## Appendix 2: Full Project Proposal Template
## (1) Summary page



| Project Classification (check all that applies) |
| --- |

✔ Culture and Tourism
✔ Human Resources Development
✔ Agriculture and Rural Development
✔ Infrastructure
✔ Information and Communication Technology (ICT)
✔ Environment
✔ Non-traditional Security Challenges

| Project Title |
| --- |

???

| Brief Description of the Project |
| --- |

The project will enhance the capacity of the MKCF implementing agencies to properly execute their projects by providing training, experience sharing and enhanced regional cooperation. ??? will work with the implementing agencies of MKCF projects to ensure that projects are properly identified, designed and then implemented according to MKCF guidelines. Project sustainability will be enhanced through the creation of a web-based monitoring and evaluation (M&E), which will also become a platform for networking and sharing of best practices.

| Country / Region |
| --- |

Cambodia, Lao PDR, Myanmar, Thailand, Vietnam and the Republic of Korea.

| Budget |
| --- |

      Total budget (USD):     USD ???

      Total budget requested from MKCF (USD): $???

      Total contribution if any including from third parties (USD): $???

| Proponent | |
| --- | --- |
| Name | Mr. ??? |
| | Title |
| | ??? (division/department) |
| | ??? (name of the organization) |
| | ??? (country) |
| Address | ??? |
| | 123 abc road, |
| | Country |
| | (postal code) |

**Date of Submission** 08/08/2022
**(2) Full Proposal Format**



**Mekong-ROK Cooperation Fund (MKCF)**

**Project Proposal**

| Project Information | |
|---|---|
| 1.1. Project Title | ??? |
| 1.2. Country (s) / Region | e.g. Cambodia, Lao PDR, Myanmar, Thailand, Vietnam and the Republic of Korea |
| 1.3. Date of Submission | dd/mm/yy |
| 1.4. Proponent Contact Details | |
| Contact person, position Organization Email address Telephone number Mailing address | - Mr. ??? - ???, Country - ??? - ??? - ??? |

1.5. Project Area (check all that applies)
- ✔ Culture and Tourism
- ✔ Human Resources Development
- ✔ Agriculture and Rural Development
- ✔ Infrastructure
- ✔ Information and Communication Technology (ICT)
- ✔ Environment
- ✔ Non-traditional Security Challenges

| Project Milestone | |
|---|---|
| Estimated implementation start date | dd/mm/yy |
| Estimated implementation end date | dd/mm/yy |
| Project duration | ??? year(s) ??? month(s) |

| Description of Financial Elements | | |
|---|---|---|
| Project cost (USD) | Contribution (USD) if any | Total Project Cost (USD) |
| $ ??? | $ ??? | $ ??? |

**General description of organization** (*with the maximum length of 250 words)*
*Briefly describe the legal status, vision, mission, programs, and relevant experiences to proposed project*

??? 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 ??? 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, MI 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 Mekong region. 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.

??? received ??? prize in 2021.

**Project background and justification** *(with the maximum length of 300 words)*
*Briefly describe the reasons behind selection of project idea and how is it relevant to the*

*identified priority sector (s) of MKCF and its significance in enhancing regional cooperation among the Mekong countries and RoK*

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 under the seven priority sectors with the key objective to promote regional cooperation. 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 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.

## Problems (to be addressed) *(with the maximum length of 300 words)*
*Briefly describe the problem (s) and how the project intends to address the problem (s).*

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.

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.

## Project Objective (with the maximum length of 300 words)
*Briefly describe the Overall objective, Specific objectives, and outputs the project intended to reach in contribution to (1) national (2) regional priorities and (3) consistency to the MKCF Priorities?*

The **Overall objective** of the project is to enhance capacities of the eligible partners under the MKCF program by reinforcing regional cooperation and integration through designing and delivering collaborative projects across the seven priority sectors of the MKCF. Such projects are aligned with national priorities under the seven-priority sector of MKCF.s

The project also has the following **specific objectives** which are aligned with the overall objective:

1. to enhance capacities of the national agencies in the seven priority sectors under MKCF to identify regional projects, design and implement according to MKCF projects guidelines;
2. to enhance understanding of the emerging issues and trends in project management, to address these issues by designing projects, monitor and evaluate the outcomes;
3. develop a web-based monitoring and evaluation system that will introduce the latest tools and techniques for project management through an online dashboard;
4. promote institutional capacities of the Mekong to promote regional cooperation between the Mekong countries and the ROK;
5. to introduce a platform for networking and sharing best practices, projects information between the Mekong countries.

The project aligns with the Plan of Action (POA) 2021-2025 of the Mekong-Republic of Korea Cooperation as follows:

a. Seek closer, synergized collaboration with other regional cooperation initiatives, (2.6);
b. Carry out joint projects and strengthen coordination among agencies of six countries to pursue a shared vision of achieving a people-cantered and people-oriented community (3.1.1);
c. 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);
d. Promote regional and sub-regional connectivity through various development projects in harmony with the Master Plan on ASEAN Connectivity 2025 (3.4.1);
e. Enhance cooperation and mutual support in implementing the appropriate measures to restore economic development, financial resilience, connectivity (3.4.8);
f. 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 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 addressing national priorities contributing to regional priorities of the Mekong RoK Plan of Action. This will reinforce regional development process while improving quality of project identification, design and project delivery contributing to the sustainable development of the Mekong region.

**Project Outputs**

1. Conducted one Inception Workshop
2. Designed and delivered three Trainings on Training on Regional Projects Identification (One training per year)
3. Developed and launched Web-Cloud based Monitoring and Evaluation (M&E)
4. Designed and delivered Training on Project Monitoring and Evaluation
5. Conducted Structured Learning Visit (SLV) cum Evaluation Workshop in Mekong countries
6. Conducted MKCF Roundtable Meetings
7. Developed MKCF web-based Platform and Conducted Social Media Campaign

**Short-term outcomes**
1. Enhanced knowledge and skills on project cycle management on regional project design, implementation and monitoring and evaluation (M&E).
2. Developed and utilized the Monitoring and Evaluation System to support MKCF project implementation with accurate, evidence-based reporting, and improve project performance.
3. Enhanced cooperation and coordination among the MKCF project implementing agencies by sharing best practices, lessons learned and achievements of the project implementation.
4. 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.
5. Adopted and introduced online M&E system for project monitoring and evaluation.

**Long-term outcomes**
1. Strengthened the coordination mechanism among the nodal and related agencies in Mekong countries to fulfill the strategies involved in the Mekong RoK Cooperation.
2. 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.
3. Enhanced the stakeholders and beneficiaries' capabilities in dealing with the project cycle management for cost-effective for contribution to sustainable economic and social development.

**Project impact**
1. Enhanced collaboration for sustainable development through promotion of regional peace and security by building synergy between Mekong – ROK.

**Project Description (***with the maximum length of 300 words***)**
*Describe the main activities (Refer to (3) Indicative Work Plan*
*Provide information on how the activities are linked to objectives that the project intends to achieve*

### Project's Activities
The three-year project will have the following activities:
**Year 1**
1. Inception Workshop
2. Training on Regional Projects Identification
3. Web-Cloud based Monitoring and Evaluation (M&E) Systems Development
4. Training on Project Monitoring and Evaluation
5. Structured Learning Visit (SLV) cum Evaluation Workshop in Thailand
6. MKCF Roundtable Meeting
7. MKCF web-based Platform Design and Social Media Campaign - development

**Year 2**
1. Training on Regional Projects Identification
2. Training on Project Monitoring and Evaluation
3. Structured Learning Visit (SLV) cum Evaluation Workshop in Cambodia
4. MKCF Roundtable Meeting
5. MKCF web-based Platform Design and Social Media Campaign- Update

**Year 3**
1. Training on Regional Projects Identification
2. Training on Project Monitoring and Evaluation
3. Structured Learning Visit (SLV) cum Evaluation Workshop in Vietnam
4. MKCF Roundtable Meeting
5. MKCF web-based Platform Design and Social Media Campaign- update

**Activity details**

**1. Inception Workshop of the Project (Online)**

To formally launch the project, an inception workshop 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.

Objectives of the workshop:
o To introduce the project objectives, activities and outcomes.

- o To seek necessary support from the stakeholders for effective coordination with the project team for successful implementation of the project.
- o To initiate activities and areas where the related agencies can collaborate;
- o To maintain close cooperation and consultation with the participating development
- o agencies and concerned stakeholders;
- o identity ways and means to access relevant information and data needed to conduct the projects' activities.

