

How to Draft Project Proposal

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ADB Program and Project Cycle

FREQUENTLY USED ACRONYMS

ADTA	–	advisory technical assistance
ADBBO	–	ADB business opportunities
ADF	–	asian development fund
CPM	–	country programming mission
CSC	–	consultants selection committee
CSP	–	country strategy and program
DMC	–	developing member country
ETSW	–	economic/thematic/sector work
JSF	–	japan special fund
JFPR	–	japan fund for poverty reduction
JFICT	–	japan fund for information and communication technology
MRM	–	management review meeting
NLPS	–	nonlending products and services
NPRS	–	for poverty reduction
OCR	–	ordinary capital resources
PAI	–	project administration instruction
PAM	–	project administration memorandum
PAU	–	project administration unit
PPTA	–	project/program preparatory technical assistance
PRF	–	poverty reduction fund
RETA	–	regional technical assistance
RRP	–	report and recommendation of the President
SRC	–	staff review committee
TA	–	technical assistance
TASF	–	technical assistance special fund
TOR	–	terms of reference

Overall View of ADB Assistance

Types of ADB Assistance

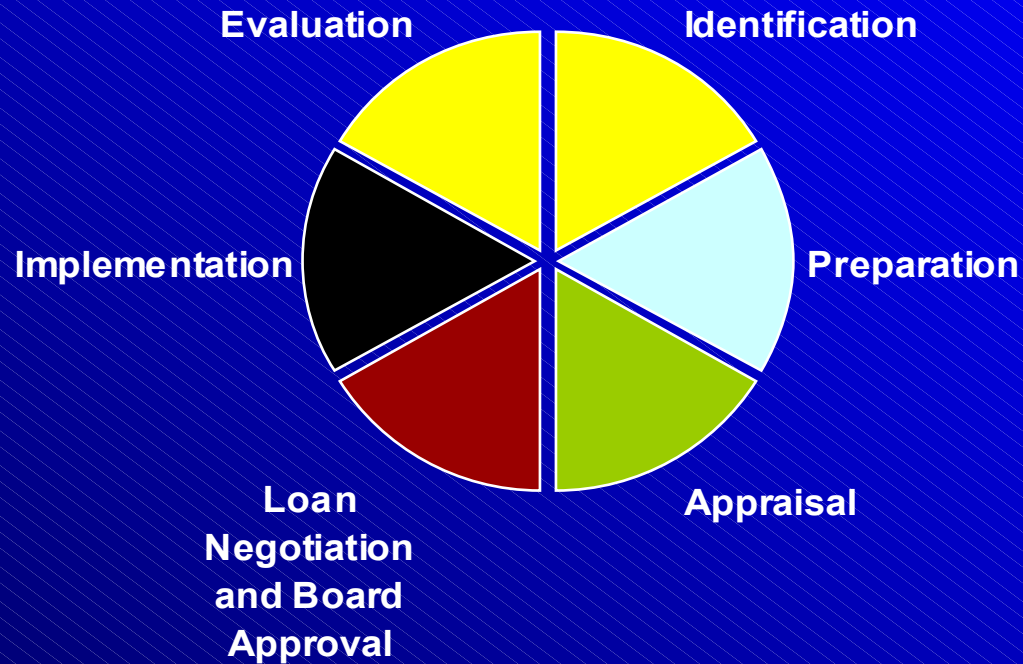
- Loans (Project loans, Program loan, Sector Developments loans)
- Equity Investments
- Technical Assistance Grants (PPTA, ADTA, RETA)

Overall View of ADB Assistance

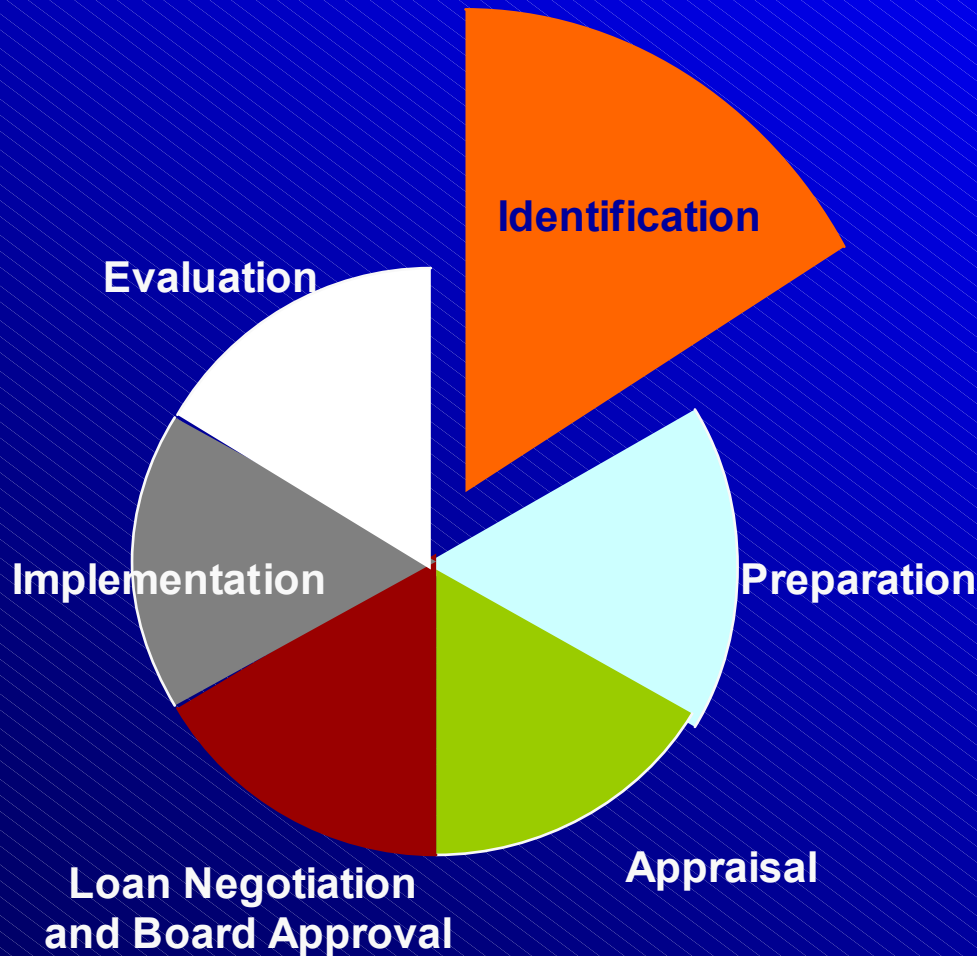
Source of Funds

- Loans: OCR and ADF
- TAs: TASF, JSF, and others (JFPR, JFICT, NPRS, and PRF)

