



# Lebanese Republic

## World Bank Vocational and Technical Education Project

### Implementation Procedures

لشعبة الإدارية  
قطاع العام

Office of the Minister of State for Administrative Reform  
Center for Public Sector Projects and Studies  
(C.P.S.P.S.)

الجمهورية اللبنانية اللبنانية  
مكتب وزير الدولة لشؤون التنمية الإدارية  
مركز مشاريع القطاع العام

# (Consultancy Services (1

**Prepare TORs**

**PIU**

**Technical Review TORs**

**TC**

**Approve TORs**

**Minister**

## Explanatory Remarks

Preparation of TORs for the various project activities is done by PIU, the TORs are reviewed and evaluated by the Technical committees. recommendations of the TC's are given to the Director General before relayed to the Minister for final approval.



## Consultancy Services (2)

<b>Advertise</b>	<b>PIU</b>
<b>Receive Letters of Interest</b>	<b>PIU</b>
<b>Prepare Long List</b>	<b>PIU</b>
<b>Prepare Short List</b>	<b>PIU/MVTE</b>
<b>Receive WB no Objection</b>	<b>PIU</b>

### Explanatory Remarks

The PIU will advertise to invite interested parties to express interest in the activities of the project. Letters of interest will be received and processed by the PIU. Qualified parties will be long listed by the PIU according to a pre-set criteria.

The PIU will deliver the long list to the ministry. The short listing is done by a joint committee from the PIU and the ministry.

The recommendations of the committee will be delivered to the Director General and the Minister. The PIU will seek the world bank no objection .



## Consultancy Services (3)

<b>Approve Short List</b>	<b>Minister</b>
<b>Prepare Contract Docs.</b>	<b>PIU</b>
<b>Receive WB no Objection</b>	<b>PIU</b>
<b>Issue Invitation to Bid</b>	<b>PIU</b>

### Explanatory Remarks

The short list will be approved by the Minister. Mean while, the PIU will prepare the contracts and all relevant documentation. The PIU seeks World Bank no objection . The PIU will issue an invitation for the short listed consulting firms to bid.



# Consultancy Services (4)

**Evaluate Proposals**

**MVTE/PIU  
(adhoc cmt.)**

**Obtain WB no Objection**

**PIU**

**Negotiate**

**MVTE/PIU  
(adhoc cmt.)**

**Explanatory Remarks**

**Proposals are received by committees formed by the Minister (adhoc committees). These committees will include the ministry and the PIU . The PIU will submit the committee evaluation report to the WB for a No Objection. The committees also negotiate the contracts with the selected contractors and reach final agreements. The PIU will monitor the progress of the evaluation and negotiations and report to the Minister and the World Bank.**



# Consultancy Services (5)

<b>Approve &amp; Sign Contract</b>	<b>Minister</b>
<b>Monitor &amp; Supervise Execution</b>	<b>PIU/MVTE</b>
<b>Accept Consultancy Services</b>	<b>Adhoc Com. MVTE, PIU</b>
<b>Authorize Payment</b>	<b>Minister</b>

## Explanatory Remarks

After The World Bank no objection is obtained, contracts are submitted to the Minister for approval and signing. Monitoring and supervision of execution of the contracts are carried out by the PIU and the ministry. The administration of the contract is under PIU, acceptance of the work is under the ministry with consideration to PIU monitoring reports. The authorization of payments, based on the recommendations of the Adhoc Committee responsible for accepting the consulting services, will be made by the Minister after acceptance is recommended by the Director General.



# Procurement of Goods (1)

## (except printing of textbooks)

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<b>Prepare Procurement Lists</b>	<b>PIU/MVTE</b>
<b>Review of Procurement Lists</b>	<b>TC</b>
<b>Approval of Procurement Lists</b>	<b>Minister</b>

### Explanatory Remarks

The PIU will prepare the procurement lists according to the data supplied by the ministry. The lists will be forwarded to the Technical committees to be reviewed. Recommendations of the TC's are given to the Director General before relayed to the Minister for final approval. The PIU will report the progress on this activity to the Minister and the World Bank.



# **Procurement of Goods (2)** **(except printing of textbooks)**

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**Packaging of Procurement lots PIU/CDR**

**Prepare Bid Documents PIU/CDR**

**Obtain WB No Objection CDR**

**Issue Invitation to Bid. CDR**

### **Explanatory Remarks**

The PIU and CDR will prepare the packages for procurement and the bidding documents.  
The CDR will obtain a WB no objection. Invitation for bidding will be issued by the CDR.







