

DEVELOPMENT PROJECT PROFORMA/PROPOSAL (DPP)

**PART-A
Project Summary**

- 1.0 Project Title :
 2.1 Sponsoring Ministry/Division :
 2.2 Implementing Agency (ies) :
 2.3 Concerned Division of Planning Commission :
 3.0 Objectives and Targets (of Beneficiaries) of the Project :
 (Please specify in quantity and/or in percentage and write in bullet form) :
 4.0 Project Implementation Period :
 1. Date of Commencement :
 2. Date of Completion :
 5.1 Estimated Cost of the Project (Taka in lac) :
 Total :
 GOB :
 PA :
 Own Fund :
 Others :
 5.2 Exchange Rate(s) with Date :
 (Source: Bangladesh Bank) :
 6.0 Mode of Financing :
 6.1 Mode of Financing with Source :

(Taka in Lac)

Source Mode	GOB (FE)	PA (RPA)	Own Fund (FE)	Others (Specify)	PA Source
1	2	3	4	5	6
Loan/credit					
Grant					
Equity					
Others (Specify)					
Total					

6.2 Year wise Estimated Cost:

(Taka in Lac)

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

7.0 Location of the Project:

Division	District	City Corporation/Pouroshova/ Upazila
1	2	3

(Attach map, where necessary)

8.0 Location wise Cost Breakdown:
(As per Annexure – I)

9.0 Estimated Cost Summary (Taka in Lac):

Economic Code	Economic Sub-Code	Economic Sub-code wise Item Description	Unit	Quantity	Total Cost*	GOB (FE)	Project Aid				Own Fund (FE)	Others	% of Total Project Cost	
							RPA		DPA					
							Through GOB	Special Account*	Through PD	Through DP				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
(a) Revenue:														
Sub Total (Revenue):														
(b) Capital :														
Sub Total (Capital):														
(c) Physical Contingency:														
(d) Price Contingency:														
Grand Total (a + b + c + d):														

*Column 6=(7+8+9+10+11+12+13)

** DOSA, CONTASA, SAFE, Imprest, etc.

10.0 Log Frame:

i) Planned Date for Project Completion:

ii) Date of Log Frame Preparation :

Narrative Summary	Objectively Verifiable Indicators (OVI)	Means of Verifications (MOV)	Important Assumptions (IA)
Goal			
Objective/ Purpose			
Output			
Input			

11.0 Project Management:

11.1 Proposed Project Management Setup

(As per Annexure-II)

11.2 Implementation Arrangement

12.0 Financial and Procurement Plan:

12.1 Procurement Plan

[As per Annexure -III (a), III(b) & III(c)]

12.2 Year wise Financial and Physical Target Plan

(As per Annexure-IV)

13.0 After completion, whether the output of the project needs to be transferred to the revenue budget:

13.1 If yes, briefly narrate the institutional arrangement and technical & financial requirement for operation and maintenance.

(To continue the benefits of the projects required yearly costs and personnel should be mentioned)

13.2 If not, briefly narrate the institutional arrangement and financial requirement for operation and maintenance.

(To continue the benefits of the projects required yearly costs and personnel should be mentioned)

Signature of the Officer(s) Responsible for the Preparation of the DPP with Seal and Date

PART B

Project Details

- 14.0** Background Information:
- 14.1** Background with Problem Statement
 - 14.2** Linkages (to Other Projects & Institutions)
 - 14.3** Poverty Situation
- 15.0** Project Description:
- 15.1** Objectives
 - 15.2** Outcomes
 - 15.3** Outputs
 - 15.4** Activities
 - 15.5** Sex disaggregated data for target population & constraints faced by women
 - 15.6** Population Coverage
- 16.0** Whether any pre-appraisal/feasibility study/pre-investment study was done before formulation of this project? If so, attach summary of findings & recommendations. (If not, mention the causes)
- 17.0** Financial Analysis:
(Attach Calculation Sheet)
- 17.1** Net Present Value (NPV)
(considering 15% discount rate)
 - (i)** Financial
 - (ii)** Economic
 - 17.2** Benefit-Cost Ratio (BCR)
(considering 15% discount rate)
 - (i)** Financial
 - (ii)** Economic
 - 17.3** Internal Rate of Return (IRR)
 - (i)** Financial
 - (ii)** Economic
- 18.0** Lessons Learnt from Similar Nature of Project(s):
- 18.1** Indicate which issues lead to make project successful
 - 18.2** Indicate which issues did not work well.
- 19.0** Basis of Item wise Cost Estimate and Date:

