

NOAB RESOLUTION NO. 27

WHEREAS, an assessment of the first year of implementation of the National Organic Agriculture Program has shown areas for improvement including defects in the different implementing guidelines;

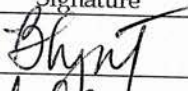
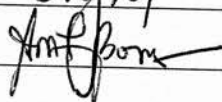


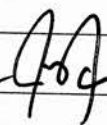



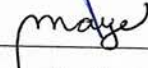
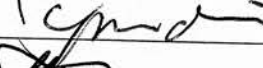

WHEREAS, Administrative Order No.04 Series of 2012, the Guidelines for the Evaluation and Approval of Organic Agriculture Project Proposals is one of the implementing guidelines that is in need of improvement;

WHEREAS, there is an immediate need to meet this challenge in order to facilitate the success of the program;

NOW, THEREFORE, it is hereby **RESOLVED**, to ^{approving} approve and ^{adopting} adopt the Revised Guidelines for the Evaluation and Approval of Organic Agriculture Project Proposals Amending Administrative Order No. 04 Series of 2012 (ANNEX A);

RESOLVED FINALLY, to furnish the Office of the Agriculture Secretary with a copy of this resolution;

APPROVED this 16th day of October 2012, during the 14th Regular Monthly Meeting held at the BAFPS Office, Diliman, Quezon City.

| Name | Signature | Date |
|--|---|------------|
| Usec. Bernadette Romulo-Puyat Chairman |  | |
| Dir. Annaliza Bonagua Vice-Chairman |  | 01/15/2013 |
| Dir. Nestor Arcansalin DTI | | |
| Atty. Nicolas B. Lutero DOH | | |
| Dr. Patricio Faylon DOST |  | 11/6.20.12 |
| Dr. Marcial Amaro DENR | | |
| Dr. Milagros Valles DepEd |  | 11-6-2012 |
| Usec. Jerry Pacturan DAR |  | 11-6-2012 |
| Dr. Ben Ladilad Benguet State University |  | 10/16/2012 |
| Mr. Miller Bicaldo Luzon Small Farmer Representative |  | 11-06-2012 |
| Mr. Rey Pedroso Visayas Small Farmer Representative |  | 10/16/2012 |
| Ms. Emalyn Legal Mindanao Small Farmer Representative |  | 10/16/2012 |
| Dr. Charito Medina NGO Representative |  | 1/14/2013 |
| Mr. Edwin Marthine Lopez Agribusiness Firm Representative |  | 10-16-12 |



November 22, 2012

Administrative Order

No. _____
Series of 2012

SUBJECT: RULES AND PROCEDURES ON THE EVALUATION, APPROVAL AND IMPLEMENTATION OF ORGANIC AGRICULTURE PROJECT PROPOSALS, AMENDMENT TO ADMINISTRATIVE ORDER NO. 04 SERIES OF 2012 RE GUIDELINES ON THE EVALUATION AND APPROVAL OF ORGANIC AGRICULTURE PROJECT PROPOSALS

Pursuant to Republic Act No. 10068 (Organic Agriculture Act of 2010) and its Implementing Rules and Regulations (IRR) and in line with the National Organic Agriculture Program (NOAP), the Department of Agriculture (DA) hereby issues the following rules and regulations on the evaluation, approval and implementation of organic agriculture project proposals. This Administrative Order is an amendment to Administrative Order No. 04 Series of 2012 - Guidelines on the Evaluation and Approval of Organic Agriculture Project Proposals.

Part I. Project Qualification

Article 1. General Framework

Section 1. Objective. To ensure the effective and efficient implementation of the activities supporting the promotion, propagation, and development of organic agriculture in the Philippines.

Article 2. Eligibility of Proponents and Projects for Funds Assistance

Section 1. Eligible Project Proponents. Eligible project proponents for FUNDS assistance would include any of the following:

1. People's Organizations such as farmer's and fisher folk organizations, cooperatives, federations and/or consortia of these groups;
2. Agribusiness enterprises including industry associations;
3. Non-profit organizations such as NGOs and foundations;
4. Government organizations such as local government units (LGUs), government corporations, and other local and national government agencies; and
5. Academic and educational institutions such as State Universities and Colleges (SUCs) and private academic institutions.



Section 2. Eligibility of Projects

1. **Eligible Projects.** Projects eligible for funding shall be limited to those which are directly related to:
 - (a) National Organic Agriculture Program (NOAP);
Specifically listed are those priority projects that shall support the key components of a comprehensive organic agriculture program¹, as follows:
 - i. Production and technology support;
 - ii. Extension and capability building;
 - iii. Research and development;
 - iv. Institutional development and strengthening;
 - v. Market development; and
 - vi. Promotion, advocacy and education.
 - (b) Enhancing the global competitiveness of Philippine organic agricultural products;
 - (c) Advancing the organic farming sector such as but not limited to the establishment of common service facilities; and
 - (d) Catering to the indigenous peoples, agrarian reform beneficiaries, tribal and marginalized communities among others.

Section 3. Minimum Project Criteria. The projects that shall qualify for FUNDS assistance, shall, at minimum be consistent with the policies and priority thrusts under RA 10068 and its Implementing Rules and Regulations and the NOAP:

1. Be complementary to, supportive and not duplicative of the various and current funding assistance windows/programs of DA and other government institutions;
2. Exhibit market, technical, financial, socio-economic, ecological, and organizational viability and feasibility as applicable;
3. Enhance the competitiveness of target project beneficiaries or sector(s), especially the small farmers and/or fisherfolk;
4. Provide product/service competitiveness in the local and/or foreign markets in terms of product/service prices/fees and quality;
5. Promote upstream and downstream linkages with related and/or complementary agricultural activities;
6. Provide clear and verifiable proof of sustainability of operations; and
7. Beneficial to most, and not only selected, firms or groups within a sector.

¹ 1. Attendant infrastructures, machineries and equipment can be included in the above projects.

2. Multi-component projects are eligible for fund support provided they are officially endorsed by appropriate Regional Field Units (RFUs)/Implementing Agencies (IAs) to the National Technical Working Group (NTWG) on Organic Agriculture Project Proposal Evaluation.

3. The NTWG shall identify and make a list of allowed project types and sub-components and update the same from time to time.

4. Projects should be in accordance with the NOAB priorities for the year.

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4. Government organizations such as local government units (LGUs), government corporations, and other local and national government agencies; and
5. Academic and educational institutions such as State Universities and Colleges (SUCs) and private academic institutions.



Part II. Project Evaluation

Project evaluation shall be done at the National level or in the Regional/Implementing Agency level depending on the total amount of project cost being requested from the DA Organic Agriculture Fund, as follows:

1. By the National Technical Working Group (NTWG) when request for project funds amounts to more than Php5M, and
2. By the Regional Technical Working Group (RTWG)/Implementing Agencies (IATWG) when request for project funds amounts to Php5M and below.

Article 1. National Technical Working Group on Organic Agriculture Project Proposal Evaluation

Section 1. Composition. The NTWG on Organic Project Proposal Evaluation shall be composed of the following:

| | |
|-------------|--|
| Chair: | Chief, Policy Advocacy & Legislative Support Division |
| Vice-Chair: | Director, Project Development Service (PDS) |
| Members: | Representative, National Agriculture and Fishery Council (NAFC) |
| | Representative, Field Operations Service (FOS) |
| | Representative, High-Value Commercial Crops Development Program (HVCDP) |
| | Representative, Bureau of Plant Industry (BPI) |
| | Representative, Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD) |
| | Representative, Office of the Undersecretary for Special Concerns (OSC) |
| | Representative, Bureau of Soils and Water Management (BSWM) |
| | Representative, Agri-business and Marketing Assistance Service (AMAS) |
| | Representative, Philippine Center for Postharvest Development and Mechanization (PHILMECH) |
| | Representative, Bureau of Fisheries and Aquatic Resources (BFAR) |
| | Representative, Bureau of Animal Industry (BAI) |
| | Representative, Bureau of Agricultural Research (BAR) |
| | Representative, Agricultural Training Institute (ATI) |
| | Representatives from other DA Bureaus, Attached Agencies and Implementing Units and other concerned agencies such as DILG, DENR, DepEd, DAR, DTI and DOH to act as resource persons, as needed |

Section 2. Functions. The NTWG shall perform the following functions:

1. Develop a set of criteria for evaluating projects for approval by the NOAB;
2. Evaluate detailed project proposals endorsed and pre-screened by the Technical Secretariat;

3. Conduct interviews/site validation whenever necessary to ensure veracity of the data or information contained in the project proposals;
4. Rank and prioritize proposals for endorsement to NOAB based on project feasibility/acceptability indicators and the minimum project requirements listed in Article 2, Section 3 of this Order; and
5. Recommend to NOAB any changes to the Project Guidelines.

Article 2. Regional Field Unit and Implementing Agencies Technical Working Groups

The Regional Field Unit (RFU) and the concerned Implementing Agency (IA) shall constitute a technical working group similar to the NTWG with the following functions:

1. Develop a set of criteria for evaluating projects for approval by the Regional Executive Director/IA head;
2. Evaluate detailed project proposals endorsed and pre-screened by the Technical Secretariat of the RFU/IA;
3. Conduct interviews when necessary to ensure veracity of the data or information contained in the project proposals;
4. Rank and prioritize proposals for endorsement to Regional Director/Implementing Agency Director based on project feasibility/acceptability indicators and the minimum project requirements listed in Article 2, Section 2 of this Order.

