**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/planned   1. Counterpart Institution(s) 2. MoU 3. Counterpart Institution(s) contact information |  |  |

| 6 | Human Resources   1. Manager 2. Marketing Officer 3. Program Coordinator |  |  |
| --- | --- | --- | --- |
| 7 | Infrastructure: No. of rooms   1. 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.** |  |  |  |