## APEC Project Proposal

Please submit through relevant APEC Secretariat Program Director.

Proposals must be no longer than 12 pages, including budget and title page.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title and number:** |  | | |
| **Fund Source *(Select one):***  General Project Account (GPA)  Trade and Investment Liberalization and Facilitation Special Account (TILF)  APEC Support Fund (ASF) – General Fund  APEC Support Fund (ASF) – Sub-Fund. You must nominate the sub-fund here: ……………………… | | | |
| **APEC forum:** |  | | |
| **Proposing APEC economy:** |  | | |
| **Co-sponsoring economies:** |  | | |
| **Expected Start Date:** |  | | |
| **Project Completion Date:**  ***See Chapter 7 Guidebook on APEC Projects*** |  | | |
| Project summary:  *In 150 words -*   * What is the issue that you will address or examine in your project? * Outline the key things your project will do, in terms of what, where, when and with whom.   *(Summary must be no longer than the box provided. Cover sheet must fit on one page)* |  | | |
| **Summary of Proposed Budget (USD) :** | **APEC funding** | **Self-funding** | **Total** |
|  |  |  |

***Project Overseer Information and Declaration:***

***Name:***

***Title:***       

***Organization:***

***Tel:***        ***E-mail:***

As Project Overseer and on behalf of the above said Organization, I declare that this submission was prepared in accordance with the **Guidebook on APEC Projects** and any ensuing project will comply with said Guidebook. Failure to do so may result in the BMC denying or revoking funding and/or project approval. I understand that any funds approved are granted on the basis of the information in the document’s budget table, in the case of any inconsistencies within the document. By submitting this APEC Project Proposal to the APEC Secretariat, you (each Project Overseer or point of contact) agree that the APEC Secretariat will collect, use, disclose, and transmit the data contained in the APEC Project Proposal, which you have provided to the APEC Secretariat, in accordance with the Singapore’s Personal Data Protection Act 2012 and our (the APEC Secretariat) data protection policy (https://www.apec.org/PrivacyPolicy). The APEC Secretariat will transfer any data provided on this form, which may contain personal data of Project Overseer(s), to APEC member economies overseas via the APEC Secretariat.

*Name of Project Overseer / Date*

**Project Details**

***Please answer each question succinctly. Suggested section lengths are provided as a guide.***

Proposals must be no longer than 12 pages, including budget and title page.

SECTION A: Project Relevance

*[Answers to questions 1–3 may be taken or adapted from the Concept Note]*

1. Relevance – Benefits to region: What problem does the project seek to address? Does it have sustained benefits for more than one economy?

**Relevance – Eligibility and Fund Priorities: How does the project a) meet the eligibility criteria and b) support the funding priorities for the nominated fund or sub‑fund?**

**Relevance – Capacity Building: How will the project build the capacity of APEC member economies. For ASF projects, please identify the APEC developing member economies that will benefit from this project. (Refer to capacity building goals, objectives and principles at Appendix K of the Guidebook.)** *[½ page]*

1. **Objective: State the overall objective of the project in 100 words or less (refer to your Concept Note).**
2. Alignment - APEC: Describe specific APEC priorities, goals, strategies and/ or statements that the project supports, and explain how the project will contribute to their achievement.

Alignment – Forum: How does the project align with your forum’s work plan/ strategic plan? *[½ page]*

SECTION B: Project Impact

1. **Outputs: Using a numbered list in chronological sequence, identify and describe the key products or services that will happen during the implementation of your project in support of the outcomes. This may include workshops, reports, analytical inputs, research work, recommendations, best practice guidelines, action plans, websites etc. Be brief but describe key parameters, like purpose, duration, location, expected scope and scale, timelines etc.** *[½ to ¾ page]*

1. **Outcomes: Using a numbered list, describe the specific impacts, changes or benefits that the project is expected to deliver, which directly support the project objective (above). These include changes in policy, processes, or behaviour in the participating institutions, or in APEC more broadly. Be sure that each outcome can be measured and is a direct result of the project.** *[½ to ¾ page]*

1. **Beneficiaries: Who are the direct project participants and users of the outputs? Describe their qualifications, level of expertise, roles/level of responsibility, gender, economies represented, government departments, APEC fora involvement etc. Explain how they will use and benefit from the project. Who else will benefit from the project and how?** *[½ to ¾ page]*

1. **Dissemination: Describe plans to disseminate results and/or outputs of the project, including:**

* **Channels of dissemination (identify any websites, including the APEC website, or social media)**
* **The number, form and content of any publications. (Note: electronic publication is preferred. APEC will not fund publications that are only presentation slides, or website maintenance)**
* **The target audience.**
* **Any intention to sell outputs arising from this project.** *[less than ½ page]*

1. **Gender: What steps will the project take to ensure the participation and engagement of both men and women in project activities? How do the project outcomes and the project objective benefit women? Please indicate the target percentages of female participants, and female speakers/experts, in the table below:** *[less than ½ page]*

|  |  |
| --- | --- |
| **Targets** | |
| Female Participants (%) |  |
| Female Speakers/Experts (%) |  |

