PROJECT MANAGEMENT TRAINING PROGRAM

GENERAL OVERVIEW

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Outline

1. *Types of Projects*

2. *Main Program Actors*

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COVID Response

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1- Types of Projects

- *Direct Grant*

- *Needs Assesment*

- *Sharing Expertise*

    ➢ *Visiting Expert*

    ➢ *Training/Workshop*

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Direct Grant

- For alleviating negative impacts of the pandemic, POs can purchase:

  ➢ Machinery,

  ➢ Equipment,

  ➢ Service

- For directly meeting the needs of final beneficiaries (institutions, SMEs, farmers etc.)

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Needs Assesment

- Studies assessing the harm imposed by the pandemic

- A needs assessment report through local field visit, interviews, desk-based research, etc.

- Proposing possible solutions and action plans regarding the pandemic impact on the selected sector and theme.

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Sharing Expertise

Type One: Visiting Expert

- A field visit program conducting by expert(s) from project owner country to host country

- To share experiences for eliminating negative effects of the pandemic

- Collecting information and data from host country for this purpose

- Preparing a field report that describes the current situation of countries in the pandemic and provides recommendations for that.

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Sharing
Expertise

## Type Two: Training/Workshop

- Under the Training;

  ➢ An educational activity to be held for improving personal and institutional capacity of participants

  ➢ The activity includes theoretical and practical studies

- Under the Workshop;

  ➢ A meeting with a specific focus which brings together relevant experts, technical personnel and academicians from partner countries

