

**Final**

**National Agricultural Technology Program-Phase II Project  
(NATP-2)**

**Operational Guideline for Agricultural  
Innovation Fund-1 (AIF-1)**

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**Government of the People's Republic of Bangladesh  
Ministry of Agriculture  
National Agricultural Technology Program-Phase II Project  
Project Management Unit (PMU)  
BARC Complex, Farmgate, Dhaka- 1215**

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## **Operational Guideline for Agricultural Innovation Fund-1 (AIF-1)**

**AIF-1**, Enhancing Agricultural Technology Innovation, underpinned with Research Component, will be central in achieving the NATP Project Development Objective (PDO) by supporting the development of innovative agricultural technologies and strengthening agricultural research institutions (NARIs) under the National Agricultural Research System (NARS).

### **1. Coordination and Management of AIF-1 grants including strengthening NARIs:**

#### **1.1. Coordination:**

BARC will coordinate AIF-1 two grant programs: (i) competitive research grants (CRGs) and (ii) Program based research grants (PBRGs) with the following features.

- CRGs will be open to all research providers, National Agricultural Research Institutions (NARIs) and non-NARI research providers (University, NGOs and private organizations)
- PBRGs with the NARI's core research programs will be open to NARIs but preferably in partnership with other research providers, national (NARIs and non-NARIs) or international organization.
- PBRGs cross cutting research programs will involve at least two research providers.
- The partnership of international in CRG and PBRG subprojects will be by co-financing to improve research proposal, implementation and even dissemination of internationally published research outcome.
- CRG will be funded by USAID TF which closes in September 30, 2018 and only those eligible CRGs will be considered that effectively complete by that time line
- PBRGs time line will be for a period of maximum of 4 years corresponding to one year ahead of NATP-2 closes in order to allow enough time to adequately allow document and up scaling research results.
- A total of 100 CRGs and 33 PBRGs will be funded each respectively with USD 74,300 (about BDT 57.58 lakh) and USD 500,000 (about BDT 387.5 lakh) depending on the size, nature and importance of the proposal.

**BARC will also coordinate NARI's strengthening capacity for pertaining AIF-1 grants with the following undertakings .**

- BARC capacity building for research management, institutional coordination, policy formulation etc.
- Twinning arrangements with international research centres, academia and others for strengthening institutional capacity of selected NARIs, particularly BFRI and BLRI
- Awarding a total of 140 doctoral studies in priority areas with a maximum 60 overseas to outstanding medium level NARI scientists including a limited number mid-career civil servants of DAE, DLS, DOF and BARC with prior exercise of NATP-1 PhDs evaluation.
- PhD scholars will be selected on competitive basis based on educational qualification, experience, publication, achievements etc. to make fair transparency of selection.
- In-country and overseas training in specific areas of NARIs particularly BARC, BLRI and BFRI (Fishery) in research management, fiduciary, M&E, ICTs and in second/third generation research areas.
- Physical improvement of selected NARI facilities including renovations, laboratories and specialised equipments with prior need assessment and prioritization exercise.
- A comprehensive ongoing web-based agricultural research platform development to serve as research data base and knowledge centre which will be linked to all NARIs and accessible to researchers, technical staffs of local administration as well as extension and

field advisory workers. Moreover.

**BARC will ensure some degree of diversity in the allocation of grants and avoiding most grants allocated to few big NARI with the following measures**

- BARC will provide resources to smaller research organizations like BFRI, BLRI, BSRI, BINA and BJRI etc. to boost applicants' success rates by training and workshop for writing or improving proposals. With such measures it will reduce perceptions that CRG and PBRG rewards end up with few big NARIs.
- Applicants in specific areas can ask extra manpower within their CRG/PBRG subproject proposals particularly for the smaller organizations where manpower has not yet well set.
- PIU-BARC will have open advertisement in popular dailies including BARC web page.

**1.2. Management:**

BARC will help AIF-1 subproject management including NARIs capacity enhancement as stipulated in the BARC Act-2012 with the following objectives and functions.

**Objectives:** The objectives of the Council shall be, in view of the need of the country, to undertake research in different areas of agricultural science through the Institutes and Associate Institutes; and coordinating, planning, monitoring and evaluation of Agricultural Research Programs undertaken by them.

**Functions:** With a view to carrying out the objectives, BARC shall perform the following functions:

- a) Identify and priorities all the areas/topics of agricultural research under NARS in the light of national policy on agricultural research. Advise government on actions to be taken for foreign assistance in agricultural research.
- b) Formulate such essential agricultural research plans as would provide the institutes appropriate dimensions in their research programs.
- c) Take effective measures to solve the problems faced by Agriculture Sector.
- d) Under National Agricultural Research System:
  - BARC shall review and recommend annual research programme (ARP), review and recommend all research proposals, programme and projects of all NARIs and their budget and make institute wise allocation of research grant' provided to these institutes by the GoB, research grant having been defined as the sum total of the allocation under research grant sub-head of the budget provided to the NARS institutes as research grant by GoB.
  - BARC shall co-ordinate all research activities of Agriculture Sector and related budget allocation and control shall be vested upon BARC.

**2. Salient AIF-1 and NARI's Strengthening Activities will include:**

- Updating research thematic and priority areas, and developing research program;
- Awarding and executing research subprojects in crops, livestock and fisheries for generation of demand-led technology (improved varieties/livestock breeds/fish fingerlings and production packages, and mechanization, crop diversification, and climate smart technologies) covering all agro-climatic, socio-economic and stress conditions;
- Providing location and problem-specific technology identification to concerned production problems under specific agro-ecological conditions and constrained areas;

- Germplasm enhancement of crops, livestock and fish species; including bio-fortification, nutritional improvement and natural resource management; and climate resilient technology;
- Packaging of technologies developed under NATP for scaling-up and dissemination;
- Upgrading the facilities of NARIs (e.g. development of land, lab, training facility, infrastructure) particularly to regional and sub-stations;
- Arranging higher studies (80 in-country and 60 foreign PhDs), training, study visits, etc for HRD and capacity building;
- Strengthening in-country training, providing capacity of NARIs particularly BARC, BLRI and BFRI (Fishery) research management capacity and developing ToTs and training manuals;
- Strengthening ICT-MIS in NARIs and extension systems; and
- Promoting research extension linkage

### **3. AIF-1 CRG and PBRG Scopes:**

#### **3.1. AIF-1 Competitive Research Grant (CRG):**

The first window of NATP-2 research investment is Competitive Research Grants (CRG) program that promotes basic, strategic, demand driven and adaptive research with better research-extension- farmer linkages. Better linkages make new technology more relevant and speed up dissemination. CRG critically targets to mobilize research capacity, stimulate creativity and promote efficiencies in the research system. In the CRG system, research providers are selected on competitive basis using calls for proposals and subjected them to rigorous review before being selected for funding. It aims to enable researcher to work on key problems, develop institutional linkages and capacities across organizations. It better responds to emerging scientific opportunities (e.g., bio-technology) or threat (e.g., Changing climate or markets). CRG's rigorous review system is useful in building capacities amongst the competitive research providers from National Agricultural Research Institutes (NARIs) and non-NARIs (University, NGOs and Private Organizations). However, the entity that administers the CRGs must have links to world-class scientists (either locally or internationally) who do not compete for the funds but can serve in technical committees of peer reviewers to identify the best proposals.

##### **3.1.1. CRG Objectives:**

Through basic, strategic and adaptive research that support demand-driven and market-oriented approach with the consideration of

- Multiplicity of actors involved in agricultural technology generation;
- Increasing agricultural output per unit of shrinking arable land while adapting to climate variability and longer-term climate change;
- Diversified, safer and more nutritious food; and
- Opportunities for supplying international markets with selected agricultural and food products.

##### **3.1.2. Eligibility of CRG Subprojects:** CRG subprojects should fulfill the following criteria

- Proposed research should have direct linkages with NATP-2 objectives;
- Should be clearly linked to identified thrust and thematic areas; and
- Research proposal should be for a period not exceeding September 2018, with all research activities including Project Completion Report (PCR).

### **3.1.3. CRG Research Providers/ Entities:**

- National Agricultural Research Institutions (NARIs)
- Non-NARIs research providers (University, NGOs and private organizations)
- International Research centres with co-financing arrangement to improve research proposal, implementation and even dissemination of internationally published research outcome.

### **3.1.4. Eligibility of CRG Research Providers/ Entities:**

- Shall have adequate Human Resources and Research Facilities.

Additionally, Private Research provider (NGOs and private organizations) shall require all supporting documents, are:

- Must attach copies of all legal documents such as valid GOB approved registration/updated trade license/NGO Bureau registration, updated income tax clearance certificate, updated VAT certificate (if applicable), etc.
- A brief description of the organization with management structure.
- A brief description on the technical and physical strength of the proponent organization.
- Have minimum 10 (ten) years experience in research of which at least 05 (five) years experience in agricultural research.
- Provide information on some major research experience using format given in Annex-19.
- Indicate the relevance of the proposed project with the overall objectives of the organization and also indicate its capacity to implement the project.

### **3.1.5. Eligibility of CRG Applicants:**

- Eligible applicant will must be affiliated with any of the above eligible research entities,
- Principal Investigators (PIs) will have at least master degree and journal publications in relevant fields and Co-PI (s) if any will have master degree in relevant field too,
- PIs will devote at least 30% time and likewise the Co-PIs are,
- Applicants host organizations will have adequate Human Resources and Research Facilities,
- Project activities will be performed by PIs and Co-PIs with the assistance of host organization staffs, and
- All those above will be endorsed by the head of respective research organizations.

## **3.2. AIF-1 Program Based Research Grant (PBRG)**

The second window of NATP-2 research investment is institutional program based research grant (PBRG) including research on cross-cutting issues. NARIs has made considerable success in technology generation but could do much more if enough financial supports provided to strategic inter disciplinary research on particular facets of demand led areas. To this effect, the designed institutional program based research grants (PBRGs) of NARIs are conducive and effective approach. PBRG will make stronger footing with team building research culture for achieving holistic research output particularly in cross-cutting issues. Its intermediate outputs also facilitate adoption in increasing agricultural productivity or as new basic material for developing new technologies. Most importantly, it will widen scopes in integrating multiple organizations in combating national agricultural problems as would be coordinated by the NARIs or BARC, and particularly in cross cutting research issues with multiple actors- the widely conceived emerging demand side of the modern agriculture innovation system.



### **3.2.1. PBRG Objectives:**

In addition to the objectives mentioned for CRG (Para 5.3.1.), PBRG will help research institutions make stronger footing with team building holistic research culture for achieving desired research output for commodities and production practices. Most importantly, coordinated PBRG programs amongst NARIs will widen scopes in integrating multiple organizations for jointly combating national agricultural problems and strengthening their research and research management capability apart from effective and proper resource uses in national perspectives.

### **3.2.2. PBRG Research Providers/ Entities:**

- National Agricultural Research Institutions (NARIs)
- Non-NARIs research providers (University,NGOs and private organizations) and International Research Centres
- International Research Centres shall share with co-financing to improve research proposal, implementation and even dissemination of internationally published research outcome.
- PBRGs with the NARIs core research programs will be open to all NARIs but preferably in partnership with other research providers, national (NARIs and non-NARIs) or international.
- PBRGs cross cutting research programs will involves at least two research providers within the same entities involving different division/department or intra NARIs or NARIs and Non-NARIs research providers (University, NGOs and private organizations) and be led by the one with the competitive advantage or will be coordinated by BARC.

### **3.2.3. Eligibility of PBRG Subprojects:** PBRG subprojects should fulfill the following

- Proposed research shall have direct linkages with NATP-2 objectives;
- Shall be clearly linked to priority thematic and thrust areas; and
- PBRGs time line will be a maximum of 4 years corresponding to one year ahead of NATP-2 closes in order to allow enough time to adequately allow document and disseminate research results.

### **3.1.4. Eligibility of PBRG Research Providers/ Entities:**

- Shall have adequate Human Resources and Research Facilities.

Additionally, Private Research Provider (NGOs and private organizations) shall require all supporting documents, are:

- Must attach copies of all legal documents such as valid GOB approved registration/updated trade license/NGO Bureau registration, updated income tax clearance certificate, updated VAT certificate (if applicable), etc.
- A brief description of the organization with management structure.
- A brief description on the technical and physical strength of the proponent organization.
- Have minimum 10 (ten) years experience in research of which at least 05 (five) years experience in agricultural research.
- Provide information on research experience using format given in Annex-19.
- Indicate the relevance of the proposed project with the overall objectives of the organization and also indicate its capacity to implement the project.

### **3.1.5. Eligibility of PBRG Applicants:**

- Applicant will must be affiliated with any of the above entitled research entities,

- Principal Investigators (PIs) will have at least master degree and journal publications in relevant fields and Co-PI (s) if any will have masters degree too in relevant field,
- PIs will devote at least 30% time and likewise the Co-PIs are,
- Applicants host organizations will have adequate Human Resources and Research Facilities,
- Project activities will be performed by PIs and Co-PIs with the assistance of host organization staffs, and
- All those above will be endorsed by the head of recipient research entities or his representative.

