**HCWM- PAYMENT SCHEDULE AGAINST DELIVERABLES**

**Month.1 -October 2009 to Month 42 – March 2013**

| **Calendar Month** | **Project Month** | **Quarter** | **Deliverable** | **% of Deli-**  **verables** | **First draft submission** | **CM**  **Review** | **Final Document Submission** | **Approval period** | **Approval Reviewer(s)** | **Final approval date /Payment date** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Oct | 1 |  | Mobilisation Plan | 100% | 7 Oct 2009 | 2 days | 14 Oct | 1 week | CM | 22 Oct 2009 |
| **1 Oct** |  | **100,000** | **PAYMENT** |  |  |  |  |  |  | **30 Oct 2009** |
| Nov | 2 |  | Inception Report | 100% | 24 Nov 2009 | 5 days | 30 Nov 2009 | 2 weeks | NHCWMC, EHD, MOHSW | 15 Dec 2009 |
| **1 Dec** |  | **140,000** | **PAYMENT** |  |  |  |  |  |  | **30 Dec 2010** |
| Dec | 3 |  | 1. Monthly Report | 30% | 11 Dec 2009 | 2 days | 15 Dec 2009 | 2 days | CM | 17 Dec 2009 |
| Jan | 4 | 1. Monthly Report | 30% | 18 Jan 2010 | 2 days | 25 Jan 2010 | 5 days | CM | 29 Jan 2010 |
| Feb | 5 | 1. Quarterly Report | 40% | 15 Feb 2009 | 4 days | 22 Feb 2010 | 2 weeks | CM, EHD, Steer Comm | 8 Mar 2010 |
| **1 Mar** |  | **298,000** | **PAYMENT** |  |  |  |  |  |  | **31 Mar 2010** |
| Mar | 6 |  | 1. Monthly Report | 10% | 15 Mar 2010 | 2 days | 23 Mar 2010 | 4 days | CM | 29 Mar 2010 |
| Apr | 7 | 1. Monthly Report | 10% | 19 April 2010 | 2 days | 23 April 2010 | 4 days | CM | 30 Apr 2010 |
|  |  |  | 1. Situational Analysis | 60% | 21 April 2010 | 5 days | 30 April 2010 | 3 weeks | NHCWMC, EHD, CM | 24 May 2010 |
| May | 8 | 2 | 1. Quarterly Report | 20% | 17 May 2010 | 4 days | 24 May 2010 | 2 weeks | CM, EHD, Steer Comm | 7 June 2010 |
| **1 June** |  | **242,000** | **PAYMENT** |  |  |  |  |  |  | **30 June 2010** |
| June | 9 |  | 1. HCWM Policy 2. Monthly Report | 50%  5% | 21 June 2010  15 June 2010 | 5 days  2 days | 30 June 2010  21 June 2010 | 3 weeks  4 days | NHCWMC, MOHSW,  CM | 23 July 2010  25 June 2010 |
| July | 10 | 3 | 1. Monthly Report | 5% | 19 July 2010 | 2 days | 23 July 2010 | 4 days | CM | 29 July 2010 |
| Aug | 14 |  | 1. Annual/Quart Rep. | 40% | 15 Aug 2010 | 10 days | 30 Aug 2010 | 3 weeks | CM, EHD, MOHSW | 20 Sept 2010 |
| **1 Sept** |  | **135,000** | **PAYMENT** |  |  |  |  |  |  | **30 Sept 2010** |
| Sept | 12 | 4 | 1. Monthly Report 2. Updated HCWMP | 5%  40% | 20 Sept 2010  13 Sept 2010 | 4 days  7 days | 24 Sept 2010  30 Sept 2010 | 4 days  3 weeks | CM  NHCWMC, EHD | 27 Sept 2010  22 Oct 2010 |
| Oct | 13 | 1. Monthly Report | 5% | 18 Oct 2010 | 2 days | 25 Oct 2010 | 4 days | CM | 29 Oct 2010 |
| Nov | 14 | 1. Quarterly Report | 20% | 15 Nov 2010 | 4 days | 22 Nov 2010 | 2 weeks | CM, EHD, Steer Comm | 6 Dec 2010 |
| **1 Dec** |  | **151,750** | **PAYMENT** |  |  |  |  |  |  | **30 Dec 2010** |
| Dec 2010 | 15 | 5 | 1. Info Pks for Pvt Sect. 2. Monthly Report | 60%  10% | 1 Dec 2010  12 Dec 2010 | 7 days  2 days | 14 Dec 2010  15 Dec 2011 | 3 weeks  1 week | CM  CM | 17 Jan 2011  15 Jan 2011 |
| Jan | 16 | 1. Monthly Report | 10% | 17 Jan 2011 | 2 days | 21 Jan 2011 | 4 days | CM | 27 Jan 2011 |
| Feb | 17 | 1. Quarterly Report | 20% | 15 Feb 2011 | 4 days | 24 Feb 2011 | 2 weeks | CM, EHD, Steer Comm | 11 March 2011 |
| **1 Mar** |  | **151,750** | **PAYMENT** |  |  |  |  |  |  | **30 March 2011** |
| Mar | 18 | 6 | 1. Monthly Report 2. HCW Regulations | 10%  60% | 15 Mar 2011  14 Mar 2011 | 2 days  10 days | 22 Mar 2011  30 Mar 2011 | 4 days  3 weeks | CM  NHCWMC | 29 Mar 2011  21 Apr 2011 |
| Apr | 19 | 1. Monthly Report | 10% | 16 Aorl 2011 | 2 days | 21 April 2011 | 4 days | CM | 15 May 2011 |
| May | 20 | 1. Quarterly Report | 20% | 16 May 2011 | 4 days | 25 May 2011 | 2 weeks | CM, EHD, Steer Comm | 13 June 2011 |
| **1 Jun** |  | **151,750** | **PAYMENT** |  |  |  |  |  |  | **30 June 2012** |
| Jun | 21 | 7 | 1. HCWM Standards 2. Monthly Report 3. Info Pkg for HOHSW | 40%  5%  30% | 13 June 2011  15 June 2011  6 June 2011 | 7 days  2 days  10 days | 30 June 2011  15 June 2011  14 June 2011 | 3 weeks  4 days  3 weeks | NHCWMC  CM  CM | 25 Jul 2011  30 June 2011  11 July 2011 |
