

Appendix 1: Expressions of Interest (EoI) Template

A. Cover page (1 page)



Mekong-ROK Cooperation Fund (MKCF) Expressions of Interest (EoI)

1. Organization	
- Name:	
- Type:	
- Physical operating/business address	
2. Responsible person	
- Name/position:	
- Phone number:	
- Email:	
3. Title of the project (Please also provide an abbreviation)	
- Full name:	
- Abbreviation:	
4. Main priority area <i>(Select the most relevant one)</i>	<input type="checkbox"/> Culture and Tourism <input type="checkbox"/> Human Resources Development <input type="checkbox"/> Agriculture and Rural Development <input type="checkbox"/> Infrastructure <input type="checkbox"/> Information and Communication Technology <input type="checkbox"/> Environment <input type="checkbox"/> Non-traditional Security Challenges
5. Sub-priority area <i>(Select the second most relevant one)</i>	<input type="checkbox"/> Culture and Tourism <input type="checkbox"/> Human Resources Development <input type="checkbox"/> Agriculture and Rural Development <input type="checkbox"/> Infrastructure <input type="checkbox"/> Information and Communication Technology <input type="checkbox"/> Environment <input type="checkbox"/> Non-traditional Security Challenges
6. Target country(ies)	Please be as specific as possible
7. Total estimated project budget <i>(in USD)</i>	
8. Duration of the project <i>(in months)</i>	
<i>Signature of the responsible person:</i>	

<i>Name/position of the responsible person:</i>

<i>Date:</i>

B. Technical (7 pages maximum)

1. General description of organization (up to 200 words)
- Describe the legal status, vision, mission, programs, and relevant experience in project implementation, as well as the management structure of the organization.
2. Problem statement (up to 250 words)
- Provide a clear description of the problem (a <i>regional development issue</i> in the Mekong region) that your project aims to address.
3. Mekong-ROK Cooperation (up to 250 words)
- Explain how the project promotes the Mekong-ROK cooperation in addressing the problem. Please refer to the <i>Plan of Action (POA) 2021-2025 on the Mekong-Republic of Korea Cooperation for the implementation of Mekong-Han River Declaration</i> .
4. Objectives (up to 250 words)
- State the short- and long-term objectives of the project, relating them to the problem statement (e.g. Provide clean water to rural areas).
5. Anticipated results output, outcome, impact) (up to 300 words)
- Describe the expected outputs, outcomes and impact of the project (e.g. output: Install 100 wells, outcome: Improved health of the residents, impact: Better quality of life). - Explain how the results will benefit and be shared in the Mekong region.
6. Activities and innovative approaches (up to 300 words)
- Describe the proposed activities and explain how they will be implemented to achieve the objectives and anticipated results. - Indicate the geographical location(s) of the proposed activity, specifying the specific area(s). - Describe any innovative approaches that will be utilized.
7. Theory of change / Link to the Mekong-ROK Logical framework (up to 250 words)
- Briefly describe the theory of change link to the Mekong-ROK logical framework, clearly outlining its underlying assumptions, and demonstrate how it aligns with one or more of the MKCF priority sectors. - Briefly describe how all activities are connected to the outputs, outcomes, and impact. - How well the objective of the project aligns with the “Mekong-Rok Cooperation Program Objectives, Outcome and Outputs”.
8. Project pilot group / pilot area (up to 250 words)
- MKCF prioritizes funding for development projects through field testing. You can focus on specific communities or groups within designated locations for this purpose. Please provide relevant documents or supporting information for the group and area, if available. Please outline any stakeholder and ultimate beneficiary consultations that were held.

9. Risk management (up to 250 words)
- Outline how potential risks will be identified, assessed, and mitigated throughout the project.
10. Project management / implementation arrangements (up to 300 words)
- Provide the proposed structure for project management, implementation, and coordination, including roles and responsibilities. - Provide updated CVs (max 2 pages) of the three full-time project staff as per the sample format in the annexure (It is recommended that at least one member of the project team be from one of the other Mekong countries or the ROK). - Provide a list of potential partners in the Mekong countries and the ROK, along with their roles in the project, and explain how you plan to collaborate with these partners on the activities.

C. Financial (3 pages maximum)

1. Financial statement	- Provide a brief statement explaining why the proposed activity requires the proposed amount and how it will lead to the expected output. This applies to all proposed activities and their corresponding outputs. - List the outputs and provide justification for the proposed budget.
2. Estimated budget	- Provide an estimated budget (total cost), broken down by year (for multi-year projects), and details on cost sharing. - Include details of any contributions, including those from third parties (in USD), as well as in-kind contributions.

3. Budget template

Output	Activities	Quantity/ Units	Unit Cost (in USD)	Total Cost (in USD)	Remarks
Output 1: [Insert]	Activity 1.1	[Quantity]	[Unit Cost]	[USD]	[Explanation/Notes]
	Activity 1.2	[Quantity]	[Unit Cost]	[USD]	[Explanation/Notes]
Output 2: [Insert]	Activity 2.1	[Quantity]	[Unit Cost]	[USD]	[Explanation/Notes]
	Activity 2.2	[Quantity]	[Unit Cost]	[USD]	[Explanation/Notes]

Output 3: [Insert]	Activity 3.1	[Quantity]	[Unit Cost]	[USD]	[Explanation/Notes]
	Activity 3.2	[Quantity]	[Unit Cost]	[USD]	[Explanation/Notes]
Total				[USD]	

C. Attachments

Any additional documents that provide information on partnership arrangements (e.g., pre-bidding agreements, MoUs, consent letters, etc.) with organizations in the Mekong countries, international organizations, etc.; past experience in implementing development projects; institutional capabilities; and the CVs and TORs of the core project team.