**National Agricultural Technology Program-Phase II Project (NATP-2)**

**Agricultural Innovation Fund:**

**Operational Guidelines for AIF-2 Management**

1. **Background**

Agriculture is one of the main drivers of Bangladesh economy. It is transforming gradually from subsistence to commercial agriculture. To move forward the process, technology diffusion and adoption need to be accelerated. NATP-2 has wide-ranging support provision for CIGs, POs and agricultural business enterprises to promote agricultural technology through competitive matching grants. The Agricultural Innovation Fund (AIF) or matching grants system is aligned with innovative agricultural activities providing competitive grants to eligible subproject proposals to be implemented by beneficiaries groups in the project areas. In recent past, AIF or matching grants has been introduced elsewhere to compensate for the absence of suitable terms and investment finance for the small and marginal farming community in diversifying agricultural production, post harvest management and value chains development. AIF based support can stimulate savings activities and investment of fund for asset development and will promote group cohesiveness and sustainability. However, sharing and using of grants entails substantial risks or threats if the investment process is not rightly planned. Such negative occurrence can affect on grant-seeking behaviour of fund users consequently project objectives can poorly be attained. In contrast, innovation fund or matching grants can deliver amazing profits if the subproject is strongly designed and managed with clear rationale and economic justification in the context of Bangladesh agricultural development. Despite little evidence on the success or failure on the use of matching grants, NATP-2 has made provision to introduce matching grants for CIG and rural entrepreneur. This grant provision has been made to (i) strengthen the capacity of CIG and to decentralize extension approach to establish local need based production planning and (ii) promote existing and newly mobilized CIGs & POs to establish strong linkages with the markets facilities. For better planning and management of AIF-2 matching grants a manual with guidelines will help in the easy management of the grant. This manual will provide practical notes to CIGs, POs, managers and reviewers on: identification of scope for matching grants, procedures for subproject designing, management of matching grants.

1. **Purpose of Agricultural Innovation Fund (AIF)**

The AIF is the core pillar of NATP-2’s scale-up strategy. AIF-2 is the main source of direct funding for technology transfer and market access facilitation. It builds on the experience of NATP-1 by seeking to provide competitive matching grant system for farmers and rural entrepreneurs in the project areas. AIF-2 will contribute by providing grants to: (i) facilitate smallholder farmers’ participation in markets and for (ii) easy adoption of the technologies by farmers.

The AIF-2 is non reimbursable matching grants to the project beneficiaries for extension and market access. The AIF based grants will be innovative and contributory to the social and economic development, preferably to smallholder (small, marginal, landless, tenant categories) farmers mobilized as CIGs and POs. It will provide resources to CIGs for innovative ventures to develop value added products with new business models and access to advanced markets. The AIF will support to CIGs/POs farm activities and rural entrepreneurs for improving agriculture more to commercialization.

1. **Purpose of this Manual**

The Provision of Agricultural Innovation Fund has been made to support rural producers group. These funds will be utilized for creating platforms for innovative activity by providing incentives to the CIGs or POs on a competitive basis. Guidelines and operation procedures of AIF-2 matching grants are presented in this manual to support: (i) matching grants to the eligible CIGs for adoption of the technologies. and (ii) matching grants for eligible POs and farming community at their maturity level for market opportunity. This manual has been prepared for the purpose of efficient and transparent management of matching grants under NATP-2.

This manual provides:

* eligibility criteria of CIG and approval procedures for subproject proposals;
* guidelines to the users and stakeholders on the relevant accounting policies, budgeting, accounting and reporting requirements for AIF-2 fund management;
* instructions to the CIGs regarding identification of demand-led thematic areas for subproject preparation appropriate to extension activities;
* process for facilitation of AIF-2 window management more transparently and efficiently;
1. **Basic Principles of AIF-2**

Matching grants will be subproject based activities to support smallholders’ adoption of the technologies. In order to maintain accountability and transparency following key principles are made to follow in supplementing the investment capital of CIG beneficiaries’ subproject through AIF-2 funding window. AIF-2 grants will be managed by PIUs of the line departments (DAE, DOF and DLS) to which recipients are directly linked with the project activities in the project areas.

* The AIF-2 will be applicable for program upazilas of NATP-2 (107 NATP-1) and new- 163 upazilas NATP-2) to support some of the funding requirements of CIG activities implementation;
* Value of the grants for subproject proposal will be small to medium, and well performing CIGs or POs are eligible for the grant;
* Out of the total value of subproject proposals AIF-2 will provide 70% as matching grants and beneficiaries (CIG/POs) will provide 30% as contribution to subproject;
* Matching grants will be provided to those proposals/subprojects that will generate increased production and income over time and lead to self-sustainable production and marketing system;
* Grants will be complimentary and partial over cash contribution of recipients’ CIG or POs;
* Operating, maintenance and other recurrent expenditure (such as: fertilizers cost, seed cost, partial cost for demonstration or extension, labour cost, vehicle, computers, travel cost, etc) will not be allowed from matching grants under AIF-2;

* Grant amount will be released in instalments or stages (maximum ---- instalments) after field appraisal of performance against agreed milestone and subject to the spending in fully by the recipients;
* Grants will not be considered for the subprojects proposals those are falling under negative listing from the perspective of social and environment safeguards and not conforming to environmental and social safeguards screening;

***Funding value:*** Only selected sub project proposals will be funded under AIF-2 matching grants. Each recipient CIG will get maximum BDT 3.875 lakh per proposal from AIF-2 grants; and the recipient contribution must be 30 percent in cash.

***Target:*** A total of minimum of 1320 crop CIGs, 740 fisheries CIGs and 940 livestock CIGs will be supported through AIF-2 grants (total minimum of 3000 CIGs).

 ***Possible areas of funding under AIF-2:*** AIF-2 window will provide basic facilities to fulfil some of the needs of CIGs in propagating extension activities those were not addressed during NATP-1. To that consideration, emphasis has been given on: (i) adoption of costlier and readily available technologies; (ii) promotes field level mechanization, (iii) agricultural commercialization, (iv) adoption of post harvest technologies, etc. Some of the prospective areas, but not limited to; will be considered for financing well performing CIGs and POs under the AIF-2 window are given in table-1 below, as an example. However, CIG may explore any other activities and avenues of economic importance for matching grants support complementary to NATP-2 objectives.

