



1818 H Street N.W., Washington, D.C. 20433, U.S.A. (202) 473-3202

APPLICATION FOR DIRECT ACCESS TO THE GEF TRUST FUND FOR PREPARATION OF REPORTS TO CONVENTIONS IN THE BIODIVERSITY FOCAL AREA

1. All recipient countries will have access to GEF resources, up to US\$500,000 to prepare national biodiversity and biosafety reports, revise national biodiversity strategies, and undertake Clearing-House Mechanism activities per their obligations as Parties to the Convention on Biological Diversity (CBD).
 2. To request support for biodiversity enabling activities, countries will use the template below to submit a proposal that includes a detailed description of the activities that will be carried out as well as their expected cost.
 3. To apply for the GEF resources, the recipient country would select a national agency to act as the *Executing agency* for the preparation of the reports in the biodiversity focal area which are obligations of the countries to the convention. The attached proposal template includes three parts: (1) the first part is the description of the activities eligible through Direct Access grant; (2) the second part is the financial management and procurement self-assessment questionnaire that applies to the selected Executing agency; (3) the third part is a basic procurement plan that the Executing agency can use to plan for contracting of consultants, providers or suppliers in order to implement the activities included in the first part of the template.
 4. Principles of transparency and inclusiveness of national stakeholders, including civil society and community based organizations, will be encouraged in the exercises.
 5. The GEF Operational Focal Point is responsible for submitting to GEF Secretariat (through GEF-DA-BD@thegef.org) the application prepared on the basis of template that follows. Instructions on how to fill in the template are provided in Annex 1. The **Output** is expected to be in a form of various reports, strategies and action plans submitted to CBD by the recipient country to fulfill its convention obligation. The country should submit the completed reports to CBD with a copy sent to the GEF Secretariat.
 6. Submit the application in Word format and in English language. The submission of the application by the Operational Focal Point will be considered as an OPF endorsement for this activity.
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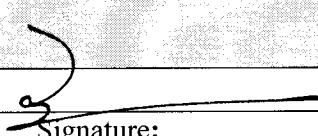


gef GLOBAL ENVIRONMENT FACILITY
 INVESTING IN OUR PLANET
 1818 H Street N.W., Washington, D.C. 20433, U.S.A. (202) 473-3202

GEF GRANT TF No: _____

**APPLICATION FOR DIRECT ACCESS TO THE GEF TRUST FUND FOR PREPARATION
 OF REPORTS TO CONVENTIONS IN THE BIODIVERSITY FOCAL AREA ¹
 Under the GEF Trust Fund**

PART I: DESCRIPTION OF PROPOSED PROJECT²

Summary Project Information			
Country	Bangladesh		
Project Title	Updating and Mainstreaming of National Biodiversity Strategy and Action Plan for Bangladesh		
Executing Agency(ies)	Department of Environment		
Objectives	<input checked="" type="checkbox"/> To assist countries in preparing their National Report for CBD and/or To assist countries in preparing the National Report for Biosafety and/or <input checked="" type="checkbox"/> To assist countries in revising the National Biodiversity Strategy and Action Plan <input checked="" type="checkbox"/> and/or to Undertake clearing house mechanism activities.		
Total Project Costs	279,950	GEF Grant Amount (\$)	480,450
Country Eligibility³ / Country Drivenness			
Date of Ratification of CBD:	03 May 1994		
Name of OFP Endorsing this proposal:	 Signature: Mesbah ul Alam Secretary Ministry of Environment & Forest Govt. of the People's Republic of Bangladesh		
Implementation Details			
Start Date	01/01/2012	Proposal Submission Date	8082011

¹ Proposal preparation guidelines are provided in Annex 1.

² This project will identify and consult with the necessary stakeholders to carry out the work required to support the enabling activities (or preparation of the reports) supported through this grant. Please see Table 2 for further details taken from Conference of the Parties (COP) guidance.

³ The GEF requires that countries must have completed their third national report and/or NBSAP – if they received GEF funding for the same – before requesting funding under this project.
 - Least Developed Countries (LDCs) and Small Island Developing States (SIDS) are encouraged to apply early.

Completion Date	30/06/2014	Project Duration (months)	24
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I. DESCRIPTION OF PROPOSED PROJECT:

Bangladesh is a party to the convention on biological diversity. Being a party, Bangladesh is globally committed to implement the obligations under the convention and decisions taken by the conference of the parties (COP). Bangladesh has developed its NBSAP during 2003-2004 and submitted to SCBD in 2006. Almost eight years have been passed, the country has developed the NBSAP and since then there are developments in terms of implementing some of the strategies defined in the NBSAP.

With the pace of continuous threats on our precious biodiversity due to population pressure, unplanned urbanization and industrialization as well as climate change, there are knowledge and technological developments how to conserve biodiversity. The conservation efforts implemented henceforth is not enough to address the rapid loss of Biodiversity. NBSAP once developed has not yet been mainstreamed in the development planning process of the country. The policy level is yet to be fully convinced about the contribution of ecosystem goods and services to the gross national economy and sustainability of the overall development of the country. The knowledge and information gap on the biological resources or the natural capital is another striking area where the country needs energised efforts.

