



COMCEC

COVID Response



COVID Response

PROJECT MANAGEMENT TRAINING PROGRAM

DIRECT GRANT PROJECTS

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Program Coordinator

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Outline

1. *Responsibilities of Contact Person*
2. *Implementation, Monitoring and Reporting*
3. *Online Submission of Documents*
4. *Visibility Issues*

Outline

1. Responsibilities of Contact Person
2. Implementation, Monitoring and Reporting
3. Online Submission of Documents
4. Visibility Issues

1- Responsibilities of Contact Person

- *Preparing and submitting project fiche,*
- *Providing 3 pro forma invoices for machinery/equipment/service that will be purchased during the project lifetime,*
- *Providing Delivery Receipt Form and pictures of delivery,*
- *Preparing and submitting the Disbursement Request Form to the Bank and CCO,*
- *Providing additional document and information if requested by the CCO.*

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2- Implementation, Monitoring and Reporting

IMPLEMENTATION:

Signing the Contract: In Coordination with the Bank

Submission of Detailed Work Plan:

- For promoting the efficient, organized and timely completion of the works.
- Shows the beginning and end dates / responsible project personnel for all main activities and preparatory works related to them.
- **Contact Person will submit revised DWP after signing Contract**

2- Implementation, Monitoring and Reporting

MONITORING AND REPORTING:

Before the Activity:

- Submitting 3 updated pro forma invoice
- Preparing first disbursement request form for 40% payment of the machinery/ equipment /service with the selected pro forma invoice

After the Activity:

- Submitting the pictures of the delivery
- Preparing Delivery Receipt Report for the equipment.
- Submitting the final Disbursement Request Form for the rest of the payment (of the total payment) with the commercial invoice

The Disbursement Request Forms will be explained by the Bank in the following presentations.

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3- Online Submission of the Documents

Login Page: <http://ccr.comcec.org>

PROGRAM MANAGEMENT INFORMATION SYSTEM

COMCEC
COVID Response

LOG IN

Username

Password

LOGIN

[Forgot Password ?](#)

For submitting reports click:

COMCEC
COVID Response

Projects Log Out

Messages From COMCEC

Project Implementation Period
9.4.2021
COMCEC Coordination Office wishes Project Owners all the success in implementing their projects in 2021 under the COMCEC COVID Response.

Welcome

User : Azerbaijan-State Tourism Agency
Cooperation Area : Tourism

Projects

| Project Title | Project Code | REPORT |
|---|-------------------|--------|
| Supporting the accommodation business in implementing hygiene standards | CCR-2020-AZETO-15 | |

3- Online Submission of the Documents

First, submit revised Detailed Work Plan:

The screenshot shows the COMCEC COVID Response portal interface. At the top, there is a logo for COMCEC COVID Response and a 'Log Out' button. Below the navigation bar, there is a 'Project Files' section with a table showing counts for Submitted, Rejected, and Approved files. The table is expanded to show sub-sections: 1. Project Documents, 1.1. Application Documents, 1.2. Contractual Documents, 1.2.1. Contract and Annexes, 1.2.2. Service Contract, and 1.2.3. Final Work Plan. Each sub-section has a 'Files' table with columns for #, Filename, Status Message, File Message, and Status. A red box highlights a '+ New' button in the 'Final Work Plan' section, with an arrow pointing to the text 'Click Here'.

| File Type | Note | Submitted Count | Rejected Count | Approved Count |
|-----------------------------|------|--------------------|-------------------|-------------------|
| 1. Project Documents | | 0 Files Submitted. | 0 Files Rejected. | 0 Files Approved. |
| 1.1. Application Documents | | | | |
| 1.2. Contractual Documents | | | | |
| 1.2.1. Contract and Annexes | | | | |
| 1.2.2. Service Contract | | | | |
| 1.2.3. Final Work Plan | | | | |

3- Online Submission of the Documents

Then, submit 3 pro forma invoices:

1.3.1.13. Pro Forma Invoices

| Files | | | | |
|--------------------|----------|----------------|--------------|--------|
| + New | Filename | Status Message | File Message | Status |
| No data to display | | | | |

1.3.1.14. Delivery Receipt Report

| Files | | | | |
|--------------------|----------|----------------|--------------|--------|
| + New | Filename | Status Message | File Message | Status |
| No data to display | | | | |

1.3.2. Project Materials

1.3.2.1. Needs Assessment Reports

| Files | | | | |
|--------------------|----------|----------------|--------------|--------|
| + New | Filename | Status Message | File Message | Status |
| No data to display | | | | |

1.3.2.2. Field Reports (For Visiting Expert Projects)

| Files | | | | |
|--------------------|----------|----------------|--------------|--------|
| + New | Filename | Status Message | File Message | Status |
| No data to display | | | | |

3- Online Submission of the Documents

- After getting confirmation from the CCO, submit the selected pro forma invoice with Disbursement Request Form.
- After purchasing the equipment, also submit the second DRF here with the Commercial Invoice.