Article 3. National Technical Secretariat

Section 1. Composition. The Bureau of Agriculture and Fisheries Product Standards (BAFPS) of the Department of Agriculture shall serve as the Technical Secretariat of the National Technical Working Group (herein referred to as the National Technical Secretariat).

Section 2. Functions. The Secretariat shall perform the following functions:

1. Together with the DA Office for Special Concerns, undertake initial screening (e.g. whether all necessary requirements/documents as indicated in Annex A of this Order are submitted prior to Evaluation Meetings by the TWG) and pre-appraisal of the project proposals;
2. Inform and update the proponents on the status of the application of project proposals;
3. Facilitate processing of fund transfer to implementing agencies and DA Regional Field Units (RFUs) for approved projects;
4. Prepare regular reports to NOAB of the status of the implementation of the approved project proposals; and
5. Maintain database of approved and disapproved project proposals including assessment, monitoring, and completion reports.

3. Conduct interviews/site validation whenever necessary to ensure veracity of the data or information contained in the project proposals;
4. Rank and prioritize proposals for endorsement to NOAB based on project feasibility/acceptability indicators and the minimum project requirements listed in Article 2, Section 3 of this Order; and
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| | Representative, Office of the Undersecretary for Special Concerns (OSC) |
| | Representative, Bureau of Soils and Water Management (BSWM) |
| | Representative, Agri-business and Marketing Assistance Service (AMAS) |
| | Representative, Philippine Center for Postharvest Development and Mechanization (PHILMECH) |
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Section 2. Functions. The NTWG shall perform the following functions:

1. Develop a set of criteria for evaluating projects for approval by the NOAB;
2. Evaluate detailed project proposals endorsed and pre-screened by the Technical Secretariat;

Article 4. Evaluation Procedure

Section 1. Project Identification and Formulation

1. Projects for possible assistance shall be identified and formulated by prospective project proponents from the private sector, government sector, and non-government sector.
2. A substantive project proposal following the minimum criteria, prescribed project concept note (Annex B) and project proposal (Annex C), together with other application requirements as requested by the TWG other than specified in Annex A of this Order, shall be prepared and submitted to the concerned Regional Field Unit and DA Implementing Units.
3. The conduct of feasibility studies shall be the responsibility of the proponent. However, concerned DA Units, Bureaus and/or Attached Agencies/Corporations may be consulted in the preparation of the project proposals/feasibility studies;
4. If necessary, corresponding technical assistance shall be tapped to assist small farmers/fisherfolks groups in the preparation of their project proposals.
5. Minimum of twenty percent (20%) of the total project cost shall be shouldered by the proponent as counterpart either in the form of cash, labor and others.

Section 2. Pre-screening and Pre-appraisal

1. The submitted project concept notes, project proposal and documents shall be initially screened and pre-appraised by National Technical Secretariat, Technical Working Group of Regional Field Units, DA Bureaus, Attached Agencies and Implementing Units.
2. Proposals with fund request greater than Php5M will be forwarded to National Technical Secretariat.
3. National Technical Secretariat shall check the conformity of submitted documents with Annexes A, B and C as well as all other provisions of the guidelines herein.

Section 3. Evaluation

1. The Regional Field Units, DA Bureaus, Attached Agencies and Implementing Units through their TWG for the evaluation of proposals are given the authority to decide on the approval/disapproval of the projects amounting not greater Php5M request. The Heads of RFU, DA Bureaus, Attached Agencies and Implementing Units, shall inform the NOAB of the approved projects for information of the latter.
2. Project Proposals with fund request greater than Php5M that have passed the initial screening and pre-appraisal process of the National Technical Secretariat shall be submitted to the NTWG for evaluation.
3. Project proposals that have failed the initial screening and pre-appraisal process shall be returned to the proponent for improvement in accordance to the recommendations of the concerned TWG (regional and national).
4. Proponents of disapproved concept notes shall be notified and may submit their revised and/or improved proposal for REAPPLICATION.
5. For projects requesting more than Php5M, a short list of project proposals that have passed the evaluation and pre-qualification process including the Project Evaluation Report (PER) by the TWG shall be submitted to the NOAB for review and approval.
6. A list of project proposals that have failed the TWG evaluation and pre-qualification process shall also be submitted to the NOAB for information.

7. Any fraudulent submission of documents by a prospective proponent shall cause the disqualification of the said proponent to avail of any assistance and future funding.

Section 3. Approval and Financing

1. All approved project proposals shall be given Project Code for documentation purposes;
2. Proponents shall be notified immediately of evaluation result and shall be requested to submit final Work and Financial Plan (WFP) based on the approved project cost within one month to the Secretariat upon receipt of approval notice;
3. Proponents shall be required to sign a Memorandum of Agreement with the Implementing Agency and Regional Field Units;
4. The release of funds and disbursement procedures shall follow existing government accounting and auditing rules and regulations.

Section 4. Implementation, Monitoring and Post-Project Evaluation

1. All projects shall be monitored by the Implementing Agency to ensure that they are progressing in line with the timeframes, budgets, and methods specified in the approved project proposal.
2. The regular monitoring of the actual implementation of projects shall be done by the Implementing Agencies and RFUs, to include but not limited to the following:
 - a. Actual usage of total funds released;
 - b. Status of implementation/completion of project;
 - c. Status of project operations;
 - d. Competitiveness aspect of the project;
 - e. Employment generated and other social benefits gained;
 - f. Value-added on project;
 - g. Gender concern; and
 - h. Other relevant information.
3. The Implementing Agency shall also monitor environmental/ecological impact of the project, pursuant to IRR of R.A. 10068.
4. The Implementing Agency shall facilitate the conduct of an external audit in monitoring the operational, financial, and management aspects of all assisted projects.
5. All monitoring activities shall be done by the Implementing Agency in coordination with concerned DA Units including the Commission on Audit (COA), based on a set of monitoring guidelines (Annex F) to be approved by NOAB;
6. All projects must submit a completion report (Annex G).
7. Project monitoring and completion reports shall be submitted by the Implementing Agency / Regional Field Unit to NOAB through the Secretariat.
8. Completion reports are due within 2 months after the completion of the project as indicated by the proponent in their project proposal. DA through NOAB shall be notified of projects that have failed to provide a completion report.
9. Proponents whose projects have not met the Monitoring and Completion Report requirements shall be ineligible to submit any future project proposal for prioritization.
10. The TWG on Project Evaluation and Monitoring shall appraise the NOAB on Project Success of all completed projects.

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2. Proposals with fund request greater than Php5M will be forwarded to National Technical Secretariat.
3. National Technical Secretariat shall check the conformity of submitted documents with Annexes A, B and C as well as all other provisions of the guidelines herein.

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Part III. Miscellaneous Provisions

Section 1. Annexes. The following documents are deemed part of this guideline.

1. Annex A - Application Requirements
2. Annex B - Project Concept Note Template
3. Annex C - Organic Agriculture Project Proposal Format
4. Annex D - Guide Organic Agriculture Project Proposal Evaluation Report
5. Annex E - Project Evaluation Report (PER) of Project Proposals
6. Annex F - Project Monitoring Report
7. Annex G - Project Completion Report
8. Annex H - Site Validation Report
9. Annex I - Memorandum of Agreement
10. Annex J - Summary of Project Evaluation Procedure and Timeline

Section 2. Subsequent Assistance. Successful Project Proponents may again avail of financial assistance for other projects provided:

1. Funds previously received has been properly liquidated;
2. Previous project has passed evaluation satisfactorily; and
3. The project proponent submits a favorable recommendation from the implementing agency of the previous project.

Section 3. Penalty Clause. A proponent shall be black listed and perpetually banned from receiving financial assistance under the Organic Agriculture program under the following grounds:

1. Failure, without justifiable cause, to submit completion report after receiving at least three (3) formal requests by the Implementing Agency or the NOAB; and
2. Failure, without justifiable cause, to liquidate funds previously received.

Section 4. Separability. Should any provision of this order or any part thereof be declared invalid, the other provisions, so far as they are separable, shall remain in force and in effect.

Section 5. Effectivity. This order shall take effect immediately.

PROCESO J. ALCALA
Secretary

ANNEX A
Application Requirements

I. From the Private Sector/Non-Government Organizations/People's Organization/Cooperatives

A. Those with at least three years of operation

1. Board Resolution/Letter of Intent citing request for funding assistance indicating total project cost, requested funding assistance and counterpart funding. Designated representative who shall transact with DA for and in its behalf shall also be identified;
2. Registration certificate from: Securities and Exchange Commission (SEC); Cooperative Development Authority (CDA); Department of Trade and Industry (DTI); Department of Labor and Employment (DOLE); Department of Social Welfare and Development (DSWD); or any other appropriate agency (to include by-laws);
3. Notarized certification from appropriate entities that the proponent had successfully implemented projects before and/or is currently implementing successful projects (or that it has the institutional capability to implement projects);
4. List of/details on projects previously undertaken and/or currently being undertaken (to include proofs of undertaking);
5. Audited financial statements during the last three years of operation;
6. Certification from a Government Financing Institution that proponent is of good credit standing (no past due loan/record of property foreclosure), or its equivalent, if applicable; and
7. Accreditation from Department of Agriculture (Pursuant to Administrative Order No. 12 and 23 Series of 2012).

