

**Government of the People's Republic of Bangladesh**  
**Ministry of Environment & Forests**  
**Climate Change Unit (CCU)**  
**Monitoring Form for the BCCTF Project**

**Project Completion Report**

Reporting Period:

[PD Office will fill up this Form and will send to the CCU Office, after completion of the project.]

**Part- A. Project Description of the Project**

**A.1 Project Title :**

**A.2 Executing Authority :**

(1) Ministry :

(2) Division :

(3) Agency/Agency's :

(4) Lead Agency :

**A.3 Project Location :**

Division	District	Upzilla	Comment

(প্রকল্পটি সারাদেশব্যাপী বিস্তৃত হলে জেলা উপজেলার তালিকা দিতে হবে। 'All Upazillas' লিখলেই হবে)

**A.4 Implementation Period :**

(1) Original (as per the PPCCTF) : Date of Commencement

Date of Completion

(2) Latest Revised (as per the RPPCCTF) (if applicable) : Date of Commencement :

Date of Completion :

**A.5 Date of Approval :**

	Day	Month	Year
PPCCTF :			
R PPCCTF (if applicable) :			

**A.6 Project Objectives (as per the PPCCTF) :****A.7 Name of the Program(s) & Thematic Area(s) under BCCSAP 2009 :****A.8 Adaptation/ Mitigation Measures to address Root Causes and Barrier of Climate :****A.9 Source of Cost (as per the PPCCTF) :**

(Amount in Lakh Taka)

Head	Original	Revised
1. BCCTF		
2. Others		
(i). Agency's/Project's/Beneficiary's Own Resources in Cash		
(ii). Agency's/Project's/Beneficiary's Own Resources in Kind		
<b>Sub -Total (Others)</b>		
<b>Total (1+2)</b>		

**Part- B. Implementation Position****B.1 Implementation Period :**

Implementation Period as per PPCCTF		Actual Implementation Period	Time Over-run (% of original Implementation Period)	Remarks
Original	Latest Revised			
1	2	3	4	5

**B.2 Cost of the Project :**

(In Lakh Taka)

Description	Estimated Cost		Actual expenditure	Cost over run (% of original cost)	Remarks
	Original	Latest Revised			
1	2	3	4	5	6
CCTF					
others					
Total					

**B.3 Manpower of the Project :**

Sanctioned strength as per PPCCTF	Manpower employed during execution		Manpower employed		Status of the existing manpower for O & M
	Male	Female	Male	Female	
1	2	3	4	5	6

**B.4 Training of Project Personnel :**

Description of Training/Study tour/workshop/Seminar etc.	Provision as per PPCCTF		Actual		Remarks
	Number of person	Days/Man - months	Number of person	Days/Man - months	
1	2	3	4	5	6

**B.5 Procurement of Transport :**

Type of Transport	Number as per PPCCTF	Procured No. with date	Status of Procured Transport for O & M with transferred date & place	Remarks
1	2	3	4	5

**B.6 Procurement of Equipment :**

Description of Equipment	Number as per PPCCTF	Procured with date	Status of Procured Equipment for O & M with transferred date & place	Remarks
1	2	3	4	5

**B.7 Construction/Erection/Installation :**

Description of Works/Item	Number as per PPCCTF with unit	Construction/Erection/Installation with date	Status of Works for O & M with transferred date & place	Remarks
1	2	3	4	5

**B.8 Use of Project Consultant (s) :**

Description of the Field	Approved man month		Actual man month utilized	Remarks
	As per PPCCTF	As per contract		
1	2	3	4	5

**B.9 Procurement of Goods, Works and Consultancy Services :**

(Goods & Works of the Project costing above Tk. 50.00 lakh. and Consultancy above Tk. 25.00 lakh)

Description of procurement (goods/works/consultancy) as per bid document	Tender/Bid/Proposal Cost (in lakh Taka)		Tender/Bid/Proposal		Date of completion of works/ services and supply of goods	
	As per PPCCTF	Contracted value	Invitation date	Contract signing/L.C opening date	As per contract	Actual
1	2	3	4	5	6	7

**B.10 Information regarding Project Director (s) :**

Name & Designation with pay Scale	Full time	Part time	Responsible for more than one project	Date of		Remarks
				Joining	Transfer	
1	2	3	4	5	6	7

**Part- C. Financial & Physical Program****C.1 Original and revised schedule as per PPCCTF :****(in Lakh Taka)**

Financial Year	Financial provision & physical target as per original PPCCTF				Financial provision & physical target as per latest revised PPCCTF			
	Total	CCTF	Others	Physical %	Total	CCTF	Others	Physical %
1	2	3	4	5	6	7	8	9

