

Consolidated Procurement Plan

I. General

2. **Project information:** ZIMBABWE

The Zimbabwe PFM Enhancement Project responds to the needs of the Government's objective of promoting efficiency and minimizing the administrative bottlenecks in the implementation of the PFM reforms. To this end, the institutional arrangements for the implementation of this project are simplified and streamlined, based on lessons learnt over the past five years during which the Bank provided technical assistance using the Analytical Multi-Donor Trust Fund to provide for orderly coordination in the implementation of project activities and completion of deliverables

3. **Bank's approval Date of the procurement Plan:** June 2016

4. **Date of General Procurement Notice:**

5. **Period covered by this procurement plan:** 18 months [06/16 – 11/18]

II. Goods and Works and non-consulting services.

1. **Prior Review Threshold:** Procurement Decisions subject to Prior Review by the Bank as stated in Appendix 1 to the Guidelines for Procurement: [Thresholds for applicable procurement methods (not limited to the list below) will be determined by the Procurement Specialist /Procurement Accredited Staff based on the assessment of the implementing agency's capacity.]

	Procurement Method	Prior Review Threshold	Comments
1.	ICB and LIB (Goods)	\$500,000.00 and above	
2.	NCB (Goods)	Below \$500,000.00	Not Applicable on this grant
3.	ICB (Works)	\$5,000,000.00 and above	Not Applicable on this grant
4.	NCB (Works)	Below \$5, 000,000.00	Not Applicable on this grant
5.	ICB (Non-Consultant Services)	\$500,000.00 and above	
6.	Shopping	Below \$50,000.00	Any procurement more than \$20,000.00 is subject to prior review
	[Add other methods if necessary]		

2. **Prequalification.** Bidders for _____N/A_____ shall be prequalified in accordance with the provisions of paragraphs 2.9 and 2.10 of the Guidelines.
3. **Proposed Procedures for CDD Components (as per paragraph. 3.17 of the Guidelines:** [Refer to the relevant CDD project implementation document approved by the Bank]
4. **Reference to (if any) Project Operational/Procurement Manual:**
5. **Any Other Special Procurement Arrangements:** N/A
6. **Procurement Packages with Methods and Time Schedule**
[List the Packages which require Bank's prior review first and then the other packages]

1	2	3	4	5	6	7	8	9
Ref. No.	Contract (Description)	Estimated Cost (USD)	Procurement Method	Prequalification (yes/no)	Domestic Preference (yes/no)	Review by Bank (Prior / Post)	Expected Bid-Opening Date	Comments
1.	Procurement of SAP licenses for budget module, payroll module and rollout to local governments	\$1,670,000.00	DC	NO	NO	Prior	09/2016	
2.	IFMS implementation services (non-consulting services) to support (i) roll out of budget module (ii) IFMS rollout to district centres & town councils and (iii) migration to payroll module	2,610,000.00	ICB	NO	NO	Prior	07/2016	
3.	Procurement of ICT Equipment; (i) Lot 1: specialized equipment- video conference + translation equipment (ii) Lot 2: Network Equipment	\$3,080,000.00	ICB	NO	NO	Prior	06/2016	All ICT related equipment have been consolidated and will be procured as a

	(iii) Lot 3: Servers, Computers, Printers, Laptops, external drives, projectors & accessories for all beneficiaries and IFMS rollout to town councils and districts centres and upgrade of existing IFMS infrastructure							package.
4.	Software maintenance/SLA for SAP licenses	\$1,296,000.00	ICB	NO	NO	Prior	07/2016	
5.	Procurement of; (i) Network Monitoring tools (ii) Network technician tool kits (iii) ASA 5510 firewall (iv) 9U Cabinet lockable (v) Biometric entry control (vi) CCTV	\$500,000.00	ICB	NO	NO	Prior	08/2016	
6.	Procurement of Office equipment for Internal Audit such as PA System, TV & DVD, AG and PMU	\$40,000.00	Shopping	NO	NO	Prior	06/2016	
7.	Procurement of Office furniture for Internal Audit and PIU;	\$50,000.00	Shopping	NO	NO	Prior	06/2016	
8.	Procurement of Office furniture for Parliament and Auditor General	\$50,000.00	Shopping	NO	NO	Prior	06/2016	
9.	Procurement of motor vehicles; (i) Project vehicles (double cabs) (ii) 30 seater minibus (iii) Bus	\$270,000.00	Competitive Shopping	NO	NO	Prior	07/2016	
10.	(i) Upgrade internet access hub	\$50,000.00	Shopping	NO	NO	Prior	06/2016	

	and fiber roam (ii) Increase internet bandwidth and monthly rentals for Parliament and Budget Office							
11.	(i) Supply and delivery of air-conditioning units for 3 boardrooms + 1 training centre (ii) Office blinds, 10 floors, 15 office per floor, 3 windows per office (iii) Carpet for training centre	\$50,000.00	Shopping	NO	NO	Prior	07/2016	
12.	(i) Printing of manuals for Parliament & Auditor General (ii) Printing of Exhibition materials for Auditor General	\$50,000.00	Shopping	NO	NO	Prior	08/2016	
13.	Refurbishment of training room for Auditor General and PFMS	\$50,000.00	Shopping	NO	NO	Prior	08/2016	
14.	Promotional material for PFMS [T-Shirts, Golf shirts & zipped folders]	\$8,000.00	Shopping	NO	NO	Post	06/2016	
15.	(i) Business planning & consolidation solution for PFMS (ii) Network scanning & intruder control software for PFMS (iii) Antivirus Cooperate edition (SOPHOS) for PFMS	\$782,000.00	ICB	NO	NO	Prior	10/2016	
16.	(i) CAAT Software for Internal Audit & Auditor General	\$130,000.00	Competitive Shopping	NO	NO	Prior	08/2016	
	(ii) Audit report database software for Auditor General	\$50,000.00	Shopping	NO	NO	Prior	07/2016	

	(iii) Electronic Records Management System for Auditor General	\$50,000.00	Shopping	NO	NO	Prior	08/2016	
	(iv) E-Learning facility for Auditor General	\$50,000.00	Shopping	NO	NO	Prior	08/2016	
17	Refurbishment of AG boardroom, AG office and deputy AG's offices	45,000.00	Shopping	NO	NO	Prior	06/2016	
TOTAL		\$10,886,000.00						

III. Selection of Consultants

- 1. Prior Review Threshold:** Selection decisions subject to Prior Review by Bank as stated in Appendix 1 to the Guidelines Selection and Employment of Consultants:

	Selection Method	Prior Review Threshold	Comments
1.	Competitive Methods (Firms)	Up to US\$300,000.00	
2.	Single Source (Firms)	All contracts	
3.	Individual Consultant	Up to US\$20,000.00	
4.	Least Cost Selection	Up to \$300,000.00	

- 2. Short list comprising entirely of national consultants:** Short list of consultants for services, estimated to cost less than \$50,000.00 equivalent per contract, may comprise entirely of national consultants in accordance with the provisions of paragraph 2.7 of the Consultant Guidelines.
- 3. Any Other Special Selection Arrangements:** [including advance procurement and retroactive financing, if applicable]
- 4. Consultancy Assignments with Selection Methods and Time Schedule**

PARLIAMENT OF ZIMBABWE

1	2	3	4	5	6	7
Ref. No.	Description of Assignment	Estimated Cost	Selection Method	Review by Bank (Prior / Post)	Expected Proposals Submission Date	Comments
1.	Consultancy services for the analysis of 2014 and 2015 audited Accounts	14,000.00	CQS	Post	2016	
2.	Consultancy services for the analysis of 2016 and 2017 audited Accounts	14,000.00	CQS	Post	2018	
3.	Consultancy services for the upgrade of public accounts analysis toolkit	2,500.00	IC	Post	2016	
4.	Consultancy services for Programme Coordination and Management (Programme Coordinator & Programme Accountant)	288,000.00	IC	Prior	2019	
TOTAL		318,500.00				