B. Those with less than three years of operation

1. Those items in (Section I A of this Annex), where applicable;
2. Audited financial statements for the last two (2) years of operation, if applicable;
3. Proof that the organization is professionally managed by a competent staff; and
4. Endorsement or proof of project feasibility from any appropriate government office, if applicable.

C. Small farmers/fisherfolks organizations, cooperatives, federations and/or consortia of these groups

1. Letter of Intent citing request for funding assistance indicating total project cost, requested funding assistance and counterpart funding if applicable. Designated representative who shall transact with DA for and in its behalf shall also be identified;
2. Needs assessment report and proof that the organization has experienced staff to manage the project;
3. Endorsement or proof of project feasibility from any relevant government office;
4. Attestation of support in implementation from any relevant government office, is encouraged; and
5. Accreditation from Department of Agriculture (Pursuant to Administrative Order No. 12 and 23 Series of 2012).

ANNEX A
Application Requirements

I. From the Private Sector/Non-Government Organizations/People's Organization/Cooperatives

A. Those with at least three years of operation

1. Board Resolution/Letter of Intent citing request for funding assistance indicating total project cost, requested funding assistance and counterpart funding. Designated representative who shall transact with DA for and in its behalf shall also be identified;
2. Registration certificate from: Securities and Exchange Commission (SEC); Cooperative Development Authority (CDA); Department of Trade and Industry (DTI); Department of Labor and Employment (DOLE); Department of Social Welfare and Development (DSWD); or any other appropriate agency (to include by-laws);
3. Notarized certification from appropriate entities that the proponent had successfully implemented projects before and/or is currently implementing successful projects (or that it has the institutional capability to implement projects);
4. List of/details on projects previously undertaken and/or currently being undertaken (to include proofs of undertaking);
5. Audited financial statements during the last three years of operation;
6. Certification from a Government Financing Institution that proponent is of good credit standing (no past due loan/record of property foreclosure), or its equivalent, if applicable; and
7. Accreditation from Department of Agriculture (Pursuant to Administrative Order No. 12 and 23 Series of 2012).

B. Those with less than three years of operation

1. Those items in (Section I A of this Annex), where applicable;
2. Audited financial statements for the last two (2) years of operation, if applicable;
3. Proof that the organization is professionally managed by a competent staff; and
4. Endorsement or proof of project feasibility from any appropriate government office, if applicable.

C. Small farmers/fisherfolks organizations, cooperatives, federations and/or consortia of these groups

1. Letter of Intent citing request for funding assistance indicating total project cost, requested funding assistance and counterpart funding if applicable. Designated representative who shall transact with DA for and in its behalf shall also be identified;
2. Needs assessment report and proof that the organization has experienced staff to manage the project;
3. Endorsement or proof of project feasibility from any relevant government office;
4. Attestation of support in implementation from any relevant government office, is encouraged; and
5. Accreditation from Department of Agriculture (Pursuant to Administrative Order No. 12 and 23 Series of 2012).

Part III. Miscellaneous Provisions

Section 1. Annexes. The following documents are deemed part of this guideline.

1. Annex A - Application Requirements
2. Annex B - Project Concept Note Template
3. Annex C - Organic Agriculture Project Proposal Format
4. Annex D - Guide Organic Agriculture Project Proposal Evaluation Report
5. Annex E - Project Evaluation Report (PER) of Project Proposals
6. Annex F - Project Monitoring Report
7. Annex G - Project Completion Report
8. Annex H - Site Validation Report
9. Annex I - Memorandum of Agreement
10. Annex J - Summary of Project Evaluation Procedure and Timeline

Section 2. Subsequent Assistance. Successful Project Proponents may again avail of financial assistance for other projects provided:

1. Funds previously received has been properly liquidated;
2. Previous project has passed evaluation satisfactorily; and
3. The project proponent submits a favorable recommendation from the implementing agency of the previous project.

Section 3. Penalty Clause. A proponent shall be black listed and perpetually banned from receiving financial assistance under the Organic Agriculture program under the following grounds:

1. Failure, without justifiable cause, to submit completion report after receiving at least three (3) formal requests by the Implementing Agency or the NOAB; and
2. Failure, without justifiable cause, to liquidate funds previously received.

Section 4. Separability. Should any provision of this order or any part thereof be declared invalid, the other provisions, so far as they are separable, shall remain in force and in effect.

Section 5. Effectivity. This order shall take effect immediately.

PROCESO J. ALCALA
Secretary

II. From the Government Sector

A. Local Government Units

1. Sanggunian Resolution and/or corresponding LGU decree citing request for funding assistance, proposed counterpart contribution and designated representative who shall transact with DA for and in its behalf;
2. Certification from the Bureau of Local Government Finance (BLGF) the availability of the proposed counterpart contribution;
3. Proof that the project is within and/or included in the approved Area/Local/Provincial Development Plan;
4. Proof that the LGU has a Local Organic Agriculture Ordinance adopting a Local Organic Agriculture Program; and
5. Declaration of other DA funded projects, if any, certification from the funding agency/unit stating satisfactory project completion and liquidation of funds.

B. State Universities and Colleges, Government Corporations and Other Government Agencies

1. Board Resolution/Letter of Intent citing request for funding assistance, proposed counterpart contribution and designated representative who shall transact with DA for and in its behalf;
2. Proof that the project is within and/or included in the proponent's charter/mandate;
3. List of Counterpart schemes/financing mechanisms (e.g. land area and existing facilities, staff and other resources), and proof of ownership for land, and contract for staff; and
4. Declaration of other DA funded projects, if any, certification from the funding agency/unit stating satisfactory project completion and liquidation of funds.

ANNEX B
Project Concept Note Template

*Please submit through Organic Project Evaluation Secretariat. Concept notes shall not be more than **3 pages** (excluding title page) or incomplete submissions shall not be considered.*

| | |
|---|---|
| Project title: | |
| Proponent (Organization): | |
| Proponent Type : | |
| Expected project start date: | |
| Expected completion date: | |
| Project summary: Describe the project in under 150 words. Your summary should include the project topic, planned activities, timing and location: <i>(Summary must be no longer than the box provided. Cover sheet must fit on one page)</i> | |
| Total cost of proposal: <i>(DA Funding + counterpart funding)</i> Php | Total amount being sought from DA Organic Agriculture Funds: Breakdown of requested funds: |

ANNEX B
Project Concept Note Template

Please submit through Organic Project Evaluation Secretariat. Concept notes shall not be more than 3 pages (excluding title page) or incomplete submissions shall not be considered.

| | |
|---|---|
| Project title: | |
| Proponent (Organization): | |
| Proponent Type : | |
| Expected project start date: | |
| Expected completion date: | |
| Project summary: Describe the project in under <u>150 words</u>. Your summary should include the project topic, planned activities, timing and location: <i>(Summary must be no longer than the box provided. Cover sheet must fit on one page)</i> | |
| Total cost of proposal: <i>(DA Funding + counterpart funding)</i> Php | Total amount being sought from DA Organic Agriculture Funds: Breakdown of requested funds: |

II. From the Government Sector

A. Local Government Units

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1. Board Resolution/Letter of Intent citing request for funding assistance, proposed counterpart contribution and designated representative who shall transact with DA for and in its behalf;
2. Proof that the project is within and/or included in the proponent's charter/mandate;
3. List of Counterpart schemes/financing mechanisms (e.g. land area and existing facilities, staff and other resources), and proof of ownership for land, and contract for staff; and
4. Declaration of other DA funded projects, if any, certification from the funding agency/unit stating satisfactory project completion and liquidation of funds.

Project Proponent Information and Declaration

Name:

Title:

Organization:

Postal address:

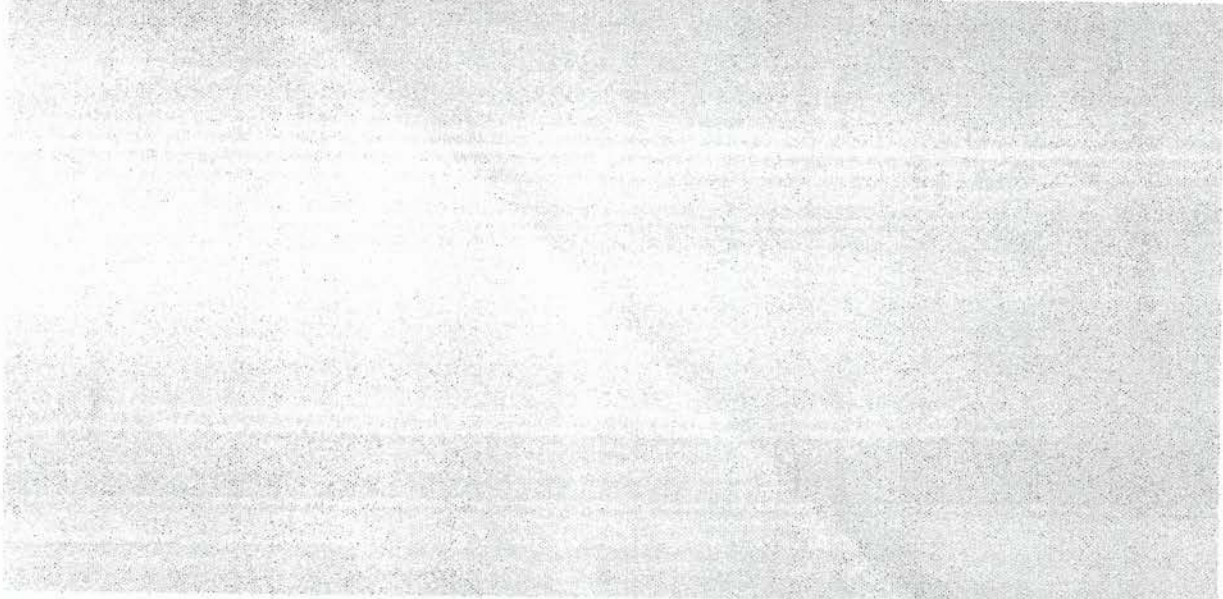
Tel: Fax: Email:

I declare that this submission has been prepared in line with the provisions of this Order. If approved, I agree to develop the project in line with NOAB project requirements.

