

A. Cover page (1 page)



Mekong-ROK Cooperation Fund (MKCF)

Expressions of Interest (EoI)

1.1. Name and Address of Organization	??? 123 abc road, Country (postal code)
1.2. Contact Person	
- Name	Mr/Ms ??? Title ??? (division/department) ??? (name of the organization) ??? (country)
- Telephone	Tel: +66 (0) 43 202 4112 ext. 2101 Mobile: +66874927118
- Fax	+ ???
- email	???@
1.3. Title of Proposed Project / Priority Sector	???
1.4. Country(s) / Region	e.g. Cambodia, Lao PDR, Myanmar, Thailand, Vietnam and the Republic of Korea
1.5. Total Project Cost	??? USD
1.6. Duration of Project	??? years
1.7. Submitted by	
- Signature of the proponent	
- Name	Mr/Ms ???
- Title	???

1.8. General Description of Organization

(Briefly describe the legal status, vision, mission, programs, and relevant experiences to proposed project with the maximum length of 300 words)

??? is an intergovernmental organization (IGO) founded by the six member countries of the Greater Mekong Sub-region (GMS) namely PR China, Cambodia, Lao PDR, Myanmar, Vietnam and Thailand. ??? goals and strategies support the GMS Cooperation Program and the ASEAN Economic Community (AEC), emphasizing enhanced physical connectivity in the GMS economic corridors and the realization of the GMS and ASEAN Economic Community (AEC) target of a single market and production base, equitable growth, and sustainable resource management. Currently, ??? programs and activities focus on three main thematic areas: Agricultural Development and Commercialization, Trade and Investment Facilitation, and Sustainable Energy and Environment. ??? works with a wide range of partners in all of its fields of competence. ??? collaborates with range of development partners including Japan, Republic of Korea, New Zealand, Swiss Agency for Development Cooperation, PR China, European Union, German International Cooperation, World Bank, Asian Development Bank, Thailand International Cooperation Agency, USAID, IDRC, FAO, and UNESCAP among others for implementing development projects focusing on three thematic areas of ???. ??? received the ASEAN Prize in 2021,

???’s goals and strategies support the capacity development organizations for regional cooperation and integration in the region to deliver standardized and customized programs, workshops, seminars, policy consultation, and research and development projects and works with and through a wide range of over 50 potential Inter and Intra development and implementing partners supporting the GMS. ??? has implemented over 300 projects for capacity development that cuts across ???’s specialized development areas on Agricultural Development and Commercialization (ADC), Trade and Investment Facilitation (TIF), and Sustainable Energy and Environment (SEE).

Since its establishment in 1996, ???’s commitment to organizing and implementing activities has led to valuable results from creating a talented pool of experts and specialist to developing dynamic and innovative training approached. Furthermore, ??? works as Funds Manager for more efficient management and monitoring of the approved projects of the Mekong-Korea Cooperation Fund (MKCF) that was established in 2013 to encourage and support cooperation in the seven priority areas among five Mekong countries namely Cambodia, Lao PDR, Myanmar, Thailand and Vietnam through an annual contribution from the Republic of Korea (ROK) to ???. according to the launch of the Mekong – ROK partnership in 2011.

Likewise, ???’s challenges have shaped the organization to what it is now today – a leading capacity building institute in the region and well recognized by all regional and international entities working in the GMS. In 2021, ??? received the ASEAN Prize 2021 for its work in promoting a prosperous and harmonious sub-regional development, and contribution to a wider regional cooperation and integration.

B. Technical (6 pages maximum)

1.1. Introduction (300 words)	<i>Provide a brief background on the identified development issues in the Mekong region AND how the identified issue(s). Indicate the nature of the issue including its importance in the Mekong sub regional cooperation context, how it will be achieved and description of the target population, stakeholders and its regional implication.</i> Sub regional cooperation among the Mekong countries has achieved noteworthy successes in fostering regional cooperation in a region that was facing a period of prolonged regional conflict. The concept of sub-regional cooperation, mainly driven by economic interests, has been developed and integrated to be part of the regional integration in the Mekong countries. Sub-regional cooperation and integration mechanisms play a significant and complimentary role in regional integration and community building. Recognizing the importance of sub regional cooperation in the Mekong region, the Republic of Korea (ROK) launched the Mekong-ROK partnership in 2011 and established the Mekong–Republic of Korea Cooperation Fund (MKCF) in 2013 to support cooperation in seven priority areas outlined in the Han River Declaration of 2011. ??? has been tasked to coordinate the MKCF with its role to announce, evaluate and select project proposals from the Mekong countries and provide necessary guidance in implementation, document results and share the outcomes with the Mekong governments and development partners for further integrating in their projects and plans and replicating and upscaling the results through larger program interventions. Much progress has been achieved in absolute terms however a lot remains to be done to enhance the institutional capabilities among the Mekong countries in order to realize the benefits of the Mekong RoK cooperation initiatives by fostering a sense of Mekong community through enhancing institutional networking capabilities. In the capacity of Fund Coordinator of the MKCF projects, ??? has witnessed key challenges particularly the lack of capable human resource to design and implement development projects and programs as the major stumbling block in achieving the desired outcomes of the MKCF projects. Inadequate knowledge on regional issues to translate into regional project identification, design, planning and implementation stands in the way of achieving the desired results of the sub regional cooperation and development efforts among the Mekong countries and RoK. The purpose of the MKCF is to support projects of regional nature. The fund is established to support projects that provide a framework for sharing knowledge and experience for networking and cooperation among the Mekong countries thereby facilitating interaction at the regional level among
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	the national institutions. For which the priority areas are identified in seven sectors namely Infrastructure, ICT, Human Resources Development, Green Growth, Water Resource Development, Agriculture and Rural Development and Non-traditional security issues. Since the objective of the MKCF is to support regional projects, it is imperative that the capacities of the national development agencies in the Mekong countries are enhanced to identify regional issues, formulate regional projects and programs to address the issues of mutual concern. Towards this end, capacity gaps and capacity needs are addressed by improving knowledge and skills on regional project identification, implementation, monitoring and evaluation and share results for strengthening institutional networking among the Mekong countries and RoK through shared knowledge and expertise.
1.2. Objective (200 words)	<i>State the short and long-term objectives of the project and how objectives relate to specific challenges or opportunities in the specific sector¹ in the Mekong region². Also explain how the project promotes cooperation between the Mekong countries and the ROK and contributes to the sustainable development of the Mekong region.</i> • The long-term objective of the project is to enhance capacities of the eligible partners under the MKCF program by enhancing their understanding on the regional cooperation and integration process through designing and delivering collaborative projects in the seven priority sectors for mutual benefit. The project also has the following short-term objectives which are aligned with the long-term objectives: • to enhance capacities of the sectoral agencies in the seven priority sectors under MKCF on regional project identification, design and implementation of MKCF projects; • to enhance understanding of the emerging issues and trends in project management with a focus on regional project identification, design, monitoring and evaluation; • to introduce the latest tools and techniques on project management through web-based monitoring and evaluation system; • to enhance institutional capacities of the Mekong countries and RoK for regional cooperation and integration process through designing and delivering collaborative development projects for promoting cooperation between the Mekong countries and the ROK;

