

*Most Immediate*  
*By Special Manager*

F.No. 1-1/2025-PSDP (P&DD)  
PAKISTAN AGRICULTURAL RESEARCH COUNCIL  
(Planning & Development Division)  
(Directorate of Public Sector Development Program)  
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Islamabad, the 26<sup>th</sup> February, 2025

Subject: **PSDP Planning 2025-26– Development of PC-I Documents**

Following the exhaustive and comprehensive review meetings on the Project Concept Notes (PCNs) for the Public Sector Development Program (PSDP) 2025-26, it is imperative to initiate the development of PC-I documents on a priority basis. The details of the conducted meetings are as follows:

S#	Meeting	Date	Venue
1	Initial Review Meeting	18&19 February 2025	MNFS&R
2	Preparatory Session	21 February 2025	PARC
3	Review Meeting	23 February 2025	NIGAB, NARC
5	Review Meeting	24 February 2025	MNFS&R
4	Review by NA Standing Committee on NFS&R	25 February 2025	PARC

02. Based on the observations recorded during these meetings (Annex-I), all PCNs must be revised and finalized accordingly. Subsequently, the development of PC-I documents, aligned with the revised PCNs, should commence without delay. These documents must be prepared using the updated **PC-I proforma (2024)** issued by the Planning Commission of Pakistan. The proforma is available on the Planning Commission's website and will also be accessible on the PARC website. The necessary instructions for completing the proforma are attached (Annex-II), along with additional guidelines regarding PC-I formulation, submission requirements, and a checklist for submission (Annex-III).

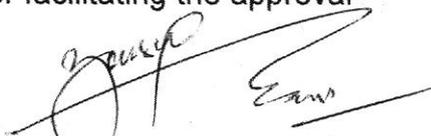
03. To ensure a structured review and approval process, the finalized PC-I documents must be routed through the relevant technical division for technical review and vetting by the concerned technical division, Finance Division, PARC, the Directorate of PSDP (P&DD), and MNFS&R before submission to the Planning Commission. The submission timeline is outlined below:

S#	Submission of PC-I	Deadline
1.	Submission of the first draft of PC-I by the Principal Investigator (PI) to the respective PARC Technical Division for initial review	7 March
2.	Technical review by the concerned PARC Technical Division and submission of PC-I to the Directorate of PSDP for further assessment	10 March
3.	Review by the Directorate of PSDP and submission to the Finance Division for financial vetting	11 March

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4.	Return of PC-I from the Directorate of PSDP to the PI for incorporation of comments and revisions	13 March
5.	Submission of the revised PC-I by the PI to the Directorate of PSDP for a final review and initiation of the approval process	14 March
6.	Review and approval by the Chairman, followed by submission to MNFS&R for evaluation	14 March
7.	Review by MNFS&R and feedback to the PI for any further refinements, if required	18 March
8.	Incorporation of MNFS&R observations by the PI and resubmission for approval by the Federal Secretary, MNFS&R	21 March
9.	Uploading of the approved PC-I on iPAS after final approval from the Federal Secretary, MNFS&R	28 March

04. All Principal Investigators (PIs) of the PCNs are expected to **adhere strictly to these deadlines** to ensure timely consideration and inclusion of the projects in PSDP 2025-26. Compliance with the specified timelines is essential for facilitating the approval process and securing funding, please.

  
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**Distribution:**

- i) Dr. Shahid Ahmad Khanzada, PSO/NC (PP) PSD, PARC
- ii) Dr. Abdul Razzaq, PSO/ Director (AH), ASD, PARC
- iii) Dr. Hafiz Sultan Mahmood, Director/PSO (AEI), NARC
- iv) Dr. Asim Hayat, SSO/Coordinator (NRD), PARC
- v) Mr. Ghulam Akbar Malik, Registrar (PIASA), NARC
- vi) Directorate of PSDP, PARC
- ✓ vii) Director (MIS), PARC (*with the request to upload on PARC Website*).

With the request to circulate to concerned PI of the PCNs for compliance.

**CC:**

- Senior Director/ Incharge (PSD), PARC
- Senior Director/ Incharge (ASD), PARC
- Senior Director/ Incharge (NRD), PARC
- Director General (P&DD), PARC
- Director General (AED), PARC
- TSO to Chairman, PARC



Record Notes of PCNs Review Meetings

S#	PCN Name	Comments/ Suggestions
1	<b>Endowment for National Agricultural Research System (ENARS)</b>	<ul style="list-style-type: none"> <li>i. The proposed thematic and priority areas should clearly outline intended interventions with measurable short- and medium-term impacts on the agriculture sector. To ensure impact-driven research, a detailed framework specifying key performance indicators (KPIs), timelines, and assessment methodologies should be incorporated.</li> <li>ii. Outputs, outcomes, and impacts must be pre-defined and quantifiable within the project duration. A structured evaluation mechanism should be included to track progress periodically.</li> <li>iii. The project cost should be rationalized and restricted to PRs 10,000.00 million. A detailed cost-benefit analysis should be conducted to justify funding allocation and ensure optimal utilization of resources.</li> </ul>
2	<b>Establishment of Degree-Awarding Institute at PARC</b>	<ul style="list-style-type: none"> <li>i. The Higher Education Commission (HEC) requirements should be obtained and compared with existing facilities at NARC. A comprehensive gap analysis should be conducted to identify infrastructural, faculty, and curricular deficiencies.</li> <li>ii. Identified gaps based on HEC requirements should be incorporated into the proposal. An incremental development plan should be proposed to address the gaps in a phased manner.</li> <li>iii. The project cost should be rationalized. An operational sustainability plan should be included, detailing projected revenue streams from tuition fees, research grants, and partnerships to ensure financial viability beyond PSDP funding.</li> </ul>
3	<b>Development of Advanced Agricultural Machinery Research</b>	<ul style="list-style-type: none"> <li>i. The project lacks clarity on the specific machinery targeted for research/Reverse Engineering. A sectoral demand assessment should be conducted to prioritize targeted machinery categories that align with the needs of smallholder and commercial farmers.</li> <li>ii. Crop-wise targeted machinery should be defined, considering local agricultural needs, with a clear implementation mechanism and measurable outputs, outcomes, and impacts. The PCN should integrate adaptive research methodologies to ensure machinery is tested under diverse agro-ecological conditions before large-scale deployment.</li> <li>iii. A comprehensive monitoring and evaluation mechanism should be incorporated. The PCN should outline a technology-readiness level (TRL) framework to assess the feasibility of prototypes before commercial production.</li> <li>iv. Collaboration with relevant institutions should be explored and included in the PCN. Strategic partnerships with engineering universities, industry stakeholders, and international agricultural research centers should be formalized through MoUs.</li> <li>v. A well-defined marketing and promotion strategy for developed machinery should be integrated. A commercialization roadmap should be developed, incorporating licensing models, local manufacturing partnerships, and government adoption strategies.</li> <li>vi. A mechanism for engaging private manufacturers/ industrialists through formal agreements should be outlined, with a draft MoU incorporated in the PCN. Public-private partnership (PPP)</li> </ul>



