

**Training Course
on
Project Appraisal and
Formulation of DPP**

Course Guideline



Organized by: National Agriculture Training Academy

September, 2020

Training Course on

Project Appraisal and Formualtion of DPP

Course Management

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Expectations

“Project Appraisal and Formulation of DPP” training course is the demand based training programme of the different organization under Ministry of Agriculture (MOA). Different government organizations need to prepare development project so they should have to enrich in knowledge and skills on it. Duration of the course is 5 days which is not sufficient. But we designed it with limited time considering various reasons. I hope, this training will be helpful for ensuring environment and climate resilient sustainable development in the field of agriculture through preparation and implementation of DPP.

Dr. Md. Abu Sayeed Miah

Course Director

Director General (In-charge)

NATA



Government officers are always imparting different developmental activities. They have also expended public funds for continuous development activities. To ensure sustainable development in agriculture we need so many development projects which and our personnel should have adequate theoretical and practical knowledge on project planning, management and implementation. That is why training course on Project Appraisal and Formulation of DPP has been designed. I hope this course will be capable to serve the intended purpose.

Md. Tahazul Islam

Course Coordinator



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Introduction to National Agriculture Training Academy (NATA)

1.1 The Academy

National Agriculture Training Academy (NATA) is the apex training institute for human resource development of officers (grade-9 and above) under the Ministry of Agriculture (MoA) for providing training on diversified fields of professional interest in agriculture sector. The Academy organizes various training programs related to modern agricultural technologies and office management issues throughout the year. The academy is established in Gazipur as Central Extension Resources Development Institute (CERDI) on 14 March 1975 with the financial assistance of Japan International Cooperation Agency (JICA). Afterwards, on 27 June 1984, CERDI was undertaken to the Training Wing of Department of Agricultural Extension (DAE). On 03 April 2013, Government of the People's Republic of Bangladesh abolished CERDI and established NATA as an independent organization of MoA and on 07 June 2014, NATA has been started its journey as a training academy. After emergence as NATA, the Academy began its training functions with only 10 faculty members. Though Government approved strength is 184, at present NATA has 84 staff members including 30 faculty members.

1.2 Vision

National Agriculture Training Academy becomes a center of excellence for developing competent human resources in agriculture sector.

1.3 Mission

We are pledged to achieve the shared vision through:

- i. Development of skilled human resources of all organizations under MoA by imparting quality training, research and development and publications;
- ii. Enhancement of linkage between education, research and extension to endow agriculture service delivery system;
- iii. Building a network with reputed institutions of home and abroad for organizational capacity development; and
- iv. Fostering a culture of continuous learning for development of knowledge-intensive agriculture service.

1.4 Functions

The NATA has been entrusted to perform the following functions:

- i. Develop skilled human resources of the government, semi-government, autonomous organizations under MoA through imparting training program on modern and sustainable agriculture technology and office management topics;
- ii. Transfer modern and sustainable agriculture technology developed by the research organizations for obtaining higher yield of crops of the farmers;
- iii. Conduct demonstration, adaptive research and research of proven technologies;
- iv. Impart all sorts of in-service training with special emphasis on induction, foundation and senior staff course;
- v. Exchange publications, participants and resource persons in seminars, workshops, conferences and training among the stakeholders;
- vi. Advise government and other organizations on training, achieving food and nutrition security, ICT, transfer of agriculture technology, agro-based industries and conservation environments etc.;
- vii. Help government and policy makers in framing and analyzing agricultural policies;
- viii. Conduct different training activities of academy in consonance with provision of the public administration training policy, 2003; and
- ix. Perform all kinds of duties directed by the government.

1.5 Location of the Academy

The Academy is about 25 km away from the capital city Dhaka and 3 km away from JoydevpurChandanaChowrasta towards Gazipur district head quarter. It is located adjacent to Bangladesh Rice Research Institute (BRRI) and occupied 49 acres of land. The academy provides the trainees an ample scope to get free access to the adjacent institutions like Bangladesh Agriculture Research Institute (BARI), Bangladesh Rice Research Institute (BRRI), Seed Certification Agency (SCA), Bangabondhu Sheikh MujiburRahman Agricultural University (BSMRAU), Telecommunication College, and other government offices in Gazipur.

