

Manual for PIP Project Management (Version 3.0)
Section III PIP Project Preparation for Project Owners
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Section III PIP Project Preparation for Project Owners

Section III explains the approach and methods of preparing a PIP project, and submitting appropriate documents for PIP budget request. The contents are focused on requirements of project preparation for the Project Owner (PO).

The concept of Project Framework is explained in *Chapter 1*. By utilizing the Project Framework concept, it is accurate information of the project can be shared.

Chapter 2 through to *Chapter 4* explains the PIP project formats that are to be submitted by the PO. The formats differ depending on the category of projects and the situation faced. When requesting for a new PIP project, a “Project Proposal” is submitted. When the project has once been approved, and is in progress of implementation or payment, a “Progress Report” is submitted. When the physical implementation of the project is completed, the “Project Completion Report” is submitted. Chart 1 explains the various formats prepared based on the types and progress of PIP projects.

Chart 1: Formats for PIP Reports for POs

	Project Proposal	Progress Report	Completion Report
PIP Technical Promotion	I-1	II-1	III-1
Feasibility Studies / Basic-Detailed Design	I-2	II-2	III-2
Construction	I-3	II-3	III-3
Feasibility Studies & Construction	I-4	- (projects complete in 1 year)	III-3
Revival Projects	I-5 (after suspension of more than 2 years)	(depends on project type)	(depends on project type)
Kum-Ban Development	I-6	II-6	III-6
Payment Progress	-	II-7	-

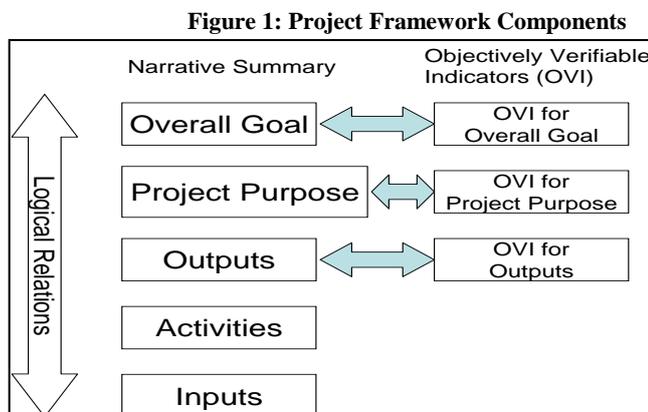
Chapter 2 explains on selecting and writing “Project Proposal” formats, and *Chapter 3* explains on selecting and writing Progress Report formats. *Chapter 4* further explains on how to write the Project Completion Reports after the project is physically completed.

1. Project Framework

The Project Framework expresses the outline of the project in a logical manner. Every PIP project is capable of expressing its outline through this project framework concept. PIP projects are required to arrange their project contents with this concept, so that accurate assessment and

evaluation can be made.

The Project Framework consists of two components that are closely related to each other; *Narrative Summary* and *Objectively Verifiable Indicators*. *Narrative Summary* is the summary of the project that is broken up into 5 steps in logical form. The logical steps are; *Overall Goal*, *Project Purpose*, *Outputs*, *Activities* and *Inputs*. They are usually expressed in simple sentences so that the logical relations between the steps are clear. *Objectively Verifiable Indicators* are specific figures or conditions that express the guideline of completion or achievement of the *Overall Goal*, *Project Purpose* and *Outputs* in the Narrative Summary.



The Narrative Summary and the Objectively Verifiable Indicators in each level are always considered as a set. Without the combination of the 2 factors, the project framework is not complete.

Both the Narrative Summary and Objectively Verifiable Indicators must be studied and prepared by the PO during the Project Planning process. MPI/DPI must consult with the PO on both its contents and the logical relations to ensure that the project framework is explicit.

The following sub-chapters explain *1.1 Narrative Summary* and *1.2 Project Indicators* using *Objectively Verifiable Indicators* in detail.

1.1 Narrative Summary

The following are the 5 logical components of the Narrative Summary. Although *Overall Goal* is logically the largest classification, the *Project Purpose* is the most important component for the project in subject. Therefore, the following explanation begins with Project Purpose.

(1) Project Purpose

Project Purpose is the direct objective of a project which is expected to be achieved at its completion. It describes the appearance (or situation) at the point of completion. Generally, no more than one Project Purpose is set up for a project.

After a PIP project is completed, the result is then handed over from the PO to the organization for operation and maintenance. Therefore, it can be said that the Project Purpose is the condition that must be cleared when the project results are handed over.

The following are some examples of the Project Purpose. Notice the coverage of the Project

Purpose not only being the completion of infrastructure, but with contents related to soft components such as training etc.

<Examples of the Project Purpose>

- A) Completion of a dam-type irrigation system along with the establishment of a water union that would manage its maintenance and fee collection.
- B) Completion of renovation of a district hospital, including installation of new medical equipment, along with training for use and maintenance.
- C) Completion of electricity lines to villages in XXX area, and encouraged that the villagers would install them into their houses.
- D) Completion of a road along with bridges, along with self-sustainable maintenance method including road maintenance fees.
- E) Completion of an ethnic school, along with provision of textbooks and training of teachers also completed.

As shown in the examples above, an important aspect when setting up the Project Purpose is to ensure that the target beneficiaries and location are appropriately specified. Without specification of these two aspects in the project level, it would be very difficult to identify its true effects towards achieving the development target. It is also essential that the original situation before the project be carefully studied through Feasibility Studies to understand the true effects of the Project Purpose.

(2) Overall Goal

Overall Goal is the indirect development effect of a project expected to be achieved, normally a few years after the project is completed.

Since the effect of an Overall Goal is indirect and take some time to develop and achieve, uncontrollable factors may affect its achievement. However, nonetheless, it is important to identify an Overall Goal, since it describes the development direction of the PIP project in subject toward the development goal of the sector, region or even the nation. It strongly relates to the relevance of the project within the given development circumstances.

The following are some examples of the Overall Goal. All examples relate to the Project Purpose shown above. Notice the difference in the coverage of the Overall Goal as compared to the Project Purpose.

<Examples of an Overall Goal>

- A) Achievement of increase in rice production at the irrigation area, for both total amount and in yield per 1ha.
- B) Achievement of completing (curing) more incoming patients within the district, without transferring them to the provincial hospital.
- C) Achievement of electrification of over XXX rural households (or XX % of

- total households) within the region.
- D) Development of local economy within the villages located nearby the roads.
- E) Achievement of XX % out of total ethnic school-age children graduating the ethnic school.

As shown in the examples above, an important aspect when setting up the Overall Goal is that it could be achieved only through the completion of the project, and yet it is not too ambitious.

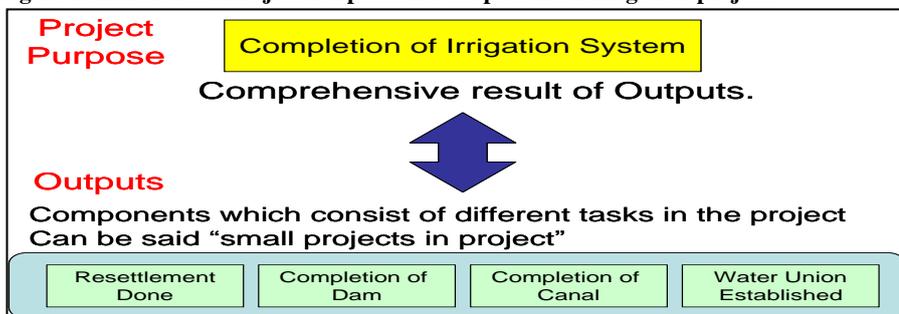
In some cases, there may be more than one candidate for Overall Goal. In such case, it is possible to raise more than one, but must realize which one would have more priority than the other.

(3) Outputs

Outputs are components that build up to the completion of a project. Each Output is a different task, or “small projects in a project” that are required to achieve the Project Purpose in the end.

Generally, 3 to 5 Outputs can be identified within a project, depending on its design. The Project Purpose would not be achieved if any of these Outputs are properly achieved. The following is an example of the relations between the Project Purpose and a set of Outputs in an irrigation project.

Figure 2: Relations of Project Purpose and Outputs in an irrigation project.



In the case mentioned above, there are 4 Outputs required for achieving the Project Purpose “Completion of Irrigation System”.

Each Output requires different tasks and/or expertise in its completion and it can be said that each can be considered as a small project scheme within the project. In this case, expertise which is required to construct the dam and canal is different from that of establishing a water union.

At the same time, some Outputs may require priority of completion before proceeding to the next. In this case, resettlement of residents within the damming region must be completed before the dam is constructed.

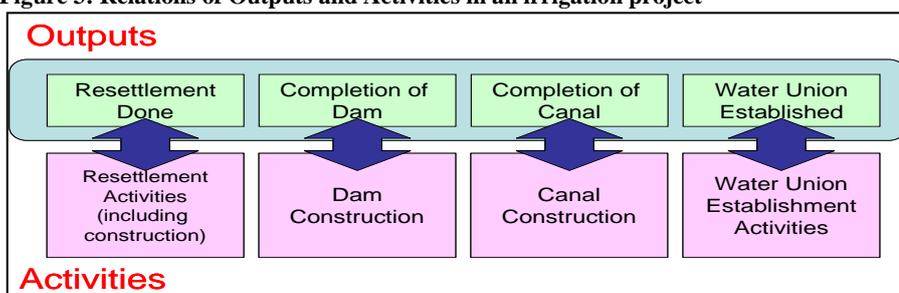
(4) Activities

Project Activities are the series of specific implementation intended to produce the abovementioned Outputs of the project. All activities within the implementation period, that are done within the project budget is considered as project activities.

