



DESIGN & DRAFTED FOR IMPLEMENTING AGENCIES



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## **Table of Contents**

#### Abbreviations

	Legends	
1.	Introducti	on1
	Value Pro	oposition
	Core Fea	tures and Functionality
2.	Step Instr	uction - How To Create a Procurement Plan and send for Approval5
	2.1 Creatin	g a Procurement Plan - Initial Registration5
	2.2 Creatin	g a Procurement Plan - Adding Activities10
	2.2.1	Creating a Procurement Plan - Activity Details screen - Key Details
	2.2.2	Creating a Procurement Plan - Activity Details screen - Related Details 16
	2.2.3	Creating a Procurement Plan - Activity Details screen - Component 16
	2.2.4	Creating a Procurement Plan - Activity Details screen - Procurement
		Classification
	2.2.5	Creating a Procurement Plan - Activity Details screen - Procurement
		Roadmap
	2.2.6	Creating a Procurement Plan – Excel Upload
	2.2.6	.1 Uploading Activities from the Excel Template
	2.2.6	.2 Validation of activities to be loaded into STEP
	2.3 Creatin	g a Procurement Plan - Client Responds to Bank No Objection24
	2.4 Procure	ement Plan - Bank Clears Activities - Sends No Objection to Client
	2.5 Create	a General Procurement Notice - Create the General Procurement Notice
	& Senc	l to the Bank for No Objection
	2.5.1	Create a General Procurement Notice - Final Client Activities
3.	Step Func	tionality - Procurement Plan
	3.1 Project	Dashboard
	3.2 Creatin	g a Procurement Plan - Activities Summary Section
	3.3 Creatin	g a Procurement Plan - Project Dashboard - Activities Status Section
	3.4 Creatin	g a Procurement Plan - Project Dashboard - Alerts Section
	3.5 Creatin	g a Procurement Plan - Project Dashboard – Upcoming Events 41
	3.6 Creatin	g a Procurement Plan - Project Dashboard – Recent Notifications
	Section	

3.7	Creating	g a Procurement Plan - Project Dashboard – My Projects	
	Screen	Functionality	42
3.8	Creating	g a Procurement Plan - Project Dashboard – Notifications	
	Screen	Functionality	45
	3.8.1	Creating a Procurement Plan - Project Dashboard - Notifications	
		Screen Functionality - Viewing More Recent Notifications	46
	3.8.2	Creating a Procurement Plan - Project Dashboard - Notifications	
		Screen Functionality – Under Implementation Tab	47
	3.8.3	Creating a Procurement Plan - Project Dashboard - Notifications	
		Screen Functionality – Process Delays / Review Delays Tab	49
	3.8.4	Creating a Procurement Plan - Project Dashboard - Project Details Page -	-
		Activities Summary	51
3.9	Create a	General Procurement Notice - Project Details Screen	51
	3.9.1	Create a General Procurement Notice - Project Details Screen -	
		Recent Notifications	52
	3.9.2	Create a General Procurement Notice - Project Details Screen -	
		General Procurement Notice	54
3.10	) GPN F	Procurement Notice Review Functionality - Client View	54

## **List of Figures**

FIGURE 1: STEP Framework and Function1
FIGURE 2: IT Staging Area and Migration
FIGURE 3: Initial email from the STEP system
FIGURE 4: Bank's security page for initial registration
FIGURE 5: Forgot/Request Password screen7
FIGURE 6: System generated email for creating a PassKey
FIGURE 7: Creating the new password to access STEP9
FIGURE 8: Signing into STEP9
FIGURE 9: STEP login page
FIGURE 10: Project Plan screen
FIGURE 11: Activity Details screen
FIGURE 12: Procurement Method Mapping - Current Procurement Methods to New
Procurement Framework15
Figure 13: Selecting the UNSPSC details screen
FIGURE 14: Procurement Roadmap
FIGURE 15: Completing Procurement Plan and Submitting to the Bank for
No Objection19
FIGURE 16: Sending Procurement Plan to the Bank For No Objection
FIGURE 17: STEP Excel Template
FIGURE 18: Uploading Procurement Plan Activities via Excel
FIGURE 19: Upload Procurement Plan Excel template from user's system
FIGURE 20: Successful upload of Excel template into STEP 22
FIGURE 21: Procurement Plan screen to validate upload
FIGURE 22: Procurement Plan screen showing uploaded activity status
FIGURE 23: Procurement Plan - Client responds to Bank's No Objection
FIGURE 24: Procurement Plan - Editing Activity in response to Bank's No Objection 25
FIGURE 25: Procurement Plan - Client edits Activity in response to Bank's
No Objection
FIGURE 26: Procurement Plan - Editing Activity in response to Bank's No Objection 27
FIGURE 27: Procurement Plan - Client sends modified Activity to Bank for
No Objection27
Figure 28 Bank's NO Objection on Procurement Plan Activities
FIGURE 29: Client sends GPN to bank for No Objection
FIGURE 30: Client receives No Objection response from Bank
FIGURE 31: Project Dashboard
FIGURE 32: Project Dashboard - Left navigation
FIGURE 33: Project Dashboard - Activities Summary
FIGURE 34: Project Dashboard - Activities Status

FIGURE 35: Project Dashboard – Alerts	40
FIGURE 36: Project Dashboard - Upcoming Events	41
FIGURE 37: Project Dashboard – Recent Notifications	42
FIGURE 38: Project Dashboard – My Projects Screen	43
FIGURE 39: Project Dashboard – Notifications Screen	45
FIGURE 40: Project Dashboard -View More Display of Notifications Screen	47
FIGURE 41: Project Dashboard –View More Display of Notifications Screen –	
Under Implementation	48
FIGURE 42: Project Dashboard –View More Display of Notifications Screen –	48
-	
FIGURE 42: Project Dashboard –View More Display of Notifications Screen –	49
FIGURE 42: Project Dashboard –View More Display of Notifications Screen – Process Delays/Review Delays	49 52
FIGURE 42: Project Dashboard –View More Display of Notifications Screen – Process Delays/Review Delays FIGURE 43: Client Project Details screen	49 52 53

## **Abbreviation**

AML	Anti-Money Laundering			
API	Application Programming Interfaces			
APM	Accredited Practice Manager			
APS	Accredited Procurement Specialist			
CFT	Combating the Financing of Terrorism			
CRPD	Company Risk Profile Database			
ENO	Electronic No Objection System			
IA	Implementing Agency			
ICB	International Competitive Bidding			
NCB	National Competitive Bidding			
PIU	Project Implementation Unit			
OPCS	Operations Policy and Country Service			
OPRC	Operations Procurement Review Committee			
PROCYS	Procurement Cycle Tracking System—Africa Region			
SEPA	Sistema de Ejecución de Planes de Adquisiciones - Procurement Plan Management System (LAC			
	& SAR Region)			
STEP	Systematic Tracking of Exchanges in Procurement			
TTL	Task Team Leader			
UNDB	United Nations Development Business			
UNSPSC	United Nations Standard Products and Services Code			

## Legends

**VIDUIDUIT** 

 This icon will represent an important piece if information about STEP

 functionality that the user should be aware of in using STEP

 **Specific issues about how STEP was designed will be addressed**

## Introduction

T his document provides an overview of the capabilities and functionality of the Bank's new Procurement Planning and Tracking System,

STEP - Systematic Tracking of Exchanges in Procurement. It is an introduction to the system and its value proposition, providing a high-level view of the system framework, core features, and functionality.

More information on STEP implementation timelines, support teams, and other learning resources is available on the Bank's STEP website.

#### **Value Proposition**

During the last 5 years, the Bank has moved towards the integration of existing institutional and regional procurement systems to enable the systematic planning and tracking of procurement activities throughout the project cycle, including online collaboration with Clients and recording service level standards through workflow.

The resulting system (STEP) is standardized across the Bank and brings all of these functions together in an integrated workspace. It provides access to tools the Bank and Clients can use to streamline procurement processes. Figure 1 captures the 5 key dimensions and functions of the STEP framework.

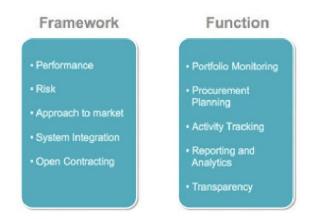


FIGURE 1: STEP Framework and Function

#### INTRODUCTION

Bank and Clients will use STEP initially to create and later to revise Procurement Plans under Investment Project Financing (IPF), and to monitor performance, manage and store related documentation for all steps in a procurement activity. This will include both activities that are prior reviewed by the Bank and contracts subject to post review. Task Teams will also be able to view activities at several levels of aggregation, including activity, project, and portfolio levels. The term "portfolio" refers to all of the projects a specific staff member accessing the dashboard is assigned. For example, if a Procurement Specialist is mapped to 6 projects, the portfolio view will show aggregate information on those 6 projects.

STEP also enables the selection of the most appropriate approach to market as well as the procurement method, which includes the additional methods available under the new procurement policy. A mapping tool is provided in STEP to help staff and Clients map previously used methods such as International Competitive Bidding (ICB) and National Competitive Bidding (NCB) to a new nomenclature under the new procurement policy. For more information please visit the OPCS website on Procurement.

Regional systems such as The Procurement Plan Management System [Sistema de Ejecución de Planes de Adquisiciones - SEPA] and the Procurement Cycle Tracking System—Africa Region - PROCYS, will be migrated to STEP through a customized migration strategy defined by each region. As Figure 2 illustrates, an IT staging area has been set up in Operations Policy and Country Services (OPCS) to address the needs of other systems that may require data migration or linkages to STEP. In addition, the system provides a downloadable data transfer tool in Excel to help move existing procurement planning information from Client systems to STEP. Key procurement data collected by STEP will be provided through application programming interfaces (APIs) to facilitate open contracting and provide data users within and outside the Bank access to open data on IPF operations using STEP



FIGURE 2: IT Staging Area and Migration

#### INTRODUCTION

Online dashboards and reporting tools will help organize and manage procurement information at activity, project, and portfolio levels.

Various reporting tools will facilitate data analytics. STEP reports will be available through dashboards and the Business Intelligence Portal, which can all be downloaded to Excel. In FY16, OPCS plans to connect the Procurement App to STEP and provide mobile access to all procurement data for Apple and Android devices as well as the web.

#### **Core Features and Functionality**

#### **Procurement Notices**

Clients will use STEP to create and publish all procurement notices under the project, including the General and Specific Procurement Notices, Requests for Expression of Interest and for Pre-qualification, and Contract Award Notices. All data entered in STEP will be transferred to the appropriate Notice, which will enable streamlined publication by the Client through STEP. All Notices are published in the World Bank's external website and the United Nations Development Business (UNDB).

#### **Procurement Planning**

STEP's procurement planning features allows Clients to create and modify procurement plans. They can create new procurement activities throughout the project and select specific approaches to market and procurement methods for each activity. Features in the procurement planning module include: geo-tagging, classification of procurement spend based on the United Nations Standard Products and Services Code (UNSPSC) system, and identification of prior and post review levels. These new data points are captured to generate detailed market data, risk identification, and procurement performance reports.

#### Tracking

STEP allows Bank and Clients to monitor and track all procurement activities. Clients will determine and record the original time estimates for each step/stage in a specific procurement plan. STEP will capture all revisions to estimates and ultimately record the actual completion dates of all required procurement steps. This information is critical to help the Bank and Client assess the efficiency of the Client's procurement and the adequacy of the method selected, and make necessary adjustments in future procurement approaches.

#### **Correspondence Systems**

The Bank's Electronic No Objection System (ENO) has been simplified and integrated with STEP. The function now applies to all no objection steps in a prior review process to provide Bank and Client an interface for exchanging no objection requests,

#### INTRODUCTION

interim responses, and no objection letters. STEP tracks all correspondence exchanges and reports response times by Bank and Clients.

Once the Client submits a request for no objection in STEP to the Bank, the Task Team Leader (TTL) can request review by the Accredited Procurement Specialist (APS), a Technical Specialist, the Accredited Practice Manager (APM), or the Operations Procurement Review Committee (OPRC) and approve any number of steps within a procurement activity. STEP keeps track of the review time for each of these levels, which can later be extracted through STEP performance reports.

#### **Supplier Eligibility**

Verification of supplier eligibility is central to the Bank's fiduciary assurance process. STEP incorporates supplier verification at the time the Client selects a supplier and repeats this when the Client requests a no objection to a contract award.

The name and nationality of the selected supplier is verified against the Bank's sanction lists and internal anti-money laundering (AML) systems. This includes the United Nations, United Kingdom, United States, and European Union sanction lists under AML/ Combating the Financing of Terrorism (CFT), the list of debarred, cross-debarred, and suspended firms, and the list of companies in the Company Risk Profile Database (CRPD). STEP only shows Clients' verification results from the Bank's list of sanctioned firms, but shares the results with the Bank in the event of a match against the AML/CFT or CRPD systems, and Bank staff must carry out the required due diligence prior to clearing any contract awards.

#### **STEP** as a Compulsory System

STEP will ultimately be mandatory for all active IPF Operations. Clients will be given appropriate time to transfer the management of IPF operations to STEP as per the system rollout schedule defined by each region. Information on rollout schedules, and knowledge and learning support can be found on the STEP SPARK page. SPARK is the World Bank Group collaboration platform that replaced IFC's Collaborate and the World Bank's Scoop, which served their respective sponsors in the past.

The STEP SPARK page can be found at

https://spark.worldbank.org/groups/procurement-planning-and-tracking-tool

# 2

## Step Instruction - How To Create a Procurement Plan and send for Approval

This section provides overview and instruction for Client users on the steps and processes required to create a Procurement Plan and send it for Bank's approval in STEP.

This module will guide the user in the following activities:

- Initial Registration
- Creating a Procurement Plan
- Identifying prior/post review contracts
- Creating procurement activities
- Reviewing a Procurement Plan before sending it for approval
- Procurement Classification (UN Classification system)
- Uploading Activities from Excel Template
- Creating General Procurement Notice (GPN)

## 2.1 Creating a Procurement Plan - Initial Registration

After the project has been setup in STEP via the Implementing Agency (IA) process by Bank, the Client user will receive an initial email with welcome information. The

email contains a link to access STEP login and complete the registration process. (Figure 3).

