

**TECHNICAL ASSISTANCE PROJECT PROFORMA/PROPOSAL (TPP)
PART-A**

Executive Summary

- i. Project ID :
(Agreement number may be used)
- ii. Project Title :
- iii. TPP date :
i. Date of commencement
ii. Date of completion
4. Name of the concerned sector :
(of the Planning Commission)
5. Name of the Ministry/Division/ :
Agency responsible for
i) Sponsoring
ii) Execution
6. Name of the Project Director (PD) / :
National PD
7. Name and official address (s) of the :
officer (s) responsible for the
preparation of the TPP
8. Name/Designation of Development :
Partner Contact

| 9. Source of financing with cost: (In Lakh Taka) | | | | | |
|--|-----------------------------------|---------|----|-------|--|
| Source of financing | In Kind (equivalent amount) | In cash | | Total | Mode of financing (Loan/credit/grant etc) |
| | | Local | FE | | |
| Government of Bangladesh | | | | | |
| Development Partner (s) | | | | | |
| a) World Bank | | | | | |
| b) | | | | | |
| Other (specify) | | | | | |
| Grand total | | | | | |

10. Exchange rate with date:

| 11. Year-wise Breakdown of cost (In lakh Taka) | | | | | | | |
|--|------------|---------|--------------|-------------------|-------------|-----|--------|
| Financial Year | Total Cost | FE Cost | Taka Cost | GOB Cost (F.E) | Project Aid | | CD VAT |
| | | | | | RPA | DPA | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Yr-1 | | | | | | | |
| Yr-2 | | | | | | | |
| Yr-3 | | | | | | | |
| Total | | | | | | | |

Note:

Column 2 = Column 5 + Column 6 + Column 7
 Column 4 = Column 5 + Column 6
 Column 3 = Column (5) + Column 7

12. Attach Economic code and Sub code :
wise description of component and

- year-wise breakdown of cost (As per Annexure-1)
- 13 Linkage to other project (s)/ programme(s)/ organization(s) :
- 14 Provision if the current year's ATAP :
- 15 Financing after the completion of the Technical Assistant Project. :
- i) Required amount (in Lakh Taka)
 - ii) Source of financing
 - iii) Mode of financing (Loan/grant/development /revenue budget, etc.
16. Actions expected after completion of the project. :

Signature of the responsible officer

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

**TECHNICAL ASSISTANCE PROJECT PROFORMA/PROPOSAL (TPP)
Part-B**

Project details

[Note: Details of this part can be filled up taking the DP's document (as agreed/signed/under preparation) into consideration.]

17. **Situation Analysis :** :

18. **Objectives:**
Overall :
Specific :

19. **Strategy :**
:

20. Implementation :
Arrangements:

21. **Project inputs and work plan:**

Note: *Since the Annual Work plan is only relevant to the current year, project documents should include the total work plan and budget for the entire project. Such work plans and the budget requirements are to be included. Standard "Input-Output and Resource-Framework Table" could be attached.*

Provide a summary table indicating procurement items, e.g. equipment, services, training etc. Detail Procurement Plan including costs is shown as Annex.

22. **Expected output:**

23. **Monitoring, Evaluation and Reporting:**

24. **Legal Context:**

Note: *Standard text for the Development Partner.*

Signature of the Head of the
Executing Agency with seal and dated

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

Annexures

1. Economic code and sub code wise description of component and year-wise breakdown of the cost as per Annex-I.
2. Terms of Reference and Functions of Short-term Consultants as per Annex-II
3. Qualifications, Experience and Responsibilities of Long-term Experts as per Annex-III
4. Implementation/Work Schedule as per Annex-IV
5. Procurement plan for entire project period as per Annex - V
6. Task and qualification of GoB Personnel as per Annex-VI
7. Letter of Agreement with Development Partners as per Annex VII
8. Logframe of the Project as per Annex VIII
9. Institutional Setting as per Annex IX

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 reposts, Schedule of deliveries, period of performance;
- Data, personnel, facilities and local services to be provided by the client, and
- Institutional arrangements.

Qualifications, Experience and Responsibilites of Consultants

| Consultants | Educational qualification | Experience | Responsibilites |
|--------------------|----------------------------------|-------------------|------------------------|
| 1 | 2 | 4 | 5 |
| | | | |

Annexure-V

Tasks and qualificatins of counterpart personnel to be attached with the consultants

| Designation | Educational qualification | Experience | Tasks to be performed |
|--------------------|----------------------------------|-------------------|------------------------------|
| 1 | 2 | 3 | 4 |
| | | | |

Annexure -VI

Tasks and qualificatins of support staff to be recruited

| Designation | Educational qualification | Experience | Tasks to be performed |
|--------------------|----------------------------------|-------------------|------------------------------|
| 1 | 2 | 3 | 4 |
| A. GOB fund | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| B. Others | | | |
| | | | |

Letter of Agreement with Implementing Agencies /Development
Partners (Annex-VIII)

Total Procurement Plan for Technical Assistance Project

Goods Procurement Plan

Ministry/Division :
Agency :
Procuring Entity Name & Code :
Project/Programme Name & Code :

Project Cost (in Tk. Lakh)

| | |
|--|-------|
| | Total |
| | GOB |
| | PA |

| Package No | Description of Procurement Package as per PP/TPP | Unit | Quantity | Procurement Method & (Type) | Contract Approving Authority | Source of Funds | Estd. Cost in Tk. (lakh) | Indicative Dates | | | |
|---|---|------|----------|-----------------------------------|------------------------------------|--------------------|-----------------------------|----------------------|--------------------------|------------------------|---------------------------|
| | | | | | | | | Not Used in Goods | Invitation for Tender | Signing of Contract | Completion of Contract |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| GD-1 | | | | | | | | | | | |
| GD-2 | | | | | | | | | | | |
| GD-3 | | | | | | | | | | | |
| GD-4 | | | | | | | | | | | |
| GD-5 | | | | | | | | | | | |
| GD-6 | | | | | | | | | | | |
| GD-7 | | | | | | | | | | | |
| GD-8 | | | | | | | | | | | |
| GD-9 | | | | | | | | | | | |
| GD-10 | | | | | | | | | | | |
| Total Value of Goods Procurement | | | | | | | 0.000 | | | | |

Total Procurement Plan for Technical Assistance Project Services Procurement Plan

Ministry/Division :
Agency :
Procuring Entity Name & Code :
Project/Programme Name & Code :

Project Cost (in Tk. Lakh)

| | |
|--|-------|
| | Total |
| | GOB |
| | PA |

| Package No | Description of Procurement Package as per PP | Unit | Quantity | Procurement Method & (Type) | Contract Approving Authority | Source of Funds | Estd. Cost in Tk. (lakh) | 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 |
| SD-1 | | | | | | | | | | | |
| SD-2 | | | | | | | | | | | |
| of Services Procurement | | | | | | | | | | | |