#### 4. Identification of AIF-1 CRG and PBRG Research Thrust and Themes

##### 4.1. AIF-1 CRG and PBRG Research Thrust in line with government Agricultural Policy are:

- Food and nutrient security
- Climate change
- Unfavorable agriculture-ecosystem
- Diversification of agricultural productivity
- Conservation and management of natural resources
- Irrigated agriculture and on-farm water management
- Safe food and environment
- Post harvest processing and value addition
- Farm mechanization including use of renewable/solar energy
- Bio-technology
- Research-extension-farmers linkages

##### 4.2.AIF-1 CRG and PBRG Themes across agriculture sub-sectors:

<b>Crops</b>	<b>Livestock</b>	<b>Fisheries</b>
1. Genetic Enhancement of major Crops for high yield 2. Genetic Resources and Biodiversity 3. Farm Productivity Enhancement 4. Bio-technology 5. Development of underutilized crops 6. Pest management 7. Climatic Change 8. Soils/ Water Management 9. Farm Machinery 10. Renewable energy: Solar energy 11. Unfavorable ecosystems 12. High Value Agriculture 12. Post-harvest. 13. ICT in Agriculture: 14. Socio-economics	1. Livestock production and productivity 2. Livestock breeding and propagation, native species conservation and improvement 3. Feed and Nutrition 4. Livestock protection 5. Climate change adaptation 6. Safe food, Quality Control, bio security 7. Veterinary Public Health Zoonotic Diseases and Control measure development 8. Livestock Waste Management 9. Socio-economics	1. Reclaiming degraded fisheries resources including biodiversity conservation 2. Fish breeding and propagation 3. Protection, conservation and management of fisheries genetic resources 4. Fish production and productivity 5. Climate change adaptation 6. Fish health Management 7. Harvesting and post harvesting 8. Fish safety and quality 9. Socio economics

##### 4.3. Brooder research issues

**Food and nutrient security:** developing modern/high yielding/ hybrid varieties of crops, fish and animal species coupled with bio-fortified vitamins and minerals through combined conventional and bio-technological research approaches.

**Adaptation to climate change:** Developing climate smart technology-i.e. Tolerant/ resistant crop, fodder, animal and fish species against drought, salinity, flood and submergence, soil acidity, temperature extremes by conventional and bio-technological approaches.

**Diversification of agricultural productivity:** Developing Farming System Research in specific AEZs of competitive advantage; model development for homestead farming with the inclusion of fish, livestock and high value crop species; rice-fish, fish-poultry culture and surgeon-agriculture particularly in the lower flood plains and coastal areas.

**Conservation of natural resources:** Naturally/man-made downing of natural resources like water, soil fertility and bio-diversity immediately needs strategic and basic research for evolving pertinent management technologies for arresting them and stable agricultural production.

**Safe food and environment:** Development of organic farming system in specific AEZs of competitive advantage, developing and adapting good agriculture practices (GAP); developing bio-control agents/ parasitoids/ predators for integrated pest management (IPM); developing solar energy, bio-gas plant and kits for checking adulterations for Maximal Residual Limit (MRL).

**Post harvest processing and value addition:** Developing post harvest processing including supply and value chains of selective high value crops, fish and animals.

**Farm machinery:** Basic research for the development of low cost equipments for planting, irrigation, weeding, spraying, harvesting, storing, transportation, chilling, and use of solar energy for irrigation and farm power equipments, etc

**Bio-security and bio-technology:** Strategic research issues for crop, livestock and fish diseases resistance/protection measures; vaccine development for trans-boundary/viral/infectious diseases of livestock, fisheries and crops; DNA genotyping; and marker aided selection (MAS), etc.

**Research-extension-farmers linkages:** Research for the development of post harvest processing and value addition, farming system, organic farming, vermiculite and organic agriculture, hydroponic and other soil- less crop production system, storage of harvest, pest and water management, etc.

**Note:**Research providers/ entities will consult thematic areas and research issues across the agriculture sub-sectors published respectively in BARC and NATP documents “Research Priorities in Bangladesh Agriculture” and Agricultural Research Vision 2030 and beyond”; available in BARC web site [www.barc.gov.bd](http://www.barc.gov.bd) for selecting of CRG and PBRG research agenda.

## **5. Procedures for CRG and PBRG Subproject Submission, Screening, Evaluation, Selection, Approval and Awarding**

Implementation procedures of CRG and PBRG research programs are briefly described below.

### **5.1. BARC/PIU-BARC Responsibility in Implementing CRG and PBRG Research Programs**

BARC responsibility in line with its 2012 Act, will be sensitizing the AIF-1 research grants amongst the eligible applicants and research entities through communication/ workshops; determining thematic area, inviting and screening proposals, making responsive proposal approval, making Letter of Agreement (LOA) between the recipient entities and BARC, fund disbursements, overseeing implementation progress, M&E, conferring reporting obligations, boosting applicants success rate, progress review/evaluation workshops and output assessment and preparation of bulletin of generated technologies from CRG and PBRG subprojects.

### **5.2. Public Call for Submission of Concept Note for CRG and PBRG Subprojects**

- PIU-BARC will call for submission of sub-project proposal Concept Notes (CNs) from eligible applicants and research entities for online submission within the thrust and thematic areas.
- PIU-BARC will call for proposal within the first three months of NATP-2 implementation year-1 for allowing CRG and PBRG implementation within time line.
- Call will be made in 02 popular widely circulated daily newspapers including BARC web site (as per Public Procurement Rule).
- Applicants shall prepare CN following the given format (Annex-1), Policy Guideline (Annex-3), Budgetary Instruction (Annex-4), Guidelines for Collaborative Research (Annex-5) and Curriculum Vitae of Principal Investigator (PIs) and Co-PIs (Annex-6) within the timeframe as will be mention in the invitation announcement.

### **5.3. Screening and Evaluation of Concept Notes**

- Immediately after the deadline for submission, PIU-BARC professionals will give ID number to CNs and shorted out under different sub-sectors and thematic areas.
- PIU-BARC headed by the Director will preliminarily scrutinize the CNs on the basis of compliance with subproject requirements as per announcement instruction and by following the given criteria (Annex-7).
- After words, CNs will be sent to the respective division of BARC for evaluation of the CNs through Technical Committee (TC).
- The Technical Committee (TC) will review and evaluate the CNs and prepare lists of the accepted and rejected subproject proposals with detailed comments for acceptance or rejection. The Technical Committee will also prepare a reviewer panel and the reviewers will be selected from this panel. The accepted CNs will be ready for the preparation of the Full Research Proposal (FRP) after being approved by Executive Chairman of BARC.
- Approved CNs will be sent back to PIU-BARC.

### **5.4 Submission of Full Proposal CRG and PBRG Subprojects**

- The applicants of the successful concept notes will be requested to online submit full research proposals (FRPs) following prescribed format (Annex-2), Policy Guideline (Annex-3), Budgetary Instruction (Annex-4), Guidelines for Collaborative Research (Annex-5) and Curriculum Vitae of Principal Investigator (PIs) and Co-PIs (Annex-6) within the given timeframe.
- Applicants shall also attach environmental matrix (Annex-8a), self scoring environmental check list (Annex-8b) and self scoring social safeguard check list (Annex-8c), milestones and indicators, (Annex-9), and existing and required facilities (Annex-10), testimony of

NGOs and private research providers experience (Annex-19) along with the FRPs of the subprojects.

- Before sending to the reviewers, PIU-BARC will assign a unique code number, proposal identification number (PIN), to each of the FRP. In order to transparent and unbiased evaluation, shall remove the names of Coordinator, PIs, co-PIs from anywhere of the main body of the FRP.
- The review members will be area concern reputed (i) subject matter specialists and (ii) subject matter researcher.
- The reviewers will receive honorarium for evaluating project proposals

### 5.5. Selection Procedure of the Subprojects

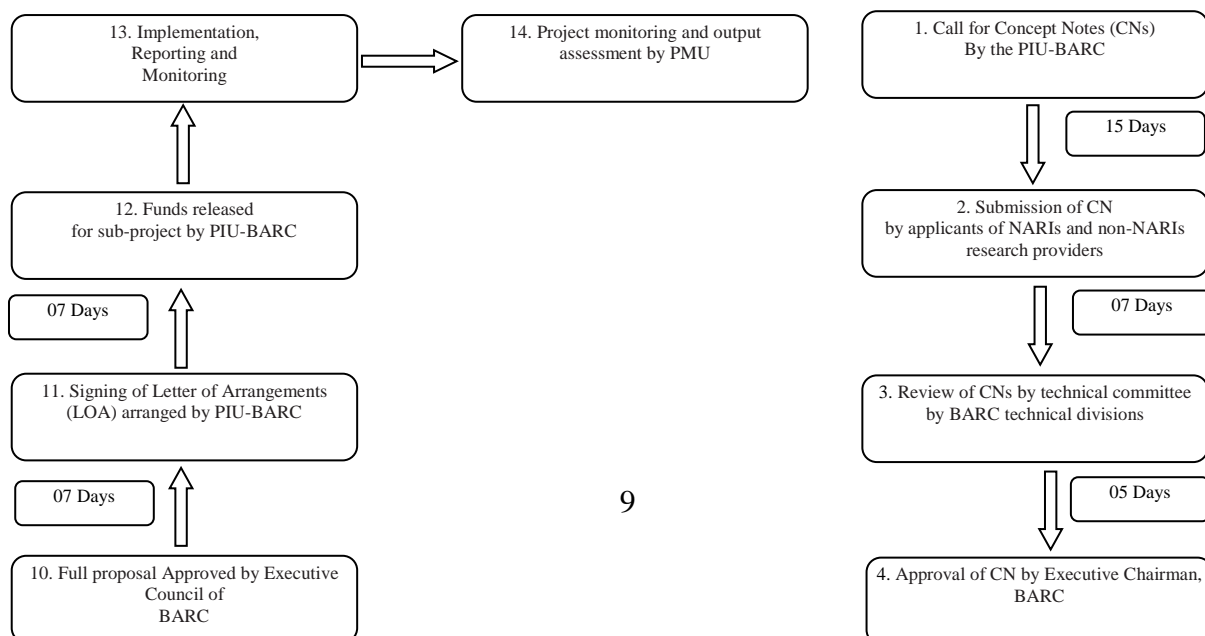
- The submitted FRPs will be evaluated by the selected reviewers following the set criteria (Annex-11) and will make detail comment following the given format (Annex-12).
- Each proposal will be reviewed by 2 expert reviewers (From the review panel prepared by respective BARC technical divisions). After reviewing, the applicants will present their FRP in presence of respective reviewers and other relevant scientists in a workshop.
- Comments/ suggestion of the reviewers and of the workshop for improvement/ modification will be sent back to the applicants for further improvement accordingly. But if the reviewers directly reject any proposal, those will not be considered for further process.
- After improvement/modification, the applicants will resubmit the FRPs online and these will be sent to the respective BARC technical division just to overview the procedural lapses if any. Afterwards, proposals will be returned to the PIU-BARC for getting approval from Executive Council (EC).

### 5.6. Approval of the Successful Proposals

Director, PIU-BARC will present a summary report of the evaluated FRPs to the meeting of the Executive Council of BARC for approval. Information of approved projects will be floated in BARC website in addition to communicating directly to the successful proponents.

### 5.7. Awarding and Contract Signing

PIU-BARC will issue award letters for signing the Letter of Agreement (LoA) (Annex-13) with the Head of the implementing organizations for abiding norms, rules and obligations. LoA is to be signed on behalf of the agency by the Coordinator/PI. In that case, authorization (Annex-14) shall have to be provided by the Head/Authorized representative of the organization. A flow chart of CN and FRP invitation, review and selection processes with who does what jobs are shown below.



## **6.0 Implementation of CRG and PBRG Sub-projects:**

CRG and PBRG subproject implementation will begin just immediately after signing of Letter of Agreement (LoA) between PIU-BARC and the implementing organization (Annex-13).

### **6.1 Fund Disbursement**

- Fund release to the implementing organization starts as per the payment schedule (Annex-15). The schedule may be changed depending on the project period or as decided by the PIU-BARC.
- Funds will be disbursed to the Head of the research entities/authorized representative of the heads of the entities in favour of the Coordinators/PIs as per provision of the LoA.
- Half yearly instalment of fund shall be released upon receipt of acceptable progress and financial reports of the previous six months. The unspent amount of the previous instalment shall be adjusted with subsequent half yearly instalment. No fund can be spent beyond the project period.

### **6.2 Financial management (FM):**

**6.2.1. Financial responsibilities:** All Coordinator/principal Investigators (PIs) will be responsible for FM activities of the CRG/PBRG subprojects and will be accountable to Director, PIU-BARC for all financial matters concerning subproject implementation. The recipient research entities accountant of account section/ temporarily project recruited one will help the PIs in maintaining the financial management.

The main duties of the subprojects assigned accountants will include:

- Checking invoices for goods, works, and services and processing for payments
- Maintain Bank books and payroll registers
- Maintain all ledgers and registers
- Maintain vouchers/bills/receipts/contracts/work orders/and or the important financial transaction and procurement documents in systemic order
- Collect bank statement and reconcile bank balance
- Prepare subprojects quarterly financial management reports (FMRs)

- Prepare reply to audit observations made by government auditors from foreign aided project audit directorate (FAPAD)
- Prepare quarterly and annual budget expenditure of the projects
- Any other finance related task assign to him/her

Additionally,

- Recipient entities account sections will provide technical assistance to PIs on procurement of the subprojects. NATP-PIU-BARC officials and specialists will also provide technical assistance to this effect.
- Coordinators/PIs and the recipient entities will carry out the subproject AIF-1 resources with due diligence and efficiencies and in accordance with sound practices and standards satisfactory to the GOB and WB.
- The office of the PIU-BARC shall be responsible for the coordination of financial management of all AIF-1 subprojects because it will act as the secretariat for AIF research fund released by PCMU and maintain records of the funds received by the individual subproject Coordinators/PIs. The Coordinators/PIs will send all information on grant received and utilized in prescribed reporting format periodically to PIU- BARC.
- The finance unit of PIU-BARC shall be responsible for the supervision of FM of the resources allocated to subprojects. It will provide the PCMU and the Coordinators/PIs with all information on the fund released and utilised.

