PROPOSAL FORM

Pakistan Innovation Fund (PIF)
Government of the Pakistan
Planning Commission

Ministry of Planning, Development and Special Initiatives

Instruction:

In order to consider proposal for financial support under the PIF, you must complete this proposal Form and send it to PIF Secretariat, Ministry of Planning, Development and Special Initiatives, Government of the Pakistan. All documents including main project proposal and supporting documents should be annexed to this Form.

<u>You must:</u>

- Answer **all** questions

- Complete the Proposal Form in English

- Use font size ARIAL 11

- Complete the checklist and declaration page at the end of this form, and ensure you include the requested supporting documents

Due to the high level of interest in the ISP, if you do not meet all of these basic requirements, we will be unable to consider your proposal grant of financial support.

<u>Process:</u>

- We will send you an e-mail confirming that we have received your application within 3 working days.

- Within 6 working days you will be given a **<u>Reference Number</u>** which you must use in all correspondence.

PROJECT PROPOSAL FORM

PAKISTAN INNOVATION FUND (PIF) **GOVERNMENT OF THE PAKISTAN** **Planning Commission** **Ministry of Planning, Development and Special Initiatives**	**Reference no. (For official use only)**

SECTION 1: INFORMATION ABOUT YOUR PROJECT

1.1	**Project title** (please keep your title brief)	
	Main objective of the project (maximum 50 words)	
1.2	**Area in which the project will work**	
1.3	**City/town within the District**	
1.4	**When will this project start and end?**	Start date: End date:
1.5	**What is the total cost of the project?**	Rs. (Pl. attached detailed cost of the each component of the project)
1.6	**How much are you applying for from the ISP?**	Rs. (Pl. provide the detail of component which will require ISP funding)
1.7	**If you are not asking for 100% funding, where and how much are rest of the funds for this project coming from?**	

SECTION 2: INFORMATION ABOUT YOUR ORGANISATION / OFFICE AT WHICH YOU LIKE TO IMPLEMENT THE PROJECT

2.1	**Organization / Office Name**	
2.2	**Name of the contact person in your organization, for this project who will grantee the project implementation**	
2.3	**Postal Address**	
2.4	**E-mail address** (this is the e-mail address we will use for all correspondence)	
2.5	**Telephone number** (including city code)	
2.6	**How would you describe your organization?** (You may tick more than one box)	☐ Public Sector Semi-Autonomous Autonomous Academic Institution District Government TMA Other Private Sector NGO

2.7	**What are main functions/ activities of your organization?** (Maximum 50 words)			
2.8	**What is your organisation's average annual budget allocation and utilization over the last 3 years? (Rs. In million)**	Year	Allocation	Utilization
		2019-20		
		2020-21		
		2021-2022		

SECTION 3: PROJECT DETAILS	
3.1	**Project overview: Give us a summary of your project, what you intend to achieve through innovative method and how. (Maximum 100 words)**
3.2	**Why is this project needed? What problem is it expected to solve at your organization?**
3.3	**Whose idea was this project? Tell us about any partners that have been involved in the design of the project.**
3.4	**Who will benefit from this project? Whose lives will change?**
3.5	**What will the benefits of the project and changes be?**
3.6	**How will these changes be achieved and what would be impact on service delivery functions of your organization? What are the project activities?**
3.7	**Who will be carrying out the project activities and what is their previous experience? [You should include in your supporting documents a CV of the lead person implementing the project.]**
3.8	**What experience does your organization have of projects of this type and what lessons from experience will you use in this project?**
SECTION 4 : BUILDING SUPPORT FOR INNOVATION	
4.1	**How do you intend to raise awareness of development results across the country**

	through lessons learned/ experiences from the project? (This is a critical selection criterion for funding from the IDF. Please read the guidelines carefully and provide a clear response here.**)**
4.2	**How you will recognize ISP's contribution to your work?**
SECTION 5 : MONITORING AND REPORTING	
5.1	**How will you monitor your project to ensure that it achieves its objective?**
5.2	**How will you define and measure success of the project?**
5.3	**What is your strategy for the sustainability and scalability of the project?**

Signature

Print Name

Position

Date

Checklist:

Activity	Check
Are you an eligible member of public or private sector entity?	
Does your project fall within the priority areas under PIF?	
Have you attached the detailed project proposal?	
Are your budget estimates within the prescribed limit of Rs. 20 Million?	
Are you contributing at least 10% of the total funds needed for the project?	
Have you indicated budget estimates for your project?	
Have you given last three years' annual budget and utilization of your organization?	
Have you added CV of the lead person who is going to implement the project?	
Have you checked that your budget is correct, adds up and matches with the estimates provided in your project proposal?	
Have you answered all questions on the Proposal Form?	
Have you signed the Proposal Form?	
Have you signed the declaration below?	

Declaration:

I apply on behalf of the organization named above for a grant as proposed in this application in respect of expenditure to be incurred over the funding period on the activities above.

I certify that, to the best of my knowledge and belief, the statements made in this application are true and the information provided is correct.

This form should be signed by an individual authorized by the head of applicant organization to submit applications and sign agreements on their behalf.

Signature

Print Name

Position

Date

a. Format of the proposal

1. Personnel Bio Data of the individual/team submitting innovation Project proposals
2. Title of the proposal along with area / sector of beneficiary of innovation project, proper justification
3. Time/ Schedule of Activity of Project
4. Detailed parameter of the project proposal
5. Cost of Project along with detail /co-financing if any
6. Material required for project

b. Criteria for Selection of Proposals

1. Proposal as per above format: 15 marks
2. Quality of proposal: 15 marks
3. Impact on productivity enhancement in the relevant sector: 15 marks
4. Implementation Framework   :   15 marks
5. Monitoring framework   15 marks
6. Experience, qualification of project staff   15 marks
7. Organization financial share to execute the project   10 marks

   (0 marks for less than 10% of the cost, 3 marks between 10-20%, 5 marks between 20-30 %, 7 marks between 30-40% and 10 mark above 40%)

Instruction

1. The innovative ideas/ project should include the following areas:
   a. Governance
   b. Health
   c. Education
   d. Agriculture
   e. Tech Startups
   f. Women Entrepreneurship
2. All proposals must be submitted in a hard form along with proposal form available on the Planning Commission website
3. An individual or frim or institution can only submit up to two proposals
4. The core purpose of innovation proposal should be clearly defined. Answer to the following questions should be given properly in the proposal:
   a. Background and rational of the proposal should be described in proper manner
   b. What are the goals of the project/idea and why would you want to adopt it?
   c. Problem statement should be described. What problem are you trying to solve, what change are you trying to effect?
   d. What advancement are you trying to achieve through the proposed project/idea?
   e. What would be the strategic, operational, and/or moral imperatives for engaging in the project, and for doing so now rather than waiting?
   f. How the proposal serves the institution's mission, vision, values and strategic plan?
   g. What would be the direct/tangible and indirect/intangible benefits of the project/idea across numerous key areas?
   h. What would be the impact of the project/ idea on stakeholders?
   i. What would be the impacts on institutional effectiveness, efficiency, cost savings, revenue generation, accreditation, reputation and brand?
   j. How will the outcomes affect stakeholder's relationships?
   k. A detailed timeline for the project (planning/execution) and budget estimates should be provided
   l. Team experience to execute the proposal should be given.
   m. It should be clearly indicated whether the project's activities are sustainable under the proposed and likely future conditions and levels of funding. Also of interest will be whether the implementation of the project provides the opportunity to explore creative, instructive, relevant, adaptable, interoperable, or new models for other situations and problems.
   n. Project proposal should include measureable KPIs to determine success and accountable
   o. Proposal may also include risks associated with the innovation project including those that are foreseeable and preventable, unpredictable and uncontrollable, internal and external. Such risks have the potential to impact strategic, operational, financial, compliance, reputational, systemic and localized activities, organizational effectiveness, morale, and governance aspects of the institution.
5. Project proposal should also include an executive summary of the project proposal not more than 500 words
6. The project proposal should not be more than 10 pages
7. CV of the project team/ individual should also be attached

The hard copy of the project proposal should be reached within 20 days after publication to

the office of the Project Director Room No.320, 3rd floor, P block, Pak Secretariat Islamabad