

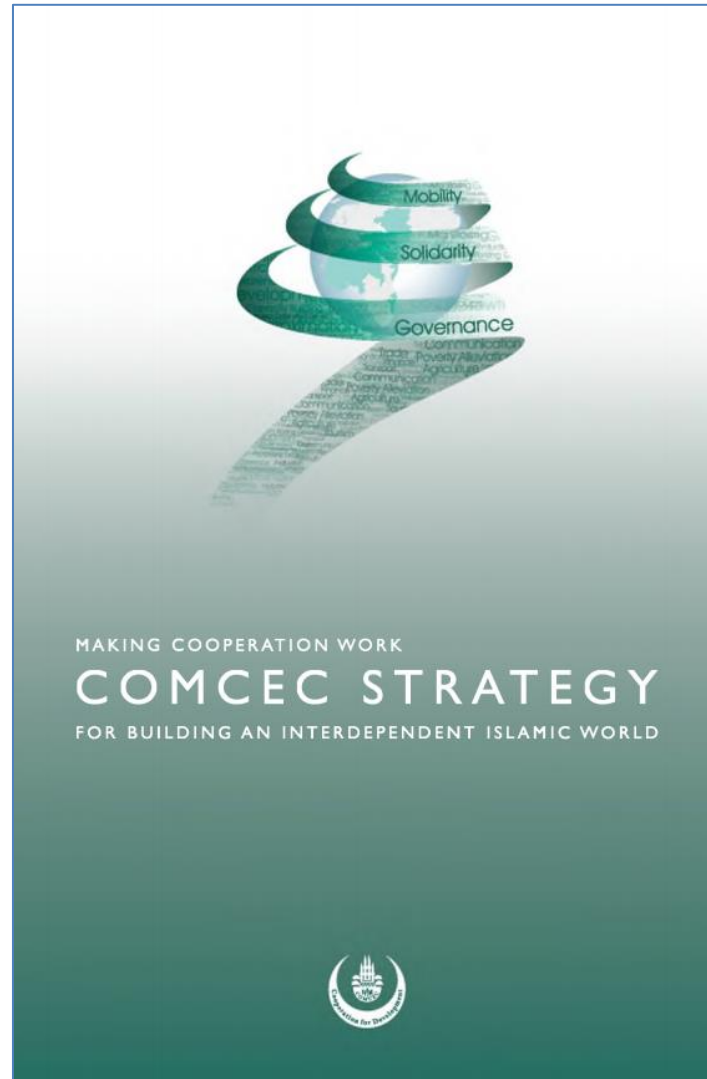


# ***Rules and Procedures & Application***

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

# COMCEC Strategy and Its Implementation

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# *What is COMCEC Project Funding?*

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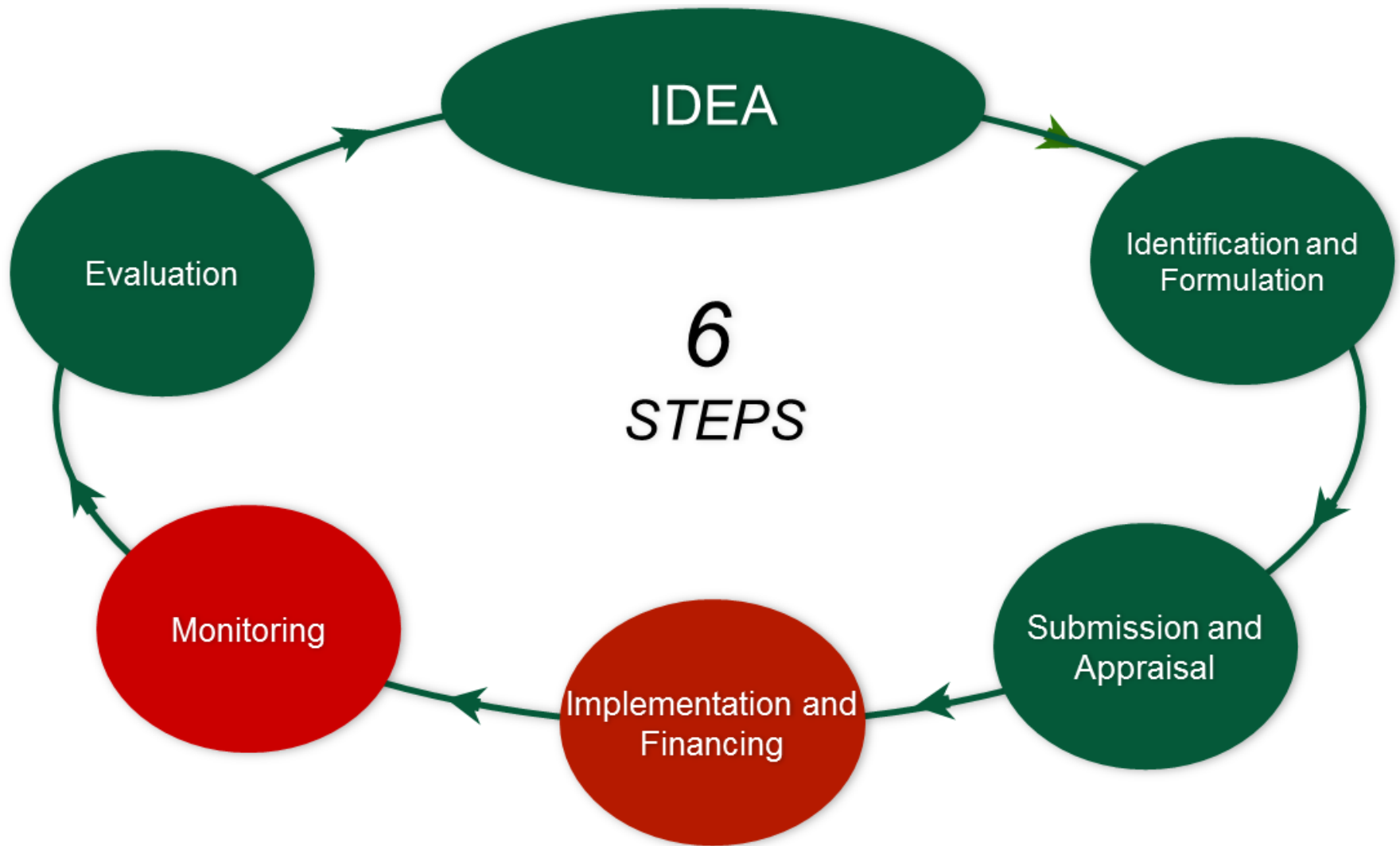
- An **Implementation tool** of the COMCEC Strategy
- Realization of **Policy Recommendations** of COMCEC working groups
- A **member-driven** mechanism (both in finding a creative project idea and implementing)
- Funding facility under **six cooperation areas** (trade, transport and communication, tourism, 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

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# *Problem Identification and Formulation of Project Proposals*

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- *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

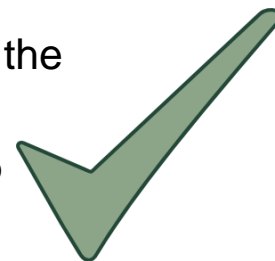


Projects aiming at addressing at least  
three countries' needs and/or area of  
interest

