



LAGOS STATE GOVERNMENT

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Office of the Head of Service,
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The Secretariat,
Alausa - Ikeja.

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**THE DEPUTY GOVERNOR
THE RT. HONOURABLE SPEAKER OF THE HOUSE OF ASSEMBLY
THE CHIEF JUDGE
SECRETARY TO THE STATE GOVERNMENT
CHIEF OF STAFF
HONOURABLE COMMISSIONERS/ SPECIAL ADVISERS
PERMANENT SECRETARIES / TUTORS-GENERAL
CLERK, STATE HOUSE OF ASSEMBLY
STATE AUDITOR-GENERAL
AUDITOR-GENERAL FOR LOCAL GOVERNMENTS
CHAIRMEN, LOCAL GOVERNMENT COUNCILS/ LOCAL COUNCIL DEVT. AREAS
CHAIRMAN, CIVIL SERVICE COMMISSION
CHAIRMAN, HEALTH SERVICE COMMISSION
CHAIRMAN, JUDICIAL SERVICE COMMISSION
CHAIRMAN, AUDIT SERVICE COMMISSION
CHAIRMAN, LOCAL GOVERNMENT SERVICE COMMISSION
CHAIRMAN TEACHING SERVICE COMMISSION
CHAIRMAN, LAGOS STATE HOUSE OF ASSEMBLY SERVICE COMMISSION
CHAIRMAN, LAGOS STATE PENSION COMMISSION
CHAIRMAN, LAGOS STATE INDEPENDENT ELECTORAL COMMISSION
CHAIRMAN, STATE SPORTS COMMISSION
CHAIRMAN, STATE UNIVERSAL BASIC EDUCATION BOARD
CHAIRMAN, LAGOS STATE PRIMARY HEALTHCARE BOARD
EXECUTIVE CHAIRMAN, LAGOS STATE INTERNAL REVENUE SERVICE
HEADS OF EXTRA-MINISTERIAL DEPARTMENTS
CHIEF EXECUTIVE OFFICERS OF PARASTATAL ORGANISATIONS
CHIEF REGISTRAR OF THE HIGH COURT OF LAGOS STATE
HEADS OF TERTIARY INSTITUTIONS
CHIEF MEDICAL DIRECTOR/MEDICAL DIRECTORS OF HOSPITALS
HEADS OF ADMINISTRATION OF LOCAL GOVERNMENTS /LOCAL COUNCIL DEV. AREAS**

**IMPLEMENTATION OF STANDARD PROJECT MANAGEMENT PRACTICES FOR CAPITAL PROJECT
EXECUTION IN LAGOS STATE**

Pursuant to the powers of the Lagos State Public Procurement Agency (the Agency) as contained in the Lagos State Public Procurement Law, 2021 particularly as it concerns "Procurement and Contract Audit", the Agency has designed standard project management practices for Capital Project execution in Lagos State.

2. Hence, pursuant to the actualisation of its statutory responsibilities, the Public Procurement Agency (PPA) has reviewed the requirements for standard project management practice for Capital Projects in the threshold of N250m and above in the State. The following shall be prerequisite to the granting of the Agency's "**No Objection**" instrument for the **commencement, interim/stage and final payments of qualifying Capital projects**, as applicable:

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A. Constitution of appropriate Project Management Teams (PMT) immediately Project Contract is awarded. The existence of a functional PMT shall form a critical requirement for the release of stage/interim and final payment on projects. The PMT shall comprise of:

- i. Accounting Officer of the Procuring/Implementing Entity (or his representative) as Team Lead;*
- ii. A representative of the User Department in the Procuring/Implementing Entity.*
- iii. The Supervising Engineer/Officer representing Ministry of Works & Infrastructure (with exception to Major Project Implementing MDAs like Ministry of the Environment and Water Resources, Ministry of Waterfront Infrastructure Development, Lagos State Electricity Board & Public Works Corporation);*
- iv. A representative of Ministry of Justice or the Legal Unit of the Procuring/Implementing Entity;*
- v. A representative of Ministry of Economic Planning and Budget or the Planning Research and Statistics (PRS) Unit of the Procuring/Implementing Entity; and*
- vi. A representative of Public Procurement Agency (PPA) or the Procurement Unit of the Procuring/Implementing Entity who shall serve as the Secretary to the Team.*

The **Project Management Team shall** be responsible for the overall administrative decisions of the project in compliance with business/ministerial responsibilities and needs of the Procuring Entity. The activities of the team shall also include:

- a. Ensuring the implementation of Projects in line with the Contract documents particularly with Scope, Cost and Time of completion of the project (with the exception of technical details which is the responsibility of the Supervising Engineer or his equivalent);
- b. Regular site meetings (at least monthly), document proceedings/decisions of the meeting and ensure performance reporting to necessary authorities including PPA;
- c. Compliance to Project Plan, Quality Assurance and remedial actions where necessary.
- d. Ratify Change Management decisions.
- e. Certify all works executed for payment.
- f. Prepare Project Status Report and submit same along with request for “No Objection” for release of payment.

B. The preparation of Standard Project Activity Schedule (in MS Project format to be submitted to PPA at the time of request for “No Objection” to award project.

C. The preparation of Risk Management Plan with appropriate Risk Identification and Mitigation Plan (Safety Plans duly certified by Lagos State Safety Commission are to be submitted along with Risk Management Plan) at the time of request for “No Objection” to award Projects.

3. In addition, Direct Labour method of Project Implementation shall **ONLY** be adopted when the implementation Entity has the required manpower (Officers) and equipment in-house for the execution of the Project. The portion of the Project that may be out sourced, when exigent, shall not exceed 30% of the total cost of the project.

4. Accordingly, all affected Project Executing/Implementing Departments in the State are urged to ensure compliance with the stipulated Project Management Procedures and reaffirm the Government’s commitment to Best Practice in Project Implementation and Management.

5. Accounting Officers are to note the contents of this Circular for strict compliance and give it the Service-wide publicity it deserves.


Hakeem Muri-Okunola
Head of Service