



Sector Appraisal Format (SAF)

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

April 2023



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PREFACE

It was immensely important to introduce the newly updated and approved Ministry Assessment Format (MAF) and Sector Appraisal Format (SAF) for the use by all Ministries/Divisions as well as the Planning Commission of the Government of Bangladesh.

The Government developed MAF and SAF under the Strengthening Public Investment Management System (SPIMS) Project, led by the Programming Division of the Planning Commission with the technical support of the Japan International Cooperation Agency (JICA).

In line with the policy directions to strengthen PIM in the 7th and 8th Five-Year Plans, the MAF and SAF have been developed to standardize the formats and procedures for project assessment and appraisal conducted by Ministries/Divisions and Sector Divisions of the Planning Commission, respectively. The MAF and SAF embody the international standards of project appraisal criteria suggested by the Development Assistance Committee (DAC) of the Organization for Economic Co-operation and Development (OECD). It is hoped that the quality of our development projects as well as the processing efficiency of project assessment and appraisal will be improved through the use of MAF and SAF, and thereby contributing to consolidation of the current middle-income country status as well as joining the high-income country group by 2041.

The MAF and SAF have been prepared in full compliance with the Planning Division Notification “Procedure for Development Project Preparation, Processing, Approval and Revision in the Public Sector” or commonly referred to as “Green Book 2016”. More recently, the MAF and SAF have been revised to ensure consistency with Green Book 2022, namely, Planning Division’s Notification on “Guidelines for Development Project Formulation, Processing, Approval and Revision in the Public Sector”.

Capacity development of public officials in all Ministries/Divisions and the Planning Commission is critical to effectively use MAF and SAF. To address this need, the SPIMS Project has developed MAF training programs for the pilot Ministries/Divisions in the Power and Energy Sector, and the Local Government and Rural Development Sector. The project also developed SAF training programs for concerned Sector Divisions of the Planning Commission that appraise DPPs. A series of Training of Trainers (TOT) program on MAF and SAF has been completed.

In March 2023, the Planning Division instructed all Ministries/Divisions and Sector Divisions of the Planning Commission to use MAF and SAF. All Ministries/Divisions as well as Sector Divisions of the Planning Commission will henceforth use the MAF and SAF for project assessment and appraisal of DPPs.

The Programming Division of the Planning Commission is glad to inform that the SPIMS Project, in cooperation with some government training institutions, will be standing ready to support rolling out MAF and SAF to all sectors

Sector Appraisal Format (SAF)

Format/ template for Sector Appraisal Report

Instructions

[After receiving the DPP]

Desk Officer prepares Working Paper for Project Evaluation Committee (PEC) based on the information of this format that needs to be completed by the concerned Sector Divisions of the Planning Commission when the DPP is received from the Ministry/Division. The following points are appraised through this format: The Working Paper and the filled MAF will be placed to the Committee meeting.

Readiness Check

[Part I] Basic Information of the Project (including Review of Logical Framework, 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 Costing

[Part V] Review of Assessment Results Conducted by the Ministry/Division (Review of Evaluation Criteria)

[After receiving the recast DPP]

1. If it is necessary to hold PEC Meeting for appraising the recast DPP, Desk officer will examine the recast DPP using SAF.
2. If it is not necessary to hold PEC meeting for appraising the recast DPP, by using Simplified Check Sheet (SCS), Desk officer will confirm if all decisions of last PEC Meeting based on the relevant comments in SAF are reflected into the recast DPP.

[When sending the DPP to the approval authority]

- [Investment Project with estimated cost of above Tk. 50 (fifty) crore] Working Paper/ Presentation Paper for PEC meeting, based on SAF, will be sent to the NEC-ECNEC & Coordination wing of Planning Division, as an attachment to the section 'recommendation and date of PEC meeting' in the 'Summary for consideration to ECNEC meeting (Annexure JA, Page 225-226, Green Book 2022)' along with the DPP.

- [Investment Project with estimated cost of below or equal to Tk. 50 (fifty) crore] Working Paper/Presentation Paper for PEC meeting, based on SAF, will be sent to the office of Hon'ble Minister/State-Minister for Planning, as an attachment to the section 'recommendation and date of PEC meeting' in the 'Summary to the Hon'ble Minister/State-Minister for Planning for approval of the Project' (Annexure RA, Page 227-228, Green Book 2022)' along with the minutes of PEC meeting.

- NOTE: This format outlines the criteria for assessment of new Development Project Proposals (DPPs) based on Planning Division Circular for Instructions on Development Project Formulation, Processing, Approval and Revision (Memo no: 20.00.0000.404.014.61.2020(Part- 1)/133, Date: June 12 2022) (Hereinafter, named "Green Book 2022")

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 Results and Sector Appraisal (Preparation for PEC) Track Record

Date	Activity conducted	Follow-up requirements
	Started Project Appraisal	
	Prepared working paper of Project Evaluation Committee	
	Held Project Evaluation Committee Meeting	
	Issued Minutes of Project Evaluation Committee Meeting	
	Received the comments related to Cost Rationalization, if applicable	
	Received recast DPP from Ministry/ Division at Sector Division	
	Received recast DPP from Ministry/ Division by Desk officer	

Date of confirmation of the recast DPP by Desk Officer, using Simplified Check Sheet (SCS): _____

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

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

Readiness Check

A. Sector Division

1. Inclusion in the ADP/RADP

A. Relevant paragraphs in Green Book 2022
- 21.5: The Inter-ministerial Programming Committee constituted under the chairmanship of the Member, Programming Division of Planning Commission (ANNEXURE-MA) will scrutinize the new projects received from the different Ministries/ Divisions and fix their priority with recommendation for inclusion in the ADP/RADP. The unapproved new projects included in the ADP/RADP without allocation will be processed for approval. However, for processing the approval of any new unapproved projects not included in the ADP/RADP (in special cases) it will be necessary to obtain the recommendation of the Special Meeting of the Inter-ministerial Programming Committee and prior approval of the Hon'ble Minister/State-Minister for Planning.
B. Reference
- List of Unapproved New Projects (Green Page) in the latest ADP/RADP

a) Is the proposed project included in the list of unapproved new projects of the current ADP/RADP? (Tick the box)	
<input type="checkbox"/> Yes (→ go to c)	<input type="checkbox"/> No (→ go to b-1)
b-1) Is the project recommended by the special meeting of inter-ministerial programming committee and approved by the Minister/State Minister? (Tick the box)	
<input type="checkbox"/> Yes (→ go to b-2)	<input type="checkbox"/> No (→ Obtain the Minister / State Minister of Planning's approval)
b-2) If the answer to b-1) is "YES", is the approval letter attached to the DPP?	
<input type="checkbox"/> Yes (→ go to c) (Write date and number.)	<input type="checkbox"/> No (→ attach the approval letter)
Date of approval:	Appendix:
c) Remarks and suggestions	

2. Project Scrutiny Committee

A. Relevant paragraphs in Green Book 2022
- 1.9 The instructions issued by NEC-ECNEC & Coordination Wing of the Planning Division (Annexure EE) regarding use of the Public Investment Management (PIM) tools prepared/developed by the Programming Division of the Planning Commission will have to be followed for making public investment management stronger and more result oriented.
- 2.3 The Planning Wing /Branch of the sponsoring Ministry /Division shall examine the DPP in the context of the above points and arrange the meeting of the Project Scrutiny Committee (PSC) under the chairmanship of the Sr. Secretary/Secretary of the Ministry/ Division (Annexure- DA/সংযোজনী- দ/সংযোজনী- ড). If the project is found to be acceptable in consideration of the points mentioned above, the project Implementing Agency will revise/recast the DPP, if necessary, as per the recommendations of the PSC meeting. The minutes of the PSC meeting (along with a checklist) will have to be attached with the DPP.
- 2.4 Within 10 (ten) working days of the receipt of the recast DPP (recast as per decision of the PSC meeting) from the Agency, the sponsoring Ministry/Division will send 20 (twenty) copies of the DPP to the concerned Sector/Division of the Planning Commission.
- 3.1.3 At the time of processing a project in the Planning Commission , the recommendations of the Feasibility conducted for the project and the recommendations of the Technical Committee, the recommendations of the Project Scrutiny Committee (PSC) of the sponsoring Ministry/Division, No-objection/ Clearance Certificate from WARPO (for projects related to water resources) , Clearance Certificate from the Department of Environment, Project Completion Evaluation Report about the previous phase (for the phased projects) and the comments/ recommendations of Survey and Evaluation (as applicable) will have to be considered.
B. Referred items/ attachments in DPP
- Appendix: Results of incorporation on the decision of Project Scrutiny Committee into recast DPP
- Appendix: Minutes of the meeting of Project Scrutiny Committee
- Appendix: Working Paper for Project Scrutiny Committee
- Appendix: Filled-up Ministry Assessment Format/ Ministry Assessment Report and Simplified Check Sheet

a) Was the Project Scrutiny Committee meeting held?	
<input type="checkbox"/> Yes (→ go to b) (Write date of meeting)	<input type="checkbox"/> No (→ send back the DPP to Sponsoring Ministry/Division, go to c)
Date:	
b) Is the Minutes of the meeting with Working Paper and filled-up MAF attached to the DPP?	

