**Sub-Project Proposal Formats**

*(To be filled up to prepare sub-project proposals)*

**SPP Format W-2**

**PIN ………………** *(for office use)*

**University Grants Commission of Bangladesh**

**Higher Education Acceleration and Transformation Project**

**Academic Transformation Fund (ATF)**

**Sub-Project Proposal Format for**

**WINDOW 2:** **Improvement of Teaching- Learning Infrastructure**

**1. a. Sub-project Title**: …………………………………………………………………….…

b. **Cluster of Broad Discipline**: (as per section 3.3.4 of ATFOM)......………..

c. **Indicative Area and Subject:** (as per section 2.3.2 of ATFFOM) ……….

d. **Department:** ..........................................

**2. Implementation Period:**

i. Commencement: ...............................................

ii. Completion: ...............................................

1. **Total Cost**
2. In Taka (BDT Lakh): .........................................
3. In USD ($ Thousand): .........................................

**4. Members of the SPMT:**

(a) SPM: ………………………….………

(b) ASPM: ………………………...………..

(c): Member: ……………………...…………

(d) Member**: ………………………………….**

**5. General Objective of the Sub-project**

Please note that a general objective is a statement that communicates the overall goal of a research or study project in a single sentence. Briefly mention the general objective that are aimed to be achieved:

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**6. Specific Objectives of the Sub-project**

Mention with clarity the specific objectives of the sub-project. Each specific objective will produce results and outcomes that have to be expressed in terms of milestones and be measured with performance indicators.

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| **1.** |
| **2.** |
| **3.** |
| **4.** |
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*Note: Please do write in the essay form*

**7. Sub-project Summary** (maximum 250 words)

Summarize the broad components, activities, methods, expected results, outcomes and strategies to be used in accordance with the specific objectives for implementing the sub-project. The broad impact expected as a result of the activities carried out must be explicitly stated. Please try to furnish the information about the above mentioned items under individual paragraph captions.

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**8. Strategic Analysis**

Briefly state the strategic plan (or its absence) of the university vis-à-vis the entity regarding infra-structural, financial and intellectual capacities building for teaching-learning in the proposed field(s). Also narrate the local, national and international priorities and potentials in the stated field of teaching-learning. Narrate the SWOT analysis (including the participants) performed to figure out the present state of development and its expansion possibilities using the strength and opportunity and mitigating weakness and threats. (Please consult ATFOM Annex 1 on SWOT Analysis.)

|  |  |  |
| --- | --- | --- |
| Internal | Strengths | Weaknesses |
| External | Opportunities | Threats |

**9. Background Data Substantiating the Strategic Analysis**

**A.** Please provide the information requested in the following table. This information will identify the availability of human resources and the unit’s teaching capacity in the last five years.

**Table 1. Data on Academic Staff and Students in Undergraduate Programs**

| **Items** | | 2019 | 2020 | 2021 | 2022 | 2023 |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | Total enrolment in undergraduate programs/class |  |  |  |  |  |
| 2. | First year enrollment |  |  |  |  |  |
| 3. | Average score of first year enrollees in university admission examination |  |  |  |  |  |
| 4. | First year retention rate of undergraduate students |  |  |  |  |  |
| 5. | Average pass rate in first year classes/courses |  |  |  |  |  |
| 6. | Established time-to-degree for the undergraduate programs (in academic sessions) |  |  |  |  |  |
| 7. | Actual average time-to-degree  (in academic sessions) |  |  |  |  |  |
| 8. | Total number of academic staff for undergraduate courses (fulltime & part-time) |  |  |  |  |  |
| 9. | Total number of full time-equivalent academic staff for undergraduate courses |  |  |  |  |  |
| 10. | Total number of full time academic staff |  |  |  |  |  |
| 11. | Total number of full time academic staff with PhD degrees |  |  |  |  |  |
| 12. | Total number of full time academic staff with Master’s degrees |  |  |  |  |  |
| 13. |  |  |  |  |  |  |

Additional data deemed relevant may be added

**B.** Please provide the information requested in the following table. This information will identify the availability of human resources and the unit’s teaching capacity in the last five years.

