



## **Inception report**

**Consultancy Services for a peer review of Road Asset Management to be delivered at Asanra**

***13 July 2013***

This project was funded by the Africa Community Access Programme (AFCAP) which promotes safe and sustainable access to markets, healthcare, education, employment and social and political networks for rural communities in Africa.

Launched in June 2008 and managed by Crown Agents, the five year-long, UK government (DFID) funded project, supports research and knowledge sharing between participating countries to enhance the uptake of low cost, proven solutions for rural access that maximise the use of local resources.

The programme is currently active in Ethiopia, Kenya, Ghana, Malawi, Mozambique, Tanzania, Zambia, South Africa, Democratic Republic of Congo and South Sudan and is developing relationships with a number of other countries and regional organisations across Africa.

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For further information visit  
<https://www.afcap.org>

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## 1.1 Objectives of the external review

The objectives of the external review of the executed self-assessments by the member states are to:

- Verify whether the member states own assessments of road asset management maturity are in line with PAS55:2008 (regarding 9 member states);
- Substantiate final ratings for each participating member state agency;
- Present final assessment report to the Implementation Team.

## 1.2 Deliverables

The deliverables retrieved from the Terms of Reference are listed below:

- Inception report within 2 weeks of the commencement date of the assignment. Presentation of inception report with the ASANRA secretariat in Lilongwe;
- 9 member state specific review reports on completion of country visits and within 5 months of commencement date. The final scores will be discussed with the member state representatives;
- Consolidated review report presented to project implementation team within 7 months of commencement date. Presentation of final report to the IT in Pretoria.
- Additional requirement from ASANRA is that the project must be completed mid-January 2014 at the very latest.

## 1.3 Audit Logistics

The audit logistics are scheduled as follows

Proposed Project Schedule																										
		Month	August								September				October				November				December			
		Week #	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	
step #	subject		22-Jul																							
1a	Completion IR + Prep audit 1-2-3																									
1b	Kick Off (Malawi)																									
2	Audit 1 (Malawi)-2-3																									
3	Prepare for audit 4-5-6																									
3	Audit 3-4-5																									
4	Prepare for audit 7-8-9																									
4	Audit 7-8-9																									
5	Preparation final report																									
5	Presentation final report																									

## 1.4 Audit Time Table

We propose the following timetable per activity /location:

#	Activity	Location	date
1a	Inception Report	Netherlands	week# 31
1b	Kick off	Lilongwe, Malawi	6 August
2a	Audit	Lilongwe, Malawi	7 – 9 August
2b	Audit	Pretoria, South Africa	12 – 14 August
2c	Audit	Lusaka, Zambia	16 + 19 – 20 August
3a	Audit	Harare, Zimbabwe	2 – 4 September
3b	Audit	Gaborone, Botswana	6 + 9 – 10 September
3c	Audit	Windhoek, Namibia	12 – 13 + 16 September
4a	Audit	Dar es Salaam, Tanzania	7 – 8 + 11 November
4b	Audit	Maputo, Mozambique	13 – 15 November
4c	Audit	Maseru, Lesotho	18 – 20 November
5a	Preparation final report	Netherlands	week # 49 - 50
5b	Presentation final report	Pretoria, South Africa	23 December

## 1.5 Structure of the audit team

We distinguish 2 roles in the Review Panel:

**Lead auditor (review panel team leader)**, who is responsible for:

- the overall coordination and oversight of the review panel;
- the delivery of the end result within budget and the specified timeframe;
- liaison with the Implementation Team and the ASANRA secretariat.

The lead auditor is preparing and taking part in all 9 assessments of the member states on site and has extensive knowledge of and experience with Asset Management assessments. (In our case, the lead auditor has also delivered the Asset Management training to ASANRA in 2012 and therefore is familiar with ASANRA, the self-assessment project and the Implementation Team. )

**Consultant Asset Management**, who is responsible for:

- review of the executed self-assessments;
- preparation and execution of all 9 assessments of the member states on site(incl. financial management aspects);
- development of review reports;
- development of consolidated review report.

The consultant has extensive knowledge of and experience with Asset Management of infrastructural works, financial management aspects and PAS 55 assessments.



#### Members of the Review Panel:

The Review Panel consists of:

- Lead auditor:
  - Mr. Kees Wieringa (full project)
    - E-mail address: [kees.wieringa@iesbv.nl](mailto:kees.wieringa@iesbv.nl)
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- Consultants Asset Management:
  - Mr. Ronald van der Vegte (principal consultant)
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  - Mr. Jan Mens (back up only)
    - E-mail address: [jan.mens@iesbv.nl](mailto:jan.mens@iesbv.nl)
    - Phone: +31 621 566 846

For the assessments in the member state Mozambique we will include an interpreter (pref. with experience in technical environment) to the Review Panel during the interviews and visit to the member state.

With regard to our ISO 9001 quality management process, we assign our Manager Asset Management Services to control the quality of the process and results delivered.

#### **1.6 Prerequisites**

- ASANRA will provide a road management expert who will be responsible for providing inputs on road sector specific asset management issues and good practice perspective to the Review Panel.
- ASANRA appoints a liaison officer, who will organize the necessary arrangements on behalf of ASANRA, will assist in organizing entry and exit visas for the Review Panel and will be the contact person for IES. The liaison officer will provide any additional relevant information that might be required by the consultant.
- All executed self-assessments and relevant evidence of all Member States must be provided in digital versions to IES by ASANRA before the kick-off meeting in Malawi. All documentation provided must be in the English language.
- ASANRA and the road agencies will provide the Review Panel without any charge the following:
  - Photocopying facilities (excluded the production of reports or other major deliverables of the project);
  - Copies of relevant documentary evidence.
- IES will provide all transportation and accommodation required by our staff during visits to the 9 member states. In the tender documentation it is stated that it is not required to travel

outside the capital city of each member state. IES will provide its staff with the necessary hard- and software.

- Audits will take place during working days Monday to Friday (office hours).
- When visiting each member state for the local interviews and assessments, each member state will provide the Review Panel with meeting facilities on site of the local road agency office. Minimal requirements are:
  - 1 meeting room with a capacity for 8 people and the following equipment and/or facilities:
    - Coffee/tea/bottled water
    - Connection to the internet (cable or wireless)
    - Flip Chart
- For the kick-off meeting in Lilongwe and the final meeting in Pretoria, ASANRA will organize a meeting room with sufficient capacity for all delegates and the following equipment and/or facilities:
  - Coffee/tea/bottled water
  - Connection to the internet (cable or wireless)
  - Flip chart
- The written language (all correspondence, inception report, review reports, consolidated review report and presentations) will be English. The spoken language in the interviews will be English, except for the member states Mozambique, where the official language of the country (Portuguese), could be used via an interpreter (when needed).
- All review reports, consolidated review reports and presentations will be delivered in digital version only. IES will arrange handouts for presentations.
- The project will be overseen by the ASANRA secretariat. The AFCAP technical services manager must be copied in to all correspondence.
- Approval of deliverables will be undertaken by the ASANRA secretariat in conjunction with the AFCAP technical services manager.

Contractual issues will be reported to the procurement manager of AFCAP at Crown Agents.