

DEVELOPMENT PROJECT PROFORMA/PROPOSAL (DPP)

PART-A
Project Summary

1. Project title :
2. a) Sponsoring Ministry/Division :
b) Executing Agency :
3. Objectives of the project :
(Please specify in bullet form and in number and/or percentage)
4. Location of the project :

Division	District	Upazila
1	2	3

(attach map, where necessary)

5. a) Estimated cost of the project (In Lakh Taka) :
 - i) Total
 - ii) GOB
 - iii) P.A
- b) Exchange rate with date :
6. Location wise cost break -down to be attached as per Annexure - I
7. Mode of financing with source :

(In Lakh Taka)

Mode of financing	GOB (FE)	PA (RPA)	PA source
1	2	3	4
Loan/credit			
Grant			
Equity			
Others (specify)			
Total			

8. Project implementation period:
 - i) Date of commencement
 - ii) Date of completion

9. Components and estimated cost summary

Budget Head	Economic Code	Code Description	GOB (FE)	Estimated Cost		
				Project Aid		DPA
				RPA		
				Through GOB	Special Account*	
1	2	3	4	5	6	7
(a) Revenue Component						
(b) Capital Component						
(c) Physical Contingency						
(d) Price Contingency						

* DOSA, CONTASA, SAFE, Imprest, etc.

10. Log frame :

(i) Planned date for project completion : -----

(ii) Date of this summary preparation : -----

Narrative summary	Objectively Verifiable indicators (OVI)	Means of Verifications (MOV)	Important Assumptions (IA)
Programme Goal			
Project Purpose			
Outputs			
Inputs			

11. (a) Attach proposed project management setup :
(As per Annexure-II)

(b) Attach Procurement Plan :
(As per Annexure -III (a), III(b), & III(c))

12. Give year wise financial and physical target plan :
(As per Annexure-IV)

13. After completion, whether the project needs to be :
transferred to the revenue budget

a) 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)

b) 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 officer(s) responsible for the
preparation of the DPP with seal and date

PART-B
Project Details

14. Background, objectives, priority, rationale, linkages, targets and outputs/outcomes of the project including findings of feasibility study/survey, if any. :
15. Whether any pre-appraisal/pre-investment study was done before formulation of this project? If so, attach summary of findings & recommendations :
16. Mention the following:
 - (a) Net Present Value (NPV)
 - (i) Financial
 - (ii) Economic
 - (b) Benefit-Cost Ratio (BCR)
 - (i) Financial
 - (ii) Economic
 - (c) Internal Rate of Return (IRR)
 - (i) Financial
 - (ii) Economic
 (Attach Calculation Sheet)
17. Lessons learnt from similar nature of projects :
18. Indicate the basis of total and item-wise cost estimate and the date of preparation of rate of schedule :
19. Give comparative cost of major items of similar other projects :

Sl. No.	Name of the project	Date of completion	Name of major items	Unit/cost (In Lakh Taka)
1	2	3	4	5
1.	Proposed project			
2.	Similar completed project	i)		
		ii)		
3.	Similar on going project	i)		
		ii)		

20. Attach detailed annual phasing of cost (As per Annex-V) :
21. Specification/design of major components (attach) :
22. Attach Amortization schedule for projects having involvement of loan from Government (As per Annex -VI) :
23. Briefly describe the effect/impact and specific mitigation measures thereof if any on :
 - (i) other projects/existing installations
 - (ii) environment like land, water, air, bio-diversity etc.
 - (iii) women and children
 - (iv) employment, poverty alleviation, etc.
 - (v) institutional, productivity
 - (vi) regional disparity

- 24. Specific Linkage with PRS and MDGs (In terms of number & percentage of policy matrix of PRSP) :
- 25. Whether private sector/local govt. or NGO's participation was considered? Describe how will they be involved? :
- 26. In case of foreign aided project mention the major conditionality :
- 27. Does the project involve rehabilitation/ resettlement? If so, indicate the magnitude and cost :
- 28. Identify risks during implementation & operation and mitigation measures thereof :
- 29. Any other important details, technical or otherwise (e.g., sustainability, governance, Steering Committee, Project Implementation Committee etc.) :

Signature of the Head
of the Executing Agency with seal and date.

