



MINISTRY OF PLANNING AND
INVESTMENT



WORLD BANK

An Introduction to the Project Preparation Technical Assistance Facility (PPTAF) funded by the World Bank

Presentation by:
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April 2011

The Presentation Will Describe:

- Main objectives of the Project Preparation Technical Assistance Facility (PPTAF),
- Key Project Milestones,
- Components of the Project,
- Key roles and responsibilities,
- Outline the 6 step submission & application process for Implementing Agencies (IAs) to receive support from PPTAF, and
- Brief overview of the World Bank project requirements.



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What are the Main Objectives of the PPTAF Project ?

- To increase the capacity of Government agencies to plan and prepare public investments efficiently and that meet international quality standards.
- Key aim is to improve the quality of project preparation documents and ensure they are completed to an acceptable schedule.
- It is clear that timely completion of implementation documentation will reduce delays in project approvals, as well as associated financing charges.



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Key Project Milestones:

1. Project Approval granted by World Bank Board – June 2010
2. Credit Agreement Signed – 15 July 2010
3. Credit Effectiveness obtained – 13 October 2010
4. Project Due to Close – 31 December 2015

Applications for sub-projects to be included under the PPTAF Project were permitted from October 2010 onwards



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Two Key Project Components

1. Sub-project Preparation and Support

- PPTAF provides financing for consulting services and other activities which will enable Implementing Agencies (IAs) to prepare eligible sub-projects.
- The available funds are primarily for feasibility studies, detailed designs and procurement related activities.
- Other sub-project preparation activities may also be supported, if required to complete processing and approval of the sub-project.



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Two Key Project Components (continued)

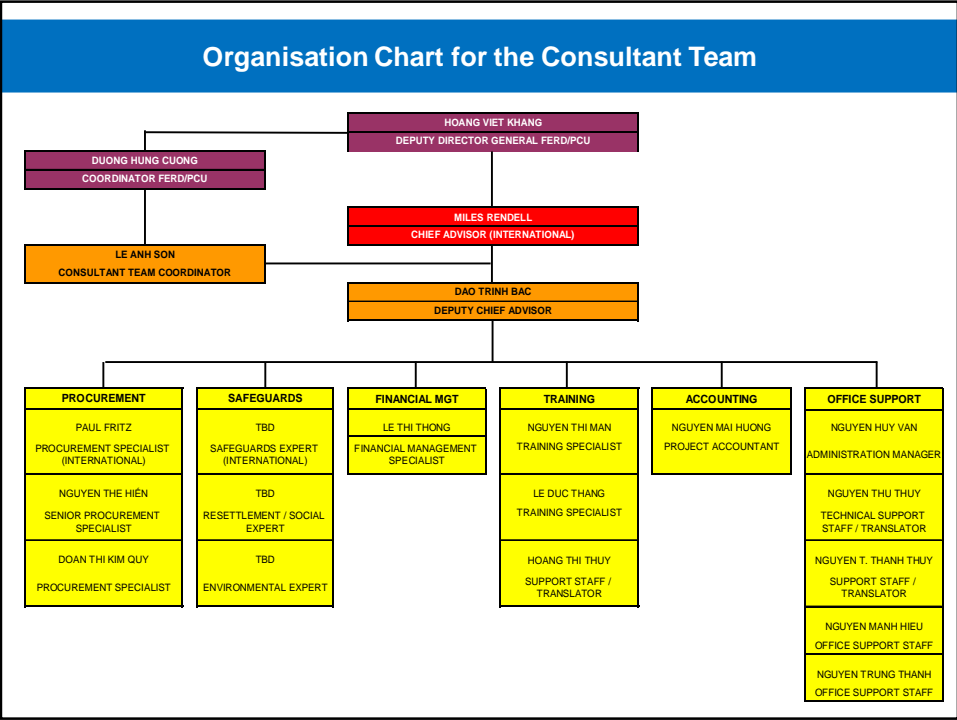
2. Management Support and Institutional Strengthening

PPTAF will also provide MPI with:

- **Consulting services to support and manage the facility and to:**
 - process sub-project applications,
 - assist the Implementing Agencies (IAs) with preparing applications; selecting consultants for sub-project preparation and monitoring the progress of project preparation activities.
 - provide financial management, procurement, safeguards and technical support.
- Consultant services may be provided to support the Implementing Agency's overall capacity building for sub-project preparation.
- In addition Policy and institutional support may be available to MPI and the Implementing Agencies.