Dear STEP User,	
You have been invited to register as a User for the STEP - Systematic Tracking of Exchanges in Procurement - at the World Bank. This email will allow you to complete the process and	to be added to our central database. Once registered
youwill start to receive procurement notices and notifications from your projects.	
To complete the registration, please "click" the following link: http://scepuatuverlibbank.org	
Should the link not start the process, you can cut and paste the "URI," into your browser for access.	
To access STEP, you will be required to create a login account following the instructions below. Be sure to keep your login ID and password safe and please, do not share it. Once you h	ave an account, you will be able to use it in the future
when accessing the system.	
Create a Login Acosunt	
1 - From the "Sign in" page, select the "Request Password" option.	
2 - On the "Forgot/Request Password" screen, enter your email (must match email above), registration werification rode on the screen and press "submit".	
3 - The "Foigot Password - Confirmation" screen will then appear.	
4 - Check your email account (email account referenced above) for a message from websecurity@worldbank.org, for the final password set-up screen.	
5 - From the email, you will be required to select the "enter new passkey" link	
6 - On the "Change Password" screen, create your own password (using the criteria listed on the page), confirm the same password and press "submit".	
7 - The "Change Password - Confirmation" screen will then appear.	
8 - Select the "Continue on to your requested page here" option and you will be guided to the application. Please contact Step-admin@worldbank.org or your STEP country foral point	t should you require any additional information or
assistance.	
egards,	
EP 'eem	

FIGURE 3: Initial email from the STEP system

The next steps detail how to complete the registration process.

Upon clicking the link, the user is then taken to the Bank Security page (Figure 4).

••••	Contact Us • Help/FAQ • Site Index Fr Sign In
The World Bank Group	
You are signing-in to one or more secure applications operated	Sign In
by the World Bank Group for its official business. You have been granted the right to access these applications and the information contained in them to facilitate your official business with the World Bank Group. Misuse of your access rights may result in denial of further access, and, if you are a World Bank Group Staff Member, disciplinary measures. Your accounts and passwords are your responsibility. Do not share them with anyone.	User ID: Password: Forgot/Request Password   Change Password Click here for Help, or for assistance Email us here
Contact Us   Help/FAQ   Site Index © 2015 The World Bank Group. All Rights Reserved. <u>Terms and (</u>	Conditions Privacy Policy

FIGURE 4: Bank's security page for initial registration

The user will need first to click the Forgot/Request Password link, which will then take the user to the *Forgot/Request Password* screen (Figure 5).

DE The World Bank Group	Bank Group	Contact Us • Help/FAQ • Site Index Sign In
Forgot/Request Password		
Enter Email Address	crdavenport@email.com	e.g. Jdoe@somewhere.com
Registration Verification Enter the characters displayed	1 below.	
	=awq.	<del>₽RZ</del>
	aWQ4RZ	Characters are not case-sensitive.
Contact Us   Help/FAQ   Site Index	Submit	
Contact Us   Help/FAQ   Site Index	ghts Reserved. <u>Terms and Condition</u>	s Privacy Policy

FIGURE 5: Forgot/Request Password screen

The user will enter their email in the email field, and enter the security code listed. After completing the information, click the *Submit* button.

The system then sends an email to the user from WB Security. Click the link *enter a new PassKey* in the email. (Figure 6).

	•
0	websecurity@worldbank.org to me 💌
	WORLD BANK GROUP
	To complete your PassKey change request you need to enter a new PassKey.
	The Forgot Password token will expire in 2 hours from now.
	Password Policy The passkey must contain alphanumeric characters and must:
	Be between 10 and 12 characters     Contain at least one upper case letter     Contain at least one numeric character     Not be a password you have used before     Not be a date or formed from a date
	Best Practices The PassKey should:
	<ul> <li>not be a proper name, not even in reverse order</li> <li>not be found in a dictionary, not even in reverse order</li> </ul>
	Do not reply to this message. For assistance: IBRD staff call the Global Support Center at ext. 32121. IFC staff call the IFC Help Desk at ext. 23000.
Rega	rds,
STEP	Team

#### FIGURE 6: System generated email for creating a PassKey

Be sure to follow the instructions in the email for creating the PassKey.

The Password Policy is to create alphanumeric characters, and must:

- Contain between 10 and 12 characters
- Contain one upper case letter

Key Features

- Contain at least one numeric character
- Not be a password you used before
- Not be a date or formed from a date

Users must follow these conventions to create a valid password.

After clicking the link to create the new PassKey, the user returns to the Bank landing page to enter the new password.

This will be your new password to access STEP.

Enter the password in the *New Password* field, and then re-enter the password in the *Confirm New Password* field (Figure 7).

After entering the password, click the *Submit* button.

ank Group		
		Password Policy
		Between 10 and 24     characters
******		Contain at least one upper case letter
******		Contain at least one     numeric character
		<ul> <li>Not be a password you have used before</li> </ul>
Submit	For assistance go <u>here</u>	<ul> <li>Not be a date or formed from a date</li> </ul>
1	Bank Group	*****

FIGURE 7: Creating the new password to access STEP

Enter your email and newly created password credentials, and click the Submit button to log into STEP (Figure 8).

The World Bank Group	Sign In
You are signing-in to one or more secure applications operated by the World Bank Group for its official business. You have been granted the right to access these applications and the information contained in them to facilitate your official business with the World Bank Group. Misuse of your access rights may result in denial of further access, and, if you are a World Bank Group Staff Member, disciplinary measures. Your accounts and passwords are your responsibility. Do not share them with anyone.	User ID: crdavenport@email. e.g. Jdoe@somewhere.co World Bank staff use UPI Password: ********** Sign In Forgot/Request Password   Change Password Click here for Help, or for assistance Email us here

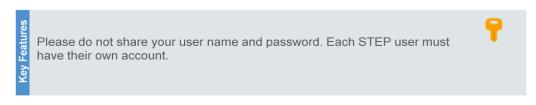
FIGURE 8: Signing into STEP

The initial registration process is now complete. The user can now sign into STEP, and begin creating the Procurement Plan.

Users can log in at anytime by accessing <u>www.step.worldbank.org</u> and press the "login" button, and be taken to the STEP login page (Figure 9).

	P SYSTEMATIC TRAC	KING OF DCUREMENT		This page is in: English
	Increasing Tran	sparency, Efficier	The same Prove and	
	$\bigcirc$	0		
Contract Data	Procurement Plans	Procurement Guidelines	Procurement Notices	About Step
		LOGIN		
٥	IBRD IDA IFC MIGA			

FIGURE 9: STEP login page



#### 2.2 Creating a Procurement Plan - Adding Activities

After log into STEP under "My Projects" on the left- hand navigation menu, click on *Procurement Plan.* This takes the user to the Procurement Plan screen. On the Procurement Plan screen, there are currently no activities as this project is new (Figure 10).

THE WORLD BANK Worling							English   Excuricit	Français   Portug
							Mrs. Camille Da blic Works and International Coo	evenport
Harris 1 My Fragmin - P203010 - Proc	Procurement Plan (M	linistry of Public Wor	ks and international C	coperation)				P (
Haree	Project : RG-Orkan Developmen	1(F*14)						Communication Lo
Project detail (P999030) Procurement Plan	Procurement Plan not yet Plan Version Current					branch	Q 19	
<ul> <li>Notifications</li> <li>Agencies</li> <li>Reports</li> </ul>	Beference No / 🍦 Description	Review ÷ Type	Category \$	Method \$	Process A Scatus	Activity Status	Estimated Amount (US\$)	Comment

FIGURE 10: Project Plan screen

Click on Add Activity to create a new activity for this Procurement Plan.

On the *Activity Creation* screen, the user will begin to create the details for the new activity within the new Procurement Framework. The *Activity Detail* screen (Figure 11) is made up of the following input areas:

- Key Details
- Related Details
- Components
- Loan/Credit Number
- Procurement Classification (UNSPSC)

THE WORLD BANK Working				English   Esourioi   Français   Por			
STEP Methods and				Mis. Camille Davenport			
Huma > My Projects > P005010 > Proj	internet Flat > Activity Creation						
Home     My Projects	Activity (Ministry of Public Works and Project : 85-Urban Development (F114)	International Cooperation)		Communication			
Project detail (P209010)	Activity Details			Status : Returned			
	Key Details		Related Details				
A Notifications	*Procurement Category	*Procurement Method	*Reference No	Location			
th Agencles	Goods •	Request for Proposals -	RS-MOPW-005136-GO-RFP Gener				
E Reports	"Market Approach	Procurament Process					
	C Open ု Limited	Single Stage - One Envelope	*Estimated Amount (USS) *Bank Financed %	*Roview Type			
	💌 National 🔅 International	🖸 Single Stage - Two Envelope	105,000.00	Prior Review     Post Review			
	Evaluation Options	Multi Stage	*Description				
	Best and Final Offer Negotiations	Prequalification mesone	Vehicles for PIU.				
	Rated Criteria						
	Component	Consonner! Loan / Credit No.					
	Name	×	Number	×			
	Community Infrastructure		IDA-99999	500			
	Iridge Reconstruction and Widening						
	Technical Assistance						
	Project Management.	100					
	Procurement Classification						
	Category Code Description						
	25101500 Motor vehicles						
	Select						
	Sent						

FIGURE 11: Activity Details screen

## 2.2.1 Creating a Procurement Plan - Activity Details screen - Key Details

The Key Details area is composed of the following elements:

- Procurement Category The following categories are available to be selected from the drop down menu:
  - o Goods
  - o Civil Works
  - o Consultant Services
  - Non-Consulting Services
- Procurement Method The following methods are available to be selected from the drop down menu, depending on the category chosen:
  - o Goods

- Request for Proposals
- Request for Bids
- Request for Quotations
- Direct Selection
- Competitive Dialog
- UN Agencies (Direct)
- E-Auctions
- Imports
- Commodities
- Community Driven Development
- Alternative Procurement Arrangement
- Commercial Practices
- o Civil Works
  - Request for Proposals
  - Request for Bids
  - Request for Quotations
  - Direct Selection
  - Competitive Dialog
  - UN Agencies (Direct)
  - Community Driven Development
  - Force Account
  - Alternative Procurement Arrangement
  - Public Private Partnerships
  - Commercial Practices

#### STEP INSTRUCTION - HOW TO CREATE A PROCUREMENT Plan and send for approval

- o Consultant Services
  - Quality and Cost-Based Selection
  - Fixed Budget Selection
  - Least Cost Selection
  - Quality Based Selection
  - Consultant Qualification Selection
  - Direct Selection
  - Individual Consultant Selection
  - UN Agencies (Direct)
  - Non-Profit Organizations
  - Banks
  - Procurement Agents
  - Alternative Procurement Arrangement
  - Commercial Practices
- Non-Consulting Services
  - Request for Proposals
  - Request for Bids
  - Request for Quotations
  - Direct Selection
  - Competitive Dialog
  - UN Agencies (Direct)
  - E-Auctions
  - Community Driven Development
  - Force Account

- Alternative Procurement Arrangement
- Public Private Partnerships
- Commercial Practices

NOTE: For further information on the new procurement framework policy, please visit: http://web.worldbank.org/WBSITE/EXTERNAL/PROJECTS/PROCURE MENT/0,,pagePK:84271~theSitePK:84266,00.html

To complete the Activity Details information as shown in Figure 12, Click on the *Procurement Category* selection dropdown to select a procurement category. In this example, *Goods* is selected.

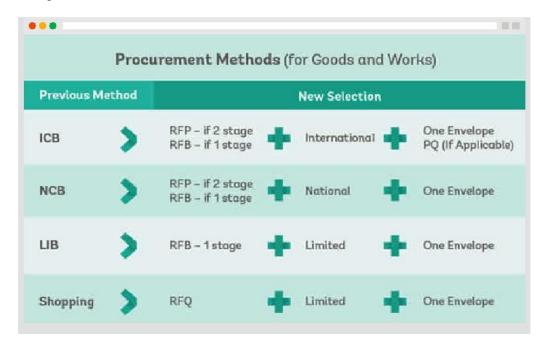


FIGURE 12: Procurement Method Mapping - Current Procurement Methods to New Procurement Framework

Click on the *Procurement Method* first level selection dropdown to select a procurement method. In this example, *Request for Proposals* is selected.

Select the Market Approach. In this example, Open and National are selected.

Select the *Procurement Process*. In this example, *Single Stage - One Envelope* is selected. In this example, the *Evaluation Options* are not used.

Please find the currently used methods mapped into the new procurement framework Also Refer <u>2.2.1 Creating a Procurement Plan - Activitty Details Screen - key</u> <u>Details</u>

## 2.2.2 Creating a Procurement Plan - Activity Details screen - Related Details

After all the *Key Details* information is completed, click on *Generate* to automatically generate a Reference Number for this Activity under *Related Details*.

Enter the location in the *Location* text field. The location is based on the nearest address

Enter the Estimated Amount value in the Estimated Amount (US\$) text field.

Enter the percentage financed by the Bank in the Bank Financed % text field.

Select the *Review Type*. In this example, *Prior Review* is selected. Prior and Post Review activities must be created into the Procurement Plan.

Click on the *Description* text field to enter the Activity description. This is the short description of the task (maximum 200 characters).

## 2.2.3 Creating a Procurement Plan - Activity Details screen - Component

Select the *Component*, and the percentage per component. In this example, *Project Management* is selected, at 100%.

Select the percentage of financing for this Activity. In this example, the loan *IDA-99999* is the only loan for this Activity, and thus selected at 100% automatically. If multiple sources of financing are available, user can allocate different percentages (to make up 100%) or 100% just to one.

## 2.2.4 Creating a Procurement Plan - Activity Details screen - Procurement Classification

Under the *Procurement Classification* section, click the *Select* button to begin selecting the United Nations Standard Products and Services Code (UNSPSC) category codes (Figure 13).