<input type="checkbox"/> Yes (→go to c) (Write Appendix No.)	<input type="checkbox"/> No (→ Attach the minutes of the meeting, working paper and filled-up MAF)
Appendix No. (): Minutes of the meeting	Appendix No. (): Working paper of Project Scrutiny Committee
Appendix No. (): Filled-up MAF	Appendix No. (): Results of incorporation
c) Remarks and suggestions	

3. Inter-ministerial meeting

A. Relevant paragraphs in Green Book 2022
-3.1.1 (1) For projects having links with more than one Sector /Ministry/Division and for projects which are nationally important and big, coordination should be established among different Sectors of the Planning Commission. For considering such projects an inter-ministerial meeting at the initiative of the concerned lead Sector of the Planning Commission with all other concerned Sectors of the Planning Commission and the concerned Ministry/Division shall have to be organized before the PEC meeting. If necessary, the Hon'ble Minister/State-minister for Planning can discuss such Projects with the Members of the concerned Sector-Division of the Planning Commission.
B. Referred items/ attachments in DPP
- 2.1 Sponsoring Ministry/Division, 2.2 Implementing Agency, 2.3 Concerned Division of Planning Commission - 3. Objectives and Targets (of Beneficiaries) - 28.2 Alignment with the Allocation of Business of the Sponsoring Ministry/ Division - Appendix: Minutes of the meeting of inter-ministerial meeting - Appendix: Working Paper for Inter-ministerial meeting - [If applicable] Feasibility Study, Section 8: Institutional and Legal Analysis

a) Are the objectives and targets of the project linked with more than one Sector?	
<input type="checkbox"/> Yes (→go to b-1)	<input type="checkbox"/> No (→go to c)
b-1) Was the inter-ministerial meeting held before organizing the PEC meeting?	
<input type="checkbox"/> Yes (→go to b-2)	<input type="checkbox"/> No (→ hold the inter-ministerial meeting)
b-2) If the answer to b-1 is "YES", are the Minutes of the meeting with Working Paper attached to the DPP?	
<input type="checkbox"/> Yes (→go to c) (Write Appendix No.)	<input type="checkbox"/> No (→ attach the minutes of the meeting and working paper)
Appendix No. (Minutes of the meeting):	Appendix No. (Working Paper):
c) Remarks and suggestions	

B: Confirming Compliance Check

B-1: Compliance to the procedure of project formulation at Ministry/Division and Agency

1: Examination by Committee of Agency

A. Relevant paragraphs in Green Book 2022
- 2.1 The Project proposal formulated by the Agency will be examined in details and finalized by a committee comprising technical experts and chaired by the head of the Agency and then sent to the sponsoring Ministry/Division. If necessary Technical Sub-committee will have to be formed at the Directorate/ Department/Agency level for examination of the Project Proposal. -
B. Referred items/ attachments in DPP
- Appendix of DPP

Results of MAF [The information for this box will come from the Simplified Check Sheet (SCS) of MAF or the recast MAF]

a) Was the committee comprising technical experts and chaired by the head of Agency formulated to examine the DPP?	
<input type="checkbox"/> Yes (→go to b-1)	<input type="checkbox"/> No (→The DPP should be sent back to the Agency)
b-1) Was the DPP examined and finalized by the Committee?	
<input type="checkbox"/> Yes (→go to b-2)	<input type="checkbox"/> No (→The DPP should be sent back to the Agency)
b-2) Date of decision of the committee	
Date (DD/MM/YYYY):	Appendix of DPP:
c) Remarks and suggestions	

a) Is the project formulated in compliance with the instructions in relevant paragraphs of Green Book?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (Amendment is necessary)
b) Remarks and suggestions	

2. Feasibility Study

A. Relevant paragraphs in Green Book 2022
<p>- 1.1.2: Before taking up any Investment Project with estimated cost of above Tk. 50 (fifty) crore, Feasibility Study must be conducted by an experienced organization in the concerned field and Feasibility Study Report has to be prepared in the prescribed format (Annexure – KA/KHA). Recommendations and important parts (Executive Summary, Cost estimates, design/conceptual design etc.) of the Report will have to be attached with the Project Proposal (DPP). Feasibility Study will have to be conducted also for projects with estimated cost of up to Tk. 50 (fifty) crore in consideration of the importance and nature of a project.</p> <p>- 3.1.3 At the time of processing a project in the Planning Commission, the recommendations of the Feasibility conducted for the project and the recommendations of the Technical Committee, the recommendations of the Project Scrutiny Committee (PSC) of the sponsoring Ministry/Division, No-objection/ Clearance Certificate from WARPO (for projects related to water resources), Clearance Certificate from the Department of Environment, Project Completion Evaluation Report about the previous phase (for the phased projects) and the comments/ recommendations of Survey and Evaluation (as applicable) will have to be considered.</p>
B. Referred items/ attachments in DPP
<p>- 17: Whether any feasibility study was conducted before formulating of this project?</p> <p>- Appendix: Summary of findings and recommendations</p> <p>- Appendix: MAF Compliance Check A-2</p>

Results of MAF [The information for this box will come from the Simplified Check Sheet (SCS) of MAF or the recast MAF]

a) Is the cost of proposed projects more than TK. 50 crore? (Tick the box)	
<input type="checkbox"/> Yes (→go to b)	<input type="checkbox"/> No (→go to c)
b-1) Whether feasibility study was conducted? (Tick the box)	
<input type="checkbox"/> Yes (→go to b-2)	<input type="checkbox"/> No (→The DPP should be sent back to the Agency)
b-2) Date of receipt of the feasibility study by the implementing agency	
Date (DD/MM/YYYY):	Appendix of DPP:
c) Remarks and suggestions	

a) Is the project formulated in compliance with the instructions in relevant paragraphs of Green Book?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (Amendment is necessary)
b) Remarks and suggestions	

3. Foreign Financing: Grant/Loan [if applicable]

A. Relevant paragraphs in Green Book 2022
<p>- 7.1 For securing foreign funding for Investment and Technical Assistance Projects, the sponsoring Ministry/Division will prepare a Preliminary Development Project Proposal (PDPP) (ANNEXURE- DA/সংযোজনী ড) and submit it simultaneously to the Economic Relations Division (ERD) and the Sector/Division of the Planning Commission. Notwithstanding or irrespective of the size or cost of the proposed project, the Sector/ Division of the Planning Commission after 10 (10) days of receipt of the PDPP from the Ministry/ Division will finalize its comments regarding acceptability of the project and obtain the approval of the Minister/State Minister for Planning and communicate the views/ "in-principle" approval of the project simultaneously to ERD and inform the sponsoring Ministry/Division.</p>
B. Referred items/ attachments in DPP
<p>- 6.1 Mode of Finance with source</p> <p>- Appendix: approved PDPP</p> <p>- Appendix: approval letter of PDPP</p> <p>- Appendix: MAF Compliance A-3</p>

Results of MAF [The information for this box will come from the Simplified Check Sheet (SCS) of MAF or the recast MAF]

a) Is the proposed project to be financed fully or partially from foreign financing (Grant/Loan)? (Tick the box)			
<input type="checkbox"/> Yes (→go to b)		<input type="checkbox"/> No (→go to c)	
b-1) Was the Preliminary DPP (PDPP) approved? (Tick the box)			
<input type="checkbox"/> Yes (→go to b-2)		<input type="checkbox"/> No (→The DPP should be sent back to the Agency) (go to c)	
b-2) If the answer to b-1) is "YES", please write the date of approval and appendix number of the DPP.			
Date (DD/MM/YYYY):		Appendix of DPP:	
c) Whether loan/grant agreement/MoU/Appraisal report of the development partners and related documents are attached with the DPP?			
<input type="checkbox"/> Yes	Appendix No:	Page No:	<input type="checkbox"/> Not Attached
d) Remarks and suggestions			

a) Is the project formulated in compliance with the instructions in relevant paragraphs of Green Book?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (Amendment is necessary)
b) Remarks and suggestions	

Note: Projects having involvement of foreign funding will have to be processed fast and on priority basis.