1.6 Facilities

1.6.1 Physical Facilities

The Academy is well equipped with some physical facilities to run the training programs successful though it began its voyage recently. Existing facilities of the academy are as follows.

- Office building-2
- Class room- 3
- Laboratory (Subject wise technical)
- Plant protection museum- 1
- Conference room- 1
- Auditorum-1
- Dormitory- 4
- Cafeteria- 1
- Greenhouse- 3
- Workshop-1
- Mosque-1

1.6.2. Digital Computer cum Language Lab. and IT facilities

There is one Digital Computer cum Language Lab in the Academy. It is located on the 1st floor of the Administrative building. IT facilities available include LAN and Wi-Fi and the whole campus under Wi-Fi coverage. To expedite foreign language learning, NATA set up a Digital Computer cum Language Lab. as part of the Academy's drive for capacity building of government officials. Participants can avail the opportunity of learning the foreign language while they stay in NATA.

1.6.3 Recreational Facilities

The Academy has a recreation room with color T.V in the dormitory. The daily newspapers are also available in recreation room for the participants.

1.6.4 Linkage with other Training Organizations

NATA maintains good relations with other training Academies in the country including BPATC, RPATC, BCS Administration Academy, BIAM, FIMA and so on. NATA has a plan to collaborate with international training institutes for improvement its human resources. NATA also collaborate with national research organizations for research in agriculture sector.

1.7 Evaluation

Course coordinator and asst. course coordinators are given the responsibility to evaluate the participants. The course is evaluated during pre and post training situation. Furthermore, the participants are given the chance to evaluate the resource speakers by using a prescribed format.

1.8 Sessions

Every day the session is started at 9.00 am in the morning and ends at 5:00 pm in the afternoon. There are two health breaks started at 10.30 am for snacks and 03.30 pm for tea as well as lunch with prayer break at 01.05 p m respectively. Participants are advised to attend in the class in time without fail for avoiding any kinds of disciplinary action.

Daily Schedule

Activities	Duration
Recap	09.00-09.30
1 st Session	09:30-10:30
Tea Break	10:35-11:35
2 nd Session	11:35-12:00
3 rd Session	12:05-01:10
Lunch and Prayer	01:10-02:20
4 th Session	02:20-03:20
5 th Session	03:30-04:30
Tea	04:30-05:00

1.9 Norms to be followed during the training

- No casual leave is allowed during training period;
- Participants living in the dormitory are advised to follow the norms of the dormitory;
- The campus area is a “Non Smoking Zone”. Participants are advised to refrain from smoking inside the Academy; and
- Participants are not allowed to enter the dormitory after 10:00 pm at night.

Course at a glance

Rationale

A training course was conducted for the officers of different organizations under MoA working on Project planning, management and implementation. This training will also provide them to ensure their economic, financial and logical aspects of DPP formulation. Officers of different organizations under MoA will be able to prepare, manage and implement development project for sustainable agricultural development.

Course Objective

The objectives of the courses are-

- i. to enrich knowledge and skills of the participants on project appraisal;
- ii. to enable participant on how to write logical frame;
- iii. to equip participant on various financial and economic calculation for DPP formulation and
- iv. to develop a DPP by the participants.

Target population: 30 1st class officers (in each batch) of different Organization under MoA.

Duration of each session: 60 minutes.

Prerequisites of the course:

- To attend in the training class in time;
- To be present at least 99% of the classes otherwise certificate may not be awarded;
- Maintain the norms in dormitory and cafeteria;
- Absent from any session is not allowed without prior permission from the course coordinator even in case of emergency;
- Enthusiastic to learn and share ideas in training session; and
- Cell phone must keep in off/silent mode.

