



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City



DA-CO-PDS-AO20230707-00001

Administrative Order No. 06
Series of 2023

**SUBJECT: REVISING ADMINISTRATIVE ORDER (AO) NO. 29, SERIES OF 2012
(REACTIVATION AND RECONSTITUTION OF THE DA-WIDE PROJECT
CLEARINGHOUSE SYSTEM)**

WHEREAS, the Department of Agriculture (DA) recognized the need to rationalize the project review, evaluation, and selection process, expedite project processing and determine the best financing options for all projects through the establishment of a DA-Wide Project Clearinghouse System (DA CH) in 1991;

WHEREAS, the DA CH, after becoming inactive in 2000, has been reactivated and reconstituted through DA Administrative Order (AO) No. 29, Series of 2012;

WHEREAS, recognizing the opportunities to implement and finance projects through Public-Private Partnerships (PPPs), the DA issued AO No. 4, Series of 2013 (Guidelines in the Development of PPPs of the DA) for the identification, prioritization, review and evaluation of projects for PPP arrangements for the Department as defined in Republic Act (RA) No. 7718 or the Build-Operate-Transfer (BOT) Law, supported by Section 2 of RA No. 8435 or the Agriculture and Fisheries Modernization Act (AFMA) of 1997, and Section 7 of RA No. 11321 or the SAGIP SAKA Act;

WHEREAS, Section 4.C (Vetting of Major Project Proposals) of DA AO No. 16, Series of 2019 (Establishing the Department-Wide Policy Framework for the New DA Vision of “A Food Secure Philippines with Prosperous Farmers and Fishers” and Instituting Measures Therefore for Better Public Service Delivery, Greater Effectiveness and Efficiency, Enhanced Transparency, and Stronger Accountability Towards Doubling the Incomes of Small Farmers and Fishers Within Five Years) provides that all locally-funded projects that require public expenditures above Fifty Million Pesos (PhP 50,000,000.00) in addition to project proposals intended for foreign funding, shall henceforth be subjected to vetting via the DA CH to be coordinated with the designated Undersecretary for Policy and Planning;

WHEREAS, Section 2.5 “Establishment of the Agriculture PPP Support System” of DA AO No. 1, s. 2020, amending DA AO No 16, s. 2019, states that the Project Development Service (PDS) shall act as the main support and monitoring group to guide and assist potential PPP investor groups for agri-infrastructure, agri-processing and agri-logistics projects;

WHEREAS, the DA CH shall ensure that all agriculture and fishery projects are aligned

with the National Agriculture and Fisheries Modernization and Industrialization Plan (NAFMIP) 2021-2030, commodity roadmaps, masterplans, and other agri-fishery development plans and programs as it defines the directions, strategies, and priorities in developing Philippine agriculture to transform and unlock the potential of the agriculture and fishery sector;

WHEREAS, there is a need to update DA AO No. 29, s. of 2012 to incorporate various policy issuances and mainstream the processing of PPP projects to the DA CH;

NOW, THEREFORE, this ORDER is hereby issued to revise the DA AO No. 29, s. of 2012.

I. Definition of Terms

1. **Agriculture and Fishery Projects** - refers to the projects of the Department, such as but not limited to:
 - Agricultural and fishery infrastructure projects e.g. production/post-harvest/cold-chain processing/packaging facilities and equipment, irrigation systems, fishports/seaports, farm-to-market roads/bridges, marketing centers, etc.)
 - Research for development and extension projects (e.g., those that are related to the development, commercialization, technology transfer, and scale-up of innovative agri-fishery technology and practices);
 - Training and capacity building projects for ODA, PPP, and locally financing;
 - Rural sector projects (e.g., poverty reduction, rural empowerment, interventions addressing supply chain gap, etc.); and
 - Environmental conservation and management projects in support of agriculture and fisheries sectors.
2. **Brownfield Projects** - refers to projects that carry constraints related to its current state. Such projects can be regarded as underutilized, non-operational, incomplete and may necessitate interventions such as upgrading, expansion, and streamlining to optimize functionality.
3. **Congressional Introduced Initiative (CII)** - refers to projects resulting from any amendments to the national expenditure program or general appropriations bill, as the case may be, proposed or introduced by any member of Congress during deliberations on the same.
4. **DA-Wide Project Clearinghouse System (DA CH)** - refers to the internal DA System that facilitates the identification, review, evaluation, and approval of project proposals in the agricultural and fishery sector from the project proponents (DA Operating Units). It also facilitates the subsequent approval and financing of projects by the Investment Coordination Committee (ICC), National Economic and Development Authority (NEDA) and the Official Development Assistance (ODA) or development partners.

5. **Detailed Project Proposal** - refers to a more thorough than a concept note containing brief but comprehensive information that can be used as the basis for conducting a feasibility study (FS) as determined by the DA CH Technical Committee (TECHCOM).
6. **Feasibility Study (FS)** – refers to the full analysis and evaluation of a project based on the pre-feasibility study with extensive analysis of the technical, financial, economic, social, environmental, legal and institutional merits of the project, and more definite estimates of financial returns and economic impact.

