

# AEC PROJECT DEVELOPMENT STAGES AND TIMEFRAMES

## STAGE 1 : Week 1-2

### Project Concept Note Submission (optional\*)

1. Project proponent submits a project concept note based on the eligibility and priority criteria and principles.
2. PMT with the assistance of PPMSU reviews project concept notes and decides on funding support based on eligibility, principles and availability of funding.

\* The concept note template is provided as a guide and does not have to be completed in order to progress to the next stage. If preferred, the project proponent can send an email or arrange a meeting with PPMSU to discuss the project idea. PPMSU will usually be able to give an indication very early on as to whether the project is likely to be supported by AADCP II. Project proponents will then be able to proceed directly to proposal writing if preferred.

## STAGE 2 : Week 3-15

### Project Proposal Preparation

1. PPMSU informs the project proponents of PMT's decision.
2. Project proponent develops the supported project concept into a full project proposal through the assistance of PPMSU and the AADCP II Senior Economist.
3. Project proponent obtains approval of the relevant ASEAN Sectoral Body or Working Group, then submits approved project proposal to AADCP II Program Director.
4. PMT reviews the completed project proposal.
5. AADCP II submits finalised proposal for JPRC approval through SPCD.

## STAGE 3 : Week 16-17

### Project Approval

1. JPRC reviews the project proposal and decides whether the project is approved, requires amendment or is not suitable for support.
2. If the JPRC requests amendment of the project proposal, PPMSU and the Senior Economist will work with the project proponents. The finalized proposal will then be re-submitted to JPRC for consideration.

## STAGE 4 : Week 18-28

### Tendering\*

1. Following JPRC's approval, the PPMSU develops the Terms of Reference (ToR). Once the ToR is approved by the project proponent, PPMSU starts the tendering process for bids.
2. Bids are screened and reviewed by a panel of committee consisting of ASEC and PPMSU representatives to select the preferred contractor.
3. Result of bid review sent through the PMT to the AADCP II Program Director and ASEC Senior Management.

\*Applicable to projects that involve contracting arrangements

## STAGE 5 : Week 29-33

### Negotiating and Contracting

1. Preparation of a draft contract.
2. Negotiation with the preferred contractor.
3. Once approved by the AADCP II Program Director and ASEC Senior Management, PPMSU will issue a "Notice to Commence Work".

## STAGE 6 : Week 34

### Commencement of Activities

JPRC : Joint Planning and Review Committee  
 PMT : Program Management Team  
 PPMSU : Program Planning and Monitoring Support Unit  
 RPP : Rolling Prioritisation Plan  
 SPCD : Strategic Planning and Coordination Division

