**GOVERNMENT OF KHYBER PAKHTUNKHWA**

**PLANNING COMMISSION**

**PC-I FORM**

## 

## 2nd REVISED PC-I

**Piloting Innovative Ideas to Address Key Issues of Khyber Pakhtunkhwa (Tele-Farming, Tele-Medicine, Tele-Skill & Others)**

# **ADP No. 682 [1320]**

# **COST: Rs.1047.957 Million**

**SUSTAINABLE DEVELOPMENT UNIT**

**PLANNING & DEVELOPMENT DEPARTMENT**

September 2020

**GOVERNMENT OF KHYBER PAKHTUNKHWA**

**PLANNING COMMISSION**

**PC-I FORM**

1. **Name of the Project:**

Piloting Innovative Ideas to address key Issues of Khyber Pakhtunkhwa (Tele-Farming, Tele-Medicine, Tele-Skills& others).

1. **Location of the Project:**

Throughout Khyber Pakhtunkhwa (each sub-project will include specific sites)

1. **Authorities Responsible for:**
2. **Sponsoring:**

Planning and Development Department, Government of Khyber Pakhtunkhwa.

1. **Execution:**

Project will be executed through Sustainable Development Unit (SDU) located in the Planning and Development Department, Khyber Pakhtunkhwa. Sub-Projects will either be executed through SDU or concerned line of KP/academia or as deemed appropriate by the Project Steering Committee (PSC) on case to case basis.

1. **Implementation:**

The umbrella project will be implemented through SDU. Sub-projects under the umbrella project will either be implemented through SDU or the concerned line departments of KP/academia or as deemed appropriate by the Project Steering Committee (PSC) on case to case basis.

1. **Operation & Maintenance**:

Concerned line departments/ Academia depending upon the implementation mode.

1. **Concerned Federal Ministry /Division:**

NA

1. **Time required for completion of the Project:**

Original: April 2015-June 2016

1st Revised: July 2016-June 2019 (cost neutral extension till October 2020)

***2nd Revised: November 2020-June 2024***

1. **Plan Provision:**
2. **If the Project is included in the current five year plan specify actual allocation:**

NA

1. **If not included in the current plan how is it now proposed to be accommodated (inter/intra sectoral adjustment in allocation or other resources may be indicated):**

NA

1. **Provision in Current Financial Year ADP:**

The project is reflected at a cost of Rs. 1056.300 million under ADP No. 682 [1320] code No. 140803 in ADP 2020-21.

**5. Project Objectives and its relationship with Sectoral objectives:**

* 1. **General Objective:**

The primary objective of the project is to develop innovative solutions to address key issues of Khyber Pakhtunkhwa though piloting innovative ideas.

* 1. **Specific Objectives:**

Specific objectives of the umbrella project include:

* Efficient solutions to key development issues
* Encouraging youth for research and development
* Cost-effective and sustainable solutions
* Developing interface among key players (government, private sector and academia etc.) by promoting research.
* Incentivize best ideas in terms of awards.
* Capacity building of unemployed graduates.
* Provide recommendations to line departments for replicating ideas having successful results for future interventions.
* Design PC-1s from experts on special projects for donors, PSDP and ADP.

**5.3 Sectoral Relevance:**

**5.3.1 Relevance with SDGs:**

The project is in line with Sustainable Development Goal No. 9 which states that “Build resilient infrastructure, promote sustainable industrialization and foster innovation”. Technological progress is the foundation of efforts to achieve environmental objectives, such as increased resource and energy-efficiency. Without technology and innovation, industrialization will not happen, and without industrialization, development will not happen.

**5.3.2 Relevance with Vision 2025:**

“to build the vision, develop the framework for restructure the economy and provides understanding towards the country’s long term development agenda based on seven pillars, namely, developing human and social capital, achieving sustained, indigenous and inclusive growth, governance, institutional reform & modernization of the public sector, energy, water & food security, private sector led growth and entrepreneurship, developing a competitive knowledge economy through value addition, and modernization of transportation infrastructure & greater regional connectivity.”

**6**. **Description, justification, technical parameters and technology transfer aspect of the Project:**

**6.1 Description:**

Innovation means exploiting new ideas leading to the creation of a new product, process or service. An innovation is the implementation of a new or significantly improved product, good or service; a new marketing method; or a new organizational method in business practices, workplace organization or external relations (OECD/Eurostat, 2005).It is not just the invention of a new idea that is important, but it is actually “bringing it to market”, putting into practice and exploiting it in a manner that leads to new products, services or systems that add value or improve quality. It possibly involves technological transformation and management restructuring. Innovation also means exploiting new technology and employing out-of-the-box thinking to generate new value and to bring about significant changes in society.

Experts have identified many types of innovation such as ‘Product Innovation’ that entails the introduction of a new product or a service that is new or considerably improved, ‘Process Innovation’ comprising the implementation of a new or a significantly enhanced production or delivery method, ‘Supply Chain Innovation’ in which innovations transform the sourcing of input products from the market and the delivery of output products to customers and ‘Marketing Innovation’ which results in the evolution of new methods of marketing with enhancements in product design or packaging, its promotion or pricing, among others.

Technological innovation is created in the research and development (R&D) sectors using human capital and the existing knowledge stock. It is then used in the production of final goods and leads to permanent increases in the growth rate of output. There exists a positive relationship between per capita GDP and innovation[[1]](#footnote-1).Economists have determined that approximately 1/3 of economic growth is influenced by technological change. That is why innovation and technological advancements are critical to the survival of economies.

**6.2 Justification:**

Public institutions today are confronted by an unprecedented pace of technological, demographic and social change, combined with increasingly complex policy challenges. Innovative approaches are needed to respond to these complexities, yet institutional impetus to put in place innovation has been inconsistent.

Public sector organizations are at the crossroad of Development. Increasingly, policy making and service delivery involves a number of actors with varied interests, values and demand. Today, there is a dire need to transform public sector as well performing entities that become innovation-oriented. The strength of public sector hinges upon professional, capable and innovative ideas. With a view to keep pace with the fast changing world, it is significant to equip public institutions with skills, incentives and scope for smart risk taking and problem solving to spur innovation and deliver better outcomes for citizens. There are ample innovative ideas but they are hardly applied. There are many people who are passionate about serving citizens, finding new solutions, and doing things better and more efficiently and efficiently.

The ICT is swiftly changing the landscape of development and service delivery that is citizen centric. The changing composition of society is further amplifying citizens’ expectations and service demands which call for more responsive and customized services. Many traditional prescriptions have not been sufficient and effective, and that new, more agile and innovative solutions are needed. Failure to deliver to citizens creates trust-deficit. In order to keep pace with changing environment, out of the box solutions are imperative to mainstream best ideas in to the development process that improve service delivery.

Meeting the innovation challenge requires taking a systemic approach – focusing on the people involved, the information they are using, the ways in which they are working together, as well as the rules and processes which govern their work and way of life. Implementing Innovative ideas is a key to sustainable and inclusive development.

The Khyber Pakhtunkhwa province is confronting host of problems, yet it carries manifold comparative advantages. In this backdrop, the project has been designed to tap the best opportunities to jack up development, while overcoming barriers to growth.

The project is first of its kind proposing systematic efforts in the province. It will primarily capitalize on the existing research encouraging and piloting innovative ideas. The project will initially focus on few areas like Tele Farming, Tele Medicines, Tele skill & other as deemed appropriate by the Project Steering Committee on case to case basis and from time to time.

**6.3 Implementation Mechanism:**

Project will be implemented through SDU. Sub-projects under the project will either be implemented through SDU or the concerned line departments of KP/academia or as deemed appropriate by the Project Steering Committee (PSC) on case to case basis. Any idea other than Tele-Agriculture, Tele- Medicine, Tele-skills (already approved in ADP 2016-17 by the provincial cabinet and KP Assembly) may come from any quarter to the Committee which will be put up for approval to the PSC.

**6.3.1 Methodology**

Following methodology will be adopted for initiation, scrutiny, finalization, approval and implementation of the proposals/sub-projects:

1. The project management will invite proposals from individuals/ Youth, Private entities, startups, entrepreneurs etc through advertisement in at least two daily newspapers (one English and one Urdu) on a prescribed format **(ANNEXURE-I)**  or through RFP/EOI.
2. Search Committee will scrutinize the preliminary proposals and finalize sound proposals. The Search Committee may refer, if so required, the proposal to technical persons/academia/relevant department for comments.
3. The project management may request the principal proposer through telephone/letter to submit within a given time frame of one month a detail project proposal on the prescribed Proforma **(ANNEXURE-II)** or RFP/EOI.
4. Search Committee will compile and present detailed proposals before the PSC for approval. Search Committee may also invite the proposer to present his/her idea before Search Committee/PSC/both.
5. PSC will thrash the idea and recommend changes, if any. After according approval by PSC, the project management will formally write to the proposer to start implementation of the idea/subject/research. Minutes of the meeting will properly be recorded and documented by the project management.
6. Project management will monitor the performance of the sub-projects and document it properly.
7. On successful testing of the idea, the experience will be shared with the relevant department for replication on a larger scale.
8. In case of individual research, the proposer will be required to submit documentary evidence of publication of the research in leading national/international journals.
9. The process will be observed in two batches every year.

