

TCVN 10299-3:2014

1st Edition

**ADDRESSING THE POST-WAR CONSEQUENCES OF
MINES/ERW -
PART 8 : MONITORING AND EVALUATION OF DEMINING
ORGANIZATIONS**

HANOI - 2014

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Foreword

TCVN 10299-1 :2014 was drafted by the Technical Standard Department of Engineering Command, requested by the Ministry of Defense, appraised by the Directorate for Standards, Metrology and Quality and published by the Ministry of Science and Technology.

TCVN 10299 :2014 – *Addressing the post-war consequences of mine/ERW*, includes 10 parts:

- TCVN 10299-1:2014, *Part 1 : General provisions*;
- TCVN 10299-2:2014, *Part 2: Assessment and Accreditation of demining organizations*;
- TCVN 10299-3:2014, *Part 3: Monitoring and Evaluation of demining organizations*;
- TCVN 10299-4:2014, *Part 4: Non-technical Survey and Technical Survey*;
- TCVN 10299-5:2014, *Part 5: Demining safety*;
- TCVN 10299-6:2014, *Part 6: Clearance of mine/ERW* ;
- TCVN 10299-7:2014, *Part 7: Explosive Ordnance Disposal (EOD)*;
- TCVN 10299-8:2014, *Part 8: Medical support for demining operations*;
- TCVN 10299-9:2014, *Part 9: Investigation of demining incidents*;
- TCVN 10299-10:2014, *Part 10: Management of information*;

Addressing the post war consequences of mines/ERW- Part 3 : Monitoring and Evaluation of demining organizations

1 Scope

This standard specifies the requirements and contents for monitoring and evaluating demining organizations and the responsibilities of relevant parties.

This standard is applicable to organizations granted to monitor and evaluate the operations of demining organizations and relevant parties.

2 Normative References

The following normative references are vital for the application of this standard. For dated references, the cited edition shall be applied. For undated references, the latest edition of the normative documents referred to shall be applied, including amendments or supplements (if any).

TCVN 10299-1:2014, Addressing the post war consequences of mines/ERW - Part 1: General Provisions

3 Terms & definitions

This standard uses terms and definitions provided in TCVN 10299-1:2014

3.1

Monitoring

The regular and continuous inspection, following the regulations on management of demining operations in order to ensure effective outcome.

3.2

Evaluation

This is a regularly planned activity or it is an unscheduled activity during the demining process. This process determines the degree of achievement in comparison to specific objectives or targets based on a system of procedures and regulations

3.3

Monitoring & Evaluation Body (M&E Body)

Those licensed to monitor and evaluate demining organizations in order to promptly detect violations, problems, and challenges in demining activities. They also propose/provide corrective actions to the authorities

3. M& E Personnel

The monitoring and evaluation staff shall be qualified and certified to perform the required tasks

4. General requirements

4.1. Monitoring and evaluation is an essential part of the demining process, it helps the National Mine Action Management Body to review and evaluate the capacity of demining organizations in accordance with quality and safety regulations

4.2. Monitoring and evaluation shall not hinder, delay or disrupt the progress of demining activities. Monitoring and evaluation shall be implemented according to the approved work plans.

4.3. The organizations that conduct the monitoring and evaluation of the activities that relate to the mine action project shall be selected through the existing procedures and regulations

4.4. The activities of monitoring and evaluation must be separate. The monitoring and evaluation results must be objective and fair to ensure integrity

4.5. The monitoring and evaluation unit must be in accordance with the scale and requirements of each specific mine action project (by category)

5. Examining mine action operation

5.1. Examining documents

- Mine action contract
- Mine action technical plans and operational approaches
- Safety requirements
- Relevant documents on mine action organizations

5.2. Examining human resources, equipment and facilities

- Total number and qualification of technical staff per work plan
- Supplementary training plan
- Quantity and quality of the mine action equipment and facilities

5.3. Examining safety requirements

- Working facilities, storage facilities, accommodation, and other essential living requirements
- Internal quality assurance system of the demining organization
- Safety, medical care, incidents and occupational accident response plan

5.4. Monitoring demining operation progress

5.4.1. Regular and systematical monitoring of the working process in accordance with engineering plans and operational approaches approved by the authorized governmental agency

5.4.2. The authorized governmental agency will suspend all activities when: discovering that the mine action operators employ inadequate and insufficient personell, the equipment does not meet the requirements in the approved technical plan, the mine action action project causes adverse impacts on the local environment and other construction projects, there is environmental pollution or the project does not meet safety regulations.

