budget for Weighbridge is prepared for every financial year
1.1.2	ALS prepare tentative budget according to ceiling and submit to RM for approval	ALS		
1.1.3	RM approve the budget	RM		

### 1.2 Prepare Abnormal Wide load Permit

<b>1.2.1</b>	Customer submits Request letter to RM TANROADS request to transport an abnormal load.	CUSTOMER	Request letter	Request letter is submitted to Registry for further action
<b>1.2.2</b>	Registry personnel stamp letter received and forward the Request letter to RM	Registry		
<b>1.2.3</b>	RM minute the request to ALS	RM	Request letter	Customer submit copy of the request letter to ALS
<b>1.2.4</b>	ALS prepare bill (invoice) to the customer	ALS	Request letter	Customer pay bill
<b>1.2.5</b>	Customer pay bill via bank deposit or mobile money	Customer		
<b>1.2.6</b>	ALS verify the payment and issue receipt and prepare abnormal load permit and submit to RM	ALS	Prepared Permit	
<b>1.2.7</b>	RM signs the permit and submits to Registry for dispatch.	RM	Signed Permit	
<b>1.2.8</b>	Registry issue the signed permit to customer.	Registry	Permit issued	

### 1.3 Preparation of Progress Reports (Monthly, Quarterly & Annual)

1.3.1	Shift In charge prepares and submits monthly progress report to ALS	Shift In charge	Monthly Progress report	Monthly ,quarterly and annually
1.3.2	ALS compile and review Reports from all Weighbridges including charges for abnormal wide load and submit to HAA	ALS	Monthly Progress report	
1.3.3	HAA reviews the report and certifies and return to ALS.	HAA	Monthly Progress report	
1.3.4	ALS submit the report and a draft covering letter to RM for Approval and signing	ALS	Monthly Progress report	
1.3.5	RM reviews the report, signs the transmittal letter and submits the Monthly/Quarterly /Annual report to CE TANROADS HQ	RM		

### 1.4 Requisition for Stationary, IT Equipment, Service, Maintenance and Repair of Weighbridge

1.4.1	ALS prepare Requisition form and sends to HPL for verification & Certification	ALS	Requisition form	
1.4.2	HPL Certify the requisition form and submit to RM for Approval	HPL	Requisition form	
1.4.3	RM approve the requisition form and submit to HPMU for Procurement Procedures	RM	Requisition form	
1.4.4	HPMU initiate Procurement Process	HPMU	Requisition form	HPMU will initiate procurement process after RM approval

### 1.5 Weighing Motor Vehicles Passing at Weighbridges

<b>1.5.1</b>	Weighbridge Operator Weighs the Motor vehicle and issue a ticket to the driver if vehicle is overloaded.	Weighbridge Operator		By law all Motor Vehicles of Gross Vehicle Weight (GVW) $\geq$ 3,500kg must be weighed on all weighbridges
<b>1.5.2</b>	If overloaded, the vehicle driver pays the overload fine at Weighbridge Cashier	Vehicle Driver		
<b>1.5.3</b>	The Weighbridge Cashier collects payment and issue receipt for overloaded vehicle	Weighbridge Cashier		
<b>1.5.4</b>	The weighbridge Operator verifies the receipt and re-weigh the vehicle after offloading or re-arranging the load and issue new ticket.	Weighbridge Operator		
<b>1.5.5</b>	Weighbridge In Charge verifies the ticket compliance with allowed load limits and allow the vehicle to proceed.	Weighbridge In charge		
<b>1.5.6</b>	Weighbridge operator shall ascertain compliance to the permit for trucks carrying abnormal load with special permit. If non-compliance, WO submits to ALS for action	Weighbridge Operator		
<b>1.5.7</b>	ALS report discrepancy to the RM for appropriate action	ALS		
<b>1.5.8</b>	RM decides on appropriate action and forward to ALS	RM		
<b>1.5.9</b>	ALS forward the decision to Weighbridge In charge	ALS		
<b>1.5.10</b>	Weighbridge In Charge (WIC) release or impose penalty the vehicle according to RM recommendation	Weighbridge In charge		

### 1.6 *Payment of Night Out Allowances & EDA*

1.6.1	Employee request Night out allowances & EDA by filling the forms and submit to ALS	Employee	Application claim forms	Dully filled forms
1.6.2	ALS sign the form and forward to HPL	ALS	Application claim forms	Dully filled forms
1.6.3	HPL review and sign the form and forward to RM for approval	HPL	Application claim forms	
1.6.4	RM verifies and sign the application form and forward to HAA for payment	RM	Application claim forms	
1.6.5	HAA review approved form and submit to AA for preparation of payment voucher	HAA	Application claim forms	
1.6.6	AA prepare payment voucher and send to HAA (code) verification	AA	Payment Voucher	
1.6.7	HAA verify codes and send to AA for cheque printing	HAA	Payment Voucher	
1.6.8	AA print cheque and stamp paid on payment voucher and attachment supporting payment and submit to HAA for signature	AA	Payment voucher and cheque	
1.6.9	HAA review and sign payment voucher and cheque and submit to RM for second signature	HAA	Payment voucher and cheque	
1.6.10	RM sign the payment voucher and cheque and return to AA for dispatching	RM	Payment voucher and cheque	
1.6.11	The AA dispatches cheque to various payees and files records	AA	cheque	



## 2 HEAD OF ENGINEERING UNIT – Mtwara Region

### 2.1 Supervision of Routine and Periodic Maintenance Works and Monitoring of Maintenance Expenditure

SN	Process Step	Action Person	RELEVANT DOCUMENTS	Comments, Notes, Controls, etc.	Foot QA/CQ
2.1.1	The Contractor submits request (Notice of Operation) to RMO	Contractor	NOP form		
2.1.2	The Registry forwards the request to RM to take action	Registry	NOP form		
2.1.3	RM forward the form to HoE to take action	RM	NOP form		
2.1.4	HoE reviews and forward to Project Engineer for further action	HoE	NOP form	If the form is not fully compliant it is returned to Contractor to correct	
2.1.5	The Project Engineer (PE) may approve or reject the request, If it is approved then arrange for site visit or may assign the Road Inspector to visit the site	PE	Working schedule		
2.1.6	After completion of the activities, the contractor submit request for inspection of work, approval of works to RMO	Contractor	App-A-09		
2.1.7	The Registry forwards the request to RM to take action	Registry	App-A-09		
2.1.8	RM forward the form to HoE to take action	RM	App-A-09		
2.1.9	HoE reviews and forward to Project Engineer for further action	HoE	App-A-09	If the form is not fully compliant it is returned to Contractor to correct	
2.1.10	The Project Engineer (PE) may approve or reject the request, If it is approved then arrange for site inspection or may assign the Road Inspector for inspection	PE	App-A-09		
2.1.11	If PE rejects, notification is given to Contractor to rectify and re-apply	PE	App-A-09		

<b>2.1.12</b>	Road Inspector prepare measurement sheet for work done and report then submit to PE	RI	App-A-08b	
<b>2.1.13</b>	PE reviews the measurement then notifies the contractor to sign for further process.	PE	App-A-08b	If the form is not fully compliant it is returned to RI to correct
<b>2.1.14</b>	PE forward the measurement sheet and prepared report to HPL for preparation payment certificate	PE	App-A-08b	
<b>2.1.15</b>	HPL prepare Payment certificate return to PE to sign and notifies the Contractors to sign	HPL	Payment Certificate	
<b>2.1.16</b>	PE forward the certificate to HoE for Certification	PE	Payment Certificate	
<b>2.1.17</b>	HoE review and certify for payment then forward to RM for Approval of payment	HoE	Payment Certificate	If there is any correction it is returned to PE to correct
<b>2.1.18</b>	RM review and approve the certificate then forward to HAA for payment	RM	Payment Certificate	<b>End of Process</b>

## **2.2 Supervision of Quality Control of Bridges and Road Works**

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>Relevant Documents</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
<b>2.2.1</b>	Contractor submit request for inspection of work, approval of works to RMO	Contractor	App-A-09	All mails to RM are submitted to Registry
<b>2.2.2</b>	The Registry forwards the request to RM to take action	Registry	App-A-09	
<b>2.2.3</b>	RM forward the form to HoE to take action	RM	App-A-09	
<b>2.2.4</b>	HoE reviews and forward to Laboratory In charge (LI) for further action	HoE	App-A-09	If the form is not fully compliant it is returned to Contractor to correct

<b>2.2.5</b>	The Laboratory Incharge arrange for inspection	LI	Working schedule	
<b>2.2.6</b>	Laboratory Incharge prepare report and submit to HoE for approve	LI	Test results	
<b>2.2.7</b>	Head of Engineering provide a copy for the RMO reference and the original test results submits to the Contractor.	HoE	Test results	<b><i>End of Process</i></b>