**6.3.2 Constitution of Committees**

Following Committees will be constituted and notified by the project management:

**Innovative Ideas Search/Scrutiny Committee:**

The Search Committee with the following composition and ToRs will meet on Quarterly/need basis:

**Composition**

Project Director PII **(Chair)**

Chief RD (Member)

Project Director CIU (ST&IT) (Member)

In charge Resource Center P&DD (Member)

Deputy Director e-Governance PMRU (Member)

Focal Person of concerned Deptt (Member)

Representative of relevant Academia (Member)

Co-opted Members

Assistant Director/AAO **(Member/Secretary)**

**ToRs of Search Committee**

* Identification/prioritization of innovative ideas as Guidelines **(ANNEXURE-III).**
* Appraisal & Finalization of Innovative ideas
* Recommendation of Ideas to PSC for approval
* Recommendation of Work Plans for placing before the PSC for approval
* Search and recommend volunteers

**Project Steering Committee (PSC):**

The Project Steering Committee with the following composition and ToRs will meet on six monthly basis to finalize two batches/need basis.

**Composition**

Additional Chief Secretary **(Chair)**

Secretary P&DD (Member)

Director General SDU (Member)

Director General M&E (Member)

Representative of relevant Line Departments (Member)

(Not below DS)

Representative of Finance Department (Member)

(Not below DS)

Representatives of relevant Academia (Member)

Project Director CIU (ST&IT) (Member)

Project Director PII **(Member/Secretary)**

**TORs of PSC:**

* Approval of ideas and Work Plans containing sub-project proposals/small scale research studies/PC-1s formulation through private party/firm/individuals.
* Approve mechanism for award
* Oversee progress of project
* Provide guidance for better results of the Project
* Mid-course correction

**6.3.3 Implementation Schedule:**

The project will be implemented as per schedule at **Annexure-IV.**

* + 1. **Monitoring of Activities:**

The project will involve both internal and external monitoring. Internal Monitoring would be done by concerned line Departments and PII Cell, whereas external Monitoring & Evaluation will be done through M&E System P&D Department. The PII Cell will develop M&E tools and mechanisms.

**7. Capital Cost Estimates:**

1. **Date of Estimation of Project:**

September, 2020

1. **Basis of determining the capital Cost:**

No civil works involved

1. **Year-wise/component-wise physical activities:**

Year wise/component wise physical activities will be incorporated in the respective PC-1s of each sub schemes. However, following major activities are planned under this project:

* Establishment of Piloting Innovative Ideas (PII) Cell.
* Recruitment of staff and procurement of goods.
* Constitution of Search Committee & PSC.
* Constitution of Innovative Ideas Search/Technical Committee.
* Notification of Focal Persons by respective departments.
* Innovative ideas identification.
* Implementation of pilot projects through concerned Line Departments/Academia or as deemed appropriate.
* Monitoring of the Project by the PII Cell and M&E System, P&D Department and concerned Line departments.
* Operational Evaluation of the project after its completion by M&E System P&D Department.
* Publicize successful projects through print and electronic media.
* Recommendations to Departments for replication of successful ideas.

1. **Year-wise/component-wise Financial phasing:**

Summary of the components and finances are given below while the detail is given at **Annex-V**.

(**Rs in Million)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COST SUMMARY** | | | | | | | | |
| **S.No** | **Cost Head** | **Approved Cost** | | **Revised Cost** | |  |  | **Total Revised Cost** |
|  |  | **Appr. Allocation** | **Prev. Exp. upto Sep 2020** | **2020-21** | **2021-22** | **2022-23** | **2023-24** |
| 1 | **Establishment Cost** | 34.952 | 4.139 | 10.049 | 16.020 | 16.396 | 16.773 | **63.377** |
| 2 | **Investment** | 1005.654 | 157.650 | 150.640 | 220.100 | 220.100 | 220.100 | **968.590** |
| 3 | **Physical Assets/Operations Charges** | 15.694 | 0.434 | 9.499 | 1.992 | 1.992 | 2.074 | **15.990** |
|  | **Grand Total (Million Rupees)** | **1056.30** | **162.223** | **170.188** | **238.111** | **238.488** | **238.947** | **1,047.957** |

1. **Place and Administrative district in which the activities will be carried out**

Activities will be carried out throughout Khyber Pakhtunkhwa depending upon the proposals to be implemented.

**8. Justification for the 2nd revision of PC-1**

**Background of 1st Revision:**

In the DDWP meeting held on 31.3.2015, the project was approved with a total cost of Rs.16.300 million. Budget detail is at **ANNEXURE-VI**. The main objective of the project was to develop innovative solutions to address key issues of Khyber Pakhtunkhwa though piloting innovative ideas. The original PC-1 of the project provided that the Pilot Projects are to be selected by the Steering Committee of the project within the range of Rs.0.500 million to Rs.10.000 million. Ten ideas were initially identified & recommended by the technical committee meeting held previously. Subsequently two ideas were selected by the Steering Committee in Jan-2016 namely “Agriculture cloud” & “installation of olive oil processing unit in District Dir”. However, due to non-submission of the PC-I by the line Departments concerned, the pilot projects could not be launched. Keeping in view the past experience, it was considered imperative to revisit the modalities and scope of the project. In order to execute the project in different fields on faster track, it was considered essential to change the modalities and remove the upper limit for each sub-schemes to be approved from appropriate forums, i.e. PDWP or DDWP whichever applicable.

Initially, it was envisioned that implementation of each project will be done alone by the line departments. However, this idea did not work despite many efforts in the last years. To overcome the issue, execution and implementation of the sub-schemes through SDU is also added besides earlier arrangement.

**Background for 2nd Revision:**

The project was approved by the PDWP dated 03-11-2016 at a cost of Rs.1056.300 million (including the Tele-Medicine (Cost = Rs.95.535 million) and Tele-Farming (Cost = Rs.99.000 million) sub-projects approved independently by the PDWP on 23-12-2016 and 16-02-2017 respectively. Budget detail is at **ANNEXURE-VI**

The Tele-Farming sub-project has successfully been completed on 30th June 2019 at a reduced cost of Rs.82.297 million; while the Tele-Medicine Project is now extended till December 2020. 5 out of 10 ideas from private/academia were given approval by steering committee**.**

The Project faced implementation delays, due to manifolds reasons and to cover up the same cost neutral extension was granted till October 2020. Subsequently the PSC ascertaining the significance of the project in its meeting held on 27-7-2020 directed to submit the revised PC-1 to provide ample opportunities to the Public as well as private entities, academia and individuals to reap the benefits of the projects and thus participate in the socio-economic development of the Province. The revised project intends to capture more innovative ideas by massive advertisements/ campaigns and linkages. Under the same additional staff has been demanded to ensure that project activities may proceed on right track and necessary facilitation be provided to the executing agencies if they faced any hindrance in the execution of the same.

**9. Annual Operating &Maintenance cost after completion of the project**

The concerned Line Departments will provide O&M cost.

**10. Demand & Supply Analysis**

The activities will be identified in consultation with stakeholders departments and the general public.

**11 Financial Plan & Mode of Financing**

Financial plan will be provided in each sub-project proposal. Broadly following financial mechanism will be adopted:

1. Project account will be opened in the bank and maintained in accordance with the prescribed procedures of the Government of Khyber Pakhtunkhwa or by adopting pre-audit procedure.
2. Payment will be made to proposer through authorized bank account of the organization with details of the sub-projects. Payment will be made by the Project Director Piloting Innovative Ideas to concerned proposer in two installments; first mobilization advance of 30%, and then 70% on submission of physical progress report and utilization report of first installment or as laid down in contract between the parties (PII and Innovator/Department).
3. Focal person of the line department will submit funds utilization report to project management of Piloting Innovative Ideas.
4. Payment will be made directly by the project management of Piloting Innovative Ideas to concerned firm/vendor in case these are to be implemented by SDU. In this case utilization certificate will be the responsibility of the project management of Piloting Innovative Ideas.

**12**. **Project benefits and analysis**

1. **Financial**

The project will open a new vista for innovation which will improve financial position of the citizens. The implementation of new ideas will improve productivity.

1. **Economic**

The project will accrue economic benefits as new ideas will open new opportunities, strengthen the existing paradigm. Innovativeness and economic growth have positive correlations; therefore the project is economically viable.

1. Social benefit with indicators

The project will strengthen human resource for taking future assignments. It will engage youth in constructive activities of research and development. New developments will bring people together and will act as a cohesive force.

1. Employment generation (direct and indirect)

The project will create employment opportunities for the youth directly in the form of Internees and indirectly by engaging in research activities.

1. **Environmental Impact**

Innovative ideas will be piloted. Before detail implementation it will be ensured that innovations are environmental friendly.

1. Impact of delays on project cost & viability

The delay will cause a heavy price in the form of increased opportunity cost. Moreover, innovations will be delayed and the economic growth will suffer.

**13.** **Implementation Schedule:**

Original; April 2015, June 2016

1st Revised; 2016- June, 2019

Neutral Cost Extension: till June 2020

Neutral Cost Extension: till October 2020

***2nd Revised; November 2020 - June 2024***

14. Management structure and manpower requirements including specialized skills during construction and operation phases.

