

Coordinators: *General Directorate of International Cooperation - DGCIN (Argentina)*

Responsible Institutions:

Implementing Institutions:

Location:

 Duration: months

Budget:

USD . . (to be completed by Argentine Foreign Ministry)

USD . . - % **Argentina** (to be completed by Argentine Foreign Ministry)

USD . . - % (to be completed by Argentine Foreign Ministry)

USD . . - % (to be completed by Argentine Foreign Ministry)

Cooperation Project between Argentina and

de de 20

Specific Objective:

SUMMARY OF PROJECT INFORMATION

Suggested beginning date: (There may be a delay of up to three months from the time a project is presented to its execution)

Project N°: (To be completed by Argentine Foreign Ministry)

Project Area: (To be completed by Argentine Foreign Ministry)

Geographic Area: (Place of your country where the project will be carried out)

Target Group (Institution(s) and/or number of people who are the recipients of the project):

Direct:

Indirect:

Country which presented the project:

Period of Execution: (There may be a delay of up to three months from the time a project is presented to its execution)

Legal Framework :

(To be completed by Argentine Foreign Ministry)

Modality:

(Mark the requested modality with an 'X', more than one option may be selected)

Argentine expert visit

☐

Visit to Argentine institutions by foreign professionals

☐

Triangular cooperation

☐

International courses/seminars

☐

Shared costs

☐

2. FOREIGN IMPLEMENTING INSTITUTION

2.1 Name and acronym:

2.2 Status: *(Public or private)*

2.3 Head of Institution:

(Full name and title of the head of institution)

2.4 Technical Director of the Project :

(Full name of the technical director in charge of implementing the project)

2.5 Address

Street:

Nº: Floor: Postal Code:

City:

Province / State / Department:

Tel.:

Fax:

Website:

E-mail:

2.6 Principal institution

(Ministry, University, etc. / Indicate if your institution is subordinate to another)

Head

(Full Name and Title of the head of institution):

2.7 History

(History and principal achievements of the institution)

2.8 Institutional Objectives:

2.9 Main activities:

2.10 Resources the institution will put at the disposal of the project:*(Describe the resources. State their value in USD in line with the instructions on pages 12-13)*

Description	Unit	Qty.	Value (USD)	Total	Observations
I. Human Resources					
II. Infrastructure					
III. Basic Materials					
IV. Equipment (Technical and ICT)					

2.11 Cooperation Background

¿Are other cooperation projects in the area of the present request being carried out, or have such projects been carried out in the past?

YES ☐ NO ☐

¿With which countries or bodies?

(Don't forget to include 'FO.AR/Argentina' where appropriate)

Country / Organization	Date [DD/MM/YY]						Objective

3. ARGENTINE IMPLEMENTING INSTITUTION

3.1 Name and Acronym:

3.2 Status: *(Public or private)*

3.3 Head of Institution:

(Full name and title of the head of institution)

3.4 Technical Director of the Project :

(Full name of the technical director in charge of implementing the project)

3.5 Address

Street:

Nº: Floor: Postal Code:

City:

Province / State / Department:

Tel.:

Fax:

Website:

E-mail:

3.6 Principal institution

(Ministry, University, etc. / Indicate if your institution is subordinate to another)

Head

(Full Name and Title of the head of institution):

3.7 History

(History and principal achievements of the institution)

3.8 Institutional Objectives:

3.9 Main activities:

3.10 Resources the institution will put at the disposal of the project:*(Describe the resources. State their value in USD in line with the instructions at the end of this document)*

Description	Unit	Qty.	Value (USD)	Total	Observations
I. Human Resources					
II. Infrastructure					
III. Basic Materials					
IV. . Equipment					

4. ARGENTINE COORDINATING INSTITUTION

(to be completed by Argentine Foreign Ministry)

4.1 Name and Acronym:

4.2 Head of Institution:

(Full name and title of the head of institution)

4.3 Project Manager:

Tel.:

E-mail:

5. FOREIGN COORDINATING INSTITUTION

(to be completed by foreign coordinating institution)

5.1 Name and Acronym:

5.2 Head of institution:

(Full name and title of head of institution)