Course Content

Contents/Topics	Method
Project Appraisal and Generation	L, D and E
<ul style="list-style-type: none"> • Project Cycle: Situation analysis with SWOT, PESTE • Project Generation: Stakeholder Analysis • Project Generation : Problem Tree • Project Generation : Objective Tree • Characteristics of good project objectives (SMART) • Project Designing with Logical Framework (4x4): Inputs, Activities, Outputs • Project Designing with Logical Framework: (4x4): OVI, MOV, Risk, Assumption • Logical framework in project planning (exercise) • Logical framework in project planning (exercise) • Sustainable Development Goal(SDG): Food Security and Sustainable Agricultural Development in Bangladesh 	
Mode of Financing and Financial Calculation	L, D and E
<ul style="list-style-type: none"> • Preparation of Project: Mode of Financing • Financial and Economic Analysis: NPV, BCR, IRR 	
DPP Formulation and Explanation	L, D and E
<ul style="list-style-type: none"> • Explanation of Development Project Proforma (DPP) • Preparation of DPP : Year wise Financial Physical Plan : Annexure- IV & V • Project Management Set up: PIC, PSC, E & M Committee, Project Approval Procedure 	
PPR 2008 and PPA 2006	L, D and E
<ul style="list-style-type: none"> • Key features of PPA 2006 and PPR 2008 • Procurement methods: OTM, LTM, TSTM, OSTETM, RFQM and DPM • Tender advertisement and processing for goods • Preparation of tender or proposal • Standard Tender Documents (STDs) for good • Tender data sheet (TDS) for goods • GCC and PCC for goods and works • Tender opening and evaluation • Contract award and performance • Tender approval process and agreement 	

** L= Lecture, D= Discussion, and E= Exercise

National Agriculture Training Academy
Training On Public Procurement Procedure
Duration: 27 September to 01 October, 2020

Venue: Class Room: 01

Schedule

27/09/2020 Day 01 : Project Generation		
Training day	Planned sessions and Topics	Lecturer/Facilitator
08:30-08:45	Registration	Course Coordinator/Asst. Course Coordination
08.45-09.05	Pre test	Course Coordinator/Asst. Course Coordination
09.05-09.30	Inaugural session	Course Coordinator and Faculty Member
09:30-10:30	Project Cycle: Situation analysis with SWOT, PESTE	Md. Hasan Tarik Director (Research and Publication) National Academy for Planning and Development Ministry of Planning Mobile: 01715327817 Email: dir.research@napd.gov.bd; hasan27tarik@gmail.com
10:30-10.55	Tea Break	
11:00-12:00	Project Generation: Stakeholder Analysis	Md. Hasan Tarik Director (Research and Publication) National Academy for Planning and Development Ministry of Planning
12:05-01:05	Project Generation : Problem Tree	Md. Hasan Tarik Director (Research and Publication)
01:05-2:20	Lunch and prayer	
02:20-03:20	Project Generation : Objective Tree	Md. Hasan Tarik Director (Research and Publication)
03:25-04:25	Characteristics of good project objectives (SMART)	Md. Hasan Tarik Director (Research and Publication)
04:25-04:45	Tea	
28/09/2020 Day:02: Procurement Method		
09:15-10:30	Key features of PPA 2006 & PPR 2008	Dr. Md. Moniruzzaman Director (Finance) Bangladesh Bridge Authority Mob. 01749228007, monir65@gmail.com
10:30-10:55	Tea Break	
11:00-12:00	Procurement Methods	Dr. Md. Moniruzzaman Director (Finance)
12:05-01:05	Procurement Process in different Methods	Dr. Md. Moniruzzaman Director (Finance)
01:05-02:20	Lunch and prayer	
02:20-03:20	Roles and responsibilities of PE choosing Procurement method (Lot, Package)	Dr. Md. Moniruzzaman Director (Finance)
03:25-04:25	Total Procurement Plan for Development Project	Dr. Md. Moniruzzaman Director (Finance)
04:25-04:45	Tea	
29/09/2020 Day 03: Project Design		
09:00-10:00	Project Designing with Logical Framework(4x4):Inputs, Activities, Outputs	Md.Mahfuzur Rahman MCIPS DD CPTU, 01711226640