		opportunities should be explored to enhance scalability and reduce the financial burden on the public sector.
4	<b>Establishment of Animal Bio-Safety Level-II Facility for Vaccine Development and Allied Research Work</b>	<ol style="list-style-type: none"> <li>i. The project is more suitable for implementation under a Public-Private Partnership (PPP) model. The feasibility of different PPP models should be explored, such as Build-Operate-Transfer (BOT) or Joint Venture (JV) agreements.</li> <li>ii. PARC may facilitate the establishment of a BSL-III lab and provide technical cooperation to the private sector for vaccine development. The role of regulatory bodies in ensuring compliance with biosafety standards should be clearly outlined.</li> <li>iii. The proposal should be modified accordingly to align with the PPP consideration. A financial sustainability strategy should be developed, incorporating potential revenue sources such as licensing fees, contract research, and vaccine sales.</li> </ol>
5	<b>National Coordinated Program for the Genetic Improvement of Cattle and Buffalo</b>	<ol style="list-style-type: none"> <li>i. The PCN should be developed in three formats <ul style="list-style-type: none"> <li>• Public Sector Project (PSP)</li> <li>• Public-Private Partnership (PPP)</li> <li>• International funding agency support</li> </ul> </li> <li>ii. The proposal must clearly define different implementation mechanisms for each funding model. A detailed governance structure should be included, specifying the roles of federal and provincial institutions, research organizations, and private stakeholders.</li> <li>iii. Performance tracking indicators should be established to measure genetic improvement across different cattle and buffalo breeds, ensuring project effectiveness and alignment with national livestock policies.</li> </ol>
6	<b>Promotion of Climate-Resilient High-Value Horticultural Crops in Balochistan</b>	<ol style="list-style-type: none"> <li>i. The PCN lacks baseline data, clear objectives, outputs, outcomes, and impacts. A preliminary feasibility study should be conducted to establish baseline conditions, including climatic trends, soil conditions, and existing crop productivity levels.</li> <li>ii. The research component is missing, making the project appear more like an extension activity, which falls outside PARC's mandate. A structured R&amp;D component should be integrated, focusing on genetic improvement, soil fertility management, and water conservation techniques.</li> <li>iii. The proposal does not specify the actual area to be expanded during the project period or the implementation model. A spatial analysis should be conducted to map priority districts and define target farmer demographic.</li> <li>iv. These deficiencies should be addressed in the PC-I to enhance the project's defensibility in approval forums.</li> <li>v. A stakeholder engagement strategy should be included, outlining collaboration with provincial agricultural departments, NGOs, and private agribusinesses.</li> </ol>
7	<b>Establishment of Date Palm Research &amp; Development Institute, Khairpur</b>	<ol style="list-style-type: none"> <li>i. The PCN should be developed in two formats <ul style="list-style-type: none"> <li>• Public Sector Project (PSP)</li> <li>• International funding agency support</li> </ul> </li> <li>ii. Different implementation mechanisms should be clearly defined for each funding model. A phased approach should be considered,</li> </ol>

		<p>beginning with foundational research and scaling up based on funding availability.</p> <p>iii. The funding source will be contingent upon the outcome of the anticipated meeting among the Honorable Member of the National Assembly Standing Committee, Chairman PARC, and the Vice Chancellor of Shah Latif Agriculture University, Khairpur.</p> <p>iv. The PCN should outline a contingency strategy to secure alternative funding if necessary.</p>
8	<p><b>Building Reference Genomes and Leveraging AI-Driven Models for the Improvement of Indigenous Livestock and Crops</b></p>	<p>i. The project should include oilseed crops such as Canola and Soybean among the target crops. Inclusion of bioinformatics-driven selection techniques should be considered to enhance genetic gains.</p> <p>ii. Baseline data from the previous project phase should be provided, along with clearly defined targets for this phase. A performance assessment of past research initiatives should be included to guide future directions.</p> <p>iii. Measurable outputs, outcomes, and impacts must be explicitly stated.</p> <p>iv. Key technological milestones and their projected impact on productivity should be clearly defined.</p> <p>v. An activity-wise budget breakdown should be included. A financial risk assessment should be incorporated to mitigate potential cost overruns.</p> <p>vi. A well-defined commercialization strategy/business plan for developed crop varieties should be integrated.</p> <p>vii. Technology transfer mechanisms should be outlined, including licensing agreements and seed distribution models.</p> <p>viii. Revenue generation streams should be clarified, and a draft MoU for commercialization should be included.</p> <p>ix. The role of private-sector investment in scaling up AI-driven agricultural solutions should be explored.</p> <p>x. Proposed service charges should be rationalized. A cost-recovery model should be devised to balance affordability for farmers and sustainability for research institutions.</p>

The aforementioned observations should be taken into account when revising the PCNs and preparing the PC-I documents.

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**PC-I PROFORMA**

GOVERNMENT OF  
PAKISTAN PLANNING  
COMMISSION

**Instructions to Fill-in PC-I Proforma**

**1. Name of the Project**

Indicate name of the project.

**2. Location**

- i) Provide name of district and province.
- ii) Attach a map of the area, clearly indicating the project's locations.
- iii) Describe environmental & biophysical conditions (for example, agro-ecological zone, Ecosystems and natural habitats, other natural resources)

**3. Authorities responsible for**

- i) Indicate name of the agencies responsible for
  - a) sponsoring,
  - b) execution,
  - c) operation and
  - d) maintenance
- ii) In case of more than one agency, give their component-wise responsibility. For provincial projects, name of the concerned federal ministry be provided.
- iii) Indicate name of agencies/organizations (e.g. MOCC/ EPD/ P&DD/ university/ consultant etc.) that will support implementation of climate adaptation, mitigation actions and/ or climate co-benefits under this project (GCISC under MoCC serves as a repository of Pakistan's emissions and submits periodic reports to UNFCCC based on the methodology furnished by secretariat)

**4. (a) Plan provision**

- i) If the project is included in the medium term/five-year plan, specify actual allocation.
- ii) If not included in the current Plan, what warrants its inclusion and how is it now proposed to be accommodated.
- iii) If the project is proposed to be financed out of block provision, indicate:

Total block provision	Amount already committed	Amount proposed for this project	Balance available
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**(b) Provision in the current year PSDP/ADP**

**5. Project objectives**

- i) Every project should have the following four Objectives, each objective can have upto three measurable 1) Sectoral, 2) Economic, 3) Social, and 4) Climate (Environment).
- ii) The objectives of the sector/sub sector as indicated in the medium term/ five-year plan be reproduced or any other planning document of the Government of Pakistan.
- iii) Indicate objectives of the project and a linkage between the

- proposed project and the sectoral objectives.
- iv) Indicate and link project objectives to climate actions & goals in the country including NDCs and SDGs
  - v) In case of revised project, indicate objectives of the project if different from original PC-I.