### ***2.3 Preparation of Annual Programmes and Budgets for Maintenance Works***

<b>2.3.1</b>	RM receives notification of approved budget from CE	CE	Internal Memo	
<b>2.3.2</b>	RM minutes HoE to prepare scope of works and budget.	RM	Internal Memo	
<b>2.3.3</b>	HoE prepares draft budgets to conduct scope of works and submit to RM	HoE	Budget report	
<b>2.3.4</b>	RM reviews the submitted and approve if no comment, if there is any correction it is returned to HoE.	RM	Budget report	
<b>2.3.5</b>	HoE select a team from Maintenance Engineers (ME) and Road Inspectors and notify them to conduct the scope of works	HoE	Internal Memo	
<b>2.3.6</b>	ME submits report on the work conducted to HoE for implementation	ME	Report	
<b>2.3.7</b>	HoE review and submit the scope of works with estimated budget to HPL	HoE	Scope of Works, annual estimated budget	<b><i>End of Process</i></b>

### 3 HEAD OF PLANNING – Mtwara Region

#### 3.1 ROAD CONDITION SURVEY

S/N	Process Step	Action Person	RELEVANT DOCUMENTS	Comments, Foot Notes, QA/CQ Controls, etc.
1.1.1	The CE notifies the RM to conduct the road condition survey	CE	Internal memorandum	
1.1.2	The RM forwards the memo to HPL to take action	RM	Internal memorandum	
1.1.3	HPL form the team and prepare budget to carry out the task and submits to the RM	HPL	Internal memorandum	
1.1.4	RM reviews and approves the budget and forward to HAA for payment and notify HPL	RM		If the proposed budget not within released fund it is returned to HPL for correction to comply with the available released fund
1.1.5	HPL works jointly with the condition survey team to prepare working schedule and forward to RM	HPL	Working schedule	
1.1.6	(a) The condition survey team collect all required equipment, tools and accessories and do calibration for the vehicle in subject to odometer	Condition Survey team leader		
	(b) The condition survey team goes to site according to prepared working schedule for data collection	Condition Survey team leader	Survey forms	QA is also carried out during site condition survey by comparing ratters
	(c) The condition survey team compiles the report and inters the collected data to the RMMS Data Base and presents to HPL	Condition Survey team leader	Road Condition survey report	HPL notifies RMMS HQ – QA team of the progress
1.1.7	QA team from HQ reviews the report versus data entered to the RMMS Data Base	QA team	Road Condition survey report /Data Base	
1.1.8	HPL submits report to RM for review and comments. The report goes with draft submission	HPL	Road Condition survey report	If report and letter are ok, the letter is signed, if not it is returned to HPL for

	letter for signature.			editing.
1.1.9	RM reviews and approves the report and return to HPL for submission to CE (TANROADS – HQ)	RM	Road Condition survey report /Data Base	<i>End of Process</i>

### **3.2 BRIDGE INVENTORY**

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>RELEVANT DOCUMENTS</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
1.2.1	The CE notifies the RM to conduct Bridge Inventory	CE	Internal memorandum	
1.2.2	The RM forwards the memo to HPL to take action	RM	Internal memorandum	
1.2.3	HPL forms the Bridge Inventory team and prepare budget to carry out the task and submits to the RM	HPL	Internal memorandum	
1.2.4	RM reviews and approves the budget and forward to HAA for payment and notify HPL.	RM		If the proposed budget not within released fund it is returned to HPL for correction to comply with the available released fund
1.2.5	HPL works jointly with the condition survey team to prepare working schedule and forward to RM	HPL	Working schedule	
1.2.6	(a) The team collect all required equipment, tools and accessories and do calibration for the vehicle subject to odometer	Team leader		
	(b) The Bridge Inventory team goes to site according to prepared working schedule for data collection	Team leader	Bridge Survey forms	
	(c) The Bridge inventory team compiles the report and inters the collected data to the BMMS Data Base and presents to HPL	Team leader	Bridge Inventory Report	BMMS has not been used due to circumstances beyond our control

1.2.7	QA team from HQ reviews the report versus data entered to the BMMS Data Base	QA team	Bridge Inventory Report /Data Base	QA review Report (refer S/N 1.2.6 c)
1.2.8	HPL submits report to RM for review and comments. The report goes with draft submission letter for signature.	HPL	Bridge Inventory Report /Data Base	
1.2.9	RM reviews and approves the report and return to HPL for submission to CE (TANROADS – HQ)	RM	Bridge Inventory Report /Data Base	<i>End of Process</i>

### **3.3 TRAFFIC COUNT**

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>RELEVANT DOCUMENTS</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
1.3.1	The CE notifies the RM to conduct Traffic Count	CE	Internal memorandum	
1.3.2	The RM forwards the memo to HPL to take action	RM	Internal memorandum	
1.3.3	HPL forms the Traffic Count team and prepare budget to carry out the task and submits to the RM	HPL	Internal memorandum	
1.3.4	RM reviews and approves the budget and forward to HAA for payment.	RM		If the proposed budget not within released fund it is returned to HPL for correction to comply with the available released fund
1.3.5	HPL works jointly with traffic count team to prepare working schedule and forward to RM	RM	Working schedule	
1.3.6	(a) The team collect all required equipment, tools and accessories	Team leader		

	(b) The Traffic count team goes to count stations according to prepared working schedule for data collection	Team leader	Traffic Count forms	
	(c) The Traffic count team compiles the report and inters the collected data to the RMMS Data Base and present to HPL	Team leader	Traffic count Report	
1.3.7	QA team from HQ reviews the report versus data entered to the RMMS Data Base	QA team	Traffic count Report /Data Base	
1.3.8	HPL submits report to RM for review and comments. The report goes with draft submission letter for signature.	HPL	Traffic count Report /Data Base	
1.3.8	RM reviews and approves the report and return to HPL for submission to CE (TANROADS – HQ)	RM	Traffic count Report /Data Base	<i>End of Process</i>

### **3.4 1.4 PREPARATION OF MAINTENANCE AND DEVELOPMENT BUDGET**

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>RELEVANT DOCUMENTS</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
1.4.1	RM receives budget sealing from HQ and minutes to HPL to start budget process			
1.4.2	HPL prepares draft budgets following budget ceiling and submit to RM	HPL	Budget report/ Budget Seal	HPL runs RMMS to determine maintenance priority
1.4.3	The RM reviews the budget and comments if there is any and return to HPL for correction	RM	Budget report	
1.4.4	HPL incorporates all comments and resubmit to RM with a draft submission letter for signature	HPL	Budget report	
1.4.5	RM reviews and approves the report and return to HPL for submission to CE (TANROADS –	RM		<i>End of Process</i>

	HQ)			
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### **3.5 1.5 PREPARATION OF ACTION PLAN**

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>RELEVANT DOCUMENTS</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
1.5.1	RM receives notification of approved budget from CE and minutes HPL to prepare action plan	RM		Budget approval typically comes end of June or early July each year
1.5.2	HPL prepares draft action plan and submit to RM	HPL	Action plan	
1.5.3	The RM reviews the draft action plan and comments if there is any and return to HPL for correction	RM	Action plan	
1.5.4	HPL incorporates comments and resubmit to RM	HPL	Action plan	
1.5.5	RM approves the draft action plan and submit to CE, and copy is reserved for records	RM		<i>End of Process</i>

### **3.6 1.6 PREPARATION OF IPC FROM RMMS**

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>RELEVANT DOCUMENTS</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
1.6.1	Following contractors application to be paid , (HE, PE , RI and Lab in charge completes measurement sheets, inspection report and/ laboratory test results) PE request HPL to create IPC	PE	Contractors request letter for payment	
1.6.2	HPL receives measurements sheets, site inspection report and other related documents such as laboratory test results from Project	PE	Measurement sheet, site inspection report, laboratory test, Notice of	



	Engineer (PE)		operation (NOP) form and Request for inspection (RFI) form	
1.6.3	HPL reviews the received documents and process the measured quantity into RMMS	HPL	Interim payment certificate (IPC) from RMMS	
1.6.4	HPL returns IPC to PE for signing and be minute to HE for certification and forwarded to RM for approval	PE	IPC	<i>End of Process</i>

### **3.7 1.7 PREPARATION OF QUARTERLY PROGRESS REPORT**

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>RELEVANT DOCUMENTS</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc.</b>
1.7.1	RM receives notification from CE to prepare progress report and RM instructs HPL to prepare progress report	RM		Notification comes two weeks before end of the quarter.
1.7.2	HPL analyses data and updates RMMS Data base	HPL	IPC's, site inspection reports	
1.7.3	HPL runs and generate RMMS reports	HPL	RMMS reports	
1.7.4	HPL reviews generated RMMS reports and prepares progress report in a standard format and submit to RM	HPL	Progress report	
1.7.4	RM reviews and comments, if ok signs the report and submits to CE	RM	Progress report	<i>End of Process</i>

