**OPERATION MANUAL**

**FOR**

**KGF Research and Development (R&D) Programs**

**in Agricultural Sciences**

**(2nd Revision)**

Krishi Gobeshona Foundation (KGF)

A non profit Organization to Support R&D

In agricultural Sciences



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**TABLE OF CONTENTS**

|  |  |  |
| --- | --- | --- |
| **CONTENTS** | | **PAGE** |
| **Abbreviations and Acronyms** ……………………………………………………………………….. | | **iv** |
| **Chapter-1: KGF R&D Program in Agricultural Sciences:…………………………………………** | | **1** |
| 1.1 | Introduction………………………………………………………………….……………… | 1 |
| 1.2 | Background of establishing KGF… ………………………………………….…………….. | 2 |
| 1.3 | Scopes and objectives of KGF ………………….………... ………………………………... | 2 |
| 1.4 | KGF R&D Programs/Projects for awarding Grants…………………………………………. | 4 |
| 1.4.1 | Competitive Grants Program (CGP)………………………………………………………… | 4 |
| 1.4. 2 | Technology Piloting Program (TPP)……………………………………………………....... | 4 |
| 1.4. 3 | Commissioned Research Program (CRP)…………………………………………………… | 4 |
| 1.4. 4 | Capacity Enhancement Program (CEP)…………………………………………………….. | 5 |
| 1.4. 5 | International Collaborative Program (ICP)…………………………………………………. | 5 |
| 1.5 | Governance and Management of KGF … ………………………………………….………. | 5 |
| 1.5.1 | General Body (GnB)………………………………..…….………………………………… . | 5 |
| 1.5.2 | Board of Directors (BoDs)……………………………..……..............….………………….. | 5 |
| 1.5.3 | Executive Director (ED)…………………………………………………………………….. | 6 |
| 1.5.4 | The Secretariat…………………….…………….…………………………………………… | 6 |
| 1.5.5 | Technical Advisory Committee (TAC)…………....……..………………………………….. | 6 |
| **Chapter-2: Grant making process of KGF R&D Programs/Projects:……………………………..** | | **7** |
| 2.1 | Purpose of the Grants…………………………………………………………………….. … | 7 |
| 2.2 | Grant Making Process of Projects under CGP………………………………………………. | 7 |
| 2.2.1 | Identification and prioritization of Researchable areas/issues…………………………......... | 7 |
| 2.2.2 | Public Call for Submission of Research Project Proposal as Concept Note (CN) / Pre-Proposal………..........................................................................................................…... | 8 |
| 2.2.3 | Screening of the Concept Notes …………………………………………………………….. | 8 |
| 2.2.4 | Invitation for submission of Full Research Project Proposals (FRPP) on the selected CNs… | 8 |
| 2.2.5 | Peer Review of FRPP by two expert reviewers …….………………………………………. | 8 |
| 2.2.6 | Overview and short listing of the reviewed FRPPs by TAC ………………………..…......... | 9 |
| 2.2.7 | Appraisal (Oral presentation) of short listed FRPPs by PIs before TAC……………………. | 9 |
| 2.2.8 | Ranking and making recommendation of FRPPs by TAC …………………………..….. … | 9 |
| 2.2.9 | Rationalization (technical & financial) of the approved projects by TAC/KGF Expert professionals as per Board instructions…………………………………………………........ | 9 |
| 2.2.10 | Contract Signing of the rationalized approved projects……………………………………. | 9 |
| 2.3 | Grant Making Process and Management of CRP……………………………………..……. | 10 |
| 2.4 | Grant Making Process and Management of TPP…………………………………..………. | 12 |
| 2.5 | Grant Making Process and Management of Basic Research ………………………………. | 13 |
| 2.6 | Grant Making Process and Management of Internationla Collaborative Program (ICP)....... | 13 |
| **Chapter-3: Project Operation and Management:……………………………………………….. …** | | **14** |
| 3.1 | Implementation arrangement of the awarded Projects……………………………………… | 14 |
| 3.2 | Fund Disbursement…………………………………………………………………………. | 14 |
| 3.3 | Concurrent Monitoring and Evaluation of the implemented Project……………………….. | 15 |
| 3.3.1. | Monitoring:…………………………………………………………………………………. | 15 |
| a) | Desk Monitoring………………………………………………………………………….…. | 15 |
| b) | Field Monitoring………………………………………………………………………….…. | 15 |
| 3.3.2. | Evaluation…………………………………………………………………………………… | 16 |
| 3.3.3 | Strategies of Project M&E System………………………………………………………….. | 18 |
| 3.4 | Progress Reporting and Assessment:………………………………………………………… | 18 |
| 3.4.1. | Project Inception Report (PIR)……………………………………………………………… | 18 |
| 3.4.2. | Half Yearly Progress Report (HYPR)………………… ……………………….…… | 18 |
| 3.4.3. | Annual Progress Report (APR)…………………………………………………………....... | 18 |
| 3.4.4. | Project Completion Report (PCR)…………………………………………………………… | 19 |
| 3.5 | Project Inception Workshop, Coordination Meeting and Review Workshop ………………. | 19 |
| 3.6 | Documentation on the awarded projects…………………………………………………….. | 19 |
| 3.7 | Policy Guidelines, Principles and Procedures for R&D Programs of KGF ............................ | 20 |
| **Chapter-4: Financial Management: ………………………………………………………………….** | | **24** |
| 4.1 | Preparation and approval of Annual Budget of KGF (Jan-Dec) …………………………… | 24 |
| 4.2 | Project Budget and Fund Release…………………………………………………………… | 24 |
| 4.3 | Accounting policies and practices………………………………………………………….. | 24 |
| 4.4 | Financial Reporting at Program and Project levels…………………………………………. | 24 |
| 4.5 | Auditing Arrangement at Program and Projects levels…………………………………........ | 24 |
| 4.6 | Training of Project PIs and Accountants on Financial Management………………………... | 24 |

**List of Figures:**

|  |  |  |
| --- | --- | --- |
| Fig. 1 | A Flow Diagram showing Grant Making Progress of CGP Project………………………… | 9 |
| Fig. 2 | A Flow Diagram of M&E System………………………………………………………....... | 17 |

**List of Annexure:**

|  |  |  |
| --- | --- | --- |
| Annex-1 | A Sample Copy of the Public Call (Call for Proposals)………………………………… | 26 |
| Annex-2 | Guidelines for Submission of Research Project Proposals under CGP…………………. | 27 |
| Annex-3 | Project Concept Note (CN)/Pre-Proposal Submission Format for CGP……………….. | 33 |
| Annex-4 | Project Concept Note Screening Format for CGP………………………………………. | 36 |
| Annex-5 | Full Research Project Proposal (FRPP) Submission Format For CGP………………….. | 37 |
| Annex-5 (i) | Detailed Budget Format for Entire Proposal……………………………………………. | 44 |
| Annex-6 | Criteria for Scoring FRPP: An Expert Evaluation …………………………………....... | 46 |
| Annex-7 | Environmental Screening matrix-Agricultural Research ……………………………….. | 48 |
| Annex-8 | Agreement through Memorandum of Understanding (A Sample Copy)……………….. | 49 |
| Annex-9 | An outline for Full Research Project Proposal Submission under CRP….……………. | 53 |
| Annex-10 | Technical Bulletin Format………………………………………………………………. | 56 |
| Annex-11 | Projukti Barta ………………………………………………………………………....... | 57 |
| Annex-12 | Full Research Project Proposal Format for TPP……………………………………....... | 58 |
| Annex-13 | Full Research Project Proposal Format for Basic Research……………………………. | 63 |
| Annex-14 | Concurrent Monitoring and Evaluation Format ……………………………………...... | 70 |
| Annex-15 | Environmental Monitoring Format: Agricultural Research ……………………………. | 75 |
| Annex-16 | Project Inception Reporting (PIR) Format with Guidelines……………………………. | 76 |
| Annex-17 | Half-Yearly Progress Reporting Format with Guidelines………………………………. | 84 |
| Annex-18 | Progress Report Assessment Format for Fund Release………………………………… | 89 |
| Annex-19 | Annual Progress Reporting Format with Guidelines………………………………... … | 91 |
| Annex-20 | Guidelines for Evaluation of the Annual Progress Report……………………………… | 96 |
| Annex-21 | Project Completion Reporting Format with Guidelines ………………….…………….. | 98 |
| Annex-22 | Guidelines for Evaluation of the Project Completion Report …………………………... | 103 |
| Annex-23 | **cvBjU cÖK‡íi AMÖMwZi Aa©evwl©K cÖwZ‡e`b `vwL‡ji QK** | 105 |
| Annex-24 | **cvBjU cÖK‡íi AMÖMwZi evwl©K cÖwZ‡e`b `vwL‡ji QK** | 110 |
| Annex-25 | **cvBjU cÖK‡íi AMÖMwZi P~ovšÍ cÖwZ‡e`b `vwL‡ji QK** | 115 |
| Annex-26 | Project Profile Format…………………………………………………………………... | 119 |
| Annex-27 | Tentative Annual Time Table of KGF for Implementation and Management of R&D Programs………………………………………………………………………………... | 121 |

**ABBREVIATIONS AND ACRONYMS**

ACIAR Australian Council for International Agricultural Research

ARI Agriculture Research Institute

APR Annual Progress Report

BARC Bangladesh Agricultural Research Council

BKGET Bangladesh Krishi Gobeshona Endowment Trust

BODs Board of Directors

CEO Chief Executive Officer

CEP Capacity Enhancement Program

CGP Competitive Grant Program

CI Co-Investigator

CN Concept Note

CRP Commissioned Research Program

CSIRO Commonwealth Scientific and Industrial Research Organization

CV Curriculum Vitae

ED Executive Director

FRPP Full Research Project Proposal

GnB Governing Body

GO Government Organization

HYPR Half Yearly Progress Report

IDA International Development Association (WB Group)

IFAD International Fund for Agricultural Development

IP Intellectual Property

KGF Krishi Gobeshona Foundation

MAA Memorandum and Articles of Association

MCCA Modeling Climate Change in Agriculture

M&E Monitoring and Evaluation

MoU Memorandum of Understanding

NARIs National Agricultural Research Institutes

NARS National Agricultural Research System

NATP National Agricultural Technology Project

NGO Non- Government Organization

NRI Natural Resource Institute

PCR Project Completion Report

PCU Project Coordination Unit

PI Principal Investigator

PIR Project Inception Report

PIU Project Implementation Unit

PO Private Organization

PPR Public Procurement Rules

R&D Research and Development

SoE Statement of Expenditure

TAC Technical Advisory Committee

UK United Kingdom

USA United States of America

**Chapter-1**

**KGF R&D Programs in Agricultural Sciences:**

**1 .1 INTRODUCTION:**

Krishi Gobeshona Foundation (KGF), a government sponsored non-profit organization was established in 2007 under the companies Act of 1994 with a vision to foster enabling environment for promoting need based agricultural research and development as well as capacity enhancement for sustaining agricultural productivity and nutritional security. In reality, KGF started functioning from late 2008 with the engagement of its Executive Director (ED) and availability of fund from the National Agricultural Technology Project (NATP): Phase-I financed jointly by the world Bank, IFAD and GoB. The main function of KGF is to provide research grants and technical supports in a sustainable way to researchers working in public and private sector organizations, universities and non-government organizations involved in agricultural research and development. Other two important functions of KGF are (i) to encourage and promote priority research that has potentials to generate, validate, refine and up-scale of technologies for increasing production without environmental degradation and (ii) to create a common platform for public and private sectors’ researcher along with their capacity enhancement for undertaking a time bound result oriented agricultural research to accelerate agricultural growth.

Initially KGF was involved solely in the management and implementation of the Competitive Grants Program (CGP), a sub-component of the National Agricultural Technology Project (NATP:Phase-I) which ended in December 2014. KGF offered grants to those CGP projects which were crucial to bridge yield gaps, respond to pre-identified, location specific problems and address other demand-based issues for improving productivity and farm income. The KGF’s CGP grant making process started in October, 2008 following the BARC’s initial operational manual which was revised in 2010. The priority researchable issues under different sub-sectors of agriculture as identified by BARC were the basis of proposal submission and awarding grants for CGP project. As a grant making organization, KGF is responsible for among others, management of short and long term research programs, providing technical and financial support to priority agricultural research and development (R&D) activities and improvement of research capacity.

The sustainable funding source of KGF is the profit from an endowment fund created by the Government of Bangladesh (GoB) in 2008 as BKGET (Bangladesh Krishi Gobeshona Endowment Trust) which is operated through a Board of Trustees, headed by the Secretary, MoA. KGF started receiving fund from Bangladesh Krishi Gobeshona Endowment Trust (BKGET), the principal and sustainable funding source from the later part of 2012 and widened its programs in 2013 for implementation as per Memorandum and Articles of Association of KGF. Now KGF has the scope to operate Commissioned Research Program (CRP), Capacity Enhancement Program (CEP), Technology Piloting Program (TPP) and International Collaboration Programs (ICP) in addition to CGP.

Since KGF has started to widen its program of activities, it has become essential to revise again the Operation Manual with the inclusion of modus operandi of different programs to be funded for implementation. As per suggestion of the Board of Directors, Technical Advisory Committee (TAC) organized a workshop on Policy Guidelines for setting Research Priorities and Grant Making Process of KGF Financed Research Projects on September 21, 2015. Based on the outcomes of the workshop, TAC in its 10th meeting held on 11/11/2015 decided to revise the existing Operation Manual with the incorporation of some pertinent recommendations of the workshop for making priority setting and grant making process appropriate and project management more efficient under different programs. ***This re-revised Operation Manual provides key information about KGF, its role and functions, scope, objectives and governance along with guidelines for priority setting, grant making process (submission of Concept Note (CN)/ Pre-Proposal, Full Research Project Proposal (FRPP), review process etc.), project management, financial management, monitoring and evaluations system and other relevant actions pertaining to operation and management of projects under KGF R&D programs. Organizations willing to apply for financial grants for any relevant proposal will find it useful. This document is also available in KGF website-*** [***www.kgf.org.bd***](http://www.kgf.org.bd)

**1.2 Background of establishing KGF**

Agriculture all over the world is now at the juncture of transformation, and facing challenges to cope with global trade liberalization, demand for diversified diets, environmental stresses and adjustments with inevitable climate change. Many developing countries have started to reform their national agricultural research system with focus on developing a pluralistic system accompanying sustainable funding mechanism, improving efficiency and accountability, and strengthening linkages with clients, end users and farming communities.

High agricultural productivity is an important component of the rural development strategy for raising farm income, reducing poverty and making agriculture more competitive in the global market. Generation, refinement, validation, testing and transfer of appropriate production and post-harvest technologies to farmers are crucial for raising agricultural productivity. It is essential to create a competitive environment in the agriculture sector by integrating the role of public and private sector institutions.

Conducting agricultural research in Bangladesh over the years has been the responsibility of the public sector National Agricultural Research System (NARS) institutes led by BARC. But this system, because of its inherent limitations, could not fully utilize research capacities that exist with the different Agricultural Research Institutes (ARIs), universities, private sectors and NGOs. Moreover, lack of an adequate and sustainable funding mechanism, prevalence of a non-competitive environment, exodus of scientists, declining quality of research outputs, etc. contributed to a situation of paradigm shift necessary for integrating research efforts of all potential partners under public, private and NGO sectors. Keeping in view of the above, and based on experiences gained and limitation of project based activities faced during the last few decades of agricultural research & development in Bangladesh, the Government established KGF in 2007 as an autonomous organization. Thus KGF has the overall objective to facilitate and contribute towards integration of a pluralistic agricultural research system by involving public sector (NARS institutes, universities, other government and autonomous organizations and institutes), private sector and non-government organizations in agricultural R&D. The purpose of establishment of KGF is to promote partnerships and collaboration among the NARS institutes, technology dissemination departments, farmer’s organizations, private sector entities, and the international research centers dealing with the activities related to agricultural research, development and extension. To ensure sustainable sources of funding, an endowment fund amounting to Taka 350 core was created in the year 2008 with the help of GoB/IDA. For management of the endowment fund, BKGET was formed headed by the Secretary, MoA. It was decided that until the income from the endowment fund reaches to a state sufficient for conducting KGF activities, the foundation will use NATP:Phase-I fund for implementation of CGP.

**1.3 Scope and Objectives of KGF:**

As per Memorandum and Articles of Association, KGF has wider scope to undertake R&D related activities in agricultural sciences. But initially KGF activities were confined only to applied and adaptive research implemented under CGP with the financial support of the World Bank funded NATP:Phase-I. After the termination of NATP:Phase-I in December 2014, KGF has the options to take up diversified R&D related activities with the financial support of BKGET fund, the main and sustainable funding source of KGF***. Basic, strategic, applied and adaptive researches along with capacity enhancement (physical and technical), technology piloting and international collaborating programs could be undertaken by KGF to attain its overall goal and objectives.***

Types of research which may be supported by KGF through BKGET fund are defined as follows:

1. ***Basic/Fundamental Research***

Basic or fundamental research (also known as pure research) is research, carried out to generate new knowledge, increase understanding of fundamental knowledge, concept and basic scientific principles. The end result of such research may not have direct or immediate commercial benefits, but may lead/show way to major technological advancement. However in the long term it is the basis for many commercial products and applied researches. By nature, this type of research is of longer duration and is carried out under controlled condition. The funding size of basic research should not exceed 20% of the annual program budget of KGF.

1. ***Strategic Research***

This type of research is mission-oriented with sharp focus on concrete outputs achievable in short to medium period of time. It involves the application of established scientific knowledge and methods to a broad economic or social objectives. This type research is focused in the strategic areas of national and long-term importance. Further, strategic research is to address areas of critical gap, cross-cutting over more than one area, inter-agency and interdisciplinary duration.

1. ***Applied Research***

It is the application of the principles and knowledges derived from basic research to address immediate problems and is carried out to generate useful and transferable technologies. Applied research is always of short to medium term.

1. ***Adaptive Research***

It is the replication of applied research under varied conditions for evaluation of its applicability at on-farm level. Adaptive research can generate feedback information for the use of the applied researchers to modify or further refine the technology. Adaptive researches are normally for a short period of time.

**Objectives of KGF:**

As per Memorandum and Articles of Association, the Objectives of KGF are many of which some major ones are mentioned as follows:

* To manage Competitive Grants Program (CGP) and/or any other research and development programs efficiently and effectively through an open and transparent process;
* To contribute towards development of a pluralistic agricultural research system by involving public sectors, private sectors and non-government organization in agricultural research;
* To promote research partnerships and collaboration with the private sector agencies and the international agricultural research centers through co-financing agreements;
* To make agricultural research more demand-driven by involving farmers and other users of research products;
* To improve research quality and innovation by selecting projects based on rigorous peer review, and regular monitoring and evaluation of the approved research projects;
* To promote linkage among BARC, NARS institutes, technology dissemination systems, farmer’s organizations and private sector entities dealing with agricultural research, development and extension;
* To provide support in high priority and quality applied, adaptive, strategic, basic, trans-boundary and cross-cutting research;
* To conduct/sponsor training programs, meetings, workshops and publish various documents related to KGF activities.

**1.4** **KGF R&D Programs /Projects for Awarding Grants:**

In order to achieve the objectives, KGF can operate project activities under five different types of programs with the available funding source. These are:

* + 1. **Competitive Grants Program (CGP):**

One of the established mechanisms now being practiced in the developing countries for agricultural research is the CGP. It has evolved as an effective and economic way of conducting short to medium term applied and adaptive research in agriculture for the benefit of the farmers and other stakeholders.

CGP finances location specific, demand driven pre- identified, high priority multi-disciplinary research projects implemented by the both the public and private sector organizations. The research themes, supported by CGP, include those that are crucial to bridge the yield gaps and other demand-based issues for improving agricultural including livestock and fisheries productivity and farm income., Major focus is given on on-farm applied and adaptive research, including marketing, socio-economic aspects and value addition.

Besides, CGP would help to develop a more pluralistic research system by opening research opportunities to the National Agricultural Research System (NARS) institutes, universities, other research institutes, NGOs and private sector organizations having adequate capacity to do research.

* + 1. **Technology Piloting Program (TPP):**

Technology piloting program facilitates the process of transfer and adoption of technologies by the end users. Therefore, important and promising technologies developed through implementation of the CGP and other projects including NARS institutes that have the potentials to bring immense changes in the production and productivity of the Agriculture of the country are selected for wider adoption among the farmers though pilot projects.

Mere generation of technology will not be sufficient to transfer it to the end users. It would be necessary to undertake pilot projects with the involvement of relevant stakeholder to demonstrate the technology and motivate farmers adopting it. In order to speed up the uptake process, it is essential that improved technology generated/identified from the completed CGP or any other projects to be piloted as an inter phase between research and extension system. Such pilot projects involve fairly a large number of farmers/adopters that will eventually trigger to spurring large-scale adoption through extension agencies. In designing and implementing such pilot projects will involve the concerned scientists (PIs), local level extension officials, large number of farmers and even entrepreneurs/traders and representative of local government if needed. Duration of such project normally should not exceed two years.

* + 1. **Commissioned Research Program (CRP):**

The regional /sub-regional/ecosystem based problems are generally dealt with under CRP in a comprehensive way to create a positive impact in those areas. Priority research areas particularly in the unfavorable ecosystem are not being given much attention by the NARS institutions and universities. To address the problems of such priority areas, projects are to be designed with the involvement of multidisciplinary scientists of different institutions having physical and human resources with the capability of handling such projects/programs. KGF has the scope to provide technical and financial assistance to address such need-based Research & Development activities under Commissioned Research Program (CRP) through medium to long term projects. All types of research projects, such as basic, strategic, applied and adaptive can be taken under CRP have more research components with more Project Implementation Units (PIUs) depending on diverse nature of activities to be performed. Therefore, a project coordinator would be required to be engaged for coordinating component activities of a project under CRP. Projects under CRP is generally designed and developed on vulnerable areas of national importance through consultative process with the involvement of all relevant stakeholders.

* + 1. **Capacity Enhancement Program (CEP):**

Against the backdrop of reduced donor support and concurrent retirement and migration of well groomed scientific manpower over the last two decades, the capacity, both in terms of teaching and research, of agricultural universities and NARS institutes needs to be enhanced. In view of improving the capacity of scientists engaged in NARS institutions, agricultural universities and other potential organization, KGF organizes short to medium term activities including training on such specific areas viz, Climate change impacts assessment, modeling and mitigation; Stress physiology; Genetic engineering; Marker assisted selection for breeding; Crop simulation modeling; Brood stock management, Fish breeding and Fish migration; Marine fisheries; Modern Poultry farming (Broiler and layer) techniques; Livestock and poultry breeding; Modern dairy farming; Molecular biological techniques for disease diagnosis; Hands on training on the use of advanced equipment for disease diagnosis and laboratory analysis; Agricultural technology/knowledge transfer; Research management; Research proposal preparation; Improving scientific writing skill; etc. that KGF deems appropriate. KGF also organizes in country special training courses for scientists on specific issues/techniques through hiring foreign scientist/expert that the NARs cannot do under the existing financial and administrative rules. ***KGF has the scope to support degree program (MS/Ph.D) in directly through the research fellows to be recruited under the approved projects. However, KGF may also support directly a limited number of degree program, particularly Ph.D in critical areas of research under different fields of agricultural sciences.***

* + 1. **International Collaborative Program (ICP):**

Maintaining quality in the agricultural research and reducing or eliminating duplication of effort especially in a developing country like ours is very difficult without collaboration with the international agencies. KGF explores the avenues for undertaking short to medium term collaborative programs through co-financing with Universities/Organizations of developed countries like Cornell University, USA; ACIAR/CSIRO, Australia; NRI, UK; NUFIC, Netherlands; etc.

* 1. **Governance and Management of KGF:**

KGF is governed and managed by its Memorandum and Articles of Association. As per provisions in the Memorandum, KGF is governed by its General Body and a Board of Directors (the Board)

**1.5.1 General Body (GnB):**

General Body of KGF, consisting of not exceeding 15 members taken from public and private sector organizations having wide experiences in different disciplines of agriculture, performs the following functions:

* Recommend overall policy guidance and direction for the efficient functioning of the Foundation
* Approve the annual budget and supplementary budgets
* Approve balance sheet and audited accounts for the previous year;
* Approve the annual report and
* Delegate such powers and functions to other authorities of the Foundation as it may consider necessary and proper.

**1.5.2 Board of Directors (BoDs):**

The Board of Directors (BoDs) comprising of 7 elected members from the GnB, pursues and carries out the objectives of KGF. The BoDs, subject to the general control and supervision of the GnB, shall pursue the objectives of the Foundation as set forth in the Memorandum of Association and shall manage the affairs, in accordance with the Articles of Association and shall exercise full management and financial control of the Foundation.

The KGF Board having diversified technical professionals as Directors has the authority for taking any decision needed for the successful operation of KGF programs/projects.

**1.5.3 Executive Director:**

The Executive Director (ED) is the Chief Executive Officer (CEO) of the KGF who will be appointed by the BoDs through an independent search committee based on an open competition. The ED shall be responsible for the day to day operation and management of the Foundation under the guidance of the Board and shall be accountable to the Board.

**1.5.4 The Secretariat:**

There shall be Secretariat of KGF with a limited number of expert professionals from different disciplines of Agricultural sciences along with a core administrative, accounting and support service staff as determined by BoDs. ED will assign responsibility and task to each member of the secretariat who would be accountable to ED. As per direction of the ED, members of the secretariat will provide necessary support for smooth operation and management of KGF. The size of the secretariat will be decided by KGF Board.

**Functions of the Secretariat-**

* Prepare annual plan of work with budget
* Make arrangement for public call in two widely circulated national news paper (One in Bangla and the other in English) and KGF website inviting project proposals on TAC selected priority researchable areas/issues.**.**
* Prepare up-dated list of scientists and experts from relevant discipline to assist TAC to select for peer review of the project proposals.
* Make arrangement for holding project inception workshop, coordination meeting and annual review workshop for assessing implementation progress of the projects.
* Prepare Annual Report of KGF
* Make arrangement for conducting concurrent M&E and auditing (internal and external) at program and project levels.
* Prepare relevant documents out of the completed and on-going projects and preserve those documents for future use.

**1.5.5 Technical Advisory Committee (TAC):**

There shall be a Technical Advisory Committee (TAC) for making project selection process more effective and appropriate. KGF Board will form this TAC with specific ToRs. The members selected for TAC are those who have distinguished themselves in their respective fields, have a wide range of experience in research management and development strategy for agriculture and represent the areas of crops, livestock, fisheries and socio-economic disciplines.

**Functions of TAC:**

* To provide strategic guidance ensuring the quality of the research supported by KGF BKGET fund and its relevance to the country’s goals and objectives;
* To review the prioritized researchable areas selected either from BARC vision document and /or from consultative workshops with relevant stakeholders and finally select issues appropriate for inviting proposals under KGF BKGET funding.
* To make short list of the CNs/Pre-Proposals for FRPPs and recommend two most relevant reviewers for each FRPP for peer reviewing.
* To identify areas where new initiatives may be required;
* To overview the proposals reviewed by peer reviewers, score on oral presentation, rationalize the technical and financial aspects of the proposals, if needed and make recommendation to the Board for approval.

**Chapter-2:**

**Grant Making Process of KGF R&D Programs/Projects.**

Grant Making Process of Projects under different programs are different and involved a number of steps which are briefly stated below:

**2.1 Purpose of the Grants:**

The primary purpose of the grant is to support agricultural research and development (R&D) project, developed on a pre-identified problem or a set of problems and a piece of work designed to answer a single question or a few related questions. The fund could be utilized to support initially short to medium term R&D projects relevant to any of the priority research issues identify by BARC, seeking solution to the problem(s) with clearly defined methods and objective(s), achievable within the stipulated timeframe and limited budget. Generally such support would be for a period of up to 3-5 years depending on the nature and quantum of activities involved. However, in exceptional cases where potential outputs/results are expected within a short period after the proposed expiry date, the project duration may be extended up to six months without additional cost with the approval of KGF Board. Major focus would be on on-farm applied and adaptive research, including marketing, socio-economic aspects and value addition. Coordinated bigger project having multi-location focus with the involvement of multi-disciplinary and multi-institutional team of scientists would be preferred depending on the nature of the problem(s) to be addressed. Basic research for generation of new knowledge and strategic research for addressing problems of wider areas along with capacity improvement of the R&D organizations in agriculture may also be supported from this grants.

**2.2 Grant making Process of Projects under CGP:**

CGP has been evolved as on effective, economic and transparent way of conducting short to medium term applied and adaptive research in agriculture for the benefit of the farmers and other stakeholders. The steps involved in grant making process of the projects under CGP are as follows:

**2.2.1 Identification and Prioritization of Researchable areas/issues:**

Enhanced productivity in a sustainable manner under all sub-sectors of agriculture is a crying need of the nation to cater the growing demand of the increasing population. Although, there has been a commendable success in agricultural R&D, particularly in rice and vegetable over the last three decades, yet there is a growing concern among the scientists and policy planners about how to meet the demand of the increasing population in future when our natural resource base (land, soil & water) is shrinking and degrading. The situation becomes graver with climate change. A break through in agricultural R&D can only ease the situation. It is true the concerted efforts for effective research and development with policy support would be the key instruments for increasing productivity and production to cope with future demand. In this context, identification and prioritization of the researchable areas/issues under all sub-sectors of agriculture is an essential prerequisite for best utilization of the available national resources. However, in order to harness the potential benefits, the research and development efforts must be supported with adequate financial and technically qualified and dedicated human resources.

Under the above stated backdrops, Bangladesh Agricultural Research Council (BARC) being an apex body of the National Agricultural Research System (NARS) has taken up a task to prepare a Vision Document on Agriculture for 2030 and beyond. Identification of researchable issues under different sub-sectors of agriculture and their priority ranking as high, medium and low is the 1st step in undertaking R&D project in agriculture. To accomplish this task, a good number of national experts were engaged to prepare background papers under different sub sectors of agriculture where priority setting in agricultural research would be an essential component. Basically, problem oriented scoring and value judgment approaches were followed in this exercise. ***Key parameters considered in this priority setting exercise were: severity of the problem, extent of the problem, magnitude of economic loss due to this problem, chance of solution of the problem; size of beneficiary farmers, time to be required to solve the problem and cost required for the solution.***

The goal is to make a break through in agricultural R&D for enhance productivity in all sub sectors of agriculture. With that end in view, a document entitled “Agricultural Research Priority in Bangladesh” has been published in 2010 with a list of priority researchable areas/issues under all sub-sectors of agriculture after a series of consultative meetings /workshop with relevant stakeholders, including farmers for the next 20 years and beyond.