OFFICE OF THE AUDITOR GENERAL

1	2	3	4	5	6	7
Ref. No.	Description of Assignment	Estimated Cost	Selection Method	Review by Bank (Prior / Post)	Expected Proposals Submission Date	Comments
1	Consultancy to study & reengineer the system and prepare check-lists (both commonly applicable and sector specific) for use by private sector auditors engaged in public sector audit	\$15000	IC	Post	06/2016	
2	Consultant to study and develop Office structured training program	\$15000	IC	Post	06/2016	
3	Hire consultant to develop procurement audit programs and train staff	\$15 000	IC	Post	06/2016	

4	Hire Consultant to develop SAP audit programs and to train staff on SAP audit	\$30 000	IC	Prior	09/2016	
6	Hire consultancy to train Administration staff on procurement and assets management	\$15 000	IC	Post	09/2016	
7	Consultant to Develop an IT application of audit reports database, testing, rollout and end user training (Phase I) and upgrades and maintenance	\$35 000	CQS	Prior	03/2017	
8	Consultant to train Forensic and investigative	\$15 000	IC	Post	03/2017	
10	Consultant to do feasibility study, networking and development of the e-learning programmes/courses	\$20 000	CQS	Post	03/2017	
11	Hire consultant to design and develop office journal and brochures	\$15 000	IC	Post	06/2017	
TOTAL		\$175,000.00				

INTERNAL AUDIT

1	2	3	4	5	6	7
Ref. No.	Description of Assignment	Estimated Cost	Selection Method	Review by Bank (Prior / Post)	Expected Proposals Submission Date	Comments
1.	Consultancy for the review of the internal audit legal and regulatory framework and current practices	10,000.00	IC	Post	07/2016	
2.	Stakeholders workshops with line ministries, Ministry of Finance and Internal Audit teams, Audit Committee members for agreement on the revised mandate of Internal Audit	25,000.00	IC	Prior	07/2016	

3.	Consultancy for review and identification of skill requirements in Government Internal Audit functions	10,000.00	IC	Post	08/2016	
4.	Professional Certification in: CIA, CISA, CISM, CFE, CRMA, CGAP, etc. Certification.	100,000.00	SS	Prior	09/2016	
5.	Training needs Assessment	10,000.00	IC	Post	09/2016	
6.						
TOTAL		155,000.00				

IV. Implementing Agency Capacity Building Activities with Time Schedule

- In this section the agreed Capacity Building Activities (some items could be from CPAR recommendation) are listed with time schedule**

PARLIAMENT OF ZIMBABWE

No.	Expected outcome / Activity Description	Estimated Cost	Estimated Duration	Start Date	Comments
1.	Public Accounts Committee visits to Parastatals for ground verification	129,500.00	5 days	06/2016	This activity will be implemented within a period of 4 years
2.	Public Accounts Committee visits to Local authorities	129,500.00	5 days	07/2016	This activity will be implemented within a period of 4 years
3	Public Accounts Committee visits to Government Departments	129 500.00	5 days	06/2016	This activity will be implemented within a period of 4 years
4.	Capacity building of the Public Accounts Committee and Committee on Finance & Economic development in economic literacy	75,000.00	5 days	06/2016	