1.3.1.05. Other Project Personnel Timesheets

| Files | | | | |
|--------------------|----------|----------------|--------------|--------|
| + New | Filename | Status Message | File Message | Status |
| No data to display | | | | |

1.3.1.06. Financial Progress Report(s) (with invoices)

| Files | | | | |
|--------------------|----------|----------------|--------------|--------|
| + New | Filename | Status Message | File Message | Status |
| No data to display | | | | |

1.3.1.07. Disbursement Request Forms (with invoices)

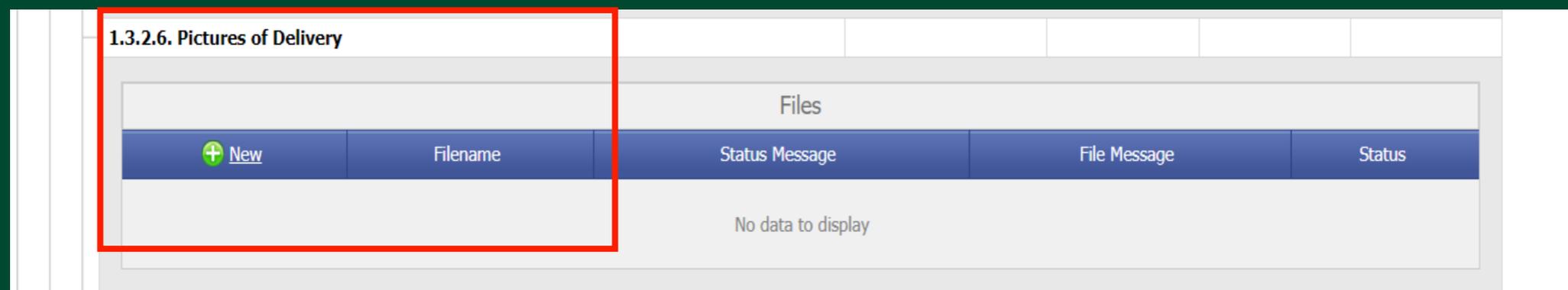
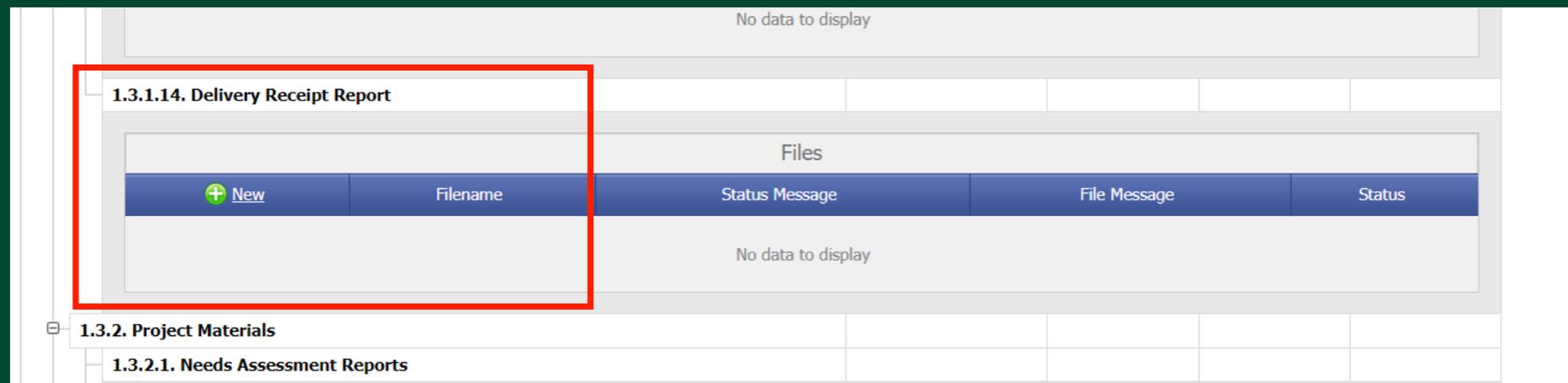
| Files | | | | |
|--------------------|----------|----------------|--------------|--------|
| + New | Filename | Status Message | File Message | Status |
| No data to display | | | | |

