

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
পরিকল্পনা মন্ত্রণালয়
পরিকল্পনা বিভাগ
এনইসি-একনেক ও সমন্বয় অনুবিভাগ
একনেক শাখা-১
www.plandiv.gov.bd

স্মারক: ২০.০০.০০০০.৪১১.১৪.০৫৩.২০-৩৪

তারিখ: ১৭ মাঘ ১৪২৭
৩১ জানুয়ারি ২০২১**বিষয়: উন্নয়ন প্রকল্পের সম্ভাব্যতা যাচাই প্রতিবেদনের ফরম্যাট প্রেরণ।**

উন্নয়ন প্রকল্প গ্রহণের ক্ষেত্রে সম্ভাব্যতা যাচাইয়ের বাধ্যবাধকতা থাকলেও অধিকাংশ প্রকল্পের ক্ষেত্রেই তা করা হয়না। মূলতঃ সম্ভাব্যতা যাচাই প্রতিবেদনের জন্য কোন ফরম্যাট না থাকার কারণে বিষয়টি নিশ্চিত করা যাচ্ছেনা। এ পরিপ্রেক্ষিতে উন্নয়ন প্রকল্পের সম্ভাব্যতা যাচাই প্রতিবেদনের একটি ফরম্যাট প্রণয়ন করা হয়েছে (কপি সংযুক্ত)।

২। বর্ণিতাবস্থায়, উন্নয়ন প্রকল্পের সম্ভাব্যতা যাচাইয়ের লক্ষ্যে প্রণীত উক্ত ফরম্যাট অনুযায়ী প্রতিবেদন প্রণয়নের পরবর্তী প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে এতদসঙ্গে প্রেরণ করা হলো।

সংযুক্তি: বর্ণনামতে ০৭ (সাত) পৃষ্ঠা।


৬২.০২.২০২১

(নিশাত জাহান)

সিনিয়র সহকারী সচিব

ফোন: ৯১৮০৮৮৩

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়):

০১. মন্ত্রিপরিষদ সচিব, মন্ত্রিপরিষদ বিভাগ, বাংলাদেশ সচিবালয়, ঢাকা।
০২. মুখ্য সচিব, প্রধানমন্ত্রীর কার্যালয়, পুরাতন সংসদ ভবন, তেজগাঁও, ঢাকা।
০৩. মুখ্য সমন্বয়ক (এসডিজি), প্রধানমন্ত্রীর কার্যালয়, তেজগাঁও, ঢাকা।
০৪. সিনিয়র সচিব/সচিব, মন্ত্রণালয়/বিভাগ।
০৫. সদস্য, বিভাগ, পরিকল্পনা কমিশন।

সদয় অবগতি জন্য অনুলিপি (জ্যেষ্ঠতার ক্রমানুসারে নয়) :

০১. প্রধান, বিভাগ, পরিকল্পনা কমিশন।
০২. যুগ্মপ্রধান এনইসি, একনেক ও সমন্বয় অনুবিভাগ, পরিকল্পনা বিভাগ, শেরে বাংলা নগর, ঢাকা।
০৩. মাননীয় মন্ত্রীর একান্ত সচিব, পরিকল্পনা মন্ত্রণালয়, শেরে বাংলা নগর, ঢাকা।
০৪. সচিব মহোদয়ের একান্ত সচিব, পরিকল্পনা বিভাগ, শেরে বাংলা নগর, ঢাকা।



Ministry of -----
Government of the People's Republic of Bangladesh

Feasibility Study for -- (Name of the Project/Projects)

----- (Month) 20--

Executive Summary

Summarise the key findings of the Feasibility Study and recommendations.

[Handwritten signature]

Project Feasibility Study Report

Section 1: Basic Information

1.	Name of the Project	:	
2.	(a) Sponsoring Ministry/Division (b) Implementing Agency	:	
3.	Project Objectives (Project to be taken based on the study)	:	
4.	Estimated Project Cost (Taka in Crore)	:	
5.	Sector & Sub-Sector	:	
6.	Project Category (Based on Environment Conservation Rules 1997)	:	
7.	Project Geographic Location (a) Countrywide (b) Division (c) District (d) Upazila (e) Others (City Corporation/Pourashva)	:	
8.	Project Duration	:	

Section 2: Introduction

Describe the following:

- Project Background: Rationale and genesis (Mention the sources of information through reviewing the relevant documents);
- Objectives of the feasibility study;
- Approach and methodology of the feasibility study; and
- Organization of the feasibility study.

Section 3: Market/Demand Analysis

This section assesses the need for public investments and involves the elements listed below:

- Problem Statement:** Provide an explicit definition of the problem to be addressed, identify the likely causes (both direct and indirect) of the problem and give a brief insight of the likely consequences if no intervention in public sector is made.
- Relevance of the Project Idea:** Justify the need for the proposed project by linking the project(s) goals, outcomes and outputs to Global/National Development Plans/Policies and Sector Strategic objectives.
- Proposed Project Interventions:** Describe the interventions (project inputs & outputs) that need to be undertaken by the government through the proposed project to address the problem, describe the interventions undertaken earlier to solve this problem by this organization or other organizations (if any).

- (d) **Stakeholders:** Identify the key stakeholders that are likely to be associated with the project interventions.
- (e) **Demand Analysis:** Identify the need for public investments by assessing:
 - (i) Current demand (based on statistics provided by service providers/regulators/ ministries/national & regional statistical offices for the various types of users);
 - (ii) Future demand (based on reliable demand forecasting models) in both the scenarios with and without the project; and
 - (iii) Various constraints to meet the demand including government regulations, technological developments etc.
- (f) **SWOT Analysis:** Identify the Strengths, Weaknesses, Opportunities and Threats to the project.

Section 4: Technical/Technological & Engineering analysis

A summary of the proposed project shall be presented with the following headings:

- (a) **Location:** description of the location of the project including a geographical illustration (map and/or geo-coordinates) with justification. Availability of land is a key aspect; evidence should be provided that the land is owned (or can be accessed) by the organization, which has the full title to use it, or has to be purchased (or rented) through acquisition/requisition process. Identify the issues of disaster risks (existing and future) in the proposed location including project site on hazard map.
- (b) **Technical design:** description of the main components, technology adopted, design, standards and specifications. Key output indicators should be defined as the key physical quantities produced (e.g. meters, sq. meters, kilometers, numbers, manmonths, etc.), should be provided. If the project is in disaster prone areas and has the probability of climate change impact, disaster and climate change risks related information should be integrated in technical design in order to address the impact of hazards on the project.
- (c) **Output plan:** description of the output and the expected utilization rate. These elements describe the service provision from the supply side in the context of the forecasted demand.
- (d) **Costs estimates:** estimation of the financial needs for project design, implementation and operations, componentwise cost estimates should be provided based on evidence.
- (e) **Implementation timeline:** a realistic project timeline along with the implementation schedule should be provided, (for example, a Gantt Chart with the work plan).



Section 5: Environmental Sustainability, Climate Resilience and Disaster Risk Analysis

5.1 Environmental, Climate Change and Disaster Risk Analysis

Describe and specify the economic effects/impacts of environmental, disaster and climate change effects/impacts and possible compensations for ecological damages. Key issues to be addressed:

- (a) What are the likely environmental, disasters and climate change impacts or risks from the project (any impact of project to increase the existing disaster and climate change related risks and/or contribute to create new risks)?
- (b) What counter measures are taken to reduce these impacts?
- (c) What is the cost for reducing/mitigating the negative impacts?
- (d) Are there alternative ways of delivering the required services or goods without incurring these environmental costs? What are the costs of these alternatives?
- (e) What types of assessments are required for the project (e.g. EIA/DIA)?
- (f) Are there any resettlements issues to be addressed? If yes, provide resettlement modality in brief.

5.2 Assessment of Disaster Resilience of the Project

This section assesses the resilience and address about uncertainties. Key indicators need to be discussed:

- (a) Contingency Plan for Emergency Disaster Management: Describe the evacuation plan if required, institutional arrangement for shutting down of utility services, and general procedures to be followed by individuals during disasters (Fire, Earthquake, Flood, Cyclone etc.);
- (b) Business Continuity Plan: Outline the key response and recovery priorities. This plan will detail out how different utility services will be rendered to support the overall Emergency Management Plan;
- (c) Time of Recovery: Required time for rehabilitation after a disaster; and
- (d) Reporting of residual risks: Reporting of remaining risks after recognition and put in place adequate risk reduction measures.

Section 6: Cost-Benefit Analysis

6.1 Financial Analysis

Describe the components of costs and benefits at market prices including option analysis.

- (a) Identify the components of cost & benefit;
- (b) Transfer them in monetary value;
- (c) Construct cash flow;
- (d) Identify the Key Assumptions considered in exercises; then
- (e) Compute the following indicators and interpret the results:
 - (i) Financial Net Present Value (FNPV)
 - (ii) Financial Benefit Cost Ratio (FBCR)
 - (iii) Financial Internal Rate of Return (FIRR)

6.2 Economic Analysis

Economic adjustments from financial data using standard conversion factor; after that costs and benefits are appraised from the point of view of the entire economy.

- (a) Identify the direct, indirect and associated cost and benefit components;
- (b) Adjust them where necessary;
- (c) Convert the value of cost and benefit components into economic price by using Standard Conversion Factor (SCF) determined by the Government;
- (d) Construct the cash flow;
- (e) Mention the Assumption;
- (f) Compute the following indicators and interpret the results:
 - (i) Economic Net Present Value (ENPV)
 - (ii) Economic Benefit Cost Ratio (EBCR)
 - (iii) Economic Internal Rate of Return (EIRR)

Section 7: Human Resources and Administrative Support Analysis (During Implementation and Post Implementation of the project)

Point out the functional structure and institutional capacity of the Agency (in terms of both Technical & Financial) required for implementation and operational stages of the project(s), sources of the workforce & financing are needed to be identified. Key issues to be addressed:

- (a) What types of managerial and skilled workforces are needed for the project? Specify the manpower requirements by category are reconciled with availabilities during project timeline.
- (b) Does the project entity have ability to provide the managerial and skilled workforces needed for implementation of the project? If not, provide suggestions specifically.
- (c) Is the project entity able to manage the project properly organized and its management adequately equipped to handle the Project (including post implementation stage)?
- (d) Is the project entity capable of continuing the project outputs (Operational Phase)? Illustrate the requirement of resources (HR & Financial Package)
- (e) Is timing of project consistent with organizational capacity (in terms of quantity and other)?

Section 8: Institutional and Legal Analysis

Illustrate the legal restrictions (if any) that may obstruct or impede the project during its implementation and functional stage of the project outputs, key issues are:

- (a) Does the project match with the legal boundary (allocation of business or mandate) of the project entity?
- (b) Are the capabilities and facilities being properly utilized?
- (c) Is there any need for adjustment (reforms) in the policy and/or institutional setup?
- (d) What adjustments may be required before the project is implemented?
- (e) Do the institutions have suitable skills and capacity in line with the project requirements?

- (f) Are there incentives or penalties in place to ensure the project delivery on time and within the budget?
- (g) Are there any critical governance issues that may affect implementation? If yes, state briefly.
- (h) Are any challenges related to cross-cutting issues to be addressed? If yes, a mitigation strategy would be suggested.

Section 9: Risk (Uncertainty) and Sensitivity Analysis

The flow of costs and benefits throughout the project life is uncertain. Given that uncertainty, considerations have to be given to the costs that risks imply. The objective of this module is to simulate various scenarios and generate guidance on how to reduce the risk exposure through relevant contractual clauses. The questions that need to be answered are:

- (a) What are the major risks that may affect project?
- (b) How will the project be affected if the risk event materialized?
- (c) What are the possible mitigation measures needed?
- (d) How sensitive are the assumptions used in the financial and economic models in an environment that differs significantly?
- (e) What are the risks, legal and regulatory obligations that could increase costs or decrease the benefits?

Section 10: Alternative/Options Analysis

Option Analysis with Recommendations & Justifications.

Section 11: Recommendation and Conclusion

Illustrate the solutions specifically to overcome the critical issues that may hinder the project implementation and that would be supported by different sections of analysis.

Section 12: Annexes

Attach detailed technical and engineering designs, plant prototypes designs etc. Financial & Economic models and any supporting documents.