As there are changes in various dimensions with regards to biodiversity and its conservation, it is necessary to revisit the existing strategy and action plan on biodiversity and update the document in the line with the latest developments. This is also very important that the NBSAP earlier developed has not been mainstreamed into the development planning processes. It is well understood that if the NBSAP is not integrated into the planning process and mainstreamed into the policy level, it would not result in positive changes towards conservation of biodiversity. Moreover, Bangladesh has also to align NBSAP with the Aichi-Nagoya biodiversity strategic plan 2020 that has been undertaken in COP-10 of the convention on biological diversity. Keeping the view in mind, it is very essential that NBSAP has to be updated and mainstreamed with the policy level as well as planning system. Therefore, Bangladesh envisages to update all the elements of NBSAP and mainstreaming the same into the overall planning system.

Wider participation of stakeholders including local and indigenous communities, civil society members, policy level people, government officials of various biodiversity conservation related ministries, departments, institutes, non-government organizations would be ensured in the updating process of NBSAP. Local/divisional level consultations would be organized to get the communities involved. Towards ensuring their active role community leaders would be engaged as the resource persons to facilitate the consultations and putting their meaningful input into the process.

Women from time immemorial are the part and parcel contributing to the conservation and sustainable use of biodiversity which formed the Bangalee culture in this part of the world. The traditional knowledge of preserving local and indigenous species of agro-biodiversity is being

maintained by the women generation-after-generation. Gender dimensions have been considered in the project design and gender equality and empowerment of women would highly be emphasized in the strategic planning of biodiversity and updating process of NBSAP. CBD Technical Guidelines for Mainstreaming Gender into National Biodiversity Strategies and Action Plans will be followed in NBSAP updating process. All the exercises such workshops, consultations would be ensured with the active participation of women.

Bangladesh has developed NBSAP, NAPA, NCSA, NAP, Bangladesh Climate Change Strategy and Action plan (BCCSAP) which has got immense impacts on the existing institutional capacity in terms of managing the local, regional and global environment as well as implementation of multi-lateral environmental agreements. The capacity achieved through the above exercises triggered various projects and programs on addressing biodiversity conservation issues and adapting to or mitigation of climate change.

In this backdrop, the project is envisaged to update the NBSAP with comprehensive participation of the stakeholders including women and local community from every sector of developments which has interaction with biodiversity conservation and sustainable use of its components. The project also seeks for developing Biodiversity Strategic Plan 2020 and mainstreaming the plan into the development planning process as well as at the policy level.

Implementation Mechanism:

The national executing agency responsible for oversight and implementation of the project implementation would be the Department of Environment. The Executing Agency will work closely with the National Technical Committee on Biodiversity headed by the Secretary, Ministry of Environment and Forests. This committee comprises of all ministries and institutes relevant with biodiversity conservation and sustainable use of its components. Towards further enhancement of coordination, a Steering Committee would be constituted comprising the representatives of the following organizations.

- Ministry of Environment and Forest.**
- Ministry of Science, Information and Communication Technology.**
- Ministry of Agriculture**
- Ministry of Fisheries & Livestock**
- Ministry of Water Resources**
- Ministry of Communication**
- Ministry of Power and Energy**
- Ministry of Science and Technology**
- Ministry of Chittagong Hill Tracts**
- Ministry of Finance**
- Planning Commission**
- Economic Relations Division**
- Implementation Monitoring and Evaluation Division (IMED)**
- Forest Department**

- Department of Fisheries**
- Department of Environment**
- Relevant Research Institutes (on plants, crops, animals and livestock, fisheries, forest resources; etc)**
- Representatives from World Bank, UNDP, ADB and other development partners**
- NGOs Working with Biodiversity Conservation and Environmental issues**

The Steering committee would supervise the progress of the implementation of the project and ensure coordination among various ministries/agencies and they would advise the project implementing authority on the technical and management aspects of the updated NBSAP, implementation of strategic planning and mainstreaming the strategies into development planning process.

Furthermore, the representatives/experts from various biodiversity related development ministries would always be invited and their participation would be ensured in all the consultative meetings, seminars, workshops to be organized in the central and division level.

II. STATUS OF EARLIER ASSISTANCE RECEIVED UNDER ENABLING ACTIVITIES:

Please complete table below. If the country has received additional funding for undertaking capacity needs assessments in priority areas of the CBD, and/or for establishment and operationalization of the Clearing House Mechanism, please complete the second and, as applicable, the third part of the table.

1) National Reporting to CBD			
Reports	Date of Submission to CBD Secretariat	Current Status*	Comments
National Biodiversity Strategy and Action Plan	01/01/2006	1	
Revision of NBSAP		(select)	
1 st National Report		(select)	
2 nd National Report	03/06/2001	1	
3 rd National Report	16/05/2005	1	
4 th National Report	20/04/2010	1	
1 st Biosafety Report			
2 nd Biosafety Report			
* Indicate the status of plans/reports by selecting 0 if the report is still under finalization or implementation, and select 1 if the report has been endorsed by government or parliament as relevant. Please provide any additional comments.			
2) Capacity Needs Assessments carried out			
		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Start Date: 29/12/2005		End Date: 01/12/2007	

Please list all of the CBD Program of Work and cross-cutting themes that were addressed in the Biodiversity Enabling Activities Capacity Needs Assessments:	<u>Date</u>
•	
▪	
▪	
▪	
▪	
▪	
3) Clearing House Mechanism (CHM) established? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
CHM link:	
Is the CHM website maintained up to date?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
How many people currently operate and maintain the national CHM?	
How many people visited the national CHM website in the past 12 months?	
Note: add any note on the status of any Biodiversity Enabling Activities and Add-on projects and the status of the National CHM site.	

