### Project proposal

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| **C:\Users\Administrator\Desktop\New_MKCF LOGO.png** | |
| **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** | |
| Mekong Leadership Program and Capacity Building Activities (**Mekong LEAD** and **Mekong BUILD**) | |
| **Brief Description of the Project** | |
| The **Mekong LEAD** and **Mekong BUILD** target direct and comprehensive engagement with/among Mekong high-level policymakers/senior officials/ provincial and business leaders through intensive training and policy exchange sessions. While Mekong LEAD provides a platform for Mekong leadership’s engagements and interactions on the regional development issues, Mekong BUILD creates a solid foundation of research evidence to support Mekong LEAD, rendering research more relevant and closer to the policymaking process. | |
| **Country / Region** | |
| Mekong-ROK Cooperation Member Countries | |
| **Estimated Budget** | |
| **499,950** USD | |
| **Proponent** | |
| Name | Department of Multilateral Economic Cooperation  Ministry of Foreign Affairs of Viet Nam |
| Address | 2 Le Quang Dao St, Ha Noi, Viet Nam |
| **Date of Submission** | 25/08/2021 |

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| **C:\Users\Administrator\Desktop\New_MKCF LOGO.png** | Mekong-ROK Cooperation Fund (MKCF)  Project Proposal | | | | | | | |
| **Brief Project Information** | | | | | | | | |
| 1.1. Project Title | | | Mekong Leadership Program and Capacity Building Activities (**Mekong LEAD** and **Mekong BUILD**) | | | | | |
| 1.2. Country (ies) / Region | | | Mekong-ROK Cooperation Member Countries | | | | | |
| 1.3. Date of Submission | | | 25 August 2021 | | | | | |
| 1.4. Proponent Contact Details | | | | | | | | |
| Contact person, position  Organization  Email address  Telephone number  Mailing address | | | - Mr. Nguyen Duc Vuong/ Desk Officer  - Department of Multilateral Economic Cooperation  - mekonglead@gmail.com  - +84-243-799-5794  - Ministry of Foreign Affairs of Viet Nam, Department of Multilateral Economic Cooperation, 2 Le Quang Dao, Ha Noi, Vietnam | | | | | |
| 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  Estimated implementation end date  Project lifespan | | | | 01/11/2021  31/10/2023  02 years | | | | |
| **Description of Financial Elements** | | | | | | | | |
| *Estimated cost* | | | **US$499,950** | | | | | |
| **Background / Justification** | | | | | | | | |
| Human Resources Development (HRD) is among the top priorities of the Mekong-ROK Cooperation framework. During the 2nd Mekong-ROK Summit on 13 November 2020, Leaders of the six member countries highlighted “the value of HRD in building skilled labour force andachieving co-prosperity in the region”, focusing on development of human capital in the strategic areas.  Despite the strong and active interest in the Mekong-ROK HRD endeavors, regional cooperation and activities have been difficult, given the multisectoral nature and the lack of an innovative HRD strategic approach. The Mekong-ROK Leadership Program and Capacity Building Activities (the **Mekong LEAD** and **Mekong BUILD**) aim at addressing the uneven distribution of knowledge and capacity among countries and building trust and confidence in the added-value of region-wide cooperative actions.  Mekong LEAD and Mekong BUILD provide an opportunity for greater use of country-to-country knowledge sharing and capacity building using a mix of mechanisms, such as high-level, high-quality training, policy dialogues, technical exchanges and joint studies. | | | | | | | | |
| **Problems (to be addressed)** | | | | | | | | |
| 1. Current approach to regional cooperation in HRD has largely been ad hoc, focusing on some specific sectors, and lacking a clearly defined and comprehensive cooperation programs especially at the high-level spectrum.  2. Mekong policymakers, practitioners and researchers need more networking opportunities to discuss regional issues and coordinate policy responses.  3. The need for timely, high-quality and evidence-based research on the salient issues in the Mekong region | | | | | | | | |
| **Project Objective** | | | | | | | | |
| *Is it relevant to (1) national (2) regional priorities and (3) consistency to the MKCF Priorities?*  Short-term:   * Bringing high-level policymakers together to exchange views, build mutual understanding, and develop policy options for proactive regional planning and coordinated management operation. * Serving as a capacity-building platform and a resource for information/analysis on Mekong critical issues of common interests. * Establishing and promoting a network of Mekong high-level, provincial/local leaders, academia, and entrepreneurs in the Mekong region.   *Long-term*:   * Promoting better relations and understanding among the people and nations of the Mekong region and development partners through high-level policy dialogues, high-quality region-wide cooperative studies, and research. * Streamlining and synergizing Mekong-related stakeholder mechanisms/forums to maximise stakeholder inputs and achieve common objectives of sustainable development of the Mekong region. * Enhancing the public profile of the Mekong region to attract further cooperation, investment and research from/with existing and new international partners. | | | | | | | | |