As for construction projects, the actual work of construction is considered as activities, as is development and commencement of training which is done within the project scope. Social actions such as resettlement of locals within the project scheme are also considered as part of project activities.

It can be said that Activities are a transformation of project Inputs to project Outputs. From this viewpoint, all activities are related to Outputs, which means that without completion of proper activities, the project Outputs would not be achieved. The following is an example of relations between Outputs and Activities in an irrigation project.

Figure 3: Relations of Outputs and Activities in an irrigation project



Scheduling of project Activities must be carefully designed so that each set of activities ensures the achievement of Outputs. It is also necessary to align them so that each activity does not disturb implementation of activities related to other Outputs.

(5) Inputs

Project *Inputs* are resources necessary to pursue project *Activities*. Types of resources include personnel, facilities, equipment, material and other miscellaneous costs that are required specifically for project use. They are used to achieve project Outputs through project Activities.

Quantity, quality and timing of the Inputs needs attention.

Depending on the project needs and its activities, the *quantity* of resources required should be carefully calculated, so that necessary and sufficient amount of resources is supplied.

Quality of resources is also an important issue. In many construction projects, there are quality standards that are required in its work, equipment and material etc. It is important to comply with these standards, and in addition check the quality required for the characteristic of the project itself.

Timing of resources is also essential. Appropriate timing of input relates to the efficiency of the project. If the project Input is not supplied at the time needed, it may cause delays of the total schedule. If it is too early, there may be some extra costs needed for storage. In some extreme cases when the timing is not right, material could be eroded away, and quantity/quality of these materials may not be maintained.

1.2 Project Indicators

As explained in Chapter 1.1, Narrative Summary is the summary of the project that is described in relatively simple sentences. It is set up so that identification of the objective and the components of the project will be easy. However, the Narrative Summary itself does not explain the specific level or degrees that the project is expected to achieve. It is necessary to provide a numerical, or a definitive, target as indicators for each summary level. Therefore, **Project Indicators** are set up along with the Narrative Summary to specify the levels or degrees that the project should achieve.

In order to have a manageable project, project indicators are set up for the 3 logical steps in the Narrative Summary; **Overall Goal**, **Project Purpose** and **Outputs**. These indicators are called **Objectively Verifiable Indicators**.

In every indicator, source of information should be clear and sustainable. Therefore, in every Objectively Verifiable Indicator, the information source, or **Means of Verification** must be described.

(1) Objectively Verifiable Indicators

Objectively Verifiable Indicators (OVI) are specific targets that describe each summary in Overall Goal, Project Purpose and Outputs. Its role is to clarify the achievement level of each summary, by providing the levels or degrees of they should be achieved. It is important that OVI is specified in the planning stages, along with the Narrative Summary.

OVI for each summary must cover the following aspects;

- **What:** The actual indicator that is used to measure the summary in subject. Normally, there are more than one OVI for each summary, in order to cover what the summary actually targets.
- **By how much / how well:** The quantitative or qualitative goal that is required to achieve for each summary. This includes the improvement level as compared the situation. Therefore, it is necessary to also express the baseline situation before the project started.
- **Of Whom / Of Where:** Clarification of the beneficiaries and benefit area that the summary targets. Depending on the summary, it may differ from the beneficiaries and benefit area that the project is targeting as a whole.
- **By When:** Clarification of the achievement point of time. Depending on the summary, it may differ from the completion date of the whole project.

The following is an example of an OVI for an irrigation project;

Chart 2: Objectively Verifiable Indicators

Narrative Summary	Objectively Verifiable Indicators
<p><Overall Goal> Achievement of increase in rice production at the irrigation area, for both total amount and in yield per 1ha.</p>	<ul style="list-style-type: none"> • By the end of the dry season in 2015, <i>annual rice production in xxx District (which includes the irrigation area) have increased to xxx tons</i> (from yyy tons in 2008). • At the end of the dry season in 2015, <i>rice production in the irrigated area averages xx tons/ha</i> (from yy tons/ha in 2008). • At the end of the dry season in 2015, <i>100% of the potential beneficiaries are receiving irrigation water as members of the Water Union</i> (from xx% in September 2012).
<p><Project Purpose> Completion of a dam-type irrigation system along with the establishment of a water union that would manage its maintenance and fee collection.</p>	<ul style="list-style-type: none"> • By September 2012, <i>the dam is filled with water with an estimation of xxx ha.</i> • In September 2012, <i>xxx farmers in the benefit area of irrigation are potentially capable of receiving the dam water.</i> • In September 2012, <i>xx% of the potential beneficiaries is receiving irrigation water as members of the Water Union.</i>
<p><Output 1> Resettlement of villages in the potential dam site is completed.</p>	<ul style="list-style-type: none"> • Before March 2009 (before the wet season after the dam constructed its fundamental), all basic facilities for xxx villages designated to relocate have completed. • Before March 2009 (before the wet season after the dam constructed its fundamental), all xxx families and infrastructure have completed its resettlement to its agreed location. • By September 2012, all xxx families have signed the conclusion of resettlement including its compensation fees.
<p><Output 2> The dam construction is completed.</p>	<ul style="list-style-type: none"> • By March 2012 (before the rainy season on the last year), all facilities of the dam (measurement, specification to be identified) is completed.
<p><Output 3> The canal construction is completed.</p>	<ul style="list-style-type: none"> • By September 2012, all canals and sub-canals (measurement, specification to be identified) is completed.
<p><Output 4> The Water Union designed for this irrigation is</p>	<ul style="list-style-type: none"> • By September 2011, the Water Union is established. • By March 2012, conditions and fee tariff is set up

established and ready for operation.	and explained to all potential irrigation users.
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As shown above, each summary has a set of OVI that provides specific requirement to achieve its targets respectively. Since Outputs 2 and 3 are related to construction, thus require technical aspects to seek its achievement, attachment of these construction requirements are also necessary.

Some summaries state qualitative targets, thus difficult to identify quantitative OVI. In such cases, it is recommended to convert these quality requirements to quantity targets....

(2) Means of Verification

Means of Verification is a guideline of information source where the OVI is found. In order to measure the OVI accurately, the source of information must not change from the planning stages to its completion, furthermore after completion to measure its effect. Therefore, clarifying the information source from the planning stages is essential.

In this sense, OVI and its Means of Verification are considered as a set. Even if the OVI is clear as a target, if the Means of Verification does not conform to the following conditions, the OVI cannot be used, thus must find an alternative OVI.

- **Reliable:** The source of information must be reliable. When the information is obtained from an outside organization, the project must check the reliability of both how the data source is collected, and the organization itself.
- **Obtainable:** The information must be obtainable with relative ease. There are some information that are protected, thus difficult to obtain frequently. It is important to select OVI that are easy to access.
- **Sustainable:** The information must be obtainable from the planning stages through to the completion, in some cases, while the project results sustain. Naturally, the source of information should be sustainable.

There are OVI that can be obtained from institutions or government organizations through common data or information. In some cases, they must be obtained through specific requests. Some OVI relate to the characteristic of the project, therefore have to be prepared by the project itself.

The following is an example of an OVI for an irrigation project;

Chart 3: Means of Verification

Objectively Verifiable Indicators	Means of Verification
<p><Overall Goal></p> <ul style="list-style-type: none"> • By the end of the dry season in 2015, annual rice production in xxx District (which includes the irrigation area) have increased to xxx tons (from yyy tons in 2008). • At the end of the dry season in 2015, rice production 	<ul style="list-style-type: none"> • Annual rice production summary data from the xxx District Agriculture & Forestry Office. • Annual rice production summary data from the xxx

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<p>in the irrigated area averages xx tons/ha (from yy tons/ha in 2008).</p> <ul style="list-style-type: none"> At the end of the dry season in 2015, 100% of the potential beneficiaries are receiving irrigation water as members of the Water Union (from xx% in September 2008). 	<p>District Agriculture & Forestry Office</p> <ul style="list-style-type: none"> Membership list, fee collection record of the Water Union. Water distribution record from the irrigation management office.
<p><Project Purpose></p> <ul style="list-style-type: none"> By September 2012, the dam is filled with water with an estimation of xxx ha. In September 2012, xxx farmers in the benefit area of irrigation are potentially capable of receiving the dam water. In September 2012, xx% of the potential beneficiaries is receiving irrigation water as members of the Water Union. 	<ul style="list-style-type: none"> Project Progress Report and Completion Report. Geographic and Metrologic data of the area during the period. Project Progress Report and Completion Report. . Records of trial flowing. Membership list and fee collection record of the Water Union. Water distribution record of the irrigation management office.
<p><Output 1></p> <ul style="list-style-type: none"> Before March 2009 (before the wet season after the dam constructed its fundamental), all basic facilities for xxx villages designated to relocate have completed. Before March 2009 (before the wet season after the dam constructed its fundamental), all xxx families and infrastructure have completed its resettlement to its agreed location. By September 2012, all xxx families have signed the conclusion of resettlement including its compensation fees. 	<ul style="list-style-type: none"> Resettlement facilities construction record at the project. Official document of relocation at the District Administration Office. Resettlement houses construction record kept at the project. Dam site house abandon record kept at the project. Family relocation record at the District Administration Office. Conclusion of Resettlement signed by family and District Authorities, kept at the District Administration Office.
<p><Output 2></p> <ul style="list-style-type: none"> By March 2012 (before the rainy season on the last year), all facilities of the dam (measurement, specification to be identified) is completed. 	<ul style="list-style-type: none"> Project Progress Report and Completion Report. Dam design sheet and inspection reports. Quality assurance reports.
<p><Output 3></p> <ul style="list-style-type: none"> By September 2012, all canals and sub-canals (measurement, specification to be identified) is completed. 	<ul style="list-style-type: none"> Project Progress Report and Completion Report. Canal design sheet and inspection reports. Quality assurance reports.
<p><Output 4></p> <ul style="list-style-type: none"> By September 2011, the Water Union is established. By March 2012, conditions and fee tariff is set up and explained to all potential irrigation users. 	<ul style="list-style-type: none"> Water Union Article of Association kept at the District Agriculture & Forestry Office. Updated Water Union Article of Association and tariff sheet kept at the District Agriculture & Forestry Office. Record of explanation meetings its and attendants list kept at the Water Union.

As shown above, each OVI has its specific Means of Verification. Means of Verification for Overall Goal OVI cannot be sourced from the project. It is because the project organization itself ends at the completion of the project, and the Overall Goal asks for the development effect after the project has ended.

2. Project Proposal for New Projects

The Project Proposal is the official document of the PIP project which must be submitted every time a new PIP project is requested. It must be written by the PO and submitted to DPI or the planning department concerned before the designated deadline of PIP budget request. Its objective is to provide information of the contents of the new PIP Project, and show that the request is properly planned and ready for implementation, with the following two aspects into consideration;

[Aspects of the PO when submitting Project Proposal]

- ✧ The framework of the new PIP project (or a PIP project that was suspended but requesting for revival), including its design, framework and expected impact to the economy and/or society is thoroughly considered, and,
- ✧ The request for budget; its total amount, and the annual request amount of the coming year for projects that require multiple years to complete are clear.

After submission of the Project Proposal, DPI or the planning section in charge will conduct project assessment for each project with the Simplified Project Assessment Sheet (SPAS) format. The projects will be assessed with the following points into consideration;

- ✧ The framework of the new PIP project is appropriate in terms of design, framework and expected impact to the economy and/or society within the national/regional/sector development strategy, and,
- ✧ The request for budget; its total amount, and the annual request amount of the coming year for projects is manageable under the PIP budget.

The Project Proposal formats vary depending on the type of project that the PO applies. Formats include a request for Feasibility Studies and designing stages in preparation for a future PIP project. The following chart indicates the different types of the Project Proposal formats that are prepared for application;

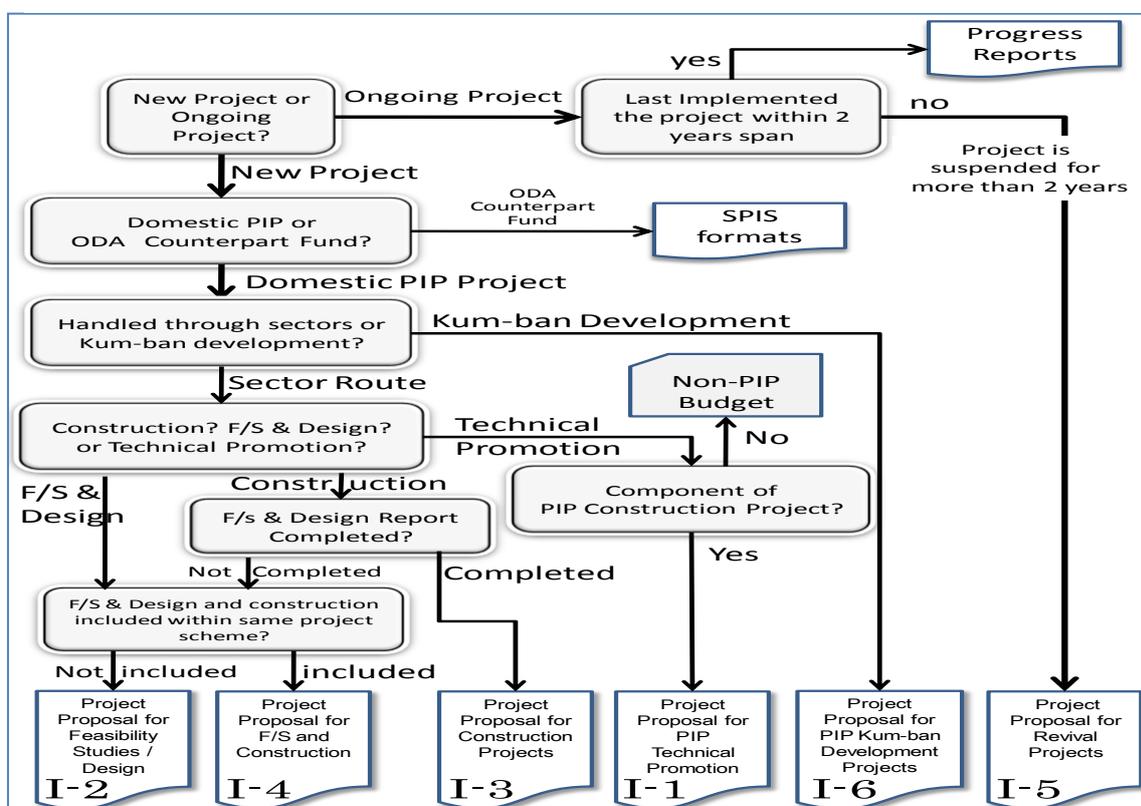
Chart 4: Project Proposal Formats

Format	Application
I-1 Project Proposal for PIP Technical Promotion	For Technical Promotion Projects that are directly related to a certain PIP construction project (training scheme for PIP project, etc).
I-2 PIP Project Proposal for Feasibility Studies and/or Basic/Detailed Design	For Feasibility Studies and Basic/Detailed Design of future PIP construction projects. It is generally categorized under PIP Technical Promotion.
I-3 PIP Project Proposal for Construction Projects	For construction projects that have completed feasibility studies and detailed design, thus ready for implementation.
I-4 PIP Project Proposal for	For construction projects that are expected to conduct feasibility studies,

Feasibility Studies and Construction	design and implementation.
I-5 PIP Project Proposal for Construction Revival Projects	For projects that are planned to resume its implementation after it has been suspended for more than 2 years.
I-6 PIP Project Proposal for Kum-ban Development Projects	For projects that are requested from villages and Kum-bans, through the Committee of Rural Development and Poverty Reduction. See Chapter III-__ for details.

The diagram below provides a guideline of which the 6 format types should be used when writing a Project Proposal.

Figure 4: Guideline of Appropriate Project Proposal Formats



Project Proposal formats are designed for domestic PIP projects that are newly planned or in the study/designing stages, or uncompleted projects that have been redesigned and expected to resume after it was suspended for more than 2 years.

For PIP projects that are planned to be sourced from domestic budget, there are 5 different formats depending on the type of project. Among these, formats I-1 through to I-4 are used by POs in provincial and district sector departments, and in central government organizations (excluding the National Committee Office for Rural Development and Poverty Reduction, Prime Minister’s Office). Detailed methods of completing the “Sector Project” formats are indicated in this subchapter 2.1.

[Technical Promotion Projects under PIP]

Special attention must be made when applying new PIP Technical Promotion Projects. Technical Promotion Projects under the PIP budget is only allowed for projects that are directly linked with a certain PIP construction Project. Training that are not related to any PIP construction projects; i.e. training for governmental organizations or fact-finding workshops; are not under the PIP budget, therefore must request for training.

Format I-5 is prepared for uncompleted projects that are suspended for more than 2 years since its implementation in the past, which need to revive toward its completion. Detailed methods of completing the **“Revival Project”** formats are indicated in subchapter 2.2.

Format I-6 is used by POs for Kum-ban development in villages, Kun-bans and Rural Development and Poverty Reduction Offices located in districts, provinces and in the National Committee Office for Rural Development and Poverty Reduction, Prime Minister’s Office. The definition and process of District-level PIP management through Kum-ban development is indicated in Section I Chapter 3, and methods of completing the I-6 format is indicated in subchapter 2.3.

2.1 Project Proposals for Sector Projects (formats I-1, I-2, I-3, I-4)

This subchapter explains the contents of project proposal formats that sector departments need to use when making their proposals for a new PIP project; formats from I-1 to I-4. The basic structure of the formats is standardized so that the proposals will meet the criteria for assessment. However, contents vary depending on the type of project requested. The following chart explains the contents included in each format.

Chart 5: Contents of the Project Proposal by Type

Section name	Section in the format			
	I-1	I-2	I-3	I-4
Checklist of format	0	0	0	0
Basic information of the Project/PIP Request	1	1	1	1
Background of the Project (and Study)	2	-	2	2
Contents of the Study/Design	-	2		3
Expected Positive Effect from the Project	3	-	3	4
Framework of the Project	4	-	4	5
Framework and Cost Estimation of the future PIP project	-	3	-	-
Cost Estimation Breakdown (Total Cost)	5	5	5	6
Cost Estimation Breakdown (by Year)	6	6	6	-

PIP Budget Request for First Year	7	7	7	-
Economic/Financial Analysis			8	
Social Impact and its Countermeasures	-	-	9	7
Environmental Impact and its Countermeasures	-	-	10	8
Project Sustainability	8	-	11	9

The following explains specific contents of each section in the formats;

(a) **Checklist of format (all formats);** This section asks whether an appropriate format is used for the requested PIP project. If any of the conditions indicated in the checkpoints are not met, the format is not appropriate. The PO must search for other formats that suit the conditions of the requested project.

