



# COMCEC

## COVID Response



## COVID Response

### ***PROJECT MANAGEMENT TRAINING PROGRAM***

### **NEEDS ASSESSMENT PROJECTS**

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# Outline

1. *Responsibilities of Actors*
2. *Implementation, Monitoring and Reporting*
3. *Online Submission of Documents*
4. *Visibility Issues*

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1. *Responsibilities of Actors*
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# 1- Responsibilities of Actors

## CONTACT PERSON

- Performing the administrative and technical management of project activities and supervising researcher(s)
- Working in close cooperation with the Bank and the CCO during the implementation of the Project and conducting tasks efficiently and in a timely manner.
- Checking the conformity and accuracy of Detailed Work Plan, Timesheets, Needs Assessment Reports, Disbursement Request Forms and other documents with the requirements set forth in the Contract and Program Guidelines.

# 1- Responsibilities of Actors

## RESEARCHER

- Overall management and coordination of all project activities in communication with the PO, the Bank, the CCO and other relevant stakeholders.
- Preparing and sending drafts of the needs assessment report in line with the project fiche on a monthly basis to the Responsible Authority for approval and submission to the CCO.
- Supervising all the project personnel (if any) to ensure the successful implementation of the project and preparation of high quality needs assessment report.
- Conducting local field visit(s) (where necessary) in accordance with the project fiche for needs assessment.
- Documenting local field visit(s) with photos, list of interviewees and letters of acceptance signed by interviewees, tickets, vouchers etc.
- Collecting and analyzing data which is essential to preparation of the needs assessment report through local field visit, interviews, desk-based research, etc.
- Editing and revising the needs assessment report (where necessary) by considering the comments and suggestions of the PO and the CCO.

# 1- Responsibilities of Actors

## *RESEARCHER (Cont'd)*

- Communicating with relevant parties for all project related tasks (research, field visit etc.).
- Preparing his/her timesheets and conveying them to the PO to be later submitted to the Bank and the CCO.
- Performing necessary office management tasks including filing.
- Following the rules and procedures stated in the Program Guidelines, Visibility Manual and the Contract.
- Attending COMCEC events and other relevant international meetings (where necessary) to present project activities and outcomes if requested by the CCO.

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## 2- Implementation, Monitoring and Reporting

### IMPLEMENTATION:

Signing the Contract: In Coordination with the Bank

Submission of Detailed Work Plan:

- For promoting the efficient, organized and timely completion of the works.
- Shows the beginning and end dates / responsible project personnel for all main activities and preparatory works related to them.
- Before transfer of the payments, the Bank checks the timesheets by considering Detailed Work Plan
- PO will submit revised DWP after signing Contract



## 2- Implementation, Monitoring and Reporting

### *IMPLEMENTATION: Activities*

- Needs Assessment Report is expected to be about 40-60 pages-long in line with the Needs Assessment Template.
- Findings of the local field visit must be reflected to drafts .
- Drafts and final version of the report must be submitted to the PO to be later submitted to the Bank and the CCO.
- The PO oversees the progress of the study and makes observations/comments on the document, where necessary, before submitting it to the Bank and the CCO.
- The PO must submit the drafts at the end of the each month of the project as an annex of Researcher timesheet.
- The PO must take into account requests of the CCO on drafts and final version of the report.
- The PO must submit the final report at the end of the implementation period of the project.
- Text should be written in clear, grammatically correct and formal English. The report should also have a diplomatically sensitive language.

# 2- Implementation, Monitoring and Reporting

## IMPLEMENTATION: Needs Assessment Report Template

- Executive Summary
- Introduction
- Phase I: Assessing the Current Situation
- Phase II: Gathering and Analyzing Data
- Phase III: Making Decisions and Recommendations
- Conclusions
- Bibliography and Annexes

### NEEDS ASSESSMENT REPORT TEMPLATE

#### Needs Assessment Template

*This template should be taken into consideration during the preparations of the Needs Assessment Report, which will be produced as a result of the study.*

*It indicates a general framework for the Needs Assessment Report and the content of the Report may not be limited to the instructions below. The template is for demonstration purposes only.*

#### *Executive summary*

#### *Introduction*

##### *1. Phase I - Assessing the Current Situation*

*Please determine the concerns and needs of the target group along with the focus and scope of the needs assessment for the estimated preliminary priorities. In this respect, please also consider methodology (literature review, field visits, surveys etc.), data sources and measurable indicators while deciding the priorities.*

##### *2. Phase II - Gathering and Analyzing Data*

*Please compare the status with the vision of "what should be" and determine the priority of the needs and their causes based on the collected data. Also, a set of needs statements in tentative order of priority, based on the criticality of the needs, will be produced by summarizing findings.*

##### *3. Phase III - Making Decisions and Recommendations*

*Please combine the analysis with action by using needs assessment findings, identify and select possible solutions, propose action plans and prepare a comprehensive report.*

