Project Concept Format Filling Guidelines

General Instructions : Please fill all the details so that the Concept Format can be processed without requesting additional information or clarifications. Please state in the Format "Not Applicable" for the details that are not relevant, and "Not Known" for the details that are not known or available. Do not leave any item blank.

Item Number in the Concept Format	Heading	Introduction	Filling Information and Description	Examples
1.	**Project Information**	Consist of brief introduction to the project covering, Concept Date, Concept ID, Project Title, Thematic Area, Total Project Cost, Project Duration, Sector and the Type of Proposal.		
1.(1)	Concept Date	This means the date on which the concept was approved / submitted by the Project Proponent (Please see 2.2 for the definitions).	Cannot be blank. Fill in as stated in the example.	DD/MM/YYYY format 28/12/2001
1.(2)	Project Title	The Name of the Project	Cannot be blank. Maximum of 150 characters could be entered. If the space provides not enough use an abbreviated name.	
1.(3)	Thematic Area	A Project which cut across number of sectors can be identified here	This could be left blank if a single sector is involved in the project Users are allowed to select only one relevant thematic area from the defined list.	1. Poverty Reduction 2. Rehabilitation& Reconstruction 3. Rural & Regional Development
1.(4)	Total Project Cost	Total Project Cost in Million Rupees should enter here.		
1.(5)	Duration of the Project	The time span of the project from the starting point to the end point of implementation.	Cannot be blank. Duration of the project should be in months.	36 months

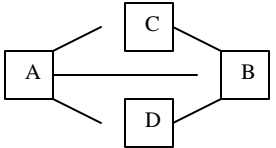| Item Number in the Concept Format	Heading	Introduction	Filling Information and Description	Examples
1.(6)	Sector	Economic Sector of the Project is selected here. If the Project has been identified under a Thematic Area (item no 1(3)) multiple sectors could be selected.	Cannot be blank. Choose from the pre-defined list. If the project comes under a Thematic Area Users are allowed to select multiple Sectors	Education
	Sub Sector	This is the sub category of the main Sector.	Cannot be blank. Choose from the pre-defined list. Could choose multiple Sub Sectors.	Main sector: Education Sub Sectors of Education: 1. General Education 2. Higher Education 3. Technical/Vocational Education 4. Non-formal Education

1.(7)	Type of Proposal	Mainly there are three major categories of project proposals. This categorization is based on the requirement and nature of the funding assistance.	Cannot be blank. Choose from the defined list.
			In case where more than one is involved, indicate the type with the largest component. Could choose multiple types.
				Type of Proposal
				  Project Type Assistance
				  Technical Assistance
				  Feasibility Study
				Project Type Assistance: Major Component of Requested Assistance Contributes to Construction or Development of Socio-Economic Infrastructure
				Feasibility Study
				A study to determine whether the proposed activities are feasible technically, financially, economically, environmentally and socially
				Technical Assistance: Major Component of Requested Assistance Contributes to Human Resources Development, Dissemination of Technology and Research & Development.

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1.(8)	Previous Concept ID (if any)	This is to identify whether this concept was originated based on another Project or a Concept.	This could be a blank. Users should enter the Concept ID if this concept was originated based on another project or concept.	
2.	**Applicant Information**	Consists of Organizational and Personnel details of the Agency that creates and owns the Project Concept/ forwarding Ministry/Provincial Council/ Organizations which are not under any Ministry.		Agency - NWS &DB Ministry Housing and Urban Development Auditor General for the third category
2.(1)	Host Country/ Applicant Government		This will be set as "Sri Lanka".	NWS & DB
2.(2)	Project Proponent	The Agency who creates and owns the Project Concept		
2.(2a)	Name of the Agency	This is the name of the Agency referred to at 2.2	Cannot be blank. Enter the name of the Agency.	
2.(2b)	Address	Address of the Relevant Agency	Cannot be blank. Enter the address of the Agency.	
2.(2c)	Phone	Relevant Telephone number of the Agency	Cannot be blank. Enter the Telephone number of the Agency.	
2.(2d)	Fax	Relevant Fax number of the Agency	Cannot be blank. Enter the Fax number of the Agency.	
2.(2e)	Contact Person 1	Details of the officer who creates and owns the concept. He/She should be the responsible officer who could provide information	Usually the Head of the Planning Division/Unit of the Agency	
2.(2e).i	Contact Person 1 Title	Title of the contract person	Cannot be blank. Enter the first contact person's title	
2.(2e).ii	Contact Person 1 Name	Name of the contact person	Cannot be blank. Enter the first contact person's name	