**Table 2. Data on Academic Staff and Students in Undergraduate/Master’s Programs**

| **Items** | | **2019** | **2020** | **2021** | **2022** | **2023** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | Total enrolment in Undergraduate/**Master’s** program |  |  |  |  |  |
| 2. | First year enrollment in Undergraduate/**Master’s** program |  |  |  |  |  |
| 3. | Number of Undergraduates/**Masters** passed each year |  |  |  |  |  |
| 4. | Graduation/**Master’s** pass rate per entry cohort (%) |  |  |  |  |  |
| 5. | Established time-to-degree for the Graduate/  **Master’s** program (in academic sessions) |  |  |  |  |  |
| 6. | Actual average time-to-degree  (in academic sessions/semesters) |  |  |  |  |  |
| 7. | Total number of full time academic staff holding PhD degrees involved in Undergraduate/**Master’s** programs |  |  |  |  |  |
| 8. | Total number of part time academic staff holding PhD degrees involved in Undergraduate/ **Master’s** programs |  |  |  |  |  |
| 9. | Total number of fulltime academic staff holding master’s degrees involved in Undergraduate/**Master’s** programs |  |  |  |  |  |
| 10. | Total external resources (Lakh Taka) captured for Undergraduate/**Master’s** program teaching-learning activities. |  |  |  |  |  |
| 11. | Average time gap between curricula updating/ revision |  |  |  |  |  |
| 12. | Total number of thesis/research monographs/ publications by Undergraduate/**Master’s** students |  |  |  |  |  |
| 13. | Average number of publications per academic staff engaged in Undergraduate/ **Master’s** program |  |  |  |  |  |
| 14. |  |  |  |  |  |  |

1. Additional data deemed relevant may be added here

**10. Relevance:**

Describe the relevance of the proposal to the strategic or long-term plan of the university, to the national development, and to the tertiary education sector development goals of the government:

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**11. List of Equipment** *(if applicable)*

List the major equipment proposed for procurement under the Sub-project and mention their relevance to the activities of the Sub-project and also previous of the SPMT in using these equipment for teaching.

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| --- | --- | --- | --- | --- |
| Serial No. | Description | Estimated Cost | Relevance | Experience of SPMT |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

**12.** **Please give justification** of any item and its cost if it exceeds 15% of the total budget.

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**13.** **Benefits (Qualitative and Quantitative)**

Describe the net benefits to be gained from the sub-project in terms of its contribution towards better student learning, institutional and academic quality improvement, and achievement of tertiary education development goals of the government during the sub-project implementation and after completion. Justify whether the most cost effective methods have been selected.

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**14. Summary of major items and total estimated cost of the sub-project.**

Please furnish summary of major items and estimated cost following table 3 below. This table should mention only the major heads of expenditure and not a detailed list of all goods, services and works that will be procured under the sub-project. *(Please consult section 2.9 on eligible expenditures in Chapter 2)*

**Table 3. Summary of Estimated Budget**

**Type of Sub-Project**: WINDOW 2: Improvement of Teaching-Learning at undergraduate   
 and master’s level

**Sub-project Title**: …………………………………………………………………………………

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **BDT in Lakh** |
| Economic Code\* | Items of Expenditure | Unit | Quantity | Estimated Cost  (Taka) | % of  Estimated Cost |
| 31113 | Allowances |  |  |  |  |
| 32111 | Administrative Expenses |  |  |  |  |
| 32311 | Foreign training |  |  |  |  |
| 32312 | Domestic training |  |  |  |  |
| 32551 | Printing and Stationary |  |  |  |  |
| 32561 | Chemicals |  |  |  |  |
| 41122 | ICT equipment |  |  |  |  |
| 41123 | Machineries and Equipment |  |  |  |  |
| 41133 | Computer Software |  |  |  |  |
| Operational Costs/Contingencies  (maximum 2% of total cost) | |  |  |  |  |
| **Total Sub-Project Cost** | |  |  |  |  |