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Key Roles and Responsibilities within the PPTAF Project

1. STEERING COMMITTEE

- A Steering Committee (SC) has been established to ensure coordination and accountability during project implementation.

The Steering Committee will be chaired by the Vice Minister of MPI. Members of the SC will include the Ministry of Finance (MoF), the State Bank of Vietnam (SBV) and the Office of the Government (OoG).

2. MINISTRY OF PLANNING AND INVESTMENT (MPI)

- MPI are the Project owner and Executing Agency (EA) responsible for monitoring, coordinating and managing PPTAF;
- MPI are responsible for providing the Implementing Agencies with capacity building support where required, and to ensure that the agencies implement their sub-projects effectively.

3. PROJECT COORDINATION UNIT PCU (WITHIN MPI)

The PCU are responsible for :

- Project coordination and implementation;
- Screening and clearing proposals from IAs based on eligibility criteria and the Sub-project Application Proposal; and
- Procurement of consultants for PMU functions and for providing support to agencies.

Key Roles and Responsibilities (continued)

4. SUB-PROJECT IMPLEMENTING AGENCIES

The IA's role is to :

- Prepare the sub-project Concept Paper and the Sub-project Application Proposal,
- Procure the consulting services for completing the sub-project preparation, including all documents required for the procurement process;
- Manage the contracts; and
- Prepare the subsequent investment loans for sub-projects.

5. WORLD BANK (WB)

The World Bank will :

- Supervise MPI and the agencies during project implementation;
- Coordinate with MPI in terms of identification, approval and implementation of sub-projects;
- Review and issue comments or no-objection to Sub-project Application Proposals;
- At the sub-project level, the WB will supervise the Implementation Agencies' preparation activities.

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Six Step Application Process established for Obtaining Sub-project Support

PPTAF - Sub-project Application, Review and Approval Procedures

18 March 2011

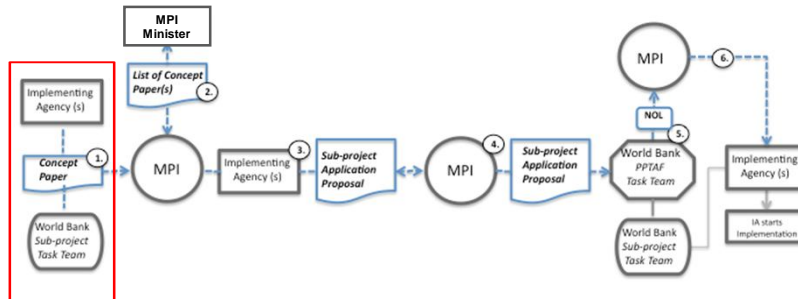
ACTIVITY	RESPONSIBILITY	TARGET PERFORMANCE STANDARD	NOTES
STEP 1 – PREPARE AND SUBMIT CONCEPT PAPER			
1.1 - Prepare the Concept Paper (in English and Vietnamese) and submit to MPI once complete.	The IA prepares the Concept Paper and submits closely with the WESP/TT and MPI.		The IA's cover letter should include details concerning their main point(s) of contact including name, title, address and phone number. Form 1 must be included in the submission. The initial point of contact within MP/PCU is: Mr. Duong Hung Cuong, Project Coordinator duongh@worldbank.org Hanoi Tel. : 08433023
1.2 - The sub-project's initial eligibility is verified.	MP/PCU	Verification process to be completed within 10 working days.	The three alternative criteria include: i. The Sub-project is listed in the WB's CPS and Government's ODA list, ii. If not in the CPS, the WB can provide approval conditional on inclusion in the next CPS update. If not on the ODA list, the WB and MPI agree that high-priority sub-projects may be eligible based on an exchange of letters.
STEP 2 – REVIEW AND APPROVAL OF CONCEPT PAPER			
2.1 - The submitted Concept Papers are reviewed, a summary list is prepared and submitted to the MPI Minister for approval.	MP/PCU	The review and preparation of the list and submission should be completed within 5 working days of confirming eligibility.	
2.2 - The MPI Minister reviews the list and confirms the inclusion or exclusion of the proposed project.	MPI Minister	The MPI Minister completes the review and approval process within 5 days of receipt.	If the MPI Minister confirms that the project is to be excluded the IA should be informed accordingly by letter.
2.3 - Upon receiving the	MP/PCU	The IA are to be	A standard letter format should

