Project Implementation Guidelines

Which projects need NoCs?

All projects in the earthquake affected area of Pakistan require NoC from ERRA Islamabad.

How to submit project proposals?

To obtain a NoC there is a set of procedures which must be followed to support the timely and efficient processing of NoCs requests. These procedures are outlined below to help clarify to partner organizations the steps. A project proposal filled out in the format developed by ERRA is the first step for obtaining NoC. This proposal must be supported with a few documents which are listed below. Proposals can be submitted in hard or soft copy.

1. Project proposal (**Download Project Proposal Form** from the given link http://www.erra.pk/Reports/Donors/ProjectPropsaPerformal.doc)

2. Supporting documents:

    a. Covering letter from the NGO to Chief Coordinator D&SCC, ERRA

    b. Profile of the NGO

    c. Registration Proof (INGO from EAD - NGOs from Social Welfare Department)

    d. Time-lines for the proposed project

    e. Budget breakdown for the proposed project

    f. A copy of the formal letter/s from the concerned DRU/s in support of this project.

    g. Any other supporting Document (if required)

    h. The verified List of the beneficiaries for **social protection projects.** The details about the beneficiary (Name, NIC, address etc) must be verified by local bodies' representatives or district government.

    i. Any necessary supporting technical drawing of the Project/s (if required);

Where to summit project proposals?

Project proposals are to be submitted to The Donor and Sponsors Coordination Cell (D&SCC) ERRA, ERRA Office Complex, Murree Road, Islamabad, Post Box # 2688, GPO, Islamabad. All proposals are to be submitted to:

Mr. Nawazish Ali Khan on nawazish@erra.gov.pk

Who to copy in the submission of proposals?

The Copies of the proposal/s are to be submitted to the concerned District Reconstruction Unit (DRU) in the respective state/province. Please note that NoCs from the local authorities alone are NOT considered valid unless endorsed by ERRA Islamabad.

How long does it take to process a NoCs?

Upon the complete submission of the project proposal and its supporting documents to D&SCC, it takes on average 1-3 weeks to process the NoC requests. Kindly note that the procedures for soft and hardware projects vary slightly as noted below.

1. For software projects: upon clearance from the relevant sector, the NoC is issued.(within 1 week)

2. For hardware projects: following the review by the respective sector an allocation letter is issued, requesting the organization to submit the construction designs to NESPAK under intimation to D&SCC. After NESPAK clears the designs, the formal NoC letter is issued.

Note: Discussions with NESPAK can sometimes take longer than the timeframe outlined above. However, it is recommended that the organizations should meet NESPAK representatives before the formal submission of drawings. Upon issuance of NoC, a MoU would be signed.

What are the main reasons for delays in NoC clearances?

There are two main reasons for delays in processing NoC cases which have been noted. The first is the submission of incomplete project documents and the second is the submissions of documents to the incorrect quarters.

General Guidelines:

1. The Partner Organization (Pos) will ensure that the facilities allocated to them are fully rehabilitated and reconstructed in line with ERRA's Sectoral strategy as well as ERRA's overall strategy of building back better;

2. The POs will accept and facilitate monitoring of the rehabilitation and reconstruction work by DRUs, line agencies, PERRA/SERRA and ERRA and take appropriate remedial measures in light of the feedback;

3. The POs will submit a *Monthly Progress Report* to D&SCC and respective DRU through electronic transmission before the second day of every month on the prescribed perform. (**Download Monthly Report Performa from the given link.http://www.erra.gov.pk/WebForms/SponsorshipMethodology.aspx. Monthly Progress Report Performa.xls**,

4. The POs, after successful completion of rehabilitation and reconstruction work and commissioning of project, will obtain "work completion certificate" from the line agency and DRU for onward submission to ERRA/SERRA/ERRA;

5. The facility will be handed over to the line agency or community organizations, whichever the case may be, after completion of work and commissioning;

6. Individual facility may be named after the sponsor if so desired.

7. Ownership of the Sponsored facilities shall rest with the respective Government;

8. POs are encouraged to manage / operate the facilities for one year until the capacity of the respective government can be enhanced to manage the reconstructed facilities;

9. POs are advised to arrange following facilities in all the Hospitals and Schools;

   o Fire fighting and fire alarms equipment
   o Emergency exits for quick evacuation in case of any emergency
   o Access for disables
   o Lightening conductors
   o Heating arrangement
   o Furniture
   o Books
   o Medicines
   o Tree plantation
   o Land scaping
   o Boundary wall
   o Rain Water Harvesting
   o Other equipment

Government of Pakistan
Prime Minister Secretariat (Public)
Earthquake Reconstruction & Rehabilitation Authority