



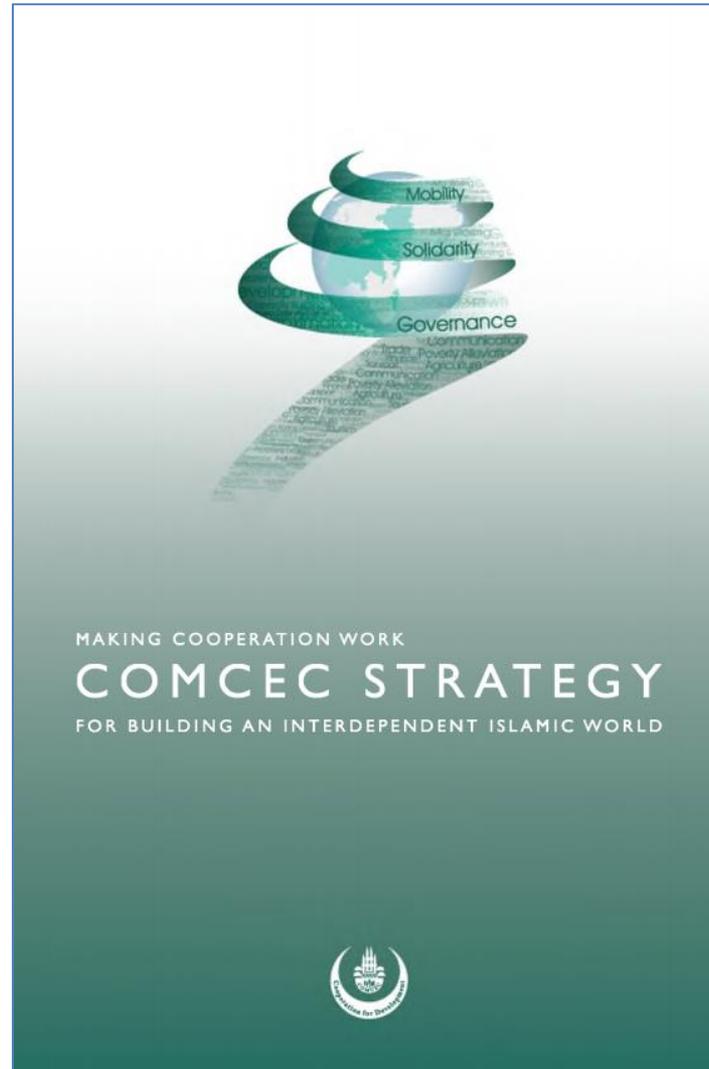
COMCEC  
ProjectFunding

# ***Rules and Procedures & Application***

June 1<sup>st</sup>, 2016  
Ankara, Turkey

# COMCEC Strategy and Its Implementation

---



# What is COMCEC Project Funding?

---

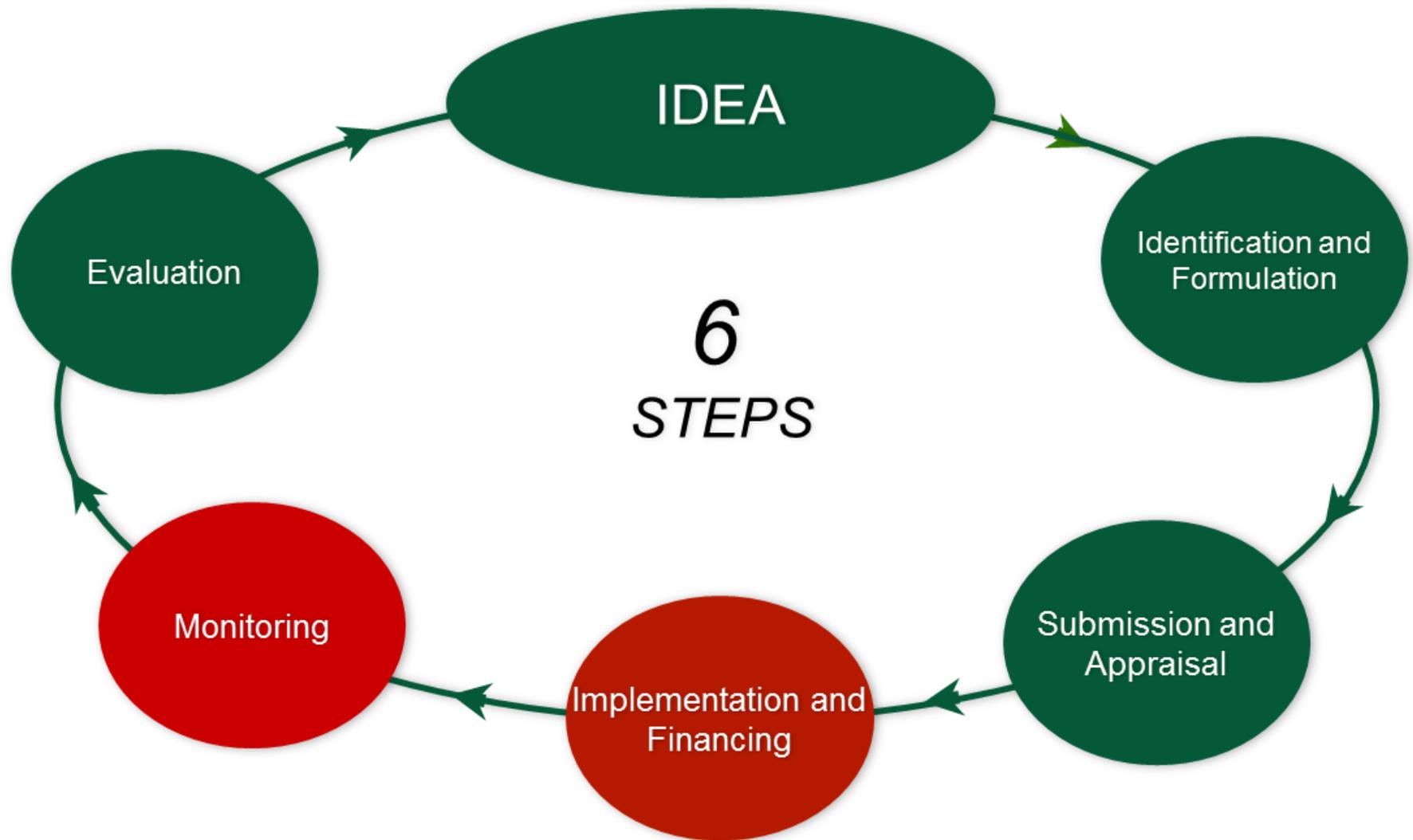
- An **Implementation tool** of the COMCEC Strategy
- Realization of **Policy Recommendations** of COMCEC working groups
- A **member-driven** mechanism (both in finding a creative project idea and implementing)
- Funding facility under **six cooperation areas** (trade, transport and communication, tourism, agriculture, poverty alleviation, finance)
- Funding mechanism for **soft projects** (policy research, analytical studies, workshops, seminars, study visits etc.)
- Grant Based
- Potential Beneficiaries: **OIC Members and Institutions**
- Multilateral perspective : **at least two other partners together with the PO**

# Stages of the COMCEC Project Funding



# Stages of the COMCEC Project Funding

---



# *Problem Identification and Formulation of Project Proposals*

---

- *Analysis of the problems faced*
- *Identification of options to address the problems*
- *Evaluation of project idea's relevance to problems and options*
- *Development of project idea into operational project plans/proposals*
  - *Activities*
  - *Work Plan*
  - *Budget*

# Submission and Appraisal

Compliance with Strategy's Principles



Enhancing Mobility  
Strengthening Solidarity  
Improving Governance

Targeting "Strategic Objectives" of the Strategy



*"Eradicating extreme poverty and hunger in the member countries"* (Poverty Alleviation)

Focusing on Output Areas



Aid Effectiveness  
Productive Capacity of the Poor  
Effective Utilization of Financial Resources  
Monitoring Poverty

Pursuing Multilateral Cooperation Among COMCEC Member Countries

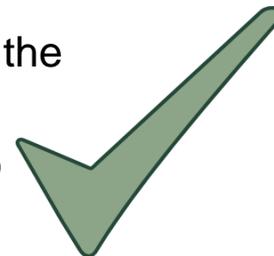


Projects aiming at addressing at least three countries' needs and/or area of interest