| **Project Description / Implementation Arrangement** | | | | | | | | |
| *Describe the main activities (Refer to (3) Indicative Work Plan)*  The Project has *two key* *components*:  *2.1. Mekong Leadership Program* ***(Mekong LEAD)***   * The Mekong LEAD provides Mekong policymakers (Deputy Ministers/Director-Generals level up) and executives with intensive 5-day training sessions and an opportunity to engage in a structured, research-based dialogue with leading scholars, practitioners about the Mekong development in an intimate but intellectually rigorous environment. * A regional/ROK prestigious university/ research institute with a strong stake in the Mekong development will be in charge of planning and developing curriculum in close consultation with the ROK and Mekong countries. Venue of program will be either in the ROK, Viet Nam or a suitable location where the university/institute is based. * The thematic 5-day agenda of the Mekong LEAD programme each year will be developed in close consultation with the leaders of the Mekong delegation. Each day of the 5-day Mekong LEAD is dedicated to one or more thematic issues. Experts associated with the Mekong LEAD develop resource materials—case studies, policy briefs, etc.—based on their ongoing research on the Mekong socio-economic development. A diverse cohort of scholars, corporate executives, and public sector leaders engage with the Mekong participants in a dynamic, free-flowing discussion about the selected topics. * The Extra:Mekong LEAD debriefings, where participants share what they learn from the programme with relevant stakeholders, can be organised after each Mekong LEAD event. Programme follow-up activities (alumni sharing workshops, networking, newsletters, impact assessment etc.) can be organised upon the completion of the programme.   2.2. Mekong Policy Research and Other Capacity Building Activities **(Mekong BUILD)**   * The Mekong BUILD is proposed to: **(i)** commission research in preparation for the Mekong LEAD program each year; **(ii)** provide timely, high-quality and evidence-based research on the salient issues in the Mekong region; and **(iii)** organise conferences/workshops to distribute relevant research findings.   Research activities may include:   * Co-studies on the current conditions, trends and outlook for the Mekong region, highlighting (i) the challenges and opportunities facing the region because of natural drivers (climate, erosion and sedimentation) and human-made drivers (water resources development and use); (ii) Regional/ Mekong River basin-wide sector strategies for environment, energy fisheries, climate change adaptation, drought management, and flood risk reduction; and (iii) Short, medium and long-term strategic priorities for all relevant actors in the Mekong region to ensure optimal and sustainable development pathways for the region. * Conferences/workshops between local businesses and central/local government agencies are deemed necessary as they provide the government with an opportunity to disseminate its Mekong-related guidelines and policies, and to receive fruitful feedback from businesses during the implementation process. At the same time, such conferences/workshops can promote more frequent exchanges of views on how best governments can assist local businesses/provinces.   *Provide information on how the activities are linked to objectives that the project intends to achieve*  Through the successful deliveries of the Mekong Leadership Program and the Policy Research and Other Capacity Building Activities, Mekong LEAD and Mekong BUILD will help attain both the immediate and  long-term objectives of developing national/regional capacity for formulating and implementing the  Mekong policies that best serve Mekong countries’ sustainable development needs. | | | | | | | | |
| **Value Added for the MKCF Involvement/Impact Potential** | | | | | | | | |
| *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 Mekong LEAD and Mekong BUILD are the only initiative up to present that will bring together an elite cohort of high-level, senior Mekong leaders, provincial, business leaders and academia for the facilitation of comprehensive Mekong policymaking, analysis and implementation. If funded by the MKCF, this initiative will mark the ROK as a forerunner in creating a unique platform of annual high-level training and exchange of dialogues on Mekong issues. * This initiative will also add up to the ROK’s more than three decades of substantial contributions to the sustainable development in the Mekong region through the Official Development Assistance (ODA) and the Mekong-ROK Cooperation Fund (MKCF). | | | | | | | | |
| **Exit Strategy** | | | | | | | | |
| *Explain how the project sustainability will be ensured in the long run, after the project is implemented with  support from the MKCF*  **1. Direct benefits for the implementing partners:**   * The capacity of Mekong participants in the formulation and implementation of Mekong policies will be enhanced   **2. Socio-economic implications**   * Through the promotion of various stakeholders’ participation in the policy discussion, the project will contribute to raising social awareness on policy impacts, challenges, opportunities in the Mekong region * The policy-making process will be based more on cost/benefit analysis, quantitative as well as qualitative assessments, policy makers and general public will be better informed of the costs and benefits of these policies, thus contributing to enhancing transparency, accountability and predictability of the Mekong’s policy/decision-making process in the long-run.   **3. Sustainability of the project following its completion**   * A network of Mekong officials working on the Mekong development issues will be established * Mekong’s development profile in the international arena will be increased * Mekong countries’ ability to cope with non-traditional challenges/issues will be enhanced | | | | | | | | |
