

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

**Course Guideline**



Date: 24 October to 02 November, 2021

**Organized by: National Agriculture Training Academy  
October, 2021**

# **Training Course on Project Appraisal and Formualtion of DPP**

## **Course Management**

### **Course Advisor**

Md. Mahbub Alam  
Director General (In-Charge)  
NATA, Gazipur

### **Course Director**

Dr. Md. Mahmud Hasan  
Director(Training)  
NATA, Gazipur

### **Course Coordinator**

Md. Tahazul Islam  
Senior Assistant Director  
NATA, Gazipur  
Cell phone: 01717287940

### **Asst. Course Coordinator**

Md. Anowarul Islam Juel  
Sr. Asst. Director  
NATA,Gazipur  
Mobile:01710586075

**National Agriculture Training Academy (NATA)**  
Gazipur- 1701  
Website: [www.nata.gob.bd](http://www.nata.gob.bd)

# 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 1<sup>st</sup> 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 11.35 am for snacks and lunch with prayer break at 02.05 m 03.15 pm. Participants are advised to attend in the class in time following attached schedule.

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

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

National Agriculture Training Academy  
**Training On Project Appraisal and Formulation of DPP**  
**Duration: 24 October to 02 November, 2021**

Venue: Class Room: 04

**Schedule**

Time	Topic	Responsibility/ Resource Person	Venue
<b>Day-1</b>			<b>Date: 24.10.2021</b>
09.30-10.00	Registration	Lucky	Class Room-4
10.00-10.30	Pre-Test	DG/Director	
10.30-11.10	Inaugural Ceremony	Asst. Course Coordinator	
11.00-12.00	SDG in agriculture	Abul Kalam Azad Deputy Director (Agril. Extension & Rural Economics),NATA	
12.00-12.25	Tea Break		
12.25-02.00	SDG in agriculture(Contd.)		
02.00-03.00	Prayer & Lunch		
03.00-04.00	8 <sup>th</sup> five year plan in Agriculture	Dr. Md. Jamal Uddin Deputy Director (Pl.Pathology) NATA.	
04.00-05.00	8 <sup>th</sup> five year plan in agriculture (Contd.)	Do	
<b>Day-2</b>			<b>Date: 25.10.2021</b>
09.00-09.30	Recapitulation	CC/ACC	Class Room-4
09.30-10.30	Concepts, importance and issues of feasibility study for development project planning	Dr. Md. Moshir Rahman Deputy Director BPATC	
10.35-11.35	Concepts, importance and issues of feasibility study for development project planning (Contd.)		
11.35-12.00	Tea Break		
12.00-01.00	Preparation of feasibility study report	Do	
01.00-02.00	Delegation of financial power and Fund release procedure	Abul Kalam Azad Deputy Director (Agril. Extension & Rural Economics),NATA	
02.00-03.15	Prayer & Lunch		
03.15-04.30	Delegation of financial power and Fund release procedure(Contd.)	Do	
<b>Day-3</b>			<b>Date: 26.10.2021</b>
09.00-09.30	Recapitulation	CC/ACC	Computer Lab. Abekhon Training Complex, 2 <sup>nd</sup> Floor
09.30-10.30	Mode of Financing	Md. Abdul Khaleque Asst. Professor Dept. of Development Studies University of Dhaka	
10.35-11.35	Financial and Economic Analysis: NPV, BCR, IRR		
11.35-12.00	Tea Break		
12.00-01.00	Financial and Economic Analysis: NPV, BCR, IRR(Contd.)		
01.05-02.05	Financial and Economic Analysis: NPV, BCR, IRR(Contd.)		
02.10-03.15	Prayer & Lunch		
03.15-04.30	Financial and Economic Analysis: NPV, BCR, IRR(Contd.)		
<b>Day-4</b>			<b>Date: 27.10.2021</b>
09.00-09.30	Recapitulation	CC/ACC	Class Room-4
09.30-10.30	Project Cycle: Situation analysis with SWOT, PESTE	Mohammad Hasan Tarik Director(Training)	
10.35-11.35	Stakeholder analysis	National Academy for Planning	