¹ The Fund provides grants to support catalytic and innovative activities in the seven priority sectors: (1) Culture and Tourism, (2) Human Resources Development, (3) Agriculture and Rural Development, (4) Infrastructure, (5) Information and Communication Technology (ICT), (6) Environment, and (7) Non-traditional Security Challenges

² Mekong region (Cambodia, Laos, Myanmar, Vietnam and Thailand)

	• to introduce a platform for networking and sharing of best practices and projects information in the Mekong countries and RoK. The proposed project is aligned with the <u>Plan of Action (POA) 2021-2025 of the Mekong-Republic of Korea Cooperation</u> for the implementation of Mekong-Han River Declaration which will serve to specific goals and measures for the next five years (2021-2025) to build a Partnership for People, Prosperity and Peace. The project's activities contribute to the POA as follows: ▪ Seek closer, synergized collaboration with other regional cooperation initiatives, in particular with the ASEAN-ROK Cooperation and other Mekong related institutions and cooperation mechanisms (issue 2.6); ▪ Carry out joint projects and strengthen coordination among agencies of six countries to pursue a shared vision of achieving a people-centered and people-oriented community that leaves no one behind and moves forward on the basis of people-centered cooperation that ensures economic, financial and social inclusiveness (issue 3.1.1); ▪ Enhance cooperation to promote human resources development for regional sustainable development and prosperity by sharing policy experiences in skills developments, employment services (3.2.7); ▪ Promote regional and sub-regional connectivity through various development projects in harmony with the Master Plan on ASEAN Connectivity 2025, as well as with other development plans at sub-regional or national level (issue 3.4.1); ▪ Enhance cooperation and mutual support in implementing the appropriate measures to restore economic development, financial resilience, connectivity (issue 3.4.8); ▪ Facilitate the implementation of priority projects under the framework of ACMECS-ROK cooperation in close consultation with ???, using the ROK's financial contribution to ACMECS-ROK cooperation as a dedicated Development Partner of ACMECS since 2019 (issue 4.2). The RoK and Mekong countries upgraded its relations to that of strategic level by adopting a joint statement outlining ways to enhance cooperation. In terms of Official Development Assistance (ODA), RoK considers countries in the Mekong region as one of its most valuable partners. In 2020, ROK released USD 386 million which accounted for 17% of ROK's total bilateral ODA of USD 2.25 billion in that year. It also delivered USD 13.4 million to MKCF from 2013 to 2021, in addition to contributing USD 0.99 million for ROK-ACMECS in 2020. ROK aims to prioritize development support in areas where it can have the greatest impacts. It is also committed to foster synergy and maximize
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	effectiveness in its regional efforts, while emphasizing the importance of local ownership for sustainability. Dealing with such project initiatives, whether as a member of the project team, as a government liaison official or involved in monitoring and evaluation of projects, requires a thorough understanding of project management system, tools and methodologies. The multidimensional and diverse nature of such projects have created a need for qualified project managers and personnel, who are able to develop, implement, monitor and evaluate projects that are on-budget, on-schedule, on-target and achieve the desired results. The proposed project on ‘???’ aims to enhance the institutional capacities on regional cooperation and integration among the Mekong countries and RoK. This can be achieved through designing and delivering collaborative projects for mutual benefit while improving quality of project identification, design and project delivery thereby promoting cooperation between the Mekong countries and the ROK contributing to the sustainable development of the Mekong region.
1.3. Description of Specific Activities (500 words)	▪ <i>description of the identified issues in the context of Mekong region.</i> ▪ <i>how the regional challenges or opportunity will be addressed in the project</i> ▪ <i>method(s) of approach to be applied</i> ▪ <i>brief description of the activities to achieve the stated objective(s)</i> ▪ <i>potential partners in the Mekong region and role of the partners in the project.</i> ▪ Identified issues in the context of Mekong region Limited capacity of human resource to identify, design and implement regional projects and programs is a major stumbling block for promoting sub regional cooperation and integration among the Mekong countries. Most of the Mekong countries programs and projects are focused on issues of national interest while emerging transboundary issues are not adequately addressed or receive due attention. This limits the prospects of identifying joint projects on regional issues resulting in limited scope for institutional networking among the organizations. The multi-dimensional nature of the MKCF priority sectors with its regional focus have created a strong need for personnel’s in the organizations in the Mekong countries to identify regional projects on common issues, plan, implement, and monitor and evaluate the results. To formulate regional projects requires professional knowledge on project management and sound understanding of regional issues. Hence, it is imperative for the national and development agencies in the Mekong countries to build collaborative