Additional reference information:

- 1.17 Projects having involvement of foreign funding will have to be processed fast and on priority basis. DPP/TAPP for this kind of projects will have to be prepared at the time of appraisal by the development partners so that DPP/TAPP and other protocols can be finalized before /at the time of negotiation/signing the loan or grant Agreement.

4. Projects of the State-owned/Autonomous Institutions [if applicable] (DPP item 6.)

A. Relevant paragraphs in Green Book 2022
<p>- 1.7.1: If funding from the GoB is necessary for the projects of the State-owned/Autonomous Institutions, prior consent from the Finance Division will have to be obtained for determining the nature/type (grant/equity) of funding. Action in this regard will have to be taken as per the latest (up to the time of preparation of the project) instruction/ decision of the Finance Division and mentioned in the project proposal.</p> <p>- 3.1.1(4) For consideration of Project Proposal of the agencies which are allocated public funds for making them self-reliant, it is necessary to examine in details the overall situation with regard to the amount of funds so far allocated to them, its present status and future fund requirement indicating the period up to which time such allocation will be needed in future.</p> <p>- 11.1.1 The Autonomous, Semi-autonomous Agencies, Public Sector Corporations and State-owned Companies can invest their surplus funds, if any, in development projects. For such investment proposals the sponsoring Ministry/Division will have to obtain 'No Objection Certificate' from the Monitoring Cell of the Finance Division in terms of the latest Policy and Circular of the Finance Division and subsequent amendments thereto regarding investment of the surplus funds of the Autonomous Agencies/ Corporations. The Autonomous Agencies/ Corporations and the State-owned Companies will have to strictly follow the conditions laid down by the Finance Division for lending and relending of local and foreign currency loans for such projects.</p> <p>- 12.1 If a project is prepared with adding together the funds from other sources (loan or grant secured from the GoB and Development Partners , funds collected from the beneficiaries/funds collected from the share market /funds other than the income of the Agency) with the funds of the Agency, then the procedures stated in paragraph 11.1 will have to be followed and for processing the approval of the project , the procedures applicable for the processing and approval of the Investment projects will be followed. For processing the approval, revision, extension of time, inter-component cost adjustment etc. of the project, the procedures applicable for investment projects (para 3,4,5, 18 and 19) will have to be followed.</p>
B. Referred items/ attachments in DPP
<p>- 6.1 Mode of Finance with Source</p> <p>- Appendix: Finance Division's letter regarding prior consent</p> <p>- Appendix: Finance Division's No Objection Certificate</p> <p>- Appendix: MAF Compliance A-4</p>

Results of MAF [The information for this box will come from the Simplified Check Sheet (SCS) of MAF or the recast MAF]

a) Is the implementing agency an Autonomous/Semi-autonomous Agency, Public Sector Corporation or State-owned Company?	
<input type="checkbox"/> Yes (→go to b & then c)	<input type="checkbox"/> No (→go to e)

b-1) Was the 'No Objection Certificate' from the Finance Division obtained?	
<input type="checkbox"/> Yes (→go to b-2)	<input type="checkbox"/> No (→The DPP should be sent back to the Agency) (go to e)
b-2) Date of obtaining the Finance Division's 'No Objection Certificate'	
Date (DD/MM/YYYY):	Appendix of DPP:
c) Is the funding from the GoB necessary for the proposed project?	
<input type="checkbox"/> Yes (→go to d-1)	<input type="checkbox"/> No (→go to e)
d-1) Was the prior consent of the finance division obtained regarding the ratio of loan/grant/equity of the investment/re-investment?	
<input type="checkbox"/> Yes (→go to d-2)	<input type="checkbox"/> No (→The DPP should be sent back to the Agency) (go to e)
d-2) Date of obtaining the prior consent of the finance division regarding the ratio of loan/grant/equity of the investment/re-investment	
Date (DD/MM/YYYY):	Appendix of DPP:
e) Remarks and suggestions	

a) Is the project formulated in compliance with the instructions in relevant paragraphs of Green Book?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (Amendment is necessary)
b) Remarks and suggestions	

5. Manpower Rationalization Committee

A. Relevant paragraphs in Green Book 2022
- 1.1.14: Project Manpower: Information regarding the institutional capacity (Technical and Financial) of the Implementing Authority during implementation and operational phase of the project will have to be furnished. Specially, the outline of the experience and efficient manpower necessary for the operation of the infrastructure and establishments created as output of the project should be specifically mentioned. The post /type and number of manpower should be properly reflected in the DPP along with the recommendations of the Manpower Committee of Finance Division constituted by the Cabinet Division. However, the recommendation of the Finance Division's Manpower Committee will not be required if there is no provision for employment of manpower either directly or through out-sourcing/deputation during implementation stage of the project.
- 3.1.1. (5) In the PEC meeting it has to be ensured that the type /nature, post/number of manpower proposed for the implementation of project has been recommended by the Manpower Committee of the Finance Division and the matter has to be confirmed in the PEC meeting (Details at paragraph 1.1.14).
B. Referred items/ attachments in DPP
- 11.1 Proposed Project Management Setup
- Annexure II: Manpower setup of the Project
- Appendix: Minutes of the meeting of Manpower Rationalization Committee
- Appendix: Working Paper of the Manpower Rationalization Committee/ Situation Analysis Report

Results of MAF [The information for this box will come from the Simplified Check Sheet (SCS) of MAF or the recast MAF]

a) Is there provision for employment of manpower during implementation stage of the project?	
<input type="checkbox"/> Yes (→go to b-1)	<input type="checkbox"/> No (→go to c)
b-1) Was the DPP prepared on the basis of decision of the Manpower Rationalization Committee?	
<input type="checkbox"/> Yes (→go to b-2) (Write date of meeting)	<input type="checkbox"/> No (→ Need to hold the Manpower Rationalization Committee and/or prepare the DPP based on decision of committee)
b-2) If the answer to b-1) is "YES", Is the Minutes of the meeting with Working Paper attached to the DPP?	
<input type="checkbox"/> Yes (→go to c) (Write Appendix No.)	<input type="checkbox"/> No (→Attach the minutes of the meeting, working paper)
Appendix No. (): Minutes of the meeting	Appendix No. ():Working paper
c) Remarks and suggestions	

a) Is the project formulated in compliance with the instructions in relevant paragraphs of Green Book?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (Amendment is necessary)
b) Remarks and suggestions	

**B-2: Compliance to the relevant regulations related to land acquisition, rehabilitation/ resettlement, environmental impact, and disaster and climate change risks.
(B-2 can be reviewed when examining Part V.)**

1. Land Acquisition and Rehabilitation/ Resettlement [if applicable]

A. Relevant paragraphs in Green Book 2022
 - 1.4 Generally, acquisition of land will have to be avoided for Development Projects. For projects requiring acquisition of land, information about quantity of the land to be acquisitioned, availability of land and prevailing market price along with the Certificate from the concerned Deputy Commissioner in this regard will have to be obtained and attached with the DPP. For ascertaining the previous condition /situation of the proposed land, it will be necessary to collect and preserve the photograph and/ video of the land before preparing the proposal.