Research issues to be studied under CGP and other R&D programs need to be identified and prioritized first for best utilization of grant fund. The CGP and other R&D programs would fund location specific, pre-identified, high priority, multi-disciplinary, problem solving research and development. The research areas/issues to be supported would be those that are crucial to bridge the yield gaps, respond to the problems identified and prioritized through regional and national consultative workshop involving all pertinent stakeholders and other demand-based issues for improving productivity and farm income. BARC being the lead organization of NARS would perform and finalize the priority setting exercise for agricultural research through regional, national and other consultative workshops by involving stakeholders form extension line departments, NGOs, private sector and farmers. However, KGF will also organize consultative workshops/meetings for identification prioritization of local and regional level research issues.

**2.2.2 Public Call for Submission of Research Project Proposal as Concept Note (CN)/Pre-Proposal:**

Having identified and prioritized researchable problems/issues under thematic areas, announcement will be made in the two widely circulated daily newspapers (Annex-1) and website ([www.kgf.org.bd](http://www.kgf.org.bd)) inviting research proposal for submission within 1(one) month as concept note/pre-proposal in prescribed format (Annex-3) from eligible institutions/entities including those of NARS. Guidelines for preparation and submission of research project proposals and their follow up screening, review and evaluation processing are given in Annex-2.

**2.2.3 Screening of Concept Notes/Pre-Proposals:**

The Concept Notes (CNs) received from the respondents will be first screened against a set of criteria (Annex-4) by TAC members/KGF professionals and will prepare a list of the accepted CNs for preparation of FRPP and further technical review. A separate list for the rejected CNs with reasons will also be prepared as records. After this screening, the accepted CNs will be ready for the preparation and submission as Full Research Project Proposal (FRPP) by the concerned Principal Investigators (PIs).

**2.2.4 Invitation for Submission of Full Research Project Proposal (FRPP):**

The PIs of the selected concept notes will be requested to submit full research proposals in a prescribed format (Annex-5) within 45 days with endorsement by the appropriate authority of the concerned organization.

**2.2.5 Peer Review of FRPP by two expert reviewers:**

Full research proposals received from the proponents will be sent to two appropriate expert reviewers selected from a updated list prepared by KGF secretariat for peer review following a set of criteria (Annex-6). Eighty percent (80%) of the score is allocated to the physical, technical, financial and organizational aspects of the proposals. Average of two reviewers’ score will be a single score of the proposal. However, if the difference between the score of two reviewers is greater than 20%, then TAC will take decision about the next course of action. Besides, the reviewers will also screen the FRPPs against some parameters of the key environmental issues using Environmental Screening Matrix as per format (Annex-7).

Immediately after receiving back the evaluated FRPPs from the two expert reviewers, KGF professionals will prepare a theme-wise list under each sub-sector according to scores (highest to lowest). KGF secretariat will submit the score sheets with a summary to TAC for overview and recommendation.

**2.2.6 Overview and Short Listing of the Reviewed FRPPs by TAC:**

TAC members will overview the reviewed FRPPs under different issues and themes of the sub-sector, based on their expertise and prepare a short list based on the higher (qualifying) score.

**2.2.7 Appraisal (Oral presentation) of short listed FRPPs by PIs before TAC:**

The PIs of the short listed RFPPs will be invited for making an oral presentation before TAC members only who will give marks out of 20% for the concept, understanding and capacity of PIs and technical soundness of the projects.

**2.2.8 Ranking and making recommendation of FRPPs by TAC based on the total score for Board Approval:**

TAC members will then rank the short listed project proposals based on the total score secured and make recommendation for consideration of the Board. After having recommendation from the TAC, KGF secretariat will place a summary report of the reviewed FRPPs along with score sheets to a meeting of the Board of Directors for approval.

**2.2.9 Rationalization of the approved projects by KGF expert professionals:**

As per Board instruction, KGF expert professionals will rationalize the technical and financial aspects of the proposal in consultation with project PIs.

**2.2.10 Contract Signing of the Rationalized Approved Projects:**

ED of KGF will issue award letters (provisional/final) and sign contract with the Head/Authorized Person of the implementing organizations for the approved projects using a Memorandum of Understanding (MoU) for abiding by the norms, rules and obligations in implementing the projects ***The starting date of project implementation will be considered effective from the signing date of*** (Annex-8) ***MoU by ED, KGF.***

***A generic flow diagram showing the grant making process of CGP projects is given in Fig.-1.***

|  |  |
| --- | --- |
| **Steps** | **Grant Making Process** |
| 1 | Identification of priority researchable areas/ issues under thematic areas of each sub-sector of agriculture by TAC for awarding grants. |
|  |  |
| 2 | Public call by KGF for submission of research proposals on specific researchable issues under thematic areas as Concept Notes (CNs)/Pre-Proposal following a prescribed format within one month. |
|  |  |
| 3. | Screening of the responsive CNs by TAC /KGF professionals following some criteria. |
|  |  |
| 4. | Invitation of the accepted CN proponents by KGF for submission of Full Research Project Proposals (FRPPs) following a prescribed format within 45 days. |
|  |  |
| 5. | Peer review of FRPP (technical, physical, financial and conceptual aspects) by two expert reviewers following some criteria and score sheet (80% score). |
|  |  |
| 6. | Overview and short listing of the reviewed FRPP by TAC based on qualifying score |
|  |  |
| 7. | Appraisal (Oral presentation) of the short listed FRPP by PIs before TAC (20% score). |
|  |  |
| 8. | Ranking and making recommendation of FRPP by TAC for Board approval. |
|  |  |
| 9. | Issue of provisional award letter to PIs for rationalization (technical and financial) of the approved project proposals if needed in consultation with KGF expert professionals. |
|  |  |
| 10. | Issue of final award letter and signing of MoU (Terms & Conditions) between KGF and Head/Authorized Person of the implementing organization(s) for implementation of the research projects. |

**Fig.-1 A flow diagram showing grant making process of CGP Projects**

**2.3 Grant Making Process and Management of Commissioned Research Program (CRP):**

The primary focus of CRP is to address regional/sub-regional/ecosystem based problems with the involvement of multidisciplinary scientists of different NARS institutes and public universities having adequate physical and technical human resources. Steps involved in grant making process are:

1. KGF professionals and TAC members will identify priority researchable areas/issues under different sub-sectors of agriculture through reviewing relevant national documents as well as organizing consultative meetings/workshops at regional/ecosystem levels with the involvement of relevant stakeholders.
2. Identified priority researchable issues/areas are to be placed before a Board meeting for review and approval.
3. ED, KGF will arrange to prepare concept notes (CNs) on the approved priority researchable areas/issues by outsourcing relevant experts. These concept notes will include among others the potential organizations and scientists to be involved and estimated budget to be required for accomplishing project activities.
4. TAC will review these CNs and make recommendation for preparation of full proposals.
5. KGF secretariat will hold discussion meeting on the recommended CNs with the management and concerned scientists of the relevant institutes. ED, KGF will then request the Head/Authorized representative of the lead organization to prepare FRPP with detailed methodologies, activity plan and budget following an outline given in Annex-9.
6. TAC will review the FRPPs and make recommendation for Board approval.
7. Other grant making steps and management approaches are similar to that of CGP Projects.

Please note that in CRP, there are ample scopes for undertaking strategic and basic research in addition to applied and adaptive research.

Projects under CRP usually have more research components with more Project Implementation Units (PIUSs) and PIs depending on the diverse nature of activities to be performed. Generally one coordination unit needs to be established by KGF for each project with an appointed coordinator for coordinating diversified activities of this type of large and longer duration project. Besides, one Project Management Committee (PMC) will be constituted by KGF with specific ToR with the involvement of most relevant personnel for better performance of the projects.

***Project implementation and management approaches including fund management and progress report submission under CRP will follow pathways as given below:***

**(i) Project Implementation Pathway of CRP**

KGF

PMC

Project Coordination Unit

Project Implementation Components with component leader (CLS)

**II**

**III**

**IV**

**I**

Project Implementing Units with PIs

**Composition of Project Management Committee (PMC)**

1. Executive Director, KGF Chairman
2. Program Director (Crops), KGF Member
3. Program Director (L&F), KGF Member
4. Component Leaders Member
5. Principal Investigators Member
6. Project Coordinator Member Secretary

**ToR of PMC**

* Review the implementation progress of the project and provide physical, technical and financial management guidance for proper implementation of the project activities.
* Suggest appropriate solutions of problems encounter by the implementing units.
* Review and approve annual work plan and of all implementing units under 4 (four) components for implementation.
* Provide guidance to Project Coordinate to develop training on technology transfer and communication strategy.
* Review and approve the reports prepared by different technical experts.
* Constitute external team for conducting concurrent M&E periodically.
* Committee will meet in every six months per year.

**(ii) Report submission, Fund Flow & SoE Pathway of CRP**

KGF Authority

Report with SoE

Project Coordination Unit

Fund Release

Project Implementation Components with CLS

**IV**

**III**

**II**

**I**

Project Implemention Units with PIs

**2.4 Grant Making Process and Management of Technology Piloting Programs (TPP):**

Benefits of research investment can not be realized unless concerted efforts are made for accelerating the adoption process of generated technology by the farmers. Promising technologies generated/identified from the completed CGP projects or any other projects including NARS institutes need to scale up through pilot project (an inter phase between research & extension) involving concerned researchers (PIs), local extension officials and large number of farmers. Under such cases project PIs prepare **technical bulletin** for scientific community and **projukti barta** for extension and farming community of the project area. The formats for technical bulletin and projukti barta are given in Annex-10 and Anex-11 respectively. Project PIs further prepare pilot projects on the promising technology for specific locations (Upazilas) involving large number of farmers with more land area and local level extension personnel with modest budget for training, travel and key inputs for a maximum of two years. A prescribed format may be used for preparing such a technology piloting project (Annex-12). The proposal must be reviewed by TAC before placing it to Board for approval. KGF will undertake regular M&E for this type of projects. This approach would facilitate adoption of a site specific technology by the farmers at a faster rate.

In order to expadite project activities, 50% of the 1st year budget needs to be released immediately after signing MoU. Rest of the fund will be released as per MoU. All other aspects of project management including report submission will follow the same principles as that of CGP project. However, since farmers are the main target group for TPP, the reports may be prepared in Bengali following the formats given in Annex-23, 24 & 25.

**2.5 Grant Making Process and Management of Basic Research:**

Basic research in agricultural and other sciences is very important for a national to generate new knowledge essential for solution of unsolved problems. TAC based on the outcomes of the consultative workshop held at BARC on September 21, 2015 recommended that KGF should support “Basic Research” in different fields of agriculture in a limited scale. ***Research institutes under NARS and public universities having well equipped laboratory facilities and highly trained human resources are only eligible for getting KGF support to undertake Basic Research.***

**Steps involved in grant making process and management of Basic Research are:**

1. KGF secretariat will organize a consultative national workshop under the banner of TAC for selecting priority basic research issues under different fields of agriculture with the involvement of NARS institutes and relevant public universities. In this workshop, priority basic research issues as identified in the BARC published document on “Research Priorities in Agriculture” 2011 should also be taken into consideration.
2. ED, KGF will request the concerned Head of the NARS institutes and public universities to take necessary actions in preparing full research project proposal (FRPP) on the selected priority basic research issue involving the most appropriate scientists/professors of their organizations. The proposals will be prepared following a prescribed format (Annex-13)
3. ED, KGF will also request the concerned Head of the NARS institutes and public universities to from a “Research Proposal Screening Committee” in their organizations who will review and screen the full basic research proposals prepared by the individual Principal Investigators (PIs). The best proposals selected by the screening committee need to be sent to KGF by the organizational head along with the minutes of the Screening Committee meeting.
4. KGF secretariat will have to up date present reviewer list with the inclusion of qualified reviewers from the diversified field having knowledge of contemporary science and bio-technology.
5. TAC will select two most relevant reviewers from the updated list for peer reviewing of each proposal following some guidelines and scoring system.
6. TAC will overview the reviewed proposals, prepare a short list for oral presentation, conduct capacity assessment at field level and make final recommendation for KGF Board approval.
7. Other steps in grant making process and project management approaches including reporting will be similar to that of CGP projects.

**2.6 Grant Making Process and Management of International Collaborative Programs (ICP):**

In order to improve the quality of research and technical skill of Bangladeshi researchers, KGF will undertake collaborative research program with advanced research institute/university USA, UK, Netherland and Australia, etc through co-financing. Priority research problem areas of national interest will be identified jointly by KGF and advanced research institutes/universities through stakeholder consultative process. Collaborative search projects of basic, strategic or applied in nature will be designed and developed and research organizations and research scientists to be involved will be identified jointly. At least 50% of the total project budget will be contributed by the collaborative advanced institutes/universities. KGF will open a foreign currency account in an appropriate bank to handle foreign money. Books of accounts will be maintained by KGF separately. The Technical Advisory Committee (TAC) will make recommendation to the Board for approval after proper review.

After approval, implementation plan containing fund release, M&E, progress reporting, progress review and coordination meeting will be prepared jointly inconsultation with the implementing organizations.

A Letter of Agreemnt (LoA) or Memorandum of Understanding (MoU) will be signed by authorized representative of KGF and collaborating institutes/university where their roles and responsibilites will be clearly stated.

**Chapter-3**

**Project Operation and Management**

The successful operation and management of CGP and other R&D programs by KGF is expected to contribute substantially in enhancing research capacity and agricultural production increase in general and income increase of the farmer in particular through generating technologies immediately needed by them. In designing the operational modalities of the program, the lessons learnt from the past have been taken into consideration. The generic activities to be undertaken for successful operation of the programs are described below:

**3.1 Implementation Arrangement of the awarded Projects:**

Project implementation begins formally with signing of MoU between ED, KGF and the head/authorized representative of the implementing organization which is the last stage of grant making process. Principal Investigators (PIs) from NARS institutes, universities, private organizations and NGOs are the key partners for implementing the projects on the ground. Immediately after signing of MoU, fund release to the implementing organization starts as per payment schedule outlined in the contract agreement. However, the mode of payment is as follows: i) Upon signing of MoU-20% of the Ist year budget, ii) Upon submission of the inception report (acceptable to KGF)-30% of the Ist year budget and iii) Upon submission of the half yearly progress/implementation progress report (acceptable to KGF)-30-50% of the 1st year budget. At the end of the project year-1 and after receiving the satisfactory annual progress reports from PIs/Coordinators, subsequent years’ budget will be released following the payment mode as outlined in contract document.

For smooth implementation of the projects, KGF would organize workshop with PIs/Coordinators at the early stage to review the implementation plan and the result framework approach for each project. Project PIs/Coordinators will be required to produce a number of reports during the project period as an activity output for submission to KGF in specified time as per PIs’/Coordinators’ reporting obligation. These reports would also serve as a basis for assessing the implementation progress of the projects. Besides, coordination meetings at organizational level with Directors as well as at project level with PIs/Coordinators will be held at 5-6 months interval to assist proper implementation of the projects. Moreover, the implementation progress of the on- going research projects would be monitored periodically (5-6 months interval), preferably during the cropping seasons where applicable, by internal monitoring teams formed by KGF professionals.

**3.2 Fund Disbursement:**

Upon signing the MoU, the Foundation (KGF) will release 20 % of the amount budgeted for the first project year. PIs of the concerned organizations will initiate the procurement of manpower, materials, logistics and project implementation planning process using this fund. They will prepare an inception report following a prescribed format. On receipt of the inception report acceptable to KGF, the Foundation will disburse another 30% of the first year budget. This will enable the Principal Investigators to have 50% of the first year budget at the very beginning to initiate the project activities on a sound financial footing. In case of basic research, 80% of the first year budget may be released in first two installments (30%+50%) to complete procurement of essential equipments for proper implementation of the project activities***. Funds will be disbursed to project account operated by the Principal Investigators jointly with the Director (Research) or one representative of the organization to make PI and organization accountable for proper fund utilization.***

Further fund disbursement is conditional to satisfactory financial and technical progress assessed by the Foundation through half-yearly/implementation progress and annual progress reports and monitoring (Desk & Field) report.

If Pls/Coordinators need more fund prior to the submission of half-yearly progress reports, then up-to-date implementation progress reports need to be submitted following the same half yearly progress reporting format for assessment by the Foundation and to take decision about fund disbursement. The last installment of the 1st year budget, if any, will be released immediately after submission of the final annual reports, provided their assessments are satisfactory.

The first installment funds (30-50%) for the second/subsequent years will be disbursed within 1st month of the second/subsequent project year based on performance evaluation of the previous year’s activities. Fund release for the subsequent installments will follow similar procedures as that of the 1st project year. Last 10-20% of the project fund will be released on submission and satisfactory evaluation of the project completion report.

**3.3 Concurrent Monitoring and Evaluation of the Implemented Projects:**

Monitoring and Evaluation (M&E) are integral tools for managing and assessing the efficiency and effectiveness of investments in agricultural Research and Development (R&D). M&E-system provides evidence of project outcomes and justify project funding allocations. It also helps to rectify/modify the strategy/actions for effective implementation of the project. Periodical monitoring of project activities and fund utilization is a pre-requisite for successful implementation of a project. Periodical monitoring, review and evaluation of an implemented project need to be done to ensure that input deliveries, work schedules, targeted outputs and other required actions are proceeding according to time schedule and determine objectively the relevance, efficiency, effectiveness and impact of the project. Internal periodical monitoring of the project inputs and outputs during the implementation period with performance evaluation is the responsibility of the KGF M&E team.

**3.3.1 Monitoring:**

Monitoring is the systematic collection and analysis of information as project progresses. Project monitoring can be done in two ways: a) Desk Monitoring and b) Field Monitoring.

* 1. **Desk Monitoring**: Desk monitoring is done to review the financial, physical and technical progress of a project in respect of periodical and annual budget, amount disbursed and expenditure incurred, reports produced and submitted by investigators, etc. This can be done by using a Desk Monitoring Format**.** This format needs to be completed by the same member of the monitoring team who subsequently will conduct field monitoring of the project activities in order to see the relationship between the reported information and what happens actually in the real field.
  2. **Field Monitoring**: Internal field monitoring will also be done on regular basis at an interval of 5-6 months, preferably during the cropping season where applicable. While monitoring the project in the field, first hand data may be obtained by reviewing the record books, visiting the experimental or study sites, interviewing/consulting the accounting record keeper, scientific staff, investigators and the farmers. The information to be collected during the field visit is given in a format. Field monitoring will be done primarily by KGF professionals. However, Board and TAC members as well as reviewers may be invited to participate in internal monitoring activities in order to have then opportunity for visualizing implementation progress of the projects. During field monitoring, some key parameters of the environmental issues need to be monitored also by using a prescribed format. Moreover, project monitoring will be done by an independent M&E team, at least once during the project implementation period.

**3.3.2 Evaluation:**

Evaluation is the comparison of actual project outcome/achievement/impact against the planned target. It looks at what set out to do, at what has accomplished, and how accomplished it. It can be formative (taking place during the life of a project with the intention of improving the way of functioning of the project) or summative (drawing learning from a completed project that is no longer functioning). It helps to find out the success or failure of a project with possible causes.

An on-going project needs to be evaluated at the middle as well as at the end of the project period. Evaluation is a process of judging value on what the project has achieved particularly in relation to stated specific objectives and activities planned. It involves value judgment and hence it is different from monitoring. Evaluation is important to identify the constraints or bottlenecks that hinder the project in achieving the objectives. Project evaluation is generally done by a multidisciplinary team of experts with the involvement of professionals from KGF and NARS institutes or by hiring experts from the panel of project proposal reviewers. Results Framework of the project and monitoring reports would be much helpful for such evaluation. Moreover, lessons learnt in this project will help to undertake future project in a much better way.

Concurrent Monitoring and Evaluation (M&E) formats for projects under CGP and other R&D programs are given in Annex-14

APPROVED PROJECT WITH

SPECIFIC OBJECTIVES

IMPLEMENTATION

MONITORING & FEEDBACK

IMPROVED PLAN

MID COURSE ADJUSTMENT

ON-GOING EVALUATION

INCEPTION REPORT OF THE APPROVED

PROJECT WITH IMPLEMENTATION PLAN

**Fig.-2. A flow diagram of M&E system pathway**

**3.3.3 Strategies of Project-M&E system.**

The following strategies and plans will be followed to operate the M&E system.

1. Periodic internal monitoring at regular intervals (5-6 months), preferably during the cropping seasons before the submission of the half yearly progress report by PIs will be done for each project.
2. Result oriented monitoring and evaluation indicators will be focused.
3. Unless otherwise required, same project/s will be monitored by the same professional throughout the project period.
4. Half yearly coordination meeting and annual progress review workshop will be organized for all on-going projects where sharing of M&E findings with PIs will be made in order to apprise on how to eliminate “wrong” in future. Besides, annual progress reports will be evaluated by expert evaluators.
5. Project completion/terminal reports will be evaluated jointly by KGF professionals and external experts as well as through organizing a project completion workshop.
6. Formation of internal M&E teams with KGF professionals and preparation of M&E plan with time schedule
7. Collection of key information (in quantitative and qualitative terms) on the financial, physical and technical progress of each project by using specific format (hard copy) designed for Desk Monitoring and Field Monitoring.
8. Utilization of different types of progress reports (Inception, Implementation/Half-yearly, Annual) submitted by PIs of each project for Desk Monitoring.
9. At the middle of the project period, KGF secretariat will arrange an independent M&E by an external monitoring team.
10. KGF secretariat will compile and preserve of these collected information to support the development of MIS for KGF.

**3.4 Progress Reporting and Assessments:**

All PIs are required to submit 4 different types of reports at different times of project period. These are:

* + 1. **Project Inception Report (PIR):**

Project PIs will prepare this inception report following a prescribed format (Annex-16) based on FRPP and submit to the Foundation within a month from the date of commencement of the project. This report would provide appropriate approaches & methods, realistic plan and timeframe for proper implementation of project activities in order to achieve specific project objectives. Second installment fund release is subject to acceptability of this PIR to KGF. At the time of preparing PIR, project PIs will also prepare project briefs of their own for distribution among the relevant stakeholders.

* + 1. **Half Yearly Progress/Implementation Progress Report (HYPR):**

At the end of the first six months of each project year, a half yearly progress report containing physical, technical and financial progress (fund received and expenditure made) is to be prepared by the Principal Investigator following a prescribed format (Annex17). If there is a need for submission of an implementation progress report, the same format could be used, mentioning the exact period of implementation. The report needs to be endorsed by the Head/Authorized Person of the implementing organization for submission to the Foundation. KGF professionals will assess these reports following some assessment criteria (Annex-18). Submission of satisfactory half yearly progress reports within 10 days after the end of six (6) months is a requirement for release of subsequent funds.

* + 1. **Annual Progress Report (APR):**

At the end of each project year except the terminal one, an annual progress report (draft) containing both technical and financial aspects needs to be prepared by PIs following a prescribed format (Annex19) for submission to the Foundation 10 days before the end of the project year. These draft reports will be evaluated by the external evaluators as well as KGF professionals following the evaluation guidelines (Annex-20). Draft report presentation by PIs during the annual review workshop will also be considered for performance evaluation of the project. Final annual progress reports (2 copies) with the incorporation of the comments received from the evaluators and workshop participants need to be submitted by PIs within 10 days after the end of the project year.

* + 1. **Project** **Completion Report (PCR):**

At the end of the project period, a draft completion report needs to be prepared by PIs following a prescribed format (Annex-21) and submitted to the Foundation at least 15 days prior to the expiry of the project. These draft reports will be evaluated by the external expert evaluators as well as KGF professionals following the evaluation guidelines (Annex-22). Principal Investigators after necessary incorporation of the comments/feedback received from the evaluators and workshop participants will submit 5 hard copies of the final report along with a soft copy in CD within 15 days after the end of the project period.

**3.5 Project Inception Workshop, Coordination Meeting and Review Workshop:**

* Project Inception Workshop: KGF Secretariat will hold a Project Inception Workshop at the very early stage of the project implementation. All concerned stakeholders will be invited to that workshop where an overview of all the awarded projects will be presented by ED, KGF. In this workshop 1st installment fund of the awarded project may be handed over to the project PIs.
* Coordination Meeting: Immediately after submission of the half yearly implementation progress reports of the awarded projects, KGF secretariat will organize a coordination meeting where project Pls will present their reports through a multimedia presentation following a format provided to them earlier. An internal monitoring report will also be presented by KGF. This will provide an opportunity to identify laps and gaps in project implementation and thereby help PIs to take necessary actions for improvement.
* Review Workshop: At the end of each project yearly and project completion year KGF secretariat will organize annual review and project completion workshop where external reviewers of the draft annual implementation progress reports and project completion reports along with KGF professionals and other relevant stakeholders will be present. Project PIs will present their reports and KGF secretariat will present project M&E reports in that workshop. Observations, comments and recommendations made in that workshop will surely help project PIs to improve the quality of the annual and project completion reports.

**3.6 Documentation on the Awarded Projects (on-going & completed):**

KGF will prepare and preserve the following documents for use by different stakeholders.

* **Project Profile:** It is an important instrument to know project status at any time during its implementation period. KGF secretariat will collect key information on all projects being implemented under different programs using project profile format (Annex-23) and maintain electronically as a part of RMIS.
* **Extended Summary Project Report:** KGF secretariat will have to prepare an extended summary report on all the completed projects in one document for each call so that interested persons can have necessary information of all projects from a single document.
* **Edited Project completion Reports:** KGF secretariat will preserve 5 copies of each of all project completion reports (PCR) after necessary editing by a professional technical editor for future use.
* **Technical Bulletin and Projukti Barta:** KGF secretariat will prepare technical bulletin in English and projukti barta in Bengali from those completed projects which have generated transferable technologies and useful scientific information to be used by the scientific and farming communities’ respectively.

**3.7 Policy Guidelines, Principles and Procedures for R&D Programs of KGF:**

KGF Board has approved some general policy guidelines, principles and procedures in order to make the grant making process more transparent and management strategies more effective for implementation of projects under different programs in agricultural sciences. The present Operation Manual has been prepared in the light of these general policy, guidelines, principles and procedures. However, those policy guidelines, principles and procedures to be followed in the implementation and management of projects under different programs are summarized as follows:

* 1. For Projects under Competitive Grants Program (CGP)
     1. Primarily Adaptive and applied research should be undertaken under CGP.
     2. At least one public call per year on the priority researchable issues/areas should be made in two widely circulated daily news papers along with KGF website for awarding grands.
     3. Selection/ identification of priority researchable issues/areas under different sub-sectors of agriculture should be done by TAC through consultation of BARC published document on “Research Priorities in Agriculture” 2011 as well as through organizing sub-regional /regional/national level consultative workshops involving all relevant stakeholders. However, emerging researchable issues along with the issues of national priority should also be taken into consideration for selecting research priorities. In doing these, KGF secretariat should provide necessary assistance to TAC.
     4. Grant making process should be completed within six months (January-June) and signing of MoU of the successful projects should be completed by July of each year.
     5. A comprehensive reviewer list with the inclusion of the qualified and experienced persons of all relevant fields of agricultural sciences should be prepared by KGF secretariat. This list should be up-dated once in every 4-5 years.
     6. Each full research project proposal should be peer reviewed by two most relevant reviewers taken from the list. In case of more than 20% difference in marking of a proposal between these two reviewers, the matter should be placed in a TAC meeting for decision.
     7. NGOs having experienced relevant personnel and adequate physical facilities may participate in a project only as a partner organization for implementing the project activities at field level. However, their capacities should be assessed through field appraisal during evaluation process of the proposals.
     8. As per objectives of the foundation as outlined in MAA, KGF can support various types of short term non-degree training programs. Besides, KGF can also support MS/Ph.D degree program through Research Fellows as an inbuilt mechanism of projects under CGP, CRP and Basic Research Programs. However, as per decision of the general Body, KGF may also support directly a limited number of degree programs, particularly Ph.D in critical areas of research under different fields of agricultural sciences.
     9. Two MS or one Ph.D Research Fellows per project may be allowed to complete degree program using data of the awarded project. Research fellows must submit their thesis synopsis within six months of the commencement date of the project duly endorsed by the university authority, PI and authorized representative of the lead organization. At the end, one final copy of the thesis must be given to KGF secretariat for documentation.
     10. Regular internal monitoring of project implementation should be done by KGF secretariat once in every 5-6 months of the project period. In addition, one external monitoring should be done by the middle of project period through outsourcing relevant experts.
     11. Fund release should be done by KGF secretariat as per schedule and conditions outlined in MoU.
     12. At project level, fund should be managed jointly by PI and Head/authorized representative of the lead organization. This joint authority should be responsible for both technical and financial progress of the project.
     13. Approved budget may be revised once during the middle of the project period. Unspent money under remuneration and capital heads can not be reallocated to any other line items.
     14. KGF should introduce on-line submission of research project proposal when capacities of both KGF and participating organization are developed.