# Procurement of Goods (4) (except printing of textbooks)

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**Monitor Prog. of Execution CDR/PIU**

**Accept Goods**

**(Ad hoc Cmt.)**

**Pay**

**CDR**

**Explanatory Remarks**

The PIU and CDR will monitor and supervise the progress of the activities to ensure smooth delivery of goods and according to schedules. The goods will be received by Adhoc committees (PIU, Ministry, CDR ). Payments will be made by CDR. The PIU will report the process to the Minister and to the bank.





# Procurement of Civil Works 1

<b>Review Bid Documents</b>	<b>PIU/CDR/Consultants</b>
<b>Advertise &amp; Issue Invitation to Bid</b>	<b>CDR</b>
<b>Evaluate Proposals Recom. Award</b>	<b>Ad Hoc Cmt.</b>
<b>Award &amp; Sign Contracts</b>	<b>CDR</b>

## Explanatory Remarks

The bid documents will be reviewed by the PIU, CDR and selected consultants. CDR will advertise and issue invitation to bidding. An Adhoc committee (CDR, PIU, Ministry and selected experts) will evaluate the proposals and recommend awards. The PIU will monitor this activity and report to the minister and the Bank.

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# Procurement of Civil Works 2

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**Monitor Progress of Exec.**

**CDR/PIU,  
Consultants**

**Accept Works**

**Ad hoc. Cmt.**

**Explanatory Remarks**

The PIU, CDR and hired consultants will monitor and supervise the progress of the activity to ensure smooth delivery of works according to schedules. The works will be received by Adhoc committees (PIU, Ministry, CDR and selected consultants). Payments will be made by CDR. The PIU will report the process to the Minister and to the bank.

# **Supervision of Civil Works (1)**

**Prepare Consultant TORs \***      **CDR/PIU**

**Negotiate Contracts**      **CDR/PIU**

**Approve Contracts**

**Award & Sign Contracts**      **CDR**

## Explanatory Remarks

The TORs for the supervision of the civil works are prepared by CDR and the PIU. Advertising is done by CDR and negotiations are carried out by the PIU and CDR. Contracts are awarded, approved and signed by CDR. Some consultants selected to carry out design may be selected for supervision.

# **Supervision of Civil Works (2)**

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**Monitor & Supervise  
Progress of Execution**

**CDR/PIU**

**Pay**

**CDR**

**Explanatory Remarks**

The PIU, CDR and hired consultants will monitor and supervise the progress of the activity to ensure smooth delivery of works according to schedules. Payments will be made by CDR. The PIU will report the process to the Minister and to the bank.





# Procurement - Printing of Textbooks 1



**Prepare Final Lists & Packages of text  
books** **PIU/MVTE**

**Technical Review of lists & Pac. TC**

**Approve Lists & Pack. Minister**

## Explanatory Remarks

The final lists and packages for printing the textbooks are prepared by the PIU and the ministry. The lists and packages are reviewed by the technical committees. The lists and packages are finally approved after being reviewed and approved by the Director General.



# Procurement - Printing of Textbooks 3



**Evaluate Proposals Adhoc Com**

**PIU, MVTE)**

**Obtain WB No Objection**

**PIU**

**Award & Sign Contracts**

**Minister**

Explanatory Remarks

The proposals will be evaluated by an Adhoc Committee (PIU, MVTE). The PIU will seek the World Bank No Objection. The Contracts are signed by the minister after being approved by the Director General.

# Procurement - Printing of Textbooks 4

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**Monitor and Supervise Exec. PIU, MVTE**

**Accept Goods Adhoc (MVTE, PIU)**

**Authorize Payment Minister**

## Explanatory Remarks

Monitoring and supervision of execution is carried out by the PIU and MVTE. Acceptance of good is an MVTE task. Payments are authorized by the minister after approval of receiving the goods is issued by the Director General.

# Procurement - Printing of Textbooks 5

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**Approve & Sign Contracts**

**Minister**

**Monitor Progress of Execution**

**PIU/MVTE**

**Authorize Payment**

**Minister**

## Explanatory Remarks

The committees will submit full reports to the ministry. The reports are reviewed by the Director General and relayed to the Minister for signing contracts. Monitoring and supervision of execution is carried out by the PIU and the ministry. Authorization of payments are signed by the Minister after being recommended by the Director General. The PIU will report progress of this activity to the World Bank .