**DETAILED PROPOSAL**

**(RESEARCH FACILITIES DEVELOPMENT)**

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| **I. BASIC INFORMATION** | | | |
| 1. **Project Title** |  | | |
| 1. **Proponent/s** |  | | |
| 1. Name of Implementing Agency and Address: |  | | |
| 1. Name of Agency Head |  | | |
| 1. Name and signature of the Project Leader and   Co-Project Leader: |  | | |
| 1. Position/Designation: |  | | |
| 1. E-mail Address: |  | | |
| 1. Landline/Fax & Mobile Number: |  | | |
| 1. Office/Department |  | | |
| 1. **Project Site/s** |  | | |
| 1. Province |  | | |
| 1. City(-ies)/Municipality   (-ies) |  | | |
| 1. Barangay(s) |  | | |
| 1. Geocode(s) |  | | |
| **4. Project Funding** |  | | |
| *Source of Fund:* | *Amount (PhP):* | | *Item/s of Support:* |
| 1. DA-BAR |  | | Facility (F)  Equipment (E)  Both (F&E) |
| 1. Agency Counterpart |  | | Facility (F) Equipment (E)  Both (F&E) |
| 1. Others |  | | Facility (F) Equipment (E)  Both (F&E) |
| **5. Duration** |  | | |
| **6. Target Beneficiaries** |  | | |
| 1. Next Users |  | | |
| 1. End Users/Target Clienteles |  | | |
| **7. Services and Functionalities** | | | |
| **Service/Functionality** | | **Target Clientele** | |
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| **II. PROJECT DESCRIPTION** | |
| 1. **Rationale/Background** | |
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| 1. **General Objective** |  |
| 1. **Specific Objectives** |  |
| **4. Major Activities** |  |
| **5. Expected Output** |  |
| **6. Outcomes/Impacts of the Facility Development/ Upgrading** |  |

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| **7. Project Implementation Plan or Schedule of Activities** | | | | | | | | | | | | | |
| **Activities** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** | **Output(s)** |
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| **8. Monitoring and Evaluation Plan** |
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| **III. ATTACHMENTS** |
| 1. Existing Needs - Gaps Analysis Matrix 2. Budgetary Requirement Form 3. Return on Investment *(if applicable)* 4. Complete List of Existing Facilities and Equipment 5. Photos of existing facilities for renovation and/or Equipment for repair 6. List of Specific Beneficiaries (Individuals, Groups, Institutions) 7. List of Personnel Involved and Roles and Responsibilities |

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| **IV. EXIT/SUSTAINABILITY/OPERATIONALIZATION/MANAGEMENT PLAN** |
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*Note: For establishment/renovation of buildings and other facilities, please provide the following for evaluation purposes:*

1. *Working Drawings*
2. *Program of Works*
3. *Detailed Budget Estimates*

**GUIDELINES FOR THE PREPARATION OF PROPOSAL FOR RESEARCH FACILITIES DEVELOPMENT**

Project proposals must be prepared using the prescribed format and in accordance with the following guidelines. Use Cambria 11, single space.

1. **BASIC INFORMATION**

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| *Project Title* | Specify if it is for upgrading or for the improvement of Research Facilities |
| *Name of Implementing Agency and Address* | Primary institution that will lead the implementation of the project  Indicate the block and lot number, street, subdivision, barangay, city/municipality, province, postal code |
| *Agency Head* | Indicate the Surname, First Name, Middle Name of the head of the agency |
| *Name and signature of the Project Leader* | Principal implementer of the project. Indicate the Surname, First Name, Middle Name and position/designation |
| *Email Address* | Email address of the project leader |
| *Landline/Fax &*  *Mobile Number* | (Area code) NNNN-NNNN loc NNN  09XX-XXX-XXXX |
| *Project Site/s* | Specific project location |
| *Project Funding* | Financial requirement of the project in Philippine Peso |
| *Total Budget Requested* | Total budget requested from DA-BAR |
| *Agency Counterpart* | The contribution/ share of the implementing/collaborating agency in the conduct of the project |
| *Project Duration* | Period of the proposed start and completion of the project (in number of years and/or months). Duration should be at most within one year only |
| *Target Beneficiaries* | Groups or individuals who will directly benefit from the conduct of the project, include the specific target users and estimated number of beneficiaries |
| *Next Users* | DA institution, SUCs, and/or LGUs that can complement the services |
| *End Users/Target Clienteles* | The target clienteles of the facility |
| *Services and Functionalities* | Include the services to be offered by the facility once established or upgraded. Include the target clienteles per service. This element will serve as the basis for the post-implementation assessment.   |  |  | | --- | --- | | **Service/Functionality** | **Target Clientele** | | *1.* |  | | *2.* |  | |

1. **PROJECT DESCRIPTION**

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| *Rationale/ Background* | 1. Significance of the project to the industry/sector being addressed 2. Farm Level Application/Benefit 3. Relation to mandate of the institution in AFMA and its relation to mandated/assigned R4D programs 4. Needs and requirement of R4D of the proponent/institution based on Gap-Needs Analysis 5. Institutional capability (trained workforce, physical resources, etc.) to fully utilize additional or improve capacity in R4D |
| *Objectives* | 1. Statement of a general developmental objective that the proposed project is aimed at making some contributions (provide objectives that are tangible and attainable within the time frame of the project)   b. A number of specific objective of the proposed project leading to the attainment of the general objective  c. Must be in line with the title of the project  d. For the establishment of new facilities, include the crafting of organizational plan/structure and operational plan. For upgrading, updating of organizational plan/structure and operational plan should be targeted. |
| *Major Activities/ Methodology* | 1. Statement of a general developmental activities leading to the attainment of the general objective of the project 2. A number of specific activities leading to the attainment of the specific objectives 3. Major deliverables  |  |  |  | | --- | --- | --- | | **Major Outputs** | **Deliverables** | **Budget Requested** | | *1.* |  |  | | *2.* |  |  | |
| *Expected Output* | 1. The result of activities undertaken using some inputs or the deliverables that are expected per objective 2. Identify the outputs of every major activity in the objective (ie. Activity: upgrading of facility; Output: upgraded facility for the enhancement of the services/functions) |
| *Outcomes/Impacts of the Facility Development/ Upgrading* | Short to long term effects of the project to its intended beneficiaries after its successful completion |
| *Project Implementation Plan or Schedule of Activities* | Itemize the detailed calendar of works to be undertaken for the whole duration of the project |
| *Monitoring and Evaluation Plan* | Discuss the plan on how the project leader will ensure that the project will be completed on time. Regularly update the DA-BAR focal on the current status of the project. |

**III. ATTACHMENTS**

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| **Budgetary Requirement Form**  This form should be filled out based on the result of the gaps/needs from the matrix. Administrative cost, honoraria, and items with a unit price that cost below PhP 50,000 should not be included in the requirement. | | |
| *Mandated R4D Project/ Responsible Unit* | This refers to the agency assigned or mandated R4D projects in support of the National or Regional R4D Agenda and Programs. It includes the specific place, location, and intended user(s) of the center. (eg. White Potato Breeding and Germplasm Collection Project - NOMIARC - Rootcrop Research Section, Malaybalay, Bukidnon). |
| *Description/ Specification* | This refers to the definite and complete characteristics/statement of each required item, be it equipment or facility improvement of the project or unit. Administrative cost, project TEV, supplies, and other MOOE should not be included (eg. equipment for white potato breeding: Power Sprayer 1 HP, US Model, 5-liter capacity; Facility improvement: renovation of 100 sqm research management office building with glazed flooring and modular workstations). |
| *Quantity/Unit* | Refers to total requirement per item in number, volume, or other unit of measurement. |
| *Budgetary Requirement* | **DA-BAR** – Refers to the amount to be requested for each required item from the Bureau of Agricultural Research.  **Agency Counterpart** – Refers to the amount for each required item to be shared by the agency or region. It should be at least 10-50% of the total cost of the project. This excludes existing land and equipment of the agency.  **Total** – Sum of DA-BAR fund and agency counterpart fund. |
| *Justification* | R4D Utilization – Refers to the need/usage/purpose/urgency of procurement of each item in support of the mandated R4D project (eg. Power Sprayer - to replace the old backpack sprayer and enhance the crop protection and maintenance of germplasm collection).  Frequency of Use – Specify the degree of use or optimum usage (eg. Power Sprayer - needed every other day for wet and dry season studies).  Benefits – Specify the cost efficiency and impact of its usage to the R4D program (eg. power sprayer - cost-effective in terms of usage and person-hour utilization |
| **Complete List of Existing Facilities and Equipment**   1. *Name of Facility (Facility 1)* 2. *Equipment A* 3. *Equipment B* 4. *Equipment C*   *2. Name of Facility (Facility 2)*   1. *Equipment A* 2. *Equipment B* 3. *Equipment C* | |
| **Photos of Existing Facilities for Renovation and/or Equipment for Repair**  Incorporate captions in every photo. Include only all relevant photos. | |
| **List of Specific Beneficiaries (Individuals, Groups, Institutions)**  Indicate specific groups, individuals, who will most benefit on the project (ie. FCAs, researchers, students)   |  |  |  | | --- | --- | --- | | **Next Users** | | | | **Specific Beneficiary** | **Number of Beneficiaries** | **Location** | | *1.* |  |  | | *2.* |  |  |  |  |  |  | | --- | --- | --- | | **End Users** | | | | **Specific Beneficiary** | **Number of Beneficiaries** | **Location** | | *1.* |  |  | | *2.* |  |  | | |
| **List of Personnel Involved and Roles and Responsibilities**  All individuals involved in the preparation, implementation, and post implementation of the project.   |  |  |  |  | | --- | --- | --- | --- | | **Name of Personnel** | **Position** | **Contact Details** | **Roles and Responsibilities** | | *1.* |  |  |  | | *2.* |  |  |  | | |
| **IV. EXIT/SUSTAINABILITY/OPERATIONALIZATION/MANAGEMENT PLAN**  Indicate the maintenance and operational plan of the proposed facility/equipment. Aside from the financial sustainability, also include the organizational stability in terms of workforce and technical capability.   |  |  |  | | --- | --- | --- | | **Component** | **Strategies/Action Plan** | **Responsible Unit** | | Operational Aspect |  |  | | Technical Capability |  |  | | Repair and Maintenance |  |  | | |