

User Manual
Of
Proposal Evaluation System (PES)
For
NIE/MIE Users

National Designated Authority (NDA)
Bangladesh to GCF
Economic Relations Division, Ministry of Finance

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1.0 INTRODUCTION TO PES

The Project Evaluation System (PES) of National Designated Authority (NDA) has been developed to manage different types of project proposal and concept note submitted by various NIE or MIE. With the help of this user manual, any authorized user can manage the system easily and efficiently.

2.0 REGISTER

For using this system first the user has to register himself into the system. Provide the valid URL of the application into the address bar of any web browser (For example: Mozilla Firefox, Google Chrome) and then press ENTER key. The home page of the system will appear.

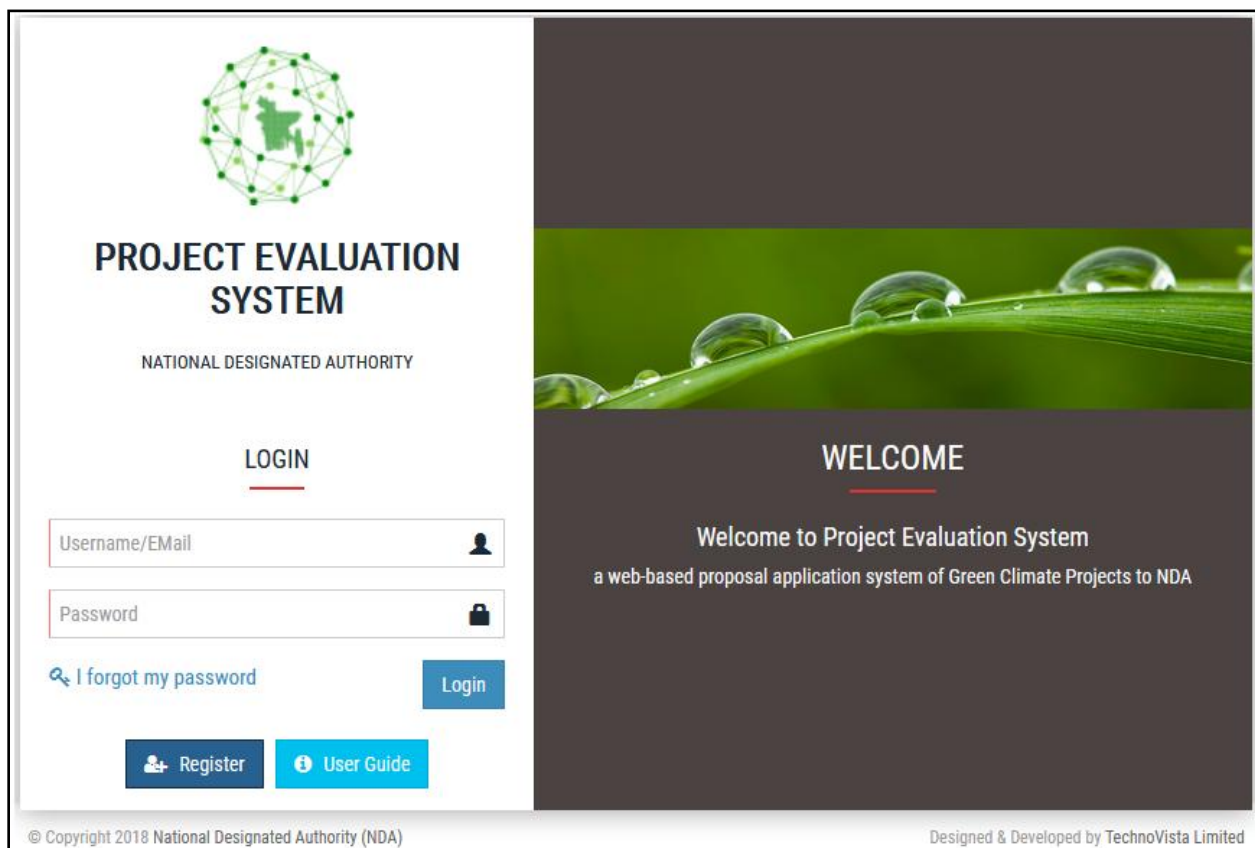



Figure: Home Page

Click on  'Register' link from the bottom left corner of the home page. A new register window will appear.

Sign up for PES

Enter your details to create an user account.

Full Name

E-mail @

Password

Confirm Password

Type

Accreditation Status New Existing

Organization

[Sign Up](#)

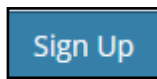
[I already have a membership](#)

Figure: Register Page

Provide valid information in the corresponding fields. Select NIE or MIE from type drop-down list and choose your organization from existing NIE/MIE list.

If you are applying to be enlisted as new NIE or MIE then choose “New” from Accreditation Status and type you organization name and attach relevant documents.



Then click on  ‘Sign Up’ button to initiate the registration request. An e-mail will be sent to your e-mail address, to verify your email address and confirm submission of user account, please check the e-mail and follow the instructions.

Note: Before submitting the form please provides information in the mandatory field (red marked fields). Otherwise the registration will not be completed.

Once your account registration request is submitted NDA Administrator will be notified and will activate your account. You will be notified through email as soon as the administrator activates your account. Please remember the email address and password to login into the system.

3.0 USER ACCESS MANAGEMENT

3.1 LOGIN

Provide the valid URL of the application into the address bar of any web browser (For example: Mozilla Firefox, Google Chrome) and then press ENTER key. The home page of the system will appear.

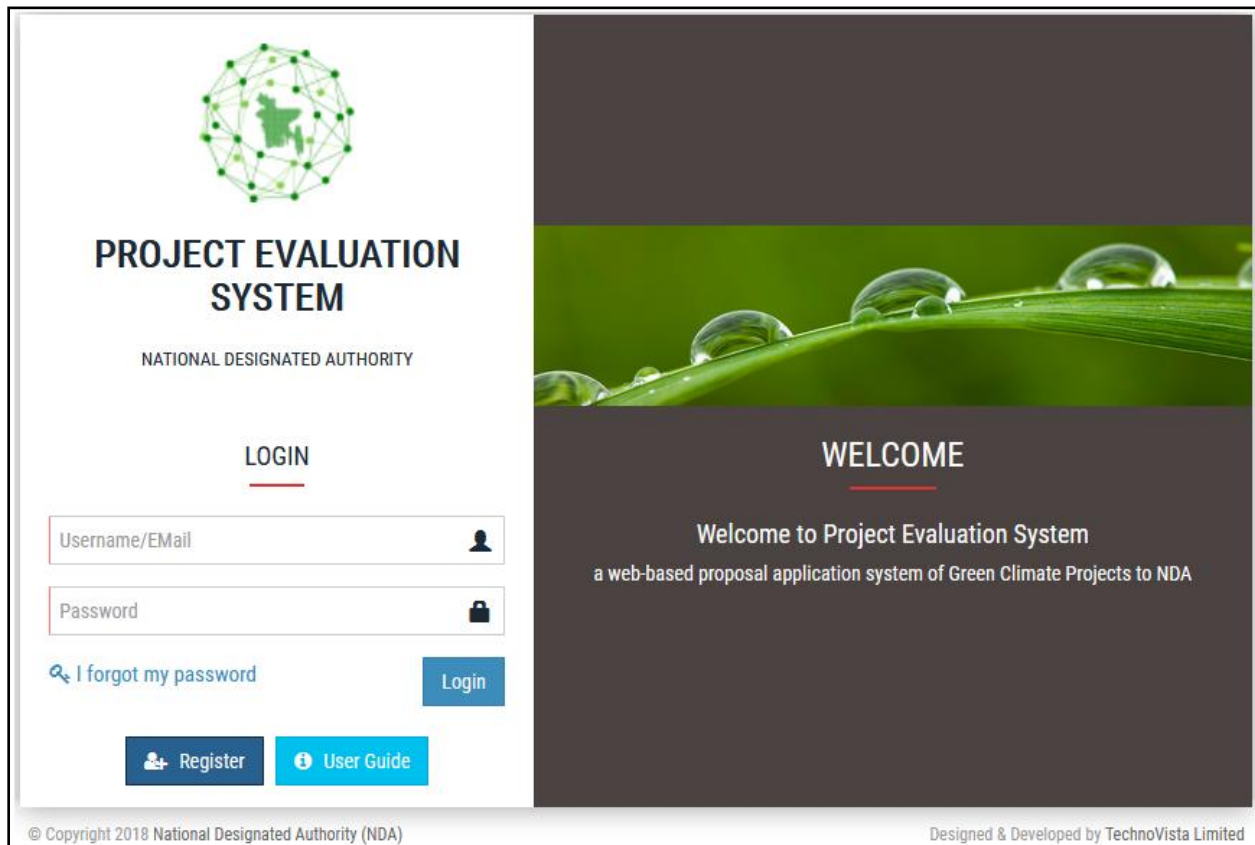



Figure: Home Page

Provide valid 'Username/Email' and 'Password' in the corresponding fields and then click on  'Login' link. If the E-mail and Password is correct, user will be logged in successfully to the system.

If the E-mail or the password is incorrect, system will generate a warning message and will not allow user to login to the system.

As the profile information is not provided yet, after successfully login the system redirects to the profile update page. Provide valid information to update your profile.

