



**DEVELOPMENT  
INVESTMENT**  
BANK OF TURKEY

## **COMCEC COVID Response Program**

Monitoring & Reporting:

Timesheet, Financial Progress Report, Disbursement Request Form and  
Statement of Expenditures

**Development and Investment Bank of Turkey**

Development Cooperation and Wholesale Banking Department

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# COMCEC COVID RESPONSE PROGRAM

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- **INTRODUCTION**

As the novel coronavirus continues to alter our lives in a significant manner, countries all around the world struggle to alleviate the negative effects of the virus on a wide variety of fields ranging from human health to tourism.

- **COOPERATION AREAS**

The CCR is mainly about alleviating the negative impact of the pandemic on member country economies with a particular focus on agriculture, trade and tourism sectors.

Under the Program, the CCO will finance certain types of projects which would focus on **needs assessment, sharing expertise**, providing **direct grants** to final beneficiaries and **matching inventors with investors**.

# FUNDAMENTAL DOCUMENT: THE CONTRACT BETWEEN THE BANK AND THE PROJECT OWNERS

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- **LEGAL BASIS**

“The COMCEC Strategy” and “Statute and Rules of Procedures of COMCEC” which were adopted by the 4th Extraordinary Session of the Islamic Summit held on 14-15 August 2012 in Mecca, Saudi Arabia.

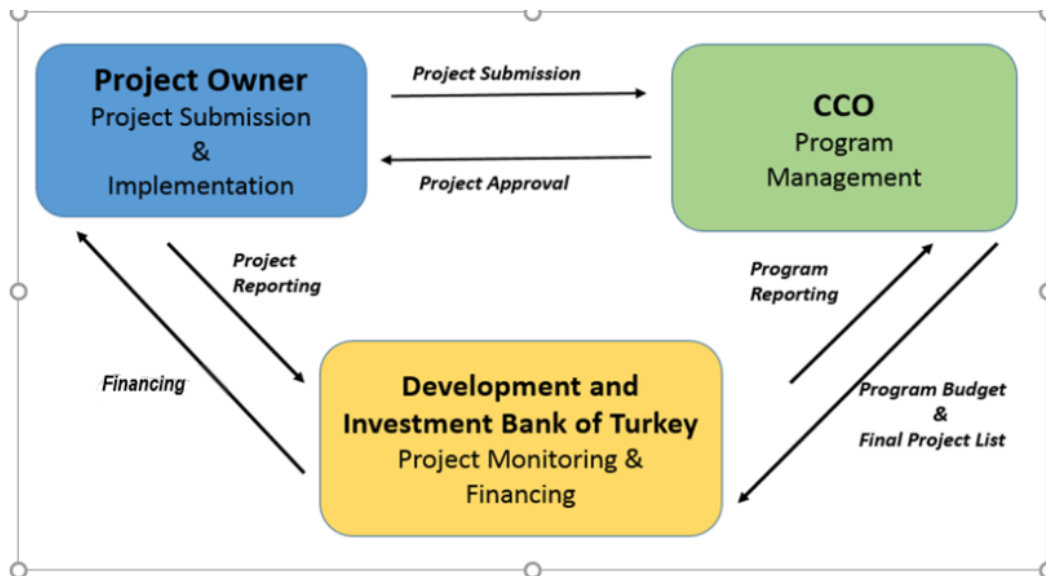
Cooperation Protocol Between the COMCEC Coordination Office and the Development and Investment Bank of Turkey within the Framework of Financing and Monitoring is provided under the **COMCEC COVID Repsonse Program (CCR)**.

- **PURPOSE and SCOPE**

The purpose of the Contract is to define the rights, obligations and responsibilities of the Bank and Project Owner in the efficient and timely implementation process of the projects.

The Project Owner will be awarded the grant on the terms and conditions set out in the Contract.

## GENERAL STRUCTURE & PROCESS FLOW



The Bank and CCO are not responsible for the implementation of project activities. Responsibility for the implementation of the project activities rests only with the PO.

# MONITORING & REPORTING

## RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF THE BANK

- The CCO and the Bank monitors the implementation of the Project in line with the Contract and the Guidelines.
- The Bank performs efficient monitoring via document reviews, monitoring visits and on the spot checks in cooperation with the CCO.
- The Bank also monitors project activities in terms of risks related to project implementation and informs the CCO accordingly if any problem occurs during project implementation.
- The Bank provides information to the Coordination Committee about technical and financial progress of the Project.
- The Bank is responsible for transfer of payments and monitoring of project activities during the implementation period.

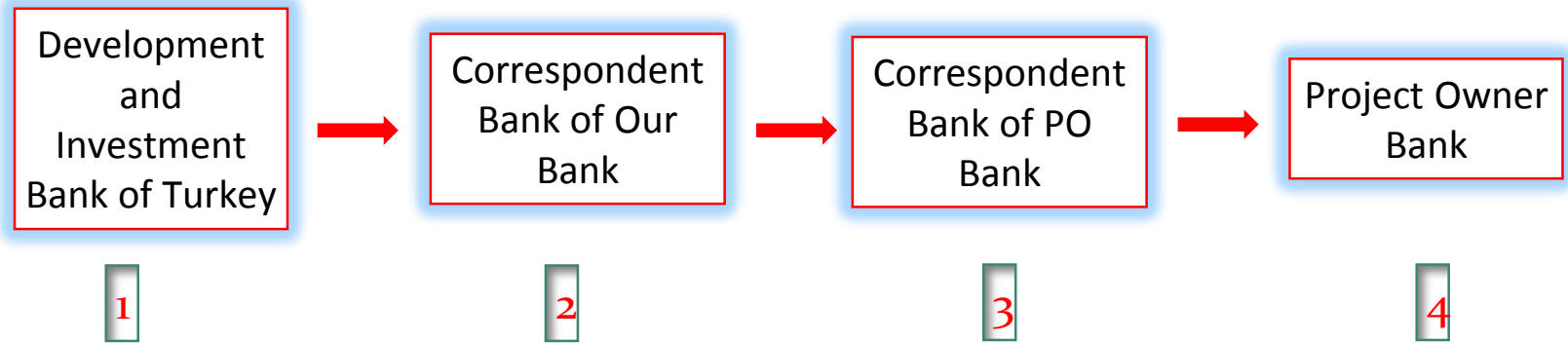
# FINANCING THE PROJECT: THE ACCOUNT INFORMATION