III. ACTIVITIES AND BUDGET:⁴

A) PROPOSED DETAILED BUDGET FOR BIOSAFETY REPORT (US\$'000)

Implementation Period:		Start:	End:			
Output	Activities	Proposed GEF Grant	Co-Financing		Total Project Financing	GEF Grant as % of Total*
			Cash	In-kind		
Biosafety Report	Sectoral consultation/ stocktaking led by national competent authorities					
	Report production					
	National consultative workshop					
Total Project Cost						

*Total GEF grant as percentage of total project cost .

B) PROPOSED DETAILED BUDGET FOR NBSAP REVISION AND RELATED ACTIVITIES (US\$'000)

Implementation Period:		Start:	End:			
Components	Activities	Proposed GEF Grant	Co-Financing		Total Project Financing	GEF Grant as % of Total
			Cash	In-kind		
I. Stocktaking and assessment	1. Rapid stocktaking and review of relevant plans, policies and reports	30000		15000	45000	67
	2. Identification of stakeholders; consultations and awareness	32000		30000	62000	52
	3. Rapid assessment of the causes and consequences of biodiversity	30000		15000	45000	67

⁴ In preparing these proposed GEF funding tables, please consult Annex 1 for guidelines as well as the sample budget for each activity. The sample budget for each activity is an average cost for each activity which provides as cost benchmark.

	loss highlighting the value of biodiversity and ecosystem services and their contribution to Human well-being					
II. Setting national targets, principles, & main priorities of the strategy	4. Setting national targets, principles, & main priorities of the strategy through national consultations	24000		7500	31500	76
III. Strategy and action plan development	5. Developing the strategy and actions to implement the agreed targets through national consultations	22000		10500	32500	68
	6. Application of the NBSAP to sub-national entities through sub-national and local consultations	15000		15000	30000	50
	7. Sectoral integration including mainstreaming into development, poverty reduction and climate change plans through sectoral consultations	12000		15000	27000	44
IV. Development of Implementation plans and related activities	8. Development of a plan for capacity development for NBSAP implementation.	8000		7500	15500	52
	9. Technology needs assessment	12000		7500	19500	62
	10. Development of a communication and outreach strategy for the NBSAP.	12000		3000	15000	80
	11. Development of a plan for resource mobilization for NBSAP implementation	12000		4500	16500	73
V. Institutional, monitoring, reporting and exchange	12. Establishment/ strengthening of national coordination structures			7500	7500	0
	13. CHM development.	15000		15000	30000	50
	14. Development of indicators and monitoring approach	15000		7500	22500	67
	15. Fifth national reports	15500		15000	30500	51
Total		254500		175500	430000	59

C) SUMMARY BUDGET FOR THE PROPOSED INITIATIVES (US\$'000)

Project Components (activity description in table above)	Proposed GEF Grant	Co-Financing		Total Project Financing	GEF Grant as % of Total
		Cash	In-kind		
1. Biosafety National Report					

2. NBSAP Revision (including 5 th National Report on Biodiversity and CHM activities)	254500		175500	430000	59
3.					
4.					
Project Management Cost	25450		25000	50450	50.45
Total Project Cost	279950		200500	480450	58.27

IV. INSTITUTIONAL ARRANGEMENTS FOR IMPLEMENTATION

A project steering committee headed by the Secretary, Ministry of Environment and Forests, would oversee the total progress and provide guidance to the project management for dynamic implementation of the project. A technical Review Committee headed by the Director General of the Department of Environment would be constituted to undertake technical review of the documents to be developed under the project. A project director would be recruited from the expert officials of the relevant field of the national executing agency, the Department of Environment. The project director would have experience in biodiversity conservation, convention on biological diversity reporting process and will be responsible for the overall management of the project that includes providing supervision and guidance to the activities of the consultants, liaison and coordination among the stakeholders, managing the project as per rules and regulations of the Global Environment Facility (GEF) and that of the Government of Bangladesh.

PART II. FINANCIAL MANAGEMENT AND PROCUREMENT SELF-ASSESSMENT

(Instructions on responding to this Self-Assessment are provided in Annex 2)

Grant Recipient's Name: Department of Environment (DoE)

Grant No.

Information to be provided by the Executing Agency	
1. Name and contact information of the Executing Agency	Department of Environment (DoE) Poribesh Bhaban E-16, Agargaon, Sher-e-Bangla Nagar Dhaka 1207, Bangladesh E-mail: dg@doe-bd.org Fax: 88-02-9118682
2. Year of registration (establishment) and years of operations	Department of Environment started its operation in Bangladesh through the Pollution Control Cell under the aegis of the Department of Public Health Engineering. The activities of environment conservation begun through the Water Pollution Control Ordinance in 1973. In 1977, an Environment Pollution Control Board was established in Bangladesh. The Government of Bangladesh undertook the Environmental Pollution Control Project in 1977. In 1985 the Department of Pollution Control was established. The Environment Conservation activities came under the purview of a stand-alone organization, the Department of Environment, in 1989. The department is headed by the Director General. In 1995, Bangladesh Environment Conservation Act was promulgated. The mandate, power and functions of the Department of Environment (DOE) is regulated by this very act.
3. Experience with World Bank operations (projects financed from WB loans or credits)	Department of Environment (DOE) has got a great deal of experiences in implementing