| **Outcomes, Outputs, Activities and Inputs at Project level** | | | | | | | | |
| **Expected Result** | | **Indicator** | | | **Means of Verification** | **Target** | | **Remarks** |
| Mid-term | Final |
| **Project outcomes** | | | | | | | | |
| **1.** Mekong Leadership Program (Mekong LEAD) | | **-**Number of Mekong participants  -Program curriculum and modules | | | -Program reports  -Participants’ engagement with the Mekong LEAD speakers and facilitators  - End-of-program surveys  - Quality of the occurred discussion during the main event  - Follow-up activities | **Final** | |  |
| **2.** Mekong Policy Research and Other Capacity Building Activities (Mekong BUILD) | | -Number of research papers in preparation for Mekong LEAD  - Number of seminars, workshops, consultations for Mekong provinces | | | - Joint expert groups to be established  - Integrated data and information systems for more effective region-wide data management and sharing  - Follow-up activities | **Mid-term/**  **Final** | |  |
| **Project outputs (that contribute to outcomes)** | | | | | | | | |
| **1.** Delivery of 5-day Mekong Leadership Programme | |  | | | **-**Program reports  **-**Follow-up activities | **Final** | |  |
| **2.** Policy research in preparation for Mekong LEAD and related workshops/seminars/consultations | |  | | | **-**Number of studies/research | **Mid-term**  **/Final** | |  |
| **Activities** | | **Description** | | | | | | |
| **1.1.** Planning and implementation of Mekong LEAD | | * The Mekong LEAD team will be in charge of the planning and implementation of the programme in close consultation with the ROK/Mekong related stakeholders. | | | | | | |
| **1.2.** Curriculum development | | * A ROK/Viet Nam/Regional University/ Institute will be in charge of planning and curriculum development at the request of and in close consultation with the Mekong LEAD team. At the same time, the Mekong LEAD team will remain substantively involved in agenda-setting, content and messaging of the programme. * A team leader/ team members will be assigned/chosen by the university/ institute in close consultation with the Mekong LEAD team to carry out the curriculum design and production of the programme framework paper. | | | | | | |
| **1.3.** Production of framework paper | | * Team leader/ team members and colleagues from the designated university/institute will draft the Mekong LEAD framework paper, the purpose of which is to provide participants and speakers with background and analytical points before departure for the programme. Theme of the framework paper will be chosen in the context of each year’s priorities. * In addition to the framework paper, specific reading materials will accompany each session of the programme. | | | | | | |
| **1.4.** Main Mekong LEAD meeting (Venue: Korea, Viet Nam or another country in the Region) | | * Official delegation will include approx. 10 participants. Participants will represent a number of organizations including line ministries, research institutes and local provinces. The diversity and seniority of the delegation is highly advised * Delegates will go to a ROK/Viet Nam/another regional country’s University/Institute for annual 5-day training and exchange of dialogues and views on Mekong economic and development issues of common interests. This is a platform among policy makers, academia and experts to debate and discuss their views for better governance and performance. | | | | | | |
| **1.5.** Debriefing and Follow-up Activities | | * Debriefings, where participants share what they learn from the Mekong LEAD programme with relevant stakeholders, will be organized after each programme if deemed necessary for the follow-up activities * Programme follow-up activities (alumni sharing workshops, networking, newsletters, impact assessment etc.) will be organized upon the completion of each year’s programme. | | | | | | |
| **2.1.** Planning and implementation of Mekong BUILD | | * The Mekong BUILD team will be in charge of the planning and implementation of the programme in close consultation with the ROK/Mekong related stakeholders. | | | | | | |
| **2.2.** Conduct evidence-based co-studies, research on issues of common concern in the Mekong region (in preparation for Mekong LEAD) | | * The Mekong BUILD team will work with related stakeholders to (i) commission research in preparation for the Mekong LEAD program each year; and (ii) provide timely, high-quality and evidence-based research on the salient issues in the Mekong region. | | | | | | |
| **2.3.** Training courses/workshops on various skills necessary for Mekong Delta provincial officials | | * Conferences/workshops will be organized to distribute relevant research findings | | | | | | |

### [Proposal package] Indicative Work Plan

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Month | | | | | | | | | | | | | | | | | | | | | | | |
| Task | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| *Output 1.* | delivery of mekong leadership program (s)  Budget: USD 349,250 | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |
| *Activity 1.1.* | *Planning and implementation of Mekong LEAD* | | | | | | | | | | | | | | | | | | | | | | | |
| x | x | x | x | x |  |  | x | x | x |  | x | x | x | x | x | x |  |  | x | x | x | x | x |
| *Activity 1.2.* | *Curriculum development* | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | x | x | x |  |  |  |  |  |  |  |  |  | x | x | x |  |  |  |  |  |  |  |
| *Activity 1.3* | *Production of framework paper* | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  | x |  |  |  |  |  |  |  |
| *Activity 1.4.* | *Mekong LEAD meeting (5 days)* | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |
| *Activities 1.5* | *Debriefing and Follow-up Activities* | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  | x | x | x |  |  |  |  |  |  |  |  |  | x | x | x |  |  |
| *Output 2.* | Policy research in preparation for Mekong LEAD and related workshops/seminars/consultations BUDGET: USD 150,700 | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | x | x |  |  |  | x | x |  |  |  |  |  | x | x |  |  |  | x | x |  |  |
| *Activity 2.1.* | *Planning and implementation of Mekong BUILD* | | | | | | | | | | | | | | | | | | | | | | | |
| x | x | x |  |  | x | x |  |  |  | x | x |  | x | x |  |  |  | x | x |  |  | x | x |
| *Activity 2.2.* | *Conduct evidence-based co-studies, research on issues of common concern in the Mekong region (in preparation for Mekong LEAD)* | | | | | | | | | | | | | | | | | | | | | | | |
| x | x | x | x | x |  |  |  |  |  |  |  |  | x | x | x | x |  |  |  |  |  |  |  |
| *Activity 2.3* | *Training courses/workshops on various skills necessary for Mekong Delta provinces* | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  | x | x |  |  |  |  |  |  |  |  |  |  | x | x |  |  |

### [Proposal package] TOR

**TERMS OF REFERENCE OF KEY PROJECT CONTRACTED PERSONNEL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Organization** | **Position** | **e-mail / phone** | **Remarks** |
| **1** | TBC | TBC | Project Coordinator | TBC | TOR No. 1 |
| **2** | TBC | TBC | Project Accountant | TBC | TOR No. 2 |

\* Note: Please add more rows when needed.

**TERMS OF REFERENCE**

|  |  |
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| TOR No. 1 | |
| **Position** | Project Coordinator |
| **Job Level** | Advanced |
| **Duty Station** | 2 Le Quang Dao, Ha Noi, Viet Nam |
| **Responsibilities** | The Project Coordinator will work on the following tasks to coordinate the implementation of the project:  Developing detailed annual work and budget plans based on approved overall work plan. Support development and timely submission of work plans and budgets from implementing partners.  Making schedules for project activities listed in the annual work plans to ensure all activities completed on time; ensure timely and duly management of the project and implementation of all activities in accordance with the rules and regulation of donor and the Government of Vietnam.  Recruiting consultants/partners and managing the work implementation of consultants/partners  Developing TORs and recruiting consultants/partners to conduct work on specific activities and objectives set forth in the work plan  Managing, monitoring and guiding contracted consultants/partners to work on the activities and objectives listed in the work plan and ensuring that their work is conducted in a timely manner and with high quality  Reviewing all deliverables and reports of contracted consultants/partners before submitted to the donor to ensure the quality of these products are according to relevant guidelines, TORs and hold the expected standard of quality  Preparing monthly, quarterly and annual activity progress and financial reports (in English and Vietnamese) and ensuring the accuracy and timely submission of these reports to the donor and managing agencies.  Working with the project accountant to monitor project fund, ensuring the fund is used for the proper purposes, proper activities and with the efficiency and transparency.  Organizing monthly team meetings to review and plan project activities  Coordinating with the donor, managing agencies, partners and other stakeholders, organizing regular or extraordinary team meetings in project management unit and meetings and reviews with donor, partners or other stakeholders during the project period to monitor and manage the progress of project implementation  Compiling and maintaining project reports and minutes of meetings - Participating in field visits to monitor and evaluate the progress of project activities  Any other tasks assigned by the project leader to achieve the project objectives |
| **Requirements** | Proven ability to coordinate and manage complex project work  Experience in implementing and managing ODA project  Experience in programme planning, design, follow-up, report writing, monitoring and evaluation of the projects  Experience in working with various partners, working with international and national experts to implement project activities  Experience in conduct project reports in Vietnamese and English  Able to work independently or in a team  Education on a bachelor or master level in the area of development studies, social sciences  Strong communication skills  Good ability to communicate in English |
| **Date** | 01/11/2021 |

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| TOR No. 2 | |
| **Position** | Project Accountant |
| **Job Level** | Experienced |
| **Duty Station** | 2 Le Quang Dao, Ha Noi, Viet Nam |
| **Responsibilities** | The Project Accountant is responsible for the financial management of the project activities and assists in the preparation of quarterly and annual work plans and progress reports for review and monitoring by the DMEC. The PAC will work under direct supervision of the Project Coordinator, report to the Project Officer and the DMEC in fulfilling the following responsibilities:  Responsible for performance of the accounting work of the project  Perform daily work in compliance with annual work schedules  Assist project management in performing budget cycle: planning, preparation, revisions, and budget implementation  Provide assistance to partner agencies involved in project activities, performing and monitoring financial aspects to ensure compliance with budgeted costs  Monitor project expenditures, ensuring that no expenditure is incurred before it has been authorized  Assist project team in drafting quarterly and yearly project progress reports concerning financial issues  Prepare quarterly advance requests to get advance funds in the format applicable  Responsibility for the inventory of the project assets, tax, bank interests, etc.  Perform preparatory work for mandatory and general budget revisions, annual physical inventory and auditing, and assist external evaluators in fulfilling their mission  Prepare financial reports in accordance with the administrative and financial office guidance  Ensure the project utilizes the available financial resources in an efficient and transparent manner  Ensure that all project financial activities are carried out on schedule and within budget to achieve the project outputs  Work as focal person in response to quality assurance activities such as financial spot-check or project audit  Perform all other financial related duties |
| **Requirements** | At least an University’s Degree in accounting, business management, or related fields  Minimum 5 years of experience on accounting administration  Experience in administrative work or related to project implementation  A demonstrated ability in the financial management of development projects and in liaising and cooperating with government officials, NGOs, etc.  Self-motivated and ability to work under the pressure  Team-oriented, possesses a positive attitude, and works well with others  Flexible and willing to travel as required  Excellent interpersonal skills  Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.  Good English language skills, both spoken and written.  Previous experience working with an ODA funded project is considered an asset. |
| **Date** | 01/11/2021 |