## HEAD PROCUREMENT MANAGEMENT UNIT – Mtwara Region

### 1.1 To Prepare GPN and APP for Goods, Works, Non-Consultancy Services and Disposal of Public Assets

1.1.1	RM notifies HPMU to commence procurement following (tentative) budget approval	RM	Approved budget	
1.1.2	HPMU Prepares APP according to Approved Budget and forward to RM for review and comments	HPMU	APP and draft letter for submission to CE	
1.1.3	RM review APP and forward to CE for approval	RM	APP	If any comment raised return to HPMU for correction
1.1.4	CE reviews APP and Approve and forwards to RM for publishing in tender portal and Agency website	CE	Approved APP	
1.1.5	RM forwards approved APP to HPMU for publishing in tender portal and Agency website	RM	Approved APP	
1.1.6	HPMU Sends APP to PPRA and publish GPN in tender portal, Procurement Journal and Agency website	HPMU	APP and GPN	End of process

### 1.2 Prepare tender and contract documents for procurement of works;

1.2.1	RM receives (Scope of works BoQ, drawings and Specifications) from HPL forwards the Scope of works to HPMU and instructs HPMU to commence tendering process	RM	BoQ, drawings and Specifications	
1.2.2	HPMU prepares tender documents and SPN and forward to the DTRTB for approval	HPMU	Tender documents and SPN	
1.2.3	DTRTB approves tender documents and SPN	DTRTB	tender documents and SPN	If any comment raised by DTRTB returns to HPMU for correction before publishing SPN
1.2.4	If not approved by DTRTB the DTRTB returns the procurement to HPMU to address issues	HPMU	tender documents and SPN	

	and resubmit for approval			
1.2.5	Once Approved HPMU publishes SPN in media, tender portal and Agency website; and issues tender documents to bidders	HPMU	Approved SPN and tender documents	
1.2.6	HPMU issue tender documents to bidders	HPMU	Approved tender documents	
1.2.7	HPMU in association with user department organize pre-tender conference to clarify issues raised by bidders	HPMU	Approved tender documents	If a bidder raises valid issues that need clarification HPMU prepares amendment to tender and forward to all bidders issued with the bidding documents
1.2.8	HPMU issue amendment to tender documents to bidders if any	HPMU	amendment to tender documents	End of process

### 1.3 Convenes tender opening meetings;

1.3.1	HPMU Receives tender documents from bidders	HPMU	Submitted tender documents	
1.3.2	HPMU invites staff from PMU and user department to attend Tender Opening meeting	HPMU	Invitation Letter	
1.3.3	HPMU convene tender opening meeting	HPMU	Submitted bids	
1.3.4	HPMU Records minutes of tender opening meeting	HPMU	Minutes of tender opening meeting	End of process

### 1.4 Tender evaluation for civil works;

1.4.1	HPMU proposes names of Evaluation Committee member and forward to RM for approval/ appointment	HPMU	Appointment letter	
1.4.2	RM appoint tender evaluation committee Members	RM	Appointment letter	If any comment RM return to HPMU for correction

1.4.3	Evaluation Committee prepare and sign covenant forms and forward to HPMU	Evaluation Committee	covenant forms	HPMU check the forms; if any correction required HPMU return the same to Evaluation Committee
1.4.4	Evaluation Committee prepare evaluation report and forward to HPMU for review	Evaluation Committee	evaluation report	
1.4.5	HPMU review evaluation report and forward to the DTRTB for Approval	HPMU	evaluation report	HPMU review the evaluation report; if any correction required HPMU return the same to Evaluation Team
1.4.6	DTRTB approves evaluation report	HPMU	evaluation report	DTRTB review the evaluation report; if any correction required HPMU return the same to Evaluation Team
1.4.7	If not approved by DTRTB the DTRTB returns the procurement to HPMU to address issues and resubmit for approval	HPMU	evaluation report	
1.4.8	HPMU forward Tender Board decisions to RM for review and comments	HPMU	Short briefing of Board resolution on award of tenders, evaluation report	RM review Board resolution and evaluation report; if not satisfied with the decision RM raise comment return the same to HPMU for forwarding to DTRTB for review
1.4.9	If RM not satisfied with the DTRTB decision RM return the decision to HPMU with comments. HPMU forward the Comments to the DTRTB for review	RM	Comments on decision of DTRTB	DTRTB review Rm's comments and approve the award of the tender. If opinions are rejected, HPMU records minutes of the meeting and forwards DTRTB resolutions to RM
1.4.10	If DTRTB rejects RM's comments HPMU forward DTRTB decisions to RM	HPMU	DTRTB resolutions	
1.4.11	If RM not satisfied with the outcome of the review, RM request for an independent review by the Authority (PPRA) stating the reasons for disagreement.	RM	Written reasons for disagreement between RM and DTRTB	PPRA review raised issues and communicate decision to RM
1.4.12	RM receive PPRA decision on the issue and forward to HPMU for implementation	RM	PPRA decision	

1.4.13	HPMU address the issues and proceed to next stage	HPMU		End of process
1.4.14	HPMU prepare draft letter/notice of intention to award contract for RM to sign and communicate to bidder		draft letter/notice of intention to award contract	
1.4.15	RM sign letter of intention to award contract and communicate to bidders	RM	letter intention to award contract	End of process

### 1.5 Review of dispute on tendering process

1.5.1	If any complaint raise by bidder RM forward to HPMU to review and give comments	RM		
1.5.2	HPMU review complaints raised by bidders (if any) give recommendation to RM for response	HPMU	draft response on complaints raised	If RM raises any comment return the same to HPMU for further evaluation
1.5.3	RM resolve complaints raised by bidders	RM	Complaint resolution	If bidder not satisfied with the RM resolution the bidder forward the issue to PPAA for review decision
1.5.4	If bidder forwards the grievances to PPAA, RM forward tender documents submitted by the bidder and evaluation report for review and decision by PPAA	RM	tender documents of the bidder evaluation report	PPAA, review bidder's submissions and evaluation report, and communicate the resolution to parties (RM and grieved bidder)
1.5.5	Upon receipt of PPAA decisions RM notifies HPMU to address the issues raised	RM	PPAA decisions	
1.5.6	HPMU address the issue and proceed to next stage	HPMU		End of process

### 1.6 Coordination of Pre-contract negotiation meetings

1.6.1	HPMU coordinates pre-contract negotiations and forward minutes of negotiations to the DTRTB for approval	HPMU	Minutes of Negotiations	DTRTB review and approve the award recommendations. If not approved HPMU records minutes of board meetings and
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				forward DTRTB's resolutions to RM.
1.6.2	If not approved by DTRTB HPMU forward DTRTB resolutions to RM for review	HPMU	DTRTB resolutions	RM review the DTRTB resolutions and notify HPMU address the issues and then proceed to next stage
1.6.3	RM review the DTRTB decisions and notify HPMU to address the issues raised	RM	DTRTB resolutions	
1.6.4	HPMU to address the issues raised and resubmit the Amended minutes of negotiations to the DTRTB for approval	RM	Amended minutes of Negotiations	DTRTB review and approve the award of the contract.
1.6.5	HPMU record minutes of the meeting and proceed to next stage	HPMU		End of process

### 1.7 Prepare contract documents for civil works

1.7.1	PMU prepares Contract Doc for RM to forward to CE/AG for vetting	HPMU	Contract Doc	
1.7.2	CE/AG vet contract doc and give approval for RM and other parties to sign	CE/AG	Letter of approval of vetting	CE/AG vet contract document and communicate outcome to RM, if any issue raised AG/CE communicate the same to RM
1.7.3	if any issue raised by AG/CE, RM forward the issue to HPMU to be addressed before signing contract	RM	issue raised by AG/CE	
1.7.4	HPMU prepares draft Contract Documents incorporating issues raised by CE/AG and forward to RM for signature by the parties	HPMU	Contract Documents	
1.7.5	PMU issue signed contract documents to user departments for supervision of the works	HPMU	contract documents	End of process

