



Sector Appraisal Format (SAF)

Programming Division, Planning Commission
Ministry of Planning
Government of the People's Republic of Bangladesh

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Minister, Ministry of Planning
and
Vice-Chairman, Bangladesh Planning Commission
Government of the People's Republic of Bangladesh

Message

The Government of Bangladesh has been implementing the 7th Five Year Plan (7FYP) to achieve the goals and targets envisioned in "Vision 2021", and our achievements are quite visible in most of the socio-economic indicators including Gross Domestic Product (GDP) growth rate. However, challenges remain to be addressed. Critically, public investment in all sectors needs to be better managed for maximising value for money and providing an enabling environment for private sector investment. Our Government fully recognises its importance and has made a commitment in the 7FYP to implement Public Investment Management (PIM) reforms.

In this context, I am pleased to learn that Programming Division of Bangladesh Planning Commission is going to launch a set of new PIM tools which will eventually improve the current PIM system in Bangladesh. I expect that the proper usage of these tools will strengthen strategic linkages among national plans, public investment, and budgeting, thereby achieving the national goals and targets in a more efficient, effective, and timely manner. Furthermore, I am glad to know that these new PIM tools have been thoroughly tested and validated in two pilot sectors- i) Power & Energy, and ii) Local Government & Rural Development. In due course, these will be rolled out to other Sectors and Ministries, Divisions and Agencies.

I would like to take the opportunity to congratulate the team of Government officials and experts of the "Strengthening Public Investment Management System (SPIMS)" project, supported by Japan International Cooperation Agency (JICA), who have successfully developed these PIM tools as part of PIM reform. Finally, I would like to express my heartfelt appreciation for the Government of Japan in their financial and technical support as well as friendship extended towards Bangladesh since our independence.

(A H M Mustafa Kamal, FCA, MP)



M. A. Mannan, MP

State Minister

Ministry of Finance and Ministry of Planning
Government of the People's Republic of Bangladesh

Message

It is my pleasure to put forward a set of new Public Investment Management (PIM) tools to my colleagues at the Planning Commission, Ministry of Planning, Ministry of Finance, and the Ministries, Divisions and Agencies (MDAs) under the Power & Energy Sector and the Local Government & Rural Development Sector.

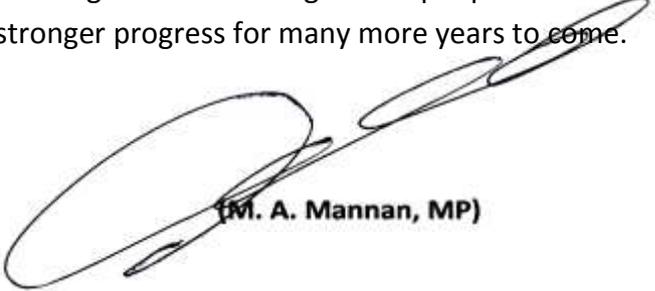
The new PIM tools comprise the i) Ministry Assessment Format (MAF), ii) Sector Appraisal Format (SAF), iii) Sector Strategy Paper (SSP), and iii) Multi-Year Public Investment Programme (MYPIP). I congratulate all public officials and experts who contributed to developing these tools through close collaboration and hard work under the Strengthening Public Investment Management System (SPIMS) Project. My special thanks go to the Programming Division of the Planning Commission for their excellent leadership and the initiative to engage a broad range of stakeholders in the process of developing these tools.

As State Minister in charge of the Ministry of Finance and Ministry of Planning, I have a few remarks to make regarding the new PIM tools.

First, the new PIM tools will contribute significantly to the implementation of two major governance reform initiatives – the Public Financial Management (PFM) Reform Strategy led by the Ministry of Finance, and the PIM Reforms led by Planning Commission, Ministry of Planning. Both reforms will require close collaboration between the two central ministries that are tasked to manage the national budget of the Government. I am very pleased that the new PIM tools have been developed through close collaboration between them.

Second, I am also delighted that the MDAs in the two pilot sectors have played an instrumental role throughout the Project. I would like to thank all the officers who participated in various seminars, workshops and consultation meetings and provided extremely useful feedback and comments to make the PIM tools relevant and effective in their day-to-day work at their respective assignments.

