

Chapter Outline of a Sub Project Plan (SPP)

Chapter 1: Introduction

- 1.1 *Background*
- 1.2 *Dairy profile of the state and operational area of the EIA*
- 1.3 *Overview of the EIA*

Chapter 2: Rationale for the proposed activity

- 2.1 *Rationale for the activity*

Chapter 3: Sub Project Design

- 3.1 *Sub project objective*
- 3.2 *Justification of the sub project objective*
- 3.3 *Sub Project implementation design*
- 3.4 *Sub project area*
- 3.5 *Sub project outlay*
- 3.6 *Synergy between relevant central/ state schemes and the sub project*
- 3.7 *Risk identification and mitigation matrix for the sub project*

Chapter 4: Sub Project Implementation Arrangement

- 4.1 *Implementation arrangement*
- 4.2 *Sub Project Management Committee (as applicable for the activity)*
- 4.3 *Sub Project Management Cell*

Chapter 5: Sub Project MIS, Monitoring, Learning and Evaluation

- 5.1 *Introduction*
- 5.2 *Management Information System (MIS)*
- 5.3 *Monitoring and Evaluation*
- 5.4 *Implementation of MIS and learning activity*
- 5.5 *Learning and Knowledge Management*
- 5.6 *Structure of ICT based MIS for sub project implementation*
- 5.8 *Key performance indicators*

Chapter 6: Rollout plan

- 6.1 *General*
- 6.2 *Identification of activities and awareness generation (as applicable to the activity)*
- 6.3 *Identification/ recruitment of Manpower*

- 6.4 *Manpower capacity building*
- 6.5 *Purchase of Goods (ICT and Non-ICT)*
- 6.6 *ICT arrangements*
- 6.7 *Initiation of sub project activity*

Chapter 7: Sub Project Governance and Accountability Action Plan

- 7.1 *Existing governance structure*
- 7.2 *Governance and Accountability Action Plan*
- 7.3 *Design principles*
- 7.4 *Risk Assessment and Mitigation Plan*
- 7.5 *Information disclosure*
- 7.6 *Grievance Redressal Mechanism (GRM)*

Chapter 8: Human Resource Management

- 8.1 *Manpower status at EIA*
- 8.2 *Compensation structure of the EIA*
- 8.3 *Annual Performance Appraisals*
- 8.4 *Grievance handling on HR related issues*
- 8.5 *Key activities of Human Resource Management*
- 8.6 *Personnel and Administration (P&A) Team Structure*
- 8.7 *Existing Training & Development practices*
- 8.8 *Training facilities of the EIA*
- 8.9 *Specific Human Resource needs for the sub-project*
- 8.10 *Manpower allocation by the EIA*
- 8.11 *Progress records & reporting mechanism*
- 8.12 *Initial support for Compensation of manpower deployed under the sub-project*
- 8.13 *Measures to ensure Training Effectiveness*

Chapter 9: Sub Project Financial Management (FM)

- 9.1 *Present financial management practices and performance*
- 9.2 *Sub project FM arrangements including funds flow*
- 9.3 *Fund flow from PMU to the EIA*
- 9.4 *Flow of funds from the EIA (as applicable)*
- 9.5 *Accounting and internal controls*
- 9.6 *Internal control arrangements for management of the sub project fund by the EIA*
- 9.7 *Audit arrangements at the EIA*
- 9.8 *Reporting and monitoring*
- 9.9 *Staffing for FM functions in the EIA*

9.10 Role of FM team in the EIA

9.11 Capacity building for FM function

Chapter 10: Procurement of Goods, Works and Services

10.1 Present procurement (purchase) procedure of the EIA

10.2 Procurement (Purchase) Policy

10.3 Capacity building

10.4 Proposed procurement (purchase) arrangement

10.5 Delegation of powers for procurement (purchase)

10.6 Procurement Plan

Chapter 11: Sub Project Strategic Environment and Social Assessment

11.1 Introduction

11.2 Impact significance criteria for environmental and social components

11.3 Environmental and Social Management Framework

11.4 Consultation and disclosure

Chapter 12: Means of financing and sustainability

12.1 Means of financing

12.2 Sustainability for the proposed activity

12.3 Overall benefits

12.4 Economic benefits

12.5 Social benefits

12.6 Local environmental benefits