SL	Major Items	Unit	Unit Cost	Basis	Source	Date
1	2	3	4	5	6	7

20.0 Comparative Cost of Major Items of Similar Other Projects:

Sl.	Major Items	Unit	Unit Cost of the Item (<i>Taka in Lac</i>)			Remarks
			Proposed Project	Similar Ongoing Project (*)	Similar Completed Project (**)	
1	2	3	4	5	6	7

* *Name of the similar ongoing projects*

** *Name of the similar completed projects*

21.0 Detailed Annual Phasing of Cost (*As per Annexure -V*)

22.0 Specification/Design of Major Items (To be attached)

23.0 Amortization Schedule for Projects having Involvement of Loan from Government (*As per Annexure -VI*)

24.0 The effect/impact, adaptation and specific mitigation measures thereof, if any, on

24.1 other projects/existing installations

24.2 environmental sustainability like land, water, air, bio-diversity, ecosystem services (If the project is 'Red Category' attach the EIA document)

24.3 future disaster management, climate change

24.4 gender, women, children, person with disability/excluded groups' needs

24.5 employments

24.6 poverty situation

24.7 organizational arrangement/setup

24.8 institutional productivity

24.9 regional disparities

24.10 populations

25.0 Whether environmental clearance under the ECA 1995 (Revised 2010) has been obtained? (*If yes, attach the certificate. If not, mention the cause*)

26.0 Specific linkage with Perspective Plan/Five Years Plan/SDGs/Ministry/ Sector Priority (*Mention the pages with clauses of respective document/ attach the relevant pages of those document*)

27.1 Contribution of the Project in achieving the Vision, Mission of the Ministry/Division and Implementing Agency.

27.2 Relation of the Project with the *Allocation of Business* of the Sponsoring Ministry/Division.

- 28.0** Whether private sector/local government or NGO's participation is considered? *(If yes, describe how they will be involved)*
- 29.0** Major Conditionality (ies) for Foreign Aid:
- 30.0** Involvement of Compensation, Rehabilitation/ Resettlement:
(Indicate the magnitude and cost, if applicable)
- 31.0** Risk Analysis and Mitigation Measures:
(Identify risks during implementation & operation)
- 32.0** Other Important Details *(Technical or otherwise)*:
- 32.1** Sustainability of the Project Benefit
 - 32.2** Project Steering Committee (PSC) Formation and TOR
 - 32.3** Project Implementation Committee (PIC) Formation and TOR
 - 32.4** Others, If any.

***Signature of the Head of the
Executing Agency with Seal and Date***

***Signature of the Secretary of the
Sponsoring Ministry/Division
with Seal and Date***

Annexure - I

Location wise Cost Breakdown

Sl. No.	Division	District	Upazila/Thana/ City Corporation/ Pourosava	Major Items (Component with Quantity)	Estimated Cost (Taka in Lac)	Comment
1	2	3	4	5	6	7

Annexure-II

Project Management Setup

- 1) Personnel to be deputed from revenue setup
- 2) Personnel to be recruited directly for execution of the project
- 3) Personnel to be recruited by outsourcing

Table showing the Manpower Requirement of Each Category:

Name of the Post	No. of Post	Qualifications	Mode of Recruitment	Pay Scale/ Consolidated Pay	Pay Grade	Responsibilities/ Accountabilities	Remarks
1	2	3	4	5	6	7	8

- Organogram of the proposed setup should be attached*

Annexure - III (a)

Ref : PPR, 2008

Total Procurement Plan for Development Project/Programme

Ministry / Division

Agency

Procuring Entity Name & Code

Project / Programme Name & Code

Project Cost (Taka in Lac)