### **6.2.2. Eligible and Non-eligible Expenditures:**

The following expenditures will be eligible under the AIF-1 CRG and PBRG subprojects:

- Expenditures in attending seminars, workshops to be held in Bangladesh related to subprojects
- Expenditures for participation in training courses related to project implementation.
- Procurement of equipment/ materials and facilities like lab facilities and equipment, stationeries etc.
- Field/lab research activities like fertilizer, seeds, irrigation, labor, hiring field operation and harvesting equipments and up-scaling of developed technologies if any apart from lab chemicals and apparatus
- Honorarium of the Coordinator (in case of coordinated subprojects) PIs/co-PIs
- All the budgetary items included in FRP.

The following expenditures will not be allowed under the AIF-1 CRG and PBRG subprojects:

- Salary and allowances for the permanent scientists/officers/ supporting staffs of the subproject recipient research providers/ entities
- Large civil works like building, road, lab, workshop, training room, auditorium, seminar hall/ room/ facilities,
- Costs not related to AIF-1 CRG and PBRG subprojects activities and not included in the subprojects work, financing and procurement plans and budget. .

### **6.3. Re-appropriation and adjustment of budget items:**

Coordinators/PIs will be allowed to re-appropriate allocations from one budget head to another if so required for expenditure rationalization but will be made with the concurrence of Executive Council, BARC. For this, Coordinators/PIs will send the re-appropriation proposal to Director, PIU-BARC justifying the changes in the subproject budget allocation, and can be made only once in a financial year.

**6.4. Earnings of the subprojects:** (i) subprojects may earn by selling their produce and in such cases it will be retained by the subprojects research entities. However, PIU-BARC and PCMU should be kept informed of such earnings, and (ii) earning from bank interest, sale proceeds of bidding documents shall be deposited to government treasury.

**6.5. Fund flow arrangements:**

- WB disburses fund through an arrangement known as Convertible Taka Special Account (CONTASA) while the bank account for the NATP is known as Designated Account (DA).
- For this, Coordinators/PIs will open a dedicated operating account, OA, (current or STD) in a convenient commercial bank in the name of the subproject to be maintained in BDT currency.
- Coordinators/PIs for both NARIs and non-NARIs will be responsible for maintaining of the OAs.
- There may be several OAs in a research providing organization/ entity if it awarded several AIF subprojects and in such cases the concerned entities shall coordinate the financial management tasks of the PIs.
- PIU-BARC will transfer the 1st instalment of grants to the OAs as per payment schedule. Subsequent disbursement will be made on the basis of statement of expenditures (SoEs) and requisition of advance submitted.
- Advances from OA will need adjustment within 30 days but in no case beyond 90 days.
- The OAs will be solely used for financing subproject activities
- The Coordinators/PIs will operate the account with two signatory (Coordinators/PIs and other).
- Coordinators/PIs immediately after the opening of OAs in a bank, shall forward the Director, PIU-BARC the name of the account, account number, name and address of the bank with full postal and e-mail addresses to facilitate transfer of funds.

**6.6. Payments from OAs:**

- The Coordinators/PIs will strictly follow government's financial rules and regulations in making expenditures and payments for procurement of goods and services and seek approval of the research organization/ entity's head of procuring entity (HOPE) for under taking procurement
- Financial and procurement rules and guidelines issued by GoB will be applicable for making expenditure and payment
- The Coordinators/PIs will make payments for only those expenditures which have followed due procedure and included in the budget, and
- The eligible and ineligible expenditures shown above will be strictly followed.

Before making any payments, the invoices should be checked to ensure that

- Specification and quality of supplied goods, services or works are according to as mentioned in the tender document and its schedule and according to purchase order/ contract
- Unit price of the procured items are according to the purchase order/ contract
- Delivery of the procured items are within stipulated time/ dead line
- Procured items duly received, checked and entered in stock register
- Invoices are free from any arithmetic errors and inconsistencies
- Supplied/ delivered items are chronological from the dates of invitation of tender, contact and purchase order



- Tender documents, evaluation report and payment proposal have been authorized by competent authority and approved by HOPE

Additionally, before making any payments out of OA, PIs must ensure that;

- That the activity undertaken was included in the activity/work, financing and procurement plans and budget of the subproject
- Duly certified by the competent authority as properly executed
- Expenditures were properly documented, verified and approved for payments
- Outcome of activity/ work done can be physically verified, ownership established and properly safeguarded

#### **6.7. Cash basis accounting:**

- Subprojects will maintain accounts on cash basis in line with government accounting system
- Receipts will be recorded when cash is received and payments will be recorded when disbursement made, not that when liability arises
- Subprojects shall follow consistent method in maintaining records and financial statement preparation, and PIU-BARC and PCMU finance will facilitate it

#### **6.8. Books of accounts and supporting documents:**

Coordinators/PIs shall maintain books of accounts to record following transactions relating to subproject implementation, are:

- All sums of money received and expended and the purposes for which the receipts and expenditure happened
- Assets procured by the subproject,

Therefore, the principal books to be maintained are: (i) Cash Book and (ii) General Ledger.

Moreover, some register may also be used to record other important information which are deemed necessary for the subproject, are: (i) Check Book Register, (ii) Fixed Asset Register, (iii) Stock Register, (iv) Payroll Register, (v) Suppliers Register, (vi) Advance Payment Register, (vii) Fund Receipts and Expenditure Register and, (viii) Bank Account Reconciliation Register.

#### **6.9. Bank Reconciliation:**

Reconciliation of bank account should be regularly carried out on a monthly basis. Bank statement of OA shall be obtained from the bank at the beginning of the following month and the following task will be performed:

- Bank reconciliation statement shall be prepared taking into account the listed items and the balance shown as per the bank statement shall be agreed with balance shown in the subproject Bank Book
- Bank statement entries shall be compared with entries made in the subproject's Bank Transaction register (Bank Book)
- A list of all debits (Bank Charges etc.) and credits (Interest Credited etc.) appearing in bank statement but not in project's Bank Transaction Register (Bank Book) shall be listed. Appropriate vouchers shall be prepared for these transactions and after due authorization shall entered in the Bank Book.
- A list of all receipts and payments recorded in the bank book but not appearing in the bank statement shall also be prepared for subsequent follow up. These usually relate to checks not yet presented by payees or deposits not yet credited etc.

#### **6.10. Monthly Statement of Expenditure (SoE):**

At the end of month, Coordinators/PIs shall prepare a statement of expenditure (SoE) (Annex-20) showing opening balance, receipts during the month and payments made during the same month. At the end of each month the following tasks will be completed to ensure all transactions accounted correctly, are:

- Bank Reconciliation
- General Ledger Reconciliation
- Month end ledger balancing

#### **6.11. Quarterly Financial Management Report (FMR) and NATP Financial Reporting:**

Director, PIU-BARC will make and responsible of submitting Quarterly Financial Reports to PD, PCMU for submitting Consolidated Project Financial Statements (CPFS) of the NATP project and for preparing quarterly Interim Unaudited Financial Report (IUFR) through specific formats as provided by the WB. Quarterly Financial Reports from Director PIU-BARC will include (i) Part-1 (Financial report), (ii) Part-II (Expenditure Documentation Report) and (iii) Part-III (Request for Advance)

#### **6.12. Yearly Statement of Expenditure (SoE):**

Director, PIU-BARC will follow it as above.

#### **6.13. Unspent Balance:**

During implementation, there may be unspent balance in operating account (OA) of Coordinators/PIs which can be carried forward and utilize under the following year's budget. Coordinators/PIs shall inform Director, PIU-BARC, promptly about the amount of unspent fund at the end of the year for updating books of accounts accordingly.

**6.14. Document Retention by Coordinators/PIs:** Coordinators/PIs shall retain all payment records and other relevant records of expenditure in a systematic order in part of evidence of eligible expenditures and to enable research entities, NATP and GoB auditors and WB representatives to examine such records, and also for transparency and accountability in handling the funds. Coordinators/PIs will retain such records until final audit of WB or 2 years after closing the subproject, whichever is later.

### **7. Procurement Management:**

**7.1. Responsibility:** The primary responsibility will lie with the concerned Coordinators/PIs of the CRG and PBRG recipient entities.

**7.2. The legal framework:** Bangladesh government has made it mandatory for all institutions, organization and agencies to follow the Public Procurement Act 2006 (PPA-2006) and the Public Procurement Rule 2008 (PPR-2008) for the purchase of all kinds of goods, works and services.

#### **7.3. Procurement Plan:**

- Procurement plan will be made after and if the subproject awarded based on the capital and field and lab research expenses as submitted in the FRP.
- For the procurement of capital items, prior approval of PIU-BARC will be required. Procurement plan shall have to approve and endorse by the head of the entities before sending to PIU-BARC.

**7.4 Procurement of Consultancy Services:** BARC, BFRI and BLRI particularly for the shortage of technical manpower they may hire consultant/expert/specialist to run the subprojects. This will help research capacity building of the entities.

**7.5. Procurement Risk Mitigation Measures:**

- Through notification, recipient research entities will alert bidders through notification during pre-bid meeting on the consequences of adoption of fraud and corruption, collusion, coercion etc with debarment from bidding process in conformity under PPR.
- Recipient research entities will issue alert letter(s) notifying on the fraud and corruption indicators and possible consequences thereof against the official/ staffs if involve in such practices in conformity with PPR of GoB.
- Action will be taken in conformity with PPR of GoB for non-compliance or material deviation.
- During the same day of bid opening, photocopies of bid opening minutes (BOM) including read out bid prices of participating bidders will be submitted by bid evaluation committee (BEC) to all concerned.
- Upon receiving allegation of coercive practices resulting in low competition, recipient research entities will take necessary measures and may seek assistance of law enforcing agencies to provide adequate security for bidders during bid submission. Alternative measures will be the electronic government procurement (e-GP) which has been rolled out Under the Government Procurement Reform.
- In case of rebidding, recipient entities will enquire into the matter, record and highlight the ground of rebidding along with recommended actions to be taken.
- Recipient research entities will preserve all records and documents of procurement in accordance with the provision of PPR.

**8. Monitoring and Evaluation:**

- Monitoring and Evaluation will be the essential functions in goal achieving activities of AIF-1 CRGs and PBRGs.
- AIF-1 CRGs and PBRGs subproject program activities will be periodically monitored to determine whether they proceed as planned
- Evaluation will involve assessment of progress towards the achievement of results, milestones and impact of outcomes based on the performance indicators.
- BARC will perform M&E at the central level while at the implementing entity level by the recipient research entities through their NATP established small units.

**M&E at BARC level:**

- At the central level, BARC will be responsible for designing, organizing and managing the activities of M&E.
- BARC being the coordinating agency of the subprojects shall arrange review workshop during implementation, half-yearly or two half-yearly in a year.
- BARC shall also arrange monitoring workshop two half yearly by the member director planning where Coordinators/Pis/Co-Pis of the subprojects will be invited. The minutes of the meeting will be written immediately and be shared with PCMU project Director.
- BARC shall take necessary measures to any of the subprojects Coordinators/Pis who will fail to reach the milestones/ indicators (as per Annexure-9) mentioned in the project proposals.

**M&E at research entity level:**

- Recipient CRG and PBRG research entities will monitor and evaluate subprojects through their NATP established units and feedback the report to PIU-BARC including respective PIs of CRGs & PBRGs to undertake necessary measures.
- PIs of subprojects thereafter shall send the reports including undertaken measures to PIU-BARC
- Recipient Research Entities shall take necessary measures to any of the subproject PIs who will fail to reach the milestones/ indicators mentioned in the project proposals.

#### **M&E performing measures:**

- BARC and recipient organization, will adopt desk and field monitoring by following desk monitoring (Annexure-16) and field monitoring format (Annexure-17).
- Field monitoring will be done in 6 month intervals by the same desk monitoring team members to see and the relationships between them.
- Evaluation of CRG and PBRG subprojects will be done at the middle as well as at the end of the project period
- Mid-term, formative, evaluation will be done with the intention of identifying implementation problems and suggesting corrective measures.
- Summative evaluation will be done after completion of the project for Impact Assessment.
- Annual workshop will be the other evaluation technique to assess progress of the CRG and PBRG sub-projects.

#### **9. Environmental Management Framework (EMF):**

- The AIF-1 CRG and PBRG resource users will follow the EMF in line with GOB's environmental laws and associated regulation including WB safeguard policy.
- EMF will provide guidance for undertaking measures during project preparation and implementation.
- The applicants of subproject research proposal will submit the environmental check list (Annexure-8a & 8b) duly signed by the Coordinators/Pis
- If there is substantive environmental impact, the applicant will submit the mitigation measures for the activities
- The AIF-1 CRG and PBRG subprojects will not require any new building construction and hence no land requisition will be applicable.
- In part of environmental capacity building, pertinent BARC and NARI staffs will receive training which will be coordinated by BARC.
- For providing guidance and review of EMF's application, BARC will contract specialist.