<p>or grants)</p>	<p>World Bank Projects. The Department has completed the following two World Bank projects in the recent past:</p> <ol style="list-style-type: none"> 1. Air Quality Management Project (AQMP) under IDA Credit No. 3404 BD. The project started in 2000 and ended in 2008. The total Project Cost was \$ 5.68 million. 2. Clean Air and Sustainable Environment Preparation Project (CASE PP), a PHRD grant of 0.9 million US Dollar administered by the World Bank. The Project duration was 2007 to 2009. <p>The Department of Environment initiated implementation of the following World Bank Project (on-going):</p> <ol style="list-style-type: none"> 1. Clean Air and Sustainable Environment (CASE) Project under IDA Credit No. 4581 BD. The project started in 2009 and planned to be completed in 2014. The total project cost: \$18.01 million (the cost is only for the DOE component). Apart from the Department of Environment's component of CASE, the project has got two other components, very much linked with the department. These components are being executed by Dhaka Transport Coordination Board (DTCB) and Dhaka City Corporation (DCC). The Component of DCC costs \$ 43.64 million and DTCB component costs \$ 6.68 million.
<p>4. Are there sub-grants for the operation? What are the amounts involved for sub-grants? To which entities are sub-grants allocated?</p>	<p>There was no provision of sub-grants in the projects mentioned above.</p>
<p>5. If there are sub-grants, have you checked the WB list for debarment list to ensure eligibility of the sub-grants recipients?</p> <p>http://intranet.worldbank.org/servlet/main?theSitePK=278020&querycontentMDK=64069700&piPK=64147837&pagePK=64147838&menuPK=</p>	<p>Not Applicable</p>

60000357&contentMDK=64069844	
6. Information about financial management (FM) arrangements for the operation:	
<ul style="list-style-type: none"> Does the Executing agency have an FM or Operating Manual that describes the internal control system and FM operational procedures? 	<p>Yes, the Government of Bangladesh (GoB) has the following instruments on financial management:</p> <ol style="list-style-type: none"> General Financial Rules Delegation of Financial Power to be exercised by the Project Directors Public Procurement Act 2006 (Amendment 2007) Public Procurement Rules 2008 (Amendment 2011) Project Operational Manual, Ministry of Finance. <p>To ensure internal control there is monthly review of the project expenditures at the departmental and ministerial level. There are systems of checks and balances in the department as the procurement process requires review by the evaluation committee. All the procurements have to obtain endorsement from the head of the Department of Environment.</p>
<ul style="list-style-type: none"> What accounting system is used? Is a computerized or a manual? 	Both computerised and manual accounting systems are followed in the financial management in DOE
<ul style="list-style-type: none"> What is the staffing for accounting, auditing, and reporting functions? Does the Executing Agency have a qualified accountant? Full time or part time? Who will be in charge of the grant? What are qualifications and experiences of the accountant assigned to the grant? 	In the Department of Environment, there is designated manpower (full-time) to oversee accounting, auditing and reporting functions. There is full time personnels: under the Director (Admin and Finance) there is Deputy Director (Admin and Finance), Accounts Officer, Accountants and other Supporting Staffs to run the financial management

	<p>systems in the Department of Environment. Deputy Director (Admin and Finance) has got a higher degree in accounting and more than 15 years of experiences in dealing with financial and administrative issues of the department. The Accounts Officer has got more than 25 years of experiences in financial management. There is a full-time Director (Planning and Development) in the department for looking after the Project Reporting Functions. He is responsible for monthly, quarterly and yearly progress report to be furnished to the departmental head, the ministry, implementation monitoring and evaluation division of the planning ministry and planning commission. A project director would be in charge of the grant project envisaged, who will have at least 15 years of experiences in project management and Department of Environment activities. The project director would have at least a master degree relevant with biodiversity and adequate training on financial and project management issues.</p>
<ul style="list-style-type: none"> • Disbursement Arrangements (e.g. disbursement methods applied, supporting documentation requirements) 	<p>The disbursements are made on the basis of the approval of project director or in some cases, approval of the head of the department is required. The funds from the GEF secretariat will be disbursed directly to a designated project account which will be made on the basis of Statement of Expenditure. The project account would be operated by the project director</p>
<ul style="list-style-type: none"> • Does the Executing agency have in place basic arrangements to support flow of funds, and timely accountability of funds? (E.g. bank and cash procedures, funds flow diagram) 	<p>Yes. DoE have the basic arrangements to support the flow of funds and ensuring the timely accountability of funds. The internal accounting system alongwith the Comptroller and Auditor General (C&AG) of Bangladesh keep all records in respect of receipt and utilization of funds. DoE produces monthly, quarterly and annual statements to C&AG via</p>

	Chief Accounts Officer (CAO) of the Ministry.
<ul style="list-style-type: none"> Does the Executing agency keep adequate records of financial transactions, including funds received and paid, and of the balances of funds held? (E.g. cash book, cash count minute, bank book, bank statement, bank reconciliation). Who is authorizing the payments? Who is making the payments? 	<p>Yes. DoE maintains accounts books and registers like cash book, ledgers, bank book, and stock registers, etc. Bank reconciliation statement is also prepared on monthly basis. Payment vouchers and receipt vouchers are required for financial transactions and these records and papers are maintained for at least 5 (five) years after the completion of the project. In case of Grant Projects, Annual Auditing of the Project Accounts alongwith the Papers of Transactions are performed by the Foreign Aided Audit Department. For the Grant Projects, the payments are being authorized either by the Director General or the Project Director himself on the basis of financial power bestowed on the project management officials. For the projects, payments are being made by the project directors or designated accountants are doing the job. For the day-to-day payments of the department, the Director General is authorizing the payments and the payments are being made by Deputy Director (Finance) or Accounts Officer.</p>
<ul style="list-style-type: none"> How often does the Executing agency produce interim financial reports? What information are presented in the financial reports. 	<p>Monthly, Quarterlerly, Half-yearly, Yearly Financial Reports are prepared as per Project Accounting Manual 2000 (a manul prescribing procedures for development project) and submitted to different agencies including the line ministry, auditor generals office, planning commission, economic relations division of finance ministry, cabinet division of the government, implementation monitoring and evaluation division, etc.</p> <p>Information presented in the financial statements are mainly on-</p> <p>- project monitoring (monetary & physical)</p>

	<ul style="list-style-type: none"> - percentage of utilization of cost in relation to the monthly target. - code-wise classification of expenditure. - comparison between budgeted expenditures and actuals. - cumulative expenditure incurred.
<ul style="list-style-type: none"> • Is the Executing Agency audited? If yes, by which auditor? How often the EA is audited? What are the types of audit carried out e.g. financial audit, performance audit, procurement audit? Are the audit reports made public? Please attach a copy of the last (1-2) audit reports (or provide link to the site where these can be downloaded). 	<ul style="list-style-type: none"> - Yes. Financial and procurement audit (annual) conducted by the representative of the Comptroller & Auditor General (C&AG) of Bangladesh. Performance audit is also conducted by C&AG for particular kind of projects. For the grant projects, Foreign Aided Projects Audit Directorate (FAPAD) conducts annual audit. Audit reports are made public through Public Accounts Committee, a committee comprised of the members of parliament. <p>Bangladesh has adopted the ‘Westminster’ model of democracy and has designed its formal system of Financial Accountability on the British pattern. The fundamental principle underlying the Westminster system of democracy is that the Government is accountable to people represented by the Parliament. The people’s right to know how public funds are collected and spent is one of the cornerstones of this model of democratic government. Parliamentary control in the Westminster model of governance involves several components: the preparation of the government’s annual public accounts; internal control exercised by the Executive over its financial transactions; the subsequent audit conducted by the CAG; and the related scrutiny provided by Parliamentary Committees such as the PAC of the Parliament. These Committees are charged with the responsibility to provide the oversight function for the legislature. In Bangladesh, the</p>

	<p>Public Accounts Committee (PAC) of the Parliament and the Office of the Comptroller and Auditor-General (CAG), in their collaboration act as principal public sector watchdog/oversight bodies. These watchdog bodies working for ensuring accountability are in effect working for ensuring good governance as well.</p> <p>Three oversight institutions are mainly responsible for conducting financial oversight in Bangladesh. The institutions are the Office of the Comptroller and Auditor General (OCAG), the Parliamentary Standing Committees (E.g. Public Accounts Committee (PAC)) and the Professional Accounting Bodies (e.g. Institute of Chartered Accountants of Bangladesh, Institute of Cost and Management Accountants, Bangladesh).</p> <p>The parliamentary standing committees oversees the appropriateness of the use of funds voted for, the CAG ensures compliance with financial regulations by the executives while spending, and the professional accounting bodies provide their opinion on the financial health of the public sector enterprises.</p> <p>One Audit Report furnished by the FAFAD is attached herewith in Annexure-A for the ready reference.</p>
<p>7. Information about Procurement arrangements for the operation:</p>	
<ul style="list-style-type: none"> • Does the Executing agency have procurement procedures, rules or regulations in writing? Where are the responsibilities and delegation of authority for those who have control of procurement decisions described? 	<p>- Yes. The executing agency has to abide very much by the written legislations: Public Procurement Act (PPA) 2006 and Public Procurement Rules (PPR) 2008 (Amended in 2011). Please find the Procurement Rules in http://www.cptu.gov.bd/ and flow charts of various procurement methods in http://www.cptu.gov.bd/Flowcharts.aspx</p>

	<p>- The responsibilities and delegation of authority is written in PPR. In addition to PPR, government has published order on delegation of authority where control of procurement decisions are particularly described.</p>
<ul style="list-style-type: none"> Who does procurement in the Executing agency (which unit(s) is responsible for selecting & contracting consulting firms, individual consultants, equipment & materials) ; what are the qualifications of staff responsible for procurement? 	<p>The Director General of DOE, the Head of the Procuring Entity (HOPE) for the department, formed a Proposal/Technical Evaluation Committee (PEC/TEC) headed by Director (Admin. & Finance) for evaluation and finalizing procurement process under the provisions of PPR . The committee comprised of internal and external members (two members from other government agencies) as per PPR. All the members are First Class Senior Officer of the government who have at least a bachelor degree in their background . Every procurement needs evaluation and recommendation by the committee along with prior approval of the HOPE.</p>
<ul style="list-style-type: none"> Does the Executing agency have qualified procurement staff that are familiar with Bank procurement Guidelines and standard procurement documents? 	<p>Yes. The executing agency has qualified and trained staff who are familiar with Bank procurement guidelines.</p>
<ul style="list-style-type: none"> Does the recipient use procurement plans for planning and managing its own procurement activities? If yes, what are the elements of such procurement plans (minimum information). Please attach a copy of the template or an example of one of the plans. Is there a track record of adhering to and regularly updating such procurement plans? Who prepares it and who approves them? 	<p>- Yes. The Procurement Committee of DoE prepares the procurement plan and the Director General approves the plan. For individual grant projects, the Project Director has to produce annual procurement plan to be submitted to the line ministry. The progress of the plan is monitored each month through a formatted report. The procurement plan contains: The Package Number, Description of Procurement Package as per Development Project Proposal / Technical Assistance Project Proposal, Unit, Quantity, Procurement Method & (Type), Contract Approving Authority, Source of Funds, Estimated Cost, Indicative Dates for Invitation of Prequalification (if applicable), Invitation of Tender, Signing of Contract and Completion of Contract, etc. There is a track</p>

