

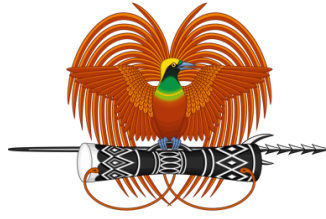


# **PROVINCIAL, DISTRICT INFRASTRUCTURE DEVELOPMENT & KINA-FOR-KINA PROGRAM**

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Government of PNG

DEPARTMENT OF  
FINANCE



INDEPENDENT STATE OF PAPUA NEW GUINEA

### **Provincial, District Infrastructure Development and Kina-for-Kina Program Guidelines**

The Provincial, District Infrastructure Development and Kina-for-Kina Program underscores the Government of Papua New Guinea's commitment to fostering sustainable development through strategic infrastructure investments at the district level.

The Kina-for-Kina Program leverages a collaborative funding approach, ensuring that National government contributions are matched by district allocations. This model not only amplifies the impact of public funds but also promotes accountability and ownership at the local level.

These guidelines serve as a framework for the efficient management, distribution, and acquittal of funds under the Programs. By following these guidelines, we aim to achieve the critical infrastructure development targets set out in the Medium Term Development Plan IV (MTDP IV), address longstanding challenges in fund management, and enhance service delivery across the 96 districts of Papua New Guinea.

I urge all districts to adhere to these guidelines meticulously to realise our shared vision of sustainable and equitable development.

Any further information can be sort through the Department's dedicated email address Submission can be sent to [kina4kina@finance.gov.pg](mailto:kina4kina@finance.gov.pg)

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Mr Samuel Penias

Secretary for Department of Finance

## ACRONYMS

APC	Authority to Pre-Commit
CACC	Central Agency Coordinating Committee
CEO	Chief Executive Officer
COC	Certificate of Completion (Compliance)
CRF	Consolidated Revenue Fund
DA	District Administrator
DPC	District Committee of the NPC Board
DDA	District Development Authority
DFM	District Finance Manager
DIRD	Department of Implementation & Rural Development
DMT	District Management Team
DNPM	Department of National Planning & Monitoring
DoF	Department of Finance
DPMT	District Project Management Team
DSIP	District Service Improvement Program
FI	Financial Instruction
MP	Member of Parliament
NEC	National Executive Council
NPC	National Procurement Commission
PPC	Provincial Committee of the NPC Board
PFD	Project Formulation Document
PFM	Provincial Finance Manager
PFMA	Public Finance Management Act 1995
PID	Project Identification Documentation
PWU	Provincial Works Unit
TFEC	Tenders Financial Evaluation Committee
TOR	Terms of Reference

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## Chapter 1 Introduction

The Provincial, District Infrastructure Development and Kina-for-Kina Programs are a financing initiative designed to stimulate critical infrastructure development across Papua New Guinea's Provinces and 96 districts. The Kina for Kina Program specifically operates on a matching fund basis, where the National Government matches contributions from district allocations to support vital infrastructure projects. The core objective is to ensure that districts actively participate and invest in their development, thereby promoting local ownership and accountability.

Under this Kina-for-Kina model, districts are required to counter-fund the cost of infrastructure developments, leveraging their other allocations such as District Services Improvement Program (DSIP) and District Infrastructure Grants. This approach is not limited to government contributions; it also aims to mobilise support from development partners and the private sector, aligning their investments with district priorities.

These guidelines are issued under Section 117 of the *Public Finance (Management) Act, (as amended)* whereby the Finance Department Head may issue guidelines that are necessary or desirable for carrying out or giving effect to the PFMA and in general for the better control and management of public moneys and public properties.

## Chapter 2 Funding Context

### Provincial Infrastructure Development Program (PIDP)

The Provincial Infrastructure Development Program (PIDP) is a government initiative aimed at enhancing infrastructure development in provinces throughout the country. It allocates funds for critical infrastructure projects to support economic growth, improve living standards, and enhance the overall quality of life for residents.

- The PIDP allocates K10 million to each of the 22 provinces in Papua New Guinea, including the Autonomous Region of Bougainville (AROB).
- Provinces are tasked with identifying priority infrastructure projects based on local needs, development priorities, and community input.
- Projects must align with national development goals and demonstrate sustainability, impact, and feasibility within the allocated budget.
- Although captured with these guidelines, the PDIP will use the project and governance frameworks captured in the SIP Administration Guidelines. The SIP Sector investment split and other specific requirements will not apply.
- Upon approval by Department of Finance, funds are disbursed to provinces for the implementation of approved projects, which may include road construction, water supply, healthcare facilities, and educational infrastructure.

### District Infrastructure Development Program

The District Infrastructure Development Program (DIDP) is a government initiative designed to address infrastructure needs at the district level. It aims to improve access to essential services, enhance connectivity, and stimulate economic development in rural and remote areas across Papua New Guinea.

- The DIDP allocates K5 million to each of the 96 districts in Papua New Guinea.

- District authorities are responsible for identifying priority infrastructure projects in consultation with local communities, government agencies, and relevant stakeholders.
- Projects should be aligned with district development plans, address critical infrastructure gaps, and contribute to socio-economic advancement.
- Although captured with these guidelines, the DIDP will use the project and governance frameworks captured in the SIP Administration Guidelines for governance and project management purposes. The SIP Sector investment split and other specific requirements will not apply.
- Upon endorsement, funds are disbursed by Department of Finance to districts for the implementation of approved projects, which may include road maintenance, bridge construction, water and sanitation facilities, and community infrastructure projects.

### District Infrastructure Program Kina for Kina

The District Infrastructure Program Kina for Kina Program is a component of the broader District Infrastructure Program aimed at empowering districts to identify and implement infrastructure projects tailored to local needs and priorities.