	projects that addresses the regional issues to promote sub regional cooperation and integration among the Mekong countries. ▪ Challenges or Opportunity The Mekong countries shares deep rooted socio- cultural and economic ties with issues and opportunities that are of transboundary in nature. Moreover, because of the similar geographical situation the resource endowments and its productive uses are similar among the Mekong countries contributing the region as a hub for concentrated economic activities with inter dependency in terms of resources, manpower, skill and related economic activities. Despite the inter- dependencies, the regional opportunities and issues are not adequately addressed in the national programs and policies. This is mainly due to the limited understanding of the issue in its regional context to formulate interventions that addresses such regional issues or opportunities. ▪ Method(s) of approach The proposed project’s objectives will be achieved through delivery of capacity development activities in form of trainings, development of web-based M&E and information platform for dissemination of MKCF projects results, structured learning visits and evaluation workshops. The training component will enhance participants’ knowledge to design, plan implement, monitor and evaluate regional projects where the learning will focus on using examples of projects which have transnational or sub regional implications. By living and working together at ??? Residential Training Center, participants will also have opportunities to enhance their skills in cross-cultural communication, multi-national team building and improve networking and partnership capabilities. The following approach will be adopted to implement the training activities: The training design will be drawn from capacity building needs and tailored to the Mekong regional context. The training will be designed to foster greater understanding of the training contents and focus on practical knowledge, adult learning principles, use of real case studies, adopt participative approaches, as well as stimulate sharing and networking among the participants. Interactive experiential learning will be employed in this training. The training will be delivered in English and will adopt the following methods. • Lectures and presentations • Plenary discussions, case studies and group exercises • Interface session with entrepreneurs All training modules will be drawn from practical experiences and tailored
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	to the needs of stakeholders involved on project design and implementation. It will incorporate concrete actions for follow-up activities after training. Each training module will be designed and delivered using the “Integrated Curriculum” approach. The salient features of this integrated curriculum are that competencies are carefully selected, theoretical concepts with skills practice and essential knowledge are carefully integrated and directed at enhanced performance, and above all, various implicit competencies (e.g. facilitation, presentation, and communication, negotiation, and leadership skills) will be integrated across the curriculum. The learnings will be further enhanced through an exposure to successful regional project cases in the Mekong countries organized in form of Structured Learning Visits (SLV). Such study visits will allow the participants to gain deeper understanding from a real project situation and utilize such learnings in their regional project design concept. As part of the project, a web-cloud-based monitoring and evaluation (M&E) system will be developed and introduced to the Mekong countries. The web-cloud-based Monitoring and Evaluation (M&E) System will ensure reliable and real-time M&E data collection and enhance the result-based management of the projects mechanism for the MKCF projects. The system will track and automatically calculate the progress of the activities and the performance of the key indicators including financial performance indicators. It will help the Project Implementation Agencies (PIAs) for course-correction of the projects and help the line ministries of the Mekong countries, MKCF secretariat to monitor and efficiently manage the MKCF projects. Such M&E results will be useful for the Mekong countries to assess the projects and provide inputs to the Government and RoK. The web-cloud-based system will be designed to follow a flow step-by-step guidance to the administrators and users of the system in designing and implementing an effective M&E data collection, analysis and reporting mechanism for the MKCF projects and will contribute to the overall Project Cycle Management (PCM). The expected administrators and users of the web-based M&E system will be from the Project Implementation Agencies (PIAs) under the sectoral Ministries of seven priority areas and the focal persons of the Mekong-Unit at Ministry of Foreign Affairs and development organizations in the Mekong countries and RoK. Roundtable Meetings will be an annual forum to update the MKCF projects progress, identify problems, challenges, and other issues related to the project implementation and achievements, build cooperation and coordination among the MKCF project implementing agencies, share best practices, lessons learned of the project implementation and discuss ways forward on utilizing the project results for replication, upscaling, and integration in national programs. The outcomes of the meetings will be
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	reported to the Mekong countries and RoK in specific forums e.g. RoK-Mekong Senior official Meetings and other related events. Webpage and social media campaign will aim to showcase the results of the projects, create visibility of Mekong -RoK cooperation and an insight into the types of projects and build a platform for networking among the project implementing agencies and develop partnerships to forge opportunities to identify potential collaboration in projects for upscaling and replication of the results. The webpage will have comprehensive information of the projects and serve as a ready reference for stakeholders and wider public on the MKCF projects. MKCF projects are a key to deepening relations between RoK and the Mekong countries within the framework of Mekong RoK cooperation, thus such information on MKCF projects presented in concise and visually attractive manner will help to widely communicate the results and accomplishments of MKCF and RoK's involvement in the Mekong region. Further, this would help to evince interest in MKCF projects from potential development partners. ▪ Project's Activities The three-year project will have the following activities: i. Inception Meeting of the Project on Regional Project Identification, Design, Implementation and Monitoring (Online) To formally launch the project, an inception meeting with the key stakeholders will be organized to introduce the project objectives, expected outcomes and to seek cooperation from the stakeholders for successful implementation of the project. The target participants will include the sectoral Ministries under seven priority sectors under MKCF, selected development agencies in the Mekong countries and RoK and project implementing agencies under ongoing MKCF funded projects. Around 50 participants will join this meeting online. ii. Trainings on Project Management (One training per year with 30 participants from five Mekong countries and Korea at ??? for three years.) This training aims to develop participants' capacity to plan, implement, monitor and evaluate development projects that address issues relevant to Mekong region. At the end of this learning program, participants will acquire knowledge and practical experience on the application of Project Cycle Management and Logical Framework in accordance with
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	international project management standards. Specifically, at the end of this training course, each participant should be able to: i. Plan and design projects using goal-oriented project planning tools and logical framework; ii. Conduct analytical assessment of emerging issues and trends in managing development projects at regional level; iii. Conduct stakeholder analysis, problem analysis, objective analysis, alternative analysis and formulate regional program goals, objectives and expected outputs; iv. Develop objectively verifiable indicators and use them as benchmarks for monitoring, reporting and evaluating projects; v. Formulate regional project proposals and operational plans and budget following an international standard format and criteria of the project development and appraisal This is a professional learning program on project management, participants will be mid-level to senior government officials or professional staff of development agencies from the Mekong countries representing the seven priority sectors who are involved in the planning, design, implementing of development projects. The target participants will include the sectoral Ministries under seven priority sectors under MKCF, selected development agencies in the Mekong countries and RoK and Project Implementing Agencies (PIA) under ongoing MKCF funded projects. It is proposed to conduct three trainings for a total of 90 participants (30 participants /training/year) at ???. Each training batch per year will consists of five participants from five Mekong countries and Korea at ???. <i>Action Plan</i> Following the one-week training course, participants will implement joint action plans in their respective countries as work-based assignment to apply the skills on existing sub regional projects and coach local officials. iii. Web-Cloud based Monitoring and Evaluation (M&E) Development A web-cloud-based monitoring and evaluation (M&E) system will be designed and developed. The online M&E system will support program implementation with accurate, evidence-based reporting, and improve program performance. Besides, it will contribute to organizational learning and knowledge sharing, uphold accountability and compliance as per MKCF requirements. Specifically, the M&E system aims to operationalize the online M&E system with database application that will assist its users
