## APEC Project Proposal

Please submit through relevant APEC Secretariat Program Director.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 Value** |
|  |  |  |
| **List all project outputs:**  *For example:*   1. *Research and Background Paper* 2. *Workshop* 3. *Project Summary Report* | *Project Overseers are encouraged to limit outputs to 3 or fewer* | | |

***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, I agree that the APEC Secretariat will collect, use, disclose, and transmit the data contained in the APEC Project Proposal, which I have provided to the APEC Secretariat in accordance with Singapore’s Personal Data Protection Act 2012 and the APEC Secretariat’s 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 14 pages, including the Itemized Budget and Cover Sheet.

|  |  |
| --- | --- |
| Project Objective:   * State the overarching objective of the project in 100 words or less (refer to your Concept Note). * Establish a Project Objective that is aligned with the planned Project Outcomes (Section B.5).   *(Please be concise. Please provide the context in Section A: Project Relevance below.)* | Enter text here |

SECTION A: Project Relevance

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

1. a) Issues: What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region? *[Up to ½ page]*

**b) Alignment to APEC: Describe specific APEC priorities, goals, strategies and/ or statements that the project supports, and explain how the project will contribute to their achievement**. *[¼ page]*

**c) Alignment to Forum: How does the project align with your forum’s work plan/ strategic plan?***[¼ page]*

1. 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? *[¼ page]*

1. 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.) *[Up to 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, analysis and 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 all output documents/reports and other results of the project, including:**

* **Whether the document(s) and/or report(s) will be an APEC Publication**
* **The number, form and content of publications (Note: Electronic publication is preferred. APEC will not fund publications that are only presentation slides, or website maintenance)**
* **Channels of dissemination (identify any websites, including the APEC website, or social media)**
* **The target audience of each output document/report**
* **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. Workplan: Produce a Workplan using the table below. Refer to the Outputs section and make sure you include:

* All outputs as Deliverables such as research work/survey, events, and project reports/publications *(Indicate their submission dates. Ensure the same names for outputs are used)*
* Other Deliverables such as agenda, participant/speaker lists, evaluation activities, etc.
* Procurement steps and contractor related milestones
* Engagement with other economies, organizations and/or working fora
* One Monitoring Report per calendar year and a Completion Report two months after the Project Completion Date *[1-2 pages. Answers can be adapted from the Concept Note]*
* Indicate if you intend to record any project event. Refer to the *APEC Project Event Recording Policy* at Annex N of the Guidebook.

|  |  |  |
| --- | --- | --- |
| **Timeline** | **Tasks** | **Deliverables** |
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1. **Risks: What risks could impact project implementation and how will they be managed?**

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

|  |  |  |
| --- | --- | --- |
| **No.** | **Risks** | **How will it be managed?** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

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 Project Objective. Please use the matrix table below to indicate your project evaluation plans by specifying *what will be measured, which indicators will be used, what the target goals are, and how they will be evaluated and reported*.

\*\*Examples have been given in the fields below for your easy reference. Please amend according to your project requirements. % of speakers/participants, if mentioned, should be consistent with Section B.8. *[½ page]*

|  | **Evaluation Focus** | **Indicators** | **Target Goals** | **Evaluation Method** | **Reporting Method** |
| --- | --- | --- | --- | --- | --- |
| **Outputs** | 1. Online training (synchronous and asynchronous) | 1. Contracted executed | 31 Dec 2021 | Certification by PO | Contract |
| No. of participants (excl. speakers/experts) | 16 | Event Attendance List | Completion Report |
| 1. % of participating men/women (excl. speakers/experts) | 50/50 | Event Attendance List | Completion Report |
| 1. No. of speakers/experts engaged | 6 | Event Attendance List | Completion Report |
| 1. % of speakers/experts (men/women) | 50/50 | Event Attendance List | Completion Report |
| 1. No. of attending economies | 16 | Event Attendance List | Completion Report |
| 1. No. of travel eligible economies | 8 | Event Attendance List | Completion Report |
| 1. Content developed and deployed | 28 Feb 2021 | Certification by PO | Contract |
| 1. Workshop (case studies) | 1. No. of participants (excl. speakers/ experts) | 16 | Event Attendance List | Completion Report |
| 1. % of participating men/women (excl. speakers/experts) | 50/50 | Event Attendance List | Completion Report |
| 1. No. of speakers/ experts engaged | 5 | Event Attendance List | Completion Report |
| 1. % of speakers/ experts (men/women) | 50/50 | Event Attendance List | Completion Report |
| 1. No. of attending economies | 16 | Event Attendance List | Completion Report |
| 1. No. of travel eligible economies | 6 | Event Attendance List | Completion Report |
| 1. Content developed and deployed | 31 Oct 2021 | Certification by PO | Completion Report |
| 1. Project Report | 1. No. of pages | 3-5 | Certification by PO | Email to the Secretariat |
| 1. Submission to the Secretariat | 1 Nov 2021 | Submission to the Secretariat | Email to the Secretariat |
| **Out-comes** | 1. Best practices in approving Bio therapeutics and Advanced Therapies | 1. Implementation of international best practices by economies | 2021 to 2022 | Tracking economies six months after event | Report to the Working Group |
| 1. Participants knowledge of industry-best practices and an understanding on innovative drug products | 1. % of participants report substantial knowledge increase | 75% | Ex-ante and ex-post evaluations | Completion Report |
| 1. Developing APEC economies report substantial knowledge increase | 25% | Ex-ante and ex-post evaluations | Completion Report |
| 1. Women report substantial knowledge increase | 33% | Ex-ante and ex-post evaluations | Completion Report |
| 1. Recommendations on how to implement best practices in drug approvals | 1. No. of recommendations made | 10 | Included in the Project Report | Report to the Working Group  The Longer-term Evaluation of APEC Projects (LTEAP) |
| **Others** |  |  |  |  |  |

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 the Beneficiaries be supported to carry forward the results and lessons from the project?
* After the 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? Note that the scope of the duty includes managing of contractors and specialists. Include brief profile(s) of the PO(s) and any other main point(s) of contact responsible for this project.** *[Less than ½ page]*

SECTION E: Project Efficiency

1. **Budget: Complete the Itemized 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.)**

1. **Honorarium – please refer to the Honorarium Payment Schedule at Appendix M of the Guidebook when proposing an honorarium rate for each Speaker/Expert:**

| **Please use one row for each Speaker/Expert you propose APEC to fund\*:** | | | | |
| --- | --- | --- | --- | --- |
| **No.** | **Indicate Role:**  Speaker?  Moderator?  Panelist? | **Total time spent at the Project Event**  (*in hours*) | **Proposed Honorarium Rate** | **Additional Information, if any** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*\*The roles/details of speakers/experts may be restructured according to final project requirements.*

1. **Contractors to be funded by APEC (Short-Term Clerical Staff, Event Logistics Provider, Consultant and Researcher) - Please use one table per Direct Labor item and list all relevant tasks to be performed by the Contractor(s). Please provide the number of work hours for each task.**

|  |  |  |
| --- | --- | --- |
| **No.** | **Specific Tasks** | **No. of Hours** |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total:** | |  |

**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.**