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2.(2e).iii	Contact Person 1 Designation	Designation of the contact person	Cannot be blank. Enter the first contact person's designation.	
2.(2e).iv	Contact Person 1 Phone		Cannot be blank. Enter the first contact person's telephone number.	
2.(2e).v	Contact Person 1 Fax		Cannot be blank. Enter the relevant first person's Fax number.	
2.(2e).vi	Contact Person 1 E-mal ID		Cannot be blank. Enter the first person's Email address.	
2.(2f)	Contact Person 2	Details of the second officer who creates and owns the concept. He/She should be the responsible officer who could provide information	Usually the Second in Command of the Planning Division/Unit of the Agency	
2.(2f).i	Contact Person 2 Title	Tile of the contract person	Cannot be blank. Enter the second contact person's title	
2.(2f).ii	Contact Person 2 Name	Name of the contact person	Cannot be blank. Enter the second contact person's name	
2.(2f).iii	Contact Person 2 Designation	Designation of the contact person	Cannot be blank. Enter the second contact person's designation.	
2.(2f).iv	Contact Person 2 Phone		Cannot be blank. Enter the second contact person's telephone number.	

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2.(2f).v	Contact Person 2 Fax		Cannot be blank. Enter the second person's Fax number.	
2.(2f).vi	Contact Person 2 E-mal ID		Cannot be blank. Enter the second person's Email address.	
2(3)	Forwarding Ministry / Provincial Council	The Ministry or Provincial Council or Organizations who is forwarding the Concept.	Cannot be blank. Users are allowed to select the relevant Ministry Name from the pre defined list	All Ministries and Provincials Councils. Organization not under any Ministry. Eg. Auditor General Dept.
2 (3a)	Name	Name of the Ministry/Provincial Council/Organization	Cannot be blank	
2.(3b)	Address	Address of the Ministry/Provincial Council/Organization	Cannot be blank.	
2.(3c)	Phone	Telephone number of the Ministry/Provincial Council/Organization	Cannot be blank.	
2.(3d)	Fax	Fax number of the Ministry/Provincial Council/Organization	Cannot be blank.	
2.(3e)	Contact Person 1	Details of the officer who is in-charge of the activity in the forwarding Ministry/Provincial Council/Organization	Usually the Head of the Planning Division/Unit of the Ministry/Provincial Council/Organization	
2(3e).i	Contact Person 1 Title	Title of the contact person	Cannot be blank. Enter the first contact person's Title	
2.(3e).ii	Contact Person 1 Name	Name of the contact person	Cannot be blank. Enter the first contact person's Name	
2.(3e).iii	Contact Person 1 Designation	Designation of the contact person	Cannot be blank. Enter the first contact person's Designation.	

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2.(3e).iv	Contact Person 1 Phone		Cannot be blank. Enter the first contact person's telephone.	
2.(3e).v	Contact Person 1 Fax		Cannot be blank. Enter the relevant first person's Fax number.	
2.(3e).vi	Contact Person 1 E-mal ID		Cannot be blank. Enter the relevant first person's Email address.	
2.3(f)	Contact person 2	Details of the second officer who in-charge of the activity in the forwarding Ministry/Provincial Council/Organization	Usually the Second in Command of the Planning Division/Unit of the Ministry/Provincial Council/Organization	
2.(3f)i	Title	Title of the second officer in charge of the Ministry/Provincial Council/ Organization		
2.(3f).ii	Contact Person 2 Name		This couldn't be a blank field. Enter the second contact person's Name	
2.(3f).iii	Contact Person 2 Designation		Cannot be blank. Enter the second contact person's Designation.	
2.(3f).iv	Contact Person 2 Phone		Cannot be blank. Enter the second contact person's telephone number.	
2.(3f).v	Contact Person 2 Fax		Cannot be blank. Enter the relevant second person's Fax number.	
2.(3f).vi	Contact Person 2 E-mal ID		Cannot be blank. Enter the relevant second person's Email address.	