3.2 DASHBOARD

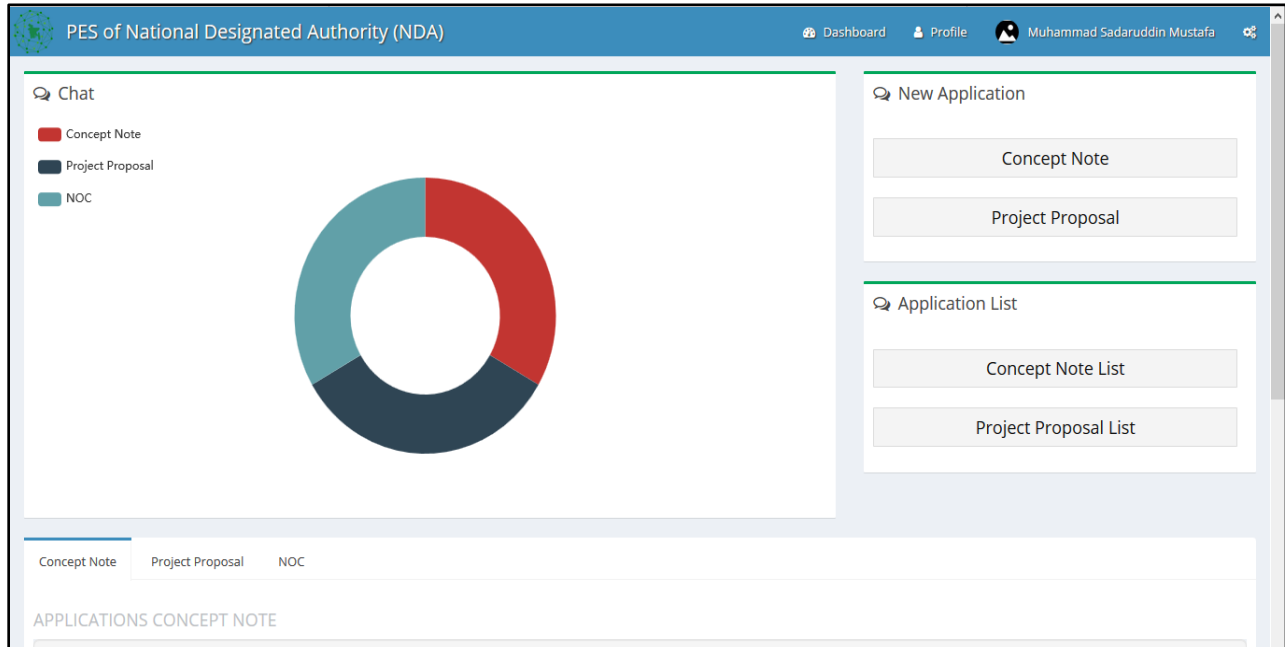


Figure: Dashboard

There are some menus on the right of the dashboard. Using those, user can apply for 'Concept Note' or 'Project Proposal'.

3.3 LOGOUT

To exit from the application, user needs to log out. For this, click on the username from the top right

corner. Click on 'Logout' [] link.

4.0 MANAGE CONCEPT NOTE

First user has to apply for a concept note. The concept note is approved through an approval process.

4.1 APPLYING FOR A NEW CONCEPT NOTE

First click on Concept Note 'Concept Note' link. Then a concept note application page will appear.

□ ×
New Concept Note Application

Save Submit Print

Project/Programme Summary

Application No.	2018/CONCEPTNOTE-0005	Application Date	15/07/2018
Title	Climate Resilient Infrastructure Mainstream (CRIM)		
Project/Programme	Project	Public/Private Sector	Public Sector
Confidentiality	Confidential	Access Modality	Direct
Project Size Category	Micro (<=10)	Accredited Entity	Infrastructure Development Company Limited (IDCOL)
Executing Entity Beneficiary		Country	Bangladesh
Ess Category	A or I-1		

Result Areas

Result Area

- (Adaptation) Most vulnerable people and communities
- (Mitigation) Building cities and industries and Appliances
- (Mitigation) Energy access and power generation
- (Mitigation) Forestry and land use
- (Mitigation) Low emission transport

Project Category Cross-Cutting

Executive Summary

Project Summary

Climate Resilient Infrastructure Mainstream (CRIM) project integrates climate change adaptation systematically into decision making for infrastructure planning, supervision and maintenance of the Local Government Engineering Department (LGED) responsible for local infrastructure throughout Bangladesh.

Project/Programme Milestone

Expected Approval From Accredited Entity Board (if Applicable) Expected Financial Close (if Applicable)

Estimated Implementation Start Date Estimated Implementation End Date

Project/Programme Lifespan

Project Contact Details

Contact Person Contact Position

Organization Email Address

Telephone Number Mailing Address

Financing Mechanism

#	Type	Financing Type	Amount	Other Specify Name
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	1	GCF	Equity	30,00...

Attachments

#	Attachment Type	Title	
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	1	Project Concept Note Document	Project Concept Note Document
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	2	Gender Analysis	Gender Analysis
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	3	ESS	ESS

Figure: New Concept Note Application Page

- Provide the valid information in the corresponding fields.
- For adding new financial mechanism click on 'Add Financial Mechanism' button. Then a new financial mechanism pop up will appear.


New Financing Mechanism

Type

Financing Type

Amount

Figure: New Financial Mechanism pop up

- Provide valid information in the corresponding fields and click on 'add' button. Then it will appear in the grid.
- For adding new attachment click on  'Add Attachment' button. Then a new application attachment pop up will appear.

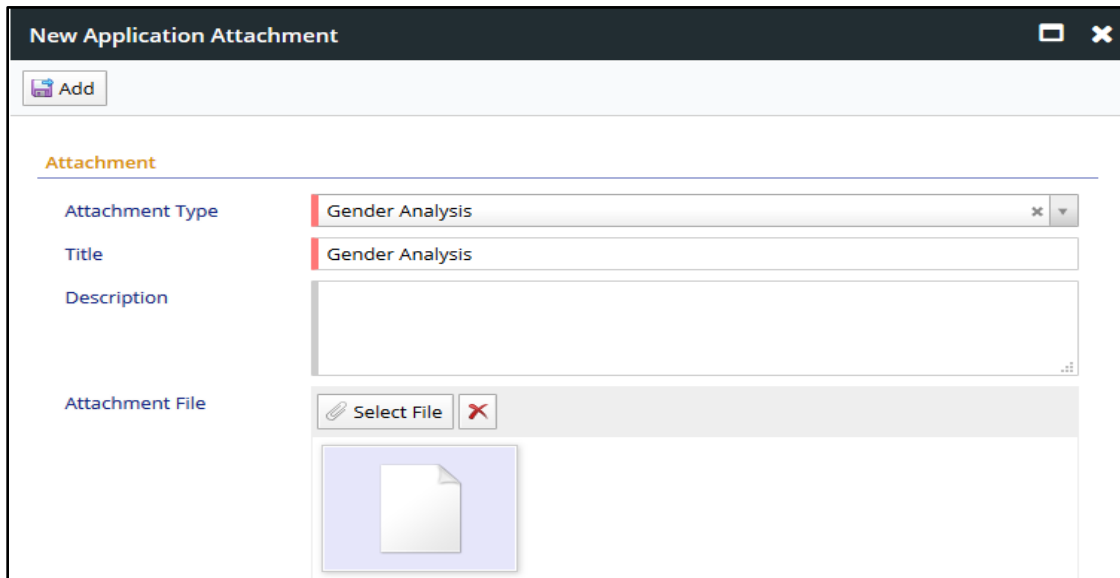
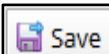

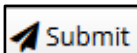


Figure: New Application Attachment pop up

- Provide valid information in the corresponding fields and click on 'add' button. Then it will appear in the grid.

Note: Before submitting the form please provides information in the mandatory field (red marked fields). Otherwise the form will not be submitted /saved and the system gives an error message.

- After providing information,click on  button for drafting the application so that you can edit the application.
- Click on  button to print the application.
- After providing information click on  button for submitting the application to moderator. After clicking on 'submit' button you are not allowed to edit the application. The application will be shown on dashboard with submitted status.

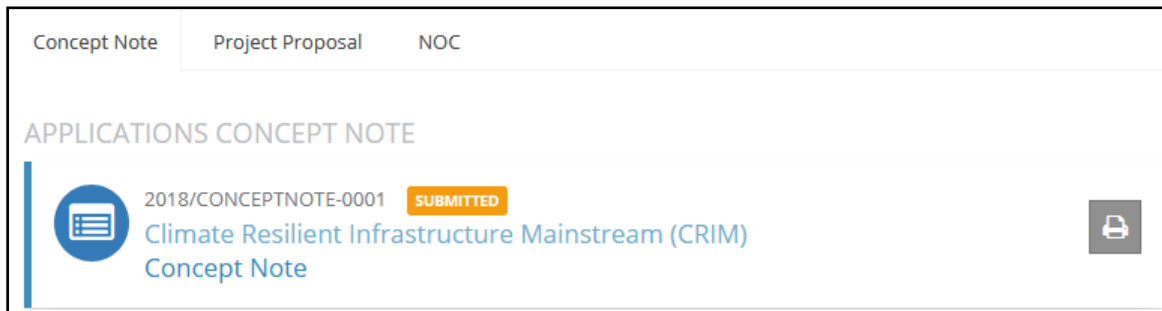



Figure: Concept Note Application after submission

- The saved or submitted application will appear in the dashboard with corresponding status.
- There is a  'print' button beside the application in the bottom of dashboard. You can also print the application from here.
- The submitted application will be approved through an approval process. After approval a NOC will be issued.

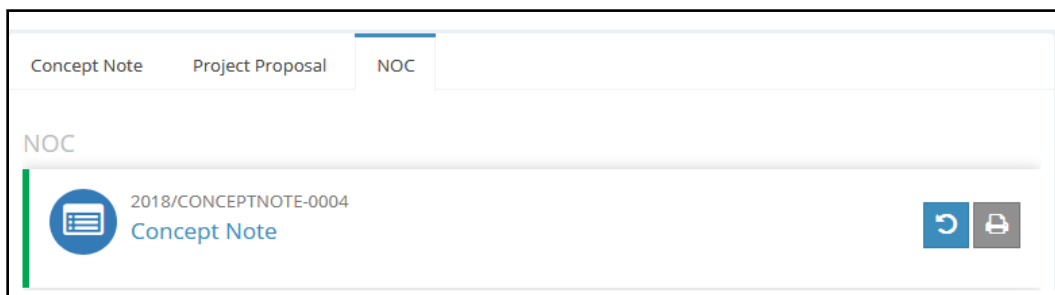

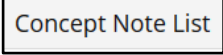


Figure: NOC after approval of concept note

- There is a  'apply for proposal' button beside the NOC. If you click on the button then a new project proposal application will appear against that concept note.

4.2 CONCEPT NOTE LIST

Here user can see the all concept note application.

- Click on the  under the 'Application List' section in the dashboard.
- A new concept note application list will be appeared.

#	Project No.	Application Date	Country	Status	Application Mode	Application Type	Organization
1	2018/CONCEPTNOTE-0001	12/07/2018	Bangladesh	Draft	New	Concept Note	abab

Figure: Concept Note Application List page

- Here you can see the all concept note application with status.

5.0 MANAGE PROJECT PROPOSAL

By using this menu user can apply for a project proposal. The project proposal is approved through an approval process.

5.1 APPLYING FOR A NEW PROJECT PROPOSAL

First click on **Project Proposal** 'Project Proposal' Menu under New Application section. Then a project proposal application page will appear.

□ ×

New Project Proposal Application

Save Submit Print

Project/Programme Summary

Application No.	<input type="text" value="2018/PROJECTPROPOSAL-0009"/>	Application Date	<input type="text" value="15/07/2018"/>
Title	<input type="text" value="Climate Resilient Infrastructure Mainstream (CRIM)"/>		
Project/Programme	<input type="text" value="Project"/>	Public/Private Sector	<input type="text" value="Public Sector"/>
Access Modality	<input type="text" value="Direct"/>	Project Size Category	<input type="text" value="Micro (<=10)"/>
Accredited Entity	<input type="text" value="Infrastructure Development Company Limited (IDCOL)"/>		
Country	<input type="text" value="Bangladesh"/>	Executing Entity Beneficiary	<input type="text"/>
		Ess Category	<input type="text" value="A or I-1"/>

Result Areas

Result Area

- (Adaptation) Ecosystem and ecosystem services
- (Adaptation) Health and well-being ,and food and water security
- (Adaptation) Infrastructure and built environment
- (Adaptation) Most vulnerable people and communities
- (Mitigation) Building,cities and industries and Appliances

Project Category

Executive Summary

Project Summary

Financing Mechanism

+ Add Financing Mechanism

#	Type	Financing Type	Amount	Other Specify Name
<input type="text" value="1"/>	GCF	Equity	100.00	


Attachments

+ Add Attachment

#	Attachment Type	Title
<input type="text" value="1"/>	Gender Analysis	Gender Analysis

Figure: New Project Proposal Application Page

- Provide the valid information in the corresponding fields.

- For adding new financial mechanism click on  'Add Financial Mechanism' button. Then a new financial mechanism pop up will appear.

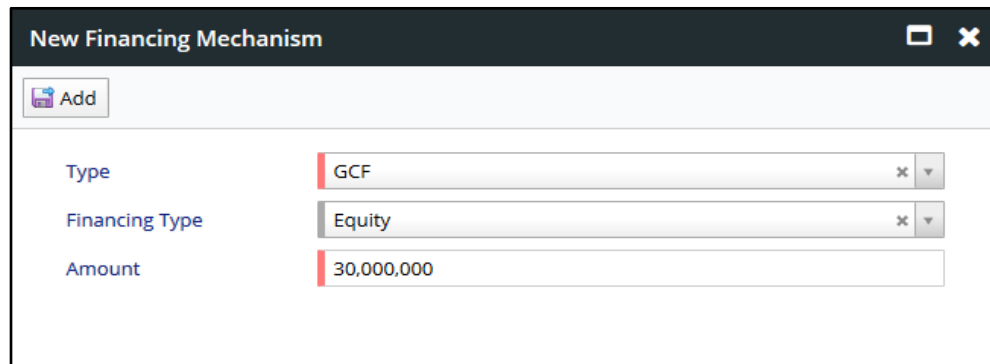



Figure: New Financial Mechanism pop up

- Provide valid information in the corresponding fields and click on 'add' button. Then it will appear in the grid.
- For adding new attachment click on  'Add Attachment' button. Then a new application attachment pop up will appear.

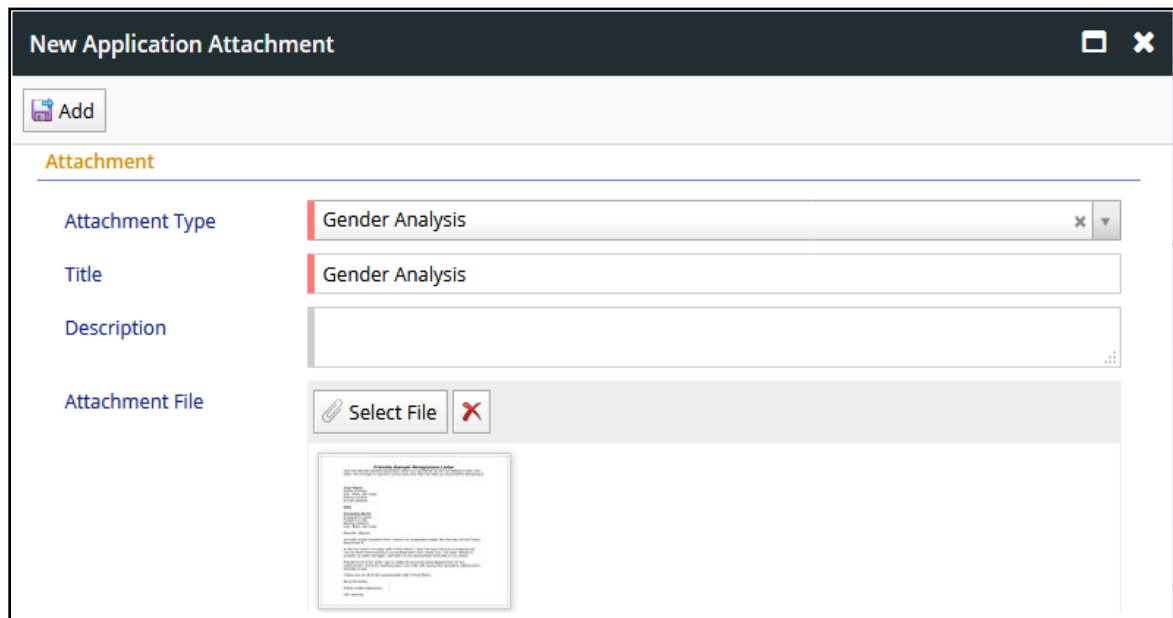





Figure: New Application Attachment pop up

- Provide valid information in the corresponding fields and click on 'add' button. Then it will appear in the grid.

Note: Before submitting the form please provides information in the mandatory field (red marked fields). Otherwise the form will not be submitted /saved and the system gives an error message.

- After providing information, click on  button for drafting the application so that you can edit the application.
- Click on  button to print the application.
- After providing information click on  button for submitting the application to moderator. After clicking on 'submit' button you are not allowed to edit the application. The application will be shown on dashboard with submitted status under project proposal section.

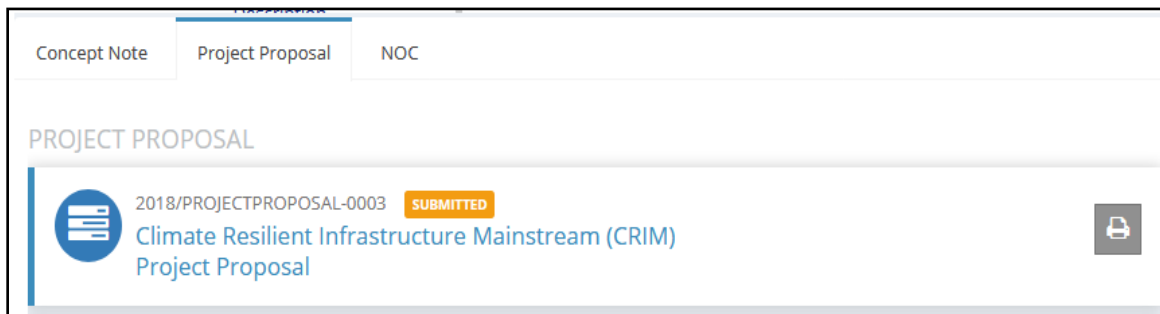



Figure: Project Proposal Application after submission

- The saved or submitted application will appear in the dashboard with corresponding status.
- There is a  'print' button beside the application in the bottom of dashboard. You can also print the application from here.
- The submitted application will be approved through an approval process. After approval a NOC will be issued.

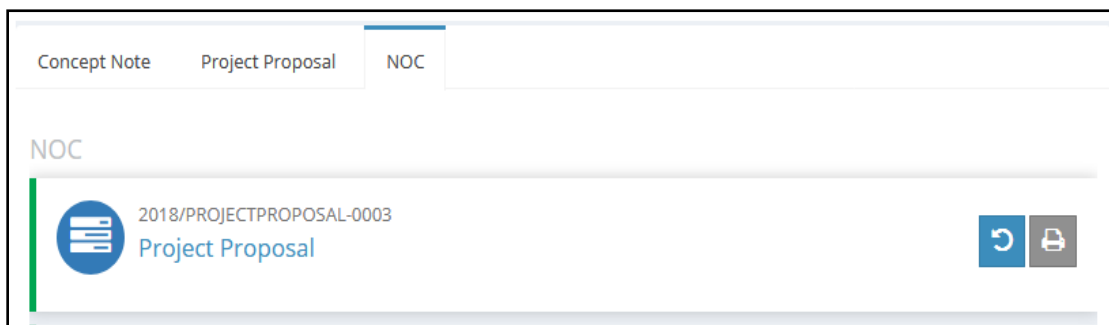



Figure: NOC after approval of Project Proposal

- There is a  'renew' button beside the NOC. If you click on 'renew' button then there is a new project proposal application will appear against that project proposal.

5.2 PROJECT PROPOSAL LIST

Here user can see the all Project proposal application.

- Click on the **Project Proposal List** under the 'Application List' section in the dashboard.
- A new Project Proposal application list will be appeared.

#	Project No.	Application Date	Country	Status	Application Mode	Application Type	Organization
1	2018/PROJECTPROPOSAL-0003	12/07/2018	Bangladesh	Approved	New	Project Proposal	Infrastructur...
2	2018/PROJECTPROPOSAL-0001	11/07/2018	-	Evaluation on ...	New	Project Proposal	Infrastructur...
3	2018/PROJECTPROPOSAL-0002	11/07/2018	-	Evaluation on ...	New	Project Proposal	Infrastructur...

Figure: Project Proposal Application List page

- Here you can see the all project proposal application with status.

6.0 CONCLUSION

The user manual of the Project Evaluation System (PES) is developed with step by step guidelines to manage the system. It will help any user to use and maintain the system efficiently.