#### **10. Social Management Framework (SMF):**

- The AIF-1 CRGs and PBRGs will not require land acquisition, displacement of peoples from private and public lands and adverse impact on livelihoods, and as such WB OP 4.12 Involuntary Resettlement will not be triggered.
- However, the CRGs and PBRGs may operate in areas where ethnic minority people live, in such cases applicants (Coordinators/Pis) will be required to fill in self scoring social screening (Annexure-8c)

#### **11. Reporting Obligations for CRG and PBRG Subprojects**

All recipients of subprojects are required to submit different types of reports (Annex-18) at different scheduled times of project implementation period. These are:

***Project Inception Report (PIR):*** Project recipients will prepare inception report following the

given format (Annex-18a) and submit to PIU-BARC within 30 days after signing of LOA of the project with the endorsement of the Head of the implementing organization.

***Quarterly Progress Report (QPR):*** Recipients will prepare the quarterly progress reports at the end of the three and nine months of each project year following the prescribed format (Annex-18b) containing physical, technical and financial progress (fund received and expenditure made) which will be endorsed by the Head of the implementing organization or his/her authorized representative.

***Half Yearly Progress Report (HYPR):*** Project recipients will prepare half yearly progress report at the end of the first six months of each project year, half yearly progress reports following the given format (Annex-18c) containing physical, technical and financial progress (fund received and expenditure made) which will be endorsed by the Head of the implementing organization or his/her authorized representative. It is a requirement for release of subsequent funds.

***Annual Progress Report (APR):*** At the end of each project year except the last terminal year, an annual progress report (draft) containing both technical and financial aspects needs to be prepared following the given format (Annex-18d), one year before the end of the project year. The report must be endorsed by the Head of the implementing organization/authorized representative. The draft reports will be evaluated by the BARC professionals or expert reviewers. Power point presentation of the draft report during the Annual Review Workshop will also be considered for performance evaluation.

***Project Completion Report (PCR):*** At the end of the project period, a draft Project Completion Report (PCR) will be prepared following the given format (Annex-18e) and submitted to PIU-BARC at least 90 days prior to the expiry of the project timeline. This draft report will be evaluated by the external expert evaluator as well as BARC professionals following the evaluation guidelines. Coordinators/Pis, after incorporating comments, will submit 15 hard copies and a soft copy (CD) of the PCR.

***Monitoring Report (MR):*** The proponent organization will be responsible to monitor the sub-project activities and report the same to PIU-BARC according to the given format (Annex-18f). Regarding this, the proponent organization will use established NATP Units of NARIs or form the same where not yet formed. On a seasonal/annual basis, each research entities/ providers will monitor the awarded sub-projects activities in terms of technical, financial and physical progresses.

## Format for the CRG/PBRG Concept Note (CN) Submission

1. **Sub-project title:**
2. **Sub-sector:** *Just one from the list available in the BARC website including above documents*
3. **Thematic area:** *Just one from the list available in the BARC website including above documents.*
4. **Name of the applying institution/organization with associated / collaborative / component organization with full address:**
5. **Coordinator/Principal Investigator (Position, full address with phone no; as applicable) :**
6. **Co-Principal Investigator(s)-(Proponent Institute/Collaborating Institute-Position, full address with phone no):**
7. **Objectives:** State clearly specific objective/s (not more than 3) with target/s which are realistic and achievable.
8. **Duration:** Start..... End: .....
9. **Significance/justification of the research:** Make a brief but clear statement of the problem/s identified with magnitude, severity & baseline data/information for which the project is proposed-200 words.
10. **Approaches/Methodology:** Give a concise but clear description of approaches/methodologies including statistical method, to be adopted to address the stated problem/s – within 500 words.
11. **Expected outputs/results and outcomes:** Give a brief but clear statement about the expected outputs/results that would be achieved by the planned activities-within 100 words.

### Summary of Budget (in Taka):

Line Item *	Year-1	Year-2	Year-3	Year-4	Sub-Total	% of grand total
A. Contractual Staff Salary (max. 30%)						
B. Field Research / Lab expenses and supplies (min. 30%)						
C. Operating Expenses (max. 12%)						
D. Vehicle Hire and Fuel, Oil & Maintenance (max. 13%)						
E. Training/Workshop/Seminar etc. (max. 5%)						
F. Publications and printing (max. 5%)						
G. Miscellaneous (max. 7%)						
H. Capital Expenses (max. 30%)						
<b>Grand Total</b>						

- *Sum of the total must not exceed 100%*

**Full Research Proposal Format for CRG and PBRG**  
**PIU-BARC, NATP-2**  
**Bangladesh Agricultural Research Council (BARC), Dhaka**

(Before filling up the format please read the instructions and guidelines issued from time to time which may also be found in the website of BARC: [www.barc.gov.bd](http://www.barc.gov.bd). Make time to check these and related other important instructions in order to be sure that the proposal has been prepared truly in line with the set guidelines. All items in the format should be filled in strict adherence to the instructions. These are highly important, as non-compliance to any of these may lead to rejection of the proposal at the initial scrutiny or at later stage)

1. Sub-project title:
2. Sub-sector(*Just one from the list available in the BARC website including above documents*):
3. Thematic area (*Just one from the list available in the web*) :
4. Name of the applying institution/organization with associated / collaborative / component organization with full address:
5. Coordinator/Principal Investigator(Position, full address with phone no; as applicable) :
6. Co-Principal Investigator(s)-(Proponent Institute/Collaborating Institute-Position, full address with phone no) :
7. Goal :
8. Purpose/Objectives :
9. Targeted beneficiary(ies) :
10. Duration : Start..... End : .....
11. Total cost (Taka) :
12. Sub-project implementation location :
13. Project status (New/on-going):
14. Background (Significance and justification of the proposal) :
15. Literature review along with bibliography :
16. Benchmark information (Tell what is available. If not Concrete, furnish proposal to conduct in the first two months of project start):
17. Activity and timeframe( By month for the entire sub-project period) :
18. Approach and Methodology (To be in detail covering all aspects):
19. Expected outputs/results and outcomes :
20. Environmental matrix, self scoring environmental and social safeguard check list
21. Milestones and indicators (Indicators to be measurable and result oriented.)
22. Log frame of the sub-project (4 × 4 matrix):

## Detailed Budgetary Information

**Summary of Budget (in Taka):** This is the outcome of what has been done in A to H below

Line Item *	Year-1	Year-2	Year-3	Year-4	Sub-Total	% of grand total
A. Contractual Staff Salary (max. 30%)						
B. Field Research / Lab expenses and supplies (min. 30%)						
C. Operating Expenses (max. 12%)						
D. Vehicle Hire and Fuel, Oil & Maintenance (max. 13%)						
E. Training/Workshop/Seminar etc. (max. 5%)						
F. Publications and printing (max. 5%)						
G. Miscellaneous (max. 7%)						
H. Capital Expenses (max. 30%)						
<b>Grand Total</b>						

• Sum of the total must not exceed 100%

**Note:** In case of collaborative project, add similar budgetary information with signature of Co-PI and endorsement by the Head/authorized representative of the institution.

### A. Honorarium and Contractual staff salary

Name, Designation and No.	Contractual Staff Salary / Honorarium (Tk)				
	Year-1	Year-2	Year-3	Year-4	Total
- Coordinator*					
- Principal/Co-Investigator(s)*					
- Contractual Scientific Staff**					
- Research Students (Designation and No.)**					
- Contractual Support Staff (Designation & No.)**					
<b>Total</b>					

\* As per NATP-2 provision of one month's basic pay/year. \*\* As per policy guideline

### B. Field Research/Lab Expenses

Line Item	Year-1	Year-2	Year-3	Year-4	Total
Seed, fertilizer, pesticide, etc. inputs					
Chemicals and apparatus					
Contract Labour*					
Repair, renovation and maintenance					
Land management*					
Others (if any, specify)					
<b>Total</b>					

\* To be supported by attachment of detailed analysis.

### C. Operating Expenses

Line Item	Year-1	Year-2	Year-3	Year-4	Total
<b>Office Supplies/Services</b>					
– Stationary (all type paper, supplies, printer/ photocopy cartridge, ledger books, duster cloth, stapler, calculator, punch machine, pencil battery, tea utensil, first-aid box, signboard & cleaning materials, etc.)					
– Utilities (Telephone/internet/electricity/gas bill, internet connections cost, VAT/tax, photocopy, bank service charge, fax, courier, postage, etc. Mobile bill /allowances allowed as per GoB rule.)					
Traveling Allowances (TA, DSA, etc.)					
Honorarium for Technical Specification*					
<b>Total</b>					

\* Please see budgetary instruction (Annex-4).



**D. Vehicle Hire and Fuel, Oil & Maintenance**

Line Item	Year-1	Year-2	Year-3	Year-4	Total
Hiring of vehicle					
Fuel, Oil, Lubricant					
Repair and maintenance of sub-project transport					
<b>Total</b>					

**E. Training/Workshops/Seminars etc.**

Line Item	Year-1	Year-2	Year-3	Year-4	Total
Training					
Workshops/Seminars etc.					
<b>Total</b>					

**F. Publications and Printing**

Line Item	Year-1	Year-2	Year-3	Year-4	Total
Printing and Publications					
a) Project Completion Report (PCR)					
b) Other printing materials					
Ph.D/ M.S. thesis printing					
<b>Total</b>					

**G. Miscellaneous (Items which are not covered by earlier heads)**

Line Item	Year-1	Year-2	Year-3	Year-4	Total
a) Advertisement, setting allowance, repair & renovation of the office equipments, refreshment cost, etc.					
b) Institutional overhead cost (if any, max. 3% of total revenue budget)					
<b>Total</b>					

**H. Capital Expenses**

Line Item	Year-1	Year-2	Year-3	Year-4	Total
Furniture*					
Equipment, Tools, etc.*					
Small Transport (Two-wheeler: Motor cycle/Bicycle)*					
<b>Total</b>					

\* Full list of the equipment to be purchased should be provided as attachment. In justifying the purchase, the existing equipment available in the institute/organization/division/department to be furnished certified by Head of the Department/Division/Institution/Organization. This is required to ascertain the need.

<p>_____ Signature(Endorsement by Head of the proponent organization/ authorized representative) Name : _____ Seal and date : _____</p>	<p>_____ Signature of the Principal Investigator Name : _____ Date : _____</p>
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Signature of the Principal Investigator/ Coordinator  
Name : \_\_\_\_\_  
Date : \_\_\_\_\_

Signature of the Co-Principal Investigator  
Name : \_\_\_\_\_  
Date : \_\_\_\_\_

**Instructions for writing project proposal**

1. **Title of proposed Sub-project:** Give a concise but clear and meaningful title.
2. **Priority Research area/Discipline:** Select only one from the list above PIU-BARC, NATP-2 priority research areas/issue.
3. **Thematic area:** Select only one from the list of BARC/ NATP-2 thematic areas under the selected Priority research areas.
4. **Purpose/Objectives:** State clearly specific objective/s (not more than 3) with target/s which are realistic and achievable (as a way of solution of the stated problem/s. All specific objectives should be SMART: S-specific; M-measurable; A-achievable; R-realistic and T-time bound.
5. **Background/justification and Benchmark information of the proposed project:**
  - a. Make a brief but clear statement of the problem/s identified with magnitude, severity & baseline data/information for which the project is proposed.
  - b. A summary of the pertinent literature to demonstrate sufficient familiarity with the published literature, without being excessive.
6. **Approaches and Methodologies:**
  - a. **Approaches:** give clear statement on the ways/steps to be followed as well as institutional arrangements to be made for project implementation, such as collaborative /on-station/ on-farm/lab. etc.
  - b. **Methodologies:** give stepwise clear statement on the materials and methods including experimental design, treatments to be tested, data collection, analysis and statistical tools to be adopted for project implementation.
  - c. **Role and Responsibilities of Coordinators/PI/Co-PI and other contractual Support staff, if any:** Describe briefly but clearly the role and responsibilities of Coordinators/PI/Co-PI and other contractual staff, if any, separately, showing their degree of involvement for the implementation of the project.
7. **Risks and Assumptions:** State likely risks that may accrue during project implementation and the assumptions under which the project would be implemented.
8. **Expected output/result(s) and outcomes:** Please provide a precise description of the project output(s)/result(s) that are measurable as well as achievable during the project period. Also state likely outcomes of the project activities that would contribute to increasing productivity/ climate resilience/ natural resource management/ higher water-nutrient use efficiency and safe food etc.
9. **Environmental Implications:**Please attachself screening check list on Environmental safeguard under CRG and PBRG (please see Annex.-8b), Also state likely environmental implications of the project activities with management strategies, if needed.

**10. Social Safeguard:** Please attach self screening check list on Social safeguard under CRG and PBRG (please see Annex.-8c), Also state likely social implication involved in project activities with management strategies, if needed.

**11. Log frame of the project:** State clearly the log frame of the project proposal using the following matrix:

<b>Narrative summary</b>	<b>Objective verifiable indicators</b>	<b>Means of verification</b>	<b>Assumption and risk</b>
<b>Goal:</b> (The long term impact of the project)	Variable(s) that shows changes	Sources of information /data that will be used to assess the indicators	Main external factors necessary to sustain objectives in the long run.
<b>Purpose/objective:</b> (Direct outcome(s) of the project)	Variables for measuring changes over time	The means of measuring achievement.	Key conditions and assumptions that need to be met if the project is to contribute to the goal; and risk that could hinder or prevent the purpose from being achieved
<b>Output/outcome:</b> (Results that the project will deliver)	The specific end results the project will deliver (Indicator of quality, quantity and time)	The means of measuring the output	Key conditions and assumptions that need to be met for the purpose to be achieved; and the risks that could hinder or prevent the outputs from being achieved.
<b>Activities:</b> (Tasks of the project will carry out to produce outputs)		Sources of information /data will be used to assess the indicators	Key conditions and assumptions that need to be met for the activities to produce the outputs; and the risks that could hinder or prevent the activities being carried out.