	<p>record of monthly review of progress of procurement being monitored by the HOPE and by the line ministry, IMED and the cabinet division of the Government of Bangladesh. A procurement planning format is attached herewith in Annexure-B for ready reference.</p>
<ul style="list-style-type: none"> Do simple templates of procurement documents exist for the procurement methods applicable to the operation(i.e. selection of consultants and/or procurement of goods)? If yes, provide copies of such templates/forms. 	<p>Yes. Simple Formats of Procurement documents are available under PPR. For details please visit: http://www.cptu.gov.bd/StandardFormats.aspx</p>
<ul style="list-style-type: none"> Does the Executing agency maintain adequate written records of all procurement and contract documents? Where and for how long are such records kept? 	<p>Yes. The executing agency maintains adequate written records for all the procurements and contract documents. The documents has to be mandatorily kept for at least five years after the completion of the project at the executing agency's office. In fact, in most cases the documents are kept as dossiers for decades to serve as future references. The Department of Environment keeps it own records for at least ten years after the completion of the procurements.</p>
<ul style="list-style-type: none"> Does the Executing agency use a contract monitoring system? If not, how does the recipient do monitoring of contracts' execution? Attach a sample report if available. 	<p>Yes. Department of Environment closely monitors contracts primarily through TEC and review panels formed for case-by-case contracts of services, goods and works.</p>
<ul style="list-style-type: none"> Does the Executing Agency maintain a "black list" of contractors and/or consultants who are not eligible for contracts award. If yes, explain the blacklisting application. Is such list public? 	<p>Yes. Such a case of black listing process requires reporting to Central Procurement Technical Unit (CPTU). After hearing, CPTU makes the list and publish it for public.</p>
<ul style="list-style-type: none"> How are complaints related to selection/procurement processes and award of contracts handled by the Executing agency? 	<p>Such a complaints (if any) are handled by CPTU.</p>

PART III. SIMPLIFIED PROCUREMENT PLAN

Grant Recipient's Name: Department of Environment

Grant No.

List all planned contracts for both the Biosafety and NBSAP activities. If consultants are to be hired under project management, contract for the consultant should also be listed here.

List of Planned Contracts	Estimated Cost	Procurement Method	Start Date	Completion Date	Prior/Post review by the Bank	Remarks
Consulting Services (including hiring consultants for workshops and project management)						
Estimated Consultants Total:						
Goods						
Estimated Goods Total:						
Training (excluding hiring consultants for workshops activities, includes logistical expenses only)						
		Not applicable				
Estimated Training Total:						
Total Estimated Cost:						

**PREPARATION GUIDELINES FOR PART I:
PROPOSAL FOR BIODIVERSITY ENABLING ACTIVITY**

This annex aims to facilitate the preparation of the proposal using the proposed template. The template is applicable to the Direct Access program relating to Biodiversity focal area.

PART I. DESCRIPTION OF PROPOSED PROJECT

Summary Project Information

- a) **Country:** Name of country requesting direct access to the GEF resources.
- b) **Project Title:** To avoid redundancy, do not include the country name in the project title.
- c) **Executing Agencies:** Provide the name (s) of the local or national government agency/ies that is/are tasked to execute the project.
- d) **Objective:** State the objective for the preparation of the report (s).
- e) **Total Project Costs:** This is the sum of GEF Financing requested and the co-financing amount from other sources.
- f) **GEF Grant Amount:** Total GEF amount requested in the proposal.

Country eligibility

Based on the completion of the countries' third national report and/or NBSAP (if they received GEF funding for the same):

- a) **Date of Ratification of CBD:** Please refer to <http://www.cbd.int/parties>.
- b) **Name and signature of OFP Endorsing this Proposal:** The name and signature for this application constitutes the endorsement of the proposal by OFP.

Implementation Details

- a) **Start Date** – This is the date on which the project becomes effective and disbursement can be requested.
- b) **Completion Date** – This is the date on which the preparation of all reports will be completed.
- c) **Proposal Submission Date:** Date the proposal is submitted to GEF Secretariat.
- d) **Project Duration** - This is the time span for the estimated implementation of all project activities that have been financially committed to, but not necessarily when all disbursements have been completed.

I: DESCRIPTION OF PROPOSED PROJECT

Describe the activities to be undertaken towards the preparation of the biosafety report and the revisions of the National Biodiversity Strategy and related activities as referenced above (biodiversity report and CHM activities) and indicate all stakeholders involved in the process. Description should include all activities which among others the following:

a) **Biosafety Report**

Please note clearly the necessary activities to complete the second national report format agreed at COP-MOP-5, as noted in [COP-MOP decision BS-V/14](#).

b) NBSAP Revision and Related Activities

Please note clearly, how the guidance to Parties provided at COP-10 (see [COP decision X/10](#), [COP decision X/2](#) (paragraph 3 (c)) will be executed as part of the activities of the preparing the revised National Biodiversity Strategy, the 5th national report for biodiversity, and CHM activities (see [COP decision X/15](#) and annex 2 of document [UNEP/CBD/COP/10/15](#)).