THE WORLD BANK Working for					English   Español   Français   Porti
STEP REPARTS A PRO					Mrs. Camille Coverport
Haves > My Projects > P195033 > Proce	energy Plan > Astivity Greation				
> Herre	Activity (Ministry of I	Public Works and International Cooperation)			
	Project : RS-Urban Developme	en (F*34)			Communication
My Projects					
	Activity Details				Status : New
Procursment Plan	Key Details		Related Details		
Notifications	Procurement Category	Procurement Method	*Beference lin	-	location
Agencles	Goods	Procurement Classification	0	Generate	Lom -Et- Djørem Department, East
Reports	Market Approach	Selected Categories			
	Open Utimited	No CategoryCode Description		ik Financed %	*Roview Typo
	National      Intern			100	Prior Review     O Post Review
	Evaluation Options				1//50
	Best and Final Offer				- 679
	Raced Criteria	Remove Selected Items	Sugmt		
		Code Selection	0		
	Composent	Motor vehicles	Q		
	Name	Or Please select the code from the below category:			N
	Community infrastruc	<ul> <li>Commercial and Military and Private Vehicles and their Accessories an <ul> <li>Motor vehicles</li> </ul> </li> </ul>	d Components		100
	Bridge Reconstruction	Passenger motor vehicles			
	brogi keconstruction	25101503 Automobiles or cars     Power Generation and Elistitic/foe Machinery and Accessories			
	Technical Assistance	<ul> <li>Tools and General Machinery</li> </ul>			
	🔄 Project Management	<ul> <li>Structures and Building and Construction and Manufacturing Compon</li> <li>Nanufacturing Components and Supplies</li> </ul>	ents and Supplies		
		+ Electronic Components and Supplies			
	Procurement Classification				
	Category Code E	hearlytion			
	Benerit:				

Figure 13: Selecting the UNSPSC details screen

After clicking the *Select* button, the *Procurement Classification* selection screen appears. Click on the *Search on keyword/code* text field to enter the search code. Search can be either text or numerical.

In this example, "Motor Vehicles" was entered into the *Search on keyword/code* text field. A further classification was "Passenger motor vehicles". On the *Procurement Classification* selection screen, click on the Category Code *"25101503"* to add the item to selected categories.

On the *Procurement Classification* selection screen, click on *Submit* to finish and validate the selection.

On the Activity creation screen, click on *Save* to validate and display the activity roadmap.

## 2.2.5 Creating a Procurement Plan - Activity Details screen – Procurement Roadmap

The Roadmap section will be calculated and populated based on the first date that the user enters. Dates and days can be modify at anytime. The user needs to press *Save* at the end of the process.

on C

At this point the Upper section is again display only (with Edit Button) and the roadmap section is editable to change the dates. When Upper section is editable, Roadmap section is hidden. When Roadmap section is editable, Upper section is display only and collapsed.

Home	Activity (Electricity Development Corporation) Project : ON-Energy Sector Development SIL (FY14)		Communication Log
My Projects	Conference on the field in the second s		sector and
	Activity Details		
Procurement Plan	Procurement Roadmap		
Notifications	Procurement Flanning	Original Dates / Days	
Agencies	Draft Bidding Documents	2014/11/01 #8	
Reports	Specific Procurement Notice	2014/11/06 [1] / 05	
	Bidding Documents as issued	2014/09/07 111 / 01	
	Amendments to Bidding Documents		
	Proposal Submission/Opening/Minutes	2014/12/20 ## / 42	
	Bid Evaluation Report and Recommendation for Award	2015/01/19 ml / 30	
	Finalization of Award	2013/02/02 10 14	
	Procarement Monitoring	Original Dates	
	Signed Contract	2015/02/23 (1) / 21	
	Contract Amendments		
	Contract Completion	2015/08/22 68 7 580	
	Contract Termination		
	Comments		

FIGURE 14: Procurement Roadmap

For previously cleared activities the original plan is frozen, and the user can edit the Revised Plan Dates/Days.

Once a user performs actions on a step, the Process Status is changed to *Under Implementation* and the *Revised Plan Dates* are frozen.

If the Review Type is *Prior Review*, then only those steps without review will show the Actual date field open for entry. For Post review All Steps (except Amendment Steps, Termination Steps) will show Actual date field open for entry.

Click on the first *Original Date* field to enter the date for the *Draft Bidding Document* step, the first activity under *Procurement Planning*. All the other dates will be automatically calculated. Any of the dates or date intervals can be modified, and the remaining dates will be automatically updated.

tan					10/10/00/00/00/00/00/00/00/00/00/00/00/0	vis and international Cooperation	
ocurement Plan (Minstr	v of Public Works an	nd International Coope	ration				54
ipest : Ito-Urban Cevelopment (P114)						Communic	ation to
	0		0			0	
	•						
			-199111, 164 (144 (14				
lan Version Gurrent Plan				C	korth	् 🐐 🍳	٧
Belerence No / 🛔 Description	Review Type	Category ‡	Method $\frac{4}{7}$	Process Status 🕴	Activity + Statun	tstimated Amount (USS)	
R5-M0PW-003135-C3-Q035 Supervision of 180 sub-projects	Prior	Consultants	QKBS	Not Submitted	Now Now	150,000.00	
85-MORW 065336-CS-CERS Audit	Post	Consultant	RPP.	Not Submitted	New	80,000.00	
R5-M0PW-005137-CW-RFP Bridge Construction	Prior	Works	RFP	Not Submitted	New	25,000,000.03	
RS-MORW-065138-CD-RFP Motor Vehicles	Prior	Gooda	ារក	Not Submitted	New New	150,000 00	
O Add Arthuby		New	Modified	Ceared 📂 Delaye	d		
	In Version Current Hen Belernne Ne / ¢ RS-MOPW 06335-C3-C633 Soperation of 180 kth onjects 85-MOPW 06335-C3-C83 Audt RS-MOPW 06533-C3-R4PP ange construction RS-MOPW 06532-C3-R4P Motor Werdele	Encrete - A Encrete - A Edetrate N/    Correct Has  Cor		In Vicios - M. Serie D Sank In Vicios - M. S	Bry Cores - LA     Serri () Sank  Ian Vérsion Greet Hen     For      Serri () Sank  Ian Vérsion Greet Hen     For      Category      Martinal     Process takas:     Proving      Category      Martinal     Proving      Proving      Category      Proving      Category      Martinal     Proving      Category      Martinal     Proving      Category      Martinal     Proving      Category      Martinal     Proving      Category      Proving      Proving      Proving      Proving      Provi	In Victors - N. Jerro Dank App In Victors - N. Jerro Dank App In Victors - N. Jerro Dank App In Victors - N. Jerro Dank App Interview (Status & Activity & Status Program (Status & Activity &	Approxi In Version Carrent Han Cardon Version Version Cardon V

FIGURE 15: Completing Procurement Plan and Submitting to the Bank for No Objection

Click on *Save* to save the changes made to the Activity. On the *Procurement Plan* screen, click on *Add Activity* to create a new Activity for this procurement plan, and follow the same procedures for this new Activity.

Note: That prior and post review activities must be included into the Procurement Plan.

In this example, we added four activities to this Procurement Plan, as illustrated in Figure 15. Once all the Activities are added to the Procurement Plan, on the *Procurement Plan* screen, click on *Send to Bank* to request a review of the Procurement Plan by the Bank.

The *Submit Procurement Plan to Bank* screen now appears. Click on the *Email Message* field to enter the email body.

On the *Submit Procurement Plan to Bank screen*, click on *Send* to submit the Procurement Plan to the Bank or *Save as Draft* to send it later.

After submitting the Procurement Plan, the confirmation appears. Click **OK** (Figure 16).

	tar J World Free of Powers Anno Sef	Mrs. camile Drivenpot Miextry of Public Winks and International Cooperation
Have I My fragain - P199933 - Pro	erenet file J Rest New Bank Procurement Plan Project: (S-Lirisa Genetgement (F/Li)	
My Projects     Project detail (P999020)     Prosurement Plan     Notifications     Apencies	Submit Procurament Plan to Bank "Seed Te Bonacyordianispop arp Add Additional Ce Vote Al Team members are automaticity natified	x sent to bank Ot
Baporta	ABCC	vire connecti.

FIGURE 16: Sending Procurement Plan to the Bank For No Objection

This completes the initial activities associated with submitting the Procurement Plan to the Bank for No Objection.

Procurement Plan activities can also be uploaded to STEP by uploading an Excel spreadsheet. These activities are described below.

#### 2.2.6 Creating a Procurement Plan – Excel Upload

Client users have the option to upload a basic Procurement Plan, based on an Excel template with specific Activity. In order to do so, the Client user should request from the respective country STEP Focal Point, or the Procurement Specialist assigned to the project, the Excel template for upload.

The Excel template allows the Client to pre-load basic information on all prior and post review Activities (Figure 17).

STEP EXSTEMATIC TRAC	KING OF DCUREMENT						
Description (Value cannot exceed 250 Characters)	Reference No. (Value cannot exceed 40 Characters)	Procurement. Category	Procurement Method	Estimated Amount (Must be greater than zero, and a positive number)	Bank Financed %. (Can not be greater than 100%)	Review Type	Planned Start Date (Must be in YYYYMMDD format
Supply of transformers, switchgear, cables and line hardware	MOF-UPLD-1	GO	RFB	250,000.00	100	Prior	2015/11/15
Procurement of power metres, cables and rolled metal	MOF-UPLD-2	GO	RFB	25,000.00	80	Post	2015/11/25
Technical Audit	MOF-UPLD-3	CS	QBS	120,000.00	80	Prior	2015/12/12
Consultant to supervise the Joint Energy Project Implementation Group (JEPIG) for the Emergency Recovery Project and CASA-1000 Work ing Group	MOF-UPLD-4	CS	QCBS	240,000.00	80	Prior	2016/01/10
Supply and installation of school furniture for regional schools	MOF-UPLD-5	CS	RFP	350,000.00	75	Prior	2015/12/02
Prepress and replication of the textbooks or schools of the Kyrgyz Republic	MOF-UPLD-6	cw	RFB	1,350,000.00	100	Prior	2015/12/04

FIGURE 17: STEP Excel Template



#### 2.2.6.1 Uploading Activities from the Excel Template

Once the Client has entered the information into the Excel template, the Client will need to enter into STEP and access the projects. Under the *Project Detail* section, click on *Procurement Plan*, and then click *Upload New Activities from Excel File* at the bottom of the screen (Figure 18).

Home > My Projects > Procurement Pr	an > Ministry of Power & Electri	ÚŤy.						0
Home	Procurement	Plan ( Ministry of P	Power & Electrici	ty)				
My Projects	Project : Argentina Yo	uth Employment Support	t Project (P133129)				Communica	ition La
Project Detail (P133129) Procurement Plan	Refresh							
Notifications		In Process	-14	Sert to Bank		Aganoved		
å Agencies						(pp) area		
团 Reports								
	Plan Version	Current Plan	•		Search		٩ 7	24
	Reference No / Description	і Аделку ()	Review Type	Category 🖗 Method 🕴		tivity Estimat atus Amoun	Comme	nt
				No data available in te	ible			
					ed PDelayed		Previous	New

FIGURE 18: Uploading Procurement Plan Activities via Excel

The user will then be directed to the upload functionality of STEP. Press the *Browse* button in order to load the information from the user's system, and then press *Upload* (Figure 19).



FIGURE 19: Upload Procurement Plan Excel template from user's system



As the file is being loaded, STEP will show a message "Excel Upload in Progress" below the upload status bar. After uploading, press the *Refresh* button.

Once the Excel file has been uploaded, the message appears "*Excel Upload has been successful. CLICK HERE to validate the uploaded data*". Click on the *CLICK HERE* in the message to access the uploaded data.

Home	Procurement	Plan ( Ministry of Power & Ele	etricity )				
My Projects	Project : Argentina Yo	uth Employment Support Project (P133	129)			Communica	stion b
Project Detail (P133129) Procurement Plan	Refresh	0	0				
Notifications		in Process-IA	Sent to Bank		Approved		
Agencies							
Reports		the Execut	Upload has been successful. CUCK HERE to	validate the uploaded data			
	Plan Version	Current Plan 👻		Search		9	2
	Keference No / Description	CAGENKY & Review	0 Category 0 Method 0	Process Activ Status Statu		Comme	sat

FIGURE 20: Successful upload of Excel template into STEP

# 2.2.6.2 Validation of activities to be loaded into STEP

After uploading the Excel file, STEP will indicate under the *Upload Status* column Activities as *Validated*, or as an *Error*. If the Activities were not properly uploaded, the user can attempt to correct the information in Excel, and attempting to once again upload the file into STEP as previously described.

Once the system shows all Activities as *Validated*, the user can add the information into STEP by clicking the *Add Verified Records to Plan* button (Figure 21).

Add Verified Records to Plan	Cancel Excel U pload	Back	
------------------------------	----------------------	------	--

FIGURE 21: Procurement Plan screen to validate upload

Clients will have access in STEP to the Activities that have been uploaded by using the Excel Template. These Activities will have a *Process Status* of *Incomplete*. Therefore, Clients must access each Activity in STEP complete all missing fields (Figure 22).

Once all Activities have been completed, the *Process Status* will be changed automatically to *Not Submitted*, and the *Activity Status* will be appear as *New*.

G Home	Procurement	Plan ( Ministry of Pow	re <mark>r &amp;</mark> Electrici	ty)					
My Projects	Project : Argentina Yo	uth Employment Support Pro	oject (P133129)					c	ommunication L
Project Detail (P133129) Procurement Plan	Refresh	0							
A Notifications		In Process-	IA		Sent to Bank		Approved		
da Agencies									
Reports									
	Plan Version	Current Plan	-			Search		Q	Y
	Reference No / Description	t Agency t	Review =	Category #	Method 0	Process Status ()	Activity : Status	Estimate Amount (USS)	Comment
	MOM-UPLD-2 Procurement of power metr	Ministry of Power & Electricity	Past	Goods	Request for Bids	Incomplete	Ne w	25,000.00	2
	MOF-UPLD-3 Technical Audit	Ministry of Power & Electricity	Prior	Consultant Services	Quality Based Selection	Incomplete	New	120,000.00	
	MOF-UPLD-1 Supply of transformers, s.,	Ministry of Power & Electricity	Prior	Goods	Request for Bids	Incomplete	Ne w	250,000.00	

FIGURE 22: Procurement Plan screen showing uploaded activity status

## 2.3 Creating a Procurement Plan - Client Responds to Bank No Objection

On the *Project Details* screen, click on *Procurement Plan Response Issued with Comments* notification to display the message sent by the TTL; the message will indicate which activities need revision (Figure 23).

