



Stages of COMCEC Project Funding

*Ankara
4-5 June*

Outline of the Presentation

- 1 Development Bank of Turkey
- 2 Implementation and Payments
- 3 Monitoring and Evaluation
- 4 Logical Framework Matrix

Development Bank of Turkey

Kalkınma development and investment bank

- Subject to provisions of private law
- Belong to the Treasury
- Headquartered in Ankara
- One Branch in İstanbul
- Total employees 703

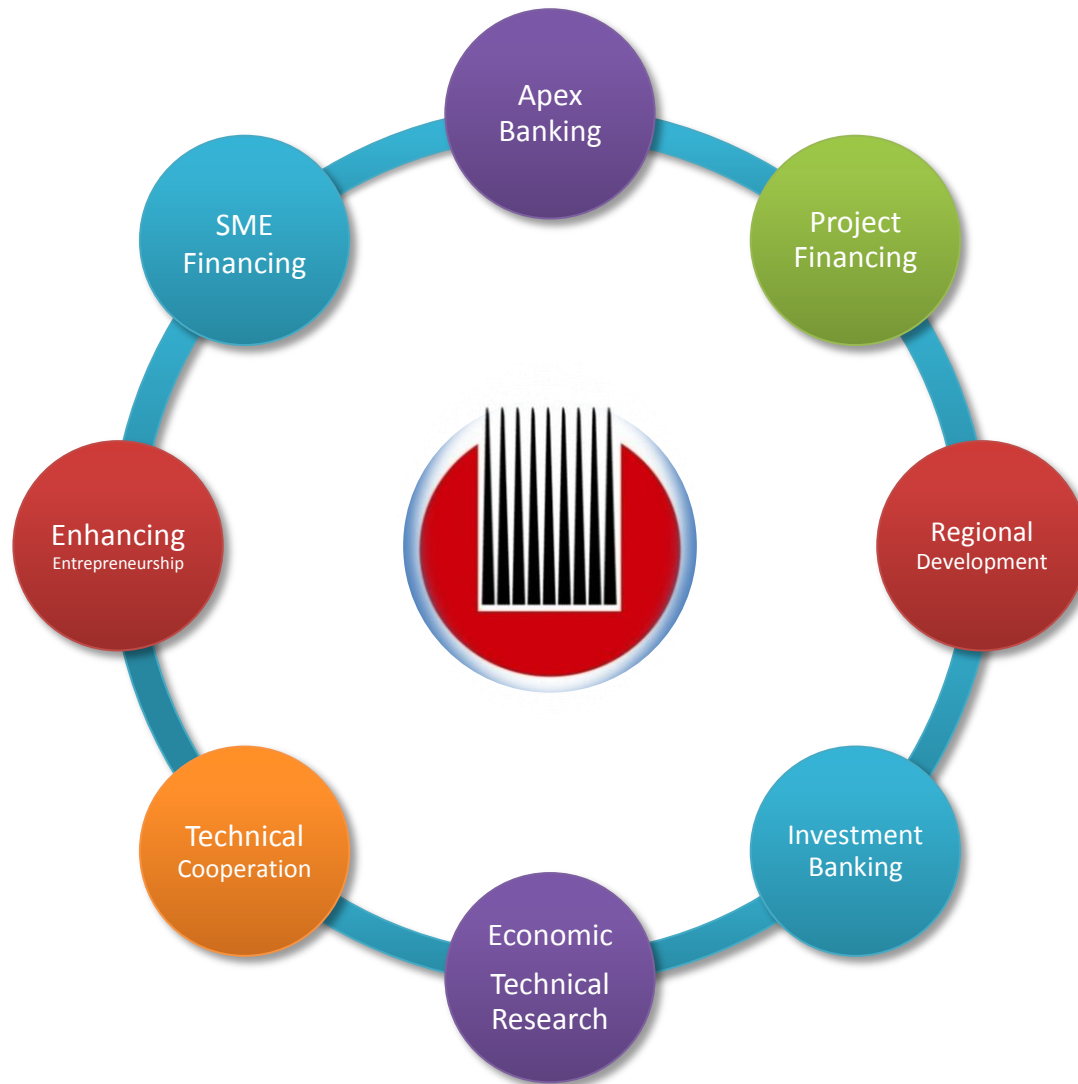


Our Mission is to increase;