**Guidelines for collaborative research under CGP:**

1. Public national agricultural research organizations and universities may submit research proposal for funding in collaboration with one/more than one government, semi-government, autonomous, registered NGO/private organization working in Bangladesh.
2. For any type of collaborative research, letter of agreement/MoU signed by both the parties for such joint activity shall have to be furnished while submitting the proposal.
3. There shall be only one Principal Investigator (PI) for a project while Co-Investigator (CI) could be more than one; depending on the number of organizations involved in the activity- with proper justification for such involvement.
4. One person as PI can not submit more than one proposal. However, she/he could be CI for another project. Likewise one person can not be CI for more than one project.
5. Role of the proponent and the collaborating organization(s) and the job to be performed by the PI and CI shall have to be clearly spelt out in the proposal.
6. Maximum 40% of the total proposed fund may go to the collaborating organization(s).
7. Fund from KGF shall be disbursed to the proponent organization; who in turn will be responsible to provide fund as approved to the collaborating organization(s) and keep track on its utilization and report back to KGF.
8. Procurement of goods, works, services and related others shall be governed by the PPR-2008
9. Reporting obligations and other bindings as noted in the MoU/Contract or memos. issued from time to time by the KGF shall have to be followed both by the proponent and the collaborating organizations(s).
10. Except otherwise stated, proponent 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 KGF.
11. For matter not covered by the MoU/Contract, the set rules practiced/applicable for the KGF shall be followed both by the proponent and collaborating(s) organizations.
12. Proposal to accompany a certificate signed by the PI 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”.*
    1. **For Technology Piloting Program (TPP):**
       1. Promising technologies generated/identified by KGF from its various completed projects and technologies generated by NARS institutes from their regular research programs should be supported by KGF under Technology piloting program (an inter phase between research & extension) for accelerating technology adoption process.
       2. PIs of the concerned projects should prepare proposals following a prescribed format provided by KGF for getting funding support under TPP which should be reviewed by TAC before placing to the Board for approval. Proposal should include large number of farmers with more land area and local level extension personnel with modest budget for training, travel and key inputs for a year or two.
       3. Project PIs should prepare technical bulletin for scientific community and projukti barta for extension and farming community of the targeted project area.
       4. Local level extension personnel would be the key agents for project implementation with constant technical support of the project PIs.
       5. ED, KGF would invite Heads of the NARS institutes for submission of project proposals under TPP during the early part of each calendar year.
       6. An impact study of the projects under TPP should be done immediately after the completion of the projects.
       7. Regular internal monitoring of project implementation should be done by KGF secretariat once in every 5-6 month of the project period.
       8. Field days involving large number of the neighboring farmers and local level leaders should be organized during the cropping season when the superiority of the technology is clearly visible.
       9. Fund management should be done similar to SL# 11& 12 of CGP
    2. **For Commissioned Research Program (CRP):**
       1. Research and Development Projects under CRP should be designed based on regional/sub-regional/ecosystem based problems under different sub-sectors of agriculture with the involvement of multidisciplinary scientists of different NARS institutes having adequate physical and technical human resources capable of handling such big project. The duration of these projects would be in general 4-5 years.
       2. TAC with the assistance of KGF secretariat should organize consultative workshops/meeting involving the Head/Authorized representatives of relevant NARS institutes and other stakeholders either at national or at regional/sub-regional/ecosystem level to identify the priority researchable issues under different sub-sectors of agriculture.
       3. KGF technical professionals or a team of contractual reputed experts would prepare concept notes on the selected priority researchable issues to be addressed identifying organizations and scientists to be involved with estimated budget to be required and submit these CNs to KGF Board after reviewing by TAC.
       4. KGF technical professionals in association of the same team of contractual experts would prepare full research proposal (FRPs) on the approved CNs with detailed activity plan and budget after formal discussion with the management and concerned scientists of the relevant institutes. TAC would review FRPs before submitting to KGF Board for approval.
       5. Projects under CRP usually have more research components with more Project Implementation Units (PIUs) and PIs depending on the diverse nature of activities to be performed. KGF may establish one coordination unit for such project with an appointed coordinator for coordinating diversified activities of this type of biger and longer duration project.
       6. Project management approaches including fund management, concurrent M&E of project activities, non-degree and degree training programs would follow the same principles as that of CGP.
       7. Two MS or one Ph.D Research Fellows per research component of such project may be allowed to accomplish their higher degree.
       8. Approved budget may be revised once during the middle of the project period. Unspent money under remuneration and capital heads can not be reallocated to any other line items.
    3. **Basic Research:**
       1. KGF should fund for Basic Research particularly for those, the result of which would support applied research to be conducted by the NARS institutes and public universities only. However, the allocation for Basic Research should be limited to about 20% of the annual budget of KGF. The duration of Basic Research would be about 4-5 year.
       2. TAC with the assistance of KGF secretariat should organize consultative workshop involving NARS institutes and relevant public universities for identifying priority basic research issues. However, BARC published document on “Research priorities in Agriculture” 2011 should also be consulted during this selection process.
       3. ED, KGF would request the Head /Authorized representative of NARS institutes and relevant public universities to submit full research proposals (FRP) on the selected priority basic research issues following a prescribed format.
       4. For sustainability and continuity of the activities of basic research, the proposals should include more than one senior researchers from the relevant field as Co-Investigators (CIs),
       5. ED, KGF would further request the Head/Authorized representative of NARS institutes and public universities to form a “Research Proposal Screening Committee” in their institutes/universities.
       6. The committee will review and screen the basic research proposals prepared by the individual principal investigators (PIs). The most appropriate and best proposals selected by the screening committee should be sent to KGF along with the minutes of the screening committee meeting.
       7. Each proposal would be peer reviewed by two most relevant reviewers selected from the up-dated reviewer list of KGF.
       8. TAC should overview the reviewed proposals and a team consisting of the concerned reviewers and one TAC member should assess the technical capacity of the research team and physical capacities of the organizations for conducting basic research before making final recommendation for approval by the Board.
       9. One to two research fellows per basic research project may be allowed to accomplish their Ph.D degree. Thesis synopsis of these research fellows must be submitted to KGF within first six month of the project.
       10. About 30% of the project budget may be allowed for procurement of essential laboratory equipments to be needed for conducting basic research. The procurement of these essential equipments must be completed within first year of the project following PPR of 2008.
       11. Project management approaches including fund management, concurrent M&E of project activities and non-degree and degree training would follow the same principles as that of CGP.
       12. Approved budget may be revised once during the middle of the project period. Unspent money under remuneration and capital heads can not be reallocated to any other line items.

**Chapter-4**

**Financial Management**

Financial management is an important aspect of the management of KGF R&D program as it involves funding of multiple projects to be implemented by many different public and private institutions, including NGOs. It is generally observed that inadequate financial management capacity, lack of proper financial rules and regulations, absence of financial information management system, lack of computerized accounting system as well as trained personnel, weak enforcement of the existing rules and regulations, lack of regular supervision by the senior officials, and absence of internal audit system in many institutions/organizations often lead to mismanagement and inefficient use of project funds.

Experience also shows that without full involvement and commitment of PI and the concerned organization/institute, proper project fund management becomes difficult. This problem often occurs due to absence of Accounting Software in most of the institutes/organizations. PI and organizational representative will have to ensure that the project funds will be used efficiently and in a transparent manner. KGF will closely monitor the use of funds to ensure that the funds are used as per provision of the project.

**4.1 Preparation and Approval of Annual Budget of KGF:**

The financial year of KGF is the calendar year (January-December) as per Memorandum and Articles of Association (MAA). At the very beginning of each calendar year, KGF secretariat will prepare annual budget covering the program and operation cost and get it approved by the GnB during its Annual General Meeting (AGM). This approved budget is the basis for demanding fund by KGF from the BKGET fund. If needed, annual approved budget may be revised at the later part of the year which should also be approved by GnB at its next AGM.

**4.2 Project Budget and Fund Release:**

Summary annual project budget and detailed half yearly wise annual budget under different line items are the integral part of the full Research Project Proposal (FRPP). PIs having support from the account section of the lead organization will have to prepare the budget for FRPPs following the guideline. Immediately after contract signing; fund will be released following the principles outlined under section 3.2 of the chapter 3.

PI jointly with the Director (Research) or any authorized representative of concerned organization will open a separate current account for the project in a Government approved Commercial Bank. KGF will disburse the funds directly to that Account through account payee cheque or bank transfer with intimation to PI.

**Under no circumstances, spending will be allowed beyond the project period.**

**4.3 Accounting Policies and Practices:**

Accounting policies and procedures shall be governed by the policies and practices of the concerned institute/ organization. Where such policies are absent, the project will adopt the accounting policies of KGF. PI and the authorized representative of the lead and associate institute/organization will be responsible for budget preparation, payment of eligible expenditures, maintenance of bank and books of accounts, cash book, cheque book, advance book, etc. and financial reporting. They will also be responsible for executing all procurement activities, maintaining stock register and all documents and ledgers, and will be held responsible for any financial irregularities.

**4.4 Financial Reporting at Program and Project Levels:**

At the program level, KGF secretariat, particularly the account section will prepare statement of expenditure for each month using a standard software and get ready for ED and audit purpose. At project level, PIs and authorized representative of lead organization will be responsible for submitting consolidated half yearly, annual and financial report as part of the progress reports following the given formats. All original purchase vouchers, signed by PI and authorized representative should be preserved by PIs carefully for audit purpose.

**4.5 Auditing Arrangements at Program and Project Levels:**

At program level, an external audit farm appointed by KGF GnB will audit expenditure and relevant documents once a year and the audit report should be approved by GnB in its AGM. At project levels, KGF will conduct internal and external annual audits. Internal audit would be done by the KGF Accounts Staff as and when required. External audit should be done annually by appointing external Audit farm by General Body.

**4.6 Training of Project PIs and Accountants on Financial Management:**

KGF secretariat, particularly the Accounts Section will organize one day training program on Financial Management, including procurement for PIs and Accountants of the concerned projects immediately after MoU signing, in order to improve their capacities for maintaining books of accounts of the project properly.

**Annex-1**

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Call for Research Project Proposals Under**

**Competitive Grants Program (CGP)**

**(A Sample Copy of the Public Call)**

Krishi Gobesona Foundation (KGF), a government sponsored autonomous organization is responsible for implementation and management of various R&D programs including CGP in Agricultural sciences. KGF invites research project proposals on priority issues from the scientists of the eligible organizations in the form of Concept Note (CN) in prescribed format under its CGP. The list of priority researchable areas/issues under different sub-sectors and thematic areas, prescribed format and guidelines for preparation and submission of proposals are available at KGF secretariat. Interested applicants may also visit KGF website: [www.kgf.org.bd](http://www.kgf.org.bd/) for necessary information. One Principal Investigator (PI) is eligible to submit only one CN in his/her relevant field of expertise and should normally be available for the entire period of the project implementation. Project proposals received by KGF will be screened reviewed, and evaluated by following the procedures outlined in Operational Manual of KGF.

The deadline for receiving application by KGF secretariat with CN in prescribed format is………………………..**The application containing CN (2 copies) must be put in a sealed envelop and sent to the Executive Director, KGF, BARC Campus, Farmgate, Dhaka-1215. Moreover, Sub-Sector, Thematic Area, Researchable issues/areas** and **Title of the Proposal** **with name and address of the PI and proponent organization should be clearly written on the Envelop.** Applications submitted through e-mail: [kgf-bd@live.com](mailto:kgf-bd@live.com) may also be considered. **No grants will be made to an individual having no institutional affiliation and proven capacity to perform for the desired output.** KGF authority has the right to accept or reject any or all applications/CNs without assigning any reason thereof.

Executive Director

Krishi Gobeshona Foundation (KGF)

Annex-2

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Guidelines for Preparation and Submission of Research Project Proposals under Competitive Grants Program (CGP)**

Guidelines provide necessary instruction to the interested scientists to prepare research proposals properly. Relevant information give in the guidelines are briefly stated below:

1. **Background:**

Krishi Gobeshona Foundation (KGF) is a government sponsored non-profit organization established in 2007 under the companies Act for providing grants and technical supports to researchers working in public sector agricultural research institutes (ARIs), universities, government, non-government and private organizations engaged in agricultural research and development. One of the important functions of KGF is to encourage and promote short to medium term research that has potentials to generate, validate, refine, up-scaling and adoption of technologies for increasing production and enhancing food security through Competitive Grants Program (CGP). Bangladesh Agricultural Research Council (BARC) being the apex body of NARs is responsible for identifying priority researchable areas/issues under thematic areas of each sub-sector of agriculture. Based on the priority researchable areas/issues identified by BARC in collaboration with KGF, open announcement will be made for submission of CGP Proposals to KGF. The revised research operational manual developed by KGF and endorsed by the TAC and Board will be followed by KGF for CGP review/approval and implementation. KGF also supports mega research projects under CRP to address ecosystem based problems and action research projects under TPP for rapid up scaling of generated technologies. Besides, activities that generates and transfer knowledge addressing food security issues while sustaining environment can be funded by KGF.

1. **Purpose of** **Grants:**

The primary purpose of the grant is to support a single agricultural research project, developed on a pre-identified problem or a set of problems and a piece of work designed to answer a single question or a few related questions. The fund could be utilized to support short, medium and long term projects relevant to any of the priority researchable areas/issues set by BARC and KGF TAC seeking solution to the problem(s) with clearly defined methods and objective(s) achievable within the stipulated timeframe. Such support to CGP will be generally for a maximum period of up to 36 months depending on the nature and quantum of activities involved. However, in exceptional cases where potential outputs/results are expected within a short period after the proposed expiry date, then the project duration may be extended up to maximum of 6 (six) months without any additional cost.

**3. Call for CGP Research Proposals:**

Public announcement will be made inviting proposals in the form of Concept Notes (CNs)/ pre-proposals for research under CGP. The Concept Notes have to be consistent with the developmental needs and national research priorities identified through regional and national consultative workshops organized by BARC with the involvement of different stakeholders including farmers. The public announcement will contain key information about CGP funding opportunity and sources of Guidelines and Standard Format for submission of Concept Note. The list of CGP priority researchable areas/issues under different sub-sectors and thematic areas, prescribed format and guidelines for preparation and submission of proposal are available at KGF secretariat. Interested applicants may visit the website: [www.kgf.org.bd](http://www.kgf.org.bd) for further information.

Annex-2 contd.

**4. Procedure for Proposal Submission and Evaluation:**

Based on the basic concept and procedures outlined in the research operational manual for CGP, KGF follows a two-stage process of proposal submission. Researchers interested to submit a proposal to the KGF must submit a Pre-proposal/Concept Note following the guidelines and format specified in the research operational manual. Proposals in the form of Concept Notes received at the KGF secretariat will be recorded in a register theme-wise under each sub-sector with ID No. by KGF secretariat. These CNs will then be classified as responsive and non-responsive ones by KGF professionals based on their compliance with KGF requirements as per announcement. The responsive proposals will be screened first by TAC members/ KGF professionals following a set of criteria. After this screening, successful proponents will be invited to submit a Full Research Project Proposal (FRPP) following a prescribed format for expert peer review. Each FRPP will be reviewed and evaluated by two experts against a set of criteria and scored. Besides, the reviewers will also screen the FRPPs against some key environmental parameters using Environmental Screening Matrix. The proponents of successful proposals will be called for making an oral presentation in a workshop before the TAC members. Based on the technical merit of the proposal, professional capability of the PIs and the proponent organization as well as outcome of the presentation, final evaluation score sheet will be prepared by the TAC member. Where necessary, TAC members/ KGF professionals will rationalize the number of the contractual staff, equipment list and budget in consultation with PIs.

**5. Proposal Selection Criteria:**

The criteria for evaluation of research proposals will include: relevance and scientific quality of the proposal; expected impact on productivity, farm income, sustainability and equity; likelihood of completing the proposed activities and achieving the expected outputs and impacts; comparative advantage of the Principal Investigator (PI) and host institute in undertaking the proposed research; and multi-disciplinary, intra and inter-institutional approach. Additional weightage may be given to the joint proposals, which promote public-private partnerships, involve NGOs or research organizations outside the NARS, focus on research-extension-farmer linkages, and promote collaboration of biological sciences with social and economic sciences.

**6. Organizational Eligibility:**

Organizations which have the capability in both technical and physical aspects to carry out agricultural research and development activities and can utilize their capability with the availability of funds are eligible for this program. They are:

a) Public sector research organizations under NARS

b) Public sector educational institutions (e.g. Universities) which have adequate resources like expertise, laboratories, farm, etc to conduct research and development activities.

c) NGOs which have the ability to provide qualified full time researchers with adequate experience, physical facilities and logistic supports to carry out research and development work in agriculture and

d) Private entities and International Centers through Co-financing and in collaboration with national institutions which have adequate technical manpower and physical facilities.

**Note:**

* *No grants will be made to an individual having no institutional affiliation and proven capacity to perform for the desired output.*

Annex-2 contd

* *Lessons learnt by KGF indicate that almost all NGOs participate in CGP do not have adequate capacity to implement research projects as lead organization. However, many of the NGOs have network at gross root level who may participate as partner organization for implementation of on-farm research under direct supervision of a lead research organization.*

**7. Project Duration and Funding:**

KGF will provide limited financial support for applied, adaptive, validation/refinement and similar other research activities that fall within the priority areas under CGP. Normally a short to medium term project that could be accomplished within 36 months, depending on the nature and quantum of activities involved may be funded. The total budget for a mono institutional and mono disciplinary project should not exceed Tk. 50 (fifty) lakh. For a coordinated/collaborative larger project targeting more locations and involving multi-organizational/multi-disciplinary team of scientists, bigger fund (maximum 80 lac) may be provided. All proposals must provide a clear budget estimate with item wise breakdown and of year-by-year funding requirements. ***Proposals containing inflated/overestimated budget not consistent and justified with the research programs/activities may be rejected.***

**8. Project Personnel:**

Normally, CGP Fund does not provide for recruitment of regular staff. It is assumed that the host institutes have sufficient trained human resources and with some operational and a limited capital support can successfully implementing the project. Actually, the Principal Investigators, (Coordinators/Co-Investigators for coordinated/collaborative projects where justified) who are the regular employees of an organization would be the key person(s) for project implementation. But they should have enough length of active service in the organization in order to act as Coordinator/PI/CI for completion of the project before retirement. In some cases, the contractual services of expert professionals may be allowed for a specific period, but not more than three months per project year. However, a limited number of contractual appointments of technical staff (Research Fellow/Research Associate/Research Assistant/Field Assistant) will be allowed only for the project period. For collaborative project, CI should be engaged from the associated organization/discipline.

**9. Project Cost**:

The budget line items include mainly the operating cost and a modest capital cost. KGF will fund research operating cost, consumable expenses and limited purchase of simple, less costly but essential equipment associated solely with the implementation of the project, to be detailed in the project proposal and approved by the KGF authority.

1. **Operating Cost**:

It includes remuneration of contractual staff (Expert Professional/Research Fellow/Research Associate/Research Assistant/Field Assistant), R&D related cost, repairing and maintenance of lab. field and office equipment, training/workshop/meeting etc, travel expenses, office supplies, overhead and other costs. A few such are given below as an example.

* **Remuneration/Honorarium:** Grants may be used for remuneration/honorarium of a limited number of either full-time or part-time research workers/support staff. Generally the Coordinators, Principal Investigators (PIs) and the Co-Investigators (CIs) who are the regular employees and are in the pay roll of an organization will work part time for implementation of the project. They will be entitled to get honorarium provided their performance are rated as satisfactory by KGF after due evaluation at the end of each project year.

Annex-2 contd.

* Support for a limited number of part time professionals and full time technical staff may also be required for successful implementation of comparatively large programs/projects. Professionals and technical support staff working on contractual basis will be entitled to receive remuneration as provided hereunder:

1. Contractual Expert Professionals, if justified: Tk. 50,000-1,50,000 per month (consolidated remuneration) depending on relevant experience (to be decided by KGF) and qualification as follows:

* A person having a PhD degree with research and development (R&D) experience of 20 yrs and more may get Tk. – 1,50,000 (Maximum)/Month
* A person having a PhD degree with research and development (R&D) experience of 15 yrs and more may get Tk.- 100,000(Max) /Month
* A person having an MS degree with relevant research and development (R&D) experience of 10 yrs and more may get Tk.- 70,000(Max.) /Month
* A person having an MS degree with relevant research and development (R&D) experience of 5 yrs and more may get Tk.- 50,000(Max.) /Month

1. Contractual Research Fellow/Research Associate: Tk. 25,000-30,000 (per month consolidated) including PhD/MS students having not a recipient of scholarship from any other sources.
2. Contractual Research Assistant/Field Assistant: Tk. 15,000-20,000 (per month consolidated) having certificate in Agri. Diploma/HSC in Science.
3. Part-time accountant: Tk. 5000/- (per month consolidated)

***Note:******Engagement of expert professional depends on the nature of projects under different programs. However, KGF professionals will decide the number of man-months per year to be required for a specific project during rationalization.***

* **Honorarium:**

PIs (Coordinators/CIs if justified) may get only annual honorarium, equivalent to two month’s basic pay subject to satisfactory performance after due evaluation by KGF at the end of each project year. This honorarium will be given from KGF block grant and therefore should not be included in the budget line item.

**Note:**

1. *Total remuneration cost for the contractual staff including professional expert should not exceed 30% of the project cost.*
2. *The above mentioned rates of remuneration and honorarium may be revised time to time by KGF Board.*

* **R&D related cost:** Under this budget line-item, cost of all inputs like seeds, labors, agro-chemicals, irrigation and other costs related to research activities can be included.
* **Training/Workshop/Meeting:** This budget line-item includes costs related to organizing and/or participation in workshop, seminar, field days, training and related activities. For each activity, a possible title with justification and a tentative budget should be indicated. Fund under this item can only be used for program activities in Bangladesh.

Annex-2 contd

**An Example:**

Total cost for a day long farmers’ training for 30 participants is given bellow:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Items/Head | No. of participants | Unit cost (Tk) | Total cost (Tk) |
| 1 | Training materiers (Folder, pen, pad etc) | 30 | 250.00 | 7500.00 |
| 2 | Particpants allowance (farmers) | 30 | 300.00 | 9000.00 |
| 3 | Inaugural ceremony- refreshment | 50 | 75.00 | 3750.00 |
| 4 | Lunch | 40 | 200.00 | 8000.00 |
| 5 | Closing ceremony-refreshment | 50 | 50.00 | 2500.00 |
| 6 | Honorarium for speakers | 5 | 1000.00 | 5000.00 |
| 7 | Hnorarium for support staff | 2 | 250.00 | 500.00 |
| 8 | Local conveyance for the participants (up-drown) | 30 | 200.00 | 6000.00 |
| 9 | Banner | 1 | 1000.00 | 1000.00 |
| 10 | Training venue hiring cost, if necessary | 1 | 4000.00 | 4000.00 |
| 11 | Others (Photocopy, printing etc, if ncessary | LS | 2750.00 | 2750.00 |
|  | **Total** | | | **50,000.00** |

* **Travel expenses:** Travel expenses within Bangladesh directly related to the execution of the project activities can be included under this budget line item. Normally public transport would be used. In special cases, vehicle may be hired or cost of oil/fuel/gas for use of proponent organizations’ vehicle may be allowed.

**For public sector TA/DA will be as per own organizational rules and for NGO/PO as per KGF rules, such as**

**TA**- Actual expenses,

**DA**- Tk. 1500.00 for ED/PI/CI

Tk. 800.00 for Research Fellow/Research Associate

Tk. 600.00 for Research Assistant /Field Assistant/Account and other staff.

* **Overhead Cost:** A maximum of 10% of the total amount of operational costs may be claimed as indirect cost to cover the administrative overheads INCURRED BY THE

GRANT RECIPIENT INSTITUTIONS. This indirect cost may be shared among collaborating institutions but cannot be charged by the lead institution on behalf of the associated/collaborating/component institution.

* **Other Cost:** This covers expenditures that are not elsewhere specified but directly related to the execution of the research project.

1. **Capital Cost:**

It includes purchase of equipment and or appliances (field & lab.) which are directly related to the proposed research and is essential for the implementation of the project activities. These may be procured provided that such equipment purchased with the Grant will be placed under the ownership of KGF upon completion of the project. In any way, this capital cost should not exceed 10% of the project budget for CGP and 30% for Basic research.

Annex-2 contd

1. **Cost not eligible under CGP:**

The following costs are not eligible: debts and provisions for losses or debts; interests owed; items already funded in another framework or by previous contractual arrangements; purchases of land or buildings and other fixed equipment; currency exchange losses; credits to third parties.

**Explanation:**

**i) Collaborative Project -** is one which is designed in a way where more than one disciplines of a research organization or more than one research organizations are involved to implement the project activities collectively in order to achieve the specific objectives. In this case, planned project activities need to be distributed between/among the collaborating disciplines/organizations based on their technical and physical capacities for best performance. If two or more organizations are involved, one would act as lead organization and others as collaborating organizations. There would be only one PI from the lead organization and one CI from each of the collaborating organizations. Here both technical and financial accountability of the project would be with PI of the lead organization.

**ii) Coordinated Project -** is one which is designed in a way where more than one research organizations are involved to implement project activities separately in different potential locations/sites to achieve project objectives and to create a greater impact. In this case, all planned project activities will be performed by all participating organizations but in different potential locations/sites. Here all participating organizations will be considered as component organizations, each with one PI. However, one component organization should act as lead organization (applying organization) and PI of the lead organization will act as the project coordinator***. Here, coordinator as well as component PIs would be jointly accountable /responsible for technical and financial aspects of the project.***

**Note:**

* 1. Use of New Times Roman 12-point size for all responses is preferable.
  2. KGF authority reserves the right to accept or reject any or all applications/proposals without assigning any reason thereof. Concept Note/Full Proposal formats provided by KGF must be used by the proponent. KGF professionals may improve/modify any items of the proposal format/guidelines/conditions, which the proponent must comply with, in order to better achieve objectives of CGP and other research.

Annex-3

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Project Concept Note (CN)/Pre-Proposal Submission Format for CGP**

**For Official Use Only**

Project ID No (CN) : ……………...................................................................................................

CN Receiving Date : ………...........................................................................................................

* Sub-Sector : ……………....................................................................................................
* Thematic Area : …………..….................................................................................................
* Researchable Area/issue : ………………...............................................................................................

Title of proposed project**:**

**PART A. Applicant Information**

1. Title of proposed project: [Give a concise but clear and meaningful title with key words which should be self explanatory]
2. Researcher Information:

**PART-A:** **Project Information**

1. Sub-Sector: [Select only one from the list of Sub-Sectors]
2. Thematic area: [Select only one from the list of thematic areas under the selected Sub-Sector]
3. Researchable areas /issue: [Select only one from the list of priority researchable areas/issue under the selected thematic area]
4. Title of proposed project: [Give a concise but clear and meaningful title with key words which should be self explanatory].
5. Is this project is a coordinated/collaborative one ? Yes/No

If yes, mention the name of the component/collaborating organization.

1. Project duration: [No. of months]

|  |  |
| --- | --- |
| 7. | Background/ justification of the proposed project: [ Make a brief but clear statement of the problem/s identified with magnitude, severity & baseline data/information for a specific location/zone/region for which the project is proposed-150 words ] |
| 8. | Specific Objectives: [State clearly specific objective/s (not more than 3-4) with target/s which are realistic and achievable (as a way of solution of the stated problem/s under sl. #5) during the project period. All specific objectives should be SMART: S-specific; M-measurable; A-achievable; R-realistic and T-time bound] |
| 9. | Approaches and Methodologies: [Give a concise but clear description about the approaches to be followed and methodologies, including statistical method, to be adopted to address the stated problem/s -100 words] |
| 10. | Expected outputs/results:[Give a brief but clear statement about the expected outputs/results that would be achieved through performing the planned activities-50 words] |
| 11. | Has the project secured fund form any other sources? Yes/No  If yes, provide amount and source of fund in thousand Tk. |
| 12. | Budget: i) Total amount of KGF funding in thousand Tk. |
|  | * 1. Summary Budget (Total): [Give an estimated summary budget including collaborating/component organization, if any, against each line item of the proposed project as per proforma given below] |

Estimated Summary Budget (Total) Proforma for KGF funding:

(In thousand Taka)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Items of expenditure | | **Year-I** | Year-II | **Year-III** | **Total** | **% of Grand Total** |
| A. Recurring (Operational cost) | |  |  |  |  |  |
| 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)  1.2 Remuneration of Accounting /Typing support service, if any (part time basis- consolidated) |  |  |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. |  |  |  |  |  |
| 3. | Maintenance and repairing of lab. /field equipment, etc. |  |  |  |  |  |
| 4. | Training |  |  |  |  |  |
| 5. | Workshop/Seminar/Meeting etc. |  |  |  |  |  |
| 6. | 6.1 Travel expenses (TA/DA) as per own  organizational rules (Public Sector)  or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s  vehicle for travel, if justified. |  |  |  |  |  |
| 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) |  |  |  |  |  |
| 8. | Any other items (please specify with justification) |  |  |  |  |  |
| 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) |  |  |  |  |  |
|  | ***Sub-total A (1-9)*** |  |  |  |  |  |
| **B. Non-recurring (Capital cost)** | |  |  |  |  |  |
| **10.\*\*\*** | Equipment & Appliances (upon approval of KGF, List to be given in the item-13 of FRPP)  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle /Motor bike |  |  |  |  |  |
|  | ***Sub-total B*** |  |  |  |  |  |
| **C. Grand Total A+B (1-10)** | |  |  |  |  |  |

***\* Cost under line item (#I) should not exceed 30% of the total project cost.***

***\*\* Cost under line item #7 should not exceed 5% of the total project cost***

***\*\*\* Cost under line item # 10 should not exceed 10% of the total project cost for CGP and 30 for basic research .***

**Note:**

*In addition to the above budget, Annual Honorarium for Coordinator/PI/CI where justified will be allowed from KGF block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by KGF*

Annex-3 contd

**PART B. Applicant Information**

1. Researcher Information
   1. Name of Coordinator/ Principal Investigator (PI) of Applying Organization:
      1. Date of birth:
      2. Highest academic degree:
      3. Present Position:
      4. Job status /full time/part time:
      5. Area of expertise/specialization:
      6. Length of research experience:
      7. Name of Institute/Organization:
      8. Mailing address:

|  |  |
| --- | --- |
| Telephone: | Cell phone: |
| E-mail: | Fax: |

* 1. Name of Principal Investigator (PI) of Component Organization (if any):
     1. Date of birth:
     2. Highest academic degree:
     3. Present Position:
     4. Job status /full time/part time:
     5. Area of expertise/specialization:
     6. Length of research experience:
     7. Name of Institute/Organization:
     8. Mailing address:

|  |  |
| --- | --- |
| Telephone: | Cell phone: |
| E-mail: | Fax: |

1. Non-government research or development organization/foundation etc. must provide the following additional information:

3.1 A brief description of the organization, management structure, and activities including any relevant research experience (maximum 150 words)

3.2 Must attach copies of all legal documents, such as valid NGO Bureau/GOB approved registration etc.

**PART-C:** **Declaration:**

It is certified that-

1. The research work proposed in this project is not a duplicate work already done or being done in the applying organization or elsewhere and has not been submitted to any agency/agencies for funding.
2. We agree to accept the terms and conditions given by KGF for CGP funding.
3. The project will be provided with necessary access to available facilities in this organization.
4. Coordinator /PI/CI or all are not presently involved in any other project funded under CGP or other funding source and are committed to devote enough time for effective implementation of the project towards achieving its objectives. Moreover, they will not be transferred from their present station during the project duration.

|  |  |
| --- | --- |
| (i) Name and Signature of the Coordinator/ Principal  Investigator of the  Applying Organization  Name:  Signature:  Organization:  Date**:** | (ii) Name and Signature of the Head/ Authorized  Person of the Applying Organization  Name:  Signature:  Organization:  Date**:** |

***Note: For coordinated projects, name and signature with date of PIs and Head/Authorized Persons of all component organizations should also be given in the Full Research Project Proposal (FRPP).***

Annex-4

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Project Concept Note (CN)/Pre-Proposal Screening Format for CGP**

**Project ID No (CN): ........................**

**Sub-sector : ……………….. Thematic Area :**

**Researchable Area/Issue: ………………………………………………………………………...**

**Title of the Proposed Project:…………………………………………………………………….**

**………….…………………………………………………………….**

**Screening Date: ………………………………..**

**Screening Criteria:**

|  |  |  |
| --- | --- | --- |
| 1. | Does the proposal submission fully comply with CGP Concept Note format (Part: A, B & C)? |  |
| 2. | 2. a. Whether Coordinator/PI(s) is/are adequately qualified and experienced for successful implementation of the proposed project?  2. b. Is/are Coordinator/PI(s) a full-time employee of the proposing institute/entity and   1. c. Is/are Coordinator/ PI(s) not retiring before the completion of the project?   2. d. Is/are Coordinator/PI(s) not involved with any other KGF project as coordinator/PI | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No |
| 3. | Whether the specific objective/s of the proposed project is/are clearly stated, realistic and achievable within the project period? | Yes  No |
| 4. | Whether the expected outputs/results and outcomes are clearly stated and relevant to project objectives? | Yes  No |
| 5. | Whether the proposing organization/entity has the requisite infrastructure and physical facilities for carrying out the proposed project? | Yes  No |
| 6. | Whether the project CN/Pre-Proposal has been endorsed by the Head/authorized representative of the proponent organization? | Yes  No |

**Note:** **Accept CN when answers to all questions are Yes, otherwise reject CN.**

**Accepted**  **Rejected**

Name and signature of the TAC members/KGF Professionals involved in screening of this CN

Name: Signature with date:

1.

