



## NASARAWA STATE OF NIGERIA BUREAU OF PUBLIC PROCUREMENT

Old Deputy Governor's Residence, Project Quarters Shendam Road, Lafia  
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Office Hours: 8:00am - 4:00pm (Mondays – Fridays)

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### PROCESS OF MONITORING ONGOING PROJECTS IN NASARAWA STATE

This process is established under the **Nasarawa State Public Procurement Law, 2020**, which mandates the **Bureau of Public Procurement (BPP)** to ensure compliance with procurement regulations, contract execution, and project implementation in line with approved standards and specifications. The BPP is responsible for overseeing public sector projects, ensuring timely delivery, quality assurance, and transparency in the utilization of public funds.

All contractors and implementing agencies must comply with this monitoring framework to maintain project integrity and accountability.

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### Step-by-Step Procedure

#### Step 1: Notification of Project Commencement (*Within 3 Working Days of Contract Award*)

- The **contracting ministry, department, or agency (MDA)** must notify the **BPP** of the official commencement date of the project.
- The notification should include:
  - Project title and scope
  - Contract sum and duration
  - Name of the contractor and supervising agency
  - Expected completion date
- Submission must be made to the **BPP Monitoring & Evaluation Department** via official letter or email.

## **Step 2: Initial Inspection & Compliance Review (*Within 7-10 Working Days of Notification*)**

- BPP officials will conduct an **initial site inspection** to:
  - Verify the mobilization of resources.
  - Ensure adherence to contract terms.
  - Identify potential risks that may affect project execution.
- A compliance report will be generated and shared with relevant stakeholders.

## **Step 3: Routine Monitoring & Progress Reports (*Ongoing - Monthly Reviews*)**

- BPP will conduct **scheduled and unscheduled site visits** to assess progress.
- Contractors are required to submit **monthly progress reports**, which should include:
  - Work completed vs. project timeline
  - Financial expenditure status
  - Challenges encountered and mitigation strategies
- Reports should be submitted electronically or in hard copy to the **BPP Monitoring & Evaluation Department**.

## **Step 4: Mid-Term Evaluation & Quality Assessment (*50% Project Completion Stage*)**

- A mid-term evaluation will be conducted to:
  - Assess structural and quality compliance.
  - Evaluate the effectiveness of funds utilization.
  - Recommend corrective actions if deviations are detected.
- The evaluation report will determine if project adjustments or timeline extensions are necessary.

## **Step 5: Final Inspection & Certification (*Upon Project Completion*)**

- Once the contractor completes the project, a **final inspection** will be conducted by the BPP.
- Key evaluation criteria include:
  - Adherence to approved specifications.
  - Quality of materials used.
  - Compliance with project timelines.
- If all conditions are met, a **Project Completion Certificate** will be issued.

## **Step 6: Post-Completion Monitoring & Impact Assessment (*6-12 Months After Completion*)**

- BPP will track the long-term effectiveness and sustainability of the project.
- Assessment reports will be compiled and shared with relevant government bodies for policy improvements.

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## Contact Information

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**Signed**

Director-General

Nasarawa State Bureau of Public Procurement  
December 28th, 2023