Themes of COMCEC Working Groups

Policy Recommendations of COMCEC Working Groups

Regular participation of the PO's focal points to the relevant Working Group Meetings



# Grant Limits and Co-Finance Rates\*

Project Owner	Project Budget Lower Limit (USD)	Project Budget Upper Limit (USD)	Minimum Co-Finance Rates by the PO	CCO Grant Limits (USD)
<i>Member Countries</i>	100.000	250.000	%10	90.000-225.000
<i>OIC Institutions</i>	50.000	100.000	%25	37.500-75.000

\* *subject to modification by the CCO*

# Potential Project Subjects and Activities

---

## Where To Find Potential Subjects

- ▶ Policy Recommendations of COMCEC Working Groups
- ▶ COMCEC Working Groups Themes
- ▶ Strategy's Output Areas Which are in Line With Themes of the Year
- ▶ Research and Analytical Studies
- ▶ Strategies
- ▶ Guides
- ▶ Road Maps
- ▶ Study visits
- ▶ Trainings
- ▶ Exchange programs among officials
- ▶ Needs Assessments and Impact Analysis
- ▶ Conferences
- ▶ Workshops

## *Limit for Application*

---

*Maximum three project proposals  
for each cooperation area by  
each MCs or OIC Institutions*

# Stages of the COMCEC Project Funding

---

Call for Project  
Proposals in  
September  
2016



Submission of  
preliminary  
project fiche



Declaration of the  
short list



Submission of  
detailed project  
fiche



Beginning of the  
Implementation  
Period in April  
2017



Signature of the  
operational  
agreement

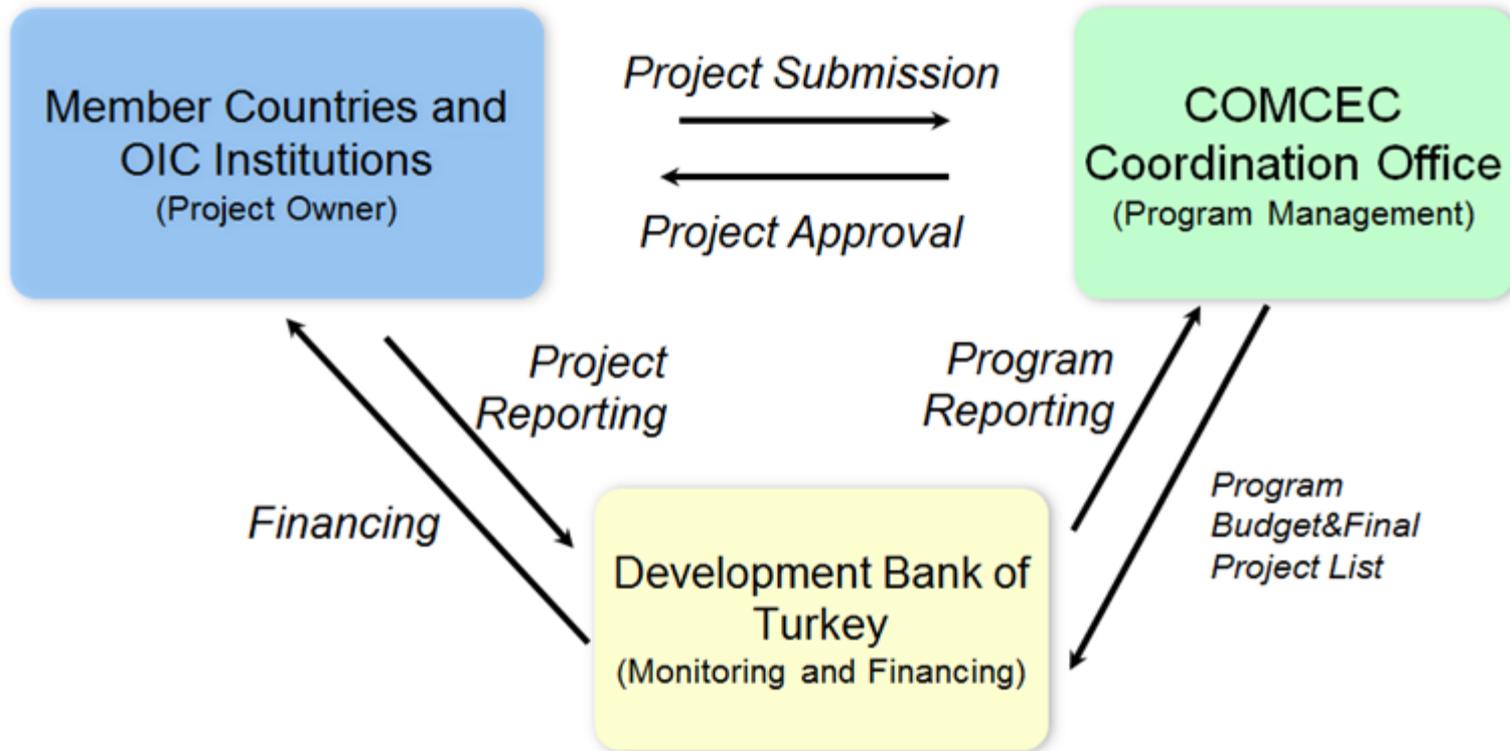


Submission of  
the final list to  
the Bank



Detailed appraisal  
and declaration of  
the final list

# Actors in the COMCEC Project Funding



# Demonstration of Online Project Submission

**COMCEC**  
Cooperation for Development

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

COMCEC Cooperation Areas Working Groups PCM Documents Archive Members Contact Us

**PCM**

**COMCEC Project Funding**  
www.comcec.org

**Submit Your Project Here**  
Project Management Information System

**2014 Projects**

**2015 Projects**

**ISLAMIC CAPITAL MARKET Capacity Building Programme**

**Islamic Capital Market Capacity Building Programmes (Malaysia / 2014-MALFINAN-006)**

The Islamic Capital Market Capacity Building Programme will be held from 31 May to 4 June 2015 at Crowne Plaza Dubai Festival City, Dubai.

[Click for details](#)

