

Project readiness checklist

SN	Milestones	Action points	Responsible agency
1	Before loan fact-finding mission of ADB	1.1 PPTA, if any, is substantially completed	ADB/EA
		1.2 Feasibility study report and preliminary design completed	EA
2	Before loan appraisal mission of ADB	2.1 Concurrence of the line Ministry/Competent Authority	Line Ministry/DEA
		2.2 Approval under FRBM Act from Deptt of Expenditure	EA
		2.3 Approval for Govt of India guarantee by Budget Division, if required	DEA
		2.4 Commitment to provide counterpart funds	EA
		2.5 Budgeting for at least 30% of land acquisition and resettlement requirements completed, if any.	EA
		2.6 Designation of PMU/PIUs staff completed and core staff for the project assigned	EA
		2.7 Procurement plan for the project detailing contract packages, modes of procurement, pre-requisites for awarding the contracts, approval flow chart, decision making structure and schedule for each contract be in place	ADB/EA
		2.8 Terms of reference (TOR) for all consultancy contracts including Project Management consultants, shortlist of consultants/consulting firms and documents for prequalification of contractors are prepared and approved/reviewed by ADB	ADB/EA
		2.9 Environmental Management Plan (EMP) for the first two years of project implementation be finalized. Complete IEE/EIA and secure ADB approval	ADB/EA
		2.10 Relief & Resettlement Plan for the first two years of the project implementation should be finalized and confirmation regarding R&R activities are aligned with the Procurement Plan be conveyed.	ADB/EA

3	Before loan negotiations	3.1 Bidding documents for all contracts, including criteria for consultant recruitment and procurement, to be awarded during first 12 months of project implementation should be prepared, approved and issued. Issue of RFP for consultants and calling of bids for civil works	ADB/EA
		3.2 Project Implementation Plan/ Administration Manual/ Memorandum covering scope, organization and its TOR, procurement, budgeting, disbursement, reporting and auditing arrangement be finalized.	ADB/EA
		3.3 At least 50% of land acquisition (if required) to be completed	EA
		3.4 Establish (a) financial management system (b) auditing arrangement (c) fund flow arrangement (d) system of oversight.	ADB/EA
		3.5 All Statutory clearances like environmental/forest clearances to be in place	EA
		3.6 Administrative clearances for temporary use of land i.e. right of way taken	EA
		3.7 Administrative approval for shifting of utilities taken	EA
		3.8 At least 30% of the tendering work should be completed for awarding	EA
		3.9 Provision of budget for project implementation in first financial year	EA
4	Before loan signing	4.1 Award of contracts for consultancy services to be completed and at least 30% Contracts for civil works to be awarded within a month after loan signing.	ADB/EA
5	Before loan effectiveness	5.1 Dedicated PIUs to be established, if need be.	EA
		5.2 Legal opinions taken	DEA/EA