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	(PIA) to send, access, analyze, process, and convert data into useful information using various search, sort, filter, and rank queries accessible both on local intranet and internet system. Moreover, the online M&E system will have key features as follows; - Standard Result-Based Management (RBM) tools such as Results Framework, Results Chain, Logical Framework Matrix, Indicators and Targets, Work Plan, Financial Plan, among others - User-friendly, web-based, online data entry/access, inquiry, and reporting facilities - Computer browser application to enter data at various levels of users in different countries and synchronize with the central cloud-based server - Access for different levels of users at the project, program, sector, and country level, and use the system by multiple users at a time - Options of entering data off-line (and stored locally), uploading the data to the central database directly from the local files (e.g., MS Excel, PDF data entry forms that can be uploaded to the web-based data entry system) - Storage and data transfers are secured with stable 256-bit encryption and ensure different levels of disaggregation of storage for users in different countries - Options of downloading the entered data and files from the country level partners and institutions in different formats such as in MS-Excel, Access, among others - Options to set targets for each of the indicators for specific periods of time. These targets can later be compared with the actual indicator values - Automated reports at the aggregated and disaggregated level and allow users to create their own standard reports based on reporting requirements - Customizable project dashboards that can display project indicator performance by comparing actual indicator values with targeted values - Aggregation function to aggregate indicators across projects, geographical areas, among others iv. Training on Project Monitoring and Evaluation (One training per year with 30 participants from five Mekong countries and Korea at ??? for three years). This training will develop participants' capacity to design, plan and implement effective monitoring and evaluation missions or assignments especially on projects which have transnational or sub regional/transboundary implications. The training will focus on planning and conducting project monitoring and evaluation at each stage of the
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	project using appropriate process and tools, facilitating stakeholders' active participation in different stages of project monitoring and evaluation and reporting and feedback results of project monitoring or project evaluation to different stakeholders. The training will also introduce to provide hands on training on the web-cloud based M&E system and guide how to use functions of the system. At the end of the training program, each participant will demonstrate their understanding and skills in the following competencies: - Reviewing and (if necessary) redesigning project Design and Monitoring Framework (DMF) and use it as references for Monitoring and Evaluation of the Project. - Planning and Conducting Project Monitoring and Evaluation at each stage of the project using appropriate process and tools - Facilitating stakeholders' active participation in different stages of Project Monitoring and Evaluation - Design and operationalize the monitoring and evaluation mechanism for their MLC projects using the web-based M&E system - Be able to generate on-demand M&E reports using real-time data - Provide senior management of their Project Implementation Agency (PIA) immediate access to the progress and performance of their respective MKCF projects from the dashboard of the online M&E system The target participants will include the sectoral Ministries under seven priority sectors under MKCF, selected development agencies in the Mekong countries and RoK and Project Implementing Agencies (PIA) under ongoing MKCF funded projects. Three (3) training batches with a total of 90 participants will attend the trainings. Each training batch per year consists of five participants from five Mekong countries and Korea. The training will be designed for participants responsible for M&E activities and/or management of MKCF project/s having sound knowledge of Information, Communications. <i>Action Plan</i> Following the one-week training course, participants will implement action plans in their respective countries as work-based assignment to apply the skills on the project monitoring and evaluation through M&E web/cloud-based platform. v. Structured Learning Visit (SLV) cum Evaluation Workshop (30 participants) in Mekong countries - Vietnam, Cambodia and one Thailand
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	The SLV will be organized to deepen the knowledge and skill of the participants on regional Project Management. The participants will have an opportunity to visit selected regional projects under ACMECS, US-Mekong, Mekong- Australia, ADB-GMS Program in the region to interact with the project management team, project beneficiaries to gain a deeper understanding on project planning process, implementation, impacts measurement, challenges and best practices. The learnings of the visit will be shared in an evaluation workshop to integrate the field learnings in project designs. The target participants will include the sectoral Ministries under seven priority sectors under MKCF, selected development agencies in the Mekong countries and project implementing agencies (PIA) under ongoing MKCF funded projects. SLV will be conducted in in Vietnam, Cambodia and Thailand in Year1, 2 & 3 respectively. vi. MKCF Roundtable Meetings (One meeting per year with 30 participants from five Mekong countries and Korea for three year at ???) The roundtable meeting will provide a platform for building cooperation and coordination among the MKCF project implementing agencies to share best practices, lessons learned and achievement of the project implementation including discussion ways forward on utilizing the project results for replication, upscaling, and integration in national programs. The results will be shared at the Mekong RoK Senior Officials Meeting (SOM). A total of three annual meetings with 90 participants will be organized. Each meeting consists of five participants as Project Implementing Agency (PIA) from five Mekong countries and Korea. vii. MKCF web-based Platform Design and Social Media Campaign (Year 1 development and update, Year 2 update, Year 3 update) The MKCF webpage will be designed and developed. It will be the store house of information on the MKCF's seven priority areas namely (1) Culture and Tourism, (2) Human Resources Development, (3) Agriculture and Rural Development, (4) Infrastructure, (5) Information and Communication Technology (ICT), (6) Environment, and (7) Nontraditional Security Challenges. The web-based platform aims to provide information to public for accessing relevant information as a contribution to enhancing donor cooperation and
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	collaboration. It also seeks to help national key agencies in mapping priorities and future directions of the designed projects in the five countries, minimize overlaps and achieve more efficient results. The webpage will be also be a tool for the PIA to promote and showcase the results of the project implementations. The stakeholders and interest people can also use the web-based platform for networking and sharing information on related activities within the Mekong countries and beyond. Social Media campaign will be initiated through creating media publicity content pages on Facebook, Instagram, Twitter etc. Furthermore, the documentaries/short movies on success stories, impact stories of projects, beneficiary feedback in Mekong countries and Korea will be developed and shared on MKCF social media pages. Short movies on success stories/ best practices on the seven cooperation areas will be documented and disseminated. The web-based platform and Social Media platforms will be updated on regularly in each year of the project. ▪ Target Group The participants will be the Project Implementing agencies of MKCF projects, Development agencies, Universities and think tanks in the Mekong countries, Mekong Coordination Unit at the Ministry of Foreign Affairs, government officials from National Ministries of Ministries of Planning, Finance, Agriculture, Rural Development, Forestry and Fisheries, Public Works, Environment, Tourism, Industry and Trade, Public Health and Education in Cambodia, Lao PDR, Myanmar, Thailand and Vietnam, development agencies in Mekong countries and related organization in RoK. Through the training participants, a total of 360 participants will be directly benefited during the period of the three years. They will then act as project intermediaries who will apply their newly acquired skills in their work places and replicate the training modules and implement the action plans at national and/or local levels to create a critical mass of the project monitoring and evaluation professionals in the Mekong countries. ▪ Potential partners in the Mekong region Prospective partners cover various ministries in the Mekong counties and Korea responsible for the design, planning, implementation and evaluation of economic and social development projects as follows; - Project Implementing agencies of MKCF - Mekong Coordination Unit at the Ministry of Foreign Affairs - Ministries of Planning,
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	- Ministry Finance, - Ministry Agriculture, Rural Development, Forestry and Fisheries, - Ministry of Public Works, - Ministry of Environment, - Ministry of Tourism, - Ministry of Industry and Trade, - Ministry of Public Health and - Ministry of Education. - Development agencies, Universities and think tanks in the Mekong countries and RoK ▪ Role of the partners in the project. The project will be implemented by ??? and will be led by ??? department in close coordination with departments of ???, ??? and ???. ??? has experience in implementing large scale capacity building projects related to project management and monitoring and evaluation. The project will work closely with the relevant agencies under the seven priority sectors of MKCF in the government and international organizations in Cambodia, Lao PDR, Myanmar, Thailand and Vietnam and RoK. ??? as the project proponent will set up a Project Implementation Team (PIT) comprising of a Project Manager, assisted by the Project Coordinator and project Finance Coordinator and supported by dedicated TIF department members. Adequate administrative and logistical support will be provided to the project team in a timely manner by various ??? corporate units. Subject experts from Korea, Mekong region and international organizations will be commissioned to develop content and deliver the specific task (training curriculum development, training delivery, evaluations etc.) and to co-work with the project implementation team.
1.4. Anticipated Results (200 words)	<i>Describe briefly the expected outputs, outcomes and impact of the project.</i> ▪ Expected outputs ○ Designed and implemented Trainings on project monitoring and evaluation for five Mekong countries and Korea; ○ MKCF Annual Roundtable Meetings conducted; ○ Designed and conducted Structed Learning Visits; ○ Developed and introduced Web/Cloud based Monitoring and Evaluation System; ○ Developed MKCF webpage design and social media campaign; ○ Provided technical support on action plan implementation.

