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COMCEC
ProjectFunding

Actors and Responsibilities

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Expert

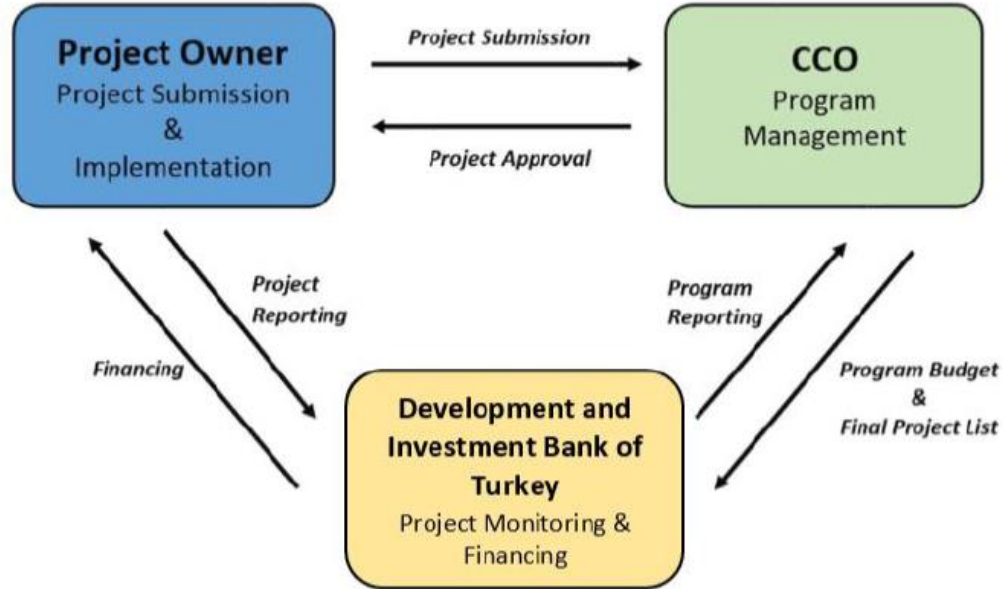


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COORDINATION
OFFICE

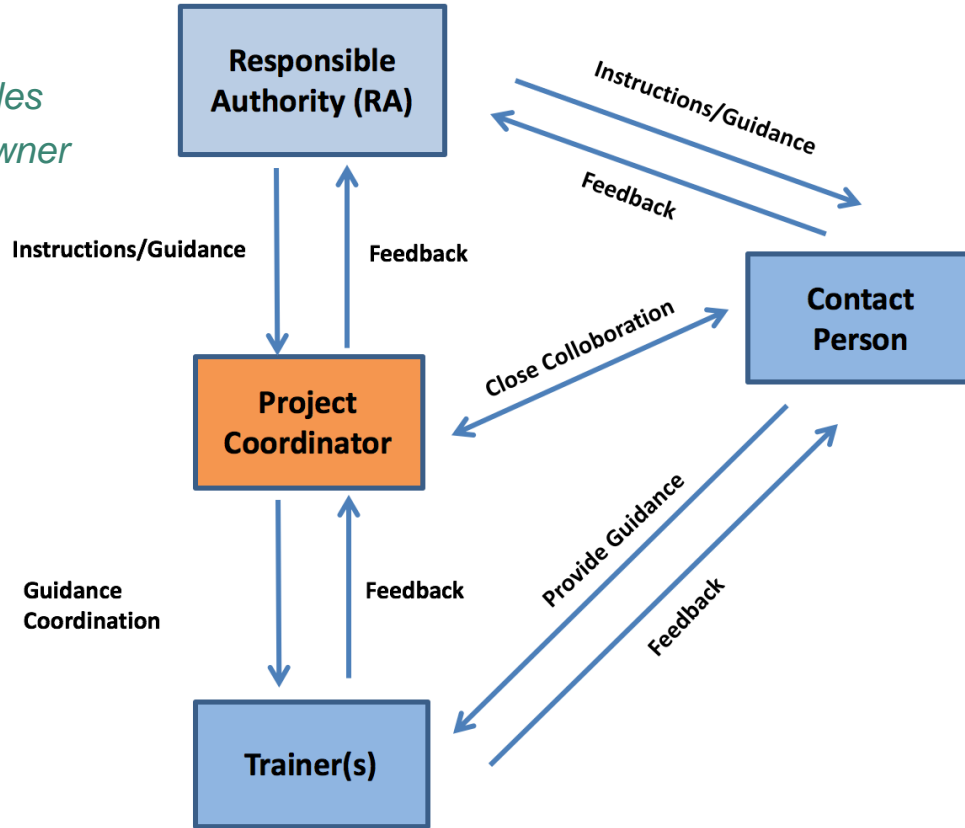


**DEVELOPMENT
INVESTMENT**
BANK OF TURKEY

Overview



Distribution of Roles among Project Owner Agents



Responsible Authority (Article 2.1)



Implementation

- To supervise the implementation of all activities properly
- To develop and maintain close cooperation with partner Countries



Monitoring & Reporting

- To check and approve the conformity of progress reports, timesheets, supplementary documents including invoices, activity reports, project completion report and other documents with the requirements set forth in the Contract and Program Implementation Guidelines
- To ensure submission of progress reports, timesheets, supplementary documents including invoices, Project Completion Report and other documents to the Bank
- To ensure the accuracy of the information presented in the reports to the Bank and the CCO as well as to create conditions for the Bank to check this information at the Project Owner's subordinate.

Contact Person (Article 2.10)



Implementation

- To ensure effective and timely implementation of project activities
- To supervise the technical implementation of the all activities
- To oversee project coordinator in terms of, inter alia, preparing technical documents according to the order and schedule stated in the Contract
- Attending project related meetings
- Performing the administrative and technical management of project activities



Monitoring & Reporting

- To check the conformity of financial progress reports including invoices, monthly progress reports, detailed work plan, timesheets, project completion report and other documents
- To check the accuracy of the information presented in progress reports as well as other supplementary documents such as invoices
- Supervising project coordinator in terms of, inter alia, preparing technical documents according to the order and schedule stated in the Contract
- Providing additional information, justification and/or documents on behalf of the Responsible Authority, if and when requested by the Bank

Project Coordinator (Article 2.11)

- Preparing the Detailed Work Plan and sending it to the Bank within two weeks after signing the contract
- Conducting strategic and financial relations with the Project Owner, the Bank and the CCO
- Overall management and coordination of all project activities in communication with the Bank and the CCO
- Supporting the Contact Person and Trainer(s) (where available) in all project related works
- Informing the Contact Person regarding all correspondences with the CCO and Bank.
- Developing and maintaining close cooperation with relevant officials involved in the project and other beneficiary organizations
- Checking and sending training materials that are prepared by Trainer(s) to the CCO and the Bank in line with the time-frame presented in Program Implementation Guidelines
- Performing necessary office management tasks including filing
- Taking reasonable precautions to avoid unwanted injury toward to employees and third parties
- Complying with the health and safety law, regulations, ordinance in order to create a safe working environment
- Attending COMCEC events and other relevant international meetings (where necessary), to present project activities and outcomes



Implementation

Project Coordinator (Article 2.11)



Monitoring & Reporting

- Providing relevant information and documents to the Bank and the CCO
- Evaluating overall project performance and proposing corrective action if and whenever required
- Drafting progress reports along with supplementary documents, Activity Reports, Project Completion Report and conveying them to the Responsible Authority to be submitted to the Bank
- Preparing his/her own timesheet in every month and convey them to the Responsible Authority to be submitted to the Bank

Trainer (where available) (Article 2.12)



Implementation

- Contributing to the preparation of the Detailed Work Plan.
- Collecting and analyzing data which is essential to the preparation of training program through study visits, interviews, etc.
- Preparing the content and program of the training in collaboration with the Project Coordinator
- Preparing the training materials in line with the time-frame presented in Program Implementation Guidelines and the Detailed Work Plan
- Sending the training materials to the Project Coordinator to be later submitted to the CCO and the Bank
- Training relevant target groups on the specific subject(s) stated in the Project Fiche



Monitoring & Reporting

- Contributing to the preparation of the Detailed Work Plan and Activity Reports
- Preparing his/her own timesheet and convey them to the Responsible Authority to be later submitted to the Bank



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