- Are the number of Project Affected Persons (PAP) adequate, underestimated or overestimated?
 - Are the impacts of the land acquisition to the PAP adequate, underestimated or overestimated?
 - Is the cost related to land acquisition, rehabilitation and resettlement adequate, underestimated or overestimated?

Referred items/ attachments in DPP

- 9. Estimated Cost Summary: Economic Code 4141101
 - 30./31. (If foreign financing is involved) Compensation, Rehabilitation/ Resettlement
 - Appendix: Land Acquisition Management Plan
 - Appendix: Resettlement Action Plan
 - Appendix: Certificate from Deputy Commissioner
 - Appendix: MAF Compliance B-1 & B-2
 - Appendix: MAF Part III Land Acquisition and Involvement of Compensation, Rehabilitation/ Resettlement
 - [If applicable] Feasibility Study, Section 4: Technical/ Technological & Engineering analysis, (a) Location; (d) Cost Estimation
 - [If applicable] Feasibility Study, Section 5: Environmental Sustainability, Climate Resilience and Disaster Risk Analysis, 5.1 Environmental, Climate Change and Disaster Risk Analysis, (f) resettlement

Note: Relevant rules and regulations

- Acquisition and Requisition of Immovable Property Act, 2017
 - Immovable Property Acquisition Manual, 1997
 - Chittagong Hill Tracts (Land Acquisition) Regulation (Amendment) Act 2019

a) Is the project formulated in compliance with rules and regulations above?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (Amendment is necessary)
b) Is the project designed adequately in terms of “Land Acquisition and Rehabilitation/ Resettlement”, considering the questions above?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (Amendment is necessary)
c) Remarks and suggestions	

2. Environmental consideration [if applicable]

A. Relevant paragraphs in Green Book 2022
 - 1.1.8 Appropriateness of preparing the cost estimates of the project: 1.1.8.2 (d) Identification of possible risks during project implementation (economic, technical, environmental, impact of climate change and disaster etc.) and mitigation measures thereof;
 - 1.1.11: Analysis of the impact of the project on environment, climate change and other cross cutting issues
 - 21.3 As per Bangladesh Environment Protection Act, 1995 and Environmental Conservation Rules, 1997*, before taking up/formulation and approval of any Investment Project of the RED category (especially in the water, power, energy and mineral resources, industry, communication and transport sectors) Initial Environmental Examination (IEE) and Environmental Impact Assessment (EIA) Survey will have to be conducted and the design of the project will have to be modified compulsorily according to the recommendations of Study With a view to the mitigating /reducing the adverse impact on environment, the Environmental Management Plan received from the EIA Survey will have to be attached with the DPP. In applicable cases, Disaster Impact Assessment (DIA) will have to be conducted and necessary actions will have to be taken accordingly.
 - 3.1.3 At the time of processing a project in the Planning Commission , the recommendations of the Feasibility conducted for the project and the recommendations of the Technical Committee, the recommendations of the Project Scrutiny Committee (PSC) of the sponsoring Ministry/Division, No-objection/ Clearance Certificate from WARPO (for projects related to water resources) , Clearance Certificate from the Department of Environment, Project Completion Evaluation

Report about the previous phase (for the phased projects) and the comments/ recommendations of Survey and Evaluation (as applicable) will have to be considered.

* The Government of Bangladesh repealed Environmental Conservation Rules, 1997 and issued Environmental Conservation Rules, 2023.

- Are the environmental impacts adequate, underestimated or overestimated?
- Is the cost related to environmental protection adequate, underestimated or overestimated?

Referred items/ attachments in DPP

- 25. The effect/impact, adaptation, and specific mitigation measures thereof if any on: 25.2 environment sustainability.
- 26. Whether environmental clearance under the ECA 1995 (Revised 2010) has been obtained? (If yes, attach the certificate. If not, mention the reason)
- Appendix : Environmental Clearance Certificate (ECC)
- Appendix: Environmental Impact Assessment Report
- Appendix: Environmental Management Plan
- Appendix: MAF Compliance B-1 & B-3
- Appendix: MAF Part IV Environmental Requirements and Disaster & Climate Change Risk
- [If applicable] Feasibility Study, Section 5: Environmental Sustainability, Climate Resilience and Disaster Risk Analysis, 5.1 Environmental, Climate Change and Disaster Risk Analysis

Note: Relevant rules and regulations
 - Environmental Conservation Act 1995 (revised 2010)
 - Environmental Conservation Rules, 2023

a) Is the project formulated in compliance with rules and regulations above?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (Amendment is necessary)
b) Is the project designed adequately in terms of “environmental considerations”, considering the questions above?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (Amendment is necessary)
c) Remarks and suggestions	

3. Disaster and Climate Change Risks [if applicable]

- A. Relevant paragraphs in Green Book 2022
- 1.1.8 Appropriateness of preparing the cost estimates of the project: 1.1.8.2 (d) Identification of possible risks during project implementation (economic, technical, environmental, impact of climate change and disaster etc.) and mitigation measures thereof;
 - 1.1.11: Analysis of the impact of the project on environment, climate change and other cross cutting issues
 - 1.1.11(a) For identification, formulation, and processing of Investment Projects the issue of Green and Climate Resilient Development (GCRD), a sub-paragraph (25.3(a)) will have to be added to paragraph 25.3 of the Development Project Proposal (DPP). In this case sector-wise statement and analysis in line with the concept of GCRD will have to be included in the DPP.
 - 1.16 In the case of infrastructure projects reports of technical tests (soil test, DIA and others), speed of cyclone, maximum height of flood and justification about the selection of site will have to be attached with the PDD/RDDP.
 - 21.3 As per Bangladesh Environment Protection Act, 1995 and Environment Protection Regulations, 1997*, before taking up/formulation and approval of any Investment Project of the RED category (especially in the water, power, energy and mineral resources, industry, communication and transport sectors) Initial Environmental Examination (IEE) and Environmental Impact Assessment (EIA) Survey will have to be conducted and the design of the project will have to be modified compulsorily according the recommendations of Study With a view to the mitigating /reducing the adverse impact on environment, the Environmental Management Plan received from the EIA Survey will have to be attached with the DPP. In applicable cases, Disaster Impact Assessment (DIA) will have to be conducted and necessary actions will have to be taken accordingly.
 - 21.3(a) In the case of identification, formulation, processing of Development Projects the issue of Green and Climate Resilient Development (GCRD) will have to be included as sub-paragraph 25.3(a) of paragraph 25.3 of DPP in line with the stipulation at sub-paragraph 1.1.11(a).

* The Government of Bangladesh repealed Environmental Conservation Rules, 1997 and issued Environmental Conservation Rules, 2023.

- Are the risks of Disaster and Climate Change adequate, underestimated or overestimated?
- Is the cost related to Disaster and Climate Change management adequate, underestimated or overestimated?

Referred items/ attachments in DPP

- 25. The effect/impact, adaptation, and specific mitigation measures thereof if any on: 25.3 Disaster Management, Climate change.
- Appendix: Disaster Impact Assessment Report
- Appendix Contingency Plan for Emergency Disaster Management
- Appendix: MAF Compliance B-1 & B-3
- Appendix: MAF Part IV Environmental Requirements and Climate Change Resilience
- [If applicable] Feasibility Study, Section 5: Environmental Sustainability, Climate Resilience and Disaster Risk Analysis, 5.1 Environmental, Climate Change and Disaster Risk Analysis, 5.2 Assessment of Disaster Resilience of the Project

a) Is the project formulated in compliance with the DIA guidelines?

- Yes No (Amendment is necessary)

b) Is the project designed adequately in terms of “disaster and climate change risks”, considering the questions above?

- Yes No (Amendment is necessary)

c) Remarks and suggestions

B-3: Compliance to the allocation of business and sector specific requirements (B-3 can be reviewed when examining Part V.)

1. Allocation of Business**A. Relevant paragraphs in Green Book 2022**

- 1.1.1 Consistency with the Allocation of Business: The Allocation of Business by the Government must have to be taken into consideration at the time of preparation/formulation of the Project Proposal. The Ministry/Division will take up the project within its own jurisdiction as per the Allocation of Business.
- 21.1 The Ministries/Divisions will prepare /formulate projects within their jurisdiction as per the Allocation of Business. For the project proposals to be prepared in coordination with more than one Ministry/Division, the appropriate Ministry/Division will have to be identified as the Lead Ministry/Division. However, formulation of cluster/ umbrella projects in coordination with more than one Ministry/Division will be generally avoided.

