1. **Objective.** The objective of the PHRD Partnership Program is to support activities that strengthen the Partnership and build relationships between Japanese stakeholders and the World Bank (Bank) on key development issues, stimulate public interest in Japan for international development issues, and strengthen aid coordination initiatives.

2. **Grant Size.** The maximum grant amount would be US$3.0 million. Proposals under the Partnership program are not approved on a rolling basis so activities must be agreed with the Government of Japan in advance [in collaboration with DFI] before the proposal process can be initiated.

3. **Activities.** (i) analytical and advisory services, including studies, applied research, and knowledge dissemination events and workshops jointly planned with Japanese Institutions and implemented by the Bank. (ii) conferences and workshops on development aid policies and aid coordination hosted by the Bank; (iii) activities managed by the Bank Tokyo office aimed at strengthening partnership between Japan and the Bank and for enhancing publicity of Bank activities among Japanese nationals, such as information disclosure and translation of Bank documents into languages for recipient countries and other partners.

4. **Eligible Expenditures:** (i) Consulting and Non-consulting Services, including Temporaries; (ii) Salaries and travel expenses of World Bank Staff and associated indirect costs; (iii) contractual services [e.g. publication, translation, knowledge management and dissemination] (iv) workshops and seminars, renting of space for events, equipment rental, printing, video production, etc.

5. **Ineligible Expenditures:** (i) Salaries for Civil Servants in recipient countries hired as consultants or otherwise; (ii) Procurement of motor vehicles and equipment.

6. **Grant Execution Arrangement:** Activities are mainly Regional/Global in scope and therefore are predominantly Bank-executed. However, Recipient-executed activities can be granted under exceptional circumstances for Global/Regional work.

7. **Review of Grant Proposals:** Prior discussions need to be initiated with the Government of Japan before the concerned managing unit in the Bank designates a Task Team Leader (TTL) for the proposed grant. The preparation of grants will follow the Bank’s Guidelines on ASA Track 2 guidelines which will require the preparation of Concept Notes [with outputs and results indicators] for main and sub-tasks in the Bank’s Operations Portal. Proposals for Applied Research and Discrete Internal Knowledge Management work should also follow the Knowledge Management guidelines and processed in the Bank’s operations portal, accordingly. These should also include outputs and intermediate results indicators.

These proposals are to be submitted to the PHRD Team in the Trust Funds and Partner Relations Department (DFTPR) of the Development Finance Vice Presidency (DFI) for review and submission to the Ministry of Finance of the Government of Japan for approval.
8. Progress Reporting: The reporting of activities funded under the PHRD Partnership program will follow the Bank’s Institutional reporting process as outlined in the ASA guidelines. The Task Team Leader will be responsible for preparing an annual progress reviews in the portal to assess status of grant implementation whether the activities remain relevant and are on track regarding output deliverables and results indicators. An Activity Completion Summary which follows the Institutional format for ASAs/discrete internal knowledge management products will be prepared at completion of the grant financed activities. The Completion Report will document overall development effectiveness of the grant, the actual cumulative inputs, outputs, results indicators, outcomes, and lessons learned of the grant, including the extent to which the analytical work informed policy. The summary of the grant activities and results will be shared with the Donor by the PHRD Team via the PHRD annual reporting process.

The expectation is that the Japanese organizations will finance their work as part of the Partnership as the engagement of Japanese organizations as consultants through the PHRD will violate Bank Procurement Policies and Procedures which prohibit tied funding. However, ok if the selection follows a competitive process.

Implementation of (iii) activities are for the Bank Tokyo office only.

Procurement of Equipment is ineligible for BETF activities only.

Execution Arrangements: Activities funded under the PHRD Partnership window are predominantly Bank-Executed except a few exceptional cases such as those implemented by the Global Development Network (GDN) which are Recipient-Executed. All RETF grants must be processed in the operations portal following the Small RETF Grants Guidelines

ASA Directive: https://spappscsec.worldbank.org/sites/ppf3/PPFDocuments/f2ab0649240d49b7b0f31618be3a4d1c.pdf

Knowledge Management Guidelines: http://intresources.worldbank.org/INTOPCS/Resources/380831-1206733291493/4830625-1367246443167/Guidelines_KP_Discrete_ADMF.pdf. Although knowledge management products are for internal Bank use. Teams are to collaborate with Japanese Institutions [and other development partners] to share and disseminate knowledge generated within the framework of the grant activities.