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5.4.3. Chair and coordinate with other relevant parties to address the claims raised during the project implementation. The chair will coordinate with other relevant parties in order to address the claims raised during the implementation of the project

5.5. Monitoring implementation progress

5.5.1. Examine the implementation progress in comparison to the approved work plan

5.5.2. Initiatives to accelerate the progress without affecting the project quality are encouraged during the monitoring process

5.5.3. In cases where the project's implementation progress is significantly delayed, special investigation shall be conducted to determine the causes. An investigation report will be submitted to the investor for review and there will be an adjustment of the project timelines

5.6. Monitoring workload

5.6.1. Monitor and confirm actual implementation outputs and the quality of the completed works as required

5.6.2. Monitor, examine volume adjustments (if any) as required by the investor

5.6.3. Instruct the mine action operators to develop document project amendments, supplement appendix to the contract, and propose the solution for resolving contract disputes (if any).

5.7. Monitoring occupational safety and sanitation

5.7.1. Monitor safety and sanitary arrangements of the mine action organizations and staff during the demining process

5.7.2. Mine action operators must implement occupational safety and sanitary requirements.

5.8. Monitoring and evaluation of quality

5.8.1. Examine and evaluate the quality of documents required under Sections 5.1

5.8.2. Examine the process and progress of implementation to ensure the internal quality of the work and the organization during the demining operation

5.8.3. Monitor and evaluate the quality of work completed in a timely manner and the quality of each sub-section of the project

5.8.4. Examine and evaluate the quality of work performed by the mine action operators when the quality of work is suspicious/ under evaluation.

5.8.5. Identify mistakes and unexpected incidents and damage, the non-compliance of the mine action operators; develop a report and submit it to the authorized governmental agency for a solution to the identified problem.

5.8.6 Coordinate with other relevant agencies to address the claims raised during the implementation of the project

5.8.7 Inspection results must be made in writing.

5.9. Accreditation of the demining project

5.9.1. Only accredit the mine action work activities performed in accordance with technical guidelines and approved technical operation plans.

5.9.2. For completed projects, (by category) that include pending issues that do not affect the quality of the project (under multiple categories), the accreditation can be temporarily accepted. However, these pending issues shall be resolved in order for full accreditation to be achieved.

5.9.3. Accreditation records in the operation process and the handover of (submission/the transfer of) accreditation records are the basis for payment settlement upon the completion of the project (by category).

5.9.4. Projects that function after reoperating but do not meet the quality requirements, will not be accredited under that specific project (by category).

5.9.5. Accreditation contents of project (category) implementation quality include: Accreditation of works performed; accreditation of operation phase; accreditation of completed project (category) for being put in use.

5.9.5.1. Accreditation of works performed

5.9.5.1.1 Participants directly involved in the accreditation are: operation supervisor of the investor or supervision consultant; monitoring and evaluation organization; person in charge of the operation contractor;

5.9.5.1.2 Responsibilities of the participants are to accredit directly the completed work items during the operation process;

5.9.5.1.3 Prerequisites for accreditation: required projects have been completed with adequate records and documents; internal accreditation report and accreditation request from the contractor

5.9.5.1.4. Accreditation order and content: examination at worksite; examine the records and documents by category; compare the inspected results with the approved technical operation plan, technical process; quality assessment and conclusions;

5.9.5.1.5. Examination at worksite includes:

- Examine the work quality by probability inspection method at some positions (normal size of 20 m x 20 m) with inspected area no less than 1% of the total cleared area
- Examine the marked stakes, in comparison to the drawing of completed demining area, and check the work performed

