



**AFoCO Regular Training Course on Project Development and  
Project Proposal Writing via On-line Platform**

**COURSE GUIDELINES**

**22 – 26 March, 2021**

**AFoCO Regional Education & Training Center (RETC)**

**Republic of Union of Myanmar**

**Secretariat for the Asian Forest Cooperation Organization**

## 1. BACKGROUND

While AFoCO remains committed to undertake action-oriented forest cooperation activities, the Secretariat has been initiating efforts to develop programs and projects with relevance to the AFoCO Strategic Priority Areas. In order to have bigger impacts on achieving AFoCO's vision and mission through promotion of regional cooperation, equitable and inclusive participation in project implementation, a number of regional project ideas were presented at the 4th Session of the Assembly held in November 2020. The Secretariat was tasked to facilitate necessary actions on the regional project development for its eventual approval at the upcoming Assembly according based on the indicative project development timeline for 2020-2021.

Moreover, there is a need to further develop more projects relating to climate change adaptation and mitigation in order to strike a balance among the five (5) priority areas of AFoCO. Such requirement has also been identified to be relevant with ongoing application of AFoCO as an Accredited Entity of the Green Climate Fund (GCF). Relatedly, the Secretariat is exploring channels to mobilize the GCF's Readiness and Preparatory Support Programme (the Readiness Programme) as a delivery partner which will in turn serve as important corroboration to the said GCF application. It is necessary to discuss the potential Readiness Programme with member countries, with the hope that the Programme will pave the way for developing bigger GCF projects as and when AFoCO is granted the Accredited Entity status. Despite that project documents are key tools for justifying investments in projects, the dearth of well-formulated and technically sound project proposals remains as one of the major constraints faced by member countries during fund-related negotiation. In the national context, there is a shortage of manpower with professional skills in designing sound and aid-worthy project proposals. There is a need to develop skills in project formulation in order to build the resource mobilization capacities of member countries to diversify and increase access to project funding sources.

In accordance with the approval of the Strategic Plan and Project Manual and related guidelines, this training course will provide valuable opportunities for member countries to share information on the project-related materials of AFoCO and develop their project formulation skills. Also, it would be a great opportunity to identify and potential AFoCO regional projects and GCF's Readiness Programme and other funding opportunities in the near future.

## 2. OBJECTIVES

In general, the training course aims to foster greater understanding and enhance capacities of AFoCO Member Countries in the development of AFoCO projects and related undertakings. This will be achieved through the following objectives: 1) learn the step-by-step project formulation processes of AFoCO and other potential donors, 2) improve the project proposal skills of member countries taking into consideration AFoCO's Strategic Priority Areas and the requirements laid out in the Project Manual; 3) identify potential country-specific and regional projects to be implemented by AFoCO; and 4) identify potential Readiness Programme for GCF.

### 3. PROGRAM OVERVIEW

**Date:** 22 - 26 March 2021

**Venue:** Virtual Meeting

**Organizer:** AFoCO RETC

- Participants:**
- 1) 24 nominated government officials and project managers:
    - One (1) government official to discuss forest policy / programs and areas of interest, concepts related to designing and implementing regional AFoCO projects; and
    - One (1) government official or project manager who is an expert in climate change adaptation and/or mitigation to discuss developing readiness project for Green Climate Fund
  - 2) Additional staff interested to participate in the lecture, discussion and group work as authorized through respective domestic regulations. Such category of participant may be awarded with appropriate certificate of participation

### 4. TRAINING SCHEDULE (Tentative)

Time	Schedule	Remark
<i>Day 1 : 22 Mar. (Mon)</i>		
AM	<ul style="list-style-type: none"> <li>• Opening (Executive Director of AFoCO)</li> <li>• Course Introduction</li> <li>• Introduction to AFoCO Projects and Strategic Plan (2019-2023)</li> </ul>	RETC Secretariat
PM	<ul style="list-style-type: none"> <li>• AFoCO Project Cycle</li> <li>• Interactive Discussion</li> </ul>	Secretariat
<i>Day 2: 23 Mar. (Tue)</i>		
AM	<ul style="list-style-type: none"> <li>• Project Concept Note Development</li> <li>• Q &amp; A</li> </ul>	Secretariat
PM	<ul style="list-style-type: none"> <li>• Proposal Development: Logical Framework Approach and Budget Plan</li> <li>• Q &amp; A</li> </ul>	Secretariat
<i>Day 3 : 24 Mar. (Wed)</i>		
AM	<ul style="list-style-type: none"> <li>• Country-specific Forest Policies issues/Programs and Areas of Interest of Countries</li> </ul>	Participants
PM	<ul style="list-style-type: none"> <li>• Areas of Interests for the Development of Regional Projects</li> </ul>	Participants
<i>Day 4 : 25 Mar. (Thu)</i>		
AM	<ul style="list-style-type: none"> <li>• Project Development for Green Climate Fund</li> </ul>	Trainers
PM	<ul style="list-style-type: none"> <li>• AFoCO Project Development for International Funding Resources</li> </ul>	Trainers/Secretariat
<i>Day 5 : 26 Mar. (Fri)</i>		
AM	<ul style="list-style-type: none"> <li>• Needs Survey for Project Development</li> <li>• Discussion and Feedbacks on Training Course</li> <li>• Closing</li> </ul>	RETC Trainers Participants

## 5. REGISTRATION

Participants are requested to submit their information provided by the AFoCO RETC. For more information, please refer to the attached template.

## 6. FINANCIAL SUPPORT

Nominal training allowance of US\$35 per day will be provided for the two (2) nominees.

## 7. LINK TO THE COURSE

After compiling information on the nominees by the AFoCO Focal Points, the RETC plans to inform them of the zoom link and other information through the e-mail.

## 8. LOCAL TIME

Korea Standard Time will be used during the training course. Please note that Korea Standard Time is 9:00 hours ahead of Greenwich Mean Time (GMT+9:00).

## 9. LINK SET UP AND TESTING

- Two (2) days prior to the event ;
  - a. Share event agenda with all participants.
  - b. Convene the participants and do a quick run thru of the basic event structure. Test screen shares and presentation materials.
  - c. Have the participants update Zoom app on the computer or device they will use in the meeting.
  - d. Examine registration responses for interesting question responses.
- 15-30 minutes prior to the event - have all participants sign into the event and verify:
  - a. The person controlling the zoom session is listed as a host in the participant window. This is generally the training organizer.
  - b. The participants are listed as such in the participant window. If they are not, request the host to correct.
  - c. All necessary presentation materials are present and ready, including PowerPoint, docs, websites and video clips.

## 10. GENERAL INFORMATION DURING THE COURSE

The participants shall observe the following:

- Participants are requested to display their country plate during the training course;
- During training session, only authorized speaker allows to turn on the microphone. The rest of participants must turn off their audio;

- When participants wish to make an intervention, kindly notify the host through chat of the ZOOM application or raise hands or name plate;
- The facilitator/trainer will authorize an intervention only after the presentation is concluded to avoid distraction;
- If more than one participant request to speak, the host will invite them to speak in the order of the request. Participants are allowed to speak only after the call of the host;
- If participants encounter technical problem, kindly notify the host through chat of the virtual application.

## 11. GENERAL ENQUIRIES / EMERGENCY CONTACT

For more information or in the case of emergencies, please request you to contact the following personnel at the RETC:

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