Time	Topic	Responsibility/ Resource Person	Venue
11.35-12.00	Tea Break	and Development Ministry of Planning	
12.00-01.00	Problem Tree		
01.05-02.05	Objective Tree		
02.10-03.15	Prayer & Lunch		
03.15-04.30	Characteristics of good project objectives (SMART)		
<b>Day-5</b>			<b>Date: 28.10.2021</b>
09.00-09.30	Recapitulation	CC/ACC	Class Room-4
09.30-10.30	Explanation of Development Project Proforma (DPP)	Dr.Md. Ataur Rahman Howladar Additional Director (Retd.) Seed Certification Agency, Gazipur.	
10.35-11.35	Explanation of Development Project Proforma (DPP)		
11.35-12.00	Tea Break		
12.00-01.00	Preparation of DPP : Year wise Financial and Physical Plan		
01.05-02.05	Preparation of DPP : Year wise Financial and Physical Plan		
02.05-03.20	Prayer & Lunch		
03.20-04.30	Project Approval Procedure		
<b>Day-7</b>			<b>Date: 30.10.2021</b>
09.00-09.30	Recapitulation	CC/ACC	Class Room-4
09.30-10.30	Key features of PPA 2006 & PPR 2008	Mohammed Salah Uddin MCIPS, PMP, PRINCE2 Deputy Secretary Procurement Consultant Aspire to Innovate (a2i) Program ICT Division	
10.35-11.35	Procurement Methods		
11.35-12.00	Tea Break		
12.00-01.00	Procurement Process in different Methods		
01.05-02.05	Roles and responsibilities of PE choosing Procurement method(Lot, Package)		
02.05-03.15	Prayer & Lunch		
03.15-04.35	Preparation of Total Procurement Plan for Development Project		
<b>Day-8</b>			<b>Date: 31.10.2021</b>
09.00-09.30	Recapitulation	CC/ACC	Class Room-4
09.30-10.30	Project Designing with Logical Framework(4x4):Inputs, Activities, Outputs	Abu Sayed Md. Kamruzzaman Project Director (Joint Secretary) ENADA Project, GED, Planning Commission	
10.35-11.35	Project Designing with Logical Framework: (4x4): OVI, MOV, Risk, Assumption		
11.35-12.00	Tea Break		
12.00-01.00	Logical framework in project planning (Group exercise)		
01.05-02.05	Logical framework in project planning (Group exercise)		
02.05-03.15	Prayer & Lunch		
03.15-04.30	Logical framework in project planning (Group Presentation)		
<b>Day-9</b>			<b>Date: 01.11.2021</b>
09.00-09.30	Recapitulation	CC/ACC	Class Room-4
09.30-11.35	Explanation of TAPP	Md. Mahfuzar Rahman Deputy Secretary & Deputy Director, CPTU	
11.35-12.00	Tea Break		
12.00-01.00	Explanation of TAPP (Contd.)		
01.05-02.05	Environmental Impact Assesment		
02.05-03.20	Prayer & Lunch		

<b>Time</b>	<b>Topic</b>	<b>Responsibility/ Resource Person</b>	<b>Venue</b>
03.20-04.30	Environmental Impact Assesment (Contd.)	Do	
<b>Day-10</b>			<b>Date: 02.11.2021</b>
09.00-11.00	Project Risks Management	Dr. Md. Moshiur Rahman Deputy Director BPATC	Class Room-4
11.00-11.25	Tea Break		
11.25-01.25	Project Monitoring and Evaluation		
01.25-01.55	Post Evaluation	Course Coordinator	
01.55-02.20	Closing Ceremony	DG/Director	

(Md. Tahazul Islam)  
Senior Asst. Director  
&

Course Coordinator

## **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. Md. Abdul Khaleque, Asst. Professor, Dept. of Development Studies, University of Dhaka 01717437121, khalequedu02@gmail.com
3. Dr. Md. Ataur Rahman Howlader, Additional Director, Seed Certification Agency (SCA)
4. Abul Kalam Azad, Deputy Director, NATA, Gazipur.
5. Dr. Md. Jamal Uddin, Deputy Director, NATA, Gazipur.
6. Md. Mahfuzar Rahman, Deputy Director(DS), CPTU, Ministry of Planning, Dhaka.
7. Mohammed Salah Uddin MCIPS, PMP, PRINCE2, Deputy Secretary, Procurement Consultant, Aspire to Innovate (a2i) Program, ICT Division.
8. Abu Sayed Md. Kamruzzaman, Project Director (Joint Secretary), ENADA Project, GED, Planning Commission.
9. Md. Mahfuzar Rahman, Deputy Director(DS), CPTU, IMED, Ministry of Planning, Dhaka.

