# Appendix 1: Expressions of Interest (EoI) Template

1. **Cover page (1 page)**

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

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| **1.1. Name and Address of Organization (in Mekong countries or ROK)** |  |
| **1.2. Contact Person** |  |
| - Name |  |
| - Telephone |  |
| - Fax |  |
| - email |  |
| **1.3. Title of Proposed Project** |  |
| **1.4. Project Classification (check all that applies and underline the most key area.)** | □ Culture and Tourism  □ Human Resources Development  □ Agriculture and Rural Development  □ Infrastructure  □ Information and Communication Technology (ICT)  □ Environment  □ Non-traditional Security Challenges |
| **1.5. Country(s) / Region** |  |
| **1.6. Total Project Cost** |  |
| **1.7. Duration of Project** |  |
| **1.8.** |  |
| - Signature of the proponent |  |
| - Name |  |
| - Title |  |
| **1.9. 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) | |

**B. Technical**

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| **1.1. Introduction (approx. 500 words)** | 1. *Provide a brief background on the identified development issues in the Mekong region* 2. *Indicate the nature of the issue including its importance in the Mekong sub regional cooperation context.* 3. *Explain how it will be achieved and description of the target population, stakeholders and its regional implication* |
| **1.2. Objectives (approx. 500 words)** | 1. *State the short and long-term objectives of the project* 2. *how objectives relate to specific challenges or opportunities in the specific sector in the Mekong region.* |
| **1.3 Addressing regional issues (approx. 500 words)** | 1. *Explain how the project promotes cooperation between the Mekong countries and the ROK to address the identified regional issue(s).* 2. *What institutional arrangements will be adopted in the project to collaborate with partner organisations (s) in the Mekong countries and ROK (if any)* 3. *Provide details of the partner organisations in Mekong countries and/or ROK* 4. *Indicate activity(ies) that will be implemented by partner countries in their respective country in coordination with the lead PIA.* |
| **1.4 Description of Specific Activities (approx 500 words)** | 1. *Description of the identified issues in the context of Mekong region.* 2. *How the regional challenges or opportunity will be addressed in the project* 3. *Method(s) of approach to be applied* 4. *Brief description of the activities to achieve the stated objective(s)* 5. *Potential partners in the Mekong region and role of the partners in the project.* |
| **1.5. Anticipated Results (approx. 500 words)** | 1. *Describe briefly the expected outputs, outcomes and impact of the project.* 2. *Measures to minimize potential adverse impact on environment and livelihood of the local people where appropriate.* |
| **1.6. Logical Framework** | 1. *Provide overall Impact, Outcomes, Outputs, Indicators, and Means of verification/ Source of Verification, risk / assumptions and activities of the proposed project* 2. *How the results will benefit and shared in the Mekong region.*   ***A chart with explanation may be provided.*** |
| **1.7 Team Members** | *Please provide brief professional biography of the Full Time Project Team members.*   1. *Project Manager* 2. *Project Coordinator* 3. *Project Finance Assistant*   *Provide updated CVs (max 5 pages) of the three 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.* |

**C. Financial (3 pages maximum)**

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| **1.1. Financial Statement** | *Provide a brief statement as to why the proposed activities are feasible both technically and financially.* |
| **1.2. Estimated Cost** | *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):* |

The cost proposed including:

**A. Direct Cost**

* 1. Personnel (maximum of two-full time project personnel are allowed and salary cost should not exceed 30% 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. Equipment
  6. Other direct cost

**B. Indirect Cost**

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.

**C. 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.