(b) **Basic Information of the Project (All formats);** This section asks for the basic information of the requested PIP project. Information include the project name, project type, details of PO and organization, existence of collaborating agencies, sector and specific subject, location, total cost, and expected duration.

(c) **Background of the Project and Study (formats I-1, I-3, I-4);** This section asks for the background of the project in short description.

(d) **Contents of the**
 For proposals that design within its information of the Contents include the requirements of and expected report

Study/Design (Formats I-2, I-4); involve feasibility studies and scheme, this section asks for the specific contents of study/design. study/designing framework, Environment Impact Assessment, or outputs from the study/design.

(e) **Expected Positive I-1, I-3, I-4);** This development effects the proposed project

Effect from the Project (Formats I-1, I-3, I-4); This section asks for the positive effect toward the region and sector after is completed. An Overall Goal must be set up for each PIP project, so that this positive development effect can be clarified before its implementation. Indicators that express the achievement of the Overall Goal, along with clarification of beneficial groups must also be written in this section.

- (f) **Framework of the Project (Formats I-1, I-3, I-4);** This section asks for the project framework that consists of the Project Purpose, Outputs, Activities and its Inputs. The Project Purpose is expressed along with its indicators and beneficial groups. Outputs are components of Project Purpose achievement that can be accomplished through Activities and their Inputs.
- (g) **Framework and Cost Estimation of the Future Project (Format I-2);** This section asks for the contents of the future PIP project that the study/design in subject is related. The section consists of the positive effect, project framework and cost estimation of the future PIP project. Since the specific contents of the future PIP project is yet to be finalized at the point of proposal, information of this section can be in draft level.
- (h) **Cost Estimation Breakdown of Total Cost (All Formats);** This section asks for the cost breakdown of the project or study/design in subject, by main items. The accumulated cost by item must match the total cost indicated in (a) Basic Information.
- (i) **Cost Estimation Breakdown by Year (Formats I-1, I-2, I-3);** This section asks for the cost breakdown of the project or study/design in subject, by year. The accumulated cost by year must match the total cost indicated in (a) Basic Information. If the project completes within one financial year, indicate the total amount.
- (j) **PIP Budget Request for First Year (Formats I-1, I-2, I-3);** This section asks for the cost breakdown request by item for the first year of project/study/design. The accumulated cost by item must match the total cost indicated in the first year of (i) Cost Estimation Breakdown by Year. If the project completes within one financial year, there is no need to fill in this section.
- (k) **Economic/Financial Analysis (Format I-3);** This section asks for results of economic/financial analysis that is an obligation before conducting PIP construction projects. Either one among Net Present Value (NPV), Cost Benefit Ratio (B/C) or Internal Rate of Return (IRR) must be calculated. In addition, the calculation results must be above the designated levels (NPV>0, B/C over 0 or IRR>r) to ensure economic/financial effects from the project.
- (l) **Social Impact and its Countermeasures (Formats I-3, I-4);** PIP construction projects require analysis of social impact. This section asks for any social negative impacts liable to occur during and after project implementation, along with its countermeasures to overcome or lessen these impacts.
- (m) **Environmental Impact and its Countermeasures (Formats I-3, I-4);** PIP construction projects require analysis and certification of environmental impact. This section asks for the certificates obtained for Environmental Impact Assessment. It also asks for any other

environmental negative impacts liable to occur during and after project implementation, along with its countermeasures to overcome or lessen these impacts.

- (n) **Project Sustainability (Formats I-1, I-3, I-4);** PIP project for all types must consider its sustainability after completion. In the planning stages of the PIP project, a draft of an Operation and Maintenance Plan must be prepared. In the plan, sustainability in organization in charge of the project and its results, financial aspects, and technical aspects must be covered respectively.

2.2 Project Proposal for Revival Projects (Format I-5)

A “Revival” PIP project is a project that is planned to resume its implementation after it has been suspended for more than 2 years. A PIP project that is suspended for a long period; due to changes of its surrounding conditions; generally need to reconsider its framework and design based on the situation at the time of revival. The **PIP format I-5 “Project Proposal for Construction Revival Projects”** covers both aspects of an ongoing project and the framework and design reconsidered after suspension.

The following explains specific contents of each section in the I-5 format;

Section 0: Checklist of Format; This section asks whether the appropriate format is used for the requested “revival” PIP project. The following are the checkpoints of the Revival PIP project format including some supporting remarks and explanation;

The image shows a sample of the 'PIP Format I-5 Project Proposal For Construction Revival Projects'. At the top, it features the national emblem and the text '1.1 PIP Project Proposal - For Construction Revival Projects'. Below this, it states 'This Project Proposal Format is structured for PIP Construction Projects that plan to resume its implementation after it has been suspended for more than 2 years. The following conditions should be cleared before filling up this format.' A list of four conditions follows, each with a checkbox: 1) The proposed project is purely domestic funded. ODA funding is not included in the cost for this request. 2) This is a request for an unfinished PIP Construction Project that has once been approved in the past. 3) Two (2) financial years has passed since the project was last in implementation. 4) The proposed project has prepared a new set of Feasibility Study report(s) and/or Basic/Detailed Design(s), with the conditions after the suspension into consideration. Below the list, it says 'If any of the above conditions are not met, this is not the appropriate format to be used as the application of the PIP budget.' The form then has a section '1 Basic Information of the PIP Request' with a sub-section '1.1 Name of PIP Construction Project' and a field to 'Write the Project Code of the original PIP Construction Project'.

- The proposed project is purely domestic funded. ODA funding is not included in the cost for this request.
 - *For ODA projects that need revival, it is recommended to consult with the development partner.*
- This is a request for an unfinished PIP Construction Project that has once been approved in the past.
 - *If the project has not been approved, or once been approved but not been implemented before, it is recommended to use the other Project Proposal formats depending on the characteristic of the project.*
- Two (2) financial years has passed since the project was last in implementation.
 - *If the project suspension is within one financial year, it is recommended to use the Progress Report formats.*
- The proposed project has prepared a new set of Feasibility Study report(s) and/or

Basic/Detailed Design(s), with the conditions after the suspension into consideration.

➤ *Although the project may have prepared feasibility study reports and design in its original planning stages, conditions within the project and its surroundings (including the environment) may have changed during its suspension. Studies must be made to ensure these changes are considered when conducting revival implementation. If these studies are not conducted, it is suggested that feasibility studies and design be conducted before proposing for project revival.*

If any of the conditions indicated in the checkpoints are not met, the format is not appropriate. The PO must search for formats that suit the conditions of the requested project.

Section 1: Basic Information of the PIP Request; This section asks for basic information of the revival project. Since a “revival” project has once been implemented in the past, its basic

information should be available at the time of original project request. If there are any changes in the basic information compared to the original project (such as change of PO), indicate these changes including its reasons.

1-8 Total Cost of the Project	
Write the total cost required for the project, including the new total cost after revival.	
Total Cost Requested at Revival	Kip
Total Cost Requested at the Initial Stage	Kip
Difference	Kip
If there is a difference between the “Total Cost Requested at Revival” and “Total Cost Requested at the Initial Stage”, state its reasons.	

In 1-8; “Total Cost Requested at Revival” column; the actual costs used before suspension must be included in the total cost. In the “Total Cost Requested at the Initial Stage”, write the total cost estimation of the original plan. If there is a

difference of cost compared with both costs, write the reasons of difference.

Section 2: Background of the Project; The important point of this section is to clarify the changes in the PIP project from the original plan to the current conditions. This section asks for the background of the original project plan, progress of the project at the time of suspension and its current conditions, and the reasons of suspension in short description.

Section 3: Expected Positive Effect from the Project; This section asks for the positive development effects toward the region and the sector after the proposed project is fully completed. An Overall Goal must be set up for each PIP project, so that this positive development effects can be clarified before its implementation. Indicators that express the achievement of the Overall Goal, along with clarification of beneficial groups must also be written in this section. Even if there are no basic changes in the Overall Goal compared to the original plan, it is advised to restudy its indicators and beneficiary groups.

obtained for Environmental Impact Assessment. It also asks for any other environmental negative impacts liable to occur during suspension and implementation, and after completion, along with its countermeasures to overcome or lessen these impacts.

Section 10: Measures for Sustainability; PIP project of all types must consider its sustainability after completion. In the planning stages of the PIP project, a draft of an Operation and Maintenance Plan must be prepared. In the plan, sustainability in organization in charge of the project and its results, financial aspects and technical aspects must be covered respectively. In its revival stages these Operation and Maintenance Plans must be reviewed.