Date:

Project Synopsis

Relevance: Why should DA should fund this project? What problem or opportunity shall the project address and why is it important?



Objectives: Describe the 2-3 key objectives of the project. (e.g. to create a framework for...; help participants to...; share experiences in...; enhance understanding of...; etc.)



Alignment: Describe how the project shall help achieve DA's key priorities and meets NOAP work-plan or medium-term plan

Methodology: How do you plan to implement the project? In this section, address:

- i. **Timeline:** Project timelines and dates for key activities and deliverables
- ii. **Stakeholders:** Beneficiaries and stakeholders and how they shall be engaged
- iii. **Previous projects/activities:** If and how this proposal builds on the findings or lessons learned from previous projects/activities, while avoiding duplication
- iv. **Communication:** How you plan to communicate the results or benefits of this project to others

Approved by:

Secretary/Executive Director/ Regional Executive Director



Alignment: Describe how the project shall help achieve DA's key priorities and meets NOAP work-plan or medium-term plan

[Faint, illegible text area]

Methodology: How do you plan to implement the project? In this section, address:

- i. ***Timeline:*** Project timelines and dates for key activities and deliverables
- ii. ***Stakeholders:*** Beneficiaries and stakeholders and how they shall be engaged
- iii. ***Previous projects/activities:*** If and how this proposal builds on the findings or lessons learned from previous projects/activities, while avoiding duplication
- iv. ***Communication:*** How you plan to communicate the results or benefits of this project to others

[Faint, illegible text area]

Approved by:

Secretary/Executive Director/ Regional Executive Director



Project Proponent Information and Declaration

Name:

Title:

Organization:

Postal address:

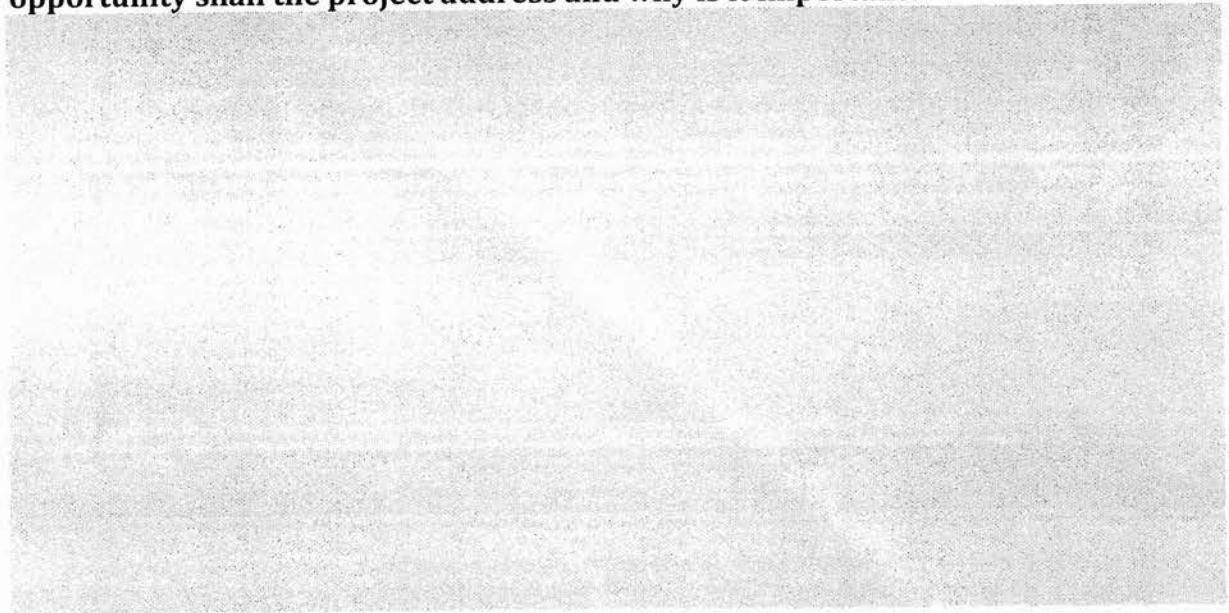
Tel: Fax: Email:

I declare that this submission has been prepared in line with the provisions of this Order. If approved, I agree to develop the project in line with NOAB project requirements.

Date:

Project Synopsis

Relevance: Why should DA should fund this project? What problem or opportunity shall the project address and why is it important?



Objectives: Describe the 2-3 key objectives of the project. (e.g. to create a framework for...; help participants to...; share experiences in...; enhance understanding of...; etc.)



ANNEX C
Organic Agriculture Project Proposal Format

1.0 Project Title : _____

- 2.0 Project Type :**
- Research and development
 - Certification and Accreditation;
 - Advocacy and Policy;
 - Marketing infrastructure;
 - Provision of market information;
 - Retraining and extension services; and
 - Infrastructure
 - Other (please specify: _____)

3.0 Proponent(s)

3.1 Type(s) : Government Sector Group

- LGU
- Government Corporation
- State University and College
- Other Government Agency
- Other (please specify: _____)

Private Sector Group

- CDA-Registered (Cooperative/Federation)
- SEC-Registered Non-Stock/Profit (PO/NGO/Foundation)
- SEC-Registered Stock/Profit (Corporation/Association)
- DTI-Registered (Single Proprietor/Registered Business)

3.2 Name : _____

3.3 Address : _____

4.0 Coverage

4.1 Location: Specify particular region(s), province(s), municipality(ies), city(ies) where the:

4.1.1 Main project activities is/are located; and

4.1.2 Intended market is/are.

4.2 Product: Specify the type of agricultural/fishery product(s) or support service(s) the project shall be involved

5.0 Duration

The target number of months or years the project shall be implemented must be specified

6.0 Funding Requirements

6.1 Requested Fund from DA-NOAP : P _____
6.2 Counterpart Fund : P _____
6.3 Fund from other sources : P _____
6.4 Total : P _____

7.0 Contact Person

7.1 Name/Position : _____
7.2 Address : _____
7.3 Phone No : _____ (landline/fax nos.)
: _____ (mobilenos.)
7.4 E-mail : _____

8.0 The Project

8.1 Description.

- 8.1.1 A brief but complete description of the situationer of development of the agricultural product/commodity and/or support services which the proposed project intends to support;
- 8.1.2 The potentials for development of the agricultural product/commodity and/or support services involved in the project area, including the level and kind of demand which the project intends to meet or create;
- 8.1.3 The existing efforts of government and private sector groups to develop the agricultural product/commodity and/or support services involved; and the possible upstream and downstream linkages with these existing efforts/interventions which the proposed project may create;
- 8.1.4 The proposed project's consistency with the policies and priority thrusts of the NOAP and/or complementation and support with the DA's Plans and Programs;
- 8.1.5 The perceived problems and/or constraints, which the project intends to address, including the causes and evidences of these problems/constraints;
- 8.1.6 Relevant information on how the intended beneficiaries (e.g., farmers/fisherfolk, agribusiness enterprises, etc. including the proponents') shall directly or indirectly benefit from the project;
- 8.1.7 A brief description of the likely situationer after project financing has been completed (i.e., contributions, impacts, and/or changes brought about by the project);
- 8.1.8 The strategies and measures to be done to ensure project *sustainability* after project completion; and
- 8.1.9 Information on other important considerations as identified in RA 10068, such as the following:

6.0 Funding Requirements

6.1 Requested Fund from DA-NOAP : P _____
6.2 Counterpart Fund : P _____
6.3 Fund from other sources : P _____
6.4 Total : P _____

7.0 Contact Person

7.1 Name/Position : _____
7.2 Address : _____
7.3 Phone No : _____ (landline/fax nos.)
: _____ (mobile no.)
7.4 E-mail : _____

8.0 The Project

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- 8.1.8 The strategies and measures to be done to ensure project *sustainability* after project completion; and
- 8.1.9 Information on other important considerations as identified in RA 10068, such as the following:

ANNEX C
Organic Agriculture Project Proposal Format

1.0 Project Title : _____

- 2.0 Project Type :**
- Research and development
 - Certification and Accreditation;
 - Advocacy and Policy;
 - Marketing infrastructure;
 - Provision of market information;
 - Retraining and extension services; and
 - Infrastructure
 - Other (please specify: _____)

3.0 Proponent(s)

3.1 Type(s) : Government Sector Group

- LGU
- Government Corporation
- State University and College
- Other Government Agency
- Other (please specify: _____)

Private Sector Group

- CDA-Registered (Cooperative/Federation)
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- SEC-Registered Stock/Profit (Corporation/Association)
- DTI-Registered (Single Proprietor/Registered Business)

3.2 Name : _____

3.3 Address : _____

4.0 Coverage

4.1 Location: Specify particular region(s), province(s), municipality(ies), city(ies) where the:

4.1.1 Main project activities is/are located; and

4.1.2 Intended market is/are.

4.2 Product: Specify the type of agricultural/fishery product(s) or support service(s) the project shall be involved

5.0 Duration

The target number of months or years the project shall be implemented must be specified

- a. involvement of, and impacts on, particular interest groups such as women's groups, tribal minorities, small and marginalized farmers/fisherfolk, etc.;
- b. significance of the project in alleviating poverty; and
- c. participation of private sector groups in project identification, formulation, development, and implementation.