- The Kina-for-Kina Program allocates K5 million to each of the 96 districts in Papua New Guinea.
- Districts are tasked with identifying priority infrastructure projects and submitting Project Formulation Documents (PFDs) outlining proposed projects, budget estimates, and implementation plans.
- Projects should address critical infrastructure needs, promote economic development, and improve the quality of life for residents.
- Districts have autonomy in project selection and prioritisation, with a focus on transparency, accountability, and community participation.
- Upon approval of PFDs, funds are disbursed to districts for the implementation of approved projects, which may include road upgrades, school construction, health facilities, and agricultural infrastructure initiatives.

These programs represent key initiatives in the government's efforts to promote inclusive development, address infrastructure challenges, and improve the quality of life for Papua New Guineans across provinces and districts.

### Chapter 3 Purpose of guidelines

The purpose of these guidelines is to provide a framework for the management, distribution, and utilisation of funds under the Programs with a specific framework for the Kina-for-Kina program.

*As these guidelines align with the SIP Administration Guidelines including project identification, selection, documentation, procurement, implementation, monitoring, reporting, completion, and punitive measures for non-compliance, the SIP Guidelines for these elements would apply to the Provincial and District Infrastructure Program and are not repeated here.*

The SIP Guidelines do not apply to the Kina-for-Kina Program which is to comply solely with these Guidelines.

Applied to PIDP and DIDP under the SIP Guidelines	Not Applied to PIDP and DIDP under the SIP Guidelines
The Project Identification, selection and approval at a Provincial and District Level and project documentation requirements.	The Sectoral Development allocation of money across SIP priority Key Sectors as established in the SIP Administration Guidelines and under FI 04/2019.
The procurement, tendering and selection process at the Provincial, District and National level as in accordance with the National Procurement Act 2028.	
PIDP and DIDP funding shall be controlled centrally through Warrant Authorities based on cash-flows and availability of cash-funds by Treasury and Finance Departments.	DIRD authorisation required to disperse funding.
The payment, project implementation, monitoring and reporting.	Use of the Provincial Service Improvement Program Operating Accounts and the District Service Improvement Program Operating Accounts to hold and receive funds as required for SIP funding under FI 04/2019.
Project Completion, commissioning and handover process for the Provincial and District level	

These guidelines also apply to **NCD** and **Bougainville**.

## Chapter 4 Objectives

- To provide specific funding to address aging and critical infrastructure of Provinces and Districts;
- Provide a mechanism for Districts to address aging and unfit-for-purpose critical infrastructure by boosting and matching funds up to K5 million;
- To provide complementary funding to PSIP, DSIP for critical infrastructure projects where the project aligns to the this guidelines;

- To ensure balanced development aligned with the Medium-Term Development Plan IV (MTDP IV) targets.

## Funds Allocation and Disbursement

These are directions governing the program allocations in addition to the processes contained in this guideline:

- Unlike SIP funds, there are no specific sector-based rules for those critical projects under the PIDP, DIDP and Kina-for-Kina Program, however, there would need to be a direct link to the MTDP IV targets and critical infrastructure projects.
- There is no upper limit for the project value and it can exceed K10 million when funded by multiple sources, including the Kina-for-Kina Program. However, the National Government's contribution from the PDIP and DPIP is capped at the National Budget appropriation for the fiscal year as specified in the budget papers.

The Kina-for-Kina Program is capped at K5 million for a district. This cap does not apply to additional funds from the province, district or other sources, including donor support.

- A project approved for any of the Programs must still comply with the requirements of the Public Finance Management Act (PFMA) and the National Procurement Act (NPA), including regulations for borrowing, guarantees, and investments.
- The use of Program funds should not affect the sector investment proportions specified in NEC Decision NG 240/2018 and detailed in the SIP Administration Guidelines. These funds do not count towards the sector proportions under the SIP Administration Guidelines but can complement or be used for projects within these sectors.
- The funds cannot be transferred or diverted into special purpose vehicles such as companies or other entities and must remain under the control of the DDA board and under the rules governing public monies through the PFMA and the NPA.
- The funds must be accounted and payments made through the IFMS, or for districts that are yet to migrate to the IFMS, the PGAS system.
- Reasonable cost rules also apply to these funds similar to funds under the SIP Administration Guidelines. For administration and general project costs of the District, the proportionate rules for reasonable costs will apply and are limited to:
  - **Up to 3%** is for general administration support;
  - **Up to 3%** for travel and project identification and monitoring activities; and
  - **Up to 3%** for project scoping costs and related activities; and



- 1% is set aside to fund auditing and project verification costs incurred as directed by Department of Finance

## Chapter 5 Project Identification, Selection and Approval

The District Development Authority (DDA) Board deliberates, selects and prioritises proposals and submits the short-listed Project Identification Documents (PIDs) of proposals to District Project Management Team (DPMT) or Provincial Works Unit (PWU) for scoping and technical assistance up to the formulation of Project Formulation Documents (PFDs).

The PIDs and PFDs templates are the same templates that are required and used for National Budget development projects.

DPMT shall comprise of the District Administrator or CEO of DDA as Chairperson, District Engineer (in the absence of the District Works Engineer, then the Provincial Civil Engineer) as Deputy Chairperson, District Planner, District Finance Manager and appropriate sector advisors.

The DPMT or PWU submits completed Project Documentations (PID, PFD, Bill of Quantities (BOQ), Statement of Works (SOW)) to DDA Board for review, endorsement and budget allocation for the approved projects in-line with the Five (5) Year District Development Plan.

Where a project has been identified, the DDA Board Chairperson/CEO (District Administrator) submits a copy of approved projects and budget to the Provincial Administrator, Department of National Planning & Monitoring and Department of Finance.

