**Standard Guidelines for Drafting a Project Proposal for APEC-funded Projects**

The following are standard guidelines and reminders to be applied when drafting your Project Proposal.
Please review these carefully before starting your draft, to minimise revisions during the Quality Assessment stage.

**General Reminders**

* 1. APEC Nomenclature: In accordance with the accepted style and APEC nomenclature guidelines, please ensure that members of APEC should be referred as “member economies” or “members” or “economies”. The terms “nation”, “national” or “country” must not be used as a synonym for an APEC member economy in the Project Proposal and any written project outputs. Accepted abbreviations and nomenclature for member economies should also be applied consistently. Please refer to the **APEC Publication Guidelines** on the [Project Overseer Toolkit](https://www.apec.org/Projects/Forms-and-Resources) on the APEC website.
	2. APEC Intellectual Property (IP) Policy: All outputs of APEC-funded projects are owned by APEC, and permission must be sought from the Secretariat in order to reproduce or publish those outputs anywhere except the APEC website. APEC is unable to fund any projects that involve the design, manufacturing, production and testing or trialling of prototypes, products, systems, processes or software. Please make your Contractor aware of APEC’s IP provisions, by drawing their attention to the Standard Conditions of the **APEC Project Contract template** on the [website](https://www.apec.org/Projects/Forms-and-Resources).
	3. APEC Data Privacy: Please ensure that the personal data (name, gender, economy, social media handles, name of employer, etc) of project participants (including speakers, experts and contractors) does **not** appear in any APEC Publication or APEC project report (such as Summary or Final Reports) produced in relation to this project. If a draft publication or report is submitted to the Secretariat containing personal data, it will be returned to the Project Overseer for removal, which may delay endorsement and any associated contractual payments. Please review the Privacy provisions of the **Guidebook on APEC Projects,** or ask your PD for more information.
	4. Preparing Event Attendance List: If holding a virtual event, familiarize yourself with the **Event Attendance List** template before the event so that adequate data of the participants and experts are captured and submitted to the Secretariat.
	5. Funding cap: the APEC-funded amount requested at the Concept Note stage is treated as the funding cap for the corresponding full Project Proposals. Any increases in costs at the full proposal stage would need to be borne by, or sourced through, the proposing economy and/or co-sponsoring economy.”

**On Project Outputs (‘Impact’ section)**

* 1. The Outputs section is designed to describe the purpose, content and structure of the proposed outputs, including what they are and how they are related to one another. When drafting this section, number your outputs, and provide a detailed description of each. **For research tasks** (including literature reviews, synthesis documents, surveys) etc outline the scope, methodology, target groups, and how the research will be presented e.g. as a report; **for events**, outline the format (physical, virtual), location (if physical event), purpose, duration (full days for all physical and hybrid events i.e. business hours, 9am-4/5pm), target audience and estimated number, rough agenda and tentative number of speakers/experts; **for websites**, outline the purpose, target audience, expected lifecycle, hosting and maintenance plan, and specify whether they will be standalone forum satellite websites built outside the APEC website or use the APEC Satellite Website Service; and **for reports**, outline the content, page length and rough structure e.g. table of contents, Executive Summary, topics to be covered, recommendations.
	2. When listing outputs, please ensure that only one name is given to each project output and that the same name is used consistently throughout the Project Proposal.
	3. APEC Publications: All written outputs and reports to be published by APEC must be presented in a level of English fit for publication and require no further copy-editing by the APEC Secretariat. They must be prepared in accordance with the **Guidebook on APEC Projects**, the **APEC Publication Guidelines** and the **APEC Branding Manual** (see this [webpage](https://www.apec.org/Projects/Forms-and-Resources)). If the PO is the report author and is unable to fulfil this requirement, it is advisable to engage a copy editor. If a Contractor is engaged to produce a project report, we expect the report to be produced to a high standard and not need the additional services of a copy editor. There is no requirement to publish reports that simply summarise event proceedings and presentations. POs are encouraged to reserve publication of written reports for substantive reports i.e. those that offer research and analysis, case studies, best practices, guidelines, frameworks, policy recommendations etc of ongoing value to members. The results of participant surveys, event agendas, photographs and copies of event presentations are not considered substantive content for inclusion in publications, but agendas and presentations may be annexed if necessary. Reports to be published by APEC must be at least 12 pages in length. We do not encourage more than one publication per project, given the time required for preparation and approvals (8 weeks).

**On Beneficiaries:**

* 1. It is critical to ensure the ‘right’ person attends your project event, to maximise the impact and sustainability of the project outcomes. Create detailed criteria for the primary target group(s) i.e. those individuals that economies should nominate as event participants. Consider the skills, qualifications and experience they should have; what sort of role they should hold in their home agency e.g. technical, research, policy maker, managerial – to ensure they are able to share lessons learned and influence ways of working. Consider also the role they should assume at your project event.
	2. Provide a detailed participant profile in your General Information Circular, to guide economy’s nomination of representatives.

**On Gender**:

* 1. The PO must include gender indicators and targets for both Speakers and Participants (i.e. two indicators and targets) noting the underrepresented gender (in most case, women). In general, critical mass for the under-represented gender is 30%, to achieve a productive and inclusive conversation.
	2. To ensure gender perspectives and issues are considered in the design of APEC projects, POs must identify which of the five APEC pillars for women’s economic empowerment the project aligns with, using the table provided in the Gender section. They should also include a brief narrative explaining how the project aligns with the selected pillars.
	3. POs must also collect sex disaggregated data for all Speakers and Participants, for APEC-funded and self-funded attendees. These data are required as part of the submission in the project’s Completion Report. **All POs must insert the following sentence into the gender section**: ‘PO is committed to collecting sex disaggregated data for all speakers and participants (not only those funded by APEC) at the project event. This data will be included when submitting a Completion Report to the Secretariat upon completion of the project, as well as providing guidance to future POs on their own gender parity targets’.

**On Project Workplan (‘Effectiveness’ section)**:

* 1. Default Project Completion Date (PCD): For projects approved in Project Session 1, the default PCD is 31 December of the next year. For projects approved in Project Session 2, it is 30 June, 2 years later. All project activities and disbursement of funds must be completed by the PCD.
	2. Reviewing the delivery format of project events: In view of the foreseeable travel restrictions due to COVID, POs must be prepared to shift the event format from in-person to fully virtual. The delivery format must be reviewed at least 4 months in advance of the in-person event, in order to facilitate the planning of the change. This should be built in the Workplan and the decision communicated to the Program Director at the relevant time.
	3. Procurement and Contracting: If you are seeking funding for Direct Labor (i.e. Contractor to undertake project works), please allow 4 to 8 weeks to finalize the procurement/contracting process, depending on the value of the contract (see Chapter 11 of the **Guidebook on APEC Projects**). This process is usually the first task on the Workplan. Please note that the Contractor may not perform any tasks before a signed Contract is in place.
	4. Sending out GIC early: Please keep in mind that the **General Information Circular (GIC)** with the Workshop agenda to invite participants is to be sent out no later than 2 months before the project event(s).
	5. APEC Publications: If you intend to produce an APEC publication as one of your outputs, the draft must be submitted to the Secretariat for review and approval, then for forum endorsement, 8 weeks before the Project Completion Date. Please build this time into your Workplan.
	6. Monitoring Reports: PO is required to submit one **Monitoring Report (MR)** per calendar year, either by 1 April or 1 October. Please build this task into your Workplan. The MR template is on the [APEC website](https://www.apec.org/Projects/Forms-and-Resources). Please note the PO is to draft and submit the MR, not the contractor.
	7. Completion Reports: PO is required to submit a **Completion Report (CR)** to the Secretariat within two months of the Project Completion Date (PCD). Please build this task into your Workplan. The CR template is on the [APEC website](https://www.apec.org/Projects/Forms-and-Resources). Please note the PO is to draft and submit the CR, not the contractor.
	8. LTEAP process: All POs and Project Participants are required to participate in the Longer-Term Evaluation of APEC Projects (LTEAP) survey conducted by the Secretariat, 6 to 12 months after the Project Completion Date (PCD). Please build this task into your Workplan.
	9. Audio/Video Recording or livestreaming APEC project events: Please indicate in this section of the Project Proposal if you intend to record or livestream any part of your APEC project event, including reasons why (e.g. to facilitate note taking, public dissemination etc). All recordings must be edited and endorsed by forum members before being disseminated. Inform event participants that the event will be recorded in the GIC. Please note that APEC project events may not be livestreamed, except to approved and registered participants. Refer to the **APEC Project Event Recording Policy** in Appendix N of the Guidebook on APEC Projects.

**On Monitoring and Evaluation (‘Effectiveness’ section)**

* 1. The Project Proposal template contains a matrix of indicators to guide POs in selecting as many measures of outputs and outcomes as possible.

**Budgeting for APEC Projects (‘Efficiency’ Section)**:

* 1. Designing Budgets for APEC Capacity Building Projects: When constructing your project budget, remember that the purpose of APEC projects is to build the capacity of APEC economies, particularly that of developing economies. For this reason, **budgeting travel for Travel Eligible Economy (TEE)[[1]](#footnote-1) participants to attend project events is mandatory** for APEC project events. POs should budget travel for **22** TEE participants to attend their project event (i.e. 2 from each of the 11 TEE economies).
	2. Typically, APEC projects will present one main capacity building event at which APEC economies and other stakeholders are convened to generate and exchange knowledge on shared priorities, issues and challenges. APEC will fund **direct labour** (contractor fees, honorarium for speakers), **travel** (including for the 22 TEE participants) and **hosting** costs (venue) for the main capacity building event. However, other meetings, consultations and briefings held for planning, consultation or information gathering purposes are not considered capacity building events and APEC may not fund direct labour, travel or hosting costs for them. POs are encouraged to hold planning and stakeholder consultation meetings online. Overall, POs should avoid planning multiple events in the one project, because of the lengthy event planning tasks and processes required by APEC.
	3. Honorarium: Honorarium payments are accorded as a one-off fee to Experts/Speakers participating at the main project event (such as seminars, workshops, training). Where a project event is held fully virtually or hybrid for a few hours across multiple days, it will be deemed as one event. Honorarium rate(s) are based on the number of hours spent at the event by each Expert/Speaker. Officials from APEC and non-APEC economies and international organisations, and individuals contracted separately under the APEC project budget are ineligible to receive Honorarium payments. Refer to the **Honorarium Payment Schedule** in the Guidebook for APEC Projects (Appendix M) and enter the details in the table under Budget Note 1.
	4. Direct Labour – Contractor Fee: If hiring a Contractor to perform project tasks, the PO must list all of the tasks and activities the Contractor will undertake and estimate the number of hours required to perform each task and hourly rate. This information should be listed in the table provided in Budget Note 1. This information must be as detailed as possible to enable the Secretariat to evaluate the proposed budget, and later draft the contract.
	5. Direct Labour – Contracting as a single package: The Secretariat expects that POs will contract the project works out in a single package i.e. one contract per APEC project. If POs wish to commission multiple contracts, they must seek a waiver and provide strong justification for why more than one contract is needed, in Budget Note 2. Separately, note that the procurement process (selecting and contracting a firm or individual) can take up to 8 weeks, depending on the value of the project (refer to Chapter 11 of the Guidebook).

Funding of Website Development and Maintenance: While APEC project funds may be used to design and develop websites and other online resources, they cannot be used to pay for ongoing maintenance costs after completion of the project. If allocating project funds for these kinds of resources, POs must explain how the website or online resources will be maintained after project completion, using non-APEC funds. This explanation should be included under Budget Note 2.

1. The 11 APEC Travel Eligible Economies are: Chile; China; Indonesia; Malaysia; Mexico; Papua New Guinea; The Philippines; Peru; Russia; Thailand and Viet Nam. [↑](#footnote-ref-1)