Capacity Building Project

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| **Ⅰ** |  | Goal & Purpose |

□ Goal

- Strengthening identity & capacity as CSO(Civil Society Organization)

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| **Ⅱ** |  | **Proposal Contents** |

□ Theme

- Activity to implement international disability frameworks

(Incheon Strategy/ SDGs/ UN CRPD)

□ Target & Selected Member or Committee

- Target

․ 73 APDF members and associate members

․ 10 ADPF committees

․ 55 RIAP members and associate members

․ The CSO(Civil Society Organization) that works in the Asia-Pacific Region (Recommended as RIAP or APDF member after project)

- Selection : within 4 (Adjustable)

□ Financial Support

- Project budget: Max 3,000$ (※ Will be adjusted according to a proposal)

․ One-time project(Max 1,500$), Multiple/Sustainable project(Max 3,000$)

※ The examples of One-time project and Multiple/Sustainable project

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| **Division** | | **One-time project(1,500$)** | **Multiple/Sustainable project (3,000$)** |
| Project  type | Seminar | ·A seminar held one time on a schedule of two consecutive days (16 hours).  (For example: held from 12th to 13th, August) | ·A seminars of different sub-themes in the same place during more than 3 days at regular intervals  ·A seminars of same themes in the other place during more than 3 days at regular intervals  (For example: held at July 12th, August 12th, September 12th) |
| Education | ·An education held one time on a schedule of two consecutive days (16 hours). | ·An educations to conduct with other different contents to the same member during more than 3 days at regular intervals  ·An educations to conduct with same contents to the different member during more than 3 days at regular intervals |
| Research  ※**Theme:** International disability framework (CRPD, SDGs, Incheon strategy etc.)  **Task:** monitoring / research | ·Less than 4 surveys  (Target contents: Region/Hierarchy/Object) | ·More than 5 surveys  (Target contents: Region/Hierarchy/Object) |
| Campaign | ·A campaign held one time on a schedule of two consecutive days (16 hours). | ·Campaigns to conduct with different themes at the same location for more than three days at regular intervals  ·Campaigns to conduct with same themes in the different place during more than 3 days at regular intervals |
| The others | ·CSO can suggest autonomous activities except the above example, but the budget can be adjusted according the judge’s review. | |

\* Budget item

․ Cost for activities (hall rental, promotion, snack, transportation for PWDs etc.) 60%

․ Labor cost (hired staffs including new workers etc.) 30%

․ Operation cost (electricity, water, stationery and office stuffs etc.) 10%

□ Proceeding cooperation seminar (Partner CSO-RI Korea)

- Purpose: Establish partnership and seeking advance cooperation through working together between RI Korea and Partner CSO

- Duration: September to October

- Activity contents

․ Discuss seminar topic**(\*prior consultation)**

․ Discuss detailed role**(\*prior consultation)**

․ Select each nation speaker (RI Korea – Republic of Korea / Cooperating organization – Partner country)

․ Implement seminar

․ Co-evaluation and Follow-Up Discussion

- Budget

․ Speaker Fee, Meal/Refreshment etc.: RI Korea

․ Conference Room Rental Fee, Participant’s Transportation Fee, etc : Partner organization

※ Budgets could be adjustable in advance according to partner CSO’s circumstances.

□ Schedule

| **Step** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** |
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| Process | Present proposal | Revise/ complement proposal | Evaluation and selection | Contract and support | Conduct project | Mid report | Cooperation seminar | Final report |
| Deadline | ~4.30 | ~5.6 | ~5.20 | ~5.31 | 6.1~10.31 | Mid report  ~9.15 | September to October | Final report  ~11.15 |
| Note |  | If contents are not sufficient, provide consulting and request complement of a proposal |  |  |  | If contents are not sufficient, request complement of a proposal |  | If contents are not sufficient, request complement of a proposal |

□ Documents (with Proposal)

- Application form (Official letter)

- Organization information (see Annex 1)

- Project plan and budget (see Annex 2)

- Personal history of manager responsible for the project

- Bankbook (bank account) copy (USD)

- CSO/NGO registration certificate (if don't have, no present)

□ Application & Contact

- E-mail application: [rikorea2012@gmail.com](mailto:rikorea2012@gmail.com)/rikorea.gayoung@gmail.com

\* Within 3 days after application, APDF secretariat will send ‘confirmation mail of the application’

□ Evaluation

- By the evaluation committee composed of 3 persons (secretariat and APDF board members etc.)

- Evaluation guideline (Max. 100 points)

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| **Guideline contents** | **Points** |
| Compliance with international disability framework | 20 |
| Proposal developing capacity: project’s propriety & clarity of the goal | 20 |
| Propriety of budget development | 20 |
| Capacity of a manager or staff responsible for the project | 20 |
| Ability to perform international cooperation  \*International cooperation – Participating in Asia-Pacific lecture tours, APDF and RIAP secretariat activities, International organization activities such as UN ESCAP | 10 |
| Communication ability(Accurate, in a timely manner) | 10 |

□ Result Announcement

- Notify individually via an official document

(But, if necessary, a proposal can be approved conditionally on condition to complement the application)

□ Contract & Financial Aid Transfer

- Sign a contract

․ Managing agency: sending a contract after signing it

․ Selected member or committee: replying a contract after signing it

- Provide financial aid: within 14 days after replying a contract

□ Result Report Presentation

- Mid-report and final & financial reports should be submitted (※ Forms will be given later)

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| **Ⅲ** |  | **Project Managing Agency & Contact** |

□ Project Managing Agency

○ Managing agency : RIAP·APDF Secretariat (RI Korea)

○ Executing agency : Asia Pacific Disability Forum (APDF), Rehabilitation International Asia and Pacific (RIAP), Dodream International

□ Contact Person

○ Clair Gayoung You

: person in charge, International Cooperation and Development of RI Korea

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