	▪ Expected short-term outcomes ○ Enhanced knowledge and skills on project cycle management on regional project design, implementation and monitoring and evaluation (M&E). ○ Developed and utilized the Monitoring and Evaluation System to support MKCF project implementation with accurate, evidence-based reporting, and improve project performance. ○ Enhanced cooperation and coordination among the MKCF project implementing agencies by sharing best practices, lessons learned and achievements of the project implementation. ○ Documented and showcased the results of the project implementations of PIAs through web base platform and social media platforms to the public for accessing relevant information as a contribution to enhancing donor cooperation and collaboration. ○ Adopted and introduced online M&E system for project monitoring and evaluation. ▪ Expected long-term outcomes ○ Strengthened the coordination mechanism among the nodal and related agencies in Mekong countries to fulfill the strategies involved in the Mekong RoK Cooperation. ○ Enhanced sub regional cooperation and integration process among the Mekong countries through identification and implementation of joint projects in seven priority sectors in the Mekong region. ○ Enhanced the stakeholders and beneficiaries' capabilities in dealing with the project cycle management for cost-effective for contribution to sustainable economic and social development. ▪ Expected impact ○ Enhanced collaboration for sustainable development through promotion of regional peace and security by building synergy between Mekong – ROK.
1.5. Monitoring Framework (200 words)	<i>Provide indicative measures to monitor and evaluate the results of the project and how the results will benefit and shared in the Mekong region.</i> - ??? has well developed M&E systems for projects as part of the integrated M&E framework corresponding with specific implementation approaches and intervention strategies - An effective monitoring and evaluation mechanism will be put in place to assess the progress and measure the results of the project. The M&E will be introduced in the pre, during and post stages of the events to gather relevant data - A Project Design and Monitoring Framework (PDMF) stating expected