8.2 Objectives:

8.2.1 Development objectives, which represent a broader goal such as defined in NOAP and relevant DA Plans and Programs. These should also pertain to various performance indicators such as increased organic agricultural productivity, farm incomes, and levels of support services provided, etc.

8.2.2 Immediate objectives, which should be able to indicate what the project itself is expected to achieve, including the desired impacts of the project on the principal beneficiaries, the project area, and the organic agricultural sub-sectors involved. They must also in turn collectively contribute to the achievement of the development objectives.

8.3 Beneficiaries. Depending on the objectives of the project, the beneficiaries should be classified into:

8.3.1 Primary (direct) beneficiaries;

8.3.2 Secondary (indirect) beneficiaries. *(The institutional organizational and entrepreneurial capacity of the target beneficiaries before and after project implementation including how the project beneficiaries shall sustain the generation of project benefits even after the termination of financing support should also be discussed here.)*

8.4 Location. It should specify the influence area of the project, or the magnitude of the geographic area where project impacts shall be directly and indirectly felt. A location map of the proposed project site should also be included.

8.5 Scope. This refers to the magnitude of work to be done within the activity, resource and time boundaries of the project. The scope should be presented in terms of the following:

8.5.1 Components, where the immediate objectives of the project should be transformed into major project components, indicating among others, the specific outputs, activities, resource requirements, and time frame of activities per project component; and

8.5.2 Strategies, where the operational schemes to be employed in the conduct of specific activities to attain the desired outputs during project

implementation should be presented and thoroughly discussed in this section. This should include how the project benefits shall be delivered by the proponents to the intended beneficiaries.

8.6 Implementation Schedule. A Bar Chart of activities on a quarterly or monthly basis by project component should be presented, given the following format²:

| Activities | Year 1 | | | | Year 2 | | | | Year 3 | | | |
|-----------------------|--------|----|----|----|--------|----|----|----|--------|----|----|----|
| | 1Q | 2Q | 3Q | 4Q | 1Q | 2Q | 3Q | 4Q | 1Q | 2Q | 3Q | 4Q |
| Project Component # 1 | | | | | | | | | | | | |
| Activity 1 | | | | | | | | | | | | |
| Activity 2 | | | | | | | | | | | | |
| Etc. | | | | | | | | | | | | |
| Project Component # 2 | | | | | | | | | | | | |
| Activity 1 | | | | | | | | | | | | |
| Activity 2 | | | | | | | | | | | | |
| Etc. | | | | | | | | | | | | |

8.7 Budgetary Requirements³. The budgetary requirements of the project must be presented in detail, or by breaking down the project into the major project components/activities with the corresponding expenditure requirements of each, given the following format:

| Component/Activity | DA Funds | Counterpart Fund | From Other Sources | Total |
|--------------------|----------|------------------|--------------------|-------|
| | | | | |
| | | | | |
| | | | | |

Detailed estimates should also be provided.

²

The bar chart of activities may also be translated into a **CPM** (Critical Path Method) and **PERT** (Programme Evaluation Review Technique) format if applicable to show how the different project activities are interrelated/linked and dependent upon each other.

³ Please note the usual government audit and accounting system in preparing the proposed budgetary requirements.



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8.6 **Implementation Schedule.** A Bar Chart of activities on a quarterly or monthly basis by project component should be presented, given the following format²:

| Activities | Year 1 | | | | Year 2 | | | | Year 3 | | | |
|-----------------------|--------|----|----|----|--------|----|----|----|--------|----|----|----|
| | 1Q | 2Q | 3Q | 4Q | 1Q | 2Q | 3Q | 4Q | 1Q | 2Q | 3Q | 4Q |
| Project Component # 1 | | | | | | | | | | | | |
| Activity 1 | | | | | | | | | | | | |
| Activity 2 | | | | | | | | | | | | |
| Etc. | | | | | | | | | | | | |
| Project Component # 2 | | | | | | | | | | | | |
| Activity 1 | | | | | | | | | | | | |
| Activity 2 | | | | | | | | | | | | |
| Etc. | | | | | | | | | | | | |

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| Component/Activity | DA Funds | Counterpart Fund | From Other Sources | Total |
|--------------------|----------|------------------|--------------------|-------|
| | | | | |
| | | | | |
| | | | | |

Detailed estimates should also be provided.

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The bar chart of activities may also be translated into a **CPM** (Critical Path Method) and **PERT** (Programme Evaluation Review Technique) format if applicable to show how the different project activities are interrelated/linked and dependent upon each other.

³ Please note the usual government audit and accounting system in preparing the proposed budgetary requirements.

- a. involvement of, and impacts on, particular interest groups such as women's groups, tribal minorities, small and marginalized farmers/fisherfolk, etc.;
- b. significance of the project in alleviating poverty; and
- c. participation of private sector groups in project identification, formulation, development, and implementation.

8.2 Objectives:

8.2.1 Development objectives, which represent a broader goal such as defined in NOAP and relevant DA Plans and Programs. These should also pertain to various performance indicators such as increased organic agricultural productivity, farm incomes, and levels of support services provided, etc.

8.2.2 Immediate objectives, which should be able to indicate what the project itself is expected to achieve, including the desired impacts of the project on the principal beneficiaries, the project area, and the organic agricultural sub-sectors involved. They must also in turn collectively contribute to the achievement of the development objectives.

8.3 Beneficiaries. Depending on the objectives of the project, the beneficiaries should be classified into:

8.3.1 Primary (direct) beneficiaries;

8.3.2 Secondary (indirect) beneficiaries. *(The institutional organizational and entrepreneurial capacity of the target beneficiaries before and after project implementation including how the project beneficiaries shall sustain the generation of project benefits even after the termination of financing support should also be discussed here.)*

8.4 Location. It should specify the influence area of the project, or the magnitude of the geographic area where project impacts shall be directly and indirectly felt. A location map of the proposed project site should also be included.

8.5 Scope. This refers to the magnitude of work to be done within the activity, resource and time boundaries of the project. The scope should be presented in terms of the following:

8.5.1 Components, where the immediate objectives of the project should be transformed into major project components, indicating among others, the specific outputs, activities, resource requirements, and time frame of activities per project component; and

8.5.2 Strategies, where the operational schemes to be employed in the conduct of specific activities to attain the desired outputs during project

9.0 Financial Analysis

A benefit cost ratio shall be required. However, proposals above Php 10M shall submit a comprehensive Regulatory Impact Assessment Report.

10.0 Socio-Economic Aspect

This is where the social benefits of the project should be indicated and quantified, as follows:

1. Direct benefits to project beneficiaries (e.g., increased incomes, employment opportunities, etc.); and
2. Indirect and other benefits to the community/locality, small farmers/fisherfolk in the project area, and other stakeholders.

11.0 Organizational/Management Plan

This is where the management capability of the organization and the overall viability of the organization itself should be established, by providing the following:

1. Organizational and administrative requirement, where: (1) the key project implementors and cooperators/coordinating entities including their respective roles and availability should be described in detail (This may be done through a functional organizational chart highlighting the relationship between the responsible unit and the cooperating/coordinating units within and outside the project set-up.) and (2) in the case of relationships with outside organizations, the institutional arrangements in line with project implementation should also be defined; and
2. Other organizational concerns such as: the management and technical capability and qualification of both the organizational and project officers/members and personnel/staff; and the availability of support/office facilities and fixtures, and other administrative requirement

ANNEX D

Guide Organic Agriculture Project Proposal Evaluation Report⁴

The PER must be submitted along with the project proposals to the NOAB regardless of the outcome of the assessment

- I. **PROJECT BRIEF**
- II. **QUALITY ASSESSMENT**

The Technical Working Group (TWG) shall use the following five criteria to assess quality of the project proposals:

Relevance: This looks at WHY a project is proposed. Relevance considers the extent to which projects are needed and suited to achieving the priorities and objectives of the National Organic Agriculture Program (NOAP) and relevant DA Policies and Programs:

1. How valid are the objectives of the project?
2. Are the activities and outputs of the project consistent with the overall project goals?
3. Are the activities and outputs of the project consistent with the intended impact and effects?
4. Are the activities and outputs of the project consistent National Organic Agriculture Program (NOAP) and relevant DA Policies and Programs

Effectiveness: This examines HOW a project shall take place, particularly how well a project might reach its objectives.

