TÜRKİYE ODALAR VE BORSALAR BİRLİĞİ

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Sayı : E-34221550-720-11024	**Tarih**:	10.10.2024
Konu : İSEDAK 12. Proje Çağrısı		

TÜM ODA VE BORSALARA
(Genel Sekreterlik)

İlgi :   Ticaret Bakanlığı'ndan alınan 03.10.2024 tarihli ve 101400263 sayılı yazı.

Ticaret Bakanlığından alınan ilgide kayıtlı yazıda, İslam İşbirliği Teşkilatı Ekonomik ve Ticari İşbirliği Daimi Komitesi (İSEDAK) Koordinasyon Ofisi tarafından her yıl proje çağrısına çıkılmakta olduğu ve ticaret alanında bu yıl desteklenen temalara https://programs.comcec.org/tr/desteklenen-temalar/ticaret/ bağlantısından ulaşılabileceği belirtilmektedir. Bahse konu yazı ekinde Birliğimize iletilen ve proje hazırlama sürecine ilişkin İSEDAK Koordinasyon Ofisi tarafından hazırlanan rehber ektedir.

Bu kapsamda, ön proje teklifinin Ticaret Bakanlığına iletilmesi gerektedir. Ticaret Bakanlığı tarafından en fazla üç proje seçilerek İSEDAK Koordinasyon Ofisine iletilecektir. Desteklenecek Projeler İSEDAK Koordinasyon Ofisi tarafından açıklanacaktır.

Belirtilen kapsamda olabilecek proje önerilerinin, ekli proje fişinin İngilizce olarak doldurulması suretiyle, 23 Ekim 2024 tarihine kadar Birliğimize (akin.kantar@tobb.org.tr) ve Ticaret Bakanlığına (akbulutn@ticaret.gov.tr) iletilmesi gerekmektedir.

Bilgilerini rica ederim.

Saygılarımla

e-imza

Mustafa SARAÇÖZ
Genel Sekreter

EK:
1- Proje Fişi (23 sayfa)
2- Proje Hazırlama Rehberi (26 sayfa)

SAMPLE PROJECT FICHE FOR COMCEC FUNDED PROJECTS

Please consult the Project Preparation and Submission Guidelines to find the necessary information needed to fill in the Project Fiche.

***The parts shown in yellow color will be filled out in the final stage of the project submission period** if the Project Proposal is short-listed.*

1. Basic Information

COMCEC Project Number:	:	***COMCEC Project Number will be given by the COMCEC Coordination Office. (Year/Cooperation Area/No) [e.g. 2022-XXXAGRIC-144)***
Project Title:	:	*The title should clearly reflect the focus of your proposal. Please avoid lengthy project titles.*
Cooperation Area	:	*Cooperation area will appear by default.*
Theme	:	*Please choose one of the themes supported by the COMCEC*
Relevance to selected sectoral theme	:	*Please explain the relationship between your project and selected sectoral theme - Max. 100 words*
Relevance to COMCEC Strategy	:	*Please specify how the project is relevant to the output areas and strategic objective of respective cooperation area as well as core principles of the COMCEC Strategy. Please make specific references to the COMCEC Strategy. - Max. 100 words*
Project Owner Ministry/Institution	:	*The institutional owner of the project will appear by default.*
		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:, Title:, Postal address:, Tel:, Fax:, E-Mail:
Duration	:	*Please specify the expected duration (min. 3 months - max. 7 months) of the Project.*

Responsible Authority
    Name:
    Title:
    Postal address:
    Tel:
    Fax:
    E-Mail:

Contact Person
    Name:
    Title:
    Postal address:
    Tel:
    Fax:
    E-Mail:

2. Project Partners

Please specify the partner countries/OIC Institutions (if any). Please explain why these partners are chosen and their roles in the Project for each partner. (Please check 4.1 Project Essentials section of the Project Preparation and Submission Guidelines 2023 regarding the details of project partners)

3. Project Essentials

3.1. Overall Objective

Overall objective should be generic, broad and long-term.(e.g. alleviating poverty, increasing agricultural production, improving human capacity, enhancing trade flows, etc.) - Max. 20 words

3.2. Project purpose

The Project Purpose is the main objective of the project and should specify how the project will contribute to the achievement of the overall objective. - Max. 50 words

3.3. Target Group

Please specify the project's target beneficiaries. (e.g. private sector representatives of the OIC members in tourism sector). Please also elaborate on who else is likely to benefit beyond the target group. - Max. 100 words

3.4. Contribution to Multilateral Cooperation

3.5. Risk and Assumptions

4.   Selection of Main Activities

Please choose the type of project activities.
The projects can include maximum 3 main activity types in total and at most 1 type from each activity type[1].

If the PO selects Needs Assessment or Peer-to-Peer Experience sharing activities, the PO shall not add another activity.

Study visit is only eligible for projects that include a training. Please kindly demonstrate the linkage between the study visit and respective training clearly.

Please note that changing activity types leads to the loss of information previously filled out by the applicant.
PLEASE CHECK 4.2. MAIN PROJECT ACTIVITIES SECTION OF THE PROJECT PREPARATION AND SUBMISSION GUIDELINES BEFORE FILLING-OUT THIS SECTION!

5.   Main Activities

5.1.   Training

Activity Title

Activity Description (max. 400 words)

Name of the Countries which will be invited to the training, if any. (If you'll conduct the project without any partners, please type "none")

Number of participants invited to the training per partner country, if any (max. 5) (If you'll conduct the project without any partners, please type "none")

Number of total participants invited to the training program

---

[1] As an exception, a project may include 2 different training programs.

[ ]

Number of Trainers needed (max. 3)

[ ]

Duration of the Training (days)²

[ ]

Location(s) of the Training

[ ]

Number of days of boarding and lodging needed

[ ]

Number of flight tickets needed (Roundtrip)

[ ]

Please give details if a local site visit(s) will be conducted

[ ]

Please give details if translation services are needed

[ ]

Indicative Budget of the Training

[ ]

Qualifications and profile of participants of the Training

[ ]

Expected outcomes of the Training

[ ]

---

² *The maximum duration of the training activity may, with the approval of the CCO, be up to 7 days if it is technical and specific. In this case, the training program shall be detailed on a daily basis.*

<mark>**Performance Indicators**</mark>

┌─────────────────────────┐
│   │
└─────────────────────────┘

5.2 Workshop

Activity Title

┌───┐
│   │
└───┘

Activity Description (max. 400 words)

┌───┐
│   │
│   │
│   │
│   │
│   │
└───┘

Name of the Countries which will be invited to the workshop, if any. (If you'll conduct the project without any partners, please type "none")

┌─────────────────────────┐
│   │
└─────────────────────────┘

Number of participants invited to the workshop per partner country, if any (max. 5) (If you'll conduct the project without any partners, please type "none")

┌─────────────────────────┐
│   │
└─────────────────────────┘

Number of total participants invited to the workshop

┌─────────────────────────┐
│   │
└─────────────────────────┘

Duration of the workshop (days)

┌─────────────────────────┐
│   │
└─────────────────────────┘

Location(s) of the workshop

┌─────────────────────────┐
│   │
└─────────────────────────┘

Number of days of boarding and lodging needed

┌─────────────────────────┐
│   │
└─────────────────────────┘

Number of flight tickets needed (Roundtrip)

Please give details if translation services are needed

Written outputs of the Workshop (e.g. Roadmap, Guidelines, Recommendations, etc. for ….)