The Project documentation requirements are those that were submitted to the DDA Board along with the DDA Board Meeting Minutes and Resolution endorsing the project to proceed further.

If endorsed as meeting the objectives of the Kina-for-Kina Program, the project can proceed towards procurement and execution.

*Please note districts should not enter into any non-legally binding documents, such as framework agreements or memoranda of understanding with external parties during the project development phase, without seeking legal advice from the State Solicitor. This is particularly important when these documents seek to bind the State or assign rights or exclusivity to these parties. Additionally, districts must not enter into any legally binding documents or contracts until the project has completed all procedural steps, including procurement, towards project execution and has received legal clearance from the State Solicitor in accordance with the National Procurement Act (NPA).*

## Green Public Investments and Equity Inclusion Considerations

Enabling our public funds to equally achieve sustainability development goals is becoming a more visible component of government decision making.

## **Climate Change and Environmental Impacts**

The Provincial, District Infrastructure and Kina-for-Kina Programs encourages projects to consider climate change and environmental impacts as part of the planning and implementation process.

While comprehensive assessments may not always be feasible, Provinces and Districts are urged to incorporate basic environmental considerations into project designs, such as using sustainable materials, energy-efficient technologies, and environmentally friendly construction practices. This approach aims to minimise adverse environmental impacts and enhance the resilience of infrastructure to climate-related challenges. Where possible, leveraging local expertise and available resources to address these concerns is encouraged, fostering a culture of sustainability even in resource-constrained settings.

## **Gender Equality and Social Inclusion**

The PIDP, DIDP and Kina-for-Kina Programs also should take this opportunity to plan for strengthening our government's role in supporting gender equality and social inclusion goals - as integral components of project planning and execution. Projects are encouraged to actively promote the inclusion of women, youth, and marginalised groups in both the decision-making processes and the benefits derived from infrastructure developments.

This includes ensuring that project designs consider the diverse needs of these groups, such as accessibility features, flexible use spaces and inclusive community engagement practices. Much of the infrastructure which these programs seek to upgrade or replace from colonial days did not consider these aspects.

By prioritising gender and social inclusion, our investments in infrastructure can foster equitable development outcomes, ensuring that all members of society benefit from and contribute to the nation's growth and resilience.

## **Financial Sustainability and Green Risk Management**

Ensuring the financial sustainability of projects under the programs is paramount. Each project should include a clear plan for maintaining and operating the infrastructure over its expected lifespan.

This includes budgeting for ongoing maintenance and potential upgrades. Additionally, projects should identify simple and practical measures to manage risks associated with environmental factors and climate variability, such as considering the potential impacts of extreme weather events.

By incorporating these elements, Provinces and districts can better safeguard public investments and contribute to the long-term sustainability and resilience of the infrastructure.

## **Chapter 6 Procurement, Tendering and Selection Process**

Under the NPA, all public and statutory bodies that have received appropriations in the National Budget are to submit to the APC Committee (APCC) their National Budget Procurement Plan (NBPP). The NBPP will include all procurements that are within the

jurisdiction of the District Procurement Committee (DPC), which are procurements over K1,000,000.

The DPMT shall comprise of the District Administrator/CEO DDA as the Chairperson, Provincial Civil Engineer or District Engineer as Deputy Chairperson, District Planner and District Finance Manager or their nominees and key sector advisors.

LLGs and other interested parties will be supported by the District Administrator or the CEO of the DDA to prepare PIDs for submission to DPMT or PWU.

The DPMT or PWU shall receive, register and undertake appraisal of submitted PIDs, assisting in the formulation of PFDs.

The DPMT or PWU through the relevant provincial and district sector advisors in the district shall prepare tender and contract documents, in coordination with Provincial Committee of the NPC and NPC, where appropriate (for projects whose expected cost is greater than K5,000,000).

For projects valued below K1,000,000, the DPMT or PWU shall source, evaluate and procure on behalf of the DDA Board using the following procurement methods:

- For procurements valued over K5,000 and below K1,000,000, three written quotation and pro-forma contract (for services or works) are required for approval by the District Administrator.
- For procurements under sub-section, where there are less than three suppliers due to remoteness and /or lack of suppliers, a written justification is required for DPMT or PWU assessment before DDA Board's approval and funding.

For procurements valued at K1,000,000 and above the DDA will coordinate the procurement and it requires tendering and selection. An APC and a major works contract are required for approval by DPC for contracts up to K5,000,000; or the Provincial Procurement Committee (PPC) for contracts up to K10,000,000.

Where an APC has been approved for procurement valued at K1,000,000 and above, and there is no DPC or PPC, then the procurements are for approval by the NPC Board.

For procurements valued at K10,000,000 and above, an APC and a major contract endorsement by the NPC Board are required for approval by NEC and forwarded to Governor General to execute on behalf of the State.

### **Method of Procurement including Tendering and Selection**

The NPC Good Procurement Manual or any other issued guideline of the NPC Board shall be used when undertaking tendering of procurement by the district. The NPC or Department of Finance can assist.

Generally, the procurement processes are as follows:

- STEP 1.** The DPMT or PWU shall draft bidding documents and can submit to the NPC for compliance review. Much of this is standard templates using the information developed during the PFD phase. Once cleared and registered, the tendering can commence.
- STEP 2.** The Department of Finance in consultation with the Department of National Planning and Monitoring receives, registers and undertakes appraisal of PFDs

prior to procurement to ensure that submissions are complete and meet all compliance requirements for the Kina-for-Kina Program.

Submission is sent to [kina4kina@finance.gov.pg](mailto:kina4kina@finance.gov.pg) and please provide a direct contact email and phone number if further information is required.

A submission failing the appraisal shall be referred back to the relevant District Administrators/CEOs of DDA with appropriate recommendations, for correction/s and re-submission.