2.

3.

Annex-5

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Full Research Project Proposal (FRPP) Submission Format for CGP**

|  |  |
| --- | --- |
| **For Official Use Only (by KGF)** | |
| Project ID No. Upon Approval  FRPP No. :\_\_\_\_\_\_\_\_\_\_\_  CN No. :\_\_\_\_\_\_\_\_\_\_\_\_  FRPP Received (Date):\_\_\_\_\_\_\_\_\_\_  **Actions:**  □ Sent for Expert Review (Date): | □ TAC Overview (Date):  □ Board Decision (Date):  **Accepted/Rejected**  □ Award Letter Issued (Date):  (Provisional/Final)  □ MoU Signed (Date): |

**Part A: Proposal Summary**

1. Sub-Sector: [Same as in CN]
2. Thematic area: [Same as in CN]
3. Researchable areas /issue: [Same as in CN]
4. Title of proposed project: [Same as in CN]

5. Summary of the proposal content (to be stated in 150 words):

6. Time frame & Cost:

(a) Duration: \_\_\_\_\_\_\_\_ (months), from : \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_.

(b) Total cost in lakh Tk.:

7. Project location(s)/site(s) :

8. Name and address of the Coordinator cum Principal Investigator (PI) of the Applying Organization

(Lead Organization):

Name: ……………………. Signature:…………

Present position:………………………

Address:…………………………………….

8.1 Name and address of Co-Investigator (CI) of the Applying Organization:

Name: ……………………. Signature:…………

Present position:………………………

Address:…………………………………….

9. Name and address of the Principal Investigator(s) of Component Organization (if any):

Name: ……………………. Signature:…………

Present position:………………………

Address:…………………………………….

9.1 Name and address of the Co-Investigator(CI) of Component Organization (if any):

Name: ……………………. Signature:…………

Present position:………………………

Address:…………………………………….

***Note: For coordinated projects, PI of the applying organization will act as the coordinator and names of PIs of all component organizations need to mention and heads/authorized persons of all component organizations need to endorse at the end.***

Annex-5 contd

**Part B: Details of Full Proposal**

1. **Name of Applying Organization with Collaborative/Component Organizations (if any):**
2. **Type of organization** □ Education □ Research □ Non-Govt. research organization: □ Non-government development organization □ other (please specify).
3. **For non-government organization/foundation etc, following additional information should be provided:** **Must attach attested copies of legal documents/registration certificates etc only but not the annual progress reports.**
4. A brief description of the organization with activities involved, including relevant research experiences:
5. A brief description on the technical and physical strength of the organization relevant to the proposed project:
6. Indicate the relevance of the proposed project with the overall objectives and capacity of the organization in implementing the project:

IV. **Proposed Investigation**

1. **Title of proposed project:** [Give a concise but clear and meaningful title with key words which should be self explanatory: same as in CN]
2. **Background/Justification of the proposed investigation** 
   1. Make a brief but clear statement with baseline data/situation of the problem(s) identified for a location/zone/region for which the project is proposed.
   2. Give a summary of the pertinent literature to demonstrate sufficient familiarity with the published literature, without being excessive.
3. **Specific objective(s) of the Project:** [state specific objective(s) precisely and clearly with target(s) which would be result oriented and achievable within the timeframe and should be limited to 3-4. All specific objectives should be SMART: S-specific; M-measurable; A-achievable; R-realistic and T-time bound]
4. **Approaches and Methodologies:** 
   1. **Approaches:** [give clear statement on the ways/steps to be followed as well as institutional arrangements to be made for project implementation, such as coordinated/collaborative/participatory/on-station/ on-farm/lab. etc.]
   2. **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 performing activities to achieve each objective]
5. **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 the welfare of the target society of the specific location for which the project is proposed].

**(a). Outputs/results:**

**(b). Outcomes:**

1. **Detailed Plan of Activities with Performance Schedule:**
   1. **Provide year-wise chronological project activities**

|  |  |
| --- | --- |
| Project Year | List of planned project activities to be performed in chronological order |
| I | 1.  2.  3.  4. |
| II | 1.  2.  3.  4. |

Annex-5 contd

|  |  |
| --- | --- |
| III | 1.  2.  3.  4. |
| & so on |  |

* 1. **Provide activity performance schedule i.e. when to start and when to complete each activity during the project period (show in arrow mark, here more than one activity may go side by side)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | List of planned project activities to be performed in chronological order | Activity performance schedule during the project period (quarters in project period) | | | | | | | | | | | |
| **1st** | **2nd** | **3rd** | **4th** | **5th** | **6th** | **7th** | **8th** | **9th** | **10th** | **11th** | **12th** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| & so on |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Role and Responsibilities of Coordinator/PI/CI and other contractual project staff, if any:** [Describe briefly but clearly the role and responsibilities of Coordinator/ PI/CI and other contractual staff, if any, separately, showing their degree of involvement for the implementation of the project]
2. **Risks and Assumptions:** [State likely risks that may accrue during project implementation and the assumptions under which the project would be implemented].
3. **Socio-economic and Gender Issues:** [State likely socio-economic implication including gender issues involved in project activities with management strategies, if needed]
4. **Environmental Implications:** [State likely environmental implications of the project activities with management strategies, if needed].
5. **Summary Budget :**(total for lead and collaborating/component organization, if any, for the entire project period):

***Note: Details of the budget is given in Annex-5-(i), which is the basis for this Summary Budget***

(in thousand Tk)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Items of expenditure | | **Year-I** | Year-II | **Year-III** | **Total** | **% of Grand Total** |
| **A. Recurring (Operational cost)** | |  |  |  |  |  |
| 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated}  1.2 Remuneration for Accounting /Typing  Support Service, if any (part time basis- consolidated) |  |  |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies, etc. |  |  |  |  |  |
| 3. | Maintenance and repairing of lab. /field equipment, etc. |  |  |  |  |  |
| 4. | Training |  |  |  |  |  |
| 5. | Workshop/Seminar/Meeting etc. |  |  |  |  |  |
| 6. | 6.1 Travel expenses (TA/DA) as per own  organizational rules (Public Sector)  or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s  vehicle for travel, if justified. |  |  |  |  |  |
| 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) |  |  |  |  |  |
| 8. | Any other items (please specify with justification) |  |  |  |  |  |
| 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) |  |  |  |  |  |
|  | ***Sub-total A (1-9)*** |  |  |  |  |  |
| **B. Non-recurring (Capital cost)** | |  |  |  |  |  |
| 10.\*\*\* | Equipment & Appliances (upon approval of KGF, list to be given in the item-13 of FRPP)  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle /Motor bike |  |  |  |  |  |
|  | ***Sub-total B*** |  |  |  |  |  |
| **C. Grand Total A+B (1-10)** | |  |  |  |  |  |

***\* Cost under line item (# 1) should not exceed 30% of the total project cost.***

***\*\* Cost under line item #7 should not exceed 5% of the total project cost***

***\*\*\* Cost under line item # 10 should not exceed 10% of the total project cost.***

***Note:*** *In addition to the above budget, Annual Honorarium for Coordinator/PI/CI where justified will be allowed from KGF block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by KGF.*

1. **Budget break-up of applying and component organizations, if any** (please provide estimated budget separately for applying and component organizations under a & b similar to sl. no. 11)

**(a) Budget break up of applying organization:**

(In thousand Taka)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Items of expenditure | | **Year-I** | Year-II | **Year-III** | **Total** | **% of Grand Total** |
| **A. Recurring (Operational cost)** | |  |  |  |  |  |
| 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)  1.2 Remuneration of Accounting /Typing  Support Service, if any (part time basis- consolidated) |  |  |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. |  |  |  |  |  |
| 3. | Maintenance and repairing of lab. /field equipment, etc. |  |  |  |  |  |
| 4. | Training |  |  |  |  |  |
| 5. | Workshop/Seminar/Meeting etc. |  |  |  |  |  |
| 6. | 6.1 Travel expenses (TA/DA) as per own  organizational rules (Public Sector)  or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s  vehicle for travel, if justified. |  |  |  |  |  |
| 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) |  |  |  |  |  |
| 8. | Any other items (please specify with justification) |  |  |  |  |  |
| 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) |  |  |  |  |  |
|  | ***Sub-total A (1-9)*** |  |  |  |  |  |
| **B. Non-recurring (Capital cost)** | |  |  |  |  |  |
| 10.\*\*\* | Equipment & Appliances (upon approval of KGF, list to be given in the item-13 if FRPP)  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle /Motor bike |  |  |  |  |  |
|  | ***Sub-total B*** |  |  |  |  |  |
| **C. Grand Total A+B (1-10)** | |  |  |  |  |  |

***\* Cost under line item (# 1) should not exceed 30% of the total project cost.***

***\*\* Cost under line item #7 should not exceed 5% of the total project cost***

***\*\*\* Cost under line item # 10 should not exceed 10% of the total project cost.***

***Note:*** *In addition to the above budget, Annual Honorarium for Coordinator/PI/CI where justified will be allowed from KGF block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by KGF.*

**(b) Budget break up of component organization(s):**

(In thousand Taka)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Items of expenditure | | **Year-I** | Year-II | **Year-III** | **Total** | **% of Grand Total** |
| **A. Recurring (Operational cost)** | |  |  |  |  |  |
| 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-  consolidated)  1.2 Remuneration of Accounting /Typing  Support Service, if any (part time basis- consolidated) |  |  |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. |  |  |  |  |  |
| 3. | Maintenance and repairing of lab./field equipment, etc. |  |  |  |  |  |
| 4. | Training |  |  |  |  |  |
| 5. | Workshop/Seminar/Meeting etc. |  |  |  |  |  |
| 6. | 6.1 Travel expenses (TA/DA) as per own  organizational rules (Public Sector)  or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s  vehicle for travel, if justified. |  |  |  |  |  |
| 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) |  |  |  |  |  |
| 8. | Any other items (please specify with justification) |  |  |  |  |  |
| 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) |  |  |  |  |  |
|  | ***Sub-total A (1-9)*** |  |  |  |  |  |
| **B. Non-recurring (Capital cost)** | |  |  |  |  |  |
| 10.\*\*\* | Equipment & Appliances (upon approval of KGF, list to be given in the item-13of FRPP)  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle/Motor bike |  |  |  |  |  |
|  | ***Sub-total B*** |  |  |  |  |  |
| **C. Grand Total A+B (1-10)** | |  |  |  |  |  |

***\* Cost under line item (# 1) should not exceed 30% of the total project cost.***

***\*\* Cost under line item #7 should not exceed 5% of the total project cost***

***\*\*\* Cost under line item # 10 should not exceed 10% of the total project cost.***

Annex-5 contd

**Note:**

1. *In addition to the above budget, Annual Honorarium for Coordinator/PI/CI where justified will be allowed from KGF block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by KGF.*
2. *For coordinated projects, budget for each component organization should be given separately.*
3. **List of equipment and appliances to be procured as per budget cost item -10. Please give proper justification and use of each equipment item with estimated cost:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. no.** | **Name of equipment/appliances** | **Estimated cost** | **Justification & use of the equipment** |
| 01. |  |  |  |
| 02. |  |  |  |
| 03. |  |  |  |

# Part-C: Researcher’s Information

(Please provide a maximum of one-page CV for each of the Coordinator cum Principal Investigator and Co-Investigator (if applicable) who would be solely responsible for the implementation of the proposed project under the following heads given below):

**C-**I.**: CV of Coordinator cum Principal Investigator (PI) of the applying organization**:

* 1. Full name, date of birth and age: …………………………
  2. Present position: …………………………
  3. Institution/organization: …………………………
  4. Mailing Address: …………………………

Telephone: ………………………… Cell phone: …………………………

E-mail: ……………………

* 1. Educational Qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Degree obtained with year | Subject/Discipline | University |
| 1. | PhD |  |  |
| 2. | MS |  |  |
| 3. | BS |  |  |

* 1. Area of specialization:
  2. Professional experience (list in order of last assignment first)
  3. Publications :
     + 1. Total number of referred publications in national and international journals:
       2. List five important publications with full reference:

**C-**II**.: CV of PI(s) from component organization (if any) : Similar to C-**I

**C-**III**.: CV of CI (if any) : Similar to C-**I

# Part-D: Declaration of Eligibility

(To be signed by the same person who will endorse and sign the contract with KGF)

The undersigned, legal representative of the following applying/component organization

(Name and registered address of the organization)

as (position in the organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

having carefully read the Guidelines for submission, selection and implementation of the research proposals for CGP under the KGF declares that the institution meets all eligibility criteria specified in the said Guidelines and in particular that:

1. The institution has an established office in Bangladesh, has a clearly distinct institutional and operational structure as outlined in the said guidelines and it is a non-profit institution**. [For NGO/Foundation etc. Please attach legal document/registration certificate etc.]**
2. The research proposal to which this declaration is attached has not been submitted elsewhere for funding and is not receiving funds from any other source(s).
3. The institution is not bankrupt or wound up and is not having its affairs administered by the courts and has not suspended business activities.

Annex-5 contd

1. The research proposal does not contain any misreporting or misrepresentation of facts.
2. **Coordinator/PI/CI or all are not presently involved in any other project funded under CGP or other funding source and are committed to devote enough time for effective implementation of the project towards achieving its objectives. Moreover, they will not be transferred from their present station during the project duration**.
3. The decisions of the KGF concerning acceptance or rejection of the research proposal will be considered final by the applying/component institution.
4. **Signature of the Coordinator cum PI form Applying Organization : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Lead Organization)**

**Name (Capital letters) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address :**

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

1. Signature of PI from the Component Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Capital letters) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address :

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

1. Signature of Head of the Component Organization (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Capital letters) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address :

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

1. Signature of Head/Authorized person of the Applying Organization (Lead Organization):\_\_\_\_\_\_\_\_\_\_\_\_

Name (Capital letters) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address :

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annex-5 (i)**  **KRISHI GOBESHONA FOUNDATION (KGF)**  **Detailed Budget (format to be used for the entire proposal) Taka in Thousand** | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
|  | **Name of CGP Research Proposal:…………………………………………………………………………………………………** | | | | | | | | | | | | | | | | | | |
|  | **Name of Organization: …………………………………………………………………………………………** | | | | | | | | | | | | | | | | | | |
|  | **Name of PI …………………………………………………………………………** | | | | | | | | | | | | | | | | | | |
|  | **Duration:……………months; From:………………to……………………..** | | | | | | | | | | | | | | | | | | |
| **Cate**  **gory** | **Sl#** | | **Items of Expenditure** | **Unit** | **Unit cost** | **Half Yearly** | | | | | | | | | | | | **Total** | **% of total** |
| **Year-I** | | | | **Year-II** | | | | **Year-III** | | | |
| 1 | | 2 | | 3 | | 4 | | 5 | | 6 | |
| Quant | Bdgt | Quant | Bdgt | Quant. | Bdgt | Quant | Bdgt | Quant | Bdgt | Quant | Bdgt |
| **A.** | **Recurring (Operational Cost):** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)  1.2 Remuneration of Accounting /Typing Support Service, if any (part time basis-consolidated) | | PM |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2.1 Labor | | PD |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2.2 Seed/Seedlings/fish fry/ chicks etc. | | Kg/No |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2.3 Fertilizer/feed | | Kg |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2.4 Irrigation | | No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2.5 Pesticide/Vet. Medicine etc. | | L/D |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2.6 Lab. chemicals | | Kg/L |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2.7 Other supplies, if any | | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Annex-5-(i) Contd.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | ***Sub total of 2*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 3 | Maintenance and repairing of Lab. /farm equipt. | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 4 | Training (No. of batch; No. of participants per batch) | No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 5 | Workshop/seminar/meeting etc. | No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 6. | 6.1 Travel expenses (TA/DA) as per own organizational rules (Public Sector) or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s vehicle for travel, if justified. | No.  No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 8. | Any other items (please specify with justification) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | ***Sub-total A (1-9)*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.** |  | **Non-recurring (Capital cost)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10.\*\*\* | Equipment & Appliances (upon approval of KGF, list to be given in the item-13 of FRPP)\*\*  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle/Motor bike | No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | ***Sub-total B*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **C.** |  | **Grand Total A+B (1-10)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ***\*Cost under line item 1 should not exceed 30% of the total cost;***  ***\*\*Cost under line item #7 should not exceed 5% and***  ***\*\*\*Cost under line item #10 should not exceed 10% of the total byudget.*** | | | | | | | | | | | | | | | | | | |
|  | ***Note :I. Please specify the nature of units i.e. : PM=Person Month ,PD=Person Day, Kg=Kilogram, No=Number, LS=Lump sum, L=Liter, D=Dose.***  ***Note:I I. Please mention the number of person with number of months and rate per month.*** | | | | | | | | | | | | | | | | | | |
|  | ***III. List of equipment & appliances with cost and adequate justification must be provided for capital items in relation to your project.*** | | | | | | | | | | | | | | | | | | |
|  | 1. *In addition to the above budget, Annual Honorarium for Coordinator/PI/CI where justified will be allowed from KGF block grant after due evaluation of*   *their performance at the end of each project year and if rated as satisfactory by KGF.* | | | | | | | | | | | | | | | | | | |

**Annex-6**

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Criteria for Scoring Full Research Project Proposal (FRPP): An Expert Evaluation (CGP)**

**Project ID No (CN/FRPP) : Sub-sector:**

**Thematic Area :**

**Researchable Area/Issue :**

**Title of the Proposed Project :**

| **Sl. No.** | **Criteria/Indicators** | **Full Points** | **Points Obtained** | **Remarks** |
| --- | --- | --- | --- | --- |
| **A.** | **Review/Evaluation of Proposal content by Peer Reviewer** | | | |
| **1.** | **Relevance of the proposal to the Problem and thematic area:** | **10** |  |  |
|  | * Is the title clear and specific? * Is the problem clearly stated? * Is/are the objective(s) clear and well focused? * Does the proposal review relevant literature adequately? * Are expected output(s)/result(s) well-defined, measurable and achievable in stipulated period? | 2  2  2  2  2 |  |  |
| **2.** | **Appropriateness of the approach and methodology :** | **20** |  |  |
|  | * Is/are the approach (es) relevant and clear to address the problem/issue. * Is/are the /methodology (ies) relevant, clear, appropriate and adequately described to address the issue? * Is baseline information clearly stated? * Are parameters and frequency of data collection clearly mentioned? * Are appropriate statistical tools and methods for data analysis clearly stated? | 3  8  3  3  3 |  |  |
| **3.** | **Effectiveness of the project outputs/results :** | **5** |  |  |
|  | * Will the expected output(s)/ result(s) help to increase farm productivity, income, reduce yield gap or any other benefit of the farming community or policy makers? * Is/are the beneficiary/beneficiary groups, well defined? | 3  2 |  |  |
| **4.** | **Plan of activities:** | **15** |  |  |
|  | * Is the plan of activity and timeframe sufficiently clear for implementation of the proposed project? * Are the planned activities adequate and appropriate to deliver expected output(s)/result(s) for achieving the specific objective(s)? * Are the proposed resources (human and financial) reasonable/ rational to accomplish the task? * Does the plan include studies/trials on farmers fields involving members of the organized farming group i.e. Block farming. | 3  4  4  4 |  |  |
| **5.** | **Technical competencies, including requisite infrastructure and physical facilities** | **20** |  |  |
|  | * Is the academic qualification and relevant research experience of the PI sufficient/adequate to implement the project? * Did the PI implement similar /any research independently earlier * Is the academic qualification and relevant research project experience of the co-Investigator adequate to perform the task assigned to him/her in the project? * Does the proposing institute/entity has the requisite infrastructure and physical facilities for carrying out the proposed research? | 6  4  5  5 |  |  |

**Annex-6 contd.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Criteria/Indicators** | **Full Points** | Points Obtained | Remarks |
| **6.** | **Indicative Budget:** | **10** |  |  |
|  | * Is the budget prepared following the line items given in the detailed budget format? * Is the proposed budget realistic in view of the stated problems, objective/s set, project size, activities outlined, project duration and likely outcomes? | 4  6 |  |  |
|  | **Total Score on Proposal Content Evaluation** | **80** |  |  |
| **B.** | **Proposal Presentation by PI before TAC members:** | **20** |  |  |
|  | * **Concept and understanding of PI about the Project including stated problem** * **Clarity of PI about the approaches and methodologies to be applied to address the problem** * **Clarity of PI about the input –output relationship towards achieving objectives** * **Quality of overall presentation** | **5**  **5**  **5**  **5** |  |  |
|  | **Overall Total Score (A+B)** | **100** |  |  |

**7. Specific comments on Environmental and social safeguard issues by Peer reviewers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

* Has the proponent addressed properly the likely environmental impact of the project activities and identified appropriate management strategies, if needed?

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

* Has the proponent addressed adequately the likely social impact, including gender issues of the project activities and identified appropriate management strategies, if needed?

1. **General Comments/Suggestions by the peer reviewer and TAC members about the appropriateness of the project proposal (at least 3-4 bullets)**

* **By Peer Reviewer:**
* **By TAC Members:**

1. **verall Assessment of the proposal:**

|  |  |  |
| --- | --- | --- |
|  | **a) Outstanding (90% & above)**  **b) Excellent ( 80%& above)**  **c) Very Good (70% & above)**  **e) Good (60% & above)**  **d) Poor (Less than 60%)** | **Name & Designation of the Reviewer:**  **....................................................**  **(Signature of the Reviewer )**  **Date: ……………………** |
|  | **Recommendation of TAC:**  **Decision of the KGF Board**  **a) Approved**  **Date of Approval: ........................** | **b) Not Approved**  **Board Meeting no.: …………..**  **……….....................................................**  **(Signature of Executive Director, KGF)**  **Date: ………………………….** |

Annex-7

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Environmental Screening Matrix: Agricultural Research CGP**

**Project ID No (CN/FRPP): ……………………………**

**Title of the proposed Project:………………………….**

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

*\* Please strike out one*

*…………………………………….Signature of the Evaluator*

Annex-8

**KRISHI GOBESHONA FOUNDATION (KGF)**

**AGREEMENT THROUGH**

**MEMORANDUM OF UNDERSTANDING FOR CGP and other Programsgy**

(A Sample Copy: General)

**Project ID No (CN/FRPP):…………………………: Phase-.......... under........... Round Call for**

Implementation of Competitive Grants Program (CGP) Project

**Title:**

This contract containing Terms and Conditions (T&C) in the form of Memorandum of Understanding (hereinafter called the MoU T&C) is made on this……………day of ….……...…/20………………………..………………

………………………………………………………………………………………………

Between

The Krishi Gobeshona Foundation (KGF) hereinafter referred to as the **1st PARTY**

And

The Proponent organization **(Lead Agency)**:

Having its registered office at ……………………………………………………………

……………………………..………..……………………………………………………

with its successors hereinafter called the **2nd PARTY;**

**General Clause agreed by both the parties:**

The project proposal referred to above shall be financed by KGF with due regard to its financial and budgetary rules and regulations, including specific regulations notified from time to time. The approved proposal shall be executed by the 2nd Party in accordance with the terms and conditions set out in this MoU.

**WHEREAS**

On the basis of the Rules and regulations framed by KGF for the proper implementation of the CGP, this Memorandum of Understanding entered by among members AND other laws prevailing in Bangladesh; on the terms and conditions herein set forth.

NOW, THEREFORE, in consideration of the premises and covenants and conditions herein contained, IT IS HEREBY AGREED between the Parties as follows:

1. THAT the two parties agree to work in coordinated manner and cooperate with each other and with others for the implementation of the approved research proposal and to achieve objectives of the CGP of KGF.
2. THAT first party, subject to availability of fund, shall finance the investment and operational costs and some of the identified personnel costs of the member of second party to the extent provided for the agreed program/ Consortium/research sub-project as approved by the KGF, which form an integral part of this MoU, at a Total cost of not exceeding Tk.…………………(In Words:………………………………………. ……………………………) only for the maximum period of:…………………………… months from ..................... 201.... to …………………, 201….. The period may be reduced if situation arise.

Annex-8 Contd.

1. THAT Payment would be made by the 1st Party normally, as per the following mode of payment: The 1st Party has the discretion to change/modify this mode of payment depending on the nature and requirement of the specific proposal/project.

* Upon signing of the MoU maximum 20% (twenty percent) of the 1st year budget will be released to the Bank account of the 2nd Party (First Installment).
* Upon submission of “ Project Inception Report” by PI acceptable to KGF, maximum 30% (thirty percent) of the 1st year budget (the 2nd installment fund) will be released to the 2nd party.
* The subsequent fund (3rd and subsequent installments) with maximum of 30% to 50% (thirty to fifty percent) each of the 1st year and subsequent years budget may be released strictly upon receiving an **implementation progress report:** technical, physical & financial (SoE), acceptable to KGF and upon reviewing concurrent M&E reports prepared internally by KGF professionals. KGF will conduct monitoring, reviews and evaluation as and when required and for such activities members of the second party should provide all information/reports and assist KGF in all forms.
* Last 10% to 20% (ten to twenty percent) of the Project fund will be released after submission of final Project Completion report acceptable to KGF.

1. THAT the member of the second party shall keep the project funds in a separate bank account (Current Account) with separate cash book to be operated as per the existing instructions of the KGF. Please provide Name of the Account (Similar to title of the project): ……………………...…………………………………………..…………………………… ………………………………………………………………………………….……………,

Account no.: ……………………………………….……………..…………………………

Bank name and address………………………………………………………………………

1. THAT the member of the second party shall implement the project/sub-project as per the guidelines and covenants prescribed by the KGF from time to time.
2. THAT the member of the second party shall temporarily on contractual basis appoint staff wherever necessary within one month from the date of signing of the MoU/receipt of 1st installment fund from KGF.
3. THAT the member of the second party shall provide/arrange to provide /make available land, laboratory, equipment, physical facilities and other facilities required for the project implementation.
4. THAT the member of the second party shall ensure services of competent scientific, technical, administrative and ancillary staff as well as skilled and semi skilled laborers as per provision of the approved project document.
5. THAT the member of the second party shall not transfer/shift the staff deployed for the project to other project without the concurrence of the KGF. Second party shall use the staff exclusively for the implementation of the CGP research project.
6. THAT the member of the second party shall use the funds provided under the project exclusively for the project work/activities to achieve the objectives.
7. THAT the member of the second party shall maintain all records in an auditable form and render records and accounts adequate to reflect the operations, resources and expenditure in respect of the project in accordance with sound accounting practices to the KGF. Reporting Formats for such activities will be available at KGF after signing the MoU.
8. THAT the member of the second party shall send **auditable statements** of expenditure (SoE) as per the prescribed schedule and requirement of KGF. Funds for this project will not be invested. Any unspent balance shall be refunded to KGF on termination/completion of the project.
9. THAT for the staff and all manpower appointed/engaged by the second party, the KGF (1st Party) shall not be legally or in any way responsible for absorption of any staff deployed for

Annex-8 Contd.

the Project work after completion/termination of the Project/Scheme. Upon completion/termination of the project all staff/ manpower recruited will be automatically terminated.

1. THAT the member of the 2nd Party shall permit the above staff, depending upon the requirement, to attend trainings, impart trainings, attend the review meetings and workshops and present their reports/data etc. for discussion and review organized by KGF/as per instructions by KGF.
2. THAT the member of the second party will allow monitoring of the progress of the program and activities by KGF, and provide all assistance to KGF, including all information (physical/technical/financial) required and access to the Project sites. The 2nd party will also comply with any mid course adjustment/correction in project activities, if deem necessary after monitoring and review.
3. THAT the member of the second party will comply with the Financial and Technical Progress Reporting and its management in accordance with the Guidelines/instructions of the Financial Management System as provided by the KGF. Normally, each year of this grant, two (six-monthly) fiscal reports showing amount of fund received and spent, and two six-monthly or frequently,(as required by KGF), technical progress reports showing progress of research against planned activities, are to be submitted by the 2nd Party. On completion/termination of the project, a final report will be required covering the financial and technical aspects of the research performed for the entire period of the project.