**Referring to the *Guide on Gender Criteria for APEC Project Proposals* in the Guidebook on APEC Projects, please tick the pillar or pillars that this project supports, in promoting women’s economic empowerment:**

|  |  |  |
| --- | --- | --- |
|  | **5 Pillars (you may tick more than one)** | |
| 1 | Access to Capital and Assets |  |
| 2 | Access to Markets |  |
| 3 | Skills, Capacity Building, and Health |  |
| 4 | Leadership, Voice and Agency |  |
| 5 | Innovation and Technology |  |

SECTION C: Project Effectiveness

1. Work plan: Produce a project plan in a table with three columns titled ‘Time’, ‘Tasks’ and ‘Deliverables’ which indicate timelines, outputs and activities, and supporting tasks. Ensure you include:

* Creation of items like agenda, participant lists, project reporting and evaluations.
* How other economies and other parties (like contractors) will be involved.
* Procurement steps, contractor related milestones and deliverables.

*[1-2 pages. Answers can be adapted from the Concept Note]*

1. **Risks: What risks could impact project implementation and how will they be managed?**

*[⅛ to 1 page, depending on project nature/complexity]*

1. Monitoring and Evaluation: The project’s success will be measured by the extent to which it has delivered all its planned outcomes, in support of the overall objective of the project. Please use a matrix table to describe the measures or indicators will you use to monitor the progress of your project, and evaluate if it has delivered all the outcomes. Please make sure to indicate targets for each of the listed measures/indicators.

* Describe the measures/indicators you will use to measure your project’s outputs (e.g. event participation rates, speakers engaged, recommendations made, reports distributed, etc.)
* Describe the measures/indicators you will use to assess if you have achieved your outcomes (e.g. quantitative and qualitative measures of impact, evidence of change, stakeholder feedback, etc. Tip: consider surveying participants at start *and* end of project to measure the scale of impact)
* How will gender impacts be measured? Ensure you collect sex-disaggregated data.
* How will you collect your data (e.g. surveys, meetings, interviews, peer review, records review)? *[½ page]*

1. Linkages: Describe the involvement of other APEC fora, and other relevant organizations. Include:

* *Engagement:* How are you engaging other relevant groups within and outside APEC?
* *Previous work:* How does this project build on, and avoid duplication of, previous or ongoing APEC initiatives, or those of other organizations working in this area?
* *APEC’s comparative advantage:* Why is APEC the best sources of funds for this project?

*[¼ to 1 page. Answers may be taken or adapted from the Concept Note]*

SECTION D: Project Sustainability

1. **Sustainability: Describe how the project will continue to have impact after the APEC funding is finished.**

* How will beneficiaries be supported to carry forward the results and lessons from the project?
* After project completion, what are the possible next steps to build on its outputs and outcomes? How will you try to ensure these future actions will take place? How will next steps be tracked?
* How will progress on the outcomes (Question 5) be measured? *[less than 1 page]*

1. **Project Overseers: Who will manage the project? This includes managing of contractors and specialists. Please include brief details of the PO and any other main point(s) of contact responsible for this project.** *[less than ½ page]*

SECTION E: Project Efficiency

1. **Budget: Complete the budget and budget notes for the project in the template below. The budget should include calculation assumptions (e.g., unit costs) and self-funding contributions. Please consult the *Guidebook on APEC Projects* for eligible expenses.**

APEC Project Itemized Budget

**Please consult the eligible expenses in the *Guidebook on APEC Projects***

| ***All Figures in USD*** | **# of Units** | **Unit Rate** | **APEC Funding** | **Self-Funding** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| **Direct Labour** | | | | | |
| Speaker’s honorarium (*government officials ineligible)* | (# of speakers) |  |  |  |  |
| Short-term clerical fees  (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour) | (# of hours) |  |  |  |  |
| Contractor fees  (contractors Secretary’s fees to be included in cost and packaged together) | (# of hours) |  |  |  |  |
| **Travel (Speaker, Experts, Researchers)** | | | | | |
| Per diem (incl. accommodation and “75% additional payment”) | (# of persons and days) |  |  |  | (location of event) |
| Airfare | (# of persons and trips) |  |  |  |  |
| **Travel for Participants (from travel-eligible economies only. Active participants only)** | | | | | |
| Per diem (incl. accommodations and “75% additional payment”) | (# of persons and days) |  |  |  | (location of event) |
| Airfare (*restricted* *economy class)* | (# of persons and trips) |  |  |  |  |
| **Other items** | | | | | |
| Publication/distribution of report | (# of copies) |  |  |  |  |
| Specialized equipment or materials (*please describe*) | (type, #, and # of days) |  |  |  |  |
| Photocopying | (# of copies) |  |  |  |  |
| Communications(telephone, fax, mail, courier) |  |  |  |  |  |
| *Hosting (*provide breakdown, e.g., room rental, stationery) | (units as appropriate) |  |  |  |  |
| **Total:** | |  |  |  |  |

**Budget Note 1: Direct Labour: Provide information for APEC-funded positions including a list of general duties, total hours per contracted tasks and who will be contracted, if known. (It is not acceptable to contract staff from your own organization or government employees.)**

**Budget Note 2: Waivers: Provide details of any requests for waivers from the normal APEC financial rules, with justifications in the notes column of the budget table, or below if the waiver requires a detailed explanation.**