

PROJECT PROPOSAL EVALUATION SHEET

Project Title: _____
 Proponent: _____
 Project Location: _____
 Contact Person: _____
 Contact Details : _____
 Evaluator: _____

Directions: Please score the proposal according to the following criteria. Encircle the appropriate rating scale from 1 to 4, 4 being the most feasible. Also please provide the proponents with constructive suggestions and feedback on each evaluation criterion to assist them in improving their proposals in the future.

A. TECHNICAL VIABILITY	RATING			
A.1. Will the technology intervention redound to improve productivity in terms of:				
A.1.1 Labor	1	2	3	4
A.1.2. Quality	1	2	3	4
A.1.3. Quantity	1	2	3	4
A.2. Will the technology intervention redound to improve product quality?	1	2	3	4
A.3. Availability and sustainability of raw materials	1	2	3	4
A.4. Availability of utilities (electricity, water)	1	2	3	4
A.5. Availability of transportation	1	2	3	4
A.6. Accessibility of the project location/site (to market, raw materials)	1	2	3	4
A.7. Production process flow	1	2	3	4
A.8. Plant layout	1	2	3	4
A.9. Availability of equipment being sought/after sales services	1	2	3	4
A.10. Availability of consultancy services	1	2	3	4
A.11. Others (please specify)	1	2	3	4
Subtotal				
Comment:				

B. MARKET VIABILITY	RATING			
B.1. Availability of market	1	2	3	4
B.2. Supply and demand gap	1	2	3	4
B.3. Marketing plan and strategies	1	2	3	4
B.4. Price of the product	1	2	3	4
B.5. Distribution channels	1	2	3	4
B.6. Terms of sale/payment	1	2	3	4
B.7. Presence of Competitors	1	2	3	4
B.8. Others (please specify)	1	2	3	4
Subtotal				
Comment:				

C. MANAGEMENT/ ADMINISTRATIVE CAPABILITY	RATING			
C. 1. Does the organization demonstrate an established track record in managing similar undertaking?	1	2	3	4
C.2. Do the qualifications of key personnel (education, training, etc.) demonstrate an ability to successfully implement the proposed project?	1	2	3	4
C.3. Is the manpower adequate?	1	2	3	4
C.4. Is the manpower capable?	1	2	3	4
C.5. Is the remuneration given to employees fair?	1	2	3	4
C.6. Others (please specify)	1	2	3	4
Subtotal				
Comment:				

D. SOCIO-CULTURAL/ ENVIRONMENTAL IMPACT	RATING			
D.1. Is the external environment/ business atmosphere conducive to doing business?	1	2	3	4
D.2. Is the peace and order situation in the area stable?	1	2	3	4
D.3. Are the reactions of the people receptive?	1	2	3	4
D.4. Is there a proper waste disposal mechanism adopted in the implementation of the project?	1	2	3	4
D.5. Others (please specify)	1	2	3	4
Subtotal				
Comment:				

E. FINANCIAL AVAILABILITY	RATING			
E.1. Are the projected financial statements indicate business viability?				
E.1.1. Cash flow	1	2	3	4
E.1.2 Income statement	1	2	3	4
E.1.3 Balance sheet	1	2	3	4
E.2. Other profitability indicators (NPV, ROI, payback period)	1	2	3	4
E.3. Is the requested project funds sufficient to accomplish the objectives of the project?	1	2	3	4
E.4. Are there adequate counterpart funds introduced?	1	2	3	4
E.5. Others (please specify)	1	2	3	4
Comment:				

GRAND TOTAL (A+B+C+D+E)	
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Overall Rating: ☐ Feasible ☐ Not Feasible

Notes (Acceptance Criteria):

- i. minimum total rating: 70% of the total possible highest score
- ii. Minimum score per criteria: 60% of the total possible highest score

GENERAL COMMENT/ RECOMMENDATIONS

Name and Signature of Evaluator

Date