The Director General SDU will be the Chief Coordinator of the project for the purpose of coordination and high level meetings. Project Director will be the overall in charge of the project reporting to Director General SDU. The project has been designed to undertake diversified activities pertaining to Piloting Innovative Ideas. However, the human resource requirements have been kept at a bare minimum. To overcome deficiency of staff, to curtail extra expense of staff and to train new human resource; Internees will be hired on submission of simple application to the project management by displaying it on the notice board of SDU. Equal number of male and female Research Internees will be employed to maintain gender balance.

**14.1** **Piloting Innovative Ideas Cell:**

The Piloting Innovative Ideas Cell will be established comprising of the following staff: ToRs of staff is at **ANNEXURE-VII.**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Designation** | **No of Posts** | **Remarks** |
|  | Project Director (BPS-18) | 01 | To be filled through deputation/from market |
|  | Accounts Officer (BPS-17) | 01 | -do- |
|  | Assistant Director (BPS-17) | 02 | -do- |
|  | M&E Officer (BPS-17) | 01 | -do- |
|  | Office / Accounts Assistant (B-16) | 01 | Market |
|  | Computer Operator (B-16) | 01 | Market |
|  | Junior Clerk (BPS-11) | 01 | Market |
|  | Naib Qasid | 01 | Market |
|  | Driver | 02 | Market |
|  | Sweeper | 01 | Market |
|  | Internees | 10 |  |

**TORs**

The PII Cell will perform the following functions:

1. Coordinate and monitor the project implementation.
2. Provide secretariat support to the Project and PSC and Innovative Ideas Search/Technical Committee
3. Produce quarterly and annual progress reports.
4. Compile project proposals on the recommendations of Innovative Ideas Search/Technical Committee
5. Prepare work plans and working papers for PSC

**14.2 Role of Line Departments**

Concerned Line Departments/SDU will be engaged in the project from planning to implementation and project monitoring & evaluation stages. Each concerned Line Department/SDU will be provided Internees to support them in project related activities during the Project implementation period, in case the sub-project does not have specific staff.

Following will be the major role of Line Departments/SDU:

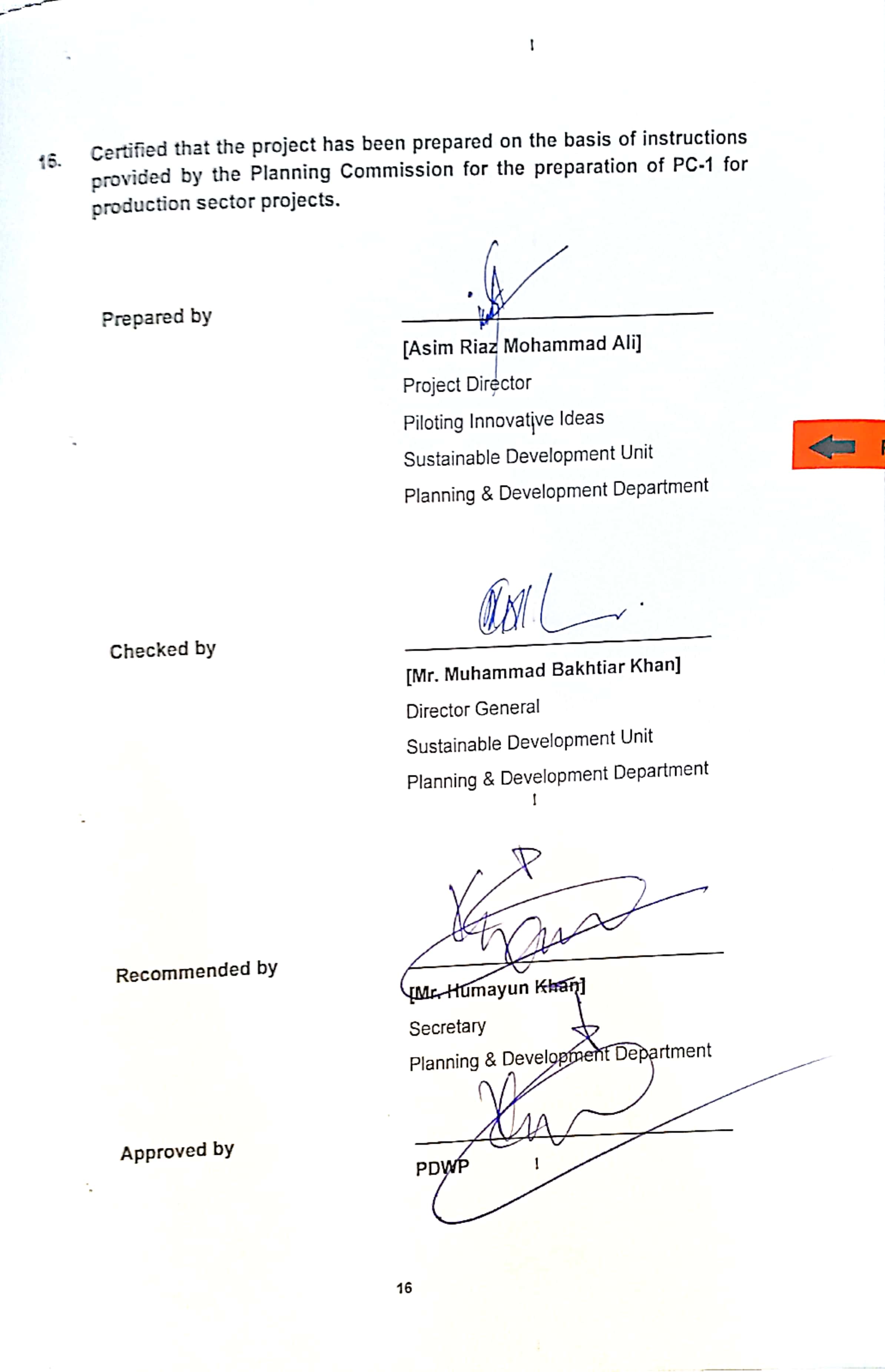
1. Facilitation of the project proposer in release of funds and implementation of sub-projects
2. Nomination/Notification of focal persons for the project from their concerned Departments
3. Payment will be made to DDOs for project activities
4. Funds utilization Certificate on behalf of individual
5. Monitoring of the project activities
6. Monthly progress reporting to Project management
7. Technical support to M&E System P&D Department in Evaluation of the Project

**14.3 Volunteers**

The project would encourage dedicated volunteers to participate in the form of innovative ideas / services. Steering committee will approve the panel of volunteer’s engagement. A roaster of volunteers will also be maintained by PII Cell.

**15. Additional projects/decisions required to maximize socio-economic benefits from the proposed project.**

Nil



**ANNEXURE-I**

**PILOTING INNOVATIVE IDEAS (PII) TO ADDRESS KEY ISSUES OF KHYBER PAKHTUNKHWA**

**SDU, PLANNING AND DEVELOPMENT DEPARTMENT**

**PRELIMINARY PROPOSAL**

1. **Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Applicant's Details:**
3. **Principal Investigator**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Co-Principal Investigator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Information as above)*

1. **Other local team members:**

**3. Overseas Cooperating Scientist/Organization:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Duration:** *(1-2 Years)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Abstract/ Justification:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Objectives:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Plan of Work:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Years** | **Activities** | **Locations** | **Methodology/ Procedure** |
| **I** |  |  |  |
| **II** |  |  |  |

**8. Proposed Budget:**

**(Rs. millions)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Object** | **YEAR-I** | **YEAR-II** | **TOTAL** |
| **1** | Operating Cost |  |  |  |
| **2** | Capital Cost |  |  |  |
|  | Total |  |  |  |

**GUIDELINES FOR THE COMPLETION OF PIIPRELIMINARY PROPOSAL**

At the first stage, a preliminary proposal in form of **concept paper** is required on the format. Preliminary proposals are brief out lines for evaluation of research ideas. These also provide an opportunity to the reviewer for constructive input, before a full proposal is written.

A preliminary proposal should be brief, yet it should include as complete information as possible especially under objectives, and plan of work, so that a professional evaluator in the subject area can properly evaluate and offer comments and suggestions. The guidelines for the preparation of preliminary proposals are given as under:

1. **Title:** Title should be brief accurate and be self-explanatory.
2. **Applicant’s Details: (a, b, c)** Principal Investigator will be responsible for implementation and Co-Principal Investigator will be provided only in the project involving inter-disciplinary research. In addition to the Principal Investigator, a list of professional, technical and other personnel to be engaged in the project along with their qualifications; experience and duties should be given. The Bio-data of Principal Investigator and Co-Investigator should be attached with the proposal to judge the competence of Investigators to undertake the proposed research. The consent of the Co-PI to carry out project activities may also be attached with the proposal.
3. **Overseas Cooperative Scientists/Organization:** Identify any Overseas Scientists/Organization willing to cooperate in the proposal i.e. those which will be directly involved in research in Overseas or those which will provide technical services for which no funds are required from KP budget. Also elaborate how the linkages & coordination with cooperating organization will be strengthened. A written consent of the co-operative scientist may also be attached with proposal.
4. **Abstract/Justification:** A brief statement of the problems/issues to be researched and its significance for sustainable development and explains how the proposal is important to the society and benefit Khyber Pakhtunkhwa –estimated number of beneficiaries. Also give a brief statement of prior work that supports the need to do this work and on which the work proposed in this application is based (if any).The proposal should be well oriented and well-focused for finding a solution to a problem. Please also review the similar work being done elsewhere or already done, particularly in Pakistan, if any.
5. **Duration:** Give time (Months/years) required for completion of the proposal. A period of 1-2 years would normally be appropriate.
6. **Objectives:** Objective represents the desired future situation giving solution to the identified problems. **The objectives should be in quantitative terms. Please do not give generalized statement like, “it will increase production, it will improve system, it will strengthen economy, it will generate income, etc. ”**
7. **Plan of Work**: Briefly state the major activities year-wise and their location and brief description of the research methods to be used. It is valuable to break-up the activities into specific tasks, which can each be assessed for outcome and linked to proposal objectives and benefits. This is not a restatement of the objectives. This section should describe, in technical terms, how and when the project objectives will be achieved.
8. **Proposed Budget:** Mention total budget requirement according to the Table. The cost of scheme should not be more than 10 million.
9. **Operating Cost:** It includes Internees / Contractual Staff, Supplies / Materials, Transportation of Goods, Travel Cost (Both domestic and international), Rents, Contractual Services, Indirect Cost, DPLs, Honoraria etc.
10. **Capital/Investment Cost:** It includes permanent research equipment, etc. Capital assets should not exceed 30% of the total cost. Civil works like construction of building is not an item covered by the project.