#### *Conclusions*

#### *Bibliography and Annexes*

## 2- Implementation, Monitoring and Reporting

### MONITORING AND REPORTING:

- PO submits the drafts of needs assessment report and Timesheets of the Researcher(s) on a monthly basis
- At the end of the project, PO submits final needs assessment report
- PO submits disbursement request form if a local field visit has been conducted

*The Timesheets and Disbursement Request Forms will be explained by the Bank tomorrow.*

# Outline

1. *Responsibilities of Contact Person*
2. *Implementation, Monitoring and Reporting*
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4. *Visibility Issues*

# 3- Online Submission of the Documents

Login Page: <http://ccr.comcec.org>

For submitting reports click:

Project Title	Project Code	REPORT
Supporting the accommodation business in implementing hygiene standards	CCR-2020-AZETO-15	

# 3- Online Submission of the Documents

First, submit revised Detailed Work Plan:

The screenshot shows the 'Project Files' interface for the 'COMCEC COVID Response' project. The main table has columns for File Type, Note, Submitted Count, Rejected Count, and Approved Count. Under '1.2.3. Final Work Plan', a '+ New' button is highlighted with a red box. A red arrow points from this button to the text 'Click Here'.

File Type	Note	Submitted Count	Rejected Count	Approved Count
1. Project Documents		0 Files Submitted.	0 Files Rejected.	0 Files Approved.
1.1. Application Documents				
1.2. Contractual Documents				
1.2.1. Contract and Annexes				
1.2.2. Service Contract				
1.2.3. Final Work Plan				

## 3- Online Submission of the Documents

- Please submit drafts of needs assessment report and Timesheets of the Researcher(s) each month

The screenshot displays a web application interface with a sidebar menu on the left and a main content area. The sidebar menu is expanded to show the following structure:

- 1.3.2. Project Materials
  - 1.3.2.1. Needs Assessment Reports
- 1.3. Implementation and Reporting
  - 1.3.1. Reports
    - 1.3.1.01. Project Coordinator Timesheet
    - 1.3.1.02. Researcher(s) Timesheet

The main content area shows two file upload sections, each titled "Files". Each section contains a table with the following columns: "New" (with a green plus icon), "Filename", "Status Message", "File Message", and "Status". Both sections currently display "No data to display".

Red boxes highlight the "1.3.2.1. Needs Assessment Reports" and "1.3.1.02. Researcher(s) Timesheet" sections in the sidebar menu.

## 3- Online Submission of the Documents

- If a local field visit has been conducted, Please submit disbursement request form with necessary documents (invoices etc.)

1.3.1.05. Other Project Personnel Timesheets

Files				
<a href="#">+ New</a>	Filename	Status Message	File Message	Status
No data to display				

1.3.1.06. Financial Progress Report(s) (with invoices)

Files				
<a href="#">+ New</a>	Filename	Status Message	File Message	Status
No data to display				

1.3.1.07. Disbursement Request Forms (with invoices)

Files				
<a href="#">+ New</a>	Filename	Status Message	File Message	Status
No data to display				

1.3.1.08. Addendum Forms

Files				
<a href="#">+ New</a>	Filename	Status Message	File Message	Status
No data to display				