## Policy Guidelines for CRG and PBRG implementation

All proponents should accept the following terms and conditions for CRG/PBRG funding.

1. Duration of CRG research proposal should be for a period not exceed September 2018 with all types of field/lab research activities including Project Completion Report (PCR). While PBRG research proposal should be for a period of 4 years or less but not exceed June 2020 including all types of field/lab research activities along with finalization and printing of PCR. PBRG to be completed 1 year before the NATP-2 closing date in order to allow enough time to adequately disseminate research results including technology scaling-up.
2. Proposed research should have direct linkages with NATP-2 objectives and be linked to a priority research area as identified for NATP.
3. The proposed research work is not a duplicate work already done or being done elsewhere or submitted to any agency for funding.
4. One person as PI can't submit more than one proposal. However s/he could be Co-PI for another project. Likewise one person can be Co-PI for more than one project but PI/Co-PI will receipt honorarium/remuneration from only one sub-project.
5. Eligibility Criteria for CRG/PBRG Stakeholders  
CRG/PBRG stakeholders should fulfill the following criteria:
  - (i) Scientists of National Agriculture Research Institutes (NARIs) and teachers of public universities can submit the CRG research proposal through proper channel with fulfill the all terms & conditions and provide the all required supporting documents.
  - (ii) In case of private researcher providers must be fulfill the all terms & conditions and required all supporting documents along with provide the additional information and documents which are as follows:
    - a) Must attach copies of all legal documents such as valid GoB approved registration/update trade license/NGO Bureau registration, update income tax clearance certificate, update VAT certificate (if applicable), etc.
    - b) A brief description of the organization and management structure.
    - c) A brief description on the technical and physical strength of the organization relevant to the proposed project.
    - d) Have minimum 10 (ten) years of overall experiences in research background
    - e) Have at least 05 (five) years experiences in agricultural sector research.
    - f) Provide information on some major research experience in Annex-19.
    - g) Indicate the relevance of the proposed project with the overall objectives and capacity of the organization in implementing the project.
6. In case of CRG subprojects, National Agricultural Research Institutes, public universities, NGOs, private organization may submit research proposals for funding in collaboration with one/more than one NARI/ public universities working in Bangladesh.

7. Each CRG sub-project will have only one PI and if necessary, one Co-PI may be allowed with proper justification. However, for PBRG subproject there will be one Coordinator and several PIs /Co-PIs based on the nature and type of activities of the project.
8. Overhead charge can't be claimed by the proponent of public institutions including universities. Only private researcher providers under special circumstances can claim nominal overhead with prior consent of the PIU-BARC.
9. Capital cost proposed must be accompanied by full list of items to be purchased along with justification; and this should preferably be done in the year 1 of the project. Capital items purchased should be entered into the stock book of the institution as per principle of the NATP for institutional development/capacity building. The materials purchased will be under the control of the PI; but should be made available to other users with the spirit of common property and rationalization in resource use. In general purchase of furniture is not encouraged.
10. Full list of the equipment to be purchased should be provided as attachment. In justifying the purchase, the existing equipment available in the institute/organization/division/department to be furnished certified by head of the department/division/institution/organization. This is required to ascertain the need.
11. MLSS or similar post and year round labor not allowed. Part time hiring of other category of support service staff is to be in a limited scale. Under PBRG subprojects max. One Consultant/Expert/Specialist per project may be budgeted, only if the activities proposed demand that kind of services and if that part of the job is beyond the capacity of the respected division/department of the entities. Certification in this regard to be attached justifying consultancy need and ToRoF of the Consultant/Expert/Specialist proposed shall have to be exceptionally qualified in the line of the proposed work.
12. Procedures and arrangements for procurement of goods and services for the proposed research work shall have to be incorporated in the proposal document. Such procurement shall have to be carried out following the provisions of the PPR-2008/09. In general all types of procurement are planned in the Year-1. For any assistance in this regard, PIU-BARC's procurement personnel may be consulted. Procurement plan shall have to be approved and endorsed by the respective organization before being sent for final approval by the PIU-BARC. For the procurement of capital items, prior approval of PIU-BARC will be required.
13. Once approved, LoA is to be signed between the PIU-BARC and the Implementing Agency. LoA to be signed on behalf of the agency by the Coordinators/PIs. To do so, authorization (Annex-14) shall have to be provided by the Head/Authorized representative of the organization.
14. Proposal from the public universities can budget only one MS student for CRG subproject while for PBRG subproject maximum one Ph.D/two MS per project as Fellow (preferably should be under employment of the NARS institutions/Public universities/GoB/student in agricultural background) but can't keep Senior Scientific Officer/ Scientific Officer under contractual staff. PBRG subprojects under public universities Ph.D student is encouraged and if the Ph.D student will not be available or not fulfill the terms & conditions only in that case MS student will be allowed. In case of proposal having Ph.D fellow, the prescribed format (find out from PIU-BARC) applicable for Ph.Dscholarship under NATP-2 have to

be filled in and admitted in the respective university. Age of Ph.D must be within 45 years. Candidates for Ph.D student will be selected through open competition. Before finalization of the Ph.D candidate prior approval will be needed from PIU-BARC. Recruitment procedure will be done by the respective division of BARC or in assistance by PIU-BARC.

15. NARS institutions/NGOs/private organizations can generally budget Scientific Officer (maximum one for each) but not allow Ph.D/MS fellow.
16. One page CV of Coordinator, PI and Co-PI to be attached (Annex-6) with the proposal, clearly reflecting their expertise and past record for the job proposed in the project. The role of Coordinator, PI and Co-PI of the project should be spelt out along with their involvement for the activities in the proposed sub-project.
17. For collaborative project, attachment of Memorandum of Understanding (MoU) signed by the Head of the organization/authorized representative is required. Lead organization shall enjoy upto maximum 70% of the total budget while the share of the collaborative organization will not exceed 50% of the total budget. Budget will be disbursed only to the lead organization. According to the MoU and proposed budget collaboration organization will share their budget with the lead organization.
18. Proposal to accompany a certificate signed by the Coordinators/Pis and endorsed by the head/authorized representative of the organization saying that, 'This project or project with same/different title but of similar/nearly similar in nature has not been undertaken/executed/submitted or being funded or under consideration of funding from any other source'.

## **Budgetary Instructions on CRG and PBRG**

All proponents should follow the following terms and condition in CRG and PBRG Funding and Expenditure:

1. Each CRG proposal will get up to BDT 57.58 lakh and each PBRG research proposal will get up to BDT 387.5 lakh depending on the size and nature of the proposal.
2. Cost of sub-project may include research expense min. 30 % (includes max. 10% that may be budgeted for repair, renovation and maintenance purposes), capital expense/ equipment max. 30%; honorarium and contractual salary max.30%, operating expense max.12%, vehicle hire and fuel, oil & maintenance max. 13%, workshop/ seminar expense max. 5%, publication, printing max.5% and miscellaneous cost max. 7%. Sum of the total however, should not exceed 100%.
3. Coordinators, PIs and Co-PIs of NARS institutions and public universities will get honorarium/remuneration @ of one month's basic salary/year. But PIs and Co-PIs of private researcher providers will get honorarium/remuneration maximum Tk. 100000.00/year on the basis of their position and designation in the organization. After completion of each project year, Coordinator/Principal Investigator/Co-Principal Investigator can draw the honorarium/remuneration on satisfactory evaluation report. In case of fractional project period, fraction honorarium/remuneration of Coordinator/PIs/Co-PIs will be borne accordingly.
4. Ph.D and MS fellows awarded to University Academia will be getting Tk 25000.00 and 10000.00, respectively from the project and will utilize the project resources for their research and shall not be entitled to get research grant. However, thesis printing and binding cost @ Tk.40000.00 and Tk.15000.00 for PhD and MS fellow, respectively may be included. No others benefit (festival bonus and gratuity) will not be applicable for Ph.D/MS fellow.
5. Honorarium / remuneration of consultant/Expert/Specialist will get @ Tk 150000.00 per month. VAT and Tax will be applicable as per GoB rule. One sub-project should not have more than one consultant/Expert/Specialist for a maximum period of four months per year.
6. Contractual Support Staff will get consolidate salary as per GoB Rule (Details breakdown of salary structure must be collected from PIU-BARC or BARC web site). The provision of contractual support staff will be as per following table:

Table: Provision of Contractual Support Staff

<b>Designation</b>	<b>Grade</b>	<b>Remarks</b>
Senior Scientific Officer	6	Reserve only for BARC components
Scientific Officer	9	Applicable for any subproject except public universities sub-projects
Field / Scientific Assistant	11	Applicable for any subprojects
Administrative Assistant	11	Reserve only for BARC components
Computer Operator	13	Only for socio-economics related subprojects
Accountant	13	Reserve only for BARC components
Lab Technician	16	Applicable for any subprojects
Lab. Attendant	19	Applicable for any subprojects

- a) Part Time Accountant will be applicable for any subproject. PIs of the any subproject may consider budget for part time accountant. The salary of Part Time Accountant will be Tk. 3000.00 per month.
  - b) Those who are posted and work in the CHT, shall be entitled hill allowance as per GoB rule.
  - c) All Contractual support staff shall be entitled to have festival bonus and gratuity (Two basic per year will be paid as festival bonus, 0.2 basic per year will be paid as Bangla New Year bonus and after completion of the project two month consolidated salary per year will be paid as gratuity. If the project period goes fractional, gratuity will also be fractional as per GoB rule).
7. **TA/DA:** Coordinators, PIs, Co-PIs, contractual support staff, Ph.D and MS student will get TA-DA as per GoB rule. Consultant/Expert/Specialist will get TA-DA as per NATP-2 rule.
  8. **Sitting allowance:** Members of the committees formed for CRG/PBRG related procurement will get sitting allowance as specified in the PPR-2008. Separate sitting allowance cannot be claimed for continuation of a postponed meeting.
  9. **Honorarium/Remuneration:** Honorarium will be given to persons evaluating subproject proposal and evaluating sub-project achievement/Project Completion Report (PCR) at the rate of Tk7500.00 and 10000.00 for CRG and PBRG, respectively each of the sub-project proposal.
  10. **Technical Specification:** Person(s) preparing Technical Specification for subproject equipments/accessories (special circumstance) will get Tk.10000.00 for each equipments/accessories of the sub-project.
  11. **Budget for workshop/training:** Training and workshop expenses will be budgeted as per NATP-2 training/workshop budget provision.



## **Guidelines for Collaborative Research under CRG**

1. In case of CRG subprojects, National Agricultural Research Institutes, public universities, private organization may submit research proposals for funding in collaboration with one/more than one NARI/ public universities working in Bangladesh.
2. For collaborative research, Memorandum of Understanding (MoU) will be signed by both the parties for such joint activity.
3. There shall be only one Principal Investigator (PI) for a project while Co-Principal investigator (Co-PI) could be more than one; depending on the number of organizations involved in the activity with proper justification for such involvement.
4. Role of the lead and the collaborating organization(s) and the assignment to be performed by the PI and Co-PI(s) shall have to be clearly spelt out in the proposal.
5. Lead organization shall enjoy up-to maximum 70% of the total budget while the share of the collaborative organization will not exceed 50% of the total budget.
6. In the case of CRG subprojects fund from PIU-BARC shall be disbursed only to the lead organization and keep track on its utilization through report back to PIU-BARC.
7. Reporting obligations and other bindings as noted in the Contract shall have to be followed both by the lead and the collaborating organization(s).
8. Except otherwise stated, lead organization shall be responsible to collect and collate information from the collaborating organization(s) on technical, financial, procurement and other matters for submission to the PIU-BARC. The lead organization will also responsible for auditing.
9. For matters not covered by the MoU, the set rules practiced/applicable for the PIU-BARC shall be followed both by the lead and collaborating(s) organizations.

## Curriculum Vitae

(To be filled by the Coordinator/Principal Investigator/ Co-Principal Investigator)

1. Name:.....
2. Designation: .....
3. Official Mailing Address: .....
- .....
- Phone: ..... Mobile: .....
- Fax: .....E-mail: .....

