

## Template: Establish terms for O&M/follow-up

**Step 1 – Identify what needs to be done to ensure successful O&M/follow-up:** List in the table below the activities needed for correct O&M/follow-up after project completion (column 1). Specify the frequency (column 2) and the needs for materials, spare parts (column 3), tools and equipment (column 4) for each activity.

**Step 2 - Define who does what:** List who will carry out each activity (column 5) and make them signed accepting their responsibility. Add information about their skills (column 6) and potential needs for training or support (column 7).

**Step 3 - Clarify financial implication for everybody:** List the cost of the O&M/follow-up activities (column 8) together with the cost recovery strategies (column 9) and the implicated people (column 10), get their signature as proof of their acceptance.

Refer to the info sheet for further explanations and examples.

Step 1: What needs to be done regarding O&M/follow-up				Step 2: Define who does what			Step 3: Clarify financial implication for everybody		
Activity	When	Materials & Spare Parts	Tools & Equipment	Who (signed)	Required skills	Required support	Cost	Cost recovery	Who to inform
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