### 1.8 Review application for variations of contract

1.8.1	RM receive application for variation of	RM	Application for	
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	contract from HoE/Project Manager and forward to HPMU for review and preparation of variation orders		Variation Order	
1.8.2	HPMU review the application, prepares Variation Order and forward to DTRTB for approval	HPMU	Draft Variation Order	The DTRTB reviews the Variation Order and give approval. HPMU record minutes of the meeting and forward DRTB resolutions to RM for further action
1.8.3	If not approved RM notify HPMU to address raised issues and resubmit to DTRTB for approval	RM	draft Variation Order	
1.8.4	HPMU to address raised issues and resubmit to DTRTB for approval	HPMU	Amended draft Variation Order	DTRTB approves/reject the draft Variation Order
1.8.5	If approved HPMU forward DTRTB resolutions and draft Variation Order to RM for further action	HPMU	Approved draft Variation Order	
1.8.6	RM and other parties sign the Variation Order and forward to HPMU for distribution	RM	Signed Variation Order	
1.8.7	HPMU forward signed variation order to HoE/Project Manager for implementation		DTRTB resolutions Signed Variation Order	End of process

### 1.9 Review contractual disputes/claims

1.8.1	RM receive Contractor's disputes and forward to HPMU for review	RM	Contractor's disputes	
1.8.2	HPMU review raised contractual disputed and forward recommendations to RM for dispute settlement	HPMU	Proposed dispute solutions	RM review proposed dispute solutions invite contractor for discussion
1.8.3	RM convene a joint meeting of parties to discuss the contractor's grievances	RM	Proposed dispute solutions	The meeting settle the dispute. If not settled RM forward the issue to adjudicator
1.8.4	If disputed not settled HPMU prepares	HPMU	relevant documents	Adjudicator review the document, convene

	relevant document for RM to forward the issue to adjudicator		for settlement of the raised dispute	relevant meeting between parties and communicate session to the parties
1.8.5	RM receive the adjudicator's decision and communicate to HPMU/HoE for implementation	RM	adjudicator's decision	
1.8.5	HPMU keep records the results in the relevant file	HPMU	adjudicator's decision	End of process

### 1.10 Preparation of various procurement reports

1.9.1	RM receives call to communicate procurement reports to various bodies/ authorities and notify HPMU to prepare the required procurement report	RM	Letter for relevant authorities	
1.9.2	HPMU prepares the required draft procurement report and forward to RM for review and forwarding the relevant bodies/ authority	HPMU	Draft procurement report	RM review proposed procurement report and forward. If any comment raised RM return the report to HPMU to address the issue
1.9.3	If any comment raised RM return the report to HPMU to address the issue	RM	Draft procurement report	The meeting settle the dispute. If not settled RM forward the issue to adjudicator
1.9.4	HPMU address the issues and resubmit the draft procurement report to RM for forwarding	HPMU	Draft procurement report	Adjudicator review the document, convene relevant meeting between parties and communicate session to the parties
1.9.5	RM forward the report to the relevant body	RM	Approved Procurement report	End of process

### 2.1 To Prepare GPN and APP for Consultancy Services

SN	PROCESS STEPS	ACTION PERSON	RELEVANT DOCUMENTS	
2.1.1	RM notifies HPMU to commence procurement following (tentative) budget approval	RM	Approved budget	



2.1.2	HPMU Prepares APP according to Approved Budget and forward to RM for review and comments	HPMU	APP and draft letter for submission to CE	
2.1.3	RM review APP and forward to CE for approval	RM	APP	If any comment raised return to HPMU for correction
2.1.4	CE reviews APP and Approve and forwards to RM for publishing in tender portal and Agency website	CE	Approved APP	
2.1.5	RM forwards approved APP to HPMU for publishing in tender portal and Agency website	RM	Approved APP	
2.1.6	HPMU Sends APP to PPRA and publish GPN in tender portal, Procurement Journal and Agency website	HPMU	APP and GPN	End of process

## **2.2 Prepare Request for Proposal and contract documents for procurement of consultancy Services;**

2.2.1	RM receives Terms of Reference from HPL and forwards to HPMU to commence tendering process	RM	Terms of Reference	
2.2.2	HPMU prepares Advert for Invitation of Expression of Interest (EOI) and Request for Proposal (RFP) documents and forward to the DTRTB for approval	HPMU	Draft EOI and RFP	DTRTB review the documents, approves and forward to PMU for publishing of EOI. If any comment raised by DTRTB returns to HPMU for correction before publishing EOI
2.2.3	If not approved by DTRTB the DTRTB returns the documents to HPMU to address issues and resubmit for approval	DTRTB	Draft EOI and RFP documents	
2.2.4	HPMU to address issues raised and resubmit for approval	DTRTB	EOI and RFP documents	
2.2.5	Once Approved HPMU publishes EOI in media, tender portal and Agency website	HPMU	EOI	

2.2.6	HPMU receives EOI document from consultants	HPMU	Consultant firms submitted EOI	
2.2.7	HPMU in association with user department evaluate submitted Expression of Interest (EOI) documents, prepare draft shortlist capable consultants and forward to DTRTB for approval of short list of consultants to be invited to submit RFP	HPMU	EOI Evaluation report	The DTRTB review the report and approve short list. If any comment is raised the DTRTB returns the report to HPMU for correction
2.2.8	DTRTB returns the report to HPMU for correction	DTRTB	EOI Evaluation report	
	HPMU addresses raised issue and resubmit the evaluation report to DTYRTB for approval	HPMU	EOI Evaluation report	HPMU record minutes of the meeting and forward DTRTB resolutions to RM
2.2.9	HPMU forward DTRTB resolutions	HPMU	DTRTB resolutions	
2.2.10	Once Approved HPMU prepare letter of invitation of short listed consultants to submit RFP for RM signature. The letter also requests the firms to confirm their desire to participate in the competition.	HPMU	Draft Letter of Invitation to submit proposals	
2.2.11	RM sign the letter and forward to short listed firms	RM	Letter of Invitation to submit proposals	
2.2.12	HPMU issue RFP documents to short listed consultants	HPMU	RFP documents	
2.2.13	RM f receives requests for clarification from consultants and forward to PMU for clarification	RM		
2.2.14	HPMU prepares response and submit to RM to communicate to consultants	HPMU		
2.2.15	HPMU issue amendment to tender documents to bidders if any	HPMU	amendment to tender documents	End of process

### 2.3 Convenes a meetings for opening of Technical Proposals

2.3.1	HPMU Receives Consultants' Proposals (both Financial and Technical proposals)	HPMU	Submitted Financial and Technical proposals	
2.3.2	HPMU invites staff from PMU and user department to attend Technical proposals Opening meeting	HPMU	Invitation Letter	
2.3.3	HPMU convene tender opening meeting for opening of Technical proposals	HPMU	Submitted proposals	
23.4	HPMU Records minutes of technical proposal opening meeting and brief RM	HPMU	Minutes of Technical Proposals opening meeting	End of process

### 2.4 Evaluation Technical Proposals

2.4.1	HPMU proposes names of Evaluation Committee member and forward to RM for approval/ appointment	HPMU	Appointment letter	
24.2	RM appoint tender evaluation committee Members	RM	Appointment letter	If any comment RM return to HPMU for correction
2.4.3	Evaluation Committee prepare and sign covenant forms and forward to HPMU	Evaluation Committee	covenant forms	HPMU check the forms; if any correction required HPMU return the same to Evaluation Committee
24.4	Evaluation Committee prepare evaluation report for Technical Proposals part and forward to HPMU for review	Evaluation Committee	evaluation report of Technical Proposals	
2.4.5	HPMU review evaluation report and forward to the DTRTB for Approval	HPMU	Technical Proposals evaluation report	DTRTB review the evaluation report; if any correction required HPMU return the same to Evaluation Team
2.4.6	DTRTB approves Technical Proposals	DTRTB	Technical Proposals	if any correction required HPMU return

	evaluation report		evaluation report	the same to Evaluation Committee
2.4.7	If not approved by DTRTB the DTRTB returns the procurement to HPMU to address issues and resubmit for approval	HPMU	Technical Proposals evaluation report	
2.4.8	HPMU forward Tender Board decisions to RM for review and comments	HPMU	Short briefing of Board resolution on award of tenders, evaluation report	RM review Board resolution and evaluation report; if not satisfied with the decision RM raise comment return the same to HPMU for forwarding to DTRTB for review
2.4.9	If RM not satisfied with the DTRTB decision RM return the decision to HPMU with comments. HPMU forward the Comments to the DTRTB for review	RM	Comments on decision of DTRTB	DTRTB review Rm's comments and approve the award of the tender. If any comment raised , HPMU records minutes of the meeting and forwards DTRTB resolutions to RM
2.4.10	If any comment raised HPMU forward DTRTB decisions to RM, discuss the way forward and notifies HPMU	HPMU	DTRTB resolutions	RM discuss the Issue with Some DTRTB members to resolve the issue
2.4.11	RM meet DTRTB members to resolve the issue and forward the agreed solution to HPMU	RM	DTRTB resolutions	
2.4.12	HPMU address the issues raised and proceed to next stage	HPMU		
2.4.13	HPMU prepare draft letter to notify participating consultants their score marks in Technical Proposals	HPMU	draft letter of Information on Technical Proposal score	
2.4.14	RM sign letter of Information on Technical Proposal scores and communicate to bidders/ consultants	RM	letter of Information on Technical Proposal scores	End of process