10:00-11:00	Project Designing with Logical Framework: (4x4): OVI, MOV, Risk, Assumption	Md.Mahfuzur Rahman MCIPS DD CPTU, 01711226640
11.00-11.20	Tea Break	
11:20-12:20	Logical framework in project planning (Group exercise)	Md.Mahfuzur Rahman MCIPS DD CPTU, 01711226640
12:20-01:20	Logical framework in project planning (Group exercise)	Md.Mahfuzur Rahman MCIPS DD CPTU, 01711226640
01.20-02.20	Lunch and prayer	
02:20-03:20	Logical framework in project planning (Group exercise Presentation)	Md.Mahfuzur Rahman MCIPS DD CPTU, 01711226640
03.25-04.25	Sustainable Development Goal(SDG	Dr. Md. Jamal Uddin Deputy Director (P.Pathology) NATA, Gazipur.
04:25-04:45	Tea	
30/09/2020 Day 04: Financial & Economic Analysis		
09:15-10:30	National Integrity Strategy (NIS) in relation to DPP formulation.	Dr. Md. Akterujjaman Dirtro(Admin.), NATA, Gazipur.
10:30-10:55	Tea Break	
11:00-12:00	Preparation of Project: Mode of Financing	Md. Abdul Khaleque Asst. Professor, Dept. of Development Studies University of Dhaka 01717437121 khalequedu02@gmail.com
12:05-01:05	Financial and Economic Analysis: NPV, BCR, IRR	Md. Abdul Khaleque Asst. Professor
01:05-02:20	Lunch and prayer	
02:20-03:20	Financial and Economic Analysis: NPV, BCR, IRR	Md. Abdul Khaleque Asst. Professor
03:25-04:25	Financial and Economic Analysis: NPV, BCR, IRR	Md. Abdul Khaleque Asst. Professor
04:25-04:45	Tea	
01/10/2020 Day 05: DPP Preparation and Approval		
08:30-09:30	Explanation of Development Project Proforma (DPP)	Dr. Md. Ataur Rahman Howlader Additional Director(Retd.) Seed Certification Agency (SCA)
09.30-10.30	Explanation of Development Project Proforma (DPP)	Dr. Md. Ataur Rahman Howlader Additional Director(Retd.) Seed Certification Agency (SCA)
10:30-10:55	Tea Break	
11:00-12:00	Preparation of DPP : Year wise Financial Physical Plan: Annexure-IV & V	Dr. Md. Ataur Rahman Howlader Additional Director(Retd.) Seed Certification Agency (SCA)
12:05-01:05	Preparation of DPP : Year wise Financial Physical Plan : Annexure-IV & V- Exercise	Dr. Md. Ataur Rahman Howlader Additional Director(Retd.) Seed Certification Agency (SCA)
01:05-02:20	Lunch and prayer	
02:20-03:20	Project Management Set up: PIC, PSC, E & M Committee, Project Approval Procedure	Dr. Md. Ataur Rahman Howlader Additional Director(Retd.) Seed Certification Agency (SCA)
03:25-04:25	Closing	
04:25-04:45	Tea	

List of Resource Personnel

1. Md. Hasan Tarik, Director (Research and Publication), National Academy for Planning and Development, Ministry of Planning, Mobile: 01715327817, Email: dir.research@napd.gov.bd; hasan27tarik@gmail.com
2. Mr. Md. Mahfuzar Rahman(Deputy Secretary), Deputy Director, CPTU, IMED, Dhaka,Phone: 01711226640
3. Dr. Md. Delwar Hossain Majumder, Ex. DD(Agril. Extension & Economics), NATA.
4. Md. Abdul Khaleque, Asst. Professor, Dept. of Development Studies, University of Dhaka 01717437121, khalequedu02@gmail.com
5. Dr. Md. Moniruzzaman, Director (Finance), Bangladesh Bridge Authority, Mob. 01749228007, monir65@gmail.com
6. Dr. Md. Ataur Rahman Howlader, Additional Director, Seed Certification Agency (SCA)

Faculty Members of NATA

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	Dr. Md. Akterujjaman Director (Admin.)	01712-024623 akhtar62bd@gmail.com
	Md. Jamal Uddin Deputy Director (Entomology)	01718-214607 jamaluddin6257@yahoo.com
	Md. Mahmud Hasan Deputy Director (Horticulture)	01817-066613 mahamudhassandae@gmail.com
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	Dr. Md. Jamal Uddin Deputy Director (Plant Pathoogy)	jamaldae@yahoo.com 01712272859
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	Md. Aklimujjaman Senior Asst. Director (Pulse and Oil Crops)	01719303797 akzaman237@yahoo.com
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