**Submit Here**



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## 4- Visibility Issues

### VISIBILITY MANUAL

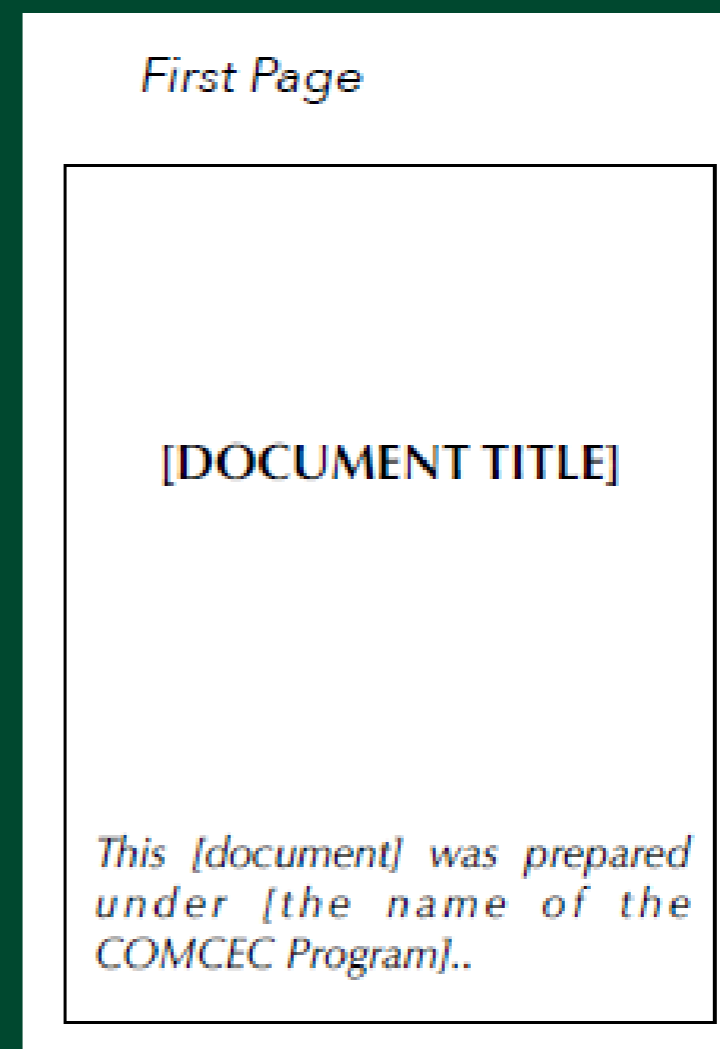
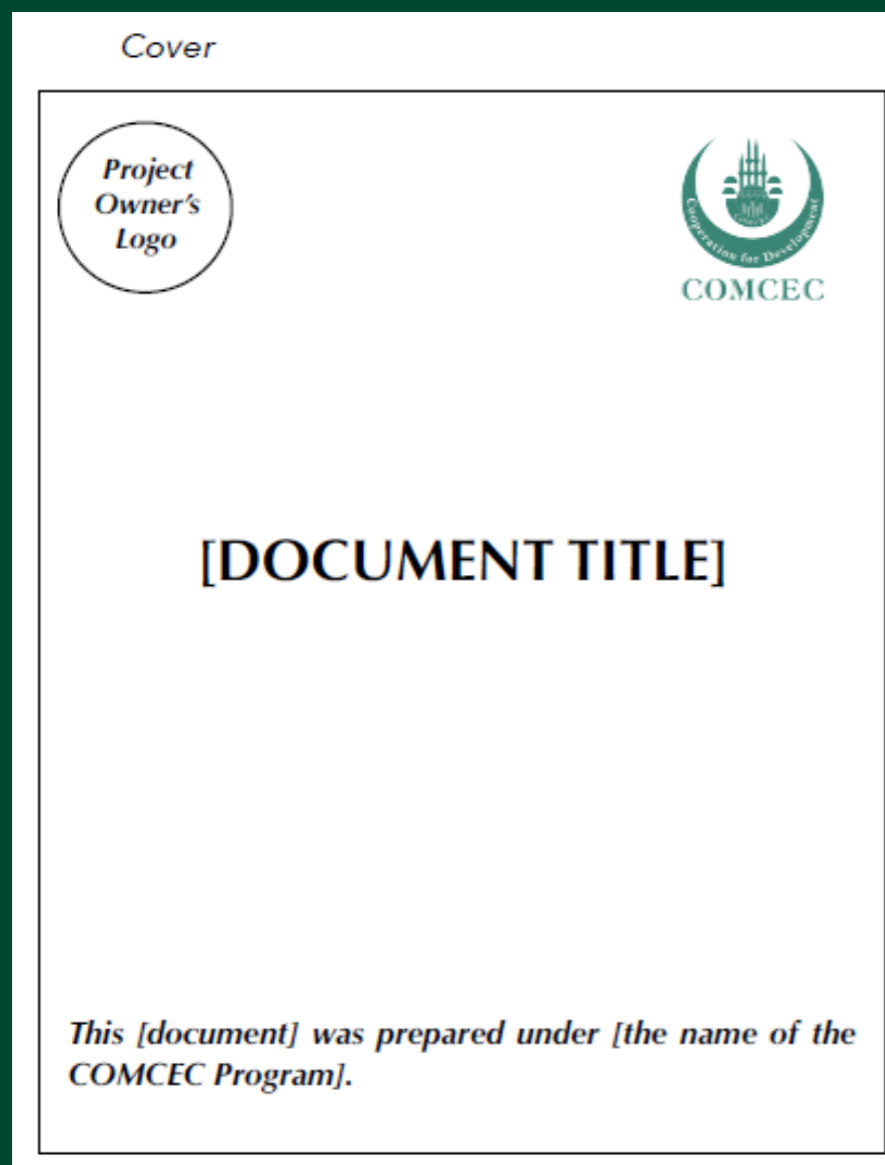
- *The COMCEC and PO Logo must be used in the reports in line with the rules cited in the Visibility Manual.*
- *Needs Assessment reports published under the COMCEC COVID Response must include the following statement on their cover and the first page:*

*«This report was prepared under the COMCEC COVID Response»*

- *Every document prepared under a COMCEC funded project must include the following disclaimer statement:*

*«Views and opinions expressed in the report are solely those of the author(s) and do not represent the official views of the COMCEC Coordination Office or the Member States of the Organization of Islamic Cooperation.[...] (Section I, article k).»*

## 4- Visibility Issues: Document Samples



*Please always refer to Visibility Manual before and during the implementation!*

**THANK YOU**

**COMCEC COORDINATION OFFICE**  
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