							English I Essaviol   P Mrs. Camilie Dave rks and International Coope	
	OCURENENT.					Ministry of Public Wo	rks and international Coope	
Home > My Projects > P999010	Project Detail 🚠							-
@ Home	Project: RS-Urban Developme	nt (FY14) (P999010)						
My Projects	Recent Notification:	Upcoming Events						
Project detail (7999010) Procurement Plan	Eute	Notification			Αμεικγ	Reference	NG.	
A Netifications	2014/67/20	Procurement Plan Response	e baued with Comments		Ministry of Public Works	and :		
Agencies	-				International Cooperation	1		
Reports	2014/47/14	Document Submitted to Wo	orld Bank for Review		Mnistry of Public Works International Cooperation	and		
	General Procureme	nt Notice						
	Loan Details (US\$)							
	Agrosment No	Amount	Dislarsei Anvant	Amount Faid	Approved Date	(ffectiveness Date	Clusing Date	Relate
	10A-59995	85,000,000	D	c	2008/06/24	-	2013/12/81	0
	Total	85,000,000	o	0				
	Components (USS)	Artsount	% Financed	Counterpart Amount	Total Amount	Committee Amount	Amount Paid	Relate
	congoiese	Financed by Bank	Financed	counterpart samount	NULL NEILOSE	Commerce Announ	Amount Para	Activiti
	Community Infrastructure	D	0.	0	. 0	a	0	0
	Bridge Reconstruction and Widening	500,000	20	500,000	H00,000	340,000	156,000	0
	Technical Assistance							
	Project Management							
	Total	150,000		900,000	1,050,000	190,000	156,006	
	Procurement Categ	ory (US\$)						
	Category	Amount Hinanced by Bank	% Financed	Counterpart Amount	Total Amount	Committed Amount	Amount Paid	Relater
	teods		0 0			•	o o	0
	Consultants		9					
	Non-Consulting Services	ĝ.	o					
	Works							
	Non Prosurable Categor	ies ( COT)						
	Operating Costs	110,0	000 50	100,000	290,00	0 100,8	50,000	
	Training	70,0	200 70	30,00	0 100,00	0 90,0	20 52,000	
	Transfers	150,0	200 75	50,00	200,00	0 80,44	40,000	
	Unaliccated	45,0	90 90	5,00	50,00	0 7,00	10 A,000	

FIGURE 23: Procurement Plan - Client responds to Bank's No Objection

The *Communications Log* now appears with the TTL's message. Click *Procurement Plan* after reading the specific comments by the TTL's No Objection response, and to display the Activities included in this Procurement Plan.

In this example, the TTL's No Objection response cleared 3 of the 4 activities in this Procurement Plan. Click on the *Comments* icon for the Activity *RS-MOPW-005136-GO-RFP* to see the comments entered by the TTL for the Activity.

The comments entered by the TTL for the specific Activity (*RS- MOPW-005136-GO-RFP*) are now displayed, and provide the necessary information to make edits to the Activity so it can be Cleared. Click on the Reference No. *RS-MOPW-005136- GO-RFP*, to display the Activity screen and all the related details, and to also make the edits to the Activity (Figure 24).

							Mrs. Camilie C is Works and international Co	Avenport
Haven > My Respons > P100212 > Pre-								B
() Hore	Procurement Plan (Ministr	y of Public Works	and international G	coperation)				
My Projects	Projest : RS-Urban Development (P124							Communication
Project detail (P995010)								
Procurement Plan		0		0			-0	
A Notifications	In P	recess - IA		Sent to	Dank		Approved	
all Agencies								
Reports	Plan Version Gurrent Plan					Search	Q 4	QT
	Beference No / ÷	Roview Type	Category 👙	Method 👙	Process Status 👙	Activity a	Estimated Amount (055)	Comment
	R5-MOPW-0(5189-CS-0085 Supervision of 180 sub-projects Prior	Prior	Consultants	QCB5	Perding Implementation	Cleared	150,000	Ģ
	RS-MOPW-00533B-CS-UCES Audit	Prior	Consultant	RFP	Perding Implementation	Cleared	80,000	Ç
	85-MOPW-005137-CW-REP Bridge Construction	Post	Works	RSP	Pending Implementation	Cleared	25,000,000	0
	RS-MOPW-005136-GO-RFP Motor Vehicles	Prior	Goods	RFP	Returned	New	150,000	
	Thomas L. Zearley: Task Team Leader Passar review and adjust disenseards the Estimated Announe for this Activity should not exceed 110,000 UED. Comments on (01)(4/1) 122-65/H							
	O Aod Activity			New B Modified	Cleared P Dele	yed		

FIGURE 24: Procurement Plan - Editing Activity in response to Bank's No Objection

On the Activity Details screen, click on *Edit* to modify the Activity Details.

On the Activity Details screen, click on the *Estimated Amount (US\$)* field to edit the entered number, based on the TTL's comments for the Activity.

Click on the Save button to validate the changes entered to the Activity Details.

Remember that every time you open an Activity, you need to save both the Activity Details and the Procurement Roadmap.

Key Features

Click on *Save* to validate the *Procurement Roadmap*, or make changes once edited. Click *Save* after making any edits. (Figure 25)

I E Pressager in H	ICIVING OF NGCUREMENT				Ministry of Public Works a	Mrs. Camille Deveryor of International Cooperation
ne - Ny Rugos - P9990s0 - Po	ocarginest Parc> Activity Desails					
one	Activity (Ministry of Public Works a	ind International Cooperation)				
ly Projects	Project : RS-Urban Development (FY14)					Communicatio
oject detail (P99901C)	Activity Details					Stirtus : A
rocurement Plan	Key Details			Related Details		
otifications	Procurement Calegory Gloods	Procurement Method Request for Proposals		Reference No RS-MOPW-005136-GO-RPP		Location Lom-EI- Ejerem Departm
gendes						
ports	Market Approach Open - National	Procurement Process Single Stage		Estimated Amount (USS) 150.000.00	Bask Financed % 103%	Review 1 Prior
	Evaluation Options -			Description Vehicles for PIU		
	Component			Losn / Credit No.		
	Name		N	Number		
	Community Infrastructure		C76	IDA-95993		
	Bridge Reconstruction and Widening Technical Assistance		0%			
	Project Management		100%			
	Procurement Classification 25101500 Notor vehicles Procurement Roadmap					
	25101503 Motor vehicles Procurement Roadmap		~	Original Dates / Days		
	25101503 Notor vehicles			Original Datas / Days 2014/12/18 18		
	251311503 Motor whickes Procurement Roadmap Precoverent Pluning Druft Boding Documents		[	3934/13/81 1		
	25131103 Motor withcles Procurement Roadmap Processent Pluning Druh Biolog bounnets Specific Procurement Notice		1	2014/11/01 18 2014/11/06 18 / 05		
	25131103 Motor withcless Procurement Roadmap Procurement Pluning Druth Biolog Docurients Sociale Procurement Biolog Biolog Docurrents as issued		1	3934/13/81 1		
	25131103 Kotor whickes Procurement Roadmap Procurement Roadmap Druft Bioting Documents Specific Procurement Rolice Bioding Documents as issued Amendments to Bioding Documents		[	2014/11/01 100 2014/11/06 100 / 05 2014/11/07 100 / 01		
	25131103 Notice whickes Procurement Roadmap Precurement Roadmap Druft Bidding Documents Sectific Procurement Notice Bidding Documents as Issuel Amendments to Bidding Documents Proposal Schmission/Opening/Mautes	n to Awad	] ] ]	2014/12/06 10 / 05 2014/12/06 10 / 05 2014/12/77 10 / 01 2014/12/20 10 / 42		
	25131103 Kotor whickes Procurement Roadmap Procurement Roadmap Druft Bioting Documents Specific Procurement Rolice Bioding Documents as issued Amendments to Bioding Documents	an for Award	] ] ] ]	2014/11/01 101 2014/11/06 101 / 05 2014/11/07 101 / 01 2014/12/00 101 / 01 2014/12/00 101 / 02		
	25131503 Notice whickes Procurement Roadmap Precurement Roadmap Druk Bidding Documents Soecile Procurement Notice Bidding Documents as issued Amendments to Bidding Documents Proposal Submission/Opening/Mautes Bid Evaluation Report and Recommendation	an tor Award	] ] ] ]	2014/12/06 10 / 05 2014/12/06 10 / 05 2014/12/77 10 / 01 2014/12/20 10 / 42		
	25131503 Notice whickes Procurement Roadmap Precurement Roadmap Druk Bidding Documents Soecile Procurement Notice Bidding Documents as issued Amendments to Bidding Documents Proposal Submission/Opening/Mautes Bid Evaluation Report and Recommendation	an for Avard		2014/11/01 101 2014/11/06 101 / 05 2014/11/07 101 / 01 2014/12/00 101 / 01 2014/12/00 101 / 02		
	25131303 Motor witholes Procurement Rhoning Processment Plansing Draft Bioling Documents Sociale Procurement Roton Bioling Documents as issued Amendments to Bidding Documents Proposal Subvision/Opening/Minutes Bid Evaluation Report and Recommendation Hersitiation of Award	an for Avard	] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ]	2014/11/01 (1) 2014/11/06 (1) / 05 2014/11/07 (1) / 01 2014/12/07 (1) / 01 2014/22/07 (1) / 02 2014/22/07 (1) / 02 2014/22/07 (1) / 10 2014/22/07 (1) / 10		
	25131503 Kotor whickes Procurement Roadmap Precurement Roadma Crock Biolog Documents Specific Procurement Notice Bidding Documents is Issued Amendments to Bidding Documents Proposal Subhistion/Opening/Mautes Bid Evaluation Report and Recommendation Finalization of Avard Procurement Manifoshing	an for Award	] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ]	2014/11/16 10 / 05 2014/11/06 10 / 05 2014/12/07 10 / 01 2014/12/07 10 / 01 2014/12/07 10 / 02 2014/12/07 10 / 02 2014/12/07 10 / 10 2014/12/07 10 / 14		
	25131503 Notice whickes Procurement Roadmap Prescrement Roadma Cruth Biolog Downwith Specific Procurement Notice Bidding Downwith is Issued Amendments to Bidding Downwetts Proposal Submission/Opining/Minutes Bid Evaluation Report and Recommendation Proscrement Manitosing Signed Ominact	an for Award	] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ]	2014/11/16 10 / 05 2014/11/06 10 / 05 2014/12/07 10 / 01 2014/12/07 10 / 01 2014/12/07 10 / 02 2014/12/07 10 / 02 2014/12/07 10 / 10 2014/12/07 10 / 14		
	25131503 Notice whickes Procurement Roadmap Precoversent Mansing Druk Busing Documents Specific Procurement Notice Bisding Documents as issued Amendments to Bisding Documents Proposal Submission/Opening/Manates Bisd Evaluation Report and Recommendation Finalization of Award Presourcement Manitoring Signed Contract Contract Amendments	an los Award	] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ]	2214/12/16 10 / 05 2214/12/06 10 / 05 2214/12/07 10 / 01 2214/12/07 10 / 02 2214/12/07 10 / 02 2215/02/07 10 / 02 2215/02/07 10 / 14 Olginal Dates / Days 2215/02/07 10 / 21		
	25131303 Notice whickes Procurement Roadmap Precovernent Roadmap Druk Notice Documents Specific Procurement Notice Bidding Documents Bidding Documents is Isued Aniendments to Bidding Documents Proposal Submission/Opening/Mautes Bids Evaluation Report and Recommendation Finalization of Aread Precovernent Menitoding Signed Connact Construct Completion	an for Avard	] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ] ]	2214/12/16 10 / 05 2214/12/06 10 / 05 2214/12/07 10 / 01 2214/12/07 10 / 02 2214/12/07 10 / 02 2215/02/07 10 / 02 2215/02/07 10 / 14 Olginal Dates / Days 2215/02/07 10 / 21		



Now that the Activity has been edited, it will appear as *Modified* on the *Procurement Plan* screen. Click on *Send to Bank* to request another review of the Procurement Plan by the Bank (Figure 26).

	TKMG OF COURFMENT					Ministry of Public	Mn. Canille Works and International C	seperation 2
Harris > My Projects + P880013 > Pro								
- Home	Procurement Plan (Ministr Project : R5-Unian Development (P134)		and international C	ooperation)				Communication
My Projects	sidest incontain peventhulent (r. 194							Commencation
Project detail (P999010)							~	
Procurement Plan		<b>0</b>					-0	
A Notifications	In Pr	ocess - LA		Seat to	Dank		Approved	
ata Agencies								
Reports	Plan Version Oursett Plan	•			lean	<b>3</b>	Q =	<b>₽</b> Q 7
	Reference No / + Description	Beview * Type	Category 🛔	Method \$	Process Status 👘	Activity ÷	Estimated Amount (USS)	Comment
	R5-M0PW-0(5336-GD-RFP Motor Vehicles	Prior	Goods	REP	Not Submitted	Modified	105,000.00	P
	55 MOPW 005155-CD-0035 Supervision of 180 sub-orajects Prier	Prior	Conseltents	QCBS	Pording Implementation	Cleared	150,000.80	P
	RS-MOPW 015338-CS-1CES Audit	Prior	Consultant	REP	Perding Implementation	Cleared	\$0,000.80	Ø
	85-MOPW-0(5)37-CW-RFP Bridge Construction	Post	Works	RFP	Perding Implementation	Cleared	25,010,200.10	Ø
	enege construction							

FIGURE 26: Procurement Plan - Editing Activity in response to Bank's No Objection

Enter the email body on the Email Message field. Click on *Send* to send the Procurement Plan to the Bank.