	and development issues				
5.	Benchmarking visits by PAC and Committee on Finance & Economic Development to learn best practices and share experiences	67,450.00	5 days	07/2016	
6.	Analysis of 2014 Audited Public accounts for local authorities	27,125.00	3 days	05/2016	
7.	Analysis of 2015 Audited Public accounts for local authorities	27,125.00	3 days	05/2016	
8.	Analysis of 2016 Audited Public accounts for government departments and parastatals	27,125.00	3 days	2017	Implemented within 2 years
9.	Analysis of 2017 Audited Public accounts for government departments and parastatals	27,125.00	3 days	2018	Implemented within 2 years
10.	Follow up on recommendations made by the PAC to the Executive	30,955.00	10 days	2016	
11.	Attachment of five PBO Staff to Parliaments with functional Parliament Budget Offices	17,500.00	14 days	2016	
12.	Study tour of 5 POB Staff to Parliaments with functional budget offices	22,500.00	5 days	2016	
13.	Support to the Committees of Finance & Economic Development, Agriculture, Mines & Energy and Gender & Community Development on Pre-budget and post budget consultations with stakeholders and the public.	410,000.00	5 days	2016 - 2018	Implemented within 3 years
14.	Support to 25 Portfolio and Thematic Committees to analyze monthly, quarterly and annual Government, parastatals and local authorities reports for 2015 to 2017	272,945.00	5 days	2016- 2018	Implemented within 3 years
15.	Training of Committee Clerks and Researchers on Parliamentary business	82,500.00	5 days within 2 years	2016-2017	
16.	Train media in the business of Parliament	22,975.00	3 days	06/2016	
17.	Train Civil Society Organisations (CSOs) in	22,975.00	3 days	06/2016	

	the business of Parliament				
TOTAL		1,521,800.00			

OFFICE OF THE AUDITOR GENERAL

No.	Expected outcome / Activity Description	Estimated Cost	Estimated Duration	Start Date	Comments
1	Train auditors in use of ISSAIs	\$13 000	5 days	06/2016	
2	To enable auditors in each phase to professionalize with professional examinations like ACCA, ICAZ, CPA, CISA, CFE, CIA, CISM, CIPS, CIS,)	\$90000	Throughout the year	06/2016	
3	Five day training on computer server, operating system, ethical hacking and network monitoring to IT staff and IT auditors (10)	\$11 000	5 days	07/2017	
4	Customisation of Quality assurance Manual	\$15 000	5 days	07/2016	
5	Training Public Relations Committee, Records staff and Personal Assistants on effective communication on customer care (30 officers)	\$3 000	2 days	07/2016	
6	5 officers Study tour on tendering, management of contracted audits, audit of Private Public Partnerships for benchmarking on checklists on supervision, monitoring & evaluation	\$12 000	4 days	08/2016	
7	AFROSAI-E to assist with audit flow. 2 Officers from AFROSAI-E to be funded to travel to Zimbabwe for the Audit flow installation and training of champions	\$38000	5 days	08/2016	

8	Conduct workshop for Audit Managers and staff in communications with private sector audit firms, supervision, review of output and consolidation of audit findings	\$15 000	3 days	08/2016	
9	Conduct workshop for private sector audit participants on audit of public sector entities and use of check-lists provided by OAG (phase 1)	\$25 000	3 days	08/2016	
10	Train 40 auditors on Financial and Regularity Audit - Principal & senior Auditors	\$50 000	5 days	08/2016	
11	AFROSAI-E supported training programme on auditing extractive industries for 50 auditors	\$49 000	5 days	08/2016	
12	Workshop for 60 officers to develop standard processes and checklist for audit of missions and orient auditors to mission audit in a workshop	\$2700	2 days	09/2016	
13	Support expenses of pilot audit 25 mission offices - 2 officers @ each mission 5 days per mission.	\$180 000	5 days	09/2016	
14	Train 40 auditors on Financial and Regularity Audit - senior Auditors & Auditor grade	\$50 000	5 days	09/2016	
15	Training 80 auditors on use of MS Excel, data extraction and analysis.	\$100 000	5 days	09/2016	
16	Roll out training of Housekeeping functions on OAG .	\$8 000	5 days	09/2016	