**FREQUENTLY ASKED QUESTIONS**

**What is COMCEC Project Funding ?**

COMCEC Project Funding -also known as PCM- is a finance mechanism introduced by COMCEC Coordination Office in 2014. It finances projects submitted by COMCEC Member Countries and OIC Institutions to realize the strategic objectives and outcomes of the COMCEC Strategy. The mechanism encourages member countries and OIC Institutions to transform their ideas into projects with concrete activities, budget and timeline among others. It requires several steps to be performed in a sequence starting from project identification, appraisal and implementation to monitoring and evaluation. (see Program Implementation Guideline for details).

**Project Publications**

[Introductory Presentation](#)

[Capacity Building in Trade Institutions of Central Asian Countries of COMCEC \(Afghanistan\)](#)

[Enhancing National Capacities of OIC Member Countries in Poverty Statistics \(SESRIC\)](#)

[Pakistan Bioremediation Model for Wastewater Treatment and Capacity Building Program among OIC Countries](#)

# ONLINE PROJECT FIGHE



## COMCEC ProjectFunding

Project Management Information System

### LOG IN

Username



Your username

Password



Your password

LOGIN

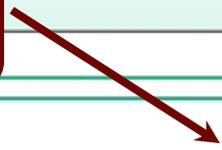
[Forgot Password ?](#)

Please enter your  
username and  
password here, than  
click login button.

### Messages From COMCEC

**Preliminary Stage**  
19.8.2015  
Project submissions are allowed until September 30th for this stage.

Please click this button to add new project



### Welcome

User :  
Cooperation Area : Tourism

[+ Add New Project](#)

### Projects

Project Title	Project Code	Project Stage	Approve Status	EDIT
---------------	--------------	---------------	----------------	------

### Documents

File
<a href="#">2015 Project Implementation Guidelines.pdf</a>
<a href="#">Sample COMCEC Project Fiche_final.pdf</a>
<a href="#">VisibilityManual2015.pdf</a>
<a href="#">ToR_Template_2015.docx</a>

You can download relevant documents here

Please study Program Implementation Guidelines before filling out project fiche

Project should have a short title reflecting your project idea

Basic Information

Project Title

Cooperation Area

Project Owner

System will not allow you to proceed unless you fill all the necessary parts

**Reminder for Responsible Authority and Contact Person Sections**  
You are expected to provide detailed information for two persons designated as responsible authority and contact person. 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, on the other hand, should preferably be the focal point for the relevant working group.