In case a project is structured as a PPP, the FS should include an analysis of Value for Money (VfM), a structuring/modality options analysis, terms of engagement or project terms and conditions, draft contract and appropriate financial models in traceable and editable spreadsheet format.

7. **Greenfield Projects** - refers to a project which entails the creation of an entirely new facility, which does not depend on the improvement of an existing facility.
8. **Joint Venture (JV)** – refers to an arrangement whereby a private sector entity or a group of private sector entities and a government entity or a group of government entities, contribute money/capital, services, assets or its combinations to undertake an investment activity.
9. **JV Modality** – refers to any of contractual arrangements or schemes, as well other variations by which projects are covered by the NEDA JV Guidelines.
10. **National Agriculture and Fisheries Modernization and Industrialization Plan (NAFMIP) 2021-2030** - as a whole-of-nation plan, serves as a directional plan to steer sector-wide growth over the next decade. It will guide the trajectory of more detailed and operations-oriented agri-fishery development plans.
11. **Official Development Assistance (ODA)** - is a loan or a grant administered to promote sustainable social and economic development and welfare of the Philippines (*as defined in Republic Act 8182 – ODA Act of 1996*).
12. **Philippine Development Plan or PDP 2023-2028** - is a plan for deep economic and social transformation to reinvigorate job creation and accelerate poverty reduction by steering the economy back on a high-growth path. This growth must be inclusive, building an environment that provides equal opportunities to all Filipinos, and equipping them with skills to participate fully in an innovative and globally competitive economy.
13. **Pre-FS or Business Case** - refers to a preliminary study that aims to determine, analyze, and select the best business scenarios in the technical and financial aspects of the project and the practicality of carrying out an FS.

14. **Project Concept Note (PCN)** – containing basic information that can be used as basis for conducting a detailed project proposal or FS.
15. **Project Cost** – refers to the total cost to be expended to plan, develop, construct and implement the project to completion stage.
16. **Project Development and Monitoring Facility (PDMF)** – refers to the revolving fund managed by the PPP Center constituted pursuant to Section 2.a and Section 6 of Executive Order (EO) No. 8 s. of 2010 as amended by EO No. 136, s. of 2013.
17. **Project Proponent** - refers to a DA operating unit responsible for crafting a project document (e.g. PCN, FS, detailed project proposal) and submits the same to the DA CH for processing and mandated to implement the project.
18. **Public Investment** – refers to government projects that contribute to the achievement of the societal goals, sector targets, and outcomes laid out in the PDP.
19. **Public Investment Program (PIP)** - contains the rolling list of priority programs, activities and projects (PAPs) to be implemented by the national government (NG), government owned and controlled corporations (GOCCs), government financial institutions (GFIs), and other national government offices and instrumentalities within the medium term, which respond to the outcomes in the Philippine Development Plan (PDP) and its Results Matrices (RMs).
20. **Public-Private Collaboration (PPC)** - refers to any project or initiative of the Department, its Bureaus, Attached Agencies and Corporations that involve collaboration with the private sector entity that is partially, but not entirely similar to how Public-Private Partnerships are defined in the legal and policy frameworks of the Republic of the Philippines.
21. **Public-Private Partnership (PPP)** - refers to long-term contractual ventures or contractual agreements between government and private sector entities with clear objectives in addressing public and social needs by delivering public goods and infrastructure services. It entails optimal risk allocation whereby risks are allocated to the entity best able to manage them at the lowest cost.
22. **PPP Modality** – refers to any contractual arrangements or schemes, as well as other variations by projects covered under the BOT Law, NEDA JV Guidelines or any related law pertaining to long term partnerships and engagements with the private sector.
23. **Solicited Proposal** - refers to project proposals identified as part of the list of priority projects by the Department, its Bureaus, Attached Agencies and Corporations.
24. **Unsolicited Proposal** - refers to project proposals submitted by the private sector, not in response to a formal solicitation or request issued by the Department, its Bureaus, Attached Agencies and Corporations. Such proposals should be pursuant to pertinent guidelines and policies established in relation to PPPs.

25. **Value-for-Money (VfM Analysis)** - refers to the quantitative and qualitative analytical approach comparing the whole of life cycle costs of a project carried out as a PPP compared to the similar project being funded or financed through standard government means. Such analytical exercise is considered a prerequisite for the conduct of more detailed project development activities.

II. **Composition, Duties and Responsibilities**

The DA CH shall be composed of the following with its corresponding duties and responsibilities:

A. **The Project Clearinghouse Executive Committee (EXECOM)**

1. **Composition**

| | |
|------------------|---|
| Chairperson | DA Secretary |
| Vice-Chairperson | The Undersecretary designated as Chair of the TECHCOM |
| Members | At most three (3) Members (Undersecretary and/or Assistant-Secretary level) that may be assigned by the Secretary |

2. **Duties and Responsibilities**

- a. Render final decision on project documents endorsed by the TECHCOM for clearance, prioritization, and approval.
- b. Review and approve for adoption improvements and updates of the guidelines, criteria and procedures in the DA CH as recommended by the TECHCOM.
- c. Meet at least once per quarter or as necessary based on the urgency of TECHCOM endorsed proposals and other recommendations, among others. In cases where a common schedule among members cannot be arranged for deliberating/approving urgent matters endorsed/recommended by the TECHCOM, an ad-referendum may be resorted to in lieu of a formal meeting.