## 2.5 Review of dispute on stage one after release of technical proposals' Marks

2.5.1	If any complaint raise by bidder/consultant	RM	Raised Complain	
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	RM forward to HPMU to review and give comments			
2.5.2	HPMU review complaints raised by consultants (if any) give recommendation to RM for response	PMU	draft response on complaints raised	If RM raises any comment return the same to HPMU for further evaluation
2.5.3	RM resolve complaints raised by bidders	RM	Complaint resolution	If consultant not satisfied with the RM resolution the Consultant forward the issue to PPAA for review and decision
2.5.4	If consultant forwards the grievances to PPAA, RM forward technical proposal documents submitted by the consultant and evaluation report for review and decision by PPAA	RM	tender documents of the bidder evaluation report	PPAA, review bidder's submissions and evaluation report, and communicate the resolution to parties (RM and grieved bidder/ consultant
2.5.5	Upon receipt of PPAA decisions RM notifies HPMU to address the issues raised	RM	PPAA decisions	
2.5.6	HPMU address the issue and proceed to next stage	HPMU		End of process

## 2.6 Opening financial Proposals

2.3.1	HPMU forward Letter of invitation of consultants that RM minimum marks to attend opening of their financial proposals	HPMU		
2.3.2	RM sign the letter of invitation attend opening of their financial proposals and forward to the consultants	RM	Invitation Letter	
2.3.3	HPMU invites staff from PMU and user department to attend Technical proposals Opening meeting	HPMU	Submitted financial proposals	
2.3.4	HPMU convene tender opening meeting for opening of Technical proposals	HPMU	Minutes of Technical Proposals opening	HPMU Records minutes of opening of financial opening meeting

			meeting	
2.3.5	HPMU Records minutes of opening of financial opening meeting and brief RM	HPMU	Minutes of financial Proposals opening meeting	End of process

## 2.7 Evaluation financial Proposals

2.4.1	HPMU forward opened financial proposals to evaluation Committee	HPMU	opened financial proposals	
24.2	Evaluation Committee prepare and sign covenant forms and forward to HPMU	Evaluation Committee	covenant forms	
2.4.3	Evaluation Committee prepare evaluation report for combined Technical and financial Proposals and forward to HPMU for review	Evaluation Committee	evaluation report of combined Technical and financial Proposals	
24.4	HPMU review evaluation report and forward to the DTRTB for Approval	HPMU	combined Technical and financial Proposals evaluation report	HPMU review the evaluation report; if any correction required HPMU return the same to Evaluation Committee
2.4.5	DTRTB approves combined Technical and financial Proposals evaluation report	DTRTB	combined Technical and financial Proposals evaluation report	BTRTB review the evaluation report; if any correction required HPMU return the same to Evaluation Committee
2.4.6	If not approved by DTRTB the DTRTB returns the procurement to HPMU to address issues and resubmit for approval	HPMU	combined Technical and financial Proposals evaluation report	HPMU Records minutes of opening of DTRTB meeting
2.4.7	HPMU forward Tender Board decisions to RM for review and comments	HPMU	Board resolution on combined Technical and financial Proposals evaluation report	RM review Board resolution and evaluation report; if not satisfied with the decision RM raise comment return the same to HPMU for forwarding to DTRTB for review
2.4.8	if not satisfied with the decision RM raise	RM	Comments on Board	

	comment return the same to HPMU for forwarding to DTRTB for review		resolutions	
2.4.9	DTRTB review RM comment and approve the report for award of consultancy services	DTRTB		If approved HPMU record minutes of the meeting and brief RM on the DTRTB resolutions
2.4.10	If approved HPMU brief RM on the DTRTB resolutions	HPMU	DTRTB resolutions	End of process

## 2.8 Coordination of Pre-contract negotiation meetings

6.8.1	HPMU prepare a draft letter to invites consultant who scored high marks in combined Technical and financial Proposals to attend negotiations for RM to sign	HPMU	Draft letter of invitation to attend negotiation	
2.8.2	RM sign the letter of invitation to attend negotiations and communicate to consultant	RM	letter of invitation to attend negotiation	
2.8.3	HPMU recommends membership of a negotiation team for RM to approve	HPMU	Recommended names of membership of a negotiation team	If the names not approved RM return the same with comments
2.8.4	If approved RM sign letter of appointment	RM	Letter of appointment of members	
2.8.5	HPMU coordinates contract negotiations for the consultancy services and forward minutes of negotiations to the DTRTB for approval	HPMU	Minutes of Negotiations	DTRTB review and approve the award recommendations. If not approved HPMU records minutes of board meetings and forward DTRTB's resolutions to RM.
2.8.6	If not approved by DTRTB HPMU forward DTRTB resolutions to RM for review	HPMU	DTRTB resolutions	RM review the DTRTB resolutions and notify HPMU address the issues and then proceed to next stage
2.8.7	RM review the DTRTB decisions and notify	RM	DTRTB resolutions	

	HPMU to address the issues raised			
2.8.8	HPMU to address the issues raised and resubmit the Amended minutes of negotiations to the DTRTB for approval	RM	Amended minutes of Negotiations	DTRTB review and approve the award of the contract for consultancy services.
2.8.9	HPMU record minutes of the meeting and proceed to next stage	HPMU		End of process

## 2.9 Prepare contract documents for consultancy services

2.9.1	PMU prepares Contract Doc for RM to forward to CE/AG for vetting	HPMU	Contract Doc for consultancy services	
2.9.2	CE/AG vet contract doc and give approval for RM and other parties to sign the contract	CE/AG	Letter of approval of vetting	CE/AG vet contract document and communicate outcome to RM, if any issue raised AG/CE communicate the same to RM for correction
2.9.3	if any issue raised by AG/CE, RM forward the issue to HPMU to be addressed before signing contract	RM	issue raised by AG/CE	
2.9.4	HPMU prepares draft Contract Documents incorporating issues raised by CE/AG and forward to RM for signature by the parties	HPMU	Contract Documents	
2.9.5	PMU issue signed contract documents to user departments for supervision of the works	HPMU	contract documents for consultancy services	End of process

## 2.10 Review contractual disputes/claims for

2.10.1	RM receive Consultant's claim and forward to HPMU for review	RM	Consultant's claim	
2.10.2	HPMU review raised contractual disputed and forward recommendations to RM for dispute settlement	HPMU	Proposed dispute solutions	RM review proposed dispute solutions invite Consultant for discussion



2.10.3	RM convene a joint meeting of parties to discuss the consultant's grievances	RM	Proposed dispute solutions	The meeting settle the dispute. If not settled RM forward the issue to adjudicator
2.10.4	If disputed not settled HPMU prepares relevant document for RM to forward the issue to adjudicator	HPMU	relevant documents for settlement of the raised dispute	Adjudicator review the document, convene relevant meeting between parties and communicate cession to the parties
2.10.5	RM receive the adjudicator's decision and communicate to HPMU/HoE for implementation	RM	adjudicator's decision	
2.10.5	HPMU keep records the results in the relevant file	HPMU	adjudicator's decision	End of process

## 4 HEAD OF ACCOUNT AND ADMINISTRATION – Kagera Region

### 4.1 Budget for Administration

SN	Process Description	Action person	Relevant Document	Comment
4.1.1	HAA prepare tentative budget and submit to RM.	HAA	Budget Document	Budget for Administration, Supervision being prepared by March of every year
4.1.2	RM review and Make some recommendations and return to HAA for submission	RM	Budget Document	Tentative Budget process
4.1.3	HAA receive approved tentative budget from RM then submit to TANROADS HQ and keep records in budget file	HAA	Budget Document	Tentative Budget process
4.1.4	CE (TANROADS – HQ) receives the budget proposal, reviews and if meets the requirements, approve it and returns to RM.	CE		
4.1.5	RM receives the approved budget at minutes it to HAA	RM	Approved Budget	
4.1.6	HAA receive approved Budget from TANROADS HQ and post to EPICOR System	HAA	Budget Document	End of Budget Process

### 4.2 Asset Register Update

1.1.1	SO update the Asset register by putting tags on new acquired asset or deleting the disposed asset on the register and submit to HAA for review	SO	Updated Asset register	Asset Register update done when new asset is purchased or old asset is disposed
4.2.1	HAA send the updated Asset Register to AA.	HAA	Updated Asset register	Asset Register
4.2.2	AAcc update Asset Register in EPICOR System	AAcc	Epicor System	Asset Register

