

**Training Course
on
Project Appraisal and Formulation of Development Project
Proforma (DPP)
21-25 October 2018**

Course Guidelines



**National Agriculture Training Academy (NATA)
Ministry of Agriculture
www.nata.gov.bd**

Course Management

Course Adviser : Dr. Md. Abu Sayeed Miah
Director General (In-charge)
NATA, Gazipur

Course Coordinator : Dr. Md. Ataur Rahman Howlader
Director (In-charge, Admin)
NATA, Gazipur

Asst. Course Coordinator : Mst. Mushfiqua Hasneen Chowdhury
Senior Assistant Director
NATA, Gazipur

Asst. Course Coordinator : Lialatul Rokshana Lima
Senior Assistant Director
NATA, Gazipur

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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 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. Advice 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 Joydevpur Chandana Chowrasta 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 Mujibur Rahman Agricultural University (BSMRAU), Telecommunication College, and other government offices in Gazipur.

1.6 Facilities

1.6.1 Physical Facilities

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

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

1.6.2. Digital Computer cum Language Lab. and IT facilities

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

1.6.3 Recreational Facilities

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

1.6.4 Linkage with other Training Organizations

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

1.7 Evaluation

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

1.8 Sessions

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

Daily Schedule

Activities	Duration
1 st Session	09:15-10:15
2 nd Session	10:15-11:15
Tea Break	11:15-11:45
3 rd Session	11:45-12:45
Lunch & Prayer	12:45-02:00
4 th Session	02:00-03:00
5 th Session	03:00-04:00

1.9 Norms to be followed during the training

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

Course at a glance

This module is prepared for the Project planners, who looked at the dynamic challenges of planning in new projects. Although the module goes on to say that the above approach may still not be enough to ensure a successful outcome to prepare new projects, it is important to at least get to know these fundamental processes of formulation of a project. This module has four units and as complete course, these four units are intended to build awareness about stakeholders, problems, objective and planning on relevant issues. *Unit one* – Project Generation, this unit looks at how we clarify exactly what the project is all about and what it is to achieve. Through the use of SWOT, PESTE, stakeholder analysis, problem and objective tree that we define the project cycle along with the scope statement in a unique but powerful format. Along with this we examine the roles and responsibilities and the relationship between the project planning authorities, the sponsors and stakeholders. *Unit two* – Project Design is focused on the requirements for both the conceptual and the detailed design an overview of the format. It is here that the fundamental elements of Logical Framework (4x4) are brought to bear. We determine “what” is going to be created before figuring out “how” to create it and what, in the final outcome, will we measure to determine our level of success. *Unit three*–Financial and Economic Analysis, is designed to provide a common information requirement that project planners need to use of budget when preparing the project. The unit’s agenda focuses on discussion of the elements required to document that a project concept is viable, benefit, acceptance of any project, contributes significantly to sustainable development and is worthy of investment. *Unit four* –Procurement Method and Plan. In this unit we will show how to develop a procurement plan complete with task duration, choice procurement method, authorities, dependencies and time and budget schedule. The methodology used by project formats, preparing Annexure, Public Procurement Rules 2006 and Act 2008 with the priority of the limited resource to be the most effective method of project planning.

Course objectives:

1. To plan and design of the project.
2. To clarify and define a more precise and logical way the project objectives, results and activities, which are necessary for achieving sustainable project benefits and impact by making apparent the mutual linkages.
3. To judge and clarify financial and economic analysis .
4. To know procurement methods, plan rules and regulations.

Target population : officers of different organizations under Ministry of Agriculture.

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

TRAINING SCHEDULE

Course Title: Project Appraisal and Formulation of Development Project Proforma (DPP)