- STEP 3.** The project submission passing the preliminary assessment criteria can proceed for procurement.
- STEP 4.** The funding for Kina-for-Kina Program for the project is tagged for the district and held in trust in preparation for project commencement. This funding is held at the Department of Finance level until the contract is awarded and executed.
- STEP 5.** The DPC/PPC or NPC (depending on the value of the project) will commence the tender process and shall appoint the Technical and Financial Evaluation Committee (TFEC) members and assign the Secretariat functions.
- STEP 6.** At the close of the tender period, the TFEC, shall evaluate all the Bids, and submit recommendations to the DPC/PPC of NPC c/- Chairman of the NPC Board.
- STEP 7.** The DPC/PPC or NPC Board shall deliberate on the TFEC's recommendations and award the contract.
- STEP 8.** The DPC/PPC, NPC Board (depending on the value of the project) or Governor General shall execute the contract on behalf of the State.
- STEP 9.** The funds contributed for the Kina-for-Kina Program are transferred to the District Development Operating Account.
- STEP 10.** The project is implemented through to certification of competition.
- STEP 11.** A final audit and acquittal of funds is undertaken with the Department of Finance.

## **Chapter 7 Payment Process**

District Administrators or the CEO of DDA and District Finance Managers shall receive, register, evaluate all invoices and relevant payment documents, and pay the Contractors and Service Providers progressively.

Payments are to be recorded in IFMS/PGAS and are to follow the usual financial processes and guidelines required of DDAs for public monies.

Kina-for-Kina Program funding will be remitted to the district nominated account that holds infrastructure funds which is usually the DDA Operating Account.

It is mandatory for the Provincial and the District Administrators or the CEO of DDA as well as Provincial and District Finance Managers to ensure that all projects, are implemented according to the conditions of the contract.

For every contract, nominated % of the total contract value shall be retained according to the time period specified in the contract. If the Project Manager is not satisfied with the

works done, especially in the case of the defaulting contractors, he/she can recommend to for the amount retained, to be forfeited to the State.

## **Chapter 8 Project Implementation, Monitoring and Reporting**

Project implementation should commence after mobilisation payment is made to the Contractor/s and service provider/s. For large scale projects, consideration should be given to nominated an officer from the Departments of Finance or National Planning and Monitoring where appropriate.

As with SIP Administration Guidelines, certified copies of project documentation, contracts, project status reports (including GPS tagged detail pictures of proposed projects), payment records, schedule of payments, implementation plan and cash flow, and Project Completion Reports shall be submitted for monitoring and evaluation purposes.

The process to submit and satisfy monitoring and evaluation requirements is different for each project that is endorsed for the Kina-for-Kina program and all these mechanisms will be detailed in the letter to the district that was given when the project was endorsed as meeting the objectives of the Kina-for-Kina Program to proceed towards procurement and execution.

In instances where the District is deemed to not have the skills necessary to manage the project, the Department of Finance may require that a portion of the Kina-for-Kina Program funds to be reserved for a third party contract manager during the execution period.

A portion of these funds, 1% are set aside to fund auditing and project verification costs as directed by Department of Finance during the monitoring and evaluation phase as well as the final project acquittal.

## **Chapter 9 Legality and Enforcement**

### **Leaders**

Political Leaders who fail to comply with these guidelines and other directions and regulations in relation to public money shall be dealt with in accordance with the provisions of the Leadership Code.

### **Administrators and other Accountable Officers**

Non-compliance with these guidelines and under the PFMA, will invoke appropriate sanctions and/or penalties prescribed under the PFMA and/or under other relevant laws.

### **Contractors**

The Contractor shall fulfill the provisions of the contract and National Procurement Commission Procurement Manual and any other issued Procurement Instructions and Guidelines issued under the National Procurement Act. In the event that the contractor fails to fulfill his/her contract obligations:

- i) Contract shall be terminated forthwith;

- ii) Contractor shall be referred to appropriate authorities for investigation and possible conviction;
- iii) Contractor shall be blacklisted for any future engagements; and
- iv) Contracts entered outside of the Administrative Guideline and Financial Instruction shall be deemed as null and void.

In cases of non-compliance, the Department of Finance shall manage the relevant bank accounts, until such time the situation warrants re-instatement.

## **Chapter 10 Project Completion, Commissioning and Handover**

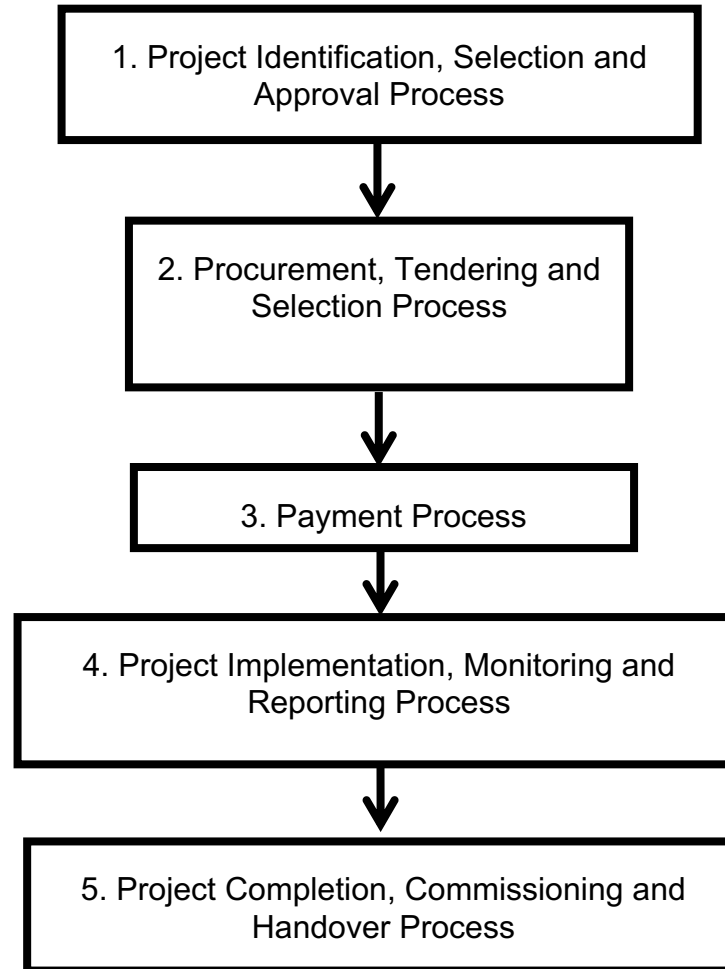
Upon completion of a project, the Completion Certificates shall be handed over to the District Administrators or CEO of DDA by the contractors upon fulfillment of all the terms and conditions of the contract.