Last, but not least, I would like to thank the Japan International Cooperation Agency (JICA) for their technical and financial support for the project, and the Government of Japan for continued partnership and friendship with the Government of Bangladesh and Bangladeshi people. I believe and do hope that our partnership will make even stronger progress for many more years to come.


(M. A. Mannan, MP)



Md. Ziaul Islam
Member, Programming Division
&
Secretary, Planning Division
Ministry of Planning
Government of the People's Republic of Bangladesh

Foreword

The Strengthening Public Investment Management System (SPIMS) project is seeking to improve Public Investment Management (PIM) capacity with strengthened linkages between public investment projects and national development policies and fiscal frameworks. The Project is co-financed by the Japan International Cooperation Agency (JICA). The Project is being implemented by the Programming Division of the Planning Commission, supported by a JICA Expert Team (JET). Crucially, four key PIM tools have been developed under this project, namely the i) Ministry Assessment Format (MAF), ii) Sector Appraisal Format (SAF), iii) Sector Strategy Paper (SSP), and iv) Multi-Year Public Investment Programme (MYPIP). Of these tools, the SAF is focused on improving project appraisal by the Sector Divisions of the Planning Commission.

In respect of Project Formulation and Appraisal, the SPIMS project conducted a diagnostic study of the Development Project Proposal (DPP) /Technical Assistance Project Proposal (TAPP) process and identified key issues that caused delay in the process and low quality of project design. This study suggested to standardise the DPP appraisal process by introducing the SAF for sector-level project appraisal. With a view to introducing a standard and structured system for project assessment across all sectors, the SPIMS project has developed the SAF through a series of meetings and validated it in workshops with key stakeholders of the two Pilot Sectors as well as the concerned Sector Divisions of the Planning Commission. The SAF thus developed was subsequently endorsed by the Project Steering Committee (PSC).

The value and utility of any new tools or instruments lie in their use. Unless they are used practically and applied through the system, the purpose of developing these new instruments will remain unachieved. For realising the desired benefits of the new PIM tools, it is necessary to start practicing them in the Pilot Ministries/Divisions/Agencies (MDAs) and also to roll them out to other MDAs in future. With this end in view, the SAF was presented before the National Coordination Committee (NCC) of the SPIMS Project chaired by the Hon'ble Minister for Planning.

The NCC approved the adoption and use of the SAF within the pilot sectors of the Planning Commission. It needs to be mentioned here that this new PIM tool is aimed to strengthen and supplement the existing Government procedures for designing, processing, and assessing the DPP by the Sector Divisions of the Planning Commission and has been prepared in line and in full conformity with the Planning Division's "Procedures for preparation, processing, approval and revision of Development Projects in the Public Sector", dated October 2016.

I strongly believe that use of the SAF will facilitate and improve the existing PIM system and bring about qualitative change in the whole process of project preparation, appraisal, approval, and implementation.

(Md. Ziaul Islam)



Md. Syeedul Haque

Chief, Programming Division

&

Project Director, SPIMS Project

Planning Commission, Ministry of Planning
Government of the People's Republic of Bangladesh

Acknowledgements

A new format titled "Sector Assessment Format (SAF)" has been developed by the "Strengthening Public Investment Management System (SPIMS) Project" for appraisal of Development Project Proposal (DPP) by the Sector Divisions of the Planning Commission. SPIMS is managed by the Programming Division of the Planning Commission and a JICA Expert Team (JET) provided technical support. The purpose of the SPIMS project is to deliver structural improvements in PIM capacity, with strengthened linkages between public investment projects, national development policies, and fiscal frameworks.

The Programming Division gratefully recognizes the financial support of the Government of Japan and technical assistance of JICA in the implementation of the SPIMS project. The concerned officials of the JICA Bangladesh Office were actively involved in the implementation of the project activities for which they deserve special appreciation and thanks.

The members of the Sector Working Groups (SWGs) in the two pilot sectors of i) Power & Energy and ii) Local Government & Rural Development provided very useful contribution, guidance, and inputs in the process of developing the PIM tools. The SPIMS project benefited immensely from the expert opinions of the members of the SWGs. We recognize their contributions with thanks and gratitude. We would also like to thank all the officials of the pilot Ministries/Divisions, Sector Divisions and GED of Planning Commission, IMED, ERD and Finance Division as well as those of the relevant agencies who cooperated with the SPIMS team in meeting and helping them with information and data.