  ➢ In order to achieve some concrete results, facilitating discussions and hand-on-practices on a specific topic.
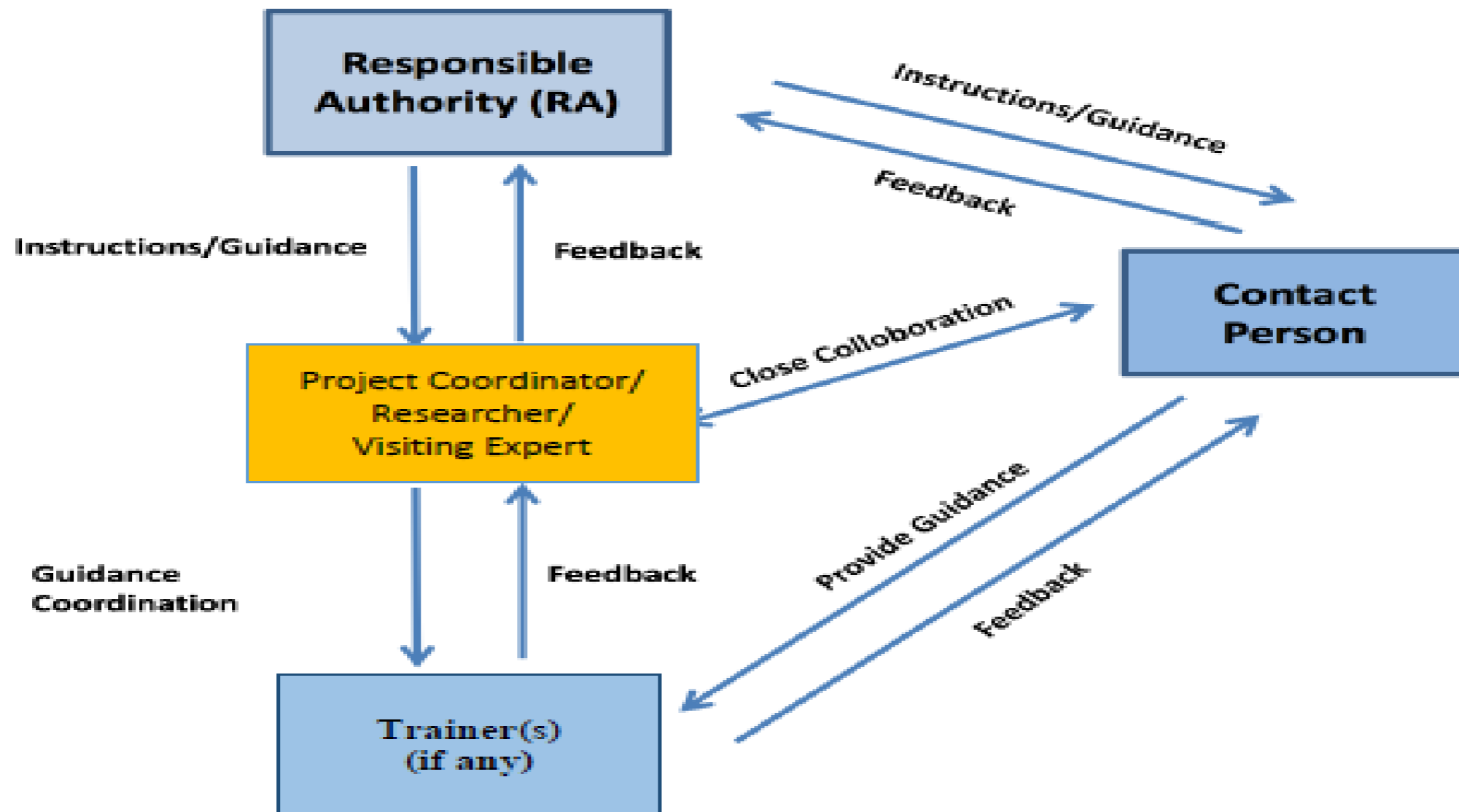
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Main Actors
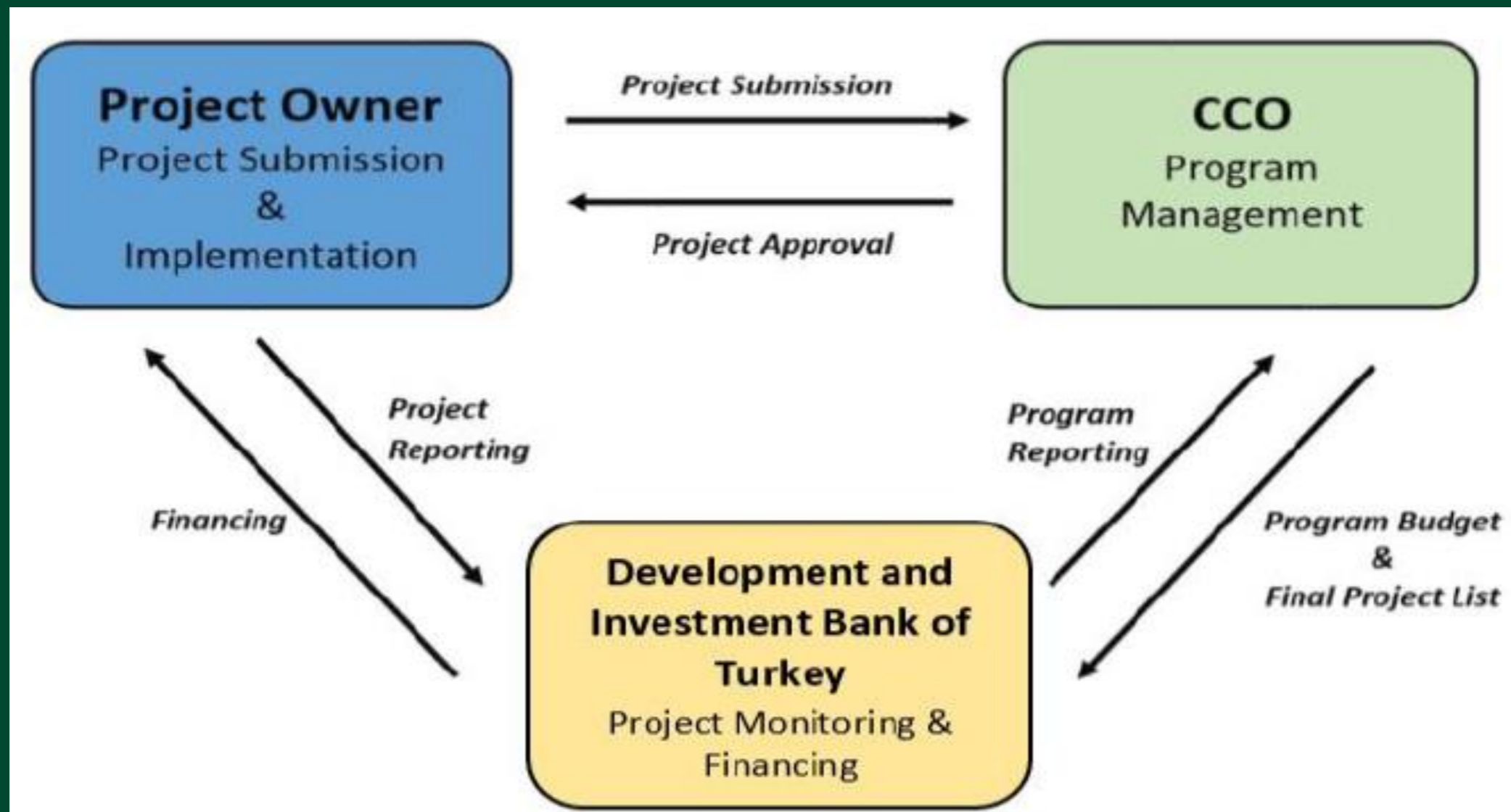
Distribution of Roles among Project Staff

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Responsibilities of Responsible Authority (RA)

- Main responsible actor for effective and timely implementation of project activities,

- Performing administrative and technical management of project activities and personnel (Project Coordinator, Researcher, Trainer etc)

- Checking and approving the relevant documents (Detailed Work Plan, progress reports, timesheets etc.) of the project in accordance with the requirements set forth in the Contract and Program Guidelines

- Ensuring the accuracy of the information provided to the Bank and the CCO

- Ensuring the submission of the relevant project documents in a timely manner

- Developing and maintaining close cooperation with partner countries, the Bank and the CCO

- Notifying the Bank and the CCO promptly on the difficulties encountered during the project implementation.

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Responsibilities of Contact Person (CP)

- Performing the administrative and technical management of project activities and supervising project personnel on behalf of the Responsible Authority

- Ensuring smooth, effective and timely implementation of project activities

- Checking the conformity and accuracy of the relevant documents (Detailed Work Plan, progress reports, timesheets etc) of the project in accordance with the requirements set forth in the Contract and Program Guidelines

- Providing additional information, justification and/or documents on behalf of the Responsible Authority, if and when requested by the Bank

- Attending project related meetings.

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Other Project Staff

Researcher

Project Coordinator

Visiting Expert

Trainer

THANK YOU

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