**Note:**

**Copies Required:**

Four copies of preliminary proposal should be submitted to Project Director, Piloting Innovative Ideas, Special Development Unit, Planning and development Department, KP.

**ANNEXURE-II**

**PILOTING INNOVATIVE IDEAS (PII) TO ADDRESS KEY ISSUES OF KHYBER PAKHTUNKHWA**

**SDU, PLANNING AND DEVELOPMENT DEPARTMENT**

**DETAILED PROJECT PROPOSAL**

*Proposal Identification No*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

*(To be allotted by PII*)

**1. Project Title: \_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Applicant's Details:**

**a). Principal Investigator**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**b). Co-Principal Investigator:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Information as above)* ***(****Attach Consent of Co-PI)*

**c). Other local team members:**

**3. Overseas Co-operating Scientist:**

***(****Attach Consent of Co-operating scientist)*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution/Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Total Cost:***(Rs. Million)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: (Annex detailed expenditure statement on* ***Annexure-1****)*

**5. Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. Duration:** *(Months)* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7. Background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**8. Issues to be researched: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9. Scope: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**10. Justification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**11. Review of Literature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**12. Overall Objectives/ Goals:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**13. Specific Project Objectives:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**14. Plan of Work:**

1. ***Objectives Wise Activities & Methodology:***

**Objectives- 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Activities:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1.1**

**1.2**

**Methodology Proposed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1.1**

**1.2**

**.**

**Objectives-2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Activities:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.1**

**2.2**

**Methodology Proposed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.1**

**2.2**

**.**

**.**

**.**

***(And so on)***

1. ***Year Wise Schedule:***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Years** | **Months** | | | | | | | | | | | |
| **July** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **June** |
| **Year-I *Activities***  ***1***  ***1.1***  ***1.2***  ***1.3***  ***2.1***  ***2.2*** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year-II *Activities***  **As above** |  |  |  |  |  |  |  |  |  |  |  |  |

**15. Logical Framework Analysis (LFA):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Narrative Summary** | **Objectively Verifiable Indicators(OVIs*)*** | **Means/Source of verification(MOV)** | **Risks/ Assumptions** |
| The quantitative and qualitative ways of measuring progress and whether project outputs; purpose and goal have been achieved. | The MOV is the information or data required to assess progress against indicators and their sources. | The assumptions identify which external factors are crucial for the success of the project. |
| **Goal/ Overall Objective** | Measures (direct or indirect) to verify to what extent the Goal is fulfilled | Sources of data need to verify status of the GOAL level indicators. | Important events, condition or decisions outside the control of the project which must prevail the Goal |
| The higher order objective to which the project contributes to overall economic development |
| **Project Purpose** | Measures (direct or indirect) to verify to what extent the Purpose is fulfilled | Sources of data need to verify status of the PURPOSE level indicators. | Important events, condition or decisions outside the control of the project management necessary for the achievement of the Purpose |
| The change that occurs if the project outputs are achieved. The effect or impact of the project. |
| **Outputs/ Results** | Measures (direct or indirect) to verify to what extent the Outputs are produced | Sources of data need to verify status of the OUTPUTS level indicators. | Important events, condition or decisions outside the control of the project management necessary for the production of the Outputs. |
| Outputs refer to the tangible, specific and direct products (good & services) to be produced by undertaking a series of tasks  1.1,  1.2  2.1,  2.2 |
| **Activities** | **Inputs** | | Important events, condition or decisions outside the control of the project management necessary for the Start of the project. |
| The actual tasks required producing the desired outputs.  1.1  1.2  .  .  2.1  2.2  . |

**Note: (As sample a filled LFA is provided at Annexure-2)**

**16. Area of Linkages & Coordination with Overseas Cooperating Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**17. State whether the proposal has been submitted to some other aid giving agency for financial support. If so, with what results?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**18. Budget Summary:**

(Rs. millions)

|  |  |  |  |
| --- | --- | --- | --- |
| **Object** | **YEAR-I** | **YEAR-II** | **TOTAL** |
| Establishment Expenses (only honorarium) |  |  |  |
| Operating Expenses |  |  |  |
| Capital Expenses\* |  |  |  |
| **Total** |  |  |  |

*\** **Note**: After the completion of the project, the fixed assets and equipment will become the property of concerned line Deptt. Participating / cooperating institutions upon furnishing a fair justification.

**19. Certification:**

**It is certified that the above information is accurate and the proposal will be executed in accordance with the agreement with PII, SDU and that I will complete the proposed work plan and the results/ outcomes of the project will be shared with PII..**

**Principal Investigator: Co-Principal Investigator:**

**Seal and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seal and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**CERTIFICATE FROM HEAD INSTITUTION/ORGANIZATION/COMPANY/AUTHORITY:**

**It is certified that this proposal has the concurrence and support of the Head of Department/Organization/Authorized Authority and will support the Proposer/ investigator in accomplishment of the task within allocated period.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Seal and Signature)**

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

**INSTRUCTIONS FOR THE COMPLETION OF**

**PII DETAIL PROJECT PROFORMA**

**1. Title:** Title should be brief, accurate and be self-explanatory.

**2. Applicant’s Details: (A, B &C)** Principal Investigator will be responsible for implementation and Co-Principal Investigator will be provided only in the project involving inter- disciplinary research. In addition to the Principal Investigator, a list of professional, technical and other personnel to be engaged in the project along with their qualifications, experience and duties should be given. The Bio-data of Principal Investigator and Co-Investigator should also be annexed with the proposal to judge the competence of Investigators to undertake the proposed research. The consent of the Co-PI to carry out project activities may also be attached with the proposal.

**3. Overseas Cooperative Scientists:** Identify any Overseas Scientist willing to cooperate in the proposal i.e. those which will be directly involved in research in Overseas or those which will provide technical services for which no funds are required from KP budget ( a written consent may be attached). Also elaborate how the linkages & coordination with cooperating organization will be strengthened. A written consent of the co-operative scientist may also attach with proposal.

**4. Total Cost:** Mention total budget requirement according to the Annexure-1.

**5. Location:** Give details of Research Institute / Department and field locations where the work will be done.

**6. Duration:** Give time (Months) required for completion of the proposal. A maximum period of 1-2 years would normally be appropriate.

**7. Back ground:** Give a brief summary regarding the background of the issues to be addressed under the proposed project. Also give a brief statement of prior work that supports the need to do this work and on which the work proposed in this application is based (if any).

**8. Issues to be researched:** A brief statement of the problems/issues to be researched and its significance for sustainability and explains how the proposal is important to the society and KP.

**9. Scope:** Indicate the scope of the project.

**10. Justification:** The proposal should be well oriented and well-focused for finding a solution to a problem. Please also review the similar work being done elsewhere or already done; particularly in Pakistan.

**11. Goal/Overall Objective:** Goal refers to the sectoral or national objectives which the activity is designed to contribute to, e.g. increased incomes, improved nutritional status, and reduced crime. The goal helps set the macro-level context within which the activity fits, and describes the long-term impact that the activity is expected to contribute towards (but not by itself achieve).

**12. Specific Project Objectives:** Objective represents the desired future situation giving solution to the identified problems. An objective can be **S-M-A-R-Specific, Measurable, Accurate, Realistic, and Time bound** e.g. wheat production increased to 10% by the end of 2011 and livelihood of the village increased by Rs.12,000 per month, etc. **Please do not give generalized statement like, “it will increase agricultural production in the province” or “it will improve livelihood in the village”.**

**13. Plan of Work:**

1. **Objectives wise Activities & Methodology:**

Briefly state the Objectives wise major activities & methodology to carry out those activities. Brief description of the research methods to be used and details and type of data to be collected and analyzed may also be provided.

**b) Year Wise Schedule:**

For schedule of activities use a Gantt chart format (Bar Chart). It is valuable to break the activities up into specific tasks, which can be assessed for outcome and linked to proposal’s objectives and benefits.

