

**TECHNICAL ASSISTANCE TO THE  
PUBLIC WORKS DEPARTMENT  
EDF PROJECT # 9.ACP.VA.02 – PWD MAINTENANCE TRAINING PROJECT**

Site visit report to Malekula

19- 20 February 2007

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## Content

1	Dates and agenda.....	1
2	Meeting with DPM .....	1
2.1	Attendance.....	1
2.2	Notes.....	2
3	Site visit.....	2
3.1	Lambumbu Wharf.....	2
3.2	Litslits Wharf.....	2
4	Working session with Works division engineer and foreman.....	3
4.1	Surveys.....	3
4.2	Procedure to commit the funds and sign the contracts.....	5
4.3	Control of works.....	5
5	Review of Malampa's division budget.....	5

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## 1 Dates and agenda

Mission of Kency Yosef, chief of operation section, André Iatipu, project Imprest Administrator, Toumet Carlo, Project accountant, and Luc Grandjean, TA to PWD.

- 19/02/2007 : landing Norsup at 8.00 am, meeting with Hon. DPM and Minister of Foreign Affairs, site visit and working session with Works division staff.
- 20/02/2007 : take off at 7.30

## 2 Meeting with DPM

### 2.1 Attendance

For Ministry of Foreign Affairs : Hon. Minister , Victor Rory, Didier Slachmuylders

For Malampa province : Palan (planner), Gaston Rory ( ) ,

For Works division : Jimmy Johnson, Kate Johnson,

For PWD : Kency Yosef, André Iatipu, Toumet Calro, Luc Grandjean

His excellency Greger Widgren, Sweden Ambassador.

## **2.2 Notes**

Minister wishes to encourage collaboration between projects (MTP POPACA, MCA, cocoa plantation, ...) in order to boost the development process and wishes to open new areas to development. In particular, the region south of Lambumbu, should be made accessible by road.

Funds for same are not available, funds are already not enough to maintain and rehabilitate the existing network but the idea of opening a new road towards South West Bay should be investigated. Technical assistant to NAO suggest to fund a feasibility study on existing funds, to look for the potential of this region and the best way to have access to the region.

There are several road projects in the GI list, waiting for funding.

## **3 Site visit**

The delegation progress from the meeting to site visits, leaving 14h00 for Lambumbu area. The areas visited are fourfold:

1. Cocoa fermentation and drying shed and the size grading and storage area.
2. Top-up newly built double classroom (funded under Euvert programme)
3. New Vanilla nursery
4. Lambumbu Coastal landing (landing ramp)

The delegation returned and proceeded to visit the Litslits Wharf marking the end of the site visits and end of the day.

During the visit the Deputy Prime Minister requested PWD Malampa to consider the following:

### **3.1 Lambumbu Wharf**

Prefeasibility studies that covers surveying and costing. The Malampa PWD divisional manager with the engineer will act on behalf of the PWD to act accordingly to this matter before end of March 2007.

### **3.2 Litslits Wharf**

There is a need to widen the loading area directly in front of the Havanah landing. Traffic congestion were experienced during past voyages of the vessel during the loading and unloading period. Hold up time could last for 3hrs in worse scenario when we also have other domestic coastal ships at berth on the wharf.

It was requested that PWD divisional manager and engineer to carry out a detail survey, design and quantity and do a costing of the said works before the end of February 2007, the latest would be the first week of March 2007. Scope of works need to be detailed and priced and should be submitted in one document to Operation Manager for further deliberation and action.

## 4 Working session with Works division engineer and foreman

Working session with Fred Siba, Attis , Luc.

Three steps to contract out maintenance works :

1. preparation : surveys, ..
2. secure the funds (commitment) & contract
3. control of works & payment

### 4.1 Surveys

Last week, Fred and Attis did survey for maintenance on the road to Vao. First contract could be the cleaning of 3 culverts , some grass cutting, cattle grid cleaning, ... This has been reported on the contract for small works forms.

This first step has to be improved on some points.