1. To what extent are the objectives likely to be achieved – are they realistic?
2. What is the added value to DA? Why is this a good project for DA?
3. Based on the particular issue being addressed, is the proposed approach a sound way to achieve the objectives, and have other alternative approaches been examined?
4. Does the project take into account and/or build on previous projects/activities with similar objectives?

Efficiency: This also looks at HOW a project shall take place, particularly measuring of the outputs (services, goods) in relation to the inputs (cost of resources). Efficiency considers if the project offers value for money and whether projects use the least costly resources allowed in order to achieve the desired results.

1. Do the activities appear to be cost-efficient?
2. Do the activities comply with existing government accounting and auditing rules and regulations?
3. Would alternative approaches deliver the same result for less cost?

⁴Criteria based on The *DAC Principles for the Evaluation of Development Assistance*, OECD (1991), *Glossary of Terms Used in Evaluation*, in 'Methods and Procedures in Aid Evaluation', OECD (1986), and the *Glossary of Evaluation and Results Based Management (RBM) Terms*, OECD (2000).
http://www.oecd.org/document/22/0,2340,en_2649_34435_2086550_1_1_1_1.00.html

ANNEX D
Guide Organic Agriculture Project Proposal Evaluation Report⁴

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2. Are the activities and outputs of the project consistent with the overall project goals?
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Effectiveness: This examines HOW a project shall take place, particularly how well a project might reach its objectives.

1. To what extent are the objectives likely to be achieved – are they realistic?
2. What is the added value to DA? Why is this a good project for DA?
3. Based on the particular issue being addressed, is the proposed approach a sound way to achieve the objectives, and have other alternative approaches been examined?
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Efficiency: This also looks at HOW a project shall take place, particularly measuring of the outputs (services, goods) in relation to the inputs (cost of resources). Efficiency considers if the project offers value for money and whether projects use the least costly resources allowed in order to achieve the desired results.

1. Do the activities appear to be cost-efficient?
2. Do the activities comply with existing government accounting and auditing rules and regulations?
3. Would alternative approaches deliver the same result for less cost?

⁴Criteria based on The DAC Principles for the Evaluation of Development Assistance, OECD (1991), Glossary of Terms Used in Evaluation, in 'Methods and Procedures in Aid Evaluation', OECD (1986), and the Glossary of Evaluation and Results Based Management (RBM) Terms, OECD (2000).
http://www.oecd.org/document/22/0,2340,en_2649_34435_2086550_1_1_1_1,00.html

9.0 Financial Analysis

A benefit cost ratio shall be required. However, proposals above Php 10M shall submit a comprehensive Regulatory Impact Assessment Report.

10.0 Socio-Economic Aspect

This is where the social benefits of the project should be indicated and quantified, as follows:

1. Direct benefits to project beneficiaries (e.g., increased incomes, employment opportunities, etc.); and
2. Indirect and other benefits to the community/locality, small farmers/fisherfolk in the project area, and other stakeholders.

11.0 Organizational/Management Plan

This is where the management capability of the organization and the overall viability of the organization itself should be established, by providing the following:

1. Organizational and administrative requirement, where: (1) the key project implementors and cooperators/coordinating entities including their respective roles and availability should be described in detail (This may be done through a functional organizational chart highlighting the relationship between the responsible unit and the cooperating/coordinating units within and outside the project set-up.) and (2) in the case of relationships with outside organizations, the institutional arrangements in line with project implementation should also be defined; and
2. Other organizational concerns such as: the management and technical capability and qualification of both the organizational and project officers/members and personnel/staff; and the availability of support/office facilities and fixtures, and other administrative requirement

Impact: This asks WHAT the project seeks to change. It includes possible impacts on key stakeholders and effectiveness in addressing RA 100681 such as sustainable development, bringing organic agriculture to grassroots, maximize people empowerment, environment-friendly, climate change, gender equity among others. Impact shall consider project risks and risk management, including the possible impact of external factors, such as changes in terms of trade or financial conditions.

1. What are the likely changes following from this project?
2. What difference shall the activity make to the target beneficiaries?
3. Beyond the target group, who else is likely to benefit? Are there multiplier effects that can be gained from this project?
4. What avenues shall be used to communicate and promote the project results, not only to intended beneficiaries but also to other organic agriculture stakeholders and desired partners?

Sustainability: This looks at whether the benefits of a project are likely to continue after the project is completed. It has a longer term focus compared to other criterion.

1. What are the intended effects over the longer term?
2. Does the project provide for methods to ensure benefits of a project shall continue after the funding support ceases?
3. Is there evidence of engagement with key stakeholders?
4. How does this project fit in DA-NOAP priorities and are follow-on projects planned?

III. EVALUATION

1. **Technical**
2. **Financial**
3. **Organizational**
4. **Socio-Economic**

IV. RECOMMENDATION

Annex E
Project Evaluation Report (PER) of Project Proposals

Notes:

- Assessors are requested to provide comments against each question. These can praise, suggest changes, or highlight areas of concern. Constructive comments from the Secretariat for improvements to the proposals can be made prior to the formal quality assessment undertaken by the TWG.
- The PER must be submitted along with the project proposals to the NOAB regardless of the outcome of the assessment
- Quality criteria are judged as either satisfactory, or unsatisfactory.

Proposal title :
Proponent :
Amount being sought from DA-NOAP :
Date :

| | Question | Rating | Comments |
|---------------------------|---|--------|----------|
| Project Objectives | Relevance: Please tick: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory | | |
| | How valid are the objectives of the project? | | |
| | Are the activities and outputs of the project consistent with the overall project goals? | | |
| | Are the activities and outputs of the project consistent National Organic Agriculture Program (NOAP) and relevant DA Policies and Programs? | | |
| | Effectiveness: assessing how well the project can achieve its objectives Please tick: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory | | |
| | To what extent are the objectives likely to be achieved – are they realistic? | | |

Annex E
Project Evaluation Report (PER) of Project Proposals

Notes:

- Assessors are requested to provide comments against each question. These can praise, suggest changes, or highlight areas of concern. Constructive comments from the Secretariat for improvements to the proposals can be made prior to the formal quality assessment undertaken by the TWG.
- The PER must be submitted along with the project proposals to the NOAB regardless of the outcome of the assessment
- Quality criteria are judged as either satisfactory, or unsatisfactory.

Proposal title :
Proponent :
Amount being sought from DA-NOAP :
Date :

| | Question | Rating | Comments |
|---------------------------|---|--------|----------|
| Project Objectives | Relevance: Please tick: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory | | |
| | How valid are the objectives of the project? | | |
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| | Effectiveness: assessing how well the project can achieve its objectives Please tick: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory | | |
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Impact: This asks WHAT the project seeks to change. It includes possible impacts on key stakeholders and effectiveness in addressing RA 100681 such as sustainable development, bringing organic agriculture to grassroots, maximize people empowerment, environment-friendly, climate change, gender equity among others. Impact shall consider project risks and risk management, including the possible impact of external factors, such as changes in terms of trade or financial conditions.

1. What are the likely changes following from this project?
2. What difference shall the activity make to the target beneficiaries?
3. Beyond the target group, who else is likely to benefit? Are there multiplier effects that can be gained from this project?
4. What avenues shall be used to communicate and promote the project results, not only to intended beneficiaries but also to other organic agriculture stakeholders and desired partners?

Sustainability: This looks at whether the benefits of a project are likely to continue after the project is completed. It has a longer term focus compared to other criterion.

1. What are the intended effects over the longer term?
2. Does the project provide for methods to ensure benefits of a project shall continue after the funding support ceases?
3. Is there evidence of engagement with key stakeholders?
4. How does this project fit in DA-NOAP priorities and are follow-on projects planned?