- Employment
- Income
- Welfare

in order to achieve the development and sustainable growth of Turkey

Development Bank of Turkey

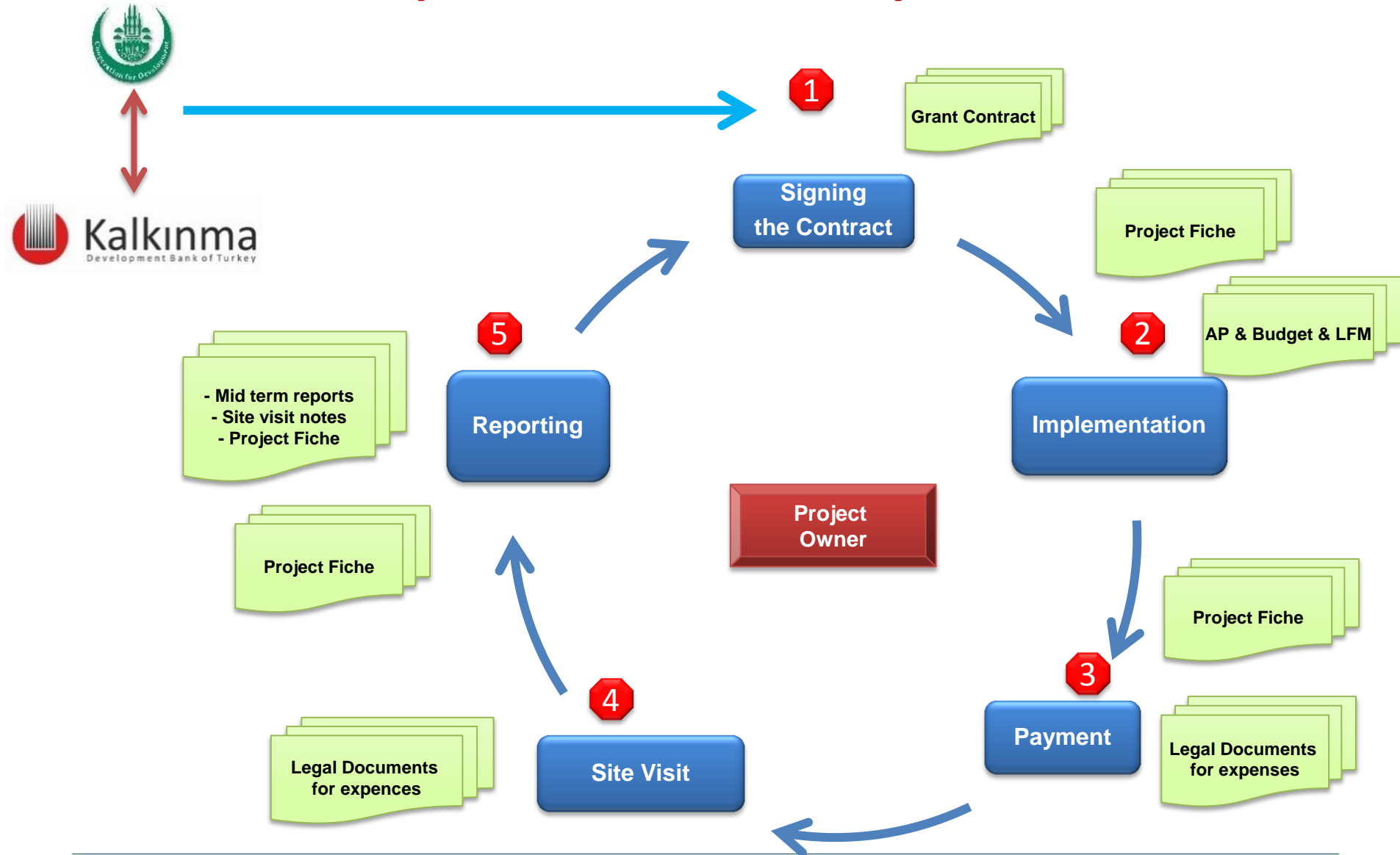


Development Bank of Turkey

Experiences on

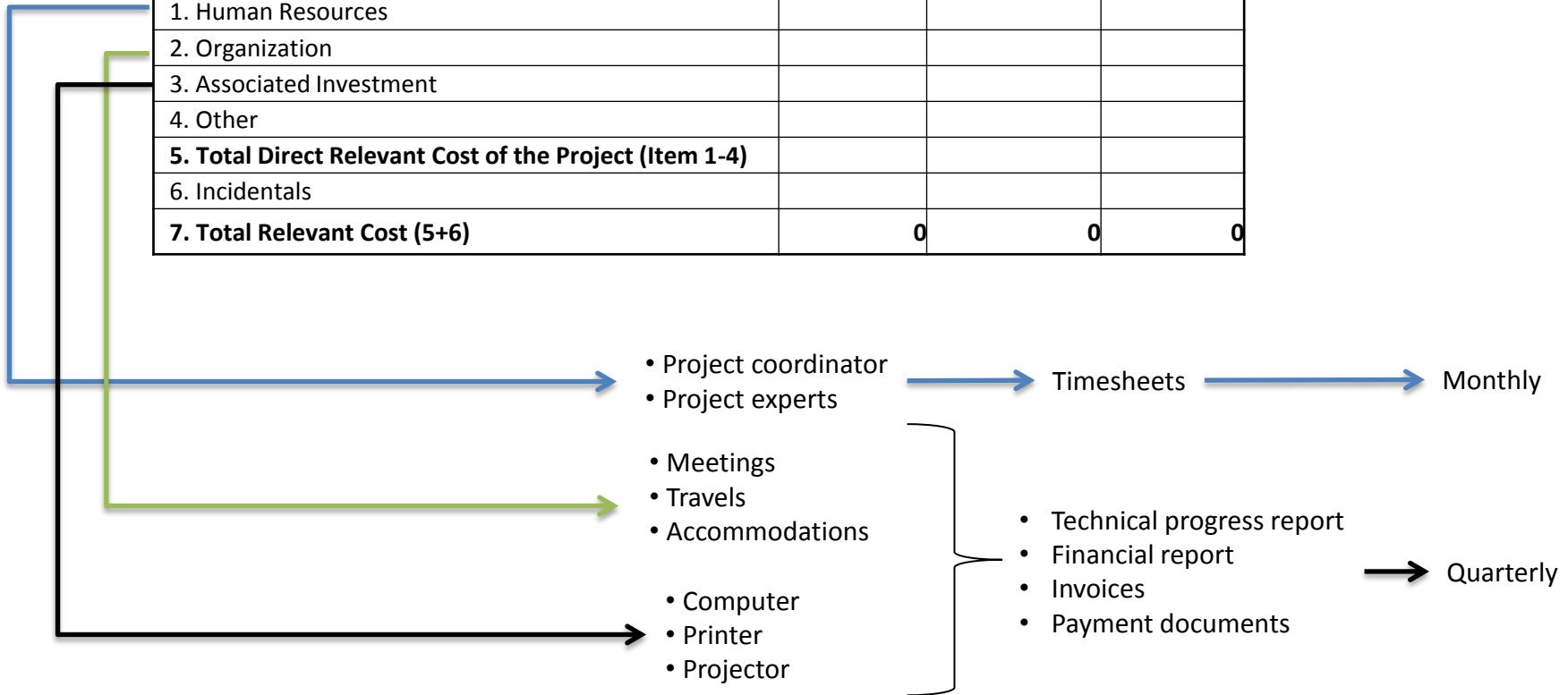
- ✓ Project development,
- ✓ Project finance,
- ✓ Project evaluation
- ✓ Monitoring and follow-up

Implementation and Payments



Implementation and Payments

Project Budget	COMCEC	Project Owner	Total
1. Human Resources			
2. Organization			
3. Associated Investment			
4. Other			
5. Total Direct Relevant Cost of the Project (Item 1-4)			
6. Incidentals			
7. Total Relevant Cost (5+6)	0	0	0



Implementation and Payments

TIMESHEET for Project Coordinator and Project Experts

TIMESHEET					
Project Title:			Name:		
COMCEC Project Number:			Month:	Year:	
Date	Day of the Week	Days Worked	Per Diems (USD)	Location	Detailed Description of Tasks
1	Mon				
2	Tue				
3	Wed				
4	Thu				
5	Fri				
6	Mon				
7	Tue				
8	Wed				
9	Thu				
10	Fri				
11	Mon				
12	Tue				
13	Wed				
14	Thu				
15	Fri				
16	Mon				
17	Tue				
18	Wed				
19	Thu				
20	Fri				
21	Mon				
22	Tue				
Total					

Responsible Authority of the Project Owner

Project Coordinator/Expert

Name :

Name :

Title :

Title :

Signature :

Signature :

Date :

Date :

Implementation and Payments

ANNEX-5

TECHNICAL PROGRESS REPORT

[COMCEC Project Number]

