

COVID-19 Projects Development Fund



**Manual on Procedures for
Application and Disbursement of Funds,
Project Monitoring and Reporting**

TABLE OF CONTENTS

	Page No.
Introduction	1
Project Preparation and Implementation	1
Application for Disbursement of Funds	2
Approval for Disbursement of Funds	3
Disbursement of Funds	3
Monitoring of Projects	4
Accounts and Audit	4
Annexes	
Annex I : Application for Financing of Project/Scheme	
Annex II : Application for Disbursement of Funds (Certified Claims)	
Annex III : Application for Disbursement of Funds (Advance)	
Annex IV : Project Status and Revised Expenditure Plan	

1. Introduction

- 1.1 The purpose of this Manual is to set out the procedures to be followed in respect of projects, schemes and programmes that are financed from the COVID-19 Projects Development Fund.
- 1.2 The COVID-19 Projects Development Fund was set up on 28 April 2020 as a Special Fund, through regulations made under the Finance and Audit Act, to contribute to the financing of approved projects, schemes and programmes.
- 1.3 The Fund will be administered and managed by a COVID-19 Projects Development Committee. The Committee will release funds to Implementing Agencies **only** in respect of:
 - (i) those projects, schemes and programmes that are, as per the National Budget Estimates, financed from the COVID-19 Projects Development Fund; and
 - (ii) other such new projects/schemes that are, during the course of a financial year, approved by the Minister of Finance, Economic Planning and Development.
- 1.4 The Committee will also oversee and monitor progress in the implementation of the approved projects, schemes and programmes.

2. Project Preparation and Implementation

- 2.1 The responsibility to prepare and implement the approved projects/schemes rests with the respective Implementing Agencies.
- 2.2 They should ensure the technical soundness, viability and value for money aspects of the projects/schemes.
- 2.3 For projects that are still at preparation stage, Implementing Agencies should follow the guidelines laid down in the Capital Project Process Manual (Financial Instructions No. 1 of 2019).
- 2.4 **It is imperative for Implementing Agencies to abide by the Public Procurement Act and/or the appropriate applicable procurement framework.**

- 2.5 Implementing Agencies should also seek the approval of the Ministry of Finance, Economic Planning and Development and/or Cabinet:
- (i) prior to the launching of tenders for works; and
 - (ii) for any change in the project value that is necessary following change in scope of works/services, or the contract value being higher.
- 2.6 **Prior to the award of any contract, Implementing Agencies should seek the approval of the Committee for the financing of the project/scheme from the Fund.** The application should be submitted to the Secretary of the COVID-19 Projects Development Committee as per **Annex I**.
- 2.7 Once a contract is awarded, Implementing Agencies should submit to the Secretary of the Committee a copy of the (i) letter of award, (ii) contract of the project, and (iii) the disbursement plan.
- 2.8 Implementing Agencies should implement their projects within the contract value and the respective timeframe as per the conditions specified in the contract.
- 2.9 A capital project may include more than one component, each component having a separate project value and PSIP Code. Request for creation of any PSIP Code should be made to the Ministry of Finance, Economic Planning and Development.

3. Application for Disbursement of Funds

- 3.1 Application for disbursement of funds should be submitted when the need to effect payment for consultancy services or works arises.
- 3.2 Implementing Agencies should submit their application to the Secretary of the COVID-19 Projects Development Committee as per **Annex II**. A copy of the claim duly certified by the respective project managers and recommendation for payment by the Accounting Officers as well as any other supporting documentary evidence should also be submitted.
- 3.3 Application for disbursement of funds in advance in respect of forecasted expenditure must be submitted as per **Annex III**.

4. Approval for Disbursement of Funds

4.1 Relevant SMSTs at the Ministry of Finance, Economic Planning and Development would analyse those applications and make appropriate recommendations for approval.

4.2 Where an application is received for urgent payment and for any reason the Committee could not meet, then the Secretary should seek the approval of the Committee through circularisation/resolution.

4.3 The Committee may, for administrative convenience and upon request of an Implementing Agency, approve the disbursement of funds in advance for a particular project/scheme provided that:

- (i) the advance is justified;
- (ii) the advance is used solely in respect of that project;
- (iii) the advance is used for payment of certified claims that are within the contract value; and
- (iv) a copy of the certified claim and information on the balance of the advance are submitted to the Secretary of the Committee after each payment made.

4.4 **The Committee reserves the right to reject or approve fully or partially any request for funds.**

4.5 The Committee will not consider any application of funds in excess of the amount agreed for a project, unless the Ministry of Finance, Economic Planning and Development has approved the provisioning of additional money to the Fund in respect of that project.

5. Disbursement of Funds

5.1 Once approval for disbursement of funds is obtained, the Secretary of the Committee will request the Accountant General to transfer the amount to the Implementing Agency.

5.2 The Accountant General will, thereafter, transfer the money from the account of the Fund and accordingly inform the Implementing Agency and the Secretary.

- 5.3 Where the Implementing Agency is a Ministry/Department:
- (i) the Accountant General will open a Ledger Account (Special Fund Account-Code 83) for that Ministry in the Treasury Accounting system and transfer funds into that Account; and
 - (ii) the Ministry should use the respective Ledger Account for effecting the payment in accordance with existing Financial Management Framework.
- 5.4 Where the Implementing Agency is not a Ministry, the funds will be transferred directly in its bank account.
- 5.5 After funds are transferred, Implementing Agencies should proceed to effect the payment.

6. Monitoring of Projects

- 6.1 Implementing Agencies should closely monitor the projects to ensure timely implementation and avoid cost overruns.
- 6.2 The Committee will oversee and monitor progress in the implementation of projects/schemes. Accordingly, Implementing Agencies should, on a quarterly basis, submit to the Committee the following information as per **Annex IV**:
- (i) an updated progress report for each project/scheme, highlighting implementation issues and actions being undertaken to address them; and
 - (ii) a revised expenditure plan for that financial year and subsequent years for each project/scheme.
- 6.3 The Committee may request Implementing Agencies to attend its meeting to provide any such information deemed necessary for the smooth and timely implementation of those projects financed from the Fund.

7. Accounts and Audit

- 7.1 The Accountant General should keep records of all the transactions of the Fund and prepare the financial statements for each financial year in line with section (5) of the Finance and Audit (COVID-19 Projects Development Fund) Regulations 2020.

- 7.2 The Committee must, not later than 3 months after the end of every financial year, submit the financial statements to the Director of Audit.
- 7.3 Implementing Agencies should invariably provide all information as required by the Director Audit.
- 7.4 Once the accounts are audited, the Committee shall forthwith submit a copy of the audited financial statements and audit report to the Minister of Finance, Economic Planning and Development for the purpose of laying them before National Assembly.

Contact Details:

**Secretary,
COVID-19 Projects Development Committee
c/o Ministry of Finance, Economic Planning and Development
Ground Floor,
Government House,
Port Louis
Tel: 260 1373/ 260 1639
Fax: 211 0096**

COVID-19 Projects Development Fund**Application for Financing of Project/Scheme***Serial No.
(For Committee use)

1. Name of Implementing Agency:.....
2. Project Name and PSIP Code:.....
3. Approved Project Value (PV) in PSIP: Rs.....
4. Purpose of Expenditure** :.....
5. Contract Value***: Rs.....
6. Name of Contractor/Consultant:.....
7. Expected Date of Award of Contract:.....
8. Expected Completion date.....
9. Has the Applicable Procurement Framework been followed?.....
10. Has approval of MOFEPD/Cabinet been obtained in case of increase in PV?
(YES, NO, or NA-Not Applicable)

11. Indicative Expenditure Plan in respect of the Contract.

Rs million

	Current Financial Year (Year 1)				Year 2	Year 3	Year 4
	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun			

I certify that the above information is correct and request the COVID-19 Projects Development Committee to approve the financing of the above project/scheme from the Fund.

Name :.....

Designation :.....

Signature :.....

Date :.....

* A project may have different contracts. This form should be filled in prior to the award of any contract in respect of the project.

** Construction works or consultancy services (specify).

*** Value of the specific contract to be awarded

COVID-19 Projects Development Fund

Application for Disbursement of Funds (Certified Claims)

Serial No.
(For Committee use)

1. Name of Implementing Agency:.....
2. Purpose of Expenditure*:.....
3. Has the Committee approved financing of the above expenditure?.....
4. Amount applied: Rs..... Certificate No..... (if applicable)
5. Has the claim been certified by the project manager?.....
6. Has the Implementing Agency approved the payment?.....
7. Project Identification and PSIP Code:.....
8. Approved Project Value (in PSIP): Rs.....
9. Contract Value: Rs.....
10. Name of Contractor/Consultant:.....
11. Date of award of Contract:.....
12. Start date..... Expected completion date.....
13. Physical Progress Status:% completed
14. Total amount earmarked in current financial year: Rs.....
15. Amount disbursed in this financial year: Rs.....
16. Cumulative expenditure as at date: Rs.....(..... % of contract value)

I certify that the above information is correct and that the procurement was undertaken according to the procurement framework applicable to this Organisation.

A copy of all the documentary evidence is herewith attached.

Name :.....

Designation :.....

Signature :.....

Date :.....

**Payment for construction works or consultancy services (specify)*

COVID-19 Projects Development Fund

Application for Disbursement of Funds (Advance)*

Serial No.
(For Committee use)

1. Name of Implementing Agency:.....
2. Amount applied in advance: Rs.....
3. Project Identification / PSIP Code:.....
4. Approved Project Value (in PSIP): Rs.....
5. Start date..... Expected completion date.....
6. Physical Progress Status:% completion
7. Total amount earmarked in the current financial year: Rs.....
8. Amount disbursed in this financial year: Rs.....
9. Cumulative expenditure as at date: Rs.....(% of contract value)
10. Forecasted expenditure for the current month and subsequent two months:
 - Month 1: Rs.....
 - Month 2: Rs.....
 - Month 3: Rs.....

I certify that the procurement framework applicable to this Organization has been followed for the above project and undertake:

- (i) to use the funds released in advance solely in respect of the above project;
- (ii) to effect payments only for claims that have been certified correct and are within the contract value; and
- (iii) to submit to the Secretary of the COVID-19 Projects Development Committee a copy of the certified claim, payment details, and information on the balance of the advance after each payment made.

Name :.....
Designation :.....
Signature :.....
Date :.....

* All Information in this application should be for the whole project instead of individual contracts.

COVID-19 Projects Development Fund**Project Status and Revised Expenditure Plan**

- A. Project Title:.....
- B. Project Status (Including expected commencement and completion date, % of works completed and other key milestones)
-
- C. Is the project on track?.....
- D. If not, state reasons for delays.
- E. Actions being taken to address any implementation issues

F. Revised Expenditure Plan*Rs Million*

Project's Component /PSIP Code	PV	Estimate 2020-21	Revised Estimates 2020-21	Updated 2021-22	Updated 2022-23	Updated 2023-24
(i).....						
(ii).....						
Etc.....						
Total						

G. Updated Disbursement Plan for the remaining months of the Current Financial Year (Total for the project)

Month	Rs M	Month	Rs M	Month	Rs M
Jul		Nov		March	
Aug		Dec		Apr	
Sept		Jan		May	
Oct		Feb		Jun	