

Part Two: Needs Assessment

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Program Coordinator

- Studies assessing the harm imposed by the COVID-19 pandemic
- A needs assessment report through local field visit, interviews, desk-based research, etc.
- Proposing possible solutions and action plans regarding COVID-19 impact on the selected sector and theme.

Preliminary Project Submission

- PO will prepare and submit a “Project Fiche for Needs Assessment”. The project fiche for needs assessment shall describe:
 - the problem,
 - main objective,
 - target group,
 - methodology,
 - qualifications of the Researcher,
 - risks and assumptions
 - estimated project duration



COMCEC COVID Response

PROJECT FICHE FOR NEEDS ASSESSMENT

Please consult the COMCEC COVID Response (CCR) Program Guidelines to find the necessary information needed to fill in the Project Fiche.

1. Basic Information

Project Number: This row will be filled by the COMCEC Coordination Office.

Project Title: The title should clearly reflect the focus of your proposal. Please avoid lengthy project titles.
Click here to enter text.

Cooperation Area: Please select one of the cooperation areas below.
 Agriculture
 Tourism
 Trade

Country: Click here to enter text.

Project Owner Ministry/Institution: Project Owner Institution should be the institution that the Focal Point represents.

Responsible authority should be a senior official, at least at the General Director level, who will be responsible for the overall management of the project. The Contact person is responsible for assisting the Responsible Authority in all project-related works, and should preferably be the focal point for the relevant working group.

Responsible Authority		Contact Person	
Name:		Name:	
Title:		Title:	
Postal address:		Postal address:	
:		:	
Tei:		Tei:	
Fax:		Fax:	
E-Mail:		E-Mail:	

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[Open Project Fiche](#)



Final Project Submission

For short-listed projects only

- For Needs Assessment project type, the PO shall submit:
 - Project Budget (Annex 4),
 - Work Plan (Annex 3),
 - CVs of at least two candidates for Researcher position (Annex 5 for CV Template).

General Qualifications and Skills for the Researcher Position

- PhD. degree or at least 10 years of experience in the relevant field
- Publications in the leading academic journals in the relevant field
- Fluency in oral and written English (TOEFL iBT -min. 100- or IELTS -min 7.0- scores are preferred)
- Previous experience in coordinating projects
- Preferably an OIC member country national

Tasks and Responsibilities of the Researcher

- Overall management and coordination of all project activities
- Evaluating project performance and proposing corrective actions whenever required
- Conducting local field visit(s) (where necessary)
- Collecting and analysing data for preparation of the needs assessment report
- Preparing his/her timesheets
- Sending drafts of the needs assessment report on a monthly basis

QUESTIONS

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