III. EVALUATION

1. **Technical**
2. **Financial**
3. **Organizational**
4. **Socio-Economic**

IV. RECOMMENDATION

| | | | |
|--|---|--|--|
| | What is the added value to DA? Why is this a good project for DA? | | |
| | Based on the particular issue being addressed, is the proposed approach a sound way to achieve the objectives, and have other alternative approaches been examined? | | |
| | Does the project take into account and/or build on previous projects/activities with similar objectives? | | |

| | | | |
|-------------------------------|--|--|--|
| Project implementation | Efficiency: assessing the design process and implementation management <i>Please tick:</i> <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory | | |
| | Do the activities appear to be cost-efficient? | | |
| | Do the activities comply with existing government accounting and auditing rules and regulations? | | |
| | Would alternative approaches deliver the same result for less cost? | | |
| Impact Plan | Impact: assessing expected results <i>Please tick:</i> <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory | | |
| | What are the likely changes following from this project? | | |

| | | | |
|----------------------------|--|--|--|
| | What difference shall the activity make to the target beneficiaries? | | |
| | Beyond the target group, who else is likely to benefit? Are there multiplier effects that can be gained from this project? | | |
| | What avenues shall be used to communicate and promote the project results, not only to intended beneficiaries but also to other organic agriculture stakeholders and desired partners? | | |
| Sustainability Plan | Sustainability: assessing if benefits and lessons learned are likely to continue after the project <i>Please tick:</i> <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory | | |
| | What are the intended effects over the longer term? | | |
| | Does the project provide for methods to ensure benefits of a project shall continue after the funding support ceases? | | |
| | Is there evidence of engagement with key stakeholders? | | |
| | How does this project fit in DA-NOAP priorities and are follow-on projects planned? | | |
| | Overall comment on proposal quality: Overall <i>quality</i> assessment : <i>Please tick:</i> <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Endorsement to NOAB : <i>Please tick:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

| | | | |
|----------------------------|---|--|--|
| | What difference shall the activity make to the target beneficiaries? | | |
| | Beyond the target group, who else is likely to benefit? Are there multiplier effects that can be gained from this project? | | |
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| | What are the intended effects over the longer term? | | |
| | Does the project provide for methods to ensure benefits of a project shall continue after the funding support ceases? | | |
| | Is there evidence of engagement with key stakeholders? | | |
| | How does this project fit in DA-NOAP priorities and are follow-on projects planned? | | |
| | Overall comment on proposal quality: Overall quality assessment : <i>Please tick:</i> <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Endorsement to NOAB <i>:Please tick:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No | | |



| | | | |
|--|---|--|--|
| | What is the added value to DA? Why is this a good project for DA? | | |
| | Based on the particular issue being addressed, is the proposed approach a sound way to achieve the objectives, and have other alternative approaches been examined? | | |
| | Does the project take into account and/or build on previous projects/activities with similar objectives? | | |

| | | | |
|-------------------------------|---|--|--|
| Project implementation | Efficiency: assessing the design process and implementation management | | |
| | <i>Please tick:</i> <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory | | |
| | Do the activities appear to be cost-efficient? | | |
| | Do the activities comply with existing government accounting and auditing rules and regulations? | | |
| | Would alternative approaches deliver the same result for less cost? | | |
| Impact Plan | Impact: assessing expected results | | |
| | <i>Please tick:</i> <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory | | |
| | What are the likely changes following from this project? | | |

Annex F
Project Monitoring Report

Notes:

This Project Monitoring Report contains minimum criteria to be used by the Implementing Agency. The latter may opt to use more extensive format.

The Monitoring Report allows for the collection and analysis of relevant information as a project is being implemented. This can improve the efficiency and effectiveness of a project by keeping work on track and providing a warning if things are going wrong.

Difficult projects are important for learning lessons from that can lift general project quality. They may have the following features:

- Sensitive or risky topics or settings
- Significant delays in starting up
- History of significant problems or omissions
- Significant policy or environmental questions
- Questions of project management, and
- Poor financial performance

SECTION A. Project Profile

| | |
|------------------------------------|--|
| Project Number & Title | |
| Recipient Name/Organization | |
| Date Approved | |
| Implementing Agency | |

SECTION B: Project update

Briefly answer each of the questions below.

1. **Current status of project:**
 - On schedule: YES / NO
 - On budget: YES / NO
 - On target to meet project objectives: YES / NO

If NO, provide details: How far off schedule, budget or objectives? What actions are being taken to resolve issues?
2. **Implementation:** Describe progress and any deviations against the project's work plan.
3. **Challenges:** If not covered in Q1, describe any problems which have arisen and how the proponent overcame them. How might these change the project schedule or budget?

4. **Engagement:** Describe the engagement and roles of stakeholders so far, including other beneficiaries.
5. **Objectives and outputs:** How do results of the project so far (if any) compare with its expected results? Are outputs being delivered on time and of sufficient quality?

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- Questions of project management, and
- Poor financial performance

SECTION A. Project Profile

| | |
|------------------------------------|--|
| Project Number & Title | |
| Recipient Name/Organization | |
| Date Approved | |
| Implementing Agency | |

SECTION B: Project update

Briefly answer each of the questions below.

1. **Current status of project:**
 On schedule: YES / NO
 On budget: YES / NO
 On target to meet project objectives: YES / NO
 If NO, provide details: How far off schedule, budget or objectives? What actions are being taken to resolve issues?
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3. **Challenges:** If not covered in Q1, describe any problems which have arisen and how the proponent overcame them. How might these change the project schedule or budget?



Annex G
Project Completion Report

Notes:

The Completion Reports allow the Implementing Agencies and RFUs to succinctly explain the key findings and recommendations of the project. It also offers a mechanism for budget accountability and gives Implementing Agencies and RFUs an opportunity to provide feedback on the management of the project. This report should draw on feedback from project proponents and beneficiaries.

The results of the completion reports may provide an indication of where future projects or analysis is needed, impediments to projects achieving their goals, or gains that DA has made in particular areas.

SECTION A. Project Profile

| | |
|------------------------------------|--|
| Project Number & Title | |
| Recipient Name/Organization | |
| Date Approved | |
| Implementing Agency | |

SECTION B: Project report and reflection

Briefly answer each of the questions below. Section B should be a maximum of 2-3 pages, inclusive of the questions and tables provided.

1. **Project description:** In 3-4 sentences, describe the project and its main objectives.
2. **Meeting your objectives:** Describe how the project went, with reference to the objectives laid out in the project proposal. Include any major changes to the project as proposed and any problems or obstacles that have been encountered.
3. **Project evaluation:** Describe how you evaluated the project and provide some details on the results of the evaluation (e.g. recipient self-evaluation, measurement of indicators, statistics demonstrating use of outputs etc.)

| Activities | Project Indicator | Accomplishment | Notes |
|-----------------------|--------------------------|-----------------------|--------------|
| Project Component # 1 | | | |
| Activity 1 | | | |

| | | | |
|-----------------------|--|--|--|
| Activity 2 | | | |
| Etc. | | | |
| Project Component # 2 | | | |
| Activity 1 | | | |
| Activity 2 | | | |
| Etc. | | | |

4. **Key findings:** Describe one or two examples of important findings arising from the project (e.g. insights provided by recipients or experts, policy recommendations, roadblocks to progress on an issue etc.).
5. **Next steps:** Describe any follow-up steps or projects that you recommend.
6. **Feedback for the NOAB:** Do you have any suggestions for more effective management/evaluation of projects in the future? *(The NOAB collates and examines feedback to identify trends for ongoing evaluation of project evaluation, management and/or communications systems.)*

SECTION C: Budget

Attach a detailed breakdown of the DA- provided project budget, including:

- **Planned costs:**
- **Actual expenditures**
- **Variance notes:** An explanation of any budget line under- or over-spent.

SECTION D: Appendices or additions

Please attach any documents or relevant information shall help DA better understand your project, support Implementing Agencies and RFUs of similar projects and plan for future projects.

| FOR TWG on Project Evaluation USE ONLY | |
|---|----------------|
| <i>Were DA project guidelines followed? Could the project have been managed more effectively or easily both by the Implementing Agency and Recipient?</i> | Notes/Comments |
| NOAB | |
| TWG | |



| | | | |
|-----------------------|--|--|--|
| Activity 2 | | | |
| Etc. | | | |
| Project Component # 2 | | | |
| Activity 1 | | | |
| Activity 2 | | | |
| Etc. | | | |

4. **Key findings:** Describe one or two examples of important findings arising from the project (e.g. insights provided by recipients or experts, policy recommendations, roadblocks to progress on an issue etc.).
5. **Next steps:** Describe any follow-up steps or projects that you recommend.
6. **Feedback for the NOAB:** Do you have any suggestions for more effective management/evaluation of projects in the future? *(The NOAB collates and examines feedback to identify trends for ongoing evaluation of project evaluation, management and/or communications systems.)*

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|---|----------------|
| <i>Were DA project guidelines followed? Could the project have been managed more effectively or easily both by the Implementing Agency and Recipient?</i> | Notes/Comments |
| NOAB | |
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Project Completion Report

Notes:

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SECTION A. Project Profile

| | |
|------------------------------------|--|
| Project Number & Title | |
| Recipient Name/Organization | |
| Date Approved | |
| Implementing Agency | |

SECTION B: Project report and reflection

Briefly answer each of the questions below. Section B should be a maximum of 2-3 pages, inclusive of the questions and tables provided.

1. **Project description:** In 3-4 sentences, describe the project and its main objectives.
2. **Meeting your objectives:** Describe how the project went, with reference to the objectives laid out in the project proposal. Include any major changes to the project as proposed and any problems or obstacles that have been encountered.
3. **Project evaluation:** Describe how you evaluated the project and provide some details on the results of the evaluation (e.g. recipient self-evaluation, measurement of indicators, statistics demonstrating use of outputs etc.)

| Activities | Project Indicator | Accomplishment | Notes |
|-----------------------|--------------------------|-----------------------|--------------|
| Project Component # 1 | | | |
| Activity 1 | | | |



Annex H
Site Validation Report

Site validation is being conducted as part of project proposal evaluation. This serves as verification of what is being stated and/or claimed in the project proposal and some concerns of the TWG.