Six Major Stages

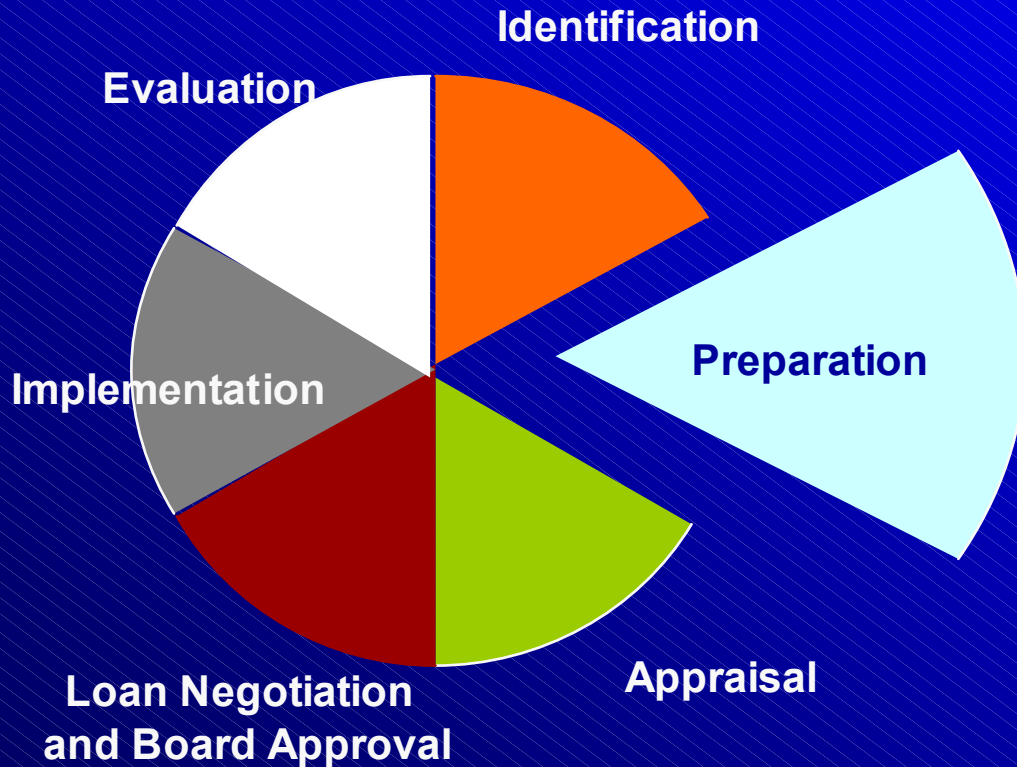


The Project Cycle



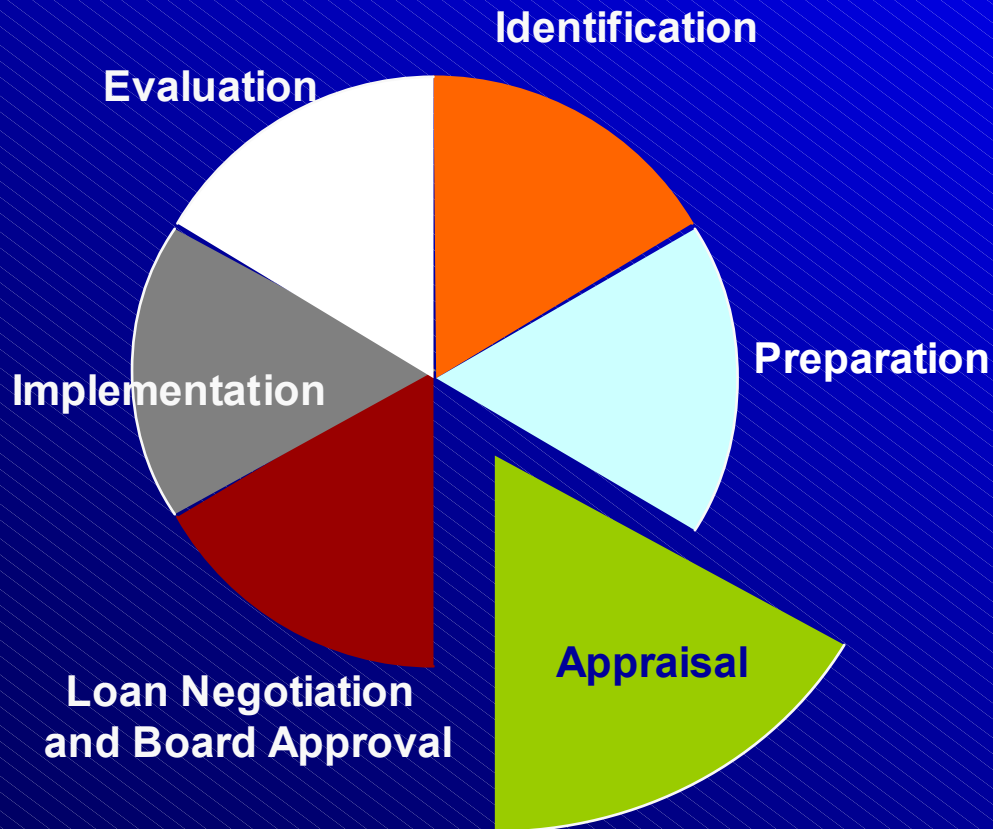
The Country Strategy and Program (CSP) defines the country's development objectives and a pipeline of projects. The project concept paper states the purpose and rationale of the project and seeks approval to proceed with the PPTA (project preparatory technical assistance).

The Project Cycle



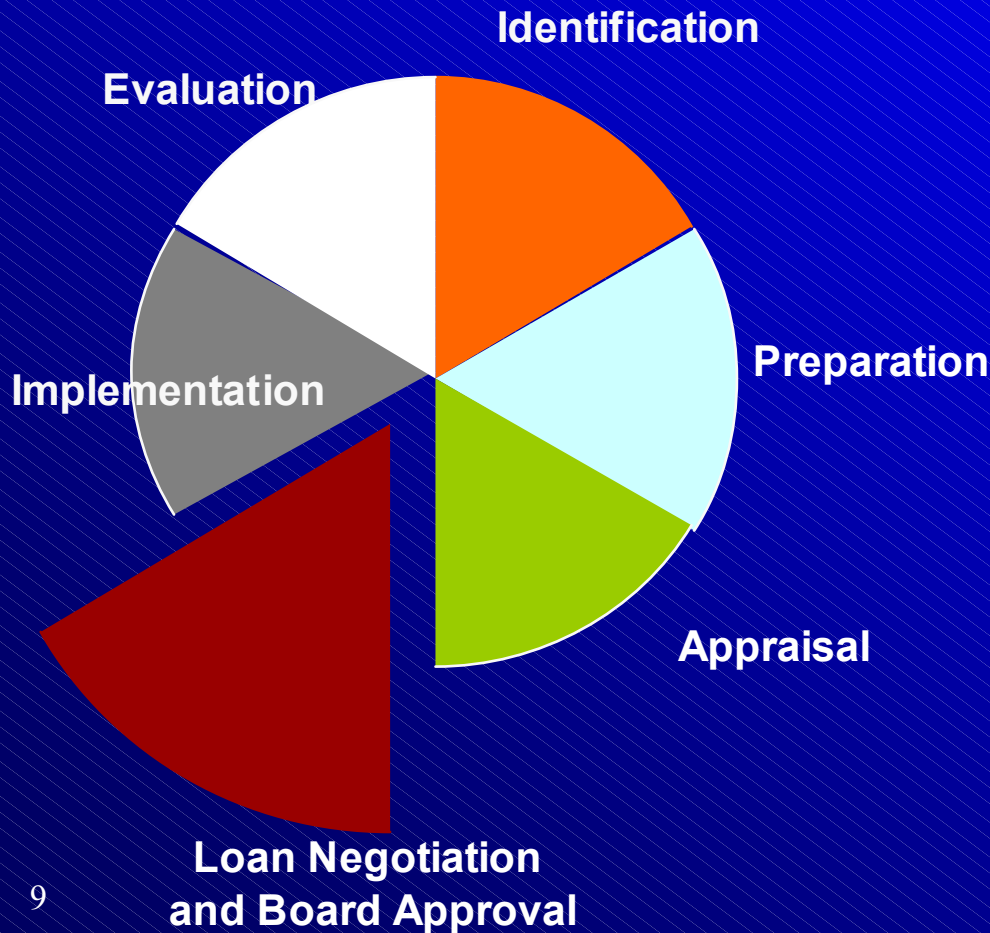
The project must be designed in detail, with steps including PPTA fact finding, PPTA Inception PPTA mid-term workshop, and finalization of the PPTA. All beneficiaries are encouraged to have input into the design and indicators are selected to measure project effectiveness

The Project Cycle



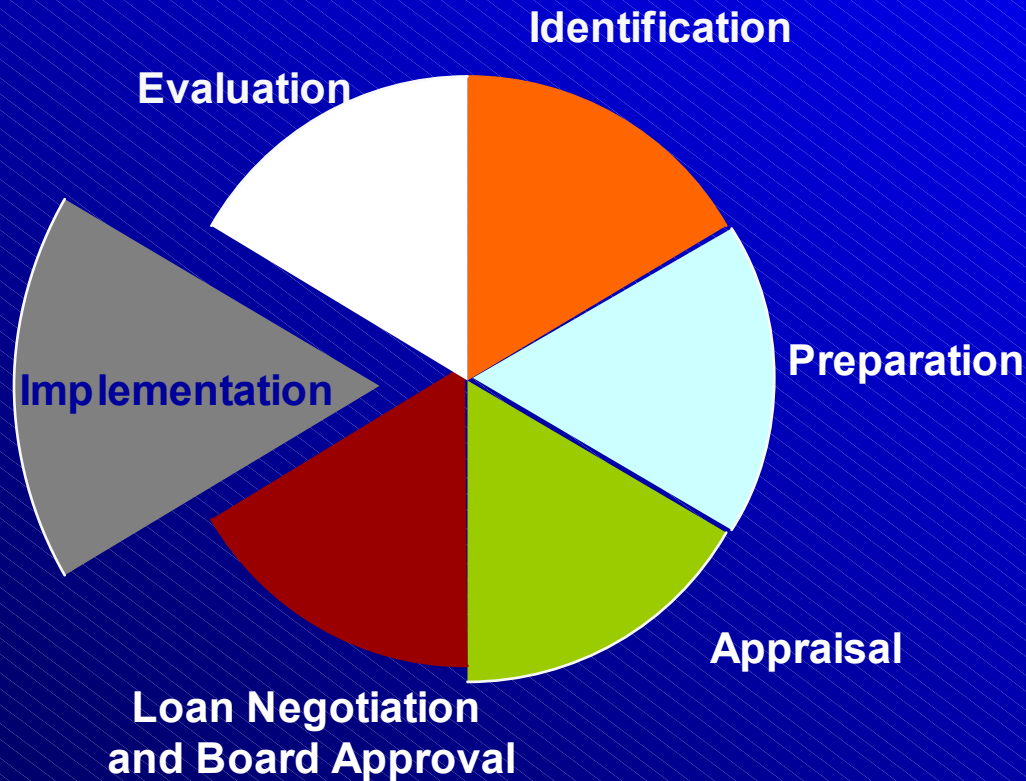
A management review meeting and appraisal mission provide the basis for interdepartmental review and set the stage for loan negotiations and board consideration

The Project Cycle



After project appraisal, Negotiations are conducted Between ADB and DMC Governments. An RRP is prepared for Board consideration and approval.

The Project Cycle

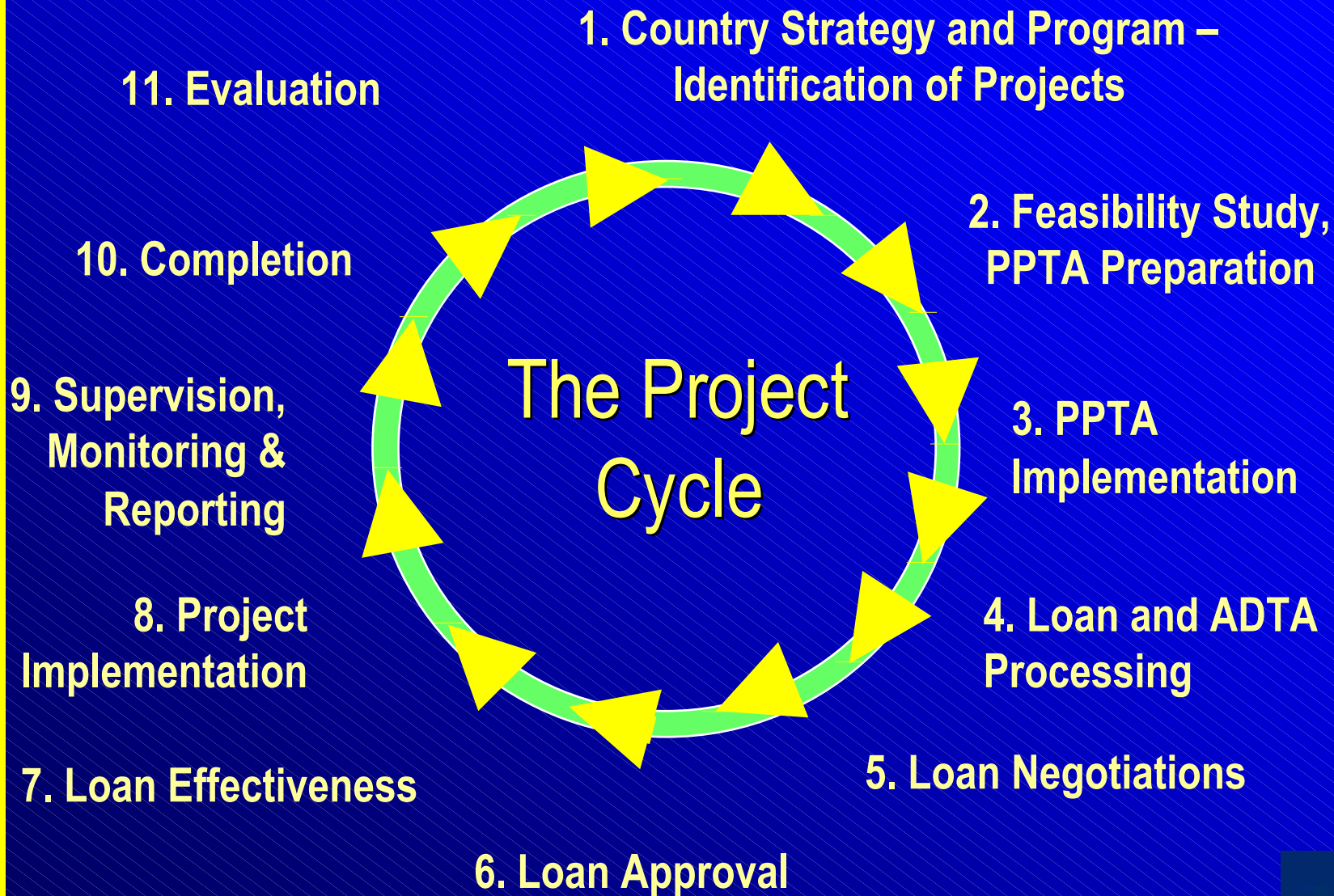


Project Administration Memorandum (PAM) is prepared with detailed implementation Arrangements. The project is Implemented in accordance with the Project Administration Instructions (PAI).

The Project Cycle



All projects are evaluated, with results fed back into operations for improvements in future project designs.



ADB's Project Cycle

Project Cycle

Key Activities

Documents

Identification

- Country Strategy and Policy
- Project Identification

Project Concept Paper

PPTA Fact Finding

- Design of Project Preparatory Technical Assistance
- PPTA Approval

PPTA Paper

Preliminary Design

PPTA Inception

- Inception workshop (Detailed TOR agreed)

PPTA Mid Term

- In-depth project analysis
- Mid-term workshop
- Engineering Design, Cost estimates, Financing Plan, Implementation Arrangements, etc

Feasibility Study (Progress) Report

PPTA Final

- Final Tripartite Workshop

Feasibility Study (Final) Report

Appraisal

- Management Review Meeting
- Loan Appraisal Mission
- Loan Negotiations
- Board Approval

Project Proposal for Board Approval

Start-Up

- Project Management Consultants

PAM

Implement

Detailed Design

- Quarterly Progress Reports

PPR

Monitor

Completion

- Completion of project

PCR
PPAR

Evaluation



Approaches to an E-community Center Project

Types of Investment

- Commercial initiatives by enterprises or communities
- Social initiatives by NGOs or CBOs
- Government initiatives

Approaches to an E-community Center Project

Types of Services

- E-government
- Education
- Communication
- Agricultural services
- Entertainment
- Health services
- Other community/religious services

Operational Challenges

- High Initial Cost
- Severe Infrastructural Obstacles
- Dependency on Good Operators
- Sensitive to Location and Population Density
- No Single Killer Applications

Technology Needs

- Power Management
