4T01

Project Steering Committee Mandate

This document outlines the roles and responsibilities of the project level stakeholders and in particular the mandate of the Project Steering Committee where this is appropriate for a community based project.

#### 1. Roles and Responsibilities of Project Level Stakeholders

***1.1 Programme Implementing Agents (IA)*** – are responsible for implementing the programme including identification of suitable projects, obtaining approval of projects, contracting with project managers and contractors, financial administration, reporting and ensuring quality and sustainability of the assets created. The IA will ultimately own and maintain the facilities, unless the facilities will be transferred to another stakeholder. In such cases where the facilities will be transferred on, the IA is required to obtain approval from the receiving organization that the organization is prepared to accept the assets and take responsibility for ongoing operation and maintenance in the future.

***1.2 Project Manager (PM)*** – is accountable to the IA and is responsible for facilitating the project, carrying out the design as well as contract administration and quality control of the contractors work, ensuring that the targets are met and the employment data is reported.

***1.3 Contractor*** – is responsible for construction of the project including construction management, employment of a community workforce, materials procurement and quality assurance, is responsible for training community labour in construction techniques and reporting employment data.

***1.4 Project Steering Committee (PSC)*** – established through facilitation by the PM. The PM is responsible for identifying the community needs, endorsing the proposed project, identifying the community workforce, assisting with community liaison and conflict resolution, and review of construction progress. The PSC comprises ……………….[[1]](#footnote-1). The PSC decides on who will chair the PSC meetings.

**2. Project Steering Committee Mandate**

The key role of the project steering committee is to oversee the planning and construction.

Within the planning phase the project steering committee does the following:

* Ensures that the planned project meets the community needs within the funds available i.e. the planned project is what the community wants and can afford within the funding available;
* Ensures that the construction skills within the community are identified as well as the people most in need of employment i.e. the poorest of the poor within the community;
* Ensures that the planning process is carried out satisfactorily;
* Approves the project business plan;
* Liaises with the community regarding progress and issues which concern the community.

During the construction phase the project steering committee does the following:

* Ensures that the contractor has employed people from the community labour list;
* Assists with dispute resolution should disputes arise;
* Reviews progress and quality;
* Reviews that the contractor is achieving the targets set for the programme.

**NOTE:** Members of the project steering committee are required to volunteer their time and involvement, and will NOT BE PAID for their services. Should a member of the project steering committee wish to be employed during the implementation of the project then that person must immediately resign from the committee so that there is not a conflict in interest.

1. Insert as appropriate the Project Manager, IA representative, Local Municipality representative, community representatives, traditional authorities and any other appropriate local stakeholders [↑](#footnote-ref-1)