### 4.3 Managing Internally generated revenues

<b>4.3.1</b>	Customer seeks service from RM TANROADS	CUSTOMER	Request letter	Services include material testing, sell of tender documents, road damage, misc. incomes
<b>4.3.2</b>	RM minute the request to service department	RM	Request letter	Service Department include Materials lab, PMU, Head of Engineer Unit
<b>4.3.3</b>	Service department prepare cost estimate and submit to RM for approval	SERVICE DEPARTMENT	Proformer Invoice	Material Lab prepares the estimate base on client request
<b>4.3.4</b>	RM approve the cost estimate and send to HAA for Invoicing	RM	Profomer Invoice	Debtors register being updated
<b>4.3.5</b>	HAA minute to AA to prepare Invoice.	HAA	Proformer Invoice	Debtors are increased by amount of this invoice
<b>4.3.6</b>	AA return the invoice to HAA for signature	AA	Invoice	Increase of debtors
<b>4.3.7</b>	HAA sign the invoice and minute to AA	HAA	Invoice	Increase of debtors
<b>4.3.8</b>	AA handover the invoice to customer	AA	Invoice	Increase of debtors
<b>4.3.9</b>	Customer pay the invoice through the respective bank account	CUSTOMER	Paying slip	Income generate
<b>4.3.10</b>	AA receive the proof for payment from customers and post to Epicor system and file original hard copy of pay slip	AA	Paying slip	Income generated to the bank account and cashbook

### 4.4 Application for Refund

<b>4.4.1</b>	Employee request a refund by filling refund form supported with	EMPLOYEE	Refund Form	The form must be supported by
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	relevant document and submit to HRO	E		relevant EFD receipt
<b>4.4.2</b>	HRO Review and submit to HAA	HRO	Refund Form	Only relevant claims are being honored
<b>4.4.3</b>	HAA review and submit to RM for authorization	HAA	Refund Form	Only relevant claims
<b>4.4.4</b>	RM review and authorized the form and send to HAA	RM	Refund Form	Only relevant claims being honored
<b>4.4.5</b>	HAA send the Authorized form to AA for Voucher preparation from Epicor system	HAA	Refund Form	Valid claim
<b>4.4.6</b>	AA prepare payment voucher and sends to HAA for code verification and approval	AA	Payment Voucher	Valid claim
<b>4.4.7</b>	HAA verifies codes and send to AA for cheque printing from Epicor system	HAA	Payment Voucher	Valid claim
<b>4.4.8</b>	AA print cheque and stamp paid on payment voucher and all attachment supporting payment and submit to HAA for first signature	AA	Cheque	Valid claim
<b>4.4.9</b>	HAA review and signs cheque and submit to RM for second signature	HAA	Cheque	Valid claim
<b>4.4.10</b>	RM sign cheque and return to AA		Cheque	Valid claim
<b>4.4.11</b>	The signed cheque returned to AA for payment	RM	Cheque	Valid claim
<b>4.4.12</b>	The AA dispatch cheque to various payees and files records	AA	Cheque	Valid claim

#### **4.5 Bank Reconciliation and Financial Report**

<b>4.5.1</b>	AAcc collect bank statement from the Bank ( in Epicor system )	AAcc	Bank Statement	Bank Statement from CRDB Bank for five accounts maintained by RM, Maintenance
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				bank acc, Development bank acc, Retention bank acc, Administration bank acc and Weighbridge bank acc
<b>4.5.2</b>	Aacc reconcile the bank statement against system cash book	AAcc	Bank statement and posted transaction	Follow up for any unreconciled difference Monthly, Quarterly and Annually
<b>4.5.3</b>	Aacc submit reconciliation report to HAA for review and post	HAA	Reconciliati on Report	Monthly, quarterly and annually
<b>4.5.4</b>	HAA produce Financial report with covering letter and send to RM for approval and submit to TANROADS HQ	HAA	Financial Report	Monthly, Quarterly and Annually. Monthly report filled locally, quarter and annual financial report are submitted to CE TANROADS HQ

#### **4.6 Payment for Service Providers**

<b>4.6.1</b>	Service provider submit invoice	SECRETARY PROVIDER	Invoice and Delivery note	Creditors generated
<b>4.6.2</b>	Registry stamp and submit for RM	REGISTRY	Invoice and delivery note	Creditors generated
<b>4.6.3</b>	RM require verification from user department	RM	Invoice and Delivery note	Creditors generated
<b>4.6.4</b>	User department confirm the validity of the invoice to RM	USER DEPARTMEN T	Invoice and Delivery note	Creditors generated
<b>4.6.5</b>	RM minutes to HAA for payment	RM	Invoice and delivery note	Creditors generated
<b>4.6.6</b>	HAA review the invoice and minutes to AA for preparation of payment voucher.	HAA	Invoice and delivery note	Creditors generation
<b>4.6.7</b>	AA prepare payment voucher and	AA	Payment	

	sends to HAA for codes verification		Voucher	
<b>4.6.8</b>	HAA verifies codes and send to AA for cheque printing	HAA	Payment Voucher	
<b>4.6.9</b>	AA print cheque and stamp paid on payment voucher and all attachments supporting payment and submit to HAA for signature	AA	Cheque	
<b>4.6.10</b>	HAA reviews and signs cheque and submit to RM for signature	HAA	Cheque	
<b>4.6.11</b>	RM sign the cheque and return to AA	RM	Cheque	
<b>4.6.12</b>	The AA dispatch cheque to various service providers and files records.	AA	Cheque	

#### **4.7 *Payment of Contractors and Consultants***

<b>4.7.1</b>	RM receives IPC from Contractor or Consultant's Certificate and forward to HPL	RM	Payment Certificate	Normally all letters are submitted at Registry, stamped and forwarded to RM
<b>4.7.2</b>	HPL complete his process of verification and submit to RM	HPL	Payment Certificate	Only certified and approved IPC to be paid
<b>4.7.3</b>	RM minute to HAA for payment	RM	Payment Certificate	
<b>4.7.4</b>	HAA review minutes from RM, and related documents from contractor/consultant and forward AA for preparation voucher.	AA	Contractor's work related file	
<b>4.7.5</b>	AA prepare payment voucher and sends to HAA for codes verification	AA	Payment Voucher	
<b>4.7.6</b>	HAA verifies codes and send to AA for cheque printing	HAA	Payment voucher	
<b>4.7.7</b>	AA print cheque and stamp paid on payment voucher and all attachments supporting payment and submit to HAA	AA	Cheque	

	for signature			
<b>4.7.8</b>	HAA review and signs cheque and submit to RM for second signature	HAA	Cheque	
<b>4.7.9</b>	RM signs cheque and returns to AA for dispatching	RM	Cheque	
<b>4.7.10</b>	AA dispatch cheque to various Contractors and files records	AA	Cheque	

#### **4.8 Payment of Night Out Allowances**

<b>4.8.1</b>	Employee request Night out Allowances by filling Night out form and submit to supervisor	EMPLOYER	Applicant claim form	Dully filled form
<b>4.8.2</b>	Supervisor approve the form and forward to HOD	HIS/HER SUPERVISE	Applicant claim form	Dully filled form
<b>4.8.3</b>	HOD review and sign the form and send to RM for approval	HOD	Applicant claim form	Dully filled form
<b>4.8.4</b>	RM verifies and sign the application form and send to HAA for payment	RM	Application claim form	Dully filled form
<b>4.8.5</b>	HAA review Approved form and send to AA for payment voucher.	HAA	Application claim form	Dully filled form
<b>4.8.6</b>	AA prepare payment voucher and sends to HAA (codes) verification	AA	Payment Voucher	
<b>4.8.7</b>	HAA verify codes and send to AA for cheque printing	HAA	Payment Voucher	
<b>4.8.8</b>	AA print cheque and stamp paid on payment voucher and attachments supporting payment and submit to HAA for signature	AA	Cheque	
<b>4.8.9</b>	HAA review and signs cheque and submit to RM for second signature	HAA	Cheque	
<b>4.8.10</b>	RM sign the cheque and return to AA for dispatching	RM	Cheque	
<b>4.8.11</b>	The AA dispatches cheque to various payees and files records	AA	Cheque	