Project Title :
 Project Owner :
 Cooperation Area :
 Location :
 Period of Implementation :
 Project Coordinator :
 Project Expert(s) :

1. GENERAL INFORMATION

1	Objectives of the period	Give an overview on the objectives of this reporting period.
2	Activities implemented during the period	Give an overview on the main activities for the reporting period.
3	Achieved results of the period	Summarize the achievements for the reporting period in bullet points, such as work performed and the main results of the period.
4	Progress regarding objectively verifiable indicators	Assess performance indicators listed in the log frame of the project fiche regarding the action achieved so far.
5	Planned activities in the next period	Give an outlook on planned activities for the period until the next report.
6	Identified problems and corrective actions taken in the interim period	If any, comment on the most important problems faced during the period explaining also their impact and the corrective actions undertaken.
7	Alterations in project	State alterations on project details (activities, budget etc.) if any. (Please indicate addendum or notification number in this regard.)
8	Visibility	Indicate how you ensure the visibility of COMCEC through visibility materials used during project activities. (Please add confirmation documents -photo, video recording etc.-. Check Visibility Manual for details.)
9	Goods and Services	State any good (equipment) and/or service purchased during the reporting period. (Please add confirmation documents -invoices, etc.-for purchases you made during the reporting period.)
10	Other issues	If any, indicate other issues.

2. WORK PLAN

Please below indicate the activities implemented during the reporting period. (Please elaborate if there is a delay regarding the implementation of the activity under the "Activity" column.)

ACTIVITIES	MONTHS								
	1	2	3	4	5	6	7	8	9
1									
2									
3									

Project Coordinator

On Behalf of the Project Owner

Name :

Name :

Title :

Title :

Signature :

Signature :

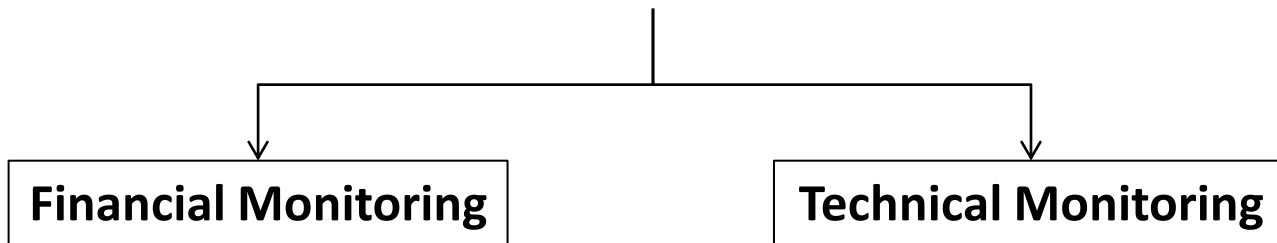
Date :

Date :

Implementation and Payments

- ✓ Following the **delivery of progress reports and supplementary documents**, the Bank checks and, if it deems appropriate, approves progress reports
- ✓ **The Bank could request additional information, justification and/or documents from the Project Owner**, if it deems necessary, and **suspend the payment until the requested information, justification and/or documents are provided** by the Project Owner.
- ✓ **Advance payment/pre-financing is not available**

Monitoring and Evaluation



Purpose

Suitability to;

- Project fiche
- Grant agreement
- Implementation Guidelines

Suitability to;

- Project fiche
- Grant agreement
- Project targets
- Implementation Guidelines

Tools

- Timesheet
- Technical progress report
- Financial report
- Invoices
- Payment documents
- Notification form
- Addendum form

- Technical progress report
- Site visits
- Notification form
- Addendum form
- Project outputs
 - Reports
 - Books
 - Photographs

Monitoring and Evaluation

















These issues are important to achieve project targets and for a successful early warning system

- ✓ To notify the Bank (promptly) the difficulties encountered during the project implementation
- ✓ To prepare all information and documents requested by the Bank until the end of the project and submit actual and current information about the activities during site visit
- ✓ To ensure that persons responsible for the activity and related documents are available during site visits, and inform the monitoring team about the needs and problems related to project activities

Logical Framework Matrix

- ✓ The Logical Framework Approach (LFA) was developed in the late 1960's to assist the US Agency of International Development to improve its project planning and evaluation system
- ✓ LFA based on Goal Oriented Project Planning approach
- ✓ The idea transferred to Europe by UN after World War II
- ✓ LFA helps
 - ✓ To keep the project's hierarchy of objectives (Project Description or Intervention Logic)
 - ✓ To control the key external factors critical to the project's success
 - ✓ To knowhow the project's achievements will be monitored and evaluated

Logical Framework Matrix

	Project Description	Indicators	Source of Verifications	Assumptions
Overall Objectives				
Project Purpose				
Results				
Activities				 

Logical Framework Matrix

Project Description

Overall Objectives

1

The project's **contribution** to policy or program objectives

Why is the project important for people?