2.3 Project Proposal for Kum-ban Development Projects (Format I-6)

As mentioned in Section I Chapter 5, there are various ways of requesting PIP projects for village and Kum-ban development, but those requested through District Rural Development and Poverty Alleviation Office (DRPO) and Provincial Rural Development and Poverty Alleviation Office (PRPO) to National Leading Board for Rural Development and Poverty Alleviation (NLRP), Prime Minister's Office (PMO) may be the most effective in reflecting the needs of villages and Kum-bans. Therefore, this subchapter explains the methods of writing project proposal from the village and Kum-ban level, which is requested through DRPO and PRPO to NLRP. Format I-6 is used

It is ideal that for Kum-ban development projects, the village and Kum-ban level takes the initiative in planning the project, while the district level gather information and expertise of the project request, and completing the proposal. However, collaboration among the village, Kum-ban, district and the province is needed to have a convincing project request that truly reflects the needs of its people.

Kum-ban development projects, because of its objective to enhance rural development and reduce poverty, the projects themselves need to be compact and self-sustainable. For this reason, the projects need to be under Type 3 category; not exceeding the total project amount of 5 billion Kip, and completes within 2 financial years.

The following explains specific contents of each section in the I-6 "Project Proposal for Kum-ban Development Project under National Committee for Rural Development and Poverty Reduction" format.

Section 0: Checklist of Format; This section asks whether the appropriate format is used for the requested Kum-ban development project. The following are the checkpoints of the Kum-ban Development PIP project request format including some supporting remarks and explanation;

<input type="checkbox"/> This is a request for a Kum-ban Development PIP Project Construction Project that is requested through the National Leading Board for Rural Development and Poverty

Alleviation.

- *If the project is not requested through the National Leading Board for Rural Development and Poverty Alleviation, it is recommended to use format I-4, or other formats depending on the project size.*
- ☐ **The project concludes in one Kum-ban area.**
 - *If the project coverage is larger than that of one Kum-ban area, it is recommended that either district level (ideally district sector office) take initiative as a sector project, or divide the project into Kum-bans. This is to clarify the project responsibility including its operation and maintenance.*
- ☐ **It is categorized under Type 3 project, not exceeding the total budget of 5 billion Kip, and completes within 2 financial years.**
 - *As mentioned above, Kum-ban development projects need to be compact, sustainable and quick in offering development effects. Therefore, Type 3 projects are ideal. If the project larger than Type 3 is required, involvement of district and provincial sectors are essential. In such case, the Kum-ban development type is inappropriate.*
- ☐ **The PO of the project is either from village, Kum-ban or district authorities.**
 - *Since Kum-ban development projects need to be closely related to rural development and poverty reduction in the area, the PO must have thorough knowledge in the village and Kum-ban that the project is being implemented. Therefore, village and Kum-ban authorities would be ideal for the PO. District level may be appointed as PO, if there are no candidates in the villages or Kum-ban.*
- ☐ **The proposed project is purely domestic funded. ODA funding is not included in the cost for this request.**
 - *The official function of this format is in applying for the PIP budget in Kum-ban development through the National Committee for Rural Development and Poverty Reduction. Other schemes and funds that involve rural development and poverty reduction (including ODA) have their own framework and criteria for funding.*

If any of the conditions indicated in the checkpoints are not met, either the format is not appropriate, or the conditionality for the project may be out of the Kum-ban development requirement. The PO must reconsider the project plan, or search for formats that suit the conditions of the requested project.

Section 1: Basic Information of the Project; This section asks for the basic information of the requested PIP project. Information include names of the villages, Kum-ban and province of which the project will benefit, project name, details of PO and organization, existence of collaborating agencies, sector and specific subject, location, total cost and expected duration.

Section 2: Background of the Project; This section asks for the background of the project in short description.

1.4 PIP Project Proposal - for Feasibility Study & Construction Project

1-2 Name of the Kum-ban Development PIP Project _____

1-3 Project Owner (and organization in charge)
 Department/Section: _____
 Name: _____
 Tel. & Fax: _____

1-4 Collaborating / Advisory Organizations (if any)
Name(s) of governmental or non-governmental organizations that are expected to collaborate, or provide advisory to the project.

1-5 Sector to the Project
Select the specific sector that relates to the Project from the following. If "Other", indicate specific sector.

<input type="checkbox"/> Public Works and Transportation	<input type="checkbox"/> Education
<input type="checkbox"/> Energy and Mining	<input type="checkbox"/> Public Health
<input type="checkbox"/> Agriculture and Forestry	<input type="checkbox"/> Other _____
<input type="checkbox"/> Information and Culture	

1-6 Key Subject of the Project
Select the key subject that relates to the Project from the following. If "Other", indicate specific subject.

<input type="checkbox"/> Road/Bridge Construction	<input type="checkbox"/> Medical Facilities
<input type="checkbox"/> Electricity Substation/Lines	<input type="checkbox"/> Tourism Facilities
<input type="checkbox"/> Irrigation	<input type="checkbox"/> Government Organization Buildings*
<input type="checkbox"/> Information Technology	<input type="checkbox"/> Other _____
<input type="checkbox"/> Agriculture Facilities	
<input type="checkbox"/> Education Facilities	

*Government Organization Buildings: Buildings and/or facilities that operate solely as government administration office. Includes upgrade of the current facilities.

1-7 Location(s) of the Project
 Province _____
 District _____ Kum-Ban _____

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Section 3: Expected Positive Effect from the Project; This section asks for the positive development effects toward the district and/or the sector after the proposed project is completed. An Overall Goal must be set up for each PIP project, so that this positive development effect can be clarified before its implementation. Indicators that express the achievement of the Overall Goal, along with clarification of beneficial groups within the Kum-ban must also be written in this section.

Section 4: Project Framework; This section asks for the project framework that consists of the Project Purpose, Outputs, Activities and its Inputs. The Project Purpose is expressed along with its indicators and beneficial groups. Outputs are components of Project Purpose achievement

that can be accomplished through Activities and their Inputs.

Section 5: Cost Estimation Breakdown (Total Cost); This section asks for the cost breakdown of the project by main items. The accumulated cost by item must match the total cost indicated in “1-8 Requested Total Budget (in Kip)”.

Section 6: Cost Estimation Breakdown (by Year); This section asks for the cost breakdown of the project by year. The accumulated cost of all years must match the total cost indicated in “1-8 Requested Total Budget (in Kip)”. If the project completes within one financial year, indicate the total amount only.

Section 7: PIP Budget Request for First Year; This section asks for the cost breakdown request by item for the first year of the project. The accumulated cost by item must match the total cost indicated in the first year of “6. Cost Estimation Breakdown (by Year)”. If the project completes within one financial year, there is no need to fill in this section.

Section 8: Social Impact and its Countermeasures; Kum-ban development PIP projects must carefully study any possibilities of social negative impact. This section asks whether such impacts are liable to occur during and after project implementation, along with its countermeasures to overcome or lessen these impacts.

Section 9: Environmental Impact and its Countermeasures; Kum-ban development PIP project also must carefully study any possibilities of environmental impact. This section asks whether such impacts are liable to occur during and after project implementation, along with its countermeasure to overcome or lessen these impacts.

Section 10: Project Sustainability; Kum-ban development PIP projects must consider its sustainability after completion. In the planning stages of the project, discussion within the

villages, Kum-ban and organizations involved must be made to clarify responsibilities of operation and maintenance. An official Operation and Maintenance Plan must be prepared. In this plan, sustainability in organizations in charge of the project and its results, financial aspects, and technical aspects must be covered respectively.

3. Progress Report for Ongoing Projects

The Progress Report is the official document for ongoing PIP projects, which must be submitted every time the project requests budget for the coming year. It must be written by the PO and submitted to DPI or the planning department concerned before the designated deadline. Its objective is to provide information of the progress of ongoing PIP projects, and show that the request for budget for the coming year is properly planned and ready for implementation with the following aspects into consideration.

[Aspects considered by the PO when submitting Progress Report]

- ✧ The ongoing project is monitored in detail. Progress until the current implementation and their results are clear, and upcoming activities planned in the coming year are clear.
- ✧ The request for budget for the coming year is clear; if the total amount of project has changed, the reasons are clear and explainable.

After submission of the Progress Report, DPI or the planning section in charge will conduct project assessment for each project with the SPAS format. The projects will be assessed whether;

[Aspects of Assessment]

- ✧ Progress of the project is monitored in detail, and the upcoming activities planning the coming year is efficient and effective for the completion of the project.
- ✧ The request for budget is appropriate for the implementation of activities planned.

Progress Report formats vary depending on the type of project. The PO has to select the appropriate format. If the project was applied with appropriate Project Proposal formats (that was developed in PCAP2), the Progress Report formats succeeding the Project Proposals must be used (for example, if the project is requested in the I-1 format, the ongoing report should be II-1). The following chart indicates the different types of the Progress Report formats that are prepared for application.