## 6. Description and Justification of Project

- i. Describe socio-economic conditions.
- ii. Describe major sources of livelihoods, economic activities, gender and poverty indicators.
- iii. Describe the project and indicate existing facilities in the area and justify the establishment of the project.
- iv. Describe climate rationale for the project:
  - a. Describe present land-use and does it require any land use change
  - b. Is project complying with Pakistan's national commitments in NDCs and SDGs?
  - c. What is the level of population and infrastructure resilience?
  - d. What types of climate-related changes observed are linked to the project and are of international or national importance?
  - e. Why is this project important for the local area and economy (livelihood, jobs, income etc.) to address climate change?
- v. Identify climate benefits and describe the climate change adaptation or mitigation objective (Refer to Section II Chapter 5 and Chapter 6 for CARA and CMA methodologies, respectively)
  - a. Provide a risk assessment of the area and project.
  - b. Provide a disaster risk and climate vulnerability assessment separately, explaining the potential risk to the project, infrastructure and population in the area from disasters, including climate-induced disasters (e.g. floods, GLOFs, heatwaves. Include proposed measures to mitigate potential risks).
- vi. Clarify how gender and vulnerable groups' considerations have been, and will continue to be, taken into account (in context of climate change)
- vii. Provide technical parameters i.e. input and output of the project in quantitative terms.
  - a. Discuss the technology aspect of the project
  - b. In case a project requires a specific technology and materials, consider the suitability of project to project-specific climate conditions
  - c. Consider different climate scenario, especially for equipment that will be used for longer timespan.
- viii. Provide details of civil works, equipment, machinery and other physical facilities required for the project (Ensure, where possible, high environmental standards and climate compatibility).
- ix. Indicate governance issues of the sector relevant to the project and strategy to resolve them (Detailed information on project management, coordination mechanisms, implementation measures, executing agencies, existing policies and institutions including current plans, standards, and regulatory frameworks including integrated climate action).

**In addition to above the following sector specific information be provided.**

1. For the sector of concern indicate GHG emissions from the sector and its vulnerability to climate change.
2. Mention any relevant sectoral policy mentioning Climate Change.

3. Provide ranking of the project in the list of investment ready projects whose PC-I approved or at least PCN has been cleared. Indicate if there is a budget allocation/line item on RS, innovation, mass scale production & commercialization.
4. Undertake research to establish baseline at the initiation of the project and undertake periodic opinion surveys as and when needed to gauge beneficiaries and key stakeholders.
5. Identify and engage the technical resources and expertise from the nearest university/ research institute that works on climate change and add them in project steering/monitoring committee/key stakeholders.

**(PRODUCTION  
SECTORS)**

Agriculture Production

- 1) For fisheries projects: Give area for fishing and the legal rights to that area; the availability of trawlers; amount and type of fish likely to be available.
- 2) For forestry projects: Indicate nature and state of existing forests their growth rate and any problems connected therewith. Give details of species; rotation and anticipated rotation and volume yield. Indicate availability of complementary services, e.g., access roads, saw mills etc.
- 3) For livestock projects: Give the livestock situation of the area and mention any problems connected therewith. Present and future herd size, their species age characteristics and production capacity.
- 4) For agriculture production projects: Give present and future crop yield, cropping intensity; cropping pattern, land use pattern technological intervention and the basis for calculation of the future output.
- 5) For all agriculture production sector projects, provide (i) transport, equipment & field machinery available with the department (ii) its effect on-farm income and basis for pricing of outputs (iii) farm gate and international prices.
- 6) For all types of agriculture production projects:
  - i. Provide information on climate adaptation measures, e.g. details of climate-smart agriculture practices such as drought resistant seeds, climate resilient irrigation systems and flood barriers, enhancement of animal health to withstand climate shocks, supporting fishermen to adapt to climate change impacts.
  - ii. Provide information on climate mitigation measures, e.g. energy efficient agriculture infrastructure, efficient irrigation systems.

Agriculture extension

- 1) Provide history of extension work in and around project area and justify the extension work.
- 2) Provide detail of operative transport, equipment and field machinery etc. available with the department.
- 3) Provide details of climate change adaptation and mitigation measures, such as improving irrigation infrastructure to enhance resilience to climate impacts, retrofit irrigation systems to reduce energy use.

Industry, Commerce and Minerals

- 1) Provide installed capacity, proposed expansion and available technologies, the selected technology and reason for its selection.
- 2) Whether the output is meant for (i) import substitution (ii) meeting domestic demand or (iii) export oriented.
- 3) In case of exports, give likely markets and their size, competitive

- 4) Provide all information under with and without project conditions in case of BMR & expansion projects.
- 5) Provide any references to trade and commerce that has bearing on Pakistan's environment and climate.
- 6) Provide details of climate change adaptation and mitigation measures, e.g. adaptation measures to withstand heat and flooding; usage of energy efficient equipment and renewable energy.

### (SOCIAL SECTORS)

#### Education, training and manpower

- 1) Give student-teacher ratio for the project and the national average for the proposed level of education.
- 2) Year-wise proposed enrolment of the institution for 5 years.
- 3) For scholarship projects, indicate number of scholarships to be awarded each year alongwith selection criteria.
- 4) Provide faculty strength in relevant discipline, in case of expansion of facilities.
- 5) Indicate the extent of library and laboratory facilities available in case of secondary, college and university education.
- 6) Provide details of technical staff required for operation & maintenance of laboratories.
- 7) Indicate the climate adaptation and mitigation measures to be taken while establishing infrastructure and providing training (e.g. climate resilient buildings, use of solar energy, training on climate change adaptation and disaster preparedness).

#### Health, nutrition, family planning and social welfare

##### a) Health projects

- 1) Indicate whether the proposed facilities are preventive or curative.
- 2) Differentiate the facilities between indoor, out door and department-wise.
- 3) Indicate the climate adaptation and mitigation measures to be taken in health sector facilities.
- 4) Specify hospital waste and safety measures especially for radioactive equipment, waste as well as bio-waste

##### b) Nutrition

- 1) Indicate the infrastructure and mechanism required for the project.
- 2) Measures taken for involvement and participation of the community.
- 3) Net improvement in the nutritional status of target groups in quantitative terms.
- 4) Provide data on the status of food security, stunting and malnutrition in children, men and women in the area.
- 5) Measures taken to address the impacts of climate change related food insecurity, stunting and malnutrition

##### c) Family planning

- 1) Provide information relating to motivation and distribution sub-system.
- 2) Give benchmark data and targets relating to number of couples to be approached and number of contraceptives and other devices to be distributed.
- 3) Model/mechanism of advocacy and awareness.

