ICT Spend Control Process

RISA has developed the new spend control process to improve ICT Needs Planning and be able to measure ICT investment and benefits on ICT Solutions that are acquired in every Financial Year.

The new spend control process has been mapped and can be accessed here: ICT needs Spend control process and Calendar

- Elements to consider when Developing ICT solutions
- ICT Needs Planning Process
- Engagement with RISA and other stakeholders
- Access to Spend Control guidelines and ICT Needs Planning Template (links to website/portal)
- How to submit ICT plans
- Documents you need to have when submitting your ICT needs planning template
- ICT Spend Control Governance
- ICT Spend Control Calendar

Elements to consider when Developing ICT solutions

- Institutions and sectors should first identify gaps that need to be solved with the help of ICT solutions based on the latest technologies available.
- Develop collaboration and Partnership with National and international centers of excellence that do research in the ICT domain.
- Identify innovative solutions based on best practices and success stories by benchmarking on the global market.
- Institutions are encouraged to produce home based ICT solutions
- Systems/ Software with high confidentiality and sensitive data to be developed by QT Software Limited and Software/Systems with Low confidentiality and non-sensitive data to be developed by Sector in-house team (Senior Developers and Developers).

ICT Needs Planning Process

- At the beginning of August of every Financial Year, institutional Planners in collaboration with digitalization office leaders will share the updated ICT Planning template and Spend Control guidance to the user departments to collect ICT wish list solutions, analyze them and come up with tangible projects that can be considered in their plans.
- Schedule institutional Spend Control committee meeting chaired by CDO/Business Analyst/DG/Sector Strategic Planning Specialist to agree on the projects that fulfill requirements based on the institutional Priorities and Innovative solutions that can be applied within the institutions.
- Schedule Sector Spend Control committee meeting to analyze priority projects across the sector and pre-approve projects that should be submitted to RISA and MINECOFIN to seek final approval.
- RISA shall organize consultation workshops with sectors to assess ICT Needs based on Sector Strategic Priorities, National ICT strategies and High Level decisions (Presidential pledges, Resolutions from National retreat and dialogues).
- ICT Projects that are supported by Development Partners (DPs) should have required project documents (Technical requirements, Business Requirement Specifications, System Requirements Specifications, Terms of Reference, Concept Note or Feasibility Study reports) approved by Sector Digitalization Leaders (CDOs/Business Analysts/Senior Developers or DGs).
- Sector digitalization leaders shall schedule meetings with Development Partners that support sector ICT projects to ensure alignment with planning requirements and guidelines.

Engagement with RISA and other stakeholders

During the ICT Needs planning process, institutions are advised to involve RISA Spend control team, other Institutions within the same sector and Development Partners at an early stage to avoid any duplication of ICT initiatives to ensure proper planning alignment within the sector. Also, institutions should collaborate with RISA during the assurance and benefits/impact realization stage.

Access to Spend Control guidelines and ICT Needs Planning Template (links to website/portal)

Spend Control guidelines and ICT Planning template can be accessible through different platforms as follows:

- RISA Website
- Ministry of Finance and Economic Planning website as an Annex in the First Planning and Budgeting Call Circular (PBCC1).

How to submit ICT plans

The properly filled in ICT Planning templates will be submitted to RISA through this link.

To collect early stage inputs from RISA Spend Control team and after incorporating feedback, the final planning template will be submitted to government enterprise repository portal.

Documents you need to have when submitting your ICT needs planning template

Depending on the nature of the ICT Project, the institution is required to submit the supporting documents along with the completed planning templates. Therefore, RISA would expect to see the following documents as listed below:

If New projects valued below one million USD are qualified as “Small projects” one of the following documents is needed.

Concept Note

Key components:

- Situation assessment and identification of possible alternative solutions
- Logical framework outlining the Project’s result chain through presentation of overall objective (impact), specific objectives (outcome(s)), outputs, and activity matrix with details on means (resource inputs) and costs.
- Justification of the selected technical option,
- Conceptual solution for the selected option,
- Detailed budget estimates for the project,
- Basic implementation plan, milestones,
- Identification of Funding and Cost Recovery Options,
- Project’s Socio-Economic Impact,
- Justification in relation to the National Planning Framework
- Conceptual Study

Terms of reference

Key components:

1. project background,
2. project objectives,
3. Issues to be explored and analyzed against certain criteria,
4. implementation methodology,
5. Expertise required,
6. reporting requirements,
7. work plan including activity schedule.

Technical Assessment report

(i.e. Institutional network renovation, Installation of new ICT infrastructure like 4GLTE, fiber optic deployment, etc.)