5.3 Project Manager:

Tel.:

E-mail:

6. TRIANGULAR PARTNER

(to be completed by triangular partner)

6.1 Name and Acronym:

6.2 Country

(If it is an international organization, complete with international organization)

6.3 Head of institution:

(Full name and title of the head of institution)

6.4 Project Manager:

(Full name of Project Manager)

Tel.:

E-mail:

7. INFORMATION ABOUT THE PROJECT

7.1 Summary of the Project

7.2 Background, context and rationale of the project

8. PROJECT DESIGN MATRIX (PDM)

Title:

Intervention Area:

Target Group:

Execution Period: months

Project Summary	Indicators	Verification Sources
Overall Objective (see instructions)		
Specific Objective (see instructions)		
Results (see instructions)		
1		
2		
3		
4		

	Activities <i>(See instructions)</i>	Basic Materials <i>(Argentina)</i>	Basic Materials <i>(Country)</i>	Basic Materials <i>(Partner)</i>
Result 1				
Result 2				
Result 3				
Result 4				

9. PLAN OF ACTIVITIES

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Trip																								
Total Days																								
Experts																								
RESULT 1																								
Act. 1.1																								
Act. 1.2																								
Act. 1.3																								
Act. 1.4																								
Act. 1.5																								
Act. 1.6																								
RESULT 2																								
Act. 2.1																								
Act. 2.2																								
Act. 2.3																								
Act. 2.4																								
Act. 2.5																								
Act. 2.6																								
RESULT 3																								
Act. 3.1																								
Act. 3.2																								
Act. 3.3																								
Act. 3.4																								
Act. 3.5																								
Act. 3.6																								
RESULT 4																								
Act. 4.1																								
Act. 4.2																								
Act. 4.3																								
Act. 4.4																								
Act. 4.5																								
Act. 4.6																								

10· DEVELOPMENT FACTORS

10.1 Contribution in the area of execution:

(Indicate to what extent the project contributes to the sectoral policies being developed by the government of the country requesting the Project)

10.2 Participation of the target population:

(To what extent are the project's target groups involved in the design of the project in such a way that during its implementation they support and participate in it?)

10.3 Visibility and Communication:

(This refers to the degree to which the project, its objectives and beneficiaries etc benefit from the exchange and, where relevant, from the transfer of knowledge from Argentina in the technical area)

10.4 Sustainability:

(Indicate the degree to which the benefits of the project will continue in the long term, that is to say, explain how the effects of the project will be sustained or how its activities will continue once it is over)

10.5 Protection of the environment:

(Evaluation of the effects on the environment of the project and the sustainable use of renewable and non-renewable resources)

10.6 Equality between men and women:

(Concrete measures to achieve an equitable participation of men and women in the projects activities and to verify a parity in power relations between the genders)

10.7 Institutional and management capacity :

(Evaluation of the organizational and management capacity of local partners to autonomously assume the continuity of the program once it has concluded)

COMMENTS AND FINALS NOTES

(Indicate all relevant information, or any other piece of information that you have not been able to complete in the sections above)

»INSTRUCTIONS

This form ensures that technical cooperation projects presented to the Argentine Fund for South-South and Triangular Cooperation (FO.AR) of the Argentine Ministry of Foreign Affairs contain the information necessary for their evaluation.

A. GENERAL MATTERS

Submission procedures

This form must be completed and submitted by the foreign responsible or implementing institution, accompanied by a note addressed to the competent authority in international cooperation at the Executive Branch of the country that presents the Project, or to the local Ministry of Foreign Affairs, if appropriate. The local foreign ministry shall send the form to the Argentine Embassy in the country. Only one form per project will be accepted.

Institutions that can submit project proposals to FO.AR:

- a) Public sector entities (these have priority).
- b) Non-profit private sector entities.

Duration of the Project:

The average length of each stage is two weeks. Any second stage of the Project will depend on the submission of reports on the prior mission by the expert and the institution that requested the Project.

Submission of the Form and Implementation:

This Form may be revised and modified by the experts of the implementing institutions prior to its final submission. This may happen even after a first trip of experts, if necessary. However, a second trip of experts from one country to the other will not take place if the final version of this form has not been submitted by formal note

- a) Once the project has ended, the institutions that have requested a FO.AR project shall complete and send Form D-2 to the Argentine Embassy in order to inform of the achievements of the cooperation.
- b) If these institutions submit new project proposals that are similar, or related to other projects already implemented by FO.AR, they shall also submit Form D-2 of that project with an explanation of the new presentation.

B. THE FORM

SECTION 1. Summary of Project Information

Cooperation modality requested:

- 1.1** The sending of Argentine experts abroad. Mark with an "X" if the project involves the sending of Argentine experts to the foreign project partner country.
- 1.2** Receiving of foreign experts by Argentine institutions. Mark with an "X" if the project involves the receiving of experts on study trips to Argentina from the foreign project partner country.
- 1.3** Triangular cooperation. Mark with an "X" if the project will

involve, as well as Argentine and foreign partner institutions, institutions from third countries or international organizations.

1.4 Seminars/International Courses. Mark with an "X" if the project will consist of the organization of an international seminar to which foreign academics will be invited. This box cannot be filled if boxes 1.1 and 1.2 have already been.

1.5 Shared costs. Mark with an "X" if the cost of sending and receiving experts will be shared between the Argentina and the foreign project partner country.

In cases in which boxes 1.1 and 1.2 have been filled priority will be given, at the start of the project to the sending of Argentine experts abroad over the receiving of foreign experts in Argentina.

SECTION 2 and 3. Foreign and national implementing Institutions:

Points 2.6 and 3.6. Principal Institution.

In general this institution will be the one to which the implementing institution is subordinate. For example, if the implementing agency (Point 3) is a university faculty, the principal institution (Point 2.6) will be the University of which it forms part. If the implementing institution is a public body, the responsible institution will be the ministry to which it is subordinate.

Points 3.9 and 4.9. Resources that Resources the institution will put at the disposal of the Project.

Given that South-South Cooperation works not only with money but also with a wide range of 'in kind' resources, the following provisional guide has been drawn up to, which aims to place an approximate money value ("monetize") on the most significant resources put at the disposition of the project by the institutions:

- a) Infrastructure. When facilities like classrooms, halls or buildings are used, their value will be the equivalent of the amortization or hypothetical rent for these facilities, for the period in which they will be used. This amount shall be expressed in U.S. dollars at the exchange rate of the date of filling in the form.
- b) Equipment. The value will be calculated on the basis of the amortization or hypothetical rent for the equipment, for the period in which it is used. For example, if a machine is used for 2 months the value calculated will be that of a hypothetical monthly rental or amortization, multiplied by two.
- c) Human Resources. These are a key resources in South-South Cooperation and, as a general rule, a simple translation of a salary into U.S. dollars does not reflect their value in the international market. As there is no international standard to determine how they should be valued, the following provisional scheme will be used. It has a top limit of USD 500, the maximum daily fee paid to an international consultant in Argentina, according to the terms of the UNDP Manual of Procedures (UNDP, 2009). It applies only for the calculating of the value of trainers and not those they train.

» **Categories.** The experts participating in the project will be classified as:

I) Technical expert – USD 250 daily. This is an expert with experience in the carrying out projects in the relevant area and with experience of field work.

II) Coordinator/Supervisor – USD 375 daily. This is 75% of the USD 500 maximum daily fee. This is a graduate professional who, in the framework of the project, will supervise a team of technical staff. He/she will be classified on the basis of his or professional experience and management capacity. There can be no more than one person of this category per project.

Method of calculation. For each professional, the procedure for calculating the value of time spent on the project is as follows:

I) Mission days. The daily fee is multiplied by the number of mission days spent outside the country. For example, if the project involves two technical experts who, in a month, have 1 foreign mission of five days, then this will be USD 250 per day, or USD 1250 for each expert, and USD 2500 of hypothetical fees. Moreover, if the Project demands that these two experts organize a study visit of 5 days in Argentina for foreign professionals, then each technical expert will have 10 days of work. So, 5 days x USD 250 x 2 technical experts produces an additional total fee of a hypothetical USD 1250.

