

**PROJECT SUBMISSION FORMAT\*****1. Project Title:****2. Sector:****3. Project Location:**

| Province/s | District/s | DS Division/s | GN Division/s |
|------------|------------|---------------|---------------|
|            |            |               |               |

**4. Land requirement for the Project (if relevant):**

4.1 What is the total area / extent of land required for the project?

4.2 Has the land been identified? If so, please mention the location of the land

4.3 Ownership details of the land

| No. | Ownership                                   | Extent (ha) |
|-----|---|-------------|
| 1   | The land owned by the implementing agency   |             |
| 2   | The land owned by other government agencies |             |
| 3   | Private land                                |             |

4.4 Does the proposed land need to be purchased or acquired?

4.5 Please state the cost of land if it is to be purchased/ acquired?

**5. Project Preliminary Activities:**

| Item                                     | Yes | No | Not Necessary |
|--|-----|----|---------------|
| Pre-Feasibility                          |     |    |               |
| Feasibility                              |     |    |               |
| Detailed Design                          |     |    |               |
| Strategic Environmental Assessment (SEA) |     |    |               |
| Initial Environmental Assessment (IEE)   |     |    |               |
| Environmental Impact Assessment (EIA)    |     |    |               |
| Disaster Risk Assessment                 |     |    |               |
| NBRO Clearance (If necessary)            |     |    |               |
| Archeological Clearance (If necessary)   |     |    |               |
| Land Clearance from relevant parties     |     |    |               |
| Social Impact Assessment                 |     |    |               |
| Other (specify)                          |     |    |               |

*Note: If above reports are available, please attach.*

*NBRO: National Building Research Organization*

***Note: \* Guidelines for filling this format are stated in the attached Operational Manual***

## 6. Project Objectives:

Objective i.

Objective ii.

Objective iii.

## 7. Rationale of Project:

### 7.1 Specific problems and needs to be addressed by project

7.1.1 What is the problem, need or the existing gap/ deficiency?

7.1.2 What are the root-causes, underline causes and immediate causes that contribute for the problem or the need that the project intends to address?

7.1.3 How does this project contribute to fulfill the existing gap in the sector?

7.1.4 Mode of intervention of this project in addressing the gap?

7.1.5 Other alternative modes of interventions, if any.

### 7.2 Target beneficiaries

| Type of Beneficiaries | No. of beneficiaries | Gender Ratio |
|-----------------------|----------------------|--------------|
| <i>Direct</i>         |                      |              |
| i.                    |                      |              |
| ii.                   |                      |              |
| <i>Indirect</i>       |                      |              |
| i.                    |                      |              |
| ii.                   |                      |              |

## 8. Relationship of the Project to National Policies and Strategies:

### 8.1 Relationship of project to National Policy Framework

8.1.1 Policy elements of the Framework most relevant to the project

8.1.2 Contribution that can be made from the project to each of the above mentioned policy elements

### 8.2 Relationship to the Sectoral Master Plan (of the Ministry, sub-sector or the sector)

8.2.1 Details of the relevant sectoral master plan approved by the Cabinet of Ministers

8.2.2. Has the project been included as a high priority project to the master plan? (Yes/No). If not, reasons for non-inclusion and submission of the project proposal

8.2.3 Has the project been included as a project to the master plan? (Yes/No). If not, reasons for non-inclusion and submission of the project proposal

**8.3. What is the sector strategy relevant to the project?**

**9. Coordination with Stakeholders and Partners for Implementation of the Project:**

| Name of the agency  | Nature of Intervention | Current status of intervention | Does the proposed project include this development activity? (Yes/No) |
|---------------------|------------------------|--------------------------------|---|
| <i>Stakeholders</i> |                        |                                |   |
|                     |                        |                                |   |
|                     |                        |                                |   |
|                     |                        |                                |   |
| <i>Partners</i>     |                        |                                |   |
|                     |                        |                                |   |
|                     |                        |                                |   |
|                     |                        |                                |   |
|                     |                        |                                |   |

*Stakeholders - Individuals, people, organizations or groups who can influence the implementation of the Project or achievement of its result. Stakeholders may include: Project clients and non-beneficiaries from the target group, those who can influence the decisions of the Project, project/ministry staff associations; those with an interest in the Project (advocacy group, central agencies); and those who are adversely or unintentionally affected by the Project.*

*Partner: The partner is the parties who join the executor in implementing the Project. The partners often undertaken some components of the Project. E.g. Ministry of Health (MoH) in a Rural Water Supply Project where MoH implements the health and hygienic education component of the Project.*

**10. Project Impacts, Outcomes and Outputs/ Results Framework of the Project/ Performance Framework of the Project:**

**10.1 Project Impacts**

|                    |  |
|--------------------|--|
| <b>Economic</b>    | <i>ex:- No. of Jobs created/ Export Import volume/ increase in production / foreign exchange savings</i> |
| <b>Environment</b> | <i>ex:- Emission reduction</i>   |
| <b>Social</b>      | <i>ex:-Poverty reduction/increase of household income</i>  |

## 10.2 Project Outcomes

| No | Outcome | Indicator/<br>KPI | Unit of<br>Measure | Source<br>of Data | Baseline<br>Data &<br>Year | Targets |    |    |      |      |
|----|---------|-------------------|--------------------|-------------------|----------------------------|---------|----|----|------|------|
|    |         |                   |                    |                   |                            | Y1      | Y2 | Y3 | Y... | Y... |
| 1  |         |                   |                    |                   |                            |         |    |    |      |      |
| 2  |         |                   |                    |                   |                            |         |    |    |      |      |
| 3  |         |                   |                    |                   |                            |         |    |    |      |      |
| 4  |         |                   |                    |                   |                            |         |    |    |      |      |
| 5  |         |                   |                    |                   |                            |         |    |    |      |      |

*KPI: Key Performance Indicator*

## 10.3 Project Outputs

| No | Output | Indicator/<br>KPI | Unit of<br>measure | Source<br>of Data | Baseline<br>Data &<br>Year | Targets for project period |    |    |      |      |
|----|--------|-------------------|--------------------|-------------------|----------------------------|----------------------------|----|----|------|------|
|    |        |                   |                    |                   |                            | Y1                         | Y2 | Y3 | Y... | Y... |
| 1  |        |                   |                    |                   |                            |                            |    |    |      |      |
| 2  |        |                   |                    |                   |                            |                            |    |    |      |      |
| 3  |        |                   |                    |                   |                            |                            |    |    |      |      |
| 4  |        |                   |                    |                   |                            |                            |    |    |      |      |
| 5  |        |                   |                    |                   |                            |                            |    |    |      |      |

## 10.4 Planned Activities in Achieving Outputs

*Write the schedule of activities that leads to the achievement of the abovementioned Outputs (If available on different sheet, it can be attached as Annex 1)*

|                         |        |
|-------------------------|--------|
| Activities for Output 1 |        |
| Activities              | Period |
| -                       |        |
| -                       |        |
| -                       |        |
| Activities for Output 2 |        |
| Activities              | Period |
| -                       |        |
| -                       |        |
| -                       |        |
| Activities for Output 3 |        |
| Activities              | Period |
| -                       |        |
| -                       |        |
| -                       |        |
| Activities for Output 4 |        |

|                         |        |
|-------------------------|--------|
| Activities              | Period |
| -                       |        |
| -                       |        |
| -                       |        |
| Activities for Output 5 |        |
| Activities              | Period |
| -                       |        |
| -                       |        |
| -                       |        |

### 11. Aligning the project objective/s with the Relevant Sustainable Development Goal/s

| Sustainable Development Goal/s | Sustainable Development Target/s | Relevance to the SDG |                    | If directly related, measurable indicator/s | Expected contribution to the achievement (%) |
|--------------------------------|----------------------------------|----------------------|--------------------|---|--|
|                                |                                  | Directly related     | Indirectly related |   |  |
|                                |                                  |                      |                    |   |  |
|                                |                                  |                      |                    |   |  |
|                                |                                  |                      |                    |   |  |
|                                |                                  |                      |                    |   |  |
|                                |                                  |                      |                    |   |  |

### 12. Potential Negative Impact on Socio Economic Activities and Environment by the Project

| Items                    | Yes | No | Items                       | Yes | No |
|--------------------------|-----|----|-----------------------------|-----|----|
| Residences               |     |    | Rivers/ Streams             |     |    |
| Schools                  |     |    | Lagoons                     |     |    |
| Hospitals                |     |    | Wetlands                    |     |    |
| Build-up areas           |     |    | Mangrove                    |     |    |
| Home-gardens             |     |    | Costal Scrub                |     |    |
| Paddy fields/ farmlands  |     |    | Watersheds/ Catchment areas |     |    |
| Other agricultural lands |     |    | Scrub forest                |     |    |
| Archaeological sites     |     |    | Other (Specify)             |     |    |
| Religious places         |     |    |                             |     |    |

*Note: If "Yes" please provide measures that project plans to implement to mitigate these negative impacts*

### 13. Risk and Assumptions:

- i. What are major assumptions?
- ii. What are the risks and mitigation measures?
- iii. Are these mitigation measures included in project activities? (Please elaborate).

**14. Mainstreaming the Disaster Risk Reduction (DRR) in to the Project:**

- i. What are the identified disaster risks, if any?
- ii. What are the required mitigation activities/resilience features?
- iii. Additional cost required to accommodate the above-mentioned mitigation measures/resilient features (Rs.mn).
- iv. What are the socio-economic benefits to be achieved through mainstreaming the DRR?

**15. Project Monitoring and Evaluation Plan:**

**15.1 Project Monitoring Plan:**

| Result          | Indicator / KPI | Unit of Measure | Source of data | Means of verification | Frequency | Responsibility |
|-----------------|-----------------|-----------------|----------------|-----------------------|-----------|----------------|
| <b>Outcomes</b> |                 |                 |                |                       |           |                |
| Outcome 1:      |                 |                 |                |                       |           |                |
| Outcome 2:      |                 |                 |                |                       |           |                |
| Outcome 3:      |                 |                 |                |                       |           |                |
| <b>Outputs</b>  |                 |                 |                |                       |           |                |
| Output 1:       |                 |                 |                |                       |           |                |
| Output 2:       |                 |                 |                |                       |           |                |
| Output 3:       |                 |                 |                |                       |           |                |
| Output 4:       |                 |                 |                |                       |           |                |
| Output 5:       |                 |                 |                |                       |           |                |

**15.2 Project Evaluation Plan:**

15.2.1 Whether previous evaluation lessons of similar projects considered in the formulation of the project or not. If yes please describe.

15.2.2 Please submit On-going/ Ex-post Evaluation Plan with the specified time line for Medium, Large and Mega scale projects, if any.

## 16. Project Budget:

### 16.1 Cost Breakdown

| Cost Component                                      | Cost for project period (Rs. Mn) |        |        | Total Cost (Rs. Mn) |
|---|----------------------------------|--------|--------|---------------------|
|   | Year 1                           | Year 2 | Year 3 |                     |
| i. Initial project preparation                      |                                  |        |        |                     |
| ii. Land Acquisition                                |                                  |        |        |                     |
| iii. Resettlement Activities                        |                                  |        |        |                     |
| iv. Construction/establishment *                    |                                  |        |        |                     |
| v. Purchase of equipment *                          |                                  |        |        |                     |
| vi. Purchase of vehicles *                          |                                  |        |        |                     |
| vii. Training – Local                               |                                  |        |        |                     |
| viii. Training – Foreign                            |                                  |        |        |                     |
| ix. Supervision Consultancy – Local                 |                                  |        |        |                     |
| x. Supervision Consultancy – Foreign                |                                  |        |        |                     |
| xi. O& M and Management                             |                                  |        |        |                     |
| xii. Tax and duties                                 |                                  |        |        |                     |
| xiii. Disaster risk reduction                       |                                  |        |        |                     |
| xiv. Mitigatory measures (identified at Item No.12) |                                  |        |        |                     |
| xv. Other (specify)                                 |                                  |        |        |                     |
| <b>Total Cost</b>                                   |                                  |        |        |                     |

Note: \*Details of the activities should be mentioned in the Table 16.2

### 16.2 Details of the Activities (Construction, Purchase of Equipment and Vehicles)

| Activity | Cost (Rs.mn) | No of Units (km, sq mt, no.) | Unit Cost (Rs.) | Standard Cost (Rs.) |               |
|----------|--------------|------------------------------|-----------------|---------------------|---------------|
|          |              |                              |                 | National            | International |
|          |              |                              |                 |                     |               |
|          |              |                              |                 |                     |               |
|          |              |                              |                 |                     |               |
|          |              |                              |                 |                     |               |

Note: Supportive documents such as Building plans, BOQ, list of equipment, etc should be annexed

## 17. Financing Plan:

### 17.1 Method of Financing

| Financial Source                                 | Amount (Rs. Mn) |
|--|-----------------|
| Domestic Fund                                    |                 |
| External Source                                  |                 |
| - Loan   |                 |
| - Grant  |                 |
| Proponent Funding                                |                 |
| Beneficiary Contribution                         |                 |
| Co-financing (please specify the agency/ source) |                 |
| Public Private Partnership (PPP)                 |                 |
| Other (specify)                                  |                 |
| <b>Total</b>                                     |                 |

## 17.2 Revenue Forecast

| Components | Year 1 | Year 2 | Year 3 | Year ... | Year ... | Total<br>(Rs. mn) |
|------------|--------|--------|--------|----------|----------|-------------------|
|            |        |        |        |          |          |                   |
|            |        |        |        |          |          |                   |
|            |        |        |        |          |          |                   |

