

Project Proposal Defense Template:
[Name of Project]
[Available Allocation from the Relevant Intervention Line]
[Allocation Year(s)]

1. Background and Justification

[In this section, beneficiary institutions are expected to provide a brief background to the project being proposed – situating it within the general mandate of the Fund but also indicating the relevance of the project to the institution's academic brief, masterplan, as well as its strategic plan. In particular, institutions are expected to justify why the project is being proposed, describe an opportunity or problem that the project is to address, describe the impact of the problem on teaching, learning and research, etc.]

2. Goals/Objectives

[Beneficiary Institutions are to itemize the specific & measurable goals and objectives to be achieved by executing the proposed project]

3. Scope and Deliverables

[What will be the end result of the project? What is the expected impact of the result of the project to teaching, learning and research in the institution? This may be provided as itemized list]

4. Project Timeline

[Provide detailed information (in tabular form) on the expected timetable for the project activities – expected sequence of activities, including the time of commencement, time of completion as well as the processes you intend to put in place to manage and ensure timely delivery of the project.]

Activity Sequence	Description	Time Estimate
...
...
...

5. Project Estimates

[All project estimates should be within the available allocation. Where multiple projects are drawing from the same intervention line, the projects should be cross-referenced. Beneficiary institutions are expected to discuss the process of developing an approximation of the monetary resources needed to complete the project – including the estimated cost of individual activities.]

Activity	Description of Work	Anticipated Costs (A)
...
...
...
	Total	

6. Project Monitoring & Evaluation (Internal)

[Beneficiary institutions are expected to provide detailed information on the project monitoring and evaluation system of the institution and how it provides the mechanisms and procedures for monitoring of project operations to ensure that activities occur as planned, remained directed towards the stated goals]

[Beneficiary Institution's Name]

[Intervention Line – e.g. ASTD]

[Date]

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and objectives, and appropriate corrective action is taken if required. You are also expected to describe how progress will be evaluated throughout and at the end of the project as well as formulate clear indicators for objectives and result. List of members of the Project Monitoring Committee should be included.]

Authorized Signatures

[Name]

Head of Beneficiary Institution

[Name]

TETFund Desk Officer, or
Director of Physical Planning, or
Director of Works

7. FOR TETFUND USE

S/No	Proposal	Remarks by the panellists
1	Proposal checklist	
2	Proposal defense team	
3	Compliance a. Fund mandate b. Beneficiary institution's strategic plan c. Beneficiary institution's masterplan	
4	Scope and deliverables	
5	Project M&E	
6	Budget and availability	
7	Projected value-for-money	

Recommendation of the TETFund Project Proposals Defense Panel

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Approval by the Executive Secretary

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GUIDELINES FOR PROJECT PROPOSAL DEFENSE

1. Beneficiary institutions are to present their project proposals before a panel of TETFund as part of the requirements for accessing the following intervention lines:
 - a. Programme upgrade/physical infrastructure for teaching and learning
 - b. Library development
 - c. TETFund project maintenance
 - d. ICT Support
 - e. Entrepreneurship
 - f. Academic staff training and development
 - g. Publication of journal
 - h. Equipment fabrication
 - i. Teaching practice
2. Each institution is to be represented at the project proposal defense by the following:
 - a. The Head of the institution
 - b. The director responsible for academic planning
 - c. The director responsible for projects
 - d. TETFund desk officer (if different from ii. and iii.)
 - e. The university librarian (where there is library development proposal to be presented)
3. Institutions are to be guided by the Project Proposal Defense Template in preparing their submissions to the Fund. The template can be downloaded at the Fund's website: www.tetfund.gov.ng. Note that architectural and/or engineering drawings are **not expected** at the project proposal defense;
4. Twelve copies of each proposal should be submitted to the Fund on the day of the defense;
5. Copies of the institution's academic brief, masterplan, and current strategic plan should be brought to the defense for referencing;
6. Even where multiple projects are being proposed from a single intervention line, each proposal should be for a single project;
7. The beneficiary institution would be given 30 minutes to make presentation of its proposals before the panel after which the panel interacts with the institution for another 30 minutes and to arrive at decisions. Institutions are encouraged to prepare PowerPoint presentation of their proposals;
8. Institutions with unutilized allocation are encouraged to merge the same intervention lines for up to a maximum of four intervention years in order to implement high-end and bigger projects;
9. For ASTD projects, beneficiary institutions are to present sponsorship plans based on the quantum of resources, distribution ratio and scholars' placement;
10. For teaching practice intervention, beneficiary institutions are to present TP supervision projections, including the number of trainee teachers to be supervised and the basic education schools they are expected to be posted;
11. Decision of the Fund, in respect of the proposed projects, would be communicated to the institution within the first 48 hours after the defense;