5.9.5.2. Accreditation of operation phase

5.9.5.2.1. Participants directly involved in the accreditation: person in charge of the supervision unit of the investor or supervision consultant; monitoring and evaluation organization; person in charge of the operation contractor

5.9.5.2.2 Responsibilities of the participants are: to accredit directly no later than 3 days from receipt of accreditation request from the contractor

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5.9.5.2.3 Prerequisites for accreditation: the required works have been completed; all the work, operation and accreditation phases are included under Section 5.9.5.1 with adequate records and documents

5.9.5.2.4. Accreditation order and contents: Examine at worksite; examine the records and documents by category; compare them with the inspected results, the approved technical operation plan, and the technological process to assess operation quality; quality assessment and conclusions

5.9.5.3. Accreditation of completing project (category) for implementation

5.9.5.3.1. Participants directly involved in accreditation: The investor (legal representative and person in charge of the supervision unit); monitoring and evaluation organization; the contractor (legal representative and person in charge of the operation unit); the contractor which provides technical design plan involves in the accreditation as required by the investor (legal representative and person in charge of creating the engineering plan) and other participants (as requested by the investor).

5.9.5.3.2 . Responsibilities of the participants involved in accreditation: accredit personally to the transfer of the cleared land for use, accreditation is no later than 5 days from the receipt of the accreditation request from the contractor or written request from the investor; accreditation shall end in accordance with the timelines of the Investor

5.9.5.3.3 . Prerequisites for accreditation: The required works have been completed; all the work, operation phases are listed under Section 5.9.5.1 and 5.9.5.2 with adequate legal records; adequate and completed records and documents related as well as internal accreditation report of the operation contractor .

5.9.5.3.4 . Accreditation order and content: Examine at worksite the completed project (by category); examine the records and documents; examine conditions to prepare for project (by category) in use, examine and evaluate quality of the demining activities and compare them to the inspected results to the approved technical operation plan; assessment and conclusions

5.9.6. Examine accreditation of quantity and quality of each phase or whole project as requested in writing from demining organizations in accordance with regulations. Inspected results shall be developed in record.

5.9.7. Refuse accreditation when the mine action operator has not complied with the requirement of quality and unreasonable requirements of the relevant organizations

5.10. Other issues

5.10.1 Address related incidents and accidents during project implementation

5.10.2 Acknowledge, review and provide guidance to the mine action operator to access inspected results, upon reinspection of the authorities and the investor

6. Monitoring and reporting plan

6.1. Human Resources

6.1.1. Monitoring and evaluation organization will make a decision on establishing a monitoring and evaluation unit in accordance with the scale of the mine action projects (by category)

6.1.2. It is possible to make changes to personnel allocation for monitoring and evaluation depending on actual requirement upon approval of the investor

6.2. Timeline

6.2.1 Monitoring and evaluation unit will set up the monitoring and evaluation plan based on project implementation progress

6.2.2 When conducting the monitoring and evaluation activities, the supervisors should notify the mine action operator on monitoring programs and contents

6.3. Report

6.3.1. The monitoring and evaluation organization will report to the investor on the progress, volume, quality, occupational safety, sanitation and difficulties at the field of the demining project; they will report on a weekly basis during weekends and report when the project ends. The report form is provided in Annex A and Annex C.

6.3.2 The monitoring and evaluation organization will develop a random report when requested or necessary to submit to the investor. The report form is provided in Annex A

6.3.3 The monitoring and evaluation organization will develop a supplementary report when there are changes in demining categories and they will submit to the authorities. A report form is provided in Annex B

6.3.4 Reports shall be truthful & trustworthy and must comply with contents being monitored to demining organizations

7 Responsibilities

7.1. National Mine Action Management Body

- Implement regulations, instructions for monitoring and evaluation of the demining organizations
- Issue and withdraw license of the monitoring and evaluation organizations
- Inspect operation of the monitoring and evaluation organizations