21/10/2018 Day 01 : Project Generation		
Training day	Planned sessions and Topics	Lecturer/Facilitator
08:30-09:00	Registration	Course Coordinator
09:00-09:30	Inaugural session	Course Coordinator and Faculty Member
09:30-10:30	Project Cycle: Situation analysis with SWOT, PESTE	Md. Hasan Tarik Director (Research and Publication) National Academy for Planning and Development (NAPD) Mobile: 01715327817 Email: dir.research@napd.gov.bd; hasan27tarik@gmail.com
10:30-10:55	Tea Break	
11:00-12:00	Project Generation: Stakeholder Analysis	Md. Hasan Tarik Director (Research and Publication)
12:05-01:05	Project Generation : Problem Tree	Md. Hasan Tarik Director (Research and Publication)
01:05-2:20	Lunch and prayer	
02:20-03:20	Project Generation : Objective Tree	Md. Hasan Tarik Director (Research and Publication)
03:25-04:25	Characteristics of good project objectives (SMART)	Md. Hasan Tarik Director (Research and Publication)
04:25-04:45	Tea	
22/10/2018 02: Project Design		
09:30-10:30	Project Designing with Logical Framework (4x4): Inputs, Activities, Outputs	A. M. M. Nasihul Kamal, Additional Director General, NAPD, Phone: 01716263200
10:30-10:55	Tea Break	
11:00-12:00	Project Designing with Logical Framework: (4x4): OVI, MOV, Risk, Assumption	A. M. M. Nasihul Kamal, Additional Director General, NAPD,
12:05-01:05	Logical framework in project planning (exercise)	A. M. M. Nasihul Kamal, Additional Director General, NAPD,
01:05-2:20	Lunch and prayer	
02:20-03:20	Logical framework in project planning (exercise)	A. M. M. Nasihul Kamal, Additional Director General, NAPD,
03:25-04:25	Explanation of Development Project Proforma (DPP)	Dr. Md. Ataur Rahman Howlader Director (Admin), NATA
04:25-04:45	Tea	

23/10/2018 Day 03: Financial & Economic Analysis		
09:30-10:30	Preparation of Project: Mode of Financing	Md. Abdul Khaleque Asst. Professor Dept. of Development Studies University of Dhaka 01717437121 khalequedu02@gmail.com
10:30-10:55	Tea Break	
11:00-12:00	Financial and Economic Analysis: NPV, BCR, IRR	Md. Abdul Khaleque Asst. Professor
12:05-01:05	Financial and Economic Analysis: NPV, BCR, IRR	Md. Abdul Khaleque Asst. Professor
01:05-02:20	Lunch and prayer	
02:20-03:20	Financial and Economic Analysis: NPV, BCR, IRR	Md. Abdul Khaleque Asst. Professor
03:25-04:25	Explanation of Development Project Proforma (DPP)	Dr. Md. Ataur Rahman Howlader Director (Admin), NATA
04:25-04:45	Tea	
24/10/2018 Day:04: Procurement Method		
09:30-10:30	Key features of PPA 2006 & PPR 2008	Dr. Md. Moniruzzaman General Manager (Admin.) Dhaka Mass Rapid Transit Development Project, Ministry of Road Transport and Bridge, Mob. 01749228007 monir65@gmail.com
10:30-10:55	Tea Break	
11:00-12:00	Procurement Methods	Dr. Md. Moniruzzaman General Manager (Admi.)
12:05-01:05	Procurement Process in different Methods	Dr. Md. Moniruzzaman General Manager (Admi.)
01:05-02:20	Lunch and prayer	
02:20-03:20	Roles and responsibilities of PE choosing Procurement method (Lot, Package)	Dr. Md. Moniruzzaman General Manager (Admi.)
03:25-04:25	Project Management Set up: PIC, PSC, E & M Committee	Dr. Md. Ataur Rahman Howlader Director (Admin), NATA
04:25-04:45	Tea	
25/10/2018 Day 05: DPP Preparation and Approval		
09:30-10:30	Preparation of DPP : Year wise Financial Physical Plan : Annexure- IV & V	Dr. Md. Ataur Rahman Howlader Director (Admin), NATA
10:30-10:55	Tea Break	
11:00-12:00	Preparation of DPP : Year wise Financial Physical Plan : Annexure- IV & V- Exercise	Dr. Md. Ataur Rahman Howlader Director (Admin), NATA
12:05-01:05	Procurement Plan: Annexure III	Md. Tahajul Islam Senior Assistant Director, NATA
01:05-02:20	Lunch and prayer	
02:20-03:20	Procurement Plan: Annexure III-Exercise	Md. Tahajul Islam Senior Assistant Director, NATA
03:25-04:25	Project Approval Procedure	Dr. Md. Ataur Rahman Howlader Director (Admin), NATA
04:25-04:45	Closing	Course Coordinator and Faculty Member

List of Resource Speaker

SL No.	Name	Designation	Organization	Mobile No. and e-mail
1	Md. Hasan Tarik	Director (Research and Publication)	National Academy for Planning and Development (NAPD)	Mobile: 01715327817 e-mail: dir.research@napd.gov.bd; hasan27tarik@gmail.com
2	A. M. M. Nasihul Kamal, , NAPD,	Additional Director General	National Academy for Planning and Development (NAPD)	01716263200
3	Md. Abdul Khaleque	Asst. Professor	Dept. of Development Studies University of Dhaka	01717437121 khalequedu02@gmail.com
4	Dr. Md. Ataur Rahman Howlader	Director (Admin)	National Agriculture Training Academy (NATA), Gazipur	01814-301360 ataurdae87@gmail.com
5	Tahazul Islam	Senior Assistant Director	National Agriculture Training Academy (NATA), Gazipur	01717-287940 tahazul@yahoo.com