1.3.1.08. Addendum Forms

Submit Here

3- Online Submission of the Documents

- After delivery please submit delivery receipt form and pictures of delivery to the relevant sections (Before submission of the second DRF)



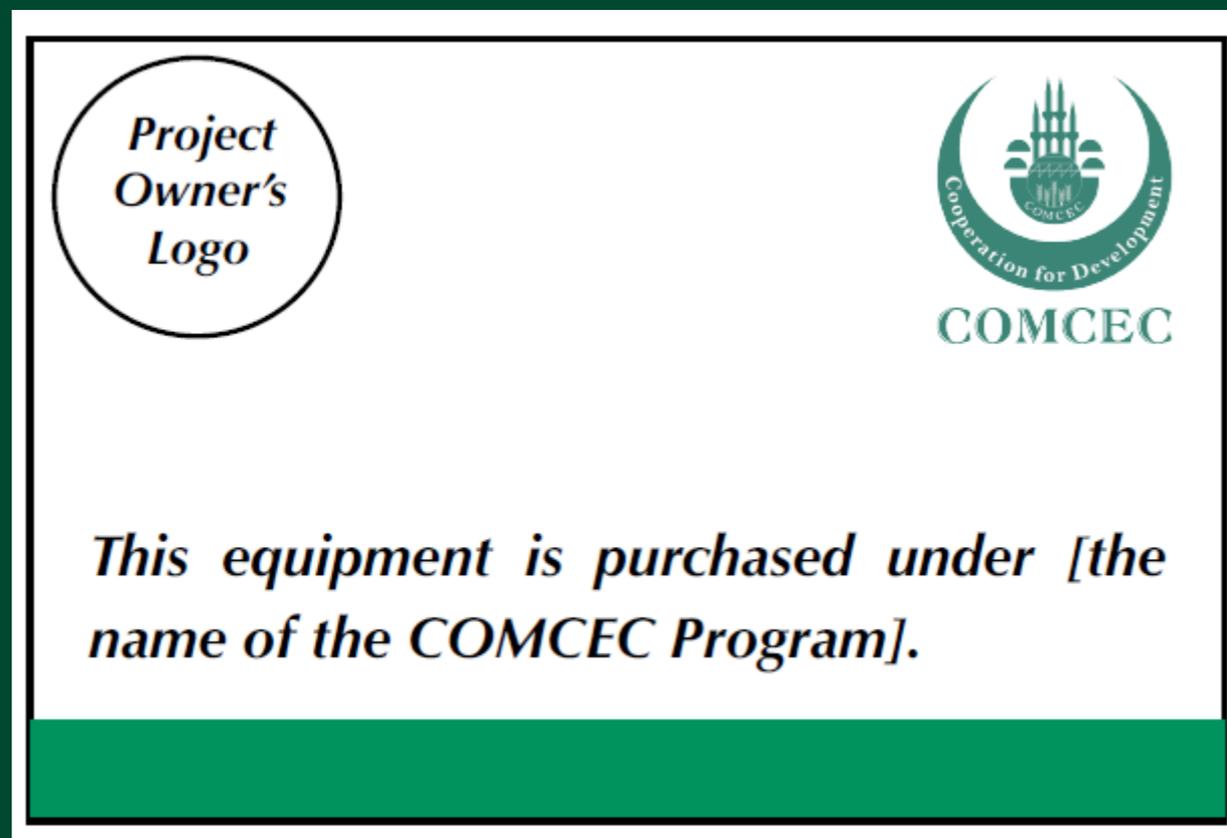
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4- Visibility Issues

VISIBILITY MANUAL

- *Please always refer to Visibility Manual before and during the implementation!*
- A sticker must be placed on every equipment with the statement “This equipment is purchased under the COMCEC COVID Response.»
- Sticker must be designed in line with the samples in the Manual (Page 8):



THANK YOU

COMCEC COORDINATION OFFICE
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