Key components:

1. executive summary,
2. scope and content,
3. general findings,
4. general recommendations,
5. proposed solutions,
6. estimate budget,
7. conclusion.

If New projects valued above one million USD but below 15 million USD in investment is considered as “Medium projects” the following documents are needed

Feasibility study

Key components:

1. description of the context,
2. definition of objectives and logic of the intervention,
3. identification of the project,
4. demand and option analysis,
5. environmental and social considerations, including Environmental and Social Impact Assessments,
6. technical design and cost estimates,
7. plan for implementation and - if applicable - operation of the project,
8. financial, economic and sensitivity analysis,
9. risk analysis,
10. conclusions and recommendations.)

The validated feasibility study should be submitted along with ICT Needs planning template.

All supporting documents should be approved by the Chief Budget Managers of the institutions that are submitting projects

ICT Spend Control Governance

To improve ICT Needs planning, monitor the implementation of the funded ICT Projects as well as measuring benefits/impact, spend control teams have been established at different levels as follows:

Ministry Level:

CDO/Business Analyst, Sector strategic planning specialist, Statistician, Sector Strategic Monitoring and Evaluation Specialist.

Institutional level:

Director of ICT/DG/CIO, Planning M&E Officer, ICT Help Desk Officer, Statistician (where applicable)

District Level:

Network and System Administrator, Director of Planning, Planning, M&E officer, Statistician.

MINICT

Public Sector Digitization Analyst, Future planning Directorate General (Sector strategic planning specialist, Sector M&E Specialist, Statistician)

RISA

COSO and CTO, Division Managers, Analysts, Principal DevOps Engineer, Sector focal Person from Divisions, Sector technical working group members.

Roles and Responsibilities of ICT Spend control members

S/N	Institution	Position	Roles and responsi
1.	**MINICT**	Public Sector Digitization Analyst	Provide guidance a digitalization journ collaboration with CDO's office. Support the implen e-Government proj
2.		Sector strategic planning specialist	Ensure that sectors plans are aligned w • National ICT strategies, • Spend contro guidelines, • Sector digital transformatic blueprint • Sector strate plans

3.	Sector M&E Specialist	Collect, consolidate and analyze periodic performance reports and propose recommendations for improved spend control Service delivery	
4.	Statistician	• Collecting, analyzing, and interpreting data related to ICT spend control.	

			• Communicatir findings to sector stakeholders.
5.	**RISA**	COSO and CTO	• Coordinate administrativ technical spe control activi across the G • Guide sector CDO's office government policies, strat and program related to nat ICT spend co
6.		Division Managers	• Lead the spe control consultation workshop • Visibility of se project implementat • Advise on sec projects implementati

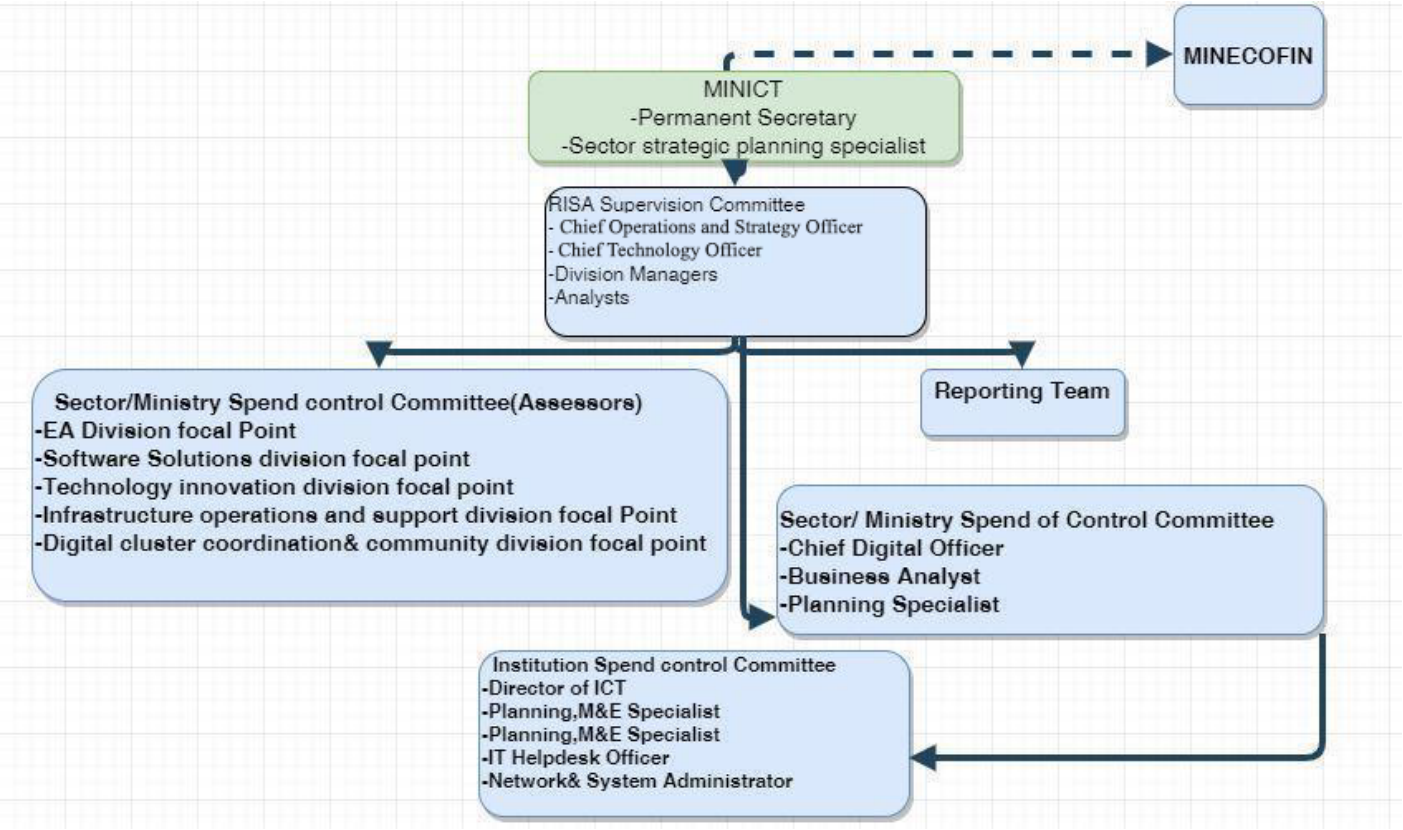
7.	Analysts/Principals	• Assess and Advise the spend control submitted support documents (SRS and feasibility studies). • Participate in the selection of any requirements documentation software solutions that GoR may opt to use, bearing in mind emerging technologies and future trends. • Analyze and consolidate the final ICT consultation workshop report.
8.	Sector focal point from Divisions	• Collaborate with the sector'CDO office to identify and align on key priority projects to be considered during ICT Planning. • Participate on the ICT consultation workshop. • Assess and Advise on the spend control submitted template. • Compile the sector spend control report.

9.	**Line Ministry level**	CDO/Business Analyst	• Coordinate a Present the s control activi across the se • Align with the sector strate documents, c transformatic blueprints an innovative solutions witl sector. • Coordinate a conduct spen control user research.
10		Sector strategic planning specialist	• Develop relev tools for the preparation c Institutions

			strategic medium plan, and action pl
11		Sector Strategic Monitoring and Evaluation Specialist	Collect, consolic analyze performance rep propose recomr for improved spe Service delivery
12	**Affiliated institutions/ Agencies**	IT Help Desk Officer	• Work closely CDO's office identify institutional I needs. • Filling ICT ne planning tem
13		Director of ICT or DG or CIO	Coordinate and Pr spend control acti the sector.

14	Planning M&E Officer	Work closely with CDO's office in institutional ICT needs and projects planning.	
15	**District**	Director of Planning	Develops the Institution's in collaboration wit departments • Sets the annu plans for all t department • Sets the stra planning ses and follows u their implementat
16		Network and System Administrator	Advise on the ICT I the district needs t
17		Planning officer/M&E officer	Work closely wi office in institutional ICT ne projects planning.

General ICT Spend Control Governance Structure


MINECOFIN
MINICT
-Permanent Secretary
-Sector strategic planning specialist
RISA Supervision Committee
- Chief Operations and Strategy Officer
- Chief Technology Officer
-Division Managers
-Analysts
Sector/Ministry Spend control Committee(Assessors)
-EA Division focal Point
-Software Solutions division focal point
-Technology innovation division focal point
-Infrastructure operations and support division focal Point
-Digital cluster coordination& community division focal point
Reporting Team
Sector/ Ministry Spend of Control Committee
-Chief Digital Officer
-Business Analyst
-Planning Specialist
Institution Spend control Committee
-Director of ICT
-Planning,M&E Specialist
-Planning,M&E Specialist
-IT Helpdesk Officer
-Network& System Administrator

ICT Spend Control Calendar

Due to the fact that the current ICT needs planning period is not enough, it has been found important to develop an ICT Spend control calendar that can allow early planning and be able to comply with MINECOFIN calendar. This calendar sets out key dates from August to December showing when to start planning, consultations workshops and submission of plans.

To access ICT Spend Control Calendar, please click on the link.