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*

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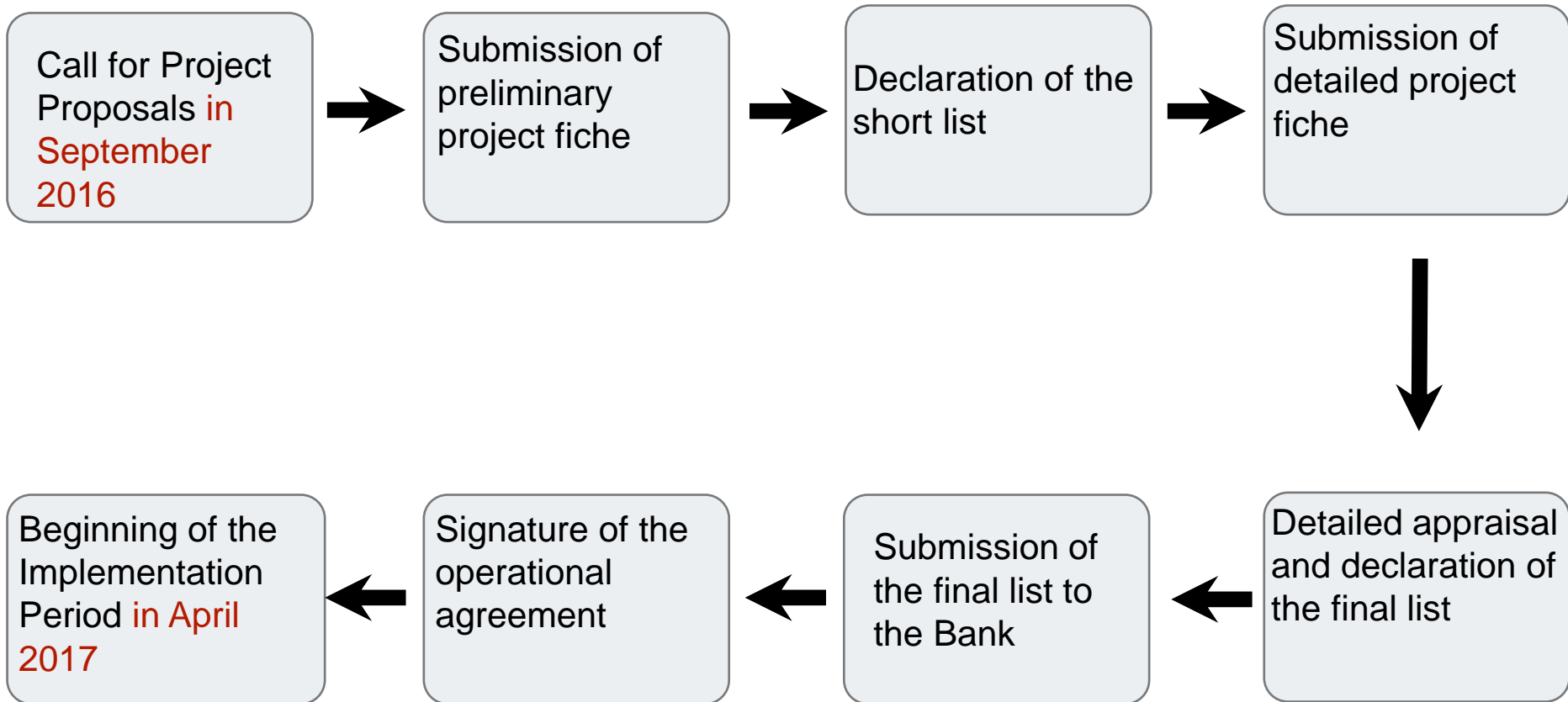
## **Where To Find Potential Subjects**