Content: The workshop will

- o introduce the project objectives, activities, outcomes and project M&E framework
- o introduce the project work plan
- o identification of stakeholders' and determine role and partnerships;
- o discuss identification and nomination of relevant participants from the government and relevant agencies to the various events organized within the projects;
- o discuss on review and assessment mechanism of the project implementation

Outcome: At the end of the meeting, the workshop participants will be able to

- o Gain an understanding of the project objectives, activities, expected outcomes and M&E framework
- o Understand their role in the project on necessary coordination, selection/nomination of participants in the project events, dissemination of event related information and reporting.
- o Understand on the project review and assessment mechanism for continuous feedback on the project implementation.

Duration and format: one day and Online

Target: The target participants will include the sectoral Ministries under seven priority sectors under MKCF, Mekong Coordinating Units under Ministry of Foreign Affairs 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.

**2. Training on Regional Projects Identification (One training per year with 30 participants from five Mekong countries and Korea at ??? for three years.)**

This Training will highlight critical analysis of regional issues to formulate projects to determine whether and how they may ultimately benefit Mekong region promoting sub regional cooperation in the seven priority sectors.

Objectives:

This course objective is to develop participants' capacity to identify, plan and develop implement regional development projects that address issues of the seven priority sectors in the Mekong region.

Content:
1. Plan and design projects using goal-oriented project planning tools and logical framework;
2. Conduct analytical assessment of emerging regional issues and trends in managing development projects at national and regional levels;
3. Conduct stakeholder analysis, problem analysis, objective analysis, alternative analysis and formulate program goals, objectives and expected outputs;
4. Develop objectively verifiable indicators and use them as benchmarks for monitoring, reporting and evaluating projects;
5. Formulate regional project proposals and operational plans and budget following an international standard format and criteria of the project development and appraisal

Outcome: At the end of this training, participants will acquire knowledge and practical experience on the application of Project Cycle Management and Logical Framework in accordance with international project management standards.

Duration and format: One week, three trainings will be organized one in each year. The trainings will be conducted at ???

Target participants:

The target participants will include prospective applicants from 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 ???.

Action Plan
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.

Duration: 3 months from the date of completion of the training.

## 3. Web-Cloud based Monitoring and Evaluation (M&E) Systems 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.

Objectives:

o To contribute to organizational learning and knowledge sharing, uphold accountability and compliance as per MKCF requirements.

- o to assist its users (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.

Content: 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

Outcomes: The key outcomes of this activity are
- o a central platform to operationalize the monitoring and evaluation mechanism for the MKCF projects;
- o generate on-demand M&E reports using real-time data;
- o access to the progress and performance of their respective MKCF projects from the dashboard of the online M&E system;
- o project updates and inputs to the Project Implementation Agency (PIA), MKCF secretariats, National Governments and other stakeholders.

Duration and format- 6 months for development and web cloud based

Participants (users)- The user of the system will be the project implementing agencies under MKCF, RoK, Mekong Cooperation Units under Mekong MoFA.

4. **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.

Training Objectives:

- to enhance technical skills of targeted government officials in designing and conducting project monitoring and evaluation and presenting the findings and recommendations to the respective project key stakeholders.

- to provide hands on training on the web-cloud based M&E system and guide how to use functions of the system.

Training Content
- To achieve the objective, training will be delivered in four interrelated modules:

    Module 1: Introducing the Web-Cloud based Monitoring and Evaluation (M&E) Systems
    Module 2: Principles of Project Monitoring and Evaluation
    Module 3: Planning and Implementing Monitoring and Evaluation Program
    Module 4: Reporting and Presenting M&E findings and recommendations

All training modules, case studies, simulation exercises, field researches, and best practices are to be drawn from and tailored to the Mekong Region and will focus on practical knowledge, respect adult learning principles, use real case studies, adopt participative approaches and be linked to the daily realities of the participants. They will also from the start, incorporate concrete actions for follow-up activities after training.

Training Outcome:
At the end of the training program, each participant will demonstrate their understanding and skills in the following competencies:

- Use the web-cloud based platform to Plan and Conduct Project Monitoring and Evaluation at each stage of the project using appropriate process and tools
- Facilitate stakeholders' active participation in different stages of Project Monitoring and Evaluation
- Design and operationalize the monitoring and evaluation mechanism for their MKCF 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

Training Duration and format:
The training will be conducted in ??? and will be for one week.

Target Participants:
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.

*Action Plan*
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.

## 5. Structured Learning Visit (SLV) cum Evaluation Workshop (30 participants) in Mekong countries - Vietnam, Cambodia and one Thailand

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 and others 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.

SLV Objectives
- o Provide knowledge on regional projects in the seven priority sectors
- o Enhance understanding on regional issues to design and implement cooperation project impacts in promoting development cooperation in the Mekong region and RoK
- o Observe and gain experience on successful projects, document impacts and lessons leaned on projects supported under various cooperation programs

SLV Content
On day I, participants will register for the programme at ???, A half day orientation about the programme guidelines and expected output will be provided. The orientation will also provide an introduction to the proposed visit sites and companies and necessary preparatory arrangements. On successive days, the participants will visit selected regional projects under ACMECS, US-Mekong, Mekong- Australia, ADB-GMS Program etc 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. On the last day, a feedback session will be organized to allow the participants to provide reflection of their visit, share learning experiences and set the way forward to forge business collaboration. On completion of the SLV, the participants will be tasked to provide brief notes on their learning outcomes and suggest how to utilize the knowledge gained in their ongoing project work.

SLV Outcomes
to replicate the learning in the country situation for and well equipped to design projects

Duration and format
The SLV will be conducted for one week to specific destinations in the Mekong countries.
SLV will be conducted in in Vietnam, Cambodia and Thailand in Year1, 2 & 3 respectively.

Target participants
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.

## 6. 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).

Objectives:
CF projects progress and achievements
on and coordination among the MKCF project implementing agencies (PIA)
tices, lessons learned of the project implementation
forward on utilizing the project results for replication, upscaling, and integration in national

ms, challenges, and other issues related to the project implementation

Content
The Roundtable will be organized with the PIAs including the ongoing projects, completed project and newly launched projects. The task for each category of PIA will reflect on the following:

*PIA- Completed Projects*

- The situation prior to the project intervention
- Project initiation include but not limited to: the process of getting internal approval, internal control, coordination with other agencies, organizing the project team
- Project implementation include but not limited to: communication with other stakeholders such as concerned agencies, associations, civil society, project beneficiary groups to support the project implementation, the people, organization (s) or situation(s) that were affected (or might be affected) by the project

- Challenges faced by the project team
- Tangible and demonstrable changes
- Key success factors of the project implementation and the changes, project results and lessons learned
- What intend to do with the results, e.g. inform potential development partners for replication and upscaling, integrate to national plan, etc
- How the regional cooperation is strengthened

*PIA- Group 2. Ongoing Projects*

- The situation prior to the project intervention
- Project initiation include but not limited to: the process of getting internal approval, internal control, coordination with other agencies, organizing the project team
- Project implementation include but not limited to: (i) the people, organization(s) or situation(s) that were affected (or might be affected) by the project, (ii) communication with other stakeholders such as concerned agencies, associations, civil society, project beneficiary groups to support the project implementation.
- Challenges faced by the project team
- The project update and early results
- Plans for exit strategies i.e. inform the potential development partners, integrate to national plan, etc.

*PIA- Group 3. Newly Launched*

- The situation prior to the project intervention
- Project initiation include but not limited to: the process of getting internal approval, internal control, coordination with other agencies, organizing the project team
- Project implementation include but not limited to: (i) the people, organization(s) or situation(s) that were affected (or might be affected) by the project, (ii) communication with other stakeholders such as concerned agencies, associations, civil society, project beneficiary groups to support the project implementation.
- Challenges faced by the project team

Outcomes
- o Gain understanding on different projects, results, and achievements.
- o Utilize the project results to propose upscaling and integration to national plan
- o Inform potential development partners for triangular cooperation to replicate and utilize the project results.

Duration and Format
3 days at ???
(One meeting per year with 30 participants from five Mekong countries and Korea for three year at ???)

Target participants

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.

**7. 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.

Objective

- o to provide information to public for accessing relevant information as a contribution to enhancing donor cooperation and collaboration.
- o 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.

Content

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 regular basis in each year of the project.

Key activities include

- o Collect Information on MKCFs: project team will collect information from the project implementing agencies using suitable online methods and tools. Brief questionnaires will be developed and sent out to target respondents for information collection using suitable online tools. The project team will also hold regular online meetings with selected target respondents as appropriate.
- o Develop the Content for the Web menu on MKCF projects: The project team will develop the content for the web page menu on MKCF projects by analyzing and presenting the information in a concise and visually attractive manner. The project team will seek feedback from the RoK on the proposed outline and content of the web page menu.
- o Design and Develop the web page menu: The project will engage a web designer and developer, who will co-work with ??? project team for designing and developing the web

page menu function, uploading the content on the web portal of MKCF and integrating the web page menu with the main website on MKCF.