**Responsible Authority**

Name:

Title:

Postal Address:

Phone:

Fax:

E-Mail:

All the contact details should be given here

**Contact Person**

Name:

Title:

Postal Address:

Phone:

Fax:

E-Mail:

Always click save button to save current changes

You can navigate between pages and you can proceed to the next section

Previous

1

Next

Basic Information

**Reminder for the Duration Section**  
Please specify the expected duration (in months) of the Project.

Please select the duration of your project

**Duration**  
● 6 ● 7 ● 8 ● 9

To add country and cities use these section and click add button

**Reminder for the Location Section**  
Please specify the country and city in which the Project activities will be undertaken.

**Location of the Project Activities**

Country : Afghanistan	City :	Add
COUNTRY	CITY	DELETE

Save

You can always revisit your project fiche before submitting as long as you save the changes

=====  
Basic Information  
=====

**Reminder for the Total Budget Section**  
Please specify the total budget of the project (USD).

This section will be calculated automatically

**Total Budget**

CCO Contribution(USD)	PO Contribution(USD)	TOTAL
<input type="text" value="100000"/>	<input type="text" value="10000"/>	<input type="text"/>

Save

Please specify your demand for CCO contribution. Also keep in mind that total budget cannot exceed USD 250.000 and 100.000 respectively for countries and OIC Institutions

Member Countries and OIC Institutions need to contribute at least 10% and 25% of the total budget respectively

Previous

3

Next

## Logical Framework

Log Frame will be revised and simplified for the next Call 2016

### Documents

[Click here](#) for Sample Logframe.

### Logical Framework Matrix(LOGFRAME)

	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Risk and Assumptions
Overall Objective	Test			
Project Purpose	Test	Test	Test	Test
Expected Result	Test	Test	Test	Test
Activities	Test	Test	Test	Test

Save

Previous

5

Next

Please give specific examples and activities that your project entails

### Reminder for Project Summary Section

Please briefly explain the rationale of the project and outline the activities to be undertaken. What is the importance of the Project? (2000 characters max.)

### Project Summary

Max. 2000 characters.

### Reminder for Terms of Reference (ToR) Document

Please kindly be aware that if your project includes a research study you are supposed to submit a ToR to the online system in case you are shortlisted.

### Does your Project include a research study?

No  Yes

If you plan to conduct a research study, please click yes.

However keep in mind that, you will be required to submit your ToR after your project is short listed, in the second stage of online application system

Save

Previous

6

Next

You need to refer to COMCEC Strategy, and show how your project and its activities are related to Strategy

Relevance to COMCEC Strategy should not be left blank.

**Reminder for Relevance to COMCEC Strategy Section**

Please specify how the project is relevant to the output areas of each cooperation area and core priorities of the COMCEC Strategy. You must outline how the project is consistent with the COMCEC Strategy and how it will contribute to the achievement of the strategic objectives of each cooperation area of the Strategy. Please make specific references to the COMCEC Strategy. (See also "Background and Strategic Framework" part of the Implementation Guidelines)

**\*Relevance to COMCEC Strategy**

Save

This section is very important in evaluation of the projects

Human Resources General Qualifications

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

**Educational Background**  
 Bachelor  Master  PhD

**Major/Concentration/Field**

**Practical Experience in Related Field**

**Other Qualifications**

**Language(s)(proficiency level)**

Language: English	Level: 1(Lowest)	Add
<b>LANGUAGE</b>	<b>LEVEL</b>	<b>DELETE</b>

Please keep in mind that you are required to submit two different CV's for each position according to qualifications listed here if your project is shortlisted

Try to contact with your coordinator candidates as soon as possible in order to hire appropriate personnel

Please do not forget to add language level of your coordinator

REMINDER

The PO cannot candidate a public servant as a project expert.

