

GUIDELINES FOR  
THE SMALL DEVELOPMENT PROJECTS (SDP) PROGRAMME  
IN AFGHANISTAN (PHASE-III,US\$ 100m. ASSISTANCE)

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## CHAPTER 1

### INTRODUCTION

Government of India (GoI) has undertaken, at the request of the Government of Afghanistan (GoA) a large number of development projects in Afghanistan since 2002 in keeping with the friendly relations the two countries have maintained since long and in view of India's desire to assist the Government of Afghanistan in reconstruction. India has undertaken, in partnership with the Afghan government, projects in a wide range of sectors, including hydropower, road construction, agriculture, industry, telecommunications, information & broadcasting, education and health.

2. Infrastructure projects are essential in nation building, but they have long gestation periods before the benefits are available to the people. Therefore, for the socio-economic development of the local community at the grassroot level, based on the felt needs of the people, it is necessary that projects, which have shorter gestation period and have a direct influence / impact on the lives of the people, be implemented. These Small Development Projects (SDPs) should be identified by the local population and implemented by them. The projects could include proposals like school buildings, irrigation, drinking water, clinics / hospitals etc. In view of this, it has been decided by the GoI to accept the request of the GoA to take up a small Development Projects Programme in Afghanistan to meet the felt needs of the people in specific areas which will impact their lives positively and directly.

3. The framework Memorandum of Understanding (MoU) on SDP was first signed between GoI and GoA during the visit of the Prime Minister of India to Afghanistan on August 28, 2005 for 20 million US Dollars grant assistance to GoA and the second MoU has been signed on 12 Nov., 2012 during the visit of President of Afghanistan to India. A copy of MOU is at Annexure A. This MoU enables the implementation of SDPs in the fields of socio-economic development of the people of Afghanistan, particularly for the creation of infrastructure in the sectors of education, health and community development. Livelihood activity, conservation of environmental and cultural heritage, empowerment of women and child welfare shall be the primary themes of such projects. The MoU also specifies that capital cost of a project covered under the MoU shall not exceed US \$ 1million spread over all provinces subject to minimum of US \$ 2 million in each province and the total capital cost of all such projects shall not exceed US \$ 100 million.

4. In pursuance of the MoU, GoI hereby issues these guidelines for the implementation of the SDPs in Afghanistan after having held wide-ranging consultations with GoA and the Embassy of India, Kabul (EoI). The SDP programme will have provision for grant for funding the projects; transfer of basic know-how and technology; grassroot participation of the beneficiaries and community ownership. These projects will be implemented in close association with the Indian Embassy / Consulates in Afghanistan.

CHAPTER 2  
GUIDELINES FOR IMPLEMENTATION OF SDP

**A) Processing of Project Proposals:**

Ministry of Economy (MOEC) will receive proposals in the prescribed format as given at Annexure B and after evaluation, will place the proposals in lots of 10 (or more) at a time under each tranche to the Steering Committee in order to facilitate proper monitoring and accounting of such projects.

**B) Stages of implementation of SDPs:**

(i) Receipt of proposals:

The local Development Council (Shura) / reputed NGO / Government department or Ministry / an institution registered with the Afghan Government through Provincial Development Council according to article#2 MoU will submit an application in the prescribed format for GoI grant assistance under SDP to Ministry of Economy (MOEC), GoA, which is designated as the nodal agency from the Afghan side. The format for the proposal is given at Annexure B. The MOEC will examine and evaluate all the proposals received and, keeping in view the priorities of the GoA and place before the Steering Committee (composition and function given in chapter 3) for consideration. The format for placing each project before the SC for assessment and approval is at Annexure C.