## 17.3 Project Operation and Maintenance Costs after Completion

| Components       | Source of Funds | Year1 | Year 2 | Year 3 | Year 4 | Year 5 | Total<br>(Rs.mn) |
|------------------|-----------------|-------|--------|--------|--------|--------|------------------|
| <b>Capital</b>   |                 |       |        |        |        |        |                  |
| i.               |                 |       |        |        |        |        |                  |
| ii.              |                 |       |        |        |        |        |                  |
| <b>Recurrent</b> |                 |       |        |        |        |        |                  |
| i.               |                 |       |        |        |        |        |                  |
| ii.              |                 |       |        |        |        |        |                  |
| <b>Total</b>     |                 |       |        |        |        |        |                  |

## 18. Resettlement Activities (if applicable):

| Component                   | Number/ Location |
|-----------------------------|------------------|
| Relocation sites identified |                  |
| Number of families          |                  |
| Number of houses            |                  |
| Other (specify)             |                  |

*Note: If the project entails more resettlement activities, in addition to the above- mentioned activities, please specify in detail with cost breakdown.*

## 19. Gender Perspectives:

19.1 Does the project identify any gender gaps? If so describe.

19.2 Which project strategies will address the gender imbalance?

## 20. Differently Abled Persons Perspectives:

20.1 Does the project identify needs of differently abled persons? If so describe the relevant activities (Cost of these activities should be part of the total project cost)

## 21. Implementation Arrangements:

21.1. Executing Agency -

21.2. Implementing Agency -

**21.3.** Details of Implementation mechanism (E.g. PMU, or implemented by existing agency, steering committees, composition of steering committees, Partnerships / PPPs etc.)

**21.4.** Staff Requirement for the implementation of the project;

| Staff Category        | No. of Staff |                  |               |                  |
|-----------------------|--------------|------------------|---------------|------------------|
|                       | National     |                  | International |                  |
|                       | Existing     | New Recruitments | Existing      | New Recruitments |
| Executive/ Management |              |                  |               |                  |
| Consultancy           |              |                  |               |                  |
| Technical             |              |                  |               |                  |
| Non-technical         |              |                  |               |                  |
| Other (specify)       |              |                  |               |                  |

**22. Arrangements for Sustainability, Operation and Maintenance after completion**

|                           | Covered by the project |    | Responsible Agency |
|---------------------------|------------------------|----|--------------------|
|                           | Yes                    | No |                    |
| Operation and Maintenance |                        |    |                    |
| Equipment and Furniture   |                        |    |                    |
| Material                  |                        |    |                    |
| Regulatory mechanism      |                        |    |                    |
| Other                     |                        |    |                    |

**22.1** If not covered by the project, please explain the arrangement plan with the responsible agency for the sustainability.

**22.2 For Operation and Maintenance of the project after completion (if applicable)**

| Staff Category        | No. of Staff |                  |               |                  |
|-----------------------|--------------|------------------|---------------|------------------|
|                       | National     |                  | International |                  |
|                       | Existing     | New Recruitments | Existing      | New Recruitments |
| Executive/ Management |              |                  |               |                  |
| Consultancy           |              |                  |               |                  |
| Technical             |              |                  |               |                  |
| Nontechnical          |              |                  |               |                  |
| Other (specify)       |              |                  |               |                  |

**23. Findings of the Economic and Financial Analysis:**

- EIRR / FIRR
- ENPV / FNPV
- Payback Period
- Cost Benefit Ratio
- Cost Effectiveness Analysis especially for social infrastructure projects

Note: Worksheets of the above calculations should be attached along with the proposal

## 24. Applicant's Information:

### 24.1 Project Proponent

24.1.1 Name of the Agency.....

24.1.2 Address .....

24.1.3 Phone .....

24.1.4 Fax .....

#### 24.1.5 Contact Person 1

i.) Title : Dr / Rev / Mr / Mrs / Miss

ii.) Name .....

iii.) Designation .....

iv.) Phone .....

v.) Fax .....

vi.) E-mail .....

#### 24.1.6 Contact Person 2

i.) Title : Dr / Rev / Mr / Mrs / Miss

ii.) Name .....

iii.) Designation .....

iv.) Phone .....

v.) Fax .....

vi.) E-mail .....

### 24.2 Forwarding Ministry/ Provincial Council

24.2.1 Name .....

24.2.2 Address .....

24.2.3 Phone .....

24.2.4 Fax .....

#### 24.2.5 Contact Person1

i.) Title : Dr / Rev / Mr / Mrs / Miss

ii.) Name .....

iii.) Designation .....

iv.) Phone .....

v.) Fax .....

vi.) E-mail .....

#### 24.2.6 Contact Person2

i.) Title : Dr / Rev / Mr / Mrs / Miss

ii.) Name .....

iii.) Designation .....

iv.) Phone .....

v.) Fax .....

vi.) E-mail .....