**General instruction for sub-project proposal under PBRG**

1. The duration of the PBRG sub-project will maximum a period of June 2021. Starting date of field/lab research activities not before October 2017 and must complete the field/lab research activities within June 2020 of the implementing Unit/Component and provide draft Project Completion Report (PCR) along with necessary data & information to the Coordination Unit/Component within December 2020. The Coordination Unit/ Component must submit the Final PCR to the PIU-BARC within June 2021.
2. The first 12 months from the signing of LoA will be considered as Year-1 and then Year-2, Year-3 will also be considered as 12 months basis. The rest of the project period (upto December 2020 for Implementing Unit/Component and upto June 2021 for Coordination Unit/Component) will be treated as Year-4.
3. Activity schedule and methodology should be separate for each component and to be developed according to the mentioned duration
4. In case of Co-financing arrangement total amount, percentage of total budget of co-financing and mode of financing should clearly mention in the FRP.
5. Institutional overhead charge applicable only for private researchers.
6. Budgeting of PCR must be claimed in Coordination Unit/Component and in 4th year.
7. Cost of PCR to be rationalized and depends on its volume & number (Minimum Tk. 1,00,000.00).
8. Private research provider must provide all eligible documents with the proposal.
9. The proposal must submit by the Coordination Unit/Component in compile form of all components.
10. All the signatories mention in the proposal must sign duly. In the final version scan signature will not be allowed.
11. Fuel, oil lubricant can claim only for vehicle (to be purchased by the sub-project) generator (use for sub-project purpose) and engineering equipments related to sub-project.
12. Maximum/minimum limit of each line item should follow strictly in case of budget preparation.
13. Preference should be given on TA and DA in place of vehicle hire.
14. Certification or declaration letter by authority (Details in Annex 3, clause-18)
15. Air conditioner not permissible under PBRG.
16. Purchase of furniture is not encouraged.
17. Purchase of capital items should preferably be done in the year 1 of the project.
18. Full list of the equipments, tools under Capital Expenses Head and Chemicals & apparatus under Field Research/Lab Expenses Head should be provided in Annex-10.
19. PIs and Co-PIs will get one month’s basic in the year-1, 2 & 3 and fraction honorarium/ remuneration will be borne in year-4.
20. Ph.D thesis costs consider in Year-4 and its amount is Tk. 40,000.00.
21. Irrelevant equipments with research works should be avoided.
22. Cost of training for project related scientist and enumerators not permissible.
23. Honorarium for technical specification not allowed.
24. Enumerator or relevant type of expenditure should be budgeted in Field research/Lab expenses head not in Honorarium and Contractual Staff Salary head.

**Annexes for Full Proposal of PBRG Sub-projects**

The following annexes must be used for preparing a full research proposal (FRP):

1. Full Research Proposal Format for PBRG (Annex-2)
2. Curriculum Vitae of Coordinator, Principal Investigator (PIs) and Co-PIs (Annex-6)
3. Environmental Screening matrix (Annex-8a), Self screening check list on Environmental safeguard (Annex-8b) and Self screening check list on social safeguard (Annex-8c)
4. Milestones and indicators (Annex-9)
5. Existing and required facilities (Annex-10) and
6. Agreement of Co-financing arrangement (If any).
7. Testimony of NGOs and private research providers experience (Annex-19- this is only applicable for NGOs and private research providers )

**Price list of Common Procuring Items under Capital Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No** | **Name of the items** | **Qty.** | **Maximum Price (Tk)** |
| 01 | Desktop Computer | 01 No. | 60,000.00 |
| 02 | Laser Printer | 01 No. | 20,000.00 |
| 03 | UPS (offline) | 01 No. | 10,000.00 |
| 04 | Laptop | 01 No. | 60,000.00 |
| 05 | Scanner | 01 No. | 10,000.00 |
| 06 | Digital Camera | 01 No. | 25,000.00 |
| 07 | Executive Table | 01 No. | 20,000.00 |
| 08 | Executive Chair | 01 No. | 10,000.00 |
| 09 | File Cabinet | 01 No. | 20,000.00 |
| 10 | Steel Almira | 01 No. | 24,000.00 |
| 11 | Visitor/Front Chair | 01 No. | 4,000.00 |
| 12 | Computer Table | 01 No. | 5,000.00 |
| 13 | Computer Chair | 01 No. | 3,500.00 |