For audit and evaluation purpose, all records, technical and financial should be kept by the 2nd Party and provide access to the representative of KGF, at least for 3 years upon completion/termination of the project.

1. THAT the member of the second party will follow the existing Rules/Guidelines and Procedures of Public Procurement Rules (PPR) 2008 for Procurement of equipment and goods for the project.
2. THAT Principal Investigator (PI), working part-time for the project and is on the payroll of the 2nd Party (implementing institute), shall be entitled to have honorarium equivalent to one month’s basic pay per year subject to satisfactory annual performance rated by KGF. In case of collaborative or multi-location research projects, the part-time Co-Investigator (CI), if justified may also get honorarium equivalent to one month’s basic pay only after due performance evaluation by KGF.
3. That the equipment/appliances procured for the project under CGP funding shall be the property of the KGF. Upon completion/termination of the project, the equipment shall be handed over to the KGF.
4. THAT the Rights to any Intellectual Property (IP) developed at any time, as a part of the activities of the research project shall be vested in the KGF. The KGF Board will decide the absolute ownership of these rights on IP to be given to BARC. The KGF can enter into a Material Transfer Agreement for purpose of evaluation/multiplication and uses in research to further technological developments.
5. THAT the parties agree that in case of any dispute it shall be solved as per the Rules and Regulations/instruction of the KGF Board Chairman. The decision of the KGF Board will be final and binding on both parties and it can not be challenged in any court of law.

In witness of the above, the Parties through its authorized person(s) has set its hand and stamp on this………………………………..…day of ………………..…….201……

Annex-8 Contd.

1. (FOR AND ON BEHALF OF KGF) FIRST PARTY AUTHORISED OFFICER: Normally the Executive Director

Name: Signature & Seal:…………………………

Designation: Executive Director

Full Address: Krishi Gobeshona Foundation (KGF)

BARC Campus, Farm gate, Dhaka-1215

2. (FOR AND ON BEHALF OF SECOND PARTY: Normally the head of the proponent organization **(Lead Agency)/** Authorized person as per endorsement in the approved CGP Proposal

Name: Signature & Seal:…………………………

Designation:

Full Address with contact Tel./Mobile/E-mail):

**Witness:**

1) First Party Name and signature: ----------------------------------------- -----------------------------------------

Full Address: Krishi Gobeshona Foundation (KGF)

BARC Campus, Farmgate, Dhaka-1215

**Witness:** (Normally the PI)

2) Second Party Name and signature: ----------------------------------------------------------

Full Address: ----------------------------------------------------------

----------------------------------------------------------

***[Note: KGF authority may make necessary changes in this general MoU to make it more appropriate for projects under different programs]***

Annex-9

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Commissioned Research Program (CRP)**

**An outline for Full Research Project Proposal (FRPP) submission under CRP**

1. **Project Title:** 
   1. Introduction/Background Information
   2. Basic Project Information
   3. Project Synopsis
   4. Goal
   5. Purpose/Objectives
   6. Expected Project Outputs/Results and Outcome
   7. Risks and Assumptions
   8. Log Frame
   9. Implementation Arrangement
   10. Project Components
   11. Project Implementing Units
   12. Concurrent M&E
   13. Summary Budget with Annual Breakup
   14. Name and Address of the Coordinator
   15. **Project Component-I: Title**
2. Introduction
3. Basic Project Component Information
4. Project Component Synopsis
5. Specific Component Objectives
6. Expected Component Outputs/Results and Outcome
7. Implementation Arrangement for Component Activities
8. Summary Component Budget with Annual Breakup
   * 1. **Project Implementing Unit-I (Organization)**
9. List of Planned Activities for Achieving Component Objectives
10. Approaches and Methods for Performing the Activities
11. Input-Output Matrix (A Result Framework)
12. Year-wise Activities Performance Schedule
13. Summary Budget with Annual Breakup
14. Detailed Budget with Half Yearly Breakup
15. Name and Address of PI
16. List of Working Team Members
    * 1. **Project Implementing Unit-2(Organization)**
17. List of Planned Activities for Achieving Component Objectives
18. Approaches and Methods for Performing the Activities
19. Input-Output Matrix (A Result Framework)
20. Year-wise Activities Performance Schedule
21. Summary Budget with Annual Breakup
22. Detailed Budget with Half Yearly Breakup
23. Name and Address of PI
24. List of Working Team Members

Annex-9 Contd.

* + 1. **Project Implementing Unit-3 (Organization)**

1. List of Planned Activities for Achieving Component Objectives
2. Approaches and Methods for Performing the Activities
3. Input-Output Matrix (A Result Framework)
4. Year-wise Activities Performance Schedule
5. Summary Budget with Annual Breakup
6. Detailed Budget with Half Yearly Breakup
7. Name and Address of PI
8. List of Working Team Members
   * 1. **Name and Address of the Component Leader**
     2. **Endorsement by the Head of Organization/Authorized Representative**

**1.2.0 Project Component-II: Title-**

1. Introduction
2. Basic Project Component Information
3. Project Component Synopsis
4. Specific Component Objectives
5. Expected Component Outputs/Results and Outcome
6. Implementation Arrangement for Component Activities
7. Summary Component Budget with Annual Breakup
   * 1. **Project Implementing Unit-I (Organization)**
   1. List of Planned Activities for Achieving Component Objectives
   2. Approaches and Methods for Performing the Activities
   3. Input-Output Matrix (A Result Framework)
   4. Year-wise Activities Performance Schedule
   5. Summary Budget with Annual Breakup
   6. Detailed Budget with Half Yearly Breakup
   7. Name and Address of PI
   8. List of Working Team Members
      1. **Project Implementing Unit-2 (Organization)**
8. List of Planned Activities for Achieving Component Objectives
9. Approaches and Methods for Performing the Activities
10. Input-Output Matrix (A Result Framework)
11. Year-wise Activities Performance Schedule
12. Summary Budget with Annual Breakup
13. Detailed Budget with Half Yearly Breakup
14. Name and Address of PI
15. List of Working Team Members
    * 1. **Project Implementing Unit-3 (Organization)**
16. List of Planned Activities for Achieving Component Objectives
17. Approaches and Methods for Performing the Activities
18. Input-Output Matrix (A Result Framework)

Annex-9 Contd.

1. Year-wise Activities Performance Schedule
2. Summary Budget with Annual Breakup
3. Detailed Budget with Half Yearly Breakup
4. Name and Address of PI
5. List of Working Team Members
   * 1. **Name and Address of the Component Leader**
     2. **Endorsement by the Head of Organization/Authorized Representative**
   1. **Project Component –III Title (if any & so on)**
      1. Introduction
      2. Basic Project Component Information
      3. Project Component Synopsis
      4. Specific Component Objectives
      5. Expected Component Outputs/Results and Outcome
      6. Implementation Arrangement for Component Activities
      7. Summary Component Budget with Annual Breakup

***Note:*** *Project coordinator will compile the proposals of all compoent leaders and submit to ED, KGF for completion of approval process for implementation.*

**Annex-10**

**KRISHI GOBESHONA FOUNDATION (KGF)**

**TECHNICAL BULLETIN FORMAT**

**(Maximum of 5-6 pages with key tables/figures and photographs for use by the Scientific Community)**

**Project Code :.............................................................................................**

**Principal Investigator :.............................................................................................**

**Implementing Organization :.............................................................................................**

**Project Locations :.............................................................................................**

**Project Duration :.........................Months; From...................to......................**

**Introduction :**

**Specific Project Objective(s) :**

**Approach and Methods :**

**Results/Outputs :**

**Benefits/Outcomes :**

**Recommendation(s) :**

**Expected Impact :**

**Annex-11**

**K…wl M‡elYv dvD‡Ûkb (†KwRGd)**

**cÖhyw³ evZ©v-QK**

**[wb‡`©kbv: K…l‡Ki e¨env‡ii Rb¨ Qwe mn AbwaK 3 c„ôvi g‡a¨ GB cÖhyw³ evZ©vi wjd‡jU**

**mnR-mij fvlvq ˆZix Ki‡Z n‡e]**

**M‡elYv cÖK‡íi †KvW mn bvg :..................................................................................................**

**cÖavb M‡elK :..................................................................................................**

**ev¯Zevqb ms¯’v :..................................................................................................**

**cÖKí GjvKv :..................................................................................................**

**cÖK‡íi †gqv` : ...........................gvm;.......................nB‡Z..........................ch©šZ**

* **m~Pbv- cÖK‡íi ‡cÖ¶vcU I ¸iæ‡Z¡i msw¶ß eY©©bv :**
* **cÖK‡íi gva¨‡g D™¢vweZ/wbe©vwPZ cÖhyw³i eY©©bv :**
* **wKfv‡e K…lK ch¨v©‡q GB cÖhyw³ cÖ‡qvM Kiv hv‡e :**
* **GB cÖhyw³ e¨env‡i LiP I jv‡fi cwigvY :**
* **GB cÖhyw³i `ªæZ m¤cÖmvi‡Yi Rb¨ wK wK Kiv cÖ‡qvRb :**

***‡bvU:*** *Dc‡i wKQy Guidelines †`qv n‡jv| cÖYxZ cÖhyw³ evZ©vwU A\_©en Kivi Rb¨ cÖ‡qvRbxq me wKQyB Ki‡eb e‡j Avkv KiwQ|*

Annex-12

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Full Research Project Proposal (FRPP) Format for Technology Piloting Program (TPP)**

1. **Project Title:** [ Give short clear and self explanatory title]
2. **Background & Justification:** [Make a brief but clear statement about the background of this proposed project. Also justify how this project will help to accelerate up the scale process of the generated technology among the end users for enhancing productivity]
3. **Specific Objective (s):** [State precisely and clearly the specific objectives (maximusm-4) which should be SMART: Specific; Measurable; Achievable; Realistic and Time bound]
4. **Project site(s) & Size:**[Name number of target upazilas; number of blocks per upazila; number of sub-blocks per block; number of farmers per sub-block with land area; total numbers of farmers and land area]
5. **Duration:**……………….months, from………………..to…………………..
6. **Estimated total Budget in Tk…**……………………………..
7. **Approaches and Methods:** [Give clear statement on the specific approaches to be followed in implementing the project. Describe clearly the generated technology to be piloted against the farmers’ practices. Give clear statement stepwise on the materials and methods to be used collection and analysis of data and statistical fools to be applied in conducting the study]
8. **Implementation Arrangement:** [ Give clearly ways and means to be followed in implementing the project activities properly]
9. **Expected output/results and outcomes:** [Provide expected outputs/results due to intervention that are measurable as well as achievable during the project period. Also state likely outcomes of the project activities that would contributed to the welfare of the target beneficiary for the specific location for which the project is proposed]
   * 1. Outputs/results:
     2. Outcomes:
10. Input-output matrix in relation to specific project objective/s (A Result Framework Approach).
11. Provide chronological project activities to be performed with required duration (time frame) and measurable monitoring indicators on the results/outputs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Specific objective(s)** | **Planned activities to be performed** | **Duration from .....to .....** | **Monitoring Indicators (measurable to verify the performance of each activity)** | **Expected output/result** | **Baseline value (quantify) or situation** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Annex-12 contd.

1. Year wise activities performance schedule: [*Provide activity performance schedule i.e. when to start and when to complete each activity during the project period (show in arrow mark, here more than one activity may go side by side)* ***]***

| **Project Year** | **List of planned activities to be performed in chronological order (Objective wise)** | **Activity performance schedule during the project year** | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(month per project year)** | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
| **1st Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2nd Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Roles and Responsibilities of PI and other contractual project staff (if any):** [ State clearly the role and responsibilities/functions of PI and other project personnel (if any), separately showing their degree of involvement in project implementation]
2. **Summary Budget:** [ Provide clearly item wise summary budget with Annual Breakup for the project period]

***Note:*** *Details of the budget is given in Annex-12(i) which is the basis of this summary budget*

**Estimated Summary Budget (Total) Proforma:**

(In thousand Taka)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Items of expenditure | | **Year-I** | Year-II | **Total** | **% of Grand Total** |
| A. Recurring (Operational cost) | |  |  |  |  |
| 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)  1.2 Remuneration of Accounting /Typing support service, if any (part time basis- consolidated) |  |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. |  |  |  |  |
| 3. | Maintenance and repairing of lab. /field equipment, etc. |  |  |  |  |
| 4. | Training |  |  |  |  |
| 5. | Workshop/Seminar/Meeting etc. |  |  |  |  |

Annex-12 contd.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6. | 6.1 Travel expenses (TA/DA) as per own  organizational rules (Public Sector)  or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s  vehicle for travel, if justified. |  |  |  |  |
| 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) |  |  |  |  |
| 8. | Any other items (please specify with justification) |  |  |  |  |
| 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) |  |  |  |  |
|  | ***Sub-total A (1-9)*** |  |  |  |  |
| **B. Non-recurring (Capital cost)** | |  |  |  |  |
| **10.\*\*\*** | Equipment & Appliances (upon approval of KGF, List to be given separately with justification)  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle/Motor bike |  |  |  |  |
|  | ***Sub-total B*** |  |  |  |  |
| **C. Grand Total A+B (1-10)** | |  |  |  |  |

***\* Cost under line item (#I) should not exceed 30% of the total project cost.***

***\*\* Cost under line item #7 should not exceed 5% of the total project cost***

***\*\*\* Cost under line item # 10 should not exceed 10% of the total project cost.***

**Note:** *In addition to the above budget, Annual Honorarium for Coordinator/PI/CI where justified will be allowed from KGF block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by KGF*

1. Name, designation and address of PI:
2. Name and address of the applying organization:
3. Endorsement by the Head/Authored person of the applying organization:

***[Note: KGF authority may make necessary changes in the general MoU given in annex-8 to make if more appropriate for projects under TPP]***

|  |  |
| --- | --- |
| **Annex-12 (i)**  **KRISHI GOBESHONA FOUNDATION (KGF)**  **Detailed Budget (format to be used for the entire proposal) Taka in Thousand** | |
|  |  |
|  | **Name of TPP Research Proposal:…………………………………………………………………………………………………** |
|  | **Name of Organization: …………………………………………………………………………………………** |
|  | **Name of PI …………………………………………………………………………** |

**Duration:……………months; From:………………to……………………..**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cate**  **gory** | **Sl#** | | **Items of Expenditure** | **Unit** | **Unit cost** | **Half Yearly** | | | | | | | | **Total** | **% of total** |
| **Year-I** | | | | **Year-II** | | | |
| 1 | | 2 | | 3 | | 4 | |
| Quant | Bdgt | Quant | Bdgt | Quant. | Bdgt | Quant | Bdgt |
| **A.** | **Recurring (Operational Cost):** | | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)  1.2 Remuneration of Accounting /Typing Support Service, if any (part time basis-consolidated) | | PM |  |  |  |  |  |  |  |  |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. | |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2.1 Labor | | PD |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2.2 Seed/Seedlings/fish fry/ chicks etc. | | Kg/No |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2.3 Fertilizer/feed | | Kg |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2.4 Irrigation | | No. |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2.5 Pesticide/Vet. Medicine etc. | | L/D |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2.6 Lab. chemicals | | Kg/L |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 2.7 Other supplies, if any | | LS |  |  |  |  |  |  |  |  |  |  |  |

**Annex-12(i) Contd.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | ***Sub total of 2*** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 3 | Maintenance and repairing of Lab. /farm equipt. | LS |  |  |  |  |  |  |  |  |  |  |  |
|  | 4 | Training (No. of batch; No. of participants per batch) | No. |  |  |  |  |  |  |  |  |  |  |  |
|  | 5 | Workshop/seminar/meeting etc. | No. |  |  |  |  |  |  |  |  |  |  |  |
|  | 6. | 6.1 Travel expenses (TA/DA) as per own organizational rules (Public Sector) or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s vehicle for travel, if justified. | No.  No. |  |  |  |  |  |  |  |  |  |  |  |
|  | 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) | LS |  |  |  |  |  |  |  |  |  |  |  |
|  | 8. | Any other items (please specify with justification) |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) | LS |  |  |  |  |  |  |  |  |  |  |  |
|  |  | ***Sub-total A (1-9)*** |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.** |  | **Non-recurring (Capital cost)** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10.\*\*\* | Equipment & Appliances (upon approval of KGF, list to be given in the proposal item-13)\*\*  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle /Motor bike | No. |  |  |  |  |  |  |  |  |  |  |  |
|  |  | ***Sub-total B*** |  |  |  |  |  |  |  |  |  |  |  |  |
| **C.** |  | **Grand Total A+B (1-10)** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  | ***\* Cost under line item 1 should not exceed 30% of the total cost;***  ***\*\* Cost under line item #10 should not exceed 10% of the total budget.***  ***\*\*\* Cost under line item #7 should not exceed 5%***  ***Note :I Please specify the nature of units i.e. : PM=Person Month ,PD=Person Day, Kg=Kilogram, No=Number, LS=Lump sum, L=Liter, D=Dose.***  ***II. Please mention the number of person with number of months and rate per month.***   1. ***List of equipment & appliances with cost and adequate justification must be provided for capital items in relation to your project and*** 2. ***In addition to the above budget, Annual Honorarium for Coordinator/PI/CI where justified will be allowed from KGF block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by KGF.*** | | | | | | | | | | | | | | |

Annex-13

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Full Research Project Proposal (FRPP) Format with**

**Guidelines for Basic Research**

1. **Title:** Title should be brief, clear and self-explanatory
2. **Principal Investigator (PI):** PI should be form the applying organization
3. Name with qualification and experience (last degree) and present position
4. Experience in the proposed field of investigation
5. **Co-Investigator (CI):** Name, last degree, experience and present position
6. **Other staff, if required:**
7. Technical staff Research Fellow with qualification (last degree)
8. Support staff (Lab. Asstt), Accountant (Per-time)
9. **Institution/Organization:** Name with the location (department/field location), where the research works will be carried out. Provide Postal Address:

Telephone: Cell Phone: Fax:

E-mail:

1. **Research Capacities & Resources:**
   1. What research capacities and resources in terms of manpower, fund, field and laboratory facilities and infrastructure are available for carrying out research; and where existing facilities are available/additional support is needed:
      * 1. Please give a list of project(s), if any, being funded from other sources/agencies, already under implementation by you and the amount and source(s) of fund for each:
        2. Also indicate if partial funding has been received from any other source for this proposed study:
2. **Cooperation with Scientist(s) of other Institution:** Indicate if scientist(s) of any other national or international institution/organization will be associated with the proposed project. If yes, mention the terms and conditions under which they are willing to be involved, and the nature of their involvement. PI will need to submit a copy of consent letter/MoU, signed with the cooperating scientist with endorsement of the head of the institution at the time of submission of detailed project proposal together with:

Name of the scientist with degree (last degree) and position

Institution/Organization:

Postal address:

Telephone: Cell Phone: Fax:

E-mail:

1. **Duration with Date:** Mention the time period required for completing the project works with starting and end dates. In no case, the project duration should exceed 5 years.

Annex-13 Contd.

1. **Total cost:** Indicate the total cost, required for completing the study.
2. **Justification and Scope of the Study:** Justify the project proposal by describing the present status and the nature and severity of the problem and how it is affecting agricultural production/advances in life sciences. Review the works done on similar or related problems elsewhere in Bangladesh and in other countries. Indicate whether this is a new project or a follow up study in support of any previous studies. If it is related to previous studies, briefly describe the results of those studies and how it relates to the proposed study. Indicate how many projects are in hand and the total cost of each project.

State how the results of this study will generate new knowledge, improve production, nutrition and increase the income of the poorer segment of the population on a sustainable basis and what would be the impact on the national economy. How his research will give rise to new findings, methodology, and contribute to the pool of scientific knowledge in agriculture and life sciences, leading to good publication in international journal.

1. **Objectives:** Describe the objective of the project in specific terms not more than 4 in number. If the objective relates to amount or figure, it should be mentioned in quantitative terms, not in the form of statement. Project objective should be SMART: Specific; Measurable; Achievable; Realistic and Time bound.
2. **Expected Outputs:** Describe the expected outputs of the project against the given objectives.
3. **Project Design in Log Frame:** Describe the project design in a Log Frame by following objectives outputs, activities inputs and with verifiable indicators, means of verification and important assumptions.
4. **Methodology:** Clearly describe the approach and methods to be used for conducting the study, and also indicate if there may be a need for adjustment or modification of the methodology.
5. **Input-Output matrix** in relation to specific project objective/s (A Result Framework Approach).
6. Provide chronological project activities to be performed with required duration (time frame) and measurable monitoring indicators on the results/outputs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Specific objective(s)** | **Planned activities to be performed** | **Duration from .....to .....** | **Monitoring Indicators (measurable to verify the performance of each activity)** | **Expected output/result** | **Baseline value (quantify) or situation** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Year wise activities performance schedule: [*provide activity performance schedule i.e. when to start and when to complete each activity during the project period (show in arrow mark, here more than one activity may go side by side)*]

| **Project Year** | **List of planned activities to be performed in chronological order (Objective wise)** | **Activity performance schedule during the project year** | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(month per project year)** | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
| **1st Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2nd Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **3nd Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **4th d Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5th Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. Proposed Budget: Provide a summary of the proposed budget in thousand Taka as Indicated below [in addition to the detailed budget to be prepared following the budget preparation guideline in Annex-13(i)]
2. **Summary Budget**

(In thousand Taka)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Items of expenditure | | **Year-I** | Year-II | **Year-III** | **Year-IV** | **Year-V** | **Total** | **% of Grand Total** |
| A. Recurring (Operational cost) | |  |  |  |  |  |  |  |
| 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)  1.2 Remuneration of Accounting /Typing support service, if any (part time basis- consolidated) |  |  |  |  |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. |  |  |  |  |  |  |  |
| 3. | Maintenance and repairing of lab. /field equipment, etc. |  |  |  |  |  |  |  |
| 4. | Training |  |  |  |  |  |  |  |
| 5. | Workshop/Seminar/Meeting etc. |  |  |  |  |  |  |  |
| 6. | 6.1 Travel expenses (TA/DA) as per own  organizational rules (Public Sector)  or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s  vehicle for travel, if justified. |  |  |  |  |  |  |  |
| 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) |  |  |  |  |  |  |  |
| 8. | Any other items (please specify with justification) |  |  |  |  |  |  |  |
| 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) |  |  |  |  |  |  |  |
|  | ***Sub-total A (1-9)*** |  |  |  |  |  |  |  |
| **B. Non-recurring (Capital cost)** | |  |  |  |  |  |  |  |
| **10.\*\*\*** | Equipment & Appliances (upon approval of KGF, List to be given separatly with justification)  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle/Motor bike |  |  |  |  |  |  |  |
|  | ***Sub-total B*** |  |  |  |  |  |  |  |
| **C. Grand Total A+B (1-10)** | |  |  |  |  |  |  |  |

***\* Cost under line item (#I) should not exceed 30% of the total project cost.***

***\*\* Cost under line item #7 should not exceed 5% of the total project cost***

***\*\*\* Cost under line item # 10 should not exceed 30% of the total project cost.***

**Note:**

*In addition to the above budget, Annual Honorarium for Coordinator/PI/CI where justified will be allowed from KGF block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by KGF.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annex-13 (i)**  **KRISHI GOBESHONA FOUNDATION (KGF)**   1. **Detailed Budget (format to be used for the entire proposal) Taka in Thousand** | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Name of Basic Research Proposal:…………………………………………………………………………………………………** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Name of Organization: …………………………………………………………………………………………** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Name of PI …………………………………………………………………………** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Duration:……………months; From:………………to……………………..** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Cate**  **gory** | **Sl#** | | **Items of Expenditure** | **Unit** | **Unit cost** | **Half Yearly** | | | | | | | | | | | | | | | | | | | | **Total** | | **% of total** |
| **Year-I** | | | | **Year-II** | | | | **Year-III** | | | | **Year-IV** | | | | **Year-V** | | | |  | |
| 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | **7** | | **8** | | **9** | | **10** | |  | |
| Qty | Bgt | Qty | Bgt | Qty | Bgt | Qty | Bgt | Qty | Bgt | Qty | Bgt | Qty | Bgt | Qty | Bgt | Qty | Bgt | Qty | Bgt |  | |
| **A.** | **Recurring (Operational Cost):** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  | 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)  1.2 Remuneration of Accounting /Typing Support Service, if any (part time basis-consolidated) | | PM |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | 2.1 Labor | | PD |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | 2.2 Seed/Seedlings/fish fry/ chicks etc. | | Kg/No |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | 2.3 Fertilizer/feed | | Kg |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | 2.4 Irrigation | | No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | 2.5 Pesticide/Vet. Medicine etc. | | L/D |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | 2.6 Lab. chemicals | | Kg/L |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
|  |  | 2.7 Other supplies, if any | | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |

**Annex-13-(i) Contd.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | ***Sub total of 2*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 3 | Maintenance and repairing of Lab. /farm equipt. | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 4 | Training (No. of batch; No. of participants per batch) | No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 5 | Workshop/seminar/meeting etc. | No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 6. | 6.1 Travel expenses (TA/DA) as per own organizational rules (Public Sector) or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s vehicle for travel, if justified. | No.  No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 8. | Any other items (please specify with justification) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | ***Sub-total A (1-9)*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.** |  | **Non-recurring (Capital cost)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10.\*\*\* | Equipment & Appliances (upon approval of KGF, list to be given separately with justification)\*\*  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle/Motor bike | No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | ***Sub-total B*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **C.** |  | **Grand Total A+B (1-10)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***\* Cost under line item 1 should not exceed 30% of the total cost;***

***\*\* Cost under line item #7 should not exceed 5% and***

***\*\*\*cost under line item #10 should not exceed 30% of the total budget.***

***Note :I Please specify the nature of units i.e. : PM=Person Month ,PD=Person Day, Kg=Kilogram, No=Number, LS=Lump sum, L=Liter, D=Dose.***

***II. Please mention the number of person with number of months and rate per month.***

***III. In addition to the above budget, Annual Honorarium for Coordinator/PI/CI where justified will be allowed from KGF block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by KGF.***

***IV. List of equipment & appliances with cost and adequate justification must be provided for capital items in relation to your project.***

***Note: After the completion of the project, the fixed assets will be the property of KGF. However, the equipment etc. might be allotted to participating/cooperating institutions with fair justification.***

1. Certification: Certify that the proposal has not been submitted to any other funding agency for financial support. Also certify that the information given in the proposal is accurate and the project will be executed in accordance with the agreement with KGF within the stipulated time frame and that outcomes of the project will be shared as per instruction of KGF
2. Name, Designation and Address of PI

Principal Investigator (PI):

Name:……………………………………..

Designation:……………………………….

Organization:………………………………

Signature & Seal: …………………………

Date: ……………………………….

1. Endorsement by the Head/Authorized person of the applying organization:

Name:……………………………………..

Designation:……………………………….

Organization:………………………………

Signature & Seal: …………………………

Date: ……………………………….

***[Note: KGF authority may make necessary changes in the general MoU given in annex-8 to make it more appropriate for projects under basic research]***

Annex-14

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Concurrent Monitoring and Evaluation Format for Project under CGP and other R&D Programs**

**(I) Field Monitoring Format**

[Office/site visit, discussion with relevant persons and examination of relevant records are the bases of such monitoring and evaluation]

1. Project Code with Title:
2. Monitoring Date:
3. Location(s) and site(s) visited:
4. Period Covered for M&E: From ...... (Date of commencement) to .. ..... . . (Date of monitoring)
5. Persons(s) Met:

**Pertinent information sought:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

* 1. Whether the records on physical, technical and financial aspects of the project are maintained properly?

(If No, please specify the lacking)

* 1. A brief account of the physical and financial progress of the project for the period (same as- iv)

From --------- to ---------------- is given below:

* + 1. Physical Progress:
    2. Financial Progress:
  1. Describe briefly the current status of field trials (on-station & on farm) and lab activities, if there be any.
  2. Whether relevant data are collected and recorded properly in a data register?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

If No, please provide specific suggestions to overcome the lacking

* 1. Please state clearly how the progress made so far lead to achieve specific objective (s):
  2. Observations, comments, suggestions etc.
  3. Constraints, if any

**(Name and signature of the Monitoring Officer)**

|  |
| --- |
| **Note:** Points to consider during monitoring under-  **Physical:** Personnel & Material procurement, appointment letter, baseline situation, site selection, farmer’s selection, training, field days etc.  **Technical:** Lab/ Field trials, parameters studied, data collection, data analysis, data register etc.  **Financial:** Cash Book (Bill/ Vouchers), General Ledger, Stock Register, Bank/ Cheque Register, SoE, Bank statement, Bank reconciliation etc. |

Annex-14 Contd.

**(II) Desk Monitoring and Evaluation Format**

[Review of different types of reports is the basis for such monitoring and evaluation]

1. Project Code with Title:
2. Monitoring Date:
3. Type of Progress Report Reviewed: (Inception/Half yearly/ Annual), received on ----
4. Period Covered for M&E: From . . . .. .. . (Date of commencement) to .. . .....(Date of monitoring)

**Pertinent information sought:**

1. Whether coordinator/PI has prepared detailed methods and plan of activities for project implementation?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

If No, please provide specify suggestions to overcome the lacking

2. Whether the activities performed are consistent with the planned activities as per project inception report?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

If No, please specify the point(s) where lacking/discrepancies exist:

1. Whether the outputs/results are clearly stated with relevant table/figure in the report to achieve the objectives?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

If No, please indicate area(s) where further improvements are needed:

1. Whether SoE is properly presented with Bank statement and Bank reconciliation in the progress report where necessary?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

If No, please specify the point(s) where lacking/discrepancies exist:

Annex-14 Contd.

1. Implementation status of the planned activities for the monitoring period:

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Activities planned for the period (same as-iv)**  **(from------ -to --------- )** | **Brief statement on the progress of planned activities performed during the period (same as-iv) (from------- to--------- )** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Whether the activities proposed for the next 6/12 months are consistent with the planed activities as per project inception report?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

If No, please specify the point(s) where lacking/discrepancies exit:

**(Name and signature of the Monitoring Officer)**

|  |
| --- |
| **Note:** Points to consider during monitoring under-  **Physical:** Personnel & Material procurement, appointment letter, baseline situation, site selection, farmer’s selection, training, field days etc.  **Technical:** Lab/ Field trials, parameters studied, data collection, data analysis, data register etc.  **Financial:** Cash Book (Bill/ Vouchers), General Ledger, Stock Register, Bank/ Cheque Register, SoE, Bank statement, Bank reconciliation etc. |

Annex-14 Contd.

