



**Short Term Training Course on  
“Project Development and Project Proposal Writing”**

**COURSE GUIDELINES**

**17 – 20 February 2020**

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

**Republic of Union of Myanmar**

**Secretariat for the Asian Forest Cooperation Organization**

## 1. BACKGROUND

Formalized in 2018, the Asian Forest Cooperation Organization (AFoCO) is committed to undertake and promote action-oriented forest cooperation programs and projects in Asia. The AFoCO Strategic Plan (2019-2023) and Project Manual, together with relevant guidelines, were developed in collaboration with member countries to ensure the effectiveness and efficiency of projects. Projects are expected to serve as models in addressing deforestation and land degradation and produce long-term benefits in Asia.

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 such as the Green Climate Fund and World Bank. 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 potential AFoCO projects in a future.

## 2. OBJECTIVES

The overall aim of this training course is to increase efficiency and effectiveness in developing projects by reflecting stakeholders' needs and attracting donor support. 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; and 3) identify potential country-specific and regional projects to be implemented by AFoCO.

## 3. Program Overviews

**Date:** 17 - 21 February 2019

**Venue:** AFoCO RETC

**Organizer:** AFoCO RETC

**Participants:** 24 gender balanced government officials and project managers:

- One (1) government official to discuss concepts related to the design and implementation of country-specific and regional AFoCO projects; and
- One (1) government official or project manager who has experience developing project concept notes/proposals for AFoCO or any other international donors

#### 4. TRAINING SCHEDULE (Tentative)

Time	Schedule	Remark
<i>16 February (Arrival)</i>		
<i>Day 1 : 17 Feb. (Mon)</i>		
AM	<ul style="list-style-type: none"> <li>Opening Ceremony</li> <li>Course Introduction (AFoCO)</li> <li>Expectations from Participants</li> </ul>	RETC
PM	<ul style="list-style-type: none"> <li>Issues on Countries and Projects and Areas of Interest of Countries</li> <li>Discussion Session</li> </ul>	Trainees
<i>Day 2: 18 Feb. (Tue)</i>		
AM	<ul style="list-style-type: none"> <li>Introduction to AFoCO Projects and Strategic Plan (2019-2023)</li> <li>Q &amp; A</li> </ul>	Secretariat
PM	<ul style="list-style-type: none"> <li>Development of AFoCO Concept Note</li> <li>Discussion</li> </ul>	Secretariat
<i>Day 3 : 19 Feb. (Wed)</i>		
AM	<ul style="list-style-type: none"> <li>Areas of Interests for Regional Projects</li> <li>Principal of Logistic Framework Approach</li> </ul>	Secretariat
PM	<ul style="list-style-type: none"> <li>Proposal Development: Logistic Framework Approach</li> </ul>	Secretariat
<i>Day 4 : 20 Feb. (Thu)</i>		
AM	<ul style="list-style-type: none"> <li>Project Development for Green Climate Fund</li> </ul>	Trainers Trainees
PM	<ul style="list-style-type: none"> <li>Project Development for World Bank</li> </ul>	Trainees
<i>Day 5 : 21 Feb. (Fri)</i>		
AM	<ul style="list-style-type: none"> <li>Needs Survey for Project Development</li> <li>Discussion and Feedbacks on Training Course</li> </ul>	Trainees
PM	<ul style="list-style-type: none"> <li>Field trip</li> <li>Closing Ceremony</li> </ul>	RETC
<i>22 February (Departure)</i>		

#### 5. ESTIMATED BUDGET

Budget Items	Budget (USD)	Remarks
1) Airfare & Transportation	15,900	\$50 x 2 trainees from Myanmar, \$800 x 2 trainers from international, \$200 x 1 trainer from Myanmar, \$800 x 1 AFoCO staff from HQ
2) DSA ,Visa, Others	6,270	\$35 x 6 days x 24 trainees, \$35 x 2 days for 3 FD staffs and \$10 x 30 RETC daily staffs, \$120 x 6 days x 1 AFoCO staff from HQ
3) Meals & Snacks	4,500	\$30 x 5 days x 30 persons
4) Lecture Fee	2,400	\$800 x 3 invited trainers for 7 hrs
5) Training Materials	800	Proceeding (\$300), stationery (\$100), papers & cartridge (\$200) and others (\$200)
6) Operating Cost	1,200	Cleaning (\$400), laundry service (\$400), personal kits (\$400)
7) Miscellaneous	1,930	Field preparation, banner
<b>Total</b>		<b>33,000</b> <b>(\$1,375 per trainee)</b>

## 6. REGISTRATION

Participants are requested to submit the registration forms including their CVs and passport copies for the internal formality of Myanmar.

## 7. VISA APPLICATION

Citizens of Brunei, Cambodia, Indonesia, Laos, Philippines, Thailand, Singapore and Vietnam can travel to Myanmar without a visa. Participants from other countries can apply for a visa at <https://evisa.moip.gov.mm/>.

## 8. FINANCIAL SUPPORT

The AFoCO Secretariat will cover participation costs (including airfare, accommodation, and training fees) and provide a Daily Subsistence Allowance (DSA) of US\$35 per day to participants of member countries over the duration of the training. During the training course, reimbursements will be given personally to the participants in US dollars as well as in Myanmar kyat (MMK) (in cash) following the current exchange rate.

## 9. CURRENCY & CREDIT CARDS

The currency in Myanmar is Myanmar Kyat (MMK). Foreign currencies are accepted at money changers at the International Airport (Terminal 1) as well as at the local banks. Please note that there are no money exchangers near the RETC. As such, participants are strongly advised to exchange the money at the International Airport. Using cash for transactions is recommended.

## 10. ELECTRICITY

The standard voltage in Myanmar is 220 V, 50 Hz and plugs with both round and flat 2 pins are generally used. Extension cords can be provided to participants. Plug adapters can be purchased from local stores in Myanmar.



## 11. LOCAL TIME

Myanmar is 6:30 hours ahead of Greenwich Mean Time (GMT+6:30).

## 12. ATTIRE

Participants keep in mind that the rainy season in Myanmar starts in May, so they are kindly requested to prepare for raincoats, umbrellas, casual clothes, and hiking boots for field trips.

### 13. FACILITIES & SERVICES

The following facilities and services are available at the RETC:

- ✓ Internet Access
- ✓ Self-controlled Air Conditioner, Refrigerator
- ✓ 2-bedded room for trainees and 1 bedded room for trainers
- ✓ Water Heating System (in each bathroom)
- ✓ Toiletries (Towels, shower gel, shampoo, toothbrush, toothpaste) and hair dryer
- ✓ Laundry Room

### 14. GENERAL ENQUIRIES / EMERGENCY CONTACT

For more information or in the case of emergencies, please contact:

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