

TECHNICAL ASSISTANCE PROJECT PROFORMA/PROPOSAL (TAPP)

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 the project :
- 4.0** Project Implementation Period :
- (a) Date of Commencement
- (b) Date of Completion
- 5.0** Name and Designation of Contact Person of the Implementing Agency:
- 6.0** Name and Official Address(s) of the Officer(s) Responsible for the Preparation of the TAPP:
- 7.0** Name and Designation of Contact Person of the Development Partner:

7.1 Estimated Cost of the Project (Taka in Lac)

- Total :
- GOB :
- PA :
- Own Fund :
- Others :

7.2 Exchange Rate(s) with Date:
(Source: Bangladesh Bank)

8.0 Source & Mode of Financing:

(Taka in lac)

Source of Financing	In Kind (Equivalent Amount)	In cash		Total	Mode of Financing (Loan/Credit/ Grant etc)
		Local	FE		
GOB					
Development Partner(s) (a) (b)					
Own Fund					
Other (specify)					
Grand Total					

9.0

Estimated Cost Summary:

(Taka in Lac)

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

RPA- Reimbursable Project Aid

DPA- Direct Project Aid

* DOSA, CONTASA, SAFE, Imprest, etc.

10.0 Year-wise Estimated Cost:

(Taka in Lac)

Year (FY)	Total	GOB (FE)	Project Aid (PA)		Own Fund (FE)	CD VAT
			RPA	DPA		
1	2	3	4	5	6	7
Year –						
Year –						
Total						

11.0 Lessons Learnt from Similar Nature of Project(s) :

- i) Indicate which issues lead to make project successful,
- ii) Indicate which issues did not work well.

12.0 Log Frame:

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

13.0 Financing after the Completion of the Technical Assistant Project:

13.1 Required Amount (Taka in Lac)

13.2 Source of Financing

13.3 Mode of Financing (Loan/grant/development/revenue budget, etc.)

14.0 Outcome/Expectation after Completion of the Project.

Part-B

Project Details

15.0 Situation Analysis:

Note: To the greatest extent possible, link to the country situation and analyze the context. State the problem to be addressed usually in terms of needs for capacity development and provide a reference to the relevant policy documents.

Explain the national institutional and legal framework and the intended beneficiaries. Provide a reference to the findings of relevant recent reviews or evaluations. If the situation analysis has been explained elsewhere in the document narrative section, there is no need to reproduce the text. Simply refer to the section.

16.0 Objectives:

(i) Overall

(ii) Specific

Note: State the long-term vision or the development objectives and immediate implementation actions.

17.1 Vision/Mission of the Implementing Agency/Sponsoring Ministry:

17.2 How does the project contribute in achieving the mission/vision of the Implementing Agency/Sponsoring Ministry:

Note: Link to the GoB plan documents* such as Perspective Plan, Five Year Plan, SDGs and development partner's country programme priorities which should outline the national strategy including the national commitment to achieving the outcome and the development partner's niche in supporting the strategy.

* Mention the pages with clause of respective document/attach the relevant pages of those document.

18.0 Implementation Arrangements:

Note: Explain the roles and responsibilities (including clarification on the accountability for resources) of the parties in carrying out the project activities. These should correspond with the parties listed in the signature page as implementing partner and other partners, and include annexes (e.g. project cooperation agreements, TORs for staff or contracts if necessary) as needed. This section should note results of capacity assessments of the partners and how resources will be transferred (e.g. direct payment, direct country office support, quarterly advances). It should also address measures for strengthening capacities where they are weak.

The roles of Tripartite Project Review (TPR), Steering Committee, and the Technical Advisory Group need to be detailed out. Other elements in this section include collaborative arrangements with related projects (if any), prior obligations and prerequisites, a brief description/summary of the inputs to be provided by all partners, and audit arrangements. Justify whether the most cost-effective method has been selected in case of projects whose benefits are difficult to quantify.