The DDA must notify the Department of Finance that the project has been completed and a final audit will be undertaken of the project to certify its completion and the financial acquittal. The reserved 1% funding will be used for this purpose.

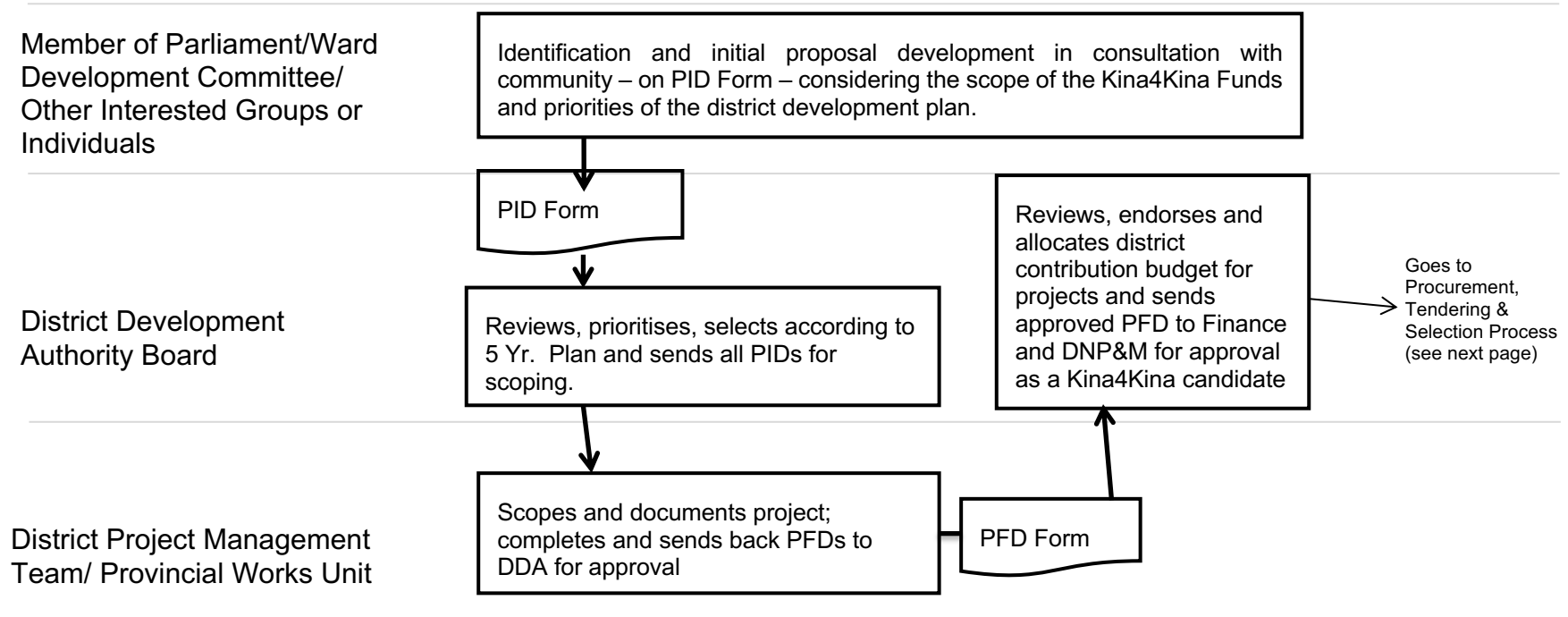
After issuance of completion certificate, the responsible political leader should commission and handover the project to its beneficiaries.