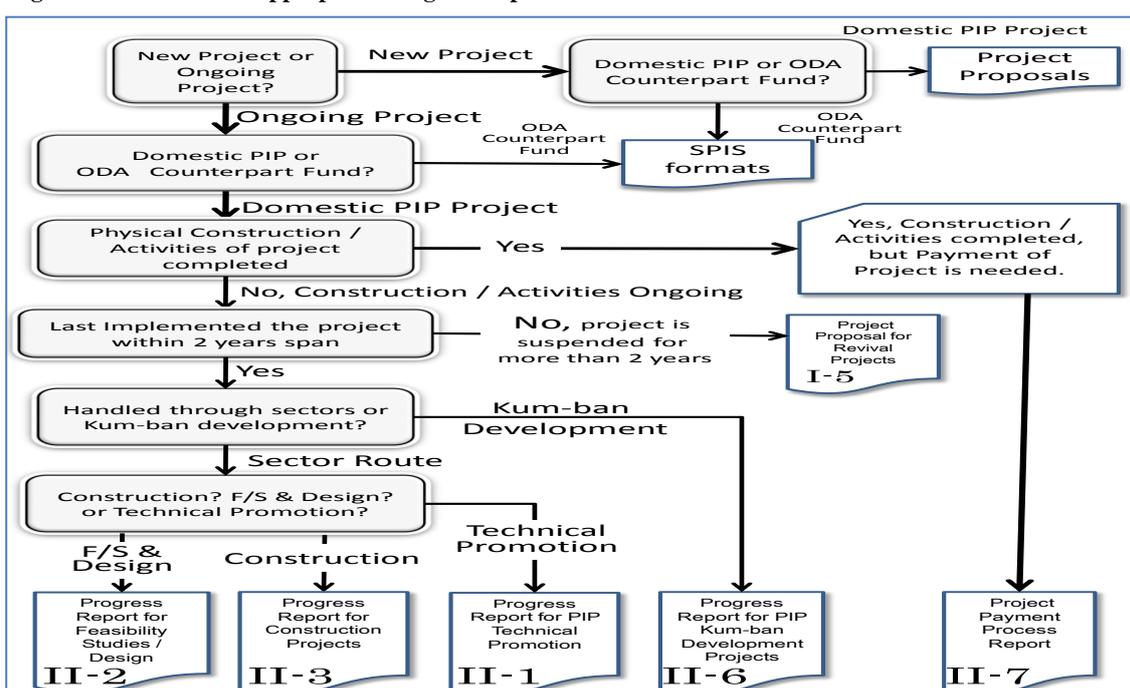
Chart 6: Progress Report Formats

Progress Report Format	Application	Related Project Proposal format
II-1 Progress Report for PIP Technical Promotion Projects	For ongoing Technical Promotion Projects that are directly related to a PIP construction project. For projects that are not suspended for more than 2 years.	I-1 Project Proposal for PIP Technical Promotion Projects

II-2 Progress Report for Feasibility Studies and/or Basic/Detailed Design	For ongoing Feasibility Studies and Basic/Detailed of future PIP projects. For studies that are in continuation without suspension for more than 2 years.	I-2 PIP Project Proposal for Feasibility Studies and/or Basic/Detailed Design
II-3 Progress Report for Construction Projects	For ongoing construction projects. For projects that are not suspended for more than 2 years.	I-3 PIP Project Proposal for Construction Projects
II-4 (no format)	Project Proposal format I-4 is for small projects that completes Feasibility Studies and construction within 1 year. Therefore, ongoing projects should not be available except for ones that have completed construction/activities but only payment remains. For such case, format II-7 is used.	
II-5 (no format)	Format I-5 is the Project Proposal for Revival Projects. Once these projects are approved as revival projects, further ongoing construction/activities are conducted as normal construction projects. Therefore, format II-3 is used. For projects that have completed its construction and only payment remains, format II-7 is used.	
II-6 Progress Report for Kum-ban Development Projects under NLRP	For ongoing Kum-ban development projects. For projects that are not suspended for more than 2 years.	I-6 Project Proposal for PIP Kum-ban Development Projects
II-7 Project Payment Progress Report	For projects that have completed their activities and implementation, but the payment has not been completed. Project Completion Report (submitted by the PO) along with SPES (by DPI) must be attached when available.	N/A

The diagram below provides a guideline of which the 5 format types should be used when writing a Progress Report.

Figure 5: Guidelines of Appropriate Progress Report Formats



Progress Report formats are designed for domestic ongoing PIP projects that have been implemented for at least one year within the past, and that it has not been suspended for more than 2 years.

For sector PIP projects that have continuous construction and/or activities, and are sourced from domestic budget, there are 3 different formats (II-1, II-2 and II-3) depending on the original categorization of the project. The categorization of the project is clarified at the planning stages, when the PO submitted the Project Proposal. Detailed methods of completing these formats are indicated in this subchapter 3.1.

Technical Promotion Projects (II-1) and Feasibility Study and Design (format II-2) are categorized under Type 3 projects. Therefore, they must be completed within 2 years. Progress Reports II-1 and II-2 are based on the situation that the project have completed (or currently in the progress of) its first year, and reporting and requesting budget for the second and final year. For projects and study/design that require extension, it is needed to consult with DPI before the official request is made.

For ongoing Kum-ban development PIP projects that have continuous construction and/or activities in villages and Kum-bans, and requested through Rural Development and Poverty Reduction Offices located in districts, provinces and the NLRP, the format II-6 “Progress Report for Kum-ban Development Projects under NLRP” is prepared. Detailed methods of completing these formats are indicated in this subchapter 3.2.

All projects that have already physically completed its construction/activities, but still require PIP budget for payment of the remaining costs, must submit the II-7 “Project Payment Process Report” for PIP budget request. The “Project Completion Report” on the appropriate format that is written by the PO, along with the “Simplified Project Evaluation Sheet (SPES)” must be attached to II-7 for proof that the project has been completed. However, in cases when the project is not completed at the time of budget request, the Project Proposal formats are attached as reference of the project contents. Detailed methods of completing these formats are indicated in this subchapter 3.3.

3.1 Progress Reports for Sector Projects (II-1, II-2, II-3)

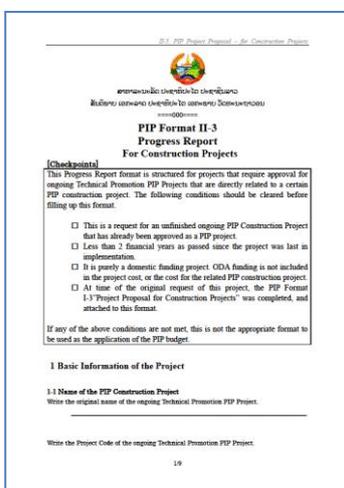
This subchapter explains the contents of progress report formats that sector departments need to use when reporting progress and making their budget requests for ongoing PIP projects. The basic structure of the formats is standardized so that the proposals will meet the criteria for assessment. However, contents vary depending on the type of the ongoing project. The following chart explains the contents included each format.

Chart 7: Contents of the Progress Report by Type

Section name	Section in the format		
	II-1	II-2	II-3
Checklist of Format	0	0	0
Basic Information of the Project/Study/Design	1	1	1
Progress of the Project/Study/Design	2	2	2
Expected Positive Effect from the Project (Overall Goal)	3	-	3
Framework of the Project	4	-	4
Cost Estimation Breakdown (Total Cost)	5	3	5
PIP Budget Results/Estimation for First Year	6	4	-
PIP Budget Results/Estimation until Present (by Year)	-	-	6
PIP Budget Request for Next Year	7	5	7
Estimated Completion of Payment	8	6	8

Basically, indications in the Progress Report follow that of the Project Proposals. Therefore, any changes from the Project Proposal must be clarified with appropriate reasoning.

The following explains specific contents of each section in the formats;



Checklist of Format (all formats); As mentioned above, Progress Report formats follow the same category of the Project Proposal formats. However, there are some exceptions. Therefore, this section asks to ensure that the appropriate format is used for the requested PIP project. If any of the conditions indicated in the checkpoints are not met, either the format is not appropriate, or has not used this format series when applying for this project. The PO must search for other appropriate formats or consult with planning departments in charge.

(a) **Basic Information of the Project/Study/Design (all formats);** This section asks for the basic information of the ongoing PIP project or study/design. Information includes

the project name, project code, details of the PO and organization, total cost and project duration. This information MUST be completed whether or not the information has changes compared to the planning stages. If there are any changes in the above information, indicate the reasons of change.

Especially for “Requested Total Budget” the total budget estimation of the project must be clarified, and compared if there are changes from the original plan indicated in the Project

Proposal. Reasons of change must be indicated, including specific figures that prove the additional amount.

For II-3 “Construction Projects” where some project takes more than 2 years to complete, “Current Status and Expected Completion of the Project” asks the current physical completion status of the project by percentage. Approximate figures can be indicated. It also asks the expected completion date.

(b) ***Progress of the Project/Study/Design (all formats)***; This section asks for the current physical progress of the project in short description.

II-3 PIP Progress Report – for Technical Promotion Project

Write the Project Code of the ongoing Technical Promotion PIP Project.

1-2 Project Owner (and organization in charge of the Project)

Department/Section: _____
 Name: _____
 Tel. & Fax: _____

1-3 Requested Total Budget (in Kip)
 Write the total budget for the project of original plan, and changes if needed.

Total Budget Amount as of Original Plan

_____ Kip

Total Budget Estimation as of This Request

_____ Kip

Difference vs. Original

_____ Kip

Write the reasons that the total budget estimation of the project has changed compared to the original plan.

.....

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(c) ***Expected Positive Effect from the Project (Overall Goal) (formats II-1 & II-3)***; This section asks about any changes in the summary, indicator or beneficiaries in the Overall Goal of the project, as compared to the original plan written in the Project Proposal. If there are any changes indicate them along with its reasons.

(d) ***Framework of the Project (formats II-1 & II-3)***; This section asks about any changes in the Project Purpose and Outputs. It also asks the completion of planned activities, and the activities in progress and planned.

