



Guidelines for Project Preparation and Submission

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COMCEC Coordination Office
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Simple Steps for COMCEC Funded Projects

Finding the Project Idea



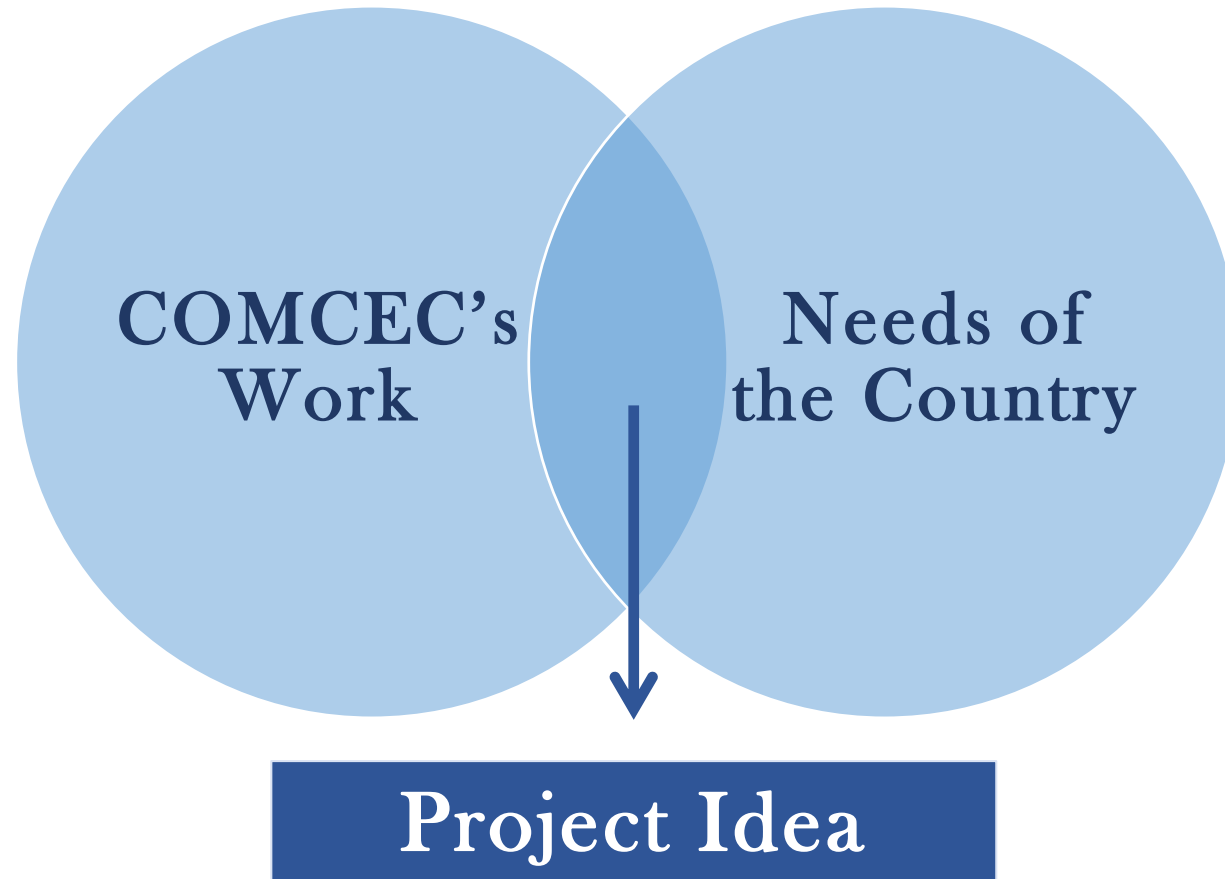
Designing the Project



Submitting the Project Proposal

Finding the Project Idea

Finding a Project Idea



Finding a Project Idea by utilizing COMCEC's Works

1. Policy Recommendations adopted by the COMCEC Ministerial Sessions

- Developed based on analyses, research and discussions within the context of the Working Groups

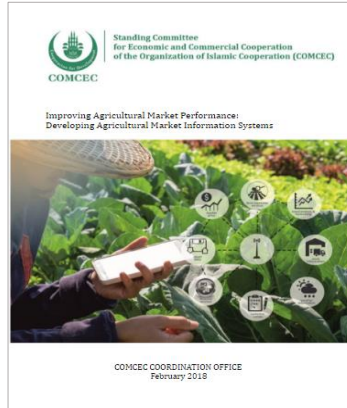


2. Sectoral Themes

- Formulated based on the policy recommendations adopted by the COMCEC Ministerial Sessions and themes of the upcoming Working Group meetings



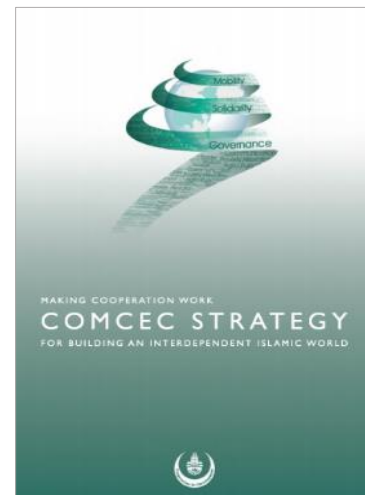
Finding a Project Idea by utilizing COMCEC's Works



3. Outputs of COMCEC Working Groups

- Analytical Reports, Sectoral Outlooks and the Proceedings

4. Previous Projects funded by the CCO



5. COMCEC Strategy

COMCEC Project Funding Web Page

❑ Check out the COMCEC Project Funding web page

www.comcec.org/en/pcm


- General Information about the Program
- Supported Sectoral Themes
- Frequently Asked Questions
- Previously Implemented Projects




Access to COMCEC Project Funding Web Page


EN FR TR

Search...

 **COMCEC** Standing Committee for Economic and Commercial Cooperation of the Organization of Islamic Cooperation

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The OIC Extraordinary Session of the Islamic Summit Conference: International Protection Force to Palestine



NEW
PCM
COMCEC Project Funding
comcec.org/en/pcm


Click here for COMCEC Project Funding Web Page


Announcements Events

Announcement	Date	Venue
◆ 6th Annual Focal Points Meeting of the COMCEC. Click for Draft Agenda and Draft Programme .	July 3rd-5th, 2018	Ankara/Turkey
◆ 12th Meeting of the COMCEC Tourism Working Group: Destination Marketing Strategies in the OIC Member Countries	September 13th, 2018	Ankara/Turkey
◆ 12th Meeting of the COMCEC Agriculture Working Group: Analysis of Agri-food Trade Structures to Promote Agri-food Trade Networks among the OIC Member Countries	September 20th, 2018	Ankara/Turkey

 **COMCEC**
33rd Ministerial Session
20-23 November 2017
Istanbul / Türkiye

 **COMCEC**
34th Meeting of the Follow-Up Committee of the COMCEC
09-10th May 2018 Ankara / Turkey

 **COMCEC**
Activities of the Relevant OIC Institutions

 **COMCEC**
Policy Recommendations

COMCEC Project Funding Web Page



Overview



COMCEC Project Funding Training Program was held on March 22nd - 23rd 2018 in Ankara, Turkey.

COMCEC Project Funding (CPF) is a financing mechanism introduced by the COMCEC Coordination Office (CCO) in 2013. It finances projects submitted by the Member Countries and relevant OIC Institutions to realize the strategic objectives and outcomes of the COMCEC Strategy. CPF aims at realization of policy recommendations adopted by COMCEC Ministerial Sessions, enhancing solidarity and multilateral cooperation among Member Countries as well as increasing institutional and human capacity in those countries.

Relevant public institutions of the COMCEC Member Countries that are members of the related Working Group and Subsidiary, Specialized and Affiliated OIC Institutions operating in the field of economic and commercial cooperation can submit project proposals. Projects can be designed in one of the 6 different cooperation areas (as agriculture, finance, poverty alleviation, transport and communication, tourism and trade) and in accordance with sectoral themes determined by the CCO and announced in this website. In addition to the Project Owner, there should be 2 partner countries, which can contribute to the project by being a beneficiary or providing technical assistance, human resources, etc.