## APPENDIX 1: GENERAL FLOW CHART AND PROCESS MAPS

### GENERAL FLOW CHART

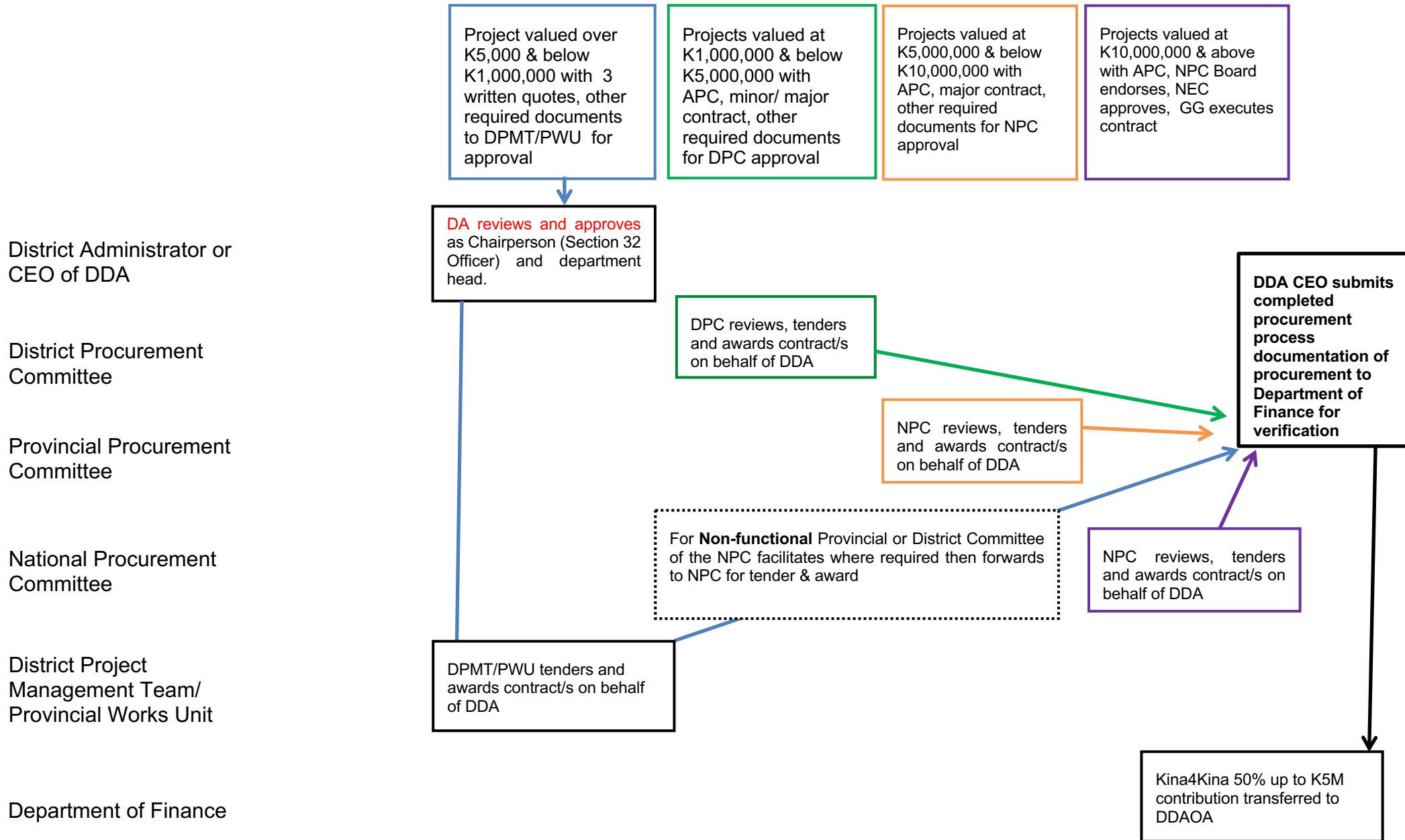


