

## Guidelines for Evaluation Human Resource Development Program

*(Note: Please click in the box to check or uncheck. To write your comments, click on the shaded area and start typing.)*

### Request for Evaluation:

**Date of Request:** \_\_\_\_\_ **Due Date:** \_\_\_\_\_

#### The Proposal:

Title of Proposal: \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_

#### Items included in the proposal:

- |                                     |                                             |                                                |
|-------------------------------------|---------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Cover Page | <input type="checkbox"/> Table of Contents  | <input type="checkbox"/> Proposal Summary      |
| <input type="checkbox"/> Objectives | <input type="checkbox"/> Benefits / Outputs | <input type="checkbox"/> Training Details      |
| <input type="checkbox"/> Milestones | <input type="checkbox"/> Time Lines         | <input type="checkbox"/> Budget (with breakup) |
| <input type="checkbox"/> Resumes    | <input type="checkbox"/> Additional Items:  |                                                |

#### Evaluator's Details:

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Home Page: \_\_\_\_\_

#### To The Evaluator: To what degree are you familiar with the proposed topic/program?

- I am actively engaged in research/program development/training in this specific area.  
 I have taught advanced courses in this specific area.  
 I have carried out research/developmental work in this specific area.  
 My experience is in the general area but I have not worked in this specific area.

Other Comments: \_\_\_\_\_

**1. Proposed Objectives:**

**(a)** I rate the relevance of the proposed training program to national needs as:

Very High                       High                                       Low                                       Very Low

***Please justify your rating:***

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

**(b)** Keeping in view the objectives of the proposed training program, the quality of the course design is:

Excellent                       Very Good                       Good                                       Adequate                       Poor

***Please justify your rating:***

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

**(c)** The course contents / duration are:

Significantly More Than Required                       More Than Required  
 Sufficient                                       Insufficient                                       Significantly Insufficient

***Please justify your rating:***

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

**2. Trainee Empowerment Plan:** (Does this proposal describe a self sustaining model for improving the earning capacity, career growth, enhanced productivity for the beneficiaries?)

Clear                                       Vague                                       Obscure                                       Non-Existent

***Please justify your rating:***

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

### 3. Manpower Requirement:

(a) The composition of the work team, taking into consideration their number and expertise, is

- Significantly More Than Required                       More Than Required  
 Sufficient                       Insufficient                       Significantly Insufficient

to satisfy the manpower requirements.

**Please justify your rating (Also include your estimate on composition of the team if it differs from the applicant's):**

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

(b) The quality of trainers is:

- Excellent             Very Good             Good             Adequate             Poor

**Please justify your rating:**

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

### 4. Monitoring and Evaluation of the Program: (Are the training outcomes concrete enough for monitoring and evaluation?)

- Clear                       Vague                       Obscure                       Non-Existent

**Please justify your rating:**

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

### 5. Time Requirement:

The proposed time table for executing the program including hiring, admissions, training, exams, results etc., is:

- A Significant Overestimate             An Overestimate             A Good Estimate  
 An Underestimate             A Significant Underestimate

**Please justify your rating (Also include your estimated time if it differs from the applicant's):**

Key Strengths: \_\_\_\_\_  
 Key Weaknesses: \_\_\_\_\_  
 Other Comments: \_\_\_\_\_

**6. Proposed Budget:** (optional)

The budget requested in Pak. Rs. is:

- Significantly Overestimated   
  Over Overestimated   
  Well Estimated  
 Underestimated   
  Significantly Underestimated

**Please justify your rating:** \_\_\_\_\_

Please identify budget items that should be modified.

S#	Item	Amount (requested by Organizer)	Amount (suggested by Evaluator)	Remarks & Justification
I.				
II.				
III.				
IV.				
V.				
VI.				
VII.				
VIII.				

**7. Capability of the Institution(s):**

(a) From what I know of the institution(s), directly or through their profile included in the proposal, I rate the capability of the institution(s) to conduct and manage the proposed training program as:

- Excellent   
  Very Good   
  Good   
  Adequate   
  Poor

**Please justify your rating:**

Key Strengths: \_\_\_\_\_  
 Key Weaknesses: \_\_\_\_\_  
 Other Comments: \_\_\_\_\_

### 8. Capability of the Organizer(s):

(a) From what I know of the applicants, directly or through their resumes included in the proposal, I rate the capability of the Principal Organizer to conduct and manage the program as:

Excellent       Very Good       Good       Adequate       Poor

**Please justify your rating:**

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

(b) From what I know of the applicants, directly or through their resumes included in the proposal, I rate the capability of the Co-Principal Organizers to conduct and manage the program as:

Excellent       Very Good       Good       Adequate       Poor

**Please justify your rating:**

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

(c) Familiarity with the Principal Organizer: I know the Principal Organizer

Personally       Professionally       By Reputation       Not At All

**Please comment:**

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

### 9. Conclusion:

In summary, I rate the proposal as:

Excellent       Very Good       Good       Adequate       Poor

**Please justify your rating:**

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

**10. Recommendations:**

- Accept in current form. Send for approval by the competent authority.
- Accept with following revisions. Does not require any external re-evaluation.  
Suggested revisions: \_\_\_\_\_
- Send for external re-evaluation with the following revisions.  
Suggested revisions: \_\_\_\_\_
- Reject

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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**Please return this form by e-mail and fax, before due date to:**

**Solicitation & Evaluation Department  
National ICT R&D Fund  
6<sup>th</sup> Floor, HBL Tower  
Jinnah Avenue Islamabad.**

**Tel: (+92 51) 921 5360 - 65**

**Fax: (+92 51) 921 5366**