We are extremely grateful to the respected Members of the Agriculture, Water Resources and Rural Institutions Division, Physical Infrastructure Division and Industry and Energy Division of the Planning Commission for kindly organising and chairing consultation meetings on the new PIM tools developed by the SPIMS Project and providing very useful suggestions for improving these documents.

The Member, Programming Division and Secretary, Planning Division lent invaluable support through his vast experience and able guidance as the Chair of the Project Steering Committee (PSC) in carrying forward the project activities. His unequivocal support was the greatest source of our inspiration. We are grateful to him.

The Hon'ble State Minister for the Ministry of Finance and the Ministry of Planning deserves thanks for his advice and guidance in the implementation of the SPIMS project.

We are also indebted to the Hon'ble Minister for Planning for approving the new PIM tools with the valuable instruction for utilising/practicing these tools by the Pilot Ministries/Divisions, Agencies and related Sector Divisions of Planning Commission.

Finally, we owe our thanks to all the members of the Project Implementation Unit (PIU), JET team and the local consultants for their dedication and hard work for the project. Without their unswerving endeavours and knowledge of best practice of PIM in other countries it would not have been possible to develop the new PIM tools.

The Programming Division looks forward to the cooperation of all concerned and their similar involvement in the next steps for using the new PIM tools as well as roll out of these tools to other sectors, Ministries/Divisions and Agencies, towards achieving the ultimate purpose and goal of the project.



(Md. Syeedul Haque)

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Sector Appraisal Format (SAF)

This format is a supplementary document for the Project Evaluation Committee (PEC). It is to be completed by the respective Sector Division of the Planning Commission when the DPP is received from the Ministry/Division. The following points are assessed through this format:

- Readiness check
- [Part I] Basic Information on the Project (including Review of Log Frame and Cost Benefit Analysis)
- [Part II] Relevance to the Sector Planning and Budgeting
- [Part III] Relevance to Manpower during Project Implementation and Operation
- [Part IV] Relevance to Costings
- [Part V] Review of Assessment Results Conducted by the Ministry/Division

Project Name: _____

Date of signature of DPP by Agency official(s) responsible for DPP preparation: _____

Date of signature of DPP by Head of Agency: _____

Date of endorsement at the Ministry/ Division _____

Date of submission to the Sector Division, Planning Commission: _____

Date of receipt at the Planning Commission: _____

Date of receipt of DPP by the Desk Officer: _____

Review of Assessment and Sector Appraisal (Preparation for PEC) Track Record

Date	Activity conducted	Follow-up requirements
	Beginning of Project Appraisal	
	Completion of draft Project Appraisal	
	Project Evaluation Committee (PEC) Meeting	
	Issuing of Minutes of PEC Meeting along with Draft Project Appraisal to all concerned	
	Receipt of comments related to Cost Rationalization, if any	
	Receipt of recast DPP from Ministry/Division by Sector Division	
	Receipt of recast DPP by Desk Officer	
	Completion of recast project appraisal by Sector Division	

Date of endorsement by the Chairperson, PEC at Sector Division: _____

Date of Submission to the NEC-ECNEC & Coordination Wing, Planning Division _____

Expected year of inclusion in ADP/RADP: _____

Readiness check

1: Status of Feasibility Study [Refer to Compliance A-1 of MAF]

a) Is the cost of proposed project more than TK. 25 crore? (Please tick the box)	
<input type="checkbox"/> Yes (→go to b)	<input type="checkbox"/> No (→skip b & c)
b) Is the result of feasibility study approved? (<input checked="" type="checkbox"/> Please check current status and tick appropriate box)	
<input type="checkbox"/> Yes (→go to c)	<input type="checkbox"/> No (→the DPP will be sent back to the Ministry/ Division)
c) If the answer to b) is "YES", please write the date of approval and appendix number of the DPP.	
Date of Approval:	Appendix Number:

2: Status of Inclusion in the current ADP/RADP [Refer to Compliance A-2 of MAF]

a) Is the proposed project included in the list of unapproved projects in the current ADP/RADP? (Please tick the box)	
<input type="checkbox"/> Yes (→skip b & c)	<input type="checkbox"/> No (→go to b)
b) Has the Minister / State Minister of Planning approved the processing of the proposed project not included in the current ADP/ RADP? (Please check current status and tick appropriate box)	
<input type="checkbox"/> Yes (→go to c)	<input type="checkbox"/> No (→the DPP will be sent back to the Ministry/Division)
c) If the answer to b) is "YES", please write the date of approval and appendix number of the DPP.	
Date of Approval:	Appendix Number:

3. Status of Development Partner's Approval of Aid/ Loan [Refer to Compliance A-3 of MAF]

a) Is the funding of the proposed project to be sourced from Foreign Aid/ Loan? (Please tick the box)	
<input type="checkbox"/> Yes (→Go to b)	<input type="checkbox"/> No (→Skip b, c and d)
b) Has the Development Partner approved the project? (<input checked="" type="checkbox"/> Please check current status and tick appropriate box)	
<input type="checkbox"/> Yes (→Go to c)	<input type="checkbox"/> No (→Go to d)
c) If the answer to b) is "YES", please write the date of approval and appendix number of the DPP.	
Date of Approval:	Appendix Number:
d) If the answer to b) is "No", please describe the status and expected date of approval.	

4: Status of Land Acquisition [Refer to Compliance B-1 and Part III of the MAF]

a) Does the proposed project require land acquisition? (Please tick the box)	
<input type="checkbox"/> Yes (→Go to b)	<input type="checkbox"/> No (→Skip b)
b) Review the assessment provided in Section III of the MAF	

5: Status of Compensation and/or Rehabilitation/Resettlement [Refer to Compliance B-2 and Part III of the MAF]

a) Does the proposed project involve compensation and/or rehabilitation/resettlement? (Please tick the box)	
<input type="checkbox"/> Yes (→Go to b)	<input type="checkbox"/> No (→Skip b)
b) Review the assessment provided in Section III of the MAF	

6: Status of Environmental Impact [Refer to Compliance B-3 and Part IV of the MAF]

a) Is the environmental category of the proposed project, Orange Ka, Orange Kha, or Red? (Please tick the box)	
<input type="checkbox"/> Yes (→Go to b)	<input type="checkbox"/> No (→Skip b)
b) Review the assessment provided in Section IV of the MAF	

Part I: Basic Information on the Project

(Refer to the DPP document: PART A)

1. Sponsoring Ministry/Division:

2. Implementing Agency:

3. Concerned Sector Division of
Planning Commission

4. Planned Duration of Project:
(Month, Year)

Start:

Completion:

Duration in months:

Months

5. Estimated Cost of the Project
(in lakh Taka):

GOB: lakh

PA: lakh

Own fund: lakh

Others: lakh

Total: lakh

(Funding
Source)/ (mode
of Financing)

6. Project Location

7. Year Wise Cost

Financial Year	GOB (FE)	PA		Own Fund (FE)	Others (Specify)	Total
		RPA	DPA			
1	2	3	4	5	6	7
Yr 1						
Yr 2						
Yr 3						
Grand Total						

A. Review of the Log Frame: [Reference: DPP; 10.0 Log Frame and MAF; Part II]

Review the assessment in Part II of the MAF [Clarity of Log Frame] <ul style="list-style-type: none"> ● Review the intervention logic (Project goal → Project Purpose → Output → Input) with important assumptions ● Review the adequacy of Objectively Verifiable Indicators (OVI) and Means of Verification (MOV)

(Date of formulation)

	Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption (IA)
Project Goal				
Project Purpose				
Outputs				
Inputs				

B. Review of Cost Benefit Analysis: [Reference: 17.0 of the DPP Financial and Economic Analysis and Part VI of the MAF]

a) Was a Cost- Benefit Analysis conducted? (Please tick the box)	
<input type="checkbox"/> Yes (➔ Go to b and c)	<input type="checkbox"/> No (➔ Provide the reason (Reason) why not conducting the CBA/FEA and Skip b)
b) Will the facilities and services established under the proposed project generate income? (Please tick the box)	
<input type="checkbox"/> Yes (Income generating)	<input type="checkbox"/> No (Non-income generating)
c) Review the assessment in Section V of the MAF [Cost Benefit Analysis]	

	(Discount rate: %)	Net Present Value (NPV)	Benefit-Cost Ratio (BCR)	Internal Rate of Return (IRR)
Financial				
Economic				

Part II: Relevance to the Sector Planning and Budgeting

Some of the following questions are whether the proposed project is relevant to the Sector Strategy Paper (SSP) and the Multi-Year Public Investment Programme (MYPIP) respectively; as part of the description in the ADP/RADP. SSPs and MYPIPs are currently in process of being introduced by the Planning Commission, following support over the period through the Strengthening Public Investment Management System (SPIMS) Project, therefore the questions asked in Part II apply only to the sectors that have already introduced these frameworks.

(1) Relevance of the project to the sector strategy (planning)

Reference

<p>[Items of the DPP]</p> <ul style="list-style-type: none"> ● PART A <ul style="list-style-type: none"> ➤ 3.0: Objectives and Targets ➤ 7.0: Location of the project ➤ 10.0: Log Frame ● PART B <ul style="list-style-type: none"> ➤ 14.0: Background information ➤ 15.0: Project description ➤ 16.0: Pre-appraisal/ feasibility study (appendix) ➤ 17.0 Financial and Economic Analysis (appendix) ➤ 26.0: Specific linkage (appendix) ➤ 27.1: Vision, Mission of the Ministry/Division, and Agency ➤ 27.2: Allocation of Business of the Ministry/ Division ● Annexure and Appendix <ul style="list-style-type: none"> ➤ Appendix: Feasibility Study ➤ Appendix: Calculation Sheets (Financial and Economic Analysis) ➤ Appendix: Specific linkage (Copy of relevant pages of the concerned documents) ➤ Appendix: copy of Vision and Mission ➤ Appendix: copy of Allocation of Business <p>[Other documents]</p> <ul style="list-style-type: none"> ➤ <u>Sector Strategy Paper (if applicable)</u> ➤ Five Year Plan (Sector Policy, & Results Framework) ➤ Sector Write-up of ADP/RADP ➤ Documents related to Sector Policy/ Plan e.g. Power Sector Masterplan (if any) 	<p>[Appraisal points stipulated in the Green Book]</p> <ul style="list-style-type: none"> ➤ Paragraph 1.10 (a) <p>For projects having links with more than one sector/Ministry/Division and which are nationally important and large in value, coordination should be established among different Sectors of the Planning Commission.</p> ➤ Paragraph 1.10 (b) <p>A Project Proposal shall not be considered separately/ or in isolation; rather it should be <u>examined in the overall context of: the number of projects in the Sector/or of the implementing agency and its budget allocation; the linkage of the project with national and sectoral priority; the capacity/ capability of the implementing agency; the impact on revenue budget after the completion of the project; and the justification of the duration of the project.</u></p>
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(1) Existence of the Sector Strategy Paper (SSP) for the related sector at time of appraisal.

Yes (Go to 2 and then 3)

No (Go to 3 directly)

(2) Comments related to the relevance with the Sector Strategy Paper (SSP)

a) Reference to the project in the SSP
For example: Which sector outcome or intermediate outcome is linked to the project purpose of proposed project
b) Reference in the DPP
For example: Items of the DPP <ul style="list-style-type: none"> ● 14.0: Background ● 15.0: Project Description ● 26.0: Linkage ● 27.1. Vision and Mission of MDA ● 27.2: Allocation of Business of Ministry/ Division
c) Comments

(3) Comments related to the relevance of the project in terms of the Five Year Plan (Sector Policy, & Results Framework), Sector Write-up of ADP/RADP, and other documents related to Sector Policy and SDGs (if any)

a) Reference in the other relevant Strategy/Plan documents
b) Reference in the DPP
For example: Items of the DPP <ul style="list-style-type: none"> ● 14.0: Background ● 15.0: Project Description ● 26.0: Linkage ● 27.1. Vision and Mission of MDA ● 27.2: Allocation of Business of Ministry/ Division
c) Comments