**(III) Financial Monitoring Format (Books of Accounts & Records)**

1. Project Code with Title:
2. Monitoring Date:
3. Location(s)/Office visited:
4. Period Covered for M&E: . . .... .. (Date of commencement) to .. ..... . . (Date of monitoring)
5. Persons(s) Met:

**Pertinent information sought:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

* 1. Cash Book- Maintain Regularly:

If No: Reasons for the delay/existing problem

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

1. Ledger Book-Maintaining Regularly:

If No: Reasons for the delay/existing problem

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

1. Stock Register- Maintaining Regularly:

If No: Reasons for the delay/existing problem

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

1. Cheque Book/Bank Register- Maintaining Regularly:

If No: Reasons for the delay/existing problem

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

1. Up to Date SoE – Matching with Cash Book:

If No: Reasons for the delay/existing problem

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

1. Bank Reconciliation (if necessary-monthly):

If No: Reasons for the delay/existing problem

**(Name and signature of the Monitoring Officer)**

Annex-14 Contd.

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Concurrent M&E Reporting Format for Project under CGP and other R&D Programs**

|  |  |  |
| --- | --- | --- |
| **Sl.**  **No.** | **Project Related Basic Information** | **Key Observations, Salient Findings with Suggestions/Overall Comments** |
|  | **Project Code and Title:**  **Implementing Organization(s):**  **Principal Investigator/Coordinator Name & Address:**  **Project Location (s):**  **Date of Commencement:**  **Date of Monitoring:**  **Specific Objectives:**  **Activities Planned for the Monitoring Period:** | **Key Observations:**  **Salient Findings:**  **Overall Comments:**  **Specific Suggestions:**  **Name and Signature of the Monitoring Officer(s)** |

**Annex-15**

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Environmental Monitoring Format for CGP and other R&D Program**

**Project ID No (CN/FRPP): ………………….**

**Title of the Project:………………………….**

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

* + Baseline: In appropriate unit at the time of proposing/initiating the project.
  + 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 positive put + sign, and if negative put - sign in front of the assigned value

*………………………………*

##### Signature of the Monitoring Officer

**Date:…………………**

Annex-16

**KRISHI GOBESHONA FOUNDATION (KGF)**

**[Project Inception Reporting (PIR) Format with Guidelines for CGP]**

*[Cover page includes]*

**INCEPTION REPORT ON**

Project ID.No-(CN/FRPP):

Project Title-------------------

Submitted to------

Submitted by------

Date:

[Next 2 pages include as:

Page-i : Table of Contents

Page ii: Full names of Abbreviations and Acronyms]

*[Page 1: includes]*

**INCEPTION REPORT ON**  
Project Title:

(A) **Introduction:** [should contain background of this PP submission; different steps involved in qualifying for the grants during the selection processes, grant award, MoU signing and contents of PIR with realistic activity plan and performance schedule.]

[As an example:]

**Introduction:** Krishi Gobeshona Foundation (KGF) made a public call on priority research areas under different sub-sectors of agriculture, set by BARC, through the daily news paper for awarding research grant under a Competitive Grants Program (CGP). In response to that call, we submitted a pre-proposal Concept Note (CN) using the guidelines and format supplied by KGF. This pre-proposal concept note was evaluated by a screening committee under an evaluation process outlined by KGF and made a short list. Our proposal was short listed and we were asked for submission of a Full Research Proposal (FRP) following a prescribed format which was evaluated through review and an oral presentation in a workshop in presence of the concerned reviewer. Our project proposal was qualified for final selection and we were asked to resubmit the project to KGF as final form after necessary incorporation of comments/suggestions received from the designated reviewers as well as workshop’s participants. We received an award letter and a MoU was signed between KGF and an authorized representative of our organization on------------. The submission of an Inception Report on the approved project is the first reporting obligation on the part of project PI/Coordinator as per MoU. This inception report includes basic project information, project synopsis, specific project objective, expected project outputs/results, approaches and methodologies, detailed activity plan with performance schedule, input-output matrix (result framework approach), summary and detailed approved budget, PI’s/Coordinator’s reporting obligations and other key information, if any.

(B) Basic Project Information [should contain the followings]

\* Project ID Number-(CN/FRPP):-------

\* Project Title----

\* Name of Coordinator (if applicable)----------

\* Name of Principal Investigator----------

\* Name of Co-investigator (if any)----------

\* Name of the applying organization with address-------------

\* Name of associate/collaborating organization (s), if any---------

\* Project duration (months) -------------; From-----------to----------------

\* Project commencement date (As per MoU) -------------------

\* Project Locations/Sites---------------

Annex-16 Contd.

\* Project size (no. of participatory farmers/land areas (ha)/no. of animals/no. of

ponds included in project activities per site)

\* Project cost (total) TK------ (Year-1: TK--------, Year-2: TK----- Year-3: TK----)

\* Break up of total cost under (i) Recurring cost (TK)-------------

(ii) R & D cost (TK)-----------------

(iii) Non-recurring cost (TK)--------

(ii/) Equipment cost (TK)------------

[*Page 2-6: includes]*

(C) Project Synopsis: [give a brief statement on the background with rationale/scope of the project within half page]

(D) Specific Objective/s: [state specific objective(s) precisely and clearly with target(s) which should be result oriented, achievable within a timeframe and should be limited to 3-4. All specific objectives should be SMART: S-specific; M-measurable; A- achievable; R- realistic and T-time bound.]

(E) Expected Project Outputs/Results and Outcome: [provide a precise description of the project outputs/results that are measurable. Also state likely outcomes of the project activities that would contribute to the welfare of the target society of the specific locations for which the project is proposed.]

(F) Approaches and Methodologies:

-(a) Approaches: [give a brief but clear statement on the ways/steps to be followed as well as institutional arrangements to be made for project implementation, such as coordinated/collaborative/participatory/on-station/on-farm/lab. study etc.]

-(b) Methodologies: [ give stepwise brief but clear statement on the methods/materials including experimental design, treatments to be tested, data collection and statistical tools to be adopted for project implementation.]

(G) Detailed Activity Plan with Performance Schedule:

(a) Provide chronological project activities with required duration to perform

|  |  |
| --- | --- |
| Project Year | List of planned project activities to be performed in chronological order |
| I | 1.  2.  3.  4. |
| II | 1.  2.  3.  4. |
| III | 1.  2.  3.  4. |
| & so on |  |

Annex-16 Contd.

1. Provide activity performance schedule i.e. when to start and when to complete each activity during the project period (show in arrow mark, here more than one activity may go side by side)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | List of planned project activities to be performed in chronological order | Activity performance schedule during the project period (quarters in project period) | | | | | | | | | | | |
| **1st** | **2nd** | **3rd** | **4th** | **5th** | **6th** | **7th** | **8th** | **9th** | **10th** | **11th** | **12th** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| & so on |  |  |  |  |  |  |  |  |  |  |  |  |  |

H (a) Input-output matrix in relation to specific project objective/s (A Result Framework Approach)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Specific objective(s) | Planned activities to be performed to achieve the specific objective | Measurable output indicator/s | Expected output or result | Baseline value or situation |
| 1. | 1.1  1.2  1.3 |  |  |  |
| 2. | 2.1  2.2  2.3 |  |  |  |
| 3. | 3.1  3.2  3.3 |  |  |  |

**Note: For coordinated project, detailed activity plan with performance schedule (a & b) and input-output matrix (Result Framework) for each component organization should be given separately.**

**Annex-16 Contd.**

**H (b): Performance details of each activity for achieving desired specific objective/s**

| Specific objective(s) | Activities | Who & How the stated activities will be performed (Pl. mention the name of person/s responsible for and describe briefly the approaches and methodologies to be followed) | Where & When the stated activities will be performed (Pl. mention location no. & site no. per location; no. of farmers per site with land area used, if applicable and time frame for performance of each activity). |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

**Annex-16 Contd.**

(I) Summary approved Budget with annual break up: [provide complete and clear information same as FRPP following the proforma.]

(in thousand Tk.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Items of expenditure | | **Year-I** | Year-II | **Year-III** | **Total** | **% of Grand Total** |
| **A. Recurring (Operational cost)** | |  |  |  |  |  |
| 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)  1.2 Remuneration of Accounting /Typing  Support Service, if any (part time basis- consolidated) |  |  |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. |  |  |  |  |  |
| 3. | Maintenance and repairing of lab. /field equipment, etc. |  |  |  |  |  |
| 4. | Training |  |  |  |  |  |
| 5. | Workshop/Seminar/Meeting etc. |  |  |  |  |  |
| 6. | 6.1 Travel expenses (TA/DA) as per own  organizational rules (Public Sector)  or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s  vehicle for travel, if justified. |  |  |  |  |  |
| 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) |  |  |  |  |  |
| 8. | Any other items (please specify with justification) |  |  |  |  |  |
| 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) |  |  |  |  |  |
|  | ***Sub-total A (1-9)*** |  |  |  |  |  |
| **B. Non-recurring (Capital cost)** | |  |  |  |  |  |
| 10.\*\*\* | Equipment & Appliances (upon approval of KGF, list to be given separately with justification)  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle /Motor bike |  |  |  |  |  |
|  | ***Sub-total B*** |  |  |  |  |  |
| **C. Grand Total A+B (1-10)** | |  |  |  |  |  |

**\* Cost under line item (1) should not exceed 30% of the total cost.**

***\*\* Cost under line item #7 should not exceed 5% of the total project cost***

***\*\*\* Cost under line item # 10 should not exceed 10% of the total project cost.***

Note: I. In addition to the above budget, Annual Honorarium for PI/CI where justified will be allowed from KGF block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by KGF.

II. For coordinated project, component wise summary budget as a, b, c etc. should be given separately.

**Annex-16 (i) Contd.**

**KRISHI GOBESHONA FOUNDATION (KGF)**

(J) Detailed approved Budget with half yearly break up: [provide complete and clear information same as FRPP following the proforma]

**Detailed Budget** (format to be used for the entire proposal) Taka in Thousand**:**

**Name of CGP Research Project:…………………………………………………………………………………………………**

**Name of Organization: …………………………………………………………………………………………**

**Name of PI …………………………………………………………………………**

**Duration:………………months; From………………to…………………..**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | | | |  | |  | | |  | |  | |  | |  | |  | |  |  |
| **Cate-**  **gory** | **Sl#** | **Items of Expenditure** | **Unit** | **Unit**  **cost** | **Half Yearly** | | | | | | | | | | | | | | | | | | | **Total** | **% of total** |
| 1 | | 2 | | | 3 | | | 4 | | | | 5 | | | | 6 | | |
| Quant. | Bdgt | Quant. | Bdgt | | Quant. | | Bdgt | Quant. | | Bdgt | | Quant. | | Bdgt | | Quant. | | Bdgt |
| A. | **Recurring (Operational Cost):** | |  |  |  |  |  |  | |  | |  |  | |  | |  | |  | |  | |  |  |  |
|  | 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified- consolidated)  1.2 Remuneration of Accounting /Typing Support Service, if any (part time basis-consolidated) | PM |  |  |  |  |  | |  | |  |  | |  | |  | |  | |  | |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. |  |  |  |  |  |  | |  | |  |  | |  | |  | |  | |  | |  |  |  |
|  |  | 2.1 Labor | PD |  |  |  |  |  | |  | |  |  | |  | |  | |  | |  | |  |  |  |
|  |  | 2.2 Seed/Seedlings/fishfry/  chicks etc. | Kg/No |  |  |  |  |  | |  | |  |  | |  | |  | |  | |  | |  |  |  |
|  |  | 2.3 Fertilizer/feed | Kg |  |  |  |  |  | |  | |  |  | |  | |  | |  | |  | |  |  |  |
|  |  | 2.4 Irrigation | No. |  |  |  |  |  | |  | |  |  | |  | |  | |  | |  | |  |  |  |
|  |  | 2.5 Pesticide/Vet. Medicine etc. | L/D |  |  |  |  |  | |  | |  |  | |  | |  | |  | |  | |  |  |  |
|  |  | 2.6 Lab. chemicals | Kg/L |  |  |  |  |  | |  | |  |  | |  | |  | |  | |  | |  |  |  |
|  |  | 2.7 Other supplies, if any | LS |  |  |  |  |  | |  | |  |  | |  | |  | |  | |  | |  |  |  |

**Annex-16 (i) Contd**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | ***Sub total of 2.*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 3. | Maintenance and repairing of Lab. /farm equipt. | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 4. | Training (No. of batch; No. of participants per batch) | No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 5 | Workshop/Seminar/Meeting etc. | No |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 6. | 6.1 Travel expenses (TA/DA) as per own organizational rules (Public Sector) or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s vehicle for travel, if justified. | No.  No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 8. | Any other items (please specify with justification) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) | LS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | ***Sub-total A (1-9)*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Non-recurring (Capital cost)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **B.** | 10.\*\*\* | Equipment & Appliances (upon approval of KGF, list to be given separately with justification)\*\*  10.1. Lab. and Field equipment  10.2. Office Equipment  10.3 Bicycle /Motor bike | No.  . |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
|  |  | ***Sub-total B (10)*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **C.** |  | **Grand Total A+B (1-10)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ***\* Cost under line item (1) should not exceed 30% of the total cost.***  ***\*\* Cost under line item #7 should not exceed 5% of the total project cost***  ***\*\*\* Cost under line item # 10 should not exceed 10% of the total project cost.***  ***Note :I Please specify the nature of units i.e. : PM=Person Month ,PD=Person Day, Kg=Kilogram, No=Number, LS=Lump sum, L=Liter, D=Dose.***  ***II. Please mention the number of person with number of months and rate per month.***  ***III. List of equipment & appliances with cost and adequate justification must be provided for capital items in relation to your project.*** | | | | | | | | | | | | | | | | | | |
|  | ***IV. In addition to the above budget, Annual Honorarium for PI/CI where justified will be allowed from KGF block grant after due evaluation of their performance at the end of each project year and if rated as satisfactory by KGF.*** | | | | | | | | | | | | | | | | | | |

**Annex-16 Contd.**

(K) PI’s/Coordinator’s reporting obligations

|  |  |  |
| --- | --- | --- |
| Sl No | Nature of Report | Report submission date |
| 1 | Inception Report | Within 30 days after signing MoU |
| 2 | Implementation Progress Report | As and when required |
| 3 | Half yearly Progress Report | Within 10 days after the end of each project half year. |
| 4 | Annual Progress Report | Within 10 days after the end of each project year. |
| 5 | Project Completion Report | **Draft**: 15 days before completion of the project period.  **Final**: Within 15 days after the end of the project period. |

(L) Name and address of the Coordinator (if applicable):

-Name:

--Signature:

--Address:

--E. mail no:

--Cell Phone no:

(M) Name and address of the Principal Investigator\*:

-Name:

--Signature:

--Address:

--E. mail no:

--Cell Phone no:

(N) Name and address of the Co-Investigator(s), if any:

--Name:

--Signature:

--Address:

--E. mail no:

--Cell Phone no:

**(O) Endorsement\*\*:**

Head of Applying Organization/Authorized Person (Lead Agency)

Name:

Signature:

Seal:

Date:

**\* For coordinated project, names and address of PIs of all component organizations should be given.**

**\*\* For coordinated project, Heads/Authorized persons of all component organizations should endorse.**

**[Note:I. Statement within [ ] are the guidelines/instructions which may be ignored during report preparation.**

**II. Two copies (spiral binding) of the final Project Inception Report (PIR) need to be submitted to KGF within 30 days after signing MoU]**

**Annex-17**

**KRISHI GOBESBHONA FOUNDATION (KGF)**

**[Half Yearly Progress Reporting Format with guidelines for CGP Project]**

**[Cover page includes]**

**HALF YEARLY PROGRESS REPORT**

Project ID No-(CN/FRPP):-------------

Project Title:-------------------

Reporting period: From------------To:--------------

**CGP Project Call #:………….Phase #:………..(if any)**

Submitted to:

Executive Director

Krishi Gobeshona Foundation (KGF)

AIC Building (3 rd Floor), BARC Campus,

Farmgate, Dhaka-1215

Submitted by:

[Name of PI/Coordinator with address]

[Full name of proponent organization]

**Date:**

**Annex-17 Contd.**

**[Page 1: includes at Top Centre]**

**Half Yearly Progress Report on [Title of the Project]**

Reporting Period: From-------------To----------------

**A. Progress Summary**:[A clear and concise statement in simple language, including a brief description of the research problem, approaches and methodologies followed to address the problem, activities performed and outputs/results achieved during the reporting period]

**B. Basic Project Information**: [should contain the following:]

1. Project ID No-(CN/FRPP):-------
2. Project Title----
3. Name of Coordinator (if applicable):------
4. Name of Principal Investigator--------
5. Name of Co-investigator (if any) -----------------
6. Name of the applying organization with address-------------
7. Name of component/collaborating organization(s), if any ----------
8. Project duration (months) -------------; From -----------to-------------
9. Project commencement date (As per MoU) -------------------
10. Project locations/sites
11. Project size (no. of participatory farmers/land areas (ha)/no. of animals/no. of

ponds included in project activities per site)

1. Project cost (total) TK-------- (Year-1: TK--------, Year-2: TK.--------Year-3: TK.---------)
2. Fund received in TK.------------------& Expenditure made in TK.----------------during the reporting period.

**C. Specific Project Objective(s): (As per FRPP/PIR)**

**D. Research Approaches and Methodologies**: [The approaches and methodologies used for research work to overcome the stated problem during the reporting period should be briefly described]

1. Approaches: [Make clear statement on the ways/steps followed as well as institutional arrangements made for the implementation of the project, such as, collaborative/participatory/on-station/on-farm/lab. etc. along with institutional support and supervision.]
2. Methodologies: [Give stepwise clear statement on the research activities (experiments/studies) undertaken along with materials and methods clearly indicating parameters and frequency of data collection. The statistical tools applied for data analysis should be stated.]

**E. Accomplishments during the Reporting Period:**

**(a)** Give details of research undertaken by each component organization (if any) with location-wise data. Also provide statement on results/discussion (if applicable) based on the data.

**(b) Technical Progress:** List objective-wise activities clearly, resulting in specific output(s)-

|  |  |  |  |
| --- | --- | --- | --- |
| **Specific Project Objective(s)** | **Planned activities performed against each objective** | **State progress made clearly during the reporting period against each activity** | **Outputs/results achieved during this period** |
| 1 | 1.1  1.2  1.3 |  |  |
| 2 | 2.1  2.2  2.3 |  |  |
| 3 | 3.1  3.2  3.3 |  |  |

*Note: Please use more space, if required to provide complete information.*

*\*Outputs- should comprise of the desired results as a consequence of a particular intervention/activity (experiment/study)*

**Annex-17 Contd.**

**c. Physical Progress during the reporting period:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Approved provisions of services ( in mm of scientific & support staff) for this reporting period | Services (in mm of scientific & support staff) procured and utilized during this period | Actual date of procurement i.e. appointment | % achievement |
|  |  |  |  |
| 2. No. & kinds of approved materials and or equipments for this reporting period | No. & kinds of materials/equipment procured and utilized for this period | Actual date of procurement | % achievement |
|  |  |  |  |
| 3. No. of approved projects sites & studies (survey, lab./ field ) for this reporting period | No. of sites finally selected and studies (survey, lab./field) taken up for this reporting period | Actual date of site selection & studies initiation | % achievement |
|  |  |  |  |
| 4. No. of training and similar activities planned for this period. | No. of training and similar activities accomplished during this period. | Actual date(s) of accomplishment. | % achievement |
|  |  |  |  |

**d. Financial Progress during the reporting period:**

|  |  |  |  |
| --- | --- | --- | --- |
| Fund released/received during this reporting period in TK. | Fund spent during this reporting period in TK. | Unspent balance at the end of this reporting period in TK. | % achievement |
|  |  |  |  |

**F. Highlight of Research Findings:**

[Give details of significant findings, if any, during the reporting period]

**G. Financial Statement:** Fund received and Expenditure made during the reporting period (specify the period).

G.1: Summary Statement of Expenditure (SoE):

G.2: Component wise budget & SoE (if any): Must provide separate SoE for each component/partner using the format given below:

(in thousand Tk)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Particulars/Line Items | | **1st Half Year** | **2nd Half Year** | **Total** | **Year-1 Approved Budget** |
| **A. Fund Received** | |  |  |  |  |
| **B. I. Expenditure: Recurring (Operational cost)** | |  |  |  |  |
| 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)  1.2 Remuneration of Accounting /Typing  Support Service, if any (part time basis- consolidated) |  |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. |  |  |  |  |
| 3. | Maintenance and repairing of lab. /field equipment, etc. |  |  |  |  |
| 4. | Training |  |  |  |  |
| 5. | Workshop/Seminar/Meeting etc. |  |  |  |  |
| 6. | 6.1 Travel expenses (TA/DA) as per own  organizational rules (Public Sector)  or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s  vehicle for travel, if justified. |  |  |  |  |
| 7\*\*. | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) |  |  |  |  |
| 8. | Any other items (please specify with justification) |  |  |  |  |
| 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) |  |  |  |  |
|  | ***Sub-total B.I (1-9)*** |  |  |  |  |
| **B. II: Non-recurring (Capital cost) Expenditure** | |  |  |  |  |
| 10.\*\*\* | Equipment & Appliances (upon approval of KGF, from the list given in the proposal item-13)  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle/ Motor bike |  |  |  |  |
| ***B.II:*** | ***Sub-total B.II (10)*** |  |  |  |  |
| **C. Grand Total Expenditure B.I+B.II (1-10)** | |  |  |  |  |

**Financial Progress: Expenditure made/fund received x100 = %**

**Note: [Financial statement must be accompanied with Bank reconciliation statement for the period]**

***\*Cost under line # 1 should not exceed 30% of the total project cost***

***\*\* Cost under line item #7 should not exceed 5% of the total project cost***

***\*\*\* Cost under line item # 10 should not exceed 10% of the total project cost.***

**H. Major problem(s), if any, encountered during this period of project implementation:**

**I. Actions/measures taken to overcome the problem(s):**

**J. Activity Plan for the next 6 (six) months in relation to each specific objective**

|  |  |  |
| --- | --- | --- |
| Specific Project Objective(s) | Activities to be performed during the next 6 months as per work plan to achieve each specific objective | Expected output or result during this period |
| 1 | 1.1  1.2  1.3 |  |
| 2 | 2.1  2.2  2.3 |  |
| 3 | 3.1  3.2  3.3 |  |

Annex-17 Contd.

**K. Endorsement:**

Head of Applying Organization/Authorized Person

Name:

Signature:

Seal:

Date:

[Note: I. For coordinated projects, activity plan and progress report (physical, technical and

financial) should be made component wise and coordinator will summarize where

necessary.

II Statements within [ ] are the guidelines/instructions which may be ignored

during report preparation.

**III. Two copies (spiral binding) of the progress report need to be submitted within 10**

**days after the end of the project half year]**

**Annex-18**

**KRISHI GOBESHONA FOUNDTION (KGF)**

**AIC Building (3rd Floor), BARC Campus, Farmgate, Dhaka-1215**

**PROGRESS REPORT ASSEMENT FOR FUND RELEASE**

**Project Code:**………………………………

**Project Title:**……………………………………………………………………………..

**Project Duration:** In years: ……………Years………. In months:……………. Months

**Project Commencement Date:** …………………………………………………………

**Reporting Period:** From……………………….……….to………………………………

**Project Progress:**

Review and Assessment of Progress Report: Please put √ mark on the appropriate box

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

* + - 1. Whether the report has been prepared following the format provided by KGF?

If No, please specify the pint(s) where lacking/discrepancies exist

* + - 1. Whether the information provided are correct and complete as per format?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

If No, please specify the pint(s) where lacking/discrepancies exist

* + - 1. Whether the activities performed are consistent with the planned activities as per Project Inception Report?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

If No, please specify the pint(s) where lacking/discrepancies exist

* + - 1. Whether the outputs/results are clearly stated in the format to achieve the objectives?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

1. If Yes, make an analytical statement on how the given outputs/results will lead to achieve specific objective(s)
2. If No, please indicate area/areas need further improvement
   * + 1. Whether the expenditures incurred are justifiable with activities performed and output achieved?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

If No, please specify the pint(s) where lacking/discrepancies exist

* + - 1. Whether the financial statement is consistent with Bank statement?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

If No, please specify the pint(s) where lacking/discrepancies exist

**Annex-18 Contd.**

**RECOMMENDATION BASED ON ABOVE ASSESSMENT**

Overall progress is satisfactory

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

Fund for the next installment may be released

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

If yes, mention the amount to be released

|  |  |  |
| --- | --- | --- |
| **Amount (in Tk)** | **% 1st /2nd /3rd year’s budget** | **Basis\*** |
|  |  |  |

*[\*Basis of recommendation for fund release follows the principle for releasing 40%, 30% and 20%, if the project had spent ≥ 75%, ≥60% and ≥50% respectively of the previously released fund]*

Further Comments of the concerned professional about the quality of the progress report:

………………………

Desk Officer

**Summary of the Financial Statement to be prepared by Finance Unit, KGF:**

Total Approved Budget (Tk)…………..; For Year-1(Tk)…………….; Year-2 (Tk…………..; Year-3 (Tk)…………….

**Fund Release**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fund release installment** | **Release date** | **Amount release (Tk.)** | **Condition of fund release** |
| 1st |  |  | Upon signing of MoU |
| 2nd |  |  | Upon receiving acceptable Inception Report |
| 3rd |  |  | Upon receiving of a satisfactory HY Report |
| 4th |  |  | Upon receiving of a satisfactory Annual Report |
| 5th |  |  | Upon receiving of a 2nd year HY Report |
| 7th |  |  | Upon receiving of a satisfactory Annual Report |
| 8th |  |  | Upon receiving of a 3rd year HY Report |
| Total |  |  | Upon receiving of a satisfactory Terminal Report |

Expenditure Made (Tk.)…………………………as of …………..……..; Balance (Tk.)……………………….

Whether the financial statement is consistent with Bank statement?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

If No, please specify the pint(s) where lacking/discrepancies exist

**Amount to be released:**

……………………………….. ………………………………. ………………..

Manager (Finance & Accounts) Program Director (Crops/L&F) Approved by ED

**Annex-19**

**KRISHI GOBESHONA FOUNDTION (KGF)**

**[Annual Progress Reporting Format with guidelines for CGP Projects]**

**[Cover page includes]**

**ANNUAL PROGRESS REPORT**

Project ID No-(CN/FRPP):-------------

Project Title:-------------------

Reporting Period: From------------To:--------------

**CGP Project Call #:…………….. Phase:…………. (if any)**

Submitted to:

Executive Director

Krishi Gobeshona Foundation (KGF)

AIC Building (3 rd Floor), BARC Campus,

Farmgate, Dhaka-1215

Submitted by:

[Name of PI/Coordinator with address]

[Full name of proponent organization]

**Date:**

[Next 2 pages include as:

Page-i: Table of Contents,

Page-ii: Full names of Abbreviations and Acronyms]

**Annex-19 Contd.**

**[Page 1: includes at Top Centre]**

**Annual Progress Report on [Title of the Project]**

Reporting Period: From-------------To----------------

**A. Progress Summary**:[A clear and concise statement in simple language, including a brief description of the research problem, approaches and methodologies followed, activities performed and outputs/results achieved during the reporting period]

**B. Basic Project Information**:[ Should contain the following ]

1. Project ID No-(CN/FRPP):-------
2. Project Title----
3. Name of Coordinator (if applicable):------
4. Name of Principal Investigator--------
5. Name of Co-investigator (if any) -----------------
6. Name of the applying organization with address-------------
7. Name of associate/collaborating organization(s), if any ----------
8. Project duration (months) -------------; From -----------to-------------
9. Project commencement date (As per MoU) -------------------
10. Project locations/sites
11. Project size (no. of participatory farmers/land areas (ha)/no. of animals/no. of

ponds etc. included in project activities per site)

1. Project cost (total) TK-------- (Year-1: TK--------, Year-2: TK.--------Year-3: TK.---------)
2. Fund received in TK.------------------& Expenditure made in TK.----------------during the reporting period.

**C. Specific project objective(s): (As per FRPP/PIR)**

**D. Detailed Progress Report:** [Should consists of the following]

**a. Statement of the researchable problem:** [Provide a detailed statement of the problem, focusing its severity and extent along with base line situation/data during the reporting period.]

**b. Research approaches and methodologies**: [The approaches and methodologies used for research work to overcome the above stated problem during the reporting period should be briefly described below under i & ii]

1. Approaches: [Make clear statement on the ways/steps followed as well as institutional arrangements made for the implementation of the project, such as, collaborative/participatory/on-station/on-farm/lab. etc. along with institutional support and supervision.]
2. Methodologies: [Give stepwise clear statement on the research activities (experiments/studies) undertaken along with materials and methods clearly indicating parameters and frequency of data collection. The statistical tools applied for data analysis should be stated.]

**c. Results and Benefits**: [The accomplishments made during the reporting period in achieving the project objectives should be described along with pertinent data. Only summary data in the form of table/figure should be given in the text. However, detailed data should also be given as annexure. You must show outputs clearly against objective-wise activities as given below.

The benefits of the accomplishments i.e. outputs/results should also be described.]

**(i)** Give details of research undertaken by each component organization with location-wise data. Also provide statement on results/discussion based on the data (details data to be given in the annex).

**Annex-19 Contd.**

**(ii). List objective-wise activities clearly, resulting in specific output(s), such as**

|  |  |  |  |
| --- | --- | --- | --- |
| Specific Project Objective(s) | Planned activities performed against each objective | State progress made clearly during the reporting period against each activity | Outputs/results achieved during this period |
| 1 | 1.1  1.2  1.3 |  |  |
| 2 | 2.1  2.2  2.3 |  |  |
| 3 | 3.1  3.2  3.3 |  |  |

**(iii). Outputs/Results:** [Describe briefly but clearly the outputs/resultsobtained as a consequence of a particular activity (experiment/study).]

**(iv). Benefit/Outcome**: [Describe briefly but clearly the benefit/outcome accrued i.e. the gain in terms of productivity, social, economic and environmental aspects due to practical use of the output/result.]

**d. Technology/Publications**:[State briefly the technology generated/ validated & refined and policy instrument developed, if any including publication of article, leaflet, booklet etc. out of this project during the reporting period.]