(e) ***Cost Estimation Breakdown of Total Cost (all formats)***; This section asks for the latest cost breakdown of the project or study/design, by its main items. The accumulated total cost must match the new total cost indicated in the “Total Budget Estimation as of This Request” in (a) Basic Information.

(f) ***PIP Budget Results/Estimation for First Year (formats II-1 & II-2)***; Since Technical Promotion Projects and Feasibility Study/Design are categorized under Type 3 projects, they must be completed within 2 years. Therefore, this section asks the budget situation of the first year, along with the percentage of the total budget covered. The percentage is calculated by dividing the updated total cost to the budget results or estimation of the first year (the total cost indicated in this section). This would be the guideline for future payment schedule of the project.

(g) ***PIP Budget Results/Estimation until Present by Year (format II-3)***; Construction projects may take long periods of implementation before its completion. This section asks the past and present budget result and estimation by year, along with the percentage of the total budget covered. The percentage is calculated by dividing the updated total cost to the

budget results or estimation of present (the total cost indicated in this section). This would be the guideline for future payment schedule of the project.

- (h) **PIP Budget for Next Year (all formats);** This section asks for the cost breakdown request for the next year of the project or study/design. For formats II-1 and II-2 the total cost of this section and the total of “PIP Budget Results/Estimation for First Year” added together must not be over the total cost indicated in “Total Budget Estimation as of This Request” in (a) **Basic Information of the Project.** .
- (i) **Expected Completion of Payment (all formats);** This section asks the expected year of payment completion, based on the current payment percentage and the budget request for next year. It can be estimated by the PO, and it would not affect assessment results.

3.2 Progress Report for Kum-ban Development Projects (II-6)

Since Kum-ban development projects are implemented at the village and Kum-ban levels, it is important that village and Kum-ban authorities take responsibility of implementation and monitoring, with advisory from district and provincial levels. Therefore, it is ideal that the Progress Report preparation is also done with collaboration among the parties concerned.

As mentioned in subchapter 2.3, Kum-ban development projects need to be compact and self-sustainable due to its objective of enhancing rural development and reducing poverty. For this reason, the projects need to be under Type 3 category which completes within 2 years at the most. Since Progress Reports are designed to monitor ongoing projects, its objective is to report the implementation (or specific implementation plan) of the first year, and request the budget and physical implementation of the second and final year of the project.

PIP Format II-6
Progress Report
For Kum-ban Development Projects
Under the National Committee of
Rural Development and Poverty Reduction

Checkpoints

This Progress Report format is structured for projects that require approval for ongoing Kum-ban Development Projects under the National Committee of Rural Development and Poverty Reduction (NCRP). The following conditions should be checked before filling up this format.

- This is a request for an unfinished ongoing Kum-ban Development Project that has already been approved as a PIP project under NCRP.
- Project activities have been conducted, or is planned to be conducted within this financial year.
- Less than 2 financial years has passed since the project was last in implementation.
- It is purely a domestic funding project. ODA funding is not included in the project cost.
- At time of the original request of this project, the PIP Format I-6/Project Proposal for Kum-ban Development Projects under the NCRP was completed, and attached to this format.

If any of the above conditions are not met, this is not the appropriate format to be used as the application of the PIP budget.

1 Basic Information of the Project

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The following explains specific contents of each section in the II-6 “Project Proposal for Kum-ban Development Projects under National Committee for Rural Development and Poverty Reduction”.

Section 0: Checklist of Format; This section asks whether the appropriate format is used for the ongoing Kum-ban Development Project. The following are the checkpoints of the format including some supporting remarks and explanation;

- ◇ **This is a request for an unfinished ongoing Kum-ban Development Project that has already been approved as a PIP project under NLRP.**
- If the ongoing project was not originally budget under the National Committee of Rural*

Development and Poverty Reduction route, it is recommended to use format II-3.

- ◇ **Project activities have been conducted, or is planned to be conducted within this financial year.**
 - *This question asks whether the project has been approved AND the budget for the project was allocated, and activities were conducted, or will be conducting soon.*
 - *Projects that were not budgeted in the past should submit the Project Proposal. If the Project Proposal was submitted before, re-check and update its contents before submission.*
- ◇ **Less than 2 financial years has passed since the project was last in implementation.**
 - *If the project has been last implemented more than 2 years before, conditions at the project site may have changed (ex. erosion, collapse of structure, necessity of changing design etc.). In such case, the I-5 “Project Proposal for Revival Projects” format must be used.*
- ◇ **It is purely a domestic funding project. ODA funding is not included in the project cost.**
- ◇ **At the time of the original request of this project, the PIP Format I-6 “Project Proposal for Kum-ban Development Projects under the NLRP” was completed, and attached to this format.**
 - *The official function of this format is in applying for ongoing project under NLRP. If the PO has not completed the I-6 format in the past, it is necessary to fill in the I-6 format and attach the project details along with this Progress Report.*

If any of the conditions indicated in the checkpoints are not met, either the format is not appropriate, or has not used this format series when applying for this project. The PO must search for other appropriate formats or consult with planning departments in charge.

Section 1: Basic Information of the Project; This section asks for the basic information of the ongoing project. Information includes the names of village, Kum-ban and district implemented, project name, project code, PO and organization, total cost and project duration. This information MUST be completed whether or not the information has changes compared to the planning stages. If there are any changes in the above information, indicate the reasons of change.

Especially for “Requested Total Budget” the total budget estimation of the project must be clarified, and compared if there are changes from the original plan indicated in the Project Proposal. Reasons of change must be indicated, including specific figures that prove the additional amount.

Section 2: Progress of the Project; This section asks for the current physical progress of the project in short description.

Section 3: Expected Positive Effect from the Project (Overall Goal); This section asks about any changes in the summary, indicator or beneficiaries in the Overall Goal of the project, as compared to the original plan written in the Project Proposal. If there are changes, indicate them along with its reason.

Section 4: Framework of the Project; This section asks about any changes in the Project Purpose and Outputs. It also asks the completion of planned activities, and the activities in progress and planned.

Section 5: Cost Estimation Breakdown (Total Cost); This section asks for the latest cost breakdown of the project by its main items. The accumulated total cost must match the new total cost indicated in the “Total Budget Estimation as of This Request” in Section 1.

Section 6: PIP Budget Results/Estimation for First Year; Since Kum-ban Development project are categorized under Type 3 projects, they must be completed within 2 years. Therefore, this section asks the budget situation of the first year, along with the percentage of the total budget covered. The percentage is calculated by dividing the updated total cost to the budget results or estimation of the first year (the total cost indicated in this section). This would be the guideline for future payment schedule of the project.

Section 7: PIP Budget Request for Next Year; This section asks for the cost breakdown request for the next year of the project. The total cost for this section and the total of Section 6 “PIP Budget Results/Estimation for First Year” added together must not be over the cost indicated in Section 1 “Total Budget Estimation as of This Request”.

Section 8: Expected Completion of Payment; This section asks the expected year of payment completion, based on the current payment percentage and the budget request for next year. It can be an estimation by the PO, and it would not affect assessment results.

3.3 Project Payment Process Report (II-7)

The II-7 “Project Payment Process Report” format is designed for projects that have completed (or expected to complete within this year) the physical construction/activities of the project, but requires PIP budget to complete its payment in the following year(s). There are many projects that are physically completed, but payment remains to be paid. These cases are generally caused

PIP Project Payment Process Report

PIP Format II-7
Project Payment Process Report

Checkpoint

This format is structured for projects that require approval for payment after the project has been physically completed, but still has payment to be settled through PIP budget. The following conditions should be cleared before filling up this format.

- ◆ This is a request for the payment of remaining costs unpaid for a completed PIP Project of any type.
- ◆ Either of the 2 following conditions match (check the appropriate box).
 - The PIP project has been completed, with Project Completion Report and Project Evaluation Report (SPES) attached.
 - The project is expected to complete within this financial year.
- ◆ It is purely a domestic funding project. ODA funding is not included in the project cost, or the cost for the related PIP construction project.

If any of the above conditions are not met, this is not the appropriate format to be used as the application of the PIP budget.

1 Basic Information of the Project

1.1 Name of the PIP Project
Write the original name of the PIP Project.

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from lack of total PIP budget, and sometimes unbalanced allocation to individual projects. Although measures have to be made to avoid such cases, it is difficult to completely remove them in the short term. Meanwhile, it is necessary to clarify the physical and payment conditions of each PIP project at the budget request timing.

This II-7 format does not require information of the physical conditions of the project. However, the most updated information of the project’s physical conditions must be attached.

The physical condition of the completed project must be confirmed with the “Project Completion Report”, to be filled in and submitted from the PO to DPI or Planning Department concerned. The completed project then receives terminal evaluation from DPI or Planning department concerned, with the “Simplified Project Evaluation Sheet (SPES)” format. Completed versions of both the “Project Completion Report” and “SPES” must be attached. Methods in completing the “Project Completion Report” is indicated in Chapter 4.

For projects that are expected to complete within the financial year and still has not submitted the “Project Completion Report”, the Project Proposal (along with past Progress Reports if the project has been continuing implementation for more than 2 years) must be attached. The following box explains the documents that must be submitted and attached at each year of PIP budget request.

[“ Project Completion Report” and Payment Process]

Since PIP budget is requested for the next financial year, there is always a “time gap” of one year between the actual implementation and the requested year. The following diagram indicates a PIP construction project whereas the construction/activities complete in 2 years, but the payment continues for 4 years due to limitation of the budget. Formats to be applied and attachments by year of request are indicated accordingly.

