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## **CAREC Grant Program for Capacity Building Events**

**Concept Note and Grant Application**

**1. Introduction and Background**

Capacity building is essential for strengthening the capabilities of organizations, institutions, and individuals to effectively address challenges and leverage opportunities in their respective fields. It plays a pivotal role in fostering sustainable development and supporting the professional growth of communities across diverse sectors. In the context of the CAREC region, where countries are at different stages of development, capacity building is a crucial strategy for achieving shared economic growth, social progress, and regional cooperation.

Capacity building encompasses a wide range of activities, including training, knowledge exchange, and the development of skills and competencies. For policymakers in the CAREC region, effective capacity building is not just about addressing immediate needs but also about ensuring long-term sustainability and resilience. It enables countries to better manage their development processes, implement effective policies, and engage in meaningful international cooperation. For example, capacity building initiatives in sectors such as trade, infrastructure, and public administration have enabled CAREC countries to harmonize standards, improve regulatory frameworks, and enhance governance. These efforts contribute to creating a more integrated and prosperous region, aligning with the strategic priorities of the CAREC Institute.

While the advantages of capacity building initiatives in the CAREC region are evident, several challenges impede their implementation. One significant obstacle is resource constraints. Organizing effective capacity building events requires substantial funding for logistics, materials, and, importantly, the participation of international experts who can provide valuable insights and global perspectives. Without adequate resources, these initiatives may struggle to achieve their intended impact.

Another challenge is access to expertise. Many institutes in CAREC countries find it difficult to attract international trainers, speakers, and presenters due to the high costs associated with travel, accommodation, and professional fees. This limitation can hinder the quality and effectiveness of capacity building efforts, as the absence of experienced professionals may result in a lack of depth in training and knowledge transfer.

Sustainability is also a critical concern. Ensuring that capacity building initiatives yield long-term benefits requires not only the initial transfer of knowledge and skills but also the establishment of local mechanisms to maintain and expand these gains over time. Without a sustainable framework, the positive impacts of these initiatives may diminish after the initial engagement.

To address these challenges, a focused grant program has been established to facilitate the participation of international experts in co-organized capacity building events throughout the CAREC region. This program aims to cover expenses related to the involvement of international trainers and/or speakers, ensuring that countries in the region can access high-quality training and insights. By doing so, it promotes the exchange of best practices and innovative solutions tailored to local needs.

Additionally, the co-organized events featuring international trainers and/or speakers foster collaboration among CAREC countries. These gatherings create valuable opportunities for dialogue, networking, and the sharing of experiences, nurturing a spirit of cooperation and mutual learning.

Finally, the program contributes to the professional advancement of individuals and institutions by offering opportunities for direct engagement with global thought leaders and practitioners. This exposure helps cultivate a skilled workforce capable of driving development in their respective sectors, ultimately enhancing the overall effectiveness of capacity building efforts in the region.

**2. Program Objectives**

The primary objectives of this grant program are:

* Support the national capacity building events for policymakers in the CAREC countries.
* Ensure that the capacity building requirements are articulated by member countries, aligned with strategic priorities of the CAREC Institute.
* Support the participation of international trainers, speakers, and presenters in co-organized capacity building events across various countries.
* Facilitate the exchange of knowledge and skill development across the CAREC region by enabling the participation of international experts in country-driven capacity building events.
* Encourage CAREC member countries to provide co-funding contributions for capacity building events.
* Improve the professional skills of participants across different sectors by exposing them to global expertise.
* Foster cross-country partnerships and collaboration through the co-organization of events among local, regional, and international institutions.

**3. Priority areas of the Grant program**

**While all topics related to CAREC Institute’s strategic priorities are encouraged**, with the following three areas serving as examples:

1. *Best Performance Cases along the CAREC Corridor*
2. *Empowering Education: Harnessing AI for Learning and Digital Transformation*
3. *Livestreaming Sales in E-commerce*

**3. Scope and Eligibility**

The grant program is open to:

* **Non-profit organizations:** Academic institutions (including research institutions, think tanks, universities), government agencies, and civil society organizations.
* **Event types**: Workshops, seminars, conferences, and other training or knowledge-sharing events aimed at capacity building.
* **Geographical coverage**: Events co-organized and held in CAREC member countries.
* **Eligible costs**: The grant will coverexpenses related to international trainers and/or speakers, including economic class airfare, accommodation, local travel allowances, honoraria or speaker fees, and language translation during the event that will be administered directly by the CAREC Institute.
* **Request for Finding the Foreign Experts:** The grant proposals may request support from the CAREC Institute to find international trainers and speakers.
* **In-kind Contributions:** The grant proposal may also seek in-kind contributions in the form of the participation of international trainers and/or speakers, who will be responsible for covering their own expenses.