 **Table 1: Scope for selection of funding areas under AIF-2 for scaling-up NATP-2 activities**

|  |  |  |
| --- | --- | --- |
|  | **Technological areas** | **Production subsectors** |
| **#** | **Crops** | **Fisheries** | **Livestock** |
| 1 | Commercialization of innovative technologies | * construction of drying floor for rice/aromatic rice/other commodities
* Net house establishment for summer tomato and quality seedling raising for high value crops
* Construction of sorting grading house/facilities
* Commercial honey culture/apiculture (honey culture box)
* Storage facilities
* Establishment of banana ripening house
 | * Fish culture in haor basin through community approach
* Cage/pen system based aquaculture in larger open waters
* Restoration of fisheries habitat and establishment of fish sanctuaries for production enhancement
 | * Duck raising in water-logged and saline regions
* Promoting saline tolerant and submerge fodder production
*
 |
| 2 | Field level mechanization | * Tillage equipment
* Reaper
* Thresher machine for post harvest loss minimization
* Weed control equipment
* Establishment of irrigation facilities (buried pipe, sprinkler, irrigation, LLP, fogging machine)
* Fertilizer applicator
* Oil expeller by CIGs
* Dryer
* Sprayer
* Van/vehicle
 | * Pellet machine/ice plant and ice crashing machine
* Paddle wheeler/aerator
* Fishing net
* Water testing kit
* Water pump
* Hatchery development/ nursery establishment for quality fingerling production
* Mechanization of pond/

Gher fisheries development in brackish water system  | * Biogas plants establishment for animal waste management
* Grass cutting machine
* Milk processor
* Cream separator
* Milking machine
* Milk pasteurization machineries
 |
| 3  | Post harvest technology | * Seed processing and grading machine
* Seed processing and preservation
* Storage facilities development
 | * Styrofoam box
* Carrying van/vehicle with Styrofoam box and carrying tank
*
 |  |
| 4 | Agribusinesses development | * Vegetable chopping machine
* Rapping machine
* Juice extraction machine
* Solar dryer
*
 | * Fish Processing
* Fish feed preparation
 | *
*
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CIGs and POs should propose/include those equipments for which spare parts are readily available.

1. **Design process and selection procedures of subprojects**
* The provision of AIF-2 as grants has been made for the qualified subproject proposals. Subprojects should be prepared by illegible CIGs and POs to be implemented common interest Groups and producers organization (CIGs or POs). The funding windows are fully associated with the technology adoption, diffusion and market linkages development. The CIGs (or POs) of NATP-1 and 2 will fund through matching grants on aspect related to technology adoption, extension and asset development.
* Matching grants for CIG farmers (or PO entrepreneurs) in the project areas will be proposal based. It will be awarded on the basis of merit of the proposal/s through competitive process. Subproject proposals should focus on adoption of innovative technologies for promotion of high value crop production, seed processing & preservation, assets development, particularly farm equipment and machineries for production and post production purposes of crop, livestock, fisheries, high value commodities.

* Well performing CIGs (or POs), officially registered and maintaining bank account in the name of the CIG with a financing institution are eligible to receive one-time catalytic funding for investment in productive purposes that will enhance skill, efficiency and productivity in farming.
* Operating cost, agricultural inputs or other consumable goods has to be borne from the recipient’s contribution. Subproject proposals for matching grants will be processed and allocated on the basis of the following gradual procedures:

* ***Invitation for subproject proposals*:** Project Implementation Units (PIU) of NATP-2 will arrange mass scale circulation to inform CIG farmers and POs on the scope of matching grants through notification and mass contact and Web based advertisement. PIUs (DAE, DOF and DLS) will inform the project upazila offices or FIACs to call for subproject proposals from the CIGs and local entrepreneurs within the thrust areas by an open publicity through notification, postering, and mass contact with the farming community especially with Common Interest Groups (CIG).
* ***Mass publicity for subprojects invitation*:** Radio, community radio, mobile support, etc; could be utilized for information communication and wide publicity in the areas for subprojects invitation from of CIGs and POs. Community radios are operating in many of the NATP-2 areas which could be used as information dissemination media.
* ***Eligibility Criteria of CIG:*** Common Interest Group (CIG) fulfilling required criteria are eligible for matching grants. No individual or a farmer of CIG will be considered for submission of subproject as grants awardees. Among CIGs, those scored ‘A’ or at least ‘B’ grade during BSC based performance monitoring will be considered as eligible group for submission of subproject proposal and matching grants provided the following criteria are met.

To be eligible for matching grants, a CIG must:

* have regular savings program with considerable saving amount having proven record of using savings for development purposes of the group
* CIG must be officially registered with the appropriate authority
* have at least 30% of total subproject cost as bank deposit
* be involved and functional under line departments (DAE, DOF, DLS) and related with the implementation of production and post production activities
* have proven example of contribution in enhancing production.
* Women Common Interest Groups (CIGs)/CIGs having right mix of male and female farmers, fulfilled required criteria will get preference for matching grants.
* ***Process for subproject preparation:*** Subproject proposal preparation should be initiated in the CIG general meeting. CIG members will identify their problems and designed the subproject. The subproject should be prepared in bangla following the simple standard format developed by the project (in Annex). The group may also invite some of their neighboring farmers in problem identification meeting.
* Appropriateness with the justification of matching grants, amount of fund requirement, types of assets needed, ownership pattern, use of assets, benefit sharing, etc; will be decided and finalized in the general meeting of CIGs as inputs to develop and design a subproject relevant to the need of the group and neighboring farmers.
* SAAOs/LEAF/CEAL/Field Assistant will present in the CIG organized meeting and facilitate preparation of a well design, rational and financially profitable subproject proposal in bangla.
* ***Submission:*** Subproject proposal should be submitted to the upazila offices by the eligible CIGs within 30 days from the date of advertisement. Upazila Office will give them the receipt/acknowledgment.
* All subprojects submitted to upazila will be accumulated for further field level verification by respective upazila level officers of DAE, DOF and DLS. They will verify the following :
1. Whether the CIG maintains grade A or B according to the evaluation following balanced scored card (BSC);
2. Whether CIG has Bank Account or not;
3. Whether CIG is officially registered or not;
4. Feasibility of using the proposed equipment/tools;
5. Whether guidelines for operation and maintenance, storing or parking place, driver availability, where applicable, etc. are prepared by the group;
6. Relevancy of the sub-project in the area;
7. Capacity of the CIG in implementing the project.
* ***Screening of subprojects:*** The subproject proposal will be reviewed by a technical committee to be formed by the PIUs of DAE, DOF and DLS, for screening. The committee could be formed drawing officers from head office, regional and district level offices. Key principles of subproject screening are following:

1. field level verification for ground truthing on the justification of subproject proposals by respecting upazila offices- bank account, saving to registration, feasibility proposed equipment/tools, guidelines for operation, maintenance/ parking/store/repair/ driver operation
2. relevancy of subproject with the objective of NATP-2,
3. technical and physical viability of the proposal, (Production, productivity, skill and market linkage enhancement)
4. capability of the CIG farmers in implementing of the subproject,
5. scope of sustainability (Sharing, maintenance and benefit sharing)
6. economic benefits,
7. scope of disseminating the new ideas generated during subproject implementation, etc;
* During field appraisal, a structured format (Evaluation criteria for the subproject proposal of CIGs) will be used for primary assessment on the eligibility of the subprojects proposal (annexure);
* Screened subprojects will be considered for further process/assessment and onwards decisions;
* The committee from the respective line department will evaluate/review their respective proposals on the basis of eligibility and evaluation criteria and make recommendations. The evaluation criteria are as follows:

**Evaluation Criteria**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Criteria** | **Yes/No** | **Provide evaluation observation based on the proposal and field verification report\*** | **Marks** |
|  | Does the project address the need of the CIG? |  |  | 5 |
|  | Are the objective clear and well focused and has relevance with the objectives of NATP-2 technology extension activities? |  |  | 5 |
|  | Will the output help increase farm productivity, income, market linkage or any other benefit of the farming community? |  |  | 10 |
|  | Are the planned activities adequate and appropriate to deliver expected output? |  |  | 10 |
|  | Is the proposed budget realistic inview of the stated problems, objectives and activities outlined? |  |  | 10 |
|  | Do the CIG has capacity to implement the project? |  |  | 5 |
|  | Do the CIG has savings program with bank account? |  |  | 15 |
|  | Do the CIG is officially registered? |  |  | 15 |
|  | Do the CIG group has 30% saving of total sub-project cost as bank deposit? |  |  | 5 |
|  | Do the group has proven example in improving the farming? |  |  | 5 |
|  | Do the recipient CIG had women farmers? |  |  | 5 |
|  | Do the project has scope for replication of the findings? |  |  | 5 |
|  | Field level verification report |  |  | 5 |

\* Use separate sheet if needed

* Upazila officer of DAE/DOF/DLS will inform the decision to the beneficiaries/applicants on the outcomes of subproject proposals within a month of receiving the subproject proposals;
* PIUs of the respective departments will send only the qualified subproject proposals to the upazila officers for financial support.
1. **Final acceptance of subprojects**
* A subproject proposal will be accepted for awarding the matching grants based on the comments of review committee at the national level;
* National level committee will thoroughly review the process adopted at FIAC/union and upazila level for screening the quality of subprojects;

* Matching grants will be awarded only to the qualified CIGs;
* Final decision on subproject acceptance will be determined by the PIUs in terms of cost effectiveness, risk management, level of experience of group, scope of replication of findings of the subproject proposal, etc.;
* Sub-project proposal will be finally approved by the respective Director Generals.
1. **Disbursement procedure**
* In disbursement and fund flow process, the AIF-2 fund will strictly observe uniformity and maintain consistency in financial management arrangement, accounting, financial reporting, auditing, etc, for all subsector proposals from CIGs of DAE, DOF and DLS;
* All disbursement against the subprojects will be made from PIU(s) to upazila NATP-2 accounts of the respective line departments to CIG bank account with the instruction to the local offices of DAE, DOF and DLS and copy to the respective CIG;
* Respective officers of the line departments will ensure disbursement status, bank deposition along with fund flow from PIU to upazila bank and to beneficiary’s expenditures procedures at per work plan;
* The responsibility of the officer(s) of the line department is to ensure effective use of the funds for the intended purpose of subprojects with appropriate fiduciary safeguards and reporting of the same to the institutions and the stakeholders;
* Depending on the amount of matching fund and activity plan, total fund may be released in instalments or stages depending on procurement process adopted by the recipient CIG or nature of subproject and needs for matching grants;
* Matching grants of relatively low value for the production of high value crops, fisheries and livestock may be disbursed in full at one instalment depending on the seasonality and scope of production activities.
* ***Fund management:*** Matching funds along with CIG savings for the subproject proposal will be deposited and managed through existing bank account of the recipient CIG.
* ***Fund sharing:*** Selected subproject proposals will be funded with a matching grant under AIF-2. Each recipient group will get up to 70 percent of total subproject cost. Maximum ceiling to USD 5000 (BDT 3.875 lakh) per subproject proposal from AIF-2 grants; and the recipient contribution will be 30 percent in cash.

***Procurement process:*** Grant recipients will be responsible for acquiring all the goods and services listed in the approved subproject proposal following the procedures of:

1. simplified procurement: shopping- through collection of spot quotation for competitive price selection;
2. direct procurement procedures: procurement through direct purchasing of small goods, confirming on the fair prize and quality assurance of the goods;
3. CIG will be encouraged to procure all listed items of the subproject locally. CIG should not procure any item(s) beyond the listed items in the subproject plan.
4. ***Procurement Committee:*** Grant recipient CIG should form a 5 member ‘Procurement Committee’ from among the CIG members and 3 member ‘Receiving or Committee’ to procure/purchase the listed item following the procedures Request For Quotation (RFQ) method applicable in the local context. The committee will make all necessary arrangements of procurements through- price quotation from at least 3 local supplier/dealer ensuring fairness and transparency in the procurement. After the collection of 3 quotations, the group will inform upazila officer regarding price of the goods. Upazila officer then verify the quoted price through market verification. If the price is consistent with market price then upazila officer will inform the recipient CIG to complete their procurement process.
5. ***Receiving Committee:*** Similarly, an independent committee namely, 3 member ‘Receiving or Committee’ should be formed other than the members of the procurement committee to receive the delivered item. Receiving Committee will verify the delivered item through functional test at field level and compliance with specification. The CIG will maintain separate stock register for all the procured or purchased items for the subproject.

1. ***Payment of Bills:*** In case of competitive or simplified procurement, CIG will prepare and submit comparative statement of procuring items to their respective PIU through upazila officer. Based on the statement PIU will disburse required amount of fund to the recipient CIG account for procuring the goods. CIG will made large payment in cheque to the supplier or contractor.

In case of small value purchase up to Tk. 25,000/- CIG will procure the goods directly on their own arrangement on cash payment basis, with prior approval from the executive committee of CIG. However, all payment should be accompanied by a payment of bill/voucher and cash receipt, as applicable.

For activities such as making a van, constructing a net house, biogas plant etc. and estimate of actual cost is to be prepared by the CIG members and approved by the executive committee of CIG. The CIG approved estimate will have to be submitted to upazila officers for onward evaluation and approval by the respective PIUs. Upon approval by PIUs, the decision has to be communicated to upazila officer. The upazila officer will communicate the decision to CIG(s).

1. **Benefit and profit sharing:**
2. The subproject input/s (in case of farm machineries, etc) will generally be used by the farmers of the respective CIG for production and economic uses as per work plan of the subproject activities,
3. Cost of operation, fuel/oil and other maintenance will be incurred by the CIG/CIG farmers during operation,
4. Input(s) service may be given to the non CIG farmers in the areas on rental basis for additional income of the CIGs. Rent rate will be fixed by the recipient CIG depending on the local demand and nature of use,
5. The amount earned through renting the equipment(s) may be used for development and income generating purposes of the group. Necessary repairing and maintenance cost of the machineries will be borne from the earning.
6. **Post management of Matching Grants**
* Matching grants to a recipient CIG will be subproject based and applicable for one-time. Exit strategy is usually not important.
* Grants in any fraction need not be refunded to the funding source (PIUs) and will be capitalized as the asset for CIG institute development.
* The matching grants, or assets developed through utilizing matching grants; along with the all profits and earnings generated during the operation of subproject will be converted and treated as the ‘Capital asset/Permanent asset’ for the grants recipient CIG.
* The asset or fund may be utilized for continuation of similar activities or any other development purposes of the recipient CIG.

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### Role of responsible officer(s) in financial management

### Upazila officer or officer responsible for the project (NATP-2) is to provide support in financial management by performing the following roles:

### Ensure that the subproject proposal planned jointly by the CIG farmers and adopted in the general meeting of the respective CIG,

### Ensure CIG capacity in contribution (30%) of total subproject cost in cash or deposited in the bank as the subproject cost,

### Provide support to the recipient CIG in procurement following financial management guidelines, accounting, reporting and audit aspects in maintaining transparency in the process of subproject implementation,

### Facilitate timely implementation of the planned activities of the subproject providing advisory services and support for fund management and related activities like- bank account, accounting, report writing, procurement, benefit sharing, etc.,

###

### Organize special training program for the fund recipient CIGs for skill development on fund management, procurement, and other related issues in close coordination with the PMU,

* The upazila offices or local FIAC will maintain all update information of matching fund- recipient CIGs on: CIG resources, financial management, procurement, expenditures, activities progress, etc. so that it can be provided to the PIUs/PMU timely and accurately,

### Suggest PMU/PIUs on the applicability of matching grants, financial management procedures or any other revision (if any).

###  Accounting system

* AIF-2 grant recipient CIG will maintain or operate bank account for deposition of any cash/cheques/drafts, etc, and encashment of any amount from the bank. CIGs are already having and maintaining bank account will be used for the same purpose and no need to open separate bank account for operation of subproject grants;
* In case of any transaction with the bank, deposition or withdrawal; the signing process will be done following the instruction of the byelaws for the CIGs;
* All records of expenditures, vouchers for shopping, documents for large procurement (tender or spot quotation,) will maintain following standard rules of accounting systems and to be booked accordingly for the subproject grant;
* The designated ‘Cashier/Treasurer’ for CIG will maintain all records of expenditures, financial transaction, cash book, vouchers, records of advance payments, ledger, list of assets procured or created out of project, asset register, all other registers, etc, for reporting to the PIU/PMU and audit purpose.

### Monitoring and Evaluation of AIF-2 performance

### Each PIU will carry out regular basis monitoring on the progress of implementation of the funded subproject of their respective areas and will report to the PMU on a semi-annual basis.

### Since disbursing an AIF grant will be registered as Expenditure from OA on receipt of utilization report, the financial audit will be limited to the OA. However, the subsequent disbursement will be made only upon utilization/adjustment of prior advances to OAs.

### Nonetheless, the PMU will commission an AIF Performance Assessment (mid-term and in the final year of project implementation) that will also review all financial aspects of the AIF implementation, including acceptable documentation on fund utilization, reclassification of funds not utilized but classified as expenses, along with efficiency in the selection and disbursement processes, efficacy, safeguards compliance, gender dimension and more.

### Performance of AIF matching grants will be monitored by PMU to ensure accountability and transparency in the implementation process on regular basis.

### Team of independent hired firm will assess overall success of matching grants on sample basis during the course of regular monitoring an evaluation by the firm.

### Annexure

1. **Format for CIG Subproject preparation**

**Government of the People’s Republic of Bangladesh**

**Department of Agricultural Extension (DAE/DOF/DLS)**

**National Agricultural Technology Program -Phase II Project(NATP-2)**

**(*Use one set of format for each subproject proposal preparation***)**:**

**Part I: General information**

1. CIG name:

wmAvBwRÕi bvg:

1. Year of Establishment of proponent CIG:

wmAvBwR KZ mv‡j cÖwZwôZ n‡q‡Q:

1. Registration No. of proponent CIG:

wmAvBwRÕi ‡iwR‡óªkb bs:

1. BSC grade status of CIG:

Òe¨v‡jÝ †¯‹vi KvW©Ó Abyhvqx wmAvBwRÕi gvb:

1. Full address:

 wmAvBwRÕi c~Y© wVKvbv:

1. Short brief of CIG (***provide a brief statement of CIG activities previously conducted and presently being carried out related to the subproject proposal***):

wmAvBwRÕi mswÿß weeiY (wmAvBwR KZ©„K c~‡e© ev¯ÍevwqZ Ges eZ©gv‡b ev¯Íevqbvaxb Kg©Kv‡Ûi eY©bv mn cÖ¯ÍvweZ cÖK‡íi Kg©Kv‡Ûi mvgÄm¨Zv D‡jøL Ki‡Z n‡e):

1. Bank account’s information ***(account number, present deposit in the bank)***:

e¨vsK wnmv‡ei Z\_¨vejx (GKvD›U b¤^i, eZ©gvb Rgv, BZ¨vw`):

1. Any other assets of the CIG:

wmAvBwRÕi Ab¨vb¨ m¤ú`:

1. Contact person/mobile no. ***(name of office bearers of applicant’s CIG)***:

 ‡hvMv‡hv‡Mi wVKvbv/‡gvevBj b¤^i (wmAvBwRÕi c‡ÿ Av‡e`bKvixi bvg/‡gvevBj b¤^i BZ¨vw`):

**Part II: Technical and financial information:**

cvU© L: KvwiMwi I Avw\_©K wel‡qi Z\_¨vewj:

1. Title of the subproject/s (***title should be clear, meaningful and self explanatory***):

cÖK‡íi wk‡ivYvg (my¯úó, A\_©en Ges ¯^e¨vL¨vwqZ wk‡ivYvg)

1. Subproject location (***specify name of the areas, with volume of areas will be covered under the subproject activities implementation)***:

cÖK‡íi Ae¯’vb (Kvh©µg †h GjvKvq ev¯ÍevwqZ n‡e Ges Gi d‡j wK cwigvY GjvKv AšÍ©f~³ n‡Z cv‡i):

1. Description of subproject(s) (***contribution of subproject(s) to the NATP-2 objectivities, its relevancy with the CIG activities, expected beneficiaries to be benefited***):

cÖK‡íi eY©bv (cÖ¯ÍvweZ cÖK‡íi Kg©KvÛ GbGwUwc cÖK‡í wKiƒc cÖfve co‡e, cÖK‡íi Kg©KvÛ wmAvBwR Kg©Kv‡Ûi mv‡\_ KZUv msMwZc~Y©, wmAvBwR wKfv‡e cÖKí ‡\_‡K DcK…Z n‡e):

1. Objectives (***specify the objectives, that should highlight the needs of proponent CIG in attaining the benefits and income generation)***:

cÖ¯ÍvweZ cÖK‡íi jÿ¨ I D‡Ï‡k¨ (wmAvBwRÕi mydj I Avw\_©K Dbœq‡b cÖKí Kg©KvÛ wKfv‡e cÖ‡qvRb wgUv‡Z

 cv‡i Zv my¯úófv‡e D‡jøL¨ Ki‡Z n‡e):

1. Approach and Methods of implementation (***statement should be briefed with clear information on the purpose of undertaking of subproject, provide step wise clear procedure of implementation:***

ev¯Íevqb c×wZ (cÖKí MÖn‡Yi D‡Ïk¨ I ev¯Íevqb c×wZi ch©vqµwgK avc¸‡jv my¯úófv‡e D‡jøL¨ Ki‡Z

 n‡e):

1. Duration ***(mention date start and date closing for implementation)***:

 cÖK‡íi mgqKvj (cÖK‡íi Kg©KvÛ ïiæ I mgvwßi ZvwiL D‡jøL¨ Ki‡Z n‡e):

1. Budget and the proposed matching grant (***total of the subproject cost, specify the amount required from AIF-2 source; amount to be contributed from the applicant CIG’s savings against each budget item; use the following format for budgeting)***:

|  |  |
| --- | --- |
| **Project Title:**  | **Matching grant category: AIF-2** |
| **Budget item** | **Activity item****(cost in Taka)** | **Budget contribution (Taka)** | **Remarks** |
|  |  | Matching grant (≤70%) | CIG contributions (≥30%) |  |
| 1. Capital Cost
 |  |  |  |  |
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| 1. Recurrent Cost
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ev‡R‡U Ges cÖ¯ÍvweZ mgš^q Aby`vb (cÖKí e¨v‡qi †gvU ev‡RU Ges GAvBGd (AIF-2)Drm n‡Z cÖ‡qvRbxq ev‡R‡Ui cwigvY D‡jøL¨mn ev‡R‡Ui cÖ‡Z¨K jvBb AvB‡U‡g wmAvBwRÕi e¨q cwigvb wb‡Pi QK Abyhvqx D‡jøL Ki‡Z n‡e):

|  |  |
| --- | --- |
| **cÖK‡íi wk‡ivYvg:** | **g¨vwPs MÖ¨v›U Gi aiY: (AIF-2)** |
| **ev‡RU e¨vq LvZ** | **Kvh©µ‡gi aiY****(e¨vq UvKv)** | **ev‡RU Ae`vb (UvKv)** | **gšÍe¨** |
|  |  | **g¨vwPs MÖ¨v›U Gi cwigvY (≤70%)** | **wmAvBwR Ae`vb (≥30%)** |  |
| K) g~jab LiP |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| L) ‡cŠb:cywYK LiP |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Key activities plan:

 cÖavb cÖavb Kg©KvÛ I cwiKíbv:

1. Detail of investment plan (***provide detail information on the steps to be undertaken for investment of the total fund total cost, management process of the subproject earning; etc.***):

we¯ÍvwiZ wewb‡qvM cwiKíbv (‡gvU Znwej, †gvU Li‡Pi we¯ÍvwiZ weeiY, Avq e¨e¯’vcbvi cÖwµqv BZ¨vw` D‡jøL Ki‡Z n‡e)

1. Outcomes/outputs from the subproject(s) (***expected outcomes/outputs in contrast to the NATP-2 objectives)***:

ev¯ÍevwqZ cÖK‡íi djvdj/cwigvY (GbGwUwc-2/NATP-2 cÖK‡íi D‡Ï‡k¨i wecix‡Z cÖZ¨vwkZ djvdj/cwigvY)

1. Risk and mitigation measures (***specify possible risk or threatened during implementation period that could destroy the produces, if any; clearly state the process can be adopted to face the risks):***

SuywK Ges SuywK †gvKv‡ejvq c`‡ÿc (m¤¢ve¨ SuywK A\_ev ev¯Íevqb mgqKv‡j ûgwK hv Drcv`b‡K aŸsm Ki‡Z cv‡i ZvÕ D‡jøL Ki‡Z n‡e; SuywK †gvKv‡ejvq †hme c×wZ MÖnY Kiv †h‡Z cv‡i Zv my¯úófv‡e eY©bv Ki‡Z n‡e):

1. Implementation plan:

ev¯Íevqb cwiKíbv:

1. Social issues (***state how the subproject activities will benefit the social context of CIG farmers, whether there is scope to benefit the women farmers of the community)***:

mvgvwRK welqvw` (cÖK‡íi Kvh©KvÛ Øviv wmAvBwR K…l‡Kiv wKfv‡e jvfevb n‡e Zv my¯úófv‡e D‡jøL¨ Ki‡Z n‡e, K…lvYx‡`i jvfevb nevi †Kvb my‡hvM Av‡Q wKbv eY©bv Ki‡Z n‡e):

1. Environmental issues (***state possible environmental implications of the subproject activities, if any)***:

cwi‡ekMZ welqv`x (cÖKí Kvh©Kv‡Ûi Øviv cwi‡e‡k †Kvb †bwZevPK cÖfve m„wó n‡e wKbv ZvÕ D‡jøL¨

 Ki‡Z n‡e)

1. Marketing aspect (***provide a brief on business aspects, scope of marketing of the produces in the local, urban and export markets***):

evRviRvZKiY welqv`x (e¨vemvwqK `„wófw½i GKwU mswÿß eY©bv cÖ`vb Ki‡Z n‡e, ¯’vbxq fv‡e Drcvw`Z c‡Y¨i wecYb my‡hvM, bMiwfwËK A\_ev ißvwb evRv‡ii m¤¢vebv eY©bv Ki‡Z n‡e)

1. Sustainability issues (***provide clear statements on the scope of continuation of similar activities after expire of the schedule periods, role and process to be adopted in sustaining the benefits)***:

¯’vwqZ¡kxj welq (wba©vwiZ mg‡qi ci cÖK‡íi Kvh©µg Ae¨vnZ ivLvi my‡hvM Ges wKfv‡e Kiv m¤¢e ZvÕ my¯úó eY©bvmn cÖwµqv eY©bv Ki‡Z n‡e)

1. Pronouncement of CIG (***reference of GB meeting in which the decision on the subproject has been taken, include the proceedings of meeting with the members present in the meeting):***

 wmAvBwR Awfe¨w³/¯^xKv‡ivw³ (cÖ¯ÍvweZ cÖK‡íi wel‡q wmAvBwR †h mfvq wm×všÍ MÖnY Kiv n‡q‡Q Zv

 D‡jøLmn Kvh©weeiYx mshy³ Ki‡Z n‡e)

1. Contact key person(s) ***(name one/two member(s) of the proponent CIG, who can brief on the technical aspects of the subproject proposal more clearly during field visit/verification of the implementation process, if selected):***

‡hvMv‡hv‡Mi Rb¨ cÖavb e¨vw³ (wmAvBwR m`‡m¨i GKRb/`yBRb m`‡m¨i bvg D‡jøL Ki‡Z n‡e, whwb AwaKZi my¯úóf‡e cÖK‡íi cÖ¯ÍvweZ welq, ev¯ÍevqY c×wZ I cÖhyw³MZ w`K eY©bv Ki‡Z cv‡ib Ges cÖK‡íi gvV cwi`k©b/cwiexÿ‡Yi mgq we¯ÍvwiZ e¨vL¨v cÖ`vb Ki‡Z cv‡ib):

**Signature:** (i) Chairman:

 (ii) General Secretary:

**Field verification (SAAO/LEAF/CEAL):**

**Endorsement:** (i) UEFT

 (ii) UECC/DECC

1. **Evaluation criteria for the subproject proposal of CIGs**

(Subproject/s submitted by CIGs to the FIAC/SAAOs working at union offices will be assessed by the UEFT- SAAOs, LEAF, CEAL; against the technical, physical and financial parameters stated in the subproject proposal. The maximum possible score of each proposal will be 100. Scoring number may be distributed by the UEFT proportionately on the basis of the quality, weight of grants, activities plan, etc, of the subproject proposals. Assessment would be carried out on the basis of facts and figures illustrated in the subproject document. Proposals that are found any social and environmental implication should be recorded during the field verification).

**Criteria for Assessment of quality of CIG subproject proposals**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Assessment criteria** | **Maximum possible score (%)** | **Scoring value (%)** | **Process of assessment/ Document(s) consulted**  | **Assessor**  |
| 1 | Appropriateness of the subproject proposal with the NATP-II objectivities |  |  |  |  |
| 2 | Relevancy of approach and methodology  |  |  |  |  |
| 3 | Nature of technology/ies would be used during implementation of the subproject/s |  |  |  |  |
| 4 | Contribution to the production and income of the beneficiaries |  |  |  |  |
| 5 | Business plan for marketing the produces  |  |  |  |  |
| 6 | Risk (if any) and mitigation measure  |  |  |  |  |
| 7 | Social issues (scope and per cent of women participation) |  |  |  |  |
| 8 | Environmental issues (is there any negative impact on environment) |  |  |  |  |
| 9 | Financial |  |  |  |  |
| 10 | Scope of adoption by CIG and non-CIG farmers in and around the project areas |  |  |  |  |
| 11 | Any other issues deemed important on the quality of the subproject proposal |  |  |  |  |
| 13 | Sustainability |  |  |  |  |

**Declaration**

The proponent CIG will provide their declarations on the environmental and social safeguard measures in the subproject proposal. Any proposals that are found not confirming to safeguard screening checklist will be rejected during field verification. Therefore, the intended CIG is to response on the following checklist and attach with the subproject proposal.

***Environmental and social screening checklist***

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | 1. **Questions: Environmental**
 | **Response****(Yes/No)** | **If yes in the surroundings, specify the details, etc.** |
| 1 | Will the proposed subproject intend to use or depend on any resources of national park and protected areas or any critical aquatic and terrestrial habitat area?  |  |  |
| 2 | Will the proposed subproject be implemented in the areas surrounding national parks, reserve forest, wildlife sanctuaries, or any other protected areas? |  |  |
| 3 | Will the proposed subproject be implemented in the areas surrounding water bodies, lakes and ponds and intend to use or depend on them for the implementation? |  |  |
| 4 | Will the subproject proposal will be implemented in the areas located in high risk zone such as, landslide prone areas, steep slopes, highly degraded land in hills, reverie area susceptible to annual flooding, or in areas causing large scale soil erosion? |  |  |
| 5 | Will the proposed subproject involve land clearance on very steep slopes?  |  |  |
| 6 | Will the proposed subproject be implemented in the areas surrounding heritage site/religious site/grave yard? |  |  |
| 7 | Will the proposed subproject involve logging |  |  |
| 8 | Will the proposed subproject endanger to indigenous plant and animal species of ecological importance? |  |  |
|  | 1. **Questions: Social**
 |  |  |
| 9 | Will the proposed subproject involve activities that are likely to make irreversible adverse impact on indigenous community, women and vulnerable group?  |  |  |
| 10 | Will the subproject include any activity that promotes or involves incidence of child labour? |  |  |
| 11 | Will the proposed subproject require some families losing their farm land and assets on the land? |  |  |
| 12 | Will the subproject cause displacement of families due to implementation or construction of infrastructure? |  |  |
| 13 | Will the subproject use pesticides and chemicals? |  |  |
| 14 |  If yes to the question number 14, provide the specific names of major chemicals/pesticides, methods of use and doses, etc. |  |  |
| 15 | Will the proposed subproject benefit ethnic groups living in the surrounding of the subproject activities? |  |  |
| 16 | If yes to the question number 16, provide proportion of ethnic groups. |  |  |
|  |  |  |  |

1. **Balanced Score Card (BSC)**

**National Agricultural Technology Program-Phase II Project (NATP-2)**

**Balanced Score Card (BSC) for CIG Performance Evaluation**

1. **CIG Information**:

i. Name of CIG --------------------------- iii Year of formation-------------

ii. Category of CIG: (Crop/Fish/Livestock) iv. Village: -------------

v. Union: -------------------------- vi. Upazila: -------------

vii. District: ------------- viii. Code Number: -------------

1. **CIG Performance Indicators**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl | **Indicators**  | **Grade and unit weight of Grade** | **Unit weight****of the indicator** | **Marks obtained****(grade wt. x unit weight)** |
| **Poor****(1)** | **Average****(2)** | **Good****(3)** | **Very good****(4)** |
|  |  |  |  |
| 1 | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| i | Members of CIG at present | up to 10 | 11-12 | 13-14 | 15-20 | 7 | - |
| ii | Selection of members in CIG followed set guidelines | no | -- | -- | yes | 6 | - |
| iii | CIG meeting organized during last one year | up to 4 | 5-6 | 7-9 | 10&above | 7 | - |
| iv | Members attend in the meeting (average of last 6 meetings) | up to 5 | 6-7 | 8-9 | 10 & above | 8 | - |
| v | Minutes recorded in register | no | not updated | updated | updated & proper | 7 | - |
| vi | Group savings fund initiated at CIG  | no | -- | -- | yes | 8 | - |
| vii | Maintenance of accounts through register/pass book/bank account | no | not updated | updated | up to date & proper | 5 | - |
| viii | Equity of benefits (training, demo, savings) among members maintained | no | -- | -- | yes | 6 | - |
| ix | Micro Extension plan prepared/updated regularly & implemented  | no | -- | -- | yes | 7 | - |
| x | Demonstration conducted, field days organized/training received on technology demonstration | no | -- | -- | yes | 7 | - |
| xi | CIG farmers adopted the demonstrated technologies | 2-4 | 5-7 | 8-11 | 12 &above | 9 | - |
| xii | Non CIG farmers adopted the demonstrated technologies | up to15 | 16-25 | 26-30 | above 30 | 8 | - |
| xiii | Achieved increased production in the CIG over baseline  | up to 2% | 3-5% | 6-8% | above 8% | 8 | - |
| xiv | Market linkage Initiatives started  | no | -- | -- | yes | 3 | - |
| xv | Aware of Social /Environmental issues & addressed in production process | no | -- | -- | yes | 4 | - |
| Marks obtained | 100 | Total of all rows |
| Score achieved = Marks obtained/100 |  |  |
| Grade obtained = |  |  |
| Signature of evaluating officer/staff |  |  |

No. of farmers in each CIG: CIG crops-20/30, CIG fisheries-15/20, CIG livestock-15/20.

**C. Grading- A: Very good** = 4; B**: Good** = 3 & above; **C: Average**= 2 & above; and **D: Poor** = below 2

**D. How to use**: Please have thorough understanding on each items of the format; remember you will fill up one of the relevant column of 3-6 with collected data. Choose the grade weight of the filled in column. Multiply this grade unit weight by set unit weight of the indicator (column-7) and find out marks obtained (column-8). This way fill up relevant column against all 15 indicators; write down total marks obtained; divide it by 100; the result will give the score achieved by concerned CIG; match it in the grade obtained (follow instructions under

**C).**

**GbGwUwc-2 Gi Aax‡b cÖvß Aby`vb cÖvwß I e¨envi Kivi**

**A½xKvibvgv**

Avwg/Avgiv wb¤œ¯^vÿiKvix ------------------ wmAvBwRÕi c‡ÿ ------------------- kxl©K DccÖKí ev¯Íevq‡bi Rb¨ GAvBGd-2 (AIF-2) LvZ †\_‡K Avw\_©K Aby`v‡bi Rb¨ Av‡e`b Kwi| D³ DccÖKíwU ‡hvM¨ we‡ewPZ nIqvq GAvBGd-2 LvZ †\_‡K Avw\_©K Aby`vb eiv‡×i m¤§wZ cvIqv wMqv‡Q| D³ eiv× cÖvwßi Rb¨ Avwg/Avgiv ------------------ wmAvBwRÕi c‡ÿ GB g‡g© A½xKvi KiwQ ‡h GAvBGd-2 Gi Aax‡b cÖvß Aby`vb mØ¨env‡ii wb¤œiƒc kZ©vejx gvwbqv Pwjet

kZ©vejx t

1. Aby`v‡bi mgy`q A\_© ïaygvÎ cÖ¯ÍvweZ cÖK‡íi Kg©cwiKíbv Abyhvqx e¨q Kwie
2. Aby`v‡bi A\_© e¨q, cÖK‡íi hš¿cvwZ/miÄvg µ‡q wek¦e¨vsK I m¤úªmviY Awa`ßi KZ©„K/KZ…©c‡ÿi cÖ`Ë wbqgvejx gvwbqv Pwje
3. e¨q weeiYx h\_vmg‡q A\_ev Aby`vb cÖ`vbKvix Awa`ß‡ii cÖ‡qvRb Abyhvqx `vwLj Kwie
4. Aby`v‡bi A\_© e¨q, cÖK‡íi Avq I Avw\_©K e¨e¯’vcbv wel‡q wmAvBwRÕi mKj m`m¨‡K h\_vwenxZ AewnZ Kwie
5. cÖKí ev¯Íevq‡b BDwbqb/Dc‡Rjv ch©v‡qi Ges wcwmGgBDÕi mswkøó Kg©KZ©v/m¤úªmviY Kg©x Ges we‡klÁ‡`i mnvqZv MÖnY Kwie Ges Zuvnv‡`i KvwiMwi civgk© Abyhvqx cÖKí ev¯Íevqb Kwie
6. Avgvi/Avgv‡`i Øviv cÖKí ev¯Íevq‡b ‡Kvb cÖKvi e¨\_©Zv ‡`Lv w`‡j Zvi `vq `vwqZ¡ Avwg/Avgiv enb Kwie| Avwg/Avgv‡`i e¨\_©Zvi wel‡q mswkøó Awa`ß‡ii wm×všÍ gvwbqv Pwje
7. cÖK‡í †hme hš¿cvwZ/miÄvg µq Kiv n‡e Zv MÖæc e¨ZxZ n¯ÍvšÍi‡hvM¨ b‡n|

Dc‡iv³ kZ©vejx gvwbqv Pwjevi A½xKvie× nIqvq Dfqcÿ Aby`vb cÖ`vb I MÖn‡Y m¤§Z nB| †mg‡Z, Avwg/Avgiv -------------- wmAvBwRÕi c‡ÿ wb¤œ¯^vÿiKvix mvÿxM‡Yi Dcw¯’wZ‡Z Dfqcÿ ¯^vÿi cÖ`vb Kijvg|

|  |  |
| --- | --- |
| 1| 2|------------------------------- wmAvBwRÕi c‡ÿ | 1|  -------------------------------------- K…wl/grm¨/cÖvwYm¤ú` Awa`ß‡ii c‡ÿ |

mvÿxe„›`

1|

2|

3|

**D. Undertaking to receipt and use of the AIF-2 Grants**

I/We the undersigned, on behalf of CIG named ------------------ ------------------- applied for implementation of the subproject named ------------------------------- under AIF-2 Grants. As the subproject found eligible and compliance for Grants and we agreed to receive the grants. For receiving the grants, I /we have been promised on behalf of the CIG ------------------ under the following terms and conditions in implementation and utilizing the grants:

**Terms and Conditions**:

1) Total amount of the grant money will be spent only in accordance with the work plan

 of the proposed project,

2) To spend the grant money, procuring of the project machineries/equipment rules and

 regulation of World Bank and the extension agencies will be followed,

3) Statement of expenditure shall be submitted in due time in according to the demand

 and requirement of the authority,

4) All expenses of grants or income generated from the subproject implementation will

 duly be informed/notified to the all members of the CIG in time,

5) During implementation of the subproject, support and technical advice of the union /

 district level and PCMU concerned officers/extension workers and specialists will

 receive and follow,

6) In case of any failure occurs due to faulty procedures will be of my/our responsibilities.

 I/we shall oblige the decision imposed by the respective authorities for such,

7) Subproject machineries /equipment purchased or procured shall not be transfer to any

 other sources

I/We agreed and except, the two sides are committed in observance of the terms of the grants stated above. Therefore, I / we are on behalf of the CIG named -------------------- signed the agreement in the presence of following witnesses on this day of ---- 20---.

|  |  |
| --- | --- |
| 1.

------------------------------- On behalf of CIG | ----------------------------------------------------------Department of Agriculture / Fisheries /Livestock |

Witnesses

1.

2.

3.

**E. CIG Byelaws (to be attached)**