
 <p style="text-align: center;"><b>PHILIPPINE NORMAL UNIVERSITY NORTH LUZON</b>  <i>The National Center for Teacher Education</i>  <i>The Indigenous Peoples Education Hub</i>  Alicia, Isabela</p>	 <b>BAGONG PILIPINAS</b>	Reference No.	PNU-NL-2026-AFP-FM-005
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# PROJECT PROPOSAL

## I. Project Brief

*This section presents a quick view of the key details about the project. It is shown on the first page of the proposal.*

**Project Title**

**Project Description**

3-5 sentences to tell what the project is all about (e.g., training, workshop, infrastructure development, etc.) and its main objective.

**Duration and Target Dates**

Total number of days/hours and target dates of Phase 2: Implementation Proper

**Venue**

Area where the event will take place

**Target Participants/Beneficiaries**

Number and description of participants (also, indicate gender/ethnic/geographical-disaggregated data and information where applicable)

Total Number of Participants

**Proposed Budget**



Total estimated that is indicated in the Line-Item Budget

**Project Proponent**

Name of Office/Unit

**Contact Person/s**

Name(s) and designation

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Contact Information

Office email, landline/mobile numbers, etc.

## II. Project Background

*This section lays down the basis for defining the project's general and specific objectives, target groups, strategies and main activities and resource requirements.*

### A. Situation Analysis

- Analysis of the situation (of the advocacy) in the specific/targeted geographic area or locality in relation to the specific focus of the project

*What is the current situation, issues, concerns and/or challenges that the project intends to address? This may include various demands/drivers (e.g., recent government issuances/policies/laws, reports/results of studies). Results of previous implementation of similar events may also provide useful information.*

- Analysis of relevant agency/institution stakeholders

*Who are the target stakeholders? What is their current situation?*

- Analysis of risks and opportunities pertinent to conducting the event, influencing and advocacy work

*What are possible risks and challenges that may be encountered in any of the phases of the project? What opportunities may be considered as actions to prevent or address the projected risks? (This section may be drawn from the office's COTO Logs – Risks and Opportunities Assessment. Results of previous implementations may provide useful information.)*

### B. Internal Capacity

*(This section may be drawn from the office's COTO Logs – Internal/External Issues.)*

- Current strategies and programs of the PNU that address the situation described above, and what can be further strengthened or improved through the project. *If none, state that there are no current strategies, etc., and cite what the project could do to address the lack.*
- PNU's capacities and resources to deliver the intended work or project including systems and mechanisms for implementing, monitoring and evaluating the project. *Human and material resources, linkages/networks, etc. that PNU has to carry out the project.*

### C. Relevance of the project to the Sustainable Development Goals (UN-SDG)

- Cite the United Nations SDG related areas and objectives that the proposed project aligns with/intends to support.

**D. Relevance of the project to the PNU Strategic Development Plan**

- Cite the PNU SDP priority areas and objectives that the proposed project intends to help address/satisfy.

**E. Stakeholders' Needs/Requirements**

*(This section may be drawn from the office's COTO Logs – Interested Parties.)*

- What groups or stakeholders were involved in the analysis and development of the project concept?
- What do the stakeholders need and/or require?
- How will the project engage them?

**III. Program Framework**

Goal	Outcome	Output	Indicators	Means of Verification
<i>What is the overarching target of the project?</i>	<i>What is the target result of the project vis-à-vis the Goal?</i>	<i>What is acceptable evidence of the Outcome?</i>	<i>What are the criteria for the acceptable Output?</i>	<i>How will the output be evaluated? (e.g., assessment tool/rubric)</i>

**IV. Description of Major Strategies and Activities**

*Identify and describe the project strategies and major activities for the duration.*



Phases	Strategies	Specific Activities	Inclusive Dates	Office/Unit/ Personnel In-Charge
<b>1 Pre- Implementation</b>	Planning and Design			
	Organization and Preparation			
	<i>(Add if necessary)</i>			



<b>2 Implementation Proper</b>	Pre-Workshop <i>(Sample)</i>			
	Workshop Proper <i>(Sample)</i>			
	Monitoring of Implementation			
<i>(Strategies depends on the nature of Project)</i>				
<b>3 Post Implementation</b>	Debriefing/ Evaluation			
	Preparation/ writing of Technical Report			
	Submission of Technical Report			

**V. Personnel and Terms of Reference**

Designation	Roles & Responsibilities	Name of Personnel

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## VI. Phase-out/Transition and Sustainability Strategies

*Explain the strategies of the program that will ensure smooth phase-out/transition and sustainability of the initiatives and outcomes.*

## VII. Environmental Impact Assessment

*This section presents environmental issues/concerns that the project should consider.*

1. How does climate change, the environmental situation and disasters impact on the program, both positively and negatively? How can negative impact be minimized and positive impact maximized?
2. How does the program impact the environment, both positively and negatively? How can negative impact be minimized and positive impact maximized?

## VIII. Strengthening Community, Partnerships, Linkages and Networks

*Please explain how the project will contribute to a strengthened society in general, and to strengthen communities/partnership in particular.*

## IX. Gender Equality, Diversity, and Inclusion Assessment

*This section presents how the proposed project can help enhance gender equality and non-discrimination. Approximate number of participants categorized by gender (Male/Female), Indigenous Peoples (IPs), and Persons with Disabilities (PWD)*

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**X. Line-Item Budget**

*For Non-IGP*

Items	Description	Amount
Personal Services		
Supplies & Materials		
Meals		
Transportation		
Accommodations		
Others??		
<b>Sub-total</b>		
Contingency		
<b>Grand Total</b>		

*For IGP*

<b>GROSS RECEIPTS</b>		
<b>LESS: ADMINISTRATIVE COST (20%)</b>		
<b>NET</b>		
<b>LESS: OPERATING EXPENSES</b>		<b>Amount</b>
	HONORARIUM	
	SUPPLIES	
	TRANSPORTATION	
	HOTEL ACCOMMODATION	
	CONTINGENCY	
<b>NET INCOME</b>		



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Attach to this section a copy of the project's LIB which used the FMS-prescribed LIB template.

<p><b>Certification of Availability of Funds (CAF):</b></p> <p>_____</p> <p>Head of Accounting Unit</p> <p>Date: _____</p>
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**Prepared by:**

\_\_\_\_\_  
Project Proponent

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

**Recommending Approval:**

\_\_\_\_\_  
Domain Head

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

\_\_\_\_\_  
Director, Administration, Finance, and Planning

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

**APPROVED:**

\_\_\_\_\_  
Executive Director and Provost