**4. Grant Amount and Duration**

* **The final grant amount** will be determined by the CAREC Institute through the proposal evaluation, selection, and approval processes.
* The maximum amount of the grant will be **up to 50%** of the total cost related to international trainers and/or speakers, capped at **$10,000 USD** per event.
* Co-organized events must take place within a period of **6 months** from the date of grant approval.

**5. Application Process**

The application process for the grant program will consist of a single-step full proposal submission through open call (i.e. public advertisement). Eligible applicants from CAREC member countries are required to submit a comprehensive proposal that includes the following details:

* **CAREC National Focal Point (NFP) Engagement:** The grant program advertisement (call for grant proposal submissions) will be carried out in collaboration with CAREC NFP offices.
* **Event Overview:** A clear description of the co-organized capacity building event, including its objectives, target audience, and expected outcomes, with a focus on the specific needs of the CAREC region.
* **Co-organizers and Partnerships:** Details of the institutions involved in co-organizing the event, including both local and international partners, and their respective roles in the event’s planning and execution. Strong collaboration with local institutions and alignment with CAREC Institute’s strategic goals is highly encouraged.
* **Justification for International Trainers and/or Speakers:** Explanation of why international trainers, speakers, or presenters are critical to the success of the event. Include profiles or credentials of proposed trainers and speakers, highlighting their relevance to the event’s themes and their expertise.
* **Request for Provision of International Trainers and/or Speakers:** If assistance is needed, the CAREC Institute may support the search for suitable international trainers and/or speakers from its partnership network. The application should clearly specify the required skills and expertise.
* **Budget Breakdown:** A detailed budget outlining all costs associated with the event, with a clear focus on expenses related to international trainers and/or speakers (airfare, accommodation, transportation, and honoraria). The proposal should specify the portion of costs that will be covered by the grant, including other sources of funding or cost-sharing arrangements.
* **Event Timeline:** A proposed timeline for the event, including key milestones from planning to post-event reporting, with the event being held within 6 months of grant approval.
* **Impact and Sustainability Plan:** A section detailing how the event will contribute to capacity building in the CAREC region, what long-term benefits are expected for participants, and how the knowledge gained will be disseminated or sustained beyond the event.

All proposals must be submitted by the specified deadline, and each will undergo a comprehensive evaluation.

**6. Selection process**

All proposals submitted for the grant program from member countries will undergo a two-stage evaluation process: 1) pre-grant evaluation conducted by the Capacity Building Division and the financial review by HR & Finance Division of the CAREC Institute; and 2) final evaluation and decision made by the CAREC Institute’s Selection Committee.

The Selection Committee will be chaired by Deputy Director Two of the CAREC Institute and be composed of the representatives from each division of the CAREC Institute as follows:

Chair Deputy Director Two

Member Chief of the Capacity Building Division

Member Chief of the HR & Finance Division

Member Representative of Chief Economist Team

Member Representative of the Research Division

Member Representative of the Knowledge Management Division

Member Representative of the Strategic Planning Division

Secretary (non-voting) Senior Capacity Building Specialist.

**7. Evaluation Criteria**

Applications will be evaluated based on the following criteria:

* **Relevance**: How the proposed event aligns with capacity building priorities in the country and CAREC Institute’s strategic priorities.
* **Target Audience:** The capacity-building events proposed under the grant should be aimed at national policymakers.
* **Impact**: The expected outcomes and long-term benefits of the event for participants and local institutions.
* **Sustainability**: How the knowledge and skills gained during the event will be sustained and disseminated.
* **Collaboration**: The level of co-organization and partnership between international and local institutions.
* **Cost-effectiveness**: The degree to which the grant will leverage other funding and resources to ensure a successful event.

**8. Grant Payments**

Grants will be disbursed in installments as follows:

* The initial payment, amounting to 20% of the approved budget, will be made in advance upon signing the grant agreement.
* The second payment, 60% of the approved budget, will be made after submission of confirming documents (such as international speakers/trainers’ contracts, appointment letters, air ticket and hotel reservations, etc.) regarding the participation of international experts in the event.
* The final payment will be reimbursed according to actual expenses, after the approval of the final report. In case of any discrepancies, the grantee must return the unspent amount to the CAREC Institute.

**9. Reporting and Accountability**

Grant recipients must submit **a final report within 30 days after the event**, which should consist of two sections:

* A narrative report detailing the event outcomes, including a result sheet with key indicators, session discussions, attendance, feedback, key lessons learned, trainees’ evaluation with satisfaction levels and recommendations for future events, and photos.
* A financial report comparing the budget to actual expenses, along with references to financial documents. The CAREC Institute may require submission of financial documents, such as invoices and receipts.