#### Water supply & sewerage, Solidwaste Management

- 1) Present and projected population and water availability/demand.
- 2) Indicate source and water availability (mgd) during next 5, 10, 20 years.
- 3) For waste water/ sewerage, provide present and future disposal requirements, gaps if any and proposed treatment methods and

- capacity.
- 4) Indicate present and proposed per capita water supply in the project area, comparison be made with water supply in similar localities.
  - 5) Indicate whether the proposed project is a part of the master plan. If so, provide details.
  - 6) Indicate if there is any provision for solid waste management, sewerage or grey water treatment and for municipal, industrial and hospital waste management and provision of landfill sites.
  - 7) Indicate the climate adaptation and mitigation measures to be taken to climate-proof waste management and reduce emissions.

#### Tourism, Youth, Culture & Sports.

- 1) Explain the potential of domestic and international tourism in the project area and projections for next 5-10 years.
- 2) Existing and projected flow of tourists in the country/province/project area.
- 3) Plans for biodiversity and nature-based and eco-tourism in mountain areas, lakes, wetlands, water bodies, glaciers, and protected species.
- 4) Assessment of tourist facilities' capacity in terms of road infrastructure, hotels/motels, bathroom facilities and site-seeing locations as well as transport, marketing, tourist information and guidance.
- 5) Assessment of security requirements for national and international tourists.
- 6) Existing capacity of organizations to promote religious, historical, cultural, geographical and archaeological tourism sites and museums.
- 7) Relationship of archaeological projects with domestic and foreign tourism.
- 8) Indicate specific climate adaptation and mitigation measures to be taken to promote culture sports.
- 9) Enhance youth and vulnerable groups involvement in adaptation and disaster risk reduction programs and consultation process

#### Mass media

- 1) Indicate area and population to be covered with proposed project.
- 2) Behavioral change by developing communication public service message to create social awareness on issues of economic, social and environmental importance.
- 3) Campaign and awareness generating strategies to be part of every project.

#### Research & Innovation

- 1) Indicate benefits of the research to the economy.
- 2) List number of studies/papers to be produced.
- 3) Indicate whether these studies would result in commercial application of the process developed (if applicable).
- 4) Undertake research to establish baseline at the initiation of the project and undertake periodic opinion surveys as and when needed to gauge beneficiaries and key stakeholders.

### **7. Capital cost estimates**

- 1) Indicate date of estimation of project cost estimates.
- 2) Basis of determining the capital cost be provided. It includes market survey, schedule rates, estimation on the basis of previous work done etc.
- 3) What estimated capital cost will be spent on climate adaptation, mitigation or co-benefits? Include breakdown of these estimates.
- 4) Furnish gender segregated budget, where applicable.
- 5) Provide year-wise estimation of physical activities as per following:

**Year wise/component wise physical activities**

Items	Unit	Quantities		
		Year I	Year II	Year III
A				
B				
C				

- Phasing of capital cost be worked out on the basis of each item of work as stated above and provide as per following:

**Year-wise/Component-wise financial phasing**

Items	(Million Rs)									Total		
	Year-I			Year-II			Year-III			Total	Local	FE
	Total	Local	FEC	Total	Local	FEC	Total	Local	FEC			
A												
B												
C												
Total												

**Year-wise/Component-wise climate financial phasing**

Item	Year 1			Year 2			Year 3			Total PKR
	Total	Local	FEC	Total	Local	FEC	Total	Local	FEC	
Adaptation										
Mitigation										
Co-benefit										
Total										

In case of revised projects, provide

- Project approved history alongwith PSDP allocations, releases, expenditure and funds reappropriated from or surrendered, if any.
- Item-wise, quarter-wise actual expenditure and physical progress.
- Justification for revision of PC-I and indicate variation in scope of budget and/or activities, if any.
- Item-wise comparison of revised cost with the approved cost and give reasons for variation.
- Exchange rate used to work out FEC in the original and revised PC-I's.
- Carry out CHIRA<sup>1</sup> and develop climate output and outcome indicators for revised projects

**8. Annual Operating Cost**

- Furnish the detailed item-wise breakdown of quarterly operating cost on account of HR, OM, consumables, and utilities for 5 years or the life of the projects, whichever is shorter.
- Describe who will bear OM form the following list:
  - Sponsors own resources
  - Private Sector
  - Housing Society/trusts
  - NGO/CBOS/civil society organizations
  - Communities/beneficiaries

- f. General public
- g. DFI's/banks
- h. International Climate Finance (ICF)
- i. Foreign Equity (indicate partner agency)
- j. Provincial government
- k. Federal government
- l. Federal government
- m. Others

**9. Demand and supply analysis**

- i. Description of outputs/products/services.
- ii. Demand/Supply alongwith unit price for the last five years.
- iii. Imports/exports for the last five years alongwith unit price including manpower.
- iv. Projected demand/supply for 10 years in light of climate change.
- v. Proposed quarter-wise production and unit price of the product.
- vi. Existing and proposed arrangements for marketing.

**10. Financial Plan**

Sources of financing

**i. Equity**

Indicate the amount of equity to be financed from each source

- a. Sponsors own resources
- b. Federal government
- c. Provincial government
- d. DFI's/banks
- e. International Climate Finance (ICF)
- f. General public
- g. Foreign Equity (indicate partner agency)
- h. NGO's/Beneficiaries
- i. Others

**ii. Debt**

Indicate the local & foreign debt, interest rate, grace period and repayment period for each loan separately. The loan repayment schedule be also annexed.

**iii. Grants** alongwith source including climate change specific grants.

**iv. Climate related share of project investment**

Indicate amount allocated for:

Adaptation	Mitigation	Co-benefits	Total

**11. Benefits of the project and analysis**

- i. **Financial:** Income to the project along with assumptions
- ii. **Economic:** Benefit to the economy along with assumptions
- iii. **Sectoral:** Mention the planning documents or sectoral polices or actions plans that are being implemented
- iv. **Social:** Benefits with indicators
- v. **Climate change & Environmental:** i) Climate Change Adaptation and Resilience Assessment (CHIRA)<sup>2</sup>, ii) Environmental impact assessment (negative/positive)

## Financial/Economic Analysis (with assumptions)

### Financial analysis

- a. Quantifiable output of the project
- b. Profit and loss account and cash flow statement
- c. Net present value (NPV) and benefit cost ratio (BCR)
- d. Internal financial rate of return (IFRR)
- e. Unit cost analysis
- f. Break even Point (BEP)
- g. Payback period
- h. Return on equity (ROE)

### Economic & Social benefit analysis

- a. Provide taxes & duties separately in the capital and operating cost
- b. Net present value (NPV) and benefit cost ratio (BCR)
- c. Internal economic rate of return (IERR)
- d. Foreign exchange rate of the project (Bruno's Ratio) for import substitute and export- oriented projects
- e. Unit cost analysis
- f. Break-even Point (BEP)
- g. Poverty alleviation
- h. Served local community/minorities
- i. Social benefits (health, education, water hygiene old age benefit/housing facilities, civic amenities etc.)