On the Submit Procurement Plan to Bank screen, click OK to confirm (Figure 27).

	for a World Free of Powerty	Mrs. Canille Davroport Ministry of Fublic Works and International Cooperation	
Hume > My frageci > P91901.0> frace		wentig in room work and memoriational cooperators	
Home	Project : RS-Urbas Development (F714)		
My Projects Project detail (P999030) Procurement Plan	Submit Procurement Plan to Bank ' Seed To Bonas@vofdlarkgoup.org	X The message has been sent to bank Ox	
Notifications	Add Additional Cc Note: All Team members are automatically natified		
Reports	Add CC		
	* Email Mossege		
	Dear Mr. Searley, Thank you for your review of the Procurement Plan. We Developmenta. Camile Daveport, MOP/H	e have made the corrections to the Estimated Amount as advised and submit for your additional review.	

FIGURE 27: Procurement Plan - Client sends modified Activity to Bank for No Objection

# 2.4 Procurement Plan - Bank Clears Activities -Sends No Objection to Client

The final No Objection and Clearance is illustrated to close the No Objection review process for the Bank, and allow the Client to move forward in the procurement process (Figure 28)

M Gmail	SAGP Step1 <sagpstep1@gmail.com></sagpstep1@gmail.com>
No Objection to Procurement Plan submitted by WSIP for Pakistan - P084302 - PK Sindh Water Sector Impr I messages	rovement Project Phase I
STEP Admin <noreply@woldbank.group.org> Rayly-To.noreply@woldbank.group.org To: wajastept[@gamail.com" <vejsotept[@gamail.com> Cc. "kanjum@woldbank.org" <kanjum@woldbank.org>, "sagpstep1@gmail.com" <sagpstep1@gmail.com> Cc. "kanjum@woldbank.org" <kanjum@woldbank.org>.</kanjum@woldbank.org></sagpstep1@gmail.com></kanjum@woldbank.org></vejsotept[@gamail.com></noreply@woldbank.group.org>	Fri, Jun 17, 2016 at 2:35 PM
No-Objection to Procurement Plan	
Dated: Jun 17, 2016	
Version 1	
Dear Jamal uddin Menghan;	
We have reviewed the draft Procurement Plan (PP) for the above-mentioned Project, submitted to the Bank on 2016/06/17. Based on the information provid the Procurement Plan. After publication of the procurement plan you may commence implementation of these Activities.	led, the Bank has no objection to the Activities marked as "Cleared" in
Procurement Plans processed through this system will be automatically published in the World Bank's external website upon receiving the Bank's No Object	tion and will be archived under the version number indicated above.
Best Regards	

Figure 28 Bank's NO Objection on Procurement Plan Activities

# 2.5 Create a General Procurement Notice -Create the General Procurement Notice and Send to the Bank for No Objection

After receiving a No Objection, the Client will notice that Activities in the Procurement Plan have been approved. On the Project Details screen, click on *Create* in the *General Procurement Notice* section to add a GPN to this project.

On the *GPN creation* screen, click on the *Select Language* dropdown to select a language.

Click on the *Notice Text* field to fill in the full official text of the Notice.

Click on *Save as Draft & Send to Bank* to send the GPN for No Objection (Figure 29).

#### STEP INSTRUCTION - HOW TO CREATE A PROCUREMENT PLAN AND SEND FOR APPROVAL

		Min. Camille Davenport Ministry of Public Works and International Cooperation
one - My Wgezz - P909030 × Cres	is Gasard Procurament Notice	
	Project Detail 🚠	
lamo	Project : RS-Urban Development (F714)	
My Projects	Create General Procurement Notice	
Project detail (P995010) Procument Plan		
	General Information	
VotiRcations	"Language of Netlice	
(gencies	English 👻	
leparts	Detailed information for Advertisement 'Full Official Test of the Notice	
	···· · · · · · · · · · · · · · · · · ·	• 👱 •   Styles • Fangaugh • Front family • Front size •
	b payments by popols, works, related services and oneshiloge as Community Infrastructure, Bridge Reconstruction, Yechrical Ass Procurement of centratures financed by the Workt Bank will be non powersections, and is open to all eligible biological as defined in Cossistants by World Bank Bernewers (numert edition).	193 86,000 sepanater from the Wood Dark leaved the cost of the FO-U/care Development and it clenchs to apply part of the proceeds process to be percented under this project. This project will be jointy financed by the IDA The project/will include the Millioning components attance, and Project/Managament. The clarifisming the procedures a specified in the WoodHTBark's Calebras: Procurement under HBD Loave and IDA Credits The galatimes. Consulting services will be selected in accordance with the World Bark's Globalmes, Selection and Emptyment of until Bark's international competitive loiding (ICB) procedures and for contracts for consultancy services will be announced, as they
	Contact Information on Advertisement Name Mrs. Camile R. Davenport	*Organization / Expansioner. Ministry of Public Works and International Cooperation
	Title	*Address
	Project Manager	PO Bos, Capital of Saola
	Those	
	+1 709-2999-0996	
	t-nal	Country
	ardavenport@mopw.org.ts	Republe of Saola
	fax	Web Address
		http://www.mopw.org.m
	+1 769-1688-0688	index and it reprised to a
	1 769-1885 0888	London and an order on all the

FIGURE 29: Client sends GPN to bank for No Objection

# 2.5.1 Create a General Procurement Notice -Final Client Activities

In this example, the Bank has approved the GPN with No Objection. On the *Procurement Plan* screen, the *Procurement Roadmap* shows that the GPN has been approved, after review by the Bank. The Procurement Plan is now ready for Procurement Tracking (Figure 30).

# STEP INSTRUCTION - HOW TO CREATE A PROCUREMENT PLAN AND SEND FOR APPROVAL

ORLD BANK Working h	or a World Free of Poverty							English   Español : F		
TEP EXCHANGES IN PRO								Mrs. Camilie Daw s and international Coope	mport ration	
ne > My Projects > P999030 come	Project Detail	nt(FY14)							t <sub>a</sub>	
ly Projects reject detail (P999010)	Recent Notifications	Upcoming Events								
rocurement Plan	Dute	Notification			Agency		Reference No	D.		
offications	2114/07/20	General ProcurementNoti	ce No Objection Issued		Ministry of Public Wo International Coopera	Ministry of Public Works and PR-M International Cooperation				
grncies eports	2114/07/14	General Procurement Note	ce Created		Ministry of Public Wo International Coopera	ris and	PR-MOH-GD	-1234		
epon La	2114/07/34	Document Submitted to W	orkt Bank for Review		Ministry of Public Wo International Coopera	Ministry of Public Works and PR-MOH-GO-1 International Cooperation				
	General Procureme	nt Notice								
	Mrs. Camille Davesport	he come a	f Public Works and Internat	tonal Pusts	hed	2014/	97/04		9	
	Loan Details (US\$)	cogene	41							
	Agreement No	Amount	Disbursed Amount	Amount Paid	Approved Date	Effectivenes	a Date	Closing Date	Relati Activit	
	IDA-99999	85,000,000	D	D	2008/06/24			2013/12/30	٩	
	Total	85,000,000	D	0						
	Components (US\$)									
	Component	Amount Financed by Bunk	% Financed	Counterpart Amount	TotalAmount	Committed	Amount	Arrount Paid	Relate Activiti	
	Community Infrastructure	1,320,000	85	500,090	1,820,000		0	D	1	
	Bridge Reconstruction and Widening	25,100,000	80	8,000,000	33,000,000		0	0	1	
	Technical Assistance	80,000	90	250,000	330,000		o	o	1	
	Project Management	105,000	100	195,000	330.000		٥	o	1	
	Total	25,505,000		89,450,000	1,050,000		0	o		
	Procurement Categ	orv (US\$)								
	Category	Amount Financed by Bank	% Financed	Counterpart Amount	Total Amount	Comm	itted Amount	Amount Paid	fielate Activiti	
	Goods		c o		0	0	o	0	0	
	Consultants		0							
	Non-Consulting Services	6	0							
	Works									
	Non Procurable Categor	ies 🗰								
	Operating Costs	100/	50 50	104,0	00 200	0,000	100,000	\$0,000		
	Training	70,1	200 70	30,0	00 300	LEOD	90,000	50,000		
	Transfers	150,0	00 75	51,0	00 200	0,000	80,000	40,000		
	Unallocated	45,	00 000	5,0	00 50	1,600	7,000	3,000		
	Total	165,0	ao 66	185,0			277,009	143,000		

FIGURE 30: Client receives No Objection response from Bank

Key Features

Just like with the Procurement Plan activities, the Client would need to make the recommended changes to the GPN in the event the GPN was not approved, and resend to the Bank for No Objection.

# 3

# Step Functionality -Procurement Plan

## 3.1 Project Dashboard

Upon logging into STEP, the Client is taken to the Project Dashboard page.

The *Project Dashboard* is the Client's central point of reference and information for the project portfolio related to the user.

The *Project Dashboard* screen will be the client entry point to the system after login. The dashboard includes summary information related to the project(s) and procurement activities associated with the agency of the user. The user will be able to view all project details for the Implementing Agency to which his account is linked. Figure 31 shows the *Project Dashboard* screen.

										Mn. Canille Davenport of Public Works and International Cooperation	2.	
Horec												
A Home	Activity Sum	mary							~	Alerts	¥	
My Projects	0 Activities in 1	Project			Proce	oss Delays		Review Dela	ny's			
A Notifications	New:			1								
ch Agencies	Modified:									No Data isostable		
Reports	Under Review: Under Implementati								06			
	Activity Stat	Activity Status 🗸 🗸							Upcoming Events	v		
	Project Name				Planned Activ							
		Process Delays	Review Delays	Under Review	Perding Implementation	Under Implementation	New	Modified	Returned			
	► R5-Urbas Development (FV34)(P999020)	0		•	¢	•	0	D	0	Bo Data available		
										Recent Notifications	¥	
										fro para available		

FIGURE 31: Project Dashboard

The screen is divided into sections (Activities Summary, Activities Status, Alerts, Upcoming Events and Recent Notifications) for easy access to important information. In addition, it has a navigation section and breadcrumb section for navigating through the system. Each section of the screen will be described in the details of Section 3.1.

## **Navigation Menu**

Since this is the home page for the application, the navigation menu in the top left corner appears with just *Home*. Clicking on this attribute takes the user back to the *Home* page (Project Dashboard).

## **Left Navigation**

The left navigation is shown below in Figure 32.

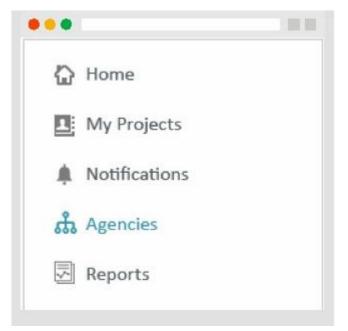
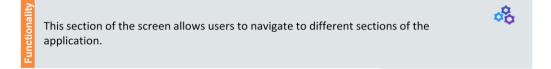


FIGURE 32: Project Dashboard - Left navigation



The *Home* selection takes the user back to the *Dashboard* page from any screen in the application.

*My Projects* displays a complete listing of all projects appearing in the Activities Status table. These will only be the projects that are related to the user.

*Notifications* displays a page of all notifications received within the last 2 weeks.

Agencies will show the Agency structure setup for the project.

*Reports* will identify Client specific reports when defined in the system.

## 3.2 Creating a Procurement Plan - Activities Summary Section

The Activities Summary section is shown below in Figure 33

Activities Summary			~
120 activities in 15 projects		Processs Delays	Review Delays
New:	45 activities	39	21
Modified:	23 activities	activities	activities
Under Review:	32 activities	32.5%	17.5%
Under Implementation:	54 activities	52.574	

FIGURE 33: Project Dashboard - Activities Summary

This section contains cross cutting data across all the projects listed for the Agency of the user. The following rules define the criteria for each displayed attribute.

Attribute	Role
# of activities in # projects	The count of activities will show the number of activities for the projects listed where the agency has access. This is defined by the role the agency plays within each project. If the Agency is a PIU to a project, then the count of activities from that project will be from all activities on the project regardless of which agency they relate to. If the agency is an IA for the project, then the count of activities for that project will only be for those activities, which are linked to the displayed agency. The count of activities for the display will be the sum of all project activity counts. The count of projects will count each project with which the agency is associated, regardless if it is a PIU or an IA association.
New	This will use the same count approach as the count of activities above, but will only count those activities where the Activity Status is "New".
Modified	This will use the same count approach as the count of activities above, but will only count those activities where the Activity

	Status is "Modified".
Under Review	This will use the same count approach as the count of activities above, but will only count those activities where the Activity Process Status is "Under Review".
Under Implementation	This will use the same count approach as the count of activities above, but will only count those activities where the Activity Process Status is "Under Implementation".
Process Delays	This will use the same count approach as the count of activities above, but will only count those activities where the Activity Process Status is "Under Implementation" or "Pending Implementation" by the Client which are delayed with respect to the expected procurement plan dates For Pending Implementation activities a process delay occurs if the Revised Plan Date for the first step has already past. For "Under Implementation" for the Next Process Step of an activity, the next step after the last completed step (a completed step is either marked as completed/approved/no objected or has an Actual Date for the step) has a Revised Plan Date that is in the past, the activity is counted as Delayed. The percentage for this attribute is calculated against the count
	of activities Pending Implementation, Under Review, and Under Implementation from the list of projects in the Activity Status table.
Review Delays	This will use the same count approach as the count of activities above, but will only count those activities where the Activity Process Status is "Under Review" by the Bank has gone beyond the "service standard"
	If the current Document Submission is under review for a Step in an activity, then for the step that is under review will need to be calculated whether or not there is a review delay. The review delay calculation is based on the Review Level for the activity, and based on the time period between when the Document Submission was made to the Bank from the Client and The Bank's Interim Response or No Objection. If there is a submission from the Client without a review response from the Bank and the number of days are beyond the standard, then the activity (and step) are counted as delayed.
	The business standards for each review level is:
	APS Review - 7 days
	APM Review - 17 days OPRC Review - 17 days
	The percentage for this attribute is counted against the count of activities Under Review form the list of projects in the Activity Status table.