COMCEC Project Funding Web Page

COMCEC ProjectFunding

Overview Supported Themes Online Project Submission Implemented Projects Selected Outputs FAQ COMCEC Contact Us

Supported Themes / Agriculture



- Developing a specific legislative framework and road map for reducing food waste
- Promoting food banks and food distribution networks
- Increasing awareness on food waste
- Developing Farmer Registry Systems
- Developing mechanisms to improve farmers' timely access to quality inputs
- Increasing capacity of farmers and farmer associations on warehousing and storage
- Ensuring the ingredient and input traceability as well as marketing oriented product standardization and certification
- Establishing Agricultural Market Information Systems
- Enhancing capacity for stock monitoring, trend analysis and forecasting
- Linking MIS to other market-supporting institutions and risk-management tools
- Improving coordination among the key stakeholders in the agriculture sector
- Promoting agri-food trade networks among the OIC member countries
- Improving agricultural trade policies to promote intra-OIC agricultural trade
- Improving agricultural policies and subsidies to promote sustainable food systems

Finance Poverty Alleviation Trade



Designing the Project

Essentials of the Project

❑ Project design should focus on the following elements:

- Objective and Scope of the Project
- Stakeholders of the Project
- Activities and their Outcomes
- Human Resources
- Budget



A Must Read Document

❑ Project Preparation and Submission Guidelines:

- Major Actors and Roles
- Project Preparation
 - Project Types and Activities
 - Project Personnel
 - Financial Issues
 - Project Submission
- Project Appraisal
- Project Implementation
 - Payments
 - Monitoring and Evaluation



Communicating with other Focal Points about the Projects

❑ E-mail groups for facilitating communication among Focal Points:

- Consulting about project ideas
- Finding project partners and personnel

agriculture_pcm@comcec.org

finance_pcm@comcec.org

poverty_pcm@comcec.org

tourism_pcm@comcec.org

trade_pcm@comcec.org

transport_pcm@comcec.org

Submitting the Project Proposal

Online Project Submission System

- ❑ Projects are submitted through Online Project Submission System in two stages
- ❑ Focal Points can access the System via a username and password (request if you don't have them)
- ❑ User friendly interface
- ❑ Guiding reminders
- ❑ Informative tutorials



The screenshot shows the login page for the COMCEC ProjectFunding system. At the top, there is a logo for COMCEC ProjectFunding, which includes a circular emblem with a building and the text 'Cooperation for Development' and 'COMCEC'. Below the logo, the text 'Project Management Information System' is displayed. The main heading is 'LOG IN'. There are two input fields: 'Username' with the value 'LebPover' and 'Password' with masked characters '.....'. A blue 'LOGIN' button is located below the password field. At the bottom right, there is a link for 'Forgot Password ?'.

Access to the Project Submission System



Overview



COMCEC Project Funding Training Program was held on March 22nd - 23rd 2018 in Ankara, Turkey.

Click here for
Project Submission
System

Direct Access:
project.comcec.org

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Online Project Submission System

❑ Reference materials:

- Project Preparation and Submission Guidelines
- CV Templates
- ToR Template (for Research Projects)
- Tutorials for Online Fiche
- Visibility Manual



The image shows a login interface for the COMCEC ProjectFunding Project Management Information System. At the top, there is a logo on the left and the text "COMCEC ProjectFunding" and "Project Management Information System" on the right. Below this, the text "LOG IN" is centered. There are two input fields: "Username" with a user icon and the text "LebPover", and "Password" with a key icon and masked characters ".....". A blue "LOGIN" button is positioned below the password field. At the bottom right, there is a link that says "Forgot Password ?". The bottom of the interface has a blue and white striped pattern.

