

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

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No. 5 (3)2022-Admn-I/HR-I

Islamabad, the 19<sup>th</sup> December, 2022


**CIRCULAR**

**SUBJECT: FIVE DAYS TRAINING COURSE ON "INTEGRATED NATURAL RESOURCE MANAGEMENT" FROM JANUARY 16-20, 2023.**

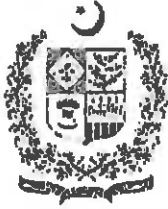
Please find enclosed herewith a copy of self explanatory letter No. 1(16)/2022-23/TC/RO-IV dated 5<sup>th</sup> December, 2022 received from Aktar Hameed Khan National Center for Rural Development (AHKNCRD), an Executive Department of Establishment Division, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers of the Ministry may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by **06-01-2023 positively.**

Encl: **As above**

  
(Muhammad Imtiaz)  
Section Officer (HR-I)

**Database Administrator,  
Ministry of Commerce,  
Islamabad**



DIRECTOR GENERAL

Ph: 051-9255154  
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F. No. 1(16)/2022-23/1C/RO-IV  
Government of Pakistan  
Establishment Division  
Akhtar Hameed Khan National Centre for Rural Development  
Park Road, Chak Shahzad,  
Islamabad  
\*\*\*

Islamabad December 05, 2022

**Subject: FIVE DAYS TRAINING COURSE ON "INTEGRATED NATURAL RESOURCE MANAGEMENT" FROM JANUARY 16-20, 2023.**

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Executive Department of Establishment Division, is responsible for promoting the cause of rural development in Pakistan through its programmes of training and research. Training is imparted, inter alia to officials of the Local Government and Rural Development Departments, elected representatives, functionaries of Nation Building Departments including NGOs in order to improve their professional skills and promote sharing of experiences regarding rural development in Pakistan

2. AHKNCRD is planning to organize a five days' training course on "Integrated Natural Resource Management" from January 16-20, 2023. The major objectives of the training programme include:

- To have an overview of the Natural Resources in the country;
- To discuss the concept and background of Integrated Natural Resource Management;
- To explain role of Natural Resources for sustainable development in Pakistan; and
- To provide a forum for experience sharing and discuss approaches of integrating different Natural.

3. No training fee will be charged for the training course; however, TA/DA of the participants shall be borne by the nominating agencies. Boarding and lodging facilities are available in the NCRD Hostel located within NCRD Complex on the approved rates and 'first come, first serve' and double occupancy basis. Food expenses will be borne by the participants on self-finance basis and for necessary services, staff will be available in the Hostel.

4. Participants may please be informed that Family Members /Children/Drivers are not allowed to stay with them in the Hostel.

5. It will be appreciated if nominations of 4-5 relevant officers from your department/ organization are sent to NCRD by 10<sup>th</sup> January, 2023. The nomination letter is required to include:

Name	Designation	Department	Contact number	Email Address	Whether hostel facility is required?
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Venue: AHK National Centre for Rural Development (NCRD), Park Road, Chak Shahzad, Islamabad.  
Course Coordinator: Mr. Zahid Hussain, Research Officer  
Telephone No.: 051-9255153, Fax No.: 051-9255157; E-mail: ro4@ncrd.gov.pk

With regards,

Sincerely  
  
(ISRAR MOHAMMAD KHAN)

**Distribution to:**

- Federal Secretaries, Ministries /Divisions, Islamabad/Rawalpindi
- Chief Secretaries of Provinces/Constituent Units (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit Baltistan & Azad Jammu & Kashmir)
- Concerned Secretaries of Provinces/Constituent Units (Punjab-Lahore, Baluchistan-Quetta, Sindh-Karachi, KP-Peshawar, Gilgit Baltistan-Gilgit & AJ&K-Muzaffarabad)
- Deputy Commissioners (Punjab, Baluchistan, Sindh, Khyber Pakhtunkhwa, Gilgit-Baltistan & AJ&K)
- Concerned Federal & Provincial Government Organizations/Departments
- Vice Chancellor of Public & Private Universities
- Concerned IGOs, INGOs, NGOs & CSOs

### **PC-I Preparation**

- **Planning Machinery, Processes and Procedures in Pakistan**
- **Orientation on Project Preparation Document (PC-I)**
- **Project Documents preparation of PC-I**
- **Role & Importance of Appraisal in Project Cycle Management**
- **Introduction to Project Appraisal concepts, tools and techniques**
- **Programme Evaluation and Review Technique (PERT)**
- **Approval of Project**
- **Financial/Economic/Unit Cost Analysis**
- **Logical Framework Analysis (LFA) and Risk Analysis**
- **RBM framework**
- **Determining RBM Indicators**

### **Manual for Development**

- **Objective of the development Manual**
- **Why the need for the manual?**
- **Expected Outcomes**
- **Schematic framework of planning approaches**
- **Annual Plan /PSDP**
- **Provincial Annual Development Plan**
- **Life Cycle Framework for Managing projects**
- **Intelligent Project Automation System**
- **Project Identification Process**
- **Project financing Modalities**
- **Discussing Key Components of PC-I &II**
- **Requirements for preparation and submission of PC-I and PC-II forms**
- **Preparation and Revision of PC-I &II**
- **Project Appraisal, An overview**
- **Appraisal steps**
- **Best Practices and common mistakes in Appraisal**
- **Project appraisal and Risk Assessment in Project**
- **Project Approval process and procedures**
- **Procedures for meeting of various forums**
- **Special instructions for DDWP**
- **Procedure for approval of programmes and loans and budget support**
- **Financing and financial management of foreign loan**
- **Project implementation**
- **Role of sponsoring and implementing agencies**
- **Financial management (Release and expenditure)**
- **Project Monitoring**
- **Monitoring and Evaluation of PSDP Project**
- **Project Methodology**
- **Project Completion**
- **Project Operational and Financial Closure**
- **Responsibility and Procedure for Project Closure**
- **Project closure document (PC-IV)**
- **Project Evaluation**
- **Difference between Monitoring and Evaluation**
- **Pre-requisites for Evaluation and Evaluation Indicators**
- **Evaluation Feedback and lesson Learning**

## BRIEF COURSE CONTENTS

### 3<sup>RD</sup> QUARTER (JANUARY - MARCH) 2022-23

#### Highway Development and Management Model (HDM-4)

- Overview of Highway Development and Management Model Four,
- Usage of HDM-4 Model for appraisal Management and Operation
- Compatibility with Pakistan Environment/ Infrastructure
- Implementation of HDM-4 Model
- Implication of HDM-4 Model
- Application of HDM-4 Model as a primary tool for road administrations in the analysis, planning, management and appraisal of road maintenance, improvements, and investment decisions.
- HDM-4 supports business-level decisions, such as technical and economic appraisals of road investment projects, standards and strategies.

#### Public Financial Management System

- Overview of Public Financial Management
- Diagnosing strengths and weaknesses of PFM systems
- Pros and cons of PFM reforms and harmonizing/ aligning with donors requirements
- Reforms roadmap and management of reform processes
- Preparation of financial statement
- Interpretations the new PFM Act
- Case study of PIFRA
- Introduction to General Financial Rules (GFR)

#### Monitoring and Evaluation Techniques

- **Essentials of Monitoring and Evaluation (M&E)**
  - M&E Overview
  - Main difference between monitoring and evaluation
- **Designing & Implementing M&E System**
  - Place of M&E in the Project Management Cycle
  - M&E Frameworks- Logical
- **Performance Monitoring & Evaluation**
  - Performance Indicators
  - Performance Monitoring and Evaluation
- **Project Evaluation**
  - Basic of Evaluation
  - Types of Evaluations
- **Data Management And Information Use**
  - Identifying types of Data
  - Data Collection & Analysis

#### MS Project Software

- Introduction to MS Project
- Project Scheduling
- WBS, Gantt Chart, CPM / PERT
- Resource Assignment
- Resource Leveling
- Tracking
- Reporting
- Crashing
- Earned Value Analysis

#### Project Appraisal and Risk Management

- Importance of Appraisal in Project Preparation Phase
- Project Cost Estimation
- Project Appraisal/CBA
- Project Economic Analysis
- Project Financing and Financial sustainability of projects
- Project Unit Cost Analysis
- Foundations of uncertainty and risk
- Risk Assessment, Mitigation and Management Techniques
- Project Risk and Sensitivity Analysis
- Feedback and Satisfaction Survey

#### Project Contract and Procurement Management

- Overview of Procurement Life Cycle
- Public Procurement Reforms/Regulatory Framework In Pakistan
- Public Procurement Rules 1-51
- Procurement Processes: Key Documentations, Tendering, Evaluation and awarding of contracts including Supplier Selection, Proposed Evaluation Contract Preparation, Bid Evaluation and Award
- How to develop TORs for hiring the services of consultants?
- Transportation Management in Contracting
- Procurement Guidelines in the Perspective of Foreign-Funded Projects
- Post – Procurement Reviews
- Bidding document preparations: Case study
- Letter of credits

#### Development of Key Performance Indicators (KPIs)

- Identifying KPI's
- Challenges in Identifying KPIs
- Develop Strategic Themes and Results
- Generating value with KPIs
- KPI Management
- Balanced Scorecard Techniques in dealing with KPI's

...P.T.O...