



Government of the People's Republic of Bangladesh

# Annual Performance Agreement (APA)

Between

The Cabinet Secretary  
and

The Secretary, Rural Development and Cooperative Division

2014-2015

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# Preamble

The Annual Performance Agreement is made and entered into on .....

BETWEEN

The Secretary, Rural Development and Cooperative Division, representing the Minister, Ministry of Local Government, Rural Development and Co-operatives, Government of the People's Republic of Bangladesh.

AND

The Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh.

The parties hereto agree as follows:

## Section 1: Ministry's/Division's Vision, Mission, Strategic Objectives and Functions

### 1.1 Vision

Socio-economically developed rural Bangladesh.

### 1.2 Mission

Improve the socio-economic conditions of the rural poor through integrated rural development approach and cooperative based activities.

### 1.3 Functions

- 1 Formulation of rural development policies & cooperative laws, rules and policies.
- 2 Formation of formal and informal groups, formulation and implementation of programmes and projects.
- 3 Entrepreneurship development through micro credit, micro savings, cooperative based small and cottage industries, cooperative banking, cooperative farming and marketing, milk and other cooperative enterprises.
- 4 Human resources development programs on rural development and cooperatives.
- 5 Implementation of different activities relating to rural development and liaison with international agencies.
- 6 Innovation of models/strategies on rural development through research/action research.
- 7 Socio-economic development and empowerment of rural women through formation of different groups under cooperative programs.
- 8 Ensuring peoples participation in rural development programs.

### 1.4 Strategic Objectives

- 1 Socio-economic development of rural and disadvantaged people.
- 2 Creation of skilled human resource.
- 3 Strengthening policy framework for rural development.

## Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
<b>Ministry/Division Strategic Objectives</b>										
[1] Socio-economic development of rural and disadvantaged people.	45.00	[1.1] Organize people through formation of cooperatives and non-registered informal societies.	[1.1.1] Number of beneficiaries.	Number in lac	6.30	11.9	10.12	8.9	8.57	7.12
			[1.1.2] Number of cooperatives.	Number in thou	4.95	15	12.75	11.25	10.80	8.00
			[1.1.3] Number of non-registered informal societies organized.	Number in thou	4.50	24.79	21.08	18.60	17.85	17.39
		[1.2] Create additional employment of cooperatives and non-registered informal society members.	[1.2.1] Number of Beneficiaries self-employed.	Number in lac	4.95	14.18	12.05	10.63	10.21	9.10
			[1.2.2] Amount of credit distributed.	Taka in crore	4.05	2499.37	2124	1874.53	1799.55	1663.85
			[1.2.3] Amount of credit recovered.	Taka in crore	4.05	2342.39	1991.03	1756.79	1686.52	1536.8
		[1.3] Income generating programs for rural women.	[1.3.1] Number of rural women engage in income generating activities(IGA).	Number in lac	5.40	10.88	9.25	8.16	7.83	7.04
		[1.4] Capital formation for cooperative members.	[1.4.1] Number of Cooperative and non-registered informal society members benefited.	Number in lac	3.60	15.30	13.00	11.48	11.02	10.04
			[1.4.2] Amount of capital formed through	Taka in crore	3.60	765.86	650.98	574.39	551.42	527.78

## Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
			micro savings.							
		[1.5] Increase agri-production by beneficiary groups.	[1.5.1] Increase of milk-production.	in Metric ton	3.60	74.4	63.24	55.8	53.57	50.02
[2] Creation of skilled human resource.	25.00	[2.1] Impart motivational and income generating training to the members of cooperatives and non-registered informal societies.	[2.1.1] Number of beneficiaries receives IGA training.	Number in lac	7.50	3.34	2.84	2.50	2.40	2.40
			[2.1.2] Number of people receives motivational training.	Number in lac	7.50	7.97	6.77	5.98	5.74	5.57
		[2.2] Impart training to officers, public representatives and N.G.O. workers involved in rural development activities.	[2.2.1] Number of participants at local training programs.	Number	7.50	32476	27604	24357	23382	23197
		[2.3] Orientation and overseas training on rural development activities.	[2.3.1] Number of participants at overseas training programs.	Number	2.50	155	145	125	109	95
[3] Strengthening policy framework for rural development.	15.00	[3.1] Conduct research on rural development.	[3.1.1] Number of research completed.	Number	4.95	36	30	27	26	24
		[3.2] Conduct action research on rural development.	[3.2.1] Number of action research completed.	Number	4.05	26	22	19	19	17
		[3.3] Disseminate research results through seminars, workshops and publications.	[3.3.1] Number of research and action research results Published.	Number	3.15	41	35	31	29	25

## Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
			[3.3.2] Number of seminars, workshops organized.	Number	2.85	102	86	76	73	70

### Mandatory Strategic Objectives

* Improve Service delivery to the Public	6.00	Implementation of Citizens' Charter (CC)	Preparation and approval of CC by the Ministry/Division	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
			Publication of CC in website or others means	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
		Implementation of Grievance Redress System (GRS) system	Publishing names and contact details of GRS focal point in the website	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
			Sending GRS report(s) to the Cabinet Division from January 2015	Number of report(s)	1.0	5	4	3	2	1
		Implementing Innovations	Implemented decisions of the innovation team	%	1.0	100	80	50	30	--
			Unicode used in all official activities	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
* Improve governance	4.00	Compliance with RTI Act and proactive disclosure	Percentage of information, mentioned in the RTI Act and related regulations, disclosed in the website	%	2.0	80	70	60	50	40
		Preparation and Implementation of the National Integrity Strategy Work Plan	Preparation of NIS Work Plan for 2015 and get approved by the Ethics	Date	2.0	28/02/2015	31/03/2015	30/04/2015	31/05/2015	30/06/2015

\* Mandatory Objective(s)

## Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%

### Mandatory Strategic Objectives

			Committee							
* Improve Financial Management	3.00	Improve compliance with the Terms of Reference of the Budget Management Committee (BMC)	Budget Implementation Plan (BIP) prepared and Quarterly Budget Implementation Report (QIMR) submitted to Finance Division (FD) meeting FD requirements	Number of report	1.0	5	4	3	2	1
		Improve audit performance	Actual achievements against performance targets are monitored by the BMC on a quarterly basis	Number of BMC meetings	1.0	4	3	2	1	--
			Percentage of outstanding audit objections disposed off during the year	%	1.0	70	55	40	30	20
* Efficient Functioning of the Annual Performance Agreement (APA) System	2.00	Timely submission of Draft APA for 2014-2015	On-time submission	Date	2.0	01/02/2015	02/02/2015	03/02/2015	04/02/2015	05/02/2015

\* Mandatory Objective(s)



### Section 3: Trend Values of the Performance Indicators

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
<b>Ministry/Division Strategic Objectives</b>								
[1] Socio-economic development of rural and disadvantaged people.	[1.1] Organize people through formation of cooperatives and non-registered informal societies.	[1.1.1] Number of beneficiaries.	Number in lac	13.59	12.69	11.90	3.97	2.64
		[1.1.2] Number of cooperatives.	Number in thou	12.19	18	15	14	15
		[1.1.3] Number of non-registered informal societies organized.	Number in thou	21.82	22.96	25.33	9.46	8.08
	[1.2] Create additional employment of cooperatives and non-registered informal society members.	[1.2.1] Number of Beneficiaries self-employed.	Number in lac	13.4	14.97	14.22	4.44	4.12
		[1.2.2] Amount of credit distributed.	Taka in crore	2251.15	2515.40	2499.37	2606.44	2815.37
		[1.2.3] Amount of credit recovered.	Taka in crore	1851.54	2078.91	2341.39	2453.70	2585.20
	[1.3] Income generating programs for rural women.	[1.3.1] Number of rural women engage in income generating activities(IGA).	Number in lac	9.92	11.76	11.32	5.92	4.56
	[1.4] Capital formation for cooperative members.	[1.4.1] Number of Cooperative and non-registered informal society members benefited.	Number in lac	17.31	15.78	15.88	8.13	6.80

### Section 3: Trend Values of the Performance Indicators

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
		[1.4.2] Amount of capital formed through micro savings.	Taka in crore	729.02	771.75	765.78	303.52	96.13
	[1.5] Increase agri-production by beneficiary groups.	[1.5.1] Increase of milk-production.	in Metric ton	62.70	59.50	74.40	78.10	81.80
[2] Creation of skilled human resource.	[2.1] Impart motivational and income generating training to the members of cooperatives and non-registered informal societies.	[2.1.1] Number of beneficiaries receives IGA training.	Number in lac	1.61	1.76	3.14	1.42	0.97
		[2.1.2] Number of people receives motivational training.	Number in lac	5.16	6.23	8.60	3.39	2.6
	[2.2] Impart training to officers, public representatives and N.G.O. workers involved in rural development activities.	[2.2.1] Number of participants at local training programs.	Number	20190	22013	32170	15067	13854
	[2.3] Orientation and overseas training on rural development activities.	[2.3.1] Number of participants at overseas training programs.	Number	110	123	155	148	120
[3] Strengthening policy framework for rural development.	[3.1] Conduct research on rural development.	[3.1.1] Number of research completed.	Number	42	22	36	39	33
	[3.2] Conduct action research on rural development.	[3.2.1] Number of action research completed.	Number	23	11	26	14	5
	[3.3] Disseminate research results through seminars, workshops and publications.	[3.3.1] Number of research and action research results Published.	Number	51	31	44	38	41

**Section 3:  
Trend Values of the Performance Indicators**

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
		[3.3.2] Number of seminars, workshops organized.	Number	55	104	102	111	92

## Section 4:

## Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
1	[1.1.1] Number of beneficiaries.	Rural/urban poor people are enrolled as targeted beneficiaries under different development programs/projects. Landless or having land below 0.5 decimal or assetless poor man & woman are selected as beneficiary.	RDCD, DoC, BRDB, RDA, BAPARD, PDBF, SFDF & Milk Vita.	Annual report.	There are 27 ongoing development projects under RDCD addressing rural livelihood development, poverty alleviation and economic involvement of rural women.
2	[1.1.2] Number of cooperatives.	Cooperative society organized and registered under the Cooperative Society Act-2001 & Cooperative Society Rules-2004.	DoC	Annual report of DoC.	
3	[1.1.3] Number of non-registered informal societies organized.	Informal societies with at least 20-60 targeted beneficiaries organized at the village level without registration under Cooperative Society Act.	RDCD, BARD, BRDB, RDA, BAPARD, PDBF, SFDF & Milk Vita.	Annual report.	
4	[1.2.1] Number of Beneficiaries self-employed.	Beneficiaries enjoy credit facilities and need based IGA training provided by different implementing agencies.	RDCD, DoC, BARD, BRDB, RDA, BAPARD, PDBF, SFDF & Milk Vita.	Annual report.	
5	[1.2.2] Amount of credit distributed.	Credit distributed among the beneficiaries as per the Micro Credit Rules.	RDCD, DoC, BRDB, RDA, PDBF, SFDF & Milk Vita.	Annual report.	

## Section 4:

## Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
6	[1.2.3] Amount of credit recovered.	Effective monitoring and supervision strategies are taken to recover credit at the satisfactory level.	RDCD, DoC, BRDB, RDA, PDBF, SFDF & Milk Vita.	Annual report.	
7	[1.3.1] Number of rural women engage in income generating activities(IGA).	Women's are getting priority to be selected as beneficiary. They are involve in different IGA's for additional income generation.	Projects of different agency.	Annual report.	
8	[1.4.1] Number of Cooperative and non-registered informal society members benefited.	Targeted beneficiaries are benefited by income generation & employment creation. Firstly they get IGA, skill development & leadership training and receive credit, then invest in their selected IGA's.	RDCD, DoC, BARD, BRDB, RDA, BAPARD, PDBF, SFDF & Milk Vita.	Annual report.	
9	[1.4.2] Amount of capital formed through micro savings.	Amount of capital of beneficiaries formed by weekly or monthly deposit in weekly courtyard meeting.	RDCD, DoC, BRDB, RDA, PDBF, SFDF.	Annual report.	
10	[1.5.1] Increase of milk-production.	Produced by Milk Vita and other development projects.	DoC & Milk Vita.	Annual report.	

## Section 4:

## Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
11	[2.1.1] Number of beneficiaries receives IGA training.	Need based long and short term IGA training provided by the agencies to the beneficiaries.	RDCD, DoC, BARD, BRDB, RDA, BAPARD, PDBF, SFDF & Milk Vita.	Annual report.	
12	[2.1.2] Number of people receives motivational training.	Motivational programs are organized to disseminate knowledge and skills.	RDCD, DoC, BARD, BRDB, RDA, BAPARD, PDBF, SFDF & Milk Vita.	Annual report.	
13	[2.2.1] Number of participants at local training programs.	Local training on leadership development, knowledge & skill development.	RDCD, DoC, BARD, BRDB, RDA & BAPARD	Annual report.	
14	[2.3.1] Number of participants at overseas training programs.	Overseas training to share knowledge and technology on rural development and livelihood development.	RDCD, DoC, BARD, BRDB, RDA, BAPARD, PDBF, SFDF & Milk Vita	Annual report	
15	[3.1.1] Number of research completed.	Research on socio-economic issues.	BARD, RDA & BAPARD	Annual report	

## Section 4:

## Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
16	[3.2.1] Number of action research completed.	Innovation of models/strategies on rural development through action research.	BARD & RDA.	Annual report	
17	[3.3.1] Number of research and action research results Published.	Dissemination of research & action research findings.	RDCD, DoC, BARD, BRDB, RDA, BAPARD, PDBF, SFDF & Milk Vita.	Annual report	
18	[3.3.2] Number of seminars, workshops organized.	To disseminate and share knowledge and technology on rural development.	RDCD, DoC, BARD, BRDB, RDA, BAPARD, PDBF, SFDF & Milk Vita.	Annual report	

**Section 5 :**  
**Specific Performance Requirements from other Ministries/Divisions**

Organisation Type	Organisation Name	Relevant Performance Indicator	What is your requirement from this organisation	Justification for this requirement	Requirement from this Organisation	What happens if your requirement is not met
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## Section 6: Outcome of Ministry/Division

Outcome/Impact	Jointly responsible for influencing this outcome / impact with the following organisation (s) / division (s) / ministry(ies)	Performance Indicator (s)	Unit	Actual FY 12-13	Actual FY 13-14	Target FY 14-15	Projection FY 15-16	Projection FY 16-17
1 Rural poverty rate reduced.	Ministry of Finance. Ministry of Planning. Ministry of Social Welfare. Ministry of Youth & Sports. Ministry of Women & Children Affairs.	Percentage of rural poverty rate reduction.	%	1.8	2.01	2.00	2.1	2.15

Annual Performance Agreement (APA) for Rural Development and Cooperative Division -  
(2014-2015)

Whereas,

I, the Secretary, Rural Development and Cooperative Division representing the Minister, Ministry of Local Government, Rural Development and Co-operatives, Government of the People's Republic of Bangladesh commit to the Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh to deliver the results described in this agreement.

I, the Cabinet Secretary, Cabinet Division, on behalf of the Prime Minister, Government of the People's Republic of Bangladesh, commit to the Secretary, Rural Development and Cooperative Division to provide necessary support for delivery of the results described in this agreement.

Signed,

\_\_\_\_\_  
Secretary  
Rural Development and Cooperative Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cabinet Secretary  
Cabinet Division

\_\_\_\_\_  
Date

Annex-1

Acronyms

Sl.	Acronym	Description
1	BAPARD	Bangabandhu Academy for Poverty Alleviation and Rural Development, Gopalganj
2	BARD	Bangladesh Academy for Rural Development
3	BRDB	Bangladesh Rural Development Board
4	DoC	Department of Cooperative
5	IGA	Income Generating Activity
6	PDBF	Palli Daridro Bemochan Foundation
7	RDA	Rural Development Academy, Bogra
8	RDCCD	Rural Development and Cooperative Division
9	SFDF	Small Farmers Development Foundation



## Preamble

The Annual Performance Agreement is made and entered into on 09 March 2015.....

BETWEEN

The Secretary, Rural Development and Cooperative Division, representing the Minister, Ministry of Local Government, Rural Development and Co-operatives, Government of the People's Republic of Bangladesh.

AND

The Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh.

The parties hereto agree as follows:

Annual Performance Agreement (APA) for Rural Development and Cooperative Division -  
(2014-2015)

Whereas,

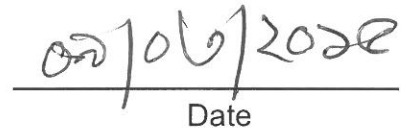
I, the Secretary, Rural Development and Cooperative Division representing the Minister, Ministry of Local Government, Rural Development and Co-operatives, Government of the People's Republic of Bangladesh commit to the Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh to deliver the results described in this agreement.

I, the Cabinet Secretary, Cabinet Division, on behalf of the Prime Minister, Government of the People's Republic of Bangladesh, commit to the Secretary, Rural Development and Cooperative Division to provide necessary support for delivery of the results described in this agreement.

Signed,



Secretary  
Rural Development and Cooperative Division



Date



Cabinet Secretary  
Cabinet Division



Date