(ii) Evaluation of the proposal:

The Steering Committee (SC) will assess each proposal placed before it by MOEC on the basis of the information provided by MOEC in format given at Annexure C. It may seek additional information from MOEC if it feels it is necessary to assess the project properly. The assessment will be based on various considerations, e.g. the request of the local people/Governor of province to take up the project ; the credibility of the implementing agency; recommendations of the local authorities/MOEC, post-implementation mechanism for ensuring long term sustainability of the project and; the likely overall impact of the project on the socio-economic condition of the local community. It is essential that the proposal should ensure that the management of the project be taken over by the implementing agency / local community / NGO after the project is completed and that there is continuous sustenance of the project after the project completion. MOEC / EoI will ensure that the technical aspect and the cost estimates of the projects are vetted by any technical organisation under the GoA. Consequent upon the approval of the projects by the Steering Committee keeping in view of the above parameters, MOEC will allot unique identification number to each such project proposal and recommend them to Ministry of External Affairs (MEA) GoI through EoI Kabul. The total cost of individual project should be preferably restricted to US \$ 0.80 million (approx.Rs 4.4crores – as on January 2013). However, Project costs upto US\$1million (Approx.5.5 crores -as on Jan., 2013) could be considered on case-by-case basis by Ministry of External Affairs (MEA), GoI.

(iii) Sanction of the proposal:

EoI, Kabul will forward the proposals with the recommendations of the SC to the MEA for approval within the period of 10 days. The proposal will be scrutinized in the DPA Division / Internal Finance Division (IFD), MEA and the approval of the Competent Authority will be taken. The approval in the form of financial sanction will be sent to EoI within the period of 3 months. The projects sanctioned at least by the months of July-September to prevent any delay because of the intering to the Afghanistan National Budget Documents. The format of the sanction order is given at annexure D. There should not be any change in scope of work after project approval that would lead to cost escalation. In case of cost escalation MoEC will request additional work cost from EoI according to the Afghanistan procurement law and EoI responsible to give no objection within 5 working days if in range of embassy authorities and 20 days in case the values of request is more than 10%.

(iv) Signing of the tri-partite MoU:

An MoU for same categories projects will be signed among EoI, MOEC and the implementing agency within the period of 15 days. The general format of the tri-partite MoU is given at Annexure E. However, the conditions in the MoU will change as per requirements and nature of the SDP.

(v) Tendering Process:

Once MEA issues the sanction order, and the tripartite MoU is signed, MOEC will intimate implementing agency/line ministry to initiate the tendering process. MOEC, through line ministry in the center, shall however, ensure that the tender process is transparent, fair, competitive and easy to administer as per GoA's rules /norms.. In the environment of competition, Shura/local contractors may also be encouraged to compete in bidding/tendering. The Afghan side will bear all the costs associated with tendering. The stages of the payment should be properly mentioned in the tender document itself. After completing the tender process, MOEC will place the proposals before the SC for selecting the successful bidder and for authorizing the implementing agency to award the contract. The SC should ensure that the bid is awarded to only the lowest technically competent bidder (L1). If the tendered cost is more than the approved cost of the SDP, EoI will again be approached for a revised sanction for the project, before the contract is signed if the additional amount up to 10% the EoI will give approval within 5 working days and 20 days in case the values of request is more than 10%.

(vi) Award of contract and release of contract cost :

MOEC will advise implementing agency to award the contract to the successful bidder selected by SC. Simultaneously, EoI will release 25 % of the tendered cost to the special account for SDPs of the Ministry of Finance, GoA. MOEC will release a mobilisation advance upto 25 % of the tendered cost to the contractor after signing of the contract and obtaining complete details of work and photographs of the site (preferably through mobile phone with GPS System). MOEC and line ministry will take reasonable steps to ensure that the contract is honoured.

(vii) Payment of installments:

MOEC will authorise payments to be made to the contractor through Ministry of Finance, after receipt of necessary running account bills that show all up-to-date measurements and photographs / blue print of the construction to view the current status and utilisation certificate for releases made earlier in the approved format from the implementing agency, which is given at Annexure F. funds will be released by EoI to MOEC through the Special Account opened by MoF, GoA within the period of 30 days. MOEC will authorise payments and maintain a separate account for each SDP individually to ensure that the funds are not diverted for any other purpose. If any amount is not expected to be utilised in near future for any particular project, same may be released to other project under SDP with prior consent of EOI but such amount must be adjusted in the next requirement of funds.

