



Government of the People's Republic of Bangladesh

Annual Performance Agreement (APA)

Between

The Cabinet Secretary
and

The Secretary, Ministry of Food

2014-2015

Table of Contents

Preamble
Section 1: Ministry's / Division's Vision, Mission, Strategic Objectives and Functions
Section 2: Strategic Objectives, Activities, Performance Indicators and Targets
Section 3: Trend values of the Performance Indicators
Section 4: Description of the Performance Indicators, Implementing Department/Agencies and Measurement Methodology
Section 5: Specific Performance Requirements from other Ministries/Divisions
Section 6: Outcomes of the Ministry/Division

Preamble

The Annual Performance Agreement is made and entered into on 09 March 2015

BETWEEN

The Secretary, Ministry of Food, representing the Minister, Ministry of Food, Government of the People's Republic of Bangladesh.

AND

The Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh.

The parties hereto agree as follows:

Section 1: Ministry's/Division's Vision, Mission, Strategic Objectives and Functions

1.1 Vision

Ensure dependable and sustained food security for all at all times.

1.2 Mission

Ensuring adequate and stable supply of safe and nutritious food through integrated public food management.

1.3 Functions

- 1 Formulation ,review and execution of legislations, policies, plans, procedures, orders and guidelines relating to overall food security.
- 2 Implementation, monitoring and coordination of National Food policy.
- 3 Planning , operation and coordination of country's public food management including food grain procurement, distribution, movement and storage.
- 4 Managing import and export of food grains and civil supplies.
- 5 Inspection, analysis and maintenance of quality and standards of food grains.
- 6 Maintaining food security and food management information system and conducting analysis, research and studies.
- 7 Construction and maintenance of food storage system.
- 8 Promotion of private sector food trade.
- 9 Administration of Food Safety Act 2013.

1.4 Strategic Objectives

- 1 To maintain adequate food security stock for the country and to ensure fair prices to the farmers during the harvest.
- 2 To stabilize market prices of food grains (rice & wheat).
- 3 To improve access to food for the poor, especially women and children through targeted Public Food Distribution System (PFDS).
- 4 To improve food safety and nutrition situation in the country.

Section 2:

Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
Ministry/Division Strategic Objectives										
[1] To maintain adequate food security stock for the country and to ensure fair prices to the farmers during the harvest.	48.00	[1.1] Domestic procurement of rice	[1.1.1] Quantity of rice procured.	lakh MT	10.00	12	11	10	9	8
		[1.2] Import of wheat from own resources	[1.2.1] Quantity of wheat imported.	lakh MT	9.00	7	6	5	4	3
		[1.3] Maintenance of a minimum food stock at the end of the year	[1.3.1] Quantity of foodgrains stored .	lakh MT	9.00	10	9	8	7	6
		[1.4] Food policy monitoring	[1.4.1] No. of monitoring report published	Number	5.00	5	4	3	2	1
		[1.5] Domestic procurement of wheat	[1.5.1] Quantity of wheat procured.	thousand MT	3.00	100	75	50	40	30
		[1.6] Maintenance & rehabilitation of godowns	[1.6.1] Capacity of storage space rehabilitated/repai red.	Thousan d MT	3.00	50	40	30	25	20
		[1.7] Construction of new and modern storage	[1.7.1] Capacity of storage space newly constructed.	Thousan d MT	3.00	70	65	60	55	50
		[1.8] Reduction of storage loss	[1.8.1] % of storage loss as compared to total offtake.	%	3.00	0.60	0.65	0.70	0.75	0.80
		[1.9] Reduction of transit loss	[1.9.1] % of transit loss as compared to total transported stock.	%	2.00	0.08	0.085	0.09	0.095	0.10
		[1.10] Import of rice from own resources	[1.10.1] Quantity of rice imported.	thousand MT	1.00	50	45	40	35	30

Section 2:

Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
[2] To stabilize market prices of food grains (rice & wheat).	10.00	[2.1] Distribution of rice through OMS and fair price cards	[2.1.1] Quantity of rice distributed .	lakh MT	5.00	3.50	3.25	3.00	2.50	2.00
		[2.2] Distribution of wheat/atta through OMS and fair price cards	[2.2.1] Quantity of wheat/atta distributed.	lakh MT	5.00	3.00	2.75	2.50	2.25	2.00
[3] To improve access to food for the poor, especially women and children through targeted Public Food Distribution System (PFDS).	22.00	[3.1] Distribution of rice to targeted PFDS channels	[3.1.1] Quantity of rice distributed through targeted PFDS channels annually	lakh MT	8.00	9.00	7.50	6.50	5.50	5.00
		[3.2] Distribution of wheat/atta to targeted PFDS channels	[3.2.1] Quantity of wheat distributed through targeted PFDS channels annually	lakh MT	8.00	4.50	2.75	2.50	2.00	1.75
		[3.3] Imparting training to the manpower	[3.3.1] Number of trainees	Number	6.00	400	350	300	250	200
[4] To improve food safety and nutrition situation in the country.	5.00	[4.1] Administration of Food safety Act 2013	[4.1.1] Bangladesh Food Safety Authority established	Date	5.00	28/02/2015	31/03/2015	30/04/2015	31/05/2015	30/06/2015

Mandatory Strategic Objectives

* Improve Service delivery to the Public	6.00	Implementation of Citizens' Charter (CC)	Preparation and approval of CC by the Ministry/Division	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
			Publication of CC in website or others means	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
		Implementation of Grievance Redress System (GRS) system	Publishing names and contact details of GRS focal point in the website	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015

* Mandatory Objective(s)

Section 2:

Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
Mandatory Strategic Objectives										
			Sending GRS report(s) to the Cabinet Division from January 2015	Number of report(s)	1.0	5	4	3	2	1
		Implementing Innovations	Implemented decisions of the innovation team	%	1.0	100	80	50	30	--
			Unicode used in all official activities	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
* Improve governance	4.00	Compliance with RTI Act and proactive disclosure	Percentage of information, mentioned in the RTI Act and related regulations, disclosed in the website	%	2.0	80	70	60	50	40
		Preparation and Implementation of the National Integrity Strategy Work Plan	Preparation of NIS Work Plan for 2015 and get approved by the Ethics Committee	Date	2.0	28/02/2015	31/03/2015	30/04/2015	31/05/2015	30/06/2015
* Improve Financial Management	3.00	Improve compliance with the Terms of Reference of the Budget Management Committee (BMC)	Budget Implementation Plan (BIP) prepared and Quarterly Budget Implementation Report (QIMR) submitted to Finance Division (FD) meeting FD requirements	Number of report	1.0	5	4	3	2	1
			Actual achievements against performance targets are monitored by the BMC on a quarterly basis	Number of BMC meetings	1.0	4	3	2	1	--

* Mandatory Objective(s)

Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%

Mandatory Strategic Objectives

		Improve audit performance	Percentage of outstanding audit objections disposed off during the year	%	1.0	70	55	40	30	20
* Efficient Functioning of the Annual Performance Agreement (APA) System	2.00	Timely submission of Draft APA for 2014-2015	On-time submission	Date	2.0	01/02/2015	02/02/2015	03/02/2015	04/02/2015	05/02/2015

* Mandatory Objective(s)

Section 3: Trend Values of the Performance Indicators

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
Ministry/Division Strategic Objectives								
[1] To maintain adequate food security stock for the country and to ensure fair prices to the farmers during the harvest.	[1.1] Domestic procurement of rice	[1.1.1] Quantity of rice procured.	lakh MT	12.80	12.89	12	12	12
	[1.2] Import of wheat from own resources	[1.2.1] Quantity of wheat imported.	lakh MT	3.38	8.53	7	8	8
	[1.3] Maintenance of a minimum food stock at the end of the year	[1.3.1] Quantity of foodgrains stored .	lakh MT	10.22	11.53	11	11.50	11.50
	[1.4] Food policy monitoring	[1.4.1] No. of monitoring report published	Number	7	10	4	5	5
	[1.5] Domestic procurement of wheat	[1.5.1] Quantity of wheat procured.	thousand MT	130	150	100	120	120
	[1.6] Maintenance & rehabilitation of godowns	[1.6.1] Capacity of storage space rehabilitated/repaired.	Thousand MT	64	35	50	40	40
	[1.7] Construction of new and modern storage	[1.7.1] Capacity of storage space newly constructed.	Thousand MT	150	111	70	100	100
	[1.8] Reduction of storage loss	[1.8.1] % of storage loss as compared to total offtake.	%	0.70	0.60	0.60	0.60	0.60
	[1.9] Reduction of transit loss	[1.9.1] % of transit loss as compared to total transported stock.	%	0.09	0.085	0.08	0.08	0.08
	[1.10] Import of rice from own resources	[1.10.1] Quantity of rice imported.	thousand MT	2.20	0.00	50	50	50