Recommendation and signature of the Secretary
of the sponsoring Ministry/Division with seal and date.

Location wise cost breakdown

Sl. No.	Division/District	Sub-District/Upazila	Estimated cost (In Lakh Taka)	Comment
1	2	3	4	5

Project management setup

Note :

- 1) Personnels to be deputed to project from existing setup
- 2) Personnels to be recruited directly for only execution of the project.
- 3) Personnels to be recruited by outsourcing.
- 4) Personnels to be recruited for execution as well as for operation of the project *(Personnels to be transferred to the revenue budget)*
- 5) Personnels to be recruited only for operation of the project.
(Personnels to be recruited in revenue budget/if recruited in development budget to be transferred in revenue budget)

Table to use for showing the manpower requirement of each category:

Name of the post	Quantity	Qualifications	Scale/Amount	Responsibilities/Accountabilities

- Organogram of the proposed setup should be attached
- If NGO's/private sector is involved, the mechanism of controlling/managing their responsibilities is to be clearly defined.
- Any other proposal for implementation management such as proposal of Steering Committee, Project Implementation Committee, etc.

Total procurement plan for development project/program

Ministry / Division

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Agency

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Procuring Entity Name & Code

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Project / Programme Name & Code

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									9
GD1								0.00	
GD2								0.00	
GD3								0.00	
GD4								0.00	
GD5								0.00	
Total Value of Goods Procurement								BDT 0.00	

Total procurement plan for development project/programme

Ministry / Division

Agency

Procuring Entity Name & Code

Project / Programme Name & Code

WD1							0.00		
WD2							0.00		
WD3							0.00		
WD4							0.00		
WD5							0.00		
WD6							0.00		
Total Value of Works Procurement							BDT 0.00		

Total procurement plan for development project/programme

Ministry / Division

Agency

Procuring Entity Name & Code

Project / Programme Name & Code

SD1							0.00		
SD2							0.00		
SD3							0.00		
SD4							0.00		
	Total Value of Services Procurement						BDT 0.00		

Year wise Financial and Physical Target Plan

Name of the project:

Name of agency/division/ ministry:

Budget head	Economic code/Sub code	Code/ Sub code description	Total Physical & Financial Target				Year-1		
			Phy Qty/ unit	Unit cost	Weight	Financial	Physical		
							% of Item	% of Pro	
1	2	3	4	5	7	8	9		
(a) Revenue Component									
(b) Capital Component									

- ◆
Weight of each item
=

$$\frac{\text{Est. cost of each respective item}}{\text{Total cost of all physical item(s)}}$$
- ◆
Physical percentage of item
=

$$\frac{\text{Quantity /number targeted in each year}}{\text{Total quantity/number of respective item}}$$
- ◆
Physical percentage of total Project
=
Weight of each item × % of item

Detailed annual phasing of cost

Budget Head	Economic code/sub code	Code/sub code description	Year-1					GO (F)
			GOB (FE)	Project Aid		DPA		
				RPA Through GOB	Special Account*			
1	2	3	4	5	6	7	9	
(a) Revenue Component								
Grand total (a+b)								

* DOSA, CONTASA, SAFE, Imprest, etc.

Amortization Schedule

Name of Project :

Total Investment :

Loan Portion :

Loan period :

Rate of Investment :

(Tk in Lakh)

Year	Beginning Amount	Yearly fixed Amount to be paid (Capital)	Yearly Interest to be paid	Total Payment (Capital+ Interest)	Ending Balance
1	2	3	4	5=(3+4)	6=(2-3)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
	Total:				