

FORM-FD-6
Project proforma for foreign assisted projects

1. Name of Non-Government Voluntary Organisation (NGO) responsible for execution of the Project. :

2. Registration No. under the Foreign Donations (Voluntary Activities) Regulation Rules, 1978. :

3. Full Address : :

4. Name of the Project : :

5. Project Number (Please see serial No. 16) : :

6. Location of the Project : :

| | |
|-------|----------|
| Union | District |
| Thana | |

7. Project Description : :

(i) Background : :

(ii) Objectives (Please specify the relevance of the Project to the national plan objectives and sectoral objectives). *

(iii) Targets : :

(iv) Major physical component of the project with their financial implication. :

(v) Linkage with other projects, if any. :

(vi) Describe briefly the operational/Management aspect of the project including organogram. :

8. * Estimated cost (in Foreign Currency and in Taka) (in '000')

| | FY-1 | FY-2 | FY-Total |
|--------------------------------------|------|------|----------|
| (i) Total | | | |
| (ii) Local Currency (Tk.) | | | |
| (iii) Foreign Currency | | | |
| Please furnish District wise figure. | | | |

* Separate sheets as 'Annex' may be attached.

9. Implementation period :
- (i) Commencement of the Project :
- (ii) Completion of the Project :
10. (a) Is the project a revision or extension of an earlier project. If so, please give particulars. :
- (b) Whether this project or a similar project has been submitted earlier and rejected by Government of Bangladesh. :
11. Proposed donor(s) (Please enclose letter of intent) :
12. Financing arrangements :
- (i) Project Aid :
- (a) Foreign Currency :
- (b) Local Currency (Tk.) :
- (c) Reimbursible Project Aid (RPA) :
- (d) Others, if any (Please specify) :
- (e) Total :
- (ii) Local Finance and Source :
- (a) Contribution by the NGO :
- (b) Other sources, if any :
13. Project Inputs & Costs (With annual break-up) :
- (i) Physical Inputs (please specify itemwise) :
- (ii) Number of Foreign Consultants/Experts/Advisors :
- (iii) Number of Local Consultants :
- (iv) Number of Personnel : Local Foreign
- (a) Managerial :
- (b) Skilled :

- (c) Unskilled :
(Details of the Consultants and Project personnel to be given in the format at Annex-A)
- (v) Office Equipment (for this Project). :
- (vi) Vehicles (for this Project) :
(Details of office Equipment and Vehicles to be given in the format at Annex-B)
- (vii) Accommodation (for this project) :
 - (a) Office/Institution :
 - (b) Residential :
- (viii) Training/Seminars/Workshops/ Motivational inputs (Please specify). :
- (ix) Customs duty and Sales Tax, if any : :
- (x) Contingency :
(Please specify itemwise with break-up).
(use annexure if necessary)
- (xi) Foreign exchange, if any, to be remitted abroad. :
- (xii) Others :
(Please specify item-wise with break-up).
- 14. (i) Breakup of overhead cost :
(including Head Office and/or branch offices in Bangladesh) of the NGO for implementation of the project.
- (ii) Ratio between Overhead/Administrative cost and programme cost : :
- 15. Project output :
 - (i) please state the targets of the project in qualitative and quantitative terms, as applicable, to show the expected benefits in respect of poverty alleviation, human resources development, rural employment generation, agricultural resources development, health and family planning services etc, in the context of the National 5 Yr. Plan, (Details may be furnished in an Annex).

(ii) Please describe briefly the benefits to be derived from the project on completion (Details may be furnished in an Annex).

(iii) Please state how the physical facilities, if any, developed under the project will be utilised on completion of project :

16. Name(s) and brief outline of other on going project(s) under taken by this NGO.

| Sl. Name (s) of Project(s) No. with location. | Scope of work. | Cost in 000.Tk. | Implementa- tion period. | Present status. |
|--|-------------------|--------------------|-----------------------------|--------------------|
| | | | | |

17. Affiliation of the Project Executing organi- :
sation with any other NGO within
the country/abroad.

18. Banking Arrangement :
(1) Name of the Bank with Address :
(2) Account Number(s) :
(3) Name(s) designation(s) and address (es) of :
authorised person(s) operating the
project fund :

19. Name and designation of the Project :
Director/ Executive in charge of the
Project (also telephone No. if any)

Name ;
*Signature, Designation and
address with Telephone No.
if any, of the officer who
prepared this document.*
Date :

Name ;
*Signature and address of the Chief
Executive of the NGO sponsoring
the Project.*
Date ;