

Operational Guideline for CIRDAP Project Facilitation Centre (PFC)

1. Introduction and Background

The Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) has established the **Project Facilitation Centre (PFC)** as a strategic initiative to support its MoU partner organizations, development entities, and expert individuals across member countries. The PFC is designed to catalyze the development of innovative rural development projects that align with CIRDAP's mission and are implemented collaboratively.

The PFC serves as a central hub to empower stakeholders in rural development by enhancing their capacity to access global funding opportunities, mobilize resources, and improve rural livelihoods. It streamlines project planning, funding acquisition, and implementation processes, while fostering coordination among stakeholders to ensure timely, high-quality project deliverables.

2. Organization of the PFC

The Project Facilitation Centre (PFC) is composed of following members

Director General, CIRDAP-	Chairperson
Director (Research), CIRDAP-	Member Secretary
Program Officer (Research), CIRDAP	Member
Program Officer (Learning), CIRDAP	Member
Administrative Officer, CIRDAP	Member
Finance Officer, CIRDAP	Member

3. Objectives of the PFC

The PFC is guided by the following core objectives:

- **Facilitate Communication:** Establish seamless communication channels among project proponents, government agencies, development partners, and other stakeholders.
- **Provide Technical Support:** Offer expert guidance in project planning, budgeting, and execution to ensure alignment with funding requirements.
- **Ensure Compliance:** Uphold legal, environmental, and social standards in all collaborative rural development projects.
- **Minimize Delays:** Accelerate project processing, approvals, and implementation to reduce bottlenecks.
- **Promote Regional Cooperation:** Strengthen partnerships and networks across member countries to foster collaborative development.

4. Key Functions and Operational Procedures

4.1 Project Identification, Registration, and Submission

- The PFC actively monitors calls for proposals from international and regional funding agencies, curating relevant opportunities for stakeholders.

- Eligible entities- including CIRDAP MoU partners, registered experts, contact ministries, linked institutions, and other government or non-government bodies and individual experts - are encouraged to submit project proposals electronically.
- Proposals must adhere to the format and guidelines prescribed by the respective funding agencies.
- Upon submission, each proposal is registered and assigned a unique project ID for tracking and reference.
- The PFC conducts a thorough review to assess feasibility, alignment, and quality.

4.2 Technical Assistance and Capacity Building

- The PFC provides tailored technical support to proposers, including assistance with project design, budgeting, and compliance with donor requirements.
- CIRDAP and the PFC periodically organize capacity-building workshops and training sessions to enhance stakeholder competencies in project development and management.

4.3 Project Approval/Selection

- Once proposals are received, the PFC coordinates with relevant authorities and the proposers to expedite the review and approval/selection process.
- CIRDAP acts as the lead institution in submitting selected proposals to development partners for funding consideration.

4.4 Funds Acquisition and Project Implementation

- Upon securing funds, either CIRDAP or the proposer may take charge of the project implementation
- Project deliverables, staffing structures, and budget allocations remain fixed as per the approved proposal.
- If the proposers wish to lead the project implementation, CIRDAP will formalize implementation arrangements through a contractual agreement.
- The proposers may use CIRDAP facilities, amenities, or expert services during project implementation, subject to payment at the prevailing standard rates.
- CIRDAP charges for the expert services, based on the expertise of the staff member involved.
- CIRDAP monitors project implementation progress rigorously to ensure adherence to timelines, standards, and expected outcomes.
- CIRDAP will conduct regular review meetings with the funding partner and implementing agency/individuals. The frequency of the meetings will depend upon the project duration.
- The PFC maintains a centralized database to track project statuses, updates, and performance metrics.
- A service charge of 10–20% of the total project cost may be applied to cover monitoring and administrative support provided by CIRDAP.

4.5 Stakeholder Coordination and Conflict Resolution

- One of the professional staff members from CIRDAP will be designated as the point of contact for the specific project, acting liaison among project proponents, funding agencies, regulatory bodies, and community stakeholders throughout the project lifecycle.
- In cases of conflict, overlap, or misalignment, the point of contact facilitates consultation meetings to resolve issues, gather feedback, and promote inter-agency collaboration.