(viii) Final Installment:

MOEC will release the final installment/bill of 25 % of the tendered project cost, after obtaining prior concurrence from SC on the basis of Completion certificate/statement of physical and financial progress for each project separately in the proforma given at Annexure H prescribed for the release of the final installment of the project so that necessary approval could be given by SC before effecting the cash flow for the project.

**C) Mode of Payment by MEA: (GOI/EOI/ MOECC/MO Fin.)**

EoI will make financial projection based on tending cost and project implementation schedule of the foreign exchange requirement to FE Section and DPA Division of MEA under the SDP. Format is given in Annexure G. The requirement of funds every month will have to be made under the sub head SDP, separate from with the monthly requirement of the Chancery. FE Section will release amounts to EoI on receipt of authorization from DPA Division. DPA Division shall ensure adequate provision for committed liabilities for SDPs for implementation while authorizing FE Section to release funds for SDPs to EoI. DPA Division shall make adequate budgetary provisions with concurrence of IFD. The authorization of the Finance Division (FE) will be based on the progress report (Annexure G) from MOEC & EoI. The Special Deposit Account opened in Da Afghanistan Bank would be operated by Ministry of Finance, Government of Afghanistan exclusively for payments pertaining to Small Development Projects approved by Ministry of Economy. Ministry of Finance will furnish monthly report of payments made out of aforesaid account alongwith bank statement and reconciliation statement to EOI Kabul and Ministry of Economy, GOA by 5th of the following to which it pertains. EoI will release the amount to the Special Account opened by MoF, GoA, concurrently informing MOEC of the deposit and indicating clearly the project for which they are meant.

**D) Monitoring and review of the SDP:**

A project Monitoring Committee (PMC) will be set up for periodic review of SDPs. PMC will review the progress of the project and will examine problems / hurdles in the implementation of the SDP and will recommend methods to solve / minimize these problems for the faster implementation of the SDP. The constitution and functions of the PMC are given in the Chapter 5.

**E) Maintaining of Record under SDP:**

MOEC will maintain detailed records of each project under SDP in the prescribed format and submit monthly progress reports (Annexure J) to EOI Kabul by 3rd of following month to which the report pertain.

**F) Audit of Project expenditure:**

MOEC will arrange audit of the expenditure under each project as per GoA norms / rules and make available the outcome of such audit to EoI in the Project Completion Report (Annexure-I)

**G) Social Audit of Project by beneficiaries:**

Implementing Agency / MOEC will arrange for a social Audit of the Project by the beneficiaries on the completion of the project. The beneficiaries' response will be ascertained on the following issues:

- i) Whether the objective of the project have been achieved – yes / no;
- ii) Whether the project management has been satisfactory – Satisfactory / not satisfactory
- iii) Whether the quality of the work has been satisfactory – Satisfactory / not satisfactory
- iv) Whether beneficiaries participated in the execution of the project – yes / no

## CHAPTER 3

### STEERING COMMITTEE AND ITS FUNCTIONS

The Steering Committee (SC) has a critical role to perform in the overall implementation of the SDP programme.

A five-member SC shall be constituted in Kabul by MOEC consisting of a representative from MOEC, who will be the Chairman and Convener of the SC, two representative from EoI, nominated by the Indian Ambassador, a representative of Ministry of Finance, GoA and a representative of the line Ministry of GoA concerned with project under consideration by the SC.