4. Academic Attainment (Only university degree – last one first):

Degree	Year	University	Major Field

5. Research / Teaching Experience: ..... Years
6. Area of Expertise: .....
7. Publication: (a) International Journal: ..... Nos (b) National Journal :  
..... Nos.
8. Publication related to this project work: (a) International Journal: ..... Nos  
(b) National Journal : ..... Nos.
9. List of latest maximum five publications

Signature of the Researcher:

Date:

**Project Implementation Unit (PIU)**  
**NATP-2**  
 Bangladesh Agricultural Research Council  
 Farmgate, Dhaka-1215

**Competitive Research Grants (CRG)/Program Based Research Grants (PBRG)**  
 (Please ✓ in appropriate box)

**Initial Screening of CRG/PBRG CN by PIU-BARC professional**

Project ID No : \_\_\_\_\_ Institution: \_\_\_\_\_

Thematic Area: \_\_\_\_\_ Priority Research Area: \_\_\_\_\_

1.	Submitted in compliance with CRG/PBRG requirements (Considering all the guidelines/ instructed points)	Yes	No	Not Applicable
a)	Does the submitted proposal fully comply with CRG/PBRG format?	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Submission ( Two hard and one soft copy)	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Endorsement by organization head	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Agreement copy on collaboration (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	Project title in line with priority/theme	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Fulfill all the terms & conditions and required documents	<input type="checkbox"/>	<input type="checkbox"/>	
	If no, please list down major lacking: - -			
3.	Outcome of initial scrutiny :			
a.	Recommended for consideration	<input type="checkbox"/>		
b.	Not recommended for consideration	<input type="checkbox"/>		
	<b>FOR OFFICIAL USE BY PIU-BARC :</b>			
	Full name of Scrutinizer:			
	Signature : _____	Date _____		

### Environmental Screening Matrix: Research under CRG and PBRG

Sl. No.	Environmental issue	Component	Improvement/Deterioration*				Remarks
			Small	Moderate	Large	None	
1	<i>Biodiversity</i>	Flora					
		Fauna					
		Genetic diversity					
		Exotic varieties					
		Local varieties/cultivars					
		Hybrids					
2	<i>Soil quality</i>	Organic matter					
		Chemical fertilizer use					
		Soil salinity					
		Fertility status					
		Microbial activity					
		Heavy metal contamination					
		Water quality					
3	<i>Agro-Chemicals</i>	Pesticide use					
		POPs					
		IPM					
		Pest infestation					
		Bio-pesticides					
		Health hazard					
4	<i>Pollution</i>	Soil					
		Water					
		Air					

Note: - Assessment is for the proposed project only and its cycle.

- Only the major environmental issues are considered. Depending on the objective and nature of the proposal, assessment would include only those specific issues which are relevant.
- Health, Safety and Environment (HSE) are the primary concerns and thus all to be centered around HSE
  - Genetic Diversity: To cover Crop/Livestock/Fisheries/Forestry as applicable.
  - Chemical Fertilizer: Single, imbalanced, use of contaminated one.
  - Heavy Metal Contamination: From project activities by Arsenic, Lead, Cadmium or any other.
  - Health Hazards: To be considered in respect of residual effect of pesticide, use of chemicals in preservation, processing and artificial ripening besides non-compliance to safety measures like, use of masks, gloves etc.
  - Pollution: Quality aspects as influenced by the project activities.
  - Small (less than 20%), Moderate (Between 20-50%) and Large (Over 50%)
- If 'improvement' put +sign, and if 'deterioration' put -sign in front of the box chosen.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## A. Self screening check list on Environmental safeguard under CRG and PBRG

SL #	Screening items	Yes	No	Remarks
1	Will the research be lab based? if answer is no, then go to question # 6			
2	When it is lab based then do the lab has <ul style="list-style-type: none"> <li>• Environmental, health and safety protocol?</li> <li>• Adequate fire safety provision?</li> <li>• Safety provision of gas cylinder handling?</li> <li>• Proper waste disposal facilities?</li> <li>• Adequate liquid waste management?</li> <li>• Proper storage for hazardous chemicals?</li> <li>• Adequate ventilation system?</li> <li>• First-aid facilities?</li> <li>• Emergency exit facilities?</li> <li>• Trained personnel to guide researchers?</li> </ul>			
3	Will the lab based research activities <ul style="list-style-type: none"> <li>• Require procuring hazardous products (WHO class I&amp;II)?</li> <li>• Produce hazardous waste materials?</li> <li>• Generate infectious waste?</li> <li>• Cause harmful gas emission for health?</li> <li>• Generate liquid waste?</li> <li>• Cause major noise?</li> </ul>			
4	Does the applicant have received formal training on lab safety issues?			
5	Does the applicant have previous work experience at lab on similar work?			
6	Will the research work require field interventions at field level?			
7	Will the field based research work <ul style="list-style-type: none"> <li>• Located at or near a sensitive area?</li> <li>• Require procuring hazardous products (WHO class I&amp;II)?</li> <li>• Discharge any liquid waste in the environment?</li> <li>• Discharge any liquid waste/ used water?</li> <li>• Generate hazardous waste?</li> <li>• Impair downstream water quality?</li> <li>• Have any degradation of land and ecosystem?</li> <li>• Cause local air pollution?</li> <li>• Generate excessive noise/ dust?</li> </ul>			
8	Will biophysical, agro-chemical, bio tech research perform?			
9	Will the project have any indirect impact on environment/ ecosystem?			
10	Will the research work involve permission/ clearance of any government department/ agency?			
11	Will future expansion/ implementation of research findings cause any major environmental problem?			

Prepared by (Name):

Signature:

Date:

Telephone:

Cell:

E-mail:

The above answers are true and complete. I understand the PIU-BARC will depend on them to make decision for the subproject.

Name of the head of the Organization/Institute/Authorized Representative:

Signature:

Date:

**B. Self screening check list on social safeguard under CRG and PBRG**

SL #	Screening items	Yes	No	Remarks
1	Will there be need of additional land for physical work under the research activities requirements?			
2	Does the research activity affect any community group's access to any resources that they use for livelihood?			
3	Does an activities catchments area have significant number of ethnic community?			
4	Does the proposed activity ensure equal inclusion right to the ethnic community?			
5	Does the proposed activity pose any threat to cultural tradition and way of life?			
6	Does the proposed activity severely restrict access to common property resources and livelihood activities?			
7	Does the proposed activity affect places/ objects of cultural and religious significance (Places of worships, ancestral burial grounds, etc.?)			
8	Names (if any) of ethnic community members/ organizations which participated social screening?			
9	Do any social concern expressed by the tribal community (ethnic community)/?			
10	Does the ethnic community/organization perceive the social outcome as positive/ as negative/ as neither positive nor negative			
11	Is there a need to undertake an additional assessment study regarding social impacts and concern?			

Prepared by (Name):

Signature:

Date:

Telephone:

Cell:

E-mail:

The above answers are true and complete. I understand the PIU-BARC will depend on them to make decision for the subproject.

Name of the head of the Organization/Institute/Authorized Representative:

Signature:

Date:

## Table of milestones and indicators

### (a) Table of milestones

SL #	Milestones	Reference to objectives	Critical activities	Verification method	Assumption
1	Mention 6 to 12 months salient technical activities as per the objective(s)	Refer the objective(s) of the milestones that have shown in SL. # 1	Critical activities that have shown in SL. # 1	Refer materials/records/proceeding of workshops etc.	
2	Mention second year salient technical activities as per the objective(s)	Refer the objective(s) of the milestones that have shown in SL. # 2	Critical activities that have shown in SL. # 2	do, above	
3	Mention third year salient technical activities as per the objective(s)	Refer the objective(s) of the milestones that have shown in SL. # 3	Critical activities that have shown in SL. # 3	do, above	
4	Mention fourth year salient technical activities as per the objective(s)	Refer the objective(s) of the milestones that have shown in SL. # 4	Critical activities that have shown in SL. # 4	do, above	

### (b) Table of indicators

S L #	Indicators (performance )	Reference to objectives	Calculation method	Verification method	Assumptio n
1	Mention key outputs of 1 <sup>st</sup> year activities. And percentage of observed performance to that of total of the subproject	Refer the objective (s) with which 1 <sup>st</sup> year performance outputs made/ estimated	Refer Methods followed or standardized including used statistics	Refer methods and materials/records/proceeding of workshops and publication if any	
2	Mention key outputs of 2 <sup>nd</sup> year activities. And percentage of observed performance achieved to that of total of the subproject	Refer the objective (s) with which 2 <sup>nd</sup> year performance outputs made/ estimated	Refer Methods followed or standardized including used statistics	-do-	
3	Mention key outputs of 3 <sup>rd</sup> year activities. And percentage of observed performance to that of total of the subproject	Refer the objective (s) with which 3 <sup>rd</sup> year performance outputs made/ estimated	Refer Methods followed or standardized including used statistics	-do-	
4	Mention key outputs of 4th year. Percentage between observed performance to that of total activities of the subproject	Refer the objective (s) with which confirmatory results achieved.	Refer Methods followed or standardized including used statistics	-do-	



**List of existing Field/Lab/Office equipmentsfacilities**

SI #	Facilities description	Unit	Qty	Existing operational status
	a) Lab/Field Equipments			
	b) Office equipments			

**Mentioned lab/office equipments if any purchase under NATP: Phase-1**

SI #	Facilities description	Unit	Qty	Existing operational status
	a) Lab/Field Equipments			
	b) Office equipments			

**List of field/lab/office equipments to be purchased under proposed subproject**

SI #	Facilities description	Unit	Qty	Unit price	Total price	Justification for purchase
	a) Lab/Field Equipments					
	b) Office equipments					

Name of the PI/co-PI of the proposal submitting Institute with signature and date

Name: ....., Date: .....

The above informations are true and complete. I understand the PIU-BARC will depend on them to make decision for the subproject.

Head of the department/division/institution/organization (Name): .....

Signature: .....

Date: .....

Telephone:.....,E-mail:.....,

**Project Implementation Unit (PIU)-BARC  
NATP-2  
Bangladesh Agricultural Research Council  
Farmgate, Dhaka-1215**

**Score Sheet for FRP evaluation**

***Topics for Marking:***

Sl. No.	Criteria/Indicators	Full Points	Points Obtained	Remarks
<b>1.</b>	<b>Relevance of the proposal to the Problem and thematic area:</b>	<b>5</b>		
	<ul style="list-style-type: none"> <li>• Is the title clear and specific?</li> <li>• Does the project address a demand-led problem?</li> <li>• Is the problem clearly stated?</li> <li>• Is/are the objective(s) clear and well focused?</li> </ul>	1 1 1 2		
<b>2.</b>	<b>Authenticity of the benchmark information and suggested plan for the proposed benchmark survey ( in case no such information is available)</b>	<b>5</b>		
<b>3.</b>	<b>Appropriateness of the approach and methodology :</b>	<b>15</b>		
	<ul style="list-style-type: none"> <li>• Is/are the approach(s)/methodology (ies) relevant, clear and appropriate to address the issue?</li> </ul>	15		
<b>4.</b>	<b>Effectiveness of the outputs/results :</b>	<b>5</b>		
	<ul style="list-style-type: none"> <li>• Are expected output(s)/result(s) well-defined, measurable and achievable in stipulated period?</li> <li>• Will the output(s)/ result(s) help increase farm productivity, income and reduce yield gap or any other benefit of the farming community?</li> <li>• Is/are the beneficiary/beneficiary groups, well defined?</li> </ul>	3 1 1		
<b>5.</b>	<b>Plan of activities:</b>	<b>10</b>		
	<ul style="list-style-type: none"> <li>• Is the plan of activity and timeframe sufficiently clear for implementation of the proposed project?</li> <li>• Are the planned activities adequate and appropriate to deliver expected output(s)/result(s) for achieving the specific objective(s)?</li> <li>• Are the proposed resources (human and financial) reasonable/ rational to accomplish the task?</li> <li>• Does the plan include studies/trials on farmers fields involving CIG members</li> </ul>	3 3 3 1		
<b>6.</b>	<b>Consideration in handling environmental and Social safeguards related to:</b>	<b>10</b>		
	<b>(a) Environmental Safeguards (ES) and implications</b>	<b>5</b>		
	<ul style="list-style-type: none"> <li>• Has the proponent addressed properly the likely environmental impact of the project activities and identified appropriate management strategies, if needed?</li> </ul>			
	<b>(b) Social Safeguards (SS)</b>	<b>5</b>		
	<ul style="list-style-type: none"> <li>• Has the proponent addressed adequately the likely social impact of the project activities and identified appropriate management strategies, if needed?</li> </ul>			
<b>7.</b>	<b>Technical competencies, including requisite infrastructure and physical facilities(both of proponent and collaborating agency (if applicable) to attain project success</b>	<b>20</b>		

Sl. No.	Criteria/Indicators	Full Points	Points Obtained	Remarks
	<ul style="list-style-type: none"> <li>Is the academic qualification and relevant research experience of the Coordinator/PI/Co-PI sufficient/adequate to implement the project?</li> <li>Did the Coordinator/PI/Co-PI implement similar/any research independently earlier?</li> <li>Is the research proposal relevant to the mandate of the applying institute?</li> <li>Does the proposing institute/entity have the requisite infrastructure and physical facilities for carrying out the proposed research?</li> </ul>	5 5 5 5		
8.	<b>How justified and quantifiable are the milestones and indicators</b>	<b>10</b>		
9.	<b>Appropriateness of Logframe in reflecting input/activity and result output pathway</b>	<b>10</b>		
10.	<b>Indicative Budget:</b> Is the proposed budget realistic in view of the stated problems, objectives set activities outlined, project duration and likely outcomes?	<b>10</b>		
	<b>Total Score</b>	<b>100</b>		

**Score Ranking: (1 to 5) Circle below as per score obtained**

1 = 91 and above      2 = 81 to 90      3 = 71 to 80      4 = 61 to 70      5 = Below 61

**Assessment and priority ranking of the research proposal by the reviewer: (Highest-1, Moderate-2 and Lowest-3):** \_\_\_\_\_ (No) \_\_\_\_\_ (in words)

**Signature:** \_\_\_\_\_

**Full name and address of the Reviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>FOR PIU-BARC OFFICIAL USE</b>	
Project ID No.	:
Sent date for Review	:
Return date after Review	:
Comments / Opinion (put $\checkmark$ in appropriate box)	
<input type="checkbox"/>	Returned for revision
<input type="checkbox"/>	Recommended for funding
<input type="checkbox"/>	Not recommended for funding