Educational Background

Bachelor  Master  PhD

Major/Concentration/Field

Text input field for Major/Concentration/Field

Practical Experience in Related Field

Text input field for Practical Experience in Related Field

Publication

Text input field for Publication

Other Qualifications

Text input field for Other Qualifications

Language(s)(proficiency level)

Language : English

Level : 1(Lowest)

Add Language

LANGUAGE

LEVEL

DELETE

Add Expert

Please keep in mind that you are required to submit two different CV's for each position according to qualifications listed here if your project is shortlisted

Try to contact with your expert candidates as soon as possible in order to hire appropriate personnel

You can add more experts if your project entails. For each expert you need to click add expert button

Please do not forget to add language level of your experts

You can now preview your project

Preview Project

Submit Project

If everything seems fine you can click submit project button

Previous



After clicking Submit Project Button, If you face this kind of screen, please visit the pages below and fill out missing parts

Preview Project

Submit Project

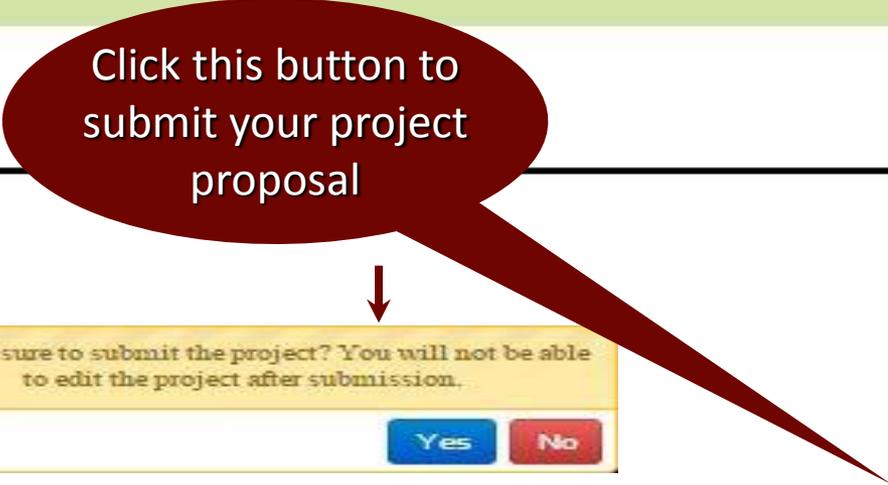
PLEASE NOTE!!!  
Return Page 2 - Return Page 2

PLEASE NOTE!!!  
Return Page 4 - Return Page 4

PLEASE NOTE!!!  
Return Page 5 - Return Page 5

PLEASE NOTE!!!  
Return Page 6 - Return Page 6

PLEASE NOTE!!!  
Return Page 7 - Return Page 7



Are you sure to submit the project? You will not be able to edit the project after submission.

Preview Project

Submit Project

Keep in mind that after clicking submit button, you cannot edit your project

After clicking the Submit button the system will show that your project has been submitted



Project Stage	Approve Status	ED
Preliminary Stage	Submitted	

Projects Tutorial 1 Tutorial 2 Log Out

Welcome  
User :  
Cooperation

Add New Project

Projects

	Status	Fiche	Files	EDIT
Preliminary Stage	Submitted	1		

Documents

After submitting your project fiche please save your fiche for future references. To save it to your hard disk, please click this button to proceed.

You can watch the tutorial by clicking this button

Projects Tutorial 1 Tutorial 2 Log Out

Page 1 of 3 Pdf

PRELIMINARY STAGE

Project Number  
2016

Project Title

Cooperation Area

Project Owner

Responsibility Authority

Name :  
Title :  
Postal Adress :  
Phone :  
Fax :  
E-Mail :

Contact Person

Name :

You can save your preliminary project fiche by clicking this button

# *Reference Document*

---

- COMCEC Funded Projects Program Implementation Guidelines

# *Critical Issues, Potential Problems and Solutions*

---

- *Always click save button to save your current work*
- *Before submitting please reevaluate what you have done*
- *If you click yes to research study, remember that you will be required to send Terms of Reference*
- *Please communicate with your potential project personell beforehand*

## *Critical Issues, Potential Problems and Solutions* con't

---

- *System does not save my work*
- *My username and password are not working*
- *System screen gives an error message*
  - *Communicate your problem with [pcm@comcec.org](mailto:pcm@comcec.org)*
  - *Save screenshot of your problem and send to [pcm@comcec.org](mailto:pcm@comcec.org)*

m o r e i n f o :

[pcm.comcec.org](http://pcm.comcec.org)

[pcm@comcec.org](mailto:pcm@comcec.org)

*Thank you*