II: STATUS OF EARLIER ASSISTANCE RECEIVED UNDER ENABLING ACTIVITIES

- 1) **National Reporting to CBD:** Provide dates of submission for each national report submitted to CBD, and indicate the status of plans/reports by selecting **0** if the report is still under finalization or implementation, and select **1** if the report has been endorsed by government or parliament as relevant. Please provide any additional comments.
2. **Capacity Needs Assessments carried out:** select **yes** or **no**. If a Capacity Needs Assessments has been carried out, proceed with the completion of the section which is self explanatory.
3. **Clearing House Mechanism (CHM) established?** select **yes** or **no**.

III: ACTIVITIES AND BUDGET

- A. When preparing the following three tables (A, B and C), please consult the reference amounts in subsequent pages (Tables 1 & 2) where they could be used as reference to the GEF grant requested. Table 1 is a list of activities for Biosafety Report with cost benchmark for each activity. Table 2 is a list of activities for NBSAP with cost benchmark for each activity. List all activities planned for the preparation of these reports, including workshops to be held, consultants to be hired for the purpose of executing the activities, and/or travel as necessary. Quantify funding requested by reference to Tables 1 & 2. Provide the sources of financing, i.e., amount to be financed by the GEF grant and co-financing sources. Section A should list proposed detailed budget for biosafety report and includes both GEF grant requested and anticipated cofinancing.
- B. **Section B** should list proposed detailed budget for NBSAP and includes both GEF grant requested and co-financing sources.
- C. **Section C** is a summary of all items proposed for this grant, and includes, e.g. Biosafety National Report and NBSAP.

COST BENCHMARKS/OR SAMPLE BUDGET FOR ENABLING ACTIVITIES⁵ IN BIODIVERSITY (Please refer to previous page under *I. DESCRIPTION OF PROPOSED PROJECTS*, sections a) and b) for the link to COP decisions that describe requirements of Parties with regards to each activity.) Tables 1 and 2 below provide an indicative list of components, activities and associated cost benchmarks/or sample budget for the biosafety report, NBSAP revision and related activities (including CHM). Please use this as a guide for pricing each activity. Variations from the indicative costs for each activity will have to be fully justified

TABLE 1. BIOSAFETY REPORT COST BENCHMARKS:

Components	Activities	Indicative GEF Budget (in US\$'000)
1) Biosafety Report		
	1. Sectoral consultation/stocktaking led by national competent authorities	5
	2. Report production	8
	3. National consultative workshop	7
Total for Biosafety Report		20

TABLE 2. NBSAP REVISIONS AND RELATED ACTIVITIES COST BENCHMARKS

Components	Activities	Indicative GEF Budget (in US\$'000)
I. Stocktaking and Assessment	1. Rapid stocktaking and review of relevant plans, policies and reports	10
	2. Identification of stakeholders; consultations and awareness	5
	3. Rapid assessment of the causes and consequences of biodiversity loss highlighting the value of biodiversity and ecosystem services and their contribution to Human well-being	15
II. Setting national targets, principles, & main priorities of the strategy	4. Setting national targets, principles, & main priorities of the strategy through national consultations	25

⁵ The **GEF Operational Strategy** defines enabling activities in biodiversity as: ‘[Activities] that prepare the foundation to design and implement effective response measures to achieve Convention objectives. They will assist recipient countries to develop national strategies, plans or programs referred to in Article 6 of the Convention on Biological Diversity, and to identify components of biodiversity together with processes and activities likely to have significant adverse impacts on conservation and sustainable use of biodiversity pursuant to Article 7 of the Convention on Biological Diversity. They will normally involve the review and assessment of information and will assist a recipient country to gain a better understanding of the nature and scope of its biodiversity assets and issues as well as a clearer sense of the options for the sustainable management and conservation of biodiversity. Enabling activities include supporting country-driven activities for taking stock of or inventorying biodiversity based on national programs and relying on studies, without new primary research; identifying options and establishing priorities to conserve and sustainably use biodiversity; preparing and developing biodiversity planning exercises, such as national strategies, action plans and sectoral plans; and disseminating of information through national communications to the Convention on Biological Diversity’.

III. Strategy and action plan development	5. Developing the strategy and actions to implement the agreed targets through national consultations	50
	6. Application of the NBSAP to sub-national entities through sub-national and local consultations	20
	7. Sectoral integration including mainstreaming into development, poverty reduction and climate change plans through sectoral consultations	15
IV. Development of Implementation plans and related activities	8. Development of a plan for capacity development for NBSAP implementation.	5
	9. Technology needs assessment	10
	10. Development of a communication and outreach strategy for the NBSAP.	5
	11. Development of a plan for resource mobilization for NBSAP implementation	10
V. Institutional, monitoring, reporting and exchange	12. Establishment/ strengthening of national coordination structures	5
	13. CHM development.	15
	14. Development of indicators and monitoring approach	10
	15. Fifth national reports	20
Total for NBSAP Revisions		220

Additional notes:

Note the distribution of costs among components will vary on a case-by-case basis. Countries that have recently updated NBSAPs in line with COP-9 guidance may focus on component 3 (setting of national targets), and for subsequent components focus on the integration of these targets into the NBSAP, sectoral and sub-national plans, and implementation plans.

