**Annex-03**

**Inception Report**

Cover Page:

Table of Contents:

Executive Summary:

1. Project title:
2. Principal Investigator/Co-principal investigator:
3. Purpose/Objective of the Project:
4. Duration: From\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_
5. Total approved cost: Taka\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Approach and methodology:
7. Outputs/ outcome:
8. Key monitoring and evaluation indicators\*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Major Activities | Time Period (months) | | | | | | | | Remarks |
| 6 | 12 | 18 | 24 | 30 | 36 | 42 | 48 |  |
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\* Indicators to be measurable and result oriented. Baseline information to be one of the evaluation indicators

1. Workplan :

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Major activities** | **Year-1\*\*** | | | | | | | | | | **Y-2** | **Y-3** | **Remarks** |
| **Month** | | | | | | | | | |
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***Note:*** \*\* By month and by year, for the entire project period. Start from the Letter of Agreement (LoA) signing month. Use arrow to express the timeframe

1. Budget (for the project cycle as per approved PP by year):

***Summary of Budget (in Taka):***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Line Item \*** | **Year-1** | **Year-2** | **Year-3** | **Year-4** | **Sub-Total** | **% of grand total** |
| A. Remuneration |  |  |  |  |  |  |
| B. Operating Expenses |  |  |  |  |  |  |
| C. Maintenance |  |  |  |  |  |  |
| D. Field Research / Lab expenses and supplies |  |  |  |  |  |  |
| E. Publications and printing |  |  |  |  |  |  |
| F. Training/Workshop/Seminar etc. |  |  |  |  |  |  |
| G. Capital Expenses |  |  |  |  |  |  |
| H. Contingencies |  |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |  |

1. Procurement Plan (for the project cycle by year):