**e. Linkages Developed**: [Give a brief outline of the linkages developed with GO/NGO, if any during the reporting period.]

**f. Equipment/Appliances Purchased:** [Give a list of equipment/appliances purchased with item-wise cost, if any during the reporting period.]

**E. Highlight of Research Findings: [**Give details of significant findings during the reporting period.]

**F. Conclusion:** [A brief statement of one or two paragraphs should be given describing the conclusions drawn from the data collected/results achieved.]

**G. Financial Statement:** Fund received and Expenditure made during the reporting period (specify the period).

G.1: Summary Statement of Expenditure (SoE):

G.2: Component wise budget & SoE (if any): Must provide separate SoE for each component/partner using the format given below:

(in thousand Tk)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Particulars/Line Items | | **1st Half Year** | **2nd Half Year** | **Total** | **Year-1 Approved Budget** |
| **A. Fund Received** | |  |  |  |  |
| **B. I. Expenditure: Recurring (Operational cost)** | |  |  |  |  |
| 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)  1.2 Remuneration of Accounting /Typing  Support Service, if any (part time basis- consolidated) |  |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. |  |  |  |  |
| 3. | Maintenance and repairing of lab. /field equipment, etc. |  |  |  |  |
| 4. | Training |  |  |  |  |
| 5. | Workshop/Seminar/Meeting etc. |  |  |  |  |
| 6. | 6.1 Travel expenses (TA/DA) as per own  organizational rules (Public Sector)  or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s  vehicle for travel, if justified. |  |  |  |  |
| 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) |  |  |  |  |
| 8. | Any other items (please specify with justification) |  |  |  |  |
| 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) |  |  |  |  |
|  | ***Sub-total B.I(1-9)*** |  |  |  |  |
| **B. II. Non-recurring (Capital cost)** | |  |  |  |  |
| 10.\*\*\* | Equipment & Appliances (upon approval of KGF list from the given in the proposal item-13)  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle/Motor bike |  |  |  |  |
|  | ***Sub-total B.II (10)*** |  |  |  |  |
| **C. Grand Total Expenditure : B.I+B.II (1-10)** | |  |  |  |  |

**Financial Progress: Expenditure made/Fund receivedx100 = %**

**Note: [Financial progress report must be accompanied by Bank reconciliation statement for the period ]**

***\* Please mention the number of person with number of months and rate per month. Cost under this item (1) should not exceed 30% of the total cost.***

***\*\* Cost under line item #7 should not exceed 5% of the total project cost***

***\*\*\* Cost under line item # 10 should not exceed 10% of the total project cost.***

**H. Major problem(s), if any, encountered during this period of project implementation:**

**I. Actions/measures taken to overcome the problem(s):**

**J. Future Activity Plan:** [Provide a brief outline of the research activities (experiment/study) to be undertaken for achieving the project objectives during the next 12 months/remaining project period.]

|  |  |  |
| --- | --- | --- |
| Specific Project Objective(s) | Activities to be performed during the next 12 months/remaining project period as per work plan to achieve each specific objective | Expected output or result during that period |
| 1 | 1.1  1.2  1.3 |  |
| 2 | 2.1  2.2  2.3 |  |
| 3 | 3.1  3.2  3.3 |  |

**Annex-19 Contd.**

**K. Endorsement:**

Head of Applying Organization/Authorized Person(Lead Agency)

Name:

Signature:

Seal:

Date:

**[Note: I. For coordinated projects, activity plan and progress report (physical, technical and financial) should be made component wise and coordinator will summarize where necessary.**

**II Statements within [ ] are the guidelines/instructions which must be followed**

**during report preparation.**

**III. Two copies (spiral binding) of the progress report need to be submitted to KGF within 07 days after the end of each project year]**

**Annex-20**

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Guidelines for Evaluation of the Annual Progress Reports**

**CGP Project (Call #...............; Phase #..................... (if any)**

**Project ID No-:**

**Project Title:**

Annual progress report is a strong indicator about the success or failure of a project at the end of the project period. The evaluator needs to review of the annual progress report thoroughly along with project inception report and progress reporting format for effective evaluation of an on-going project. After review, the evaluator may look for getting answers of the following questions to evaluate the performance of a project as well as Coordinator/Principal Investigator (PI).

**1.** Does the Coordinator/PI fully follow the reporting format in preparing the report? Yes/ No. If No, what are the deviations?

**2**. Has the Project been implemented as per proposed plan? Yes/ No. If No, what are the deviations?

**3.** Does Coordinator/PI provide clear and complete information under each heading of the reporting format? Yes/ No. If No, where are the deficiencies?

**4.** Has the progress summary of the report been prepared as per instructions given under section A? Yes/ No. If No, what are the deficiencies?

**5.** Are research approaches and methodologies clearly and adequately stated under section D- b (i & ii)? Yes/ No. If No, what are the deficiencies?

**6.** Are detail results presented with relevant data and benefits clearly and adequately described in the report under section D- c (i, ii & iii) as per instruction? Yes/ No. If Yes, indicate type to research data provided. If No, what are the deficiencies?

**7.** Are highlights of research findings provided, based on results and discussion under E clear and useful? Yes/ No. If No, what are the deficiencies?

**8.** Are the conclusions given under F clear and useful? Yes/ No. If No, what are the deficiencies?

**9.** Is financial statement given under section G clear and understandable? Yes /No. If No, what are the deficiencies?

**10.** Are outputs/results (containing relevant research data with analysis) obtained so far likely to achieve the project objectives? Yes/ No. If No, what are the deficiencies?

**11.** Is plan of activities for the 2nd /3rd year given under section J (of the progress report) appropriate for achieving project objectives? Yes /No. If No, what are the deficiencies?

**Comments of the Evaluator based on the above assessment:**

**a)** Annual Progress Report prepared on the project is- Highly Satisfactory /Satisfactory/ Unsatisfactory.

**b)** Coordinator/PI’s presentation on the Annual Progress Report as regards to contents, material used and expression is - Highly Satisfactory /Satisfactory/ Unsatisfactory.

**Annex-20 Contd.**

**c)** Performance of project Coordinator/PI may be rated as- Highly Satisfactory /Satisfactory/ Unsatisfactory.

**d)** Based on overall performances, the project is recommended for continuation/termination.

**e)** Draft Annual Progress Report presented may be improved in the following aspects:

**i)**

**ii)**

**Name of the Evaluator:**

**Signature:**

**Date:**

Annex-21

**KRISHI GOBESHONA FOUNDATION (KGF)**

**[Project Completion Reporting Format with guidelines for CGP Projects]**

**[Cover page includes]**

**PROJECT COMPLETION REPORT**

Project ID No-(CN/FRPP):-------------

Project Title:-------------------

Project Duration:-------------Months; From------------To:--------------

**CGP Project Call…………….; Phase #.................(if any)**

Submitted to:

Executive Director

Krishi Gobeshona Foundation (KGF)

AIC Building (3 rd Floor), BARC Campus,

Farmgate, Dhaka-1215

Submitted by:

[Name of PI/Coordinator with address]

[Full name of proponent organization]

**Date:**

[Next 2 pages include as:

Page-i: Table of Contents,

Page-ii: Full names of Abbreviations and Acronyms]

**Annex-21Contd.**

**[Page 1: includes at Top Centre]**

**Project Completion Report on [Title of the Project]**

Project Duration:-------------Months; From-------------To----------------

**A. Basic Project Information**:[ Should contain the following ]

1. Project ID No-(CN/FRPP):-------
2. Project Title----
3. Name of Coordinator (if applicable):------
4. Name of Principal Investigator--------
5. Name of Co-investigator (if any) -----------------
6. Name of the applying organization with address-------------
7. Name of associate/collaborating organization(s), if any ----------
8. Project duration (months) -------------; From -----------to-------------
9. Project commencement date (As per MoU) -------------------
10. Project locations/sites
11. Project size (no. of participatory farmers/land areas (ha)/no. of animals/no. of

ponds included in project activities per site)

1. Project cost (total) TK-------- (Year-1: TK--------, Year-2: TK.--------Year-3: TK.---------)
2. Fund received in TK.------------------& Expenditure made in TK.----------------during the reporting period.

**B. Summary/Executive Summary**:[A clear and concise statement in simple language, including a brief description of the research problem, approaches and methodologies followed to address the problem, activities performed and outputs/results achieved with conclusion during the project period]

**C. Introduction.** [should contain relevant history, such as how this project came about and who sponsored it, and background details with a precise statement of the problem, its importance in relation to productivity, socio-economic and environmental aspects and an overview of the purpose and scope of the study that leads to the development of the specific objectives.]

**D. Specific project objective(s): (As per FRPP/PIR)**

**E. Detailed Technical Report:** [Should consists of the following]

**a. Statement of the Researchable Problem:** [Provide a detailed statement of the problem, focusing its severity and extent along with base line situation/data, preferably in quantitative term for which the project was designed.]

**b. Research Approaches and Methodologies**: [The approaches and methodologies used for research work to address the above stated problem during the project period should be briefly described]

1. Approaches: [Make clear statement on the ways/steps followed as well as institutional arrangements made for the implementation of the project, such as, collaborative/participatory/on-station/on-farm/lab. etc. along with institutional support and supervision.]
2. Methodologies: [Give stepwise clear statement on the research activities (experiments/studies) undertaken along with materials and methods clearly indicating and frequency of data collection. The statistical tools applied for data analysis should be stated.]

**c. Results and Benefits**: [The accomplishments made during the project period in achieving the project objectives should be described along with pertinent data. Only summary data in the form of table/figure along with adequate discussion and literature citation should be presented in the text. However, detailed data and references should be given as annexure. You must show outputs clearly against objective-wise activities as given below. The benefits of the accomplishments i.e. outputs/results should also be described.]

**Annex-21 Contd.**

**(i)** Give details of research undertaken by each component organization with location-wise summary data and analysis. Also provide statement on results/discussion based on the data (provide data sheet in the annex).

**(ii). List objective-wise activities clearly, resulting in specific output(s), such as**

|  |  |  |  |
| --- | --- | --- | --- |
| Specific Project Objective(s) | Planned activities performed against each objective | State progress made clearly during the project period against each activity | Outputs/results achieved in relation to base line values |
| 1 | 1.1  1.2  1.3 |  |  |
| 2 | 2.1  2.2  2.3 |  |  |
| 3 | 3.1  3.2  3.3 |  |  |

**(iii). Outputs/Results:** [Describe briefly but clearly the outputs/resultsobtained as a consequence of a particular activity (experiment/study) along with adequate discussion and literature citation.]

**(iv). Benefit/Outcome**: [Describe briefly but clearly the benefit/outcome accrued i.e. the gain in relation to productivity, social, economic and environmental aspects due to practical use of the output/result.]

**d. Technology Developed**:[State briefly the technology generated/ validated & refined and policy instrument developed during the project period.]

**e. Publications made/under process**:[State whether the results achieved during the project period have been published/submitted for publication, including leaflet, booklet etc. If so, provide a list with complete information.]

**f. Training/workshop organized**: [Provide a list of training/workshop organized during the project period, if any with date, subject, stakeholder class and number.]

**g. Graduate Studies:** [Indicate whether the research staff under this project are registered for

M.S./Ph.D. degrees. If so, the topic of their theses along with the registration/departmental

certificate should be provided.]

**h. Linkages Developed**: [Give a brief outline of the linkages developed with GO/NGO, if any during

the project period.]

**i. Equipment/Appliances Purchased:** [Give a list of equipment/appliances purchased with item-wise cost, if any during the reporting period.]

**F. Highlight of Research Findings: [**Give details of significant findings of the project, indicating their usefulness to and applicability by the end users.]

**G. Conclusion:** [A brief statement of one or two paragraphs should be given describing the conclusions drawn from the data collected/results achieved.]

**H. Recommendation:** [State appropriate recommendations for putting conclusions into practices and also include future research need, if any.]

**Annex-21 Contd.**

**I. Financial Statement:** Fund received and Expenditure made during the reporting period (specify the period).

I.1: Summary Statement of Expenditure (SoE)

I.2: Component wise budget & SoE: Must provide separate SoE against approved budget for each component/partner using the format given below:

(in thousand Tk)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Particulars/Line Items | | **Year-I** | Year-II | **Year-III** | **Total** | **Total Approved Budget** |
| **A. Fund Received** | |  |  |  |  |  |
| **B.I Expenditure: Recurring (Operational cost)** | |  |  |  |  |  |
| 1.\* | 1.1 Remuneration for Contractual Staff (Expert Professionals; Research Fellow/Res. Associate, Res. Asstt./Field Asstt; if justified-consolidated)  1.2 Remuneration of Accounting /Typing  Support Service, if any (part time basis-consolidated) |  |  |  |  |  |
| 2. | Research & Development (R&D) related cost i.e. all inputs, lab./ farm chemicals & other necessary supplies etc. (including casual Laboures) |  |  |  |  |  |
| 3. | Maintenance and repairing of lab. /field equipment, etc. |  |  |  |  |  |
| 4. | Training |  |  |  |  |  |
| 5. | Workshop/Seminar/Meeting etc. |  |  |  |  |  |
| 6. | 6.1 Travel expenses (TA/DA) as per own  organizational rules (Public Sector)  or as per KGF Rules (NGO/PO).  6.2 Vehicle hiring/oil & fuel for organization’s  vehicle for travel, if justified. |  |  |  |  |  |
| 7.\*\* | Office supplies and contingency (not exceeding 5% of the total cost for stationeries, publications, printing of reports, internet, service, mailing etc.) |  |  |  |  |  |
| 8. | Any other items (please specify with justification) |  |  |  |  |  |
| 9. | Institutional Overhead Charge (if any, max 10% of total operating cost) |  |  |  |  |  |
|  | ***Sub-total B.I (1-9)*** |  |  |  |  |  |
| **B.II Non-recurring (Capital cost)** | |  |  |  |  |  |
| 10.\*\*\* | Equipment & Appliances (upon approval of KGF: list from the given in the proposal item-13)  10.1. Lab. and Field Equipment  10.2. Office Equipment  10.3 Bicycle/Motor bike |  |  |  |  |  |
|  | ***Sub-total B.II (10)*** |  |  |  |  |  |
| **C. Grand Total Expenditure : B.I.+B.II (1-10)** | |  |  |  |  |  |

**Financial Progress: Expenditure made/ Fund received x100= %**

**Note: [Financial report must be accompanied by Bank reconciliation statement for the entire project period.]**

***Please mention the number of person with number of months and rate per month.***

***\*Cost under this item (1) should not exceed 30% of the total cost.***

***\*\* Cost under line item #7 should not exceed 5% of the total project cost***

***\*\*\* Cost under line item # 10 should not exceed 10% of the total project cost.***

**Annex-21 Contd.**

**J. Self Assessment of the Project:** [Please answer the following questions precisely and clearly.]

1. Have you been able to achieve all specific objectives of your project? Yes/No; If no, please explain the reasons.

2. Who is/are the target beneficiary group/s of your project output/result? Farmers/Policy makers/Agri. Business men/ Agro. Processors etc.

3. How the project outputs/results obtained would benefit the target beneficiary group/s? and how these could be transferred to the that/those target group/s?

4. Do you think that you have successfully completed the project outputs/results? Yes/No; If yes, please provide one page success story/communication brief of your project in simple language with relevant pictures where applicable.

5. Please describe briefly the outcome/benefit and likely impact of your project on the productivity, policy, society, economy and environment.

**K. Acknowledgement**:

**L. Endorsement:**

Head of Applying Organization/Authorized Person (Lead Agency)

Name:

Signature:

Seal:

Date:

**[Note: I. For coordinated projects, activity plan and progress report (physical, technical and**

**financial) should be given component wise and coordinator will summarize where**

**necessary.**

**II Statements within [ ] are the guidelines/instructions which must be followed**

**during report preparation.**

**III. Two copies (spiral binding) of the draft project completion report with a soft copy need to be submitted to KGF fifteen (15) days before the completion of the project duration]**

**Annex-22**

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Guidelines for Evaluation of the Project Terminal/Completion Reports**

**CGP Projects: Call #.................; Phase #...............(if any)**

**Project ID No-**

**Project Title:**

Terminal Reports are considered as public information. Therefore, a good terminal report in a structured format is essential to indicate for a successful completion of the project.

The evaluator needs to review of the terminal report thoroughly along with project inception report and terminal reporting format for effective evaluation of a completed project. After review, the evaluator may look for getting answers of the following questions to evaluate the performance of a project as well as Coordinator/Principal Investigator (PI).

**1.** Does the Coordinator /Principal Investigator (PI) fully follow the reporting format in preparing the report? Yes/ No. If No, what are the deviations?

**2**. Has the Project been implemented as per proposed plan? Yes/ No. If No, what are the deviations?

**3.** Does Coordinator/PI provide clear and complete information under each heading of the reporting format? Yes/ No. If No, where are the deficiencies?

**4.** Has the executive summary of the report been prepared as per instructions given under section B? Yes/ No. If No, what are the deficiencies?

**5.** Is the introduction clearly stated as per instructions given under section C? Yes/ No. If No, what are the deficiencies?

**6.** Are research approaches and methodologies clearly and adequately stated under section E- b (i & ii)? Yes/ No. If No, what are the deficiencies?

7. Are detailed results presented clearly and adequately described under section E- c (i,ii & iii) as per instruction? Yes/ No. If Yes, indicate type of research data provided. If No, what are the deficiencies?

**8.** Are highlights of research findings based on results and discussion provided under F clear and useful? Yes/ No. If No, what are the deficiencies?

**9.** Are the conclusions and recommendations given under G & H clear and useful? Yes/ No. If No, what are the deficiencies?

**10.** Is financial statement given under section I clear and understandable? Yes /No. If No, what are the deficiencies?

**11.** Has Coordinator/PI been able to achieve all proposed project objectives? Yes / No. If No, what are the deficiencies?

**12.** Is self assessment on the project by the Coordinator/PI under section J (1, 2, 3, 4 & 5) acceptable? Yes/ No. If No, what are the points of disagreement?

**Annex-22 Contd.**

**Comments of the Evaluator based on the above assessment:**

**a)** Terminal Report prepared on the project completion is - Highly Satisfactory /Satisfactory/ Unsatisfactory.

**b)** Coordinator/PI’s presentation on the Terminal Report as regards to contents, material used and expression is - Highly Satisfactory /Satisfactory/ Unsatisfactory.

**c)** Performance of project Coordinator/PI may be rated as- Highly Satisfactory /Satisfactory/ Unsatisfactory.

**d)** Draft Terminal Report presented may be improved in the following aspects:

**i)**

**ii)**

**Name of the Evaluator:**

**Signature:**

**Date**:

**Annex-23**

**cvBjU cÖK‡íi AMÖMwZi Aa©evwl©K cÖwZ‡e`b `vwL‡ji QK**

# AMÖMwZi Aa©evwl©K cÖwZ‡e`b

cÖKí cwiwPwZ bs t --------------------------------

cÖK‡íi wk‡ivbvg t --------------------------------

cÖwZ‡e`bvaxb mgq t ------------ n‡Z -------------- ch©šZ

hvi wbKU †cÖiY Kiv n‡jvt

wbe©vnx cwiPvjK

K…wl M‡elYv dvD‡Ûkb (†KwRGd)

GAvBwm wewìs (4\_© Zjv), weGAviwm PË¡i,

dvg©‡MU, XvKv-1215

`vwLjKvix

[wcAvB/†Kv-AwW©‡bUi Gi bvg I wVKvbv]

[ev¯ZevqbKvix ms¯’vi c~Y© bvg]

**ZvwiL t**

**Annex-23 Contd.**

**[cÖK‡íi wk‡ivbvg] Gi Aa©evwl©K cÖwZ‡e`b**

**cÖwZ‡e`bvaxb mgq ...................... n‡Z .......................... ch©šZ**

K. AMÖMwZi mvims‡¶ct [mnR fvlvq cvBjU cÖK‡íi msw¶ß weeiY h\_v - cÖKí MÖn‡Yi †cÖ¶vcU, cÖK‡í cÖ`wk©Z cÖhyw³i eY©bv, ev¯Zevqb cÖwµqv I †KŠkj, m¤úvw`Z Kvh©vejx Ges cÖwZ‡e`bvaxb mg‡qi AR©b/djvdj]

L. cÖK‡íi cÖv\_wgK Z\_¨vw`t

1. cÖKí cwiwPwZ bs ...................................

2. cÖK‡íi wk‡ivbvg .................................

3. mgš^qKvixi bvg (hw` \_v‡K) ...................................

4. wcAvB Gi bvg ....................................

5. ‡Kv-wcAvB Gi bvg ................................

6. mvBU †Kv-AwW©‡bUi Gi bvg (hw` \_v‡K).....................

7. ev¯ZevqbKvix ms¯’vi bvg I wVKvbv ........................

8. mn‡hvMx/mn‡hvwMZvKvix ms¯’vi bvg (hw` \_v‡K) ............

9. cÖK‡íi †gqv`Kvj ......... (gvm) ..................... n‡Z ................................... ch©šZ

10. cÖKí ïiæi ZvwiL (mg‡SvZv ¯^viK ¯^v¶i Abyhvqx) ..................................

11. cÖKí GjvKv (bvgmn) (1) ............ (2) ............ (3) .................. (4) ......................

12. cÖK‡íi AvKvi (AskMÖnYKvix Pvwli msL¨v, Rwgi cwigvY (‡nt), cÖvYxi msL¨v, cyKz‡ii msL¨v, BZ¨vw`] .......... .............................

13. cÖK‡íi eivÏ (†gvU) UvKvt ............................. (cÖ\_g eQi, UvKv ......................, 2q eQi .......................... 3q eQi Uvt ...............................)

14. cÖvß A‡\_©i cwigvY Uvt ................... Ges cÖwZ‡e`bvaxb mg‡q LiP Uvt ..............

M. cÖK‡íi mywbw`©ó D‡Ïk¨vejxt

N. Kg©cš’v [cÖK‡íi KvRKg© m¤úv`‡bi avivevwnK eY©bv Ges cÖvwZôvwbK e¨e¯’vcbv h\_v- mn‡hvwMZvg~jK/ AskMÖnY g~jK BZ¨vw`]

O. cÖwZ‡e`bvaxb mg‡q m¤úvw`Z Kvh©vejx-

(1) KvwiMix AMÖMwZt D‡Ïk¨wfwËK m¤úvw`Z Kv‡Ri wecix‡Z AMÖMwZ I djvdj

|  |  |  |  |
| --- | --- | --- | --- |
| cÖK‡íi mywbw`©ó D‡Ïk¨ | cÖwZwU D‡Ï‡k¨i wecix‡Z M„nxZ KvRKg© | cÖwZ‡e`bvaxb mg‡q cÖwZwU Kv‡Ri wecix‡Z AwR©Z AMÖMwZ | cÖwZ‡e`bvaxb mg‡q m¤úvw`Z KvR/djvdj |
| 1 | 1.1 |  |  |
|  | 1.2 |  |  |
|  | 1.3 |  |  |
| 2 | 2.1 |  |  |
|  | 2.2 |  |  |
|  | 2.3 |  |  |
| 3 | 3.1 |  |  |
|  | 3.2 |  |  |
|  | 3.3 |  |  |

‡bvUt c~Y© Z\_¨ cÖ`v‡bi Rb¨ cÖ‡qvR‡b AwZwi³ KvMR e¨envi Kiæb|

**Annex-23 contd.**

**(2) cÖwZ‡e`bvaxb mg‡q AwR©Z †fŠZ AMÖMwZ (hw` \_v‡K)t**

**1. cÖKí GjvKv I K…lK wbe©vPb**

**2. cÖK‡íi Rbej wb‡qvM**

**3. cÖKí ev¯Zevq‡b M‡elYvMvi/ gvV/Awdm Gi Rb¨ cÖ‡qvRbxq gvjvgvj I miÄvgvw` msMÖn**

**4. m¤úvw`Z cÖwk¶Y Kvh©µg**

**5. Kg©kvjv/gvVw`em/Av‡jvPbv mfv Abyôvb**

**(3) cÖwZ‡e`bvaxb mg‡q AwR©Z Avw\_©K AMÖMwZ**

|  |  |  |  |
| --- | --- | --- | --- |
| **cÖwZ‡e`bvaxb mg‡q cÖvß A‡\_©i cwigvY (UvKv)** | **cÖwZ‡e`bvaxb mg‡q e¨qK…Z A‡\_©i cwigvY (UvKv)** | **cÖwZ‡e`bvaxb mg‡qi †k‡l Ae¨wqZ A‡\_©i cwigvY** | **AMÖMwZi kZKiv nvi** |
|  |  |  |  |

**P. Avw\_©K weeiYxt cÖwZ‡e`bvaxb mg‡q cÖvß Ges e¨qK…Z A‡\_©i cwigvY**

**(nvRvi UvKvq)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. wKw¯Z‡Z cÖvß A\_©** | | | | | | |  | |
| **cÖ\_g wKw¯Z** | **2q wKw¯Z** | **3q wKw¯Z** | **4\_© wKw¯Z** | **5g wKw¯Z** | **6ô wKw¯Z** | **7g wKw¯Z** | | **†gvU** |
|  |  |  |  |  |  |  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **weeiY/jvBb AvB‡Ug** | | **Aby‡gvw`Z †gvU ev‡RU** | eZ©gvb LiP (cÖwZ‡e`bvaxb mg‡q)  **..... n‡Z ....... ch©šZ** | **ev‡R‡Ui Ae¨wqZ A\_©** | **gšZe¨** |
| µt bs | Av.1 e¨qt AveZ©K (cwiPvjb e¨q) | 1 | 2 | 3 (1-2) | 4 |
| 1. | 1.1 Pzw³e× Kg©Pvix‡`i m¤§vbx (we‡klÁ, M‡elYv †d‡jv/ M‡elYv mn‡hvMx, M‡elYv mnKvix/ gvV mnKvix; hyw³msMZ n‡j (me© mvKz‡j¨) |  |  |  |  |
|  | 1.2 wnmvei¶Y/UvBwcs Kv‡R wb‡qvwRZ‡`i m¤§vbx, cÖ‡hvR¨ ‡¶‡Î (LÛKvjxb me©mvKz‡j¨) |  |  |  |  |
| 2. | 2.1 M‡elYv I Dbœqb mswkøó LiP h\_vt wewfbœ `ªe¨vw`, M‡elYvMvi/dv‡g©i Rb¨ ivmvqwbK `ªe¨vw` Ges Ab¨vb¨ cÖ‡qvRbxq `ªe¨vw`  2.2 Pzw³wfwËK †mev (we‡kl ai‡bi hw` \_v‡K, †hgb- gvwU, Dw™¢` I mvi we‡kølY; evjvBbvk‡Ki Aewkóvsk we‡kølY, BZ¨vw`) |  |  |  |  |
| 3. | j¨ve‡iUix/gv‡Vi hš¿cvwZ i¶Yv‡e¶Y I †givgZ |  |  |  |  |

**Annex-23 Contd.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4. | cÖwk¶Y |  |  |  |  |
| 5. | Kg©kvjv/†mwgbvi/wgwUs BZ¨vw` |  |  |  |  |
| 6. | 6.1 ågY LiP (wUG/wWG) wbR ms¯’vi wewa Abyhvqx (miKvix ms¯’v) A\_ev †KwRGd Gi weavb Abyhvqx (†emiKvix ms¯’v) |  |  |  |  |
|  | 6.2 hvbevnb fvov/ ågY Kv‡R e¨eüZ wbR ms¯’vi hvbevn‡bi R¡vjvbx, hyw³msMZ n‡j |  |  |  |  |
| 7. | Awd‡mi Kv‡R e¨eüZ g‡bvnvix `ªe¨vw` Ges Awba©vwiZ LiP (g‡bvnvix `ªe¨vw`, cÖKvkbv, wi‡cvU© gy`ªY, B›Uvi‡bU mvwf©m, WvK‡hvMv‡hvM BZ¨vw`) |  |  |  |  |
| 8. | Ab¨ †Kvb mvgMÖx (†hŠw³KZvmn D‡jøL Ki‡Z n‡e) |  |  |  |  |
| 9. | cÖwZôv‡bi Rb¨ Ifvi‡nW PvR© (hw` \_v‡K, cwiPvjbv e¨‡qi m‡e©v”P 10%) |  |  |  |  |
| Av.1 Dc‡gvU Av.1 (1-9) | |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Av.2 AbveZ©K | |  |  |  |  |
| 10. | hš¿cvwZ µq (†KwRGd Gi Aby‡gv`b µ‡g)  10.1 j¨ve‡iUix Ges gv‡Vi hš¿cvwZ  10.2 Awd‡mi hš¿cvwZ |  |  |  |  |
| Av.2 Dc‡gvU (10) | |  |  |  |  |
| me©‡gvU LiP: (wRwU) (Av.1 + Av.2) | |  |  |  |  |
|  | Aewkó (A -wRwU) = | e¨vsK weeiYx Abyhvqx | |  |  |

|  |  |
| --- | --- |
| e¨vsK wiKbwmwj‡qkb (cÖ‡hvR¨ †¶‡Î) | **..............................**  **wmjmn wcAvB Gi ¯^v¶i** |

**†bvU:[Avw\_©K weeiYxi mv‡\_ Aek¨B e¨vsK †÷U‡g›U Ges cÖ‡qvRb n‡j e¨vsK wiKbwmwj‡qkb †÷U‡g›U mshy³ Ki‡Z n‡e| †Kv-AwW©‡b‡UW/†Kvjve‡iwUf cÖK‡íi †¶‡Î cÖ‡Z¨K K‡¤úv‡b‡›Ui Rb¨ c„\_K wnmve weeiYx w`‡Z n‡e]**

**Q. cÖwZ‡e`bvaxb mg‡q cÖKí ev¯Zevq‡b m¤§yLxb nIqv mgm¨v/mgm¨vw`, hw` \_v‡K**

**R. mgm¨v mgvav‡b M„wnZ c`‡¶c**

**Annex-23 Contd.**

**S. cÖwZwU my¯úó D‡Ï‡k¨i wecix‡Z cieZx© 6 (Qq) gv‡mi Rb¨ M„wnZ Kg© cwiKíbv**

|  |  |  |  |
| --- | --- | --- | --- |
| **cÖK‡íi mywbw`©ó D‡Ïk¨vejx** | **cÖwZwU D‡Ïk¨ c~i‡Y AvMvgx 6 gv‡mi Kg© cwiKíbv** | **D³ mg‡qi cÖZ¨vwkZ AR©b/djvdj** | |
| 1 | 1.1 |  |
|  | 1.2 |  |
|  | 1.3 |  |
| 2 | 2.1 |  |
|  | 2.2 |  |
|  | 2.3 |  |
| 3 | 3.1 |  |
|  | 3.2 |  |
|  | 3.3 |  |

T) mZ¨vqbt

Av‡e`bKvix ms¯’vi cÖavb/¶gZv cÖvß e¨w³

bvg t

¯^v¶it

wmj t

ZvwiLt

[†bvUt 1. †Kv-AwW©‡b‡UW cÖK‡íi †¶‡Î cÖwZ‡e`bvaxb mg‡qi AMÖMwZi cÖwZ‡e`b (†fŠZ, KvwiMix I Avw\_©K) Ges cieZ©x 6 gv‡mi Kg©cwiKíbv K‡¤úv‡b›U Abyhvqx c„\_Kfv‡e w`‡Z n‡e, hv cÖK‡íi mgš^qKvix msKjb I ms‡¶c Ki‡eb]

2. eÜbxi [ ] wfZ‡ii eY©bv civgk©/wb‡`©kbv wn‡m‡e MY¨ n‡e|]

**Annex-24**

**cvBjU cÖK‡íi AMÖMwZi evwl©K cÖwZ‡e`b `vwL‡ji QK**

# AMÖMwZi evwl©K cÖwZ‡e`b

cÖKí cwiwPwZ bs t --------------------------------

cÖK‡íi wk‡ivbvg t --------------------------------

cÖwZ‡e`bvaxb mgq t ------------ n‡Z -------------- ch©šZ

hvi wbKU †cÖiY Kiv n‡jvt

wbe©vnx cwiPvjK

K…wl M‡elYv dvD‡Ûkb (†KwRGd)

GAvBwm wewìs (4\_© Zjv), weGAviwm PË¡i,

dvg©‡MU, XvKv-1215

`vwLjKvix

[wcAvB/†Kv-AwW©‡bUi Gi bvg I wVKvbv]

[ev¯ZevqbKvix ms¯’vi c~Y© bvg]

**ZvwiL t**

**Annex-24 Contd.**

**[cÖK‡íi wk‡ivbvg] Gi evwl©K cÖwZ‡e`b**

**cÖwZ‡e`bvaxb mgq ...................... n‡Z .......................... ch©šZ**

K. AMÖMwZi mvims‡¶ct [mnR fvlvq cvBjU cÖK‡íi msw¶ß weeiY h\_v - cÖKí MÖn‡Yi †cÖ¶vcU, cÖK‡í cÖ`wk©Z cÖhyw³i eY©bv, ev¯Zevqb cÖwµqv I †KŠkj, m¤úvw`Z Kvh©vejx Ges cÖwZ‡e`bvaxb mg‡qi AR©b/djvdj]

L. cÖK‡íi cÖv\_wgK Z\_¨vw`t

1. cÖKí cwiwPwZ bs ...................................

