**Criteria**

A proponent should prepare a 10-minute presentation of their proposal to the committee covering at least the following topics:

1. Background and experiences of the proponent.

2. Vision, Mission, Objectives and Rationale

3. Services that can be provided.

4. Linkages explored/planned with institutions

5. Human resources

6. Financial plan

7. Infrastructure: location, rooms, furniture, equipment and connectivity

9. Fees and charges

**Assessment Criteria**

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Presentation:\_\_\_\_/\_\_\_\_\_\_/20\_\_\_\_\_

| **S/No.**  | **Factors**  | **Yes/No**  | **Remarks** |
| --- | --- | --- | --- |
| 1  | Background and Experiences of the Proponent  |  |  |
| 2  | Vision, Mission and Objectives |  |  |
| 3  | Rationale for starting the TCPF |  |  |
| 4  | Services to be provided |  |  |
| 5  | Linkages explored/planned1. Counterpart Institution(s)
2. MoU
3. Counterpart Institution(s) contact information
 |  |  |

| 6  | Human Resources1. Manager
2. Marketing Officer
3. Program Coordinator
 |  |  |
| --- | --- | --- | --- |
| 7  | Infrastructure: No. of rooms1. Staff Room
2. Client Room
3. 1 toilet
 |  |  |
| 8  | Infrastructure: Furniture |  |  |
| 9  | Infrastructure: Equipments |  |  |
| 10  | Financial Plan |  |  |

**Final decision of the Committee (TICK):**

Approved \_\_\_\_\_/ Not approved \_\_\_\_\_/ Approved with the following conditions \_\_\_\_\_:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **SN.**  | **Name & Designation of TCPF Committee**  | **Signature**  | **Date**  |
| --- | --- | --- | --- |
| **1.**  |  |  |  |
| **2.**  |  |  |  |
| **3.**  |  |  |  |
| **4.**  |  |  |  |