Figure 6: Request Formats within the Project Flow

The diagram is a horizontal timeline from Year 0 to Year 4. It is divided into four main sections: Construction/Activities, PIP Budget Allocation & Payment, Request Formats, and Attachment Reports. Vertical red lines mark the start of each year. In the Construction/Activities section, blue boxes show 50% completion in Year 1 and Year 2, followed by 'Completion Report' and 'SPES' boxes in Year 3, and a 'Conduct completion report & evaluation' box in Year 4. In the PIP Budget Allocation & Payment section, blue boxes show 25% allocation in Years 1, 2, 3, and 4. Request formats (I-3, II-3, II-7) and attachment reports (F/S, Design, I-3, SPES) are shown as boxes with arrows indicating when they are submitted or attached to the budget requests.

[Year 0]

- ✧ The construction/activities begin on the next year after the I-3 Project Proposal is submitted along with feasibility study and design reports. If the National Assembly approves the project and its budget allocation, the project is ready for

construction/activities in the next financial year. In many cases, the budget allocation amount does not match the annual costs incurred for the construction/activities. Careful monitoring of both physical and financial progress is therefore necessary.

[Year1]

- ✧ During the construction/activities in Year 1, the PO submits the next years' PIP budget request. Since the remaining 50% of the construction/activities continue in the following year, the II-3 Progress Report format, along with the I-3 Project Proposal as an attachment, is submitted. If the National Assembly approves the project and its budget allocation, the project is ready for construction/activities in the next financial year.

[Year 2]

- ✧ At Year 2, the project construction/activities will be completed. After completion of the project, the PO compiles the Project Completion Report, and submits to DPI as soon as possible. DPI then conducts a terminal assessment using the SPES format.
- ✧ However, for this project, payment would only be 50% completed at the year end. Therefore, PIP budget request from the PO for payment of these costs must continue in Year 3 onwards.
- ✧ For the request for payment of the remaining costs in Year 3, the PO submits the II-7 format. It is ideal if the Project Completion Report and SPES formats are attached. However, in most cases the construction/activities would not be completed before the PO submits the budget request for the following financial year. In such a case, the I-3 Project Proposal is attached as reference.

[Year 3 Onwards until Completion of Payment]

- ✧ After the National Assembly approves the request, payments may be made in Year 3 onwards. If the payment continues, the II-7 formats are repeatedly used, along with the Project Completion Report and SPES as attachments.

The following explains specific contents of each section in the II-7 format.

Section 0: Checklist of Format; This section asks whether the appropriate format is used for the requested payment for a physically completed PIP project. The following are the checkpoints of the format including some supporting remarks and explanation;

- ✧ **This is a request for payment of remaining costs unpaid for a physically completed PIP project of any type.**
 - ◆ *If the project involves any implementation of construction/activities in the year of budget request, the format used must be either of the formats among II-1, II-2, II-3 or II-6.*
- ✧ **Either of the 2 following conditions match (check the appropriate box).**
 - The PIP project has been completed, with Project Completion Report and Simplified Project Evaluation Sheet (SPES) attached.**
 - The project is expected to complete within this financial year.**
 - ◆ *This asks whether the project is already completed, or whether it is planned to be completed within this financial year. See above Box [“ Project Completion Report”*

and Payment Process] *for clarification.*

- ✧ **It is purely a domestic funding project. ODA funding is not included in the project cost, or the cost for the related PIP construction project.**

If any of the conditions indicated in the checkpoints are not met, either the format is not appropriate, or the conditionality for the payment may not be appropriate. The PO must consult with DPI or Planning Departments concerned for clarification.

Section 1: Basic Information of the Project; This section asks for the basic information of the requested PIP project. Information includes the name and code of the project, PO and organization, total budget amount and completion of the project.

Section 2: Summary of Project Completion; This section asks for the summary of project completion, as indicated in the Project Completion Report. If the project is not completed at the time of writing the report, indicate the current conditions including the estimated completion.

Section 3: Cost Breakdown (Total Cost); This section asks for the cost breakdown of the project by main items. The total cost must match the total cost indicated in “1-3 Requested Total Cost”.

Section 4: PIP Budget Results/Estimation until Present (by Year); This section asks the past and present budget results and estimation by year, along with the percentage of the total budget covered. The percentage is calculated by dividing the updated total cost to the budget results or estimation of present (the total cost indicated in this section). This would be the guideline for future payment schedule of the project.

Section 5: PIP Budget Request for Next Year; This section asks for the budget amount requested of the payment for next year. Although it is ideal to complete the payment as soon as possible, it is required to request the amount which is reasonable considering the annual PIP budget and past allocations to the project. The percentage of payment covered with the requested amount added is also required. The percentage is calculated by dividing the total cost to the present (section 4) and requested (section 5) amounts added together.

Section 6: Expected Completion of Payment; This section asks the expected year of payment completion, based on the percentage indicated in Section 5. It can be estimated by the PO, and it would not affect assessment results.

4. Project Completion Report

The Project Completion Report is the official document of the PIP project which must be completed by the PO and submitted to MPI when the PIP project is completed. Its objective is to confirm the completion of the PIP project, and hand over the project outputs to operation. It is ideal that the

Project Completion Report is prepared and submitted within the financial year of physical completion of the project.

After the Project Completion Report is submitted to MPI, the project is evaluated by MPI or DPI (or Ministry Planning Departments). The objective of this terminal evaluation is to ensure that the physical conditions of the project matches the Project Completion Report, and ensure that operation and maintenance is ready once it is handed over. The terminal evaluation is also ideal to be completed within the financial year of physical project completion.

The Project Completion Report formats are dependent of types of project that was proposed and in progress. The following chart show which format should be used.

	Project Proposal	Progress Report	Completion Report
PIP Technical Promotion	I-1	II-1	III-1
Feasibility Studies / Basic-Detailed Design	I-2	II-2	III-2
Construction	I-3	II-3	III-3
Feasibility Studies & Construction	I-4	- (projects complete in 1 year)	III-3
Revival Projects	I-5 (after suspension of more than 2 years)	(depends on project type)	(depends on project type)
Kum-Ban Development	I-6	II-6	III-6
Payment Progress	-	II-7	-

The contents of the Project Completion Report ask whether the PIP project has been completed as planned, and whether its Project Purpose has been achieved. Therefore, comparison with the original plans and the changes of the project during its implementation process is reported.

Another important point of the Project Completion Report is on the operation and maintenance of the project outputs. Once a PIP project is completed, the responsibility, including its cost for operation and maintenance of its outputs is not borne through PIP budget, but through recurrent budget or private operation. Therefore, the project outputs must be officially handed over to the organizations responsible of operation and maintenance once it is completed. The Project Completion Report is the document to explain the situation of the completed outputs, along with conditions of handing over to the operating organization.

The following are basic contents of the Project Completion Report.

- (a) Checklist of format (all formats); This section asks whether the appropriate format is used for the completed PIP project. The checklist basically follows that of past formats.
- (b) Basic Information of the Project; This section asks for the basic information of the completed

project. This information also follows that of past proposals and reports.

For the total cost of the project, the most updated cost must be calculated, and compared with the cost set in the original plan. If the updated total costs exceed that of the original plan, specific reasons of increase must be written.

- (c) **Summary of Project Completion;** This section asks to summarize the completion of the project. Indicate whether the project is completed as planned or not, and if not, its reasons. This summary can be the introduction of the achievement of Project Purpose and Outputs that are specifically asked in the following sections.
- (d) **Overall Goal;** Overall Goal is the indirect development effect of the project. It is expected to be achieved in another few years after the project completion. Therefore, the achievement of the Overall Goal at the time of writing this report may not be seen. This section asks on the current development status of the future achievement of the Overall Goal and its indicators, including its benefit groups.
- (e) **Framework of the Project;** This section asks the achievement of the Project Purpose and its Outputs. It specifically asks the achievement for each of the Project Purpose indicators and whether the beneficiaries are existent. The section also asks the achievement level by each Output, and the results for implementation of activities.
- (f) **Cost Breakdown by Item;** This section asks for the cost breakdown of the completed project by its main items. The total cost must match the updated total indicated in (b) *Basic Information of the Project*.
- (g) **Cost Breakdown Results/Estimation;** This section asks for the cost breakdown of the completed project by year. It also asks the percentage of the costs paid until this financial year. The percentage is calculated by dividing the updated total cost, to the budget already approved and paid/estimated until this financial year.
- (h) **Expected Completion of Payment;** This section asks the estimated year of payment completion. If the payment is already completed, indicate the year of completion. If the payment is yet to be completed, indicate the payment completion year by estimating the annual payment allocated with the remaining cost indicated in (h).
- (i) **Social/Environment Impact and its Countermeasures;** Indicate Environmental Certificates obtained in the planning stages and/or during project implementation. Also indicate unexpected social and environmental negative impacts that have occurred during project implementation, and its countermeasures conducted for project completion.

Also indicate social and environmental negative impacts that are liable to occur after project completion, during its operation. Indicate its countermeasures that are included in the operation

and maintenance plans.

- (j) Project Sustainability; This important section is asks the sustainability of the completed project. Existence of an agreed Operation & Maintenance Plan is essential. The plan should be attached along with this report to ensure smooth handover is made to the operating organization. The organization in charge of operation must be clarified, along with its budget preparation for operation and maintenance.