B. **Project Clearinghouse Technical Committee (TECHCOM)**

1. **Composition**

| | |
|------------------------------------|---|
| Chairperson | DA Undersecretary for Policy, Planning and Project Development |
| Vice-Chairperson | Assistant Secretary for Planning and Project Development |
| Members | Director, Project Development Service (PDS) |
| | Director, Planning and Monitoring Service (PMS) |
| | Director, Field Operations Service (FOS) |
| | Director, Agribusiness and Marketing Assistance Service (AMAS) |
| | Director, Climate Resilient Agriculture Office (CRAO) |
| | Director, Bureau of Agriculture and Fisheries Standard (BAFS) |
| | Director, Agricultural Training Institute (ATI) |
| | Director, Bureau of Agriculture and Fisheries Engineering (BAFE) |
| | Director, Bureau of Agricultural Research (BAR) |
| | Executive Director, Philippine Council for Agriculture and Fisheries (PCAF) |
| | Others as may be assigned by the Secretary |
| Additional Member for PPP Projects | Director, Legal Service |

The Member/s may designate at most two (2) alternate members as official representative/s during the deliberation and decision-making process of the TECHCOM in case the former is unavailable.

Representative/s from other DA Units/Offices may be invited as resource persons depending on the nature of the project to be deliberated.

2. Duties and Responsibilities

- a. Deliberate project proposal/FS initially evaluated by the Technical Secretariat (TECHSEC), and endorse/recommend to the EXECOM courses of action/decision to take on the said proposals;
- b. Determine and require relevant project documents, data and information for monitoring, feedback, and for other purposes that may guide and assist the

Committee including the EXECOM and TECHSEC in the performance of its duties and responsibilities;

- c. Deliberate, as necessary, the guidelines, criteria and/or procedures for recommendation to and approval by the EXECOM;
- d. Provide recommendations and solutions that will address project processing bottlenecks;
- e. Meet at least every other month or as necessary (i.e., urgency in approving and implementing projects, among others) to deliberate projects and discuss related concerns for endorsement to the EXECOM. The TECHCOM may also deliberate projects/FS via ad referendum in lieu of a formal meeting;
- f. Perform such other related functions as may be directed by the Secretary and/or the EXECOM.

C. Project Clearinghouse Technical Secretariat (TECHSEC)

1. Composition

| | |
|-----------|--|
| Head | Director, Project Development Service (PDS) |
| Vice-Head | Chief, PDS - Project Identification and Evaluation Division (PIED) |
| Members | Staff under the PIED and/or any staff as may be assigned by the Head of the TECHSEC For PPP projects, the PPP Unit shall act as TECHSEC members of the DA CH. |

The Secretary may assign/detail staff from other DA units/agencies to form part of the TECHSEC as full-time members to augment the staff complement of the PDS, consistent with the Rule 13.10.5 (e) of the IRR of AFMA, which provides for the strengthening of the PDS as follows: *"The enlargement of the project development group through designation and/or transfer of personnel from other units of the Department, RFOs, Bureaus and Attached Agencies."*

2. Duties and Responsibilities

- a. Ensure the completeness of project proposals/FS submitted for review and evaluation;
- b. Undertake technical review and evaluation of project documents in accordance with Section III.C. (Evaluation Criteria);

- c. Conduct field visits/site validations and consultation meetings with the proponents, proposed target beneficiaries and stakeholders of particular projects being proposed;
- d. Seek comments and inputs from concerned DA operating units;
- e. Prepare Project Evaluation Reports (PERs) and related documents based on the review/evaluation made and outcome of the consultations conducted;
- f. Prepare the necessary documents and materials that will facilitate the work of the EXECOM and TECHCOM, and secure all relevant documents, data and information from various operating units and from other institutional and organizational sources;
- g. Provide concerned project proponents updates and actions taken on project documents submitted for clearing and evaluation by the TECHCOM and approval by the EXECOM;
- h. Provide technical and administrative support to the EXECOM and TECHCOM during the conduct of meetings/deliberations;
- i. Continuously work with the operating units in generating and improving project documents based on the national government/DA priorities, presidential directives, the Secretary's instructions, EXECOM and TECHCOM orders, and other pertinent documents;
- j. Continuously review the DA CH process and prepare measures for an effective project Clearinghouse System; and
- k. Perform such other related functions as may be required by the EXECOM and TECHCOM.

D. Regional Coordinating Staff (RCS)

1. Composition

- a. The Regional Executive Director (RED) of each Regional Field Office (RFO) shall assign staff from the Planning, Monitoring, and Evaluation Division (PMED) who shall coordinate all DA CH project matters/concerns at the Regional level.
- b. Staff from other units within the RFO may also be assigned by the RED to form part of the RCS to act as focal persons for sector commodity and/or support service-specific concerns.

