# **APPENDIX 4:** **AKCF Project Initiation Brief**

**AKCF Project Initiation Brief**

1. **Project Title:**
2. **Project Description**

*Please describe your project briefly. The description will be used to promote your project to the public. The description should be less than 300 words.*

1. **Introduction of Proponents/Implementing Agencies**

*Please provide information on your organization in consideration of the relevance to the project maximum 2 pages. Every proponent or implementing agency should provide the information, which includes organization overview, the number of staff members, annual budget if available, priority areas, experience of working with ASEAN if any, and a link to your organization’s website. In addition to the narrative, please provide a high-resolution image of your organization and logo. This information will be posted in the AKCF website for promotional purposes.*

1. **Information on the programme/project management teams**

*Please provide information on the programme/project management teams of the programme/project, including contact information, organigram, and TOR of each team member. TOR will not be disclosed to the public.*

1. **Project Keyword**

*Please provide a maximum of 5 keywords for your project. The keyword will be used as hashtags of project documents in AKCF’s website and AKCF’s SNS pages.*

**Annex 1. Project Assignment List**

*Using the Project Assignment List provided in the AKCF manual, please update your project assignment list in consideration of the date of approval of the project and your organization’s situation*

**Annex 2. Project Implementation Plan**

*Using the template provided in the AKCF website (http://www.aseanrokfund.com), develop your project implementation plan (PIP). The PMP should match the project assignment table. Each activity under “the project results” chapter of the proposal should be elaborated into several stages, including the preparation process.*

# **Appendix 4.1: Project Assignment List**

**PROJECT ASSIGNMENT LIST\***

Programme/Project title:

Proponent/Implementing Agency:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Milestone | Outputs & Activities | Deliverables | Disbursement Rate (%) | Expected Submission Date |
| 1. | Project Initiation |  | Project Initiation Brief |  |  |
|  |  |  |  |  |  |
| **…** | Interim Report |  | Project interim report |  |  |
|  | Final Reporting |  | Project completion report | 10% |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Date: Name/Title: (Signature)

1. *Milestones are specific points along a project timeline composed of several outputs, activities, and deliverables. In AKCF projects, disbursement will be made when proponents fulfill the conditions in each milestone.*
2. *Deliverable is a tangible or intangible good or service produced as a result of outputs/activities. A deliverable could be a report, a document, or any other building block of an overall project.*
3. *The first milestone should be “Project Initiation”. Outputs & activities shall be empty, and deliverables shall be “Project Initiation Brief.”*
4. *Expected submission date should be adjusted when the proponent sends the signed disbursement letter to ASEC considering the potential delay caused by the approval process.*
5. *The final milestone should be “Final Reporting,” and the 10% of the budget will be disbursed based on the actual expenditure.*

# **Appendix 4.2: Project Implementation Plan (PIP)**



# **Appendix 5: Information Disclosure Agreement**

Programme/Project Title:

By obtaining consent, [*the proponent’s name*] agrees to disclose information related to the programme/project as checked below.

|  |  |
| --- | --- |
| Type of Documents | Agree (V) |
| Narrative of Project Proposal |  |
| Indicative Budget of Project Proposal |  |
| Work Plan of Project Proposal |  |
| Narrative of Project Report (Interim, Completion) |  |
| Financial Report (Interim, Completion) |  |
| Project Implementation Plan |  |
| Progress Report |  |
|  |  |
| … |  |

Date: Name and Position: (Signature)

## **APPENDIX 6: AKCF Project Activities Revision Matrix**

**AKCF PROJECT ACTIVITY REVISION MATRIX**

**PROJECT NAME :**

**PROJECT CODE :**

**PROPONENT :**

**DATE OF SUBMISSION :**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NO** | **APPROVED ACTIVITIES** | | | **REVISED ACTIVITIES** | | | |
|  | **ACTIVITY NAME AND DESCRIPTION** | **TIMELINE** | **BUDGET** | **ACTIVITY NAME AND DESCRIPTION** | **PROPOSED TIMELINE** | **PROPOSED PBUDGET** | **JUSTIFICATION** |
|  | Contains information of the project activity as written in the endorsed project proposal that the proponent wishes to change/cancel | Contains information when the activity should be implemented according to the endorsed proposal | Contains information the budget of the activity according to the endorsed proposal | Contains information of the newly proposed activities. The description should be detail and mentioned any relevant information of the change such as the size, method, implementation arrangement of the new proposed activity etc. In a case where the original activity is cancelled, this part could be left empty. However, the proponent still required to fill in the justification | Contains information when the new proposed activity is expected to be held | Contain information on the proposed budget of the new activity. The Proponent should provide detail budget breakdown. In a case where the budget also taken from other activities, the information should also be included | Contains information why the proponent wishes to change/cancel the project activity |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

## **APPENDIX 7: Budget Revision Request Matrix**



## **APPENDIX 8: Proposal Development Guiding Questions**

Prior to the submission of a complete set of project proposals to AKPMT, the proponents should conduct take a serious consideration of the inputs, process, output, outcome, and impact of the project and ensure that those five elements are clearly visible in the project proposal. The proponent should be mindful that the readers of the submitted proposal might not familiar with the issue. The proponent could use following questions as a guide when developing the proposal and ensure that the project proposal addresses the following questions:

**INPUTS**

* Has the project proposal clearly indicated direct and indirect beneficiaries from the project implementation?
* Has the project proposal listed sufficient human resources and materials to implement project activities, their roles, and responsibilities, which are stipulated clearly in the attached ToR?
* Has the proposal shown a sound and efficient budget to implement the project activities in accordance with the AKCF pro-forma cost?
* Has the proposal clearly stipulated resources and participation of both ASEAN and ROK nationals/institutions?
* Has the proponent considered the gender balance in project activities implementation and beneficiaries’ participation?
* Has the proponent taken into consideration the regional issues, including cultural differences in the proposals?

**PROCESS**

* Has the proposal shown a clear and achievable timeline for activities’ implementation?
* Has the proposal clearly explained and listed the roles and responsibilities of each stakeholder?
* Have the project proposal documents been completely collated (ensure the use of the latest ASEAN Cooperation Project Proposal Templates including the annexes of Budget Proposal, Indicative Work Plan and ToR, if any)?
* Has the proposal listed detailed information on the project activities (such as numbers of meetings, events, expected number of participants, etc.)?

**OUTPUT**

* Has the proposal stipulated clear and achievable outputs by taking into consideration the timeline, budget, and resources of the project?
* Has the proposal stated project activities which have a sound logical sequence to achieve the outputs?
* Will the proposal activities and outputs contribute to strengthening the collaboration between ASEAN and ROK?

**OUTCOME**

* Has the proposal clearly addressed and contributed to the achievement of the ASEAN Blueprints and specific ASEAN Sectoral Body’s Work Plans?
* Will the project outcome benefit both ASEAN and ROK?
* Has the proponent considered the means of verification on the non-tangible outputs and outcomes (level of collaboration, capacity building, knowledge sharing, information distribution) and has it been clearly stated in the proposal?

**SUSTAINABILITY**

* How does the proposal ensure that outputs of the project could be sustained after the completion of the project?
* How does the proponent ensure that the outputs (platforms, networks, publications, knowledge, capacity) of the project could continue to be utilized after the completion of the project?
* Has the proponent considered risks and threats that might hinder the project implementation? Has the proponent considered how to correspond and mitigate the risks?

**IMPACT**

* Will the project contribute to strengthening collaboration between ASEAN and ROK?