Total
GoB
PA
Own Fund

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Package No.	Description of Procurement Package as per DPP/ TPP	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost (Taka in Lac)	Indicative Dates		
								Invitation for Tender	Signing of Contract	Completion of Contract
1	2	3	4	5	6	7	8	9	10	11
Example	Supply and Installation of Computer Equipment (5 Computers, 3 Printers, 5 UPS)	SET	1	OTM (NCT)	Project Director	GOB	25	14.02.2017	12.05.2017	30.09.2017
GD1							0.00			
GD2							0.00			
Total Value of Goods Procurement							BDT 0.00			

Annexure - III (c)

Ref : PPR 2008

Total Procurement Plan for Development Project/Programme

Ministry / Division

Agency

Procuring Entity Name & Code

Project / Programme Name & Code

Project Cost (Taka in lac)

Total
GoB
PA
Own Fund

Package No.	Description of Procurement Item as per DPP/ TPP	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost (Taka in lac)	Indicative Dates			
								Invitation for EOI	Issue of RFP Signing of Contract		Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12
	SERVICES										
	Total Value of Services Procurement										

Annexure-IV

Year wise Financial and Physical Target Plan

Name of the Project:

Name of Agency/Division/ Ministry:

(Taka in Lac)

Economic code	Economic Sub code	Economic Sub code description (in detail)	Total Physical & Financial Target					Year-1			Year- 2			
			Unit	Unit Cost	Quantity	Total Cost	Weight	Financial Amount	Physical		Financial Amount	Physical		
									% of Item	% of Project		% of Item	% of Project	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
(a) Revenue														
(b) Capital														
(c) Physical Contingency														
(d) Price Contingency														
Grand Total (a + b + c + d)														

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◆ Weight of Each Item =
$$\frac{\text{Est. Cost of Each Respective Item}}{\text{Total Project Cost}}$$

◆ Physical Percentage (%) of Item =
$$\frac{\text{Quantity of Item Targeted in Each Year}}{\text{Total Quantity of Respective Item for Whole Project Period}} \times 100$$

◆ Physical Percentage (%) of Total Project = Weight of Each Item × Physical Percentage (%) of Item

Annexure-V (a)

Detailed Estimated Cost

(Taka in Lac)

Economic code	Economic sub-code	Economic sub code description (in detail)	Unit	Unit Cost	Quantity	Total								% of total project cost	
						GOB (FE)	PA				Own fund	Others	Total		
							RPA		DPA						
							GOB	Special Account*	Through PD	Through DP					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
(a) Revenue															
Economic Code wise sub-total															
Sub-total															
(b) Capital															
Economic Code wise sub-total															
Sub total															
Total (a) + (b)															
(c) Physical Contingency															
(d) Price Contingency															
Grand total (a + b + c + d)															

* DOSA, CONTASA, SAFE, Imprest etc.

Detailed Annual Phasing of Cost

Annexure-V (b)

Economic code	Economic sub-code	Economic sub code description (in detail)	Unit	Unit Cost	Quantity	Financial Year-1							Financial Year-2, 3,...		
						GOB (FE)	PA				Own fund	Others	Total		
							RPA		DPA						
							GOB	Special Account*	Through PD	Through DP					
1	2	3	4	5	6	7	8	9	10	11	12	13	14		
(a) Revenue															
Economic Code wise sub-total															
Sub-total															
(b) Capital															
Economic Code wise sub-total															
Sub total															
Total (a) + (b)															
(c) Physical Contingency															
(d) Price Contingency															
Grand total (a + b + c + d)															

Annexure-VI

Amortization Schedule

Name of Project :
 Total Investment :
 Loan Portion :
 Loan Period :
 Rate of Investment :

(Taka in Lac)

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Year	Beginning Principal Amount	Yearly fixed Amount to be paid (Principal)	Yearly Interest to be paid	Total Payment (Principal + Interest)	Ending Principal Balance
1	2	3	4	5=(3+4)	6=(2-3)
1					
2					
3					
4					
5					
6					
Total					