



Government of the People's Republic of Bangladesh

Annual Performance Agreement (APA)

Between

The Cabinet Secretary
and

The Secretary, Implementation Monitoring and Evaluation
Division

2014-2015

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Preamble

The Annual Performance Agreement is made and entered into on 09 March 2015.....

BETWEEN

The Secretary, Implementation Monitoring and Evaluation Division, representing the Minister, Ministry of Planning, Government of the People's Republic of Bangladesh.

AND

The Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh.

The parties hereto agree as follows:

Section 1: Ministry's/Division's Vision, Mission, Strategic Objectives and Functions

1.1 Vision

Successful ADP implementation towards sustainable development.

1.2 Mission

Supporting the attainment of socio-economic development of the country through effective implementation monitoring, qualitative evaluation of development projects and ensuring robust public procurement.

1.3 Functions

- 1 Monitor and evaluate the implementation of development projects included in the Annual Development programme (ADP);
- 2 Prepare and submit the Quarterly, Half-yearly and Annual Progress reports to National Economic Council (NEC), Executive Committee of National Economic Council (ECNEC), Ministries and all other concerned;
- 3 Play role as a coordinator to solve the problem at the implementation stage of the project and give necessary advice to the relevant ministries/divisions/implementing agencies and send report;
- 4 Carry on field inspection of projects for on the spot verification of implementation status of projects;
- 5 Undertake functions relating to implementation of the Public Procurement Act and Rules and Management of e-GP.

1.4 Strategic Objectives

- 1 Ensuring effective project implementation through monitoring and evaluation;
- 2 Implementing reforms in public procurement system.

Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
Ministry/Division Strategic Objectives										
[1] Ensuring effective project implementation through monitoring and evaluation;	60.00	[1.1] Monitor Implementation of ongoing projects;	[1.1.1] Monitoring reports submitted;	Number	15.00	1150	1050	950	850	750
			[1.1.2] Projects monitored;	Number	10.00	790	780	770	760	750
		[1.2] Evaluation of completed projects ;	[1.2.1] Evaluation reports submitted;	Number	15.00	230	220	210	200	190
		[1.3] In-depth monitoring of selected projects;	[1.3.1] In-depth monitoring reports submitted;	Number	10.00	11	10	9	8	7
		[1.4] Evaluate the impacts of selected completed projects;	[1.4.1] Impact evaluation reports submitted ;	Number	10.00	15	14	13	12	11
[2] Implementing reforms in public procurement system.	25.00	[2.1] Expand e-GP system in Public Procurement;	[2.1.1] e-Tender Invited	Number	10.00	9000	8500	8000	7700	7500
			[2.1.2] e-Tenderer Registered	Number	5.00	4000	3800	3600	3400	3200
		[2.2] Impart training to officials of Government and non-Government organizations involved in procurement;	[2.2.1] Number of Officials Trained	Number	10.00	2500	2450	2400	2350	2300

Mandatory Strategic Objectives

* Improve Service delivery to the Public	6.00	Implementation of Citizens' Charter (CC)	Preparation and approval of CC by the Ministry/Division	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
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* Mandatory Objective(s)

Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%

Mandatory Strategic Objectives

			Publication of CC in website or others means	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
		Implementation of Grievance Redress System (GRS) system	Publishing names and contact details of GRS focal point in the website	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
			Sending GRS report(s) to the Cabinet Division from January 2015	Number of report(s)	1.0	5	4	3	2	1
		Implementing Innovations	Implemented decisions of the innovation team	%	1.0	100	80	50	30	--
			Unicode used in all official activities	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
* Improve governance	4.00	Compliance with RTI Act and proactive disclosure	Percentage of information, mentioned in the RTI Act and related regulations, disclosed in the website	%	2.0	80	70	60	50	40
		Preparation and Implementation of the National Integrity Strategy Work Plan	Preparation of NIS Work Plan for 2015 and get approved by the Ethics Committee	Date	2.0	28/02/2015	31/03/2015	30/04/2015	31/05/2015	30/06/2015
* Improve Financial Management	3.00	Improve compliance with the Terms of Reference of the Budget Management Committee (BMC)	Budget Implementation Plan (BIP) prepared and Quarterly Budget Implementation Report (QIMR) submitted to Finance Division (FD) meeting FD requirements	Number of report	1.0	5	4	3	2	1

* Mandatory Objective(s)

Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%

Mandatory Strategic Objectives

			Actual achievements against performance targets are monitored by the BMC on a quarterly basis	Number of BMC meetings	1.0	4	3	2	1	--
		Improve audit performance	Percentage of outstanding audit objections disposed off during the year	%	1.0	70	55	40	30	20
* Efficient Functioning of the Annual Performance Agreement (APA) System	2.00	Timely submission of Draft APA for 2014-2015	On-time submission	Date	2.0	01/02/2015	02/02/2015	03/02/2015	04/02/2015	05/02/2015

* Mandatory Objective(s)