## PROCESS MAP

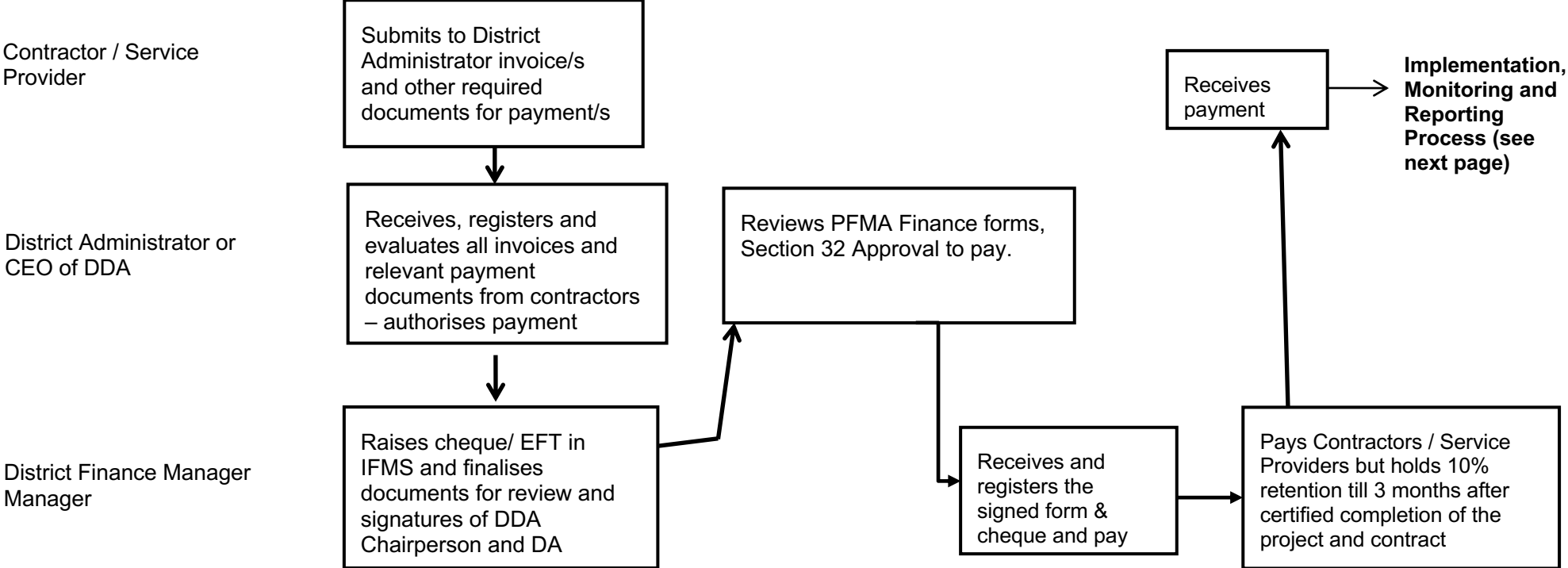




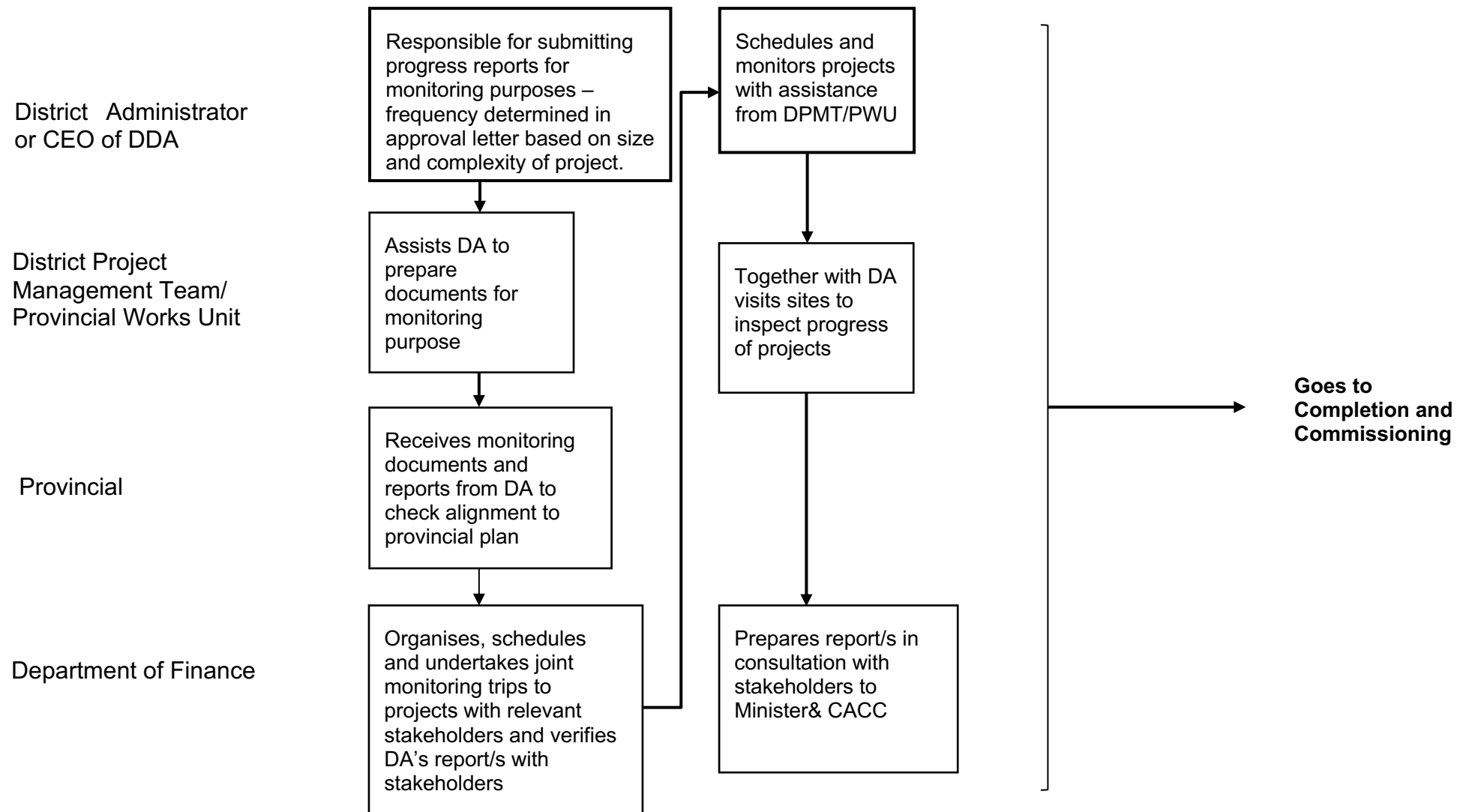
## DISTRICT PROCUREMENT, TENDERING & SELECTION PROCESS



