## Guidelines for Evaluation

## Innovative Product Development Proposal

Ignite (formerly National ICT R&D Fund) is dedicated to creating an innovation centric research and development ecosystem that is congruent to socioeconomic landscape in Pakistan. The fund promotes the view that an incremental innovation removes bottlenecks and alleviates rate limiting factors from value chains. Funded proposals are expected to perform research and development that leads to innovation and resulting wealth generation in the country. We encourage proposals that perform original research as well as leverage results of existing research to develop solutions for important industrial, commercial and social problems.

The probability of wealth generation through incremental innovation depends upon the following factors:

1. Economic, industrial, commercial and social importance of the value chain.
2. Importance of the rate limiting factors addressed.
3. Level of success in alleviating rate limiting factors.
4. The price point at which the rate limiting factors are alleviated.
5. Time frame in which the rate limiting factor are alleviated. This is also known as the window of opportunity. Delays in providing solution could result in decreased importance of the value chain by the time the rate limiting factor is alleviated.

**Evaluators are expected to take a nurturing attitude and guide the project team toward developing proposals that achieve the objective of wealth generation through innovation. It is expected that an approved proposal will provide the following information:**

1. Concrete objectives.
2. High level description (outlines, design, and algorithmic description etc.) of proposed solution.
3. Project plan and intermediate deliverables.
4. Capabilities of core project team members and the infrastructure and support provided by the institution.
5. Well thought out Business plan.

A detailed evaluation form is provided to assist evaluators achieve the objective of guiding the project team towards developing superior quality proposal.

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| **Request for:** [ X ] **External Evaluation** | | | |
| **Date of Request:** | **16-Oct-2017** | **Due Date:** | **26-Oct-2017** |
| **Title of Proposal:** | **Title** | | |

