

**Government of the People's Republic of Bangladesh**  
**NGO Affairs Bureau**  
**Prime Minister's Office, Dhaka.**  
**www.ngoab.gov.bd**

**Draft Annual Performance Agreement 2018-2019**

**Section 1:**

**NGOAB's Vision, Mission, Strategic Objectives and Functions**

**1.1 Vision: Better life for the underprivileged people**

**1.2 Mission:** To facilitate NGO initiatives for the socio-economic development of underprivileged people through enhancement and proper utilization of foreign donation.

**1.3 Strategic Objectives:**

1. To increase inflow of foreign donation.
2. To ensure proper utilization of foreign donation and project implementation.
3. To ensure health and sanitation for underprivileged people.
4. To contribute pre-primary education and skill development training.
5. To create employment opportunities.
6. To ensure input supply at least 15% in case of awareness project by NGO

**1.4 Mandatory strategic objectives:**

1. Improve service delivery to and Transparency
2. Improve Governance.
3. Improve Financial Management
4. Efficient Functioning of the Annual Performance Agreement (APA) System

**1.5 Functions:**

- ▶ Provide One-stop service for registration, renewal of registration and processing foreign funded project proposals of NGOs.
- ▶ Approve project proposal, fund release and appointment of expatriates and issuing work permits.
- ▶ Co-ordinate, regulate, monitor, inspect and evaluate the activities of international and domestic NGOs.
- ▶ Collect income tax, VAT, non-tax revenue such as fees and other service charge imposed by the govt.

- ▶ Liaise with relevant government ministries, agencies and donors on project related issues.
- ▶ Examine and approve the audit reports of NGOs.
- ▶ Communicate with field administration (e.g. Deputy Commissioner, UNOs) for performance report of ongoing projects/program.
- ▶ Work with government agencies to prevent money laundering & terrorist financing.

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## Strategic Objectives, Priorities, Activities, Key performance indicator, Performance Indicators and Targets

### Section 2:

[Please Identify Key Performance Indicators (KPI) along with unit and annual targets for the current year. The KPIs must be included under concerned activities in the section 2(a) as performance indicators (PI)

Column 1	Column 2	Column 3	Column 4
Key Performance Indicators (KPI)	Unit	Weight	Annual Target (100%)
1. Commitment of Foreign Donations	cr. tk	2	5500 crore taka
2. Approval of project	No	3	910
3. Ensure 15% Input supply in the Case of awareness Project	Days	3	June/2019

## Section 2 (a):

Column 1 Strategic Objective	Column 2 Weight of Strategic Objective	Column 3 Activities	Column 4		Column 5 Weight of PI	Column 6 Target/ Criteria Value					Column 7 Name of the Document from where the activity/PI has been selected (FYP/SDG/Policy/Etc.	Column 8 Evaluation	
			Performance Indicators (PI)	Unit		Excellent	Very Good	Good	Fair	Poor		Achievement	Score
						100%	90%	80%	70%	60%			
1. To increase inflow of foreign donation.	24	1.1 Registration of NGOs.	1.1.1 NGOs registered	Days	2	77	78	79	80	81			
			No.	2	75	73	71	69	67				
		1.2 Registration renewal of NGOs	1.2.1 Registration renewed	Days	2	50	51	52	53	-			
			1.2.2 Pending Registration renewed	%	2	90	89	88	87	86			
		1.3 Finalization of Proposal Recruitment Rules for Employees of NGOAB	1.3 Recruitment rules finalized	Date	2	30 May'19	10 June'19	15 June '19	25 June'19	30 June'19			
		1.4 Formulation of rules	1.4.1 Rules formulated	Date	2	30 May'19	10 June'19	15 June '19	25 June'19	30 June'19			
		1.5 Meeting with the donors	1.5.1 Meeting held	No.	4	20	19	18	17	16			
			1.5.2 Decision implemented	%	2	95	93	90	-	-			
		1.6 Commitment of Foreign Donations	1.6.1 Donation committed	cr. tk.	2	5500	54000	5300	5200	5000			
		1.7 NGO Meeting with the DC	1.7.1 Meeting held	No.	2	730	666	661	656	650			
2. To ensure proper utilization of foreign donation and project implementation	21	2.1 Inspection of NGO	2.1.1 NGO Inspected	No.	4	235	234	233	235	226			
			2.2 Audit	2.2.1 Audit verified	%	4	92	91	90	89	88		
		2.3 Approval of project	2.3.1 Project approved	No.	3	910	900	895	890	885			
				Days	3	26	27	28	29	30			
		2.4 Fund release	2.4.1 Fund released	Days	3	09	10	11	-	-			
				No.	3	80	70	60	50	40			
3. To ensure health and sanitation for underprivileged people.	12	3.1 provide health service	3.1.1 Primary health care centers established	No.	3	9000000	8900000	8800000	8700000	8600000			
			3.1.2 Health service provided	No.	3	5300	5200	-	-	-			
3.2 Promote pure drinking water and sanitation facilities	12	3.2.1 Tube-well installed	3.2.2 Sanitary latrines established	No.	3	9000	8500	-	-	-			
			4.1 Enhance pre-primary Education program	4.1.1 Educational center established	No.	3	110	105	-	-	-		
4. To contribute pre-primary education and skill development training	12	4.1.2 Students enrolled	4.1.2 Students enrolled	No.	3	520000	515000	510000	-	-			
			4.2 Provide Technical and vocational education.	4.2.1 Technical and vocational center established	No.	3	12	11	-	-	-		
4.2.2 People trained	10	5.1 Training on self employment generation	4.2.2 People trained	No.	3	5000	4900	4700	4500	4300			
			5.2 Provide assistance to ensure self employment	5.2.1 Assistance provided	%	3	18	17	16	15	14		
5. To create employment opportunities.	10	5.3 Distribution of assistive device among the disabled people	5.3.1 Assistive device distributed	No.	3	550	540	530	520	510			
			6.1 Training the mass people or official	6.1.1 Input supply provided	%	3	15	14	13	12	11		
6. To ensure input supply at least 15% in case of awareness project by NGO	06	6.2 Provide input supply in the training session	6.2.1 Ensure the use of input supply by the beneficiaries	%	3	90	85	80	75	70			

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# Mandatory Strategic Objectives

Column 1 Strategic Objectives	Column 2 Weight of Strategic Objective	Column 3 Activities	Column 4		Target Value (2018-2019)					
			Performance Indicators (PI)	Unit	Weight of PI	Excellent	Very Good	Good	Fair	Poor
[1] Improve Service delivery and Transparency	8	[1.1] Implementation of Citizen Charter (C.C.)	[1.1.1] service provided as per citizen's charter	%	1	100 100	90 90	85 85	80 80	75 75
			[1.1.2] CC monitoring framework formulated and uploaded and implemented	Date	0.5	30 July	3 Aug	6 Aug	9 Aug	10 Aug
		[1.2] Implementation of Grievance Redress System (GRS)	[1.2.1] disposed cases of grievance	%	0.5	100	90	85	80	75
			[1.2.3] submitted Quarterly GRS report	Number	0.5	4	3	2	-	-
		[1.3] Effective operation of help desk	[1.3.1] Availability of all kinds of forms and information	%	0.5	100	90	80	70	-
		[1.4] Updating the Website	updated website	time	0.5	1st week of every month	Deviation for 2 days	Deviation for 4 days	Deviation for 6 days	Deviation for 7 days
		[1.5] Implementing the e-filing	[1.5.1] e-filing operational	%	1	80	70	60	50	40
		[1.6] Introducing online services	New online service activated	date	0.5	31 Dec 2018	15 Jan 2019	1 February 2019	15 February 2019	28 February 2019
		[1.7] Simplifying the services	[1.7.1] Priority List prepared and uploaded in website	date	0.5	15 Aug 2018	15 Sep 2018	15 Oct 2018	15 Nov 2018	15 Dec 2018
			[1.7.2] services simplified	%	1	60	50	40	30	20
[1.8] Fostering innovative culture	[1.8.1] Database prepared for innovative initiatives	date	0.5	20 Aug 2018	20 Sep 2018	20 Oct 2018	20 Nov 2018	20 Dec 2018		
	[1.8.2] Replicated innovative initiatives	%	1	40	30	20	10			
[2] Improve governance	5	[2.1] Compliance with RTI Act and proactive disclosure	[2.1.1] RTI Annual report published and uploaded in the website	date	0.5	30 Nov	30 Dec	30 Jan	28 Feb	30 Mar
		[2.2] Preparation and Implementation of the National Integrity Strategy Work Plan	[2.2.1] NIS Work Plan and Monitoring plan for 2017-18 implemented	%	1	80	70	60		
		[2.3] Arrangement of In-House Training	[2.3.1] Employee Trained on APA and SDG	Man-hour	1	20	18	16	14	12
			[2.3.2] Employee Trained on ICT and basic cyber security	Man-hour	1	10	13	11	9	8
			[2.3.3] Employee Trained on other job related areas	Man-hour	1	40	35	30	25	
[2.4] Publication of Annual report	[2.4.1] Annual report published	Date	0.5	15 April 2018	30 April '19	15 May '19	30 May '19	15 June 19		
[3] Improve Financial Management	1	[3.1] Improve audit performance	[3.1.1] Disposed outstanding audit objections	%	0.5	50	45	40	35	30
		[3.2] Timely disposal of pension cases	[3.2.1] PRL, Pension grant and encashment of leave issued 2 months before PRL	%	0.5	100	90	80	70	60
[4] Efficient Functioning of the APA System	1	[4.1] Timely submission of quarterly performance report of APA to the PMO	[4.1.1] submitted On-time	Date	1	on time	Deviation 01 day	Deviation 02 day	Deviation 03 day	Deviation 04 day

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ড. মোঃ হেলাল উদ্দিন  
 পরিচালক  
 প্রশাসনিক বিষয় & সার্ভিস  
 প্রধানমন্ত্রীর কার্যালয়