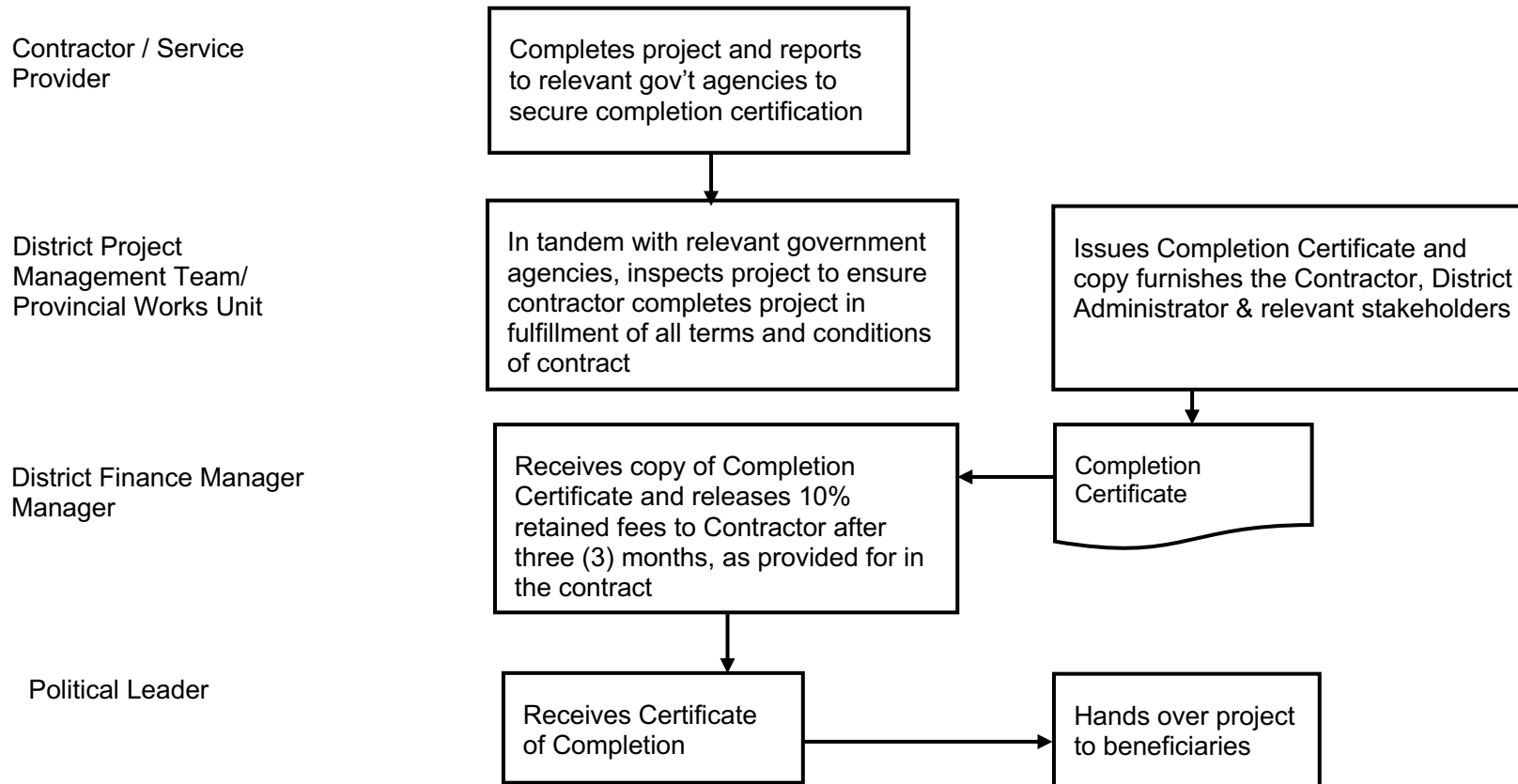
# DISTRICT PAYMENT PROCESS



## DISTRICT IMPLEMENTATION, MONITORING AND REPORTING PROCESS



## DISTRICT PROJECT COMPLETION, COMMISSIONING & HANDOVER PROCESS



## APPENDIX 2: ROLES & RESPONSIBILITIES OF ROLE PLAYERS

MP/LLGC/ Groups/ Individuals	DDA Board	DPMT/PWU	DA or CEO of DDA	PA	Procurement Committee	DoF
<p>Identifies &amp; proposes projects</p> <p>Receives priority PID &amp; consults DPMT/PWU</p>	<p>Reviews, prioritises &amp; selects PIDs for scoping</p> <p>Reviews PFD, endorses &amp; allocate budget and sends approved PFD to DA or CEO of DDA, PA &amp; DoF</p> <p>Gets quotes for projects and, depending on the cost and the corresponding thresholds, sends them to appropriate and authorised person or body for approval.</p>	<p>Scopes &amp; documents projects &amp; sends PFD to DDA</p> <p>Tenders and awards contracts valued within its authority in consultation with DDA</p> <p>Assist in site visits and monitoring of projects</p> <p>Together with relevant gov't agencies, inspects project to ensure it is complete &amp; all terms &amp; condition of contract fulfilled</p> <p>Issues Completion Certificate to DDA thru political leader cc Contractor, DFM &amp; relevant stakeholders</p>	<p>Approves projects valued within threshold levels of his authority for payment in consultation with LGC; and</p> <p>Approves projects required for tender &amp; contract award by DPMT/PWU also in consultation with and in behalf of DDA</p> <p>Countersigns cheque for payment &amp; Cheque Release Form</p> <p>Receives monitoring documents from DDA &amp; schedules site visits &amp; monitoring with DPMT/PWU</p> <p>Receives, registers, evaluates invoices &amp; payment documents &amp; sends to DFM</p>	<p>Reviews and approves projects valued within threshold levels of his/her authority in consultation with DDA (more than K5M); and</p> <p>Approves projects required for tender &amp; contract award by DPMT/PWU also in consultation with and in behalf of DDA</p> <p>Countersigns cheque for payment</p> <p>Receives monitoring documents from DA to check alignment to Provincial Plans</p>	<p>Reviews, tenders and awards contracts valued within threshold levels of its authority in consultation with DDA</p> <p>Appoints TFEC and assigns secretariat functions within Province of District finance team</p>	<p>Endorses the project as satisfying the Kina-for-Kina Program</p> <p>Disburses funding.</p> <p>Audits project to ensure compliance and acquittal of funds.</p>

		Submits monitoring reports to DA or CEO of DDA	Reviews and signs cheque release form With help from DPMT/PWU submits implementation & monitoring reports to PA, DoF & relevant agencies	Submits reports to appropriate Higher authorities, cc DoF & other relevant stakeholders & agencies		
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<b>NPC</b>	<b>Contractor / Service Provider</b>	<b>DFM</b>	<b>Chairman of DDA</b>	<b>Other Relevant Agencies</b>	<b>Political Leader</b>
Reviews, tenders and awards contract/s on behalf of DDA where requested.	Submits to DA or CEO of DDA invoices & relevant payment Documents Receives payment Starts implementation of contract or service Completes project & report to relevant gov't agencies to secure certification	Raises cheque for review and signatures of DDA Chairman & DA or CEO of DDA Registers cheque & files signed cheque release form Pays contractor but holds 10% retention as required Receives copy of Completion Certificate & releases 10% retention to Contractor after 3 months	Facilitates the selection of the Kina4Kina projects.  Reviews and signs cheque	Inspect projects together with DPMT/PWU before issuance of Completion Certificate by DPMT/PWU	Receives Certificate of Completion & hands it over to beneficiaries