

Project Concept Note (PCN) Template

<p>1. Basic Information</p>	<ul style="list-style-type: none"> • Project Name <hr/> <ul style="list-style-type: none"> • Executing Agency and Implementing Agency <hr/> <ul style="list-style-type: none"> • Sector /Subsector(s) and/or Theme & Location <hr/> <ul style="list-style-type: none"> • Project Implementation Period (Start Date and End Date)
<p>2. Background</p>	<ol style="list-style-type: none"> 1. Give Problem Statement: <i>State the problem that will be addressed as well as the underlying causes</i> 2. State Project Rationale: <i>Give justification for the project underpinning importance of the project by aligning it with national and sectoral programmes and policies</i> 3. Provide facts, data and references to support the argument 4. What solutions are you proposing to address the problem stated above? 5. Mention existing work done, if any (if it is a revised project/amendment) 6. Mention project beneficiaries 7. Provide project brief Scope of Work
<p>3. Project Objective</p>	<p><u>Instructions:</u></p> <ol style="list-style-type: none"> 1. Define the project overall objective clearly indicating what do you expect from the project. 2. Mention how many objectives does your project have 3. The objectives should fall under one or more of the following categories (also specify): 4. Every project should have the following 4 Objectives, each with upto 2 sub-objectives: <ol style="list-style-type: none"> I. Sectoral importance: <ol style="list-style-type: none"> i) Alignment with the sectoral policy: every sector has a policy and give specific

reference to the section of the policy to indicate that if accepted, the project will help in implementation of an existing policy.

ii) **Strategic Importance:** explain why this specific project or intervention has strategic value with the policy.

iii) **Inter-sectoral linkages:** highlight any inter-sectoral linkages If it is helping meet the objectives of other sectoral priorities/policies.

II. **Economic** Importance

I. How the project will have immediate/direct economic benefits in terms of

- i) Enhance exports,
- ii) Reduce imports,
- iii) Productivity,
- iv) Enhance national capacity pay back debt.

II. Job creation

- i) During implementation,
- ii) After completion of the project.

III. Strengthen infrastructural national capacity with national infrastructural needs.

III. **Social** Importance

I. How will the project promote inclusion:

- i) Promote gender equity,
- ii) Promote social, economic, environment and climate rights,
- iii) Promote participation of minorities/under-privileged

II. How will the project strengthen participation of concerned communities.

- i) Skill development of local population,
- ii) Create livelihoods,
- iii) Community consultation/participation in development, delivery and impact assessment of the project.

III. How will the project help will local level socio-economic conditions by:

- i) Reducing local level poverty,
- ii) Local level government and non-government institutions.

	<p>IV. Climate & Environmental importance</p> <ul style="list-style-type: none"> i. How will it help with environmental protection (such as deforestation, change in land zoning, encroachment of agricultural land, river banks, water bodies or watersheds)? ii. How it will help reduce climate damages (such floods, heatwaves, droughts, floods, landslides, tropical storms, etc) and losses (ecosystem depletion, water availability air quality etc.) or slow the degradation of ecosystems/slow onset of climate change? iii. How will it help with adaptation, mitigation and co-benefits?
<p>4. Description of Activities, Outputs and Outcome</p>	<p>1. Each activity and output and Outcome should be aligned with the objectives given above.</p> <p>I. Describe the logical framework for each component.</p> <ul style="list-style-type: none"> a. what are the actions or activities to be undertaken to achieve the state objectives desired outputs? and b. link them with the expected outcome. <p>II. Design monitoring framework.</p> <ul style="list-style-type: none"> a. Assign indicators at both output and outcome level in order to track the progress both during the project implementation and beyond its completion¹. b. Use tabular format for quantifiable and verifiable framework, based on monitoring framework, giving benchmarks. Attach annexure if more space is needed. Refer Table 1 (Annex 2) for template. c. Provide only those indicators that are measurable or binary in nature. <p>2. Depending on the nature of the project, if the objective is linked to climate change mitigation or adaptation then provide at least one indicator and highlight it. However, if the project is not directly linked to climate change try to develop casual links to climate mitigation or adaptation indicators, based on initial screening exercise given in CHIRA.</p> <p>3. Provide an Indicative Logical Framework as an Annex to the concept note (see Table 1 (Annex 2) at the end of template).</p>
<p>5. Project cost</p>	<ul style="list-style-type: none"> 1. Include a summary budget table (format given in the Table 2 (Annex 3) at the end of template). 2. Mention if there is any foreign exchange, private sector investment, co-financing involved and mention the co-financier(s), Size and Terms). 3. Mention if the financing is through ADP, PSDP, allocation for future etc.

¹ Refer to Handbook on Climate Risk Screening for Policy Planning

	4. Is there any percentage of cost allocated for Adaptation and Mitigation? If yes, please specify the amount.												
5. Are plans for monitoring, reporting and evaluation in place?	<table border="1" data-bbox="847 296 1417 331"> <tr> <td data-bbox="847 296 1133 331">Yes</td> <td data-bbox="1133 296 1417 331">No</td> </tr> </table> <p data-bbox="847 369 1089 401">If yes, please rank</p> <table border="1" data-bbox="847 401 1417 470"> <tr> <td data-bbox="847 401 1037 470">1.High Risk</td> <td data-bbox="1037 401 1227 470">2- Medium Risk</td> <td data-bbox="1227 401 1417 470">3- Low Risk</td> </tr> </table>	Yes	No	1.High Risk	2- Medium Risk	3- Low Risk							
Yes	No												
1.High Risk	2- Medium Risk	3- Low Risk											
6. Is there any component for Gender Equality and Mainstreaming?	<table border="1" data-bbox="847 573 1417 609"> <tr> <td data-bbox="847 573 1133 609">Yes</td> <td data-bbox="1133 573 1417 609">No</td> </tr> </table> <p data-bbox="847 646 1089 678">If yes, please rank</p> <table border="1" data-bbox="847 709 1417 779"> <tr> <td data-bbox="847 709 1037 779">1.High Risk</td> <td data-bbox="1037 709 1227 779">2- Medium Risk</td> <td data-bbox="1227 709 1417 779">3- Low Risk</td> </tr> </table>	Yes	No	1.High Risk	2- Medium Risk	3- Low Risk							
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7. Are there any Environmental, Social or Climate risks involved?	<table border="1" data-bbox="847 884 1417 919"> <tr> <td data-bbox="847 884 1133 919">Yes</td> <td data-bbox="1133 884 1417 919">No</td> </tr> </table> <p data-bbox="847 957 1089 989">If yes, please rank</p> <table border="1" data-bbox="847 1020 1417 1089"> <tr> <td data-bbox="847 1020 1037 1089">1.High Risk</td> <td data-bbox="1037 1020 1227 1089">2- Medium Risk</td> <td data-bbox="1227 1020 1417 1089">3- Low Risk</td> </tr> </table>	Yes	No	1.High Risk	2- Medium Risk	3- Low Risk							
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8. Risk Assessment: Are there any strategic risk, stakeholder risk, financial risk involved that suggest the project to be conducted as PPP?	<p data-bbox="847 1163 1044 1194">Strategic risk:</p> <table border="1" data-bbox="847 1230 1417 1266"> <tr> <td data-bbox="847 1230 1133 1266">Yes</td> <td data-bbox="1133 1230 1417 1266">No</td> </tr> </table> <p data-bbox="847 1304 1089 1335">If yes, please rank</p> <table border="1" data-bbox="847 1367 1417 1436"> <tr> <td data-bbox="847 1367 1037 1436">1.High Risk</td> <td data-bbox="1037 1367 1227 1436">2- Medium Risk</td> <td data-bbox="1227 1367 1417 1436">3- Low Risk</td> </tr> </table> <p data-bbox="847 1474 1086 1505">Stakeholder risk:</p> <table border="1" data-bbox="847 1541 1417 1577"> <tr> <td data-bbox="847 1541 1133 1577">Yes</td> <td data-bbox="1133 1541 1417 1577">No</td> </tr> </table> <p data-bbox="847 1614 1089 1646">If yes, please rank</p> <table border="1" data-bbox="847 1677 1417 1747"> <tr> <td data-bbox="847 1677 1037 1747">1.High Risk</td> <td data-bbox="1037 1677 1227 1747">2- Medium Risk</td> <td data-bbox="1227 1677 1417 1747">3- Low Risk</td> </tr> </table> <p data-bbox="847 1785 1045 1816">Financial risk:</p> <table border="1" data-bbox="847 1852 1417 1887"> <tr> <td data-bbox="847 1852 1133 1887">Yes</td> <td data-bbox="1133 1852 1417 1887">No</td> </tr> </table>	Yes	No	1.High Risk	2- Medium Risk	3- Low Risk	Yes	No	1.High Risk	2- Medium Risk	3- Low Risk	Yes	No
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<p>9. The Climate and Hazard Initial Risk Assessment (CHIRA) indicate the project to be undertaken</p>	<table border="1" data-bbox="849 464 1417 537"> <tr> <td data-bbox="849 464 1037 537">1.High Risk</td> <td data-bbox="1037 464 1226 537">2- Medium Risk</td> <td data-bbox="1226 464 1417 537">3- Low Risk</td> </tr> </table>	1.High Risk	2- Medium Risk	3- Low Risk
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<p>10. If medium and high risk, does the project has incorporated a mitigation and/or adaptation objective. State here.</p>	<table border="1" data-bbox="849 674 1417 709"> <tr> <td data-bbox="849 674 1133 709">Yes</td> <td data-bbox="1133 674 1417 709">No</td> </tr> </table> <p data-bbox="634 779 1162 814">Please refer the objective #4, at para # 3</p>	Yes	No	
Yes	No			
<p>11. Next Steps</p>	<ol data-bbox="586 877 1382 972" style="list-style-type: none"> 1. Are there any key issues, not covered above? 2. How do you plan to overcome these when developing the PC-I? 			

Annex 1: Project Brief Description

Annex 3: Project Budget and M&E Framework

Table 2: Template for Project Budget

Components	Cost in Rupees
<i>Sectoral Objective</i>	
<i>Economic Objective</i>	
<i>Social Objective</i>	
<i>Climate & Environmental Objective</i>	
<i>Project Management and Administrative Costs</i>	
<i>Adaptation, Mitigation and/or Co-benefits (CHIRA results)</i>	

Output 2.2.2										
Objective 3 (Social Impact)										
Outcome 3.1										
Output 3.1.1										
Output 3.1.2										
Outcome 3.2										
Output 3.2.1										
Output 3.2.2										
Objective 4 (Climate & Environmental Impact)										
Outcome 4.1										
Output 4.1.1										
Output 4.1.2										
Outcome 4.2										
Output 4.2.1										
Output 4.2.2										

*Details on activities/ inputs to be provided in a separate document

*Add additional rows depending on the project objectives/ outputs/ outcomes