

# Guidelines for Project Preparation and Submission



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# Outline

- Purpose and Importance of the Project Submission Guidelines
- Critical Issues in the Guidelines
  - Actors & Roles
  - Project Types and Eligible Activities
  - Human Resources
  - Financial Issues
  - Monitoring Documents
  - Selection Criteria

# Project Submission Guidelines

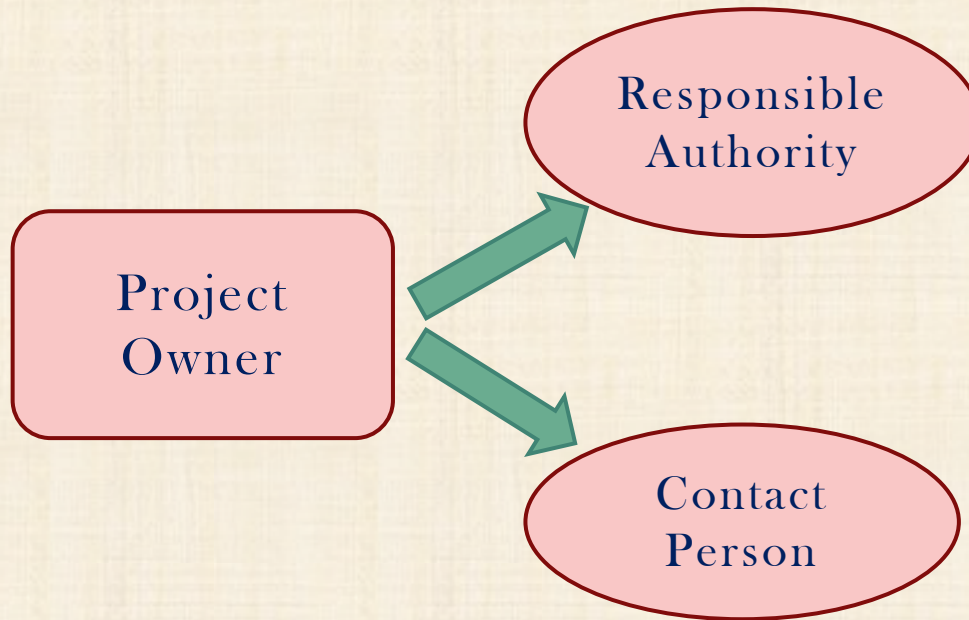
- Basic document to give guidance to Project Owners on rules and procedures of the COMCEC Project Funding
- Explains all details about preparation, submission, appraisal, and implementation phases of COMCEC Funded Projects
- Of critical importance for;
  - Finding project ideas
  - Designing project activities
  - Hiring right project personnel
  - Consistency with selection criteria
  - Compliance with financial and technical procedures