The six step sub-Project submission and review procedures have recently been finalised in English and Vietnamese. A copy has been provided to all attendees.

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Step 1: Sub-project Identification and Concept Paper Preparation

Identification → Application → Approval → Implementation

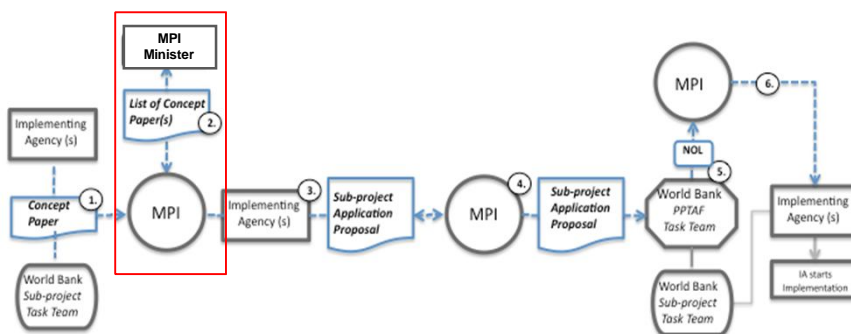


1. The Implementing Agency prepares their Concept Paper (Form 1) in consultation with the WB and MPI. The IA, MPI and WB sub-project team will need to coordinate closely regarding the proposed sub-project.
 - MPI checks and confirms the sub-project's initial eligibility. The three alternative criteria include :
 - i. The Sub-project is listed in the WB's Country Partnership Strategy or Government's ODA list,
 - ii. If not in the CPS, the WB can provide approval conditional on inclusion in next CPS update,
 - iii If not on the ODA list, the WB and MPI agree that high-priority sub-projects may be eligible based on an exchange of letters.

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Step 2: Submission of the Sub-project Concept Papers to Prime Minister

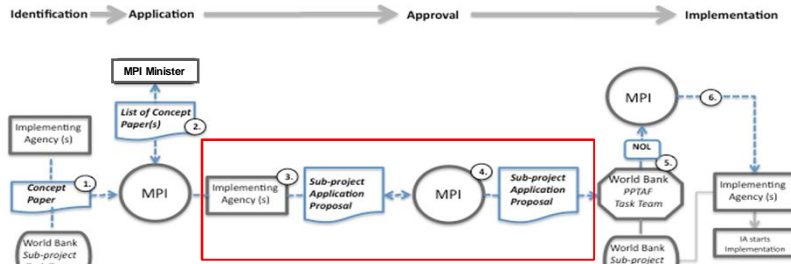
Identification → Application → Approval → Implementation



2.
 - MPI submits the list of sub-project Concept Papers to the MPI Minister for approval.
 - Upon receiving the Minister's approval, MPI authorizes the Implementing Agency to proceed with the application process.

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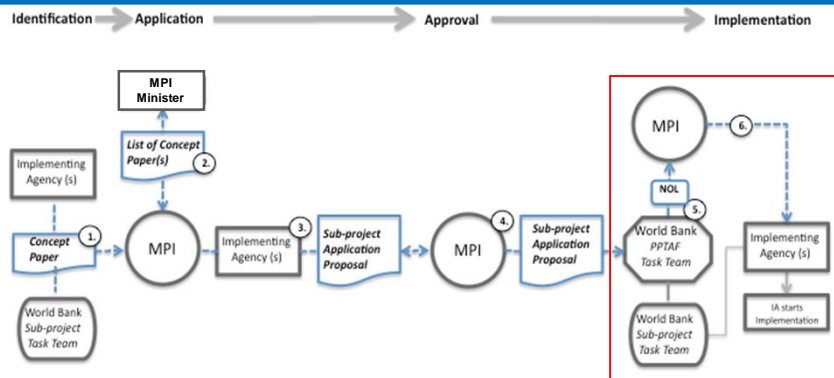
Steps 3 & 4: Submission of Sub-project Application Proposal



- 3.
 - The Implementing Agency submits the sub-project application to the WB sub-project Task Team for review and issuance of comments and/or no formal objection letter.
 - Once the WB (sub-project) No Objection Letter has been issued the formal sub-project application can be submitted to MPI (including a copy of the NOL) for approval.
 - The proposal cover letter must be signed by an authorised person such as the Chairman or Vice Chairman of the Provincial People's Committee (PPC) or the Minister/Vice Minister within a Ministry.
 - The sub-project Application Proposal should include Forms 1 & 2 and the pre-appraisal Checklist which specifies key information about the sub-project in order to determine preliminary suitability for future investment financing. This information includes :
 - The anticipated sub-project preparation financing requirements,
 - The objectives, investment components, estimated costs, preliminary safeguards screening, financial and economic analysis, implementation schedule and readiness indicators,
 - Brief summary Terms of Reference for consultants; proposed procurement packaging details ; estimated costs; an implementation schedule and statement concerning sub-project agency PMU readiness.
- 4.
 - MPI reviews the Sub-project Application Proposal and, upon approval, submits to the WB Project Team.

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Steps 5 & 6: WB No Objection Letter (NOL) and MPI Clearance to Commence Preparation



- 5.
 - The WB Project Team reviews the Sub-project Application Proposal together with the WB sub-project team,
 - Following clearance from the WB sub-project team, the WB project team provides no-objection to MPI.
- 6.
 - MPI clears the Implementing Agency to commence sub-project preparation,
 - The Implementing Agency and WB sub-project team start processing the investment project credit in parallel with the sub-project activities.

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Forms 1 & 2

Sub-Project Preparation Technical Assistance Facility Project

Sub-Project Proposal Form #1: Screening for Eligibility

PPTAF Sub-project Application Form
Project Preparation Technical Assistance Facility (PPTAF)

<p>Subject Name: _____ Sector: _____</p> <p>Implementing Agency (Local Agency): _____ Project Owner: _____</p> <p>PMU: Yes <input type="checkbox"/> No <input type="checkbox"/> Name, if established: _____</p> <p>Description: (a) of available private finance (b) of government (c) private and (d) of government (components)</p> <p>Eligibility: Please describe the appropriate eligibility criteria, where: (i) Conditions set in the Bank's CP or the Government's ODA list - relevant to approval by the Bank and GPC (ii) The sub-projects set in the CP, the Bank's approval to MTE (conditioned on inclusion of the sub-projects in the next CP or update, and (iii) For sub-projects that the Government considers to be high priority, but which are not included in the ODA list or in the CP, the Bank may agree through its exchange of letters with MTE that the sub-projects is eligible.</p> <p>Financing: Est. Preparation Cost 1 (millions): _____ To be funded by PPTAF (millions): _____ Activities to be funded: PI <input type="checkbox"/> Detailed Design <input type="checkbox"/> Procurement <input type="checkbox"/> Other <input type="checkbox"/> Contract packaging: _____ Firm or individual: _____ Present status: _____ Yes/No/Partial</p> <p>Target Preparation Milestones: <input type="checkbox"/> Commence Recruitment <input type="checkbox"/> Start feasibility study <input type="checkbox"/> Start detailed design</p> <p>Documents/Instruments: Est. Project Cost 1 (millions): _____ Est. Funding 1 (millions): _____ IDA: _____ IBRD: _____ Government Approval FY: _____ Proposed Co-financing: _____ Target Investment Project Milestones: _____ PPTAF Contract Sign: _____ PPTAF approval: _____ Approval: _____</p> <p>Notes: Prepared by: _____ Date: _____</p>	<p style="text-align: center;">Sub-Project Application Form #2</p> <p>A. Basic Information on the Proposed Sub-project/Investment</p> <ol style="list-style-type: none"> Name of Sub-Project Sector Code of Sub-Project District: Ward/Block Local Agency: <ol style="list-style-type: none"> Contact Address: Tel/Fax: Project Preparing Agency: <ol style="list-style-type: none"> Contact Address: Tel/Fax: Expected Project Owner: <ol style="list-style-type: none"> Contact Address: Tel/Fax: Proposed PMU: <ol style="list-style-type: none"> Contact Address: Tel/Fax: Expected Sub-project Duration: Sub-project Location(s): Total Estimated Sub-project Budget (USD) <ol style="list-style-type: none"> Of which: <ol style="list-style-type: none"> Expected ODA Funds: _____ USD Expected Counterpart Funds: _____ USD, equivalent to _____ USD Type of ODA: <ol style="list-style-type: none"> ODA Grant ODA Concessional Loan ODA Interest Free <p>B. Outline of the Proposed Sub-project/Investment</p> <p>Background and Objectives of the Project</p> <ol style="list-style-type: none"> Brief description of the current plan, development plan of the beneficiary (country, sector, field) in relation to the context of the Project and the sector, the role and the position of the project and the plan. Brief introduction about other completed and on-going programs and projects funded by different donors with the same or similar project preparing agency in similar sector/area. Brief introduction about the issues that need to be solved through the scope of the proposed Project. Briefly describe the main beneficiaries of the proposed project. <p>Draw the Procurement the District (Ward/Block)</p> <p style="text-align: right;">1</p>
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- You will note that Forms 1 & 2 are a key part of the sub-project application and review process.
- Our Deputy Chief Advisor will provide further guidance concerning their application.
- Please note that **QUALITY** of responses is more important than **QUANTITY!** Form 1 should be no more than 3 pages long and Form 2 about 10 pages long when completed.
- All submissions are required to be in English and Vietnamese.

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Brief Overview of the World Bank Project / Sub-project Requirements

At the project and sub-project levels, MPI and the Implementing Agencies will follow the World Bank requirements concerning :

- Financial management,
- Procurement,
- Social and environmental safeguards,
- Governance, transparency and anti-corruption.

In particular it should be noted that, in accordance with World Bank procedures and Vietnamese Law, the World Bank's procurement procedures must be followed for the IDA funded elements and Vietnamese procedures for the counterpart funded portions of the project.

No harmonisation or parallel/dual procedures are required for the PPTAF project. Paul Fritz our team's International Procurement Expert will explain more about this important issue during his presentation.

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Key World Bank Financial Management Requirements Project Coordination Unit (PCU)

In accordance with World Bank procedures the PCU is required to:

- Adopt the project's Financial Management Manual,
- Appoint qualified Financial Management staff within the PCU,
- Provide Financial management training to the PCU's FM staff,
- Coordinate and support the Implementing Agencies with Financial Management issues,
- Manage the project's Designated Account,
- Prepare and submit consolidated Quarterly Interim Financial Reports,
- Consolidate the project's annual financial statements and submit to the WB, and
- Appoint independent auditors acceptable to the World Bank.



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Key World Bank Financial Management Requirements (cont.) Implementing Agency

The IA is required to :

- Appoint qualified Financial Management staff to work within the Agency,
- Provide Financial management training to the appropriate FM staff,
- Carry out the Financial management of their sub-projects,
- Prepare and submit sub-project Interim Quarterly Financial Reports to the Project Coordination Unit (PCU),
- Prepare the sub-project's annual financial statements,
- Comply with all other WB Financial Management requirements which are specific to each sub-project.



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Key World Bank Procurement Requirements Project Coordination Unit (PCU)

For Procurement related issues the PCU is required to :

- Procure the project goods and services in accordance with World Bank Guidelines,
- Provide Project procurement staff with relevant training, particularly concerning the selection of consulting services,
- Recruit the required experts to oversee and support the Procurement Departments within the Implementing Agencies,
- Prepare and submit the Consolidated Procurement Monitoring documents to the World Bank,
- Enforce the Governance Transparency Action Plan (GTAP).



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Key World Bank Procurement Requirements (cont.) Implementing Agency

The Implementing Agency will be responsible for :

- Procuring the sub-project preparation consulting services in accordance with World Bank Guidelines. At least one procurement specialist is required within each Implementing Agency,
- The agency will appoint suitable procurement consulting services to complete the sub-project preparation documents including the Terms of Reference (ToR), Requests for Proposal and Bid Evaluation Documents,
- The IA must also comply with all the World Bank's Procurement requirements which are specific to each sub-project.



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Key World Bank Social & Environmental Safeguards Requirements Project Coordination Unit (PCU)

In order to comply with the Social and Environmental Safeguards requirements, the Project Coordination Unit (PCU) is required to :

- Recruit the appropriate consulting services in order to oversee and support the safeguards management of the project and the Implementing Agencies;
- Provide support to the Implementing Agencies during the preparation of the :
 - Sub-project Pre-appraisal Checklists;
 - Draft Terms of Reference for sub-project Safeguards instruments;
 - Selection of consulting services for preparation of the Safeguards component.



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Key World Bank Social & Environmental Safeguards Requirements (cont.) Implementing Agency

The Implementing Agency (IA) is required to :

- Recruit the necessary consulting services and expertise in order to complete the Safeguards components of the sub-project preparation;
- Prepare the sub-project Concept Paper (Form 1) which should include adequate information in order to permit preliminary determination of the Environmental Assessment Category;
- Prepare the Sub-project Pre-appraisal Checklist, including information concerning the extent, type and scope of potential environmental and social impacts;
- Prepare the draft Terms of Reference for the required Safeguards instruments such as the Environmental Impact Assessment (EIA) required for the sub-projects;
- Comply with the disclosure and public consultation requirements;
- Meet the World Bank's Social and Environmental Safeguards requirements which are specific to each sub-project.



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Key World Bank Requirements concerning Governance, Transparency and Anti-Corruption

- All parties must comply with the World Bank's guidelines and requirements in relation to Procurement, Financial Management and Disbursement Arrangements which are required at the project and sub-project levels.
 - Paul Fritz will describe the World Bank's procurement procedures and requirements in detail.
 - Our Financial Management Consultants will describe the FM Procedures to be adopted.
- For the implementation of specific sub-projects, Implementing Agencies may be required to prepare a Governance and Accountability Framework (GAF) or other governance tools such as Risk Maps and Action Plans.
- Implementing Agencies will be required to adhere to other governance, transparency, and anti-corruption requirements specific to each sub-project.



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The First Step!

If you are interested in applying for assistance from the Project Preparation Technical Assistance Facility (PPTAF) please contact the Project Coordination Unit at MPI and the relevant World Bank sub-project Task Team.

We look forward to working with you!



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THANK YOU FOR YOUR ATTENTION