Project Purpose

2

Direct benefits to the target groups

Why is the project important for target groups?

Results

3

Tangible products or services delivered by the project

What are the remainings after the project?

Activities

4

Tasks that have to be undertaken to deliver the desired results

Are the activities related with target group and help to achieve project purpose?

Logical Framework Matrix

Project Description

Overall Objectives

- To contribute to increase
- Competitiveness of SMEs
 - Export earnings
 - Job creation

Project Purpose

Creating awareness on quality certification systems among entrepreneurs and company managers

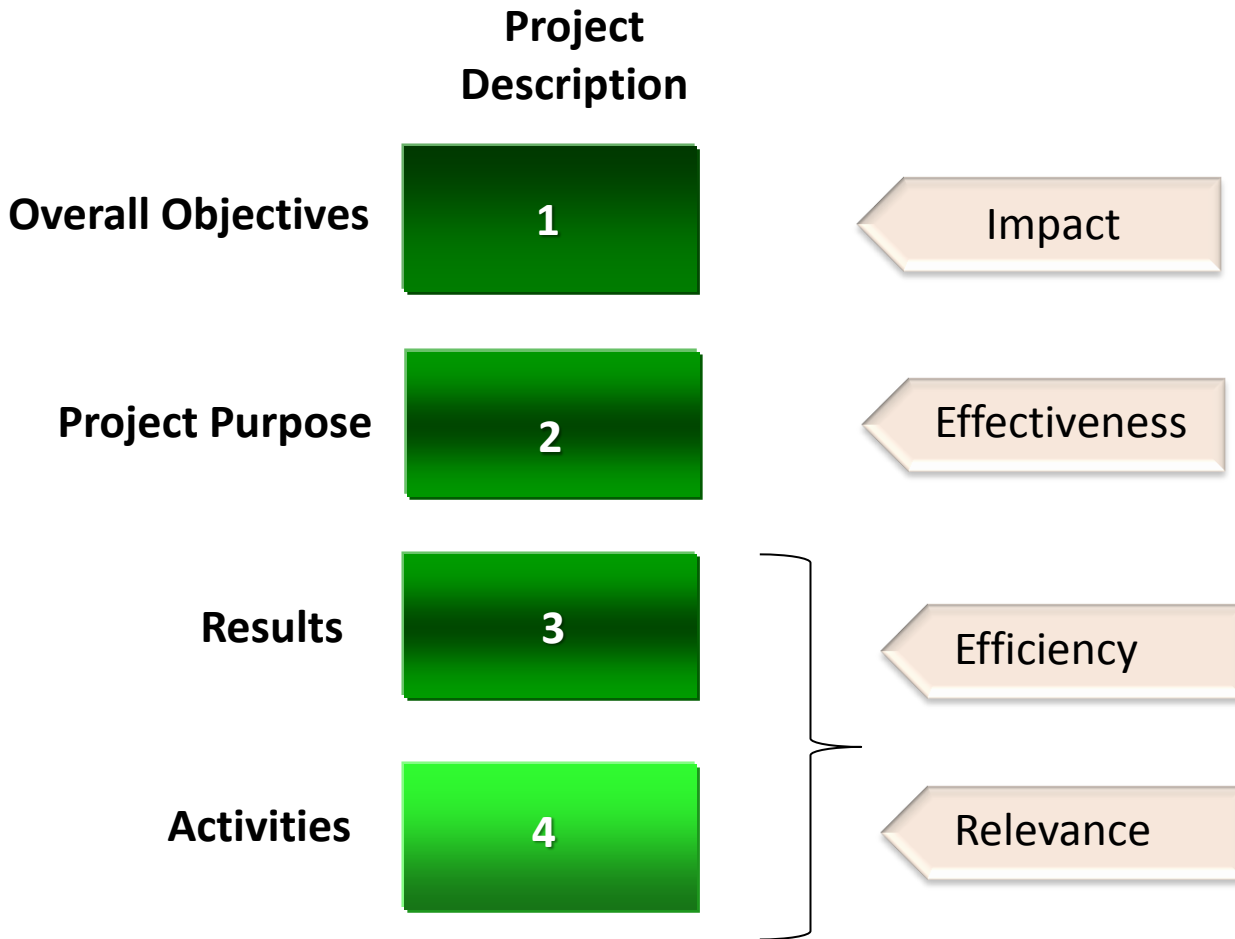
Results

1. Entrepreneurs and company managers are aware on quality certification systems
2. Professional advising system was occurred

