



COMCEC

COVID Response



COVID Response

8th Annual Coordination Meeting of the COMCEC Focal Points

**NEW FINANCIAL SUPPORT PROGRAM:
COMCEC COVID RESPONSE**

Basic Features and Project Submission Procedures

Mustafa Adil SAYAR
Expert

August, 25th 2021

Outline

1. *Objectives and Basic Features of the CCR*
2. *Project Types:*
 - I. *Sharing Expertise*
 - II. *Needs Assessment*
 - III. *Direct Grant*
3. *How to Submit Projects*
4. *Selection Criteria*

Outline

1. Objectives and Basic Features of the CCR

2. Project Types:

I. Sharing Expertise

II. Needs Assessment

III. Direct Grant

3. How to Submit Projects

4. Selection Criteria

1) Objectives and Basic Features of the CCR

Background

- Adverse impacts of COVID-19 Pandemic Crisis on the Global and OIC Economy
- COVID-19 Consultation Meetings in 2020
- Questionnaire to gather the feedbacks from Member Countries in 2020 to identify the
 - ✓ scope
 - ✓ content and
 - ✓ types of activities to be financed under COVID Response

1) Objectives and Basic Features of the CCR

WHAT?

A Grant-based Project Financing Mechanism

WHY?

To assist member states in their efforts to alleviate the negative effects of the COVID-19 Pandemic on member country economies

HOW?

Providing financial support to projects in the following types:

- *Sharing Expertise*
- *Needs Assessment*
- *Direct Grant for purchasing machinery/equipment/service*

Budget for Each Project: 100.000 USD (max.)

No co-finance from the Countries(except for Direct Grant)

1) Objectives and Basic Features of the CCR

WHO CAN APPLY?

Government institutions of the OIC member countries registered to Working Groups

ACTORS

- COMCEC Coordination Office
- Development And Investment Bank of Turkey
- Project Owner (Public Institutions)

1) Objectives and Basic Features of the CCR

FIRST CALL FOR PROJECT PROPOSALS

- *Initiated as the pilot phase (only in three sectors) in 2020*
- *9 Projects were selected from 9 Member Countries*
- *Implementation Period: April – December 2021*

Outline

1. Objectives and Basic Features of the CCR

2. Project Types:

I. Sharing Expertise

II. Needs Assessment

III. Direct Grant

3. How to Submit Projects

4. Selection Criteria

2) Project Types: I. Sharing Expertise

- Experience sharing among member countries to fight the negative impact of the pandemic
- Sharing expertise projects may include main activities such as;
 - Visiting Expert
 - Training
 - Workshop

PO can only choose one of these activities.

2) Project Types: I. Sharing Expertise

Activity Type 1: Visiting Expert

A field visit program which is conducted by expert(s) from project owner country to a host country in order to share experiences and collect information and data in the host country

- Maximum duration: 2 weeks
- Maximum participants: 2 people
- A Field Report must be produced at the end of the activity

Expert (s): Public officials who work in the project owner institution.

2) Project Types: I. Sharing Expertise

Activity Type 2: Training

An educational activity, which includes theoretical and practical studies, aimed at improving personal and institutional capacity of the participants.

- Maximum duration: 4 days
- Maximum foreign participants per partner country: 5 people
- Maximum total participants: 50 people

Project Coordinator: Full time employee to maintain the coordination and ensure the quality of the project activities and outcomes.

Trainer: Project Personnel who will train the relevant target groups on the specific subject(s) and prepare Training materials

2) Project Types: I. Sharing Expertise

Activity Type 3: Workshop

A meeting with a specific focus, which gathers relevant experts, technical personnel and academicians from partner countries, facilitating discussions and hand-on-practices on a specific topic with an aim of reaching some concrete results.

- A written output must be produced at the end of the activity
- Maximum duration: 3 days
- Maximum foreign participants per partner country: 5 people
- Maximum total participants: 40 people

Project Coordinator: Full time employee to maintain the coordination and ensure the quality of the project activities and outcomes.

