

## DRC Future Governance Portfolio Capacity Needs Assessment

Area to be assessed	Recurrent tasks per area	Approx. time / task + person (days; hours/day)	Intensity per Prgm Area				Level and number of staff needed
			Econ. Gov.	Parliam. / Media / Pol. Prt.	Pub. Adm.	Decent.	
Programme Support							
Recruitment needs once the programme is set up and running							
Financial volume and expected level of transactions							
Management of contracts (goods and service providers)							
Management of contracts (personnel)							
Procurement management and volume	Quality control of SPECS	2d; 4h	Low	high	Med.	High	One P-3 Procurement Specialist, Two P-2 Procurement Officers, One G-6/7 Procurement Assistant, Two G-4/5 Procurement Assistants.
	Establishment of bidding file	2d; 8h	Low	High	Med.	High.	
	Review and selection of service providers	3d; 6h	Low	High	Med.	High	
	Establishment of Waiver documents	3d;	Low	High	Low	Med.	
	Management of ACP submission	14d; 2h	Low	high	low	med	
	CAP management	3d;4h	low	high	med	high	
	Establishment of PO		Low	high	med	High	
	Follow-up with service providers		Med.	high	med	high	
Etc.							
Programme Assurance							

Volume and number of donor contributions to be managed							
Volume and Number of contacts to key national partners (Government, Civil Society) to be maintained							
Volume of reporting required							
Volume and Number of contacts to key international partners (Governments, Civil Society, development actors) to be maintained							
Etc.							
Programme Execution							
Volume of equipment to be managed and/or overseen							
Budget volume to be managed (planning, programming)							
Etc.							