(2) Relevance of the project to budgetary resources

Reference

<p>[Items of the DPP]</p> <ul style="list-style-type: none"> ● PART A <ul style="list-style-type: none"> ➤ 5.0: Estimated cost of the project ➤ 6.0: Mode of financing ➤ 9.0: Estimated cost summary ➤ 12.1: Procurement Plan (Annexure 3) ➤ 12.2: Year wise Financial and Physical Target Plan (Annexure 4) ➤ 13.0: Plan after project completion (Appendix) ● PART B <ul style="list-style-type: none"> ➤ 16.0: Pre-appraisal/ feasibility study (Appendix) ➤ 17.0 Financial and Economic Analysis (Appendix) ➤ 21.0: Detailed annual phasing of cost (Annexure 5) ➤ 23.0: Amortization schedule (Annexure 6) ➤ 31.0: Risk analysis and mitigation measures ➤ 32.1: Sustainability of the project benefit ● Annexure and Appendix <ul style="list-style-type: none"> ➤ Annexure 1: Location wise cost break down ➤ Annexure 2: Project management setup ➤ Annexure 3: Procurement plan ➤ Annexure 4: Year wise financial and physical target plan ➤ Annexure 5: Detailed annual phasing of cost ➤ Appendix: Feasibility Study ➤ Appendix: Calculation Sheets (Financial and Economic Analysis) ➤ Appendix: Operation and maintenance plan <p>[Other sources]</p> <ul style="list-style-type: none"> ➤ <u>MYPIP (If applicable)</u> ➤ ADP/RADP (List of unapproved Projects) ➤ Mid-Term Budget Framework ➤ Ministry Budget ➤ Project Briefs (cost for pipe-lined projects) 	<p>[Appraisal points stipulated in the Green Book]</p> <ul style="list-style-type: none"> ➤ Paragraph 1.10 (b) <p>A Project Proposal shall not be considered separately/ or in isolation; rather it should be <u>examined in the overall context of: the number of projects in the Sector/or of the implementing agency and its budget allocation; the linkage of the project with national and sectoral priority; the capacity/ capability of the implementing agency; the impact on revenue budget after the completion of the project; and the justification of the duration of the project.</u></p> [If-case] <ul style="list-style-type: none"> ➤ 1.10 (g) <p>For a revised project proposal (RDPP) the cumulative expenditure and the expenditure of the components which have unusual cost over-runs shall be examined in detail. Instead of revising, such projects should be declared completed and, if required, a feasibility study for undertaking a new project should be conducted.</p> ➤ 1.10 (d) <p>For consideration of DPP of the agencies which are allocated public funds for making them self-reliant, it is necessary to examine in detail the amount of funds so far allocated to them, its present status and future fund requirement, indicating the period of time for which such allocation will be needed.</p>
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(1) Existence of the Multi-Year Public Investment Programme (MYPIP) for the sector at time of appraisal.

Yes (Go to 2, and then 3)

No (Go to 3 directly)

(2) Comments related to the relevance to the Multi-Year Public Investment Programme (MYPIP)

a) Reference in the MYPIP
b) Reference in the DPP
Example: Items of the DPP <ul style="list-style-type: none">● 6.0: Mode of financing● 9.0: Estimated cost summary● 12.1: Procurement Plan (Annexure 3)● 12.2: Year wise Financial and Physical Target Plan (Annexure 4)● 13.0: Plan after project completion (Appendix)
c) Comments

(3) Comments related to the relevance to other documents related to budgeting of the proposed project (i.e. ADP/RADP List of unapproved projects, project priority list, and project brief).

a) Reference in the other document
b) Reference in the DPP
Example: Items of the DPP <ul style="list-style-type: none">● 6.0: Mode of financing● 9.0: Estimated cost summary● 12.1: Procurement Plan (Annexure 3)● 12.2: Year wise Financial and Physical Target Plan (Annexure 4)● 13.0: Plan after project completion (Appendix)
c) Comments

Part III: Relevance to Manpower

This part reviews the manpower status in two different phases: 1) manpower during project implementation, and 2) manpower after completion of the project, during its operation.