\* Economic codes are available @ *https://ibas.finance.gov.bd/ibas2/HelpDocuments/OldToNewEconomic.pdf?v=687*

**15. Operation & Maintenance of Equipment/Instrument** *(If applicable)*

Describe the capacity (technical and financial) of the proposal submitting entity for the operation and maintenance of equipment/instruments to be procured under this sub-project. Please mention the proposed plan to build required additional capacity:

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**16.** **Describe the type of technical assistance**/consulting required under the sub-project (if any) and its Terms of Reference **(ToR).**

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**17.** **Describe the linkages/collaboration** (if any) with other university/ Department/ Institute/Center/ NGO/Business Corporation/Company/Industry etc.

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**18. Briefly describe the effect/impact of the proposed sub-project on:**

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| --- | --- | --- |
|  | Environment (Soil, Water, Air, Bio-diversity, Biomass etc.) |  |
|  | Women & Children |  |
|  | Employment, Poverty Reduction |  |
|  | Institutional Performance |  |
|  | Academic Program |  |
|  | Entity |  |
|  | Research |  |
|  | Human Development |  |
|  | Food Security |  |
|  | Production Innovation |  |
|  | Academic Innovation |  |
|  | Quality Assurance Program (if any) |  |
|  | Governance |  |
|  | Management Practices |  |
|  | Disaster Management |  |
|  | Any other (please specify) |  |

**19. Sustainability**

Please provide a summary of a sustainability analysis for this sub-project, e.g., what measures and budget provisions the entity/university is likely to commit to sustain the activities and outcomes after the completion of the sub-project;

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**20.** Please state (i) if project of similar nature was implemented earlier or/and (ii) is under implementation by the proposal submitting entity or (iii) by any of the members of the Project Management Team? If so, mention the name of the project, cost, duration and major outcomes. Also please mention whether there will be duplication of activities and surplus funding for undertaking the THEF Sub-project.

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**21.** Please mention name and address of three peers/experts (national/international) in the proposed field of research and development program.

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| 1. Name: ………………………..........................................................................................................….   Official designation (if any)………………………………..................................................................  Correspondence/Mailing Address: …………………….........................................................…….….  Email: ………………………………………. .......…… mobile no. …........……………………… |
| 1. Name: …………………….........................................................................................................…….   Official designation (if any)………………….……........................................................…........……  Correspondence/Mailing Address: ………….………........................................................………….  Email: ………………………………………. .......…… mobile no. …........……………………… |
| 1. Name: ………………………..........................................................................................................….   Official designation (if any)…………………….........................................................………….........  Correspondence/Mailing Address: ……………………........................................................…….….  Email: ………………………………………. .......…… mobile no. …........……………………… |

**22.** Please attach the following completed SPP Annexes:

1. SPP Annex 1: Milestones, Performance Indicators and Logical Framework

2. SPP Annex 2: Work/Activities Plan (excel spread sheet)

3. SPP Annex 3: Financing Plan (excel spread sheet)

4. SPP Annex 4: Procurement Plan Summary (Table A, Table B, Table C,   
 Table D and Table E) excel spread sheet

5. SPP Annex 5: Training visit/ Study Tour Plan

6. SPP Annex 6: Details of estimated Budget (Excel spread sheet)

7. SPP Annex 7: Environment and Safety Check List for Small Infrastructure

8. SPP Annex 8: Attachment A: Environmental Monitoring and Mitigation Plan

9 SPP Annex 9: Social Screening Form

10. SPP Annex 10: Indicative Organogram of the Sub-project Management Office

11. SPP Annex 11: Sub-project Management Team and Resume

* Attachment: Resume of SPM, ASPM and SPMT Members.
* Upload: CV of SPM, ASPM and SPMT members online.

12. SPP Annex 12: Proposal Endorsement by University Management