**Comment sheet of Reviewers on the CRG/PBRG FRP****(Please sign in appropriate place)**

1. Title of the proposal : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Principal Investigator/ Co-PI(s) and organization : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Statement on the proposal submitted (single/ collaborative) along with appropriateness of the operational/implementation arrangement and advantages/ disadvantages (within 100 words) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Comment on the merit of the proposal in respect of methodology, proponent(s) research capability and delivery of result within the timeframe (within 200 words) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Feasibility of tracking progress using indicated monitoring and evaluation indicators and adoption of the generated technology by the target beneficiary (within 150 words) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Justification of the proposed budget, allocation of resources for major activities and activity schedule (within 150 words) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Concluding remarks on the acceptance/ revision/ funding of the proposal (within 150 words) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

---

Signature : \_\_\_\_\_  
 Name of the Reviewer : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Date : \_\_\_\_\_

**Letter of Agreement (LoA)**  
**For funding of sub-project under Competitive Research Grants (CRG) / Program Based Research Grants (PBRG)**

Signed  
*Between*  
**Bangladesh Agricultural Research Council**

(here in after called the First party and represented by the Director, PIU-BARC, NATP-2)

*And*

----- (institution(s))  
 (here in after called the Second Party(ies) represented by the Coordinator/Principal Investigator)

on ----- day of the month of ----- 2016

**WHEREAS**

- a) The first party has invited sub-project proposals for funding under CRG/PBRG in order to generate research information/ technology for adoption by the farming community with a view to enhance productivity and income.
- b) The second party(ies) in response, has/have expressed interest through the proponent of research (Coordinator/Principal Investigator) to implement (sub-Project Title) ..... effective from the date of signing LoA/ receipt of 1<sup>st</sup> installment fund for a period of ..... years.
- c) The second party(ies) having represented to the PIU-BARC that it (they) has (have) the required professional skill and personnel and technical resources to implement the sub-project, the PIU-BARC has agreed to sanction a sum of Taka .....to be used/shared by/within the second party(ies) with, Taka..... for ....., Taka..... for ....., Taka..... for ..... for implementation of the sub-project activities on the terms and conditions set forth in this LoA.

NOW THEREFORE, the party(ies) hereto hereby agree as follows:

- 1) THAT the following documents attached hereto shall be deemed to form an integral part of this LoA:
  - a) PIU-BARC approved project proposal (Annex -2)
  - b) Reporting obligations (Annex-18 A, B, C, D, E & F)
  - c) Budgetary instructions (Annex-4)
  - d) Monitoring formats (Annex- 16 and 17 and 18f)
  - e) Fund disbursement (Annex-15)
  - f) Monthly Statement of Expenditure(SoE) format (Annex-20)
- 2) THAT the mutual rights and obligations of the PIU-BARC and the Second Party(ies) shall be as set forth in this LoA:
  - a) The second party(ies) shall implement the sub-project in accordance with the provisions of this LoA;
  - b) The PIU-BARC shall disburse funds to the head of the institution(s) in favour of the Coordinator/Principal Investigator as per provision of this LoA.
  - c) The second party(ies) shall carry out monitoring and evaluation (besides the M&E activities carried out by the PIU-BARC) through the M&E cells formed at the organization level/to be formed for the purpose and shall report back as per set dates to PIU-BARC.

- 3) THAT the second party(ies) will appoint staff (as per provision of the approved project, if any) within maximum three months from the date of signing of the LoA/ receipt of 1<sup>st</sup> installment fund from PIU-BARC and will use them exclusively for the activities in connection with the implementation of the CRG/PBRG sub-project. The recruitment procedure will be done by the respected division of BARC or in assistance by PIU-BARC.
- 4) THAT the second party(ies) will keep the sub-project funds in a current account opened in a scheduled bank for the purpose in the name of the sub-project with separate cash book to be operated as per the existing rules/instructions of the Institution/PIU-BARC.
- 5) THAT the Coordinator/Principal Investigator will send statements of expenditure (SoE) per month/as required, as per the prescribed format and requirement of PIU-BARC with a copy to the respective Head of the Institution.
- 6) THAT the second party(ies) will comply with all types of reporting including the financial reporting and its management in accordance with the guidelines/instructions of the Financial Management being followed by the PIU-BARC/Government of Bangladesh.
- 7) THAT the second party(ies) will follow the guidelines and procedures of procurement as layed out in the PPR- 2008/09 and shall submit report on procurement matter as per the prescribed schedule/requirement of the PIU-BARC. Procurement plan shall have to approved and endorsed by the respective organization before being sent for final approval by the PIU-BARC. For the procurement of capital items, prior approval of PIU-BARC will be required.
- 8) THAT the second party(ies) agrees that in case of any dispute arising out of this LoA which can not be amicably settled between the parties shall be referred to adjudication / arbitration in accordance with the procedure set by PIU-BARC.
- 9) THAT the Rights to any Intellectual Property developed at any time, as a part of the activities of the research sub-project shall be vested jointly with the first party and will be in the public domain.
- 10) THAT the second party(ies) will be responsible for all matter relating to audit and accounts and shall do needful to resolve any such issue(s) before the project end.
- 11) THAT the second party(ies) will on completion of the sub-project will handover all goods purchased and all materials developed using sub-project fund to the organization of the respective Coordinator/Principal Investigator of the CRG/PBRG implemented and return unspent fund to the first party or as decited by PIU-BARC.

IN WITNESS WHEREOF, the parties hereto have caused this LoA to be signed in their respective names as of the day, month and year written above.

ON BEHALF OF THE FIRST PARTY

By \_\_\_\_\_  
 Director, PIU-BARC  
 Name: .....  
 Designation: .....  
 Address: .....  
 Phone:.....Mobile :.....E-mail:.....

ON BEHALF OF THE SECOND PARTY(ies)

a) By \_\_\_\_\_

Authorized representative of the Second Party(ies)(*Coordinator / PI/Co-PI to sign with a letter of authorization from the Head of the Institution*)

Name: .....  
 Designation: .....  
 Address: .....  
 Phone:.....Mobile :.....E-mail:.....

b) By \_\_\_\_\_

Authorized representative of the Second Party(ies) (*Coordinator PI/Co-PI to sign with a letter of authorization from the Head of the Institution*)

Name: .....  
 Designation: .....  
 Address: .....  
 Phone:.....Mobile :.....E-mail:.....

c) By \_\_\_\_\_

Authorized representative of the Second Party(ies) (*Coordinator PI/Co-PI to sign with a letter of authorization from the Head of the Institution*)

Name: .....  
 Designation: .....  
 Address: .....  
 Phone:.....Mobile :.....E-mail:.....

**Witness:** (*One from the first party and one each from the second party(ies)*)

1) Signature: ..... Name: ..... Full Address: ..... ..... .....	1) Signature: ..... Name: ..... Full Address: ..... ..... .....
2) Signature: ..... Name: ..... Full Address: ..... ..... .....	2) Signature: ..... Name: ..... Full Address: ..... ..... .....
3) Signature: ..... Name: ..... Full Address: ..... ..... .....	3) Signature: ..... Name: ..... Full Address: ..... ..... .....
4) Signature: ..... Name: ..... Full Address: ..... ..... .....	4) Signature: ..... Name: ..... Full Address: ..... ..... .....



**COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF LoA**

<i>Effectiveness of LoA:</i>	This LoA shall come into effect on the date the LoA is signed by both parties and remain effective upto mentioned in the approved sub-project proposal.
<i>Coordinated sub-project management</i>	In the case of a sub-project proposed to be implemented through coordinated arrangement between/among more than one institution, each of them will be treated as a party and shall jointly and separately named and be separately liable to the first party for obligations under this LoA.
<i>Commencement Project Implementation:</i>	The institution(s) shall be carrying out the Project implementation from the date of signing of the LoA or at such other date as may be specified or communicated by PIU-BARC
<i>Expiration of LoA:</i>	This shall terminate at the end of such time period after the Effective Date as is agreed in the LoA or communicated by PIU-BARC.
<i>Modification:</i>	Modification of the terms and conditions of this LoA, may only be made by written agreement between the Parties and shall not be effective until the consent of PIU-BARC has been obtained.
<i>Force Majeure Definition</i>	For the purposes of this LoA, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance or its obligations under the LoA impossible or so impractical as to be considered impossible under the circumstances.
<i>No Breach of Contract:</i>	The failure of a Party to fulfill any of its obligations under the LoA shall not be considered to be a breach of, or default under, this LoA insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this LoA, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
<i>Extension of Time:</i>	Any period within which a Party shall, pursuant to this LoA, complete any action or task, shall be extended for a period equal to the time during which such Party was unable, subject to the satisfaction of the PIU-BARC, to perform such action as a result of Force Majeure.
<i>Payments:</i>	During the period of their inability to perform the project implementation as a result of an event of Force Majeure, the institution shall be entitled to continue to be paid under the terms of this LoA, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of project implementation and in reactivating the process after the end of such period.
<i>Termination:</i>	The PIU-BARC may terminate this LoA, by not less than thirty (30) days’ written notice of termination to the institution, to be given after the occurrence of any of the events specified in paragraphs (a) and (b) and sixty (60) days’ in the case of the event referred to in (c). <ul style="list-style-type: none"> <li>(a) If the institutions do not remedy a failure in the performance of their obligations under the LoA, within thirty (30) days’ after being notified or within any further period as PIU-BARC may have subsequently approved in writing.</li> <li>(b) If, as the result of Force Majeure, the institutions unable to perform a material portion of the project implementation for a period of not less than sixty (60) days; or</li> <li>(c) If the PIU-BARC in its sole discretion, decides to terminate this LoA.</li> </ul>

LETTER OF AUTHORIZATION

Dr./Mr./Ms. ....Designation.....
of this Organization/Institute/University .....
submitted a sub-project entitled:.....” for
funding under CRG/PBRG of PIU-BARC, NATP-2.

We are informed that, the sub-project has been approved by the Executive Council of BARC. As
such, the proponent of the sub-project, as Coordinator/ Principal Investigatoris hereby authorized
to sign a Letter of Agreement (LoA) on behalf of this institute/university/organization with PIU-
BARC for implementation of the sub-project activities in line with the terms and conditions laid
out in the LoA.

Authorized by
(Head/Authorized representative of the
institute/ university)

Signature: .....
Name: .....

Designation: .....
Address: .....

.....

Phone: .....
Cell: .....
e-mail: .....

Signature: .....
Name: (Coordinator/Principal
Investigator): .....

Designation: .....
Address: .....

.....

Phone: .....
Cell: .....
e-mail: .....

Note: To be submitted in official pad.

**FUND DISBURSEMENT BY PIU-BARC**

A current account to be opened in the name of the sub-project in a local scheduled Bank and maintained. Monthly Statement of Expenditure (SoE) report may be required by the PIU-BARC; certified by the appropriate authority of the institution, as applicable to be submitted to the PIU-BARC along with a bank statement. Subject to the fulfillment of necessary conditions, disbursement will be made according to the following schedule;

- 25% of the revenue cost of the year-1 budget upon signature of the LoA
- 25% of the revenue cost of the year-1 budget on submission of inception report.
- 100% of capital expenses of each year to be released upon the prior approval of procurement plan from PIU-BARC.
- Rest 50% of the revenue cost of the year-1 budget on submission of half-yearly report.
- The rest fund on half-yearly installments as per annual budget
- 50 % of the last installment budget upon submission of Project Completion Report

The schedule may be changed depending on the project period or as decided by the PIU-BARC. Half yearly installment of fund shall be released upon receipt of acceptable progress and financial reports of the previous six months. The unspent amount of the previous installment shall be adjusted with subsequent half yearly installment. No fund shall be spent beyond the project period.

**Desk Monitoring Format for CRG and PBRG Subprojects**  
**For the Quarter:** From ..... to .....

1. Sub-Project Title: .....
2. Duration: From..... to .....
3. Name of the Coordinator/Principal Investigator/Co-Principal Investigator (as applicable):

**A. Technical**

Major Activity (e.g. Baseline survey, Lab/ field experimentation, etc.)	Activity status (No./date)		% Completion				Cumulative % of completion: current year	Cumulative % of completion from start
	Planned	Actual	Q1	Q2	Q3	Q4		
a.								
b.								
c.								

**B. Financial**

	Fund Released (Tk.)				Expenditure (Tk.)				Cumulative % of completion: current year	Remarks (Difference between release and expenditure or any other)
	1 <sup>st</sup> install ment	2 <sup>nd</sup> install ment	3 <sup>rd</sup> install ment	4 <sup>th</sup> install ment	Q1	Q2	Q3	Q4		
Year 1										

**C. Procurement**

Major Activity	Activity status		% Completion				Cumulative % of completion: current year	Cumulative % of completion from start
	Planned (No./date)	Actual (No./date)	Q1	Q2	Q3	Q4		
a. Goods								
- Research Expenses								
- Equipment								
- Others								
b. Works								
- Renovation								
- Others								
c. Services								
- Contractual manpower								
- Others								

**D. Reporting**

Report type	Planned/ schedule (month/year)	Actual (month/year)	Remarks
a. Inception report			
b. Six-monthly report			
c. Annual report			
d. Field Monitoring Report			
e. Project Completion Report			

**Desk Monitoring Members:**

Name with position	Organization	Signature with date
1.		
2.		
3.		

## FIELD MONITORING FORMAT for PBRG

Date of Field Visit:.....Monitoring Period: From.....To.....

1. Sub-Project Title:.....

2. Name of Implementing (Component) Institute:.....

3. Coordinator/Principal Investigator/ Co-Principal Investigator (as applicable):

Name ..... Cell # ..... Email .....