1. Confirmation of the project information related to Manpower setting

Information related to the proposed manpower of the project (as indicated in items 11.0 and 13.0 of the DPP, Annex 2, and Situation Analysis Paper):

[During Project Implementation]

sn	Name of proposed posts	Number of existing posts		Qualification	Mode of recruitment (deputation, direct, outsourcing)	Pay Scale/ consolidated pay	Pay Grade	Responsibilities / Accountabilities	Remarks	Number of same or mutually transferable posts of the Agency under Revenue Head (item 13.0 of the DPP)
		During Implementation	After Implementation (item 13.0 of the DPP)							
	1	2a	2b	3	4	5	6	7	8	9
1										
2										
3										
4										
5										

[During O&M]

sn	Name of proposed posts	Number of existing posts		Qualification	Mode of recruitment (deputation, direct, outsourcing)	Pay Scale/ consolidated pay	Pay Grade	Responsibilities / Accountabilities	Remarks	Number of same or mutually transferable posts of the Agency under Revenue Head (item 13.0 of the DPP)
		During Implementation	After Implementation (item 13.0 of the DPP)							
	1	2a	2b	3	4	5	6	7	8	9
1										
2										
3										
4										
5										

2. Manpower during Project implementation

Reference

<p>[Items of the DPP]</p> <ul style="list-style-type: none"> ● PART A <ul style="list-style-type: none"> ➤ 11.1: Proposed project management setup (Annex 2) ➤ 13.0: After completion of the project, whether the project needs to be transferred to the revenue budget ● PART B <ul style="list-style-type: none"> ➤ 31.0: Risk Analysis and Mitigation Measures (Identify risks during implementation and operation) ● Annexure and Appendix <ul style="list-style-type: none"> ➤ Annexure 2: Project Management Setup ➤ Annexure 2: Organogram of proposed setup ➤ Appendix: Feasibility study ➤ Appendix: Operation and Maintenance plan ● Manpower Rationalization Committee <ul style="list-style-type: none"> ➤ Minutes of Manpower Rationalization Committee Meeting, ➤ Situation Analysis Report for Manpower Rationalization 	<p>[Appraisal points stipulated in the Green Book]</p> <ul style="list-style-type: none"> ➤ Paragraph 1.10 (b) <p>A Project Proposal shall not be considered separately/ or in isolation; rather it should be examined in the overall context of: the number of projects in the Sector/or of the implementing agency and its budget allocation; the linkage of the project with national and sectoral priority; <u>the capacity/ capability of the implementing agency</u>; the impact on revenue budget after the completion of the project; and the justification of the duration of the project.</p> ➤ Paragraph 1.10 (e) <p>For determination of the type / nature, post/ number of man power for a project, the PEC meeting* will examine the proposals thoroughly and make specific recommendations. The Working Paper for the PEC meeting* will include analysis and recommendations in this regard;</p> <p>* The authority to examine the manpower remains in force at the Inter-ministerial Committee headed by the Additional Secretary of the Finance Division (Cabinet Division Letter, No: 04.00.0000.611.006.002.14-19)</p>
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(1) Comments based on various aspects of Manpower Formulation

	Aspect	Remarks
1	Project's Organisational Structure	
2	Posts (deputation/ direct recruiting/ outsourcing)	
3	Incurred Costs	
4	Expected date of Formulation/appointment	
5	Central/ local distribution of manpower	
6	Balance and burden of duties	
7	Technical requirements	

(2) Comments by the Finance Division related to manpower (Refer to Minutes of Manpower Rationalization Committee Meeting and Situational Analysis Report for Manpower Rationalization)

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(3) Sector Division's Comments related to manpower

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[The following contents may be completed after the Project Evaluation Committee Meeting]

(4) Comments related to the manpower from other member organizations of the PEC.

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3. Manpower during Operation