Indicative Budget of the Workshop

<mark>**Qualifications and profile of participants of the Workshop**</mark>

<mark>**Expected outcomes of the Workshop**</mark>

<mark>**Performance Indicators**</mark>

5.2. Study Visit

Activity Title

Activity Description (max. 400 words)

Name of the related Training

Contribution of the Study Visit to the respective Training (max. 100 words)

_____

Destination(s) of the Study Visit

_____

Project personnel who will attend the study visit

_____

Total duration of study visits (including travel time, max. 7)

_____

Number of flight tickets needed (Roundtrip)

_____

Number of days of boarding and lodging

_____

Indicative Budget of the Study Visit

_____

<mark>**Qualifications and profile of participants of the Study Visit**</mark>

_____

<mark>**Expected outcomes of the Study Visit**</mark>

_____

<mark>**Performance Indicators**</mark>

_____

5.4   Conference / Seminar

Activity Title

_____

Activity Description (max. 200 words)

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

==Qualifications and profile of profile of Speaker(s)==

```
┌──────────────────────────────┐
│                              │
└──────────────────────────────┘
```

Number of Speaker(s)

```
┌──────────────────────────────┐
│                              │
└──────────────────────────────┘
```

Name of the Countries which will be invited to the Conference / Seminar, if any. (If you'll conduct the project without any partners, please type "0")

```
┌──────────────────────────────┐
│                              │
└──────────────────────────────┘
```

==Qualifications and profile of participants of the Conference / Seminar==

```
┌──────────────────────────────┐
│                              │
└──────────────────────────────┘
```

Number of participants invited to the Conference / Seminar per partner country, if any (max. 5) (If you'll conduct the project without any partners, please type "0")

```
┌──────────────────────────────┐
│                              │
└──────────────────────────────┘
```

Number of total participants invited to the Conference / Seminar

```
┌──────────────────────────────┐
│                              │
└──────────────────────────────┘
```

Duration of the Conference / Seminar (days)

```
┌──────────────────────────────┐
│                              │
└──────────────────────────────┘
```

Location(s) of the Conference / Seminar

```
┌──────────────────────────────┐
│                              │
└──────────────────────────────┘
```

Number of days of boarding and lodging needed

```
┌──────────────────────────────┐
│                              │
└──────────────────────────────┘
```

Number of flight tickets needed (Roundtrip)

```
┌──────────────────────────────┐
│                              │
└──────────────────────────────┘
```

Please give details if translation services are needed

Indicative Budget of the Conference / Seminar

<mark>**Expected outcomes of the Conference / Seminar**</mark>

<mark>**Performance Indicators**</mark>

5.5   Publicity Meeting

Activity Title

Activity Description (max. 200 words)

Name of the Countries which will be invited to the Publicity Meeting, if any. (If you'll conduct the project without any partners, please type "0")

Profile of the invited participants

Number of participants invited to the publicity meeting per partner country, if any (max. 5) (If you'll conduct the project without any partners, please type "0")

[ ]

Number of total participants invited to the publicity meeting

[ ]

Tools and materials that will be utilized for the Publicity Meeting

[ ]

Duration of the Publicity Meeting (max. 2 days)

[ ]

Location of the Publicity Meeting

[ ]

Indicative budget of the Publicity Meeting

[ ]

Expected outcomes of the Publicity Meeting

[ ]

Performance Indicators

[ ]

5.6   Needs Assessment

If the PO selects Needs Assessment, the PO shall not add another activity.

PLEASE CHECK 4.2. MAIN PROJECT ACTIVITIES SECTION (NEEDS ASSESSMENT PART) OF THE PROJECT PREPARATION AND SUBMISSION GUIDELINES BEFORE FILLING-OUT THIS SECTION!

Activity Title

[ ]

Scope of the Needs Assessment (Max. 200 words)

Please briefly explain the general outline of the planned needs assessment report. Please also explain what kind of outcome is expected at the end of the needs assessment (infrastructure, institutional or legal framework etc.)

> [blank box]

Current Situation in the PO Country (Max. 200 words)

Please briefly explain concerns and needs of the target group along with the focus and scope of the needs assessment for accomplishing the purpose of the Project.

> [blank box]

Methodology (Max. 200 words)

Please provide the main research tools (literature review, local field visits, surveys etc.), which will be used in the study, in details.

> [blank box]

Local Field Visits (Max. 200 words)

Please provide information (location, duration, relevant stakeholders to be visited etc.) about local field visits (if any) with their rationale

> [blank box]

Indicative Budget

> [blank box]

Expected outcomes of the Needs Assessment

> [blank box]

Performance Indicators

> [blank box]

Draft Outline Template

Please download the Draft Outline Template below and fill-out the template in line with the headings and instructions in the document. After completing the Draft Outline document, please upload again ***(See ANNEX I at below in the document)***

> **Please upload the draft outline template**

5.7   Peer-to-Peer Experience Sharing Activity

If the PO selects Peer-to-Peer Experience Sharing Activity, the PO shall not add another activity.

PLEASE CHECK 4.2. MAIN PROJECT ACTIVITIES SECTION (PEER-TO-PEER EXPERIENCE SHARING PART) OF THE PROJECT PREPARATION AND SUBMISSION GUIDELINES BEFORE FILLING-OUT THIS SECTION!

Activity Title

Scope of the Activity (Max. 200 words)

Please briefly explain the general outline of the planned field study report. Please also explain what kind of outcome is expected at the end of the experience sharing activity (infrastructure, institutional or legal framework

Current Situation in the PO Country (Max. 200 words)

Please explain the current situation and problem regarding related specific area in the PO Country.

Host Country

Please specify the country to be visited

Host Institution(s)

Please specify the institution(s) to be visited. The host country should also be added as the partner country.

[ ]

Rationale (Max. 300 words)

Please explain in detail why you have chosen this country. Explain the successful practices of the country that you have chosen in the stated field with concrete data and information. Indicate how successful practices in the chosen country will contribute to overcome the challenges that you have mentioned in the current situation in the PO Country.

[ ]

Number of Days of the Activity

[ ]

Number of Technical Experts (max 2)

[ ]

Contact Person in the Host Country

Name:
Title:
Postal address:
Phone:
Fax:
E-Mail:

Indicative Budget

[ ]

<mark>**Official Letter**</mark>

(Please upload the official letter communicated to the Host Country and Acceptance letter received from the Host Country)

Please upload the letters

<mark>**Expected outcomes of the Peer-to-Peer Experience Sharing**</mark>

[ ]

5.8   Preparation of audio, visual and written promotional materials

Activity Title

Activity Description (max. 200 words)

Promotional Materials that will be produced

Potential producers of Promotional Materials

Target group

Ways and means of disseminating Promotional Materials

Duration of dissemination

Indicative budget for Promotional Materials

<mark>**Expected outcomes of the Promotional Materials**</mark>

2024

5.9.   Other Activities

For the additional activities (if any) which are not considered as the main activity of your project can be provided in a concise manner in this section.

Activity Title

Activity Description

6. Human Resources

For the human resource qualifications, please consult the "Project Personnel" section of the Project Preparation and Submission Guidelines.

6.9.   Project Coordinator

If the coordinator is public official, daily fees of coordinator is not covered by the CCO. For Needs Assessment and Peer-to-Peer Experience Sharing Projects, PO shall not hire a project coordinator.

6.9.1. General Qualifications

Education Level (at least Master's degree):
Major/Concentration/Field:
Practical Experience in Related Field:
Other Qualifications:
Language(s)(proficiency level):

Name:
Title:
Institution:
Postal address:
Phone:
Fax:
E-mail:
Upload CV:

6.10. Trainer(s):

Please notice that trainers who are public officials can not be paid by the CCO.