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3.	**Project Rationale**		Do not indicate/explain the objective of the project. Answer to each sub section should be in brief and limited to a maximum of 500 characters	
3.(1)	Introduction to the Project	Indicate the current situation of the Sector, its national importance from a development perspective and the information specific to area the Project is going to cover.	Cannot be blank. Users are allowed a maximum of 500 characters. Attachments are allowed.	
3.(2)	Specific Problem to be addressed by the Project	Identify the problems and issues to be addressed by the Project.	Cannot be blank. Users are allowed a maximum of 500 characters. Attachments are allowed.	
3.(3)	Mode of intervention in terms of this project (Justification)	Identify the ways of solving the problems and issues and achieving targets by justifying the implementation of the Project.	Cannot be blank. Users are allowed a maximum of 500 characters. Attachments are allowed..	
3.(4)	Composition of Target Beneficiaries/Stakeholders (indicate Gender Ratio)	Beneficiary means the group of people or institutions directly benefited from the Project. Also indicate the gender ratio of the beneficiaries.	Cannot be blank. At least one record should be included. Attachments are allowed..	
3.(5)	Relationship of the Project to Government Policy Framework/Plan	Indicate how the Project would link to the Government Policy Framework/Plan and identify its contribution to the overall development objectives.	Cannot be blank. Require a summary limiting up to a maximum of 500 characters. Attachments are allowed.	
3.(6)	Coherence with Sectoral Policies and Strategies	Indicate how the project will fit into Sectoral Policies and Strategies. Identify its contribution to the sectoral development objectives	Cannot be blank. Require a summary limiting up to a maximum of 500 characters. Allow attachments	.

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3.(7)	Considered Project Alternatives and Reasons for Rejection	Identify possible alternative options to achieve the project objectives and reasons for rejecting them.	Cannot be blank. Require a summary limiting up to a maximum of 300 characters. Allow attachments	(diagram: nodes A, B, C, D) Supposed to construct a road for A__B area . A__B is the shortest way for constructing the road compared with the other alternatives ways. Eg. A__C__B or A__D__B. However, when we select A—B option sometimes it may have high cost activities such as resettlement, land acquisition than the option A__C__B. So it is necessary to check the possible way by considering alternative ways.
3(8)	Whether the Feasibility Study for the Project has been Carried out	If a Feasibility Study has already been carried out please attach it		
4.	**Project Objective & purpose**	Indicate the main objective and the purpose of the project without adding project justification		
4.(1)	Goal of the Proposed Project	Project goals are the long-term objectives of the project	Users are allowed to select primary and secondary objective from the defined list. Primary objective cannot be blank. Secondary objective can be blank.	long-term objectives Economic Development/Reform for Economic Growth Poverty Alleviation Social Development Environmental Management Capacity Building/Institutional Strengthening

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4.(2)	Purpose of the Project	Purpose of the Project is the expected outcome of the Project.	Cannot be blank. Require a summary limiting up to a maximum of 500 characters. Allow attachments.	
5.	**Project Outputs, Activities and Duration**	.		
5.(1)	Expected Project Outputs	Outputs are the results that can be guaranteed by the Project as a consequence of its activities	Cannot be blank. At least one output should be included	Replanting of 1000 ha of Tea.
5.(2)	Project Activities	The activities that will be undertaken to implement the project.	Cannot be blank. At least one activity should be included indicating the magnitude of operation in each activity.	For replanting of 1000 ha of Tea, the activities would be; Uprooting of unproductive plants 1000ha, Rehabilitation of Soil 250ha, Stone Terracing 300×10^3, Planting TRI2030 clone 10×10^6 plants etc.)
5.(3)	Proposed Duration of the Project	The time span of the Project from the starting point to the end point of implementation.	Cannot be blank. Duration of the Project should be in months.	36 months
6.	**Project Location and Land requirement**	Indicate the geographical location of the Project		
6.(1)	Is the Project location is Islandwide or area specific	If the Project has Island-wide coverage indicates it as an Island-wide Project. If not specify the area coverage.	Cannot be blank. Select the one from two locations	Island-wide or Badulla, Monaragala and Ampara districts.