### Employment analysis

- a. Employment generation (direct and indirect)
  - o During the execution of the project, direct and indirect
  - o During the operation of the project after the project completion, direct and indirect
- b. All employment related data should be gender segregated.

Sr. No.	Direct Employment				Indirect Employment
	During Execution		During Operation after Completion		After completion of the project
	No. of Project Posts (Grade Wise)		Labor to be engaged by contractor		No. of allied Jobs
	PPS	No's	No. of skilled	No of Unskilled	

### Sensitivity analysis

- a. Impact of delays on project cost and viability
- b. Change of government policies/priorities
- c. Assessment of any import sanctions/tariffs and duties and counterpart import/export policies
- d. Assessment of any supply chain trade issues.
- e. Assessment of climate hotspots, seismic fault lines, and extreme weather risks

### Environmental Analysis

CHIRA: Refer to Section II Chapter 4 for CHIRA methodology

**12. a) Implementation Schedule**

- i. Indicate starting and completion date of the project
- ii. Item-wise/quarter-wise implementation schedule in line chart co-related with the phasing of physical activities.
- iii. Attach PERT/GANT chart/PCM on and professional project management softwares.

**b) Result Based Monitoring (RBM) Indicators**

- i. Indicate Result Based Monitoring (RBM) framework indicators in quantifiable terms in the following table.

S.No	Input	Output		Outcome			Impact	
		Output	Output Progress Indicator	Baseline Indicator	Targets after Completion of Project	Outcome Progress Indicator	Targeted Impact	Impact Progress Indicator
1								
2								
3								
4								
5								
.								
.								
.								
.								
.								

- ii. List atleast one climate output and outcome indicator in the above table to track climate mitigation, adaptation and/or co-benefits (Refer to Section II Chapter 7 for CIME Methodology)

**13. Management structure and manpower requirements**

- i. Administrative arrangements for implementation of project
- ii. TORs and cost estimates of consultancy services required based on person-month basis.
- iii. The mode of implementation e.g. through outsourcing contracting or in-house contracting etc.
- iv. The manpower requirements by skills/profession during execution and operation of the Project.
- v. TORs: Requirement of skilled personnel in climate change, external staff will be preferred.
- vi. What is the nearest university/ research institute that works on climate change. add them in project steering/monitoring committee/key stakeholder.
- vii. The job description, qualification, experience, age and salary of each job may be provided.

**14. Additional projects/decisions required**

- i. Indicate additional projects/decisions required to optimize the investment being undertaken on the project
- ii. The name, designation and phone # of the officer responsible for preparing and checking bc provided. It may also be confirmed that PC-I has been prepared as per instructions issued by the Planning Commission for the preparation of PC-I for Production Sector projects.

- iii. The PC-I alongwith certificate must be signed by the Principal Accounting Officer to ensure its ownership.
  - iv. A Certificate by the relevant authorities that the project does not destroy or cause damage to the agriculture land under cultivation or cultivable as well as standing forests.
  - v. A certificate by the sponsors that the expenditure is a valid charge on the Federal Consolidated Fund
  - vi. An additional attached certificate to testify that various technical assessments has been conducted by licensed and authorized subject expert.
-

**PC-I FORM GOVERNMENT OF PAKISTAN  
PLANNING COMMISSION**

**PROFORMA FOR DEVELOPMENT PROJECTS**

**(PRODUCTION SECTORS)**

- Agriculture Production • Agriculture Extension
- Industries, Commerce and Minerals

**(INFRASTRUCTURE SECTORS)**

- Transport & Communication • Telecommunication • Information Technology • Energy (Fuel & Power) • Housing, Government Buildings & Town Planning • Irrigation, Drainage & Flood Control

**(SOCIAL SECTORS)**

- Education, Training and Manpower • Health, Nutrition, Family Planning & Social Welfare • Science & Technology • Water Supply & Sewerage • Culture, Sports, Tourism & Youth • Mass Media • Governance • Research
-

GOVERNMENT OF PAKISTAN PLANNING  
COMMISSION

**PC-I FORM**

1. **Name of the project**
2. **Location**
3. **Authorities responsible for**
  - i. Sponsoring
  - ii. Execution
  - iii. Operation and maintenance
  - iv. Concerned federal ministry
4. **Plan provision**
5. **Project objectives and its relationship with sector objectives**
  - i. Sectoral
  - ii. Economic
  - iii. Social
  - iv. Climate
6. **Description, justification, technical parameters and technology transfer aspects. Enclose TEFS – Techno Economic Feasibility study carried out through independent consultants for Rs 500 million and above.**
7. **Capital cost estimates**
8. **Annual operating and maintenance cost after completion of the Project**
9. **Demand and supply analysis**
10. **Financial plan and mode of financing**
11. **Project benefits and analysis**
  - i. Financial
  - ii. Economic
  - iii. Social benefits with indicators
  - iv. Employment generation (direct and indirect)
  - v. Environmental & Climate impacts
    - a. Environmental Impact Assessment (EIA)
    - b. Clean Development Mechanism (CDM) Assessment, carbon trading benefits, carbon markets Etc.
    - c. Climate and Hazard Initial Risk Assessment (CHIRA)
    - d. Cross-reference to existing provincial and national policies and actions plans, SGDs, and Climate NDC targets
  - vi. Impact of delays on project cost and viability
12. **a) Implementation schedule**  
**b) Result Based Monitoring (RBM) Indicators**
13. **Management structure and manpower requirements including specialized skills during construction and operational phases**
  - i. **Manpower Required during Execution of the Project**
  - ii. **Manpower Required during O&M of the Project**
14. **Additional projects/decisions required to maximize socio-economic benefits from the proposed project**

15. Certified that the project proposal has been prepared on the basis of the Manual for Development Projects, the Handbook on Climate Risk Screening and Instructions provided by the Planning Commission for the preparation of PC-I. Certified that the expenditure is a valid charge on the Federal Consolidated Fund.