II) Preparation days. Up to 3 (three) days can be added per month of the project to allow for preparation and post-activity evaluation. For example, in the case described in i), 1 extra day will be added to each technical expert for each activity, 2 in total. So USD 250 x 2, a total for fees of a hypothetical of USD 500.

III) Work days in Argentina (telework). In the case of projects which require work from a distance (for example, monitoring by mail or the creating of a product through electronic communication) the number of person/days necessary to do it must be calculated. The value of the human resource used will be calculated in the same way as the previous case with a maximum allowance of 3 days per month. For example, in the case described in i) 3 (three) telework days can be added per technical expert to prepare training material. So, USD 250 x (3 + 3), a total for fees of a hypothetical USD 1500.

IV) Totals. The three categories are added up. In the example cited the total value of the days worked by the technical staff would be USD 3 750 + USD 500 + USD 1 500, a total for fees of a hypothetical USD 5750.

d) **Inputs.** Their value will be estimated according to approximate international costs. This will include internal mobility. In this case local costs will apply.

SECTION 7. Project Information

7.1 Summary of the Project: This section should be com-

pleted briefly and concisely, so as to quickly allow a comprehensive understanding of the project. Include, therefore, only a briefing of the objective, results and (when necessary) the most relevant and substantive facts and data.

7.2 Background, Context and Rationale of the Project:

Information should be provided regarding current or recent activities in the area as well as policies designed to alleviate some of the problems identified and an indication given of the expected synergy and complementarity between the project and existing public policies in the area. A brief description of the reasons that motivate the request should also be given, a diagnosis of the situation made, as well as an evaluation of its expected impact of the project.

SECTION 8. Project Design Matrix (PDM):

The objectives of the Project should be written concisely and be precise in order to facilitate subsequent evaluation of the results.

DEVELOPMENT OBJECTIVE. It is the desired effect of a development project, as a result of the fulfillment of its specific objective, in the long run. It is not the Project's objective, but a superior aim to which the Project will contribute; for example, the main aim of a country's development policy or sectorial program.

SPECIFIC OBJECTIVE. It is the Project's objective: it is the desired effect that will be obtained by implementing a development Project. It has to be written as a positive benefit or impact on the target group to be achieved by the project. Each Project should have one specific objective. It is the "General Objective" of the Logical Framework approach.

RESULTS. These are the short term products that have to be obtained in order to achieve the Project's specific objective. They are obtained by implementing the Project's activities. Up to four results can be stated in the form. They are the "Specific Objectives" of the Logical Framework approach.

OBJECTIVELY VERIFIABLE INDICATORS (OVIs).

These describe the values that should be achieved with the Results, the Specific Objective and the Development Objective. They should be both quantitative and qualitative and be objectively verifiable. At least 2 OVIs should be given for the Specific Objective [data related to the target group should be included and 1 OVI for each Result.

An example of the factors which constitute the indicators: *Object (What?-Products) *Recipient (¿Who?-People) *Quantity (¿How?-Percentages in relation to the current situation) *Quality (¿How?-Maintain or exceed current levels) *Time (¿How long?-Indicate date) *Place (¿Where?-Physical space).

VERIFICATIONS SOURCES. These are the sources of information from which the Objectively Verifiable Indicators are obtained. Where the data was obtained, the organizations which produced it, the documents where it was found and

the verification methods should be given. Normally these are statistics, documents, records etc. The method by which the information was collected (bibliographic study, physical measurement, observation, interview etc.) should be taken into account. These should be reliable, objective and accessible.

ACTIVITIES. These are the specific actions to be carried out by participants which will produce the desired results. They should be ordered sequentially and the use of inputs provided (experts, materials etc.) and transport needs such as travel costs and expenses should be given. It must match Point 9 of the Plan of Activities.

SECTION 9. Plan of activities:

In the “trip” row place an “A” if in that month there was a trip to the foreign project partner country by Argentine experts

and an “E” if foreign experts were received for study visits in Argentina.

In the “Total days” row indicate the total number of days that the trip will take. For example, if an expert travels 10 days, and another one 5, place 15.

In the “experts” row indicate the number of experts that will take part in the trip.

In the following files place an “x” if during that month one of the activities mentioned in Section 8 was carried out.