	project impacts, outcome, outputs, baseline and verifiable indicators and targets will be formulated in the project design stage to present concrete targets, indicators and expected outputs and outcomes of the project. - The PDMF will be used to monitor project achievements by the project team.
1.6 Team Members	<i>Please provide brief professional biography of the Full Time Project Team members.</i> 1. <i>Project Manager</i> 2. <i>Project Coordinator</i> <i>Provide updated CVs (max 5 pages) of the two full-time project staff as per the sample format in annexure. It is encouraged that at least one member of the project team is from any of the other Mekong countries or RoK.</i> A project team comprising of a full time Project Manager and a Project Coordinator will be recruited for the entire project duration. The positions will be oriented on the key task and responsibilities. The project team will function under the overall supervision of the Director, Trade & Investment Facilitation of ????. The Program Manager will manage the project affairs with support of the project team and subject experts/consultants for delivering the activities, monitoring, budgeting and reporting to MKCF. An announcement was made for selection of candidate for this upcoming project opportunity. Following persons has been shortlisted for the positions pending approval of the project by RoK. The brief bio of the project staff is given below. The detailed CVs are provided at Annexure 1. 1. Mr. ??? has over 12 years of experience in implementing projects with different agencies including the World Bank and Asian Development Bank in the Asian countries. He has provided technical inputs in strategic development and support project planning. Developed annual Project Implementation Plan (PIP) and budget. He also has experience in providing supportive supervision and guidance to implementing partner agencies. He also supported the design and review of training curricula, facilitated technical workshop to trained relevant staff. Assisted the NPO in identifying gaps in project implementation, obtained necessary government approvals and ensure corrective actions from relevant government authorities as appropriate to address the gaps. Mr. ??? holds a Master's Degree in Food Technology and Bachelor Degree in Food Technology and Human Nutrition Mr. ??? is shortlisted for the position of Project Manager in this project.