The functions of SC are given below:

- a) Examine each project proposal after it has been shortlisted and recommended by MOEC, with reference to the objectives of the project, scope of work, cost estimates, time line for implementation, phases of implementaiton, post implementation mechanism for ensuring long term sustainability, participation of local community, etc. SC should satisfy itself that the cost estimate have been worked out in detail and vetted by a technical officer attached to the line Ministry of GoA.
- b) Approve and recommend the proposals to EOI for sanction under SDP, by MEA.
- c) Approve the contract (success bidder) as per recommendation of the MOEC/implementing agency, after satisfying itself that the tendering has been done in a fair, transparent and competitive manner.
- d) Ensure that the contract is awarded only to the lowest technically competent bidder (L1).
- e) Provide a written justification in case SC decides to award the contract to a bidder other than L1.
- f) Assist MOEC in developing standard contract documents, sepcifting the terms and conditions of the contract. SC will authoruse Implementing Agency to enter into a contract with the successful bidder. MOEC / Implementing Agency will take reasonalbe steps to ensure that the contract is honoured.
- g) Recommend to EoI to seek approval for the revised cost for the project if the tendered cost is more than the approved cost of the porject.

- h) Authorise release of payments:
- (i) Upto approved tendred cost (including an amount upto 25 % as mobilisation advance) on the basis of upto date photographs/blue prints of construction to show current physical progress of work, utilisation certificate etc.
  - (ii) Recommend for the release of final amount of the tendred cost after examining all the documents related to physical/financial progress report, completion report and utilization certificate and physical verification of work executed.
- i) Approve the monthly progress report prepared by MOEC in the prescribed format.
- j) Visit periodically at random the project sites and undertake physical verification of quantity and quality of work.
- k) Collect progress reports periodically at random on the implementation of the project and quality of the project implementation directly from the beneficiary communities. This will be put up to Project Monitoring Committee (PMC) for information.
- l) Collect and verify the work completion report from the implementing agency after completion of the project along with a statement of account, audited by MOEC.
- m) Submit an evaluation report to the PMC after the completion of the project.
- n) Ensure that the funds are utilized only for the approved project proposal and not diverted to any other activity.
- o) Examine any problems / hurdles in the implementation of the SDPs and then bring them to the notice of the PMC if they can not be resolved locally.

## CHAPTER 4

## ROLE OF IMPLEMENTATION AGENCY

1. Implementation Agency will be responsible for the implementation of the project and shall provide necessary technical assistance to the design and supervision of civil construction works. This would be in consonance with technical drawings, cost estimates, tendered rates/ costs etc. of each project.
2. Implementing Agency will ensure quality of construction and proper utilisation of funds through constant monitoring and supervision of implementation of the project.
3. Implementing Agency shall maintain separate books of accounts for SDP.
4. Assisst MOEC for audit of each project individually as per the rules and regulations of GoA. MOEC will inform the outcome of the audit to MEA through EoI in the format for the Project Completion Report (Annexure -I).
5. Furnish report of utilisation and progress of each project and requirement of funds (Annexure-F) for smooth running/completion of the projects. Work executed will be certified through running account bills supported by photographs of each stage of workat site. Agency will invariably make it convenient to attend periodical meetings arranged by nodal ministry i.e. MOEC to apprise progress/ status/ action plan of completion of the projects.
6. Implementing Agency will arrange a suitable public function to inaugurate the project. It will display on a board the details of the project, such as total cost of the project, assets created, name of the Implementing Agency, name of the contractor, public participation, if any, at the project site on the completion of the project for the information of the beneficiaries. GoA has agreed to inform the beneficiaries of the contribution of GoI to the development project in a suitable manner.



## CHAPTER 5

## PROJECT MONITORING COMMITTEE AND ITS FUNCTIONS

It is essential to review the implementation of SDPs and monitor the physical / financial pace of the SDPs, problems / hurdles coming in the way of implementation and see whether the progress is on the right track and whether the local community is benefiting from it. It is also necessary to monitor the utilization of GoI funds and replicate successful SDPs in other areas.

A Four-member Project Monitoring Committee (PMC) will be constituted with one representative each from DPA Division and Internal Finance Division of MEA and a representation each from EoI and MOEC. The Implementation agency and concerned line Ministry of Afghanistan will be invited to participate in the PMC meeting, as and when required. The PMC would review all the on-going SDPs every six months (if need be, every quarter). The meeting will be held in Afghanistan and the role of PMC is as follows:

- a. Review the physical / financial progress of the SDPs under implementation
- b. Scrutinize the monthly reports on the progress of the work, and if feasible, do a physical verification of SDPs at site, at random.
- c. Obtain an evaluation report from SC after the completion of the project for records.
- d. Suggest remedial measure for implementation of projects at faster pace and examine any problems/hurdles in its implementation at the macro level.
- e. Cross check the monthly progress report with the evaluation reports of the beneficiary community, which the SC would have directly obtained.

**PROPOSAL FOR SDP IN AFGHANISTAN**

Application for Assistance for Phase III Small Development Project of the Government of India.

**A. INFORMATION ON IMPLEMENTING AGENCY**

Name of the organization:			
Address:	Street:	City :	Province:
Phone Number :		Mobile number:	
Fax no :		Email Address:	
Head of the organization / Designation:			
Contact Person / Designation			
Type of organization (Please tick one)			
<input type="checkbox"/> Government <input type="checkbox"/> Local Body <input type="checkbox"/> NGO <input type="checkbox"/> Charitable Trust <input type="checkbox"/> Other (Specify)			
Following additional information to be furnished by NGOs/Charitable Trusts/Others:			
Status of Registration:			
Registration Number			
* Please attach a copy of the Registration Certificate & Annual Accounts			
Year of Establishment:			
Purpose of Establishment:			
Number of paid staff / profile (example: 2 doctors, 5 teachers 4 Engineers):			
*Please attache 'Organizational chart' if available			
Number of unpaid staff / profile (example: 1 honorary member, 10 volunteers):			
Information on financial / technical assistance received in the last 3 year (please specify source e.g. from government, international organization, etc):			
Major Activities:			
Description of the Project	Project site	Project budget	Project duration
*Attachanother sheet of paper if you need more space			
Publication(s)			
*please enclose annual report, newsletter, etc. , if available			
Annual Budget Size in Afghani / US \$			
Annual Audit      Yes <input type="checkbox"/> No <input type="checkbox"/>			
*Please enclose a copy of the last Audit Report, if available			

## B. DESCRIPTION OF THE PROPOSED PROJECT

(1) Project Title: \_\_\_\_\_

(2) Project location:

(3) Sector (Please Tick)

 Basic education  Primary health  Labour  Commerce  Information Tech. Higher education  Agriculture  Public welfare / Basic infrastructure Recreation (sports)  Other (specify)

(4) Objectives of the Project

(5) Details of Project:

(a) Assets proposed to be created/purchased

(b) Type and number of equipment proposed to be purchased

(c) Number of persons proposed to be trained, if any.

(d) Any other details

(6) Cost of the Project:

(a) Total cost of Project:

(b) Contribution of GoA:

(c) Grant by other donors:

(d) Contribution by beneficiaries:

(e) Amount proposed for funding under SDP(a-b-c-d):

Works Cost: \_\_\_\_\_ Management cost (if any): \_\_\_\_\_ Total cost \_\_\_\_\_

(7) Ownership of the project site (please Tick)

 Owner  Tenant  Other (specify)

(8) Time line for project implementation: \_\_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days

(9) Name of the Agency through which the project will be implemented:

(10) Profile of the intended beneficiaries

(11) Sustainability:

a) Project ownership of the land, building, material:

b) Ministry/Person/group in charge of the project after completion:

c) Source of funds to maintain the project after completion:

(12) Whether beneficiaries will be involved in implementation/maintenance of the Project : Yes /No

The undersigned hereby declare that above information is true and I/We have understood the guidelines for the implementation of Small Development Projects and under take to complete and implement the proposed project in fair and transparent manner.

Signature:

Name:

Designation: Minister/Deputy Minister

Date:

Stamp:



**Annexure-D**

Referred to in Chapter 2 Para B(iii)

No. J.II/239/21/2011  
SDP Phase III (Serial No. --)  
Minsitry of External Affairs  
(Development Partnership Administration III)

No. J.II/239/21/2011

Date : 201\_

ORDER

Subject: Proposal for construction of \_\_\_\_\_ at vill. \_\_\_\_\_ in  
Distt. \_\_\_\_\_ of \_\_\_\_\_ Province of Afghanistan (Serial No. \_\_\_\_\_) under Small  
Development Projects Phase III.