| Jul | 22 | 1. Monthly Report | 5% | 18 July 2011 | 2 days | 25 Jul 2011 | 4 days | CM | 29 July 2011 |
| Aug | 23 | 1. Annual Report | 20% | 15 Aug 2011 | 4 days | 24 Aug 2011 | 2 weeks | CM, EHD, MOHSW | 12 Sept 2011 |
| **1 Sept** |  | **151,750** | **PAYMENT** |  |  |  |  |  |  | **30 Sept 2011** |
| Sept | 24 | 8 | 1. Monthly Report 2. HCWM Guidelines | 10%  60% | 15 Sept 2011  12 Sept 2011 | 2 days  10 days | 22 Sept 2011  30 Sept 2011 | 4 days  3 weeks | CM  NHCWMC | 30 Sept 2011  24 Oct 2011 |
| Oct | 25 | 1. Monthly Report | 10% | 17 Oct 2011 | 2 days | 24 Oct 2011 | 4 days | CM | 31 Oct 2011 |
| Nov | 26 | 1. Quarterly Report | 20% | 16 Nov 2011 | 4 days | 28 Nov 2011 | 2 weeks | CM, EHD, Steer Comm | 12 Dec 2011 |
| 1 Dec |  | 119,000 | PAYMENT |  |  |  |  |  |  | 30 Dec 2011 |
| Dec | 27 | 9 | 1. Envir. Monitoring and Act Plans 2. Tools /Procedures | 40%  30% | 5 Dec 2011  7 Dec 2011 | 5 days  5 days | 13 Dec 2011  15 Dec 2011 | 3 weeks  3 weeks | NHCWMC  CM | 23 Jan 2011  15 Dec 2011  23 Jan 2011 |
|  |  | 1. Monthly Report | 5% | 12 Dec 2011 | 2 days | 15 Dec 2011 | 4 days | CM | 9 Jan 2011 |
| Jan 12 | 28 | 1. Monthly Report | 5% | 16 Jan 2012 | 2 days | 23 Jan 2012 | 4 days | CM | 30 Jan 2012 |
| Feb | 29 | 1. Quarterly Report | 20% | 16 Feb 2012 | 4 days | 27 Feb 2012 | 2 weeks | CM, EHD, Steer Comm | 12 March 2012 |
| **1 Feb** |  | **119,000** | **PAYMENT** |  |  |  |  |  |  | **29 Feb 2012** |
| Mar | 30 | 10 | Monthly Report  License & accredit. proc  Exit Strategy | 5%  30%  40% | 15 Mar 2012  12 Mar 2012  5 Mar 2012 | 2 days  10 days  10 days | 22 Mar 2012  30 Mar 2012  26 Mar 2012 | 4 days  3 weeks  3 weeks | CM  NHCWMC  NHCWMC | 28 Mar 2012  19 Apr 2012  16 Apr 2012 |
| Apr | 31 | 1. Monthly Report | 5% | 16 Apr 2012 | 2 days | 19 Apr | 4 days | CM | 7 May 2012 |
| May | 32 | 1. Quarterly Report | 20% | 15 May 2012 | 4 days | 24 May 2012 | 2 weeks | CM, EHD, Steer Comm | 11 June 2012 |
| 1 Jun |  | 119,000 | PAYMENT |  |  |  |  |  |  | 29 June 2012 |
| Jun | 33 | 11 | 1. Monthly Report 2. Info pkg Gen Pub. | 5%  50% | 15 June 2012  11 June 2012 | 2 days  10 days | 25 June 2012  29 June 2012 | 4 days  3 weeks | CM  CM | 2 July 2012  23 July 2012 |
| Jul | 34 | 1. Monthly Report | 5% | 16 Jul 2012 | 2 days | 20 July 2012 | 4 days | CM | 27 July 2012 |
| Aug | 35 | 1. Annual Report | 40% | 14 Aug 2012 | 10 days | 31 Aug 2012 | 3 weeks | CM, EHD, MOHSW | 21 Sept 2012 |
| 1 Sept |  | 119,000 | PAYMENT |  |  |  |  |  |  | 28 Sept 2012 |
| Sept | 36 | 12 | 1. Monthly Report | 10% | 17 Sept 2012 | 2 days | 24 Sept 2012 | 4 days | CM | 28 Sept 2012 |
| Oct | 37 | 1. Monthly Report | 10% | 15 Oct 2012 | 2 days | 22 Oct 2012 | 4 days | CM | 31 Oct 2012 |
| Nov | 38 | 1. Quarterly Report 2. Training Course Mn. | 20%  60% | 12 Nov 2012  15 NOV 2012 | 10 days  7 days | 30 Nov 2012  28 Nov 2012 | 2 weeks  3 weeks | CM, EHD, Steer Comm | 17 Dec 2012  17 Dec 2012 |
| 1 Dec |  | 51,667 | PAYMENT |  |  |  |  |  |  | 31 Dec 2012 |
| Dec | 39 | 13 | 1. Monthly Report 2. Info Pkg for HCF Staff (3.4.1) | 5%  20% | 12 Dec 2012  3 Dec 2012 | 2 days  10 days | 17 Dec 2012  14 Dec 2012 | 4 days  3 weeks | CM  NHCWMC, | 14 Dec 2012  14 Jan 2013 |
| Jan | 40 | 1. Project Completion Report (Draft) | 40% | 14 Jan 2013 | 10 days | 31 Jan 2013 | 3 weeks | NHCWMC, | 25 Feb 2013 |
| Feb | 41 |  | 1. Quarterly Report 2. Multi awareness training documents | 10%  15% | 14 Feb 2013  18 Feb 2013 | 4 days  5 days | 25 Feb 2013  28 Feb 2013 | 2 weeks  3 weeks | CM, EHD, Steer Comm  NHCWMC, | 11 Mar 2013  22 Mar 2013 |
| **1 Mar** |  | **51,667** | **PAYMENT** |  |  |  |  |  |  | **28 March 2013** |
| Mar | 42 | 14 | 1. Proof of training Con. 2. Final Project Completion Report | 30%  70% | 4 Mar 2013  11 Mar 2013 | 5 days  5 days | 12 Mar 2013  22 Mar 2013 | 2 weeks  2 weeks | NHCWMC, | 28 Mar 2013  22 Apr 2013 |
| **1 Apr** |  | **51,667** | **PAYMENT** |  |  |  |  |  |  | **30 April 2013** |