17	Train 60 auditors in Procurement audit	\$11 000	5 days	09/2016	
18	Train 80 auditors on Revenue Audit	\$15 000	3 days	10/2016	
19	Nominate participants to attend IT Audit, HR, Communication seminars / Technical updates of AFROSAI-E, or other Member SAI conducted conferences	\$15 000	5 days	10/2016	
20	MEFMI training in Public Debt 25 auditors	\$10 000	5 days	10/2016	
21	SAP Academy for IT, Finance & Admin personnel 4 officers	\$ 45 000	3 weeks	10/2016	
22	5 Performance & 5 Regularity audit officials to attend AFROSAI-E technical updates and refresher course (phase1)	\$35 000	5 -10 days	11/2016	
23	OAG Annual Technical Update	\$10 000	5 days	02/2017	
24	Study tour of 5 officers to a country where SAP systems are established and SAI has standard processes in place for auditing SAP system	\$15 000	5 days	02/2017	
25	International study tour (6 officers) to SAI that has advanced Performance Audit practices	\$22 000	5 days	02/2017	
26	To enable auditors in each phase to professionalize with professional examinations like ACCA, ICAZ, CPA, CISA, CFE, CIA, CISM, CIPS, CIS,)	\$90 000	Throughout the year	02/2017	
27	Training on the new Audit reporting standard ISSAI 1701 in preparation of the OAG 2016	\$15 000	2 days	02/2017	

	Audit report				
28	Training on IT application of audit reports database	\$7 000	2 days	03/2017	
29	Training 50 auditors in use of IDEA	\$50 000	5 days	03/2017	
30	To enable OAG staff to participate in the Government of Accountability Office fellowship	\$35000	120 days	03/2017	
31	Conduct IT audit jointly with support of a SAI, which has extensive experience in IT Audit	\$15 000	20 days	04/2017	
32	workshop of core team (about 25 participants) on iCAT assessment	\$30 000	5 days	06/2017	
33	3 members on Training for trainers programmes for trainers in OAG in development of course material and delivery of programmes	\$15 000	5 days	06/2017	
TOTAL		\$1,096,700.00			

INTERNAL AUDIT

No.	Expected outcome / Activity Description	Estimated Cost	Estimated Duration	Start Date	Comments
1.	Roll-out of Internal Audit Committees	50,000.00	12 Months	01/2017	This activity will be implemented within a period of 4 years
2.	Launching and implementation of the Internal Audit Manual.	40,000.00	12 days	09/2016	This activity will be implemented within a period of 4 years
	Capacity building of the Internal Audit on CAATS	45,000.00	5 days	6/2016	This activity will be implemented within a

					period of 4 years
3.	Workshops on Risk Management in Government for heads of Internal Audit and senior management in Central Government	25,000.00	5 days	01/2017	
4.	Training Risk Based Internal Auditing	50,000.00	5 days	2016	This activity will be implemented within a period of 4 years
6.	SAP Certification in FI; MM & SD Modules	180,000.00	5 Weeks	2016	
7.	SAP Governance, Risk and Compliance (GRC) and Grants Management Solutions	80,000.00	3 Weeks	2016	Implemented within 2 years
8.	Workshop on auditing Consolidated Revenue Fund (CRF)/Appropriation and Statutory Funds	30,000.00	5 days	2016	Implemented within 2 years
9.	Handholding/On the Desk Training for Internal Auditors	100,000.00	1 week per province	2016	This activity will be implemented within a period of 4 years
10.	Auditing of Public Debt Management.	35,000.00	5 days	2016	
11.	Study and Familiarization Tours-(Two Countries Rwanda and Zambia)	50,000.00	5 days per Country	2016 - 2018	Implemented within 2 years
12.	SAP - Auditing of Financial Business	85,000.00	1 week	2016- 2018	Implemented within 2 years
13.	Training on Fraud Prevention, Forensic Auditing and Investigation	30,000.00	1 week within 2 years	2016-2017	
14.	Training on Goods and Equipment Procurement Programme	35,000.00	1 week	2016	Implemented within 2 years
15.	Institute of Internal Auditors (IIA) – Registration and Subscription Fees	60,000.00		2016	This activity will be implemented within a period of 4 years
16.	IIA; ESAAG Annual Conferences	50,000.00	3days	2016	This activity will be implemented within a period of 4 years

TOTAL	945,000.00			
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