COMCEC
COVID Response

PROJECT MANAGEMENT TRAINING PROGRAM

SHARING EXPERTISE PROJECTS

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Program Coordinator

April, 20th 2021

Outline

1. *Responsibilities of Actors*

2. *Monitoring and Reporting*

3. *Online Monitoring System*

4. *Visibility*

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Outline

1. *Responsibilities of Actors*

2. *Monitoring and Reporting*

3. *Online Monitoring System*

4. *Visibility*

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1- Responsibilities of Actors

CONTACT PERSON

- Ensuring smooth implementation of the project activities

- Supervising project personnel and checking the conformity of reports and documents on behalf of the Responsible Authority.

- Working in close cooperation with the Bank and the CCO.

- If necessary, providing additional information for the Bank and the CCO.

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1- Responsibilities of Actors

PROJECT COORDINATOR (SE projects including training/workshop act.)

- 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.

- Drafting Detailed Work Plan (where necessary) and other reports along with supplementary documents and conveying them to the Responsible Authority before submitting them.

- Preparing his/her own timesheets in every month.

- Checking and sending training materials.

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1- Responsibilities of Actors

PROJECT COORDINATOR (Cont'd)

- Extending official invitations to the partner countries.

- Attending COMCEC events and other relevant international meetings.

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1- Responsibilities of Actors

TRAINER (SE projects including training activity)

- 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.

- Collecting and analysing data which is essential to preparation of training program.

- Training relevant target groups on the specific subject(s) stated in the Project Fiche.

- Preparing his/her own timesheets.

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1- Responsibilities of Actors

VISITING EXPERT

- Overall management and coordination of all project activities.

- Evaluating overall project performance and proposing corrective action whenever required.

- Conducting the international field visit in accordance with the project fiche.

- Documenting the all documents related with the international field visit.

- Collecting and analysing data which is essential to preparation of the field report.

- Submitting each section of field report to the Responsible Authority before sending them to the CCO for approval.

- Editing and revising each section of field report by considering the comments and suggestions of the PO and the CCO.

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1- Responsibilities of Actors

VISITING EXPERT (Cont'd)

- Preparing his/her disbursement request forms upon approval of relevant sections of the field report .

- 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 field visit.

- Attending COMCEC events and other relevant international meetings (where necessary) to present project activities and outcomes if requested by the CCO.

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Outline

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2- Monitoring and Reporting

SE Project incl. Training/Workshop act.

- *Detailed Work Plan*

- *Monthly Progress Report*

- *Activity Report*

- *Project Completion Report*

SE Project incl. Visiting Expert Act.

- *Revised Detailed Work Plan*

- *Field Report (Draft/Final)*

The Timesheets, Financial Progress Reports, and Disbursement Request Forms will be explained by the Bank tomorrow.

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2- Monitoring and Reporting

DETAILED WORK PLAN

- Project activities and other preparatory works related to the activities will be presented in the Detailed Work Plan.

- It will help to facilitate the time-management and following–up the activities.

- Detailed Work Plan should be prepared and sent to the CCO after signing of the contract.

- Trainer(s)/visiting expert(s) (if available) is supposed to contribute to the preparation of the Detailed Work Plan.

- Before transfer of the payments, the Bank checks consistency of the financial reports with Detailed Work Plan

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DETAILED WORK PLAN TEMPLATE

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DETAILED WORKPLAN

Main Activities	Works	Start date	End date	Relevant Project Personel	Month 1				Month 2				Month 3				Month 4				Month 5				Month 6				Month 7				Month 8				Month 9			
					1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Main Activity 1 (*)																																								
Related works for Activity 1 (**)																																								
Main Activity 2 (*)																																									
Related works for Activity 2 (**)																																									

* Please list all main activities stated in your Project Fiche (Visiting Expert)

** Please list all works that should be done in relation with main activities.

*** Please state the name of relevant project personnel

Visiting Expert-1

Name :
Title :
Signature :
Date :

Visiting Expert-2

Name :
Title :
Signature :
Date :

Responsible Authority

Name :
Title :
Signature :
Date :

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2- Monitoring and Reporting

MONTHLY PROGRESS REPORT

- Monthly Progress Report shows the technical progress of Project.

- Planned and completed works of the respective month are stated in the report.

- It includes details about the problems encountered, the measures taken for the solution of these problems.

- Planned works for the next month, alterations in project, visibility and goods and services purchased should be stated in the report.

- All verifying documents (questionnaires, reports, training/workshop materials etc.) should be submitted as attachment of the report.

- 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.

