

## Instructions to fill the Project Request Form (PRF)

### A. General Information

1. Information required in all sections and sub-sections has to be provided.
2. Information not applicable for a project may be filled as NA.
3. The PRF, duly filled and signed by the Supervising Officer of the Ministry, should be submitted to MoFED in soft and hard copies.

### B. Instructions for filling specific sections

Sections	Instructions
1.1	Give the Project Title along with location, e.g., Construction of a State Secondary School (F.1-V) - Girls at Bambous.
1.2	Name of the Ministry/Department/Organization responsible for the project.
1.3	Name of Implementing Agency, that is, the body which is executing the project on behalf of the Applicant. The Applicant could also be the Implementing Agency.
1.4	State the total estimated project cost (Rs Million) inclusive of all taxes.
1.5	Provide a breakdown of the different cost components like land, buildings, equipment, logistics, other structures, etc...
1.6	Provide an estimated operation and maintenance cost the project is expected to require.
1.7	Provide the different financing options, such as external financing, BOT, etc, considered for the project.
1.8	Give the exact location where the project will be implemented
2.1	The rationale of the project should be clearly defined. Explain how the project will cater for the need(s) or will resolve specific problem(s) of the Ministry/ Department/Organization and the specific objectives of the Project. Also explain how it will improve service delivery.
2.2	A detailed/comprehensive description of the project is required. The scope of works, technical specifications, etc should be clearly determined.
2.3	Explain how the project is in line with the sector strategy and its impact on the economy.
2.4	Indication should be given about different alternatives explored. Give reasons why this option has been preferred to the alternatives.
2.5	Indicate what could be the possible consequence(s) of deferring the project.
2.6	Attached any report(s) related to studies done for this project.
2.7	State whether the project requires an EIA/PER. (Note: EIA: Environment Impact Assessment. PER: Preliminary Environment Report).

Sections	Instructions
<b>3.1</b>	The extent of land (m <sup>2</sup> ) required for the project should be stated. This should include all components of the project such as buildings, parking, Green spaces, etc.,.
<b>3.2</b>	State whether the land has already been acquired; otherwise indicate the present situation and actions initiated so far regarding land acquisition. State whether the land is state-owned.
<b>3.3</b>	A description of the topography and features of site is required.
<b>3.4</b>	Availability of other essential facilities such as access to roads, electricity, water, wastewater disposal, etc, should be indicated. Explain whether relevant authorities have been consulted and its outcome in case these facilities are not available.
<b>3.5</b>	State whether geotechnical tests have been carried out. If so, a copy of the report should be submitted.
<b>3.6</b>	Additional information relating to site, for example, proximity to motorway, bus station, neighbourhood etc, which may affect the implementation of the project, should be provided.
<b>4.1</b>	Indicate whether the cloud server and other infrastructure of the GOC would be required/used by the proposed Project.
<b>4.2</b>	Justify the project proposal by indicating the number of transactions the new project/system will handle per year. Also provide statistics on the number of processes and the time to process a transaction both presently and after the implementation of the new system.
<b>5.1</b>	State the main possible risks associated with the project.
<b>6.1</b>	State the duration of the project in terms of months.
<b>6.2</b>	Give indication about the date the project would start. For infrastructure projects, the start of construction works date should be provided.
<b>6.3</b>	The expected completion date should be stated. In the case of acquisition of machinery and equipment, the delivery date should be provided.
<b>6.4</b>	Detail out the important stages and milestones.
<b>7.1</b>	In view of ensuring proper project management, details are to be provided with regard to implementation, monitoring and supervision of different activities of the project.
<b>8.1</b>	Provide any additional information that need to be considered for the project such as for projects cutting across sectors, whether all relevant stakeholders have been contacted.
<b>9</b>	Provide any other useful information.
<b>10, 10.1</b>	A contact person conversant with the project should be designated by the Ministry/Department/Organization to ensure better communication and follow up.