**Abbreviations**

CM- Contract Manager

EHD- Environmental Health Division

NHCWMC – National Health Care Waste Management Committee

MOHSW- Ministry of Health and Social Welfare

MCA- Millennium Challenge Account

NOTES:

1. Submission of invoice on production of final document submission before 1st of each relevant month in accordance with the payment schedule
2. Payment of invoice is due at end of relevant month in accordance with payment schedule
3. Approval process to take it course within that invoice period of time (1 – 30th of respective month) with an approval letter to be issued and submitted internally
4. If an output is not approved and pro-rata percentage is to be applied, COWI is to be informed in writing as to the reasons why the output has not been approved, the review period for resubmission and the percentage to be deducted as per the agreed deliverable schedule. This is to be done before payment becomes due at the end of that month. (Approximately 2 weeks for this to happen). The approval period for the resubmission of the output and the date for payment of the outstanding amount must be agreed with the COWI team before resubmission.
5. Have included additional rows with the payment amounts and dates as per the payment schedule
6. Additional columns have been created to allow for a review period with the WMS of MCA prior to submission for approval
7. In order to spread the load of submission of reports and time periods for review, it is proposed that:
   1. Monthly reports to go from middle of each month
   2. Quarterly Reports to follow the same time period
   3. In order to avoid a the submission of an Annual Report and a Quarterly Report in one quarter, it is suggested that the First Annual Report submitted from 1 October 2009 – 15 August 2010
   4. Subsequent Annual Reports will be for 16 August 2010 to the 15 August 2011 and 16 August 2011 – 15 August 2012
   5. Draft Completion Report is submitted in January for review in order to ensure submitted within the 42 month period.
8. In order to prevent the completion of the project running into 43 months, the following outputs have been brought forward so that there is sufficient time for review and approval within the 42 month period These are the Training Manuals, the info packages for HCF and the Multi-awareness documents.