6.10.1. General Qualifications

Education Level (at least PhD degree):
Major/Concentration/Field:
Practical Experience in Related Field:
Publication:
Other Qualifications:
Language(s)(proficiency level):

6.10.2. Personal Information

Name:
Title:
Institution:
Postal address:
Phone:
Fax:
E-mail:
Upload CV:

6.11. Key Researcher:
Only in needs assessment projects, the PO needs to hire a Key Researcher. The PO cannot candidate a public servant as a key researcher.

6.11.1. General Qualifications

Education Level:
Major/Concentration/Field:
Practical Experience in Related Field:
Publication:
Other Qualifications:
Language(s)(proficiency level):

6.11.2. Personal Information
Name:

Title:
Institution:
Postal address:
Phone:
Fax:
E-mail:
Upload CV:

6.12.   Technical Expert(s):

Only in Peer-to-Peer Experience Sharing projects, the PO needs to hire a Technical Expert(s). Please note that Technical expert(s) who will conduct the activity must be public official(s).

6.12.1. General Qualifications

Education Level:
Major/Concentration/Field:
Practical Experience in Related Field:
Publication:
Other Qualifications:
Language(s)(proficiency level):

6.12.2. Personal Information
Name:
Title:
Institution:
Postal address:
Phone:
Fax:
E-mail:
Upload CV:

7.   Project Summary and Related Future Works

7.9. Project Summary (Max. 200 words)

Please briefly summarize project purpose, project activities and outcomes of the project activities as well as relations between these.

Please also indicate the sequence of the project activities.

7.10. Related Future Works

Please briefly elaborate on related activities and projects that can be implemented in the future in order to maximize the benefits of the proposed project and ensure its sustainability.

8. Work Plan

Please select the relevant time frame for each project activity. Please note that main activities cannot start in the first month of the project since the Project Owner needs to make some preparatory work beforehand.

Sample Activity Table for Work Plan

9. Project Budget

- *Please prepare your project budget by stating all necessary expenses.*
- *Please explain in detail why each budget item is necessary in the respective "Budget Item Description" section.*
- *Please consult the Project Preparation and Submission Guidelines for relevant and irrelevant costs for the projects.*

HUMAN RESOURCES							
	Months	Number of Days Per Month	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Project Coordinator							
Project Trainer 1							
Project Trainer 2							
Project Trainer 3							

	MONTHS			
ACTIVITY TITLE	April	May	June	July
International Conference of				
Study Visit for experience sharing ...				
Training of Trainers on				

TRAINING							
Meeting Hall Rent							
	Quantity	Number of Days	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Meeting Hall							
Transportation/Boarding and Lodging							
	Quantity	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description	
Boarding and lodging of the participants (for foreign participants)							
Boarding and lodging of the participants (for local participants)							
Local Transportation							
Airfare (for foreign participants)							
Airfare (for local participants)							
Visibility and Other Material							
	Quantity	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description	
Banner							
Stationery							
Interpretation							
Other (please specify)							
Site Visit							
	Quantity	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description	
Local Transportation							
Other (please specify)							

STUDY VISIT
Allowance

	Number of Person	Number of Days	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Domestic Travel							
Foreign Travel							

Transportation							
	Travel	Quantity	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Local Transportation							
Airfare (for foreign participants)							
Airfare (for local participants)							

CONFERENCE / SEMINAR							
Meeting Hall Rent							
	Quantity	Number of Days	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Meeting Hall							

Transportation/Boarding and Lodging						
	Quantity	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Boarding and lodging of the participants (for foreign participants)						
Boarding and lodging of the participants (for local participants)						
Local Transportation						
Airfare (for foreign participants)						
Airfare (for local participants)						

Visibility and Other Material						
	Quantity	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Banner						
Stationery						
Interpretation						
Speaker's Honorarium						
Other (please specify)						

WORKSHOP							
Meeting Hall Rent							
	Quantity	Number of Days	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Meeting Hall							

Transportation/Boarding and Lodging						
	Quantity	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Boarding and lodging of the participants (for foreign participants)						
Boarding and lodging of the participants (for local participants)						
Local Transportation						
Airfare (for foreign participants)						
Airfare (for local participants)						

Visibility and Other Material						
	Quantity	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Banner						
Stationery						
Interpretation						
Speaker's Honorarium						

Other (please specify)						

PUBLICITY MEETING

Meeting Hall Rent

	Quantity	Number of Days	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Meeting Hall							

Transportation/Boarding and Lodging

	Quantity	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Boarding and lodging of the participants (for foreign participants)						
Boarding and lodging of the participants (for local participants)						
Local Transportation						
Airfare (for foreign participants)						
Airfare (for local participants)						

Visibility and Other Material

	Quantity	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Banner						
Stationery						
Interpretation						
Speaker's Honorarium						
Other (please specify)						

NEEDS ASSESSMENT

1-Human Resources

Employee	Months	Number of days per month	Unit Cost (US$)	Total Cost (US$)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Key Researcher							As a researcher for preparing needs assessment report

2-Local Field Visit

Name	Number of Person	Number of Days	Unit Cost (US$)	Total Cost (US$)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Allowance							
Local transportation							Taxi etc.

Name	Quantity	Unit Cost (US$)	Total Cost (US$)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Domestic travel						Airfare, bus expenses etc.
Visibility						

PEER-TO-PEER EXPERIENCE SHARING

1- Human Resources

Name	Number of Person	Number of Days	Unit Cost (US$)	Total Cost (US$)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Allowance							Boarding and Lodging of Expert (s)

2-Travel and Visibility

Name	Quantity	Unit Cost (US$)	Total Cost (US$)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Airfare for field visit						Airfare, bus expenses etc.
Visibility						

PROMOTIONAL MATERIALS

Visibility and Other Material

	Quantity	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Banner						
Stationery						
Interpretation						
Speaker's Honorarium						
Other (please specify)						

ASSOCIATED INVESTMENT						
	Quantity (Equipment or Months)	Unit Cost (US $)	Total Cost (US $)	PO Funding (US $)	CCO Funding (US $)	Budget Item Description
Computer						
Printer						
Projector						
Scanner						
Communications (telephone, fax, internet)						
Website Construction						
Other						

TOTAL BUDGET			
SECTION	PO Funding (US $)	CCO Funding (US $)	TOTAL COST
Human Resources			
Training			
Study Visit			
Conference / Seminar			
Workshop			
Publicity Meeting			
Needs Assessment			
Peer-to-Peer Experience Sharing			
Promotional Materials			
Associated Investment			
Incıdentals			
TOTAL COST			

ANNEX I

DRAFT OUTLINE TEMPLATE FOR THE NEEDS ASSESSMENT REPORTS

This document is prepared in order to guide the Project Owners about how to submit Draft Outline in the second stage for the submission of Needs Assessment Project under the COMCEC Project Funding. Please take the following sections and explanations into consideration while preparing the Draft Outline.

1. **Introduction and Background**

Please elaborate on the planned Needs Assessment Report by explaining necessity for the research, latest trends, main challenges, methodology, etc. Please refer to the relevant sections of the COMCEC Strategy and the relevant Sectoral Theme.

2. **Main Objective and Target Audience of the Study**
Please elaborate on the main objective and target audience of the study.

3. **Scope and Description of the Research**
Please provide a draft outline of the Needs Assessment Report with all sections to be included

4. **Methodology**

Please kindly be aware that the main research tools, which will be used in the study, need to be elaborated under this section. You may use the headings mentioned below in this section.

   i. Literature Review
   ii. Surveys, Enquiries and Questionnaires
   iii. Local Field Visits

5. **Submission to the High-Level Authorities**

Please provide explanation how the relevant Needs Assessment Report will serve to overcome the challenges in the relevant country and which authorities will be benefited from the Report.