Prepared by \_\_\_\_\_

Name, Designation & Phone #

Checked by \_\_\_\_\_

Name, Designation & Phone #

Approved by \_\_\_\_\_

Name, Designation & Phone #

**PC-I Introduction Components and Check List**

**PC-I PROFORMA**

1. The Planning Commission proforma-I (generally called PC-I) is the primary project document, and its preparation is a key step in project preparation and processing. The sponsoring agency is expected to spend adequate time and resources in preparing this document to avoid complications during project implementation resulting in delays in project completion and cost overruns. The PC-I is used both for new projects and revision of ongoing projects. The Proforma comprises of three parts:
  - i. Part A is the Project Digest, which requires basic project information, that is, project title, location, sponsoring and executing agencies, project description, justification and technical parameters, project cost and completion period, physical and financial phasing, the status of a feasibility study, and project objectives, plan, and sector strategy linkages.
  - ii. Part B is Project Requirement, which includes project scope, employment generation, management structure and manpower requirements, the status of surveying and mapping and land acquisition activities, and responsibility of operation and maintenance of project assets after project completion.
  - iii. Part C is Appraisal and Analysis, which needs information on project quantifiable benefits (financial, economic, social), revenue or income generation after project completion, financial and economic analysis and results, sensitivity and risk analysis, stakeholder consultation analysis, environmental and social impact assessment (including climate change, adaptation, mitigation & co-benefits assessment, and Clean Development Mechanism (CDM) assessment), and disaster reduction analysis. Only the Project Digest (with additional information) is required to be submitted for the revised projects.
2. There are additional proformas for preparing project summary for the ECNEC and working paper for the CDWP, for both new and revised projects.
3. The following attachments are required to be annexed to the PC-I:
  - i. Certificate regarding the conduct of feasibility study wherever applicable, which must include technical/reference design, bill of quantities, etc.
  - ii. Environment Impact Assessment.
  - iii. Questionnaire for an assessment of the CDM potential in public sector projects
  - iv. CDM eligibility test for assessment and identification of a project in the public sector
  - v. Checklist for disaster risk reduction.
  - vi. Climate Screening Checklist, for public sector/PPP projects
  - vii. CHIRA conducted. (Refer to Appendix D for CHIRA methodology)
  - viii. Certificate that the project is not of a devolved subject
  - ix. Certificate that option for Private, PPP and VGF are considered and none of these options available for project financing.
4. After preparation of the PC-I, the PAO signs the PC-I/PC-II certifying that "the project proposal has been prepared on the basis of instructions provided by the Planning Commission for the preparation of the PC-I of the concerned sector projects". Thereafter, the PC-I or PC-II is to be submitted to the PIA Section of the planning commission, which circulates it to the members concerned of the CDWP, including the technical section concerned for their review and appraisal.

## KEY COMPONENTS OF PC-I

The PC-I preparation requires a large amount of data collection and analysis. It is important that the required information is prepared and entered in the PC-I proforma with due care and diligence to avoid repeated revisions during the project appraisal, review, and approval stages. The key components of the PC-I are discussed in the following sections.

### 1. Project Objective

Every project must have a project development objective along with inputs, outputs, and outcomes (the results chain), project components and activities to be implemented within a specific time and cost, along with a monitoring framework. While preparing a project, it is important that the project's objective(s) must be aligned with the objectives, goals and targets set out in the currently operative perspective growth strategy, Five-Year Plan or Annual Plan. The project must have a clear linkage with the economic development policies of the government, including the relevant sector policies, strategies, and master plans (as applicable). The project objectives should be linked to the SDGs indicating the specific Goals, being addressed by the project. A relationship of the proposed project and its specific contribution (in quantifiable terms) with other projects (completed or ongoing) in the same sector or sub-sector, must be highlighted in the project document.

### 2. Project Description

The description of a project should provide information about its key features, components (both hard and soft) and technical aspects. It should also include its justification and rationale, in addition to a brief account of similar interventions, any feasibility study, and relevant government policies, sector strategy, and plans of the past. The technology proposed to be adopted for the project and the source of supply of machinery and equipment should also be mentioned. It should also be stated whether the project output would be used for import substitution, for export promotion or for meeting the increased domestic demand or a combination of these.

### 3. Project Location

Regarding project location, due consideration should be given to the area and population to be served by the project, the economic, environmental, and social characteristics of the project area, and the income and other attributes of the beneficiary population. The location analysis should include the following:

- i. The rationale for the selection of a proposed project
- ii. Place and administrative district where the project is located.
- iii. Geographic Information System-based map(s) of the project area with the Global Positioning System coordinates
- iv. Reasons for selection of location.<sup>13</sup>
- v. Availability/acquisition of land and other physical inputs needed for the project.
- vi. In the case of mega projects and water sector projects, a separate PCI for land acquisition should be prepared, if required. (Annexure 50)
- vii. In case of projects involving the provision of buildings, plans (including architectural drawings) prepared by a licensed engineer/architect should be attached to the PC-I.
- viii. The social and environmental impacts of the project, including climate change.

### 4. Project Scope

The sponsoring agency should ensure that the project scope includes only the project requirements necessary to achieve the envisaged objective. The scope of the project must be clearly mentioned. While presenting it, the sponsors should indicate, in quantitative terms, the proposed facilities and

services, which would result from its implementation. In addition, the project sponsor should provide information on:

- i. Demand for project output, with its basis.
- ii. Existing position regarding capacity and actual supply of output.
- iii. The gap that the project is going to fill between supply and demand.
- iv. Project lifespan to develop appropriate indicators (adaptation indicators are sensitive to project lifespan)

#### 5. Inventory of Machinery and Equipment

All proposals for the procurement of machinery and equipment by the government departments or agencies should be accompanied by an inventory of the existing pool of the machinery and equipment held by them. For example, whenever a provision of a new vehicle is made in a development project, the ministry, department, or agency concerned should furnish a supporting document, a complete inventory of the existing vehicles both on the development and recurring side, along with their date of purchase, to justify the purchase of new vehicles.

#### 6. Project Cost

The cost estimates of a project must be prepared with due care and diligence so that these only require revision on an exceptional basis and project implementation is not delayed due to the nonavailability of funds. Besides, the cost debitable to the development budget must be distinguished from the cost debitable to the revenue budget. The Pakistani Rupee (PKR) equivalent of the Foreign Exchange Component (FEC) of projects should be worked out based on the 'Bank Floating Average Exchange Rate' of the relevant currency as shown on the website of the State Bank of Pakistan (SBP) for the month preceding the one in which the PC-I and PC-II were submitted to the Planning Commission (Annexure 7).

The following guidelines for cost estimation will generally apply to all projects:

- i. Total cost of the project with local component and FEC (loan/grant)
- ii. Item-wise breakup of the total cost (Rs. in million)
- iii. Unit cost (attach specifications)
- iv. Comparison of the unit cost of the project with other similar projects of the sector/area (in case of variations, detailed reasons/justification be given for cost estimation) using Composite Schedule of Rates (CSR), Schedule of Revised Rates (SRR)
- v. Date of preparation of cost estimates (Indicate if these are still valid).
- vi. The cost of imported items available in the local market must be reflected in the local component and not in the FEC component.
- vii. Annual Operating and Maintenance (O&M) cost and authorities responsible for it, after completion of the project

The PC-I must also clearly show the component- and item-wise annual breakdown of the costs over the project period as shown in the table below

Item	Year 1			Year 2			Year 3		
	Total	Local	FEC	Total	Local	FEC	Total	Local	FEC

## 7. REVISED PROJECT COST

The cost estimates must be prepared, which should be based on the current market survey, updated schedule of rates and pre-tender quotation rather than using across board premium. The Planning Commission will constitute a committee comprising of representation from Finance, Planning, and national building /executing departments to develop a uniform single standardized schedule of rates, updated quarterly like MRS Punjab, substituting existing several schedules or rates by Pak PWD, MES, NHA etc. for goods/works/services to be procured for development projects by all federal entities. The project cost may need a revision because of certain factors, which also include a change in scope during implementation and cost overruns. In case of revision of the project, detailed justification for changes in scope and cost must be provided separately along-with clear reasons of revision. Instructions of the ECNEC about project cost revision are presented in Box 1.