**14. Logical Framework Analysis (LFA):** It is an instrument for making plans, analyses, assessments, follow-ups and monitoring & evaluations of projects or programs. **In fact, LFA needs much time and will be decisive in approval of the proposal by the competent forum.** Vague and generalized statement shall be avoided. LFA is explained below:

* + **Goal:** State the long-term social and/or economic (impact) benefits to which the project will contribute, and describe why the project is important for the beneficiaries and for the society.
  + **Purpose:** What the Project is committed to achieve within the agreed timeframe. It states the expected outcomes, or direct effects, of the project. These are the benefits which the beneficiaries derive from the project.
  + **Outputs/ Results:** State the service(s), the beneficiaries will receive from the project. What the project will be responsible for delivering. Outputs refer to the tangible specific and direct products (goods and services) produced by undertaking a series of tasks as part of the planned work of the activity. Examples might include: irrigation systems or water supplies constructed, areas planted/developed, buildings or other infrastructure built, policy guidelines produced, and staff effectively trained.
  + **Activities:** The specific actions or set of tasks to reach one or more results (or objectives). Activities do not need indicators.
  + **Inputs:** Inputs refer to the resources required to undertake the work program and produce the outputs, e.g., as personnel, equipment, and materials. However, inputs should not be included in the matrix format.
  + **Verifiable Indicators:** Indicators are measure of progress used to assess progress towards meeting stated objectives. An indicator should provide, where possible, a clearly defined unit of measurement and a target detailing the **quality, quantit**y and **timing (QQT**) of expected results.
  + **Quality:** The kind (or nature)of the change
  + **Quantity:** The scope (extent) of change i.e., by how much, how many.
  + **Time:** By when the change should have taken place
  + **Means/Source of verification:** Means of verification should clearly specify the expected source of the information.
  + **Risks/ Assumptions:** An assumption is a positive statement of a condition that must be met in order for objectives to be achieved but over which activity managers may have no direct control, e.g. price changes, rainfall, land reform policies, non-enforcement of supporting legislation.

**15. Overseas Linkages & Coordination with Cooperating organization:** Project having provision of overseas cooperation may elaborate how the linkages & coordination with cooperating organization will be strengthened.

**16. State if the scheme has been submitted to some other aid giving agency for financial support, if so with what results?** The investigators often submit their proposals to more than one funding agency. It is therefore appropriate to provide the information to avoid any complication.

**17. Budget Summary:** This contains only the two lines summary items of funds required from the Project. Full budget details are required according to the **Annexure-1**. Include a brief justification for the purchase of any capital equipment item over Rs.10,000/- and for any overseas travels requested. Operational cost includes Internees / Contractual Staff, Supplies / Materials, Transportation of Goods, Travel Cost (Both domestic and international), Rents, Contractual Services, Indirect Cost, DPLs, Honoraria etc. Capital cost includes permanent research equipment’s etc. and should not exceed 30%of the total cost. Building construction is not an item covered by the grant program.

**18. Certification:** Self-explanatory.

***Annexure-1***

**BUDGET DETAILS**

***(Rs. million*)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.NO** | **OBJECT** | **YEAR-I** | **YEAR-II** | **TOTAL** |
| 1 | Other Benefit – Officer (Honorarium) |  |  |  |
| **2** | ***Establishment*** |  |  |  |
| 3 | TA/DA to Officers/Staff |  |  |  |
| 4 | Conveyance Charges |  |  |  |
| 5 | Running Cost of Vehicles |  |  |  |
| 6 | Transportation of Goods |  |  |  |
| 7 | Hiring charges of vehicle |  |  |  |
| **8** | **Transportation** |  |  |  |
| 9 | Postage & Telegram |  |  |  |
| 10 | Telephone & Trunk Calls, E-mail & Internet |  |  |  |
| **11** | **Communication** |  |  |  |
| 12 | Utilities |  |  |  |
| 13 | Stationary |  |  |  |
| 14 | Printing & Publication |  |  |  |
| 15 | Rent of Land/Machinery/Office Building |  |  |  |
| 16 | Consumable Stores |  |  |  |
| 17 | Other Miscellaneous |  |  |  |
| **18** | **Utilities/Office Supp./Rent** |  |  |  |
| 19 | Office Building (Animal Sheds etc.) |  |  |  |
| 20 | Research Equipment and Machinery |  |  |  |
| 21 | Computer & Office Equipment |  |  |  |
| 22 | Furniture & Fixture |  |  |  |
| 23 | Vehicles |  |  |  |
| **24** | **Repair & Maintenance** |  |  |  |
| 25 | Consultancy Services |  |  |  |
| 26 | Payment to Other Agencies |  |  |  |
| 27 | Other Services (DPL) |  |  |  |
| **28** | **Other Services** |  |  |  |
| 29 | Publicity and Advertisement |  |  |  |
| 30 | Seminar/workshop |  |  |  |
| 31 | Foreign Delegation |  |  |  |
| 32 | Delegation Abroad |  |  |  |

***Annexure-2***

**LOGICAL FRAMEWORK ANALYSIS**

**PROJECT TITLE: *INSTITUTIONAL DEVELOPMENT FOR FRUIT PRODUCTION IN KP***

|  |  |  |  |
| --- | --- | --- | --- |
| **Narrative Summary** | **Objectively Verifiable Indicators** | **Means/Source of Verification** | **Important Assumptions** |
| **Goal:** Increase the domestic supply and exports of good quality fruit from KP | National production and exports of apples and two other priority fruits will increase by 10% between July 2016 and July 2019 | 1. Ministry of Food, Security & Research production statistics. 2. Export Promotion Board ‘s statistics 3. Development Statistics, Govt of KP | 1. Market prices will remain favorable. 2. Satisfactory marketing infrastructure will be in place. |
| **Specific Objectives:** Improve the specific production and marketing services available to fruit producers in KP. | 1. Annual increases in the number of farmers in KP growing fruit on a commercial scale. 2. Improved institutional structure for services in credit, technical assistance, research, nurseries, and distribution of farm inputs. | 1. Deptt of Agriculture KP annual survey of farmers. 2. Comparison of organizational charts and number of employees in key sub-sectors of Agriculture each year 3. Annual budgets of Deptt of Agriculture | 1. Agricultural policy will be modified in favor of fruit crops. 2. Fruit farmers will have access to credit and technical assistance. |
| **Outputs:** 1. Improved planting material available. 2. Established research. 3. Tech-packs for apple and other fruits. 4. Effective mechanism for production and distribution of planting material. 5. Well-trained Agricultural staff. 6. Effective system for distribution of farm inputs and planting material. | 1. Number of farmers receiving improved planting material. 2. New research structure and full staff in operation. 3. One tech-pack published each year 2018-2021. 4. Same as #1. 5. Noticeable increase in the productivity of Agricultural staff in research and at nurseries. 6. Three farmer organizations with input supply centers and planting material. | 1. Interviews with farmers. 2. Deptt of Agri. budget and annual reports. 3. Published documents. 4. Interviews with farmers. 5. Periodic evaluations of staff members. 6. Annual reports of each farmer organization documenting volume of sales through input outlets. | 1. Deptt of Agri must prioritize crops and facilitate imports of plant material. 2. Deptt of Agri to restructure research/extension deptts. 3. Deptt of Agri to hire graphic arts specialist. 4. Extension agents will coordinate closely with farmer organizations. 5. Additional necessary staff will be hired. 6. Complementary project to strengthen farmer organizations financed. |
| **Activities:** 1. Import/reproduce improved varieties of fruits. 2. Research & validation of production/ post-harvest. 3. Prepare/distribute tech-packs. 4. Establish pest/disease free nurseries. 5. Train agricultural staff in proper techniques for production of planting material. 6. Develop distribution program through farmer organizations for farm inputs and planting materials. | **Inputs:**   * Planting material * Pesticide * Equipment * Training material * Leaflets/broachers * Manpower etc | | 1. Planting material can be imported. 2. Adequate Deptt of Agri staff will be assigned to research. 3. Sufficient resources to hire consultants and editing service. 4. Full support from Deptt of Agri, allocation of land and staff. 5. Active participation in training of Deptt of Agri staff. 6. Full-time managers working in three farmer organizations. |

**ANNEXURE-III**

**Project Guidelines**

Research needs fund to generate knowledge. Knowledge brings innovation to generate funds. Research and innovation are therefore, considered complementary. The pilot sub-projects under the umbrella project of Piloting Innovative Ideas should be within the ambit of following guidelines:

1. Cost effective & financially sustainable
2. Contribute to accelerating socio-economic uplift
3. Innovative that can be showcased for further replication
4. Immediate results oriented and address root causes of key problems
5. Pro-poor focused and community centric
6. Ensure gender equality& environment friendly
7. Volunteers and general public will be equally eligible for participation
8. Best ideas will be rewarded
9. Built synergies and linkages between academia, Private Sector, civil society and government to identify model innovative projects
10. Emphasis on engaging youngsters in the project to make use of their skills
11. Encourage well performing institutions in idea generation by awards
12. The sub-projects will be properly monitored and evaluated
13. Small grants to academia, departments and private sector for performing specific tasks relating to innovative ideas which can be completed in two years. However, in exceptional circumstances, PSC may allow the proposer beyond two years to be recorded in PSC minutes specifically.
14. Other than the three main ideas approved by the KP Assembly (Tele-Agri, Tele-Medicine & Tele-Skills) activities, but not limited to small scale research studies, feasibilities, models, drafting PC-1s etc. up to maximum of Rs.10 million will be accommodated with the approval of PSC.
15. On approval of the sub-project by Project Steering Committee, The project management may enter into Memorandum of Understanding (MoU) directly with third part/ idea implementer without floating the advertisement to save time & bring quality innovation.

