



# UMZIMVUBU

— LOCAL MUNICIPALITY —

<b>Document Name</b>	LED Project Development Procedure Manual
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<b>Last Amended</b>	Not Applicable

## TABLE OF CONTENTS

CONTENT	PAGE NUMBER
1. Preamble	3
2. Objectives	3
3. Scope	3
4. Policy attributes	4
5. Designated Structure to approve, adjust and review of the procedure manual	4
6. Administration of the procedure manual Policy	5
7. Commencement of the procedure manual	5
8. Permanent / temporary waiver of this procedure manual	5
9. Suspension of this procedure manual	5

## **1. PREAMBLE**

- 1.1 The Local Economic Project Development Policy of the Umzimvubu Municipality is founded on the shared economic vision for the area – a diverse and resilient economy, able to exploit the competitive advantages of the municipality while building appropriate skills.
- 1.2 This procedure manual recognizes the important role that local economic development projects play in growing the local economy, creating sustainable jobs and contributing towards poverty alleviation in Umzimvubu Municipality.
- 1.3 This procedure manual is informed by and aligned to the national, provincial and district project development framework on economic development and growth, as well as specific needs and opportunities in the local environment of Umzimvubu.

## **2. PURPOSE**

- 2.1 The purpose of this procedure manual is to present a project development procedure which can serve as a guideline to establish, promote, support and facilitate the creation of an enabling environment to support the development and growth of a vibrant and sustainable projects at Umzimvubu.
  - 2.1.1 The policy specifically seeks to achieve the following:
    - 2.1.2 To encourage the culture of entrepreneurship
    - 2.1.3 To improve access to business information
    - 2.2.3 To facilitate access to skills training and support
    - 2.1.4 To improve access to appropriate infrastructure and services
    - 2.1.5 To improve access to markets and business opportunities

## **3. OBJECTIVES**

- 3.1 The proposals contained in this LED Project Development Procedure Manual document are aimed at introducing sufficient measures for the support and development of aspiring, new and established LED projects that are physically located within the Umzimvubu municipal area of jurisdiction.

- 3.2 To ensure that those projects are fit for their respective intended purposes; and to ensure that they serve the communities in a cost effective and efficient manner.
- 3.3 Strengthen Local SMME Development and Support System
- 3.4 Facilitating Access to Research and Information
- 3.5 Facilitating Access to Markets
- 3.6 Facilitating Access to Finance
- 3.7 Facilitating Access to Land and Physical Infrastructure
- 3.8 Facilitating Access to Training
- 3.9 Providing Strategic Sector Support

#### **4. PROCEDURE MANUAL ATTRIBUTES**

##### 4.1 The Umzimvubu Municipality shall

- 4.1.1 Develop a Project Development Procedure Manual that will assist in the management of projects from initiating, planning, execution, control and closing stages.
- 4.1.2 Facilitate the establishment of an effective project support system to ensure easier access to funding, business information, advice, training, technology and market opportunities.
- 4.1.3 Share information about relevant support from Development Financial Institutions (National, Provincial and Regional levels), Commercial Funding Organizations, Enterprise Development Organizations government, Small Enterprise Development Agency (SEDA), Khula Enterprise Finance (KEF) and



## **5.1. Initiating Phase**

The first part of developing a successful project is to make sure that the municipality and project beneficiaries are entirely sure of everything that needs to be done and have a clear objectives of the project — after all, how can it be successful if you don't know exactly what the desired outcome is.

It is also important to determine how to measure project progress, and what milestones are to be reached, as this will assist in checking on progress and keep your team motivate.

Planning phase involves the following processes:

- What are the objectives of the project
- Who is to be involved, stakeholder identification
- What are the project costs
- Identification of project outcomes

## **5.2 Planning Phase**

This is probably the most important part of the whole process. Planning includes organizing what will be done, when and by whom. It needs to be detailed and well thought out to ensure that nothing is missed, carrying out risk assessments and making sure that everyone has what they need to be able to do the tasks that are required of them.

It is at this stage when it is necessary to look at detailed and realistic costing, timelines, risk analysis, resourcing and communication systems.

Planning also involves the following processes:

- Development of Terms of Reference or Concept Note
- Establishment of Project Specifications

## **5.3. Execution Phase**

After the project is properly planned, execution phase starts. It is very imperative to make sure that we stick to your plans as closely as possible, and have a communication hub where stakeholders can collaborate on progress — like a project management committee.

Execution also involves the following processes:

- Signing of Requisition Forms
- Issuing of Purchase Orders or Appointment Letters
- Delivering of Goods and Services
- Signing of Delivery Notes
- Payment of Invoices

## **5.4 Control Phase**

Control needs to be carried out during the execution stage. This is where there is a need to ensure that the plan is kept to as closely as possible and that there is regular monitoring to ensure that the project doesn't spin out of control.

Control also involves the following processes:

- Project Visits by LED Officers weekly, bi-weekly or monthly
- Preparation of progress reports for Management Committee
- Project financial controls, monitoring of project expenditure against actual budget
- Determination of skills gap and provision of skills to project beneficiaries

## **5.5 Closing Phase**

Once that the project is finished, it is recommended that a closing report be written, giving a summary of the project, how well we managed to keep to the plan, any changes that you had to make and why, and what we would do differently if we were to carry it out again. This is helpful for the future planning of projects and helping to make the next one even more successful.

The key to completing a successful project is all about the planning, and any help that you can get in this process can make all of the difference.

Closing the project involves the following processes:

- Evaluation of project outcomes against project inputs
- Determination of project expectation
- Compilation of project closing report
- Project hand-over to beneficiaries

## **6. DESIGNATED STRUCTURE TO APPROVE, ADJUST AND IMPROVE THE POLICY**

The LED Standing Committee shall have the authority to recommend to the Council the approval of an LED project development procedure manual.

It is the Council that will provide the final approval of all adjustments and improvements to the policy.

## **7. ADMINISTRATION OF THIS POLICY**

The LED project development procedure manual shall be the primary responsibility of the Local Economic Development Unit of the Umzimvubu Municipality.

The Municipal Manager with the assistance of the LED Manager shall ensure that

the LED project development procedure manual is implemented, managed and monitored appropriately.

## 8. COMMENCEMENT OF THE POLICY

Unless otherwise stated this procedure manual shall commence on the date of the adoption of this procedure manual by a sitting of a full Council.

## 9. PERMANENT / TEMPORARY WAIVER OF THIS POLICY

9.1 This LED project development procedure manual may be wholly waived by the Municipal Council on temporary or permanent basis.

9.2 Notwithstanding clause 6.1 the Accounting Officer may under the circumstances of emergency temporarily waive this policy subject to reporting of such waiver to Council

## 10. SUSPENSION OF THIS POLICY

10.1 This LED project development procedure manual may be repealed by the Council

10.2 This LED project development procedure manual may be suspended by the Council

## APPROVAL OF THE POLICY

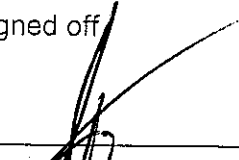
The Municipal Council has approved this policy and amendments thereof.

## AUTHENTICATION

The amendments of the policy and or the new policy was adopted by the Council on the 29-01-2021

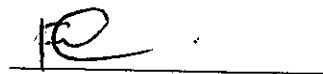
As per Council Resolution number ULMC.359/2020/2021

Signed off

  
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Mr. G.P.C. Nota

Municipal Manager

  
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Cllr. N.F Ngonyolo

Speaker of the Council