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ANNEX 4

MONTHLY PROGRESS REPORT TEMPLATE
[COMCEC Project Number]

Project Title	:
Project Owner	:
Cooperation Area	:
Country	:
Period of Implementation	:
Project Coordinator	:
Trainer(s)	:

1	Objectives of the month	State works that must be completed in this month according to the project fiche.
2	Works completed during the month[3]	Give an overview on the works completed during the reporting period.
3	Delays and problems	Elaborate if there is a delay or problem regarding the completion of the works related to respective month explaining also their impact.
4	Corrective actions undertaken	State the corrective actions undertaken or will be undertaken in order to fix the abovementioned delays and problems.
5	Planned works of the next month	Give an outlook on planned works for the period until the next report.
6	Alterations in the project	State alterations on project details (activities, budget etc.) if any. (Please indicate the addendum number in this regard.)
7	Visibility	Indicate how you ensure the visibility of the COMCEC through visibility materials used during the project activities. (Please add verifying documents -photo, video recording etc. Check Visibility Manual for details.)
8	Goods and Services	State any good (equipment) and/or service purchased during this month. (Please add verifying documents - invoices, etc.-for purchases you made during this month.)
9	Other issues	If any, indicate other issues.

[3] Documents (questionnaires, draft project reports, draft training/workshop materials, invitation letters, photograph, video, ticket stub etc.) that verify the works done will be attached to Monthly Progress Report.

We, the undersigned, hereby declare that there are no identified irregularities, which have been subject to administrative or judicial investigation, and/or any other sums wrongly paid under the Project in this month.

Project Coordinator

Name :
Title :
Signature :
Date :

Responsible Authority

Name :
Title :
Signature :
Date :

2- Monitoring and Reporting

ACTIVITY REPORT

- The PO submits an Activity Report if a main activity is undertaken.

- Activity Report shall be prepared by The Project Coordinator in collaboration with the Trainer (if available) and approved (checked and signed) by the Responsible Authority

- Activity Report is the document that shows the works performed during each main activity as well as their evaluations.

- Description, objective, outcomes, visibility and impact of the realized activity are stated along with the challenges that are faced during the implementation period.

- Payments to the Trainer(s) can only be made upon approval of the relevant Activity Report and Timesheets.

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ACTIVITY REPORT TEMPLATE

Project Number   :

Project Title   :

Project Owner   :

Cooperation Area   :

Country   :

Activity Type   :

Name of the Activity :

Duration of the Activity :

1. **Details about the Activity**

   Please give detailed information about the realized activity by mentioning description and objective of the activity as well as its outcomes and impacts.

2. **Evaluation of the Activity**

   Please give provide comprehensive evaluations about the activity.

   Please prepare and conduct a questionnaire for the participants of the activity according to the below sample and summarize the findings of this questionnaire in this section. Please also attach collected questionnaire forms and list of participants to this Report.

In an effort to evaluate the effectiveness and impact of this activity, please kindly complete the following evaluation form. Your responses will be invaluable for improving the organization of future activities.

Please assign a number between 1-10 to each statement below.

(1 is Strongly Disagree while 10 is Strongly Agree)

Statement	Rating
The activity was well organized	
The objectives of the activity were clearly defined	
The content of the activity was in line with my needs	
I will be able to apply the knowledge learned	
The physical conditions of the activity location was adequate	
The materials available for the activity were pertinent and useful	
The length of the activity (sessions) was adequate	
The trainer (if applicable) was knowledgeable and competent	
The content was well organized and easy to follow	
Participation and interaction were encouraged	
The activity was successful in general	

What aspects of the activity sessions did you find most useful?

....
....

Is there anything that was not covered in the activity but should have been? If so, please list.

....
....

Further suggestions:

....

3. **Challenges Faced**

   Please state the challenges that are faced during the implementation of the activity and applied potential solutions for them.

4. **Visibility of the COMCEC**

   Please explain how the visibility of the COMCEC is ensured with reference to Visibility Manual for COMCEC funded projects.

Responsible Authority	Project Coordinator
Name :	Name :
Title :	Title :
Signature :	Signature :
Date :	Date :

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2- Monitoring and Reporting

PROJECT COMPLETION REPORT

- PO submits a Project Completion Report within two weeks after all project activities are completed.

- Project Completion Report shall be prepared by the Project Coordinator in collaboration with other project personnel (if available) and approved (checked and signed) by the Responsible Authority.

- Project Completion Report summarizes all technical information about the implementation of the project.

- Project Completion Report shall be prepared in line with the other financial and technical reports produced during the project implementation.

- The impact and outcomes of the project shall be stated in the Project Completion Report.

- Last payments will be done after approval of the Project Completion Reports.

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TEMPLATE FOR PROJECT COMPLETION REPORT

1. **Basic Information**
   Please provide below-mentioned details about the Project in this section.

   1. Project Number
   2. Project Title
   3. Project Owner
   4. Cooperation Area
   5. Country
   6. Start and End Date of the Project
   7. Partner Countries and Participating Institutions
   8. Project Beneficiaries/Target Group
   9. Website (if available)

2. **Executive Summary**
   Please summarize the findings of the Report by mentioning Project's purpose, brief explanation of project activities, project outcomes, impact of the project on target group/beneficiaries, etc.

3. **Activities**
   Please give detailed information about the main activities of the Project by covering following topics and utilizing the activity reports.

   1. Planned Activities
   2. Realized Activities and their Evaluations
   3. Unrealized Activities and Reasons

4. **Financial Details**
   Please give relevant details about the financial aspect of the Project including comparison of planned and realized budget.

5. **Challenges Faced**
   Please state the challenges that are faced during the implementation of the Project as well as applied/potential solutions for them.

6. **Visibility of the COMCEC**
   Please explain how the visibility of the COMCEC is ensured with reference to Visibility Manual for COMCEC Funded Projects.

7. **Impact and Outcomes of the Project**
   Please state the impact and outcomes of the project by indicating value added of the Project as well as reflecting beneficiaries and target group's feedbacks and opinions.

   Please also give brief information about the reports and other materials produced within the Project and attach their copies to this Report.

8. **Conclusion and Recommendations**
   Please state your concluding remarks, potential future activities/projects related to this Project, recommendations to the COMCEC Coordination Office, etc.

Responsible Authority	**Project Coordinator**
Name :	Name :
Title :	Title :
Signature :	Signature :
Date :	Date :

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2- Monitoring and Reporting

FIELD REPORT

- PO submits first section of the report before expert(s) travel to host country.

- First section specifies the current situation of the selected sector/theme in PO country with related to the COVID-19 Pandemic.

- List of institutions and interviewees along with questionnaire that will be used during the visit will also be submitted.

- *The PO can request 60% of the total budget after CCO approves the first section, list of institutions, list of interviewees and questionnaire.*

- PO submits second and third sections of the field report once expert(s)' time has ended in the host country.

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2- Monitoring and Reporting

FIELD REPORT (Cont'd)

- Second section of the field report states;
  - ✓ why host country was chosen by Project Owner.
  - ✓ the current situation in host country.
  - ✓ the successful practices of the host country in the selected topic
- Third section of the report should focus on;
  - ✓ lessons learned, the results achieved, and benefits of the field visit.
  - ✓ experience of successful practices from host country.
  - ✓ recommendations for all member countries
  - ✓ conclusions.
- *PO can request remaining amount of the total budget after CCO approve the final version of the field report.*

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THE CONTRACT

IMPLEMENTATION PERIOD: 2021

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ANNEX 9

FIELD REPORT TEMPLATE

This template should be taken into consideration during the preparations of the Field Report, which will be produced as a result of the study.

It indicates a general framework for the Field Report and the content of the Report may not be limited to the instructions below. The template is for demonstration purposes only.

Executive summary

Introduction

Section I – Current Situation in the Project Owner's Country

First section of the field report specify detailed the current situation of the project owner country in selected topic.

Section II – Current Situation in Host Country

Second section of the report should states in detail why host country was chosen by Project Owner. The successful practices of the host country in the selected topic will state in detail with concrete data and information in this section. Also this section will indicate how successful practices in the host country will find a solution to the problem that project owner has mentioned in the problem statement part.

Section III – Recommendations and Conclusion

Lessons learned, the results achieved, and benefits of the field visit will be main subjects of this section. In addition to these subjects, experience of successful practices from host country and the issues that host country can benefit from Project Owner country will stated in this section.

Bibliography and Annexes *(List of interviewees, list of institutions, questionnaire etc.)*

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3- Online Monitoring System

Login Page: *http://ccr.comcec.org*

For submitting reports click:

3- Online Monitoring System

3- Online Monitoring System

Outline

1. *Responsibilities of Actors*

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4- Visibility

- *The COMCEC Logo must be used in all training materials and field reports.*

- Various photos and video records (if available) should be taken during the activities in order to provide visibility of the project in different platforms.

- *The visibility materials must be in compliant with the samples demonstrated in this manual.*

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THANK YOU

COMCEC COORDINATION OFFICE
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