IV: INSTITUTIONAL ARRANGEMENTS FOR IMPLEMENTATION

- Describe the planned institutional arrangements- steering committee, review committee, etc.
- Specify the institution that will be responsible for the coordination of project activities. The Director/Coordinator/Manager will provide overall project management and supervision.
- Specify the institution that will monitor the project, if different from the Executing agency in accordance with the agreed budget and outputs.
- Describe the planned arrangements for financial management and procurement functions. Which unit in the ministry or the Executing agency will be responsible for these functions in the project.

INSTRUCTIONS TO PART II: FOR FILLING IN FINANCIAL MANAGEMENT AND
PROCUREMENT CAPACITY SELF-ASSESSMENT

Grant Recipient's Name: Name of the Local/National Executing Agency
GEF Grant No.: (To be provided by GEFSEC.)

A. INFORMATION TO BE PROVIDED BY THE EXECUTING AGENCY

1. **Name and contact information of the recipient organization(s).** Provide a description of the implementing entity and any unique features that impact the financial management issues.
2. **Year of registration and years of operations.** Please attach statute and proof of registration.
3. **Experience with World Bank operations, e.g., receipt of previous grants.** Please state the name of the WB grant, years and grant amount, and provide the following: a) completed grants, b) Has there been an implementation completion memo?, c) What are the main conclusions with regard to achievement of objectives and use of funds?, d) grants not Completed, e) Most recent FM performance rating?, f) FM implementation issues?
4. **Are there sub-grants for the operation?** What are the amounts involved for sub-grants? Expected number of sub-grant recipients and their allocated sub-grants amount.
5. **If there are sub-grants, have you checked the WB list for debarment list to ensure eligibility of the sub-grants recipients?**

<http://intranet.worldbank.org/servlet/main?theSitePK=278020&querycontentMDK=64069700&piPK=64147837&pagePK=64147838&menuPK=60000357&contentMDK=64069844>

6. INFORMATION ABOUT FINANCIAL MANAGEMENT (FM) ARRANGEMENTS FOR THE OPERATION:

- **Does the recipient organization have a FM or Operating Manual that describes the internal control system and FM operational procedures?** If yes, please attach a copy.
- **What accounting system is used, including whether it is a computerized accounting system or a manual accounting system?** Please provide brief description of the accounting system and its various modules.
- **What is the staffing arrangement of the organization in accounting, auditing, and reporting?** Does the implementing entity have a qualified accountant on its staff? State the overall FM staffing arrangements including segregation of duties, oversight arrangements, FM staff qualifications and experience. Which accountant(s) will be in charge of the grant and their qualifications and experiences?
- **Disbursement Arrangement.** Disbursement methods (advance, reimbursement, direct payment, special commitments) and supporting documentation requirements; SOE limits, if applicable; and Designated Account – Ceiling, timing of documentation submission.
- **Does the implementing entity have in place basic arrangements able to support flow of funds, and timely accountability of funds?** For example, a bank account opened in a reputable commercial bank. Also include the funds flow diagram for the grant.

- **Does the implementing entity keep adequate records of financial transactions, including funds received and paid, and of the balances of funds held?** For example, up-to-date cash book, cash count minute, bank book, bank statements, and bank reconciliation statements.
- **How often does the implementing entity produce interim financial reports?** If yes, please describe the kind of information is included in the financial reports and attach sample copies of recent reports.
- **Is the Executing agency audited? If yes, by which auditor? How often the EA is audited? What are the types of audit carried out e.g. financial audit, performance audit, procurement audit? Are the audit reports made public?** Please attach a copy of the last (1-2) audit reports (or provide link to the site where these can be downloaded).

7. INFORMATION ABOUT PROCUREMENT (PR) ARRANGEMENTS FOR THE OPERATION:

- **Does the Executing agency have procurement rules, regulations or an Operating Manual that describes: responsibilities and delegation of authority for those who have control of procurement decisions; and the procurement procedures applicable to the operation?** If yes, please attach a copy.
- Describe the procurement functions carried out within the Executing agency, which units handles this function? Who is responsible for selecting consultants, contracts, etc.?
- **Does the Executing agency have qualified procurement staff that are familiar with Bank procurement Guidelines and standard procurement documents?** State the overall PR staffing arrangements including segregation of duties, oversight arrangements, PR staff qualifications and experience. Which PR staff will be in charge of the grant and their qualifications and experiences?
- **Does the Executing agency use procurement plans for planning and managing its procurement activities? If yes, what are the elements of such procurement plans (minimum information) and attach a copy of the template or an example used. Is there a track record of adhering to and regularly updating such procurement plans? Who prepares it and who approves them?** If yes, please attach a copy.
- **Do simple templates of procurement documents exist for the procurement methods applicable to the operation?** If yes, provide a list and attach copies of such templates.
- **Does the Executing agency maintain adequate written records of all procurement and contract documents? Where and for how long are such records kept?** For example, request for proposal, advertisement, bidding documents, proposals, bid opening minute, bid evaluation minute, etc.
- **Does the Executing agency use a contract monitoring system? If not, how does the recipient do monitoring of contracts' execution?** Attach a sample report/output if available.
- **Does the Executing agency maintain a “black list” of contractors/consultants who are not eligible for contract awards?**
- **How are complaints related to selection/procurement processes and award of contracts handled by the Executing agency?** Please briefly describe.