**ANNEXURE-IV**

**Work / Activity Plan for CFY 2020-21**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Milestones** | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **June** |
| 1 | Approval of PC-1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Establishment of Piloting Innovative Ideas (PII) Cell. (hiring of staff) |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Recruitment of Internees |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Constitution of Project Steering Committee (PSC). |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Constitution of Innovative Ideas Search/Technical Committee. |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Notification of Focal Persons by respective departments. |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Identification of Research/Innovative ideas. |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Advertisement for proposals from general public, academia and deptts etc |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Approval of idea |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Implementation |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Recommendations to Departments for replication of successful ideas | after successful completion of project | | | | | | | | | | | |

**ANNEXURE-V**

**REVISED COST ESTIMATE (2020-2024)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Rs. In million** | | | | | | | | | | | | | |
| **Operational Cost** | | | | | | | | | | | | | |
|  |  | **Previously Approved as 1st Revised PCI** | | | | **Revised Estimates** | | | | | | | |
| **S.No** | **Item** | **No of Units** | **Total Appr. Cost** | **Physical Progress** | **Exp.**  **2016-20** | **No. of Revised Units** | **Unit Cost** | **2020-21** | **2021-22** | **2022-23** | **2023-24** | **Total** | **Grand Total** |
| **(A) Physical Assets/Operational Charges** | | | | | |  |  |  |  |  |  |  |  |
| 1 | Laptop | 3 | 0.300 | 1 | 0.096 | 2 | 0.150 | 0.300 | - |  |  | 0.300 | 0.400 |
| 2 | Computers + UPS | 3 | 0.375 |  | - | 8 | 0.085 | 0.680 |  |  |  | 0.680 | 0.680 |
| 3 | Printers (including one colour), Photostat | **3**,1 | 0.400 | 1 printer | 0.040 | 5,1 | LS | 0.560 |  |  |  | 0.560 | 0.600 |
| 4 | Digital Camera + External HDD + USB Flash Drives | 1,3,12 | 0.070 | 06 USB Flash Drives | 0.014 | 1,4,12 | LS | 0.186 |  |  |  | 0.186 | 0.200 |
| 5 | Furniture & Fixture | LS | 0.300 |  | - | LS | 0.431 | 0.431 |  |  |  | 0.431 | 0.431 |
| 6 | Vehicle (1000 cc) (Purchase of Transport) | 1 | 2.550 |  | - | 2 | 2.500 | 5.000 |  |  |  | 5.000 | 5.000 |
| 7 | Vehicle registration & Transportation | 1 | 0.440 |  | - | 2 | 0.050 | 0.100 |  |  |  | 0.100 | 0.100 |
| 8 | Vehicle Insurance |  | 0.300 |  | - |  |  |  |  |  |  | 0.000 | 0.000 |
| 9 | Split AC | 1 | 0.200 |  | - | 2 | 0.120 | 0.240 |  |  |  | 0.240 | 0.240 |
| 10 | Micro wave Oven | 1 | 0.025 |  | - | 1 | 0.015 | 0.015 |  |  |  | 0.015 | 0.015 |
| 11 | Water Dispenser | 1 | 0.025 |  | - | 2 | 0.030 | 0.060 |  |  |  | 0.060 | 0.060 |
| 12 | Telephone/ Internet Charges | 2 | 0.496 |  | 0.007 | 2 | 0.010 | 0.080 | 0.120 | 0.120 | 0.120 | 0.440 | 0.447 |
| 13 | POL/CNG | 1 | 1.400 |  | 0.021 | 2 | 0.033 | 0.204 | 0.398 | 0.398 | 0.480 | 1.479 | 1.500 |
| 14 | Repair of vehicle | LS | 0.300 |  | - |  | LS |  | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| 15 | Office Stationery /Computer Stationery | LS | 0.313 |  | 0.011 |  | LS | 0.089 | 0.100 | 0.100 | 0.100 | 0.389 | 0.400 |
| 16 | Medical Charges | LS | 0.300 |  | - |  | LS | 0.075 | 0.075 | 0.075 | 0.075 | 0.300 | 0.300 |
| 17 | Orientation Training / Workshop | LS | 1.000 |  | - |  | LS | 0.250 | 0.250 | 0.250 | 0.250 | 1.000 | 1.000 |
| 18 | Newspapers/Books & Periodicals | LS | 0.030 |  | 0.001 |  | LS | 0.010 | 0.010 | 0.010 | 0.010 | 0.040 | 0.041 |
| 19 | Printing & Publication Charges | LS | 0.800 |  | - |  | LS | 0.250 | 0.250 | 0.250 | 0.250 | 1.000 | 1.000 |
| 20 | Postage/Courier Service | LS | 0.170 |  | - |  | LS | 0.030 | 0.050 | 0.050 | 0.050 | 0.180 | 0.180 |
| 21 | Repair of Machinery | LS | 0.150 |  | - |  | LS | 0.050 | 0.050 | 0.050 | 0.050 | 0.200 | 0.200 |
| 22 | Entertainment | LS | 0.550 |  | 0.036 |  | LS | 0.116 | 0.116 | 0.116 | 0.116 | 0.464 | 0.500 |
| 23 | Advertisement/ Publicity | LS | 0.600 |  | 0.208 |  | LS | 0.448 | 0.448 | 0.448 | 0.448 | 1.792 | 2.000 |
| 24 | Utility charges | LS | 3.000 |  | - |  | LS | 0.125 | 0.125 | 0.125 | 0.125 | 0.500 | 0.500 |
| 25 | LED TV |  |  |  |  | 1 | 0.200 | 0.200 | 0 | 0 | 0 | 0.200 | 0.200 |
| 26 | Others | LS | 0.900 |  | - |  | LS | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| 27 | Contingency/Unforeseen Expenditures | LS | 0.700 |  | - |  | LS | 0.000 | 0.000 |  |  | 0.000 | 0.000 |
|  | **Total Assets/Operational** | | **15.694** |  | **0.434** |  |  | **9.499** | **1.992** | **1.992** | **2.074** | **15.556** | **15.990** |
| **(B) Investment/Interventions Cost** | | | | | |  |  |  |  |  |  |  | 0 |
| 1 | Piloting Ideas. | LS | 1,003.8540 |  | 157.650 | LS | LS | 150.540 | 220.000 | 220.000 | 220.000 | 810.540 | 968.190 |
| 2 | Awards for three Best ideas (1st Rs. 40,000, 2nd Rs. 35000, 3rd Rs. 25000). | LS | 0.300 |  | - |  |  | 0.00 | 0.00 | 0.00 | 0.00 | 0.000 | 0.000 |
| 3 | Evaluator of Project proposals/ideas by a technical person other than Search Committee @ Rs. 5000 per proposal | LS | 1.500 |  | - |  |  | 0.100 | 0.100 | 0.100 | 0.100 | 0.400 | 0.400 |
| **Sub-total Investment/Interventions** | | | **1,005.654** |  | **157.650** | **-** | **-** | **150.64** | **220.10** | **220.10** | **220.10** | **810.94** | **968.59** |
| **Total (A+B)** | |  | **1,021.35** |  | **158.08** | **-** | **-** | **160.14** | **222.09** | **222.09** | **222.17** | **826.50** | **984.58** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Establishment Costs ( C )** | | | | | | | | | | | | | | |
|  |  | **Previously Approved as 1st Revised PCI** | | | |  | | | | | | | | |
| **S.No** | **Position Title** | **Positions** | **Salaries per month** | **Approved Cost** | **Expenditure w.e.f 2016 upto Sept 2020** | **Revised Positions** | **Revised Scale** | **Salary Per Month** | **2020- 21** | **2021-22** | **2022-23** | **2023-24** | **Total (Revised)** | **Grand Total** |
| **Administrative & Support Staff (A03970)** | | |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | Project Director (B-18) | 1 | 0.085 | 2.601 | 1.626 | 1 | 18 | 0.125 | 1.000 | 1.575 | 1.650 | 1.725 | 5.950 | 7.576 |
| 2 | Monitoring and Evaluation Officer (BS-17) | 1 | 0.070 | 2.142 |  | 1 | 17 | 0.090 | 0.720 | 1.134 | 1.188 | 1.242 | 4.284 | 4.284 |
| 3 | Assistant Directors (BS-17) | 1 | 0.07 | 2.142 |  | 2 | 17 | 0.090 | 1.440 | 2.214 | 2.268 | 2.322 | 8.244 | 8.244 |
| 4 | Accounts Officer (BS-18) | 1 | 0.085 | 2.601 |  | 1 | 17 | 0.090 | 0.720 | 1.134 | 1.188 | 1.242 | 4.284 | 4.284 |
| 5 | Office / Accounts Assistant (BPS-16) | 1 | 0.035 | 1.071 | 0.732 | 1 | 16 | 0.063 | 0.504 | 0.794 | 0.832 | 0.869 | 2.999 | 3.731 |
| 6 | Computer Operator (BPS-16) | 1 | 0.035 | 1.071 | 0.731 | 1 | 16 | 0.063 | 0.504 | 0.794 | 0.832 | 0.869 | 2.999 | 3.730 |
| 7 | Internees | 10 | 0.025 | 9.150 |  | 10 |  | 0.025 | 2.000 | 3.000 | 3.015 | 3.030 | 11.045 | 11.045 |
| 8 | Junior Clerk |  |  |  |  | 1 | 11 | 0.030 | 0.240 | 0.378 | 0.396 | 0.414 | 1.428 | 1.428 |
| 9 | Driver | 2 | 0.015 | 0.918 |  | 2 | 6 | 0.020 | 0.320 | 0.492 | 0.504 | 0.516 | 1.832 | 1.832 |
| 10 | Sweeper |  |  |  |  | 1 | 3 | 0.016 | 0.128 | 0.202 | 0.211 | 0.221 | 0.762 | 0.762 |
| 11 | Naib Qasid | 2 | 0.015 | 0.918 |  | 1 | 3 | 0.016 | 0.128 | 0.202 | 0.211 | 0.221 | 0.762 | 0.762 |
|  | **SUB TOTAL** |  | **0.435** | **22.614** | **3.089** |  |  |  | **7.704** | **11.918** | **12.295** | **12.671** | **44.588** | **47.677** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Allowances/Project Allowance/Deputation/Add charge Allowance** | | | | | | | | |  |  |  |  |  |  | |
| 1 | Project Allowance | 5 | LS | 4.500 | 0.510 | 5 |  |  | 1.20 | 1.80 | 1.80 | 1.80 | 6.60 | 7.110 |
| 2 | Deputation Allowance / Additional Charge Allowance | 5 | LS | 3.100 | 0.185 | 5 |  |  | 0.80 | 1.20 | 1.20 | 1.20 | 4.40 | 4.585 |
| 3 | Pension Contribution (CiviL) Federal Employees | 1 | LS | 1.788 | 0.082 | 1 |  |  | 0.12 | 0.84 | 0.84 | 0.84 | 2.64 | 2.725 |
|  | Honoraria for Members of Search Committee @ Rs. 5,000/- per batch of proposals/ideas. | | LS | 0.550 |  |  |  |  | 0.04 | 0.08 | 0.08 | 0.08 | 0.28 | 0.280 |
| 5 | TA/DA and Honoraria for project positions | | LS | 2.400 | 0.273 |  |  |  | 0.182 | 0.182 | 0.182 | 0.182 | 0.73 | 1.000 |
|  | **Sub Total Allowances** |  |  | **12.338** | **1.050** |  |  |  | **2.345** | **4.102** | **4.102** | **4.102** | **14.650** | **15.700** |
|  | **Grand Total** |  |  | **34.95** | **4.139** |  |  |  | **10.049** | **16.020** | **16.396** | **16.773** | **59.238** | **63.377** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COST SUMMARY (A+B+C)** | | | | | | | | |
| **S.No** | **Cost Head** | **Approved Cost** | | **Revised Cost** | | | | **Total Revised Cost** |
| **Approved Allocation** | **Previous Expenditure upto Sep 2020** | **2020-21** | **2021-22** | **2022-23** | **2023-24** |
| 1 | **Establishment Cost** | 34.952 | 4.139 | 10.049 | 16.020 | 16.396 | 16.773 | **63.377** |
| 2 | **Investment** | 1005.654 | 157.650 | 150.640 | 220.100 | 220.100 | 220.100 | **968.590** |
| 3 | **Physical Assets/Operations Charges** | 15.694 | 0.434 | 9.499 | 1.992 | 1.992 | 2.074 | **15.990** |
|  | **Grand Total (Million Rupees)** | **1056.30** | **162.223** | **170.188** | **238.111** | **238.488** | **238.947** | **1,047.957** |

