

Appendix 28: Anti-corruption measures monitoring sheet

Subject	Agreed Actions	Responsible Agency	Target Date	Measures to achieve
(a) Participation in the Tender Evaluation Committee (TEC)	To incorporate one representative from JICA as an observer in evaluation process of EOJ, RFP and Tender.	BWDB/LGED / JICA		JICA is invited to TEC as an observer
(b) Fraud and Corruption Hotline	To include the contact information on the fraud and corruption hotline in the bidding documents	BWDB/LGED		
(c) Internal Audit	To appoint a chartered accountant firm for internal audit and to submit the annual internal audit report to JICA within 6 months after the end of each fiscal year.	BWDB/LGED		
(d) Special Training Program	To organize three-day special training course on procurement procedure and financial management for each staff involved in procurement for the Project in cooperation with the training unit of each agency.	BWDB/LGED with training units		BWDB/LGED will arrange trainings and seminars
(e) Bid Opening Committee (BOC)	To set up the BOC under the Project with the participation of representatives from BWDB or LGED and consultants.	BWDB/LGED		Through procurement process
(f) Disclosure of Procurement	To publish the procurement plan in its respective website and update twice a year. In addition, to post the information about contract within two weeks of contract awarding.	BWDB/LGED		Through publishing in website
(g) Complaint mechanism	To set up a complaint box	BWDB/LGED	By May 2014	
(h) Monitoring and inspection of irregularities	To detect and take a disciplinary action against those concerned in a possible corrupt or unethical practice, in accordance with the service rules of the GOB and to publish a summary of the disciplinary action taken by the authority in the annual report.	BWDB/LGED	If necessity arises	Through official letter, website

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