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| **Evaluator’s Details:** | | | | | | | | | | |
| Name: | | | |  | | | | | | |
| Designation: | | | |  | | | | | | |
| Institution: | | | |  | | | | | | |
| Address: | | | |  | | | | | | |
| Tel #: |  | | | | Cell #: |  | | | Fax: |  |
| Email: | |  | | | | | Home Page: |  | | |
| **What core technology is your area(s) of expertise?** *(Mark all that are applicable)* | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | | [ ] 3D/4D Printing | | [ ] Augmented Reality / Virtual Reality | | [ ] Big Data, Artificial Intelligence | | [ ] Blockchain | | [ ] Cloud | | [ ] Neurotech | | [ ] Robotics | | [ ] Shared economy | | [ ] The Internet of Things | | [ ] Wearables, Implantables | | [ ] Others (specify): |  | | | | | | | | | | | | |
| What market(s) you are interested in? *(Mark all that are applicable)*  |  |  |  | | --- | --- | --- | | [ ] Automotive, aviation, marine | | [ ] Business, marketing, finance | | [ ] Defence, security, safety | | [ ] Education and training | | [ ] Environment, water management | | [ ] Entertainment, tourism, sport/recreation | | [ ] Food, livestock, agribusiness | | [ ] Healthcare | | [ ] Infrastructure, housing & transport | | [ ] Mining equipment technology & services | | [ ] Oil, gas, energy | | [ ] Textiles, clothing, footwear | | [ ] Telecommunication | |  | | [ ] Others (specify): |  |  | | | | | | | | | | | |
| **To what degree are you familiar with the proposed topic/project?** *(Mark all that are applicable)* | | | | | | | | | | |
| [ ] I am actively engaged in research and/or developmental work in this specific area. | | | | | | | | | | |
| [ ] I have carried out research and/or developmental work in the past in this specific area. | | | | | | | | | | |
| [ ] I have taught courses in this specific area. | | | | | | | | | | |
| [ ] My experience is in the general area but I have not worked in this specific area. | | | | | | | | | | |
| Others: | | |  | | | | | | | |
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| **Section – 2: (Part 1)**  **2.1 The Innovative Idea** | | |
| Evaluate the novelty of the idea, keeping in view the guiding points (see Annexure-A) and rank accordingly. Your specific comments on the sections’ strengths and weaknesses are significant. | | |
| **Key Strengths:** | <type here> | |
| **Key Weaknesses:** | <type here> | |
| **Ranking:** (check one) | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Unsatisfactory | Needs Improvement | Satisfactory | Above Average | Well Above Average | | [ ] | [ ] | [ ] | [ ] | [ ] | |
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| **Section – 2: (Part 2)**  **2.2 Business Plan** | | |
| Evaluate the various aspects of the business plan, keeping in view the guiding points (see Annexure-A) and rank accordingly. Your specific comments on the sections’ strengths and weaknesses are significant. | | |
| **Key Strengths:** | <type here> | |
| **Key Weaknesses:** | <type here> | |
| **Ranking:** (check one) | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Unsatisfactory | Needs Improvement | Satisfactory | Above Average | Well Above Average | | [ ] | [ ] | [ ] | [ ] | [ ] | |
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| **Section – 2: (Part 3)**  **2.3 Objectives**  **2.4 Project Approach**  **2.5 Risk Analysis** | | |
| Evaluate the above sections, keeping in view the guiding points (see Annexure-A) and rank accordingly. Your specific comments on the sections’ strengths and weaknesses are significant. | | |
| **Key Strengths:** | <type here> | |
| **Key Weaknesses:** | <type here> | |
| **Ranking:** (check one) | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Unsatisfactory | Needs Improvement | Satisfactory | Above Average | Well Above Average | | [ ] | [ ] | [ ] | [ ] | [ ] | |
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| **Section – 3:**  **3.1 Resources & Other Requirements**  **3.2 Capability of the Organization** | | |
| Evaluate the above sections, keeping in view the guiding points (see Annexure-A) and rank accordingly. Your specific comments on the sections’ strengths and weaknesses are significant. | | |
| **Key Strengths:** | <type here> | |
| **Key Weaknesses:** | <type here> | |
| **Ranking:** (check one) | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Unsatisfactory | Needs Improvement | Satisfactory | Above Average | Well Above Average | | [ ] | [ ] | [ ] | [ ] | [ ] | |
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| **Annexure – B: Proposed Budget** | | |
| Evaluate the proposed budget in accordance with the guiding points (see Annexure-A) and rank accordingly. Your specific comments on the sections’ strengths and weaknesses are significant. | | |
| **Key Strengths:** | <type here> | |
| **Key Weaknesses:** | <type here> | |
| **Ranking:** (check one) | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Significantly Under Estimated | Under Estimated | Good Estimate | Over Estimated | Significantly Over Estimated | | [ ] | [ ] | [ ] | [ ] | [ ] | |
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| **Overall Rating of the Proposal:** |
| In summary, I rate the proposal as: |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Unsatisfactory | Needs Improvement | Satisfactory | Above Average | Well Above Average | | [ ] | [ ] | [ ] | [ ] | [ ] | |

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| **Overall Recommendations: (External Evaluator)** | |
| [ ] Recommended for approval in its current form. | |
| [ ] Recommended for external re-evaluation with the following revisions. | |
| Suggested revisions: | <type here> |
| [ ] Not Recommended because of the following reasons: | |
| [ ] Similar ideas have already been funded many times.  [ ] Objectives are too broad and vague to be achieved realistically.  [ ] No focused development approach is presented in the proposed area.  [ ] Methods and approach are not satisfactory.  [ ] Project structure and design is not devised satisfactorily.  [ ] Project will create very low value to the National ICT stakeholders for the requested amount of funding.  [ ] Proposal needs significant improvement to deliver the proposed value in realistic time and budget and thus may be resubmitted afresh if desired  [ ] After maximum number of review(s)/re-evaluation(s), the proposal has not yet been recommended for funding by the evaluators.  [ ] Others: (Please specify) | |
| <type here> | |

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| --- | --- | --- | --- |
| Date: |  | Signature \*: |  |