## 4.9 Staff Recruitment

<b>4.9.1</b>	User department fill staff requisition and send to RM for approval	USER DEPARTMENT	Employment Requisition form	
<b>4.9.2</b>	RM review the staff Requisition form and minute HAA	RM	Employment requisition form	
<b>4.9.3</b>	HAA receive the approved requisition and send to HRO for preparation of advertisement.	HAA	Employment requisition form	
<b>4.9.4</b>	HRO prepare the advertisement and send to HAA	HRO	Employment Advertisement	
<b>4.9.5</b>	HAA receive advertisement prepared by HRO and send to RM for approval	HAA	Approved advertisement	
<b>4.9.6</b>	RM minute the advertisement to HPMU	RM	Approved Employment advertisement	
<b>4.9.7</b>	HPMU send the advertisement to the media for the public	HPMU	Approved Employment advertisement	
<b>4.9.8</b>	Registry receives letters of application addressed to RM and forward to RM	REGISTRY	Application letter	
<b>4.9.9</b>	RM minute the application letters to HAA	RM	Application letters	
<b>4.9.10</b>	HAA receive application letter for various applicants from RM and sent to HRO for filling	HAA	Application letters	
<b>4.9.11</b>	HRO sort the applications and send to HAA (Long listing ) and send to HAA for further action	HRO	List of applicants	
<b>4.9.12</b>	HAA propose shortlisting committee and send to RM for approval	HAA	Memo of proposed names	



<b>4.9.13</b>	RM approve the shortlisting committee and minute to HAA	RM	Memo of proposed names	
<b>4.9.14</b>	HAA inform the committee and arrange for shortlisting process	HAA	Invitation MEMO	
<b>4.9.15</b>	Committee perform the shortlisting and qualified candidates send to RM for approval	COMMITTEE	List of qualified candidates	
<b>4.9.16</b>	RM receive shortlisted candidates and recommend preparation for call for interview letter	RM	Call for interview	
<b>4.9.17</b>	HRO write call for interview letter and send to RM for signature	HAA	Call for interview	
<b>4.9.18</b>	RM sign call for interview letters	RM	Call for Interview	
<b>4.9.19</b>	Registry dispatch letters to candidates	REGISTRY	Call for interview letters	
<b>4.9.20</b>	HAA send to RM the proposed interview panel for approval	HAA	Memo for proposed panel	
<b>4.9.21</b>	RM approve the panel and minute to HAA for further action	HAA	Memo for proposed panel	
<b>4.9.22</b>	HRO draft invitation memo to the interview panel and send to RM for signature	HAA	Invitation Memo	
<b>4.9.23</b>	RM minute the invitation memo to members of interview panel	RM	Appointment Memo	
<b>4.9.24</b>	Panel members organize written interview, secretary prepare brief report for written interview	SECRETARY OF INTERVIEW PANEL	Interview Papers	
<b>4.9.25</b>	Panel member organize oral interview, secretary prepare general report and send to RM	SECRETARY OF INTERVIEW PANEL	Interviews report	
<b>4.9.26</b>	RM approve interview report and	RM	Interview	

	recommend call for qualified candidate for employment		report	
<b>4.9.27</b>	HRO draft letters for call of employment and send to RM for signature	HRO	Engagement letter	
<b>4.9.28</b>	HRO draft staff contract and dipatch to new employed staff	HRO	Staff contract	
<b>4.9.29</b>	HRO dispatch staff contract to employed staff	HRO	Staff contract	End of recruitment process

#### ***4.10 Renewal of Staff Contract***

<b>4.10.1</b>	A contract staff submit application letter for contract renewal to RM	HAA	LETTER	Applicant letter	
<b>4.10.2</b>	RM reviews letters, recommend and minute to HAA	HAA	LETTER	Applicant letter	
<b>4.10.3</b>	HAA draft new contract offer for the recommended staff and send to RM for signature.	HAA	CONTRACT	New contract	
<b>4.10.4</b>	HAA send the contract offer to HRO	HAA	LETTER	New contract	
<b>4.10.5</b>	HRO invite applicant staff to receive their contract offer	HRO	CONTRACT	New contract	

#### ***4.11 Open Performance Review Appraisal***

1.11.1	HAA organize OPRAS	HAA	OPRAS Forms	
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## 5 HEAD OF PLANNING UNIT (HPL) – Kagera Region

### 5.1 Data collection for Road Maintenance Management System (Condition survey & Inventory Survey for Roads and Bridges, Traffic counts)

SN	Process Step	Action Person	RELEVANT DOCUMENTS	Comments, Foot Notes, QA/CQ Controls, etc.
5.1.1	Calibrated Technicians prepare cost estimate for conducting traffic surveys, road and Bridge inventory(Spot or full), condition and submit to Head of Planning unit	Calibrated team (Technician)	Form	<ul style="list-style-type: none"> <li>Road condition survey is done twice a year associated with spot inventory (October and May the following year)</li> <li>Traffic and bridge condition surveys done once a year</li> </ul>
5.1.2	HPL Review the submitted cost estimates for roads and Bridge surveys and submit to RM for approval	HPL	Form	
5.1.3	RM Approves the cost estimate and minutes to HAA for payments and procurements and copies to HPL to arrange for start of the survey	RM	Form	These are payments for NOA, safety gears, vehicles tires etc.
5.1.4	Calibrated survey Team Starts road and bridge inventory, condition and traffic surveys and submits the collected data to HPL for review	calibrated team (technicians)	Form	<ul style="list-style-type: none"> <li>Calibration of a team is done once a year by TANROADS-HQ RMMS Engineers</li> <li>Road survey and bridge survey are not done within the same month</li> <li>The team is constantly monitored by HPL and TANROADS HQ Engineers</li> </ul>
5.1.5	HPL reviews the report and approves data entry into the RMMS and BMMS (If operational)	HPL	Form	If data are found incomplete, HPL returns them back for correction that sometimes may be associated with re-surveys
5.1.6	RMMS Technician enter the collected data into the RMMS	RMMS Technician	Form and soft copy	BMMS system is currently out of order .Therefore Data are kept only in hard copies
5.1.7	RMMS Technician prepare the Regional road network condition MAP by use of ArcGIS and the report and submit to HPL for reviews and QA	RMMS Technician	Form	If report and map are not in order HPL returns them back for correction

<b>5.1.8</b>	HPL reviews and submits the prepared report and submission letter as well as map for final QA/CO to RM	HPL	Form	
<b>5.1.9</b>	RM reviews, Approves and Submits the report to TANROADS - HQ	RM	ServerDB for RMMS and Hard copy for both RMMS and BMMS	If report, letter and map not in order, the RM sends them back for rectification

## **5.2 Preparation of Annual Budget**

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>RELEVANT DOCUMENTS</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc</b>
<b>5.2.1</b>	HPL reviews unit rates for various road maintenance, construction and rehabilitation activities, works History as well as committed works and feed them to RMMS system	HPL	Form	This is supervised by RMMS Engineers from TANROADS HQ and involves all 26 Heads of planning units
<b>5.2.2</b>	HPL uses RMMS system to prepare budget estimate for maintenance works. He uses normal conventional method to prepare budget estimate for Bridge, construction and rehabilitation works. He forwards the estimate to HE and copies it to HPMU for review and comments.	HPL	Form	RMMS system is currently used for constrained and unconstrained budget for Periodic, spot improvement as well as Routine and recurrent maintenance works
<b>5.2.3</b>	HE forwards the comments HPL	HE	form	There could be other comments from HPMU
<b>5.2.4</b>	HPL incorporates the comments and Submit the final budget report and submission letter to RM for approval	HPL	Form	
<b>5.2.5</b>	RM approves the budget report and submits it to TANROADS - HQ	RM	Form	<ul style="list-style-type: none"> <li>• If report and/or letter not in order, the RM sends them back for rectification</li> <li>• Always report submitted in January each year</li> </ul>

### 5.3 Preparation of Annual work plan

SN	Process Step	Action Person	RELEVANT DOCUMENTS	Comments, Foot Notes, QA/CQ Controls, etc
5.3.1	Based on approved budget ME prepares action plan for maintenance and development works, and submits to HPL for review	ME	Form	<ul style="list-style-type: none"> <li>If not well prepared or not in order the HPL sends them back for rectification</li> <li>In the course of this process ME prepares works' drawings and Bill of Quantities to be submitted to HPMU for inclusion in contract documents ready for approval by TRTB board around March to April each year</li> </ul>
5.3.2	HPL reviews and submits action plan and letter of submission to RM for approval	HPL	Form	If report and/or letter not in order, the RM sends them back for rectification
5.3.3	RM reviews, approves and submits the action plan to TANROADS – HQ	RM	Form	

### 5.4 Monitoring of data entry into RMMS system, Payment of certificates and Preparation of Quarterly Progress Report

SN	Process Step	Action Person	RELEVANT DOCUMENTS	Comments, Foot Notes, QA/CQ Controls, etc.
5.4.1	RMMS Technician enters Contract Data into RMMS for each contract signed and submits these data update weekly to HPL	RMMS Technician	Form and serverDB	This is done at and when a contract is signed.
5.4.2	RMMS Technician Enter the approved quantities of works done into the RMMS and updates it	RMMS Technician	Measurement sheet	The approved quantities are received from another process under HE
5.4.3	RMMS Technician prepares payment certificates through use of RMMS system and submits to HPL	RMMS Technician	Form	
5.4.4	HPL submits the certificates to ME for checking and reviewing	HPL	Form	If certificates not in order, the HPL sends them back for rectification
5.4.5	ME checks and reviews the certificates and submits to HE for checking, reviewing and certification	ME	Form	If certificates not in order, the ME sends them back for rectification