2. Mr. ??? is a development professional with experience of working on international trade, economic development in the ASEAN, project management as well as the implementation methodologies of the development partners. He has been involved in the coordination with several project stakeholders to ensure the planned activities are achieved to meet key indicators. He also has experience in organizing workshops and dissemination, development on the social media as well as in internal documentation. He has obtained his Master's degree in Economics from University of Pierre Mendès-France, and another Master's degree in political science from University of Lund, Sweden. Mr. ??? is shortlisted for the position of Project Coordinator in this project.

In addition to the above project staff, ??? department will provide necessary managerial, technical inputs and coordination support during the implementation of the project. The key personnel's who will provide part time support in the project are:

1. Mr. ???, currently the Director, ??? of ???. He also served as the Director/Chief of Party of the Mekong Sustainable Manufacturing Alliance (MSMA) a regional program funded by USAID and implemented by the Institute for Sustainable Communities (ISC) a US based international organization. Earlier, Mr. ??? served as Research Director of the Economic Institute of Cambodia (EIC) and Adviser of the Cambodia India Entrepreneurship Development Institute. He was also conferred as an Honorary Advisor to the Government of Cambodia through a royal decree by the Prime Minister and the King of the Kingdom of Cambodia.

Mr. ??? has over 24 years of experience in the development sector. His key areas of interest are project management, enterprise development, trade and investment facilitation and sustainability issues. He has designed and implemented several capacity development projects on MSME development, value chain integration, cross border trade, market access, eCommerce, sustainable transport and logistics, sustainable tourism etc. in the GMS countries. He was also consulted by the UNESCAP, ADB, World Bank, ILO, IOM, ITC, GIZ, UNDP among others. Mr. ??? has also published several articles and research papers in reputed journals and magazines.

Mr. ??? earned his MS in Regional Development Planning and Management from Technical University of Dortmund, Germany, Master's degree from Delhi School of Economics, University of Delhi.

2. Mr. ??? is a Program Manager at ??? of ???. Mr. ??? has been involved in the design and implementation of capacity building programs in the

	areas of SME development and competitiveness, Entrepreneurship, Business Database Development, Trade Facilitation, Agribusiness, Tourism, Transport and Logistics, which supported by international organizations, such as UNIAP, NZAID, ADB, EDI, TICA, JICA, SDC, JAIF, MKCF and Lancang-Mekong Cooperation Special Fund. He also co-conducted researches on “Cross-Border Value Chain Bottlenecks in the Southern Economic Corridor (SEC) and Market and Value Chain Mapping along SEC in Thailand, Cambodia, and Vietnam, SME Cluster Development in CLMV Countries (Cambodia, Laos, Myanmar and Vietnam) and Joint Study and Survey of Special Economic Zones (SEZs) and Cross Border Economic Zones (CBEZs) to match Complementary SEZs and Identify Prioritized Areas”. Currently, Mr. ???, as a team member is implementing related programs on Green Freight and Logistics Development, Joint Development of Cross-Border Special Economic Zones, Upgrading Border Facilitation for Trade and Logistics Development, Action Research on Rural E-Commerce Development in Lancang-Mekong, Lancang- Mekong Business Forum and Supporting Internationalisation of Small and Medium-Sized Enterprises Linking India and the Greater Mekong Subregion International Business Accelerator. Mr. ??? earned a Master of Business Administration (MBA) from the College of Graduate Study in Management, Khon Kaen University, Thailand. 3. Mr. ??? has been working at ??? since September 2017. He is responsible for monitoring the regional projects implementation in Cambodia, Laos, Myanmar, Vietnam, Thailand and Republic of Korea with sponsorship from the Mekong-Republic of Korea Cooperation Fund (MKCF). The project's portfolio covering seven priority areas include (1) Culture and Tourism, (2) Human Resources Development, (3) Agriculture and Rural Development, (4) Infrastructure, (5) Information and Communication Technology (ICT), (6) Environment, and (7) Non-traditional Security Challenges. Mr. ??? holds certifications in project management and regional development planning. He has a wide range of experience in organizing capacity building activities related to green freight logistics and sustainable smart tourism. Previously, Mr. ??? was a planner at the Board of Planning, Research and Development in Indonesia with specialization in coordinating, monitoring, and evaluating development projects in various sectors including small industry, trade, investment, agriculture and tourism. In this organization, he was also responsible for coordinating, monitoring, and evaluating poverty reduction programs in coordination with Indonesia National Team for the Acceleration of Poverty Reduction. Mr. ??? obtained his master’s degree in Small and Medium-sized Enterprise (SME) Development from Leipzig University, Germany. Apart from the above, consultants and experts from the region including
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	RoK will be engaged for specific task as per the project activities.
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C. Financial (3 pages maximum)

1.1. Financial Statement	<i>Provide a brief statement as to why the proposed activities are feasible both technically and financially.</i> - ??? works with a wide range of partners in all of its fields of competence. ??? collaborates with range of development partners including Japan, Republic of Korea, New Zealand, Swiss Agency for Development Cooperation, PR China, European Union, German International Cooperation, World Bank, Asian Development Bank, Thailand International Cooperation Agency, USAID, IDRC, FAO, and UNESCAP among others for implementing development projects focusing on three thematic areas of ???. - ??? has 25 years of experience in implementing several large multi- year projects for different donors complying with the international standards related to funds management and reporting. The annual budget of ??? is around ??? USD with an additional ??? USD as fund management under ???. - ??? with the legal status of international governmental organization (IGO) adopts the Accounting and Audit Standards by Thai Laws in alignment with the international standards, e.g. IFRS. - An adequate financial management and disbursement system, including competent staff and comprehensive internal control systems and procedures, factored by key components of control environment, risk assessment, control activities, information and communication, and monitoring activities applied to ??? as a whole. - A computerized financial management and disbursement software in place for operating and managing all sources of funds and producing financial reports in full compliance with the applicable law and international practices. - ??? operates an integrated financial management system in which an IT-based budgeting and accounting system is used to manage fund receipt, payment processing, budgeting, spending by source and use of funds, and reporting to governments and relevant entities.
1.2. Estimated Cost	<i>Provide an estimated budget (total cost), year wise (for multi-year project) and cost share. Provide details of any contribution including from third parties (USD):</i> ▪ Activities for <u>year 1</u> with a total budget of ??? USD. The activities are; 1. One (1) Inception Meeting of the Project (online)

	2. Training on Project Management 3. Web based M&E Development 4. Structured Learning Visit cum Evaluation Workshop 5. Training on Project Monitoring and Evaluation 6. MKCF Roundtable Meeting 7. Development of MKCF website and social Media campaigns ▪ Activities for <u>year 2</u> with a total budget of ??? USD. The activities are; 1. Training on Project management 2. Training on Project Monitoring and Evaluation 3. Structured Learning Vista cum evaluation workshop 4. MKCF Roundtable Meeting 5. Update MKCF webpage and social media campaign ▪ Activities for <u>year 3</u> with a total budget of ??? USD. The activities are; 1. Training on Project management 2. Training on Project Monitoring and Evaluation 3. Structured Learning Visit cum Evaluation Workshop 4. MKCF Roundtable Meeting 5. Update MKCF webpage and social media campaign
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The cost proposed includes:

A. Direct Cost

1. Personnel (maximum of two-full time project personnel are allowed and salary cost should not exceed 25% of the total cost), CVs and ToRs are required to be submitted along with the concept paper. It is encouraged that at least one member of the project team is from any of the other Mekong countries or RoK
2. Consultancy services (Professional) ToRs of the services need to be provided indicating number of days.
3. Direct supplies and services
4. Travel
5. Other direct cost

B. Indirect Cost

1. Management fee (Max. 7% of the project budget) includes project overheads, financial audits, meetings, travel and DSA of project staff and support staffs. Staff support cost are required to produce time sheets. The fee is paid based on the actual expenditure of direct cost.

BUDGET PROPOSAL

Project Title: ???

Implementing Agencies: ???

Duration / Period: 3 Years from 2022 -2025

Budget Item	Description	Year 1	Year 2	Year 3	Sub-total (USD)	Percentage Distribution of Total Budget
		A1. Inception Workshop of the Project on Regional Project Design, Implementation and Monitoring (Online) A2. Training on Project Management A3. Web-cloud based M&E Development A4. Training on Project Monitoring and Evaluation A5. Structured Learning Visit A6. MKCF Roundtable Meeting A7. Development of MKCF Website and Social Media Campaign	B1. Training on Project Management B2. Training on Project Monitoring and Evaluation B3. Structured Learning Visit B4. MKCF Roundtable Meeting B5. Update MKCF Webpage and Social Media Campaign	C1. Training on Project Management C2. Training on Project Monitoring and Evaluation C3. Structured Learning Visit C4. MKCF Roundtable Meeting C5. Update MKCF Webpage and Social Media Campaign		
A	DIRECT COSTS:					
1	Personnel					
2	Consultancy services					
3	Direct Supplies and Services					
4	Travel					
5	Equipment					
6	Other Direct Costs					
	Sub-total of Programme Cost					
B	INDIRECT COSTS (7% of Mgt fee)					
	Total (USD)					

D. Attachments

Any additional documents that provide information on Partnership arrangements (pre-bidding agreement, MoU, consent letter, etc.) with organizations in the Mekong countries, International organizations, etc., past experience in implementing development projects, institutional capabilities and CV and TOR of the core project team.

Related Activities on Project Management, Monitoring and Evaluation

1. Training programs on Project Management

Training on Project Monitoring and Evaluation in the Grater Mekong Subregion, January 16-28, 2011	ADB-Phnom Penh Plan for Development Management
Training on Project Management, March 23 – April 3, 2009	ADB-Phnom Penh Plan for Development Management
Training on Project Feasibility and Design Learning Program, March 12-23, 2007	GMS - Phnom Penh Plan for Development Management
???	???

2. Long duration Projects with M&E component (selected)

Project Title	Duration	Budget USD	Donor
Capacity Development for a More Equitable and Inclusive Economic Growth in the GMS	2013-2018	???	Swiss Agency for Development Cooperation
Promoting Safe Food for Everyone in CLMV (PROSAFE)	2018-2023	???	New Zealand Aid Program
Capacity Development for Integrating CLMV (Cambodia, Laos, Myanmar and Vietnam) economies into ASEAN Economic Community (AEC)	2012 -2016	???	New Zealand Aid Program

Enhancing Competitiveness of SMEs in the Southern Economic Corridor (SEC) of ASEAN Mekong Sub-region	2016- 2018	???	Japan-ASEAN Integration Fund
Sustainable and Smart Tourism in Mekong countries	2020-2023	???	Mekong-Korea Cooperation Fund
Enhancing Provincial and Local Chambers of Commerce Capacities in Trade and Investment Facilitation along East-West Economic Corridor	2010-2013	???	Japan-ASEAN Integration Fund
Sustainable and Smart Agricultural Supply Chain Development in Mekong Countries	2022-2023	???	Mekong-Korea Cooperation Fund
Upgrading Border Facilitation for Trade and Logistics Development	2018-2021	???	Lancang Mekong Cooperation Fund
Joint Development of Cross-Border Special Economic Zones (SEZs)	2018-2021	???	Lancang Mekong Cooperation Fund
Green Freight and Logistics Development in Mekong Countries	2018-2020	???	Mekong-Korea Cooperation Fund
Market Access Through Ecommerce Promotion for Women Led SMEs	2020-2022	???	Korea International Cooperation Agency
Capacity Building for National Coordinator of Mekong Lancang Countries	2019-2020	???	Lancang Mekong Cooperation Fund
Lancang- Mekong Business Forums	2018-2023	???	Lancang Mekong Cooperation Fund

3. Fund management

Through an agreement with Republic of Korea, ??? has been assigned with the role to manage and coordinate the Mekong Korea Cooperation Fund. The fund provides project grants across seven priority areas in the Mekong countries. In this role, ??? is involved in evaluating project proposals from proponents in Mekong countries and liaise with the Ministry of Foreign Affairs in Mekong

countries and the Republic of Korea. Under this fund, ??? receives an annual grant of ??? USD to support development projects in the Mekong countries.

Annexure 1: CVs of Proposed Project Team