COMCEC
ProjectFunding

Cooperation for Development

COMCEC

PROJECT PREPARATION AND SUBMISSION GUIDELINES

(2024 Edition)

COMCEC COORDINATION OFFICE
Department of Programs and Projects
2024

Project Preparation and Submission Guidelines - 2024 Edition

This document sets out the rules for preparation, submission, appraisal and implementation procedures for the projects to be carried out within the framework of COMCEC Project Funding. Please visit COMCEC Project Support Programs web page (http://programs.comcec.org/) or contact Department of Programs and Projects (cpf@comcec.org) for further inquiries regarding the procedures described in this document.

TABLE OF CONTENTS

Definitions	
Activity Report	The document that indicates the content and the evaluation of works performed during each main activity.
Contract	The legal document signed between the Bank and the Project Owner to define the rights, obligations and responsibilities of the parties regarding the implementation, reporting, monitoring, financing and evaluation of the project activities.
Coordination Committee	The Committee consisting of the representatives of the Bank and the CCO and authorized to monitor the overall progress and take necessary measures to ensure smooth implementation of the projects.
Detailed Work Plan	The document that shows detailed timeframes of the main activities as well as preceding and following works in order to monitor the progress of the project activities.
Financial Progress Report	The document that states the expenditures made during the project implementation.
Monthly Progress Report	The document that specifies the progress of the project by detailing the works done and problems faced in each month.
OIC Institutions	Subsidiary, Specialized and Affiliated Institutions of the OIC operating in the field of economic and commercial cooperation as well as the OIC Organs[1].
Project Completion Report	The document that summarizes all financial and technical information regarding the implementation of the project.
Project with Partners	The type of project that a project owner implements with at least one partner country or OIC Institution.
Project without Partners	The type of project that a project owner implements individually without adding a partner country or OIC Institution.
Timesheet	The document that presents the work done by each project personnel in the respective month. Timesheet provides a basis for payments to project personnel.

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[1] The Project Proposals submitted by the OIC Institutions shall be in the field of economic and commercial cooperation.

1. Introduction

"*Making Cooperation Work: The COMCEC Strategy for Building an Interdependent Islamic World*" (the Strategy[2]), adopted by the 4th Extraordinary Session of the Islamic Summit Conference held on 14-15 August 2012 in Mecca, Saudi Arabia, is the main framework of cooperation for COMCEC Member States. Defined by the Strategy, COMCEC's vision is to build a prosperous Islamic Ummah based on solidarity and interdependence, enhanced mobility and good governance. Accordingly, COMCEC's mission is to provide a forum to produce and disseminate knowledge, share experiences and best practices, develop a common language/understanding, and approximate policies in the cooperation areas to address and find solutions to the economic and social challenges of the Islamic Ummah.

COMCEC has well-designed operational instruments, namely Working Groups and COMCEC Project Funding in order to ensure effective implementation and materializing the objectives of the Strategy. This Guidelines is prepared to give guidance to relevant stakeholders on rules and procedures of the COMCEC Project Funding Program. This document explains the details about preparing and submitting project proposals to the Program as well as implementation of the projects supported under the CPF.

This Guidelines is regularly be reviewed and when necessary, updated by the COMCEC Coordination Office (CCO). The PO shall contact with the CCO (cpf@comcec.org) if additional explanation or clarification is needed during the project submission process.

2. Strategic Framework

The Strategy aims to serve sharing experiences and good practices, as well as developing common understanding and approximating policies among the member states thereby addressing the major development challenges of the Islamic world. The COMCEC Project Funding mechanism contributes to the realization of the goals and objectives of the Strategy and the COMCEC Ministerial Sessions' Recommendations giving due consideration to its principles. These principles are as follows:

- ***Enhancing Mobility***: Enhancing interconnectivity among the Member States through reducing the barriers and enabling the easier movement of goods, persons, capital and knowledge among them.
- ***Strengthening Solidarity***: Pooling the resources and efforts and sharing experiences and best practices to address the common challenges of the Islamic Ummah.
- ***Improving Governance***: Increasing the quality and effectiveness of public services and making public administrations more transparent.

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[2] The COMCEC Strategy is available at COMCEC web site (www.comcec.org).

The areas supported under the COMCEC Project Funding are as follows:

- Agriculture
- Financial Cooperation
- Poverty Alleviation
- Tourism
- Trade
- Transport and Communications
- Digital Transformation[3]
- Small and Medium Enterprises (SMEs) [4]

An important aspect of the COMCEC Mission defined by the COMCEC Strategy is to approximate policies among the Member Countries in the respective cooperation areas. In this regard, a special policy debate session is held in relevant Working Group meeting to come up with concrete policy recommendations on the theme of the meeting based on the findings of the research studies as well as the deliberations made by the member country technical experts. These draft policy recommendations are later submitted to the annual COMCEC Ministerial Session for its consideration and adoption.

In this respect, the projects financed under the COMCEC Project Funding shall serve for the implementation of the COMCEC Ministerial Policy Recommendations and thematic areas stated in the Declaration of the High-Level Digital Transformation Forum adopted by the 38th COMCEC Ministerial Session, as well as thematic areas identified under the COMCEC Small and Medium Enterprises (SME) Program.

In addition, the Strategy's components namely Principles, Strategic Objectives and Output Areas shall be paid due regard in designing projects.

3. Major Actors and Roles

The roles and responsibilities within the context of the COMCEC Project Funding are distributed among three entities, namely the Project Owner (PO), the CCO and the Development and Investment Bank of Türkiye (Bank).

Project Owner: The PO, which is the relevant public institution of a Member Country or an OIC Institution/Organ operating in the field of economic and commercial cooperation is responsible for the submission, implementation and reporting of the project activities in order to utilize the funds

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[3] Digital Transformation was included as an additional cooperation area of the COMCEC during 37th COMCEC Ministerial Session

[4] The thematic areas of the COMCEC SME Program has been added to the COMCEC Project Funding.

allocated under the COMCEC Project Funding. Respective country shall be a member of the respective working group in order to submit a project proposal.

The PO submits regular progress reports during the implementation of the project and work in close cooperation and communication with the Bank and the CCO regarding the fulfillment of its responsibilities (either in terms of submission, implementation or reporting) as defined in the Contract.

All the rights of reproduction and distribution of the outputs (reports, data, training materials, etc.) belong to the CCO. The PO shall not share the study in any phase with other people or institutions without the permission of the CCO.

Responsible Authority: The Responsible Authority, who must be at least at the Director General level, is the high level representative of the PO and is the main responsible actor for effective and timely implementation of the project activities.

Contact Person: The Contact Person is the representative of the PO and responsible for assisting the Responsible Authority with regard to all project related tasks. The responsibilities of the Contact Person include ensuring smooth implementation of the project activities, supervising project personnel, checking the conformity of reports and documents on behalf of the Responsible Authority.

Graph 3.1 summarizes the roles and responsibilities of each actor within the COMCEC Project Funding.

Graph 3.1. Actors & Responsibilities
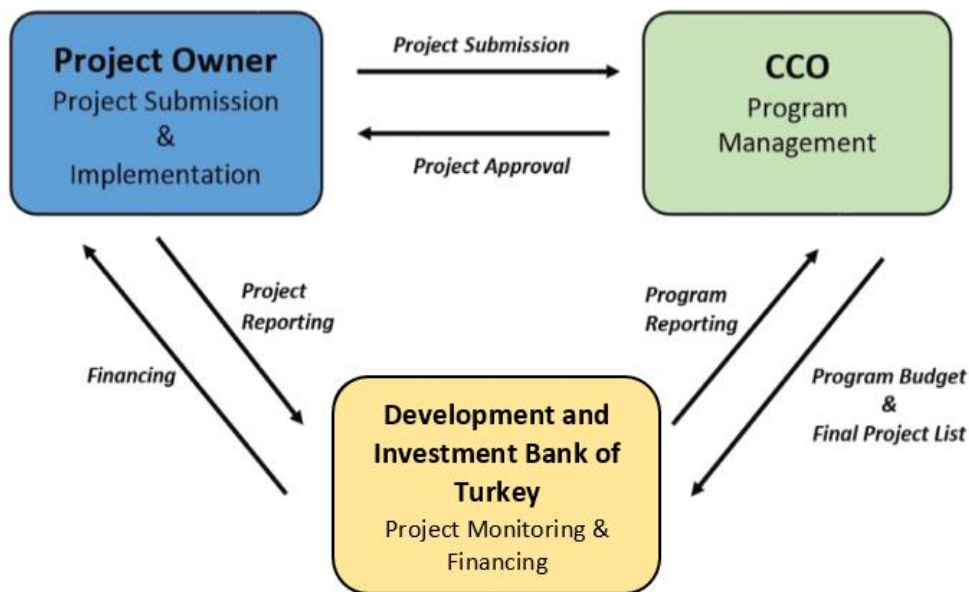
COMCEC Coordination Office: The CCO is responsible for the overall implementation and monitoring of the program. The PO is advised to consult the CCO during the project preparation and submission processes. After the appraisal phase, the CCO finalizes and announces the list of projects eligible for financing, and conveys the respective list to the Bank.

Development and Investment Bank of Türkiye: The Bank is responsible for transfer of payments and monitoring of project activities during the implementation period as well as submitting regular progress reports to the CCO regarding the status of projects. The Bank signs an operational and financial contract with the PO.

Coordination Committee: The Committee is the main body authorized to monitor the overall progress and take necessary measures to ensure smooth implementation of all projects financed under the Program. Consisting of the representatives of the Bank and the CCO, the Committee convenes at least once a month to discuss the progress of each project. In case of irregularities and/or non-compliance with the Program rules and procedures stated in this document and the Contract, the Committee is authorized to take the necessary measures including the termination of Contract.

4. Project Preparation

4.1. Project Essentials

The CCO finances projects serving the implementation of the COMCEC Ministerial Policy Recommendations. To that end, the CCO determines the sectoral themes for projects to be funded under COMCEC Project Funding each year by considering the recent Policy Recommendations and the themes of the upcoming Working Group Meetings.

For the list of the **current supported sectoral themes**, please see the **COMCEC Project Support Programs web-page**[5]. The project proposals that are not in line with the sectoral themes will not be taken into consideration.

The projects shall aim at strengthening human, institutional and administrative capacity of the Member Countries as well as promoting multilateral cooperation among them. The added-value of the projects shall be demonstrated by the PO in the Project Fiche submitted to the CCO.

The implementation period of the projects shall be **7 months**[6] maximum. The PO should select appropriate duration for its project implementation period in the relevant section of the Online Project Fiche. Nevertheless, the CCO reserves its right to shorten the duration of projects during the appraisal as well as the implementation phase.

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[5] http://programs.comcec.org/
[6] Duration might be shorter depending on the type and number of the project activities.

For Projects with Partners;

Participation of other OIC member countries and/or OIC Institutions to the project activities is important. In this sense, POs are recommended, not obliged, to propose other OIC member countries and/or OIC Institutions as project partners. The PO is required to communicate with project partners before the final submission of the project proposal.

Depending on the type of the activity, project partners can contribute to the project by participating to the project activities, hosting study visits, providing human resources, transferring expertise or knowledge in a specific area, providing institutional support for the overall implementation of the project, etc. Project partners do not have any responsibility during the submission phase and they do not play a role regarding the financial aspects of the project. The PO makes necessary logistical arrangements for the project partners by using the relevant cost items in the project budget.

For Peer-to-peer Experience Sharing projects, the POs shall have a project partner country to acquire knowledge and expertise from the partner country.

Moreover, OIC Institutions are required to add at least three OIC countries as project partners for all activity types.

For Projects without Partner Countries:

On the other hand, a member country can implement a project individually. In these projects, member countries can propose projects to address the challenges faced in their respective countries. For these projects, the POs are required to elaborate on the specific issues regarding the challenges faced by the country on the selected theme.

Moreover, for these type of projects, if a PO chooses to conduct one of the following types of activities namely, Training, Workshop, Conference and Seminar or Publicity Meeting, this activity can be conducted in different locations and time periods in the respective country. In this case, the PO shall specify the locations and duration of the activity in the relevant sections of the project fiche and provide explanation in the activity description section accordingly.

Furthermore, Needs Assessment Projects to be proposed by a Member Country are required to be performed without any partners in order to address the specific challenges of the respective Member Country on the selected theme.

4.2. Main Project Activities

Projects to be supported by CPF are typically soft in character (technical cooperation and capacity building projects). The projects may include main activities such as;

- **Training:** An educational activity, which includes theoretical and practical studies, aimed at improving personal and institutional capacity of the participants. Following conditions must be considered while designing a training:

For Projects with Partners:
- o Maximum duration: 4 days[7]
- o Maximum foreign participants per partner country: 5 people
- o Maximum total participants: 50 people
- o The PO shall provide the maximum total participants according to efficiency and productivity of the activity.

For Projects without Partners: PO can also design an (or a series of) inland training activity without adding a partner. For these activities:

- o Multiple training activities on the same theme can be conducted in different locations in the PO country
- o Locations should be specified in the activity description section.
- o Duration of the training(s) is required to be identified.
- o The PO shall provide the maximum total participants according to efficiency and productivity of the activity.

Under the training activity, the PO can conduct a national *Local Site Visit* to get insights about the practices on the ground. In this case, relevant budget item related to the training should be shown in the training section of the budget.

- *Study visit[8]:* Furthermore, with the training activities under the projects with partner countries, PO can also conduct a study visit to gather information from the field. Study visit is a technical visit aimed at collecting information to be used for a training from relevant people and institutions in the host country. Following conditions must be considered while designing a study visit:
  - o Visit shall be conducted to another member country
  - o Visit must be linked with a training activity within the respective project.
  - o Participants can only be the project personnel (i.e. Responsible Authority, Project Coordinator, Project Contact Person and Trainers) and maximum 2 officials from the project owner institution.
  - o Maximum two study visits can be performed for each linked training activity.
  - o Maximum duration per country: 7 days (including travel time)

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[7] The maximum duration of the training activity may, with the approval of the CCO, be up to 7 days if it is technical and specific. In this case, the training program shall be detailed on a daily basis.
[8] This activity must be linked with a training to be conducted within the framework of the respective project.

- **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. Following conditions must be considered while designing a workshop:

For Project with Partners:

- o A written output must be produced at the end of the activity.
- o Maximum duration: 3 days
- o Maximum foreign participants per partner country: 5 people
- o Maximum total participants: 40 people
- o The PO shall provide the maximum total participants according to efficiency and productivity of the activity.

For Projects without Partners: PO can also design an (or a series of) inland workshop activity without adding a partner. For these activities:
- o A written output must be produced at the end of the activity.
- o A series of workshop activities on the same theme can be conducted in different locations in the PO country.
- o Locations should be specified in the activity description section.
- o Duration of the workshop(s) is required to be identified.
- o The PO shall provide the maximum total participants according to efficiency and productivity of the activity.

- **Conference and seminar:** Knowledge sharing meetings, which are led by professional or academic speakers, aimed at increasing familiarization or expertise of the participants on a certain topic. Following conditions must be considered while designing a conference/seminar:

For Project with Partners:
- o A final declaration must be produced at the end of the activity.
- o Maximum duration: 2 days
- o Maximum foreign participants per partner country: 5 people
- o Maximum total participants: 100 people
- o The PO shall provide the maximum total participants according to efficiency and productivity of the activity.