Section 3: Trend Values of the Performance Indicators

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
Ministry/Division Strategic Objectives								
[1] Ensuring effective project implementation through monitoring and evaluation;	[1.1] Monitor Implementation of ongoing projects;	[1.1.1] Monitoring reports submitted;	Number	1051	951	1050	1150	1150
		[1.1.2] Projects monitored;	Number	936	773	780	805	810
	[1.2] Evaluation of completed projects ;	[1.2.1] Evaluation reports submitted;	Number	215	305	220	235	240
	[1.3] In-depth monitoring of selected projects;	[1.3.1] In-depth monitoring reports submitted;	Number	6	7	10	11	12
	[1.4] Evaluate the impacts of selected completed projects;	[1.4.1] Impact evaluation reports submitted ;	Number	22	15	14	17	18
[2] Implementing reforms in public procurement system.	[2.1] Expand e-GP system in Public Procurement;	[2.1.1] e-Tender Invited	Number	565	8381	8500	10500	12000
		[2.1.2] e-Tenderer Registered	Number	775	8203	3800	2000	2000
	[2.2] Impart training to officials of Government and non-Government organizations involved in procurement;	[2.2.1] Number of Officials Trained	Number	1800	2500	2450	2500	2500

Section 4:

Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
1	[1.1.1] Monitoring reports submitted;	Monitoring reports are prepared after visiting/ monitoring on-going development projects located all over Bangladesh.	IMED	Annual Report published by IMED.	
2	[1.1.2] Projects monitored;	On-going development projects are monitored which are located across the country.	IMED	Annual Report published by IMED.	
3	[1.2.1] Evaluation reports submitted;	IMED evaluates all completed projects after receiving PCR from respective ministries. Without receiving PCR IMED would not achieve the target of preparing evaluation reports	IMED	Annual Report published by IMED.	PCR has to be received by IMED as per time frame otherwise it is impossible to evaluate completed projects
4	[1.3.1] In-depth monitoring reports submitted;	IMED performs in-depth monitoring of some selected on-going projects by hiring consultants. The report of in-depth monitoring is usually shared with the implementing agencies to overcome lacking/ lacunas and increase overall performance of that project.	IMED	Annual Report published by IMED.	

Section 4:

Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
5	[1.4.1] Impact evaluation reports submitted ;	IMED evaluates impact of some selected projects completed earlier by hiring consultants.	IMED	Annual Report published by IMED.	
6	[2.1.1] e-Tender Invited	e-Tenders are invited mostly by LGED, RHD, BWDB and BREB. Another 131 target agencies are coming to use e-GP portal to invite electronic-tender.	CPTU, IMED	e-procure website of Central Procurement Technical Unit, IMED. http://www.eprocure.gov.bd and Annual Report published by IMED.	
7	[2.1.2] e-Tenderer Registered	Tenderers are registered by Central Procurement Technical Unit to participate in e-Tendering process.	CPTU, IMED	e-procure website of Central Procurement Technical Unit, IMED. http://www.eprocure.gov.bd and Annual Report published by IMED.	
8	[2.2.1] Number of Officials Trained	Officials both Govt. and non-Govt. are trained on PPA, 2006 and PPR, 2008 for capacity development	CPTU, IMED	Central Procurement Technical Unit, IMED and Annual Report published by IMED.	

Section 5 :
Specific Performance Requirements from other Ministries/Divisions

Organisation Type	Organisation Name	Relevant Performance Indicator	What is your requirement from this organisation	Justification for this requirement	Requirement from this Organisation	What happens if your requirement is not met
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Section 6: Outcome of Ministry/Division

Outcome/Impact	Jointly responsible for influencing this outcome / impact with the following organisation (s) / division (s) / ministry(ies)	Performance Indicator (s)	Unit	Actual FY 12-13	Actual FY 13-14	Target FY 14-15	Projection FY 15-16	Projection FY 16-17
1 ADP implementation rate increase	All relevant Ministry/Division/Projects	ADP Implementation rate increased up to 100%	%	96	95	97	98	99
2 e-Government procurement rate increase	All relevant Ministries/Divisions/Projects	e-Government procurement increase	Number	775	8203	4000	2000	2000

Whereas,

I, the Secretary, Implementation Monitoring and Evaluation Division representing the Minister, Ministry of Planning, Government of the People's Republic of Bangladesh commit to the Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh to deliver the results described in this agreement.

I, the Cabinet Secretary, Cabinet Division, on behalf of the Prime Minister, Government of the People's Republic of Bangladesh, commit to the Secretary, Implementation Monitoring and Evaluation Division to provide necessary support for delivery of the results described in this agreement.

Signed,



Secretary
Implementation Monitoring and Evaluation Division

09.09.15

Date



Cabinet Secretary
Cabinet Division

09/3/2015

Date

Annex-1

Acronyms

Sl.	Acronym	Description
1	ADP	Annual Development Programme
2	BREB	Bangladesh Rural Electrification Board
3	BWDB	Bangladesh Water Development Board
4	CPTU	Central Procurement Technical Unit
5	DPP	Development Project Proposal
6	ECNEC	Executive Committee of National Economic Council
7	LGED	Local Government Engineering Department
8	PCR	Project Completion Report
9	PPA, 2006	The Public Procurement Act, 2006

No	Annual Performance Agreement (APA) for Implementation Monitoring and Evaluation Division - (2014-2015)	Annual Performance Agreement (APA) for Implementation Monitoring and Evaluation Division - (2014-2015)
11	RHD	Roads and Highways Department