

Project Proposal Format(Ministry)

1. Cover Page
2. Executive Summary
3. Details of Implementing Agency
4. Background
5. Objectives / Aims of the Project
6. Project Details
7. Target / Beneficiary Groups
8. Action Plans
9. Estimated Cost and, if the project is an income generating one, expected income/expenditure details and cost analysis (profitability/ repayment period etc.)
10. Anticipated output / outcome
11. Risk and uncertainty
12. Project Management plan
13. Project Monitoring & Progress Review
14. Project Evaluation
15. Environmental Impact
16. Gender related issues
17. Sustainability of the project
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01. Cover Page

- a) Name of the Project
- b) Name of Implementing Agency
- c) Postal Address, Telephone Number & email Address

02. Executive Summary

- a) Requirements under the entire project
- b) How to identify the project?
- c) Who are the beneficiaries (Direct & Indirect) and their numbers?
- d) Problems identified?
- e) What are the proposals?
- f) Dates of commencing and ending of the project
- g) Project Location?
- h) What are the resources available through Implementing Agency?
- i) What are the resources expected from Donor Agencies?
- j) Other state and private sector contribution towards the success of the project.

03. Details of the Implementing Agency

- a) Name :
- b) Address:
- c) Vision, Mission and Objectives
- d) Organizational Structure
- e) Resources available (Human, Physical and Financial)
- f) Details on previous experience of the organization.
(Year, name of project, location, expenditure etc. using a table.)

04. Background of the Project

- a) Identification of the problem.
- b) Analysis of the problem.
- c) Justification of the project (reason for giving priority)

05. Objectives / Aims of the Project

- a) Overall objectives
- b) Specific Objectives - Specific objectives shall be arranged to achieve the anticipated objectives.
 - Objectives shall be specific.
 - Objectives shall be measurable.
 - Objectives shall be achievable.
 - Objectives shall be relevant.
 - Objectives shall be time bound.

06. Details of the Project

- a) Location / facilities available
- b) Nature of the land (whether state or private owned together with details relating to acquisition of lands for the project.
- c) Details of buildings (if any / if required).
- d) Access to the project location and details of communication facilities available
- e) Infra - Structure facilities
- f) Resources available (financial, physical, human)
- g) Raw-material required and their procurement.
- h) Number of employees to be recruited for employment (Direct employments)
- i) How to implement the project.
- j) Details on similar projects now in progress

07. Target / Beneficiary groups

- a) Direct Beneficiaries (Male/ Female according to age groups)
- b) Employment / Income
- c) Indirect Beneficiaries
- d) Explain the connection between this project and the state policies / Plans.
- e) What is the name of the relevant state policy / plan?

08. Project Implementation Plan (Work plan/Activity Plan)

- a) Identification of activities and prioritizing the same (Main and sub activities of the project should be identified)
- b) Allocation of time and money for activities.
- c) Distribution of resources
- d) Delegation of responsibility

Strategies such as GANTT CHART/ WBS should be used for this purpose. Formulation shall be in respect of each year
(Model Form 01 and 02 to be used)

09. Project Management

- a) Indicate the number of employees to be recruited for various posts separately
- b) Minimum qualifications required for each post.
- c) Methods of Recruitment (Interview, written examinations etc.)
- d) Basis on which the recruitments are made (Permanent, Contract, Casual)
- e) Management procedure in the implementation of the project
- f) Responsibilities of the Project Manager and his subordinates and duties to be performed (Include Management Structure)
- g) The manner in which other institutions are being involved in the project.

10. Anticipated Output/Result

Detailed description on anticipated output and result

Output	Result

11. Risk and Uncertainty

Climatic, environmental, social policy related impacts on the project

12. Estimated cost, anticipated income earnings (if income generating project, details on expenditure and anticipated income, cost analysis)

- a. Expenditure to be made separately on activity basis
- b. Expenditure on employees (Form 03)
- c. Contingencies shall be included.
- d. Project funding (Financial / Physical contribution and community support expected from principal organization shall be included.
- e. In the event of funding is from Provincial Councils or Line Ministries, indicate separately the amount expected from PSDG, CBG, Foreign Sources and Line Ministries.
- f. If income generating project, indicate way of income earning together with cost analysis and profitability (PAY BACK PERIOD etc.)

13. Project Monitoring and Progress Review

Explain the progress Monitoring Mechanism

- Periodical Project Monitoring
- Individuals conducting project monitoring.
- Periodical arrangement
- The method of monitoring (through progress Review Meetings, Field Supervision etc)

14. Project Evaluation

- a) Pre evaluation to understand the suitability of the project. (EPL, feasibility studies etc.)
- b) Ongoing Evaluation
- c) Post evaluation (Better to employ outside evaluators)

15. Environmental Impact Assessment (EIA)

- a) Impact of the project on environment
- b) Impact of the environment on the project (Positive and Negative)
- c) Whether this project has been restricted by governments environmental regulations (for details refer Gazette Extra Ordinaries No. 722/22 dated 24.06.1993 and No.1104/I2 dated 05.11.1999.)
- d) Whether this project commencing areas comes within costal buffer Zone. If so have the relevant clearance been obtained?
- e) Describe the waste disposal arrangement

16. Gender Equality

- a) Has gender equality / inequality relevant to the project area been identified? Give details
- b) What are the strategies proposed for minimization of gender inequality under this project?
- c) What are the project activities proposed to minimize the above mentioned inequalities and the anticipated benefits?
(Principal Institutions are concentrating more on the flowing of benefits towards female community.)

17. Sustainability of the Project

This project has been planned with particular emphasis on its sustainability and long-term benefits with expectation of positive impacts on other projects. State the manner in which the responsibility and functions are to be assigned following the completion of the project.

18. Annexure

- a) Maps relating to the project.
- b) Photographs
- c) Transfer Deed and documents relating to acquisition of land.
- d) Detailed Work Plan
- e) Cost Estimate
- f) Expenditure on salaries payable to project staff.
- g) Income / Expenditure estimate and loss/profit estimate, if the project is income generating one.
- h) Information relating to qualification of resource persons and management group
- i) Documents relating to approvals
- j) Other essential documents with their photocopies.