## 8. PROJECT FINANCING

The sponsoring agency provides a detailed justification (for example, public good, market failure, social protection, etc.) why the project cannot be implemented in the private sector or on the PPP basis – in case the project is proposed to be financed through the public sector. The sponsoring agency then develops and presents a financial plan of the project in the PC-I. The sources of project funding need to be presented in clear and specific terms so that there remains no ambiguity or confusion regarding the financing plan. In case, a foreign agency is committed to financing the project either partly or fully, the name of the agency with the amount of foreign exchange and local currency committed, is to be mentioned in the PC-I. The source and amount of funding should be described as follows

Table 11: Describing the Source and Amount of Funding in PC-I

Source of Funding	Description
Equity	<p>Indicate the amount of equity to be financed from the applicable source/s:</p> <ul style="list-style-type: none"> <li>• Public Sector: Sponsor's own resources, Federal or Provincial Government</li> <li>• Private sector: Foreign, domestic</li> <li>• Public-Private Partnership</li> <li>• General public</li> <li>• Foreign equity (indicate partner agency)</li> <li>• NGOs/beneficiaries</li> <li>• Other</li> </ul> <p>Attach date and decision of the Concept Clearance Committee with a copy of minutes or decision annexed.</p>
Debt	<ul style="list-style-type: none"> <li>• Indicate the local and/or foreign loan.</li> <li>• Interest rate, grace period and repayment period for each loan separately</li> <li>• The loan repayment schedule must be also annexed.</li> <li>• Attach the Economic Affairs Confirmation in case of foreign loan.</li> </ul>
Grants along with source	Attach the Economic Affairs Confirmation in case of foreign grant.
Weighted Average Cost of Capital (WACC)	WACC is calculated by multiplying the cost of each capital source (debt and equity) by its relevant weight, and then adding the products together to determine the value.

The economic aspects of a proposed project or programme have a direct bearing on the development of the economy through the backward and forward linkages. The economic benefits of projects can enhance production, as well as employment, and increase the value of output due

to quality improvement or other factors. The benefits can also be accrued from reductions in cost or gains with the mechanization of the production process, decreasing distribution costs and avoiding losses. In the social sector projects, benefits can be gathered by increasing productivity and earning capacity through improvements in health, education, and skills. In the infrastructure projects like transport, benefits can be accumulated with savings in travel time, vehicle operating costs, accident reduction and on account of new development activity. Projects also have some intangible benefits, like better income distribution, national integration, national defense or better quality of life of the rural population, especially in the far-flung and backward areas. The benefits because of the project and its interventions must be clearly spelt out and quantified as much as possible

#### 9. Project Scheduling

The project implementation schedule must be developed using an appropriate analytical tool such as Bar Charts, Project Evaluation and Review Techniques (PERT), Critical Path Method (CPM). These should be incorporated in the PC-I and other project documents. It may be prudent to use software applications available in the market for this purpose

#### 10. Financial Phasing

The financial phasing of a project is to be given for each fiscal year, related to the physical work proposed to be undertaken, keeping in view the implementation of similar projects in the past. It should be as realistic as far as possible. The fund's utilization capacity of the executing agency must be kept in view while determining the financial phasing of the project. Physical phasing/implementation plan of major items/deliverables may be provided, and financial phasing should be derived from it.

Financial Phasing of Project Costs

Items	Units	Year-1	Year 2	Year 3

#### 11. Physical Scheduling of Activities

The scheduling of activities and the availability of physical facilities are interlinked with the completion period. The availability of physical facilities, for example, access road, power supply, water, gas, telephone and other utilities, education facilities, housing, etc., must be ensured. The sponsoring agency has also to indicate separately what facilities would be available from the project itself and to what extent these would be available from the public utilities. The scope of work to be carried out should be investigated thoroughly to facilitate physical and financial phasing as well as supervision. The Work Breakdown Structures (WBS) and Logic Framework Analysis (LFA) and similar management tools must be used to conduct the physical scheduling of activities. It may be prudent to use software applications available in the market for this purpose.

#### 12. Project Implementation Period

Time calculated for completion of the project must be realistic. The figure below represents factors that need to be considered in estimating the project implementation period:

- i. Total allocation made in five year plan
- ii. Expected allocation in the PSDP, keep in view past experience
- iii. Time to be taken in preparing the detailed design(s), the invitation of tenders, and award of contract (s).

- iv. Availability of land and time taken in its acquisition
- v. Time to be taken in land development keeping in view its topography and construction of access road
- vi. Availability of professional and technical manpower and plan for acquisition of human resources.
- vii. Availability of materials, supplies and equipment, efforts should be made to prepare a project procurement strategy /plan and supply chain management plan.
- viii. Risk in project implementation and risk management plan.

#### **INTER-AGENCY COORDINATION AND STAKEHOLDER CONSULTATION**

To avoid duplication of efforts and ensure effective implementation of the proposed project, all the relevant data should be obtained, and the agencies concerned consulted. This represents the case of a health scheme.

#### **Example of inter-agency coordination in health scheme**

The following information should be obtained and reflected in the project:

- i. Public and private institutions in the area, their staff, equipment, and the number and the number of persons served by them
- ii. Population of the area
- iii. Economic characteristics of the persons who are being provided the services
- iv. Morbidity and incidence of epidemics during the last five years or so
- v. Clearance by the relevant authorities

The inter-agency coordination is also necessary for the availability of utilities, such as water and power supply, education facilities and housing. For example, before an industrial scheme sponsored by the Production Division is undertaken, it is critically important that the clearance of the relevant agency concerned is obtained for the availability of water supply and other utilities. As decided by the NEC in its meeting held on the 4th of July 1988 the project document should clearly indicate the coordination required with the other agencies to facilitate project implementation.

#### **REQUIREMENTS FOR SUBMISSION OF PC-I IN PLANNING COMMISSION**

The following are the specific requirements for submission of the PC-I.

