



PTC Project Request for Proposals

The Pacific Telecommunications Council (PTC) invites proposals for the funding of projects based on the use of Telecommunications and Information and Communication Technologies to enhance the lives of people in the Pacific Hemisphere. The projects should employ generically defined applied research - applied research that is designed to solve practical problems, rather than acquire information for basic understanding. Projects should involve the introduction and application of new methods, processes, and/or technology solutions to address a defined problem.

The PTC Project Request for Proposals encourages all [PTC members](#) both for-profit and not-for-profit members to submit proposals. All **non-members** are encouraged to submit proposals, however final approval of non-member submissions is considered through one of the following criteria:

- Through a new membership application to PTC
- Proposal submission in partnership (jointly) with one or more existing PTC members.
- * Sponsorship (endorsement) of the proposal through the PTC Project Committee.
- * Sponsorship (endorsement) of the proposal through the PTC Board of Governors

*(The Board of Governors retains first right of refusal and final approval - collaboration among PTC members and non-members is encouraged.)

Note: In the event where proposals are judged to be of equal merit, preference will be given to proposals submitted by PTC members.

The focus of each proposed project should be clearly aligned with the PTC Vision and Mission *to use the power of information and communication technologies (ICT) to improve the quality of life in the Pacific Hemisphere.*"

Projects will be evaluated according to the following criteria:

- Feasibility of solution and plan for execution
- Cost-benefit
- Sustainability and scalability
- Innovativeness
- Potential societal value
- Potential to strengthen the PTC brand and visibility for the organization

Project proposals should include the following:

Background Information

Project Title:

Partner Organizations, Primary Contact(s), and Project Personnel (provide name, organization, address, email, phone)

Requested Funding: (\$40,000)

Country/Countries where project will be carried out

Project Proposal

Objectives, Challenge Addressed in Project and Description of Proposed Solution (1/2 page limit)

Describe the problem that will be addressed and your solution. What is the magnitude of the challenge (overall and in the proposed country of implementation) – why does the solution you are proposing have more potential to affect change than other possibilities? Please provide any background information of previous efforts and results, data and citations as support.

Implementation (1/2 page limit)

The implementation plan should provide steps and milestones tied to specific dates, along with outcomes to be achieved by those dates.

Note: Project should be completed within twelve months of initiation.

Description of Existing Work/Literature Review (1/2 page limit)

What are the existing common methods or similar solutions that seek to address the same development challenge as your proposed method/solution? In what ways does your approach offer benefits and improvement to existing practice? What are the debates and current thinking surrounding your proposed solution and the issue it addresses?

Potential Impact and Deliverables (1/2 page limit)

Provide a statement of the project's expected outcomes as well as a description of specific and quantifiable deliverables and their relation to PTC's mission. How many and who will potentially benefit from the project? Who are the indirect beneficiaries? Identify specific, tangible benefits the project is intended to produce.

Identify appropriate metrics to determine whether the objectives have been met both during the project and after it has been completed. Specify the process for reporting progress either in phases or stages.

(Should the project timeline extend past the 2014 PTC Annual Conference, a comprehensive status report and presentation at the PTC Conference is required.)

Note: An interim and final report is required.

Measure Success (1/2 page limit)

Describe how you will evaluate the outcomes of your project and the applicable lessons from your approach and implementation. Your evaluation should include the steps to assess the societal impact, cost-benefit vis-à-vis other possible approaches, potential impact, and the sustainability of your effort. How will your implementation continue and scale after completion of the PTC project?

Timeline

Provide a timeline for the implementation of the project. Projects should be designed to take no longer than one year to complete.

(Should the project timeline extend past the 2014 PTC Annual Conference, a comprehensive status report and presentation at the PTC Conference is required.)

Budget

Proposed budgets should correspond to the stages/phases, implementation, and overall scope of the project as described above, and account for all costs. Institutional overhead may not be included as part of the project costs. Once approved, projects will have budgets and targets as part of the Project contract.

All project cost proposals should be designed to stay within a US\$40,000 budget limit. Projects exceeding US\$40,000 will only be considered with a formal budget justification and a well-defined value proposition.

All project proposers are encouraged to seek financial and/or in-kind support from other sources to supplement PTC funding. Proposals that indicate that such commitments have been made, especially by PTC Members, will be given preference. Please provide letters of support from these other sources.

If complementary funds for all or parts of the proposed project are being sought or are already secured from sources other than PTC, then full details of the source(s) and the manner in which such funds are being allocated across the scope of the project must be disclosed. While complementary funding may be desirable, no funds from PTC may duplicate funds already secured or that are being sought from alternate sources for the same aspects of the Project.

Qualifications of Personnel

Provide a short bio for each project member including their relevant experience and skills and the role that they will play in executing this project. Attach the cv's of project personnel.

Terms of Contract

PTC may offer to negotiate the terms of any Project Proposal. Once a Project Proposal has been agreed to and accepted by both parties, PTC and the project principal(s) will enter into a Project contract. The contract will reflect the final specific terms of the agreement.

Funding

Project funds will be released progressively in line with the agreed upon milestones as set forth in the project contract.

Evaluation

A Project Review and Evaluation Committee will evaluate proposals and make recommendations to the PTC Board of Governors for approval.

In addition to the criteria listed above, proposals will be evaluated on: overall merit; completeness; appropriateness; and compliance with the requirements

described in this Project RFP. The Project Review and Evaluation Committee may require additional information or further detail prior to making a decision to recommend acceptance or rejection of a Proposal. There is no review or appeal of the Committee's recommendation to the Board, and the Board of Governor's decisions are final.

Proposals received by the date specified in the "*Deadline*" section below will receive priority consideration. Late proposals may be accepted at the sole discretion of PTC. When a Project is approved, a Project contract will be promptly drafted and the Project may begin once the appropriate parties have signed the contract.

Contacts

The proposal must include contact details, including full contact information, for all project personnel. Include a cv for each of the project principal(s).

All Member organizations, whether corporate, non-profit, civil society or academic, are strongly encouraged to submit proposals either independently or in collaboration with other Members or non-Members. Proposals involving appropriate partnerships are especially welcome. Organizations that are not currently Members can apply by identifying a willing PTC Member with whom to partner. Current PTC Members can apply directly, either on their own, or with partner(s). The final awardee(s) will either be PTC Members or have PTC-Member partners.

Non-Member Applicants: If you are interested in finding a PTC Member Partner in order to apply please review our [membership list](#). If you identify a likely Member partner, but do not know whom to contact, PTC will assist you in identifying someone in the Member organization. Contact Emily Lee (emily@ptc.org).

PTC also welcomes new members. Here is a link to the [PTC membership application](#).

Proposal Submission

Proposals must be submitted through the online form available at: <http://www.xcdsystem.com/ptc/>.

The online submission form should be completed in accordance with the above details. Submission form items must be complete. Receipt of Proposal submissions will be acknowledged.

Deadline

The deadline for receipt of proposals is Wednesday, 1 May 2013 unless extended by PTC. Any proposals received after the deadline, or any extended deadline, will be considered at the sole discretion of PTC.