# **3.3 Creating a Procurement Plan - Project** Dashboard - Activities Status Section

The Activities Summary section is shown below in Figure 34.

	Planned Activities							
Project Name	Process Delays	Review Delays	Under Review	Pending Implementation	Under Implementation	New	Modified	Returned
CM-Energy Sector Develop -ment SIL (FY14) (P104456)	0	0	0	0	0	0	0	0
<ul> <li>CM-Lom Pangar Hydropower Proj. (P055623)</li> </ul>	5	3	9	5	7	2	3	3
- EMC Pro Power Supply Unit	2	2	4	4	2	2	2	3
- Just Get Power from us & co	3	1	5	1	5	0	1	0
<ul> <li>CM-Electricity Transmission and Reform (P155245)</li> </ul>	3	2	12	2	10	3	3	3

FIGURE 34: Project Dashboard - Activities Status

The Activity Status section shows a table of Planned Activity columns across Projects and other Sub Projects tied to the Agencies (if applicable). This data gives a status of projects and activities. The following section defines the data to be used in the display.

> ¢℃ 00

The first 5 projects will appear in the display. To see more projects and column data click the *View More* link which will take you to the *My Projects* page described in Section A.

## Sort Order

The list of projects is sorted by the projects having the most recent activity (created/modified activities, updated agencies, attached documents, etc.).

Projects with the most recent change, whether made by Bank or Client appears at the top of the list of projects. Inactive projects would fall to the bottom of the list.

## Project Name Column

The Project Name column contains two different sets of information against which the activity count columns are calculated. The top-level data is the Project

information. This column will show the <Project Name> (<Project ID>) values for each project listed. If the Agency is a PIU of any of the projects, then the Agency will have access to view data from each agency associated to the project.

In these instances the project information appears with a twisty, and the Name of Each IA appears below it. If the Agency name can be displayed in Roman characters, then the name appears in that language. Otherwise, the name appears in English.

If the agency is not PIU of the project, then there will not be a twisty next to the Project. The Agency Procurement Plan data used for the display is the Agency of the user only.

### **Project Planned Activities Columns**

The counts appearing under the Planned Activities header are counts related to specific attributes of the activities (as indicated in the sub-headers). The count at the Project level will be a sum of the Agency counts. The count at the Agency level will be the total for the Agency for the specific project.

If the Agency is a PIU to a project, then the count of activities from that project will be from all activities on the project regardless of which agency they relate to.

If the agency is an IA for the project, then the count of activities for that project will be for the activities that are linked to the displayed Agency.

Column	Rule
Process Delays	This will use the same count approach, but will only count those activities where the Activity Process Status is "Under Implementation" or "Pending Implementation" by the Client. For Pending Implementation activities a process delay is if the Revised Plan Date for the first step has already past. For "Under Implementation" but Decreas Step of an activities and the part atom
	Implementation" for the Next Process Step of an activity, the next step after the last completed step (a completed step is either marked as completed/approved/no objected or has an Actual Date for the step) has a Revised Plan Date that is in the past, the activity is counted as Delayed.
	The percentage for this attribute is calculated against the count of activities Pending Implementation, Under Review, and Under Implementation from the list of projects in the Activity Status table.
Review Delays	This will use the same count approach, but will only count those activities where the Activity Process Status is "Under Review". If the current Document Submission is under review for a Step in an activity, then for the step that is under review will need to be calculated whether or not there is a review delay by the Bank.

The review delay calculation is based on the Review Level for the activity, and based on the time period between when the Document Submission was made to the Bank from the Client and The Bank's Interim Response or No Objection.
If there is a submission from the Client without a review response from the Bank and the number of days are beyond the standard, then the activity (and step) are counted as delayed. The business standards for each review level is:
APS Review - 7 days
APM Review - 17 days OPRC Review - 17 days
The percentage for this attribute is counted against the count of activities Under Review form the list of projects in the Activity Status table.

The table below defines the rules for calculating the count value that appears in each column. All counts are based on the current Procurement Plan data.

This table of columns is a subset of the columns appearing in the My Projects display. Due to space on the screen only the most vital columns are displayed.

Column	Rule
Under Review	This will use the same count approach, but will only count those activities where the Activity Process Status is "Under Review". Project level display will sum agency level display values. Agency Level will be for each agency the user's agency has access to the procurement plan.
Pending Implementation	This will use the same count approach, but will only count those activities where the Activity Process Status is "Pending Implementation". Project level display will sum agency level display values. Agency Level will be for each agency the user's agency has access to the procurement plan.
Under Implementation	This will use the same count approach, but will only count those activities where the Activity Process Status is "Under Implementation". Project level display will sum agency level display values. Agency Level will be for each agency the user's agency has access to the procurement plan.
New	This will use the same count approach, but will only count those activities where the Activity Status is "New".

	Project level display will sum agency level display values. Agency Level will be for each agency the user's agency has access to the procurement plan.
Modified	This will use the same count approach, but will only count those activities where the Activity Status is "Modified". Project level display will sum agency level display values. Agency Level will be for each agency the user's agency has access to the procurement plan.
Returned	This will use the same count approach, but will only count those activities where the Activity Status is "Returned". Project level display will sum agency level display values. Agency Level will be for each agency the user's agency has access to the procurement plan.

## **Link Functionality**

Most of the data appearing in the Activities Status table are links. The following table describes what will occur when the link is clicked.

Link	Rule
Project Name (ID)	When clicked, this link calls the Project Details Page for the selected Project ID.
Implementing Agency Name	When clicked, this link calls the Procurement Plan page for the Agency clicked. The Left Navigation under "My Projects" displays appropriately based on the plan displayed.
Process Delays	<ul><li>When clicked, this link calls the Procurement Plan page and displays all activities in the plan where there is a process delay (see above for Process Delay rule).</li><li>If the Agency for the User is the PIU for the Project, then the plan that is displayed is the All Plan view. If the Agency for the User is an IA, then the plan displayed will be the individual IA plan for the user's agency.</li></ul>
Review Delays	When clicked, this link calls the Procurement Plan page and displays all activities in the plan where there is a review delay (see above for Review Delay rule). If the Agency for the User is the PIU for the Project, then the plan displayed will be the All Plan view. If the Agency for the User is an IA, then the plan displayed will be the individual IA plan for the user's agency.
Under Review	When clicked, these links calls the Procurement Plan page and display all activities in the plan where the Process Status is "Under Review". If the Agency for the User is the PIU for the Project, then the plan that is displayed will be the All Plan view. If the Agency for the User is an IA, then the plan displayed will be the individual IA plan for the user's agency.

Pending Implementation	When clicked, this link will call the Procurement Plan page and display all activities in the plan where the Process Status is "Pending Implementation". If the Agency for the User is the PIU for the Project, then the plan that is displayed will be the All Plan view. If the Agency for the User is an IA, then the plan displayed will be the individual IA plan for the user's agency.
Under Implementation	When clicked, this link calls the Procurement Plan page and displays all activities in the plan where the Process Status is "Under Implementation". If the Agency for the User is the PIU for the Project then the plan that is displayed is the All Plan view. If the Agency for the User is a IA then the plan that is displayed is the individual IA plan for the user's agency.
New	When clicked this link calls the Procurement Plan page and display all activities in the plan where the Activity Status is "New". If the Agency for the User is the PIU for the Project then the plan that is displayed is the All Plan view. If the Agency for the User is a IA then the plan that is displayed is the individual IA plan for the user's agency.
Modified	When clicked this link calls the Procurement Plan page and display all activities in the plan where the Activity Status is "Modified". If the Agency for the User is the PIU for the Project then the plan that is displayed is the All Plan view. If the Agency for the User is a IA then the plan that is displayed is the individual IA plan for the user's agency.
Returned	When clicked this link calls the Procurement Plan page and display all activities in the plan where the Activity Status is "Returned". If the Agency for the User is the PIU for the Project then the plan that is displayed is the All Plan view. If the Agency for the User is a IA then the plan that is displayed is the individual IA plan for the user's agency.
View More	The View More link will open the My Projects Page display where the user can view all projects associated to the Agency. This is described in section A below.

## **3.4 Creating a Procurement Plan - Project** Dashboard - Alerts Section

The alerts section will display alert information related to the Agency of the user. Alerts will identify upcoming events or overdue actions required by the agency. Alerts will be generated for the following:

- Starting 2 days before activity step is due;
- Starting the day after activity step is past due;
- Each day until the review is cancelled or responded; and
- Procurement Plan submission alert.

Clicking on the Activity Reference Number link will take the user directly to the activity where the alert was generated. If the user is from the Agency that is the PIU of the project, then the Alerts section will show all alerts for all agencies for the projects where the agency is the PIU. For Projects where the agency is not the PIU, only alerts related to that agency will be generated (Figure 35)



FIGURE 35: Project Dashboard - Alerts

## If Due in "X" Days:

<Reference No/Plan> due in <X> days (<due Date>)

## If Due Today:

<Reference No/Plan> due Today

## **Past Due Events:**

<Reference No/Plan> overdue <X> days (<Due Date>)

The Reference Number appears as a link to the *Activity Details Page*. The text and date appear in color based on the following:

- Due in X number of days, the alert is green;
- Due today, the alert is yellow;
- Past due, alert is red.

## **Calculating Activity Level Alerts**

Activity alerts are calculated on Approved (Cleared) activities that have a process status of "Pending Implementation" or "Under Implementation". The alert will be calculated based on the Revised Plan dates for the steps in the activity.

For "Pending Implementation" the calculation will be based on the first activity step.

Once the date is within 2 days of the current date (based on based on Eastern Time Zone UTC-05:00) then the alert for the activity appears.

The alert continues to appear in the alerts list until the action for the step is "Under Review", "Approved" or "No Objection".

When the Client starts an action on the step, it will change to be Under Implementation, so this will clear it from having the alert.

Featur

Key

For "Under Implementation" for the next process step of an activity, the next step after the last completed step (a completed step is either marked as completed/approved/no objected or has an Actual Date for the step) has a Revised Plan Date that is within 2 days of the current date (based on Eastern Time Zone UTC-05:00) then the alert for the activity appears.

If the status for the step is "Under Review", or "Returned" and subsequently "Approved" or "No Objection", then the alert would not occur for the activity anymore.

Clicking on the *View More* expands the list of alerts displayed to show up to 20 alerts. There is also *View Less* link or Icon available to close the expansion of the section.

## 3.5 Creating a Procurement Plan - Project Dashboard – Upcoming Events

The Upcoming Events Section is shown below in Figure 36.

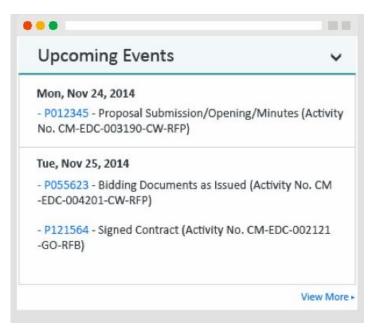


FIGURE 36: Project Dashboard - Upcoming Events

The *Upcoming Events* section lists upcoming activities that are due within the next 2 weeks. The Project ID is displayed as a link, and when clicked, it will open the *Activity Detail* Screen for the selected activity.

# **3.6 Creating a Procurement Plan - Project** Dashboard - Recent Notifications Section

The *Recent Notifications* section is shown below in Figure 37.

•••	
Recent Notifications	~
Mon, Jun 23, 2014 - P21273 - Procurement Plan Response issued with Comments	
Tue, Jun 24, 2014 - P104521 - Procurement Plan Submitted for Review	
Viev	v More •

FIGURE 37: Project Dashboard - Recent Notifications

The *Recent Notifications* section lists communications that have been sent between the Bank/Client or System/Client. The notifications are for Plan submissions and reviews, Document submissions and reviews, Notice submissions and reviews, and for system notifications to the Agency users.

The notifications also refer to email notifications documents. In the display, the notification itself appears as a link rather than the Project ID. The link will open the notification in the communication log screen, or if related to an activity step, it will open the step screen and notification communication in the *Review Actions* section.

# 3.7 Creating a Procurement Plan - Project Dashboard – My Projects Screen Functionality

The My Projects screen shown below in Figure 38 is called by clicking on the "My Projects" Navigation link or by clicking on the "View More" option from the Activity

Status/My Projects section of the dashboard page. The page shows the same details as displayed in the Activity Status/My Projects section with the ability to scroll through all the projects associated to the Agency.

THE WORLD BANK WHEN	ng for a Nerid Free of Fowerly									EDC End	2000000	)   Expeliel   Pa Mis Alissa Karnog pmeni Corporat	
Home > My Projects													
	My Projects												
Q Home		-					Plansed Activiti	lei					
📑 My Projecta	Project Name 1	Total ;	Process Delays	Review Delays :	Under Feslew ;	Pending : Implementation	Under : Implementation	Signed (	Completed ;	Canceled :	New ;	Modified ;	Returne
♠ Mutificationa ☆ Agendes 記 Reports	<ul> <li>CM-Energy Sector Develop -need: SIL (PY14) (P304456)</li> </ul>	0	0	0	•	a	0	¢	O	o	0	0	0
	CM-Lore Farger rystrepower Proj. (P055623)	10	5	a	8	5	9	1	1	3	2	1	3
	- EMC Pro Power Supply Unit	8	3	3	3	2	2	2	3	1	D	1	3
	Final Get Power from as & co	z	2	0	a	3	5	3	0	٩	Z	2	0
	<ul> <li>CM-Electricity Transmission and Reform (F125240)</li> </ul>	26	- 14	2	12	2	10	(181)	1	a		4	1
	EnergySector     EnergySector	5	8	9	9	5	в	3	2	2	2	2	z
	+ Emergency Recovery Project 2	5	8	9	9	5	3	\$	2	2	2	3	2
	Inergy Sector     Froject 2	5	8	9	9	5	3	5	2	.2	2	-1	2
	+ Emergency Becovery Project 3	Þ	8	9	2	5	3	3	2	z	z	- 1	2

FIGURE 38: Project Dashboard - My Projects Screen

The display details and links in the table are the same as described above in Section 3.3, Activity Status section, with the additional columns described in the table below. Additional features for searching and Pagination are added for the display. The sort order follows the same protocol also described in Section 3.3. Searching will be against Project Names, and more than just exact matching.