**ANNEXURE-VI**

**ORIGINAL COST STATEMENT (01.04.2015 to June 2016)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Officer/Official** | **Unit** | **No.** | **2015-16** | **2016-17** | **Grand total** |
| **1** |
| 1.1 | Project Coordinator (B-18) | No | 1 | - | - | - |
| 1.2 | Assistant Coordinator (B-17) | No | 1 | - | - | - |
| 1.3 | Account Officer (BS-17/18) | No | 1 | - | - | - |
| 1.4 | Interns | No | 10 | 0.600 | 2.400 | **3.000** |
| 1.5 | Naib Qasid | No | 1 | - | - | - |
| 1.6 | Focal Persons Line Departments | No | - | - | - | - |
| 1.7 | Driver | No | 1 | - | - | - |
|  | **Sub Total Stipend** | |  | **0.600** | **2.400** | **3.000** |
| **2** |
| 2.1 | Branded Computers | No | 3 | - | - | - |
| 2.2 | Printers | No | 1 | - | - | - |
| 2.3 | Furniture & Fixture | - | LS | - | - | - |
| 2.4 | Vehicle (1300 cc) | No | 1 | 1.5 | - | **1.50** |
| 2.5 | Vehicle registration & Transportation | No | 1 | 0.060 | - | **0.060** |
| 2.6 | POL | No | 1 | 0.050 | 0.200 | **0.250** |
| 2.7 | Repair of vehicle |  | LS | - | 0.050 | **0.050** |
|  | **Sub Total Operational Cost** | |  | **1.610** | **0.250** | **1.860** |
| **3** |
| 3.1 | Piloting Ideas | - | LS | 4.000 | 6.785 | **10.785** |
| 3.2 | Awards for Best ideas | - | LS | - | 0.100 | **0.100** |
| 3.3 | Orientation Training | - | LS | 0.020 | - | **0.020** |
| 3.4 | Refreshment |  | LS | 0.030 | 0.070 | **0.100** |
| 3.5 | Others | - | LS | 0.050 | 0.050 | **0.100** |
| 3.6 | Computer Stationery |  | LS | 0.010 | 0.025 | **0.035** |
| 3.7 | Advertisement/ Publicity | - | LS | 0.100 | 0.100 | **0.200** |
| 3.8 | Small scale research study | - | LS | 0.050 | 0.050 | **0.100** |
|  | **Sub Total Investment Cost** | |  | **4.260** | **7.180** | **11.440** |
|  | **Grand Total (1+2+3)** | |  | **6.470** | 9.830 | **16.300** |