2. Duties and Responsibilities

- a. Provide assistance to and closely coordinate with the TECHSEC for it to efficiently perform its duties/responsibilities per Section I.C.2 of this Order;
- b. Secure and maintain a network of information sources;
- c. Secure technical inputs/comments from concerned DA units (Bureaus, Attached Agencies and Corporations) and other institutions and organizations at the regional level; and
- d. Secure approval from the RED for all endorsements and submissions to the DA CH.

III. Operational Framework

A. Projects Covered

1. By Funding Source

- a. All detailed project proposals/FS for ODA/foreign funding, the nature of which are either technical and/or capital assistance that promote agricultural, fishery and rural development, as well as restoration/recovery of agricultural/fishery production due to impacts of natural calamities, among others.
- b. All projects for local financing (including CII) that are for endorsement and funding under appropriate DA programs or financing windows including other possible financing programs/windows of government.
- c. All projects for implementation under PPP arrangement governed by appropriate PPP legal or policy framework.
- d. Other projects for financing via other funding sources and financing modes as may be directed by the Secretary.

2. By Project Type

- a. New and/or greenfield project and program proposals that will help develop the agricultural, fisheries and rural sectors and assist the stakeholders in these sectors.
- b. Proposals and requests concerning on-going and/or brownfield projects needing clearance from/approval by the ICC/NEDA/DOF:
 - i. Extension of project implementation period;
 - ii. Change in project scope/design;

- iii. Realignment of budget/reallocation of loan proceeds;
- iv. Change in project cost;
- v. Deferment or extension of loan payments; and/or
- vi. Loan cancellation.

B. Minimum Documentary Requirements

1. Endorsement letter from the head of proponent agency;
2. Detailed Project Proposal (*Annex C*), FS or prescribed project concept paper (PCP) formats of the ODA/development partners and standard documentary requirements per BOT Law, NEDA JV Venture Guidelines and any pertinent laws, policies, guidelines and regulations on the same;
3. Proof or certification from Planning and Monitoring Service - Investment Programming Division (PMS-IPD) that the project is already or to be included in the Public Investment Program (PIP);
4. Logical Framework

Additional requirements shall be submitted following the ICC checklist for New and Re-Evaluation of Ongoing Projects.

C. Evaluation Criteria

1. The following criteria shall be used in the review, evaluation and approval of projects subjected under the DA CH system:
 - a. Completeness of submitted project documents and other requirements;
 - b. Use of accurate and updated data, information, and assumptions;
 - c. Consistency with the following:
 - i. Philippine Development Plan (PDP);
 - ii. Public Investment Program (PIP) for the agricultural and fisheries sector;
 - iii. National Agricultural and Fisheries Modernization and Industrialization Plan (NAFMIP)
 - iv. Commodity and support service roadmaps and masterplans;
 - v. Sector and regional thrusts and priorities; and/or
 - vi. Other goals, developmental thrusts and pronouncements, and plans and programs of the national government particularly the DA.
 - d. Responsiveness to various emerging national and international issues and concerns (e.g., climate change, global trade order, gender equality, displacement of and impacts on marginalized and special sectors, private sector participation, etc.); and

- e. Viability of the project in terms of its technical, socio-economic, financial, economic, market demand, organizational, environmental, and sustainability aspects, as well as risk management.
- 2. For PPP projects, additional criteria for review and evaluation shall be pursuant to the existing and succeeding PPP laws, policies, and issuances.
- 3. Additional evaluation criteria that may be included/required by the TECHCOM and/or EXECOM as deemed necessary.

D. Procedures

1. Project Identification

- a. All project proposals shall be identified and developed by the respective project proponents and submitted to the DA CH for screening and initial review following the evaluation criteria.
 - i. For projects that require feasibility study, project proponents must submit Annex A with corresponding Terms of Reference (TOR) or Annex B for PPP projects.
 - ii. For projects without prescribed proposal templates from the development partners, Annex C shall be used.

2. Project Review and Evaluation

- a. TECHSEC shall screen the submitted proposals for its conformity to the minimum documentary requirements (Section III.B).
- b. Inform the proponent of lacking data/documents.
- c. For proposals which passed the screening process, the TECHSEC shall then conduct an initial review/evaluation within fifteen (15) working days.
- d. A Project Evaluation Report (PER) reflecting TECHSEC comments, findings and recommendations shall be prepared within three (3) working days from receipt of revised proposal.
- e. The TECHCOM shall deliberate upon all TECHSEC-forwarded project proposals and render the following decisions:
 - Endorse and recommend to the EXECOM for approval the detailed project proposals/FS if found worthy for financing and implementation; and
 - For proposals needing further studies, improvement and/or revision, inform the proponents thru the TECHSEC of its findings to make the necessary adjustments before the said proposals are re-submitted for

possible re-deliberation.

- f. For projects with duration of one (1) year or less, project proposals shall not undergo the full processes and approval under the CH. Such projects shall be reported to both the TECHCOM and EXECOM for notation.
- g. For CII, project proposals shall not undergo the full processes and approval under the DA CH, however, project review and evaluation shall be carried out by the DA CH to ensure project viability and sustainability. Such projects shall be reported to both the TECHCOM and EXECOM for notation.
- h. For PPC projects, review will be undertaken by the TECHSEC for technical inputs and recommendations.

