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| bulat  **ASEAN Cooperation Project  Proposal**  *For assistance on how to complete this template, you can refer to the see the “Handbook on Proposal Development for ASEAN Cooperation Projects” which can be downloaded at*  [*http://asean.org/resource/asean-project-templates/*](http://asean.org/resource/asean-project-templates/) | | | |
| **1. Project Details** | | | |
| **Proposal Identification Code:**  *(to be completed by the ASEAN Secretariat)* | | | |
| **Project Title:**  *Provide a concise project title that captures the essence of the proposed project. Please consider to reflect the main purpose of the project in the title, and not just the project activity or event.* | | | |
| **Brief Project Description – 300 words max:**  *Provide a brief description of the proposed project, its objective and key activities or outputs. It should be succinct but contains enough information to explain to approving bodies how the project will contribute to ASEAN’s goals.* | | | |
| **Recurring Project: Yes**   **No**  If Yes, Previous Project Identification Code:  *Indicate whether the proposed project is part of a series of projects (with similar objective(s), outputs, and activities)* | | | |
| **Project Classification:**  *Indicate the Scope and Pillar*  **Scope: Single Sector**  **Cross-Sector** | | | |
| **Pillar:** | **(Main) Blueprint:**  **(Main) Characteristic:**  **Action Line(s):**  **Action(s):** | **Connectivity**  **Linkage:**  **Strategy:**  **Key Action(s):** | **IAI** |
| Information below to be completed by the ASEAN Secretariat:  *Nature of Confidence Building*  *Cooperation: Harmonisation*  *Special Assistance*  *Joint Effort*  *Regional Integration / Expansion*  *Type of Policy Initiative*  *Intervention: Establishment of Institutional Mechanisms*  *Human Capacity Building* | | | |
| **Project Duration: < 6 months**  **6-12 months**  **> 12 months**  **Proposed Commencement Date:** *dd.mm.yyyy*  **Proposed Completion Date:**  *dd.mm.yyyy*  *Project is considered to have “commenced” as of the date the Implementing Agency/Proponent is informed of the approval and upon receipt of the first disbursement, whichever is later.*  *Project is considered “completed” when the Project Completion report and unspent balance, if any, is received and verified by the ASEAN Secretariat. The proponent is required to submit the project completion report, which comprise of narrative and financial report, within 60 days after the project is fully implemented.*  *The report templates are available at*  [*http://asean.org/resource/asean-project-templates/*](http://asean.org/resource/asean-project-templates/) | | | |
| **Participating ASEAN Member States: All**  If not all (or not all in the same way), please indicate reason:  *ASEAN Cooperation Projects are expected to involve the participation of all Member States. If the project involves the participation of all Member States but in different ways (e.g., through different levels of assistance) or does NOT involve all Member States, please indicate the reason.* | | | |
| **Sponsoring ASEAN Body**  **Sectoral Committee/Main Body:**  Meeting Number/Date: / *dd.mm.yyyy*  **Working Group/Sub-Committee:**  Meeting Number/Date: / *dd.mm.yyyy*  *The proponent may consult with ASEAN Secretariat to identify the most appropriate sponsoring ASEAN Body for the project.* | | | |
| **Proponent’s Name and Address:**  Contact Person and Contact Details:  **Implementing Agency’s Name and Address** (if different from above)**:**  Contact Person and Contact Details: | | | |
| **Date of Proposal Submission:**  *dd.mm.yyyy* | | | |
| **Proposed Funding Source(s):**  *The proponent may consult with ASEAN Secretariat to identify the most appropriate funding source for the project.* | | | |
| **Proposed Project Budget (total in USD):** | | | |
| *Information below to be completed by the PCPMD of the ASEAN Secretariat*  **Recommendation of the ASEAN Secretariat**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Meeting No./Date | : | / *dd.mm.yyyy* | | | | | Action | : |  | Endorsed |  | Not Endorsed | |  |  |  |  |  |  | | | | |
| **Approval of Committee of Permanent Representatives to ASEAN (CPR)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Meeting No./Date | : | / *dd.mm.yyyy* | | | | | Action | : |  | Endorsed |  | Not Endorsed | | | | |