Section 3: Trend Values of the Performance Indicators

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
[2] To stabilize market prices of food grains (rice & wheat).	[2.1] Distribution of rice through OMS and fair price cards	[2.1.1] Quantity of rice distributed .	lakh MT	0.56	2.71	2.50	2.50	2.50
	[2.2] Distribution of wheat/atta through OMS and fair price cards	[2.2.1] Quantity of wheat/atta distributed.	lakh MT	2.89	2.3	2.0	2.0	2.0
[3] To improve access to food for the poor, especially women and children through targeted Public Food Distribution System (PFDS).	[3.1] Distribution of rice to targeted PFDS channels	[3.1.1] Quantity of rice distributed through targeted PFDS channels annually	lakh MT	12.56	8.07	7.50	9.75	9.75
	[3.2] Distribution of wheat/atta to targeted PFDS channels	[3.2.1] Quantity of wheat distributed through targeted PFDS channels annually	lakh MT	1.88	5.97	2.75	7.00	7.00
	[3.3] Imparting training to the manpower	[3.3.1] Number of trainees	Number	460	400	400	450	450
[4] To improve food safety and nutrition situation in the country.	[4.1] Administration of Food safety Act 2013	[4.1.1] Bangladesh Food Safety Authority established	Date	--	--	31/05/2015	--	--

Section 4:

Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
1	[1.1.1] Quantity of rice procured.	Total rice procured domestically in aman and boro season to offer incentive price to the farmers and to build PFDS stock	DGOF	MIS Report, DGOF	Constitutes a major portion of rice (as well total foodgrain) stock.
2	[1.2.1] Quantity of wheat imported.	Quantity of rice imported from own resources Rice is imported, although a small qty., in a FY to build up PFDS stock, smoothen supply shock and to stabilize prices.	DGOF	MIS Report, DGoF	Bangladesh is nearly self-sufficient in rice production except in disaster years. Therefore, a relatively very low weight (1 out of 10) for this indicator is assigned.
3	[1.3.1] Quantity of foodgrains stored .	Closing stock of foodgrain (rice & wheat) of a financial year. It is the resultant of initial stock of FY plus internal procurement plus import minus distribution to different channels in a year. Very important for execution of planned PFDS operations of the current FY and next FY.	DGOF	MIS Report, DGOF	National Food Policy outlines target of minimum 10 lakh MT. Experience shows that lesser public stock induces market price to go up.
4	[1.4.1] No. of monitoring report published	FPMU is a unit of the Ministry responsible for, among others, producing (in collaboration with relevant Ministries/Agencies) yearly monitoring report of NFP-PoA & CIP, Quarterly Food Situation Report and conducting research/studies to foster informed policy decisions. The indicator describes the total number	FPMU	FPMU report	These reports are helpful for policy makers, GoB officials, & international development partners in making/supporting informed policy decisions.

Section 4:

Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
4	[1.4.1] No. of monitoring report published	of such reports produced annually.	FPMU	FPMU report	These reports are helpful for policy makers, GoB officials, & international development partners in making/supporting informed policy decisions.
5	[1.5.1] Quantity of wheat procured.	Total wheat procured domestically during wheat harvesting season to offer incentive price to the farmers, to stabilize market and to build PFDS stock	DGOF	MIS Report, DGoF	A decent total (around 1.5 lakh MT) of wheat are procured domestically. Although relatively smaller qty. than rice, this qty. adds to the stock in a critical time of the year reducing the burden of import.
6	[1.6.1] Capacity of storage space rehabilitated/repared.	Annual plan or target is set in terms of MT space at different locations which will be repaired/rehabilitated. Revenue expenditures are made to rehabilitate/repair to increase the effective capacity of existing public storage system.	DGOF	Minutes of ADP review meetings	Very important for execution of planned PFDS operation. Also important to increase capacity to respond shocks. Note that requirements for repair/maintenance godown would be construction of new godowns.
7	[1.7.1] Capacity of storage space newly constructed.	This is import to attain the target of 3.0 million ton of public storage capacity by 2021 in view of the population growth, demand for safety nets and increasing risks of climate change & disaster impacts.	DGOF	Minutes of ADP review meetings	

