

**Proposal for fund requisition from WHO for DFC/APW/ as per the detailed
Work plan 2010-2011**

1. *In case of Direct Financial Cooperation (DFC) full advances will be released for one time activities of a short duration (3 months); otherwise payments will be made in instalments as specified in the agreement with initial advance not exceeding 80% of the required budget allocation.*
2. *Further advances/instalments will be withheld from contractual partners when technical and financial reports (statements of Expenditures) are overdue;*
3. *GSM will reject future commitments from contractual partners if the technical and financial reports are overdue for more than three months, for another DFC with the same partners.*
4. *APW are to be implemented within the agreed time frame with WHO and the parties concerned but within the biennium i.e. 31st December 2011;*
5. *Please route the requisition through PPD*
6. *For fellowships and supplies please use separate forms*

1. SO, Top Task number (TT), Lower Task number (LT), Name of the Activity and budget (AC/VC)				
SO	TT	LT	Name of the Activity	Budget in USD (AC/VC)
2. Operational officer <i>(In relation to the submission of final report and financial statement will be followed with the operational officer whose name is inscribed herein)</i>				
3. Title of activity, venue and dates <i>(please mention actual implementation duration; time needed to implement the planned activity)</i>				
4. Report Submission Date <i>(Normally reports have to be submitted within three months after the completion of the activity; however it is recommended to submit the report along with the financial statement with 3 weeks period after the completion date)</i>				

II. TECHNICAL INFORMATION

5. Justification *(Please use additional sheets if necessary)*

a. Give clear and precise statement of the problem being addressed:

b. Provide background on sequence of activities undertaken in the past in relation to this problem, including similar activities held before on the subject, and state how the proposed activity is related to the work plan. There should be strong technical justification for the work and the financial resources.

6. Objectives

- 1.
- 2.

7. Expected outcomes *(to be linked to the specific objectives)*

- 1.
- 2.

8. Proposal for follow-up and evaluation:

9. Budget details

Budget Item No	Expenditure Head	Budget (in Local Currency)
1.	Per-diem	
2.	Venue hiring	
3.	Refreshment	
4.	Transportation	
5.	Office running costs (small supplies & stationary)	
6.	Miscellaneous (not to exceed 2% of total budget)	
7.	Other (specify)	
	Total	

10. With whom the DFC should be signed. (Please provide details). Normally the DFC is signed between the WHO Representative and the Head of the organisation)

11. Where the funds to be released (tick the relevant box)

1.	Government (GNH)	
2.	Self (need to provide all banking details as per the attached format)	
3	Other (specify but with all banking details as per the attached format)	

11. WHO technical staff support (if required, please specify along with the TOR and duration)

12 Follow-up of the outcome, if any:

Signatures of the Head of Department , Operational Officer and PPD

DG/Director

DMS/DoPH

Date:

Operational Officer

Program Officer

Date:

Chief Planning Officer

PPD

Date: