

APPENDIX 2: FULL PROJECT PROPOSAL TEMPLATE (ONCE THE EOI IS SHORTLISTED)

(1) Summary

 Mekong–Republic of Korea Cooperation Fund		Mekong-ROK Cooperation Fund (MKCF) Project Proposal	
Organization			
- Name: - Type: - Physical operating/business address			
Responsible person			
- Name/position: - Phone number: - Email:			
Title of the project			
- Full name: - Abbreviation:			
Main priority area (Select one)		Sub-priority area (Select one)	
☐ Culture and Tourism ☐ Human Resources Development ☐ Agriculture and Rural Development ☐ Infrastructure ☐ Information and Communication Technology ☐ Environment ☐ Non-traditional Security Challenges		Please refer to the sub-sectors mentioned in the MKCF Management manual at 3.2	
Summary of the project (up to 300 words)			
[insert text]			
Target country(ies)			
[insert text]			
Total estimated project budget (in USD)			
[insert text]			
Duration of the project (in months)			
[insert text]			
Date of submission		dd/mm/yy	

(2) Technical



Mekong–Republic of Korea
Cooperation Fund

Mekong-ROK Cooperation Fund (MKCF) Project Proposal

1. Project milestone		
Estimated Implementation Start Date:	dd/mm/yy	
Estimated Implementation End Date:	dd/mm/yy	
Project Duration:	in months	
2. Description of financial elements		
Total project budget (<i>in USD</i>)	From the MKCF (<i>in USD</i>)	Contribution, if any, including from third parties (<i>in USD</i>)
[insert text]	[insert text]	[insert text]
3. General description of organization (up to 500 words)		
<i>- Describe the legal status, vision, mission, programs, and relevant experience related to the proposed project.</i>		
4. Project background and justification (up to 500 words)		
<i>- Describe the reasons behind the selection of the project idea, how it is relevant to the identified priority sector(s) of the MKCF.</i>		
5. Problem statement (to be addressed) (up to 500 words)		
<i>- Describe the problem(s) and how the project intends to address them.</i>		
6. Regional nature of the project (at least 300 words)		
<i>- Describe how the problem or issue affects multiple Mekong countries and requires regional action and explain how it will be addressed in the project.</i>		
<i>- Explain how the project fosters cooperation between the Mekong countries and the ROK to address the identified regional issue(s).</i>		
7. Objectives (up to 500 words)		
<i>- Describe the short- and long-term objectives the project intends to achieve in contribution to (1) national priorities and (2) regional priorities.</i>		
<i>- Describe how well the objective of the project aligns with the Logical Framework of the Mekong-ROK.</i>		
8. Anticipated Results (up to 500 words)		
<i>- Describe the expected outputs, outcomes, and impact of the project, and explain how these results will benefit the Mekong region.</i>		
<i>- Explain how they will be shared across the region.</i>		
9. Activities and innovative approaches (up to 500 words)		
<i>- Describe the main activities (refer to Appendix 4: Indicative Work Plan) and provide information on how these activities are linked to the objectives the project intends to achieve.</i>		
<i>- Indicate the geographical location of the proposed activity, specifying the specific area.</i>		
<i>- Describe any innovative approaches that will be utilized.</i>		
10. Theory of change (up to 500 words)		
<i>- Describe the theory of change, clearly outlining its underlying assumptions, and demonstrate how it aligns with one or more of the MKCF priority sectors.</i>		
11. Logical framework (Outcomes, Outputs, Activities and Inputs at the project level)		

Intervention Logic	Indicators	Means of Verification / Source of Verification	Risk / Assumptions	Remarks
Project outcomes				
1. (outputs 1.1. and 1.2. may contribute to outcome # 1)				
2.				
3.				
...				
Project outputs (that contribute to outcomes)				
1.1.				
1.2.				
2.1.				
2.2.				
...				
Activities	Description			
1.				
2.				
3.				
...				
Inputs				
1.				
2.				
3.				
...				
12. Project pilot / pilot area (up to 500 words)				
- MKCF prioritizes funding for development projects through field interventions in specific locations by focusing on specific communities or target groups/villages within designated location (s) for this purpose. Please provide relevant documents or support information for the group and area, if available.				
13. Risk management / Project sustainability (up to 500 words)				
- Outline how potential risks will be identified, assessed, and mitigated throughout the project. - Explain how the project's sustainability will be ensured in the long term after its implementation with support from the MKCF.				
14. Project management / implementation arrangements (up to 500 words)				
- Describe the project management structure and coordination mechanisms with Mekong country partners, relevant stakeholders, the MKCF Secretariat, and the Ministry of Foreign Affairs (MoFA). - Provide a brief overview of human resource inputs, including full-time and part-time project staff, experts, and consultants, along with their bios, roles, and responsibilities (refer to the ToR and CV formats in Appendices 5 and 6).				
15. Partnership with organisation(s) in the Mekong countries and the ROK (at least 300 words)				
- Explain how institutional arrangements will be established to collaborate with partner organizations in the Mekong countries and the ROK (if applicable) and describe the implementation arrangements for joint activities with these partners.				
16. Value added by the MKCF's involvement (at least 300 words)				
- Specify why MKCF's involvement is critical to the project and how the project has the potential to contribute to achieving the Fund's objectives.				

MONITORING AND EVALUATION (M&E) FRAMEWORK

HIERARCHY OF RESULTS	RESULT STATEMENT(S)	OBJECTIVELY VERIFIABLE INDICATORS (OVIs) What information needs to be collected (Description of indicators / progress markers)?	DEFINITION How is this calculated?	BASELINE What is the current value?	TARGET What is the target value?	DATA SOURCE / MEANS OF VERIFICATION How will it be collected and measured?	RISK / ASSUMPTIONS A statement outlining factors that may delay the project.
Impacts							
Outcomes							
Outputs							

APPENDIX 3: INDICATIVE BUDGET

The budget should be presented in this section and provided as a separate Excel file.

APPENDIX 4: INDICATIVE WORK PLAN

[illegible]

APPENDIX 5: TOR

TERMS OF REFERENCE OF KEY PROJECT CONTRACTED PERSONNEL

No.	Name	Organization	Position	e-mail / phone	Remarks
1	Dr./Mr./Ms.				e.g. TOR No. 1
2					
3					
4					

TERMS OF REFERENCE OF FULL TIME PROJECT STAFF

TOR No. xx	
Position	Project Manager
Duty Station	
Responsibilities	
Requirements	
Date	DD/MM/YY

TOR No. xx	
Position	Project Coordinator
Duty Station	
Responsibilities	
Requirements	
Date	DD/MM/YY

TERMS OF REFERENCE OF CONSULTANTS/EXPERTS

TOR No. xx	
Position	
Duty Station	
Responsibilities	
Requirements	
Date	DD/MM/YY

APPENDIX 6: CV

CVs of Proposed Project Team with passport size photo

1. Name:
2. Proponent Organization:
3. Proposed Position:
4. Date of Birth: dd/mm/yy, Nationality:
5. Complete personal contact details:
Address:
Mobile:
Email:
6. Education:
7. Membership in Professional Associations:
8. Other Trainings:
9. Countries of Work Experience: [in the last 10 years]
10. Languages: [Mother Tongue/Excellent/Good/Fair/Poor]

Language	Speaking	Reading	Writing
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11. Employment Record:

Date from - to	Location	Employer organizations and reference persons	Position	Work Undertaken that Best Illustrates Capability to Manage the Project
mm/yy To date	City / Country	Name and position of reference person + email + telephone	Title of position held	Project Title / budget / donor / achievement – include also main project features, activities performed, project coordination activities, etc.
mm/yy – mm/yy	City / Country	Name and position of reference person + email + telephone	Title of position held	Project Title / budget / donor / achievement – include also main project features, activities performed, project coordination activities, etc.

12. Other Relevant Information (e.g., Publications)

Certification:

I, the undersigned, hereby certify to the best of my knowledge and belief

- | | | | |
|----|---|--------------------------|--------------------------|
| | | Yes | No |
| i) | This CV accurately describes my qualifications and my experience. | ☐ | ☐ |

- | | | | |
|------|---|--------------------------|--------------------------|
| ii) | I am employed by the proponent organization. | ☐ | ☐ |
| iii) | I was part of the team that wrote the Expression of Interest (EOI) for this proposed project. | ☐ | ☐ |

I certify that I have been informed by the proponent organization that my CV is included in the EOI/proposal. I confirm that I will be available to carry out the assignment for which my CV has been submitted, in accordance with the implementation arrangements and schedule outlined in the proposal.

I understand that any willful misstatement may lead to disqualification, dismissal, or any other disciplinary action by the MKCF.

Name:

Date:

Signature: