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COMCEC
ProjectFunding

Actors and Responsibilities

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Program Coordinator

Programs and Projects Department



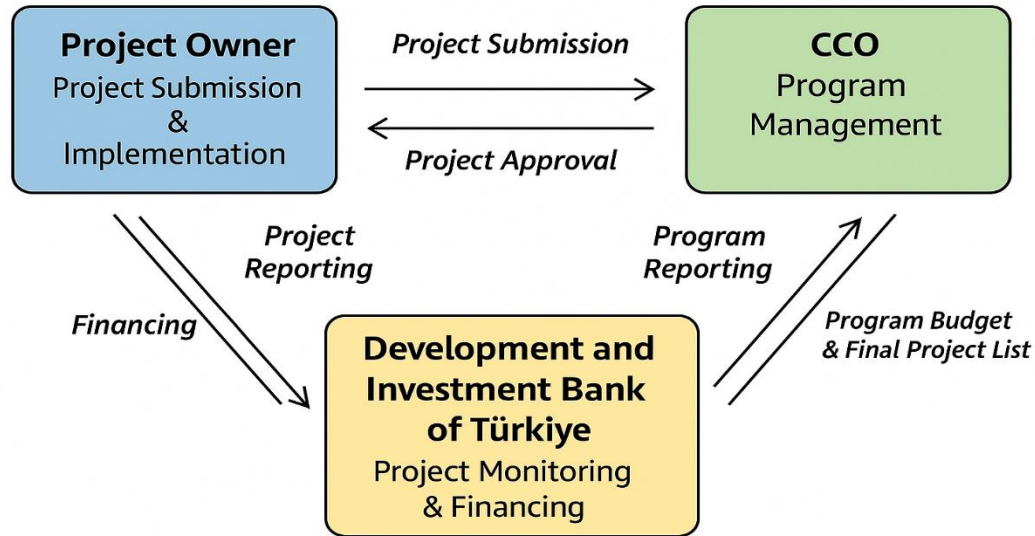
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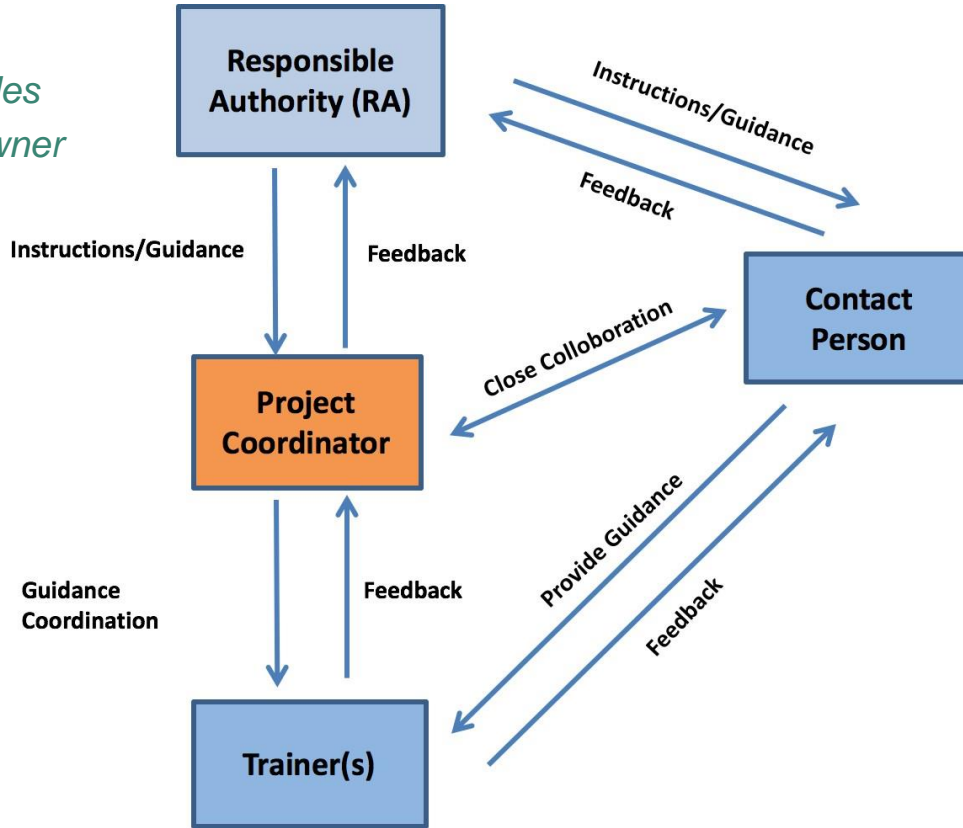
DEVELOPMENT
INVESTMENT
BANK OF TÜRKİYE

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Overview



Distribution of Roles among Project Owner Agents



Responsible Authority



Implementation

- To supervise the implementation of all activities properly
- To develop and maintain close cooperation with partner Countries



Monitoring & Reporting

- To check and approve the conformity of progress reports, timesheets, supplementary documents including invoices, activity reports, project completion report and other documents with the requirements set forth in the Contract and Program Implementation Guidelines
- To ensure submission of progress reports, timesheets, supplementary documents including invoices, Project Completion Report and other documents to the Bank
- To ensure the accuracy of the information presented in the reports to the Bank and the CCO as well as to create conditions for the Bank to check this information at the Project Owner's subordinate.

Contact Person



Implementation

- To ensure effective and timely implementation of project activities
- To supervise the technical implementation of the all activities
- To oversee project coordinator in terms of, inter alia, preparing technical documents according to the order and schedule stated in the Contract
- Attending project related meetings
- Performing the administrative and technical management of project activities



Monitoring & Reporting

- To check the conformity of financial progress reports including invoices, monthly progress reports, detailed work plan, timesheets, project completion report and other documents
- To check the accuracy of the information presented in progress reports as well as other supplementary documents such as invoices
- Supervising project coordinator in terms of, inter alia, preparing technical documents according to the order and schedule stated in the Contract
- Providing additional information, justification and/or documents on behalf of the Responsible Authority, if and when requested by the Bank

Project Coordinator

- Preparing the Detailed Work Plan and sending it to the Bank within two weeks after signing the contract
- Conducting strategic and financial relations with the Project Owner, the Bank and the CCO
- Overall management and coordination of all project activities in communication with the Bank and the CCO
- Supporting the Contact Person and Trainer(s) (where available) in all project related works
- Informing the Contact Person regarding all correspondences with the CCO and Bank.
- Developing and maintaining close cooperation with relevant officials involved in the project and other beneficiary organizations
- Checking and sending training materials that are prepared by Trainer(s) to the CCO and the Bank in line with the time-frame presented in Program Implementation Guidelines
- Performing necessary office management tasks including filing
- Taking reasonable precautions to avoid unwanted injury toward to employees and third parties
- Complying with the health and safety law, regulations, ordinance in order to create a safe working environment
- Attending COMCEC events and other relevant international meetings (where necessary), to present project activities and outcomes



Implementation

Project Coordinator



Monitoring & Reporting

- Providing relevant information and documents to the Bank and the CCO
- Evaluating overall project performance and proposing corrective action if and whenever required
- Drafting progress reports along with supplementary documents, Activity Reports, Project Completion Report and conveying them to the Responsible Authority to be submitted to the Bank
- Preparing his/her own timesheet in every month and convey them to the Responsible Authority to be submitted to the Bank

Trainer



Implementation

- Contributing to the preparation of the Detailed Work Plan.
- Collecting and analyzing data which is essential to the preparation of training program through study visits, interviews, etc.
- 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 Program Implementation Guidelines and the Detailed Work Plan
- Sending the training materials to the Project Coordinator to be later submitted to the CCO and the Bank
- Training relevant target groups on the specific subject(s) stated in the Project Fiche



Monitoring & Reporting

- Following the rules and procedures stated in the CPF Project Implementation Guidelines, Visibility Manual and the Contract.
- Preparing his/her own timesheet and convey them to the Responsible Authority to be later submitted to the Bank

Key Researcher

- Overall management and coordination of all project activities in communication with the PO, the Bank, the CCO and other relevant stakeholders.
- 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.



Implementation

Key Researcher



Monitoring & Reporting

- Drafting Detailed Work Plan with Annotated Outline (before signing the Service Contract) and progress reports along with supplementary documents, and conveying them to the Responsible Authority to be submitted to the CCO and the Bank.
- Evaluating overall project performance and proposing corrective action whenever required.
- Supervising all the project personnel (if any) to ensure the successful implementation of the project and preparation of high quality needs assessment report.
- Providing relevant information and documents to the Project Owner, the Bank and the CCO.

Technical Expert(s)

- Overall management and coordination of all project activities in communication with the PO, the Bank, the CCO and other relevant stakeholders.
- 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 needs assessment report through local 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.
- Ensuring that all the requirements of the project fiche are satisfied properly and on time.



Implementation

Technical Expert(s)



Monitoring & Reporting

- Drafting Detailed Work Plan with Annotated Outline (before signing the Service Contract) and progress reports along with supplementary documents, and conveying them to the Responsible Authority to be submitted to the CCO and the Bank.
- Evaluating overall project performance and proposing corrective action whenever required.
- 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.
- Providing relevant information and documents to the Project Owner, the Bank and the CCO.



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