Outcome

- o Use as tool for the PIAs to promote and showcase the results of the projects.
- o 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.
- o Provide comprehensive information on the projects and thus serve as a ready reference for stakeholders and wider public on MKCF projects.
- o MKCF projects are a key to deepening relations between RoK and the Mekong countries within the framework of Mekong RoK Plan of Action, 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 indeed RoK's involvement in the Mekong region.
- o Help to evince interest in MKCF from potential project implementers

**Regional nature of the project** *(with the maximum length of 300 words)*
*Describe how the problem or issue affects more than one Mekong country and requires regional actions and how it will be addressed in the project[1].*

The capacity development provided by this project will aimed at strengthening the regional cooperation between MKCF implementing agencies. The skills development training, for example, will focus on the development, design and implementation of regional rather than national projects. The M&E component will also focus on projects that have sub-regional cross-border aspects.

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 in the implementing agencies of the Mekong countries to identify regional projects on common issues, plan, implement, and monitor and evaluate the results. Professional training on project management and sound understanding of regional issues is key. Hence, it is imperative for the national and development agencies in the Mekong countries to build collaborative projects to promote sub regional cooperation and integration among the

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[1] MKCF being a regional cooperation mechanism, the project focus on regional issue is an important *requirement for MKCF funding.*

Mekong countries.

The expected long-term outcome of the project is therefore to achieve enhanced sub-regional cooperation and integration between the Mekong countries and ROK. Again, this will be done by focusing on joint projects across the seven priority areas in the Mekong region. The enhanced collaboration between project implementing agencies across the Mekong region by building synergies between the Mekong countries and the ROK.

In summary, this project aims to enhance the institutional capacities on regional cooperation and integration among the Mekong countries and RoK. This will be achieved through designing and delivering collaborative projects, by improving quality of project identification & design, and project delivery thereby contributing to the sustainable development of the Mekong region.

## Target beneficiaries and Project Coverage (*with the maximum length of 300 words*)
*Briefly describe whom the proposed project will directly and indirectly benefit.*
*Geographical coverage of the project.*

The direct beneficiary of the project includes government officials from the 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 representing the seven MKCF priority sectors. Besides the Mekong countries, project implementing agencies from RoK and other international agencies under MKCF will participate in the program activities.

Through the onsite training programs, a total number of 180 participants will be directly benefited under the project. 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. 10 officials per ministry will be targeted per training as indirect participants with a total of 70 officials of the sectoral ministries per training and 2100 officials at the end of the project year in the Mekong countries. Furthermore, 90 participants from the SLV activity will be directly benefited who will in turn share their learnings and experiences at their workplace to a wider group of 1050 officials as indirect participants of the project. The web-based platform and Social Media platforms will enable dissemination of the MKCF activities to a wider section of people in the region.

Project Partners
Prospective partners cover various organisations in the Mekong counties and Korea responsible for the design, planning, implementation and evaluation of economic and social development projects as follows;
-        Ministries of Planning,
-        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.

Implementing agency.
The project will be implemented by ??? led by ??? department in close coordination with the Unit of Monitoring, Evaluation and Learning of ???. ??? has experience in implementing large scale capacity building projects related to project management and monitoring and evaluation.

??? 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 ??? 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 and the region 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.

## Value Added for the MKCF Involvement/ Potential
(*with the maximum length of 200 words)*
*Please specify why the MKCF involvement is critical for the project and the potential of the project to contribute to the achievement of the Fund's objectives*

The MKCF is a regional program run by multiple implementing partners over a number of subject areas. The proposed activities create efficiencies for the MKCF by increasing the capacity of the staff of its implementing agencies. Likewise, this project creates channels of interaction between the various subject areas of the MKCF by bringing together agencies working in different topics for various training. The ability of ??? to provide a residential environment where trainees can come together opens up opportunities for synergies between the various projects to develop. These training meetings also provide networking opportunities that, over time, lead to better collaboration between Mekong countries at the policy level. The benefit of the MKCF, is that these synchronicities take place within and support the ongoing work plan established by the MKCF itself. By enhancing the beneficiary's capacity to deal with project cycle management, for example, this project is contributing directly to efficient project cycle design across all MKCF projects.

The proposed project is aligned with the Plan of Action (POA) 2021-2025 of the Mekong-Republic of Korea Cooperation 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).

## Project Sustainability (*with the maximum length of 200 words*)

*Explain how the project sustainability will be ensured in the long run, after the project is implemented with support from the MKCF*

By enhancing the capacity of government officials and other implementing agencies to identify issues, articulate projects to address them and to monitor and evaluate the outcomes, this project will ensure that implementing agencies develop the ability to deploy government and donor funds in an efficient and sustainable manner. The project will develop a web-based monitoring and evaluation system to maintain a focus on results and provide a platform for experience sharing that will persist after the project itself is completed.

The regional training sessions to be conducted at the ??? will produce action plans that containing a list of objectives and activities that will provide a template for activities that will take place over the next 3-5 years, well after the project wraps up.

Government officials and implementing agencies will be exposed to regional best practices through study tours (SLV) in the form of site visits that provide hands-on practical training on implementation. The lessons learned will be applied to the management of government funds and donor funds in future projects.

## Management Arrangements

*Describe the project management structure of the project, coordination mechanism with the Mekong country partners, relevant stakeholders, MKCF secretariat and MoFA. Describe briefly the human resource inputs i.e. full-time project staff, part time staff, Experts and consultant's bio and roles and responsibilities (refer to ToR and CV format at appendix 5 and 6)*

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┌─────────────────────────┐
│ RoK- Ministry of Foreign │─────────────┐
│         Affairs          │      ┌──────────────────┐
└─────────────────────────┘      │   Mekong- RoK    │
                                  │       SoM        │
         ┌──────────────────┐    └──────────────────┘
         │ Executive Director│
         │       ???         │
         └──────────────────┘

┌──────────────────────┐  ┌──────────────┐  ┌──────────────────────┐
│  Mekong Countries    │  │     ???      │  │ Mekong Coordinating  │
│ Sectoral Ministries  │  │              │  │        Unit          │
│ under Priority       │  │              │  │ Ministry of Foreign  │
│ Sectors of MKCF      │  │              │  │       Affairs        │
└──────────────────────┘  └──────────────┘  └──────────────────────┘

                          ┌──────────────────┐
┌──────────────────────┐  │  Project Team    │  ┌──────────────────────┐
│ Project Implementing │  │  (Full Time)     │  │ Consultants/ Experts/│
│  Agencies (PIA)- MKCF│  │ Project Manager  │  │   Resource Persons   │
└──────────────────────┘  │Project Coordinator│ └──────────────────────┘
                          │Project Secretariat│
                          └──────────────────┘
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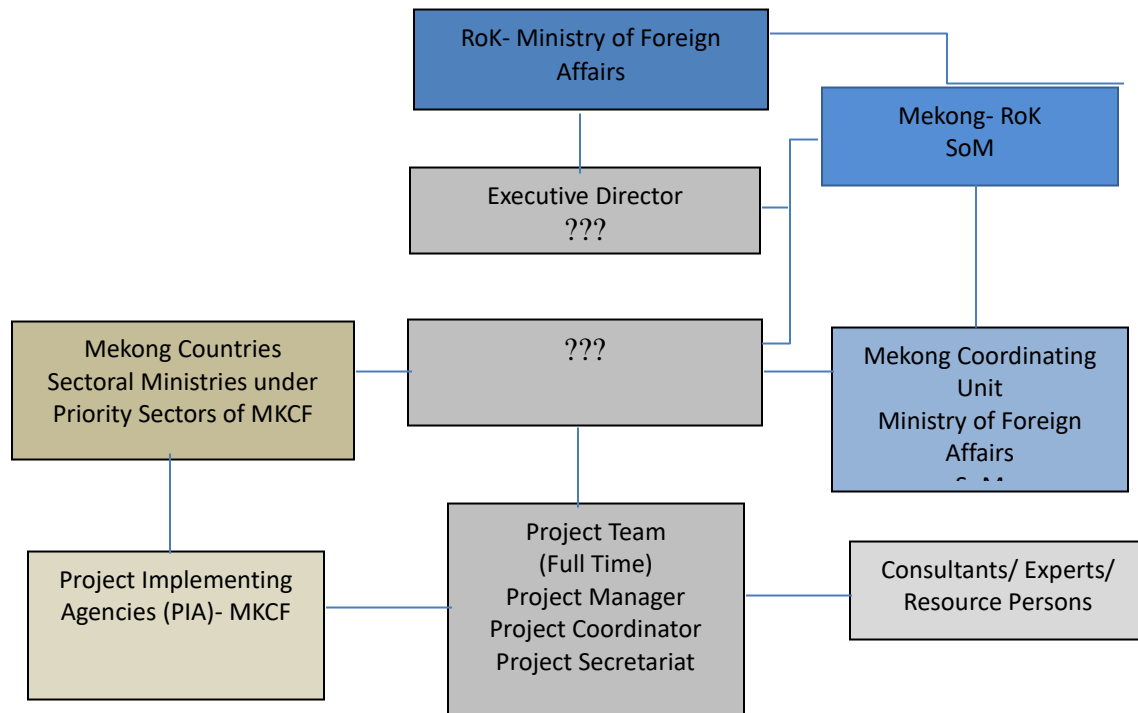
The project will be implemented in the framework of MKCF and overall guidance of RoK MoFA and in coordination with the sectoral ministries of the Mekong Countries responsible for the seven priority areas of the MKCF, RoK based organisations and International organisations who are the recipient of MKCF funding.