3. Project Approval and Endorsement

- a. All TECHCOM-endorsed project proposals shall be scheduled for deliberation and final decision by the EXECOM. The EXECOM may also approve the project proposal via ad-referendum. It shall render any of the following:
 - i. Approve and endorse the project proposals to the NEDA for review and subsequent endorsement to the ICC and/or appropriate diplomatic channels for corresponding ODA or local financing;
 - ii. Endorsement of the project documents to other more appropriate financing windows of government agencies or programs;
 - iii. Refer back to the proponents thru the TECHSEC the project documents should it need further study, improvements, and/or revision, where the EXECOM findings should be considered in fine-tuning said documents before such are re-submitted for possible re-deliberation; or
 - iv. Disapproval of the project proposals/FS stating the reasons for said decision.
- b. Once endorsed to the NEDA and other oversight agencies and development partners, the project documents shall be turned over to the Project Packaging and Resource Mobilization Division (PPRMD) for facilitation.

(DA CH Process Flowchart is presented below as Figure 1)

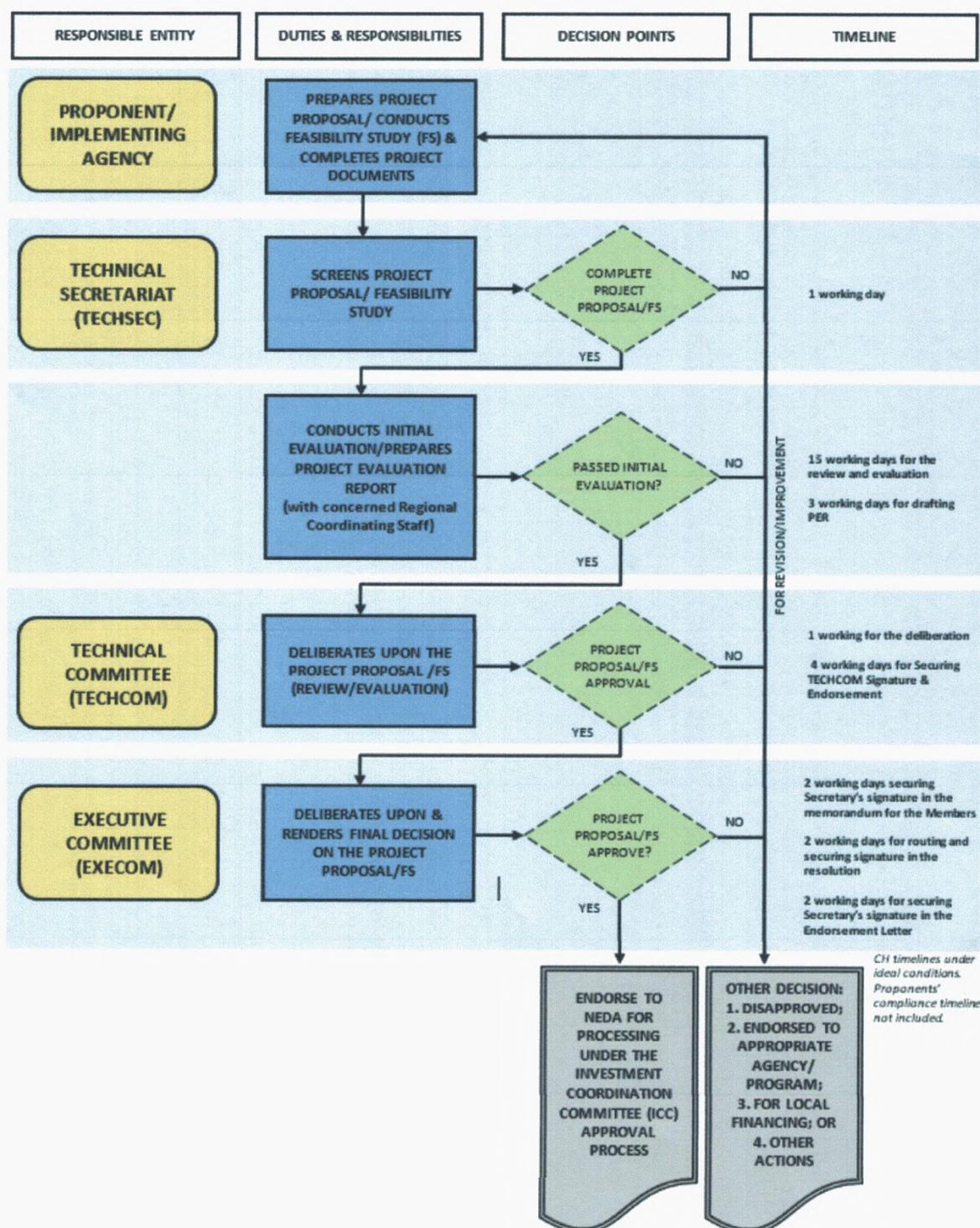


Figure 1. DA CH Process Flow Chart

IV. Other Provisions/Clauses

A. Capacity-Building

The TECHCOM and/or TECHSEC shall tap resources (e.g. bilateral/multilateral donors, PPP/PDS fund) to help strengthen the project development capabilities of the DA operating units through the continuous conduct of capacity-building activities. The TECHSEC shall likewise be capacitated on project development, review, and evaluation.