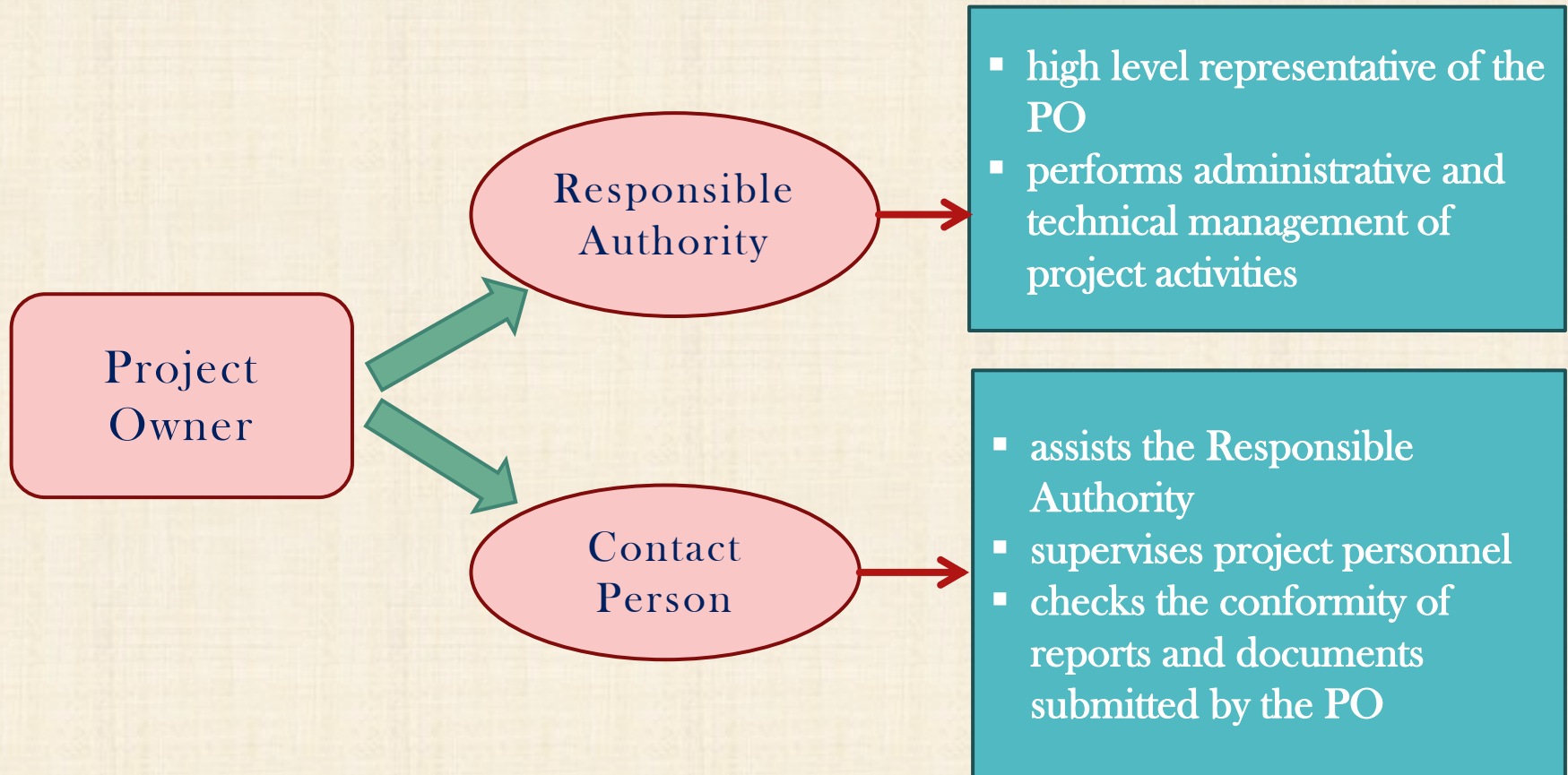
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# Major Actors & Their Roles - I



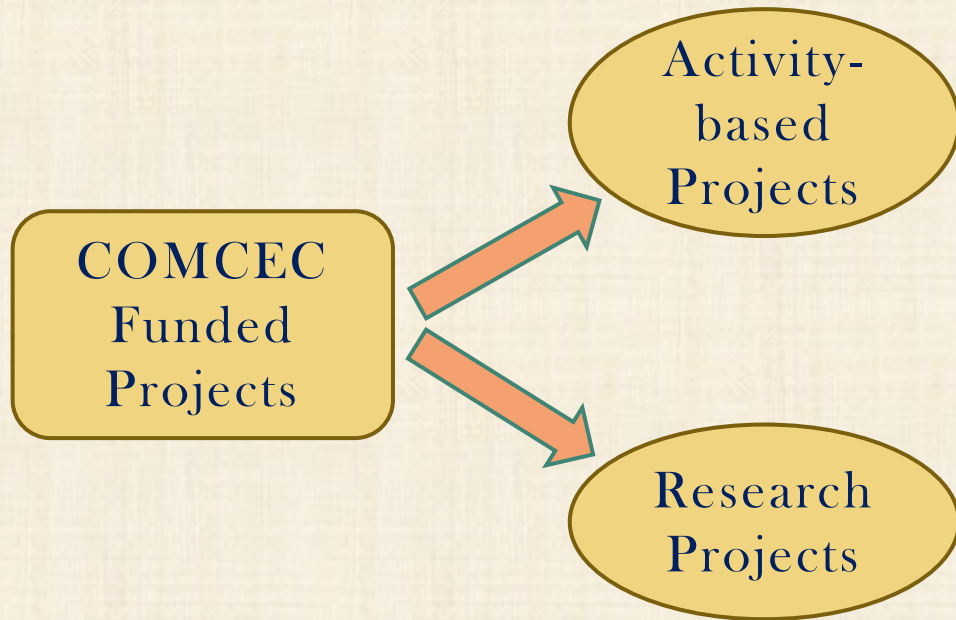
# Major Actors & Their Roles - I



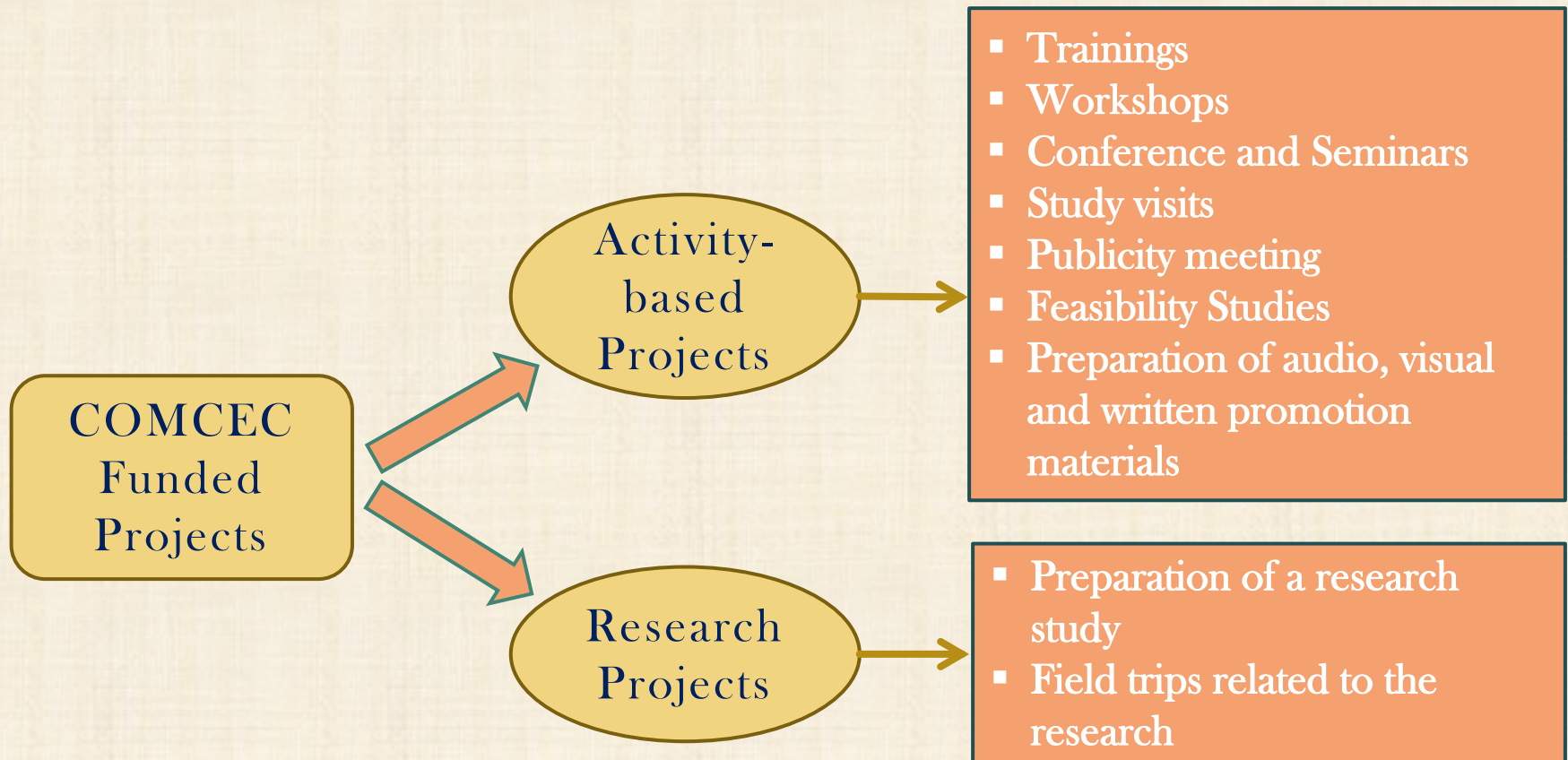
# Major Actors & Their Roles - II

- Development Bank of Turkey
  - Financing
  - Monitoring
- COMCEC Coordination Office
  - Project Selection
  - Overall Management of the Program

# Project Types



# Project Types



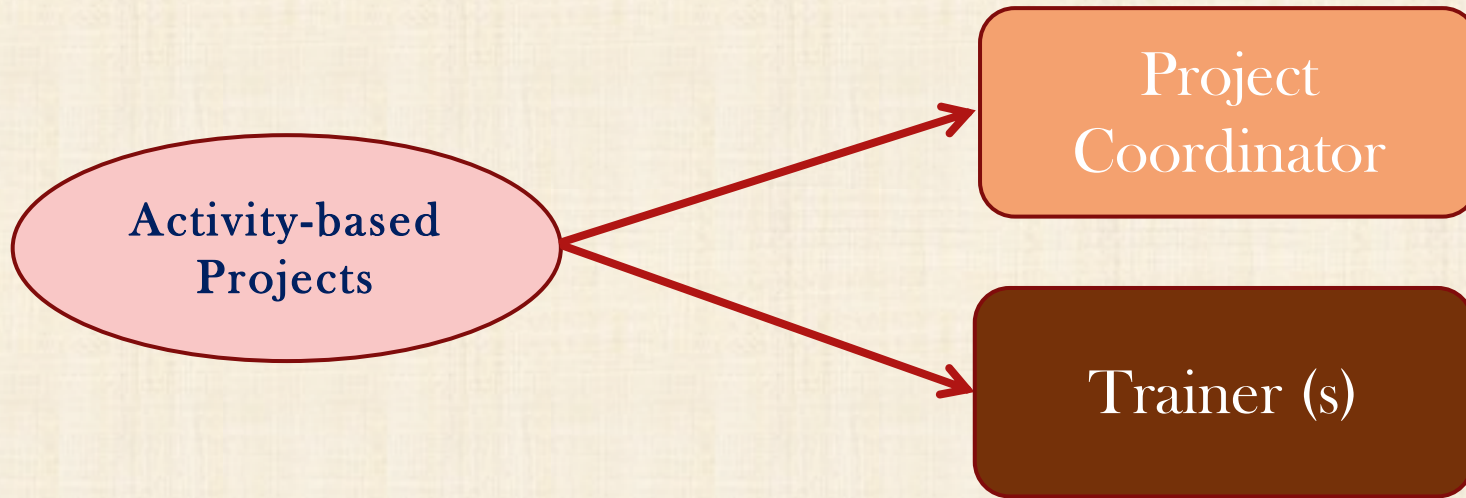


# Project Budget Limits

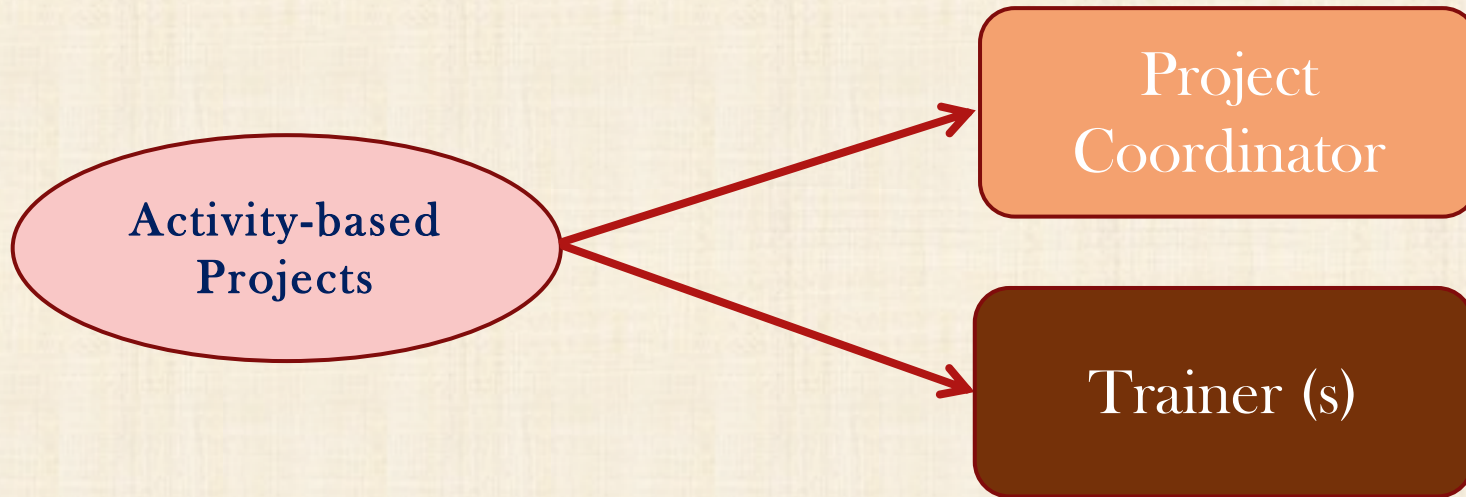
	Project Budget Minimum Limit (USD)	Project Budget Maximum Limit (USD)	Minimum Co-Finance Rates by the PO	CCO Grant Limits (USD)
Member Countries	100.000	250.000	10%	90.000-225.000
OIC Institutions	50.000	100.000	25%	37.500-75.000