- 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

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

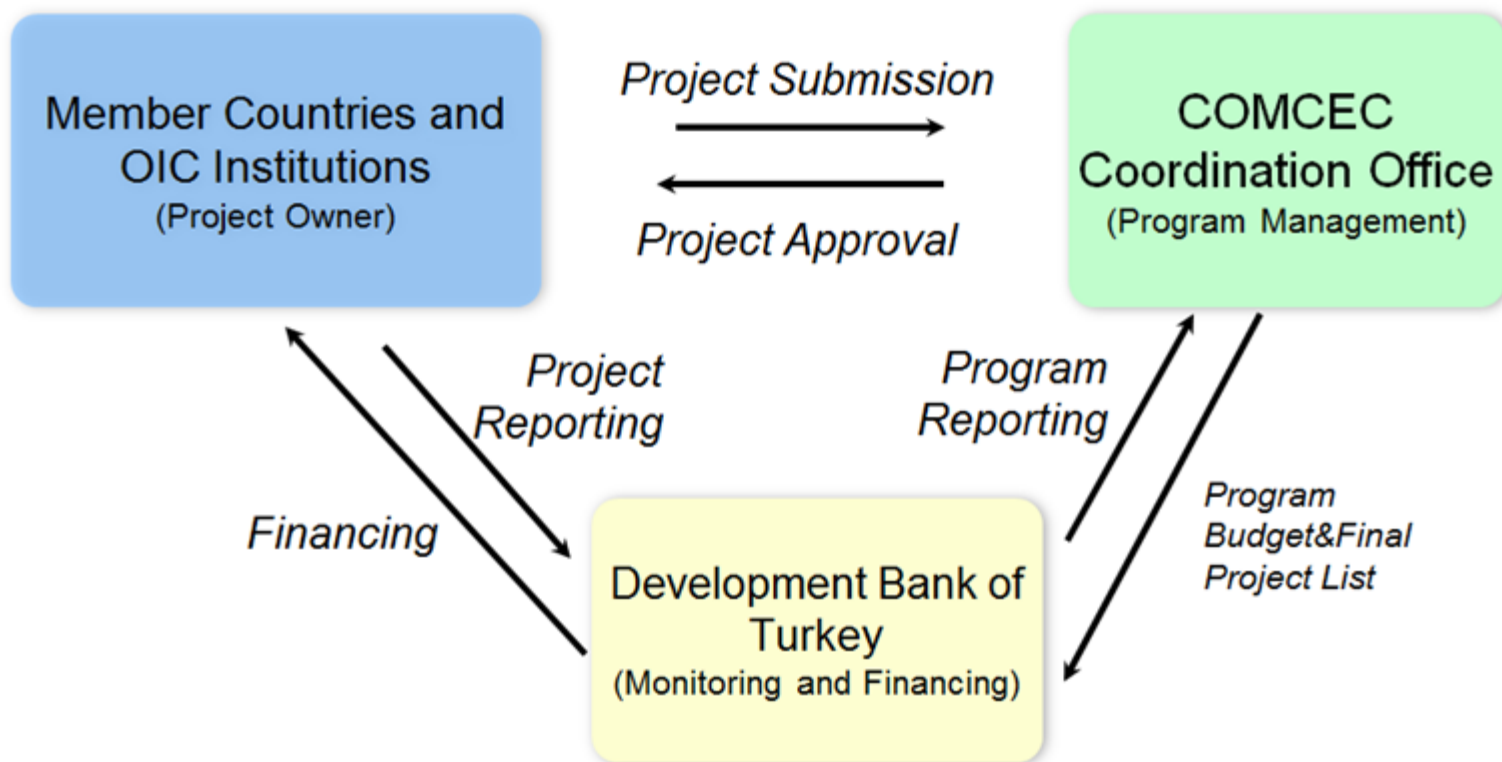
# Stages of the COMCEC Project Funding

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# Actors in the COMCEC Project Funding

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# Demonstration of Online Project Submission

The screenshot displays the COMCEC website interface. At the top, the COMCEC logo and name are shown, along with the text "Standing Committee for Economic and Commercial Cooperation of the Organization of Islamic Cooperation". A navigation bar includes links for COMCEC, Cooperation Areas, Working Groups, PCM, Documents, Archive, Members, and Contact Us. A large banner features the PCM logo and the text "COMCEC Project Funding" with a red arrow pointing to the "SubmitYourProjectHere" button. Below the banner, there are sections for "Islamic Capital Market Capacity Building Programmes (Malaysia / 2014-MALFINAN-006)", "ISLAMIC CAPITAL MARKET Capacity Building Program", and "Frequently Asked Questions". The "Frequently Asked Questions" section includes a question "What is COMCEC Project Funding ?" and its answer. The "Project Publications" section lists several publications, including "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)", and "Pakistan Bioremediation Model for Wastewater Treatment and Capacity Building Program among OIC Countries".

COMCEC  
Cooperation for Development

COMCEC

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

SubmitYourProjectHere  
ProjectManagementInformationSystem

2014Projects COMCEC ProjectFunding

2015Projects COMCEC ProjectFunding

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

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

Suruhanjaya Sekuriti  
Securities Commission  
Malaysia

ISLAMIC CAPITAL MARKET  
Capacity Building Program

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).



# ONLINE PROJECT FICHE



## 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

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

Project Title

Cooperation Area

Tourism

Project Owner

### 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

Save

Previous

1

Next



## Basic Information

### Reminder for the

Please specify the expected (in months) of the Project.

### Duration

6 7 8 9

Please select the duration of your project

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

Previous

2

Next

Basic Information

**Reminder for the Total Budget Section**

Please specify the total budget of the project (USD).

**Total Budget**

CCO Contribution(USD)

100000

PO Contribution(USD)

10000

TOTAL

 Save

This section will  
be calculated  
automatically

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

Test

Overall Objective

## Objectively Verifiable Indicators

Test

Project Purpose

Test

Expected Result

Test

Activities

Test

## Sources of Verification

Test

Test

Test

Test

## Risk and Assumptions

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 work 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

LANGUAGE

LEVEL

DELETE

Save

Previous

9

Next

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

Practical Experience in Related Field

Publication

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](#)

Projects

Click this button to  
submit your project  
proposal

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

Yes

No

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

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 Address :

Phone :

Fax :

E-Mail :

Contact Person

Name :

You can save your preliminary project fiche by clicking this button

# *Reference Document*

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- COMCEC Funded Projects Program Implementation Guidelines

# *Critical Issues, Potential Problems and Solutions*

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- *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

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- *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*