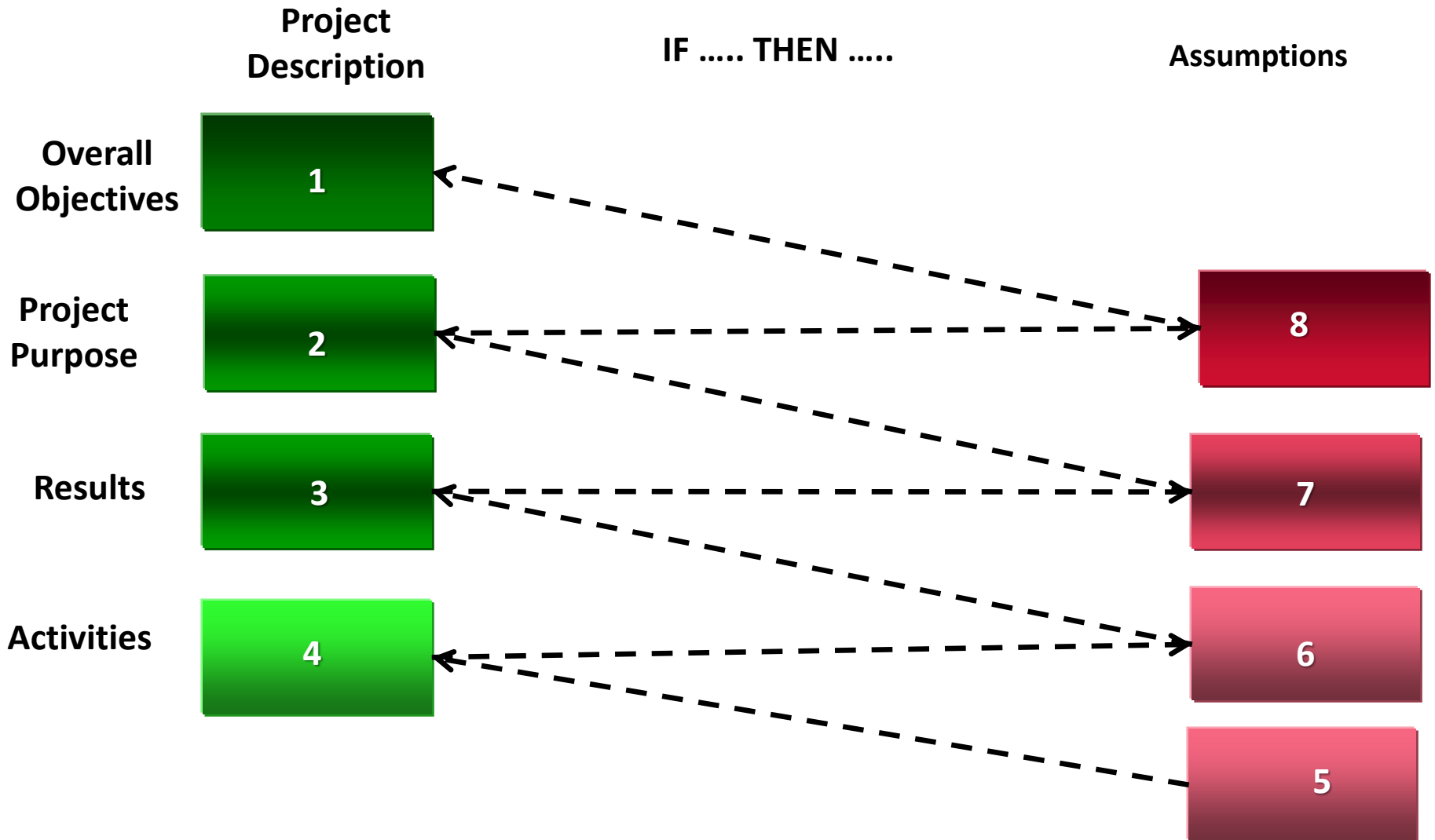
Activities

1. Organizing seminars on ISO, HACCP and others
2. Publishing flyers, put in adv. in newspapers
3. Publishing a books covering seminar presentations and Q&A
4. Establishing a permanent office in Chamber of Commerce Building to give assistance to SMEs