| 1. **Project Justification, Regionality and Beneficiaries – 600 words max**   *(For more details, see the “Handbook on Proposal Development for ASEAN Cooperation Projects”)*   1. **Current Problem***– Describe briefly the issues or problems in the region or sector that the project seeks to address. Explain what is causing these issues or problems. Your write-up has to be clearly linked to the project objective.* 2. **Regionality** *–Show that the problem or issue affects more than one ASEAN Member State and requires regional action. This is needed for the project to be considered an ASEAN Cooperation Project.* 3. **Project History** *– List related projects/activities previously or currently implemented. Describe how this project complements them. For recurring project, please include outputs/ lesson learned from previous project* 4. **Beneficiaries** *– Please state who will directly benefit from and the stakeholders that will be engaged in this project. The proponent could also identify who could benefit indirectly.* | | | |
| 1. **Project Results**  |  | | --- | | **Project Objective/ Outcome:**  *The intended physical, financial, institutional, social, environmental, or other development results to which a project is expected to contribute.*  *If applicable, the project can have more than one objective.* |  |  |  |  | | --- | --- | --- | | **Outputs** | **Indicators (to measure the project’s achievements)**  *How will the project’s achievement be measured? Please indicate feasible quantitative or qualitative factor.* | **Means of Verification**  *How will information be collected to support these indicators?* | | Output:  *What results will the project lead to, for example any products and services, or changes that are relevant to the achievement of objective(s).* |  |  | | Main Activities:  *List the actions or activities that your project will carry out to achieve the above results/outputs.* | | | | *The project can have more than one result/output. Please add rows above as necessary.* | | | | | | |
| 1. **Project Management Arrangements – 600 words max** 2. **Management Arrangements** *– Describe briefly the management structure of the project, including responsibilities, coordination mechanisms, and reporting line. It should clearly identify the responsible implementing agency to receive the fund, achievement of project results and submission of the completion report.* 3. **Human Resource Inputs** *– Specify type and number of personnel who are involved in the project.*   *If applicable, please include the Terms of Reference of each position in the annexes.*   1. **Monitoring and Evaluation Arrangements** – *Describe the plan for how the monitoring and reporting will be carried out. Please note that a* ***progress report*** *is required for project which spans between two financial year and or more than 1 year, Please note that* ***project evaluation*** *is required for projects with budget of more than USD 1 million or more than 1 year duration, Project evaluation should be budgeted for accordingly. For more details on progress reports and project evaluations, see the “Handbook on Proposal Development for ASEAN Cooperation Projects”.* | | | |
| 1. **Project Sustainability – 300 words max**   *State how the output(s) of the project will be sustained after the project is completed.* | | | |
| 1. **Gender And Other Cross Cutting Issues – 300 words max** 2. **Gender -** *Please indicate how gender-related issues aspects will be taken into account in the project implementation, such as how the project will ensure equal opportunity to participate in the project.*   **(b) Other Cross Cutting Issues -** *If applicable, state how other crosscutting issues have been adequately taken into account i.e. Environment, IT, Human Rights, etc.* | | | |
| 1. **Potential Risks**   *State the significant potential risks or threats within the proponent’s control that would affect the success of the project, such as lack of capable human resources, security, political, etc.*   |  |  | | --- | --- | | **Risk / threat** | **Mitigation strategy** | |  |  | |  |  | |  |  | |  |  | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Annex 1 – Budget Proposal**  *Using the budget format provided by ASEC, provide the cost for each of the inputs under the sub-headings. Include a budget for project evaluation for projects with budget of more than USD 1 million or more than 1 year duration. For more details on project evaluations, see the “Handbook on Proposal Development for ASEAN Cooperation Projects”.* | | | |
| **Annex 2 – Indicative Work Plan**  *Using the work plan format provided by ASEC, develop a work plan with time frame for each main activity. The work plan should cover the whole period of the project.* | | | |
| **Annex 3 – Notation on Additional Supporting Documents**  *List any relevant additional supporting documents submitted together with the project proposal (report, memorandum of understanding, etc.), which helps understanding the proposed project and its strategy.* | | | |