

## Professional Services Development Assistance Scheme

### Assessment Criteria

The Guide to Application contains the assessment criteria for Applicants' reference. For the sake of transparency, we have listed below what the Vetting Committee looks for in the proposed projects. Applicants are requested to take note of these points when considering their proposed projects.

#### I. Value of Project

Assessment criteria	What the Vetting Committee looks for
<ul style="list-style-type: none"><li>• whether the project has the potential to help increase the competitiveness of the professional service sector(s) concerned in the Mainland or overseas market, or to enhance the standard of local professional services; and</li></ul>	<ul style="list-style-type: none"><li>• whether the Applicant's claim for the value and practical use of the project appears to be reasonable, i.e. whether the project can meet the objective of the scheme in enhancing the external competitiveness and/or standard of professional service;</li><li>• for proposed training, whether the training involves introduction of specific professional skills / knowledge or for development of generic skills (e.g. language and IT courses) which may contribute to enhancing external competitiveness in a significant manner. In general, basic skills training (e.g. general language courses or software application courses such as word processing) or subsidizing professionals to attain a professional qualification are considered not able to meet this criterion;</li><li>• the development of websites which aims mainly at promoting the Applicant will not be considered as meeting the objectives of the Scheme.</li></ul>
<ul style="list-style-type: none"><li>• whether the result of the project is of practical use to the professional service sector(s) concerned.</li></ul>	<ul style="list-style-type: none"><li>• whether the Applicant's claim for the value and practical use of the project is substantiated by objective facts, e.g. members' survey;</li></ul>

Assessment criteria	What the Vetting Committee looks for
	<ul style="list-style-type: none"> <li>• whether the project has the support of the professional service sector(s) concerned, e.g. third party endorsement, collaborating organisations; and</li> <li>• the Applicant's background, e.g. whether the Applicant is the statutory body for the professional sector concerned or covers the majority of the practitioners of the professional service sector concerned.</li> </ul>

## II. Cost Effectiveness

Assessment criteria	What the Vetting Committee looks for
<ul style="list-style-type: none"> <li>• whether the project can benefit a large number of professionals in the professional service sector(s) concerned or whether the project can benefit the society significantly through the profession; and</li> <li>• whether the cost of the project is broadly commensurate with the expected results.</li> </ul>	<ul style="list-style-type: none"> <li>• whether the project deliverables will benefit a large number of professionals. If the project targets only at a small group of professionals (e.g. trial scheme for selected professionals to learn and test a new technology product), the Vetting Committee would assess whether the Applicant has plans to –             <ul style="list-style-type: none"> <li>(i) arrange wider dissemination of the project results (e.g. dissemination of research results or project reports, experience-sharing session to disseminate what has learnt, etc.);</li> <li>(ii) re-run the project for more beneficiaries; or</li> <li>(iii) extend applicability of the project for the benefit of other professionals (e.g. promoting the use of the new product to more professionals).</li> </ul> </li> </ul>

## III. Project Implementation

Assessment criteria	What the Vetting Committee looks for
<ul style="list-style-type: none"> <li>• whether the project management capabilities of the Applicant are good, taking into account the Applicant's experience, qualifications, track record and the resources available for the project;</li> </ul>	<ul style="list-style-type: none"> <li>• the background, membership, previous experience and expertise of the Applicant, collaborating organizations and implementation agents; and</li> <li>• project team members' background, previous experience and expertise;</li> </ul>

Assessment criteria	What the Vetting Committee looks for
<ul style="list-style-type: none"> <li>• whether the implementation schedule of the project is properly planned;</li> </ul>	<ul style="list-style-type: none"> <li>• whether the milestones projected by the Applicant are reasonable; and</li> <li>• whether the Applicant can provide a tentative programme of the project (e.g. in the case of a training course, the proposed course contents; in the case of an exchange visit, a tentative visit programme; in the case of research studies, the research methodology, etc.);</li> </ul>
<ul style="list-style-type: none"> <li>• whether the proposed budget is reasonable and realistic;</li> </ul>	<ul style="list-style-type: none"> <li>• whether the proposed budget and the individual expenditure items are comparable with other similar projects and the prevailing market prices.</li> </ul>
<ul style="list-style-type: none"> <li>• whether the project can be completed in 2 years. If not, the Applicant should demonstrate the project's sustainability upon cessation of funding support from the Scheme; and</li> </ul>	<ul style="list-style-type: none"> <li>• whether the Applicant has any plan to generate income to ensure sustainability of project after cessation of government funding support (e.g. a project to set up a training centre must have a plan on how to sustain the operation of the centre; development of a website must have a good maintenance plan to keep the website alive and up-to-date); and</li> <li>• whether such a plan is reasonable and realistic.</li> </ul>
<ul style="list-style-type: none"> <li>• whether there is / will be any duplication with the work of other institutions / organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• whether tertiary institutes / private institutes / government bureaux / departments have organized / will organise similar projects; and</li> <li>• whether the proposed project will bring in new elements (e.g. increasing the number of beneficiaries, enriching contents of existing programmes, inviting renowned speakers / organizations to attend the programme, etc.).</li> </ul>

IV. Other factors

Assessment criteria	What the Vetting Committee looks for
<ul style="list-style-type: none"><li>• whether the project may be delivered by the Applicant as part of its normal business activities without PSDAS grant; and</li></ul>	<ul style="list-style-type: none"><li>• whether the Applicants have organised similar projects by themselves before. If yes, whether there is any added value of the proposed project, for example, whether the proposed project -<ul style="list-style-type: none"><li>(i) can allow more professionals to benefit from the project (e.g. increasing the project scale); or</li><li>(ii) can bring in new elements (e.g. special speakers or partners to co-organise the project) which otherwise could not have been possible.</li></ul></li></ul>
<ul style="list-style-type: none"><li>• in determining the level of funding support for a project, whether beneficiaries of the project can reasonably contribute to the cost of the project.</li></ul>	<ul style="list-style-type: none"><li>• whether the Applicant's plan to generate income (i.e. expected number of participants and level of participation fees) is reasonable and realistic; and</li><li>• whether the grant is to be used solely for reducing the participation fees of the beneficiaries. If so, the project will not be justified for funding.</li></ul>