Logical Framework Matrix



Logical Framework Matrix



Logical Framework Matrix

If pre-conditions **in (5)** are committed **then** activities initiated

If assumptions **in (6)** are realized **then** results are produced

If assumptions **in (7)** are realized **then** project purpose can be achieved

If assumptions **in (8)** are realized **then** project can contribute overall objectives

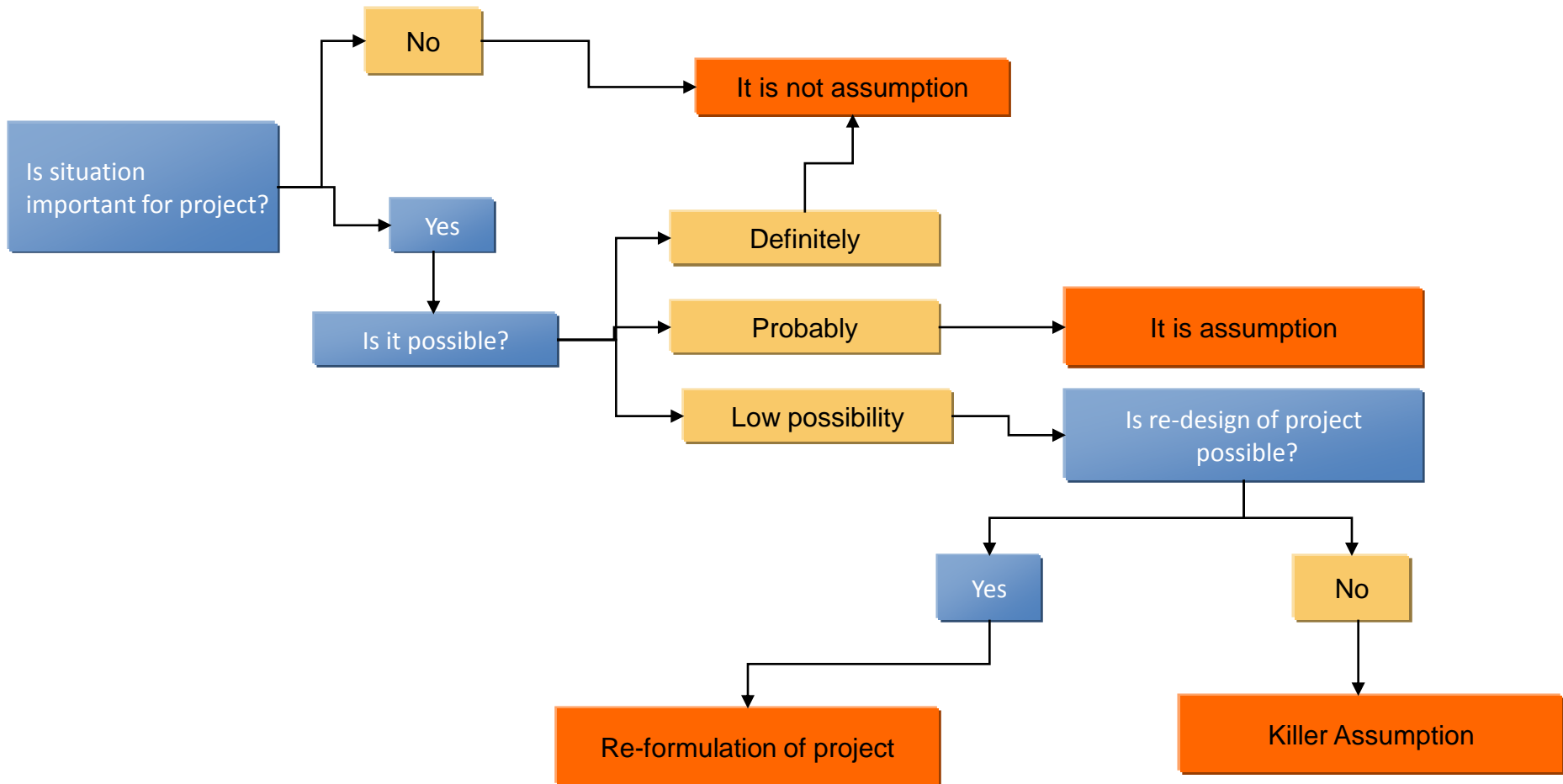
Logical Framework Matrix

Assumptions are conditions and aspects that

- Important for Project
- But not under the control
- Should be followed up during implementation period of project

Logical Framework Matrix

Assumptions are some situations that may effect to project but intervention is not possible



Logical Framework Matrix

Project Description

Assumptions

Overall Objectives

- To contribute to increase
- Competitiveness of SMEs
 - Export earnings
 - Job creation

Project Purpose

Creating awareness on quality certification systems between entrepreneurs and company managers

There will not be any economic turmoil

Results

1. Entrepreneurs and company managers are aware on quality certification systems
2. Professional advising system was occurred

Certification costs do not increase

Activities

1. Organizing seminars on ISO, HACCP and others
2. Publishing flyers, put in adv. in newspapers
3. Publishing a books covering seminar presentations and Q&A
4. Establishing a permanent office in Chamber of Commerce Building to give assistance to SMEs

SME's show interest to the program

Management of CoC approve the project

Logical Framework Matrix

	Project Description	Indicators	Source of Verifications	Assumptions
Overall Objectives	1	9	10	
Project Purpose	2	11	12	8
Results	3	13	14	7
Activities	4	15	16	6
				5

Logical Framework Matrix

Objectively Verifiable Indicators describe the project's objectives in operationally measurable terms (quantity, quality, time)



TARGETS

The source of verification should be considered and specified at the same time as the formulation of indicators. This will help to test whether or not the Indicators can be realistically measured at the expense of a reasonable amount of time, money and effort.



DOCUMENTS

Logical Framework Matrix

	Indicators	Source of Verifications
Overall Objectives	<ol style="list-style-type: none">1. Total sales revenues of companies increase 20% within 3 years2. Number of exporter company double within 2 years3. New jobs are created	<ol style="list-style-type: none">1. Statistics and data from CoC2. Statistics and data from TSI
Project Purpose	After Project completed, minimum 10 company have product quality standards	<ol style="list-style-type: none">1. Statistics and data from CoC2. Statistics and data from TSI
Results	<ol style="list-style-type: none">1. Minimum 100 company join to conferences & seminars2. Minimum 70 company benefited from consultancy office	<ol style="list-style-type: none">1. Registrations2. Number of certificates3. Minutes of meeting
Activities	<ol style="list-style-type: none">1. Meeting hall rent2. Audio-visual systems3. Payments to speakers4. Printing costs for certificates, flyers, seminar book	<ol style="list-style-type: none">1. xxxxxxxxx USD2. xxxxxxxxx USD3. xxxxxxxxx USD4. xxxxxxxxx USD

Logical Framework Matrix

	Project Description	Indicators	Source of Verifications	Assumptions
Overall Objectives	To contribute to increase <ul style="list-style-type: none"> Competitiveness of SMEs Export earnings Job creation 	<ol style="list-style-type: none"> Total sales revenues of companies increase 20% within 3 years Number of exporter company double within 2 years New jobs are created 	<ol style="list-style-type: none"> Statistics and data from CoC Statistics and data from TSI 	There will not be any economic turmoil
Project Purpose	Creating awareness on quality certification systems between entrepreneurs and company managers	After Project completed, minimum 10 company have product quality standards	<ol style="list-style-type: none"> Statistics and data from CoC Statistics and data from TSI 	Certification costs do not increase
Results	<ol style="list-style-type: none"> Entrepreneurs and company managers are aware on quality certification systems Professional advising system was occurred 	<ol style="list-style-type: none"> Minimum 100 company join to conferences & seminars Minimum 70 company benefited from consultancy office 	<ol style="list-style-type: none"> Registrations Number of certificates Minutes of meeting 	SME's show interest to the program
Activities	<ol style="list-style-type: none"> Organizing seminars on ISO, HACCP and others Publishing flyers, put in adv. in newspapers Publishing a books covering seminar presentations and Q&A Establishing a permanent office in Chamber of Commerce Building to give assistance to SMEs 	Meeting hall rent Audio-visual systems Payments to speakers Printing costs for certificates, flyers, seminar book	<ol style="list-style-type: none"> xxxxxxxxx USD xxxxxxxxx USD xxxxxxxxx USD xxxxxxxxx USD 	Management of CoC approve the project

Thank You for Your Attention

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