Sanction of the President is hereby accorded to incurring an expenditure not exceeding US\$  
\_\_\_\_\_ (US\$ \_\_\_\_\_) for construction of \_\_\_\_\_ at village \_\_\_\_\_ in district \_\_\_\_\_  
of \_\_\_\_\_ province of Afghanistan (Serial No. \_\_\_\_\_) under Small Development Projects Phase III.  
The sanction order is subject to following conditions:

- (a) Upon receiving the sanction order, EoI Kabul will sign a Memorandum of Understanding (MoU) with the concerned Minsitry/Department of the Government of Afghanistan, wherein responsibilities for implementation of the project would be specified as per guidelines of the SDP programme in Afghanistan.
- (b) The Embassy of India, Kabul will forward the request for release of fund to DPA-III Division.
- (c) On the recommendation of the DPA-III Division, FE section of MEA will release 25% of the total cost of the project as approved by the competent authority in MEA, to the Embassy of India, Kabul.
- (d) Embassy of India, Kabul will deposit the amount of 25% advance of the total cost of each project in the special account of the Minsitry of Economy of Afghanistan after award of the contract/work.
- (e) On the recommendation of the DPA-III Division, based on the request received from the Mission in Kabul, FE section of MEA will release the balance amount of the total cost of the project in installments to the Embassy of India, Kabul.
- (f) A Provision for management cost upto 10% of the total is allowed. The total project cost should not exceed the overall limit if US\$ 1 million inclusive of management cost upto 10%.
- (g) Mission will submit quarterly report to MEA regarding physical and financial progress of the

project.

(h) Audit of the Project as per GoA norms shall be undertaken.

2. The expenditure is debitable to Major Head -3605, Technical and Economic Cooperation with other countries, 00.101 Cooperation with other Countries: 33- Aid to Afghanistan; 33.00.32- Contributions under Non-Plan Head of expenditure.

3. This issues with the concurrence of Finance Division vide their Dy. No. --/ AS & FA dated \_\_.\_\_.201\_\_.

( )  
Under Secretary (DPA)  
Date:

1. The Principal Chief Controller of Accounts, MEA, JNB, New Delhi.
2. Budget Section, MEA, New Delhi.
3. Finance II Section. MEA, New Delhi.
4. Director General of Audit, Central Revenue, AGCR, New Delhi.
5. Embassy of India, Kabul.
6. Under Secretary (Cash), MEA, New Delhi.
7. FE Section, MEA, New Delhi.

\* \* \* \*

## Memorandum of Understanding for SDP

Whereas the Ministry of \_\_\_\_\_  
Government of Afghanistan/ Local Development Council (Shura) of \_\_\_\_\_/  
\_\_\_\_\_ NGO/\_\_\_\_\_ an institution registered with the Afghan government  
(hereinafter referred to as the "Implementing Agency"), had requested the Government of  
India (hereinafter referred to as "GoI") through the Ministry of Economy, Government of  
Afghanistan (hereinafter referred to as "MOECC") for financial assistance for  
\_\_\_\_\_project at village \_\_\_\_\_ of \_\_\_\_\_District in  
\_\_\_\_\_ Province of Afghanistan (hereinafter referred to as the "Project") under the  
GoI's Small Development Projects programme; and whereas the aforesaid titled project has  
been allotted the unique identification Project No. as SDP-III-000;

Whereas the MOEC has been designated as the nodal body from the Afghan side for the  
implementation of all the projects under the Small Development Projects Programme  
(hereinafter referred to as the "SDP").