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6.(2)	Total Land Requirement	The total land area required for the implementation of the Project	This could be a blank field Users are allowed to select unit of the land measure in Metric. In the system unit can be select from the pre defined list.	
6.(3)	Specify the Project Location	Information on where the Project activities take place.	Cannot be blank. Users are allowed to select the relevant Province, District, and Division from the pre defined list. Location is free text and should be entered. Attachments will be allowed if available.	1. Location can be a City, Town, Village, Heritage name, Name of a agency etc
7.	**Environment and Environment impact**	This section is to assess the environmental impact of the Project.		
7.(1)	Indicate if any of the following land users are within the Project site or within 1 km distance from any boundary of the Project site	This is to identify whether the Project is to be located closer to the environmentally sensitive areas.	Cannot be blank. Select the relevant land users from the selection boxes. If the answers are positive describe in a summary limiting up to a maximum of 300 characters. Attachments will be allowed if available.	Land users: National reserves such as national parks, wildlife reserves; coastal zones; flood areas and flood protection areas; reservoirs; archaeological reserves; ancient and protected monuments; schools; religious places and hospitals.
7.(2)	What are the possible Environment and Natural Resources Constraint to the existing activities due to the proposed Project	Indicate possible environment and natural resources constraints to the existing activities in the area due to implementation of the Project	This cannot be blank	Increase or decrease of ground water level/clearing of forest etc.

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7.(3)	Indicate which of the following resources may be required for the Project.	This is to identify environmentally sensitive resources required for the Project	"Resources required for the project" field couldn't be a blank. Unit, Extent, Location could be blank fields If they are not known. Select the resources required for the project from the given list. If the resource required can not be found in the given list select "other" option and specify limiting to 30 characters.	
7.(4)	Will the Project require relocating 100 or more families?	Requirements of relocating families	Cannot be blank. Select the one from the two options.	
7.(5)	Whether the Project location is inside the coastal buffer Zone		Cannot be blank. Select the one from the two options	
7.(6)	Is the proposed Project a prescribed Project?	This is to identify whether the Project required EIA clearance	Cannot be blank. Select the one from the two options.	It is advised to consult CEA to verify the prescribed status.
8.	**Gender Perspective**	This is to identify whether the Project address the Gender issues		
8.(1)	Does the Project identify any gender gaps? If so describe	This is to ensure that problems and issues to be addressed by the Project specifically identify much issues and problems vis-à-vis Gender	Cannot be blank.	

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8.(2)	Is there any strategy in the Project to address the gender imbalances	If the Project identifies Gender imbalances among the beneficiaries what are the strategies adopted in the Project to address such imbalances	Cannot be blank.	
8.(3)	Which Project activities are designed to bridge such gender gaps and what will be their impact on gender imbalance?	Identify the Project activities which are designed to bridge the Gender gaps and their impact.	Cannot be blank.	
9.	**Cost and Financing**	Summary of the Project Cost and financial plan		
9.(1)	Total Project Cost	This should be in Rs LKR	This could not be a blank field. Enter the total cost of the project in Sri Lankan Rupees in million	LKR 3.69 million
9.(2)	Cost Components	Identify main Components of the Project and Activities under each of the Components	Cannot be blank. At least one record should be entered. At the submission stage users are allowed to enter only local currency in Sri Lankan Rupees in million.	
9.(3)	Financing Plan	Financial Plan consists of External Source – This is the foreign portion for which Grant or Loan funding is requested. Proponent funding_ Contribution from the Agency. Beneficiary Contribution_ This is the contribution from the community that benefits from the project. Consolidated Fund _ Government portion of the funding Total: Should be equal to the total project cost.	Cannot be blank. Complete the Financing plan using Sri Lankan Rupees in million.	**Proponent funding**- Eg The contribution of the Project Implementing Agency this could be cash or in-kind **Beneficiary Contribution_** Eg.In a rural electricity project, if the villagers or organizations representing them contribute for the project, this amount should be indicated here.