B. Transitory Clauses

1. Existing bodies/committees created under the DA through special or administrative orders with mandates to process project documents for funding assistance under specific programs/financing windows shall not be covered under and subjected to the processing of the DA CH.
2. For projects engaging private firms with ODA/Development Partners (or other similar/equivalent entities) as conduits in providing their products/services project beneficiaries, all DA Operating Units should only enter into formal agreements (on project financing and implementation) with the latter.

C. Repealing and Separability Clauses

1. All existing circulars, procedures, and orders or any part thereof that are inconsistent with this Administrative Order are hereby repealed, amended or modified accordingly.
2. The provisions of this Order are hereby declared to be separable and in the event that one or more provisions are held unconstitutional or violated existing laws, the validity of the other provisions shall not be affected thereby.

V. Effectivity

This Order shall take effect immediately.

Done this 7th of July 2023.


DOMINGO F. PANGANIBAN
Senior Undersecretary

Project Concept Note (PCN)**PROJECT TITLE**

State an appropriate title that can immediately capture the desired output and outcome of the proposed project.

PROPONENT

The lead operating unit who will implement the project.

SPATIAL COVERAGE

Specify whether the project will be implemented nationwide or region-wide and its specific location. May attach the map as an annex.

RATIONALE

This section provides information on the current state of the sub-sector and the target location the project intends to focus on, outlining the problems/gaps that the project will address. Also, it allows the proponent to justify that the project is the appropriate solution to address the identified problem/s and its importance to uplift the economic, social, and environmental conditions of the target area/beneficiaries, thus should be supported by funding agencies

PROJECT DESCRIPTION

Briefly discuss the proposed solution/s to the problem/s showcasing the distinctive and innovative approach as the best solution worthy of funding. This section also includes an overview on the project's methodology or activities to be employed that are aligned to achieve the goal and objectives of the project within the proposed timeline.

OBJECTIVES

Briefly state the overall goal of the project. Also include the objectives that are specific, and measurable statements that are attainable and reliable to achieve the goal within the timetable.

PROJECT COMPONENTS

Discuss individually the core interventions that will be made in achieving the set goals and objectives of the project.

BENEFICIARIES

Discuss the direct and indirect beneficiaries and indicate how said beneficiaries will actually benefit from the project. Also, provide a discussion on how the beneficiaries are selected/what are the criteria.

BUDGETARY REQUIREMENTS

Outline the resources needed to carry out the project

PROJECT DURATION

Indicate the number of years of implementation

SUSTAINABILITY PLAN

Provide measures and strategies that will be done to ensure project sustainability after project completion, e.g. how the project will continue its operation with external support, how the outcomes of the project will be institutionalized or which unit will adopt or how the beneficiaries will own the results of the project, among others.

CONTACT INFORMATION

State the head of the organization and the authorized representative/s whom the funder/s will coordinate.

PPP Project Concept Note

General Information on the Project**1. Name**

2. Brief Description

- *Present the major component/s of the project and the expected output/s to be delivered after the investment/construction phase*
- *Indicate the location of the project, target beneficiaries, and perceived benefits from the project*
- *Describe how the private sector may be involved - role/s of the private sector, in what areas of project implementation, operation and/or maintenance, perceived arrangement/s*

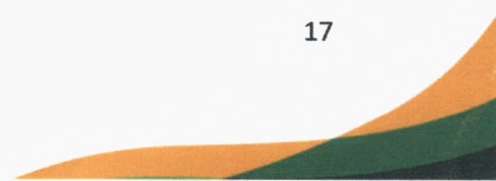
3. Project Background

- *Provide milestones and status in the development and processing of the project (e.g., approval of the masterplan, ICC/NEDA Board approval, issuance of Instructions to Prospective Bidders, receipt of unsolicited proposal, etc.)*
- *Indicate previous and/or ongoing studies (and related studies) undertaken, their recommendations, and highlights of decisions and actions taken, if any, on said recommendations*
- *Indicate difficulties encountered and/or issues raised in the development of the project*
- *Discuss whether the proposed project to be funded under the PDMF is part/component of a larger project financed through other schemes such as through ODA or GAA*

Rationale of the Project**1. Sector**

2. Sectoral Context

- *Present the project site/s and the site selection process; and discuss likely impact/s to target beneficiaries*
- *Discuss how the project attains sectoral objectives and/or addresses gaps as may be presented in sector master plans, if any*
- *Indicate linkages with other projects and/or programs*



3. National Context

- Discuss alignment/consistency of the project with the Philippine Development Plan and its inclusion in the list of priority government programs/projects (e.g., Public Investment Program, Comprehensive and Integrated Infrastructure Program, Regional Development Investment Program, Provincial Development Investment Program, Local Development Investment Program)

Indicative Implementation Schedule

Project Development

| MILESTONE* | TARGET DATE |
|-------------------------------------|-------------|
| Submission of the Feasibility Study | |
| Submission to ICC for Approval | |

*May also indicate other important milestones and/or activities the Agency has or is committed to accomplish.