A project team comprising of full-time project personnel will carry out and oversee the main tasks and responsibilities. The project team will comprise of a Project Manager and Project Coordinator. The project team will function as per the terms of reference of the positions and will be hired on contract basis for the project duration. The Project Manager will manage the project with the support of the project team and subject experts/consultants for delivering the activities, monitoring budgeting and reporting to the MKCF.

The project team will be responsible for planning, implementing, staffing and coordinating with project partners, reporting and budgeting of the project. The team will organize the project activities i.e. Training, workshops, monitoring and evaluation, project collaboration, establishing coordination agreements website development and outcome monitoring.

The project team will function under the overall supervision of ??? Director, with a reporting line to ??? Executive Director. The project team will prepare and update progress of the project. MKCF Coordinator will be responsible for progress monitoring and report to the RoK- Senior Official Meeting (SoM).

For this project, the Project team will work closely with the Project Implementing Agencies (PIA) and Mekong countries line ministries in the seven priority areas as follows

- Enhance capacity to identify, design and implement MKCF projects
- Enhance ability to identify opportunities for regional projects and collaboration between the seven priority areas of the MKCF
- Enhanced project management through a web-based M&E system
- Enhance ability to identify opportunities for collaboration around emerging issues
- Share and disseminate the results of the project, best practices, lessons learned and the way forward.

## Disbursement arrangement and reporting requirements

??? takes full responsibility for the utilization of funds and will manage it professionally to ensure the accountability.

??? will follow accurately the details of the approved project proposal including the budget breakdown and understand the budget realignment (cross subsidy between different budget items) and/or use of contingency without RoK's approval is not acceptable for MKCF-supported projects. ??? will consult with RoK as soon as possible in case of a budget overrun or if unlisted expenditures in the budget proposal are found inevitable.

To clarify, the reporting requirements of ??? for the entrusted funds from MKCF shall be countersigned by ???.

??? shall note that the approved funds will be disbursed in tranches according to the Standard Operating Procedures on Project Financial Disbursement and reporting.

In case ??? requests a second funding tranche, a First Tranche Financial Report shall be prepared accompanied by its summary and supporting documents (original invoices* and receipts or certified true copies) shall be submitted accordingly.

??? will submit a Project Completion Report (PCR) and Project Financial Report (PFR) accompanied by its summary and supporting documents within 60 days of the end of project implementation.

Upon receiving financial verification from MKCF-RoK, ??? may be required to refund an unspent balance together with interest earned from the project funds, should there be any, to the MKCF account within 90 days of the end of project implementation.

### Outcome, Output, Activities Matrix

### Outcomes, Outputs, Activities and Inputs at Project level

| Expected Result | Indicator | Means of verification | Target | | Remarks |
|---|---|---|---|---|---|
| | | | Mid-term | Final | |
| **Project outcomes** | | | | | |
| 1. Improved collaboration between PIAs regionally and across priority sectors | Number of agencies in MKCF collaborating or planning to collaborate on projects | Annual reports of PIAs<br><br>Final evaluation report | 10 action plans | 25 action plans | Action plans that have been produced collaboratively |
| 2.Ehanced knowledge and skills on project cycle management | Number of PIAs (training participants) utilizing the training in their projects | -Individual action plan completion reports<br><br>-Pre and post training evaluation<br><br>- PIA action plans | 3 trainings | 6 trainings | |
| 3.Enhanced M&E System to support MKCF | Number of PIAs using the M&E system support | Midterm report and final evaluation report | Establishment of M&E system | Use of M&E system | |
| **Project outputs (that contribute to outcomes)** | | | | | |
| 1.Design and implement trainings on project monitoring and evaluation for CLMVT | Number of trainings | Participants directory<br><br>Workshop reports<br><br>Pre and post training evaluations | 2 trainings | 3 trainings | |
| 2.MKCF Annual | Number of MKCF | Meeting | 2 meetings | 3 meetings | |

| Roundtable Meetings conducted | Roundtable meetings | Reports | | | |
|---|---|---|---|---|---|
| 3.Design and conduct structured learning visits | Number of structured learning visits | Participant evaluations<br><br>Participant lists<br><br>Back to office reports | 30% of SLVs carried out | 100% of SLVs carried out | |
| 4. Develop and introduce Web/Cloud based M&E system | Web/Cloud based system delivered and operationalized | Number of PIAs registered with and using the platform | Web based platform designed, database populated with relevant information | Web based platform in use by PIAs and regularly updated | |
| 5. Developed MKCF webpage design and social media campaign | MKCF webpage designed, put online and regularly updated | MKCF webpage | MKCF webpage designed and operational | MKCF webpage operational and regularly updated | |
| 6. Technical support to action plan implementation | Number of PIAs utilizing the training knowledge applied to action plans | Individual PIA action plan completion reports | 30% of PIAs completed action plans | 70% of PIAs have completed action plans | |
| **Activities** | **Description** | | | | |
| **Year 1** | | | | | |
| 1.1 Inception workshop | 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. | | | | |
| 1.2 Training on Regional | This Training will highlight critical analysis of regional issues to formulate projects to determine whether and how they may ultimately benefit Mekong | | | | |

| | |
|---|---|
| Projects Identification | region promoting sub regional cooperation in the seven priority sectors. (Duration 1 week; 30 participants from each Mekong country.) |
| 1.3. Web-Cloud based Monitoring and Evaluation Systems | 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. |
| 1.4 Training on project monitoring and evaluation | This training 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 (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. |
| 1.5 Structured Learning visit | To deepen the knowledge and skill of the participants on regional Project Management, project teams will visit selected regional projects under ACMECS, US-Mekong, Mekong- Australia, ADB-GMS Program to gain a deeper understanding of project planning, implementation, impacts measurement, also to share challenges and best practices. |
| 1.6 MKCF Roundtable Meeting | The roundtable meeting will provide a platform for building cooperation and coordination among the MKCF project implementing agencies to share best practices, share lessons learned and enhance their project achievements by replicating, upscaling and collaborating on project work plans. |
| 1.7 Development of MKCF website and social media campaign | A dedicate MKCF webpage will be designed and developed that will reflect the seven priority areas of 10 culture and tourism, 2) Human resource development, 3) Agriculture and rural development, 4) Infrastructure, 5) Information and Communications Technology ICT, 6) Environment, and 7) Nontraditional security challenges. |
| **Year 2** | |
| 2. 1. Training on Regional Project Identification | This Training will highlight critical analysis of regional issues to formulate projects to determine whether and how they may ultimately benefit Mekong region promoting sub regional cooperation in the seven priority sectors. (Duration 1 week; 30 participants from each Mekong country.) |
| 2.2 Training on Projects Monitoring and Evaluation | This training will follow on from the first year's training by reviewing planning and implementing effective monitoring and evaluation missions or assignments especially on projects which have transnational or sub regional/transboundary implications. (Duration 1 week; 30 participants from |

| | each Mekong country.) |
|---|---|
| 2.3 Structured Learning Visit | To deepen the knowledge and skill of the participants on regional Project Management, project teams will visit selected regional projects under ACMECS, US-Mekong, Mekong- Australia, ADB-GMS Program etc to gain a deeper understanding of project planning, implementation, impacts measurement, also to share challenges and best practices. |
| 2.4 MKCF Roundtable Meeting | The roundtable meeting will provide a platform for continuing cooperation and coordination among the MKCF project implementing agencies to share progress, shared lessons learned and review their project achievements in project work plans. |
| 2.5 Update MKCF Webpage and social media campaign | The MKCF webpage will be updated on the projects, best practices, stories and blogs representing the seven MKCF priority areas of 1) culture and tourism, 2) Human resource development, 3) Agriculture and rural development, 4) Infrastructure, 5) Information and Communications Technology ICT, 6) Environment, and 7) Nontraditional security challenges is up and running and already reflecting project progress. |
| **Year 3** | |
| 3.1 Training on Regional Project Identification | This Training will highlight critical analysis of regional issues to formulate projects to determine whether and how they may ultimately benefit Mekong region promoting sub regional cooperation in the seven priority sectors. (Duration 1 week; 30 participants from each Mekong country.) |
| 3.2 Training on project monitoring and evaluation | This training will round up the previous years' design, planning and implementing effective monitoring and evaluation on projects which have transnational or sub regional/transboundary implications. (Duration 1 week; 30 participants from each Mekong country.) |
| 3.3 Structured learning visit | To deepen the knowledge and skill of the participants on regional Project Management, project teams will visit selected regional projects under ACMECS, US-Mekong, Mekong- Australia, ADB-GMS Program to gain a deeper understanding of project planning, implementation, impacts measurement, also to share challenges and best practices. |
| 3.4 MKCF Roundtable Meeting | The roundtable meeting will provide a platform for continuing cooperation and coordination, setting up forward looking and sustainable mechanisms for continued collaboration, among the MKCF project implementing agencies to share progress, shared lessons learned and review their project achievements in project work plans. |
| 3.5 Update MKCF webpage and | The MKCF webpage will be updated on the projects, best practices, stories and blogs representing the seven MKCF priority areas of 1) culture and tourism, 2) Human resource development, 3) Agriculture and rural |

| | |
|---|---|
| social media campaign | development, 4) Infrastructure, 5) Information and Communications Technology ICT, 6) Environment, and 7) Nontraditional security challenges is up and running and already reflecting project progress. |

## Monitoring and Evaluation (M&E) Framework

| HIERARCH OF RESULTS | RESULTS STATEMENT | OBJECTIVELY VERIFIABLE INDICATORS | DEFINITION | BASELINE | TARGET | DATA/SOURCE OF VERIFICATION | FREQUENCY | RESPONIBLE | REPORTING |
|---|---|---|---|---|---|---|---|---|---|
| Impacts | Enhanced collaboration for sustainable development through promotion of regional peace and security by building synergy between Mekong-ROK | - Established M&E platform<br><br>- Training on project cycle management and results monitoring<br><br>- Website to publicize results of MKCF overall and this project<br><br>- Action plans demonstrate cooperation and collaboration mechanisms between PIAs regionally<br><br>- Action plans demonstrating knowledge and skills on project cycle | - Cloud based solution to capture project results<br><br>- Number of targeted PIAs receiving training<br><br>- Building a webpage including social media<br><br><br>- Action plans demonstrating improved project cycle management, collaboration as a proportion of all targeted PIA action plans<br><br>- Action plans demonstrate project cycle | -Platform not yet established<br><br>-No training has yet taken place<br><br>- Webpage and social media campaign not yet established<br><br>- Action plans not yet drafted<br><br>- Action plans not yet drafted | - Platform established with regular use and updates<br><br>- 30 participants trained per year; 90 in total<br><br>- 70% of targeted PIA new action plans demonstrate collaboration between projects<br><br>- 70% of targeted PIA new action plans demonstrate skills and capacity for sustainably capturing project | Completion reports; PIA action plans; web-based M&E tool; Webpage for project and social media campaigns | Annual | PIAs | MKCF Roundtable; SOM; ROK |

| HIERARCH OF RESULTS | RESULTS STATEMENT | OBJECTIVELY VERIFIABLE INDICATORS | DEFINITION | BASELINE | TARGET | DATA/SOURCE OF VERIFICATION | FREQUENCY | RESPONIBLE | REPORTING |
|---|---|---|---|---|---|---|---|---|---|
| | | management and evaluation | training and M&E as a proportion of all targeted PIA action plans | | results in future | | | | |
| Long Term Outcomes | Strengthened coordination mechanism among the PIAs to fulfill the strategies involved in the Mekong RoK Cooperation. | - Use of new regional M&E system<br><br>- Action plans contain collaborative mechanisms between PIAs | - Proportion of targeted PIAs using and updating the M&E solution<br><br>- Proportion of targeted PIA new action plan containing collaborations between projects | - M&E solution not yet in place<br><br>-new action plans not yet drafted | Platform established with regular use and updates<br><br>- 30 participants trained per year; 90 in total<br><br>- 70% of targeted PIA new action plans demonstrate collaboration between projects | PIA action plans; web-based M&E tool; | Annual | ???; PIAs | MKCF Roundtable; SOM; ROK |
| | | - PIA action plans demonstrate cost-effective, results-based and verifiable contributions | -Proportion of targeted PIA new action plan demonstrates sustainable project | - New action plans not yet drafted | 70% of targeted PIA new action plans demonstrate skills and capacity for | PIA action plans; web-based M&E tool; | Annual | ???; PIAs | MKCF Roundtable; SOM; ROK |

| HIERARCH OF RESULTS | RESULTS STATEMENT | OBJECTIVELY VERIFIABLE INDICATORS | DEFINITION | BASELINE | TARGET | DATA/SOURCE OF VERIFICATION | FREQUENCY | RESPONIBLE | REPORTING |
|---|---|---|---|---|---|---|---|---|---|
| | Enhanced stakeholders and beneficiaries' capabilities in dealing with the project cycle management | to sustainable project management and monitoring. | management and monitoring | | sustainably capturing project results in future | | | | |
| | .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. | | | | | | | | |
| Short Term Outcomes | 1.    Enhanced knowledge and skills on project cycle management on regional project design, implementation and monitoring and evaluation (M&E). 2.          Develope | | | | | | | | |

| HIERARCH OF RESULTS | RESULTS STATEMENT | OBJECTIVELY VERIFIABLE INDICATORS | DEFINITION | BASELINE | TARGET | DATA/SOURCE OF VERIFICATION | FREQUENCY | RESPONIBLE | REPORTING |
|---|---|---|---|---|---|---|---|---|---|
| | d and utilized the Monitoring and Evaluation System to support MKCF project implementation with accurate, evidence-based reporting, and improve project performance.<br><br>3.    Enhanced cooperation and coordination among the MKCF project implementing agencies by sharing best practices, lessons learned and achievements of the project implementation.<br><br>4.    Documented and showcased the results of the project implementations of PIAs through web base platform and social media | | | | | | | | |

| HIERARCH OF RESULTS | RESULTS STATEMENT | OBJECTIVELY VERIFIABLE INDICATORS | DEFINITION | BASELINE | TARGET | DATA/SOURCE OF VERIFICATION | FREQUENCY | RESPONIBLE | REPORTING |
|---|---|---|---|---|---|---|---|---|---|
| | platforms to the public for accessing relevant information as a contribution to enhancing donor cooperation and collaboration.

5. Adopted and introduced online M&E system for project monitoring and evaluation. | | | | | | | | |
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| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Outputs | - Designed and implemented Trainings on project monitoring and evaluation for five Mekong countries and Korea;

-MKCF Annual | - Number of trainings and participants across countries and thematic areas | - Proportion of participants from Mekong countries and across subject areas represented in training

- Number of | - training has not yet begun | -30 participant of PIAs from Mekong countries across 7 thematic areas receive training | Completion reports; PIA action plans; web-based M&E tool; Webpage for project and social media campaigns; end-of | Quarterly and annually | ???- Project team; PIAs | MKCF Roundtable; SOM; ROK |

| HIERARCH OF RESULTS | RESULTS STATEMENT | OBJECTIVELY VERIFIABLE INDICATORS | DEFINITION | BASELINE | TARGET | DATA/SOURCE OF VERIFICATION | FREQUENCY | RESPONIBLE | REPORTING |
|---|---|---|---|---|---|---|---|---|---|
| | Roundtable Meetings conducted;<br><br>- Designed and conduced Structed Learning Visits;<br><br>- Develop and introduced Web/Cloud based Monitoring and Evaluation System;<br><br>- Developed MKCF webpage design and social media campaign;<br><br>- Provide technical support on action plan implementing | - MKCF meetings take place<br><br>- SLVs take place<br><br>- Web based cloud M&E platform established<br><br>- MKCF website in place, regularly updated | MKCF meetings annually and in total<br><br>- Number of SLVs annually, in total, number of participants and representation across countries and thematic areas<br><br>- Proportion of PIAs using and regularly updating the M&E platform as a proportion of targeted PIAs<br><br>- Number of updates and social media broadcasts per quarter, and year | -MKCF meetings not currently held<br><br>-SLVs not yet carried out<br><br><br>-M&E platform not yet in place<br><br>Webpage/media campaign not yet commenced | -MKCF meetings held annually<br><br>-three structured learning visits undertaken<br><br>-M&E platform established and regularly updated<br><br>-webpage media campaign in place and updated | meeting reports, participant lists from trainings | | | |

| HIERARCH OF RESULTS | RESULTS STATEMENT | OBJECTIVELY VERIFIABLE INDICATORS | DEFINITION | BASELINE | TARGET | DATA/SOURCE OF VERIFICATION | FREQUENCY | RESPONIBLE | REPORTING |
|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |

**Human resource inputs**

*Please provide brief professional biography of the Full Time Project Team members.*

1. *Project Manager*
2. *Project Coordinator*

*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.*

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. ??? 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.

In addition to the above project staff, ??? of ??? 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. Dr. ??? is the resident specialist in the Trade and Investment Facilitation Department of ???. He served as a Senior Economist, South East Asia for the World Bank for 12 years. At the World Bank, he oversaw large trade and investment programs in countries such as Cambodia, Lao PDR, Mongolia, and contributed to country programs in Brunei, Malaysia and Thailand. He has worked with multiple development partners such as the DFAT, the European Union, DFID and various organs of the United Nations. He previously worked for the IMF, IDRC, the OECD and the World Trade Organization.

   Dr. ??? has 16 years of experience in trade and development. His key areas of interest are trade facilitation, value chains, investment facilitation, competition, and technical barriers to trade. He has designed and implemented multiple programs, working with governments and

development partners in East Asia. He has authored numerous reports for the World Bank including policy notes that contributed to government policy and legislative reforms.  Dr. ??? has published in academic journals such as the Antitrust Bulletin, the Journal of World Economics, book chapters published by the WTO and EU among others.

Dr. ??? has a PhD in Economics majoring in trade and competition from the University of St.Gallen. He earned a Master's degree in International Law and Economics from the World Trade Institute in Bern, Switzerland. He also has a Bachelor's degree in Economics from the University of Sydney.

Apart from the above, consultants and experts from the region including RoK will be engaged for specific task as per the project activities.

**Appendix 3: ??? Indicative budget**

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

**Appendix 4: [proposal package] Indicative Work Plan**

| Activity | Year 1 | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| **Output 1. Conducted one Inception Workshop** | | | | | | | | | | | | |
| | | ▨ | | | | | | | | | | |
| *A1. Project Inception Workshop* | US$ | | | | | | | | | | | |
| | ▨ | ▨ | | | | | | | | | | |
| **Output 2. Designed and delivered three Trainings on Regional Projects Identification** | | | | | | | | | | | | |
| | | | | | | | | | | ▨ | | |
| *A2. Training on Regional Projects Identification (Year 1)* | US$ | | | | | | | | | | | |
| | | | | | | | | ▨ | ▨ | ▨ | | |
| **Output 3. Developed and launched Web-Cloud based Project Monitoring and Evaluation (M&E)** | | | | | | | | | | | | |
| | | | | | | | | | ▨ | ▨ | | |
| *A3. Web-Cloud based Projects Monitoring and Evaluation (M&E) System Development* | US$ | | | | | | | | | | | |
| | | | | ▨ | ▨ | ▨ | ▨ | ▨ | | | | |
| **Output 4. Designed and delivered Training on Project Monitoring and Evaluation (M&E)** | | | | | | | | | | | | |
| | | | | | | | | | | | | ▨ |
| *A4. Training on Project Monitoring and Evaluation (M&E) (Year 1)* | US$ | | | | | | | | | | | |
| | | | | | | | | | | ▨ | ▨ | ▨ |
| **Output 5. Conducted Structured Learning Visit (SLV) cum Evaluation Workshop in Mekong countries** | | | | | | | | | | | | |
| | | | ▨ | | | | | | | | | |
| *A5. Structured Learning Visit (SLV) cum Evaluation Workshop in Thailand* | US$ | | | | | | | | | | | |
| | | ▨ | ▨ | | | | | | | | | |
| **Output 6. Conducted MKCF Roundtable Meetings** | | | | | | | | | | | | |
| | | | | | | | ▨ | | | | | |
| *A6. MKCF Roundtable Meeting (Year 1)* | US$ | | | | | | | | | | | |
| | | | | | | ▨ | ▨ | | | | | |
| **Output 7. Developed MKCF web-based Platform and Conducted Social Media Campaign** | | | | | | | | | | | | |
| | | | | | | | | | | | | ▨ |
| *MKCF web-based Platform Design and Social Media Campaign - development* | US$ | | | | | | | | | | | |
| | | | | | | | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ |

| Activity | Year 2 | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| **Output 2. Designed and delivered three Trainings on Regional Projects Identification** | | | | | | | | ▓ | | | | |
| B1. Training on Regional Projects Identification (Year 2) | US$ | | | | | ▓ | ▓ | ▓ | | | | |
| **Output 3. Developed and launched Web-Cloud based Project Monitoring and Evaluation (M&E)** | ▓ | | | | | ▓ | | | | | ▓ | |
| A3. Web-Cloud based Projects Monitoring and Evaluation (M&E) System Development | ▓ | | | | | ▓ | | | | | ▓ | |
| **Output 4. Designed and delivered Training on Project Monitoring and Evaluation (M&E)** | | | | | | | | | | | ▓ | |
| B2. Training on Project Monitoring and Evaluation (M&E) (Year 2) | US$ | | | | | | | | ▓ | ▓ | ▓ | |
| **Output 5. Conducted Structured Learning Visit (SLV) cum Evaluation Workshop in Mekong countries** | | ▓ | | | | | | | | | | |
| B3. Structured Learning Visit (SLV) cum Evaluation Workshop in Cambodia | US$ | | | | | | | | | | | |
| | ▓ | ▓ | | | | | | | | | | |
| **Output 6. Conducted MKCF Roundtable Meetings** | | | | | | | ▓ | | | | | |
| B4. MKCF Roundtable Meeting (Year 2) | US$ | | | | | ▓ | ▓ | | | | | |
| **Output 7. Developed MKCF web-based Platform and Conducted Social Media Campaign** | | | ▓ | | | ▓ | | | ▓ | | | ▓ |
| MKCF web-based Platform Design and Social Media Campaign - update | US$ | | | | | | | | | | | |
| | | ▓ | ▓ | | | ▓ | | | ▓ | | | ▓ |

| Activity | Year 3 | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| **Output 2. Designed and delivered three Trainings on Regional Projects Identification** | | | | | | ▨ | | | | | | |
| C1. Training on Regional Projects Identification (Year 3) | US$ | | | ▨ | ▨ | ▨ | | | | | | |
| **Output 3. Developed and launched Web-Cloud based Project Monitoring and Evaluation (M&E)** | | | | ▨ | | | | | ▨ | | | |
| A3. Web-Cloud based Projects Monitoring and Evaluation (M&E) System Development | | | | ▨ | | | | | ▨ | | | |
| **Output 4. Designed and delivered Training on Project Monitoring and Evaluation (M&E)** | | | | | | | | | ▨ | | | |
| C2. Training on Project Monitoring and Evaluation (M&E) (Year 3) | US$ | | | | | | ▨ | ▨ | ▨ | | | |
| **Output 5. Conducted Structured Learning Visit (SLV) cum Evaluation Workshop in Mekong countries** | | ▨ | | | | | | | | | | |
| C3. Structured Learning Visit (SLV) cum Evaluation Workshop in Viet Nam | US$ ▨ | ▨ | | | | | | | | | | |
| **Output 6. Conducted MKCF Roundtable Meetings** | | | | | | | ▨ | | | | | |
| B4. MKCF Roundtable Meeting (Year 3) | US$ | | | | | ▨ | ▨ | | | | | |
| **Output 7. Developed MKCF web-based Platform and Conducted Social Media Campaign** | | | ▨ | | | ▨ | | | ▨ | | | ▨ |
| MKCF web-based Platform Design and Social Media Campaign - update | US$ | | ▨ | | | ▨ | | | ▨ | | | ▨ |

**Appendix 5: [proposal package] TOR**

TERMS OF REFERENCE OF KEY PROJECT CONTRACTED PERSONNEL

| No. | Name | Organization | Position | e-mail / phone | Remarks |
|-----|------|--------------|----------|----------------|---------|
| 1 | ??? | ??? | Project Manager | | TOR No.01 |
| 2 | ??? | ??? | Project Coordinator | | TOR 02 |

## TERMS OF REFERENCE OF FULL TIME PROJECT STAFF

| | |
|---|---|
| | TOR No. 01 |
| **Position** | Project Manager |
| **Duty Station** | Khon kaen, Thailand |
| **Responsibilities** | - Prepare work plan for the project activities, and implement the work plan in cooperation with the team in TIF Department;<br>- Develop Concept Notes, Curriculum Design Statement (CDS) for studies, workshops, web-based M&E application development, training programs, field visits, and associated events;<br>- Liaise with the MI MKCF secretariat/unit for any issues related with the project implementation;<br>- Developing partnerships and identifying opportunities for continual improvement in the field of regional development project management in Mekong countries and ROK;<br>- Establish and maintain excellent working contacts at an operational level with relevant authorities and experts for each activity;<br>- Develop Terms of References (ToR) and manage national and/or international consultants/subject matter experts;<br>- Identify implementation arrangements and needed resources to implement the project work and ensure proper management of the project budget in compliance with MI policies and procedures as well as the MKCF;<br>- Provide strategic inputs to the project implementation, e.g. inputs to application development, study, training programs, priority areas, etc;<br>- Prepare the project reports (quarterly, progress, annual, and completion reports), and other reports that may be required by TIF Director/MKCF Coordinator; |

| | |
|---|---|
| | - Represent the project team to attend the project meetings and events;<br>- Contribute to information releases on thematic area for MKCF and/or MI website and contribute to MKCF and MI publications;<br>- Contribute and provide support for research processes undertaken in collaboration with MI, MKCF secretariat/unit, MKCF PIAs on emerging issues related to the thematic area for preparing case studies and dialogue;<br>- Manage project resources efficiently and effectively;<br>- Other reasonable tasks requested by MKCF secretariat/unit and management. |
| **Requirements** | - At least 7 years of leading/implementing development projects<br>- Master degree in Project Management, Information System, International Development, Administration, Economics, International Relation, or related field<br>- Proven knowledge on grant/project management system<br>- Proven experience, knowledge and skills in GIS-based grant/project management database system<br>- Understanding of technical concepts related to project management such as logical frameworks, theory of changes, results-based management, risk management, evidence-based advocacy, and research methodology<br>- Proven skills and experience in delivering capacity building activities-training, workshops, forums etc,<br>- Proven ability to communicate in English language in written and spoken form.<br>- Good negotiation and interpersonal skills<br>- Proven ability to work in a team and coordinate with others<br>- Proficient user of all Microsoft Office applications |
| **Date** | 01/10/2022 |

| | TOR No. 02 |
|---|---|
| **Position** | Project Coordinator |
| **Duty Station** | Khon Kaen, Thailand |
| **Responsibilities** | - Coordinate and co-implement of the project activities with the project manager;<br>- Gathering feedback and presenting insights from each activity for MI and MKCF secretariat/unit;<br>- Provide technical inputs to the project implementation, e.g. inputs to study, training programs, priority areas, and so on, if required; |

| | |
|---|---|
| | - Support the project manager in preparing of project reports (quarterly, progress, annual, and completion reports), and other reports that may be required by TIF Director;<br>- In partnership with the program team, MI communications staff, develop content and manage creative execution to provide consistent, targeted, and impactful messaging for program communications deliverables;<br>- Lead the development of content for newsletters, tools, announcements, blogs, etc., and tracks metrics and engagement;<br>- Support project manager in preparing activities for capacity development programs under the project;<br>- Other tasks required by MKCF secretariat/unit and management. |
| **Requirements** | - At least 5 years' experience of project management and coordination in international organizations<br>- Master degree in Project Management, Information System, International Development, Administration, Economics, International Relation, or related fields.<br>- Experience working with multi project stakeholders<br>- Professional experience in communications, marketing, and public relations, and related fields<br>- Experience in communication roles e.g. develop content for project news, blogs, digital content for web page, etc<br>- Understanding of technical concepts related to project management such as logical frameworks, theory of change, results-based management, risk management, evidence-based advocacy, and research methodology<br>- Understanding of basic financial/accounting procedures<br>- Proven skills and experience in facilitation of capacity development activities capacity building activities-training, workshops, forums etc,<br>- Proven ability to communicate in English language in written and spoken form<br>- Good negotiation and interpersonal skills<br>- Proven ability to work in a team and coordinate with others<br>- Proficient user of all Microsoft Office applications<br>- Videography and photography skills a plus |
| **Date** | 01/10/2022 |

# TERMS OF REFERENCE OF CONSULTANTS/EXPERTS

| | TOR No. 03 |
|---|---|
| **Position** | Consultant to design and deliver Training on Regional Projects Identification |
| **Duty Station** | Khon Kaen |
| **Responsibilities** | The detailed tasks of the Consultant are as follows:<br><br>• work with the project team to design and execute the learning program on Regional Projects Identification.<br>• prepare detailed training session plans for Modules, the session plan should include the following points: Detailed topics, objectives, expected results of all sessions which should cover the given topics<br>• detailed training participatory methodologies in each session, such as real case study, group work, discussion, etc. which are requested to facilitate the learning process of the participants.<br>• construct an overall work plan for the course preparation, implementation and evaluation in consultation with the project team of ??? and other resource persons;<br>• make suggestions for mechanisms to screen and select participants to the program;<br>• prepare a completion report to be submitted to ??? which includes: (i) suggestions for follow through activities after the program; (ii) recommendations to improve the preparatory activities, design and administration of the learning program;<br>• provide copies of learning materials to MI Project Team. |
| **Requirements** | • Postgraduate Degree in Economics, International Development, or related areas;<br>• At least 5-10 years working in development sector, especially in the areas of project management and evaluation;<br>• Sound knowledge and successful experiences in program and project development, especially development projects in Mekong countries;<br>• Excellent training and facilitation skills, experience in delivery of regional international training program;<br>• Fluency in English, clear communication including presentation, and good interpersonal skills;<br>• Knowledge of the region e.g. Mekong-countries |

| Date | 01/10/2022 |
|------|------------|

| | TOR No. 04 |
|---|---|
| **Position** | Consultant to design and deliver Training on Project Monitoring and Evaluation |
| **Duty Station** | Khon Kaen |
| **Responsibilities** | The detailed tasks of the Consultant are as follows:<br><br>• work with the project team to design and execute the learning program on Regional Projects Identification.<br>• prepare detailed training session plans for Modules, the session plan should include the following points: Detailed topics, objectives, expected results of all sessions which should cover the given topics<br>• detailed training participatory methodologies in each session, such as real case study, group work, discussion, etc. which are requested to facilitate the learning process of the participants.<br>• construct an overall work plan for the course preparation, implementation and evaluation in consultation with the project team of ??? and other resource persons;<br>• make suggestions for mechanisms to screen and select participants to the program;<br>• prepare a completion report to be submitted to ??? which includes: (i) suggestions for follow through activities after the program; (ii) recommendations to improve the preparatory activities, design and administration of the learning program;<br>• provide copies of learning materials to MI Project Team. |
| **Requirements** | • Postgraduate Degree in Economics, International Development, or related areas;<br>• At least 5-10 years working in development sector, especially in the areas of project management and evaluation;<br>• Sound knowledge and successful experiences in program and project development, especially development projects in countries;<br>• Excellent training and facilitation skills, experience in delivery of regional international training<br>• program;<br>• Fluency in English, clear communication including presentation, and good interpersonal skills;<br><br>• Knowledge of the region e.g. Mekong-countries |

| Date | 01/10/2022 |
|---|---|

|  | TOR No. 05 |
|---|---|
| **Position** | Consultant to develop Web-Cloud based Monitoring and Evaluation (M&E) Systems Development |
| **Duty Station** | Khon Kaen/ Home Based |
| **Responsibilities** | The scope of the assignment is to develop Web-Cloud based Monitoring and Evaluation (M&E) Systems Development<br><br>• Install/setup the online M&E system with the provision of web-based, on-line data entry as well as offline data entry where data can initially be entered/saved locally and uploaded to the central database directly from the local files.<br>• The online M&E system will have the following key characteristics, but not limited to, that need to be ensured through the cloud-based hosting: (This is only the description of the system to be hosted. The hosting service provider does not have to provide the system)<br>i. The system will be user-friendly, web-based, online data entry/access, inquiry, and reporting facilities.<br>ii. The system will be based on standard Result-Based Management (RBM) requirement (Results; results indicators; set results targets; define risks and risk indicators; and view logical framework).<br>• The system will allow for results framework to be customized having any number of levels.<br>• It will possess the option of first entering the data offline (and storing locally), and uploading the data to the central database later directly from the local files (e.g., MS Excel, PDF data entry forms that can be uploaded to the web-based data entry system).<br>• The system also needs to allow the administrators to recheck the entered data and clean, as required.<br>• The system and its data transfer must be secured with stable 256-bit encryption and ensure different levels of disaggregation of storage for the users in different countries.<br>• Provide options for downloading the entered data and files from the country level partners and institutions in different formats such as in MS-Excel, Access, etc.<br>• Storage system indicator based detailed records on projects, and their related programs, financial information, indicators, outputs, etc.<br>• The system will include a comprehensive indicator library for most of the common indicators. The system will also allow users to |

| | |
|---|---|
| | include their own indicators and share indicators across projects and countries. <br> • The system will allow users to set targets for each of the indicators for specific periods of time. These targets can later be compared with the actual indicator values <br> • The system will also allow users to associate indicators with particular questions and also create indicator expressions that instruct the system on the formula to use to calculate indicator values. <br> • The system will include automated reports at the aggregated and disaggregated level and allow users to create their own standard reports based on reporting requirements. <br> • The system will come with customizable project dashboards that can display critical data in charts and graphs. The dashboard will also have the option to display project indicator performance by comparing actual indicator values with targeted values. <br> • The system will also have aggregation function, to aggregate indicators across projects, geographical areas, etc. <br> • The system will allow for different levels of access at the project, program, sector, and country level. <br> • It will also generate notification emails for approaching and past deadlines of periodic reports, with automatic escalations in case of default. <br> • The system will support the use of multiple users at a time, the response time of the software system will be as efficient as possible. |
| **Requirements** | The consultant should have proven experience in designing an online M&E system and providing cloud-based <br><br> • hosting services to the M&E systems of several reputable organizations. The core team should <br> • comprise of experts in IT with relevant experiences and should have individuals who have <br> • adequate knowledge of program and project management and M&E in development sectors |
| **Date** | 01/10/2022 |

| Position | Consultant to design and conduct Structured Learning Visit (SLV) cum Evaluation Workshop in Thailand |
|---|---|
| **Duty Station** | Khon Kaen |
| **Responsibilities** | Design and deliver the following interrelated activities:<br><br>*Prior to the SLVs:*<br>Develop SLV program outline with objectives and visit outcomes and list of questions to ensure that the learning interests are fulfilled, as well as the discussions with visiting authorities that are aligned with the objectives of the SLVs.<br><br>*Provide Debriefing Session on the SLV activity,*<br>A half-day debriefing session will be organized to introduce the project background, the objectives, expected outcomes and agenda of the SLVs;<br>• followed by getting-to-know-each-other and networking session;<br>• A pre self-assessment will be delivered to all participants to obtain their knowledge and understanding on the visiting subjects, so as to compare the changes after the trip;<br>Participants to be divided into country groups to confirm their expectations of the SLVs. According to each delegate's background and interests, each country group will be guided to allocate proper learning tasks to their group members. Each country group is expected to prepare questions to discuss, learn and collect needed information, best practices and experiences from the meetings and visits of the SLVs. The collected information will help delegates to prepare their country case studies, which should reflect their learning results on the importance aspects of the regional project sites.<br><br>Arrange meetings and facilitate discussions and interactions with the visit authorities and ensure learnings are integrated into practice to deign regional projects by the SLV participants.<br><br>On the last day, design and deliver a *Synthesis and Evaluation* of the SLVs to obtain feedback and learning outcomes and suggest way forward. Submit report. |
| **Requirements** | • Postgraduate Degree in Economics, International Development, or related areas;<br>• At least 5-10 years working in development sector, especially in the areas of project management and evaluation;<br>• Sound knowledge and successful experiences in program and project development, especially development projects in Mekong countries; |

| | |
|---|---|
| | • Excellent training and facilitation skills, experience in delivery of regional international training program;<br>• Fluency in English, clear communication including presentation, and good interpersonal skills;<br>Knowledge of the region e.g. Mekong-countries |
| **Date** | 01/10/2022 |

| | TOR No. 06 |
|---|---|
| **Position** | Consultant to design and conduct MKCF Roundtable Meeting |
| **Duty Station** | Khon Kaen |
| **Responsibilities** | Design and deliver roundtable meetings to update the MKCF projects, show case the results and lessons learned.<br>   i.  work with the project team to design and execute roundtable meetings.<br>  ii.  prepare detailed session plans the session plan should include the following points: ongoing project, new projects and completed projects to share best practices, lessons learned of the project implementation.<br>     In addition, design the roundtable to  ;<br> iii.  identify problems, challenges, and other issues related to the project implementation<br> iv.  the process to build cooperation and coordination among the MKCF project implementing agencies (PIA)<br>  v.  n ways forward on utilizing the project results for replication, upscaling, and integration in national programs |
| **Requirements** | • Postgraduate Degree in Economics, International Development, or related areas;<br>• At least 5-10 years working in development sector, especially in the areas of project management and evaluation;<br>• Sound knowledge and successful experiences in program and project development, especially development projects in countries;<br>• Excellent training and facilitation skills, experience in delivery of regional international training<br>• program; |

| | |
|---|---|
| | • Fluency in English, clear communication including presentation, and good interpersonal skills;<br><br>• Knowledge of the region e.g. Mekong-countries |
| **Date** | 01/10/2022 |

| | TOR No. 07 |
|---|---|
| **Position** | Consultant to Design MKCF web-based Platform Design and Social Media Campaign |
| **Duty Station** | Khon Kaen |
| **Responsibilities** | Design a MKCF homepage by designing, coding and modifying websites, from layout to function.<br>-create visually appealing site that feature user-friendly and clear navigation<br>The web site should be based on the following technologies:<br>- PHP<br>- MySQL<br>- Apache server<br>- Server space used by web site<br>- Content Management System<br><br>The main activities will include:<br>1.1. Secure the existing site during the transition to the new platform; preservation of all current website content and functionality<br>1.2. Incrementally migrate the web site to a standard CMS (e.g. WordPress, Drupal or Joomla) and implement new features that add value.<br>1.3. Use simple, cost-effective techniques to test designs with representative users before implementation of major features such as restructuring the main navigation menu.<br>1.4. Optimize the site for low bandwidth users.<br>1.5. Develop open APIs onto our membership database<br>1.6. Implement a basic "blog" function with integrated twitter and Facebook posting<br>1.7. Browser compatibility. The site must be compatible with the current versions of the following browsers (Firefox, Internet Explorer, Safari, and Chrome), as well as Internet Explorer version 6 onwards.<br>1.8 Integrate the current yahoo listserv functionality so that it can be managed via the website<br>1.9 Add a conference registration module that can be managed via the user.<br>1.10 Add a comprehensive search functionality to the web site<br>Additional tasks would include: upgrade the rich text editor control used in the web site backend to the latest version (CKEditor) and move it out of the |

| | "iframes" to stop multiple downloads of the control; improve search options on the web site and databases; and others.<br><br>2. Web site hosting:<br>2.1 The server should support the technologies used which currently includes PHP, MySQL.<br><br>3. Web site maintenance:<br>3.1 Web site content updates: the contracted web development company will assist with content update when the changes that have to be made are not possible from the CMS user interface. It should be endeavored that as much changes as possible be made from the CMS user interface, including the website's current functionality to add/customize and operate online voting modules etc.<br>3.2 The contracted web development company will maintain full backup of the web site through the duration of the contract. The backup, code and source files will be delivered in full to client on closing of the contract.<br>3.3 The contracted web development company will have an automated testing system that checks for broken hyperlinks on the site.<br>3.4 The contracted web development company will verify regularly that the site is up and running, and will revert to the back up whenever necessary.<br>3.5 The contracted web development company will give guidance on using the admin interface.<br>3.6 Monitor the server logs to see most popular pages and downloads and generate regular reports.<br><br>Add feed links:<br>• Responsive design;<br>• Social sharing features – including Facebook, twitter share by text selection and twitter feed by handle and hashtag.<br>• Multiple page styles and custom post types;<br>• Language options feature in resources and guidance templates;<br>• Search function by news, type of publication/guidance, type of resource, events, country story and issue;<br>• Search resources by free text;<br>• Interactive map;<br>• Signup for latest news;<br>• Link the site with other platforms of PIAs, MoFA; Password protected pages.<br>• Create and link social media sites- twitter, Facebook with functions to update and post features and stories. |
|---|---|
| **Requirements** | • Has demonstrated working experience on developing data base and web sites. |

| | |
|---|---|
| | <ul><li>Candidate must have strong understating of UI, cross browser compatibility, general web functions and standards.</li><li>Having experience in using professional skill (web development, networking, repairing, trouble shooting and maintenance).</li><li>Proven website management experience.</li><li>Strong web design skills which will include the ability to work with ASP.Net, SQL Server, CSS, HTML and JavaScript.</li><li>Strong team player with a deep commitment to learning and helping others to learn</li><li>Good proficiency in English.</li><li>Creative mind to introduce new concept and designs.</li></ul> |
| **Date** | 01/10/2022 |

**Annexure 1:  CVs of Proposed Project Team**