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9.(4)	Details of Already Offered or Prospective External Assistance to Projects in the Related Sector/Ministry	Details on similar projects already offered with external assistance or projects in the related Sector/Ministry.	Cannot be blank. Amount of the project should be in USD in millions	
10.	**Project Implementation**	To provide information on the Implementing Agency which has overall responsibility for the implementation of the Project		
10.(1)	Implementation Agency with Overall Responsibility	Organizational and personnel details of the Implementing Agency If the Project Proponent and the Implementing Agency is the same the information at 2.2 (a to d) should appear under 10.1 (a to d)		
10.(1a)	Name	Name of the Implementing Agency with overall responsibility	Cannot be blank.	
10.(1b)	Address	Address of the Implementing Agency	Cannot be blank.	
10.(1c)	Phone	Relevant contract telephone number of the Implementing Agency.	Cannot be blank.	
10.(1d)	Fax	Relevant contract Fax number of the Implementing Agency	Cannot be blank.	
10.(1e)	Contact Person 1	Contacts details of an officer who is responsible at the implementation stage.		
10.(1e)i	Contact Person 1 Title	Title of the first relevant contact person at the implementation stage	Cannot be blank.	
10.(1e)ii	Contact Person 1 Name	Name of the first relevant contact person at the implementation stage	Cannot be blank.	

Item Number in the Concept Format	Heading	Introduction	Filling Information and Description	Examples
10.(1e)iii	Contact Person 1 Designation	Designation of the first relevant contact person at the implementation stage	Cannot be blank.	
10.(1e)iv	Contact Person 1 Phone	Telephone number of the first relevant contact person at the implementation stage	Cannot be blank.	
10.(1e)v	Contact Person 1 Fax	Fax number of the first relevant contact person at the implementation stage.	This could be a blank field.	
10.(1e)vi	Contact Person 1 Email ID	Email address of the first relevant contact person at the implementation stage.	This could be a blank field.	
10.(1f)	Contact Person 2	Contacts details of a second officer who is responsible at the implementation stage.		
10.(1f)i	Contact Person 2 Title	Title of the second relevant contact person at the implementation stage	Cannot be blank.	
10.(1f)ii	Contact Person 2 Name	Name of the second relevant contact person at the implementation stage	Cannot be blank.	
10.(1f)iii	Contact Person 2 Designation	Designation of the second relevant contact person at the implementation stage	Cannot be blank.	
10.(1f)iv	Contact Person 2 Phone	Telephone number of the second relevant contact person at the implementation stage	Cannot be blank.	
10.(1f)v	Contact Person 2 Fax	Fax number of the second relevant contact person at the implementation stage.	This could be a blank field.	

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10.(1f)vi	Contact Person 2 Email ID	Email address of the second relevant contact person at the implementation stage.	This could be a blank field.	
10.(2)	Functions of the Implementing Agency with Overall Responsibility	Indicate the functions of the Implementing Agency which has overall responsibility for implementation of the Project	Cannot be blank.	
10.(3)	Implementing Agency/ies and their functions and prior experience with Similar Projects / Activities	If there is more than one Agencies are involved in the implementation of the project it is required to provide information on their functions and experience with similar projects activities.	Cannot be blank. At least one record should be entered. No 1 should be for the details of the agency with overall responsibility. Rest for the other Agencies which are involved in the implementation	
10.(4)	Responsibilities of other Entities (Other relevant Agency	If sub level entities are involved in the implementation please provide information on such entities		
10.(4a)	Applicable / Not applicable	Indicate applicability or not applicability of sub level of implementing entities	Cannot be blank. Select one from the two options	
10.(4b)	Narration	Agency name and its responsibility	This could be a blank field.	
10.(5)	Staff Availability for Implementing the Proposed Project	Information on Number of staff available for implementing the Project and additional staff required.	Cannot be blank. . At least one record should be entered. Additional Staff field could be blank	