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$)** | **Multiple/Sustainable project (3,000$)** |
| Projecttype | 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/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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