<b>5.4.6</b>	HE reviews the certificate and submits to RM for approval	HE	Form	If certificates not in order, the RM sends them back for rectification
<b>5.4.7</b>	RM approves the certificates and minutes to HAA for payments	RM	Form	
<b>5.4.8</b>	RMMS Technician Updates physical and payment of each contract for each quarter, prepares quarterly progress report and submits to HPL for review	RMMS Technician	Form	
<b>5.4.9</b>	HPL reviews and Submits the quarterly progress report and submission letter to RM for approval	HPL	Form	If report not in order, the HPL sends them back for rectification
<b>5.4.10</b>	RM reviews, Approves and submits the quarterly progress report to TANROADS - HQ	RM	Form & serverDB	If report not in order, the RM sends them back for rectification

### **5.5 WEIGHBRIDGE OPERATION PROCEDURES (Weighing, charging and reporting process, etc.)**

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>RELEVANT DOCUMENTS</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc</b>
<b>5.5.1</b>	Weighbridge operator (WO) weighs a vehicle and fill the required data to the daily axle load control report folder and submits to Weighbridge in-charge (WBI) for further action	WO	Weighbridge operation manual/weigh ticket	
<b>5.5.2</b>	Weighbridge In-charge (WBI) Reviews weighing ticket and in case a vehicle is not overloaded, orders the WO to allow the vehicle to proceed	WBI	Weighing ticket	Weighbridge Operator will sign a weighing ticket and give it to driver
<b>5.5.3</b>	In case a vehicle is overloaded, WO prepares charge form and submits to WBI for review and approval.	WO	Weighing ticket and Weighbridge report form (TFN-808)	
<b>5.5.4</b>	WBO review and approve the charge form and forwards to weighbridge cashier (WC) for payment collection from the driver/vehicle owner	WBI	Weighing ticket, Weighbridge report form (TFN-808), Official receipt	Driver will sign weighbridge report form
<b>5.5.5</b>	WC collects or acknowledges payments from driver, issues receipt and informs the WBI to allow other processes to proceed	WC		

<b>5.5.6</b>	WBI verifies the payment and instructs the WO to reweigh the vehicle after re-arrangement/offloading of excess cargo	WBI	Weighing ticket, Weighbridge report form( TFN-808), Official receipt	
<b>5.5.7</b>	WO re-weighs the vehicle to ensure that the cargo is properly re- arranged/offloaded to a legal limit and informs the WBI to allow the vehicle to proceed	W/O	Weighing and re-weighing tickets	
<b>5.5.8</b>	WBI review re-weighing ticket and instructs the WO to allow the driver to proceed with the journey	WBI	Weighing and re-weighing tickets	
<b>5.5.9</b>	WO allow the driver to proceed and posts/keeps in file the final re-weighing ticket	WO		
<b>5.5.10</b>	WC compiles monthly report of all collected payments and submit the report to HAA	WC	Weighing tickets, Weighbridge report from( TFN-808), Official receipt and Bank slip	
<b>5.5.11</b>	HAA reviews, compile with other reports and submits to RM with submission letter for approval and forwarding to TANROADS HQ	HAA	Weighing ticket, weighbridge report form (TFN-808), Official receipt and Bank slip	
<b>5.5.12</b>	RM reviews, approves and submits the report to TANROADS HQ	RM		
<b>5.5.13</b>	WBI prepares draft reports (monthly and quarterly) and submit them to Axle Load Supervisor	WBI	Weighbridge report form (TFN- 808), Official receipt and Bank slip	
<b>5.5.14</b>	ALS reviews, signs and forwards the reports and covering letter to RM for review and signing before submission to TANROADS HQ	ALS	Quarterly Weighbridge report	
<b>5.5.15</b>	RM reviews, approves and signs the report and submit monthly/Quarterly report to TANROADS HQ	RM	Quarterly/Weighbridge report	End of procedures

## 5.6 WEIGHBRIDGE MAINTENANCE PROCEDURES

SN	Process Step	Action Person	RELEVANT DOCUMENTS	Comments, Foot Notes, QA/CQ Controls, etc
5.6.1	WBI informs ALS when weighbridge service, calibration or emergency of normal maintenance is due	WBI	Form	
5.6.2	ALS prepares letter requesting HQ or TEMESA experts to investigate further and gives out the cost estimate and submits it to RM for review and signing.	ALS	Form	Weighbridge Operator will sign a weighing ticket and give to driver
5.6.3	RM submits the request of experts to TANROADS HQ or TEMESA	RM	Form	Driver will sign weighbridge report form
5.6.4	After Experts opinions (specification inclusive) and cost estimate are given RM instructs the ALS to prepare Bill of Quantity and related specification for procurement	RM	Form	
5.6.5	ALS submits Bill of Quantity and specification to HPMU for procurement process.	ALS	Form	
5.6.6	HPMU proceeds with the procurement and submits letter of acceptance (for the successful contractor for work/service) to RM for review and approval	HPMU	Form	Procurement follows the standard procedures under HPMU
5.6.7	RM reviews the letter and submits it to the nominated Contractor and instructs HPMU to prepare the contract document for signing	RM	Form	
5.6.8	RM signs the contracts and instructs the ALS to invite the Experts (TANROADS HQ or TEMESA) to supervise the work.	RM	Form	
5.6.9	ALS prepare request letter of experts and submit it to RM for approval and signing	ALS	Form	
5.6.10	RM reviews, signs and submits the letter to TANROADS HQ or TEMESA	RM	Form	



<b>5.6.11</b>	ALS and Works experts after being invited supervise the work and together submit the final inspection report and payment certificate to RM for payment to contractor.	ALS	Form	
<b>5.6.12</b>	RM reviews, approves and forwards the payment certificate to HAA for payment	RM	Form	
<b>5.6.13</b>	After completion of work payments are done as per normal procedure under HAA	HAA	Form	End of procedure

### **5.7 ROAD RESERVE MANAGEMENT PROCEDURES (Complaints)**

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>RELEVANT DOCUMENTS</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc</b>
<b>5.7.1</b>	A citizen/Firm submit letter of complaint/request of claim to RM	RM		
<b>5.7.2</b>	RM receives a complaint /request of claim letter and forward to HE	RM		
<b>5.7.3</b>	HE reviews the complaint/claim and forward to ME to schedule for site visit	HE		
<b>5.7.4</b>	ME arrange the site visit together with complaint and submit report of the site visit observations to HE	ME	Road act No. 13 (2007) Manual for Control road reserve 2010/Regulation 2012	
<b>5.7.5</b>	HE reviews the report and forward to RM for further action	HE		
<b>5.7.6</b>	RM reviews the report from HE and approves the course of action to be taken and return to HE for implementation	RM		
<b>5.7.7</b>	HE instructs ME to implement as per course of action	HE		
<b>5.7.8</b>	ME implements approved course of action. ME prepares the progress report. ME also prepares a draft letter to inform the complainant and submit to HE	ME		The course of action might be calling in valuers, mining officers etc. for evaluation and technical advice
<b>5.7.9</b>	HE receives the report of progress and the draft letter, reviews both and if satisfied submits to RM	RM		
<b>5.7.10</b>	RM reviews the progress report and draft letter and approves the necessary actions. RM close this process by signing letter to complainant	RM	End of procedures	Necessary action might be payment of compensation, etc.

### **5.8 ROAD RESERVE MANAGEMENT PROCEDURES (Protection)**

<b>SN</b>	<b>Process Step</b>	<b>Action Person</b>	<b>RELEVANT DOCUMENTS</b>	<b>Comments, Foot Notes, QA/CQ Controls, etc</b>
<b>5.8.1</b>	Road inspectors (RI) weekly inspects the roads and reports any encroachment or improvement needed to the road reserve to HE	RI		
<b>5.8.2</b>	HE reviews the report and forward to RM with his/her comments	HE		
<b>5.8.3</b>	RM reviews report and comments and forward to HE with his approval on the course of action to be taken for reinstatement of road reserve	RM	Road act No. 13 (2007) Manual for Control road reserve 2010/Regulation 2012	
<b>5.8.4</b>	HE instructs ME to implement the road reserve reinstatement as per course of action approved	HE		
<b>5.8.5</b>	ME implements the road reserve reinstatement as per course of action approved and prepare report to HE	RM		
<b>5.8.6</b>	HE review implementation report and submit to RM for information	HE		
<b>5.8.7</b>	RM reviews and acknowledges report and allows HE to close the process by filing in respective file	RM		