

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

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