



COMCEC
COVID Response

Part Three: Sharing Expertise

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Program Coordinator

- Experience sharing among member countries to fight the negative impact of the pandemic on selected sectors
- Sharing expertise projects may include main activities such as;
 - Visiting Expert
 - Training
 - Workshop

PO can only choose one of these activities.

Activity Type One: **Visiting Expert**

Visiting Expert

A field visit program which has been conducted by expert(s) from project owner country to a host country in order to share experiences and collect information and data in the host country

- A Field Report must be produced at the end of the activity
- Maximum duration: 2 weeks
- Maximum participants: 2 people

Visiting Expert – Project Personnel

Expert (s): Public officials who work in the project owner institution. They are appointed with the approval of CCO by Project Owners to conduct an international field visit to another OIC country.

Expert is responsible for:

- Drafting a field report at the end of the project lifetime
- Conducting the international field visit in accordance with the project fiche
- Documenting the international field visit via letter of acceptance, questionnaire, photos, list of interviewees and approval letter signed by the interviewees, travel tickets and other similar documents.

Visiting Expert – Project Personnel

General Qualifications for Expert:

- Bachelor s degree with 10 years of experience in the relevant field OR advanced degree (M.A., MSc., PhD, etc.) with 5 years of experience in the relevant field
- Fluency in oral and written English
- Previous experience in international projects
- Strong communication, administrative and organization skills
- Full computer literate

Activity Type Two: **Training and Workshop**

Training

An educational activity, which includes theoretical and practical studies, aimed at improving personal and institutional capacity of the participants. Following conditions must be considered while designing a training

- Maximum duration: 4 days
- Maximum foreign participants per partner country: 5 people
- Maximum total participants: 50 people

Workshop

A meeting with a specific focus, which gathers relevant experts, technical personnel and academicians from partner countries, facilitating discussions and hand-on-practices on a specific topic with an aim of reaching some concrete results.

- A written output must be produced at the end of the activity
- Maximum duration: 3 days
- Maximum foreign participants per partner country: 5 people
- Maximum total participants: 40 people

Training only – Project Personnel

Trainer (s): If the project includes a training activity, the PO needs to hire a Trainer(s). Trainer(s) can be employed only for the duration of the training program(s).

Trainer is responsible for:

- Training relevant target groups on the specific subject(s) stated in the Project Fiche
- Preparing the training materials in line with the time frame presented in the Program Implementation Guidelines and the Detailed Work Plan as well as sending them to the Project Coordinator to be later submitted to the CCO and the Bank.
- Collecting and analysing data which is essential to preparation of training program through interviews, desk based research, etc.

Training only – Project Personnel

General Qualifications for Trainer:

- Bachelor s degree with 10 years of experience in delivering training programs OR advanced degree (M.A., MSc., PhD, etc.) with 5 years of experience in delivering training programs
- Publication in the relevant field (handicraft and similar skill based training excluded)
- Fluency in oral and written English
- Professional command of local language(s) of the target countries is an asset
- Preferably an OIC member country national

Training and Workshop – Project Personnel



Project Coordinator: Full time employee whose job description can only include project related issues in order to maintain the quality of the project activities and outcomes

PC is responsible for:

- Overall management of all project activities and coordination of the project partners and other relevant stakeholders
- Drafting reports and conveying them to the Responsible Authority to be submitted to the CCO and the Bank
- Preparing his/her own timesheets in every month and conveying them to the Responsible Authority to be submitted to the CCO and the Bank.
- Following the rules and procedures stated in the Program Implementation Guidelines, Visibility Manual and the Contract.

Training and Workshop – Project Personnel

General Qualifications for Project Coordinator:

- Bachelor s degree with 10 years of experience in the relevant field OR advanced degree (M.A., MSc., PhD, etc.) with 5 years of experience in the relevant field
- Fluency in oral and written English
- Previous experience in coordinating international projects
- Strong communication, administrative and organization skills
- Full computer literate
- Preferably an OIC member country national

Partner Countries

- CCO **recommends** participation of at least one OIC member country to the Training and Workshop project activities.
- Participation of one OIC member country is **required** at Visiting Expert activity type.
- Partner countries should be selected from among the OIC member countries which are already registered to the relevant working group.

Preliminary Project Submission

- PO will prepare and submit a “Project Fiche for Sharing Expertise”
- The project fiche for sharing expertise includes the following sections :

- 1- Basic Information
- 2- Project Essentials
- 3- Activities
- 4- Human Resources



PROJECT FICHE FOR SHARING EXPERTISE

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.
	: Please select one of the cooperation areas below.
Cooperation Area	<input type="checkbox"/> Agriculture <input type="checkbox"/> Tourism <input type="checkbox"/> Trade
Country	: Click here to enter text.
Project Owner Ministry/ Institution	:

[Open Project Fiche](#)

Final Project Submission

FOR SHORT LISTED PROJECTS ONLY;

Visiting Expert activity type;

- Detailed project budget
- Detailed Work Plan
- An official letter of acceptance from host country
- Contact information of the responsible person in the host country
- CVs of at least two candidates for each Expert position with the qualifications stated in preliminary phase

Final Project Submission

FOR SHORT LISTED PROJECTS ONLY,

Training and Workshop activity type;

- Additional details about the activities and prepare the project budget,
- The CVs of at least two candidates for the Project Coordinator position and the CVs of at least two candidates for each Trainer position (for training activities only) with the qualifications stated in preliminary phase

QUESTIONS

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