



Municipal Infrastructure Support Programme
An EU-funded project

MUNICIPAL INFRASTRUCTURE SUPPORT PROGRAMME

●●● Building together for the future

PROGRAM PODRŠKE RAZVOJU INFRASTRUKTURE LOKALNE SAMOUPRAVE

●●● Gradimo zajedno za budućnost

Project Monitoring Guidelines under EU Rules

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Monitoring is regular observation and recording of the activities taking place in a project. Main objectives of project monitoring are:



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☐ To verify that ECD contribution is used for the purposes for which they were provided and with compliance with financial and non-financial terms of the contract signed by the Contracting Authority (Municipality), Contractor and endorsed by the Financing Authority (ECD);

☐ To assist to Contracting Authority in implementation of the measures that funds are used efficiently;

To provide regular feedback to the ECD on the progress of project implementation and the problems faced during the implementation.



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The procedure applies:



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- ❑ During the entire period of the MISP program and is based on the internal organisation of MISP and the Practical Guide for Contract procedures for EC external actions, edition 2007.
- ❑ For all measures regarding the implementation of works contract. Special Conditions, modifying General conditions, prescribed in Volume 2 of the Tender dossier are an integral part of this document. The present procedure starts upon contract signing.



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Responsibility and authority



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The ECD is the Financing Authority with the financial contribution for costs properly incurred within the present Contract.

The Financing Authority will have no further obligations or liabilities under contract exceeding the financial contribution. All obligation of the Financing Authority are limited to the above contribution.



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The MISP is responsible for monitoring and evaluation of the project implementation, endorsing acceptance reports and for endorsing the non-conformity from the contracts.



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The Coordinator of the Contracting Authority (Municipality) Project Implementation Unit (PIU) is responsible for monitoring and control of the works and for the preparation and submission to MISIP reports concerning the Contractor and Supervisors activity and performance.



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The Supervisor is responsible for full supervisory services to satisfy efficient and effective construction supervision and contract administration of all works – i.e. quality control, monitoring of progress and cost and contractual administration.



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General Principles

The procedure is applicable for every contract and follows wherever applicable the general principles from PRAG edition, 2007.



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The main aspects of monitoring and control of the activities are:

Technical monitoring of the Contractor's progress

Financial monitoring of his financial compliance with budget established for the project



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The Monitoring process starts immediately after the contract signature by all parties.



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MISP Team for Monitoring are responsible for the following:

- the monitoring of the progress in relation to the timetable and schedule of the contract;
- attendance at site visits and in particular during significant milestones in the contract;
- the attendance at monthly progress meetings;
- the endorsing of Interim Payment Certificates (IPC) and of accompanying documents issued by the Contractor and submission of IPC and accompanying documents to ECD;
- the Financial Monitoring Officer verification of documents received from the PIU with the contracts;
- the monitoring of the compliance with EU rules for visibility.



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The Municipal Project Implementation Unit is responsible for the following:

- monitoring of the timetable from the contract;
- the receipt and the verification of Interim Payment Certificates (IPC) and of accompanying documents issued by the Contractor; the attendance at monthly progress meetings;
- sending IPC and accompanying documents received from the Supervisor to MSPNE Monitoring team.



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During Project monitoring, the following verification activities will be undertaken by the Monitoring Team:

- review periodic reports of the Contractor and/or Supervisor, to ensure that the project continues to meet objectives;
- provide information as needed by the project, and authorize the work to proceed if the project is meeting plans and commitments;
- participate in formal project reviews, reviewing status and handling action items.



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Forms

Monitoring procedure includes standard forms:

- ☐ Project Monitoring procedure,
- ☐ Internal Project Monitoring report,
- ☐ Internal Payment Checklist and
- ☐ Supervisors Monthly Report Form



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Thank you for your attention!