

Project Readiness Filter

Key Project Preparation Elements		Milestones for Readiness			
		By Pre-Appraisal	By Appraisal	By Negotiations with Dev. Partner	By Approval of Dev. Partner
1.	Project is within Government’s highest development priority (P1- as defined by the MTEF project prioritization criteria)	Budget for project preparation (including retroactive financing) reflected in the Red Book	Agreed	Confirmed	
2.	Due diligence on verifying that proposed activities are not being supported through other mechanism; where duplication identified, harmonized or coordinated approach is developed	Consultations with stakeholders and DPs and agreement on way forward			
3.	Project Implementation Plan (PIP), detailed Annual Work Plan (AWP) including budget plan, training program, Procurement Plan (PP), Governance and Accountability Action Plan (GAAP), and progress reporting formats	Outline and detailed requirements discussed Implementation arrangements discussed.	Final Draft PIP, final AWP for 1 st year of implementation Draft Procurement Plan for the first year discussed (includes land acquisition /compensation) Draft GAAP discussed Project Cost Tables discussed Draft progress reporting formats discussed	Agreed	
4.	Feasibility Study including Environment Impact Assessment, Social Impact Assessment, Land Acquisition & Resettlement Plan, Indigenous People Action Plan and Gender Development Plan (where applicable)	Final draft of IEE/EIA , SAP, GAP, IPDP ready.	IEE/EIA approved and disclosed Budget provision made for land acquisition and resettlement, and for compensation as per annual requirement	Analysis and Action Plans Agreed	
5.	Risk Assessment, including Procurement and Financial Management Capacity	Initial assessment	Final Assessment	Reports finalized and mitigation measures agreed	
6.	Project coordination/implementation arrangements	Implementation arrangements and staffing structure discussed Project Chief designated	Implementation arrangement and proposed staffing structure agreed	Staffing structure (including procurement and FM staff) approved	Core staff appointed (if not already in place)

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7.	Budget & funding for the 1st year of project implementation	Budget allocated for project preparatory activities out of MOF contingency; Provide assurance to include the budget for the first year of implementation in the Red Book	Draft budget finalized	Resource Allocation Agreed	
8.	Monitoring & evaluation framework (including indicators, baselines, end-of-project targets, data collection arrangements, evaluation tools, and reporting system)	Initial Framework prepared covering all elements	M&E Framework agreed	Finalized	
9.	Bidding documents for 1st year of project <ul style="list-style-type: none"> - Consultants and/or NGOs - Civil works & goods 	TOR/ RFP modality approved. Initial draft of Procurement Plan, contract packaging submitted	Short List ready and RFP issued Design consultant in place (where PPF arrangement in Place) Procurement plan, forms and formats of SBDs finalized	Evaluation completed Invitation for bids	Selection completed Bid evaluation completed
10.	Audit arrangements (including financial audit, performance audit, technical audit, and social audit, when applicable)	Audit scope and implementation arrangements identified.	Audit arrangements & draft TORs discussed	Agreed	
11.	Subsidiary agreements (where applicable)	Content of Subsidiary Agreement discussed.	Draft Subsidiary Agreement prepared.	Negotiate the SGA	