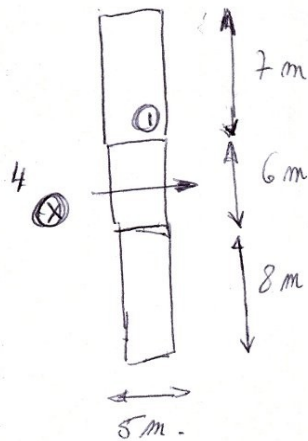
Location : the location has to be very clear. Although the network is not yet defined by commonly agreed "nodes" or kilometre marker or land marks, location description has to be unambiguous, even for someone not knowing very well the network. If there are several crossing culverts in a village, the name of the village is not a unique identifier for each civil work. Good practice could be to give the distance from a well known point like a crossing, a river / bridge : " 3.5 km north of the Norsup Airport / Lakatoro junction" , ....

There is a need for a survey report giving :

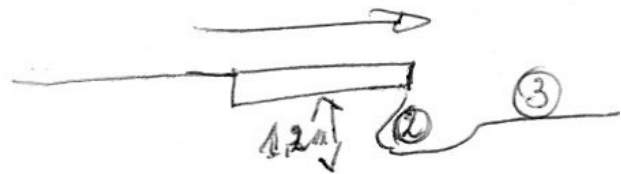
- the date of survey,
- name of surveyor,
- complete description of the situation including actual dimensions (using a tape !),
- description of the problem, specifying if it's urgent or not
- indications on possible solutions, recommendation,
- name of potential contractors, hand made simple sketches, ...

For culverts : length, diameter, nature of material ( corrugated iron sheet / drums / concrete , ... ), any concrete works at ends ?, thickness and nature of the covering layer, nature of filling materials, reason for sedimentation inside the culvert (investigate downstream !),

For river crossings :



Plan 1.:



Cross-cutting 2.:

Example of text descriptions:

1 : major crack in the concrete approach

2 : reverse erosion undermining the concrete slab. Deepness is 1.2 m, already going .3 m below the slab.

3 : old gabion baskets, washed away

4 large tree to be removed, roots going under the slab.

From this kind of information, everyone can imagine what could be the scope of works and why it is important (or not) to urge the maintenance works.

For bridges : complete inspection form , examples in "Overseas Road Notes".

After the survey, back in the office, bill of quantities have to be worked out :

- grass cutting on 550 m, on 3 m each side → 3300 m<sup>2</sup>
- cleaning a cattle grid : l= 9 m, w=1 m , h=.8 m → 7.2 m<sup>3</sup>
- filling an excavation downstream a river crossing : .... x m<sup>3</sup>

A contract can be prepared based on the survey and the bill of quantities. The job description has to be comprehensive :

- " remove completely the sediments inside the culvert, dig a drain .5 m deep, .5 m wide downstream, on 8 m long. Sediments removed have to be disposed off the ditch and drain. "
- if the contract is awarded without tendering, unit rates are in force
- starting date and duration has to be mentioned
- expected date for final control of work has to be mentioned

## **4.2 Procedure to commit the funds and sign the contracts.**

There is only one road network and only one works division. There should not be any difference for the contractor if the funds are coming from the EU project or from the recurrent budget.

So the contract should be signed by the head of division.

For EU funds, the head of division is not entitled to take commitments, this responsibility relies solely in the Project Imprest Administrator's hands. So the head of division has to get the formal (written) approval of the Project Imprest Administrator prior any contract.

Survey notes (description, bill of quantities, cost estimate) have to be sent to the Project Imprest Administrator for evaluation and commitment, if found acceptable.

Once the head of division is insured that the funds are committed (= reserved) for the works, he can contract out the works.

## **4.3 Control of works**

The works will only be paid after completion. One public officer from Works division has to go on site, control the works and report if they have been done according to the contract specifications.

In case the works have been completed satisfactorily, the Works division issues a "Certificate of Works completion" and request payment of the contractor

This certificate is a dated and signed note, referring to the contract (number).

*With reference with contract #number, I, head of Malampa Works division, certify that the works have been done according to the contract terms and allow contractor's payment .  
Joined : site visit report.*

## **5 Review of Malampa's division budget**

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