**\* Insert scanned signature or attach scanned copy of signed page.**

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

**Solicitation & Evaluation Department**

**Ignite (formerly National ICT R&D Fund)**

**6th Floor, HBL Tower, Jinnah Avenue Islamabad.**

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

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

**Annexure – A: Guiding Points for Evaluation**

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| **Section – 2: (Part 1)**  **2.1 The Innovative Idea** |  |
| Evaluate the key strengths and weaknesses keeping in view the below guiding points. | |
| |  |  | | --- | --- | | a. | Is the idea clearly described? | | b. | How the idea/solution is unique or different? | | c. | Why did the PD pick this idea to work on? | | d. | Is the idea/solution really needed? | | |

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| **Section – 2: (Part 2)**  **2.2 Business Plan** |  |
| |  |  | | --- | --- | | a. | Is the scope of the proposed project clearly defined? | | b. | Does market opportunity describe total number of potential buyers and sellers in terms of market value? | | c. | Does competitor analysis describe the strengths and weaknesses of current and potential competitors? | | d. | Does the proposed product/solution address the current and future needs of relevant industry? | | e. | Does the proposal describe process for technology transfer to potential beneficiaries and utilization by relevant stakeholders? | | f. | Are achievable plans for producing, marketing, distributing and diffusion of the developed products/solutions provided? | | |

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| **Section – 2: (Part 3)**  **2.3 Objectives** |  |
| Evaluate the key strengths and weaknesses keeping in view the below guiding points. | |
| |  |  | | --- | --- | | a. | Do the proposed objectives targets ICT related research and/or development? | | b. | Are the objectives measurable and clearly defined? |   **2.4 Project Approach**   |  |  | | --- | --- | | a. | Does the proposed approach describe the hardware and software technologies that will be used in the proposed area? | | b. | Does the proposed approach include high-level information like block-diagrams/ schematics etc. for proposed hardware/software solution? | | c. | Is the proposed approach implementable? | | d. | Does various testing techniques described in testing plan? | | e. | Are deliverables concrete and tangible and quarterly apart? | | f. | Does the Gantt chart list activities in enough details to be evaluated? |   **2.5 Risk Analysis**   |  |  | | --- | --- | | a. | Are the potential risks described? | | b. | Is the assessment of the likelihood of risk is defined? | | c. | Is the likely impact/consequences and its mitigation is defined? | | |

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| **Section – 3:**  **3.1 Resources & Other Requirements** |
| Evaluate the key strengths and weaknesses of the core project team members and rank ability to conduct and manage the proposed project keeping in view the following guiding points. |
| |  |  | | --- | --- | | a. | Is the PD/PM aware of latest developments/technologies in the proposed area? | | b. | Has the PD/PM been working on similar projects/technologies in the past? | | c. | Does the PD/PM have industrial experience in the proposed area? | | d. | Are proper teams formed for various phases for possible parallel processing to reduce project duration? | | e. | Is the expertise of project team adequate for the proposed approach? | | f. | Is the number of project team members justified according to proposed activities? |   **3.2 Capability of the organization**   |  |  | | --- | --- | | a. | Does the organization have good reputation and well established? (For information, please visit organization’s website) | | b. | Does organization’s profile describe its competencies, geographical spread, the various lines of business that it is involved in, etc. | | c. | Does the organization have sufficient experience/technologies in development of similar projects? | |

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| **Annexure – B: Proposed Budget** |  |
| Evaluate the proposed budget of the project in accordance with the following guiding points. | |
| |  |  | | --- | --- | | a. | Human Resources mentioned in the budget are in line with section 3.1 of the proposal? | | b. | Is the request for equipment justified? | | c. | Have the specifications for the demanded equipment been provided? | | c. | Does the equipment claimed according to the technical tasks involved in the project? | | d. | The following applies to internal evaluator only.  If the project is an extension of another project, has the equipment already purchased and used during previous project (already completed or nearing completion) been catered for while demanding new equipment? | | e. | Travel is only allowed for presenting project related papers in the conference. Has the justification column been filled? | | f. | Is Boarding & Lodging in line with the travel plan? Has the justification column been filled? | | |