

CDC Paper No.

Memorandum
on
Project Appraisal
on
Project: ()
submitted by
(Agency)
for
Cabinet Development Committee

Salient Project Features:

Project Objective(s):
Revenues/Cost savings:
Total Cost:
Annual Recurrent Costs:
External Cost Required:
IRR¹:
Potential Donor:

EPPD Comments:

Recommendations:

The Memorandum is a Project Appraisal of a related Project Proposal submitted by a line department/agency for the consideration by CDC. The Memorandum to be prepared by EPPD. A copy of the Project Appraisal report to be forwarded to the concerned line department/agency and discussed (as appropriate) before the Memorandum is submitted to CDC for consideration.

The format of the Memorandum to follow the outline given below.

¹ If costs and benefits can not be described in financial and/or economic terms, benefits and costs to be elaborated on within the concept of project cost-effectiveness

Project Appraisal Report

on

Project: ()

1. Sector
2. Executing Agency
3. Implementing Agency
4. Summary of Issues
5. Project Appraisal Summary

The summary to be formatted as follows:

- **Background**

The background of the project to be elaborated on within the following framework:

- ⇒ *Government/sectoral policy*
- ⇒ *Features of the sector*
- ⇒ *Beneficiaries and parties involved*
- ⇒ *Problems to be addressed*

- **Project Objectives and Strategy**

The objectives and strategy of the project to be elaborated on within the following framework:

- ⇒ *Overall objectives*
- ⇒ *Project purpose*
- ⇒ *Results*
- ⇒ *Activities*

- **Project Revenues/Costs**

The project revenues and costs to be elaborated under the following headings:

- ⇒ *Revenues/Cost Savings*
- ⇒ *Capital Costs*

- *Foreign*

- *Local*

- ⇒ *Recurrent Costs*

- **Assumptions**

The assumptions to be elaborated on within the following framework:

- ⇒ *Assumptions at different levels*
- ⇒ *Risks and flexibility*

- **Implementation**

The implementation of the project to be elaborated on within the following framework:

- ⇒ *Physical and non-physical aspects*
- ⇒ *Organisation and implementation procedures*
- ⇒ *Timetable*
- ⇒ *Cost estimate expressed in capital and recurrent costs (foreign and local)*
- ⇒ *Special conditions, e.g., measures taken by the Government*

- **Project Financial and Economic Features**

The financial and economic features of the project to be elaborated on within the following framework:

- ⇒ *Financial rate of return*
- ⇒ *Economic rate of return*

- **Factors ensuring sustainability**

The sustainability of the project to be elaborated on within the following framework:

- ⇒ *Policy support*
- ⇒ *Appropriate technology*
- ⇒ *Environmental aspects*
- ⇒ *Socio-cultural aspects*
- ⇒ *Institutional and management capacity*
- ⇒ *Economic and financial analysis*

• **Monitoring and Evaluation**

The monitoring and evaluation of the project to be elaborated on within the following framework:

- ⇒ *Monitoring indicators*
- ⇒ *Reviews/evaluations*

6. Proposed Financing Structure

- *Project capital costs*
 - ⇒ *Equity*
 - ⇒ *Loans/grants*
- *Project working capital*

7. Proposed Funding Source and Conditions

- *Equity*
- *Loans*
- *Grants*
- *Working Capital*

8. Budgetary Implementations

Enclosed the comments of Treasury Planning and Budget Committee

9. Consultations with other Departments / Agencies

10. Recommendations

EPPD's views and recommendations as a result of the appraisal

11. Signature of AS/ EPPD

12. Date