Whether implementation by private sector/local govt. or NGO was considered? Describe how will they be involved? Fund disbursement and financial reporting mechanism are to be spelt out in this section.

Any additional agreements, such as cost sharing agreements, Letter of Agreement (LOA) with the implementing partners and project cooperation agreements signed with NGOs (where the NGO is designated as the “Implementing Partner”) should be included as Annexure and to be referred in this section.

19.0 Expected Output and Outcome:

Note: Link proposed input of the project with resulted output/outcome. Output/outcome may be in terms of trained manpower, knowledge/skill-gained counter-part personnel, recommended procedure/process for institutional development, feasibility report etc.

20.0 Monitoring, Evaluation and Reporting:

Note: Describe briefly how the key principles for monitoring, measurement and evaluation will be applied for the project or outcome. Describe reporting requirements, including the periodic reporting to the funding agencies. Result-oriented monitoring and evaluation indicators are to be set as the basic tool to assess the progress and the effectiveness of the programme.

21.0 Legal Context:

Note: Standard text for the Development Partner.

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

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:

1. Year-wise breakdown of component wise estimated cost as per Annexure-I
2. Terms of Reference of Consultants as per Annexure - II
3. Qualifications, Experience and Responsibilities of Consultants as per Annexure-III
4. Implementation/Work schedule as per Annexure -IV
5. Task and qualification of Counterpart Personnel as per Annexure -V
6. Task and qualification of Support Staff to be recruited as per Annexure-VI
7. Letter of Agreement with Implementing Agencies/Development Partners as per Annexure -VII
8. Procurement Plan for entire project period as per Annexure -VIII

Annexure-I

Detailed Annual Phasing of Cost

(Taka in Lac)

Economic Code	Economic Sub-code	Economic Sub code Description (in detail)	Unit	Unit Cost	Quantity	GOB (FE)	PA				Own Fund	Others	Total	% of Total Project Cost	
							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.

Terms of Reference

Note: Terms of Reference should explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the client and the consultants and expected results and deliveries. Adequate TOR are essential for the understanding of the assignment and its correct execution by the consultants.

Terms of Reference normally contain the following sections:

- Background of the project;
- Objectives of the assignments;
- Scope of services;
- Transfer of knowledge (training), where appropriate;
- List of reports, schedule of deliveries, period of performance;
- Data, personnel, facilities and local services to be provided by the client, and
- Institutional arrangements

Annexure-III

Qualifications, Experience and Responsibilities of Consultants

Consultants	Educational Qualification	Experience	Responsibilities
1	2	3	4

Annexure-IV

Implementation/Work Schedule

Task ID	Task Breakdown	Year-1				Year-2....			
		Q-1	Q-2	Q-3	Q-4	Q-1	Q-2	Q-3	Q-4
A									
B									

Annexure-V

Tasks and Qualifications of Counterpart Personnel to be Attached with the Consultants

Designation	Educational Qualifications	Experiences	Tasks to be Performed
1	2	3	4

Annexure-VI

Tasks and Qualifications of Support Staff to be Recruited

Designation	Educational qualifications	Experience	Tasks to be performed
1	2	3	4

A. GOB Fund

B. RPA Fund

C. DPA Fund

D. Others

Annexure -VII

Letter of Agreement with Implementing Agencies/Development Partners

Annexure - VIII (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

102

Package No.	Description of Procurement Package as per TAPP	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	GOODS 2	3	4	5	6	7	8	9	10	11
GD1							0.00			
GD2							0.00			
GD3							0.00			
GD4							0.00			
GD5							0.00			
Total Value of Goods Procurement							BDT 0.00			

Annexure - VIII (b)

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

103

Package No.	Description of Procurement Item as per TAPP	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
SD1	SERVICES						0.00				
SD2							0.00				
SD3							0.00				
	Total Value of Services Procurement						BDT 0.00				