Approval and Bidding Phase

| MILESTONE* | TARGET DATE |
|---|-------------|
| ICC Approval | |
| NEDA Board Approval | |
| Issuance of the Instructions to Prospective Bidders | |
| Issuance of the Instructions to Bidders | |
| Contract Signing with the Private Proponent | |

*May also indicate other important milestones and/or activities the Agency has or is committed to accomplish.

Support Requirements (applicable to projects that would require PDMF Support)

1. Major Outputs

- Indicate major outputs required (e.g., demand-supply study, geotechnical survey, draft contract, bid documents) under the requested PDMF support and provide a brief description of each major output.

2. Experts Required, Qualification, and Tasks

- Enumerate specialists required with their corresponding field of expertise (and/or required related field) to deliver the major outputs. Special emphasis is given into enumerating sector-specific experts (e.g., Railway Engineer, Highway Engineer, Civil Aviation/Airport Operations Specialist, IT/MIS Specialist, Civil Engineer) including tasks to be performed by each. To the extent possible, minimum requirement for experience, involvement in projects, and number of projects completed, among others, should be included.

Suggested format:

| | |
|--|----------------|
| With International Expertise | |
| Expert 1: | Qualification: |
| Duration of Engagement (in person-months): | |

| | |
|--|----------------|
| Tasks | |
| 1. | |
| 2. | |
| 3. | |
| <i>With National Expertise</i> | |
| Expert 2: | Qualification: |
| Duration of Engagement (in person-months): | |
| Tasks | |
| 1. | |
| 2. | |
| 3. | |
| Expert 3: | Qualification: |
| Duration of Engagement (in person-months): | |
| Tasks | |
| 1. | |
| 2. | |
| 3. | |

Available Documents on the Project

- *List current studies/documents prepared for the project (e.g., masterplans, pre-feasibility study, business case, feasibility study, technical study, Information Memorandum)*

Legal Authority to Undertake PPP

- Discuss the legality of the agency entering into a PPP arrangement with the private sector. The section describes the agency's mandate including relevant laws and policies that support the same.

Detailed Project Proposal

I. Project Profile

- A. Project Title** : *{formulate an appropriate/significant title that would capture the expected output and outcome of the undertaking}*
- B. Proponent Agency** : *{Indicate the lead DA operating unit/implementing agency which has the mandate to implement the project}*
- C. Collaborating Parties** : *{Indicate other agencies including international ones that shall be involved in, participate under, partnership with and co-implement/finance the project}*
- D. Funding Agency and Financing Instrument:** *{Identify the source of funds and the mode of assistance to be requested ((grant/loan/locally funded))}*
- E. Spatial Coverage** : *{Specify whether the project will be implemented nationwide or region-wide and its specific location. May attach map as annex}*
- F. Duration** : *{Indicate particular years for/number of years/months of project implementation. Ensure that the indicated project duration must be sufficient to carry out the identified project activities to achieve the desired outputs/outcomes}*
- G. Cost (PHP)** : _____ Requested for Financing
 _____ Counterpart/Equity
 _____ Other Sources
 _____ TOTAL
- H. Contact Person:** *{should be the project officer involved in the project}*

Name - _____
 Position - _____
 Office - _____
 Phone - _____
 E-mail - _____

Executive Summary (maximum of 500 words)

{briefly describe what the project is basically all about, including justification of proposing the project, desired goals and objectives, project location, project components, target beneficiaries, project cost, implementation arrangement, as well as the expected outcome and sustainability plan after the project life}

Brief Agency Profile (maximum of 500 words)

{Discuss the mandate of the agency, and its expertise, relative to the proposed project, including the previous and currently related projects being implemented, if any. Also include the manpower complement, annual budget, and absorptive capacity of the agency.}

II. The Project

A. Rationale/Justification (maximum of 1,000 words)

{Provide discussion on the current situation of the sub-sector in the project coverage area which the project intends to provide assistance. This can be elaborated through a discussion on the strength and weaknesses of the institution/agency/sector/sub-sector and the problems/constraints to be addressed by, and/or opportunities/potentials that will be harnessed through the project; and the likely situation/impacts during and after project implementation. Also include the specific groups that will likely benefit, directly and indirectly on the outcome of the development objectives identified. Enumerate the complementation/ convergence to the current/existing government and private sector interventions, including those foreign funded project, on the sub-sector involved in the project area}

B. Development Objective (maximum of 500 words)

{Spell out the goal(s) to which the project intends to contribute in a broader context. These goal(s) are contributory to the Results Matrices/Framework under the PDP / NAFMIP for the sector or sub-sector Also, may include the goal(s) that supports the Regional Development Plan, Roadmaps, and other plans as well as how it will contribute to the attainment of the goals of DA}

C. Objectives

1. General

{State in explicit terms what the project hopes to achieve in the long-run in terms of the development goals it aims to contribute to. Elaborate with quantitative indicators, if possible (refer to the goal in the prepared logframe)}

2. Specific

{State the immediate objectives that the project itself is expected to, of which must be expressed in measurable or quantifiable terms. It should be expressed in terms of specific change in behavior, status or conditions which the project is intended to bring about. In turn, it must contribute to the achievement of the project goal}

D. Expected Outputs

State the immediate output that the project itself is expected to achieve, of which must be expressed in measurable or quantifiable terms.