NATA FACULTY MEMBERS

Photo	Name & Designation	Phone/Cell/ E-mail
	Dr. Md. Abu Sayeed Miah Director General (In-charge)	01712-024623 sayeedplp@gmail.com
	Dr. Ataur Rahman Howlader Director (In-charge, Admin)	02-9263143 01814-301360 ataurdae87@gmail.com
	Md. Jakir Hossain Deputy Director (Genetics & Plant Breeding)	01715-797920 hzakir104@gmail.com
	Dr. Md. Shariful Islam Deputy Director (Agronomy)	01743-051115 mshariful60@yahoo.com
	Dr. Md. Delwar Hossain Mazumder Deputy Director (Agril. Ext. & Rural Economy)	01552-426576 01815-597304 dhossain1960@yahoo.com
	Ranjit Kumar Pal Deputy Director (Agril. Machinery & Water Management)	01818-600706 ranjitrkpbd@gmail.com
	Md. Mahmud Hasan Deputy Director (Horticulture)	01817-066613 mahamudhassandae@gmail.com
	Md. Jamal Uddin Deputy Director (Entomology)	01718-214607 jamaluddin6257@yahoo.com
	Anowara Akhter Deputy Director (Environment & Agroforestry)	01918-023360 anowaraakhter@yahoo.com
	Mahmudul Hasan Project Director	01715-101818 hasandae@yahoo.com

	Dr.Md. Eklas Uddin Deputy Director (Planning and Publication)	01716-257354 akhlas.uddin@yahoo.com
	Dr. Md. Mayen Uddin Deputy Director (Food Technology)	01711-969688 mayen.dae85@yahoo.com
	Dr. Md. Sayedur Rahman Deputy Director (Admin & Support Service)	02-49261075 01552-495564 sayedur.63@gmail.com
	Dr. Md. Golam Mostafa Senior Assistant Director (Environment & Agroforestry)	01814-849190 mazed13th.dae@gmail.com
	Dr. Md. Abdul Mazed Senior Assistant Director (Horticulture Crop Pest)	01712-803348 kdbmostafa@gmail.com
	Khabirun Nahar Senior Assistant Director (Pulse & Oil Crops)	01733-995286 naharkhabirun@yahoo.com
	Mst. Mushfiqua Hasneen Chowdhury Senior Assistant Director (Soil Physics)	01716-972977 mushfiqua21@yahoo.com
	Abul Kalam Azad Senior Assistant Director (Farm Machinery and Water Management)	01940-652412 azadipm@gmail.com
	Jharna Begum Senior Assistant Director (Field Crop Pest)	01716-227489 jharna.kahaloo@gmail.com
	A.K.M. Amdadul Hoque Senior Assistant Director (Horticulture Crop Disease)	01720-364979 amdadhoque74@gmail.com
	Md. Eskandar Hossain Senior Assistant Director (Vegetables & Spices)	01938-615225 eskandarhossain@yahoo.com
	Nilufa Aktar Senior Assistant Director (Food Processing Technology)	01719-174775 nilufaa@yahoo.com

	Mist. Sharmin Akhter SAD (Horticulture Crop Pest)	01711-736571 slaboni1980@gmail.com
	Tahazul Islam Senior Assistant Director (Cereal & Cash Crop)	01717-287940 tahazul@yahoo.com
	Sharmin Jui SAD (Biotechnology)	01670-709313 shrmn_jui@yahoo.com
	Mst. Irin Parvin Senior Assistant Director (Field Crop Diseases)	01727-249448 irin.dae28@gmail.com
	Muhammad Shahadat Hossain Siddiquee Senior Assistant Director (Agriculture Economics)	01753-896598 muhammadsiddiquee@gmail.com
	Hafsha Khatun SAD (Genetics & Plant breeding)	01721-670789 hafshahappy@yahoo.com
	Most. Nurnahar Senior Assistant Director (Flower & Fruit)	01712-672804 nrda2011@gmail.com
	Md. Anowarul Islam Juwel Senior Assistant Director (Agriculture extension)	01710-586075 juwelbau@gmail.com
	Lialatul Rokhsana Lima Senior Assistant Director (Soil Chemistry & Microbiology)	01714-612029 lima1.geb@gmail.com