And whereas based on the civil engineering drawings/design and cost estimate provided  
by the implementing agency prepared in accordance with GoA norms, the GoI has sanctioned  
grant-in aid of US \$ \_\_\_\_\_/- (US dollars \_\_\_\_\_ equivalent Rs. \_\_\_\_\_) for the  
aforesaid project (Sanaction No.... date....);

Now, therefore, the three parties, namely the Embassy of India (EoI) on behalf of GoI,  
and; the MOECC and the implementing agency on behalf of the Government of Islamic  
Republic of Afghanistan hereby agree to the following:

- (i) The implementing agency will be responsible for implementation of the project and shall provide necessary technical assistance in the design and supervision of civil construction work to ensure successful implementation of the project.
- (ii) The implementing Agency and MOEC will bear the initial costs of tendering and other incidentals for the proposed SDP.
- (iii) The three parties agree to adhere to the terms and conditions as indicated in the Guidelines for the implementation of the SDPs in Afghanistan and accept the responsibilities as laid down therein.
- (iv) MOEC will undertake audit of the project expenditure as per norms of GoA and also undertake an evaluation of the project by the beneficiaries and report whether they perceive that the objectives of the project have been achieved.

(v) Implementing agency shall display on a board the details of the project, such as total cost of the project, assets created, name of the implementing agency, public contribution , if any, etc. at the project site on the completion of the work for the information of the beneficiaries. GoA has agreed to inform the beneficiaries of the contribution of GoI to this development project in a suitable manner.

(vi) The EoI, MOEC and implementing agency have jointly agreed to abide by the above understanding.

(vi) The Memorandum of Understanding shall be effective from the date of its signing by the Parties and shall remain in force until either party serves notice on the other of its intention to terminate it. In this event, the Memorandum of Understanding shall stand terminated at the end of one calendar month from the date of issue of such notice. But the termination of this Memorandum of Understanding shall not affect the validity or duration of specific collaborative programme already being undertaken thereunder, unless decided otherwise by the Parties by mutual consent.

IN WITNESS WHEREOF, the undersigned duly authorized thereto by their respective Governments have signed this Memorandum of Understanding at Kabul on this \_\_\_\_ day of \_\_\_\_201\_\_ in three originals each in Dari and English languages all texts being equally authentic. In case of any divergence in interpretation, the English text shall prevail.

FOR THE  
IMPLEMENTING  
AGENCY

FOR THE  
GOVERNMENT OF  
ISLAMIC REPUBLIC  
OF AFGHANISTAN

FOR THE  
GOVERNMENT OF  
REPUBLIC OF  
INDIA

(Mr. )  
Designation  
Ministry of

(Mr. )  
Minister (Assistance Wing)  
Ministry of Economy  
Kabul, Afghanistan.

(Mr. )  
Designation  
Embassy of India,  
Kabul, Afghanistan



**GOVERNMENT OF AFGHANISTAN**  
**MINISTRY OF \_\_\_\_\_**  
**SMALL DEVELOPMENT PROJECTS**

**SUBMISSION OF UTILISATION AND REQUISITION FOR FUNDS**

(To be submitted by implementing agency to Ministry of Economy for requirement of funds)

Project No. and Sector	Title of the Project	Project location	MOU signed on	Tendered cost of the Project	Name of contractor	Total cost of work done (upto-date) as per current physical progress	Percentage of current financial progress achieved over total work	Expenditure already incurred	Amount requested in the current proposal (8-9)	Total amount requisitioned including this demand (9+10)
1	2	3	4	5	6	7	8	9	10	11

( \_\_\_\_\_ )  
Implementing Agency/Ministry  
Designation:  
Seal of the office  
Date:

MINISTRY OF ECONOMY  
 GOVERNMENT OF AFGHANISTAN  
 SMALL DEVELOPMENT PROJECTS

Statement of requisition of funds for SDPs under US\$100m grant assistance  
 (To be submitted by MOEC GoA to EoI Kabul for seeking remittance from GoI, MEA)

Project No. (SDP-III-...)	Description	Sanctioned cost (US\$)	Tendered + management cost US\$	Up-to-date %age of physical targets achieved	Expenditure incurred including management cost (US\$)	%age of expenditure over tendered cost	Funds now requisitioned (US\$)	Progressive of funds requisitioned for the project (US\$)
	Grand Total							