- i. PCN is duly approved by the concerned Member
- ii. Techno-Economic Feasibility Study is carried out
- iii. All PC-Is must be signed by the chairmen P&D boards, additional chief secretaries (Development) in case of the provincial and special areas' projects, and federal secretaries/PAOs in case of the federal project.
- iv. The provincial and special areas projects, requiring federal financing from the PSDP (fully or partially) irrespective of the cost, will be sent to the Planning Commission for consideration of the CDWP, and if required, by the ECNEC
- v. For the provincial and special areas projects, to be financed either fully or partially by the federal government, the land will be provided free-of-cost by the provincial or special areas' governments.
- vi. For the Provincial and Special Areas Projects, 50:50 cost sharing be insured by the provincial or special areas' governments as per NEC approved guidelines
- vii. The P&D boards/departments of the provincial and special areas, where necessary, will recommend a scheme for approval of the CDWP and ECNEC after approval from PDWP/special

- areas DWP. No schemes will be sent to the federal government directly by the provincial departments
- viii. The provincial projects, funded from the provincial governments' resources, and where no federal assets are utilized, or federal liability generated are to be approved by respective PDWP. Projects where water distribution issues are involved, or the Indus River System Authority (IRSA) certificate is required are an exception to this.
- ix. In the case of the provincial and special areas schemes submitted to the federal government and central schemes, copies thereof should be sent simultaneously to the central administrative ministry and the Planning Commission.
- x. For seeking foreign assistance for the federal or provincial projects (loan/grant), the requirement of concept clearance from the Concept Clearance Committee (CCC) will be strictly adhered to. After the firm commitment of availability of foreign assistance from a donor through the EAD, the PC-I (along with the feasibility study, PAD, and draft loan/grant agreement), will be forwarded to the Planning Commission for consideration of the CDWP/ECONEC. The EAD will verify the availability of foreign assistance
- xi. The objectives and outcomes of the project will be clearly mentioned in the PC-I and II. Without detailed designing of civil work and item-wise cost the PC-I will not be processed.
- xii. To minimize and avoid payment of commitment charges, the loan agreement should only be signed after approval of the PC-I and completing all other code formalities.
- xiii. For foreign-aided projects, land availability will be ensured by the sponsoring/ executing agency before signing an agreement with donors.
- xiv. In the case of a foreign-funded project, the name of the agency and amount of foreign exchange and local currency committed is to be mentioned in the PC-I. Similarly, the source and amount of rupee component should be indicated as government sources that is, grant, loan, equity, etc.
- xv. The objectives of the project must be clearly indicated preferably in quantitative terms and linked with the five-year-plan targets and growth strategy of the sector.
- xvi. Detailed designing of civil work, including BoQs and location map, will be mandatory in the PC-I.
- xvii. The feasibility study should be based on historical as well as current data. Any study – older than three years – will not be accepted by the Planning Commission.
- xviii. Location analysis should be carried out scientifically
- xix. Result Based Management (RBM) indicators, that is, input, output, outcome, and impact should be clearly indicated in the PC-Is.
- xx. Costing of the project should be based on realistic and justified market prices indicating quantities and unit values and on the basis of detailed engineering designing. Projects with rough cost estimates will not be accepted.
- xxi. Escalation charges, maximum up to 6.5 percent per annum of the base cost, will be allowed based on justification from the 2nd year of the project
- xxii. Contingencies charges, maximum up to three percent of the base cost, will be allowed based on justification. However, in the case of the revised PC-I, the number of contingencies will be capped at the originally approved amount.
- xxiii. The sustainability aspect (O&M cost) of the project will be mandatory to be discussed and addressed with a proper mechanism in the PC-I.
- xxiv. The Project Management Unit (PMU) will be set up with well-defined roles, including TORs of the PD, consultants/experts, and appointment terms with salary structures
- xxv. The Project Implementation Plan, covering both yearly physical and financial plan, will be clearly indicated in the PC-I.

- xxvi. In case of revised projects, original and revised scope of work completed and to be done should be stated with item-wise quantities and expenditures. Reasons for revision should also be given along with justification
- xxvii. In the case of the 2nd revised PC-I, an inquiry report by the head of sponsoring agency identifying the reason and responsibility for the inability to complete the project after the 1st revision will be attached with the 2nd revised PC-I.
- xxviii. Appraisal of submitted PC-I/II will be made simultaneously by all the members. The technical section will coordinate the compilation of comments from all concerned and incorporate these in the working paper, which will be discussed in the PDWP or CDWP meeting
- xxix. While preparing projects and development portfolio ensure compliance to Sections 13 through 17 of the Public Finance Management Act, 2019. Project preparation commences with approval of PCN.

#### Checklist for PC-I

1.	Confirmation regarding the preparation of the PC-Is and PC-IIs on the standard revised format for different sectors (social, infrastructure and production)	
2.	Confirmation and self-explanatory nomenclature	
3.	Geographical specific area including reference to eco-agricultural zone/s, ecosystems and natural habitats, other natural resources, socioeconomic conditions (Land-use, land use change, Major sources of livelihoods and economic activities, poverty) and recurrent climate disasters in the area/	
4.	Location map of the project. Location of project is very critical as its vulnerability will depend on the climate conditions in the region	
5.	Map and design of a building (if applicable)	
6.	Climate rationale for the project stated	
7.	Climate change adaptation or mitigation objective has been stipulated	
8.	Clarification about the source of financing	
9.	Plan Provisions for FY in PSDP/ADP Allocation	
10.	Inclusion of tangible outcomes	
11.	Proper addition of costs including FEC/foreign Funded including climate change specific grants and indicate what percentage of estimated capital cost will be spent on climate adaptation, mitigation or cobenefits?	
12.	Inclusion of responsible agencies for sponsoring	
13.	Execution	
14.	Operation and maintenance consider climate risks during the build itself as well as changes in climate risks during the planned operation and maintenance phases	
15.	Routed through proper channel from the ministry/ division/province/area concerned	

16.	Inclusion of effective cost estimation date (schedule of rates)	
17.	Inclusion of implementation schedule with the number of years of the project	
18.	Comparison of financial scope (in case of a revised project)	
19.	Comparison of physical scope (in case of a revised project)	
20.	Inclusion of RBM indicators climate-specific indicators (depending on nature of the project, appropriate mitigation and/or adaptation indicators)	
21.	Confirmation of signatures of the responsible officer concerned at column 15 of the PC-I (federal PAO/ provincial ACS) to provide an attestation that climate change resilience/ mitigation assessment has been carried out by expert and licensed professional	
22.	Digitally prepared PC-I/PC-II (received)	
23.	Annexure of PDWP/DDWP minutes, if applicable	
24.	Annexure or directives (President/PM), if applicable	
25.	Determination of the principal technical section of the Planning Commission	
26.	Circulation of copies of the PC-Is, PC-IIs to members N/A Yes No of the CDWP and sections' chiefs of the Planning Commission for comments/scrutiny	
27.	Annexure of CHIRA conducted	

Source: Manual for Development Projects (2024), Planning Commission, MoPD &SI

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