7.2. Monitoring and evaluation organizations

- Monitor and evaluate operation of the demining organizations when assigned
- Monitoring and evaluation reports shall be truthful & trustworthy. It is forbidden to deviate from the actual results of the monitoring and evaluation report
- Coordinate with authorities to perform survey, inspection, investigation upon request

7.3. Demining Organizations

- Strictly implement requirements from monitoring and evaluation organizations

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- Provide documents, reports, records and other relevant documents regarding demining activities to the monitoring and evaluation organization.
- Provide support for monitoring and evaluation organization to complete assigned tasks

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Appendix A

(Informative)

Monitoring and Evaluation Report on Mine Action Project (category) Implementation**(UNIT NAME)****THE SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness**

No. :

*(Place), date month year.....***REPORT****Monitoring and evaluation of demining operation****(Week/Randomly)****Name of project:****Location:**

To:

I. General Information

1. Name of monitoring and evaluation organization:
2. Name of demining organization:
3. Total clearance area:
4. Major timelines:
 - Issuing date of monitoring and evaluation certificate;
 - Starting date;
 - Completing date;

II. Project Implementation Status

1. Implementation progress : *(Provide results of major works performed: Volume of work performed within the week, accumulation from the beginning of the week, from the starting date of the project in comparison to the work plan)*
2. Implementation of the requirements on quality, quantity, occupational safety: *(Specify the work performed of the mine action project to ensure specified requirements.....)*

III. Solution Proposition

Propose the authorized governmental agencies the solutions to support and handle difficulties of the project (if any) . / .

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(Informative)

Monitoring and Evaluation Report on category adjustments of the mine action project

(UNIT NAME)

THE SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom - Happiness

No. :

(Place), date month year

REPORT

Monitoring and evaluation of category adjustments of the mine action project

Name of Project:

Location:

To:

I. Project Information

1. Project name:
2. Investor:
3. Monitoring and evaluation organization:
4. Major objectives of the project:
5. Project location:
6. Clearance area:
7. Project timelines:
 - Approval date of evaluation:
 - Project implementation duration:
 - + Starting date:
 - + Completing date:
8. Investment capital source:
9. Project brief description:

II. Project implementation situation : *(Report the details in the entire implementation process of the mine action project to date requesting for category adjustments)*

III. Adjustment contents: *(Specify main contents of category adjustments, parts of the mine action project adjusted).*

IV. Causes, reasons and need of project adjustments

(Examine entire project, specify causes, reasons for category adjustments, responsibilities of the relevant parties on the process of preparation, evaluation, approval and implementation of the mine action project through which to have basis for adjustment implementation and prior experience for other projects)

V. Evaluation of adjusted project

VI. Proposition

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Appendix C
(Informative)

Monitoring and Evaluation Report on Mine Action Project Termination

(UNIT NAME)

THE SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

No. :

(Place), date month year

REPORT

Monitoring and evaluation of project termination

Name of project:

Location:

To:

I. Project Information

1. Project name:
2. Investor:
3. Monitoring and evaluation organization:
4. Major objectives of the project:
5. Project location:
6. Clearance area:
7. Project timelines:
 - Approval date of monitoring and evaluation:
 - Project implementation duration:
 - + Starting date:
 - + Completing date:
8. Investment capital source:
9. Project brief description:

II. Contents:

1. Summary of entire process of the mine action project implementation:
Brief description of operation process of the mine action project from start to the end
2. Summary of achieved results:
 - 2.1. Achieved results compared to approved contents: *(Specify results and achievements according to approved contents: Objectives, scales, progress, quality)*
 - 2.2. Factors affecting the implementation results of the project:

- *Present factors affecting the implementation results of the project: legal basis, project management, purchasing, technical issues, technology*

- *Advantages, disadvantages and solutions implemented by the investor*

2.3. Experience lessons from practices of the project:

Lessons from project implementation and recommendations (if any) to promote efficiency, sustainability or to overcome limitations of the project. /.

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