**1st REVISED COST STATEMENT (2016 to 2019)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Object Head** | **Description** | **Unit** | **Salary Package per month** | **No** | **2016-17** | **2017-18** | **2018-19** | **Grand Total** |
| **A** | **Establishment Charges** | | | | | | | | |
| 1 | A011-A012 | Project Director (B-18) | No | 85000 | 1 | 0.51 | 1.02 | 1.07 | 2.601 |
| 2 | A011-A012 | Accounts Officer (BS-18) | No | 85000 | 1 | 0.51 | 1.02 | 1.07 | 2.601 |
| 3 | A011-A012 | Assistant Director (B-17) | No | 70000 | 1 | 0.42 | 0.84 | 0.88 | 2.142 |
| 4 | A011-A012 | Monitoring & Evaluation Officer (B-17) | No | 70000 | 1 | 0.42 | 0.84 | 0.88 | 2.142 |
| 5 | A011-A012 | Office / Accounts Assistant (BPS-16) | N0 | 35000 | 1 | 0.21 | 0.42 | 0.44 | 1.071 |
| 6 | A011-A012 | Computer Operator (BPS-16) | No | 35000 | 1 | 0.21 | 0.42 | 0.44 | 1.071 |
| 7 | A01277 | Internees | No | 25000 | 10 | 3.00 | 3.00 | 3.15 | 9.150 |
| 8 | A011-A012 | Naib Qasid | No | 15000 | 2 | 0.18 | 0.36 | 0.38 | 0.918 |
| 9 | A011-A012 | Driver | No | 15000 | 2 | 0.18 | 0.36 | 0.38 | 0.918 |
| 10 | A01227 | Project Allowance | No | LS | 5 | 0.90 | 1.80 | 1.80 | 4.500 |
| 11 | A01236, A01238 | Deputation Allowance / Additional Charge Allowance | No | LS | 5 | 0.70 | 1.20 | 1.20 | 3.100 |
| 12 | A04101 | Pension Contribution (CiviL) Federal Employees | No | LS | 1 | 0.11 | 0.84 | 0.84 | 1.788 |
| 13 | A01273 | Honoraria for Members of Search Committee @ Rs. 10,000/- per batch of proposals/ideas. | No | LS |  | 0.15 | 0.20 | 0.20 | 0.550 |
| 14 | A03805, A01273 | TA/DA and Honoraria for project positions | - | LS |  | 0.80 | 0.80 | 0.80 | 2.400 |
| **Sub-total Estab** | | |  |  |  | **8.30** | **13.12** | **13.53** | **34.952** |
| **B** | **Object Head** | **Physical Assets/Operational Charges** | | **Qty/ No** | |  |  |  |  |
| 1 | A09201 | Laptop | No | 3 | | 0.3 |  |  | 0.300 |
| 2 | A09201 A09301 | Computers + UPS |  | 3 | | 0.4 |  |  | 0.375 |
| 3 | A09301 | Printers (including one colour), Photostat and Fax Machine | No | 3,1 | | 0.4 |  |  | 0.400 |
| 4 | A09301 | Digital Camera + Exteran HDD + USB Flash Drives | No | (1,3,12) | | 0.07 |  |  | 0.070 |
| 5 | A09701 | Furniture & Fixture | - | LS | | 0.30 |  |  | 0.300 |
| 6 | A09501 | Vehicle (1000 cc) (Purchase of Transport) | No | 2 | | 2.55 |  |  | 2.550 |
| 7 | A03601 | Vehicle registration & Transportation | No | 2 | | 0.44 |  |  | 0.440 |
| 8 | A03603 | Vehicle Insurance | No | 2 | | 0.1 | 0.1 | 0.1 | 0.300 |
| 9 | A09601 | Split AC | No | 2 | | 0.20 |  |  | 0.200 |
| 10 | A09601 | Micro wave Oven | No | 1 | | 0.025 |  |  | 0.025 |
| 11 | A09601 | Water Dispenser | No | 1 | | 0.025 |  |  | 0.025 |
| 12 | A03202 | Telephone Charges | No | 2 | | 0.10 | 0.20 | 0.20 | 0.496 |
| 13 | A03807 A03809 | POL/CNG | No | 2 | | 0.4 | 0.5 | 0.5 | 1.400 |
| 14 | A13001 | Repair of vehicle |  | LS | |  | 0.15 | 0.15 | 0.300 |
| 15 | A03901 | Office Stationery /Computer Stationery |  | LS | | 0.10 | 0.10 | 0.11 | 0.313 |
| 16 | A01274 | Medical Charges |  | LS | | 0.1 | 0.1 | 0.1 | 0.300 |
| 17 | A03801/ A03903 | Orientation Training / Workshop |  | LS | | 0.2 | 0.4 | 0.4 | 1.000 |
| 18 | A03905 | Newspapers/Books & Periodicals |  | LS | | 0.01 | 0.010 | 0.010 | 0.030 |
| 19 | A03902 | Printing & Publication Charges |  | LS | | 0.30 | 0.4 | 0.1 | 0.800 |
| 20 | A03201/ A03205 | Postage/Courier Service |  | LS | | 0.05 | 0.06 | 0.06 | 0.170 |
| 21 | A13101 | Repair of Machinery |  | LS | |  | 0.05 | 0.1 | 0.150 |
| 22 | A06301 | Entertainment |  | LS | | 0.10 | 0.25 | 0.2 | 0.550 |
| 23 | A03907 | Advertisement/ Publicity | - | LS | | 0.20 | 0.2 | 0.2 | 0.600 |
| 24 | A03301 to A03303 | Utility charges |  | LS | | 0.60 | 1.2 | 1.2 | 3.000 |
| 25 | A03970 | Others | - | LS | | 0.30 | 0.3 | 0.3 | 0.900 |
| 26 | A03940 | Contingency/Unforeseen Expenditures |  | LS | | 0.20 | 0.25 | 0.25 | 0.700 |
| **Sub-total Assets/Operational** | | |  |  | | **7.441** | **4.2722** | **3.9812** | **15.694** |
| **C** | **Object Head** | **Investment/Interventions Cost** | | | | | | | |
| 1 | A021,A022, A03915 A03919 | Piloting Ideas. PC-Is formulation and feasibility studies | - | LS | | 259.854 | 372 | 372 | 1003.854 |
| 2 | A06103 | Awards for three Best ideas (1st Rs. 40,000, 2nd Rs. 35000, 3rd Rs. 25000). | No | 9 | | 0.1 | 0.1 | 0.1 | 0.300 |
| 3 | A03933 | Evaluator of Project proposals/ideas by a technical person other than Search Committee @ Rs. 5000 per proposal | No | 300 | | 0.5 | 0.5 | 0.5 | 1.500 |
| **Sub-total Investment/Interventions** | | |  |  | | **260.454** | **372.6** | **372.6** | **1005.654** |
| **Total (A+B+C)** | | |  |  | | **276.19** | **389.99** | **390.12** | **1056.300** |

**ANNEXURE-VII**

**Job Descriptions**

1. **Position: Project Director (BPS-18)**

**Eligibility:** MA/M.Sc. in social sciences or Management Sciences with five years’ experience in Govt/NGOs

**Age:** upto 45 years

**Job Descriptions:**

* Provide secretarial and technical leadership to the PII Cell.
* Coordinate with concerned Departments to ensure prompt implementation of project activities.
* Develop interface with development departments, academia, Pvt sector and technical/sector experts.
* Compile recommendations of Innovative Ideas Search/Technical Committee and present it to the PSC.
* Establish M&E mechanism.
* Design & impart Project Orientation Training Project staff and Focal Persons.

(On deputation/Market)

**Eligibility:** MA/M.Sc. in social sciences or Management Sciences with five years’ experience in Govt/NGOs

**Job Description:**

1. **Admin/Accounts Officer (BPS-17)**

* Prepare examine or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards.
* Develop implement, modify and document record keeping and accounting system making use of current computer technology.
* Master in MBA (Finance); or ACMA
* with 5-yearexperience, as Assistant Accounts Officer in Government sector, in preparation and maintenance of public sector accounting system.
* Should be fully cognizant with Government’s Procurement/Administrative Rules, Regulations &Procedures.
* Should have relevant administrative experience.
* Have proficiency in MS-Word, Excel (Spread Sheet) etc.
* Have familiarity with the PIFRA SAP system.

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1. **Position: Assistant Director (BPS-17)**

**Eligibility:** MA/M.Sc. in social sciences/IT/Computer Science with minimum 1.5 years’ experience in Govt projects.

**Age:** upto 45 years

**Job Description:**

* Support the DG SDU / Project Director in designing, monitoring and reporting system for the project.
* Assist in coordinating the activities of the PII Cell.
* Develop coordinating links with Line departments and academia.
* Help and make available the requisite information/ data for development of proposals.
* Assist in Monitoring & evaluation of project activities and proposals/concept papers.
* Support in organizing meetings/workshops/roundtables and develop proceedings papers.
* Assist in preparation of periodic progress reports and other required documents.
* Plan and organize work Programme.

1. **Position: Monitoring & Evaluation Officer (BPS-17)**

**Eligibility:** MA/M.Sc. in social or management sciences with minimum 1.5 years’ experience in Govt projects.

**Age:** upto 45 years

**Job Description:**

* Support the DG SDU/ Project Director in monitoring, evaluation and reporting system for the project.
* Assist in coordinating the activities of the PII Cell.
* Willingness to undertake regular field visits and interact with different stakeholders, especially primary stakeholders;
* Technical report writing skill and a high-level of computer literacy
* Monitors utilization of programme resources including equipment with the view to determining cost effectiveness
* Develop coordinating links with Line departments and academia.
* Conduct visits to monitor the physical progress/implementation of the ideas in the field.
* Assist in Monitoring & evaluation of project activities and proposals/concept papers.
* Assist in preparation of periodic progress reports and other required documents.
* Plan and organize work Programme.

1. **Office and Accounts Assistant (BPS-16)**

**Eligibility:** BA/B. Com. Preference will be given to those Government servants, who have already working experience of Government Projects.

**Age:** upto 40 years

**Job Description:**

* Assist the PD and AO in operational backstopping field projects by ensuring timely provision of suitable inputs such as equipment, stationary and other utilities required.
* Receive and transmit all faxes and keep record and the accounts/files of the projects records.
* Performed duties as a Cashier, maintained cash book and stock register.
* Maintain a schedule of planned meetings and attend to routine correspondence and
* administration functions especially in the absence of the officers
* Work with the relevant officers on arrangement of workshops/meetings materials.
* All other duties as assigned by the supervisor.

1. **Position: Computer Operator (BPS-16)**

**Eligibility:** BSc in Computer Science or BA with DIT

**Age:** upto 35 years

**Job Description:**

Entry of Project in MIS

Assist in compilation of reports.

Report generation by using Tele-farming MIS or any other software prescribed for the purpose

Updating Project Data

Any other task assigned by the competent authority

1. **Position: Internees**

**Eligibility:** MA/M.Sc. in social sciences/ Management Sciences/IT. Preference will be given to those who have already working experience of government projects or who have scored more than 90% marks or secured medal on distinction.

**Age:** upto 45 years

**Job Description:**

* Preparation of inception/feasibility study/ study report.
* Document system problems and resolutions for future reference.
* Report writing.
* Coordination with stakeholders.
* Other duties as assigned by relevant Department.

1. **Position: Focal Person** to be nominated by Line Departments

**Job Description:**

* Support in implementation of project.
* Maintenance of cashbook & accounts.
* Preparation of financial statements on monthly basis.
* Maintenance of accounts record for audit.
* Any other task assigned by the competent authority
* All other duties as assigned by the supervisor.

1. **Position: Junior Clerk (BPS-11)**

**Eligibility:** Intermediate having typing speed upto 30 wpm

**Age:** upto 35 years

**Job Description:**

* Must have relevant experience in similar job
* Sorting and handing out Post
* Photocopying and scanning documents
* Maintain filter record and dispatch rider.

1. **Position: Driver (BPS-06)**

Eligibility: Literate and must have LTV/HTV driving license preferably with 2 year experience as driver.

1. **Position: Naib Qasid (BPS-03)**

Eligibility: Literate and preferably with 2 year experience as Naib Qasid.

1. **Position: Sweeper (BPS-03)**

Eligibility: Literate.

1. Hulya Ulku, “R&D, Innovation, and Economic Growth: An Empirical Analysis”, IMF Working Paper WP/04/185 [↑](#footnote-ref-1)