I. Objective/s

1. Verify the veracity of the data submitted by the proponent; and
2. Enhance the implementation of Organic Agriculture

II. Expected Outcome

Site Validation's output are the answers to the concerns/comments/questions of the TWG on the proposal and a documented proof on the claims of the proponent.

| | | | |
|----------------------------|--------------|---------------------|--|
| Title: | | | |
| Proponent: | | | |
| Proponent Type: | | | |
| Amount being sought to DA: | Counterpart: | Total Project Cost: | |
| Project Components | | | |

| Proposal Content | TWG Comments | Observations | Recommendations |
|------------------|--------------|--------------|-----------------|
| | | | |
| | | | |
| Final Remarks: | | | |

Site Validation Team

| Name | Designation/Office | Signature |
|------|--------------------|-----------|
| | | |
| | | |
| | | |



Annex I
Memorandum of Agreement

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and executed, by and between:

The **DEPARTMENT OF AGRICULTURE REGIONAL FIELD UNIT** _ duly organized and existing under and by virtue of the laws of the Republic of the Philippines with office address at _____ represented herein by _____, Regional Executive Director, herein referred to as the "**DA RFU**"

-and-

(for government institutions/cooperatives/organizations/foundations)

(Name of Cooperative/Organization/Foundation), a domestic (cooperative/foundation/organization) duly organized and existing under and by virtue of the laws of the Republic of the Philippines with office address at _____ represented by _____, (Designation of Executive Officer), herein referred to as the "**COOPERATOR**".

(for private individuals)

(Name of Private Individual), of legal age, Filipino and residing at _____, represented by _____, herein referred to as the "**COOPERATOR**".

WITNESSETH:

The parties hereby bind themselves to undertake a Memorandum of Agreement for the purpose of _____ (project name) in support of the program of the State to promote and develop Organic Agriculture in the Philippines, under the following terms and conditions:

A. The **DA RFU** shall:

1. Provide the fund necessary for the implementation and installation of the project in accordance with the approved work and financial plan, which is part of the approved project proposal;
2. Provide technical assistance to the cooperator whenever necessary.
3. In consultation with the **COOPERATOR**, have the right to withhold fund releases for the project for the following reasons:
 - a. When it is ascertained that substantial negative variance exists between the actual accomplishments vis-à-vis the planned work for a given period as contained in the approval project document; and
 - b. Non-compliance with the reporting and liquidation requirements after a reasonable period of time.
4. Monitor the implementation of the project and submit semi annual reports to the Technical Working Group created for the monitoring of the implementation of the organic agriculture projects through the Bureau of Agriculture and Fisheries Product Standards.

Annex I
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-and-

(for government institutions/cooperatives/organizations/foundations)

(Name of Cooperative/Organization/Foundation), a domestic (cooperative/foundation/organization) duly organized and existing under and by virtue of the laws of the Republic of the Philippines with office address at _____, represented by _____, (Designation of Executive Officer), herein referred to as the "**COOPERATOR**".

(for private individuals)

(Name of Private Individual), of legal age, Filipino and residing at _____, represented by _____, herein referred to as the "**COOPERATOR**".

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 - a. When it is ascertained that substantial negative variance exists between the actual accomplishments vis-à-vis the planned work for a given period as contained in the approval project document; and
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I. Objective/s

1. Verify the veracity of the data submitted by the proponent; and
2. Enhance the implementation of Organic Agriculture

II. Expected Outcome

Site Validation's output are the answers to the concerns/comments/questions of the TWG on the proposal and a documented proof on the claims of the proponent.

| | | |
|----------------------------|--------------|---------------------|
| Title: | | |
| Proponent: | | |
| Proponent Type: | | |
| Amount being sought to DA: | Counterpart: | Total Project Cost: |
| Project Components | | |

| Proposal Content | TWG Comments | Observations | Recommendations |
|------------------|--------------|--------------|-----------------|
| | | | |
| | | | |
| Final Remarks: | | | |

Site Validation Team

| Name | Designation/Office | Signature |
|------|--------------------|-----------|
| | | |
| | | |
| | | |



B. The **COOPERATOR** shall

1. Implement the approved project activities with the approved schedule and budget in accordance the WFP;
2. Designate a Responsible Officer who shall be responsible for liaising and communicating with the **DA RFU**;
3. As part of his/her equity, hire additional staff/workers to ensure effective and efficient implementation of the project;
4. Submit official documentation, physical reports of the project activities and accomplishments through the submission of semi-annual and terminal reports to the **DA RFU**;
5. Liquidate and reimburse funds disbursed, in accordance with the approved work and financial plan, which is part of the approved project proposal, by submitting the necessary supporting documents to the **DA-RFU**;

This Memorandum of Agreement shall become effective upon signature of both parties and the implementation will begin immediately and shall continue to be valid hereafter until written notice is given by either party thirty (30) days prior to the date of intended termination.

No modification or amendment to this agreement and the approved project documents shall be allowed without the written consent of both parties involved.

In witness whereof, the parties have signed this Memorandum of Agreement at _____ this ____ day of _____ 20__.

For the COOPERATOR

For the DA-RFU

Regional Executive Director
DA RFU _

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____)SS.

BEFORE ME, a Notary Public for and in the _____, this ___ day of _____
20__, personally came and appeared:

| NAME | RES. CERT. NO | DATE/PLACE OF ISSUE |
|-------|---------------|---------------------|
| _____ | _____ | _____ |

Known to me and to me known to be the same persons who executed the foregoing instrument, consisting of six (6) pages including the page on which this acknowledgement is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, this ___th day of _____ 20__ at
_____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 2012



ACKNOWLEDGEMENT

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_____)SS.

BEFORE ME, a Notary Public for and in the _____, this ___ day of _____
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Series of 2012



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For the COOPERATOR

For the DA-RFU

Regional Executive Director
DA RFU _

SIGNED IN THE PRESENCE OF:



Summary and Timeline of Evaluation Procedure for Proposals Below PHP5M.

| Timeline | Process Flow | Procedure |
|----------|--|---|
| 1 week | Proponent | Call for Proposals. Submission of Annex A, B and C by the proponents. |
| 1 week | National Secretariat | Receive and acknowledgement of submitted Annexes submitted. |
| 2 weeks | RTWG Secretariat | If the amount being sought to DA is less than 5M, the proposal will be endorsed to the Regional Field Unit. Pre-screening and Pre-evaluation of the Regional Technical Secretariat which may include site validation. |
| 2 weeks | RTWG | Evaluation of the full project proposal by the Regional Technical Working Group. |
| 2 weeks | <p>Passed</p> <p>NO → Notify Proponents</p> <p>YES</p> | |
| 4 weeks | Submission of detailed WFP | Submission of the detailed Work and Financial Plan with the recommended revisions, as necessary. |
| 3 weeks | RED | After detailed proposals are approved and revisions/ corrections are made/ incorporated, the final draft of the proposal is submitted to the Regional Executive Director for approval or disapproval. |
| 3 weeks | <p>Passed</p> <p>NO → Notify Proponents</p> <p>YES</p> | |
| 3 weeks | Signing of the MOA | MOA is prepared and signed by concerned parties. |
| | Implementation | |

Annex J
Summary of Project Evaluation Procedure and Timeline



Summary and Timeline of Evaluation Procedure for Proposals Above PhP5M.

| Timeline | Process Flow | Procedure |
|----------|---|---|
| 1 week | Proponent | Call for Proposals. Submission of Annex A, B and C by the proponents. |
| 2 weeks | National Technical Secretariat | Receive and acknowledgement of submitted Annexes submitted. |
| 2 weeks | NTWG | Evaluation of the full project proposal by the National Technical Working Group. |
| 2 weeks | <p>Passed</p> <p>NO</p> <p>YES</p> <p>Notify Proponents</p> | |
| 4 weeks | <p>Submission of detailed WFP</p> <p>Large</p> <p>Strategic</p> | If passed without revisions, the proponent will be asked to submit their detailed work and financial plan. If passed with revisions, the revisions/corrections shall be incorporated to the proposal together with the work and financial plan. |
| 3 weeks | <p>NOAB</p> <p>NO</p> <p>Passed</p> <p>YES</p> <p>Notify Proponents</p> | After detailed proposals are approved and revisions/corrections are made/incorporated, the final draft of the proposal is submitted to the National Organic Agriculture Board for approval or disapproval. |
| 4 weeks | <p>Signing of the MOA</p> <p>Implementation</p> | If passed without revisions, MOA is prepared and signed by concerned parties. If passed with revisions, corrections/revisions shall be incorporated first before the preparation and signing of the MOA by the concerned parties. |

Note: Proposals are categorized according to the amount being sought to DA. (Large Scale= 5-10M, Strategic=>10M)

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| 4 weeks | Large Strategic | |
| 3 weeks | NOAB | After detailed proposals are approved and revisions/corrections are made/incorporated, the final draft of the proposal is submitted to the National Organic Agriculture Board for approval or disapproval. |
| 3 weeks | <p>NO</p> <p>Notify Proponents</p> <p>Passed</p> <p>YES</p> | |
| 4 weeks | Signing of the MOA | If passed without revisions, MOA is prepared and signed by concerned parties. If passed with revisions, corrections/revisions shall be incorporated first before the preparation and signing of the MOA by the concerned parties. |
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| 4 weeks | Submission of detailed WFP | Submission of the detailed Work and Financial Plan with the recommended revisions, as necessary. |
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