- The Project Owner and the Project personnel (coordinator, trainers, experts, researchers) are responsible for providing full, correct account information for project related payments.
- If the Project Owner opened/provided a bank account information by the time of signature of the Contract, Project Owner is obliged to inform the Bank about the bank account info **within 30 days after the signature date**.
- In case the Project Owner institution is not authorized to open/have a bank account regarding the relevant country legislation, an acceptable account number for the payments shall be informed to the Bank **within 30 days after the signature date**.
- The Bank cannot be claimed for the payments, **if the relevant account number is not stated in the Service Contract or it is not informed officially** within the given time periods.
- The Bank **cannot be claimed for any additional cost which would arise due to incorrect bank account information provided by** the Project Owner, Project Coordinator, Trainers, Experts and Researchers. Any additional cost would be offset from the payment in question.
- **The Project Owner, in any case, can not request additional financing that is not stated in the budget section of the project fiche.**

# FINANCING THE PROJECT: THE ACCOUNT INFORMATION

COMCEC COVID RESPONSE / PAYMENT DETAILS	
1	Project Number
2	Account Holder (Full Name)
3	Title ( Project Coordinator / Trainer / Project Owner)
4	Passport Number / Identity Number
5	Beneficiary Residence Address
6	Bank Name and Branch
7	Beneficiary Account Number
8	Beneficiary IBAN No
9	Bank SWIFT Code
10	Beneficiary's Bank USD Correspondent Name
11	Beneficiary's Bank USD Correspondent SWIFT Code*
* You can learn all details from your Bank.	
Responsible Authority: Name and Surname: Title: Signature:	

# FINANCING THE PROJECT: THE ACCOUNT INFORMATION



If the account information of the PO/coordinator/trainer/expert/researcher is wrong, the money comes back to the Bank with deduction of correspondent bank fee.



# FINANCING THE PROJECT: REPORTING (Sharing Expertise-Training and Workshop)

	Name of the report	Responsible for preparation	Responsible for signing	Presented to	Frequency or when	Explanation
<b>SHARING EXPERTISE TRAINING AND WORKSHOP</b>  TURAG-207 NGATO-222 SLETO-242	<b>Monthly Progress Report</b>	Project Coordinator	PO (RA)	CCO	Within one week after the last day of each month	Technical progress of project activities
	<b>Timesheet</b>	Project Coordinator and Trainer	PO (RA)	Bank	Within one week after the last day of each month	The Project Coordinator and the Trainer(s) shall prepare his/her own Timesheets that shows weekly tasks performed by each project personnel in the relevant month.
	<b>Disbursement Request Form (DRF) with Financial Progress Report (FR)</b>	Project Coordinator	PO (RA)	Bank	Within two weeks after the last day of the month (*)	<ul style="list-style-type: none"> <li>✓ Shows details about expenditures made during respective period</li> <li>✓ Includes separate sheets for different expenditures in line with the budget</li> <li>✓ USD/Local Currency exchange rate should be stated in the relevant sheet</li> <li>✓ Necessary documents ( etc.) that verify the expenditures will be attached to FPR</li> </ul>
	<b>Activity Report</b>	Project Coordinator in collaboration with the Trainer (if available)	PO (RA)	CCO	Within two weeks after the last day of the month (*)	Shows the works performed during each main activity as well as their evaluations.
	<b>Project Completion Report</b>	Project Coordinator in collaboration with other project personnel (if available)	PO (RA)	CCO	Within two weeks after all project activities are completed.	Summarizes all technical information about the implementation of the project.

# FINANCING THE PROJECT: REPORTING (Sharing Expertise-Visiting Expert)

	Name of the report	Responsible for preparation	Responsible for signing	Presented to	Frequency or when	Explanation
VISITING EXPERT	Field Report	PO (RA)	PO (RA)	CCO	<ul style="list-style-type: none"> <li>✓ First section before travel to host country</li> <li>✓ Second and third section after travel</li> </ul>	<ul style="list-style-type: none"> <li>✓ First section specifies the current situation of the selected sector/theme in PO country</li> <li>✓ Second section of the field report states the current situation in host country</li> <li>✓ Third section will present recommendations and conclusions</li> </ul>
	AZEAG-203 GMBTC-233	Disbursement Request Form with Statement of Expenditures (SOE)	Visiting Expert	PO (RA)	Bank	<ul style="list-style-type: none"> <li>✓ First DRF as an annex of first section of the field report</li> <li>✓ The PO can request <b>60%</b> of the total budget after CCO approve the first section of the field report</li> <li>✓ Final DRF will be submitted by PO once CCO approves second and third sections of the field report</li> </ul>

# FINANCING THE PROJECT: REPORTING (Direct Grant)

	Name of the report	Responsible for preparation	Responsible for signing	Presented to	Frequency or when	Explanation
<b>DIRECT GRANT</b>  BENAG-204 SENTR-229	<b>First Disbursement Request Form with Statement of Expenditures (SOE)</b>	Contact Person	PO (RA)	Bank	After CCO selects the vendor	<ul style="list-style-type: none"> <li>✓ First DRF is prepared for the <b>40%</b> of the total payment for the machinery equipment or service</li> <li>✓ Selected <b>proforma</b> invoice of the vendor will be attached to the DRF.</li> </ul>
	<b>Final Disbursement Request Form with Statement of Expenditures (SOE)</b>	Contact Person	PO (RA)	Bank	After the respective machinery equipment is delivered or service in question is provided	<ul style="list-style-type: none"> <li>✓ Final DRF is prepared for the <b>60%</b> of the total payment</li> <li>✓ <b>Original invoice</b>, delivery pictures, delivery receipt form will be attached to the DRF</li> </ul>

# FINANCING THE PROJECT: TIMESHEETS

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- **PO submits Timesheet(s)** of the Researcher (Needs Assessment); Project Coordinator and the Trainer(s) (Sharing Expertise-Training and Workshop) within one week after the last day of each month during the project implementation period.
- **The Researcher, Project Coordinator and the Trainer(s)** shall prepare their own Timesheets which must be approved (checked and signed) by the Responsible Authority.
- **Timesheets provide a basis for payments to project personnel and show the weekly tasks performed by each project personnel in the relevant month.** The number of days worked, location, detailed description of tasks, linkage with the activities and per diems of the project personnel must be stated in timesheets by considering the relevant budget items.
- Timesheets should be prepared in accordance with the relevant Monthly Progress Report and Activity Report (if available) or Draft of the Needs Assessment.

# FINANCING THE PROJECT: Disbursement Request Form (DRF) with SOE

## Sharing Expertise Projects-Visiting Expert

- **DRF** is the document that shows details about expenditures made during respective period. It includes certain sections for information regarding different expenditures in line with the project budget.
- PO submits **two Disbursement Request Forms** after sections of the field report are approved by the CCO. PO submits **first DRF as an annex of first section of the field report.**
- The PO can request **60% of the total budget** after CCO approve the first section, list of institutions list of interviewees and questionnaire.
- Final DRF will be submitted by PO once CCO approves second and third sections of the field report DRF shall be prepared by **Expert** and approved (checked and signed) by **Responsible Authority.**
- Necessary documents ( etc.) verifying the expenditures will be attached to DRF.

# FINANCING THE PROJECT: Disbursement Request Form (DRF)

## Direct Grant

### First Disbursement Request Form

- PO submits first DRF, after CCO selects the vendor. First DRF is prepared for the **40% of the total payment for the machinery equipment or service**. Selected proforma invoice of the vendor will be attached to the DRF.

### Final Disbursement Request Form

- PO submits final DRF, after the respective machinery equipment is delivered or service in question is provided Final DRF is prepared for the **60% of the total payment**.
- Original invoice, delivery pictures, delivery receipt form will be attached to the DRF
- DRF shall be prepared by **contact person** and approved (checked and signed) by **Responsible Authority**.

# FINANCING THE PROJECT: FINANCIAL PROGRESS REPORTS

## Sharing Expertise-Training and Workshop

- **Financial Progress Report is the document that shows details about expenditures made during respective period.** Financial Progress Report includes separate sheets for providing information regarding different expenditures in line with the project budget.
- **All expenditures should be stated in the relevant sheet using the USD/Local Currency exchange rate at the date of transaction.** Necessary documents (invoices, etc.) that verify the expenditures will be attached to Financial Progress Report.
- PO submits a Financial Progress Report within two weeks after the last day of the month if a main activity is undertaken in the respective month.
- **Financial Progress Report shall be prepared by Project Coordinator and approved (checked and signed) by Responsible Authority.**

# ADDENDUM PROCEDURE AND NOTIFICATION PROCESS

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## Addendum Form

- PO submits an Addendum Form to request a change on the basics (work plan, activities, and transfer among budget items over **500 USD** etc.) of the project.
- However, the PO cannot make a transfer from other budget items to human resources item under any circumstances.
- The Addendum Form, must be submitted at least one month before the respective activity is implemented.
- Addendum Form is subject to approval of the CCO.

## Notification Form

- PO submits a Notification Form for transfers between budget items up to **500 USD**. The Form must be signed by the Contact Person and sent to the Bank.



# ADDENDUM PROCEDURE AND THE USE OF INCIDENTALS BUDGET ITEM

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- Responsible Authority shall initiate the addendum procedure if it wants to change the basics (work plan, activities, transfer between budget items etc.) of the project.
- He/she must fill the Addendum Form and convey it to CCO and the Bank for evaluation of the request.
- **The PO cannot transfer funds from other budget items to human resources budget item.**
- **The Incidentals budget item can only be used upon the approval of the CCO and the Bank via addendum procedure.**
- The addendum request must be justified by rational explanations in order to be approved and it must be submitted to the CCO and the Bank at least a month before the respective activity.

# TIMESHEETS

## TIMESHEET TEMPLATE

TIMESHEET					
Project Title:			Name :		
CCR Project Number:			Month:	Year:	
Date	Number of Days Worked	Per Diems (USD)	Location	Detailed Description of Tasks	Name of the related Activity
First Week					
Second Week					
Third Week					
Fourth Week					
Total					

Maximum total of  
22 days  
per month !

Responsible Authority

Name :

Title:

Signature:

Date:

Researcher/Project Coordinator/Trainer

Name :

Title:

Signature:

Date:

# TIMESHEETS

## TIMESHEET Example



COMCEC COVID RESPONSE  
THE CONTRACT  
IMPLEMENTATION PERIOD: 2021




### ANNEX 5

#### TIMESHEET TEMPLATE FOR RESEARCHER ( JUNE )

TIMESHEET					
Project Title:		Rejuvenation of Small Businesses Affected by Covid-19: A Case on Tour Operators in Bangladesh		Name : Dr. Syed Rashidul Hasan.	
CCR Project Number: 2020-BGDTO-17			Month: June	Year: 2021	
Date	Number of Days Worked	Per Diems (58.133 USD)	Location	Detailed Description of Tasks	Name of the related Activity
First Week	7 days	406.933	Dhaka	Concept Building, Literature Review, Rapport development with Stakeholders.	Concept Building, Lit. Rev.
Second Week	7 days	406.933	Dhaka	Population Selection, Sampling technique, visiting Khulna division for stakeholders meetings, Rapport Development	Sampling Technique
Third Week	7 days	406.933	Dhaka	Target sample selection & Stakeholder, Rapport Development	Sample Selection
Fourth Week	9 days	523.2	Dhaka	Questionnaire Framing, Rapport Development	Questionnaires development
<b>Total</b>	<b>30 Days</b>	<b>1744 USD</b>			

#### Responsible Authority

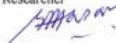
Name: JABED AHMED  
Title : Chief Executive Officer (CEO),  
Bangladesh Tourism Board (BTB)

Signature:   
Date:

**Javed Ahmed**  
(Additional Secretary)  
Chief Executive Officer  
Bangladesh Tourism Board  
Ministry of Civil Aviation & Tourism


#### Researcher

Name : Dr. Syed Rashidul Hasan  
Title : Main Researcher

Signature:   
Date: 03 July, 2021

# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES

## DRF TEMPLATE -1

COMCEC COVID RESPONSE PROJECT DISBURSEMENT REQUEST FORM for NEEDS ASSESMENT PROJECTS			
TO:			
		Development and Investment Bank of Turkey Saray Mah. Dr. Adnan Büyükdeniz Cad. No:10 Ümraniye/İstanbul	
A. Project Details			
1. Project Name			
2. Project Owner			
3. COMCEC Project Number			
5. Responsible Authority			
6. Contact Person			
7. Project Duration (Number of Months)			
8. Project Commencing and Completion Dates		From (DD/MM/YY)	To (DD/MM/YY)
9. Reporting Period		From (DD/MM/YY)	To (DD/MM/YY)
10. Disbursement Number			
B. Beneficiary Contact Details			
1. Address			
2. Phone / Fax Number			
3. E-mail Address			
C. Project Owner's Bank Account Details			
1. Account Name			
2. Bank Name			
3. Account Number (if available IBAN no/ Swift no)			
4. Bank Address			

# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES

## DRF TEMPLATE-2

D. Statement of Expenses Summary							
Expenses and Payment Request	Cumulative up to		Reporting (Current) Period		Total (Including This Period)		
	Amount (USD)		Amount (USD)		Amount (USD)		
	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	% OC
1.Field Visit							
2.Miscellaneous							
3.Associated Investment							
4.Incidentals							
5.Total							
E. Payments To Be Made (USD)							
A. Total Relevant Cost Eligible for COMCEC Funding			-		TOTAL PROJECT COST (USD) (Including This Period)		
B. Payments to be made for Human Resources in this period			-				
C. Payments to be made for the reporting period to PO (A-B)			-				
F. Prepared and Approved By							
	Full Name		Date (DD/MM/YY)		Signature		
Project Researcher (Prepared)							
Responsible Authority (Approved)							

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# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES

## SOE TEMPLATE - 1

	Description of Expenses	Staff Consultant's supplier/Service Provider Name	Document Date (DD.MM.YY)	Document Type (Timesheet, invoice, voucher etc.)	Document No.	Unit Cost (USD)	Number of Units	COMCEC funding (Local Currency -)	Total Amount (Local Currency.....)	Exchange Rate (USD/LC)	COMCEC funding (USD)	Total Amount (USD)
<b>A. FIELD VISIT</b>												
<b>1- Allowance</b>												
1								0.00	0.00		0.00	0.00
2												
3												
4												
5												
<b>2-Local Transportation</b>												
1								0.00	0.00		0.00	0.00
2												
3												
4												
5												
6												
7												
<b>3-Airfare for field visit</b>												
1								0.00	0.00		0.00	0.00
2												
3												
4												
5												
6												
7												
<b>4-Communication</b>												
1								0.00	0.00		0.00	0.00
2												
3												
4												
5												
6												
<b>5-Reports</b>												
1								0.00	0.00		0.00	0.00
2												
3												
4												
5												
<b>6-Visitors materials/assess. fee)</b>												
1								0.00	0.00		0.00	0.00
2												
3												
4												
5												
6												
<b>7-Other costs</b>												
1								0.00	0.00		0.00	0.00
2												
3												
4												
5												
6												
<b>Field Visit subtotal</b>								<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>

This is the second sheet of the DRF Excel

# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES



## SOE TEMPLATE - 2

	<b>B- MISCELLANEOUS</b>										
	1-Miscellaneous						0,00	0,00		0,00	0,00
1											
2											
3											
	<b>Miscellaneous Subtotal</b>						<b>0,00</b>	<b>0,00</b>		<b>0,00</b>	<b>0,00</b>
	<b>C-ASSOCIATED INVESTMENT</b>										
	1-Associated Investment						0,00	0,00		0,00	0,00
1											
2											
3											
4											
5											
6											
	<b>Associated Investment Subtotal</b>						<b>0,00</b>	<b>0,00</b>		<b>0,00</b>	<b>0,00</b>
	<b>D- INCIDENTALS</b>										
	1-Incidentals						0,00	0,00		0,00	0,00
1											
2											
3											
4											
	<b>Incidentals Subtotal</b>						<b>0,00</b>	<b>0,00</b>		<b>0,00</b>	<b>0,00</b>
	<b>TOTAL EXPENSES</b>						<b>0,00</b>	<b>0,00</b>		<b>0,00</b>	<b>0,00</b>

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# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES

## DRF - PART I



COMCEC COVID RESPONSE PROJECT DISBURSEMENT REQUEST FORM for NEEDS ASSESMENT PROJECTS			
TO:			
		<b>Development and Investment Bank of Turkey</b> Saray Mah. Dr. Adnan Büyükdenez Cad. No:10 Ümraniye/İstanbul	
			
A. Project Details			
1. Project Name	Rejuvenation of Small Businesses Affected by Covid-19: A case on Tour Operation in Bangladesh		
2. Project Owner	Chief Executive Officer, Bangladesh Tourism Board, Ministry of Civil Aviation and Tourism		
3. COMCEC Project Number	2020-BGDTO-17		
5. Responsible Authority	Jabed Ahmed, Chief Executive Officer, Bangladesh Tourism Board, Ministry of Civil Aviation and Tourism		
6. Contact Person	Dr. Mallik Anwar Hossain, Joint Secretary (Tourism), Ministry of Civil Aviation and Tourism		
7. Project Duration (Number of Months)	5 (five)		
8. Project Commencing and Completion Dates	From (DD/MM/YY)	01.06.21	To (DD/MM/YY) 31.10.21
9. Reporting Period	From (DD/MM/YY)	01.08.21	To (DD/MM/YY) 30.09.21
10. Disbursement Number			
B. Beneficiary Contact Details			
1. Address	ibari Officers Quarter, Tejgaon, Dhaka Parjaton Vobon, Level 9 and 10, Plot: E5 C/1, West Agargaon, Shere-E-Bangla Nagar C/A, D		
2. Phone / Fax Number	Residential- 9104733 Official- 44826546		
3. E-mail Address	<a href="mailto:ibdahmed63@gmail.com">ibdahmed63@gmail.com</a>		
C. Project Owner's Bank Account Details			
1. Account Name	CEO BTB M/O CIVIL AVIATION & TOURISM		
2. Bank Name	Agrani Bank Limited		
3. Account Number (if available IBAN no/ Swift no)	2 0 0 0 1 6 8 3 3 6 2 4		
4. Bank Address	West Agargaon, Shere-E-Bangla Nagar B Dhaka-1200		

Example from previous years



# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES

## DRF - PART II

D. Statement of Expenses Summary							
Expenses and Payment Request	Cumulative up to 01-08-21		Reporting (Current) Period		Total (Including This Period)		
	Amount (USD)		Amount (USD)		Amount (USD)		
	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	% OC
1. Human Resources			5,000.00		5,000.00		
2. Actions			11,000.00		11,000.00		
3. Associated Investment			2,200.00		2,200.00		
4. Incidentals							
5. TOTAL			18,200.00		18,200.00		
E. Payments To Be Made (USD)							
Total Relevant Cost Eligible for COMCEC Funding			18,200.00				
F. Prepared and Approved By							
	Full Name	Date (DD/MM/YY)	Signature				
Project Researcher (Prepared)	Prof. Dr. Syed Rashidul Hasan	10/10/19					
Responsible Authority (Approved)	Jabed Ahmed	10/10/19					

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# FINANCIAL PROGRESS REPORT

## FPR COVER



## COMCEC COVID RESPONSE PROGRAM

FINANCIAL REPORT ....Number...

.....Project Number.....

.....Proje Name.....

**COVER**

DRF

HUMAN RESOURCES

TRAINING

INCIDENTALS



# FINANCIAL PROGRESS REPORT

## HUMAN RESOURCES

	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date	Document No	Total Amount (USD)	COMCEC funding (USD)	Owner's contribution (USD)
<b>1</b>	<b>HUMAN RESOURCES</b>						
	<b>1.1. Fees</b>				<b>0,00</b>	<b>0,00</b>	<b>0,00</b>
	1.1.1.Project Coordinator				0,00	0,00	0,00
1					0,00		
2					0,00		
3					0,00		
	1.1.2. Project Trainer 1				0,00	0,00	0,00
1					0,00		
2					0,00		
3					0,00		
	1.1.3. Project Trainer 2				0,00	0,00	0,00
1					0,00		
2					0,00		
3					0,00		
<b>HUMAN RESOURCES SUB-TOTAL</b>					<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

# FINANCIAL PROGRESS REPORT

## HUMAN RESOURCES - Example

Description of Expenses		Staff/Consultant/Supplier/Service Provider Name	Document Date (DD/MM/YY)	Document Type (Timesheet, invoice, etc.)	Document No	COMCEC Funding (USD)	Owner's Contribution (USD)	Total Amount (USD)
1	<b>HUMAN RESOURCES</b>							
	<b>1.1. Fees</b>					<b>10.800,00</b>		<b>10.800,00</b>
	1.1.1. Project Coordinator					6.300,00		6.300,00
1	As a coordinator of whole activities of the program	Minouche Bromet	05.07.21	Timesheet		2.100,00		2.100,00
2			05.07.21			2.200,00		2.200,00
3			05.07.21			2.000,00		2.000,00
	1.1.2. Project Trainer 1					2.250,00		2.250,00
1	Preparation, execution, report (2trainers*9days each)	Virginia Asin-Oostburg		Timesheet		2.250,00		2.250,00
	1.1.3. Project Trainer 2					2.250,00		2.250,00
1	Preparation, execution, report (2trainers*9days each)	Martinus Panday	13.07.21	Timesheet		2.250,00		2.250,00
<b>HUMAN RESOURCES SUB-TOTAL</b>						<b>10.800,00</b>		<b>10.800,00</b>

# FINANCIAL PROGRESS REPORT

## TRAINING

Annex No.	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date (DD/MM/YY)	Document Type (Timesheet, invoice, voucher etc.)	Document No	Unit Cost (USD)	Number Of Units	COMCEC funding (Local Currency-.....)	Owner's contribution (Local Currency-.....)	Total Amount (Local Currency-.....)	Exchange Rate (USD/LC)	COMCEC funding (USD)	Owner's contribution (USD)	Total Amount (USD)
5	<b>TRAINING STUDY</b>													
	<b>5.1. Meeting Hall Rent</b>													
	5.1.1. Meeting Hall Rent													
1														
	<b>5.2. Transportation/Boarding-Lodging</b>													
	5.2.1. Boarding and lodging of the participants (for foreign participants)													
1														
	5.2.2. Boarding and lodging of the participants (for local participants)													
1														
	5.2.3. Local Transportation													
1														
	5.2.4. Airfare ( for foreign participants)													
1														
	5.2.5. Airfare (for local participants)													
1														
	<b>5.3. Visibility and Other Material</b>													
	5.3.1. Banner													
	5.3.2. Stationary													
	5.3.3. Interpretation													
	5.3.4. Speaker's Honorarium													
	5.3.5. Other (please specify)													
	<b>TRAINING SUB-TOTAL</b>													

# FINANCIAL PROGRESS REPORT

## TRAINING - Example

Annex No.	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date (DD/MM/YY)	Document Type (Timesheet, invoice, voucher etc.)	Document No	Unit Cost (USD)	Number Of Units	COMCEC funding (Local Currency-.....)	Owner's contribution (Local Currency-.....)	Total Amount (Local Currency-.....)	Exchange Rate (USD/LC)	COMCEC funding (USD)	Owner's contribution (USD)	Total Amount (USD)
<b>5</b>	<b>TRAINING STUDY</b>													
	5.1. Meeting Hall Rent							4,500.00		4,500.00		214.29		214.29
	5.1.1. Meeting Hall Rent							4,500.00		4,500.00		214.29		214.29
1	Meeting Hall Rent for Training	Overbridge River Resort	12.07.21	Receipt	COMCEC-009	71,43	3	4,500.00		4,500.00	21,00	214.29		214.29
	<b>5.2. Transportation/Boarding-Lodging</b>							<b>138,667.85</b>		<b>138,667.85</b>		<b>6,603.23</b>		<b>6,603.23</b>
	5.2.2. Boarding and lodging of the participants (for local participants)							87,517,85		87,517,85		4,167,52		4,167,52
	Boarding & Lodging, food for staff, zoompersonnel and local participants	Overbridge River Resort	12.07.21	Receipt	COMCEC-009	189,43	22	87,517,85		87,517,85	21,00	4,167,52		4,167,52
	5.2.3. Local Transportation							23,100,00		23,100,00		1,100,00		1,100,00
1	Reimbursement local transportation for all people in the bubble	Participants	09.07.21	Receipt	COMCEC-004	50,00	22	23,100,00		23,100,00	21,00	1,100,00		1,100,00
	5.2.4. Airfare ( for foreign participants)							28,050,00		28,050,00		1,335,71		1,335,71
1	Zoomtechnology	AK Communication Consultancy	31.08.21	Receipt	COMCEC-014	350,00	3	22,050,00		22,050,00	21,00	1,050,00		1,050,00
2	Zoomtechnology	Dunsey Training & Consultancy	30.08.21	Receipt	COMCEC-017	285,71	1	6,000,00		6,000,00	21,00	285,71		285,71
	<b>5.3. Visibility and Other Material</b>							<b>90,875.09</b>		<b>90,875.09</b>		<b>3,851.19</b>		<b>3,851.19</b>
	5.3.1. Banner							2,500,00		2,500,00		119,05		119,05
1	Banner design (big banner 6Mx80CM)	Dunsey Training & Consultancy	30.08.21	Receipt	COMCEC-005	47,62	1	1,000,00		1,000,00	21,00	47,62		47,62
2	Banner design (Roll-up banners)	Dunsey Training & Consultancy	30.08.21	Receipt	COMCEC-005	35,71	2	1,500,00		1,500,00	21,00	71,43		71,43
	5.3.2. Stationary							15,562,10		15,562,10		741,05		741,05
1	Office Supplies	Universal Business Solution N.V.	09.07.21	Receipt	COMCEC-012	741,05	1	15,562,10		15,562,10	21,00	741,05		741,05
	5.3.3. Interpretation							22,260,00		22,260,00		1,060,00		1,060,00
1	Simultaneous translation on 7, 8 & 9 July 2021 through Zoom	Monique S. Pool Adviesbureau	09.07.21	Receipt	COMCEC-010	1,060,00	1	22,260,00		22,260,00	21,00	1,060,00		1,060,00
	5.3.4. Speaker's Honorarium							3,000,00		3,000,00		142,86		142,86
1	Chairperson on 7, 8 & 9 July 2021	Dunsey Training & Consultancy	30.08.21	Receipt	COMCEC-015	142,86	1	3,000,00		3,000,00	21,00	142,86		142,86
	5.3.5. Other (please specify)							37,552,99		37,552,99		1,788,24		1,788,24
1	Food (On site upload speed testing)	Nature Resorts Development Corporation	01.07.21	Receipt	COMCEC-001	10,76	1	225,99		225,99	21,00	10,76		10,76
2	Transportation (On site upload speed testing)	GOW2 Service Station	01.07.21	Receipt	COMCEC-001	19,05	1	400,00		400,00	21,00	19,05		19,05
3	Handsanitizers, disposable facemasks, biscuits	Garnix Imports	05.07.21	Receipt	COMCEC-002	53,07	1	1,114,50		1,114,50	21,00	53,07		53,07
	Transport of certificates from Paramaribo to Overbridge on 8th & 9th July	Doezhie Raza	08.07.21	Receipt	COMCEC-006	71,43	1	1,500,00		1,500,00	21,00	71,43		71,43
4	Call credit for communication purposes	Garnix Imports	06.07.21	Receipt	COMCEC-007	23,33	1	490,00		490,00	21,00	23,33		23,33
5	Printing	No Limit Copies	06.07.21	Receipt	COMCEC-003	4,76	1	100,00		100,00	21,00	4,76		4,76
7	Supply of copies and banners	R.R. Prints & More	09.07.21	Receipt	COMCEC-011	1,308,21	1	27,472,50		27,472,50	21,00	1,308,21		1,308,21
8	Montage films	Deskman Films	08.07.21	Receipt	COMCEC-013	119,05	1	2,500,00		2,500,00	21,00	119,05		119,05
9	Photos of during the training	Jose King Photographer	09.07.21	Receipt	COMCEC-016	35,71	1	750,00		750,00	21,00	35,71		35,71
10	Distribution of official letters	Roshnie Mahes	15.07.21	Receipt	COMCEC-018	142,86	1	3,000,00		3,000,00	21,00	142,86		142,86
	<b>TRAINING SUB-TOTAL</b>							<b>224,042,94</b>		<b>224,042,94</b>		<b>10,668,71</b>		<b>10,668,71</b>

# FINANCIAL PROGRESS REPORT

## INCIDENTALS

	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date	Document No	Unit Cost (USD)	Total Amount (Local Currency-.....)	COMCEC funding (Local Currency-.....)	Owner's contribution (Local Currency-.....)	Exchange Rate (USD/LC)	Total Amount (USD)	COMCEC funding (USD)	Owner's contribution (USD)
7	INCIDENTALS					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
4						0,00				0,00		
5						0,00				0,00		
	<b>TOTAL</b>					<b>0,00</b>	<b>0,00</b>	<b>0,00</b>		<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

# ADDENDUM FORM

## ADDENDUM FORM



COMCEC COVID RESPONSE  
THE CONTRACT  
IMPLEMENTATION PERIOD: 2022



### ANNEX 6

#### ADDENDUM FORM

Addendum No

Explanatory Note  
(Project Number)

<b>Project title</b>	
<b>Project Owner</b>	
<b>Cooperation Area</b>	
<b>Country</b>	
<b>Period of implementation</b>	
<b>Responsible Authority</b>	
<b>Visiting Expert(s)</b>	
<b>Purpose of Addendum</b>	

#### List of Modifications

<b>Scope of Modification</b>	<b>Justification of Modification</b>
<i>From (Budget Item and Amount)</i>	<i>To (Budget Item and Amount)</i>

All other terms and conditions of the project fiche numbered ... attached to the Contract dated ... remain unchanged. This addendum shall form an integral part of the project fiche numbered ... attached to the Contract dated ..... and it shall enter into force on the later date of approval by the Bank.

#### Responsible Authority

Name :  
Title :  
Signature :  
Date :



# ADDENDUM FORM



## ANNEX 12 ADDENDUM FORM

Addendum N° 1...

Explanatory Note

(Project Number: CCR/2020/SURTO/30)

<b>Project title</b>	Covid-19 Awareness & resilience for tourism and hospitality businesses supported under the COMCEC Covid response
<b>Project Owner</b>	Ministry of Transport, Communication and Tourism
<b>Cooperation Area</b>	Hospitality and Tourism
<b>Country</b>	Suriname
<b>Period of implementation</b>	May 2021-July 2021
<b>Responsible Authority</b>	Mr. <del>Rabinerdath Boeddha</del> , BSc., CHE Permanent Secretary, Ministry of Transport, Communication & Tourism
<b>Project Coordinator</b>	Minouche Bromet
<b>Purpose of Addendum</b>	To justify the use of the <del>travels</del> cost for <del>zoom</del> technicians

### List of Modifications

Scope of Modification	Justification of Modification
<i>To use the Boarding and Lodging for foreign participants for boarding and lodging of project staff (5 people) and accomodation for zoomtechnicians (3)</i> & <i>Use airfare of foreign participants for paying the 3 zoomtechnicians.</i>	Because of travel restrictions the foreign participants from Guyana could not travel to Suriname to take part in the training on site.  Zoom and live streaming were explored to see what could be used, because the participants were still interested to take part in the sessions.  Because the government of Suriname, the Ministry of Health suggested that the 22 people that would be on site together to be part of the training sessions should be in a "bubble" (not going/ <del>travelling</del> up and down)



	The amount of the budget that was intended to cover the costs of travel and boarding and lodging for the foreign participants were <del>use</del> to cover the costs for boarding and lodging for project staff and for covering the costs of the <del>zoom</del> technicians.
<i>From ( Budget Item and Amount)</i>  <b>Boarding and Lodging for foreign participants amount <del>usd 1200,-</del></b>  <i>Airfare for foreign participants amount <del>usd 1750,-</del></i>  <b><i>Incidentals</i></b> <b><i>usd 2,419.44</i></b>	<i>To ( Budget Item and Amount)</i>  <b>Boarding and Lodging for 8 people (5 staff and 3 zoom personnel) <del>usd 1167,52</del></b>  <i>Payment to zoom 3 technicians and the rent of an internet box amount <del>usd 1335,71</del></i>  <b><i>Incidentals</i></b> <b><i>usd 15.48</i></b>

All other terms and conditions of the project fiche numbered CCR-2020-SURTO-30-1\_1\_6.5.2021\_16-25-31 attached to the Contract dated; May 24, 2021 remain unchanged. This addendum shall form an integral part of the project fiche numbered CCR-2020-SURTO-30-1\_1\_6.5.2021\_16-25-31 attached to the Contract dated; May 24, 2021 and it shall enter into force on the later date of approval by the Bank.

### Responsible Authority

Name : ~~R. Boeddha~~  
Title : BSc, CHE  
Signature :  
Date : October 8, 2021

# NOTIFICATION FORM

## NOTIFICATION FORM



COMCEC COVID RESPONSE  
THE CONTRACT  
IMPLEMENTATION PERIOD: 2022



### ANNEX 7 NOTIFICATION FORM

Notification No :  
Explanatory Note  
(Project Number)

<b>Project title</b>	
<b>Project Owner</b>	
<b>Cooperation Area</b>	
<b>Country</b>	
<b>Period of implementation</b>	
<b>Responsible Authority</b>	
<b>Visiting Expert(s)</b>	
<b>Purpose of Notification</b>	

#### List of Modifications

<b>From (<u>Budget</u> Item and Amount)</b>	<b>To (<u>Budget</u> Item and Amount)</b>

All other terms and conditions of the project fiche numbered ... attached to the Contract dated ... remain unchanged. This notification shall form an integral part of the project fiche numbered ... attached to the Contract dated ... and it shall enter into force on the later date of approval by the Bank.

#### Contact Person

Name :  
Title :  
Signature :  
Date :

# NOTIFICATION FORM

## NOTIFICATION FORM

<b>Project title</b>	<b>2018 IDNTRADE</b>
<b>Project Owner</b>	<i>Ministry of Trade Indonesia</i>
<b>Cooperation Area</b>	Trade
<b>Country</b>	<i>Indonesia</i>
<b>Period of implementation</b>	<i>5 (five) Months</i>
<b>Responsible Authority</b>	<b>Antonius <u>Yudi Triantoro</u></b>
<b>Project Coordinator</b>	<b>Nur Wahid</b>
<b>Purpose of Notification</b>	<b>Modify and Transfer Budget Allocation for Workshop and <u>Traning</u></b>

### List of Modifications



<b>From ( Budget Item and Amount)</b>	<b>To ( Budget Item and Amount)</b>
<i>Boarding and Lodging of the participants 470,02 USD</i>	Meeting Hall 470,02 USD



# PAYMENT CONTROL FORM

CCR-2020-BGDTO-17 BUDGET AND CONTROL FORM									
		Budget CCO Funding	Document Type	Payment 1	Payment 2	Payment 3	Payment 4	Total To Date	Remaining Amount
		Date							
<b>1. HUMAN RESOURCES</b>		<b>23.520,00</b>		<b>21.776,00</b>	<b>1.744,00</b>	<b>0,00</b>	<b>0,00</b>	<b>23.520,00</b>	<b>0,00</b>
<b>1.1. Fees</b>		<b>23.520,00</b>		<b>21.776,00</b>	<b>1.744,00</b>	<b>0,00</b>	<b>0,00</b>	<b>23.520,00</b>	<b>0,00</b>
Researcher		8.720,00	Timesheet	6.976,00	1.744,00			8.720,00	0,00
Assistant Researcher (RA) 1		5.000,00	Timesheet	5.000,00				5.000,00	0,00
Assistant Researcher (RA) 2 (A Public officer from BTB without pay)		0,00						0,00	0,00
Statistician		3.000,00	Timesheet	3.000,00				3.000,00	0,00
Data Collectors 20 persons		5.000,00	DRF	5.000,00				5.000,00	0,00
Scrutineers 2 persons		1.000,00	Timesheet	1.000,00				1.000,00	0,00
Data Analyst 1 person		800,00	Timesheet	800,00				800,00	0,00
<b>2. LOCAL FIELD ACTIVITIES</b>		<b>3.000,00</b>		<b>3.000,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>3.000,00</b>	<b>0,00</b>
<b>2.1. Local Field Activities</b>		<b>3.000,00</b>		<b>3.000,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>3.000,00</b>	<b>0,00</b>
Conveyance, local Transport cost & others for 20 data collectors		3.000,00	DRF	3.000,00				3.000,00	0,00
<b>3. DOMESTIC TRAVEL &amp; OTHERS FOR THE KEY PERSONS</b>		<b>6.000,00</b>		<b>6.000,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>6.000,00</b>	<b>0,00</b>
Air fare, lodging, food etc. for Researcher, RA & CP		6.000,00	DRF	6.000,00				6.000,00	0,00
<b>4. EQUIPMENTS, STATIONERY &amp; OTHER INCIDENTALS</b>		<b>2.200,00</b>		<b>2.200,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>2.200,00</b>	<b>0,00</b>
Stationery & others		1000	DRF	1000				1000	0
Computer, printer & others		1000	DRF	1000				1000	0
Report printing and binding		200	DRF	200				200	0
<b>5. VISUALIZATION AND COMMUNICATION COST</b>		<b>2.000,00</b>		<b>2.000,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>2.000,00</b>	<b>0,00</b>
Visualizations		2000	DRF	2000				2000	0
<b>6. INCIDENTALS</b>		<b>4.080,00</b>		<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>4.080,00</b>
Incidentals		4080	DRF					0	4080
<b>TOTAL</b>		<b>40.800,00</b>		<b>34.976,00</b>	<b>1.744,00</b>	<b>0,00</b>	<b>0,00</b>	<b>36.720,00</b>	<b>4.080,00</b>
<b>TOTAL CCO Contribution</b>	<b>TOTAL PAYMENT</b>		<b>Remaining Amount</b>						
<b>40.800,00</b>	<b>36.720,00</b>		<b>4.080,00</b>						

# REVISED BUDGET

2018-TURPOVER-586 PAYMENT CONTROL FORM															
		Budget CCO Funding	Payment 1	Payment 2	Payment 3	Payment 4	Total To Date	Remaining Amount	Payment Order	Remaining Amount After Payment Order	Budget PO Funding	Payment 1	Payment 2	Total To Date	Remaining Amount
	<b>REVISED BUDGET</b>	Date									Date				
1	<b>HUMAN RESOURCES</b>	11.750,00	1.875,00	1.750,00	2.125,00	6.000,00	11.750,00	0,00			0,00			0,00	0,00
	1.1. Fees	11.750,00	1.875,00	1.750,00	2.125,00	6.000,00	11.750,00	0,00			0,00			0,00	0,00
	1.1.1. Project Coordinator	8.250,00	1.875,00	1.750,00	2.125,00	2.500,00	8.250,00	0,00			0,00			0,00	0,00
	1.1.2. Project Trainer 1	3.500,00				3.500,00	3.500,00	0,00			0,00			0,00	0,00
2	<b>TRAINING</b>	13.436,00				13.436,00	13.436,00	0,00			2.085,00			0,00	2.085,00
	2.1. Meeting Hall Rent	0,00				0,00	0,00	0,00			1.500,00			0,00	1.500,00
	2.1.1. Meeting Hall Rent	0,00				0,00	0,00	0,00			1.500,00			0,00	1.500,00
	2.2. Transportation/Boarding-Lodging	13.200,00				13.200,00	13.200,00	0,00			585,00			0,00	585,00
	2.2.1. Boarding and lodging of the participants (for local participants)	3.600,00				3.600,00	3.600,00	0,00			585,00			0,00	585,00
	2.2.2. Boarding and lodging of the participants (for foreign participants)	9.600,00				9.600,00	9.600,00	0,00			0,00			0,00	0,00
	2.3. Visibility and Other Material	236,00				236,00	236,00	0,00			0,00			0,00	0,00
	2.3.3. Interpretation	236,00				236,00	236,00	0,00			0,00			0,00	0,00
3	<b>WORKSHOP</b>	32.793,00				32.747,00	32.747,00	46,00			3.320,00			0,00	3.320,00
	3.1. Meeting Hall Rent	0,00				0,00	0,00	0,00			1.500,00			0,00	1.500,00
	3.1.1. Meeting Hall Rent	0,00				0,00	0,00	0,00			1.500,00			0,00	1.500,00
	3.2. Transportation/Boarding-Lodging	32.393,00				32.393,00	32.393,00	0,00			1.820,00			0,00	1.820,00
	3.2.1. Boarding and lodging of the participants (for foreign participants)	9.600,00				9.600,00	9.600,00	0,00			1.820,00			0,00	1.820,00
	3.2.2. Boarding and lodging of the participants (for local participants)	3.600,00				3.600,00	3.600,00	0,00			0,00			0,00	0,00
	3.2.3. Airfare (for foreign participants)	16.443,00				16.443,00	16.443,00	0,00			0,00			0,00	0,00
	3.2.4. Airfare (for local participants)	2.160,00				2.160,00	2.160,00	0,00			0,00			0,00	0,00
	3.2.5. Local Transportation	590,00				590,00	590,00	0,00			0,00			0,00	0,00
	3.3. Visibility and Other Material	400,00				354,00	354,00	46,00			0,00			0,00	0,00
	3.3.1. Banner	354,00				354,00	354,00	0,00			0,00			0,00	0,00
4	<b>ASSOCIATED INVESTMENT</b>	0,00				0,00	0,00	0,00			1.050,00			0,00	1.050,00
	4.1. Computer	0,00				0,00	0,00	0,00			750,00			0,00	750,00
	4.2. Printer	0,00				0,00	0,00	0,00			200,00			0,00	200,00
	4.4. Scanner	0,00				0,00	0,00	0,00			100,00			0,00	100,00
5	<b>INCIDENTALS</b>	0,00				0,00	0,00	0,00			0,00			0,00	0,00
	<b>TOTAL</b>	<b>57.979,00</b>	<b>1.875,00</b>	<b>1.750,00</b>	<b>2.125,00</b>	<b>52.183,00</b>	<b>57.933,00</b>	<b>46,00</b>	<b>0,00</b>	<b>0,00</b>	<b>6.455,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>6.455,00</b>

## REPORTS/DOCUMENTS REQUIRED TO BE DELIVERED IN HARD COPY

**Documents that form basis for the payments/make significant changes in the Project are required to be delivered to the Bank in hard copy.**

- 1. The Contract**
- 2. DRF and Statement of Expenditures** (Necessary documents ( etc.) that verify the expenditures will be attached to Disbursement Request Form.)
- 3. DRF and Financial Progress Reports** (Financial Progress Report and it's annexes (Report+Annexes+verifying expenditure documents-invoices, airfare tickest etc.)
- 4. Timesheets**
- 5. Addendum Form (if applicable)**
- 6. Notification Form (if applicable)**



# COMCEC COVID Response

THANK YOU

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