For Projects without Partners: PO can also design an (or a series of) inland conference or seminar activity without adding a partner.

    o A final declaration must be produced at the end of the activity.

    o A series of conference or seminar activities on the same theme can be conducted in different locations in the PO country

    o Locations should be specified in the activity description section.

    o Duration of the workshop is required to be identified.

    o The PO shall provide the maximum total participants according to efficiency and productivity of the activity.

- **Peer-to-Peer Experience Sharing:** An experience sharing activity, which is conducted by technical expert(s) from project owner country in a host country in order to share experiences and collect information and data in the host country. The main aim is to acquire knowledge and experience in the selected sectoral theme, increase solidarity between countries under South-South Cooperation and provide recommendations for the project owner member country. Following conditions must be met while designing a Peer-to-Peer Experience Sharing project:
  - o PO shall add a partner country as the host country
  - o Technical expert(s) who will conduct the activity must be public official(s).
  - o A Field Study Report must be produced at the end of the activity.
  - o Maximum duration: 1 month
  - o Maximum participants: 2 people

- **Needs Assessment:** Studies, which assess needs of the project owner member country regarding the related sectoral theme as well as propose solutions to overcome the challenges and requirements of the member country in the related sector. Following conditions must be met while designing a needs assessment project:
  - o A Needs Assessment Report must be produced at the end of the project.
  - o A Key Researcher having a sufficient experience on the relevant field needs to be hired for conducting needs assessment.
  - o PO Member Countries shall conduct needs assessment projects without adding any other partner country, whereas OIC institutions shall add a partner country for these projects.

- **Publicity meeting:** A promotional meeting that aims to increase the awareness about project subject or project outcomes by gathering relevant people together. Following conditions must be considered while designing a publicity meeting:

For Project with Partners:
- o Maximum duration: 2 days
- o Maximum foreign participants per partner country: 5 people
- o Maximum total participants: 100 people

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For Projects without Partners: PO can also design an (or a series of) inland publicity meeting(s) without adding a partner.

- o A series of publicity meetings on the same theme can be conducted in different locations in the PO country
- o Locations should be specified in the activity description section.
- o Duration of the publicity meeting is required to be identified.

- **Preparation of audio, visual and written promotion materials:** Preparation and dissemination of all kinds of promotional materials in order to increase awareness and knowledge of people on the project topic.

- **Other similar activities:** The projects can include maximum 3 main activity types in total and at most 1 type from each activity type[9]. On the other hand, if the PO selects Needs Assessment or Peer-to-Peer Experience sharing activities, the PO shall not add another activity.

Non-Eligible Activities;

- Project preparation
- Physical infrastructure investments
- Non-associated investments
- Language courses
- Other activities irrelevant to project

4.3. Project Personnel

The following positions are eligible as project personnel within the projects; (i) Project Coordinator, (ii) Trainer, (iii) Key Researcher and (iv) Technical Expert(s). The CCO prefers OIC member country nationals to be employed to that end.

Depending on the activity type, the PO needs to hire a Project Coordinator, Trainer(s) (if the project includes a training activity) and/or Key Researcher (for needs assessment projects). However, the OIC Institutions can propose their own staff as a project coordinator or a trainer.

4.3.1. Project Coordinator

Project Coordinator is a full time employee whose job description can only include project related issues in order to maintain the quality of the project activities and outcomes. For Needs Assessment and Peer-to-Peer Experience Sharing projects, the PO shall not hire a project coordinator.

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[9] As an exception, a project may include 2 different training programs.

POs can employ <u>only one</u> Project Coordinator.

The Project Coordinator is responsible for:

- Overall management of all project activities and coordination of the project partners and other relevant stakeholders.
- Evaluating overall project performance and proposing corrective action whenever required.
- Working in close cooperation with the Bank, the CCO and the Project Owner during the implementation of the Project and conducting his/her project related tasks efficiently and in a timely manner.
- Supporting the Responsible Authority, the Contact Person and Trainer(s) (if available) in all project related works.
- Providing relevant information and documents to the Project Owner, the Bank and the CCO.
- Drafting Detailed Work Plan, progress reports along with supplementary documents, Activity Reports, Project Completion Report and conveying them to the Responsible Authority to be submitted to the CCO and the Bank.
- Preparing his/her own timesheets in every month and conveying them to the Responsible Authority to be submitted to the CCO and the Bank.
- Checking and sending training materials that are prepared by Trainer(s) to the Responsible Authority to be submitted to the CCO and the Bank.
- Extending official invitations to the participants from the partner countries to the relevant project activities (training, workshop, etc.)
- Attending COMCEC events and other relevant international meetings (where necessary) to present project activities and outcomes.
- Attending project related meetings, drafting and disseminating minutes of meetings.
- Performing necessary office management tasks including filing.
- Complying with the health and safety law, regulations, ordinance in order to create a safe working environment.
- Following the rules and procedures stated in the CPF Project Implementation Guidelines, Visibility Manual and the Contract.

General Qualifications for Project Coordinator:

- Bachelor's degree with 10 years of experience in the relevant field OR advanced degree (M.A., MSc., PhD, etc.) with 5 years of experience in the relevant field
- Fluency in oral and written English

- Previous experience in coordinating international projects
- Strong communication, administrative and organization skills
- Full computer literate
- Preferably an OIC member country national
- If the coordinator is **public official**, daily fees of coordinator is not covered by the CCO.

4.3.2. Trainer(s)

If the project includes a training activity, the PO needs to hire a Trainer(s). Trainer(s) can be employed only for the duration of the training program(s).

The Trainer is responsible for:

- Contributing to the preparation of the Detailed Work Plan and Activity Reports.
- Preparing the content and program of the training in collaboration with the Project Coordinator.
- Preparing the training materials in line with the time-frame presented in the Project Implementation Guidelines and the Detailed Work Plan as well as sending them to the Project Coordinator to be later submitted to the CCO and the Bank.
- Collecting and analysing data which is essential to preparation of training program through study visits, interviews, desk-based research, etc.
- Training relevant target groups on the specific subject(s) stated in the Project Fiche.
- Preparing his/her own timesheet and conveying them to the Responsible Authority to be later submitted to the CCO and the Bank.
- Following the rules and procedures stated in the CPF Project Implementation Guidelines, Visibility Manual and the Contract.

General Qualifications and Skills for Trainer(s):

- Bachelor's degree with 10 years of experience in delivering training programs OR advanced degree (M.A., MSc., PhD, etc.) with 5 years of experience in delivering training programs
- Publication in the relevant field (handicraft and similar skill-based training excluded)
- Fluency in oral and written English
- Professional command of local language(s) of the target countries is an asset
- Preferably an OIC member country national
- If the trainers are **public officials**, daily fees of trainers are not covered by the CCO.

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4.3.3. Key Researcher

In needs assessment projects, the PO needs to hire a Key Researcher. The Key Researcher is generally defined as the person who will draft needs assessment report and perform other project related tasks.

Key Researcher is responsible for;

- Overall management and coordination of all project activities in communication with the PO, the Bank, the CCO and other relevant stakeholders.
- Supervising all the project personnel (if any) to ensure the successful implementation of the project and preparation of high quality needs assessment report.
- Evaluating overall project performance and proposing corrective action whenever required.
- Conducting local field visit(s) (where necessary) in accordance with the project fiche for needs assessment.
- Documenting local field visit(s) with photos, list of interviewees and letters of acceptance signed by interviewees, tickets, vouchers etc.
- Collecting and analyzing data, which is essential to preparation of the needs assessment report through local field visit, interviews, desk-based research, etc.
- Preparing the disbursement request forms and conveying them to the PO to be later submitted to the Bank and the CCO.
- Sending drafts of the needs assessment report to the Responsible Authority for approval and submission to the CCO.
- Editing and revising the needs assessment report (where necessary) by considering the comments and suggestions of the PO and the CCO.
- Ensuring that all requirements stated in the project fiche is satisfied properly and on time.
- Providing relevant information and documents to the Project Owner, the Bank and the CCO.
- Communicating with relevant stakeholders (local government, public institutions, private sector, international organizations etc.) for all project related tasks (research, local field visit etc.).
- Attending COMCEC events and other relevant international meetings (where necessary) to present project activities and outcomes if requested by the CCO.
- Attending project related meetings, drafting and disseminating minutes of meetings.
- Performing necessary office management tasks including filing.
- Complying with the health and safety law, regulations, ordinance in order to create a safe working environment.
- Following the rules and procedures stated in the CPF Project Implementation Guidelines, Visibility Manual and the Contract.

General Qualifications and Skills for Key Researcher:

- PhD. degree or at least 10 years of experience in the relevant field
- Publications in the leading academic journals in the relevant field
- Fluency in oral and written English (TOEFL iBT -min. 100- or IELTS -min 7.0- scores are preferred)
- Previous experience in coordinating projects is an asset
- Research experience with a leading international organization is an asset
- Strong communication, administrative and organization skills
- Relevant computer skills (office programs, project management tools, statistical software, etc.)
- Professional command of relevant language(s)
- Preferably an OIC member country national
- Please note that **public officials** cannot be hired as Key Researcher.

4.3.4 Technical Expert(s)

Technical Expert(s) are public officials who work in the project owner country and responsible for conducting a Peer-to-Peer Experience Sharing activity to gather information and data from the host country. They are appointed with the approval of CCO by Project Owners to conduct an international field visit to another OIC country. Technical Expert(s) are expected to draft a field study report at the end of the project lifetime.

Technical Expert is responsible for:

- Overall management and coordination of all project activities in communication with the PO, the Bank, the CCO and host country institution.
- Evaluating overall project performance and proposing corrective action whenever required.
- Conducting the international field visit in accordance with the project fiche.
- Documenting the international field visit via letter of acceptance, questionnaire, photos, list of interviewees and approval letter signed by the interviewees, travel tickets and other similar documents.
- Collecting and analyzing data which is essential to preparation of the field study report through field visit, interviews, desk-based research, etc.
- Submitting each section of field study report to the Responsible Authority for assessment to be later sent the CCO for approval.
- Editing and revising each section of field study report by considering the comments and suggestions of the PO and the CCO.

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- Preparing his/her Financial Progress Reports upon approval of relevant sections of the field study report by CCO and conveying them to the PO to be later submitted to the Bank and the CCO.
- Ensuring that all the requirements of the project fiche are satisfied properly and on time.
- Providing relevant information and documents to the Project Owner, the Bank and the CCO.
- Communicating with the relevant parties for the activity.
- Attending COMCEC events and other relevant international meetings (where necessary) to present project activities and outcomes if requested by the CCO.
- Attending project related meetings, drafting and disseminating minutes of meetings.
- Performing necessary office management tasks including filing.
- Complying with the health and safety law, regulations, ordinance in order to create a safe working environment.
- Following the rules and procedures stated in the CPF Project Implementation Guidelines, Visibility Manual and the Contract.

General Qualifications and Skills for Technical Expert(s):

- 8 years of experience in the relevant field
- Fluency in oral and written English
- Previous experience in international projects
- Strong communication, administrative and organization skills
- Full computer literate

4.4. Financial Issues

The CCO determines the program budget according to its financial means, the implementation of the COMCEC Project Support Programs and principles, objectives and priorities set out in the Strategy.

Projects that are submitted by the Member Countries are eligible for financing up to **225.000 USD**. Upper grant limit of the projects submitted by the OIC Institutions is **75.000 USD**. POs need to provide co-financing ‑**cash or in kind contribution**‑ for the certain expenses of the projects. The co-finance of the projects submitted by the Member Countries should be **at least 10 percent** of the total project budget. This rate is **at least 25 percent** in case the project is submitted by an OIC Institution, as shown in Table 4.1.

Table 4.1. Project Budget Limits, Co-Finance Rates and Grant Limits

Project Owner	Project Budget Maximum Limit (USD)	Minimum Co-Finance Rates by the PO	CCO Grant Limit (USD)
Member Countries	250.000	10%	225.000
OIC Institutions	100.000	25%	75.000

The activities or items that will be co-financed by the PO should be clearly demonstrated in the budget section of the online Project Fiche. The PO can present its own institution's equipment, office expenditure (including rent, stationary, maintenance) etc. as in-kind contribution in the project budget. The PO needs to estimate its in-kind contribution by using the prices of the similar goods and services in the market.

If the PO plans to provide cash as the co-finance contribution, it should make sure that sufficient funds in the national/institutional budget are allocated to be used for its project.

During the selection of projects, the CCO could request additional justification, documents and/or rearrangement (increase or reduction) of the budget among others.

The PO, in any case, cannot request additional financing that is not stated in the project budget. The PO **cannot request advance payment** or **pre-financing** for any expense.

For all projects, an incidental budget item will be automatically calculated as the 10 percent of the total project budget. This amount can only be used if the realized expense for any budget item exceeds the estimated cost of the respective budget item[10].

Daily fee for project coordinator cannot exceed $100. Project coordinator can work maximum 22 days in a month.

4.4.1. Relevant and Irrelevant Costs

The projects have to include only costs relevant to the project activities. Relevant costs should be **necessary**, **predictable** and **cost-effective** in terms of project implementation.

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[10] Incidental budget cannot be used for the human resource payments.

The relevant costs are:

- Fees of the project personnel
- Allowances and travel expenses of the project personnel
- Organizational costs such as airfare, local transportation, boarding and lodging, interpretation, meeting hall rent and other relevant costs
- Equipment relevant to project implementation (PC, Notebook, Projector, Consumable Materials etc.)
- Refurbishing expenses relevant to project implementation
- Publicity and visibility costs (Web sites, publications, translation, promotional merchandise such as flags, signs, brochures etc.)
- International shipping cost regarding sending official documentations to the Bank

The irrelevant costs are:

- Debt payments
- Payments to public servants except travel expenses and allowances
- Activities already funded under another project
- Project preparation costs
- Interest payments
- Already realized costs
- Purchase of used machinery and equipment
- Building construction
- Vehicle purchase
- Other costs irrelevant to project

Although investment projects are not eligible, **investments associated** with project activities such as supply, small-scale renovation etc. which is directly related with project objectives can be funded. Associated Investments cannot exceed **15** percent of the total project budget.

Please note that projects that were financed partially or entirely, during the project implementation period or previously, by other funding agencies such as World Bank, European Union etc. will not be financed under the COMCEC Project Funding. The Coordination Committee reserves the right to withhold and/or recall funds that are already allocated and abolish the Contract (cancellation of the project) if this situation is determined.

5. Project Submission

The CCO annually issues a call for project proposals in early October. The call is made through the COMCEC web-site. Project proposals are submitted in two stages: Preliminary and Final Submission. Project proposals and any additional project documentation should be submitted **in**

English through Online Project Management Information System[11]. Timeline of call for project proposals is stated in Table 5.1.

Following the Timeline of the Call for Project Proposals is of crucial importance. Failure to comply with any of these deadlines in the above-mentioned timeline may lead to the elimination of the project proposal.

A member country or an OIC Institution/Organ can submit maximum **three project proposals** in any cooperation area. Among these project proposals, the CCO can support **only one project** of each member country.

Table 5.1. Timeline of Call for Project Proposals

Timeline	Description
Early October	CCO issues a call for project proposals
End of October	POs submit their preliminary proposals to the CCO (31 days)
End of November	CCO completes <u>preliminary</u> appraisal (30 days)
Early December	CCO declares the Short List and notifies successful POs via official letters
End of December	POs submit the <u>final</u> version of project fiche to the CCO (30 days)
Early January to end of January	CCO makes final evaluation and may request changes in the project proposals
February-March	CCO declares the Final List of projects on the COMCEC website and notifies successful POs via official letters
Early April	Training Program and deadline for the finalization of the signature procedures for the Contract
April 1st- October 31st	Project Implementation Period (7 months max.)

5.1. Preliminary Project Submission

In the preliminary phase, the PO provides general information on activities, duration, partners and qualifications of the project personnel.

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[11] http://project.comcec.org

The PO submits <u>only the qualifications</u> of the Project Coordinator, Trainer(s), Key Researcher and Technical Expert(s) at the preliminary phase of the project proposal submission.

The POs should submit their ***preliminary*** project proposals **via Project Management Information System**; they **<u>are not required to send the hard copies</u>** of their proposals via official channels. Member Countries' project proposals which are final-listed should be sent to the CCO with an official letter via Ministry of Foreign Affairs of the relevant country.

The deadline for submission of the preliminary project proposals is the **30th day** of the call. Proposals received after the submission deadline shall not be considered.

In 30 days after the submission deadline, the CCO makes preliminary appraisal and declares the short list in early December.

5.2. Final Project Submission

If a project proposal is short-listed, the PO is requested to complete the rest of the project fiche at the final submission phase.

In the final phase;

- The PO shall provide additional details about the activities and prepare the project budget,
- The PO shall provide information about the relevant institutions from the partner countries and/or OIC Institutions and get their verification about being the partner(s).
- The PO shall submit the CVs of at least two candidates for the Project Coordinator or Key Researcher position and the CVs of at least two candidates <u>for each</u> Trainer or Technical Expert positions with the qualifications stated in the project fiche. The PO should use the CV Template in the Project Management Information System. The CCO selects the project personnel for each position in consultation with the PO. The CCO may request the PO to reconsider the candidates.

The PO should submit the final project proposal electronically to the CCO in **30 days** following the declaration of the short-list.

During the final submission phase, the POs are advised to consult the CCO regarding project preparation procedures and/or the content of their projects. For both preliminary and final appraisal phases, the CCO reserves its right to request the POs to make revisions in the project content in order it to be eligible.

6. Project Appraisal

The CCO takes into account following main criteria while evaluating the project proposals. POs should give utmost importance to each criterion in order their project proposals to be selected for funding.

- a) Relevance to the COMCEC Strategy
    - (i) Principles
    - (ii) Strategic Objective of Respective Cooperation Area
    - (iii) Output Areas of Respective Cooperation Area
- b) Compliance with the COMCEC sectoral themes published on the COMCEC website
- c) Regular participation of the PO's focal points to the relevant Working Group Meetings
- d) Filling out the Project Fiche properly and with sufficient details
- e) Qualifications of the proposed project personnel
- f) Realistic cost estimations in the project budget
- g) Cooperation and communication with the CCO
- h) For the projects with Partner Countries and/or OIC Institutions, getting verification from the partners
- i) Promotion of multilateral cooperation among OIC member countries
- j) Connection with previous COMCEC funded projects implemented by the PO

7. Project Implementation

After the evaluations, the CCO declares the final-list of the projects that will be funded. The Bank starts the procedures for signing the Contract with each PO after receiving the final project list from the CCO. The Bank signs the Contract with each PO until mid-March and the implementation period for final-listed projects starts on April 1st in principle. However, for the projects whose contract signing procedures and approval process of the work plan cannot be completed until end of March, the date stated in detailed work plan is deemed as start date of the project.

If the signing procedures of the Contract are not finalized (signed and sent to the Bank) by Mid-March at the latest, the CCO might give Project Owners additional time to complete the respective procedures. However, the CCO reserves its right to cancel selected projects whose Contracts have not been finalized within the given time.

After the Contract is signed, the PO submits a detailed work plan within **fifteen days** for approval of the CCO. PO starts to implement its project after approval of the detailed work. The project should be implemented in line with the Project Implementation Guidelines, the Contract, Project Fiche, Detailed Work Plan and the Visibility Manual.

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All documentation of the project, including monthly progress reports and financial progress reports, timesheets, minutes of meetings, proceedings, visual and other materials etc., must be prepared and -if available- printed in English. In addition to English versions, POs might choose to print respective documents in other languages if it is stated in the Project Fiche.

7.1. Payments

Payments are processed based on Detailed Work Plan, Monthly Progress Reports, Financial Progress Reports, Activity Reports, Project Completion Report, Timesheets, invoices and other supporting documents submitted by the PO through Project Management Information System[12].

All expenses, except for human resources payments, will be paid by the Bank when a main activity[13] is undertaken and necessary reports are approved by the Bank and the CCO. Payments to the Project Coordinator can only be made upon approval of the relevant Monthly Progress Report and Timesheet by the Bank and the CCO. Payments to the Trainer(s) can only be made upon approval of the relevant Activity Report and Timesheets by the Bank and the CCO. Human resources payments are made by the Bank directly to the bank accounts of Project Coordinator and Trainer(s). For the Needs Assessment projects, payments are made after the 1st and 2nd Draft of the needs assessment report as well as Disbursement Request Forms are submitted to and approved by the Bank and the CCO. In Peer-to-Peer Experience Sharing projects, payments to Technical Experts are made after the submission of 1st Section and Final version of the Field Study Report as well as Financial Progress Report are submitted to and approved by the Bank and the CCO.

Payments other than human resources are transferred either to the bank account of the project owner institution stated in the Contract or directly to the bank account of the vendors providing the service or equipment. For the latter method, Responsible Authority shall send an official letter to CCO in which the exact amount of payment to each vendor and its bank account are explicitly stated.

Due to financial regulations of the host country (Türkiye), all payments are subjected to **stamp duty** (%0,948). The exchange rate for US Dollars used in the invoices submitted to the Bank will be based on the rate of the date the invoice is billed.

7.2. Monitoring and Evaluation

In order to ensure smooth implementation of the projects, the Bank and the CCO performs monitoring activities via both document reviews and site visits. The Bank also monitors project

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[12] Can be reached Project Management Information System (http://project.comcec.org) with the same username and password once the project is approved for funding.
[13] Main activities of the project such as training, workshop, study visit, etc.

activities in terms of risks related to project implementation and informs the CCO accordingly if any problem occurs during the project implementation.

The PO submits the following reports to the Bank and the CCO for financial and technical monitoring:

- After signing of the contract, the PO submits a Detailed Work Plan within fifteen days.
- Each month, the PO submits the Monthly Progress Report and Timesheet of the Project Coordinator. For Needs Assessment projects, the PO submits the 1st Draft and after the approval of the CCO, submits the Disbursement Request Form. For Peer-to-Peer Experience Sharing activities, PO submits the first section of the Field Study Report with Financial Progress Report before the activity is conducted.
- After a core activity is undertaken the PO submits;
  - Financial Progress Report along with invoices and other supplementary documents
  - Activity Report along with photos, videos and similar materials
  - Timesheet of the Trainer(s)

At the end of the project, the PO submits the Project Completion Report, the final version of the Needs Assessment Report (for Needs Assessment Projects) or last version of the Field Study Report (for Peer-to-Peer Experience Sharing Projects).

COMCEC COORDINATION OFFICE

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