# Activity-based Projects

# Employment of the Project Personnel



# Employment of the Project Personnel



- *The PO cannot candidate a public servant as a project coordinator.*

# Qualifications of the Project Coordinator

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



# Responsibilities of the Project Coordinator

- Overall management and coordination of all project activities
- Preparing the Detailed Work Plan
- Drafting monitoring reports
- Extending official invitations to the partner countries
- Checking training materials that are prepared by Trainer(s)
- Attending COMCEC events and other relevant international meetings to present project activities and outcomes



# Qualifications of the Project Trainer(s)

- At least PhD degree (handicraft and similar skill-based training excluded)
- Publication in the relevant field (handicraft and similar skill-based training excluded)
- Fluency in oral and written English
- At least 5 years of experience in the relevant field
- Professional command of local language(s) of the target countries is an asset
- Preferably an OIC member country national



# Responsibilities of the Project Trainer(s)

- Contributing to the preparation of the Detailed Work Plan and Activity Reports
- Collecting and analyzing data which is essential to preparation of training program through study visits, interviews, etc.
- Preparing the content, program and materials of the training
- Training relevant target groups on the specific subject(s) stated in the Project Fiche





# Monitoring Documents - I

- **Detailed Work Plan**
  - to be submitted in the first month of the project
  - includes all sub-activities to be undertaken during the impl.
- **Monthly Progress Report**
  - to be submitted in each month
  - reflects the technical progress in the relevant month
- **Timesheet(s)**
  - to be submitted in each month
  - reflects the works made by project personnel
- **Financial Progress Report**
  - to be submitted after undertaking a main activity
  - reflects the financial progress in the project

# Monitoring Documents - II

- **Activity Report**
  - to be submitted after undertaking a main project activity
  - reflects the details about the activity
- **Training Materials**
  - Draft version (at least one month ago)
  - Final version (at least two weeks ago)
- **Project Completion Report**
  - to be submitted within last month of the project
  - summarizes all financial and technical information

# Research Projects

# Employment of the Project Personnel



# Employment of the Project Personnel



- *PO can only hire a Project Lead Researcher.*

# Qualifications of the Project Lead Researcher

- 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 international projects
- Research experience with a leading international organization is an asset
- Strong administrative and organizing skill



# Responsibilities of the Project Lead Researcher

- Overall management and coordination of all project activities
- Building the research team (hiring researchers, assistants etc.)
- Collecting and analyzing data
- Conducting necessary surveys and field visits
- Preparing draft and final version of the research report
- Ensuring that the project outputs are in accordance with the Technical and Financial Proposal
- Developing and maintaining close working relations with relevant officials from partner countries



# Monitoring Documents

- **ToR**
  - to be submitted *in preliminary project submission period*
  - includes all sub-activities to be undertaken during the impl.
- **Monthly Progress Report**
  - to be submitted in each month
  - reflects the technical progress in the relevant month
- **Draft and Final Version of the Research Report**
  - to be submitted relevant dates stated in the ToR
  - reflects the technical progress in the project



# Project Selection Criteria

- ✓ Relevance to the COMCEC Strategy
  - ✓ Principles
  - ✓ Strategic Objective of Respective Cooperation Area
  - ✓ Output Areas of Respective Cooperation Area
- ✓ Compliance with the supported sectoral themes
- ✓ Promotion of multilateral cooperation
- ✓ Regular participation to the Working Group Meetings
- ✓ Filling out the Project Fiche properly and with sufficient details
- ✓ Qualifications of the proposed project personnel
- ✓ Realistic cost estimations in the project budget
- ✓ Cooperation and communication with the CCO
- ✓ Connection with previous COMCEC funded projects implemented by the PO



**THANK YOU**

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