2. cÖK‡íi wk‡ivbvg .................................

3. mgš^qKvixi bvg (hw` \_v‡K) ...................................

4. wcAvB Gi bvg ....................................

5. ‡Kv-wcAvB Gi bvg ................................

6. mvBU †Kv-AwW©‡bUi Gi bvg (hw` \_v‡K).....................

7. ev¯ZevqbKvix ms¯’vi bvg I wVKvbv ........................

8. mn‡hvMx/mn‡hvwMZvKvix ms¯’vi bvg (hw` \_v‡K) ............

9. cÖK‡íi †gqv`Kvj ......... (gvm) ..................... n‡Z ................................... ch©šZ

10. cÖKí ïiæi ZvwiL (mg‡SvZv ¯^viK ¯^v¶i Abyhvqx) ..................................

11. cÖKí GjvKv (bvgmn) (1) ............ (2) ............ (3) .................. (4) ......................

12. cÖK‡íi AvKvi (AskMÖnYKvix Pvwli msL¨v, Rwgi cwigvY (‡nt), cÖvYxi msL¨v, cyKz‡ii msL¨v, BZ¨vw`] .......... .............................

13. cÖK‡íi eivÏ (†gvU) UvKvt ............................. (cÖ\_g eQi, UvKv ......................, 2q eQi .......................... 3q eQi Uvt ...............................)

14. cÖvß A‡\_©i cwigvY Uvt ................... Ges cÖwZ‡e`bvaxb mg‡q LiP Uvt ..............

M. cÖK‡íi mywbw`©ó D‡Ïk¨vejxt

N. cÖwZ‡e`bvaxb mg‡q m¤úvw`Z KvRKg© Ges KvRKg© m¤úv`‡b Abym„Z Kg©cš’v

(1) m¤úvw`Z KvR [KvswLZ j¶¨ AR©‡b cÖwZ‡e`bvaxb mg‡q m¤úvw`Z Kv‡Ri avivevwnK ZvwjKv]

(2) Kg©cš’v [cÖK‡íi KvRKg© m¤úv`‡bi avivevwnK eY©bv Ges cÖvwZôvwbK e¨e¯’vcbv h\_v- mn‡hvwMZvg~jK/ AskMÖnY g~jK BZ¨vw`]

O. cÖwZ‡e`bvaxb mg‡q m¤úvw`Z Kvh©vejx-

(1) KvwiMix AMÖMwZt D‡Ïk¨wfwËK m¤úvw`Z Kv‡Ri wecix‡Z AMÖMwZ I djvdj

|  |  |  |  |
| --- | --- | --- | --- |
| cÖK‡íi mywbw`©ó D‡Ïk¨ | cÖwZwU D‡Ï‡k¨i wecix‡Z M„nxZ KvRKg© | cÖwZ‡e`bvaxb mg‡q cÖwZwU Kv‡Ri wecix‡Z AwR©Z AMÖMwZ | cÖwZ‡e`bvaxb mg‡q m¤úvw`Z KvR/djvdj |
| 1 | 1.1 |  |  |
|  | 1.2 |  |  |
|  | 1.3 |  |  |
| 2 | 2.1 |  |  |
|  | 2.2 |  |  |
|  | 2.3 |  |  |
| 3 | 3.1 |  |  |
|  | 3.2 |  |  |
|  | 3.3 |  |  |

‡bvUt c~Y© Z\_¨ cÖ`v‡bi Rb¨ cÖ‡qvR‡b AwZwi³ KvMR e¨envi Kiæb|

**Annex-24 contd.**

**(2) cÖwZ‡e`bvaxb mg‡q AwR©Z †fŠZ AMÖMwZ (hw` \_v‡K)t**

**1. cÖKí GjvKv I K…lK wbe©vPb**

**2. cÖK‡íi Rbej wb‡qvM**

**3. cÖKí ev¯Zevq‡b M‡elYvMvi/ gvV/Awdm Gi Rb¨ cÖ‡qvRbxq gvjvgvj I miÄvgvw` msMÖn**

**4. m¤úvw`Z cÖwk¶Y Kvh©µg**

**(3) cÖwZ‡e`bvaxb mg‡q AwR©Z Avw\_©K AMÖMwZ**

|  |  |  |  |
| --- | --- | --- | --- |
| **cÖwZ‡e`bvaxb mg‡q cÖvß A‡\_©i cwigvY (UvKv)** | **cÖwZ‡e`bvaxb mg‡q e¨qK…Z A‡\_©i cwigvY (UvKv)** | **cÖwZ‡e`bvaxb mg‡qi †k‡l Ae¨wqZ A‡\_©i cwigvY** | **AMÖMwZi kZKiv nvi** |
|  |  |  |  |

**P. Avw\_©K weeiYxt cÖwZ‡e`bvaxb mg‡q cÖvß Ges e¨qK…Z A‡\_©i cwigvY**

**(nvRvi UvKvq)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. wKw¯Z‡Z cÖvß A\_©** | | | | | | |  | |
| **cÖ\_g wKw¯Z** | **2q wKw¯Z** | **3q wKw¯Z** | **4\_© wKw¯Z** | **5g wKw¯Z** | **6ô wKw¯Z** | **7g wKw¯Z** | | **†gvU** |
|  |  |  |  |  |  |  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **weeiY/jvBb AvB‡Ug** | | **Aby‡gvw`Z †gvU ev‡RU** | eZ©gvb LiP (cÖwZ‡e`bvaxb mg‡q)  **..... n‡Z ....... ch©šZ** | **ev‡R‡Ui Ae¨wqZ A\_©** | **gšZe¨** |
| µt bs | Av.1 e¨qt AveZ©K (cwiPvjb e¨q) | 1 | 2 | 3 (1-2) | 4 |
| 1. | 1.1 Pzw³e× Kg©Pvix‡`i m¤§vbx (we‡klÁ, M‡elYv †d‡jv/ M‡elYv mn‡hvMx, M‡elYv mnKvix/ gvV mnKvix; hyw³msMZ n‡j (me© mvKz‡j¨) |  |  |  |  |
|  | 1.2 wnmvei¶Y/UvBwcs Kv‡R wb‡qvwRZ‡`i m¤§vbx, cÖ‡hvR¨ ‡¶‡Î (LÛKvjxb me©mvKz‡j¨) |  |  |  |  |
| 2. | 2.1 M‡elYv I Dbœqb mswkøó LiP h\_vt wewfbœ `ªe¨vw`, M‡elYvMvi/dv‡g©i Rb¨ ivmvqwbK `ªe¨vw` Ges Ab¨vb¨ cÖ‡qvRbxq `ªe¨vw`  2.2 Pzw³wfwËK †mev (we‡kl ai‡bi hw` \_v‡K, †hgb- gvwU, Dw™¢` I mvi we‡kølY; evjvBbvk‡Ki Aewkóvsk we‡kølY, BZ¨vw`) |  |  |  |  |
| 3. | j¨ve‡iUix/gv‡Vi hš¿cvwZ i¶Yv‡e¶Y I †givgZ |  |  |  |  |

**Annex-24 contd.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4. | cÖwk¶Y |  |  |  |  |
| 5. | Kg©kvjv/†mwgbvi/wgwUs BZ¨vw` |  |  |  |  |
| 6. | 6.1 ågY LiP (wUG/wWG) wbR ms¯’vi wewa Abyhvqx (miKvix ms¯’v) A\_ev †KwRGd Gi weavb Abyhvqx (†emiKvix ms¯’v) |  |  |  |  |
|  | 6.2 hvbevnb fvov/ ågY Kv‡R e¨eüZ wbR ms¯’vi hvbevn‡bi R¡vjvbx, hyw³msMZ n‡j |  |  |  |  |
| 7. | Awd‡mi Kv‡R e¨eüZ g‡bvnvix `ªe¨vw` Ges Awba©vwiZ LiP (g‡bvnvix `ªe¨vw`, cÖKvkbv, wi‡cvU© gy`ªY, B›Uvi‡bU mvwf©m, WvK‡hvMv‡hvM BZ¨vw`) |  |  |  |  |
| 8. | Ab¨ †Kvb mvgMÖx (†hŠw³KZvmn D‡j­L Ki‡Z n‡e) |  |  |  |  |
| 9. | cÖwZôv‡bi Rb¨ Ifvi‡nW PvR© (hw` \_v‡K, cwiPvjbv e¨‡qi m‡e©v”P 10%) |  |  |  |  |
| Av.1 Dc‡gvU Av.1 (1-9) | |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Av.2 AbveZ©K | |  |  |  |  |
| 10. | hš¿cvwZ µq (†KwRGd Gi Aby‡gv`b µ‡g)  10.1 j¨ve‡iUix Ges gv‡Vi hš¿cvwZ  10.2 Awd‡mi hš¿cvwZ |  |  |  |  |
| Av.2 Dc‡gvU (10) | |  |  |  |  |
| me©‡gvU LiP: (wRwU) (Av.1 + Av.2) | |  |  |  |  |
|  | Aewkó (A -wRwU) = | e¨vsK weeiYx Abyhvqx | |  |  |

|  |  |
| --- | --- |
| e¨vsK wiKbwmwj‡qkb (cÖ‡hvR¨ †¶‡Î) | **..............................**  **wmjmn wcAvB Gi ¯^v¶i** |

**†bvU:[Avw\_©K weeiYxi mv‡\_ Aek¨B e¨vsK †÷U‡g›U Ges cÖ‡qvRb n‡j e¨vsK wiKbwmwj‡qkb †÷U‡g›U mshy³ Ki‡Z n‡e| †Kv-AwW©‡b‡UW/†Kvjve‡iwUf cÖK‡íi †¶‡Î cÖ‡Z¨K K‡¤úv‡b‡›Ui Rb¨ c„\_K wnmve weeiYx w`‡Z n‡e]**

**Q. cÖwZ‡e`bvaxb mg‡q cÖKí ev¯Zevq‡b m¤§yLxb nIqv mgm¨v/mgm¨vw`, hw` \_v‡K**

**R. mgm¨v mgvav‡b M„wnZ c`‡¶c**

**Annex-24 contd.**

**S. cÖwZwU my¯úó D‡Ï‡k¨i wecix‡Z cieZx© 6 (Qq) gv‡mi Rb¨ M„wnZ Kg© cwiKíbv**

|  |  |  |  |
| --- | --- | --- | --- |
| **cÖK‡íi mywbw`©ó D‡Ïk¨vejx** | **cÖwZwU D‡Ïk¨ c~i‡Y AvMvgx 6 gv‡mi Kg© cwiKíbv** | **D³ mg‡qi cÖZ¨vwkZ AR©b/djvdj** | |
| 1 | 1.1 |  |
|  | 1.2 |  |
|  | 1.3 |  |
| 2 | 2.1 |  |
|  | 2.2 |  |
|  | 2.3 |  |
| 3 | 3.1 |  |
|  | 3.2 |  |
|  | 3.3 |  |

T) mZ¨vqbt

Av‡e`bKvix ms¯’vi cÖavb/¶gZv cÖvß e¨w³

bvg t

¯^v¶it

wmj t

ZvwiLt

[†bvUt 1. †Kv-AwW©‡b‡UW cÖK‡íi †¶‡Î cÖwZ‡e`bvaxb mg‡qi AMÖMwZi cÖwZ‡e`b (†fŠZ, KvwiMix I Avw\_©K) Ges cieZ©x 6 gv‡mi Kg©cwiKíbv K‡¤úv‡b›U Abyhvqx c„\_Kfv‡e w`‡Z n‡e, hv cÖK‡íi mgš^qKvix msKjb I ms‡¶c Ki‡eb]

2. eÜbxi [ ] wfZ‡ii eY©bv civgk©/wb‡`©kbv wn‡m‡e MY¨ n‡e|]

**Annex-25**

cvBjU cÖK‡íi P~ovšZ cÖwZ‡e`b `vwL‡ji QK

(Kfvi †cBR)

cÖKí cwiwPwZ bs t

cÖK‡íi wk‡ivbvg t

`vwLjKvix KZ…©c¶ t

(bvg I c`ex)

ev¯ZevqbKvix cÖavb ms¯’v

K…wl M‡elYv dvD‡Ûkb

weGAviwm Kg‡c­·, dvg©‡MU, XvKv - 1215

(ZvwiL)

**Annex-24 contd.**

**‡gŠwjK Z\_¨vw`**

cvBjU cÖK‡íi wk‡ivbvg t

g~L¨ M‡elK I cÖavb ev¯ZevqbKvix ms¯’v t

mnvqZvKvix weÁvbxe„›` I ms¯’v (ms¯’vmg~n) t

cÖK‡íi †gqv`Kvj t ïi“i ZvwiL .................................. mgvß nIqvi ZvwiLt .........................

Aby‡gvw`Z ev‡RU t UvKv ................................... 1g ermi ....................................... 2q ermi

cÖKí-mvi ms‡¶ct

1| f~wgKv t

cvBjU cÖK‡íi ‡cÖ¶vcU I †hŠw³KZv

**2|** cÖK‡íi mywbw`©ó D‡Ïk¨ (D‡Ïk¨vejx)t

3| cÖK‡íi gva¨‡g cÖ`©k‡bi Rb¨ wbe©vwPZ cÖhyw³/cÖhyw³mg~‡ni we¯ZvwiZ eY©bvt

4| cÖKí ev¯Zevqb GjvKv I mivmwi DcKvi‡fvMx K…l‡Ki msL¨vt

5| cÖ‡qvRbxq `ªe¨vw` I ev¯Zevqb c×wZi weeeYt

6| cÖK‡íi D‡Ïk¨ ev¯Zevq‡bi j‡¶¨ m¤úvw`Z Kvh©vejxt

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| cÖK‡íi mywbw`©ó D‡Ïk¨ | cÖwZwU D‡Ï‡k¨i wecix‡Z wba©vwiZ Kvh©vejx | cÖ‡Z¨K Kv‡Ri wecix‡Z wba©vwiZ j¶¨gvÎv | j¶¨gvÎvi wecix‡Z cÖK„Z AR©b | gšZe¨ |
| 1 | 1.1  1.2  1.3 | 1.1.1  1.1.2  1.1.3 |  |  |
| 2 | 2.1  2.2  2.3 | 2.1.1  2.1.2  2.1.3 |  |  |
| 3 |  |  |  |  |

**7|** cÖvß djvdj Ges djvdj ch©v‡jvPbv (djvdj Aek¨B wbf©i‡hvM¨ Dcv‡Ëi wfwË‡Z n‡Z n‡e)t

8| cÖwk¶Y, gvV cwi`©kb, gvV w`e‡m Ask MÖnY BZ¨vw`i gva¨‡g cÖZ¨¶ I c‡iv¶fv‡e cÖK‡íi DcKvi‡fvMxi msL¨vt

9| cÖKí ev¯ZevqbKvjxb m¤§yLxb nIqv mgm¨v/mgm¨vejx (hw` \_v‡K) Ges D™¢yZ mgm¨v mgvav‡b M„nxZ c`‡¶ct

10| cÖK‡íi gva¨‡g cÖ`wk©Z cÖhyw³/cÖhyw³mg~‡ni wel‡q cÖK‡íi mv‡\_ mivmwi RwoZ K…lK‡`i cÖwZwµqvt

11| cÖK‡íi fwel¨r cÖfve t

12| Avw\_©K weeiYx (wba©vwiZ QKcÎ Abyhvqx)t

mshyw³ (cÖ‡qvR‡b)t

**Annex-25 contd.**

13| **Avw\_©K weeiYxt cÖKí ev¯Zevq‡bi Rb¨ cÖvß Ges e¨qK…Z A‡\_©i cwigvY**

**(nvRvi UvKvq)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **K. wKw¯Z‡Z cÖvß A\_©** | | | | | | |  | |
| **cÖ\_g wKw¯Z** | **2q wKw¯Z** | **3q wKw¯Z** | **4\_© wKw¯Z** | **5g wKw¯Z** | **6ô wKw¯Z** | **7g wKw¯Z** | | **†gvU** |
|  |  |  |  |  |  |  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LvZ/jvBb AvB‡Ug** | | **Aby‡gvw`Z †gvU ev‡RU** | **‡gvU LiP** | **ev‡R‡Ui Ae¨wqZ A\_©** | **gšZe¨** |
| µt bs | L.1 e¨qt AveZ©K (cwiPvjb e¨q) | 1 | 2 | 3 (1-2) | 4 |
| 1. | 1.1 Pzw³e× Kg©Pvix‡`i m¤§vbx (we‡klÁ, M‡elYv †d‡jv/ M‡elYv mn‡hvMx, M‡elYv mnKvix/ gvV mnKvix; hyw³msMZ n‡j (me© mvKz‡j¨) |  |  |  |  |
|  | 1.2 wnmvei¶Y/UvBwcs Kv‡R wb‡qvwRZ‡`i m¤§vbx, cÖ‡hvR¨ ‡¶‡Î (LÛKvjxb me©mvKz‡j¨) |  |  |  |  |
| 2. | 2.1 M‡elYv I Dbœqb mswkøó LiP h\_vt wewfbœ `ªe¨vw`, M‡elYvMvi/dv‡g©i Rb¨ ivmvqwbK `ªe¨vw` Ges Ab¨vb¨ cÖ‡qvRbxq `ªe¨vw`  2.2 Pzw³wfwËK †mev (we‡kl ai‡bi hw` \_v‡K, †hgb- gvwU, Dw™¢` I mvi we‡kølY; evjvBbvk‡Ki Aewkóvsk we‡kølY, BZ¨vw`) |  |  |  |  |
| 3. | j¨ve‡iUix/gv‡Vi hš¿cvwZ i¶Yv‡e¶Y I †givgZ |  |  |  |  |
| 4. | cÖwk¶Y |  |  |  |  |
| 5. | Kg©kvjv/†mwgbvi/wgwUs BZ¨vw` |  |  |  |  |
| 6. | 6.1 ågY LiP (wUG/wWG) wbR ms¯’vi wewa Abyhvqx (miKvix ms¯’v) A\_ev †KwRGd Gi weavb Abyhvqx (†emiKvix ms¯’v) |  |  |  |  |
|  | 6.2 hvbevnb fvov/ ågY Kv‡R e¨eüZ wbR ms¯’vi hvbevn‡bi R¡vjvbx, hyw³msMZ n‡j |  |  |  |  |
| 7. | Awd‡mi Kv‡R e¨eüZ g‡bvnvix `ªe¨vw` Ges Awba©vwiZ LiP (g‡bvnvix `ªe¨vw`, cÖKvkbv, wi‡cvU© gy`ªY, B›Uvi‡bU mvwf©m, WvK‡hvMv‡hvM BZ¨vw`) |  |  |  |  |

**Annex-25 contd.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8. | Ab¨ †Kvb mvgMÖx (†hŠw³KZvmn D‡j­L Ki‡Z n‡e) |  |  |  |  |
| 9. | cÖwZôv‡bi Rb¨ Ifvi‡nW PvR© (hw` \_v‡K, cwiPvjbv e¨‡qi m‡e©v”P 10%) |  |  |  |  |
| L.1 Dc‡gvU L.1 (1-9) | |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| L.2 AbveZ©K | |  |  |  |  |
| 10. | hš¿cvwZ µq (†KwRGd Gi Aby‡gv`b µ‡g)  10.1 j¨ve‡iUix Ges gv‡Vi hš¿cvwZ  10.2 Awd‡mi hš¿cvwZ |  |  |  |  |
| L.2 Dc‡gvU (10) | |  |  |  |  |
| me©‡gvU LiP: (wRwU) (L.1 + L.2) | |  |  |  |  |
|  | Aewkó (K -wRwU) = | e¨vsK weeiYx Abyhvqx | |  |  |

|  |  |
| --- | --- |
| e¨vsK wiKbwmwj‡qkb (cÖ‡hvR¨ †¶‡Î) | **..............................**  **wmjmn wcAvB Gi ¯^v¶i** |

**†bvU:[Avw\_©K weeiYxi mv‡\_ Aek¨B e¨vsK †÷U‡g›U Ges cÖ‡qvRb n‡j e¨vsK wiKbwmwj‡qkb †÷U‡g›U mshy³ Ki‡Z n‡e| †Kv-AwW©‡b‡UW/†Kvjve‡iwUf cÖK‡íi †¶‡Î cÖ‡Z¨K K‡¤úv‡b‡›Ui Rb¨ c„\_K wnmve weeiYx w`‡Z n‡e]**

Annex-26

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Project Profile Format**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sub-sector: |  | | | | Call No: | | | |  | | | | | Project Code: | | | |  |
| Researchable Area: |  | | | | | | | | | | | | | | | | | |
| Project Title: |  | | | | | | | | | | | | | | | | | |
| Project Duration & Commencement Date: | Duration: | | | | From: | | | | To: | | | | | Commencement Date: | | | | |
|  | | | |  | | | |  | | | | |  | | | | |
| Coordinator (if any): |  | | | | | | | | | | | | | | | | | |
| Principal Investigator: |  | | | | | | | | | | | | | | | | | |
| Lead Organization: |  | | | | | | | | | | | | | | | | | |
| Head of Applying or Lead Organization/ Authorized Representative: |  | | | | | | | | | | | | | | | | | |
| Collaborating/Component Organization (if any) |  | | | | | | | | | | | | | | | | | |
| Head of Collaborating/Component Organization (if any) |  | | | | | | | | | | | | | | | | | |
| Site (s)/ Location (s)  & Project Size: |  | | | | | | | | | Total No. of Sites: | | | Total No. of Farmers: | | | | Total Land Area Covered: | |
|  | | |  | | | |  | |
| Specific Objective(s): |  | | | | | | | | | | | | | | | | | |
| Expected Output/Results: |  | | | | | | | | | | | | | | | | | |
| Expected Outcomes: |  | | | | | | | | | | | | | | | | | |
| Planned Activity: |  | | | | | | | | | | | | | | | | | |
| Environmental Implication: |  | | | | | | | | | | | | | | | | | |
| Total Budget with Yearly Breakup (Tk. In lac): | Total Budget | | | 1st Year Budget | | | | 2nd Year Budget | | | | | | | 3rd Year Budget | | | |
|  | | |  | | | |  | | | | | | |  | | | |
| Released Fund: | Installment No: | Fund Released Date: | | | | Amount Released (TK.): | | | | | Conditions of Releasing fund | | | | | | | |
|  |  | | | |  | | | | |  | | | | | | | |
|  |  | | | |  | | | | |  | | | | | | | |
|  |  | | | |  | | | | |  | | | | | | | |
|  |  | | | |  | | | | |  | | | | | | | |
| **Total Released Fund:** | | | | |  | | | | | | | | | | | | |
| Expenditure Made : | Expenditure Period: | | | | | | Released Fund in respect to Exp. Period (Tk.): | | | | | Cumulative Expenditure (Tk.): | | | | Balance (Tk.): | | |
|  | | | | | |  | | | | |  | | | |  | | |
|  | | | | | |  | | | | |  | | | |  | | |
| **Implementation Progress (Progress Reports with Date of submission):** | | | **Progress/ Assessment:** | | | | | | | | | | | | | | | |
| Inception Report:  Date: |  | | | | | | | | | | | | | | | | | |
| 1st Half Yearly Report:  Date: |  | | | | | | | | | | | | | | | | | |
| 1st Annual Report:  Date: |  | | | | | | | | | | | | | | | | | |
| **Monitoring Reports:** | **Major/Key/Critical Findings:** | | | | | | | | | | | | | | | | | |
| 1st Monitoring:  *Date:* |  | | | | | | | | | | | | | | | | | |
| 1st Monitoring Done By: |  | | | | | | | | | | | | | | | | | |
| 1st Monitoring:  *Date:* |  | | | | | | | | | | | | | | | | | |
| 2nd Monitoring Done By: |  | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | |
| MS/PhD Produced: |  | | | | | | | | | | | | | | | | | |
| Published Papers: |  | | | | | | | | | | | | | | | | | |
| Technology:  Identified/Generated (Success Story) |  | | | | | | | | | | | | | | | | | |
| Desk Officer: |  | | | | | | | | | | | | | | | | | |

***Note: Formats/Proformas given for various reports, M&E activities, report evaluation guidelines and project profile under CGP may also be used for projects under other programs with some changes where necessary. KGF professionals will make such changes based on the contents of those projects.***

Annex-27

**KRISHI GOBESHONA FOUNDATION (KGF)**

**Tentative Annual Time Table of KGF for Implementation and Management of R&D Programs**

1. **(A) Grant Making Process of Projects under CGP**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.#** | **Activities** | **To be performed by** | **Deadline** |
| 1. | Identification and prioritization of researchable areas/issues under different sub-sectors of agriculture. | TAC/KGF Secretariat | Dec.31 |
| 2. | Public call floating for submission of project Concept Note | KGF Secretariat | Jan.10 |
| 3. | Concept Note receiving & classifying date | KGF Secretariat | Feb.10 |
| 4. | Concept Note Screening & reviewer selection | TAC/KGF Secretariat | Feb.20 |
| 5. | Inviting PIs of the accepted CNs for submission of Full Research Project Proposals (FRPPs) | KGF Secretariat (ED) | Feb.28 |
| 6. | Receiving of the FRPPs | KGF Secretariat | April 10 |
| 7. | Mailing of the FRPPs to the selected two reviewers for peer review. | KGF Secretariat | April 15 |
| 8. | Receiving back of the FRPP from the peer reviews | KGF Secretariat | April 30 |
| 9. | Overview of the reviewed FRPPs and short listing for Oral Presentation | TAC | May 15 |
| 10. | Oral Presentation of the short listing FRPPs before TAC | PI/TAC/ KGF Secretariat | May 21 |
| 11. | Grading and recommendation of the reviewed FRPPs for KGF Board consideration | TAC/ KGF Secretariat | June 05 |
| 12. | Placement of the recommended FRPPs to KGF Board Meeting | KGF Secretariat | June 20 |
| 13. | Rationalization (technical and financial) of the approved projects in consultation with PIs as per instruction of the Board | KGF Secretariat | June 30 |
| 14. | Issuing of final award letter to the rationalized approved project | KGF Secretariat (ED) | July 05 |
| 15. | Agreement signing through MoU between the Head/Authorized person of the applying organization and ED, KGF | Head/Authorized person of the applying organization & ED, KGF | July 15 |
|  | 1. **Implementation, Monitoring and Evaluation** |  |  |
| 16. | Submission of the Project Inception Report and Project Brief | Concerned PI | August 31 |
| 17. | Organizing Project Inception Workshop | KGF Secretariat | Sep. 10 |
| 18. | Conducting concurrent M&E of the on-going Project | KGF Secretariat | Dec.30 |
| 19. | Submission of Half Yearly Implementation Progress Report | Concerned PIs | Jan.15 |
| 20. | Assessment of HYIPR and holding Coordination Meeting | KGF Secretariat | Jan. 30 |
| 21. | Conducting concurrent M&E of the on-going project | KGF Secretariat | Jun. 15 |
| 22. | Submission of Annual Progress Report (APR) | Concerned PIs | July 25. |
| 23. | Expert evaluation & holding Annual Workshop | KGF Secretariat | Aug. 15 |
| **II.** | **Grant Making Process, Implementation, Monitoring and Evaluation of Projects under CRP, TPP and Basic Research** | Concerned actors | Convenient dates in between the dead lines set-for CGP |