B. Referred items/ attachments in DPP

- 28.1 Vision and Mission of Ministry/Division and Agency
- 28.2 Allocation of Business of Ministry/ Division
- [If applicable] Feasibility Study, Section 8: Institutional and Legal Analysis

a) Is the project formulated in compliance with allocation of business of sponsoring Ministry/Division?

- Yes No (Amendment is necessary)

b) Remarks and suggestions**2. Sector specific requirements****A. Relevant paragraphs in Green Book 2022**

- Note: Note: In addition to specific requirements or standards mentioned in the Green Book 2022, other specific requirements or standards may be stipulated based on other relevant laws and regulations.
- 3.1.3 At the time of processing a project in the Planning Commission , the recommendations of the Feasibility study conducted for the project and the recommendations of the Technical Committee, the recommendations of the Project Scrutiny Committee (PSC) of the sponsoring Ministry/Division, **No-objection/ Clearance Certificate from WARPO (for projects related to water resources) , Clearance Certificate from the Department of Environment, Project Completion Evaluation Report about the previous phase (for the phased projects) and the comments/ recommendations of Survey and Evaluation (as applicable) will have to be considered.**

B. Referred items/ attachments in DPP

- 23. Technical Specification/ Design of Major Items
- Appendix: MAF Part V Sector Specific Analysis/ Sector Specific Requirements
- [If applicable] Feasibility Study, Section 4: Technical/Technological & Engineering analysis, (b) technical design

a) Is the project formulated in compliance with the Sector Specific Requirements

- Yes No (Amendment is necessary)

b) Remarks and suggestions

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:

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

GOB (JDCF/DRGA or any
other Debt Cancellation:
Project Grant/Loan (PG/PL):
Own fund:
Others:
Total:

6. Project Location

7. Year Wise Cost

Financial Year (1)	GOB (FE) (2)	PG/PL		Own Fund (FE) (5)	Others (Specify) (6)	Total (7)
		RPG/RPL (3)	DPG/DPL (4)			
Year 1						
Year 2						
Year 3						
Grand Total						

A. Review of the Logical Framework

A. Relevant paragraphs in Green Book 2022

- 1.1.4 Purpose of the Project: The purpose of the Project has to be Specific, Measurable, Achievable, Relevant and Time-bound. Any activity not consistent with the title and purpose of the project cannot be included.

Review the following items and relevant attachment of DPP

- 10. Logical Framework

- Appendix: MAF Part II Clarity of Logical Framework

[Copy] Item 10 of DPP

	Narrative Summary (NS)	Objectively Verifiable Indicators (OVI)	Mode of Verification (MOV)	Important Assumptions (IA)
Goal				
Purpose/ Objective				
Outputs				
Inputs				

1. Is the results chain of the proposed project adequate?

- Are the purpose/objective and goals adequate, underestimated or overestimated?

- Are any critical important assumptions missing?

a) Is the project designed adequately in terms of "logical framework", considering the questions above?

Yes

No (Amendment is necessary)

b) Remarks and suggestions

2. Are Objectively Verifiable Indicators (OVI) and Means of Verification (MOV) adequate?

- Do the indicators represent the narrative summary?

- Are the OVI and MOV practically available?

a) Is the project designed adequately in terms of "logical framework", considering the questions above?

Yes

No (Amendment is necessary)

b) Remarks and suggestions

B. Review of Cost Benefit Analysis

Relevant paragraphs in Green Book 2022

- 1.1.8.2 Justification for preparing the cost estimates: (g) Conducting realistic financial and economic analysis

Review the following items and relevant attachment of DPP

- Item 18, Financial and Economic Analysis
- Appendix: Calculation Sheet
- [If applicable] Feasibility Study, Section 6: Cost-Benefit Analysis, 6.1 Financial Analysis
- [If applicable] Feasibility Study, Section 6: Cost-Benefit Analysis, 6.2 Economic Analysis
- [If applicable] Feasibility Study Section 9: Risk (uncertainly) and Sensitive Analysis
- [If applicable] Feasibility Study, Section 10: Alternative/ Option Analysis

[Copy] Item 18 of DPP, Financial & Economic Analysis

	Discount Rate	NPV	BCR	IRR
Financial				
Economic				

Is the proposed project a revenue generating project?

- Yes (Financial and Economic Analysis are required) No (Only Economic Analysis is required)

1. Financial Analysis

- Is the financial analysis conducted in the case of income generating projects?
- Is cost (expenditure) adequate, underestimated or overestimated?
- Is benefit (profit) adequate, underestimated, or overestimated?

a) Is the project designed adequately in terms of "financial analysis", considering the questions above?

- Yes No (Amendment is necessary)

b) Remarks and suggestions

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[Source] Item 18 of DPP Financial & Economic Analysis and attachments (or Summary Table in Recast MAF Part VI)

Items	a) Description	
Economic Life (years)		
Narrative Summary of Financial Cost (Expenditure) components		
Total Financial Cost (including O&M) (BDT)		
Narrative Summary of Financial Benefit components		
Total Financial Benefit (BDT)		
Tax and duty	<input type="checkbox"/> Included	<input type="checkbox"/> Excluded
Price contingency	<input type="checkbox"/> Included	<input type="checkbox"/> Excluded
Physical contingency	<input type="checkbox"/> Included	<input type="checkbox"/> Excluded
Narrative Summary of Key assumptions/Parameters		
[Results of Sensitivity Analysis] Which assumptions/ parameters are more sensitive to cost and benefit?		
Discount Rate		

Financial NPV (FNPV)	<input type="checkbox"/> FNPV ≤ 0	<input type="checkbox"/> FNPV > 0
Financial BCR (FBCR)	<input type="checkbox"/> FBCR ≤ 1	<input type="checkbox"/> FBCR > 1
Financial IRR (FIRR)	<input type="checkbox"/> FIRR ≤ Discount Rate	<input type="checkbox"/> FIRR > Discount Rate

2. Economic Analysis

- Is the economic analysis conducted?
- Is cost adequate, underestimated, or overestimated?
- Is benefit adequate, underestimated, or overestimated?

a) Is the project designed adequately in terms of "economic analysis", considering the questions above?

- Yes No (Amendment is necessary)

b) Remarks and suggestions

[Source] Item 18 of DPP. Financial & Economic Analysis and attachments (or Summary Table in recast MAF Part VI)

Items	a) Description	
Economic Life (years)		
Narrative Summary of Economic Cost components		
Total Economic Cost (including O&M) (BDT)		
Narrative Summary of Economic Benefit components		
Total Economic Benefit (BDT)		
Conversion Factors		
Tax and duty	<input type="checkbox"/> Included	<input type="checkbox"/> Excluded
Price contingency	<input type="checkbox"/> Included	<input type="checkbox"/> Excluded
Physical contingency	<input type="checkbox"/> Included	<input type="checkbox"/> Excluded
Narrative Summary of Key assumptions/Parameters		
[Results of Sensitivity Analysis] Which assumptions/parameters are more sensitive to cost and benefit?		
Discount Rate		
Economic NPV (ENPV)	<input type="checkbox"/> ENPV ≤ 0	<input type="checkbox"/> ENPV > 0
Economic BCR (EBCR)	<input type="checkbox"/> EBCR ≤ 1	<input type="checkbox"/> EBCR > 1
Economic IRR (EIRR)	<input type="checkbox"/> EIRR ≤ Discount Rate	<input type="checkbox"/> EIRR > Discount Rate

3. The calculated values of the performance indicators

a) Is the proposed project worth the public investment, taking into account both financial and economic value?

- Yes No

b) Remarks and suggestions

Part II: Relevance to the Sector Planning and Budgeting

1. Relevance of the project with sector strategy (planning)

A. Relevant paragraphs in Green Book 2022

- 3.1.1(2) The project proposal should not be considered on a stand-alone basis, rather should be examined /considered taking into account detailed and thorough review of the other on-going/proposed projects of the concerned Sector and the sponsoring Ministry/Division, the MTBF ceiling and overall condition etc. of the sponsoring Ministry/ Division, linkage of the proposed project with the national and sectoral priority, capacity of the implementing agency in implementation of projects , pressure on the operating budget after project completion and the justification about the duration of the project. Processing of a project without confirmation of funding should be avoided

Review the following items and relevant attachment of DPP

- 3. Objectives and Targets
 - 7. Location of the project
 - 10. Logical Framework
 - 14. Background information
 - 15. Project description
 - 27. Specific linkage
 - [If applicable] Feasibility Study Section 3 Market Demand Analysis (b) Relevance of the Project Idea

(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

Write SSP's sector outcome and/or intermediate outcome indicators relevant to the proposed project.

b) Reference in the DPP

Write purpose/objective and goal level's objectively verifiable indicators in the Logical Framework of proposed project.

c) Comments

(3) Comments related to the relevance of the project in terms of the Bangladesh Delta Plan 2100, Perspective Plan 2021-2041, Five Year Plan,-and other documents related to Sector Policy and SDGs (if any)

a) Reference in the other relevant Strategy/Plan documents

Write quantitative goals, targets and indicators relevant to the proposed project, as set out in the strategy/planning documents other than the SSP.

b) Reference in the DPP

Write purpose/objective and goal level's objectively verifiable indicators in the Logical Framework of the proposed project.

c) Comments

2. Relevance of the project with budgetary resources

A. Relevant paragraphs in Green Book 2022

- 3.1.1(2) The project proposal should not be considered on a stand-alone basis, rather should be examined /considered taking into account detailed and thorough review of the other on-going/proposed projects of the concerned Sector and the sponsoring Ministry/Division, the MTBF ceiling and overall condition etc. of the sponsoring Ministry/ Division, linkage of the proposed project with the national and sectoral priority, capacity of the implementing agency in implementation of projects, pressure on the operating budget after project completion and the justification about the duration of the project. Processing of a project without confirmation of funding should be avoided

Review the following items and relevant attachment of DPP

- 6.2 Year Wise Estimated Cost
 - 6.3 Financing Plan of the proposed project considering MTBF ceiling and allocation required for ongoing projects in ADP
 - 22. Detailed Annual Phasing of Cost
 - Annexure V (b): Detailed Annual Phasing of Estimated Cost
 - Annexure VII: Financing Plan

(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 with the Multi-Year Public Investment Programme (MYPIP)

a) Reference in the MYPIP: Write fiscal space of current year and 2 outer years. *

	Current FY	Next 1 st FY	Next 2 nd FY
(a) Budget Ceiling			
(b) Forward Baseline Estimates			
(c) Fiscal Space (c=a-b)			
(d) Accumulated cost of other projects**			
(e) Balance (e=c-d)			

b) Reference in the DPP: Write year wise cost of the proposed project.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
[Copy] 6.2 Year Wise Estimated Cost						

c) Comments

* Data for (a), (b), (c), (d), and (e) may be derived from the AMS.

** Accumulated cost of other projects in the same sector, which have been already approved.

(3) Comments related to the relevance with MTBF

a) Reference in the DPP: Write the Row 7 to 12 of Annexure VII of DPP

b) Comments

(4) Comments related with unapproved new project included in the ADP/RADP of the concerned Sector and the sponsoring Ministry/Division

a) Unapproved new project in the ADP/RADP

b) 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.

Relevant paragraphs in Green Book 2022

- 3.1.1. (5) In the PEC meeting it has to be ensured that the type /nature, post/number of man power proposed for the implementation of project has been recommended by the Manpower Rationalization Committee of the Finance Division and the matter has to be confirmed in the PEC meeting (Details at paragraph 1.1.14).

1. Confirmation of the project information related to manpower setting

Information related to the proposed manpower of the project (as indicated in items 11. (Annexure II) and 13. of the DPP, and Appendix; Minutes of the meeting of Manpower Rationalization Committee, and Situation Analysis Paper):

[During Project Implementation]

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[During O&M]

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2. Manpower during project implementation

Relevant paragraphs in Green Book 2022

- 3.1.1(2) The project proposal should not be considered on a stand-alone basis, rather should be examined /considered taking into account detailed and thorough review of the other on-going/proposed projects of the concerned Sector and the sponsoring Ministry/Division, the MTBF ceiling and overall condition etc. of the sponsoring Ministry/ Division, linkage of the proposed project with the national and sectoral priority, capacity of the implementing agency in implementation of projects, pressure on the operating budget after project completion and the justification about the duration of the project. Processing of a project without confirmation of funding should be avoided.

- 3.1.1(3) Proposal for procurement of vehicles and equipment will have to be considered taking into account the overall present condition of the vehicles and equipment procured under the operating and development budget, consistency with manpower and their use and the recommendation of the Committee for determination of manpower. In addition, matters relating to the use, maintenance and repair of the vehicles and equipment after completion of the project will have to be reviewed and examined thoroughly.

Review the following items and relevant attachment of DPP

- 11.1 Proposed Project Management Setup
- 12.1 Procurement Plan
- Annexure II: Manpower setup of the Project
- Annexure III: Procurement Plan
- Appendix: Meeting minute of Manpower Committee
- Appendix: Working Paper/ Situation Analysis Report
- [If applicable] Feasibility Study, Section 7: Human Resources and Administration Support
- [If applicable] Feasibility Study, Section 8: Institutional and Legal Analysis

(1) 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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(2) Planned Manpower related to project implementation

	Aspect	Questions/ Points to be checked	Remarks
1	Project's Organisational Structure	Does the structure match the characteristics of the project?	
2	Posts (deputation/ direct recruiting/ outsourcing)	Is it an effective manpower setup to managing the project?	
3	Incurred Costs	Is the total cost incurred for manpower reasonable by comparing the costs to other projects of similar characteristics.	
4	Expected date of Formulation/appointment	Is a target date or period of manpower within the project implementation clearly planned?	
5	Central/ local distribution of manpower	Is the allocation of manpower in Project HQs and project site well-balanced for efficient project management?	
6	Balance and burden of duties	Is the allocation of duties among the officers and staff well-balanced for efficient project management?	
7	Technical requirements	Is the technical requirements of the manpower adequate to ensure the quality of project?	
8	Others	Is there any modification of manpower according to the expected scope and budget of the project?	

3. Manpower during operation and maintenance (O&M)

Relevant paragraphs in Green Book 2022

- 3.1.1(2) The project proposal should not be considered on a stand-alone basis, rather should be examined /considered taking into account detailed and thorough review of the other on-going/proposed projects of the concerned Sector and the sponsoring Ministry/Division, the MTBF ceiling and overall condition etc. of the sponsoring Ministry/ Division, linkage of the proposed project with the national and sectoral priority, capacity of the implementing agency in implementation of projects, pressure on the operating budget after project completion and the justification about the duration of the project. Processing of a project without confirmation of funding should be avoided.
- 3.1.1(3) Proposal for procurement of vehicles and equipment will have to be considered taking into account the overall present condition of the vehicles and equipment procured under the operating and development budget, consistency with manpower and their use and the recommendation of the Committee for determination of manpower. In addition, matters relating to the use, maintenance and repair of the vehicles and equipment after completion of the project will have to be reviewed and examined thoroughly.

Review the following items and relevant attachment of DPP

- 13. After completion, whether the output of the project needs to be transferred to the revenue budget
- 32.1/33.1 (If foreign financing is involved) Sustainability of the project benefit with Exit Plan
- Annexure II: Manpower setup of the Project

- Appendix: Meeting minute of Manpower Rationalization Committee
- Appendix: Working Paper for Manpower Rationalization Committee/ Situation Analysis Report
- Appendix: Exit Plan/ Operation and Maintenance Plan
- [If applicable] Feasibility Study, Section 7: Human Resources and Administration Support
- [If applicable] Feasibility Study, Section 8: Institutional and Legal Analysis

(1) 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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(2) Planned Organization/Manpower related to O&M after project completion

	Aspects	Questions/ Points to be checked	Remarks
1	O&M Management Responsibility	- Does the responsible organisation/group for O&M already exist, or it is expected to be newly formed?	
2	Organisational Structure	- [A] If the organisation for O&M already exists, readiness of the organisation/group to cope with the O&M for the project should be checked, including possible requirements of additional manpower. - [B] If the organisation for O&M is newly formed to specifically conduct O&M for the project in completion, it must be checked whether the formulation is part of the project scope and activities.	
3	Government involvement in O&M	- If the O&M is planned to be conducted by a government organisation/group, it should clearly state specific responsibilities to be borne by the government.	
4	Required Technical Aspects	- [A] Does the existing/new organization for O&M have readiness to cope with the technical requirements for conducting O&M? - [B] if the organization for O&M is to be newly formed, are technical training or manpower appointment activities included as part of the project?	
5	O&M Budget Source	- Where does the O&M budget come from? Is it secured?	
6	Others	- Is there any modification of manpower according to the scale up or scale down of the outputs?	

Part IV: Relevance to Costing

Relevant paragraphs in Green Book 2022

- 3.1.1(2) The project proposal should not be considered on a stand-alone basis, rather should be examined /considered taking into account detailed and thorough review of the other on-going/proposed projects of the concerned Sector and the sponsoring Ministry/Division, the MTBF ceiling and overall condition etc. of the sponsoring Ministry/ Division, linkage of the proposed project with the national and sectoral priority, capacity of the implementing agency in implementation of projects, pressure on the operating budget after project completion and the justification about the duration of the project. Processing of a project without confirmation of funding should be avoided
- 3.1.1(3) Proposal for procurement of vehicles and equipment will have to be considered taking into account the overall present condition of the vehicles and equipment procured under the operating and development budget, consistency with manpower and their use and the recommendation of the Committee for determination of manpower. In addition, matters relating to the use, maintenance and repair of the vehicles and equipment after completion of the project will have to be reviewed and examined thoroughly.
- 3.1.1(6) For consideration of project proposals to be implemented in phases, the IMED Project Completion Evaluation Report or the Special Evaluation Report on the previous phase of the project will have to be examined properly and recommendation /suggestion for approval of the proposed project will have to be made accordingly. However, phase-wise projects should not be taken continuously for implementation of those activities which can be implemented under operating budget, rather initiatives should be taken to implement these activities under operating budget.
- 3.1.1(9) Maximum 8% of the estimated total cost of the project may be kept for price contingency and for physical contingency maximum 2% of the estimated cost of physical items can be provided (Details at paragraph 1.1.8.3) However, for providing allocations in these two categories, the PEC needs to take the decision considering the nature and scope of the project in the PEC meeting.
- 3.1.4 At the time of examining the estimated cost and component wise cost of the project it has to be seen side by side if the specification, design, basis for cost estimation, the Public Procurement Act,2006 and the Public Procurement Regulations 2008 have been reflected properly in the project proposal.

Review the following items and relevant attachment of DPP

- 9. Estimated Cost Summary
- 12.1 Procurement Plan
- 13. After completion, whether the project needs to be transferred to the revenue budget
- 20. Basis of Item wise cost estimation and date
- 21. Comparative Cost of Major Items of Similar Other Projects
- 22. Detailed Annual Phasing of Cost
- 23. Technical Specification/ Design of major item
- 32.1/33.1 (If foreign financing is involved) Sustainability of the project benefits with Exit Plan
- Annexure III: Procurement Plan
- Annexure V (a): Detailed Estimated Cost
- Appendix: Minutes of the meeting of Cost Rationalization Committee
- Appendix: O&M Plan (Exit Plan)
- MAF Part V Sector Specific Analysis/ Sector Specific Requirement
- [If applicable] Feasibility Study, Section 4: Technical/ Technological & Engineering analysis, (d) Cost Estimation

1. Cost estimation for project implementation

- Are cost estimates underestimated by excluding the cost of necessary Inputs to produce the planned Outputs?
- Are cost estimates overestimated by including the cost of Inputs that are not required to produce the Planned Outputs?
- Did the design of scheduled items follow the latest rate schedule?
- Did the design of non-scheduled items follow the list of an item-wise unit price considering the market price prepared by the Ministry/Division?
- Are cost estimates overestimated or underestimated in consideration of the technical standards?

a) Is the project designed adequately in terms of "cost estimation for project implementation", considering the questions above?

Yes

No (Amendment is necessary)

b) Remarks and suggestions

2. Price contingency and physical contingency

- Are the proposed price contingency and physical contingency within the upper limit?
- Are the proposed price contingency and physical contingency reasonable based on the experiences of similar projects?

a) Is the project designed adequately in terms of “price contingency and physical contingency”, considering the questions above?

- Yes No (Amendment is necessary)

b) Remarks and suggestions

3. Vehicles and equipment

- Are the proposed number of vehicles and equipment reasonable in consideration of the status of the vehicles and equipment procured under operating and development budget?
- Are the management cost of proposed vehicles and equipment considered carefully in the financial plan?
- Are the O&M of proposed vehicles and equipment considered carefully in the O&M Plan?

a) Is the project designed adequately in terms of “cost related to vehicles and equipment”, considering the questions above?

- Yes No (Amendment is necessary)

b) Remarks and suggestions

4. Cost estimation for operation and maintenance

- Are the cost estimates for O&M realistic based on the experiences of similar projects?
- Are proposed O&M costs secured in future operational budgets?

a) Is the project designed adequately in terms of “cost estimation for operation and maintenance”, considering the questions above?

- Yes No (Amendment is necessary)

b) Remarks and suggestions

Part V: Review of Assessment Results Conducted at Ministry/Division (Evaluation Criteria)

1. Relevance

- **Consistency with Plan, Strategies, and Programmes:** Is the project included in the strategies, development plans and programmes stipulated by the Government / Sector? Are the Project Goal and Project Purpose consistent with these?
- **Consistency with financing resources** (Ministry/Division-Level Multi-Year Public Investment Programme (MYPIP) if available and/or Mid-Term Budget Framework (MTBF)): Is the financing secured for the project?
- **Beneficiaries:** Are the project beneficiaries appropriately identified? Does the Project Purpose match the needs of the beneficiaries?
- **Project Location:** Can the Project Purpose be achieved given the location(s) where the project will be implemented?

Review the following items and relevant attachment of DPP

- 2.1 Sponsoring Ministry/Division
- 2.2 Implementing Agency
- 2.3 Concerned Division of the Planning Commission
- 6.3 Financial Plan
- 7. Location of the Project
- 10. Logical Frame
- 12.2 Year Wise Target
- 14. Background
- 15. Project Description
- 16. Population Statistics
- 22. Annual Phasing of Cost
- 27. Specific Linkage
- 28.1 Mission and Vision of the Ministry/Division
- 28.2 Allocation of Business of the sponsoring Ministry/Division
- Annexure IV: Year Wise Financial and Physical Target Plan
- Annexure V: Detailed Annual Phasing of Cost
- Annexure VII: Financial Plan
- [If applicable] Feasibility Study Section 3 Market Demand Analysis (b) Relevance of the Project Idea, d) Stakeholders, and (e) Demand Analysis
- [If applicable] Feasibility Study, Section 4: Technical/ Technological & Engineering analysis, (a) Location
- [If applicable] Feasibility Study, Section 8: Institutional and Legal Analysis-

a) Is the project designed adequately in terms of “relevance of evaluation criteria”, considering the questions above?

- Yes No (Amendment is necessary)

b) Remarks and suggestions

2. Effectiveness

- Are the Outputs identified appropriately so that the Project Purpose would be achieved?

Review the following items and relevant attachment of DPP

- 10. Logical Frame
- 14. Background
- 15. Project Description
- [If applicable] Feasibility Study Section 3 Market Demand Analysis (c) Proposed Project Interventions
- [If applicable] Feasibility Study, Section 4: Technical/ Technological & Engineering analysis, (c) Output Plan
- [If applicable] Feasibility Study, Section 10: Alternative/ Options Analysis

a) Is the project designed adequately in terms of “effectiveness of evaluation criteria”, considering the questions above?

- Yes No (Amendment is necessary)

b) Remarks and suggestions

3. Efficiency

- Is the **cost estimation** of the project appropriate and reliable?
- Is the **duration** of the project reasonable? Is the schedule of the project reasonable, considering sequence of activities/ procurement plan, seasonal/functional fluctuations?
- Are the **materials, equipment, facilities and technology** required for the implementation of the project sufficient to conduct activities and achieve the Outputs?
- Is the **manpower** required for the implementation management of the project sufficient to conduct activities and achieve the Outputs?
- Are there any important **controllable and uncontrollable risks** that are like to affect the implementation of the project? What are the **mitigation measures** considered for risks that are indicated in above?

Review the following items and relevant attachment of DPP

- 10. Logical Frame
- 11.2 Implementation Arrangement
- 12. Financial and Procurement Plan
- 15. Project Description
- 20. Basis of item-wise Cost Estimation and Date
- 21. Comparative Cost
- 22. Annual Phasing of Cost
- 23. Technical Specification/Design of Major Items
- 31. / 32. (If foreign financing is involved) Risk analysis and mitigation measures
- Annexure V: Detailed Annual Phasing of Cost
- Appendix: Technical Specification/Design of Major Items
- Appendix: Gantt Chart of project activities
- [If applicable] Feasibility Study Section 3 Market Demand Analysis (f) SWOT analysis
- [If applicable] Feasibility Study, Section 4: Technical/ Technological & Engineering analysis, (b) Technical Design, (d) Cost Estimation, (e) Implementation Plan
- [If applicable] Feasibility Study Section 5: Environmental Sustainability, Climate Resilience and Disaster Risk Analysis, 5.1 Environmental, Climate Change and Disaster Risk Analysis
- [If applicable] Feasibility Study, Section 7: Human Resources and Administration Support
- [If applicable] Feasibility Study, Section 8: Institutional and Legal Analysis
- [If applicable] Feasibility Study Section 9: Risk (uncertainly) and Sensitive Analysis

a) Is the project designed adequately in terms of “efficiency of evaluation criteria”, considering the questions above?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Amendment is necessary)
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b) Remarks and suggestions

4. Impact

- Are the **longer and broader development effects** aligned with the achievement of Project Purpose adequately identified and practically achievable?
- During project implementation and O&M: Are there any possibilities of the Project and its activities generating negative and positive social and natural environmental impacts? Are there any negative **impacts on welfare** (i.e., social or environmental impacts) that have not been identified?

Review the following items and relevant attachment of DPP

- 25. Effect/impact, adaptation and specific mitigation measures thereof
- [If applicable] Feasibility Study, Section 1: Basic Information, 1.6: Project Category (Based on Environment Conservation Rules 2023)
- [If applicable] Feasibility Study, Section 5: Environmental Sustainability, Climate Resilience and Disaster Risk Analysis, 5.1 Environmental, Climate Change and Disaster Risk Analysis, 5.2 Assessment of Disaster Resilience of the Project

a) Is the project designed adequately in terms of “Impact of evaluation criteria”, considering the questions above?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Amendment is necessary)
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b) Remarks and suggestions

5. Sustainability

- **Institutional Sustainability:** Does the organization proposed for O&M have legal or administrative responsibilities and functions for O&M facilities to be developed by the proposed project?
- **Organisational Sustainability:** Does the organization assigned for O&M have enough human and technical capacity for O&M?
- **Financial Sustainability:** Are there any documented plans for operation and maintenance after the project is completed, with clear foundation of financial resources to maintain realized effects by the project?

Review the following items and relevant attachment of DPP

- 13. After completion, whether the output of the project needs to be transferred to the operational budget.
- 32.1/33.1 (If foreign financing is involved) Sustainability of the project benefits with Exit Plan
- Appendix: O&M Plan (Exit Plan)
- [If applicable] Feasibility Study, Section 4: Technical/ Technological & Engineering analysis, (d) Cost Estimation
- [If applicable] Feasibility Study, Section 6: Cost Benefit Analysis
- [If applicable] Feasibility Study, Section 7: Human Resources and Administration Support
- [If applicable] Feasibility Study, Section 8: Institutional and Legal Analysis

a) Is the project designed adequately in terms of "sustainability of evaluation criteria", considering the questions above?

- Yes No (Amendment is necessary)

b) Remarks and suggestions

6. Risk

- Are there any important **controllable and uncontrollable risks** that are liable to affect the project after its completion and during its operation?
- What are the **mitigation measures** considered for risks that are indicated above?

Review the following items and relevant attachment of DPP

- 13. After completion, whether the output of the project needs to be transferred to the operational budget.
- 31./ 32. (If foreign financing is involved) Risk analysis and mitigation measures
- 32.1/33.1 (If foreign financing is involved) Sustainability of the project benefits with Exit Plan
- Appendix: O&M Plan (Exit Plan)
- [If applicable] Feasibility Study Section 3 Market Demand Analysis (f) SWOT analysis
- [If applicable] Feasibility Study Section 5: Environmental Sustainability, Climate Resilience and Disaster Risk Analysis, 5.1 Environmental, Climate Change and Disaster Risk Analysis
- [If applicable] Feasibility Study Section 9: Risk (uncertainly) and Sensitive Analysis

a) Is the project designed adequately in terms of risks for O&M of evaluation criteria?

- Yes No (Amendment is necessary)

b) Remarks and suggestions

This part will be used after receiving the Recast DPP

Is it necessary to hold next Project Evaluation Committee (PEC) to appraise the recast DPP?	
<input type="checkbox"/> Yes → the Desk officer will assess the recast DPP using SAF.	<input type="checkbox"/> No → by using Simplified Check Sheet (SCS), the Desk officer will confirm if all decisions of last PEC Meeting based on the relevant comments in SAF are reflected into the recast DPP.

Simplified Check Sheet (SCS) for Sector Appraisal

1. Cost Rationalization Committee

A. Relevant paragraphs in Green Book 2022
- 3.1.10 If recasting of the DPP becomes necessary as per the decision of the PEC meeting, the sponsoring Ministry/ Division shall within 20 (twenty) working days of receipt of the minutes of the meeting send the recast DPP to the Planning Commission. In special cases cost rationalization of the proposed project may be done by the Cost Rationalization Committee constituted by the PEC.
B. Referred items/ attachments in DPP
- Appendix: Minutes of the meeting of PEC - Appendix: Minutes of the meeting of Cost Rationalization Committee - Appendix: Agencies response to Cost Rationalization

a) Did the previous PEC meeting decide to recast the DPP through Cost Rationalization Committee?	
<input type="checkbox"/> Yes (→ go to b-1)	<input type="checkbox"/> No (→ go to c)
b-1) Was the DPP recast based on the decision of Cost Rationalization Committee?	
<input type="checkbox"/> Yes (→ go to b-2) (write date of meeting)	<input type="checkbox"/> No (→ hold the Cost Rationalization Committee)
Date of Meeting:	
b-2) If the answer to b-1) is "YES", Are the Minutes of the meeting with Working Paper attached to the DPP?	
<input type="checkbox"/> Yes (→ go to c) (Write Appendix No.)	<input type="checkbox"/> No (→ Attach the minutes of the meeting, working paper)
Appendix No. (): Minutes of the meeting	Appendix No. (): Working paper
c) Remarks and suggestions	

2. Applicable for Recast DPP

Instruction

- Confirm if all the comments and suggestions of PEC meeting based on SAF are incorporated into the recast DPP. - When the necessary comments are reflected into the recast DPP, tick the box "YES". - When the necessary comments are NOT reflected into the Recast DPP, tick the box "No", and provide the remarks and suggestions. - When there are no comments and suggestion in the concern section of the SAF, tick the box "Not Applicable".
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	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable	Remarks and suggestions
Readiness Check A. Sector Division B-1: Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B-2 1. Land acquisition, rehabilitation/ resettlement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Environmental considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

				Remarks and suggestions
3. Disaster, and Climate Change risks	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable	
Part I Basic Information	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable	
1. Review of Logical Framework	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable	
2. Review of Cost Benefit Analysis	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable	
Part II Sector Planning and Begetting	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable	
Part III Manpower	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable	
Part IV Costing	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable	
Part V Review of DPP based on evaluation criteria	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable	