|  |
| --- |
| bulat  **ASEAN Cooperation Project Proposal**  **FULL PROPOSAL FORMAT - FOR PROJECTS OF USD 100,000 AND ABOVE** |
| **Project Classification Code:** |
| **Project Title:** |
| **Project Description:** |
| **Sponsoring ASEAN Body**  **Sectoral Committee/Main Body:**  Meeting Number/Date:  **Working Group/Sub-Committee:**  Meeting Number/Date: |
| **Proponent’s name and address:** |
| **Date of Preparation:** |
| **Proposed Funding Source:** |
| **Proposed Project Budget (total):**  *Information below to be completed by the SPCD* |
| **Recommendation of Secretary-General/Project Appraisal Committee**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Meeting No./Date | : |  | | | | | Action | : |  | Endorsed |  | Not Endorsed | |  |  |  |  |  |  | |
| **Approval of Committee Of Permanent Representatives to ASEAN (CPR)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Meeting No./Date | : |  | | | | | Action | : |  | Endorsed |  | Not Endorsed | |  |  |  |  |  |  | |
|  |
|  |
|  |
| 1. **Brief Project Description**– **300 words max** |
| 1. **Background and Justification – 600 words max**   **(a) Problem Analysis** - Describe the underlying causes of the problem and the present situation. Include any related and relevant ASEAN activities, policies and plans of action.  **(b) Regionality** - Is the problem regional in nature? Can the problem and its causes be addressed at the regional level?  **(c) Participation** - Name the participating ASEAN member states.  **(d) Beneficiaries** - Name the likely beneficiaries of this project.  **(e) Project History**– List similar projects/activities previously or currently implemented. Describe how this project complements them. |
| 1. **Objective**   State the main objective(s) of this project and its relevance to the ASEAN Community Blueprints. |
| 1. **Outputs, Indicators and Activities**   Outline the outputs to be achieved (i.e. final products, goods, services that result directly from the completion of the project’s activities) and describe how these outputs may be measured (i.e. indicators). **At least one indicator per output is required**.  Indicate the main activities to be carried out for each output. Normally there should not be more than six activities per output. Provide the summary of outputs to be achieved, main activities, and the indicative time-frame in the work plan template (See Annex 2). |
| 1. **Management and Implementation Arrangements** 2. **Management Arrangements**- Identify the sponsoring ASEAN body. The ASEAN body will designate a project manager who will be responsible for the achievement of the project objectives.State clearly the reporting line in the management of the project. 3. **Implementation Arrangements**– Identify the organizational unit or the personnel who will actually produce the project's outputs. |
| 1. **Monitoring and Evaluation Arrangements – 300 words max**   Describe how the project’s expected results (i.e. outputs) will be monitored and analysed (e.g. surveys/questionnaires, experiments, reviews, interviews, site visits, focus groups, reports), and who is responsible for undertaking the follow up within ASEAN.  Briefly mention how ASEAN will analyse the project’s progress and contribution towards the ASEAN Community Blueprints. |
| 1. **Cross Cutting Issues – 300 words max**   Identify any cross cutting issues that this project will address.State the possible future support from ASEAN Member States to sustain outcomes from this project. |
|  |
|  |
| 1. **Potential Risks – 200 words max**   State the likely risks or threats to the success of the project and how they will be mitigated. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Annex 1 –Budget Proposal**  Using the budget format, provide the cost for each of the inputs under the sub-headings (travel and perdiem, supplies and services, experts, equipment, others, etc). |
| **Annex 2 – Indicative Work Plan**  Using the work plan format, develop a work plan/time-frame for each activity that covers the whole period of the project.  Once the project is completed, Project Completion and Financial Reports have to be submitted to the ASEAN Secretariat within 60 days after project completion. |
| **Annex 3 – Notation on Additional Supporting Documents** |