



**Islamic Republic Of Afghanistan
Kabul Municipality**



**POLICY AND COORDINATION DEPARTMENT
TERMS OF REFERENCE**

His Excellency Mohammad Yonus Nawandesh

Signature: _____



Islamic Republic Of Afghanistan Kabul Municipality



1. Department Purpose:

- Design and develop development policies for construction of buildings, parks, roads, bridges for the purpose of creating better city services.
- Coordinate all activities related to the implementation of projects across the city.

Liaise with foreign sources, donor and other relevant agencies on behalf of the Kabul Municipality

2. Department Objectives:

- Acquire information on various projects in Kabul City throughout the Districts and prioritizing the development of them against the financial resources at hand
- Designing projects and manage their procurement and implementation
- Prepare specific proposals for various projects in order to attract donors
- Coordinate all overseas visits made by KM staff

3. Department Scope and Responsibilities:

The scope of responsibilities of the Policy Coordination Department are the following:

- Monitor the implementation of development plans and policies of the Kabul Municipality.
- Assess the prioritization of projects received from various districts and estimate their required cost and implementation deadline.
- Regulate the procurement and oversee the implementation of projects both in terms of its cost and their physical structure.
- Coordinate the implementation of projects among the Kabul Municipality departments
- Prepares and consolidate KM reports to Presidential office.
- Organize all overseas training programs for Kabul Municipality staff

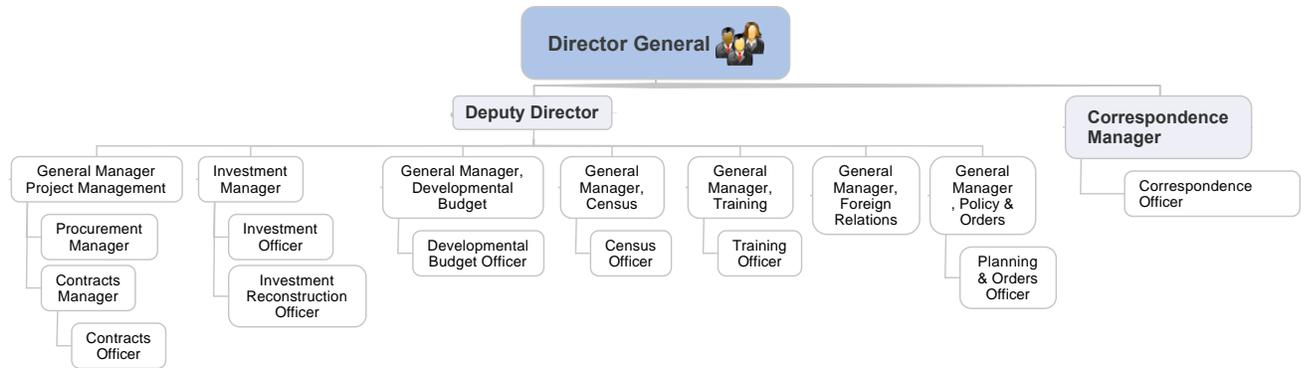


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4. Department *Tashkil*;

Policy and Coordination Department is supported by a staff of 24 led by a Director General.



5. Reporting:

The Policy and Coordination Department directly reports to Kabul Mayor. Where and When required the Department also reports to Admin and Finance, Technical and City Services deputies.

6. Liaison:

Policy and Coordination Department have a close working relationship with all the KM departments and District Offices.

Annexes

Job Descriptions