Section 4:

Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
8	[1.8.1] % of storage loss as compared to total offtake.	Storage loss is inherent in foodgrain operation. Allowable limit is 0.5% for upto 6 month and 0.25% increase for subsequent every 3 months. The indicator is the ratio of total storage loss dividedly total offtake in a year.	DGoF	MSS and MIS report, DGoF	Linked to public food management efficiency
9	[1.9.1] % of transit loss as compared to total transported stock.	Transit loss is inherent in foodgrain operation. Allowable limit for transit loss is 0.125% the ratio of total transit loss divided by total quantity of food stock transported in a year.	DGoF	MSS and MIS report, DGoF	Linked to public food management efficiency
10	[1.10.1] Quantity of rice imported.	Rice is imported, although a small qty., in a FY to build up PFDS stock, smoothen supply shock and to stabilize prices.	DGoF	MIS Report, DGoF	Bangladesh is nearly self-sufficient in rice production except in disaster years. Therefore, a relatively very low weight (1 out of 10) for this indicator is assigned.
11	[2.1.1] Quantity of rice distributed .	This indicator denotes the cumulative total of rice distributed through OMS and FPC (managed and operated by DGoF and its field offices) throughout the country round the year.	DGoF	MIS report, DGoF	OMS/FPC helps in stablizing prices & consumption smoothing by offering foodgrains (rice & wheat/atta) at reduced prices to low income earning section of the population. Distributed through appointing dealers and truck sales, OMS is exclusively operated by DGoF and, so far, the most visible safety net programme in the country.

Section 4:

Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
12	[2.2.1] Quantity of wheat/atta distributed.	This indicator denotes the cumulative total of wheat/atta distributed through OMS and FPC (managed and operated by DGoF and its field offices) through-out the country round the year.	DGoF	MIS report, DGoF	OMS/FPC helps in stabilizing prices & consumption smoothing by offering foodgrains (rice & wheat/atta) at reduced prices to low income earning section of the population. Distributed through appointing dealers and truck sales, OMS is exclusively operated by DGoF and, so far, the most visible safety net programme in the country.
13	[3.1.1] Quantity of rice distributed through targeted PFDS channels annually	Total quantity of rice distributed through VGF, VGD, TR, GR, FFW, CHT peace etc. in a year through -out the country	DGoF/concerned Ministry implementing the programme	MIS report, DGoF	Targeted PFDS channels include VGF, VGD, TR, GR, FFW, CHT peace etc. implemented by different Ministries/Divisions of the Govt. Rice and wheat distributed through these channels are supplied/delivered from PFDS stock of MoFood & DGoF. As important part of SSNPs, these programmes contribute significantly to reduction of poverty , food insecurity & malnutrition

Section 4:

Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
14	[3.2.1] Quantity of wheat distributed through targeted PFDS channels annually	Total quantity of wheat distributed through VGF, VGD, TR, GR, FFW, CHT peace etc. in a year through -out the country.	DGOF	MIS report, DGoF	Targeted PFDS channels include VGF, VGD, TR, GR, FFW, CHT peace etc. implemented by different Ministries/Divisions of the Govt. Rice and wheat distributed through these channels are supplied/delivered from PFDS stock of MoFood & DGoF. As important part of SSNPs, these programmes contribute significantly to reduction of poverty , food insecurity & malnutrition
15	[3.3.1] Number of trainees	Number of officers/ staffs imparted training under different modules (Home & abroad).	DGOF & Administration Wing, MoFood.	Annual report of the Ministry.	Important accomplishing the tasks/responsibilities efficiently

Section 5 :
Specific Performance Requirements from other Ministries/Divisions

Organisation Type	Organisation Name	Relevant Performance Indicator	What is your requirement from this organisation	Justification for this requirement	Requirement from this Organisation	What happens if your requirement is not met
-------------------	-------------------	--------------------------------	---	------------------------------------	------------------------------------	---

Section 6: Outcome of Ministry/Division

Outcome/Impact	Jointly responsible for influencing this outcome / impact with the following organisation (s) / division (s) / ministry(ies)	Performance Indicator (s)	Unit	Actual FY 12-13	Actual FY 13-14	Target FY 14-15	Projection FY 15-16	Projection FY 16-17
1 Minimum closing stock of food grains	Ministry of Food	Quantity of foodgrains stored.	lakh MT	10.22	13.13	13.13	13.83	14.91
2 Foodgrain storage capacity	Ministry of Food	Quantity of foodgrain storage	lakh MT	16.38	18.58	18.68	19.43	20.48
3 Ensuring fair price to the farmers for their crops	Mofood, Mof, MoA	Ratio of procurement price and production cost of rice	ratio	1.15	1.15	1.16	1.15	1.15
4 Ensuring fair price to the farmers for their crops	Mofood, Mof	Ratio of procurement price and production cost of wheat	ratio	1.08	1.10	1.10	1.10	1.10
5 Ensuring low price of food grains to the poor	Mofood, Mof	Ratio of OMS price and retail market price of rice	ratio	0.87	0.78	0.80	0.80	0.80
6 Ensuring low price of food grains to the poor	Mofood, Mof	Ratio of OMS price and retail market price of wheat	ratio	0.80	0.80	0.80	0.80	0.80

Whereas,

I, the Secretary, Ministry of Food representing the Minister, Ministry of Food , Government of the People's Republic of Bangladesh commit to the Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh to deliver the results described in this agreement.

I, the Cabinet Secretary, Cabinet Division, on behalf of the Prime Minister, Government of the People's Republic of Bangladesh, commit to the Secretary, Ministry of Food to provide necessary support for delivery of the results described in this agreement.

Signed,



Secretary
Ministry of Food

9/3/2015

Date



Cabinet Secretary
Cabinet Division

09/03/2015

Date

Annex-1

Acronyms

Sl.	Acronym	Description
1	A2I	Access to Information, Prime Minister's Office
2	cc	Citizen Charter
3	CHT	Chittagong Hill Tracts
4	CIP	Country Investment Plan
5	CIP	Country Investment Plan, the Road Map for Agriculture, Food Security & Nutrition
6	DGoF	Directorate General of Food
7	FAO	Food & Agricultural Organization of the United Nations
8	FFW	Food For Work
9	FPC	Fair Price Card

10	FPMU	Food Planning & Monitoring Unit
Annual Performance Agreement (APA) for Ministry of Food -(2014-2015)		
11	GR	Gratuitous Relief
12	IMED	Implementation, Monitoring & Evaluation Division
13	MIS	Management Information System
14	MoA	Ministry of Agriculture
15	MoCHT	Ministry of Chittagong Hill Tracts
16	MoDEF	Ministry of Defense
17	MoDMR	Ministry of Disaster Management & Relief
18	MoF	Ministry of Finance
19	MoFL	Ministry of Fisheries and Livestock
20	MoFood	Ministry of Food
21	MoHFW	Ministry of Health & family Welfare
22	MoICT	Ministry of Information & Communication Technology

23	MoLGRDC	Ministry of Local Government, Rural Development & Cooperatives
Annual Performance Agreement (APA) for Ministry of Food -(2014-2015)		
24	MoLGRD & C	
25	MoPA	Ministry of Public Administration
26	MoPME	Ministry of Primary & Mass education
27	MoSD	Ministry of Social Development
28	MoWCA	Ministry of Women & Children Affairs
29	MoWR	Ministry of Water Resources
30	MSS	Movement, Storage & Silo
31	MT	Metric ton
32	NFP-PoA	National Food Policy Plan of Action
33	NFSA	National Food Safety Authority
34	OMS	Open Market Sale
35	PFDS	Public Food Distribution System

36	PI	Performance Indicator
Annual Performance Agreement (APA) for Ministry of Food -(2014-2015)		
37	TR	Test relief
38	u5	Under five
39	VGD	Vulnerable Group Development
40	VGF	Vulnerable Group Feeding
41	WB	World Bank