The user will also have the ability to sort on any of the columns (highest to lowest or lowest to highest). Twenty records will show per page.

## **Planned Activities Count Columns data**

The counts appearing under the Planned Activities header are counts related to specific attributes of the activities. The count at the Project level will be a summation of the

Agency counts. The count at the Agency level will be the total for the Agency for the specific project. If the Agency is a PIU to a project, then the count of activities from that project will be from all activities on the project regardless of which agency they are related to. If the agency is an IA for the project, then the count of activities for that project will be for those activities, which are linked to the displayed agency. The table below defines the rules for calculating the count value for the additional columns that appear in the table.

Column	Rule
Total	The count of activities will count all activities for each agency of the project listed in which the agency can access. This is defined by the role the agency plays with each project.
	If the Agency is a PIU to a project, then the count of activities from that project will be from all activities on the project regardless of which agency they are related to.
	If the agency is an IA for the project then the count of activities for that project will be for those activities, which are linked to the displayed agency.
	Project level display will sum agency level display values. Agency Level will be for each agency the user's agency has access to the procurement plan.
Signed	This will use the same count approach as the Total count of activities above but will only count those activities where the Activity Process Status is "Signed"
	Project level display will sum agency level display values. Agency Level will be for each agency the user's agency has access to the procurement plan.
Completed	This will use the same count approach as the Total count of activities above but will only count those activities where the Activity Process Status is "Completed".
	Project level display will sum agency level display values. Agency Level will be for each agency the user's agency has access to the procurement plan.
Canceled	This will use the same count approach as the Total count of activities above but will only count those activities where the Activity Process Status is "Canceled".
	Project level display will sum agency level display values. Agency Level will be for each agency the user's agency has access to the procurement plan

## **Link Functionality**

Link	Rule
Total	When clicked this link calls the Procurement Plan page and display all activities in the plan.
	If the Agency for the User is the PIU for the Project, then the plan that is displayed is the All Plan view. If the Agency for the User is an IA then the plan that is displayed is

	the individual IA plan for the user's agency.
Signed	If the Agency for the User is the PIU for the Project, then the plan that is displayed is the All Plan view. If the Agency for the User is an IA then the plan that is displayed is the individual IA plan for the user's agency.
Completed	<ul><li>When clicked this link calls the Procurement Plan page and display all activities in the plan where the Process Status is "Completed".</li><li>If the Agency for the User is the PIU for the Project, then the plan that is displayed is the All Plan view. If the Agency for the User is an IA then the plan that is displayed is the individual IA plan for the user's agency.</li></ul>
Canceled	<ul><li>When clicked this link calls the Procurement Plan page and display all activities in the plan where the Process Status is "Canceled".</li><li>If the Agency for the User is the PIU for the Project, then the plan that is displayed is the All Plan view. If the Agency for the User is an IA then the plan that is displayed is the individual IA plan for the user's agency.</li></ul>
3.8 Ci	reating a Procurement Plan - Project

## 5.6 Creating a Procurement Plan - Projec Dashboard – Notifications Screen Functionality

The *View More Upcoming Events* will open the *Upcoming Events* (shown as Upcoming Activities) tab of the *Notifications/Events* screen shown below in Figure 39.

OCUREMENT						Mr. Alsoa Kamogne Actricity Development Corporation
Retractions						
D Home	Recent Notific	ations Upcomi	ng Activities			
My Projects	Date 🍦	Project ID 🖕	Reference No 🛔	Agency \$	Description 👙	Process Step
Notifications	2614/07/15	P012345	PEMOR 60-1234	Ministry of Finance	Procurement Plan Reviewed with Corrections	Draft Eideing Document
曲 Agencies 図 Beports	2014/02/14	P055623	PE MOH-GO-1234	Port Royal State MOH	Document Submitted to World Bank for Review	Specific Procurement Notice
	2014/07/13	P121564	H, M0H-60-0022	Highland State MOH	World Bank No Objection Response	Bidding Documents as issued
	2014/07/12	P055623	P%:M0H-60-1234	Port Royal State MDH	Procurement Plan Submitted for Review	Amendments to Balting Documents
	2014/02/04	P121504	HL-M0H-00-0022	Highland State MCH	World Bank No Objection Response	Draft Bidding Document
	2014/06/23	P055623	PEMOH-GO-L/34	Fort Royal State MOH	Document Submitted to World Bank for Review	Finalization of Award
	2014/06/07	P121564	HL-M0H-00-0022	Highland State MOH	World Bank No Objection Response	Amendments to Bidding Documents

FIGURE 39: Project Dashboard - Notifications Screen

This display will list Activity data related to the query for Upcoming Events. Since the Dashboard display is across projects, the *Upcoming Events* display will need to be

processed properly for each project linked to the agency. If the user is for the Agency that is the PIU of the project, then the Upcoming Events section will show all events for all agencies for the projects where the agency is the PIU.

For Projects where the agency is not the PIU only events related to that agency will be generated. The data will be generated based on the Revised Plan date values for Activities. Those within 2 weeks (future dates) of the current date will be displayed in the list. This will be for all activities with a "Pending Implementation", "Under Implementation", "Under Review", or "Signed" status. The calculation will be based on the Estimated or Revised Dates for the Procurement Step.

If Any Estimated or Revised date for uncompleted steps is within 2 weeks of the current date then the activity details will appear in the list. Steps that are "Under Review", "Completed", "Approved", or "Cleared" are not considered. If date of step is past the current date (Eastern Time Zone UTC-05:00) then it no longer appears in the Upcoming Events.

The details displayed in order as follows:

Link	Rule
Date	The Revised Plan Date for the Step of the activity appearing in the table based on the selection above.
Project ID	The Project ID for the Activity data selected based on the selection above.
Reference No	The Reference Number of the Activity selected based on the selection above. This column will appear as a link and when clicked opens the Activity Details screen for the activity.
Agency	The Agency Name related to the Project and Activity selected based on the selection above.
Description	The Description of the activity selected based on the selection above.
Process Step	The Activity Step Description for the step related to the activity for the selection above.

# 3.8.1 Creating a Procurement Plan - Project Dashboard - Notifications Screen Functionality - Viewing More Recent Notifications

The *View More* display of *Recent Notifications* will display as shown below in Figure 40.

OCUREMENT						Mr. Aissa Kamegne Sty Development Corporation
NNING & TRACKING					LDC, Dears	ory Development Corporation
2 Home	Recent Notif	cations   Upcoming Activ	ities			
My Projects	Date	Netification	Status	Agency	Project ID.	Reference No.
A Notifications	2014/07/15	Procurement Plan Reviewed with Corrections	In Progress	Ministry of Finance	P012345	PR-MOH-SO-1284
n Agencies	2014/07/14	Document Submitted to World Bank for Review	Under Review	Port Royal State MCH	P055623	PR-MOH-G0-1234
	2014/07/13	World Bank No Objection Response	In progress	Highland State MOH	P121564	HL-M0H-60-0022
	2014/07/12	Procurement Plan Submitted for Review	Under Review	Port Royal State MCH	P055623	PR-MOH-GO-1234
	2014/67/04	World Barik No Objection Response	In progress	Highland State MOH	P121554	HL-MOH-60-0023
	2014/06/23	Document Submitted to World Bank for Review	Under Review	Pert Royal State MOH	P055423	PR-MOH-GO-1234
	2014/06/07	World Bank No Objection Response	In progress	Highland State MOH	P121564	HJ-M0H-60-0022

FIGURE 40: Project Dashboard -View More Display of Notifications Screen

The screen will be used for both Recent Notifications and Upcoming Activities. When called from the View More link of the Recent Notifications, it will default to the appropriate tab display. The Attributes from the Notifications will be displayed as listed above for the table columns. The Notification description appears as a link.

When clicked, it will open the notification in the appropriate page (Communication Log of Project) or (Activity Step Screen in Project Activity). The screen will be called, and the selected notification will open. The user can then take action from the notification by clicking the link in the Notification column.

This will take the user to the Communication Log for the Agency if it is a Plan notification, or will take the user to the Activity Step action record in the Review Actions section for the step if the notification is for a procurement step action.

The display will list notifications from the current date to two weeks prior (14 days).

## 3.8.2 Creating a Procurement Plan - Project Dashboard - Notifications Screen Functionality – Under Implementation Tab

The Under Implementation Tab will have the above column display. The data is queried based on the following criteria:

- The selection of the activity data will occur the same way as defined for the count data in Section 3.3 above.
- The selection needs to be made by project.

- If the Agency is a PIU to a project, then the selected activities from that project will be from all activities on the project regardless of which agency they are related to.
- If the agency is an IA for the project then the selection of activities for that project will be for those activities that are linked to the displayed agency.

For the *Under Implementation* tab - This will filter for only those activities where the Activity Process Status is "*Under Implementation*".

THE WORLD BANK	king for a North Fale of Poverty				1	English   Español   Françeis   Portagu
ROCUREMENT WANNA & TRACKING						Mc Alssa karnogne Development Corporation
Horse > Under Implementation	0					1
O nome	New 1	Modified Under Review	Under Implementation Process	Delays Review D	lelays	
My Projects	Project ID	vfeach 🛊	Reference No/ # Description	Category 👙	atethod \$	Current Step
A Notifications	P012345	Ministry of Reance	PR-MOH-GO-1284 Construction of 18 mile bridge across the river	quads	Rb5	Bid Submission/Opening/ Minutes
▲ Agentick 图 Reports	9055623	Port Royal State MOH	PR-MOH-ISC-1284 Unlimited supply of Cement, Greeze, of, bricks, woods ect for School building extention	Non Cossultant services	QCRS	Opening of Financial Proposals Minuces
	P123564	Highland State MOH	HL-MOH-50-0022 Contruction of a race circuit	Consultants	44P	Signed Contract
	P055623	Port Royal State M/OH	Steel plant contraction near the mainland china	Consultants	QCRS	Combined Evaluation Report and Draft Negotiated Contract
	9121564	Highland State MOH	HUMOH-SCI 0022 Trucks, Land digger, roadrollers, goods carrying vehicles act for an entire construction unit	Goodi	are.	Finalization of Award
	2055623	Port Royal State MOH	PR-MOH-6C-1286 Complete education material supply and place for students	Non Consultant services	QCRS	Evaluation of Sechnical Proposi
	P121564	Highland State MOH	HE-MCH-60-0022 High-rise hotel building construction near the sea with rooms facing the sea side	Consultants	QC85	Short List and Draft Request to Proposals

FIGURE 41: Project Dashboard –View More Display of Notifications Screen – Under Implementation

The below table identifies the data for the columns. The returned data is sort able for each column and there is pagination. Twenty records are displayed per page.

Column	Description
Project ID	The Project ID for the Activity data.
Agency	The Agency Name related to the Project and Activity selected based on the selection above.
Reference No/Description	The Reference Number and Description of the Activity selected based on the selection above. The Reference Number will appear on the first line in the column and the Description value will appear starting on the next line as in the display above. The Reference Number will appear as a link and when clicked, will open the Activity Details screen for the activity. Mouse over will show full description.
Review Type	The Review Type for the Activity data selected based on the selection above.
Category	The Procurement Category for the Activity data selected based on the selection

	above.
Method	This shows the Combination of the Method Code " - " Method Type values.
Current Step	This is the current active Step for the Activity. This step can be identified by selecting the next STEP CODE from the last completed/Approved/No Objected step in the process for each activity. Note that Amendment Steps and Termination Steps will not be included as part of the calculation, as they do not have planned dates. Even if users are adding documents/reviews for those steps they are not a normal sequenced step in the execution of the activity.

# 3.8.3 Creating a Procurement Plan - Project Dashboard - Notifications Screen Functionality – Process Delays / Review Delays Tab

The *Process Delays/Review Delays* Tab will have the above column display. The data will be queried based on the following criteria:

The selection of the activity data will occur the same way as defined for the count data in Section 3.3 above. The selection needs to be made by project. If the Agency is a PIU to a project, then the selected activities from that project will be from all activities on the project regardless of which agency they are related. If the agency is a IA for the project, then the selection of activities for that project will be for those activities that are linked to the displayed agency.

NNING & TRACKING					EDC, Electricity Develope	r. Aksa Kamogne mert Corporation
Home > Delays	Process Delays	Paulaus Dalaus				
My Projects	Project ID	Reference No 4	Agency &	Description +	Process Step	Plan Date 🗧
A Notifications	P012345	PR-MOH-GO-1234	Ministry of Finance	Procurement Plan Reviewed with Corrections	Draft Bidding Document	2014/07/15
Agencies Reports	1055623	FR-MOH-GO-1234	Port Royal State MOH	Document Submitted to World Bank for Review	Specific Procurement Notice	2014/07/14
	P123564	HL-MCH-SO-0022	Highland State MOH	World Bank No Objection Response	Bidding Documents as Issued	2014/07/13
	P055623	PR-MOH-GD-1234	Port Royal State MOH	Procurement Plan Submitted for Review	Amendments to Bidding Documents	2014/07/12
	P121564	HI-MCH-80-0022	Highland State MOH	World Bank No Objection Response	Draft Bidding Document	2014/07/04
	P055623	FR-MOH-GO-1234	Port Royal State MOH	Document Submitted to World Bank for Review	Finalization of Award	2014/06/23
	P121564	HL-MOH-60-0022	Highland State MOH	World Bank No Objection Response	Amendments to Bidding Documents	2014/06/07
					Showing 1 - 7 out of 7 Prev	1234

FIGURE 42: Project Dashboard –View More Display of Notifications Screen – Process Delays/Review Delays

The Process Delays tab - Will filter those activities where the Activity Process Status is "Under Implementation" or "Pending Implementation". For "Pending Implementation" activities, a Process Delay Status occurs if the Revised Plan Date for the first step has already passed. For "Under Implementation" for the Next Process Step of an activity, which is the next step after the last completed step (a completed step is either marked as completed/approved/cleared or has an Actual Date for the step) has a Revised Plan Date that is in the past. Note that Amendment Steps and Termination Steps are not included in the calculation, as these do not have planning dates.