4. Sub-Project Duration (as per approval/LoA/revision): Start: .....Completion .....

5. Location (s) of the Sub-Project: .....

6. Name of project Personnel (s) interviewed/ met/ discussed with address:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

## 7. Key Monitoring Indicator:

Objective wise major Activities/milestones accomplished		Status	Remarks
Objective 1			
Objective 2			
Objective 3			

## 8. Technology intended to be Generated/updated/validated:

Sl.No	Description of the Technology	Number	Achievements/Status	Remarks

## 9. Training:

Training Title	Training duration (days)	No. of participants and batch		No. trained		Remarks
		Target	Achievement	Male	Female	

## 10. Knowledge management (Journal article, Manual, Booklet, Media coverage, dissemination activity etc.)

Sl.No	Type of Documentation/Publicity	Number	Achievements/Status	Remarks

*11. Financial*

	Amount (Tk.)	Remarks
a. Total Budget :		
b. Funds Received till to date:		
c. Expenditure till to date:		
i) Incurred		
ii) Committed		
iii) Actual Balance		

**14. Procurement**

Major Activity *	Type (Goods/ works/service)	Activity status (No./ date)	
		Planned	Actual
i)			
ii)			
iii)			
iv)			
v)			

\*as per approved procurement plan

**16. Problems/Constraints/ Limitation:**

Description	Implementers opinion	Suggested solution by the Monitoring Team

**17. Observation/comments & suggestions by the Monitoring team:**

- a.
- b.
- c.

**Field Monitoring Members:**

Name with position	Organization	Signature with date
1.		
2.		
3.		
4.		
5.		

## Inception Report

Cover Page:

Table of Contents:

Executive Summary:

1. Sub-Project title :
2. Coordinator/Principal Investigator/Co-principal investigator :
3. Purpose/Objective of the sub-project :
4. Duration : From \_\_\_\_\_ to \_\_\_\_\_
5. Total approved cost : Taka \_\_\_\_\_
6. Approach and methodology :
7. Log frame :
8. Outputs/ outcome :
9. Key monitoring and evaluation indicators\*

Major Activities	Time Period (months)								Remarks
	6	12	18	24	30	36	42	48	

\* Indicators to be measurable and result oriented. Baseline information to be one of the evaluation indicators

10. Workplan :

Sl. No	Major activities	Year-1**												Y-2	Y-3	Remarks
		Month														

**Note:\*\*** By month and by year, for the entire project period. Start from the Letter of Agreement (LoA) signing month. Use arrow to express the timeframe

11. Budget (for the sub-project cycle as per approved PP by year):

**Summary of Budget (in Taka):**

Line Item *	Year-1	Year-2	Year-3	Year-4	Sub-Total	% of grand total
A. Contractual Staff Salary						
B. Operating Expenses						
C. Fuel, Oil and Maintenance						
D. Field Research / Lab expenses and supplies						
E. Publications and printing						
F. Training/Workshop/Seminar etc.						
G. Capital Expenses						
H. Contingencies						
<b>Grand Total</b>						

12. Procurement Plan (for the sub-project cycle by year):

**Quarterly Report**

For the quarter of .....to ..... 20.....

Cover Page

Table of Contents

Executive Summary

1. Sub-Project title :
2. Coordinator/Principal Investigator/Co-principal investigator :
3. Full address with phone and e-mail :
4. Duration of the sub-project: From \_\_\_\_\_ to \_\_\_\_\_
5. Total approved Budget (Taka): \_\_\_\_\_
6. Methodology followed:
7. Analysis of the information /data:
8. Major outputs and recommendations/remarks

Sl. No	Major technical activities of the quarter	Outputs	Recommendation/remarks

9. Financial Progress in the current quarter

Sl. No	Major Head	Fund released in this financial year (Tk.)	Expenditure in this quarter (Tk.)	Remarks

10. Progress of Procurement in the current quarter

Sl. No	Item(s) of Procurement	Achievements	% of achievements	Remarks

11. Work plan for the next quarter

Sl. No	Major activities	Months of the quarter			Remarks
		.....	.....	.....	

12. Problems/ Constraints

Signature of the Coordinator/Principal Investigator

Date .....



## Half Yearly Report

For the Duration: From .....to ..... 20.....

Cover Page

Table of Contents

Executive Summary

1. Sub-Project title :
2. Coordinator/Principal Investigator/Co-principal investigator :
3. Full address with phone and e-mail :
4. Duration of the sub-project: From \_\_\_\_\_ to \_\_\_\_\_
5. Total approved Budget (Taka): \_\_\_\_\_
6. Methodology followed:
7. Compliance to the implementation / review workshop decisions (if applicable):
8. Analysis of the information /data (supported by tables, result & discussions, research achievements, highlights and photos):

### 9. Major outputs and recommendations/remarks

Sl. No	Major technical activities in the last 6 months	Outputs (Key monitoring and evaluation indicators*)		Remarks
		Target	Actual	

\* Indicators to be measurable and result oriented for the entire duration at the time interval mentioned.

### 10. Progress of Procurement in the last six months

Sl. No	Items of Procurement	Achievements	% of achievements	Remarks

### 11. Financial Progress in the last six months

Sl. No	Major Head	Fund released in this financial year (Tk.)	Expenditure in the last 6 months (Tk.)	Remarks

### 12. HRD/ Training

Title (Higher degree/ training)	Status		No. of participants	Identity of incumbent / resource persons	Remarks
	Target	Actual			

**13. Reporting**

Report type	Date of submission as per Plan/ schedule	Actual date of submission	Remarks
a. Inception report			
b. Statement of expenditure.(SoE)*			
c. Quarterly report(s)*			
d. Six monthly report			
e. Procurement plan			
f. Annual research program format			
g. Field Monitoring Report(s)**			

\* Provide all the dates by month and quarter since start to date.

\*\* Conducted at the local level by implementing agencies. To be submitted by quarter.

**14. Work plan for the next six months**

Sl. No	Major activities								Remarks

**15. Problems/ Constraints**

Signature of the Coordinator/Principal Investigator

Date .....

**Annual Report**

For the Year: From ..... to .....

Cover Page

Table of Contents

Executive Summary (Maximum 1 Page)

1. Sub-Project title :
2. Coordinator/Principal Investigator/Co-principal investigator :
3. Full address with phone and e-mail :
4. Duration of the sub-project: From \_\_\_\_\_ to \_\_\_\_\_
5. Total approved Budget (Taka): \_\_\_\_\_  
Total fund released (Tk): \_\_\_\_\_  
Total fund Spent (Tk): \_\_\_\_\_  
Unspent fund (Tk.): \_\_\_\_\_
6. Methodology followed:
7. Analysis of the information /data (supported by tables, result & discussion, research achievements, highlights and photos):

**8. Major outputs and recommendations/remarks**

Sl. No	Major technical activities performed	Achievements so far	Remarks

**9. Progress of Procurement**

Sl. No	Plan of Procurement	Achievements	% of achievements	Remarks

**10. Financial Progress**

Sl. No	Major Head	Fund released (Tk.)	Expenditure (Tk.)	Balance (Tk)	Remarks

**11. HRD/ Training**

Title (Higher degree/ training)	Status		No. of participants	Identity of incumbent / resource persons	Remarks
	Target	Actual			

**12. Reporting**

Report type	Date of submission as per Plan/ schedule	Actual date of submission	Remarks
a. Inception report			
b. Statement of expdts.(SoE)*			
c. Quarterly report(s)*			
d. Six monthly report			
e. Procurement plan			
f. Annual research program format			
g. Field Monitoring Report(s)**			

\* Provide all the dates by month and quarter since start to date.

\*\* Conducted at the local level by implementing agencies. To be submitted by quarter.

**13. Work plan for the next year**

Sl. No	Major activities								Remarks

**14. Problems/ Constraints**

Signature of the Coordinator/Principal Investigator

Date .....

## Project Completion Report (PCR)

*(Submission: Draft report- two copies, 90 days before sub-project end. Final report -15 hard and one soft copy, within 30 days of sub-project end)*

### A. Sub-project Description

1. Title of the CRG sub-project: \_\_\_\_\_
2. Implementing organization: \_\_\_\_\_
3. Name and full address with phone, cell and E-mail of PI/Co-PI (s): \_\_\_\_\_
4. Sub-project budget (Tk):
  - 4.1 Total: \_\_\_\_\_
  - 4.2 Revised (if any): \_\_\_\_\_
5. Duration of the sub-project:
  - 5.1 Start date (based on LoA signed): \_\_\_\_\_
  - 5.2 End date: 30 September 2021
6. Justification of undertaking the sub-project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Sub-project goal: \_\_\_\_\_
8. Sub-project objective (s): \_\_\_\_\_
9. Implementing location (s): \_\_\_\_\_
10. Methodology in brief: \_\_\_\_\_
11. Results and discussion: \_\_\_\_\_
12. Research highlight/findings (Bullet point – max 10 nos.): \_\_\_\_\_

### B. Implementation Position

#### 1. Procurement:

Description of equipment and capital items	PP Target		Achievement		Remarks
	Phy (#)	Fin (Tk)	Phy (#)	Fin (Tk)	
(a) Office equipment					
(b) Lab & field equipment					
(c) Other capital items					

#### 2. Establishment/renovation facilities:

Description of facilities	Newly established		Upgraded/refurbished		Remarks
	PP Target	Achievement	PP Target	Achievement	

#### 3. Training/study tour/ seminar/workshop/conference organized:

Description	Number of participant			Duration (Days/weeks/ months)	Remarks
	Male	Female	Total		
(a) Training					
(b) Workshop					

**C. Financial and physical progress**

**Fig in Tk**

Items of expenditure/activities	Total approved budget	Fund received	Actual expenditure	Balance/ unspent	Physical progress (%)	Reasons for deviation
A. Contractual staff salary						
B. Field research/lab expenses and supplies						
C. Operating expenses						
D. Vehicle hire and fuel, oil & maintenance						
E. Training/workshop/seminar etc.						
F. Publications and printing						
G. Miscellaneous						
H. Capital expenses						

**D. Achievement of Sub-project by objectives: (Tangible form)**

Specific objectives of the sub-project	Major technical activities performed in respect of the set objectives	Output(i.e. product obtained, visible, measurable)	Outcome(short term effect of the research)

**E. Materials Development/Publication made under the Sub-project:**

Publication	Number of publication		Remarks (e.g. paper title, name of journal, conference name, etc.)
	Under preparation	Completed and published	
Technology bulletin/ booklet/leaflet/flyer etc.			
Journal publication			
Information development			
Other publications, if any			

**F. Technology/Knowledge generation/Policy Support (as applied):**

i. **Generation of technology (Commodity & Non-commodity)**

ii. **Generation of new knowledge that help in developing more technology in future**

iii. **Technology transferred that help increased agricultural productivity and farmers' income**

iv. **Policy Support**

## Monitoring

### Monitoring

#### 01. Internal Monitoring:

Name of the officials	Name of organization (e.g. BARI/BIRRI/BSRI/Univ./ Etc.	Date of monitoring visit	Findings

#### 02. External Monitoring by BARC hired farm/WB :

Name of the officials	Agencies of officials	Date of monitoring visit	Findings

## Testimony of Past Experience of NGOs and Private Research Providers

1. Project Title:
2. Country:                      Location:
3. Name of Client with address:
4. Start date (month/year):              Completion date (month/year):
5. Duration of assignment (Months):
6. Name and address of associated organization(s), if any:
7. Total cost of project: Tk.
8. Approximate value of services provided by your organization under the contract:
9. Total no. of staff-months of the assignment:
10. No. of Professional staff-months provided by associated organization(s):
11. Mention name(s) of senior professional staff involved and assignment performed:
12. Narrative description of project:
13. Output/Findings of the project:

Firm's Name:

Signature (Head /Authorized representative):

**NB:** Repeat the same format separately above when experience involve with more than one project



## Statement of Expenditure (SoE)

Dated: .....

Project ID:

The Director  
PIU-BARC, NATP-2  
Bangladesh Agricultural Research Council (BARC), Farmgate, Dhaka

**Subject:** Monthly Statement of Expenditure (SOE) of (Name of sub-Project) for the month of.....20..... under CRG/PBRG.

Dear Sir,

Please find below the SOE for the month of ..... 20..... The total expenditure during the month is Tk. .... (in words .....). I have attached copies of the relevant documents for your consideration. I confirmed that percentage of component expenditures maintained within ceiling as per budgetary instructions on CRG/PBRG.

(Figure in Tk.)

Head of Expenditure as per Financing Agreement	Total cost of the Project	Approved budget for current year	Advance/Fund received to till date	Spent during the reporting month	Cumulative spent up to reporting month of the year	Cumulative spent up to reporting month from inception	Unspent balance
A. Contractual Staff Salary							
B. Field Research / Lab expenses and supplies							
C. Operating Expenses							
D. Vehicle Hire and Fuel, Oil & Maintenance							
E. Training/ Workshop/ Seminar etc.							
F. Publications and printing							
G. Miscellaneous							
H. Capital Expenses							
Total							

- Note:** 1. Unspent balance should be supported by a copy of the bank statement & bank reconciliation statement.  
2. Supporting documents for this SOE are retained at Project office.

Prepared by:  
Signature:

Countersigned by:  
Signature:

Endorsed by:  
Signature

Name:  
Date:

PI/Co-PI (Name):  
Date:  
Seal:

(Head of Institution)  
Date:  
Seal: