



NATIONAL FISHERIES AUTHORITY

PROJECT DEVELOPMENT FUND (PDF) PROPOSAL SCREENING GUIDELINE

The National Fisheries Authority (NFA) hereby inform general public particularly Fish Framers, Fisheries Cooperatives, artisanal fishermen/women and Provincial fisheries officers to take note of PDF Proposal Guideline when submitting PDF proposals. NFA has **Not** authorised any agent or person (s) or even Provincial Fisheries Officers to write proposals for fish farmers and collect certain fees on behalf of NFA. All PDF applicants are advised that all proposals are subject to the screening guidelines below.

PRE-SCREENING

- I. All Proposals should apply PID and PFD Format.
- II. All project proposals with a total funding request from K100, 000 and above shall be referred to the National Development Bank (NDB) through the Fisheries Credit Facility.
- III. Previous successful PDF recipients applying for second or third batch either under the same or different Business names shall not be considered except its recommended by NFA Technical Officers and Provincial Fisheries officers upon the project inspection.
- IV. All project proposals must constitute following supporting letters.

Types of Reference Letters	Requirement/Standard
a. Letter from Provincial Administrator	High
b. Letter from Head of Provincial Fisheries	High
c. Letter from District Administrator	High
d. Letter from any other government officer	Medium
e. Letter from Community Leader	High
f. Letter from Church representative	High
g. Letter from Fisheries Cooperatives	Medium

1.0 AQUACULTURE AND INLAND FISHERIES PROGRAMS SUPPORT

- 1.1 All Project Proposals must have quotation appended, which must be in line with their project objective
- 1.2 Clear evidence of Owner's sweat equity. All fish farmers should have five (5) or more fish ponds whilst artisanal fishermen/women should have some evidence of ownership of basic equipment such as fishing gear etc.
- 1.3 PDF applicants under Aquaculture should be limited to:
 - 1.3.1 K10,000-K15,000- 6-10 ponds
 - 1.3.2 K15,001-K20,000-10-15 ponds
 - 1.3.3 K20,001-K50,000-more than 15 ponds
- 1.4 A thorough capacity check shall be done to all the suppliers. Only genuine suppliers with the capacity to supply materials shall be considered.
- 1.5 Proposals deemed to be duplicated using same family, person or groups shall not be considered, only one shall be considered.
- 1.6 Only fisheries related project proposal shall be considered and put through the PDF Committee for consideration. Any proposals that are not fisheries related shall be declined or rejected during pre-screening.

[Proposals that request vehicles, laptops, video cameras, mobile phones, cash, hire of equipments, training and consultancy should be automatically rejected]

2.0 COMMUNITY FISHERIES PROGRAM SUPPORT

2.1 All PDF proposal must come from community based groups such as fisheries association or Fisheries cooperatives

- **For PDF applications under Fishing should be limited to :**
 - i. K25,000 – K30,000 – for starters and usually include basic equipment such as dinghy, motor, eskies, nets and other fishing gear
 - ii. K30, 001 – K40, 000 - For established fishing groups such as Cooperatives for purchase of key equipments to boost cooperative or fishing group business.
 - iii. K40,001 – K100,000 – For establish SMEs and School Fishing Programs, areas of support would require (a) office and communication items, (b) key equipment and logistics, (c) value adding related items such as filleting equipments.
- **Any fisheries cooperative applying for PDF must have following:**
 - a) Current registration certificated issued by the Registrar of the Cooperative Societies of the Department of Commerce and Industry
 - b) Proof of operation such as cash flows based on real activity
 - c) Support from the Provincial Administration (*i.e. Provincial Fisheries Office*) by way of a recommendation or support letter
 - d) Bank statement

3.0 SMALL TO MEDIUM ENTERPRISE (SME) SUPPORT

- All SME proposals must have been in existence for more than three years and should provided evidence of the following:
 - a) Total value of current assets
 - b) Financial statements from Bank and cash flows
 - c) Nature of their business
 - d) Evidence of registration with IPA and must be valid
 - e) Support letters from key business partners
- SMEs must be 100% owned by Papua New Guineas
- SME must show evidence of 50% equity contribution towards the costs of the intended item proposed in the project proposal
- SEM must clearly show in the proposal the capital equipment would certainly enhance the operational capacity of the business
- A maximum up to K100, 000 will be considered.

This is basically a brief guideline for the PDF applicants to take note when submitting Project Proposals.

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