**C.2 Year wise Allocation and progress :****(in Lakh Taka)**

Financial Year	Allocation & Target				Taka Release	Expenditure & Physical Progress			
	Total	CCTF	Others	Physical %		Total	CCTF	Others	Physical %
1	2	3	4	5	6	7	8	9	10

**C.3 Component-wise Progress :****(in Lakh Taka)**

Items of work as per PPCCTF	Unit	Target (as per PPCCTF)		Actual Progress		Reasons for deviation (±)
		Financial	Physical (Quantity)	Financial	Physical (Quantity)	
1	2	3	4	5	6	7

**Part- D. Achievement of target of the Project****D.1 Objective-wise Achievement :**

Sl. No.	Objectives as per PPCCTF	Actual Achievement	Reasons for Shortfall, if any
1	2	3	4

**D.2 Indicator-wise Achievement :**

Name of the Theme &amp; programt :

Sl. No.	Planed Activities	Indicator	Unit of Measure	Target (Total)	Actual Achievement	Comment
1	2	3	4	5	6	7

**Part- E. Monitoring & Auditing****E.1 Monitoring :**

Name & Designation of the Inspecting Official	Date of Inspection	Identified Problems	Recommendations/Comments
1	2	3	4

(a) Ministry / Agency :

(b) CCU :

(c) Others (Please specify) :

**E.2 Auditing during and after Implementation :****E.2.1 Internal Audit :**

Period of Audit	Date of submission of Audit Report	Major findings/ objections	Whether objections resolved or not	Comment
1	2	3	4	5

**E.2.2 External Audit :**

Period of Audit	Date of submission of Audit Report	Major findings/ objections	Whether objections resolved or not	Comment
1	2	3	4	5

### **Part- F. Descriptive Report**

- F.1 General Observations/Remarks of the Project on :
- F.1.1 Background :
- F.1.2 Justification/Adequacy :
- F.1.3 Objectives :
- F.1.4 Thematic Area & Program :
- F.1.5 Project revision with reasons :
- F.2 Rationale of the project in respect of Concept, Design, Location and Timing :
- F.3 Brief description on Adaptation/ Mitigation Measures to address Root Causes and Barrier of Climate Change :
- F.4 Brief description on planning and financing of the project and its applicability :
- F.4.1 Project Identification :
- F.4.2 Project Preparation :
- F.4.3 Appraisal :
- F.5.4 Project Approval :
- F.6.5 Others (if any) :
- F.5 Analysis of the Post-Implementation situation and result of the project :
- F.5.1 Whether the beneficiaries of the project have clear knowledge about the Target/Objectives of the project :
- F.5.2 Program for use of created-facilities of the project :
- F.5.3 O & M program of the project :



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- F.5.4 Impact of the project :
- (a) Climate Change Adaptation :
- (b) Climate Change Mitigation :
- F.5.5 Transfer of Technology and Institutional Building through the project :
- F.5.6 Employment generation through the project :
- F.5.7 Possibility of Self employment :
- F.5.8 Possibility of women-employment opportunity :
- F.5.9 Possibility of women-employment opportunity :
- F.5.10 Women's participation in adaptation/mitigation/development :
- F.5.11 Probable Impact on Socio-Economic activity :
- F.5.12 Impact on environment :
- F.5.13 Sustainability of the project :
- F.5.14 Contribution to poverty alleviation/reduction :
- F.5.15 Opinion of the public representatives, local elite, local administration, teachers, religious leaders, women's representatives etc. :
- F.5.16 Contribution of Micro-credit programs and Comments on overlapping with any NGO activities :
- F.6 Problems encountered during Implementation (with duration & steps taken to remove those) :

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|---------------------------|--|
| F.6.1. Project Management | F.6.10. Project financing, allocation and release. |
| F.6.2. Project Director   | F.6.11. Design formulation/approval                |
| F.6.3. Land Acquisition   | F.6.12. Time & Cost Over-run                       |
| F.6.4. Procurement        | F.6.13. Project Supervision/Inspection             |
| F.6.5. Consultancy        | F.6.14. Delay in Decision                          |
| F.6.6. Contractor         | F.6.15. Transport                                  |
| F.6.7. Manpower           | F.6.16. Training                                   |
| F.6.8. law & Order        | F.6.17. Approval                                   |
| F.6.9. Natural calamity   | F.6.18. Others.                                    |

F.7 Remarks & Recommendations of the Project Director :

Date.....

Signature & Seal of the  
Project Director &  
Telephone No.

F.8 Remarks/Comments of Agency Head :

Date.....

Signature & Seal of the  
Agency Head  
Telephone No.

F.8 Remarks/Comments of the officer in- charge of the Climate Change Unit :

Date.....

Signature & Seal of Head of the  
Climate Change Unit  
Telephone No.