E. Beneficiaries (maximum of 250 words)

{Discuss separately the direct and indirect beneficiaries and indicate how said beneficiaries will actually benefit from the project (refer to the stakeholder analysis). Also provide discussion on how the beneficiaries are selected/what are the criteria,

including sex disaggregation. Discuss the roles of the beneficiaries in the project implementation.}

F. Location/Coverage *(maximum of 250 words)*

{Identify the specific location where the project will be implemented. Also, discuss the selection/prioritization criteria used to identify the target areas. Include a location map with geo-tagged areas as an annex.}

G. Major Components and Strategies

{Discuss individually the core interventions that will be made in achieving the set goals and objectives, where the indicators, specific outputs and outcomes, and resource/budget requirements (including the funding source) of each sub-component/activity per intervention are spelled out. Also, the procedures/mechanisms that will be employed in the implementation of sub-component/activities per intervention, including how the benefits of the project will be delivered to the target beneficiaries, as well as the measures that will be done to ensure project sustainability after project completion}

H. Market/Demand Aspects *(maximum of 500 words)*

{Discuss the nature of the unsatisfied demand which the project seeks to meet, its growth, and the manner in which it is to be met. Here, the supply-demand situation is examined, the target markets analyzed, and the marketing program formulated}

I. Technical Aspect *(maximum of 500 words)*

{Discuss the nature of the product line, the technology necessary for production, its availability, the proper mix of production resources, and the optimum production volume}

J. Financial Aspects *(maximum of 500 words)*

{Present the financial viability of the project. Costs and benefits and other related assumptions shall be identified for the conduct of the financial (for the income generating project and/or components), including the with and without the project scenario.}

K. Socio-Economic Aspects *(maximum of 500 words)*

(Determine the effects of the project on society and the regional and national economy as a whole? Is it generally beneficial to the people? Is it in line with any national or regional economic development program? Present the economic benefits from the computations of the cash payback period, net present value, profitability index, and internal rate of return, if needed)

L. Budgetary Requirements

{Indicate the detailed budget of the project per component/activity per source of fund}

Table 1a: Project cost by funding (in \$/PhP)

| Components | Foreign Funding | Local Counterpart | Others Fund Source | TOTAL |
|--------------|-----------------|-------------------|--------------------|-------|
| Component 1 | | | | |
| Component 2 | | | | |
| Component 3 | | | | |
| Etc. | | | | |
| TOTAL | | | | |

Table 1b: Project cost by year (in \$/PhP)

| Components | Year 1 | Year 2 | Year 3 | Year 4 |
|--------------|--------|--------|--------|--------|
| Component 1 | | | | |
| Component 2 | | | | |
| Component 3 | | | | |
| Etc. | | | | |
| TOTAL | | | | |

M. Implementation Schedule

{Present a Gantt chart of activities showing the time frame/schedule of implementation of each activity per component, as per sample below}

| Activities | Year 1 | | | | Year 2 | | | | Year 3 | | | | Year N | | | |
|-----------------|--------|----|----|----|--------|----|----|----|--------|----|----|----|--------|----|----|----|
| | 1Q | 2Q | 3Q | 4Q | 1Q | 2Q | 3Q | 4Q | 1Q | 2Q | 3Q | 4Q | 1Q | 2Q | 3Q | 4Q |
| Component 1 | | | | | | | | | | | | | | | | |
| 1. Activity 1.1 | | | | | | | | | | | | | | | | |
| 2. Activity 1.2 | | | | | | | | | | | | | | | | |
| etc. | | | | | | | | | | | | | | | | |
| Component 2 | | | | | | | | | | | | | | | | |
| 1. Activity 2.1 | | | | | | | | | | | | | | | | |
| 2. Activity 2.2 | | | | | | | | | | | | | | | | |
| etc. | | | | | | | | | | | | | | | | |

N. Project Management and Coordination (maximum of 600 words)

{The overall viability of the implementing agency to implement and manage the project should be established, the key implementers and cooperators/coordinating entities should be identified, including their respective roles and responsibilities and commitment in the partnership. The project shall also discuss the appropriate implementation arrangement, including the cost-sharing schemes for smooth implementation of the project. Also, the monitoring and evaluation mechanism, including the reporting and feedback system should be established}

O. Risks Management *(maximum of 500 words)*

{the project shall identify and analyze the potential risks, both positive and negative, that will affect the implementation, performance and budget of the project, including the strategies to be employed to respond to these risks}

P. Sustainability Plan *(maximum of 500 words)*

{Measures and strategies that will be done to ensure project sustainability after project completion}

Annexes:

1. Location Map of the project
2. Logical Framework (NEDA ICC Form 6)