- Connectivity
- Rugged Hardware
- Language Localization

Recommendations

- Local Participation
- Community Ownership
- Establish Effective Operations and Maintenance System

Performance Matrix

Capacity Measures		Impact Measures	
Organizational	Operational	Strategic Goals	Mission
	Process	User Information	Educational Background
<p>Hardware</p> <ul style="list-style-type: none"> •Computers processors speed •Terminals •Printers •Copiers •Other equipment •Age of equipment <p>Software</p> <ul style="list-style-type: none"> •Programs: Types and Age of Programs <p>Telecom</p> <ul style="list-style-type: none"> •Bandwith capacity Types of links <p>Expertise</p> <ul style="list-style-type: none"> •Technical help availability • Application help <p>Financial</p> <ul style="list-style-type: none"> •Rev enues from grants •Rev enues from fees and ads •Operating self-sufficient •Internal rate if return 	<ul style="list-style-type: none"> •Uptime •Response time •Local language coverage •% of local population with access •Access to information providers •Av ailable hours •Capacity utilization •System, power, and telecom reliability <p>Services Offered</p> <ul style="list-style-type: none"> •Services scope •Different class and class hours offered •Online and offline classes •Community links <p>Intranets</p>	<ul style="list-style-type: none"> •Size of user community •% of target population using •% of local population using •New and repeat users <p>Activity Information</p> <ul style="list-style-type: none"> •Average time online and offline use •People taking classes •Sites visited per user •Look-ups per site •Online transactions •Time system used •Health consultations •Government correspondence •Software package usage •Other equipment usage 	<ul style="list-style-type: none"> •IT literacy •General literacy •Increase school capacity •Access to information •Social Development •Healthier population •Community building and safety •Reduced mortality •Economic development •Farm productivity •Employment •Reduced transaction costs •Reduced poverty •Wealth creation



