



# **ASSOCIATION OF FEDERAL GOVERNMENT COLLEGE ENUGU ALUMNI AMERICAS, INC.**

**(AFGCEAA) A 501(C)(3) NON PROFIT CORPORATION**  
1521 Concord Pike Ste 303, Wilmington, DE 19803-3644  
web: <http://fgcealumni.org> / email: [executivecouncil@fgcealumni.org](mailto:executivecouncil@fgcealumni.org)

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## **AFGCEAA PROJECT IMPLEMENTATION COMMITTEE TERMS OF REFERENCE 2015/2016**

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### **1. Terms of Reference**

- a. The current Project Selection Committee will evolve into the Project Implementation Committee (PIC) - Chaired by AFGCEAA Vice President (Maureen Obiofuma)
- b. The Executive Council shall formally inaugurate the PIC, and kick off work in September 2015 with a delivery date of June 2016
- c. The committee will inject additional skills sets required to effectively execute and track the project performance. These additional skills sets will complement those of current Project Selection Committee members to ensure transparent and successful implementations with appropriate accountabilities, checks and balances.
- d. The proposed recommended additions to the team are as follows:
  - i. Two Project Managers (each assigned to 2 projects )
  - ii. Two Architects (each assigned to 2 projects)
  - iii. One Accountant to keep the books and reconcile receipts and payments
  - iv. One Legal person (Nigerian based) to provide legal services locally as needed in consultation with our legal counsel. Also will investigate and procure building permits (if any) required
  - v. Four Engineers (one for each Project)
- e. A Project Steering Committee (PSC) chaired by the President, should be formed comprising:
  - i. Some members of Board
  - ii. Some members of Executive Team
- f. The steering committee is the sponsor and will have oversight responsibilities. All modalities for accountabilities, remittance of funds, drawdown of funds, payment of contractors, etc. shall come under the jurisdiction of the Project Steering Committee.
- g. The steering committee will also have responsibility for keeping the board and alumni body abreast of project status.
- h. The Legal counsel as part of the Project Steering Committee shall oversee any contracts entered with vendors on behalf of AFGCEAA, and recommend changes to ensure legal protection for the Association.
- i. Each project will have a project charter that will detail objectives, scope of work including technical drawings and specifications, criteria for project acceptance, including Key Success Factors etc.



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- j. Project Charter will provide a basis for the Requests for Proposals, and for assessing Vendor bids.
- k. The project charter will include a project plan with clear milestones, estimated costs, timeline, risk and issue mitigation strategies etc.
- l. The PIC will meet monthly with the Project Steering Committee to discuss project status, and as needed to address any pressing issues that pose a risk to the delivery schedule.

## **2. Committee Objectives & Modalities**

- a. Develop four project charter documents (one for each project) to document Project Goals, Scope of Work, Key Stakeholders, Project Deliverables and Milestones, Budget, Constraints, Assumptions, Risks and Dependencies.
- b. Each project charter shall be presented to the PSC for approval by the PSC. Approved Project Charters will be used as terms of reference to send out Requests for Proposals
- c. Each Project Charter shall include as a minimum:
  - i. Project Scope
    - Goals & Objectives
  - ii. Critical Success Factors.
  - iii. Assumptions
  - iv. Impacted Areas
  - v. Project Risks and Mitigation plans
  - vi. Approach and Methodology
    - Technical Design
    - Architecture Drawings
    - Detailed Design Drawings
  - vii. Major Project Milestones
- d. Requests for Proposals will be sent out based on the scope and performance expectations set out in the Project Charter
- e. Vendor qualifications will be based on the following criteria:
  - i. Assessment of the effectiveness of the technical solution proposed
  - ii. Cost effectiveness of solution proposed
  - iii. Reputation of vendor
  - iv. Past work done and references
  - v. As well as other technical criteria outlined by our technical subject matter experts (SMEs)



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- f. A shortlist of 3-4 vendors for each project will be invited from the pool that submitted bids, to make an oral presentation to the team via conference call.
- g. Using established criteria and assigned weightings, the committee will recommend to the PSC two vendors that best meet our criteria for success.
- h. The Project Steering Committee will approve/reject vendors recommended by the PIC through an up or down vote.
- i. Upon approval, each successful vendor will enter into a contract with AFGCEAA, where a performance bond will be required of them.
- j. Tenders shall separate project funding between Materials and Labour. No advance payment will be offered for labour. This will be paid based on satisfactory completion of each milestone.
- k. A bill of material may be tendered in accordance with the proposal approved, and funds disbursed to acquire materials for the work.
- l. Each contractor shall work to take advantage of the small window of opportunity presented by the short dry season. Work must begin in earnest before rainy season with ample time to complete the projects on time with minimal disruptions.
- m. Approvals for funding and start of subsequent phases will be based on satisfactory completion of assigned work under each phase, and adoption by the PSC as successfully completed.