Reference

<p>[Items of the DPP]</p> <ul style="list-style-type: none"> ● PART A <ul style="list-style-type: none"> ➤ 13.0: After completion of the project, whether the project needs to be transferred to the revenue budget ● PART B <ul style="list-style-type: none"> ➤ 31.0: Risk Analysis and Mitigation Measures (Identify risks during implementation and operation) ➤ 32.1: Sustainability of the Project Benefit ● Annexure & Appendix <ul style="list-style-type: none"> ➤ Appendix: Feasibility Study ➤ Appendix: Specification ➤ Appendix: Operation and Maintenance plan ➤ Appendix: Cost Benefit Analysis including the cost estimation for Operation and Maintenance. ● Manpower Rationalization Committee <ul style="list-style-type: none"> ➤ Minutes of Manpower Rationalization Committee Meeting, ➤ Situation Analysis Report for Manpower Rationalization 	<p>[Appraisal points stipulated in the Green Book]</p> <ul style="list-style-type: none"> ➤ Paragraph 1.10 (b) A Project Proposal shall not be considered separately/ or in isolation; rather it should be examined in the overall context of: the number of projects in the Sector/or of the implementing agency and its budget allocation; the linkage of the project with national and sectoral priority; the capacity/ capability of the implementing agency; <u>the impact on revenue budget after the completion of the project</u>; and the justification of the duration of the project. <p>[If-case]</p> <ul style="list-style-type: none"> ➤ Paragraph 1.10 (d) For consideration of DPP of the agencies which are allocated public funds for making them self-reliant, it is necessary to examine in detail the amount of funds so far allocated to them, its present status and <u>future fund requirement</u>, indicating the period of time for which such allocation will be needed.
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(1) Comments on Planned Organization/Manpower related to Operation & Maintenance (O&M) after project completion

	Aspects	Remarks
1	O&M Management Responsibility	
2	Project’s Organisational Structure	
3	Government involvement in O&M	
4	Required Technical Aspects	
5	O&M Budget Source	

(2) Comments related to review of sustainability measures including Operation and Maintenance (O&M) Plans, on the impact of the revenue budget (or any other budget sources described in the DPP) for O&M of the project after its completion.

Part IV: Relevance to Costing

Reference

<p>[Items of the DPP]</p> <ul style="list-style-type: none"> ● PART A <ul style="list-style-type: none"> ➤ 9.0: Estimated cost summary (Taka in Lakh) ➤ 11.1: Proposed Project Management Setup (Annexure 2) ➤ 12.1: Procurement Plan (Annexure 3) ➤ 12.2 Year wise Financial and Physical Target Plan (Annexure 4) ● PART B <ul style="list-style-type: none"> ➤ 16.0: Summary of pre-appraisal/ feasibility study ➤ 19.0: Basis of item-wise cost estimation and date ➤ 20.0: Comparative cost of major items ➤ 21.0 Attach detailed annual phasing of cost (Annex 5) ➤ 22.0: Specification/ design of major items (appendix) ➤ 23.0 Attach Amortization Schedule (Annex 6) ● Annexure & Appendix <ul style="list-style-type: none"> ➤ Annexure 3: Total Procurement Plan ➤ Annexure 4: Financial and Physical target plan ➤ Annexure 5: Detailed annual phasing of cost ➤ Annexure 6: Amortization Schedule ➤ Appendix: Feasibility Study ➤ Appendix: Specification ➤ Appendix: Cost Benefit Analysis ● Record of Cost Rationalization Committee <ul style="list-style-type: none"> ➤ Working paper and Minutes of Cost Rationalization Committee Meeting 	<p>[Appraisal points stipulated in the Green Book]</p> <ul style="list-style-type: none"> ➤ Paragraph 1.10 (c) For considering the proposal for procurement of vehicles and equipment, the real assessment of the existing condition of vehicles and equipment procured under revenue and development budget of the agency should be made considered; ➤ Paragraph 1.10 (h) Provision of limited amount of money may be kept in the DPP for price contingency due to inflation and physical contingency for additional physical works in certain component (Economic Sub-Code). Provision for price contingency up to a maximum of 8% and physical contingency up to 2% of the estimated total project cost may be considered. Decision for such allocation shall be taken in the PEC meeting considering the nature of each project;
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(1) Comments related to the review of cost estimation of the project, including its comparison with other completed (or approved) projects of the same nature

Part V: Review of Assessment Results Conducted at Ministry/Division

This part reviews the results of assessment that are conducted at the Ministry/Division (Refer to Ministry Assessment Format (MAF) and the Summary of MAF).

[Overall Comments of Review of the Ministry Assessment]

Section		Comments on Assessment Results
Section VII of MAF: Evaluation Criteria		
	Relevance	
	Effectiveness	
	Efficiency	
	Impact	
	Sustainability	
	Risks and Mitigation Measures	

[Appraisal points stipulated in the Green Book]

Paragraph 1.10 (f): Before consideration and recommending projects to be implemented in phases, the IMED evaluation report of the project implemented in the previous phases shall be examined thoroughly;