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

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.*

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

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

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[                    ]
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Number of Trainers needed (max. 3)

```
[                    ]
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Duration of the Training (days)²

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[                    ]
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Location(s) of the Training

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[                    ]
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Number of days of boarding and lodging needed

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[                    ]
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Number of flight tickets needed (Roundtrip)

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

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[                    ]
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Please give details if translation services are needed

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[                    ]
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Indicative Budget of the Training

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[                    ]
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Qualifications and profile of participants of the Training

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[                    ]
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Expected outcomes of the Training

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[                    ]
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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>

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5.2 Workshop

Activity Title

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Activity Description (max. 400 words)

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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")

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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")

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Number of total participants invited to the workshop

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Duration of the workshop (days)

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Location(s) of the workshop

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Number of days of boarding and lodging needed

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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

<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.)

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.

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.

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

Indicative Budget

Expected outcomes of the Needs Assessment

Performance Indicators

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

[ ]

Official Letter

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

Please upload the letters

Expected outcomes of the Peer-to-Peer Experience Sharing

[ ]

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

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5.8   Preparation of audio, visual and written promotional materials

Activity Title

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Activity Description (max. 200 words)

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Promotional Materials that will be produced

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Potential producers of Promotional Materials

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│                                  │
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Target group

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Ways and means of disseminating Promotional Materials

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│                                  │
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Duration of dissemination

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Indicative budget for Promotional Materials

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

[ ]

Performance Indicators

[ ]

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

[ ]

Expected outcomes of the activity

[ ]

Performance Indicators

[ ]

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):

6.9.2. Personal Information

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

2024

	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

2024

	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			