## Faculty Members of NATA

Photo	Name & Designation	Phone/Cell/ E-mail
	<b>Md. Mahbub Alam</b> Director General (In-charge)	02-49272104 Dgnata14@gmail.com
	<b>Mahmudul Hasan</b> Director (Admin., Rutine Charge)	02-49272107 hasandae@yahoo.com
	<b>Md. Mahmud Hasan</b> Deputy Director (Horticulture)	01817-066613 mahamudhassandae@gmail.com
	<b>Dr. Md. Mayen Uddin</b> Deputy Director (Food Technology)	01711-969688 mayen.dae85@yahoo.com
	<b>Md. Rafiqul Islam</b> Deputy Director (Agril. Machinery & Water Mgt.)	01718970041 badal.rafiqul@gmail.com
	<b>Dr. Md. Jamal Uddin</b> Deputy Director (Plant Pathoogy)	<a href="mailto:jamaldae@yahoo.com">jamaldae@yahoo.com</a> 01712272859
	<b>ASM Zobaidul Alom</b> Deputy Director (Genetics and Plant Breeding)	shaheenbinod@gmail.com 01712603248
	<b>Mohammed Abdul Hamid</b> Deputy Director (Soil Science)	01712943514 mabdulhamid1972@gmail.com
	<b>Abul Kalam Azad</b> Senior Assistant Director (Farm Machinery and Water Management)	01940-652412 azadipm@gmail.com
	<b>Md. Eskandar Hossain</b> Senior Assistant Director (Vegetables & Spices)	01938-615225 eskandarhossain@yahoo.com
	<b>Nilufa Aktar</b> Senior Assistant Director (Food Processing Technology)	01719-174775 nilufaa@yahoo.com

	<b>Mist. Sharmin Akhter</b> <b>Senior Assistant Director</b> <b>(Horticulture Crop Pest)</b>	01711-736571 slaboni1980@gmail.com
	<b>Md. Saiful Islam</b> <b>Senior Assistant Director</b> <b>(Horticulture Crop Disease)</b>	saiful.dae@gmail.com 01710511175
	<b>Tahazul Islam</b> <b>Senior Assistant Director</b> <b>(Cereal &amp; Cash Crop)</b>	01717-287940 tahazul@yahoo.com
	<b>Md. Sharif Iqbal</b> <b>Senior Asst. Director (Flower &amp; Fruit)</b>	01716986339 sharif_dae27@yahoo.com
	<b>Mahmuda Hoque</b> <b>Senior Asst. Director</b>	01718425311 mahmudahuq15@gmail.com
	<b>Shamsun Nahar</b> <b>Senior Assistant Director</b> <b>(Field Crop Disease)</b>	01717376172 shamsun27@gmail.com
	<b>Md. Aklimujjaman</b> <b>Senior Asst. Director (Pulse and Oil Crops)</b>	01719303797 akzaman237@yahoo.com
	<b>Banani Karmakar</b> <b>Senior Assistant Director</b> <b>(Soil Physics)</b>	01674-866673 bananikarmakar@gmail.com
	<b>Md. Anowarul Islam Jewel</b> <b>Senior Assistant Director</b> <b>(Agriculture Extension)</b>	01710-586075 juwelbau@gmail.com
	<b>Mousumi Paul</b> <b>Senior Asst. Director (Biotechnology)</b>	01712680844 mplbcsag31@gmail.com
	<b>Lailatul Rokhsana Lima</b> <b>Senior Assistant Director</b> <b>(Soil Chemistry &amp; Microbiology)</b>	01714612029 lima1.geb@gmail.com

	<b>Naima Sultana</b> Senior Assistant Director (Agriculture Economics)	01716245663 naimasultana2888@gmail.com
	<b>Ummey Habiba</b> Senior Assistant Director (Vegetable & Spice Crops)	01913-834183 ummeyhabiba1981@gmail.com
	<b>Toufikun Nahar</b> Senior Assistant Director (Food Processing Technology)	01790-828045 taufikun.nahar2913@gmail.com
	<b>Shamima Akter</b> Senior Asst. Director (Environment & Agro-forestry)	01717416317 shamaraihan1549@gmail.com
	<b>Md. Shahinol Islam</b> Senior Assistant Director (Field Crop Pest)	01716-227489 jharna.kahaloo@gmail.com
	<b>Sharmin Sultana</b> Senior Assistant Director (Horticulture Crop Disease)	01725-005287 sharminlabony325@gmail.com
	<b>Tahmina Sultana</b> Senior Assistant Director (Agril. Machinery and Water mgt.)	01723-007929 muna3160dae@gmail.com