Signature of authorized representative of MOEC

MINISTRY OF ECONOMY  
GOVERNMENT OF AFGHANISTAN  
(Release of final installment)

1. Project No. : SDP-III\_\_\_\_\_.
2. Title and location of the project:
3. Implementing Agency:
4. Sanction No. and date:
5. Sanctioned cost : Works: US\$ \_\_\_\_\_ Management: US\$ \_\_\_\_\_ Total: US\$ \_\_\_\_\_
6. MOU signed on: Date\_\_\_\_\_ Month\_\_\_\_\_ Year: 201\_\_ .
7. (a) Tendered cost of Work :US\$\_\_\_\_\_
- (b) Management cost : US\$\_\_\_\_\_
- (c) Total cost after tendering: US\$\_\_\_\_\_
8. Name of the contractor:
9. Date of award of contract: Date\_\_\_\_\_ Month\_\_\_\_\_ Year 201\_\_.
10. Date of commencement of work: Date: \_\_\_Month: \_\_\_Year: 201\_\_ .
11. Scheduled date of completion of the project: Date: \_\_\_\_\_Month: \_\_\_\_\_ Year: 201\_\_.
12. Actual date of completion: Date\_\_\_\_\_ Month \_\_\_Year201\_\_.
13. Whether complete work done and deductions for bad work/shortfall/delays made from Running Account bill:
14. Whether debris and other equipments removed from site:
15. Whether project completed satisfactorily to achieve targets:

Signature of representative of  
implementing agency with Seal

MINISTRY OF ECONOMY  
GOVERNMENT OF AFGHANISTAN  
PROJECT COMPLETION REPORT  
(To be submitted to GoI through EoI Kabul)

1. Project No. : SDP-III. \_\_\_\_\_
2. Title and location of the project :
3. Implementing Agency:
4. Sanction No. and date:
5. Sanctioned cost: Works: US\$ \_\_\_\_\_ Management: US\$ \_\_\_\_\_ Total: US\$ \_\_\_\_\_
6. MOU signed on: Date \_\_\_\_\_ Month \_\_\_\_\_ Year : 201\_\_ .
7. (a) Tendered cost of Work :US\$ \_\_\_\_\_  
(b) Management cost : US\$ \_\_\_\_\_  
(c) Total after tendering: US\$ \_\_\_\_\_
8. Name of the contractor:
9. Date of award of contract: Date \_\_\_\_\_ Month \_\_\_\_\_ Year 201\_\_.
10. Date of commencement of work: Date: \_\_\_\_ Month: \_\_\_\_ Year: 201\_\_ .
11. Date of completion of the project: Date: \_\_\_\_ Month: \_\_\_\_ Year: 201\_\_.
12. Final cost of the project: US\$ \_\_\_\_\_ /Afghani \_\_\_\_\_.
13. Whether audit of expenditure completed: Yes / No,
14. Comments of audit on project work (if any):
15. Whether project completed satisfactorily to achieve targets:  
(Photographs of completed project to be attached )
16. Remarks of Steering Committee, if any:

Signature of representative of  
implementing agency with Seal

Signature of representative of  
representative of MOEC

Signature of representative of  
representative of EoI

Signature of representative of  
representative of EoI

Signature of representative of  
representative of Min. of Finance

**MINISTRY OF ECONOMY  
GOVERNMENT OF AFGHANISTAN  
SMALL DEVELOPMENT PROJECTS**

Monthly progress report of projects under US\$100m grant for the month ending \_\_\_\_\_  
(To be submitted monthly by MOEC, GoA to EoI for further sending to GoI, MEA)

Project No.(SD P-III-000)	Description	Sanctioned cost works + management=US\$	Tendered cost + management cost =US\$	Up-to-date %age of physical targets achieved	Total expenditure including management cost (US\$)	%age of expenditure over tendered cost	If 100% completed, date of completion
	Grand Total						

Signature of authorized representative of MOEC