

Table of Contents

1	INTRODUCTION TO THE MANUAL.....	1-2
1.1	<i>GENERAL.....</i>	<i>1-2</i>
1.2	<i>PURPOSE OF THE MANUAL.....</i>	<i>1-2</i>
1.3	<i>SCOPE OF THE MANUAL.....</i>	<i>1-2</i>
1.4	<i>STRUCTURE OF THE MANUAL.....</i>	<i>1-3</i>

1 INTRODUCTION TO THE MANUAL

1.1 GENERAL

Since late 1995 ERA has, almost continuously, commissioned the preparation of a large number of manuals and guidelines covering all aspects of the projects undertaken by it. In a number of cases these documents have repeated previously prepared documents.

Although the GoE, ERA and the Funding Agencies active in Ethiopia may have changed over the years the general principles of Contracts and Contract Administration have not. This manual represents an updated collection of those previously prepared manuals and guidelines, which, in general terms, remain as valid as they were when they were originally prepared.

The proper administration of multi million dollar construction projects from conception to completion is essential. Failure to do so will result in the late delivery of unsuitable and over priced works, as has been the experience of ERA in the recent past.

1.2 PURPOSE OF THE MANUAL

The purpose of this manual and its guidelines is to provide a reference document for every aspect of contract administration and the numerous concepts, principles, standards, rules, theories and practices commonly encountered in the implementation of civil works projects.

In addition to this reference source the manual also includes various guidelines for the practical application of the "theoretical" reference material to ERA's on going projects.

It is intended that this manual should be used on a daily basis by Project Engineers, Branch Heads and Division Heads in the administration of their personnel, projects, consultants and contractors. It is also intended that Supervising consultants should make use of the standardised formats to ensure uniformity of approach and compliance with ERA's internal control systems.

1.3 SCOPE OF THE MANUAL

This manual and its guidelines focuses on the physical implementation stage of ERA's projects i.e. the period between the acceptance of a contractor's tender and the end of the defects liability period.

The manual in general assumes that contracts entered into are based on FIDIC IV type conditions of contract (see section 3.4). The contractual concepts and management procedures for other forms of contract remain unchanged. The use of the manual and its guidelines for contracts based on other conditions of contract is therefore not precluded.

If ERA starts to use the FIDIC 1999 and MDB formats during the currency of this assignment, the particular requirements of those formats will be included in this manual.

All other aspects of a project's implementation cycle are addressed in a series of other manuals and guidelines produced under the same assignment as this manual. These are the following:

- Project Planning and Procurement Manual
- Environmental Management Manual
- Claims Manual
- Human Resource Management Manual

1.4 STRUCTURE OF THE MANUAL

The manual is presented in nine Chapters. All, except the first and last, deal with specific aspects of project management and contract administration.

The Chapters are the following:

- 1. Introduction to the Manual**
- 2. Parties to a Contract**
- 3. Contract Documentation**
- 4. Standard Contract Documents**
- 5. Contract Commencement**
- 6. Financial Control**
- 7. Project Management**
- 8. Project Conclusion**
- 9. References**

The manual under each of the above Chapters provides explanations of and background information for the various concepts, principles, standards, rules, theories and practices to be utilised and applied in the implementation of civil works projects.

In addition a series of topic specific guidelines has been included under each Chapter as appendices.

Each Chapter also includes a topic specific Index at its end.

The electronic version of this manual also includes hyperlink cross references.

Finally a consolidated Table of Contents and Index have been included at the beginning of the document.