**The Review Delays tab** - Will filter those activities where the Activity Process Status is "Under Review". If the current Document Submission is under review for a step in an activity, then for the step that is under review will need to calculate whether or not there is a review delay. The review delay calculation is based on the Review Level for the activity and based on the time period between when the Document Submission was made to the Bank from the Client and The Bank's Interim Response or No Objection. If there is a submission from the Client without a review response from the Bank and the numbers of days are beyond the business standard, then the activity is included in the review delay activities. The business standard for each review level is:

- APS Review 7 days
- APM Review 17 days
- OPRC Review 17 days

The table below identifies the data for the columns. The returned data will be sortable for each column, and there will be twenty (20) records displayed per page.

Column	Description
Project ID	The Project ID for the Activity data.
Reference No	The Reference Number of the Activity is selected based on the selection above. The Reference Number will appear as a link and when clicked opens the Activity Details screen for the activity
Agency	The Agency Name related to the Project and Activity selected based on the selection above.
Reference No Description	The Description of the Activity is selected based on the selection above. The Description value will show 2 lines of the description. A mouse over will show the full description.
Process Step	This is the step for the Activity for which the Process or Review delay is occurring. The name of the step is displayed.
Plan Date	This is the Revised Plan Date value for the Step of the Activity for which the Process or Review delay is occurring.

# 3.8.4 Creating a Procurement Plan - Project Dashboard - Project Details Page -Activities Summary

This section contains cross cutting data across all the projects listed by the user. The following rules define the criteria for pulling the data for each displayed attribute.

Column	Description
# of activities in # projects	The count of activities will count all activities for all the projects listed for the user. The count of projects will count all the projects listed for the user.
New	This will use the same count approach as the count of activities above but will only count those activities where the Activity Status is "New".
Modified	This will use the same count approach as the count of activities above but will only count those activities where the Activity Status is "Modified".
Under Review	This will use the same count approach as the count of activities above but will only count those activities where the Activity Process Status is "Under Review".
Under Implementation	This will use the same count approach as the count of activities above but will only count those activities where the Activity Process Status is "Under Implementation".

# 3.9 Create a General Procurement Notice -Project Details Screen

This section outlines the actions the Client user is required to take in creating the General Procurement Notice (GPN) after receiving a "No Objection" response from the Bank to the Client Procurement Plan.

However, the Client Project Details screen (Figure 43), and its different sections, will be described here first.

HE WORLD BANK Working to	a World Free of Powerty							English   Español   P	rançais ( Por	
STEP SYSTEMATIC TACK	NEOF URMENT						linistry of Public Worl	Mrs. Camille Daw and International Coope	nport ration	
Nome > My Projects > P999010	1 - Mar 1989 Anna 2010 Anna 2010 Anna 2010									
Hone	Project Detail	JEV1/0								
My Projects			Upcoming Events							
Project detail (P999010)										
Procurement Plan	Dute	Notification			Agency	Reference No.		1970 M		
Notifications	2014/07/20	Procurement Han Approved			Ministry of Public Works and PR-MDH-G0-1234 International Cooperation					
Agencies Reports	2014/07/34	Document Submitted to World Bank for Review			Ministry of Public Wor International Coopera	is and tion	PR-MOH-GO	-1234		
	2814/07/34	Document Bulanitted to W		Ministry of Public Works and PR:MOH. 60.1284 International Cooperation						
	General Procuremen	t Notice								
	Loan Details (US\$)									
	Agreement No	Amount	Disbursed Amount	Amount Paid	Approved Date	Effective	mess Date	Closing Date	nefate Activiti	
	IDA-99999	85,000,000	0	0	2008/05/24		2	2013/12/31	٥	
	Total	Total 85.000,005 0 0								
	Components (US\$)									
	Component	Amount Financed by Bunk	% Financed	Counterpart Amount	Total Amount	Commit	ted Amount	Amount Paid	Felate Activiti	
	Community Inhastructure	1,520,000	83	500,090	1,820,000		a	٥	1	
	Bridge Reconstruction and Widening	25,600,000	80	8,000,010	33,000,000		0	0	1	
	Technical Assistance	80,000	90	250,000	330.000		0	0	1	
	Project Management	80,000	90	250,000	330,000		0	0	1	
	Total	264,800,00		9000.000	1,050,000		0	0		
	Total 264,800,00 9000,000 1,056000 0 0									
	Procurement Catego								7/2/025	
	Cabegory	Amcunt Financed by Bank	ts Financed	Counterpart Amount	Total Amount	Co	mmitted Amount	Amount Paid	Relater Activitie	
	Goods		0 0	0		0	20	o 0	0	
	Consultants		٥							
	Non-Consulting Services		0							
	Works									
	Non Procurable Categorie	s (117)								
	Operating Costs	100,	000 50	100,000	200	.000	100,000	50,000		
	Training	70,0	70 70	35,000	200	100	90,000	50,000		
	Transfers	150,0	000 75	58,000	200	,300	80,000	40,000		
	Unallocated	45,0	00 000	5,000	50	000	7,000	3,000		
	Total	365.0	000 66	185.000	550		277,001	143,000		

FIGURE 43: Client Project Details screen

# 3.9.1 Create a General Procurement Notice -Project Details Screen - Recent Notifications

The Recent Notifications Section is shown below in Figure 44.

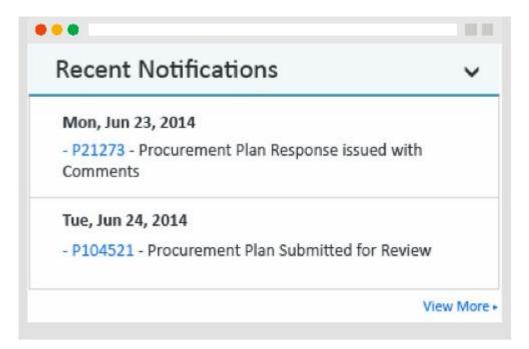


FIGURE 44: Project Details screen - Recent Notifications Project Details

The *Recent Notifications* section list notification communications that have been sent between the Bank/Client or STEP/Client. The notifications are for Plan submissions and reviews, Document submissions and reviews, Notice submissions and reviews, and for system notifications to the Agency users.

In the display, the notification itself will appear as a link rather than the Project ID as displayed. The link will open the notification in the communication log screen, or if related to an activity step, open up the step screen and notification communication in the Review Actions section.

If the user is for the Agency that is the PIU of the project, then the Notifications section will show all notifications for all agencies for the projects where the agency is the PIU. For Projects where the agency is not the PIU only notifications related to that agency will be generated.

The display will show the most recent 5 notifications.

Clicking on the View More opens up the Notifications Screen for viewing all notifications.

# 3.9.2 Create a General Procurement Notice -Project Details Screen – General Procurement Notice

This section will have data once the GPN is sent to the Bank for No Objection. When the GPN is sent for No Objection, then the GPN can only be accessed from the *View Notice* functionality shown below in Figure 45.

	or a World Free of Paverty					Español   Français   Po dr. Alssa Kanmegne	
NNING & TRACKING Home > My Projects > P104556					EDC, Electricity Develo	spment Corporation	
Home My Projects Project detail (P104436)	Project Detail 🚠 Project OM-Eingy Sector Development SL (F740 Recent Notifications Upcoming Events						
	Date	Notification		Аделку	Reference No.		
Notifications	2014/07/01 Recuest GPN Review			Electricity Development Corporation	n		
Agendes General Procurement Notice Reports							
	Last updated by	Agency	Statu	•	Date	View	
	Mr. Aissa Kanmogne	Electricity Development Corporation	Under	Roview	2014/07/01	9	

FIGURE 45: Client Project Details screen - General Procurement Notice



## 3.10 GPN Procurement Notice Review Functionality - Client View

The Review Actions section is displayed on the screen after sending to the Bank. All review requests and responses will be displayed in the review actions sections for each send and response for the history of the GPN Notice. The displayed details will be for the current notice being reviewed or edited. Below the Review Actions the Recall Review button is displayed (Figure 46).

•					100.00				
THE WORLD BANK Working				English I Eso	añoi I François I Portugal				
NING & TRACKING				Mr. Ave LDC, Electricity Development	a Cannogae Corporation				
Harme > Kily Nogents > 01214,154 > 056	curveent Ran S Arthony > Step				[1				
C	Project Detail				4 Bac				
Home My Projects	Project : CM-Energy Sector Developm	went SE. (FY14)			Communication log				
Project datail (P108456)	General Procurement Notice								
Procurement Plan	General Information				v				
Notifications									
n Agencies	Langrage of Notice								
B Reports	tnglish								
	Detailed information for A	dvertisement			~				
			REPUBLIC OF KENYA						
		MINISTRY O	FEMIRONMENT, WATER AND NATURAL RESOURCES						
		KENYAWAT	TER SECURITY AND CLIMATE RESILIENCE PROJECT						
			INVITATION FOR BIDS						
	Project ID No. P117635								
	The Covernment of Karya has applied for financing from fix Workd Bank toward the out of the Karya Water Socurity and Chinakhealanden Degami (CWRCCDP). Korya Water Socurity and Cristed Reindland: Index Financia Marcol Reindland (CMRCR): The Covernmentated Implement financia or apply part of the proceeds to payments for goods,works, related services and consulting services to be procised.								
	The project development objectives of KNSCRP-1 are to: (i) increase availability and poductivity of orgation water for project beneficiaries; and (ii) enhance the institutional transverst and strengthen capacity for water security and climate resilience for the county.								
	Co-financing under KWSCRP-1 hostene requested from the German Development Bank (KM) for Leven Nocia Infigation Scheme Phase 1 (refer balow). The Co-financing/optement for the Lower Nace in rigition Scheme Phase. To expected to be officeive by December 31, 2013.								
	The project all all advices there index components supporting the project development/dependine (i) water resources development, (ii) effective water sector institutions, and (iii) in the entitiest operation of the schema (as well as the programs) and its programs) and the project development of the schema (iii) is a more sector institution of the schema (as well as the programs) and the schema (iii) is a more sector institution of the schema (iii) is a more sector institution of the schema (iii) is a more schema (iiii) is a more schema (iii) is a more schema								
	Composent 2 will support the current sector institutors, as well ashe preparation, implementation and full functioning of the new and proposed legal and institutional framework results of tom alignments with the/controls of Kerya 2016. If well alies support instiguates are paticipatory taxerplanning, including developing the sequale institutional framework building equality and institutional patienables in teleforwater transparant and patients. The second and exist of the environment the environment tere environment tere and and legal/ammonth to sublicate) advances Kerya's valit valies each or invertient program in order to activize valit re-early and elimiterselence. To this end, Component 2 existed the size components, 0 is built of the order of the component of the second and the size of the second and the second								
	Component 3 will support (Hat is, prior to thelearch vehicles), equipment (e.g. These responsibilities incl	the establishment of the PNU to provide of the reforms, during thetransition, and computers), staff, consultant services, t use project management and coordinate	Intelfactive project implementation through the completion of during the post relevance period. Specifically, this completion of travel, training andoperating costs that will allow the PAU to car and the and the account and account of the PAU to car allogic project communications and surreach.	the KWSCEP.1 and theraphrat the referencested					
	Contact Information on Ar	lvertisement			v				
	Name Mr. Aissa Kanmiese		Organization / Department EDC, Electricity Development Corporation						
	Tele		Address						
	Manager		Electricity Development Corporation 123 S, Kingulat Are, Nairobi 2104						
	Phone #510-550-5412								
	Emai		Country Kenya						
	alsikan@gmall.com		Web Address						
	Fax 115-564-5478		www.besyaclectricitydev.org						
	Review Actions				v				
	Action Performed by	Action	Date & Time	Status	Message				
	Aissa Kennvigne	Request GPM Review	2014/11/04 11:14 AM	Sent					

FIGURE 46: Recall Review of GPN

This button is only available after sending the Procurement Plan for review by the Bank and if no review has yet been performed by the Bank. If Bank Staff have initiated/submitted review correspondences then the Recall Review button will no longer be available to the Client. The Client would need to request the Bank to Cancel the review if the Bank has begun the review process. The Action/ Notification for the Recall Review is "General Procurement Notice Submission Recalled". Also see table of actions/responses email section below.

The Client cannot edit the notice while being reviewed by the Bank. When in view mode the full text of the notice appears in the Full Official Text of the Notice. Notifications appear in the Notification's Section for the Project/Dashboard,

Communications Log, and in the Review Actions section of the GPN in both Client and Bank Screens.

## Table of Actions / Responses Section

The below table documents the Actions/Responses for General Procurement Notices.

Scenario	Statuses	Email Setup
GPN Submitted to Bank by PIU/IA	Email	To: TTL Cc: Submitting Agency Users, PIU Users (if applicable/necessary), Bank Team Members
<b>Button:</b> 'Submit to Bank'		Subject: GPN: <agency name=""> has submitted the General Procurement Notice for <project id=""> - <project name=""> for Review</project></project></agency>
		Email Body: <submitting name="" user=""> - <agency Name&gt; has submitted the GPN for <project id="">- <project name=""> for review.</project></project></agency </submitting>
		<links (client="" bank)="" gpn="" notice="" screen="" to="" view=""></links>
		<text be="" by="" submitting="" the="" to="" typed="" user=""></text>
	Recent Notifications	Request General Procurement Notice Review
	Communication Log - Action	Request General Procurement Notice Review
	Communication Log - Status	PIU Users - Sent, IA Users - Sent, Bank Users – Received