



ASEAN Cooperation Project Proposal

For assistance on how to complete this template, please refer to the “ASEAN Cooperation Projects Design and Management Manual”, which can be downloaded at

<http://asean.org/resource/asean-project-templates/>.

1. PROJECT DETAILS

Proposal Identification Code:

(to be completed by the ASEAN Secretariat)

Project Title:

Formulate a concise project title that encapsulates the essence of the proposed project and that reflects its main purpose—not just the project’s key activity or event

Brief Project Description – 300 words max:

Provide a brief description of the proposed project to be placed on the first page of the proposal. The description must summarize the proposal’s objectives and key outputs or activities. It should be succinct—no more than 300 words—while containing enough information for approving bodies to understand how the proposal might contribute to ASEAN’s overall goals.

Recurring Project: Yes No

If Yes, Previous Project Identification Code:

Indicate if the proposed project is part of a series of projects that involve similar objectives, outputs, and activities.

Project Classification:

Indicate the Scope and Pillar

Scope: Single Sector Cross-Sector

Pillar:

(Main) Blueprint:

Connectivity

IAI

(Main) Characteristic:

Linkage:

Action Line(s):

Strategy:

Action(s):

Key Action(s):

Information below to be completed by the ASEAN Secretariat:

Nature of Cooperation: Confidence Building

Harmonisation

Special Assistance

Joint Effort

Regional Integration / Expansion

Type of Intervention: Policy Initiative

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

A project is considered to have commenced on the date that the Proponent or IA is informed of the

approval and upon receipt of the first tranche of funds disbursement. A project is considered to have been completed when the project completion report and unspent balance, if any, has been 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/>

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 every ASEAN Member State. If a project involves the participation of every ASEAN Member State but in different ways (e.g., through different levels of assistance) or does not involve every ASEAN Member State, 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):

Consult with the ASEAN Secretariat, relevant ASEAN Sectoral Committee, or relevant ASEAN Body to identify a proposed funding source.

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

2. PROJECT JUSTIFICATION, REGIONALITY AND BENEFICIARIES – 600 words max

(For more details, see the "ASEAN Cooperation Projects Design and Management Manual")

(a) Current Problem– In no more than 600 words, describe the problems in the region or Sector that the project seeks to address. Explain the cause of these problems. The

description must be clearly linked to project's objectives.

- (b) Regionality** – *Show that the problem or issue affects more than one ASEAN Member State and requires regional action. This is essential if the project is to be considered as an ASEAN cooperation project.*
- (c) Project History** – *List any related projects or activities, whether current or complete. Describe how this new proposal would complement them. For recurring projects, please include details of any outputs or lessons learned during the previous project.*
- (d) Beneficiaries** – *Please state who and how many people would directly benefit from this project, and how many of these direct beneficiaries would be men and how many would be women. Proponents should also identify who will indirectly benefit from implementation.*

3. PROJECT RESULTS

Overall Objective (impact)

The intended physical, financial, institutional, social, environmental, or other high-level development results, e.g., at the ASEAN Blueprint level, to which a project is expected to contribute.

Project Objective (outcome)

Results the project intends to achieve via project output and activities, a.k.a., what are the project's final deliverables? What changes does the project intend to generate, e.g. in practices, policies, etc.

Indicators (to measure project achievements)

*How will achieving project outputs be measured?
Indicate realistic and measurable quantitative or qualitative factors.*

Sources/Means of Verification

How will data be collected to support indicators? What secondary sources are available? Does the project need to use primary data collection tools?

Risk/ Assumption

*Risks: Which external factors might negatively affect the successful achievement of the project's objective?
Assumptions: Which conditions need to hold true for the project objective to be successfully achieved?*

Outputs (direct project results)

What results will the project deliver directly, e.g., what products, services, or improvements of knowledge, skills, or attitudes for target groups will realise project objectives.

Indicators (to measure project achievements)

How will achieving project outputs be measured? Indicate realistic and measurable quantitative or qualitative factors.

Sources/Means of Verification

How will data be collected to support indicators? What secondary sources are available? Does the project need to use primary data collection tools?

Risk/ Assumption

*Risks: Which external factors could negatively affect the successful achievement of the project outputs?
Assumptions: Which conditions need to hold true for the project outputs to be successfully achieved?*

Main Activities:

List the actions or activities that the project will implement to achieve the above results or outputs.

The project can have more than one result or output. Add rows as necessary.

4. PROJECT MANAGEMENT ARRANGEMENTS – 600 words max

(a) Management Arrangements – Briefly describe the project’s management structure, including responsibilities, coordination mechanisms, and the project-management reporting line. Include a description of the management role of sponsoring ASEAN Bodies or Committees, as needed.

(b) Human Resource Inputs – Specify the type and number of personnel involved in the project. Include the terms of reference for each position in the annexes.

(c) Monitoring and Evaluation Arrangements – Outlines must project how monitoring and reporting of the project will be done. Note that progress reports will be required for projects spanning two financial years, or that last longer than one year.

Please note that project evaluation is required for projects with budget of more than USD one million or more than one year duration, project evaluation should be budgeted for accordingly. For more details on progress reports and project evaluations as well as guidance on developing the monitoring framework, please refer to Chapter 6 of the ASEAN Cooperation Projects Design and Management Manual and the Monitoring Framework’s Matrix (tool 7 of the Toolbox in Annex 3).

5. PROJECT SUSTAINABILITY – 300 words max

State how the outputs and benefits of a project will be sustained after project is completed.

6. GENDER AND OTHER CROSS CUTTING ISSUES – 300 words max

(a) Gender - Indicate how gender-related issues will be taken into account during project implementation, specifically addressing how women and men would equally benefit from the project, and whether the proposed project has allocated resources for this purpose. Proposals must ensure that projects ensure equal opportunities for participation where appropriate, and how this will be monitored. For more details, please see the “ ASEAN Cooperation Projects Design and Management Manual ” section 4.3.6.a.

(b) Other Cross Cutting Issues - State how these cross-cutting issues will be addressed by the project, as applicable. Other cross-cutting issues include:

1. environmental sustainability;
2. inclusion of marginalised groups such as children, people with disabilities, or elderly people, among other things;
3. human rights; and
4. technology or social innovation and ICT issues.

7. POTENTIAL RISKS

Outline all significant potential external risks or threats in the Project Results along with corresponding mitigation strategies using the following table:

Risk / threat	Mitigation strategy

Annex 1 – Budget Proposal

Using the format provided, outline budget input costs under relevant subheadings. Include a project evaluation budget for projects that have an estimated budget of more than USD 1 million or that will last longer than one year. For more details on project evaluations, see the “ASEAN Cooperation Projects Design and Management Manual”.

Annex 2 – Indicative Work Plan

Using the format provided, develop a work plan that sets out a timeframe for each of the project’s main activities. The work plan must cover the entire period of the project.

Annex 3 – Notation on Additional Supporting Documents

List additional supporting documents that will be submitted with the project proposal that will enhance understanding of the proposal and its overall strategy, e.g., reports, memoranda of understanding, etc.