Main Screen

**COMCEC**
ProjectFunding
Project Management Information System

Projects

NEW Tutorial 1

NEW Tutorial 2

NEW Tutorial 3

Log Out

Messages From COMCEC

5th Call of COMCEC Project Funding
9.2.2018
The final list for the 5th Call for Project Proposals has been announced on the COMCEC website.

Welcome

User : Algeria-Ministry of Trade
Cooperation Area : Trade

+ Add New Project

Projects

Project Title	Project Code	Project Stage	Approve Status	Fiche	Files	EDIT
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Documents for Project Application

Files
CV Sample.doc
ToR_Template_2017.docx
Sample Project Fiche for Activity Projects.docx
Sample Project Fiche for Research Projects.docx

Required Info for Preliminary Submission - I

- ☐ Project Title
- ☐ Related Sectoral Theme
- ☐ Relevance to COMCEC Strategy
- ☐ Project Duration
- ☐ Project Partners and Their Roles in the Project
- ☐ Overall Objective
- ☐ Project Purpose

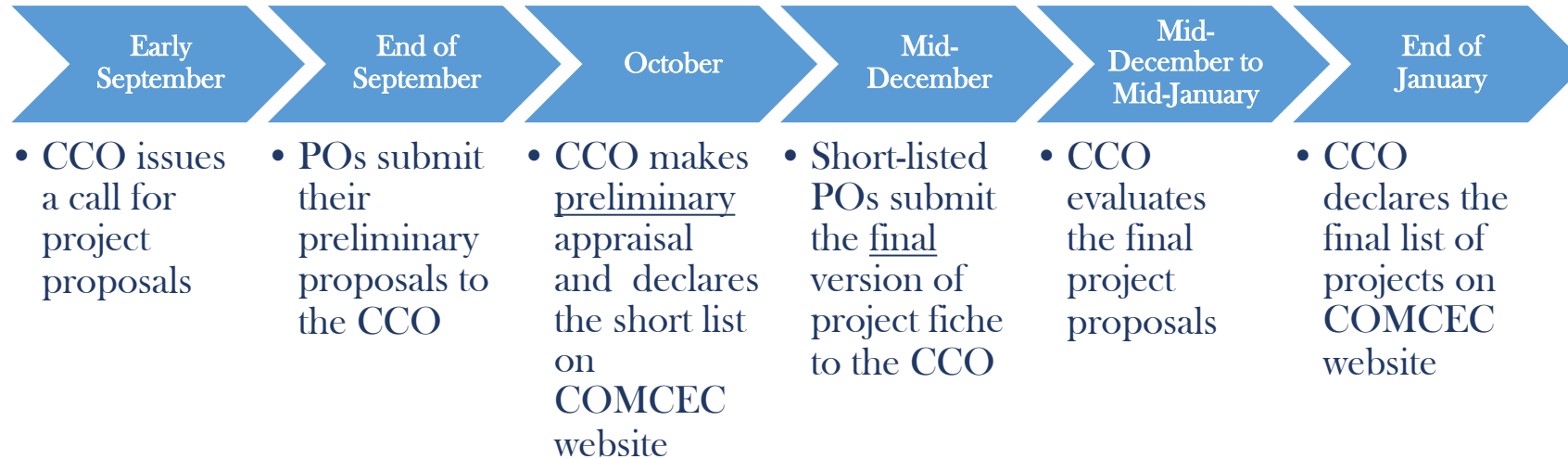
Required Info for Preliminary Submission - II

- ☐ Target Group
- ☐ Contribution to Multilateral Cooperation
- ☐ Activity details for Activity-based Projects
- ☐ ToR for Research-based Projects
- ☐ Indicative Budget
- ☐ Qualifications of Human Resources
- ☐ Project Summary

Required Info for Final Submission

- ☐ Contact information of Project Partners
- ☐ Qualifications and profile of participants of the activities
- ☐ Performance indicators for the activities
- ☐ 2 CVs for each project personnel
- ☐ Financial and Technical Proposals for Research-based Projects
- ☐ Work Plan
- ☐ Detailed Budget

Timeline for the Project Submission





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ProjectFunding

THANKYOU

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