Outline of a Simplified Project Proposal

I. Introduction

II. Proposed Project

- Objective and Scope
- Cost Estimates and Financing Plan
- Implementation Arrangements
- Implementation Schedule
- Technical and Economic Justifications
- Project Framework (Appendix)

Sample Project Proposal

Project Name:

Community Information Services for the Poor

Borrower:

Democratic Socialist Republic of Sri Lanka

Objective and Scope

- Create opportunities for the poor by providing vital information
- Pilot community information networks in two districts
- Examine ground for services
- Provisions of case studies how services can effectively reach poor and disabled

Project Introduction

Three main components:

- Establishment of two community information networks
- Capacity building
- Provision of information services

Cost and Financing Plan

Total Cost: \$1.1 million

Poverty Reduction

Cooperation Fund: \$800,000

Cofinancing: \$100,000

Government's contribution: \$200,000

Cost and Financing Plan

Item	Foreign Exchange	Local Currency	Total Cost
A. Asian Development Bank			
1. Consultants			
a. Remuneration and Per Diem	0.0	250.0	250.0
b. Local Travel	0.0	30.0	30.0
c. Reports and Newsletter	0.0	30.0	30.0
2. Equipment	130.0	20.0	150.0
3. Training and Workshops	0.0	20.0	20.0
4. Case Studies and Researches	20.0	10.0	30.0
5. Motor Cyc. And Vehicle Rent	30.0	10.0	40.0
6. Misc. Administration	0.0	130.0	130.0
7. Representative for Contract	10.0	0.0	10.0
8. Contingencies	47.0	63.0	110.0
Subtotal A	237.0	563.0	800.0
B. Cofinancing			
1. Consultants	30.0	0.0	30.0
2. Equipment and Software	20.0	0.0	20.0
3. Training of Villagers	0.0	50.0	50.0
Subtotal B	50.0	50.0	100.0
C. Government Financing			
1. Office. Acc. And Transport	0.0	100.0	100.0
2. Remuneration and Per Diem	0.0	60.0	60.0
Others	0.0	40.0	40.0
Subtotal C	0.0	200.0	200.0
Total	287.0	813.0	1,100.0

Implementation Arrangements

- Executing Agency: Ministry of School Education
- Establishment of Two Steering Committees in each district to guide Ministry of School Education and the project team

Implementation Schedule

Duration of the Project

Starting Date: October 2003

Completion Date: January 2005

Risks

- Community participation in the Project.
- Collection and dissemination of relevant information to the community.
- Sustainability of the Project.

Project Framework

Design Summary	Performance Indicators/Targets	Monitoring Mechanisms	Assumptions and Risks
<p>Goal: The long-term goal of the TA is to create opportunities for the poor to participate in economic growth by providing vital information</p>	<p>At least 2,000 poor and disabled people will benefit from information services using modern technology by the end of TA period.</p> <p>Income of the poor will increase about 15% by the end of the TA.</p>	<p>Consultant's reports.</p> <p>Case study reports.</p> <p>Project survey reports.</p>	<p>All the stakeholders agree to collaborate in establishing and operating the community information network.</p>
<p>Purpose: To provide information services to community people, including the poor and disabled.</p>	<p>About 2,000 poor people will be directly benefited under the TA in addition to 20,000 community people.</p>	<p>Network roster.</p> <p>Newsletters published.</p> <p>Post project survey.</p>	<p>Collected and disseminated information in relevant to the needs of the community people, especially the poor.</p>
<p>Outputs :Two community information centers.</p>	<p>News will be distributed daily.</p>	<p>Information service logbook.</p>	<p>Key stakeholders agree to participate in the community information network actively.</p>
<p>Activities: Forming a network</p>	<p>Daily information services.</p>	<p>Consultant's reports.</p>	<p>Dedicated staff to serve the community</p>
<p>Inputs: Consultants.</p>	<p>Local Consultants</p>	<p>Consultant's reports.</p>	<p>Qualified consultants selected.</p>