**10. Expected Outcomes**

The grant program is expected to achieve the following outcomes:

* Strengthened professional capacities of national policymakers in the areas of CAREC Institute’s strategic priorities.
* Increased opportunities for capacity building in key sectors through co-organized events.
* Enhanced collaboration between local, regional, and international experts and institutions.
* Improved professional competencies of participants through exposure to international expertise.
* Sustainable knowledge transfer mechanisms established between participating organizations and countries.

**11. Submission Deadline**

All proposals must be submitted by February 23, 2025, to email: [sukhdelgers@carecinstitute.org](mailto:sukhdelgers@carecinstitute.org).

# **CAREC Institute**

## **Grant Application Form for**

## **Co-organized Capacity Building Events**

All proposals must be submitted via email to sukhdelgers@carecinstitute.org by February 23, 2025.

|  |  |
| --- | --- |
| 1. APPLICANT INFORMATION | |
| **Organization Name** |  |
| **Contact Person** |  |
| **Position/Title** |  |
| **Email Address** |  |
| **Phone Number** |  |
| **Address** |  |
| **Type of Organization (e.g., academic institution, such as research institution, think tank, or university; government agency; civil society organization)** |  |
| **Applicant’s Name,**  **Signature, Date** |  |

|  |
| --- |
| 2. EVENT OVERVIEW |
| Title of the Event: |
|  |
| Description of the Event: |
|  |
| Objectives: |
|  |
| Target Audience: |
|  |
| Proposed Start Date: |
|  |
| Proposed End Date: |
|  |
| Key Milestones (planning, execution, post-event reporting): |
|  |
| Expected Outcomes: |
|  |
| Roles and Responsibilities of Each Co-organizing Institutions: |
|  |
| Description of Collaboration with Local Institutions: |
|  |
| Description of Long-term Benefits for Participants: |
|  |
| Explanation of the Need for International Trainers and Speakers: |
|  |
| For Assistance from the CAREC Institute in Finding International Trainers and Speakers, Please Provide Your Details Here: |
|  |
| Profiles and Credentials of Proposed/Required International Trainers and Speakers (Please Attach the CVs): |
|  |
| Plan for Dissemination and Sustainability of Knowledge Gained: |
|  |
| Any other relevant details or supporting documents: |
|  |

**3. SUGGESTED TABLE FOR GRANTEES TO SET BENCHMARKS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Workshop Outcome | Benchmark/Goal | Measurement Criteria | Timeframe for Achievement | Assessment Method |
| Knowledge Improvement | *X% increase in participant knowledge* | *Pre- and post-event surveys* | *End of event* | *Survey results comparison* |
| Skills Development | *X number of skills learned* | *Post-event assessments* | *End of event* | *Assessment results* |
| Participant Engagement | *X% participation rate* | *Attendance records, feedback* | *During and after the events* | *Participation and feedback review* |
| Workshop Satisfaction | *X% satisfaction rate* | *Participant surveys* | *End of workshop* | *Survey feedback* |

|  |  |  |
| --- | --- | --- |
| **4. BUDGET BREAKDOWN (in USD)** | | |
| Total Event Cost: | $ |
| Amount Requested from Grant  (up to 50% of total costs, capped at $10,000): | $ |
| Other Sources of Funding or Cost-sharing Arrangements: | $ |

**Travel Costs Requested from Grant (in USD)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **International Trainers/Speakers Name** | **Country** | **Airfare** | | **Hotel Accommodation** | | | **Subsistence Allowance** | | **Misc Travel Allowance** | | **Visa Fee** | **Total Allowances** |
|  |  | **Rate** | **Total** | **Rate** | **Nights** | **Total** | **Rate** | **Total** | **Rate** | **Total** |
|  |  | $ | $ | $ |  | $ | $ | $ | $ | $ | $ | $ |
|  |  | $ | $ | $ |  | $ | $ | $ | $ | $ | $ | $ |
|  |  | $ | $ | $ |  | $ | $ | $ | $ | $ | $ | $ |
| **TOTAL:** |  |  | **$** |  |  | **$** |  | **$** |  | **$** | **$** | **$** |

**Honoraria/Speaker Fees Requested from Grant (in USD)**

|  |  |  |  |
| --- | --- | --- | --- |
| **International Trainers/Speakers Name** | **Rate** | **Days** | **Total** |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
| **TOTAL:** |  |  | **$** |

**Language Translation Services Requested from Grant (in USD)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Translation Languages** | **Rate** | **Days** | **Total** |
|  | $ |  | $ |
|  | $ |  | $ |
|  | $ |  | $ |
| **TOTAL:** |  |  | **$** |