2) Project Types: I. Sharing Expertise

Partner Countries:

- Participation of one OIC member country is required at Visiting Expert activity type.
- CCO recommends participation of at least one OIC member country to the Training and Workshop project activities.
- Partner countries should be selected from among the OIC member countries which are already registered to the relevant working group.

2) Project Types: I. Sharing Expertise

Preliminary Project Submission

- PO will prepare and submit a “Project Fiche for Sharing Expertise”
- The project fiche for sharing expertise includes the following sections :
 - 1- Basic Information
 - 2- Project Essentials
 - 3- Activities
 - 4- Human Resources

The screenshot shows the 'PROJECT FICHE FOR SHARING EXPERTISE' form. At the top left is the COMCEC COVID Response logo. Below the logo is the title 'PROJECT FICHE FOR SHARING EXPERTISE'. A light blue box contains the instruction: 'Please consult the COMCEC COVID Response (CCR) Program Guidelines to find the necessary information needed to fill in the Project Fiche.' Below this is the section '1. Basic Information'. The form fields are as follows:

Project Number:	: This row will be filled by the COMCEC Coordination Office.
Project Title:	: The title should clearly reflect the focus of your proposal. Please avoid lengthy project titles. Click here to enter text.
Cooperation Area	: Please select one of the cooperation areas below. <input type="checkbox"/> Agriculture <input type="checkbox"/> Tourism <input type="checkbox"/> Trade
Country	: Click here to enter text.
Project Owner Ministry/ Institution	:

2) Project Types: I. Sharing Expertise

Final Project Submission (ONLY SHORT-LISTED PROJECTS)

For Visiting Expert activity type;

- Detailed project budget
- Detailed Work Plan
- An official letter of acceptance from host country
- CVs of at least two candidates for each Expert position with the qualifications stated in preliminary phase

For Training and Workshop activity types;

- Additional details about the activities,
- Detailed project budget,
- The CVs of at least two candidates for the Project Coordinator position and the CVs of at least two candidates for each Trainer position (for training activities only) with the qualifications stated in preliminary phase

Outline

1. Objectives and Basic Features of the CCR

2. Project Types:

I. Sharing Expertise

II. Needs Assessment

III. Direct Grant

3. How to Submit Projects

4. Selection Criteria

2) Project Types: II. Needs Assessment

- Studies assessing the harm imposed by the COVID-19 pandemic,
- Focusing on a specific area in the selected sector,
- Proposing possible solutions and action plans regarding COVID-19 impact on the selected sector and theme.
- A needs assessment report is prepared through local field visit, interviews, desk-based research, etc. in the PO country.
- **Researcher:** the person who will draft needs assessment report and perform other project related tasks.

2) Project Types: II. Needs Assessment

Preliminary Project Submission

- The project fiche for needs assessment shall describe:
- the problem, main objective, target group, methodology, qualifications of the Researcher, risks and assumptions and estimated project duration

Final Project Submission (ONLY SHORT-LISTED PROJECTS)

- Project Budget (Annex 4),
- Work Plan (Annex 3),
- CVs of at least two candidates for Researcher position (Annex 5 for CV Template).

PROJECT FICHE FOR NEEDS ASSESSMENT

Please consult the COMCEC COVID Response (CCR) Program Guidelines to find the necessary information needed to fill in the Project Fiche.

1. Basic Information

Project Number:	: This row will be filled by the COMCEC Coordination Office.	
Project Title:	: The title should clearly reflect the focus of your proposal. Please avoid lengthy project titles. Click here to enter text.	
Cooperation Area	: Please select one of the cooperation areas below.	
	<input type="checkbox"/> Agriculture <input type="checkbox"/> Tourism <input type="checkbox"/> Trade	
Country	: Click here to enter text.	
Project Owner Ministry/ Institution	: Project Owner Institution should be the institution that the Focal Point represents.	
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 is responsible for assisting the Responsible Authority in all project-related works, and should preferably be the focal point for the relevant working group.	
	Responsible Authority	Contact Person
	Name:	Name:
	Title:	Title:
	Postal address:	Postal address:
	Tel:	Tel:
	Fax:	Fax:
E-Mail:	E-Mail:	

Outline

1. Objectives and Basic Features of the CCR

2. Project Types:

I. Sharing Expertise

II. Needs Assessment

III. Direct Grant

3. How to Submit Projects

4. Selection Criteria

2) Project Types: III. Direct Grant

- Through CCR Direct Grant, POs can purchase:
 - ✓ Machinery,
 - ✓ Equipment or,
 - ✓ Service
- For directly meeting the needs of final beneficiaries (institutions, SMEs, farmers etc.)

2) Project Types: III. Direct Grant

Preliminary Project Submission

- PO will submit a “Project Fiche for Direct Grant”
- PO shall describe the following issue in the fiche:
 - the problem, main objective, target group, specifications of the equipment, estimated time of delivery and estimated budget.

Final Project Submission (ONLY SHORT-LISTED PROJECTS)

- 3 pro forma invoices for the machinery/equipment /service,
- detailed work plan,
- additional information that CCO might request from PO.

COMCEC COVID Response

PROJECT FICHE FOR DIRECT GRANT

Please consult the COMCEC COVID Response (CCR) Program Guidelines to find the necessary information needed to fill in the Project Fiche.

1. Basic Information

Project Number:	: This row will be filled by the COMCEC Coordination Office.
Project Title:	: The title should clearly reflect the focus of your proposal. Please avoid lengthy project titles. Click here to enter text.
Cooperation Area:	: Please select one of the cooperation areas below. <input type="checkbox"/> Agriculture <input type="checkbox"/> Tourism <input type="checkbox"/> Trade
Country:	: Click here to enter text.
Project Owner Ministry/Institution:	:

2) Project Types: III. Direct Grant

Budget

- POs are required to provide co-financing for purchases above 30.000 USD (50.000 USD for LDC Members)
- Co-finance limits for developing member countries are stated below:

Project Budget (USD)	Co-Finance
0 - 30.000	-
30.001 - 50.000	10%
50.001 – 100.000	25%

- For LDC Members:

Project Budget (USD)	Co-Finance
0 - 50.000	-
50.001 – 100.000	25%

Outline

1. Objectives and Basic Features of the CCR

2. Project Types:

I. Sharing Expertise

II. Needs Assessment

III. Direct Grant

3. How to Submit Projects

4. Selection Criteria

3) How to Submit Projects

- By E-Mail: ccr@comcec.org (only the focal points)
- CCO will publish revised CCR Program Guidelines soon
- CCO will communicate Project fiches on October 16th, 2021 (Different documents for each type)
- Project Fiche submission Deadline: November 15th, 2021

Next Steps

- Short List: Mid December
- Final Application: Mid-December- Mid-January
- Implementation: April – December 2022

The CCO will inform the Focal Points at the each stage of the Project Submission Period. If you have any questions, please do not hesitate to ask your questions through e-mail: ccr@comcec.org

Outline

1. Objectives and Basic Features of the CCR

2. Project Types:

I. Sharing Expertise

II. Needs Assessment

III. Direct Grant

3. How to Submit Projects

4. Selection Criteria

4) Selection Criteria

- *Filling out the Project Fiche properly and with sufficient details*
- *Directly addressing the needs of member states related to COVID-19 pandemic and/or compliance with the COMCEC sectoral themes on COVID-19*
- *Project's relation with the needs stated in the project fiche*
- *Qualifications of the proposed project personnel*
- *Realistic cost estimations*

THANK YOU

COMCEC COORDINATION OFFICE
ccr@comcec.org